

# San Dieguito

Union High School  
District

710 Encinitas Blvd.  
Encinitas, CA 92024-3357  
(760) 753-6491  
www.sduhsd.net

**Board of Trustees:**

Joyce Dalessandro  
Linda Friedman  
Barbara Groth  
Beth Hergesheimer  
Deanna Rich

**Superintendent:**

Peggy Lynch, Ed.D.  
(760) 943-3501 FAX

Canyon Crest Academy  
Carmel Valley MS  
Diegueno MS  
Earl Warren MS  
La Costa Canyon HS  
North Coast Alternative HS  
Oak Crest MS  
San Dieguito Adult Education  
San Dieguito HS Academy  
Sunset HS  
Torrey Pines HS

## SAN DIEGUITO UNION HIGH SCHOOL DISTRICT BOARD OF TRUSTEES REGULAR BOARD MEETING

THURSDAY, SEPTEMBER 6, 2007  
6:30PM

DISTRICT OFFICE BOARD ROOM 101  
710 ENCINITAS BLVD, ENCINITAS, CA. 92024

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*Welcome to the meeting of the San Dieguito Union High School District  
Board of Trustees.*

**PUBLIC COMMENTS**

If you wish to speak regarding an item on the agenda, please complete a blue 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, please state your name, address, and organization before making your presentation.

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. If you wish to speak under Public Comments, please follow the same directions (above) for speaking to agenda items. Complaints or charges against an employee are not permitted in an open meeting of the Board of Trustees.

In the interest of time and order, presentations from the public are limited to three (3) minutes per person, per topic. 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 others in attendance.

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.

**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*.

**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.

**CELL PHONES/PAGERS**

As a courtesy to all meeting attendees, please set cellular phones and pagers to silent mode and engage in conversations outside the meeting room.

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In compliance with the Americans with Disabilities Act, if you need special assistance, disability-related modifications, or accommodations, including auxiliary aids or services, in order to participate in the public meetings of the District's Governing Board, please FAX the office of the District Superintendent at (760) 943-3501. Notification 72 hours prior to the meeting will enable the District to make reasonable arrangements 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 the meeting in appropriate alternative formats for persons with a disability.

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

AGENDA

**THURSDAY, SEPTEMBER 6, 2007**  
**6:30 PM**

**DISTRICT OFFICE BOARD ROOM 101**  
**710 ENCINITAS BLVD., ENCINITAS, CA. 92024**

**PRELIMINARY FUNCTIONS ..... (Items 1 – 6)**

- 1. Call to Order; Public Comments Regarding Closed Session Items .....6:00 PM
- 2. **Closed Session** ..... **6:05 PM**
  - 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 Section 54957.8.  
Agency Negotiators: Superintendent and Associate Superintendents (3)  
Employee Organizations: San Dieguito Faculty Association / Classified School Employees Association
- 3. **Regular Meeting / Open Session** .....**6:30 PM**
- 4. Pledge of Allegiance
- 5. Report Out of Closed Session
- 6. Approval of Minutes of the August 23, 2007 Regular Board Meeting, as shown in the attached supplement.

**NON-ACTION ITEMS ..... (Items 7 – 10)**

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.

- 7. Student Board Member Reports ..... Advisory Student Board Members
- 8. Board Member Reports..... Trustees of the Board
- 9. Superintendent’s Reports, Briefings and Legislative Updates ..... Peggy Lynch, Ed.D.
- 10. Nutrition Services Update ..... Alicia Pitrone, Director of Nutrition Services

**CONSENT AGENDA ITEMS ..... (Items 11 – 15)**

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

**11. SUPERINTENDENT**

- A. ACCEPTANCE OF GIFTS AND DONATIONS, AS SHOWN IN THE ATTACHED SUPPLEMENT.
- B. APPROVAL OF FIELD TRIP REQUESTS, AS SHOWN IN THE ATTACHED SUPPLEMENT.

## 12. HUMAN RESOURCES

### A. APPROVAL OF PERSONNEL REPORTS

Approval of matters pertaining to employment of personnel, salaries, leaves of absence, resignations, changes in assignments, extra duty assignments, and consultant services:

1. Approval of Certificated Personnel Report, as shown in the attached supplement.
2. Approval of Classified Personnel Report, as shown in the attached supplement.

## 13. EDUCATIONAL SERVICES (NO ITEMS SUBMITTED)

## 14. PUPIL SERVICES

### A. APPROVAL/RATIFICATION OF NON-PUBLIC SCHOOL/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:

1. New Haven School, during the period July 1, 2007 through June 30, 2008.

### B. APPROVAL/RATIFICATION OF AGREEMENTS

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

1. Carol J. Atkins, M.A. to provide assessments and consultation for language processing disorders, during the period July 1, 2007 through June 30, 2008, at the rate of \$175.00 per hour, to be expended from the General Fund/Restricted 06-00.
2. Elizabeth Christensen, O.D. to provide comprehensive developmental vision evaluations, vision therapy, and progress evaluations, during the period July 1, 2007 through June 30, 2008, at the rate of \$300.00 per evaluation, \$120.00/hr for therapy, and \$120.00 per progress evaluation, to be expended from the General Fund/Restricted 06-00.
3. Daniel & Davis Optometry to provide comprehensive developmental vision evaluations, vision therapy, and progress evaluations, during the period July 1, 2007 through June 30, 2008, at the rate of \$175.00 per evaluation, \$125.00/hr for therapy, and \$225.00 per progress evaluation, to be expended from the General Fund/Restricted 06-00.
4. Deaf Community Services of San Diego, Inc. to provide interpreting services for hearing impaired, during the period August 27, 2007 through June 30, 2008, at the rate of \$65.00 per hour, to be expended from the General Fund/Restricted 06-00.
5. Family Vision Care to provide developmental optometry services, during the period July 1, 2007 through June 30, 2008, at the rate of \$345.00 per evaluation and \$90.00 per hour for therapy, to be expended from the General Fund/Restricted 06-00.
6. John P. Fitzpatrick to provide comprehensive developmental vision evaluations, vision therapy, and progress evaluations, during the period August 16, 2007 through June 30, 2008, at the rate of \$115.00 per hour, to be expended from the General Fund/Restricted 06-00.

7. Hein Speech & Language Pathology to provide speech and language pathology evaluations, during the period July 1, 2007 through June 30, 2008, at the rate range of \$100.00 per hour to \$200.00 per hour depending on the service, to be expended from the General Fund/Restricted 06-00.
8. Interpreter's Unlimited to provide language interpreting services, during the period July 1, 2007 through June 30, 2008, at the rate range of \$45.00 to \$125.00 per hour depending on the service, to be expended from the General Fund/Restricted 06-00.
9. Nancy E. Markel, Ph.D. to provide neuropsychological assessments, during the period July 1, 2007 through June 30, 2008, at the rate of \$225.00 per hour, to be expended from the General Fund/Restricted 06-00.
10. Music Therapy of California to conduct music assessment evaluation, consultation, and therapy, during the period July 27, 2007 through June 30, 2008, at the rate of \$300.00 per evaluation and \$75.00 per hour for therapy, to be expended from the General Fund/Restricted 06-00.
11. Network Interpreting Services, LLP to provide interpreting services for the hearing impaired, during the period July 1, 2007 through June 30, 2008, at the rate of \$75.00 per hour, to be expended from the General Fund/Restricted 06-00.
12. Solana Beach Physical Therapy to provide physical therapy assessments and treatments, during the period July 1, 2007 through June 30, 2008, at the rate of \$105.00 per hour, to be expended from the General Fund/Restricted 06-00.

## 15. BUSINESS

### A. APPROVAL/RATIFICATION OF AGREEMENTS

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

1. Magdalena Ecke Family YMCA for lease of facilities for La Costa Canyon High School off-campus PE classes, during the period August 27, 2007 through June 12, 2008, for an amount not to exceed \$4,400.00, to be expended from the General Fund/Restricted 06-00.
2. Workout4Life, LLC, dba Del Mar Workout for lease of facilities for Torrey Pines High School off campus PE classes, during the period August 28, 2007 through June 15, 2008, for a total amount not to exceed \$9,000.00, to be expended from the General Fund/Restricted 06-00.
3. Balboa Ambulance Service to provide medical/ambulance standby coverage for Torrey Pines High School home football games, during the period August 23, 2007 through November 2, 2007, at the rate of \$255.00 per game, to be expended from the Torrey Pines HS ASB.
4. Rancho Santa Fe Security Systems, Inc. to provide weekend mobile patrol security services at San Dieguito Academy, La Costa Canyon High School, and Diegueno Middle School, during the period September 1, 2007 through June 30, 2008, for a total amount not to exceed \$14,940.00, to be expended from the General Fund 03-00.

### B. APPROVAL/RATIFICATION OF AMENDMENT TO AGREEMENTS

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

1. YMCA of San Diego County – Magdalena Ecke Family YMCA for vehicle inspection and maintenance on the YMCA transportation buses to be serviced at the San Dieguito Union High School District Transportation yard, extending the contract period from May 1, 2007 through April 30, 2008, without any change to the billing rates.
2. Match Point Tennis Courts, Inc. for tennis court maintenance services at San Dieguito Academy, Canyon Crest Academy, Torrey Pines High School, and La Costa Canyon High School, extending the contract period from July 1, 2007 through June 30, 2008, without any change to the billing rates, to be expended from the General Fund 03-00 and partially reimbursed by the Adult Education Fund 11-00 and the Torrey Pines High School Foundation.

C. APPROVAL OF CHANGE ORDERS

Approve Change Orders to the following projects, and authorize Eric R. Dill or Stephen G. Ma to execute the change orders:

1. Change Order No. 1 - Relocate Textbook Room at Torrey Pines High School project B2007-18, contract entered into with Blair Rasmussen Construction, increasing the contract amount by \$16,651.00, to be expended from the Capital Facilities Fund 25-19.
2. Change Order No. 1 - Computer Lab & Art Classroom Conversions at Earl Warren Middle School project B2007-20, contract entered into with Blair Rasmussen Construction, increasing the contract amount by \$8,896.46, to be expended from the Capital Facilities 25-19.
3. Change Order No. 1 - Replace Roofing at NE Portion of Bldg. B at Torrey Pines High School project B2007-16, contract entered into with Commercial & Industrial Roofing Company, Inc., increasing the contract time by 22 calendar days and decreasing the contract amount by \$5,526.00.
4. Change Order Number 16 - Canyon Crest Academy project - Package #25 (HVAC & fire protection), contract entered into with Control Air Conditioning Corp., increasing the contract time by 547 calendar days and decreasing the contract amount by \$17,858.00, to be expended from Mello Roos funds, State School Building Fund 35-00, and Other Building Fund 21-09.

D. ACCEPTANCE OF CONSTRUCTION PROJECTS

Accept the following construction projects as complete, pending the completion of a punch list, and authorize the administration to file a Notice of Completion with the County Recorders Office:

1. Replace Roofing at NE Portion of Bldg. B at Torrey Pines High School project B2007-16, contract entered into with Commercial & Industrial Roofing Company, Inc.
2. Canyon Crest Academy Bid Package #25 (HVAC & fire protection) – Control Air Conditioning Corp.

E. APPROVAL OF BUSINESS REPORTS

1. Purchase Orders
2. Instant Money
3. Membership Listing

**ROLL CALL VOTE FOR CONSENT AGENDA..... (Items 11 – 15)**

- \_\_\_\_\_ Dalessandro
- \_\_\_\_\_ Friedman
- \_\_\_\_\_ Groth
- \_\_\_\_\_ Hergesheimer
- \_\_\_\_\_ Rich

**DISCUSSION / ACTION ITEMS..... (Items 16 - 19)**

- 16. APPROVAL OF BOARD POLICY REVISION, #2121, *SUPERINTENDENT’S CONTRACT*  
Motion by \_\_\_\_\_, second by \_\_\_\_\_, to approve Board Policy Revision #2121, *Superintendent’s Contract*, as proposed. (See attached supplement)
- 17. APPROVAL OF THE FOLLOWING BOARD POLICY REVISIONS: #4216.3-41.6, *GROUND’S MAINTENANCE WORKER/APPLICATOR, (NEW)*; #4216.3-41.2, *EQUIPMENT OPERATOR*; # 4216.3-41.4 AND 4216.3-41.5, *MAINTENANCE WORKER 1 AND 2*.  
Motion by \_\_\_\_\_, second by \_\_\_\_\_, to approve Grounds Maintenance Classification Board Policies as shown in the attached supplements.
- 18. ADOPTION OF RESOLUTION AUTHORIZING DISTRICT EMPLOYEES TO ACQUIRE FEDERAL SURPLUS PROPERTY  
Motion by \_\_\_\_\_, second by \_\_\_\_\_, to adopt the attached resolution authorizing Eric Dill, Sheila Graciano, Javier Lopez, and Roger Taylor to acquire state or federal surplus property from the California State Agency for Surplus Property and approve incidental fees under the terms and conditions of the program.
- 19. CERTIFICATION OF THE 2006-07 UNAUDITED ACTUAL INCOME & EXPENDITURES / GENERAL FUND & SPECIAL FUNDS  
Motion by \_\_\_\_\_, second by \_\_\_\_\_, to certify the 2006-07 Unaudited Actual Income and Expenditures for the General Fund and Special Funds, as shown in the attached supplements.

**INFORMATION ITEMS..... (Items 20 – 29)**

- 20. Business Services Update ..... Steve Ma, Associate Superintendent
- 21. Educational Services Update ..... Rick Schmitt, Associate Superintendent
- 22. Human Resources Update ..... Terry King, Associate Superintendent
- 23. Board Policy Revision Proposal, First Read, #9220, *Bylaws of the Board / Governing Board Elections*, as shown in the attached supplement.
- 24. Board Policy Revision Proposal, First Read, #9223, *Bylaws of the Board / Filling Vacancies*, as shown in the attached supplement.
- 25. Public Comments  
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. (See Board Agenda Cover Sheet)
- 26. Future Agenda Items
- 27. Adjournment to Closed Session (if scheduled)

**CLOSED SESSION** (if required)

- 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 Section 54957.8.  
Agency Negotiators: Superintendent and Associate Superintendents (3)  
Employee Organizations: San Dieguito Faculty Association / California School Employees Association

28. Report from Closed Session (if required)

29. Adjournment of Meeting

*The next regularly scheduled Board Meeting will be held on **September 20, 2007, at 6:30 PM** in the SDUHSD District Office Board Room 101. The District Office is located at 710 Encinitas Blvd., Encinitas, CA, 92024.*

# San Dieguito

Union High School District

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**Board of Trustees:**

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**Superintendent:**

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Canyon Crest Academy  
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San Dieguito Adult Education  
San Dieguito HS Academy  
Sunset HS  
Torrey Pines HS

## SAN DIEGUITO UNION HIGH SCHOOL DISTRICT MINUTES OF THE BOARD OF TRUSTEES AT A REGULAR MEETING

**AUGUST 23, 2007**

**SDUHSD DISTRICT OFFICE**

**BOARD RM 101**

**PRELIMINARY FUNCTIONS..... (ITEMS 1 – 6)**

1. Call to Order / Public Comments ..... (Item 1)  
There were no comments from the public presented.
2. **CLOSED SESSION** .....(Item 2)  
President Deanna Rich called the meeting to order at 4:00 PM on Thursday, August 23, 2007, to receive public comments on the closed session agenda items. There were no public comments, and the Board convened to closed session in the small board room to discuss:
  - A. 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. Labor-related issues with Labor Negotiators, pursuant to Government Code Section 54957.8; Agency Negotiators: Superintendent and Associate Superintendents  
Employee Organizations: San Dieguito Faculty Association / California School Employees Association
  - C. Consideration and/or deliberation of student discipline matters (3 cases)
  - D. To conference with legal counsel and/or discuss current or potential litigation (1 case)
  - E. Superintendent Evaluation

**REGULAR MEETING / OPEN SESSION**

Members in Attendance

All Board Members were in attendance.  
(Student Advisory Members not present during summer break)

Administrators Present

Peggy Lynch, Ed.D., Superintendent  
Terry King, Associate Superintendent, Human Resources  
Steve Ma, Associate Superintendent, Business  
Rick Schmitt, Associate Superintendent, Educational Services  
Becky Banning, Executive Assistant to the Superintendent



**3. Reconvene / Call to Order ..... (Item 3)**

The regular meeting of the Board of Trustees was called to order at 6:30 PM by President Deanna Rich.

**4. Salute to Flag ..... (Item 4)**

Ms. Beth Hergesheimer led the salute to the flag.

**5. Report Out of Closed Session..... (Item 5)**

There was no report out of Closed Session presented. Expel students (2) and readmission of one student.

**6. Approval of Minutes ..... (Item 6)**

It was moved by Ms. Hergesheimer, seconded by Ms. Dalessandro, that the Minutes of the July 19, 2007 Regular Board Meeting be approved. **Motion unanimously carried.**

**NON-ACTION ITEMS ..... (ITEMS 7 - 10)**

**7. Student Board Member Reports ..... (Not provided during summer months)**

**8. Board Member Reports ..... (Item 8)**

Ms. Hergesheimer reported attendance of the following:

- o July 27<sup>th</sup> - San Dieguito Alliance Meeting; suggested a rotation attendance schedule for board members
- o August 6<sup>th</sup> - The summer BBQ event held at the district office, sponsored by the Cabinet members for all district office staff
- o August 8<sup>th</sup> - *Fast Break* Breakfast with Congressman Brian Bilbray
- o August 9<sup>th</sup> - Leadership Team In-service (8/9 – 8/10)
- o August 16<sup>th</sup> - New Teacher *Welcome Luncheon*, held at La Costa Canyon High School
- o August 23<sup>rd</sup> - Bus tour of the various campuses to see facilities improvements over summer

Ms. Dalessandro reported having attended all of the above events. She also commended Mr. Steve Ma and the rest of the Facilities Department for their involvement and hard work with all campus improvements over the summer.

Ms. Friedman reported attending a meeting with Congressman Brian Bilbray prior to the *Fast Break* breakfast, where the main topic discussed was *No Child Left Behind* and its proposed changes.

Ms. Groth informed the Board about a two-day event scheduled for October 29 - 30, 2007, at the San Diego County Office of Education. The topic will be school leadership roles and registration is free. The first day is designed for board members and superintendents and the second day is designed for district superintendents and school principals.

Ms. Rich reported attending the same events listed above. She also expressed her gratitude to Mr. Ma and the rest of the Facilities staff for all the work done during the summer.

9. Superintendent's Reports, Briefings and Legislative Updates ..... (Item 9)

Dr. Lynch addressed the previously proposed board meeting dates for 2008 and informed the Board of a conflict with one of the dates proposed, (February 21). The Board may choose to cancel that meeting.

Dr. Lynch also announced the recent adoption of a new state budget and gave calendar updates and reminded the Board of upcoming activities, including opening day on August 27<sup>th</sup>, an upcoming Encinitas Liaison meeting, and future Back-to-School nights.

10. School / Department Update ..... (Item 10)

There was no update presented at this meeting.

**CONSENT AGENDA ITEMS.....(ITEMS 11 – 15)**

It was moved by Ms. Friedman, seconded by Ms. Hergesheimer that all remaining Consent Agenda Items 11 – 15 be approved as written below. ***Motion unanimously carried.***

**11. SUPERINTENDENT**

- A. ACCEPTANCE OF GIFTS AND DONATIONS, AS SHOWN IN THE ATTACHED SUPPLEMENT.
- B. APPROVAL OF FIELD TRIP REQUESTS, AS SHOWN IN THE ATTACHED SUPPLEMENT.

**12. HUMAN RESOURCES**

A. APPROVAL OF PERSONNEL REPORTS

Approval of matters pertaining to employment of personnel, salaries, leaves of absence, resignations, changes in assignments, extra duty assignments, and consultant services:

- 1. Approval of Certificated Personnel Report, as shown in the attached supplement.
- 2. Approval of Classified Personnel Report, as shown in the attached supplement.

**13. EDUCATIONAL SERVICES**

A. APPROVAL OF INSTRUCTIONAL MATERIALS SUFFICIENCY RESOLUTION

- 1. Approval of the Instructional Materials Sufficiency Resolution, which declares that sufficient materials, textbooks and equipment are present in our district classrooms for use by district staff and students.

**14. PUPIL SERVICES**

A. APPROVAL OF RECLASSIFICATION OF RECORDS

Approve the request for reclassification of records as Class 3 Disposable, as shown in the attached supplement.

**B. APPROVAL/RATIFICATION OF NON-PUBLIC SCHOOL/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:

1. ACES – NPA: Comprehensive Educational Services, Inc., during the period July 1, 2007 through June 30, 2008.
2. ACES – NPS: Comprehensive Educational Services, Inc., during the period July 1, 2007 through June 30, 2008.
3. Autism Spectrum Consultants, Inc., during the period July 1, 2007 through June 30, 2008.
4. Balboa City School, during the period July 1, 2007 through June 30, 2008.
5. Banyan Tree Learning Center, during the period July 1, 2007 through June 30, 2008.
6. Devereux Texas Treatment Network, during the period July 1, 2007 through June 30, 2008.
7. Excelsior Youth Center, during the period July 1, 2007 through June 30, 2008.
8. Family Life Center, during the period July 1, 2007 through June 30, 2008.
9. Fusion Learning Center, during the period July 1, 2007 through June 30, 2008.
10. K.I.D.S. Therapy Associates, Inc., during the period July 1, 2007 through June 30, 2008.
11. Institute for Effective Education, during the period July 1, 2007 through June 30, 2008.
12. Keystone Schools, during the period July 1, 2007 through June 30, 2008.
13. Maxim Healthcare Services, Inc., during the period July 1, 2007 through June 30, 2008.
14. New Bridge School, during the period July 1, 2007 through June 30, 2008.
15. Oak Grove Institute/Jack Weaver School, during the period July 1, 2007 through June 30, 2008.
16. Provo Canyon School, during the period July 1, 2007 through June 30, 2008.
17. San Diego Center for Children, during the period July 1, 2007 through June 30, 2008.
18. Jodie K. Schuller & Associates, during the period July 1, 2007 through June 30, 2008.
19. Sierra Academy, during the period July 1, 2007 through June 30, 2008.
20. Sam & Rose Stein Education Center, during the period July 1, 2007 through June 30, 2008.
21. Winston School, during the period July 1, 2007 through June 30, 2008.
22. Yellowstone Boys & Girls Ranch, during the period July 1, 2007 through June 30, 2008.

**C. APPROVAL/RATIFICATION OF AGREEMENTS**

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

1. Erin Berzins dba Rescribe to provide Vietnamese translation services for various educational forms and additional language translations as they become necessary for students/parents/guardians who do not read English, during the period July 25, 2007 through June 30, 2008, at the rate of \$0.30 per Vietnamese word with a minimum charge of \$150.00, to be expended from the General Fund/Restricted 06-00.

2. Reliable Home Help Nurses Registry to provide specialized physical health care services to medically fragile students with exceptional needs, during the period July 1, 2007 through June 30, 2008, at the contract rate of \$29.41 per hour, to be expended from the General Fund/Restricted 06-00.

At the request of Ms. Dalessandro, **Item 14, C-3**, (Fagen Friedman & Fulfroft, LLP) was pulled from the Consent Agenda and voted on separately.

It was therefore moved by Ms. Friedman, seconded by Ms. Hergesheimer, that the following item be approved as written.

C. APPROVAL/RATIFICATION OF AGREEMENTS

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

3. Fagen Friedman & Fulfroft, LLP to provide legal services for Pupil Services and Special Education, during the period July 1, 2007 through June 30, 2008 or mutual termination, at the rate of \$175.00 per hour, to be expended from the General Fund/Restricted 06-00.

AYES: FRIEDMAN, GROTH, HERGESHEIMER, RICH  
NOES: NONE  
ABSTAIN: DALESSANDRO  
ABSENT: NONE

15. BUSINESS

A. APPROVAL/RATIFICATION OF AGREEMENTS

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

1. MTGL, Inc. to provide special DSA testing and inspection services for the Torrey Pines High School Team Room Modular Building project, during the period August 13, 2007 through September 15, 2007, for an estimated amount not to exceed \$15,409.00, to be expended from the Capital Facilities Fund 25-19 and Special Reserve/Capital Projects Fund 40-00.
2. City of Carlsbad to provide a school resource officer at the La Costa Canyon High School campus, during the 2007-2008 school year including summer school, for an amount of \$47,365.00, to be expended from the General Fund/Restricted 06-00.

3. California Cold for the lease of a refrigerated trailer to be set at Carmel Valley Middle School for use by Nutrition Services, during the period August 13, 2007 through August 12, 2008, for an amount not to exceed \$8,060.00, to be expended from the Cafeteria Fund 13-00.
4. Boys & Girls Club of San Dieguito for lease of facilities for Earl Warren Middle School off-campus PE, during the period August 29, 2007 through June 6, 2008, for an amount not to exceed \$4,200.00, to be expended from the General Fund 03-00.
5. Paragon Marketing Group LLC to conduct exclusive television broadcast of the Torrey Pines High School football game on October 11, 2007, at no cost to the district.
6. Plant-Tek, Inc. to provide weed control maintenance at various district sites, during the period August 1, 2007 through June 30, 2008, for an estimated amount of \$13,425.00, to be expended from the General Fund 03-00.
7. Field Turf West, Inc. to provide synthetic field turf maintenance at Torrey Pines High School and La Costa Canyon High School, during the period September 1, 2007 through June 30, 2012, for an amount not to exceed \$2,000.00 per year per field, to be expended from the General Fund 03-00.
8. Laura D. Romano to provide legal services for the district, during the period August 24, 2007 until mutual termination, at the rate of \$175.00 per hour plus incidental charges, to be expended from the fund to which the services are charged.
9. Consulting & Inspection Services LLC to provide small project miscellaneous DSA inspection services, during the period July 1, 2007 through June 30, 2008, with a "not to exceed" written estimate of hours per project, at the rate of \$82.00 per hour, to be expended from the fund to which the project is charged.
10. Reynolds Consulting Group, Inc. to provide mandated cost reimbursement services, during the period July 1, 2007 through June 30, 2010, for an amount not to exceed \$30,000.00 per fiscal year, to be expended from the General Fund 03-00.
11. Roesling Nakamura Terada Architects, Inc. to provide small project miscellaneous architectural, engineering and construction administration services for maintenance projects as assigned, during the period July 1, 2007 through June 30, 2008, for an amount not to exceed \$30,000.00, to be expended from the fund to which the project is charged.
12. Pinnacle Innovations, LLC to provide web page maintenance for the San Dieguito Union High School District web page, during the period July 1, 2007 through June 30, 2008, at the rate of \$250.00 per month for a total amount not to exceed \$3,000.00, to be expended from the General Fund 03-00.
13. Gas Equipment Systems, Inc. to provide scheduled maintenance, service, and inspection of the Transportation Department's CNG fueling facility, during the period July 1, 2007 through June 30, 2008, for an amount not to exceed \$13,997.22, to be expended from the General Fund/Restricted 06-00.
14. St. John the Evangelist for lease of facilities for Adult Education CO-OP Pre-school program, during the period September 4, 2007 through June 13, 2008, for an amount not to exceed \$5,000.00, to be expended from the Adult Ed Fund 11-00.
15. Orness Design Group to provide food facilities design services for the Canyon Crest Academy Ravens Nest Student Cafe, during the period August 24, 2007 through December 30, 2008, for an amount not to exceed \$3,900.00, to be expended from Mello Roos Funds and to be reimbursed by the Canyon Crest Academy Foundation..

16. Ferandell Tennis Courts, Inc. to provide runway track cleaning services at Torrey Pines High School and La Costa Canyon High School, during the period July 1, 2007 through June 30, 2008, at the rate of \$550.00 per cleaning per site, to be expended from the General Fund 03-00.
17. Hawthorne Lift Systems to provide preventative maintenance to district Genie lifts as directed, during the period July 1, 2007 through June 30, 2008, at the rate of \$120.00 per hour, to be expended from the General Fund 03-00.
18. Mobil Construction Sweeping to provide construction sweeping services to all district parking lots as directed, during the period July 1, 2007 through June 30, 2008, at the rate of \$200.00 per two hours of sweeping, to be expended from the General Fund 03-00.
19. Magdalena Ecke Family YMCA for lease of facilities for Earl Warren Middle School off-campus PE classes, during the period August 27, 2007 through June 12, 2008, for an amount not to exceed \$4,400.00, to be expended from the General Fund 03-00.
20. Carmel Valley Recreation Center for lease of facilities for the San Dieguito Adult School Senior Fitness Class, during the period September 5, 2007 through November 2, 2007, for an amount not to exceed \$382.50, to be expended from the Adult Ed Fund 11-00.

B. APPROVAL/RATIFICATION OF AMENDMENT TO AGREEMENTS

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

1. Fredrick's Electric for district wide cabling services, increasing the prices 5% as allowed in the contract and extending the contract period from August 1, 2007 through July 31, 2008, to be expended from the fund to which the project is charged.
2. Maisano Produce for produce supplies, mutually agreeing to address potential price increases for the 2007-2008 school year, as allowed in the contract at a later date, but no later than December 31, 2007, and extending the contract period from August 1, 2007 through July 31, 2008, to be expended from the Cafeteria Fund 13-00.
3. The Bread Company for bread supplies, increasing the prices 4% as allowed in the contract and extending the contract period from August 1, 2007 through July 31, 2008, to be expended from the Cafeteria Fund 13-00.
4. S&S Bakery for bakery supplies, extending the contract period from August 1, 2007 through July 31, 2008, to be expended from the Cafeteria Fund 13-00.
5. A&R Wholesale Distributors, Inc. for snack supplies, increasing the prices 5% as allowed in the contract and extending the contract period from August 1, 2007 through July 31, 2008, to be expended from the Cafeteria Fund 13-00.

C. RATIFICATION OF CONTRACTS

Ratify the following contracts and authorize Eric R. Dill or Stephen G. Ma to execute all pertinent documents:

1. SimplexGrinnell LP for the San Dieguito Academy Relocatable Classrooms Fire Alarm project B2008-03, for an amount of \$17,800.00, to be expended from Mello Roos Funds.

D. APPROVAL OF CHANGE ORDERS

Approve Change Order Number 1 to the following projects, and authorize Eric R. Dill or Stephen G. Ma to execute the change orders:

1. Torrey Pines High School Team Room Demolition project B2007-13, contract entered into with American Wrecking, Inc., increasing the contract time by 34 calendar days and decreasing the contract amount by \$2,000.00.
2. Demolition of Buildings 130 & 140 at San Dieguito Academy project B2007-28, contract entered into with TC Construction Company, Inc., increasing the contract time by 41 days.
3. Site Improvements at San Dieguito Adult School project B2007-11, contract entered into with Healey Construction, increasing the contract amount \$6,037.67, to be expended from the Adult Education Fund 11-00 and the Capital Facilities Fund 25-18.

E. ACCEPTANCE OF CONSTRUCTION PROJECTS

Accept the following construction projects as complete, pending the completion of a punch list, and authorize the administration to file a Notice of Completion with the County Recorders Office:

1. Torrey Pines High School Team Room Demolition project B2007-13, contract entered into with American Wrecking, Inc.
2. Demolition of Buildings 130 & 140 at San Dieguito Academy project B2007-28, contract entered into with TC Construction Company, Inc.

F. APPROVAL OF CONTRACT

Approve entering into a contract with Roesling Nakamura Terada Architects, Inc. to provide schematic design services for the Torrey Pines High School Visual and Performing Arts Center, for an amount not to exceed \$90,000.00, to be expended from the General Fund 03-00 and reimbursed by the Torrey Pines High School Foundation.

G. ADOPTION OF RESOLUTION ESTABLISHING GANN LIMIT

Adopt the resolution Establishing the Gann Limit, which identifies the estimated appropriations limit for the current year and actual appropriations for the preceding year, as shown in the attached supplement.

H. APPROVAL OF BUSINESS REPORTS

1. Purchase Orders
2. Instant Money
3. Membership Listing
4. Replacement Warrant

**DISCUSSION / ACTION ITEMS..... (Items 16 - 18)**

- 16. APPROVAL OF PROPOSED BOARD POLICY REVISION, #7311/1333, AND NEW ADMINISTRATIVE REGULATION PROPOSAL, #7311/1333/AR-1, *NEW CONSTRUCTION, COMMUNITY RELATIONS.*

It was moved by Ms. Hergesheimer, seconded by Ms. Friedman, to approve the proposed Board Policy Revision, #7311/133/AR-1, as shown in the attached supplement. ***Motion unanimously carried.***

- 17. APPROVAL OF PROPOSED BOARD POLICY REVISION, #9321, *CLOSED SESSION PURPOSES AND AGENDAS.*

It was moved by Ms. Dalessandro, seconded by Ms. Hergesheimer, to approve the proposed Board Policy Revision, # 9321, as shown in the attached supplement. ***Motion unanimously carried.***

- 18. APPROVAL OF NEW BOARD POLICY PROPOSAL, #4244, 4344, 4444, 4544, *HOLIDAY CALENDARS.*

It was moved by Ms. Groth, seconded by Ms. Dalessandro, to approve new Board Policy Proposals, #4244, 4344, 4444, 4544, as shown in the attached supplement. ***Motion unanimously carried.***

**INFORMATION ITEMS..... (ITEMS 19 – 28)**

- 19. Business Services/Summer Facilities Update..... Steve Ma, Associate Superintendent  
Mr. Ma gave the Board an update on the status of pending and completed facilities improvement projects going on throughout the summer.

- 20. Educational Services Update ..... Rick Schmitt, Associate Superintendent  
Mr. Schmitt updated the Board about events leading to the opening of school, including details about teacher in-services and trainings during the recent teacher in-service days, stating they were extremely successful.

He also announced that Mr. David Jaffe, Executive Director of Instruction and Curriculum is scheduled to give a presentation to the board regarding the status of standards based testing.

Mr. Schmitt presented some statistics about test results by sub-groups explaining that overall, their has been a significant improvement with test scores among all subgroups.

- 21. Human Resources Update..... Terry King, Associate Superintendent

Ms. King thanked everyone for attending the new teacher luncheon during staff in-service week; teachers were impressed to have an opportunity to meet board members and the superintendent. She also gave an update on the total number of new teachers hired so far (67) and also stated that teacher evaluations from last year were overwhelmingly positive.

**BOARD POLICY REVISION PROPOSALS.....(Items 22 – 23)**

The following Board Policy Revision Proposals were presented as Information Items and Will be resubmitted to the Board for approval on September 6, 2007:

- 22. Board Policy Revision Proposal, First Read, #2121, *Superintendent’s Contract*
- 23. New Board Policy Proposal, First Read, #4216.3-41.6, *Grounds Maintenance Worker/Applicator*, and Board Policy Revision Proposals, First Read, for #4216.3-41.2, *Grounds Maintenance Equipment Operator*; #4216.3-41.4 and #4216.3-41.5, *Grounds Maintenance Worker I and II.*



- 24. Public Comments – District employee, Mr. Joe Auresto addressed the board asking them to reconsider the way the transportation routes for Canyon Crest Academy are currently set.
- 25. Future Agenda Items – There were no further items to discuss.
- 26. Adjournment to Closed Session (if scheduled) – There was no Closed Session held.
- 27. Report from Closed Session (if required) – There was no report out of Closed Session.
- 28. Adjournment of Meeting – The meeting was adjourned at 7:06 PM.

\_\_\_\_\_  
Joyce Dalessandro, Clerk

\_\_\_\_/\_\_\_\_/\_\_\_\_  
Date

\_\_\_\_\_  
Peggy Lynch, Ed.D., Superintendent / Secretary

\_\_\_\_/\_\_\_\_/\_\_\_\_  
Date

# San Dieguito Union High School District

## INFORMATION REGARDING BOARD AGENDA ITEM

**TO:** BOARD OF TRUSTEES

**DATE OF REPORT:** August 30, 2007

**BOARD MEETING DATE:** September 6, 2007

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

**SUBJECT:** ACCEPTANCE OF GIFTS AND DONATIONS

.....

### EXECUTIVE SUMMARY

The district administration is requesting acceptance of gifts and donations to the district as shown on the following report.

### RECOMMENDATION:

The administration recommends that the Board accept the gifts and donations to the district as shown on the following report.

### FUNDING SOURCE:

Not applicable

PL/bb

**AGENDA ITEM 11 A**



# San Dieguito Union High School District

## INFORMATION REGARDING BOARD AGENDA ITEM

**TO:** BOARD OF TRUSTEES

**DATE OF REPORT:** August 30, 2007

**BOARD MEETING DATE:** September 6, 2007

**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 and/or overnight field trips, as shown on the following report.

### RECOMMENDATION:

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

### FUNDING SOURCE:

As listed on attached report.

PL/bb

**ITEM 11 B**

ITEM 11 B

**FIELD TRIP REPORT  
SDUHSD BOARD MEETING  
September 6, 2007**

<b>Date(s) of Field Trip</b>	<b>Site</b>	<b>Sponsor, Last Name</b>	<b>First Name</b>	<b>Team / Club</b>	<b>Total # Students</b>	<b>Total # Chaperones</b>	<b>Purpose / Conference Name</b>	<b>City</b>	<b>St</b>	<b>Loss of Class Time</b>	<b>* \$ Cost</b>
11/8-11/07	SDA	Roberts	Tim	Journalism	20	2	Attend workshops & participate in competitions	Philadelphia	PA	11/8-9/07	N/A
4/18-20/08	SDA	Roberts	Tim	Journalism	20	2	Attend workshops & participate in competitions	Anaheim	CA	04/18/08	N/A
10/10-10/14/07	TPHS	Brown	Abby	Math	Approx. 8	1	Presentation at the annual Wolfram Technology Conf.	Champaign	IL	10/11-10/12/07	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:** August 27, 2007

**BOARD MEETING DATE:** September 6, 2007

**PREPARED BY:** Terry King  
Associate Superintendent/Human Resources

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

**SUBJECT:** APPROVAL OF CERTIFICATED and  
CLASSIFIED PERSONNEL

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### EXECUTIVE SUMMARY

Please find the following Personnel actions attached for Board Approval:

#### Certificated

Employment  
Change in Assignment  
Leave of Absence  
Resignation

#### Classified

Employment  
Change in Assignment  
Resignation

#### RECOMMENDATION:

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

#### FUNDING SOURCE:

General Fund

## PERSONNEL LIST

## ITEM 12 - CERTIFICATED

### CERTIFICATED PERSONNEL

#### Employment

1. **Sarah Cocita**, 100% Temporary Teacher for the 2007-08 school year, effective 8/20/07 through 6/12/08.
2. **Goreti DeLaParra**, Temporary Teacher, increase in temporary contract from 80% to 100% for the remainder of the 2007-08 school year, effective 8/30/07 through 6/12/08.
3. **William Detrich**, Temporary Teacher, increase in temporary contract from 80% to 100% for the remainder of the 2007-08 school year, effective 8/31/07 through 6/12/08.
4. **Leslie Diaz-Burns**, 100% Temporary Teacher for the 2007-08 school year, effective 8/20/07 through 6/12/08.
5. **David Dyer**, 80% Temporary Teacher for the remainder of Semester I/2007-08 school year, effective 8/27/07 through 1/25/08.
6. **Deborah Elliott**, Temporary Teacher, increase in temporary contract from 60% to 100% for the 2007-08 school year, effective 8/20/07 through 6/12/08.
7. **Kevin Hauser**, 100% Temporary Teacher for the remainder of the 2007-08 school year, effective 8/27/07 through 6/12/08.
8. **Peter Hawken**, Temporary Teacher, increase in temporary contract from 80% to 100% for the remainder of the 2007-08 school year, effective 8/29/07 through 6/12/08.
9. **Tina Hernandez**, Temporary Teacher, increase in temporary contract from 60% to 100% for the 2007-08 school year, effective 8/20/07 through 6/12/08.
10. **Rochelle Kennedy**, 100% Temporary Teacher for the remainder of the 2007-08 school year, effective 8/27/07 through 6/12/08.
11. **Maritza Martinez**, 100% Temporary Teacher for the 2007-08 school year, effective 8/20/07 through 6/12/08.
12. **Jacqueline Niddrie**, 60% Permanent Teacher, additional 20% temporary contract for the 2007-08 school year (80% total assignment), effective 8/20/07 through 6/12/08.
13. **Rachel Orchard**, 80% Temporary Teacher for the 2007-08 school year, effective 8/20/07 through 6/12/08.
14. **Jay Pearlman**, 100% Temporary Teacher for the remainder of the 2007-08 school year, effective 9/04/07 through 6/12/08.
15. **Janet Robinson**, 53% Temporary Teacher for the 2007-08 school year, effective 8/20/07 through 6/12/08.
16. **Steve Saylor**, Temporary Teacher, increase in temporary contract from 20% to 40% for the 2007-08 school year, effective 8/20/07 through 6/12/08.
17. **Christopher Schirripa**, 80% Temporary Teacher for the remainder of the 2007-08 school year, effective 8/31/07 through 6/12/08.
18. **Nicole Selby**, Temporary Teacher, increase in temporary contract from 80% to 100% for the 2007-08 school year, effective 8/20/07 through 6/12/08.

19. **Robert Shockney**, Temporary Teacher, increase in temporary contract from 40% to 100% for the remainder of the 2007-08 school year, effective 8/29/07 through 6/12/08.
20. **Alex Turner**, 60% Temporary Teacher for the remainder of the 2007-08 school year, effective 8/27/07 through 6/12/08.
21. **Angela Worley**, 40% Temporary Teacher for the remainder of the 2007-08 school year, effective 9/04/07 through 6/12/08.
22. **Amy Wu**, 53% Temporary Teacher for the remainder of the 2007-08 school year, effective 8/27/07 through 6/12/08.

### **Leave of Absence**

1. **Michelle Anderson**, Teacher, rescind previously-approved request for 40% Unpaid Leave of Absence (60% assignment) and revise request to 20% Unpaid Leave (80% assignment) for the 2007-08 school year, effective 8/20/07 through 6/12/08.
2. **Lisa Byrnes**, Teacher, rescind previously-approved request for 20% Unpaid Leave of Absence (80% assignment) and resume 100% assignment for the 2007-08 school year, effective 8/20/07 through 6/12/08.
3. **Michelle Challis-Hall**, Teacher, rescind previously-approved request for 40% Unpaid Leave of Absence (60% assignment) and revise request to 20% Unpaid Leave (80% assignment) for the 2007-08 school year, effective 8/20/07 through 6/12/08.
4. **Sarah Morawa**, Teacher, rescind previously-approved request for 40% Unpaid Leave of Absence (60% assignment) and revise request to 60% Unpaid Leave (40% assignment) for the 2007-08 school year, effective 8/20/07 through 6/12/08.
5. **Enid Robert**, Teacher, rescind previously-approved request for 60% Unpaid Leave of Absence (40% assignment) and revise request to 80% Unpaid Leave (20% assignment) for the 2007-08 school year, effective 8/20/07 through 6/12/08.

### **Resignation**

1. **Elizabeth Calabretta**, Teacher currently on board-approved Leave of Absence for the 2007-08 school year, resignation from employment effective 8/28/07.
2. **Lou Fosnot**, Teacher, resignation from employment effective 8/17/07.



## PERSONNEL LIST

ITEM 12 - CLASSIFIED

### CLASSIFIED PERSONNEL

#### Employment

1. **August, Laura**, Health Technician, effective 8/27/07
2. **Cretton, Destin**, At Will Employee, effective
3. **DelVal, Elizabeth**, Instructional Assistant SpEd (Non-Severe), effective 8/27/07
4. **Ebner, Steve**, At Will Employee, effective 9/3/07 – 5/30/08
2. **Fisher, Diane**, Administrative Assistant-High School, effective
3. **Janelli, Michele**, At Will Employee, effective 9/3/07 – 5/30/08
4. **Kilgore, Darin**, Instructional Assistant SpEd (Non-Severe), effective 9/4/07
5. **Piedmont, Paul**, Instructional Assistant SpEd (Non-Severe), effective 8/23/07
6. **Saenz, Patricia**, Office Assistant, effective 9/4/07

#### Change in Assignment

1. **Garcia, Suzanne**, from Campus Supervisor-Middle School to Instructional Assistant SpEd (Non-Severe), effective 8/28/07
2. **Kelly, Tricia**, from Administrative Secretary-Middle School 10-months to Secretary 12-months, effective 8/15/07
3. **Margiotta, Kathleen**, from 48.75%, 10-month Secretary to 100% Human Resources Benefits Analyst, 12-months, effective 9/4/07

#### Resignation

1. **Close, Sarah**, Secretary, resigning for the purpose of retirement effective 9/11/07
2. **Diaz, Maria A**, Testing Assistant-Bilingual, effective 9/7/07
3. **Harding, Eric**, Testing Assistant-Bilingual, effective 8/22/07
4. **Mulligan, Joe**, Instructional Assistant SpEd (NS), effective 8/15/07
5. **Penniman, Karen**, School Bus Attendant resigning for the purpose of retirement effective 8/16/07
6. **Smith, Charles**, School Bus Driver, effective 8/16/07

# San Dieguito Union High School District

## INFORMATION REGARDING BOARD AGENDA ITEM

**TO:** BOARD OF TRUSTEES

**DATE OF REPORT:** August 29, 2007

**BOARD MEETING DATE:** September 6, 2007

**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**

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### **EXECUTIVE SUMMARY**

The district administration has recommended that designated special education students attend nonpublic schools and/or receive nonpublic agency services for the 2007-08 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: \$1,342.00 estimated

**AGENDA ITEM 14A**

**SAN DIEGUITO UNION HIGH SCHOOL DISTRICT**

**NONPUBLIC SCHOOLS/AGENCIES 2007-2008**

**Date: September 6, 2007**

Contract Effective Dates	NonPublic School NonPublic Agency (NPS/NPA)	Description of Services	Number of Students (Estimate)	Tuition and/or Fee
7-1-07 To 6-30-08	New Haven School	Inclusive Basic Education Program	1	\$122.00/diem Estimate: \$1,342.00

# San Dieguito Union High School District

## INFORMATION REGARDING BOARD AGENDA ITEM

**TO:** BOARD OF TRUSTEES

**DATE OF REPORT:** August 29, 2007

**BOARD MEETING DATE:** September 6, 2007

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

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

**SUBJECT:** **Approval/Ratification of Independent Contractor Agreements**

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### **EXECUTIVE SUMMARY**

The attached Independent Contractor Agreements Report summarizes twelve contracts that provide services for the Special Education Program and Special Education Students for the 2007-2008 school year.

### **RECOMMENDATION:**

Approve/ratify entering into Independent Contractor 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: \$141,000.00 estimated

**AGENDA ITEM 14B**

ITEM 14 B

**SAN DIEGUITO UNION HIGH SCHOOL DISTRICT**

**INDEPENDENT CONTRACTOR AGREEMENTS 2007-2008**

**Date: September 6, 2007**

Contract Effective Dates	Independent Contractor	Description of Services	Number of Students (Estimate)	Fee
7-1-07 To 6-30-07	Carol J. Atkins, M.A.	Assessments and consultation for language processing disorders	6	\$175.00/hr. Estimate: \$8,000.00
7-1-07 To 6-30-08	Elizabeth Christensen, O.D.	Comprehensive Developmental Vision Evaluations, Vision Therapy and Progress Evaluations	5	\$300.00/Eval. \$120.00/hr/Therapy \$120.00/Progress Eval Estimate: \$4,000.00
7-1-07 To 6-30-08	Daniel & Davis Optometry	Comprehensive Developmental Vision Evaluations, Vision Therapy and Progress Evaluations	4	\$175.00/Exam \$125.00/hr/Therapy \$225.00/Progress Eval Estimate: \$4,000.00
8-27-07 To 6-30-08	Deaf Community Services of San Diego, Inc.	Interpreting Services for Hearing Impaired	2 – 3	\$65.00/hr. Depending on Service Estimate: \$2,000.00
7-1-07 To 6-30-08	Family Vision Care	Developmental Optometry Services	4	\$345.00/Eval. \$90.00/hr. –Therapy Estimate: \$3,000.00
8-16-07 To 6-30-08	John P. Fitzpatrick,	Comprehensive Developmental Vision Evaluations, Vision Therapy and Progress Evaluations	3	\$115.00/hr. Estimate: \$3,000.00
7-1-07 To 6-30-08	Hein Speech & Language Pathology	Speech/Language Pathology	1	\$100.00-\$200.00 Per Hour Estimate: \$5,000.00
7-1-07 To 6-30-08	Interpreter's Unlimited	Language Interpreting Services	5	\$45.00-\$125.00 Per Hour Estimate: \$2,000.00
7-1-07 To 6-30-08	Nancy E. Markel, Ph.D.	Neuropsychological Assessments	2 – 3	\$225.00/hr. Estimate: \$5,000.00
7-27-07 To 6-30-08	Music Therapy Center of Calif.	Music Assessment/Evaluation, Consultation & Therapy	1	\$300.00/Eval. \$75.00/hr. Estimate: \$2,000.00

ITEM 14 B

Contract Effective Dates	Independent Contractor	Description of Services	Number of Students (Estimate)	Fee
7-1-07 To 6-30-08	Network Interpreting Services, LLC	Interpreting Services for the Hearing Impaired	2	\$75.00/hr. Estimate: \$100,000.00
7-1-07 To 6-30-08	Solana Beach Physical Therapy	Physical Therapy Assessments and Treatments	5	\$105.00/hr. Estimate: \$3,000.00
			<b>TOTAL</b>	<b>\$141,000.00</b>

# San Dieguito Union High School District

## INFORMATION REGARDING BOARD AGENDA ITEM

**TO:** BOARD OF TRUSTEES

**DATE OF REPORT:** August 29, 2007

**BOARD MEETING DATE:** September 6, 2007

**PREPARED BY:** Eric R. Dill, Executive Director, Business Services  
Steve Ma, Associate Superintendent/Business

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

**SUBJECT:** APPROVAL/RATIFICATION OF  
PROFESSIONAL SERVICES CONTRACTS/  
BUSINESS

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### EXECUTIVE SUMMARY

The attached Professional Services Report/Business summarizes four contracts totaling \$28,340.00, or as noted on the attachment.

### RECOMMENDATION:

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

### FUNDING SOURCE:

As noted on attached list.

**AGENDA ITEM 15A**

ITEM 15 A

**SAN DIEGUITO UNION HIGH SCHOOL DISTRICT**

**BUSINESS - PROFESSIONAL SERVICES REPORT**

**Date: 09-06-07**

<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>
08/27/07 – 06/12/08	Magdalena Ecke Family YMCA	Lease of facilities for La Costa Canyon High School off-campus PE classes	General Fund/Restricted 06-00	\$4,400.00
08/28/07 – 06/15/08	Workout4Life, LLC dba Del Mar Workout	Lease of facilities for Torrey Pines High School off-campus PE classes	General Fund/Restricted 06-00	\$9,000.00
08/23/07 – 11/2/07	Balboa Ambulance Service	Provide medical/ambulance standby coverage for Torrey Pines High School home football games	TPHS ASB	\$255.00 per game
09/01/07 – 06/30/07	Rancho Santa Fe Security Systems, Inc.	Provide weekend mobile patrol security services at San Dieguito Academy, La Costa Canyon High School, and Diegueno Middle School	General Fund 03-00	\$14,940.00



# San Dieguito Union High School District

## INFORMATION REGARDING BOARD AGENDA ITEM

**TO:** BOARD OF TRUSTEES

**DATE OF REPORT:** August 29, 2007

**BOARD MEETING DATE:** September 6, 2007

**PREPARED BY:** Eric R. Dill, Executive Director, Business Services  
Steve Ma, Associate Supt./Business

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

**SUBJECT:** APPROVAL/RATIFICATION OF  
AMENDMENTS TO AGREEMENTS

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### EXECUTIVE SUMMARY

The attached Amendment to Agreements Report summarizes two amendments to agreements totaling \$0.00, 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 15B**

ITEM 15 B

**SAN DIEGUITO UNION HIGH SCHOOL DISTRICT**

**AMENDMENT TO AGREEMENTS REPORT**

**Date: 09-06-07**

<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>
05/01/07 – 04/30/08	YMCA of San Diego County – Magdalena Ecke Family YMCA	For vehicle inspection and maintenance on the YMCA transportation buses to be serviced at the San Dieguito Union High School District Transportation yard	N/A	N/A
07/01/07 – 06/30/08	Match Point Tennis Courts, Inc.	For tennis court maintenance services at San Dieguito Academy, Canyon Crest Academy, Torrey Pines High School, and La Costa Canyon High School, without any changes to the billing rates	General Fund 03-00 and partially reimbursed by the Adult Education Fund 11-00 and the Torrey Pines High School Foundation	N/A

# San Dieguito Union High School District

## INFORMATION REGARDING BOARD AGENDA ITEM

**TO:** BOARD OF TRUSTEES

**DATE OF REPORT:** August 28, 2007

**BOARD MEETING DATE:** September 6, 2007

**PREPARED BY:** Eric R. Dill, Executive Director, Business Services  
Steve Ma, Associate Supt./Business

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

**SUBJECT:** APPROVAL OF CHANGE ORDER/BLAIR  
RASMUSSEN CONSTRUCTION

-----

### EXECUTIVE SUMMARY

Two of the four projects awarded to Blair Rasmussen Construction required some modifications to the respective projects. To accommodate vehicle access on the south side of the existing concrete walk area, the Relocate Textbook Room at Torrey Pines High School project B2007-18 added a concrete walkway and retaining wall. Additionally, the new dance rehearsal area needed a new partition, a door relocated, and a drain pipe relocated. Most of these changes were covered by the allowance in the contract and the balance is less than ten percent of the total contract amount.

The other project, Computer Lab & Art Classroom Conversions at Earl Warren Middle School project B2007-20, needed small changes such as additional wood framing and drywall, additional trenching for a water line and gas line, and unexpected excessive floor prep, among other minor things. As with the other project, the allowance in the contract covers many of the changes and the balance is less than ten percent of the total contract amount.

### RECOMMENDATION:

It is recommended that the Board approve Change Order Number 1 to the following projects and authorize Eric R. Dill or Stephen G. Ma to execute the change orders:

1. Relocate Textbook Room at Torrey Pines High School project B2007-18, contract entered into with Blair Rasmussen Construction, increasing the contract amount by \$16,651.00.
2. Computer Lab & Art Classroom Conversions at Earl Warren Middle School project B2007-20, contract entered into with Blair Rasmussen Construction, increasing the contract amount by \$8,896.46.

### FUNDING SOURCE:

1. Capital Facilities Fund 25-19
2. Capital Facilities Fund 25-19

ITEM 15 C 1-2



ROESLING  
NAKAMURA  
TERADA  
Architects, Inc.

# Change Order

- Owner
- Construction Manager
- Architect
- Contractor
- Field
- Other

363 FIFTH AVENUE  
SAN DIEGO  
CALIFORNIA 92101  
619 233-1023  
FAX 619 233-0016  
mail@mntarchitects.com

Project: Relocate Textbook Room at Torrey Pines High School – B2007-18

CO No: 01

Initiation Date: August 28, 2007

To Contractor: Blair Rasmussen Construction

Project No: 434

11305 Rancho Bernardo Road, Ste. 107

Contract For: \_\_\_\_\_

San Diego, CA 92127

Contract Date: June 18, 2007

The Contract is changed as follows:  
Increase contract value by \$16,651 for Change Order Request #1, #2 and #3 as noted on Attachment A.

**Not valid until signed by the Owner, Construction Manager, Architect, and Contractor.**

The original (Contract Sum) (~~Guaranteed Maximum Price~~) was ..... \$ 203,400.00  
 Net change by previously authorized Change Orders ..... \$ 0  
 The (Contract Sum) (~~Guaranteed Maximum Price~~) prior to this Change Order was ..... \$ 203,400.00  
 The (Contract Sum) (~~Guaranteed Maximum Price~~) will be (increased) (~~decreased~~) (~~unchanged~~) by 16,651.00  
 this Change Order ..... \$ .....  
 The new (Contract Sum) (~~Guaranteed Maximum Price~~) including this Change Order will be ..... \$ 217,051.00  
 The Contract Time will be (increased) (~~decreased~~) (~~unchanged~~) by ..... ( ) days  
 The date of Substantial Completion as of the date of this Change Order therefore is .....

NOTE: This summary does not reflect changes in the Contract Sum, Contract Time or Guaranteed Maximum Price which have been authorized by Construction Change Directive.

ARCHITECT Roesling Nakamura Architect, Inc.

ADDRESS 363 5th Avenue, #202, San Diego, CA 92101

BY Joe Mansfield DATE 11/30/05

CONTRACTOR Blair Rasmussen Construction

ADDRESS 11305 Rancho Bernardo Road, Ste. 107, San Diego, CA 92127

BY \_\_\_\_\_ DATE \_\_\_\_\_

OWNER \_\_\_\_\_

ADDRESS \_\_\_\_\_

BY \_\_\_\_\_ DATE \_\_\_\_\_

OWNER San Dieguito Union High School District

ADDRESS 710 Encinitas Blvd. Encinitas, CA 92024

BY Eric R. Dill DATE \_\_\_\_\_

# Attachment A - Change Order No.1

Relocate Textbook Room at Torrey Pines High School  
B2007-18

8/28/2007

## Change Order No. 1

COR	Description	amount
1	Add additional concrete paving at Campus Entry and Custodial Area (District Request)	\$ 18,393.00
2	Add hallway and door to staff restroom at Dance Room area (District Request)	\$ 7,206.00
2	Relocate roof drain and hose bib piping to building exterior at removed wall (Unforeseen Condition)	\$ 2,158.00
3	Remove & replace concrete paving existing sidewalk near new Textbook Room (District Request)	\$ 1,881.00
3	Install additional storm drain piping and rework existing storm drainage (Unforeseen Condition)	\$ 2,013.00
	(Allowance)	\$ (15,000.00)
	<b>Total</b>	<b>\$ 16,651.00</b>

ITEM 15 C 1-2



ROESLING  
NAKAMURA  
TERADA  
Architects, Inc.

# Change Order

- Owner
- Construction Manager
- Architect
- Contractor
- Field
- Other

363 FIFTH AVENUE  
SAN DIEGO  
CALIFORNIA 92101  
619 233-1023  
FAX 619 233-0016  
mail@mntarchitects.com

Project: Computer Lab & Art Classroom  
Conversions at Earl Warren Middle  
School – B2007-20

To Contractor: Blair Rasmussen Construction  
11305 Rancho Bernardo Road, Ste. 107  
San Diego, CA 92127

CO No: 01

Initiation Date: August 28, 2007

Project No: 443

Contract For: \_\_\_\_\_

Contract Date: June 18, 2007

The Contract is changed as follows:  
Increase contract value by \$13090.71 for Change Order Requests #1, #2 and #3 as noted on Attachment A

**Not valid until signed by the Owner, Construction Manager, Architect, and Contractor.**

The original (Contract Sum) (~~Guaranteed Maximum Price~~) was ..... \$ 208,000.00  
 Net change by previously authorized Change Orders ..... \$ 0  
 The (Contract Sum) (~~Guaranteed Maximum Price~~) prior to this Change Order was ..... \$ 208,000.00  
 The (Contract Sum) (~~Guaranteed Maximum Price~~) will be (increased) (~~decreased~~) (~~unchanged~~) by ..... \$ 8,896.46  
 this Change Order ..... \$ .....  
 The new (Contract Sum) (~~Guaranteed Maximum Price~~) including this Change Order will be ..... \$ 216,896.46  
 The Contract Time will be (increased) (~~decreased~~) (~~unchanged~~) by ..... ( ) days  
 The date of Substantial Completion as of the date of this Change Order therefore is .....

NOTE: This summary does not reflect changes in the Contract Sum, Contract Time or Guaranteed Maximum Price which have been authorized by Construction Change Directive.

ARCHITECT Roesling Nakamura Architect, Inc.

ADDRESS 363 5th Avenue, #202, San Diego, CA 92101

BY Joe Mansfield DATE 11/30/05

CONTRACTOR Blair Rasmussen Construction

ADDRESS 11305 Rancho Bernardo Road, Ste. 107, San Diego, CA 92127

BY \_\_\_\_\_ DATE \_\_\_\_\_

OWNER San Dieguito Union High School District

ADDRESS 710 Encinitas Blvd. Encinitas, CA 92024

BY Eric R. Dill DATE \_\_\_\_\_

## Attachment A - Change Order No.1

Computer Lab & Art Classroom Conversions at Earl Warren Middle School  
B2007-20

8/28/2007

### Change Order No. 1

<b>COR</b>	<b>Description</b>	<b>amount</b>
1	Revise casework from cubbies to large drawers (District Request)	\$ 4,005.91
2	Omit locks from casework (District Request)	\$ (4,194.25)
3	Prep & sand existing damaged plywood subfloor to receive new flooring (Unforeseen Condition)	\$ 2,828.00
4	Paint Art & Music Room doors to match campus colors (District Request)	\$ 753.00
5	Install wood framing & drywall finish to 4 existing columns (Unforeseen Condition)	\$ 3,177.00
5	Relocate 4 existing thermostats	\$ 967.00
5	Provide additional trenching and piping for gas & water line tie-ins (Unforeseen Condition)	\$ 6,063.00
6	Install additional hardware at Art Room doors	\$ 1,985.92
7	Install additional wiremold at Computer Lab around sliding markerboard	\$ 810.88
	(Allowance)	\$ (7,500.00)
	<b>Total</b>	<b>\$ 8,896.46</b>

# San Dieguito Union High School District

## INFORMATION REGARDING BOARD AGENDA ITEM

**TO:** BOARD OF TRUSTEES

**DATE OF REPORT:** August 13, 2007

**BOARD MEETING DATE:** September 6, 2007

**PREPARED BY:** Eric R. Dill, Executive Director, Business Services  
Steve Ma, Associate Supt./Business

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

**SUBJECT:** APPROVAL OF CHANGE ORDER

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### EXECUTIVE SUMMARY

The Replace Roofing at NE Portion of Bldg. B at Torrey Pines High School project B2007-16 needed some additional plywood, blocking, a cast iron drain, and curb flashing and hood to complete the project in acceptable manner. The additional materials and labor did not require any additional time spent on the project and it is now complete. The additional costs were deducted from the allowance in the contract amount and left an unused contract allowance balance of \$5,526.00. This unused balance will be deducted from the total contract price. Additionally, for administrative purposes, the completion date needs to be extended to coincide with the Board's acceptance date.

### RECOMMENDATION:

It is recommended that the Board approve Change Order Number 1 to the Replace Roofing at NE Portion of Bldg. B at Torrey Pines High School project B2007-16, contract entered into with Commercial & Industrial Roofing Company, Inc., increasing the contract time by 22 calendar days and decreasing the contract amount by \$5,526.00, and authorize Eric R. Dill or Stephen G. Ma to execute the change order.

### FUNDING SOURCE:

N/A



**CHANGE ORDER**

*PROJECT:*  
Replace Roofing at NE Portion of Bldg B at Torrey  
Pines High School  
B2007-16

*CHANGE ORDER #1*

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

*CONTRACTOR:*  
Commercial & Industrial Roofing Company, Inc.  
9239 Olive Drive  
Spring Valley, CA 91977

*The contract is changed as follows:*

Subtract unused contract allowance balance	<\$5,526.00>
Increase number of days to coincide with Board acceptance date	22 calendar days

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The contract sum was	\$253,771.00
Net change by previously approved change orders	0
The contract sum prior to this change order was	0
The contract sum will be decreased/increased-by this change order in the amount of	\$5,526.00
The new contract sum, including this change order will be	\$248,245.00

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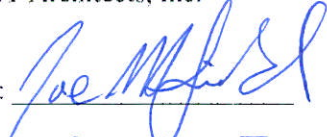
CONTRACTOR  
Commercial & Industrial Roofing  
Company, Inc.

OWNER  
San Dieguito Union High  
School District

ARCHITECT  
RNT Architects, Inc.

By:   
Barry L. Turnour, President

By: \_\_\_\_\_

By: 

Date: August 21, 2007

Date: \_\_\_\_\_

Date: 8.27.07

# San Dieguito Union High School District

## INFORMATION REGARDING BOARD AGENDA ITEM

**TO:** BOARD OF TRUSTEES

**DATE OF REPORT:** August 28, 2007

**BOARD MEETING DATE:** September 6, 2007

**PREPARED BY:** John Addleman, Business Analyst  
Steve Ma, Associate Supt./Business

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

**SUBJECT:** APPROVAL OF CHANGE ORDER/CANYON  
CREST ACADEMY

-----

### EXECUTIVE SUMMARY

The acceptance of Change Order 16 will finalize the Canyon Crest Academy project. Control Air Conditioning Corp. is the final trade contractor to close out. Control Air in February 2007 filed a claim against the District in the amount of \$640,000 which includes their retention. Control Air has been unresponsive in its claim and has failed to submit their final documents for close out. Staff and the Construction Manager, Douglas E. Barnhart, Inc., feel that it is the District's best interest to unilaterally close out Control Air in order to accept this final change order and release their retention.

Of Change Order 16, there were five additions asked by the District or the architect; \$4,229 to provide greater ventilation capacity for the data equipment at Bldg B, Room 209, \$3,780 for design revisions required by code at Bldg F, and \$10,814 for the remaining three items regarding maintenance of the units due to occupancy of the site prior to close out of the project. The remaining items of Change Order 16 are back charges to Control Air from other trades, as well as a credit for OCIP and cleanup. The back charges and credits amount to \$36,681 making Change Order 16 a deductive change order of \$17,858.

### RECOMMENDATION:

It is recommended that the Board approve Change Order Number 16 - Canyon Crest Academy project - Package #25 (HVAC & fire protection), contract entered into with Control Air Conditioning Corp., increasing the contract time by 547 calendar days and decreasing the contract amount by \$17,858.00, and authorize Eric R. Dill or Stephen G. Ma to execute the change order.

### FUNDING SOURCE:

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

**CHANGE ORDER**

<p><b>CONTRACT FOR:</b>  <b>CANYON CREST ACADEMY</b>  <b>BID PACKAGE # 25</b></p> <p><b>TO:</b>  <b>CONTROL AIR CONDITIONING CORP.</b>  <b>9823 PACIFIC HEIGHTS BLVD., SUITE N</b>  <b>SAN DIEGO, CA 92121</b></p>	<p><b>CHANGE ORDER NO:</b> <u>10</u></p> <p><b>INITIATION DATE:</b> <u>21-May-07</u></p> <p><b>CM PROJECT #:</b> <u>3008</u></p> <p><b>ARCHITECT PROJECT #:</b> <u>1999-0166</u></p> <p><u>DSA FILE NO. 37-H11</u>  <u>DSA APPL. NO. 04-102572</u></p>
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You are hereby directed to provide the extra work necessary to comply with this Change Order:

See items A-T on attached sheet(s) for change order descriptions      DEDUCT:      \$      (17,858.00)

Contractor accepts the terms and conditions stated above as full and final settlement of any and all claims arising from this change order. Contractor agrees to perform the above-described work in accordance with the terms herein and in compliance with the applicable sections of the contract documents. Signature of the Contractor indicates his agreement herewith, including any adjustment in the Contract Sum or Contract Time. Not valid until signed by the Owner, Construction Manager and Architect.

The original Contract Sum was:	\$ 3,807,000.00
Net change by previously authorized Change Orders: (CO's through # 9)	\$ 63,933.00
The Contract Sum prior to this Change Order was:	\$ 3,870,933.00
The Contract Sum will be increased by this Change Order:	\$ (17,858.00)
The new Contract Sum including this Change Order will be:	\$ 3,853,075.00
The Contract Time will be increased:	547 Days
The Date of Substantial Completion as of the date of this Change Order therefore is:	<u>February 1, 2007</u>

**CONSTRUCTION MANAGER:**

douglas e. barnhart, inc.  
 10760 Thornmint Road  
 San Diego, CA 92127

**ARCHITECT:**

NTDStichler  
 9655 Granite Ridge Drive # 400  
 San Diego, CA 92123

By: \_\_\_\_\_

By: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

**TRADE CONTRACTOR:**

Control Air Conditioning Corp.  
 9823 Pacific Heights Blvd., Suite N  
 San Diego, CA 92121

**OWNER:**

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

By: \_\_\_\_\_

By: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

**Approved by Governing Board**  
**on**

ITEM 15 C 4

TO CONTRACTOR: Control Air Conditioning Corp. - Bid  
Package #25  
PROJECT: Canyon Crest Academy

DATE: May 21, 2007  
DSA FILE NO. 37-H11  
DSA APPL. NO. 04-102572  
ARCHITECT'S PROJECT NO. 1999-0166

The contract is changed as follows

Item A:	<p>Description: At Bldg. B Room 209, added ventilation for data equipment per field file #427.a (PR #260R1). Requested By: Mechanical Engineer Funding: District Contingency Reason: Data equipment room required greater ventilation capacity.</p>	Add	\$ 4,229.00
Item B:	<p>Description: At Bldg. F second floor, revised mechanical outside air locations as shown per field file #431 (PR #264). Requested By: Mechanical Engineer Funding: District Contingency Reason: Design revisions required by code.</p>	Add	\$ 3,780.00
Item C:	<p>Description: Back charge to Control Air from JP Witherow for reroofing and reflashing exhaust fan vents on building C per field file #472. Requested By: CM Funding: Construction Contingency Reason: Control Air did not follow signed change order work description at time of installation, thereby causing rework.</p>	Deduct	\$ (2,984.00)
Item D:	<p>Description: Repair drywall ceilings in Library room 207 due to fire sprinkler leaks per field file #489. Requested By: CM Funding: Construction Contingency Reason: Fire sprinkler leak caused water damage to drywall ceilings. Back charge from SDI.</p>	Deduct	\$ (1,124.00)
Item E:	<p>Description: Repair drywall ceilings in A201, 204, &amp; 205 cut open by fire sprinkler contractor per field file #497. Requested By: CM Funding: Construction Contingency Reason: Ceiling repairs performed by SDI, costs back charged.</p>	Deduct	\$ (659.00)
Item F:	<p>Description: Modified framing and drywall to accommodate duct changes on 2nd floor of bldg. A3 per field file #499. Requested By: CM Funding: Construction Contingency Reason: Back charge from SDI for Control Air having to do rework due to not following change ordered work that was previously given a notice to proceed.</p>	Deduct	\$ (1,262.00)
Item G:	<p>Description: Out of sequence plaster work on roof of building A2 per field file #502. Requested By: CM Funding: Construction Contingency Reason: Ductwork was installed late per schedule; back charge from SDI.</p>	Deduct	\$ (458.00)

Item H:	Description:	Replaced water damaged acoustical ceiling tiles in building F per field file #503.	Deduct	\$	(123.00)
	Requested By:	CM			
	Funding:	Construction Contingency			
	Reason:	Back charge from SDI due to water damage from HVAC materials and equipment.			
Item I:	Description:	Added cost for adding 3"x3"x1/4" angle and removal of edge form per RFI #232 and field file #539.	Deduct	\$	(883.00)
	Requested By:	CM			
	Funding:	Construction Contingency			
	Reason:	Back charge from McMahon Steel.			
Item J:	Description:	Added cost to relocate 3 beams at bldg. C for AC 1, 2, 6, and 13 per field file #540.	Deduct	\$	(1,307.00)
	Requested By:	CM			
	Funding:	Construction Contingency			
	Reason:	Back charge from McMahon Steel.			
Item K:	Description:	Added cost for 10 additional beams for mechanical openings at building F per field file #541.	Deduct	\$	(4,985.00)
	Requested By:	CM			
	Funding:	Construction Contingency			
	Reason:	Back charge from McMahon Steel.			
Item L:	Description:	Added 2 beams to roof at building D for mechanical openings per field file #542.	Deduct	\$	(1,632.00)
	Requested By:	CM			
	Funding:	Construction Contingency			
	Reason:	Back charge from McMahon Steel.			
Item M:	Description:	Added cost for adding one beam per new opening for Control Air per field file #543.	Deduct	\$	(1,222.00)
	Requested By:	CM			
	Funding:	Construction Contingency			
	Reason:	Back charge from McMahon Steel.			
Item N:	Description:	Added cost to install extra angle for Control Air to slope at building A1 West per field file #544.	Deduct	\$	(1,010.00)
	Requested By:	CM			
	Funding:	Construction Contingency			
	Reason:	Back charge from McMahon Steel.			
Item O:	Description:	Added cost to relocate 2 beams at ASB area of building B for Control Air per field file #545.	Deduct	\$	(826.00)
	Requested By:	CM			
	Funding:	Construction Contingency			
	Reason:	Back charge from McMahon Steel.			

ITEM 15 C 4

Item P:	<p>Description: Added cost performed by McIntyre for Control Air at building B east mechanical well per field file #546.</p> <p>Requested By: CM</p> <p>Funding: Construction Contingency</p> <p>Reason: Back charge from McMahon Steel.</p>	Deduct	\$ (1,010.00)
Item Q:	<p>Description: Repaired AC #15 out or after warranty expiration per field file #551.</p> <p>Requested By: District</p> <p>Funding: District Contingency</p> <p>Reason: AC #15 required repair and had been used over a year.</p>	Add	\$ 433.00
Item R:	<p>Description: Reinstalled missing curb access plates on building A1 per field file #556.</p> <p>Requested By: CM</p> <p>Funding: Construction Contingency</p> <p>Reason: Access plates had to be installed twice.</p>	Add	\$ 598.00
Item S:	<p>Description: Additional service to HVAC units installed more than 1 year ago.</p> <p>Requested By: District</p> <p>Funding: District Contingency</p> <p>Reason: School required service to units in use more than one year.</p>	Add	\$ 9,783.00
Item T:	<p>Description: OCIP credit for Alternate #1 and #2 scope of work, and trash cleanup back charges #1 and #2.</p> <p>Requested By: District/CM</p> <p>Funding: District Contingency</p> <p>Reason: Alternates #1 &amp; 2 were bid as if no OCIP was in-place. Trash cleanup was not performed adequately throughout the duration of the project.</p>	Deduct	\$ (17,196.00)

# San Dieguito Union High School District

## INFORMATION REGARDING BOARD AGENDA ITEM

**TO:** BOARD OF TRUSTEES

**DATE OF REPORT:** August 28, 2007

**BOARD MEETING DATE:** September 6, 2007

**PREPARED BY:** Eric R. Dill, Executive Director, Business Services  
Steve Ma, Associate Supt./Business

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

**SUBJECT:** ACCEPTANCE OF CONSTRUCTION PROJECTS

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### EXECUTIVE SUMMARY

The Replace Roofing at NE Portion of Bldg. B at Torrey Pines High School project B2007-16 is complete. The contractor, Commercial & Industrial Roofing Company, Inc. has completed their work on time and there are no outstanding issues with them.

Bid Package #25 (HVAC & fire protection) for Canyon Crest Academy was completed in February of 2007. Due to some pending issues, the District has not requested acceptance of the project until now. The Construction Manager, Douglas E. Barnhart, Inc., is handling the outstanding issues and is requesting the Board of Trustees accept the project as complete and that a notice of completion be filed with the County Recorders Office.

It is recommended that the Board of Trustees accept these two projects as complete.

### RECOMMENDATION:

It is recommended that the Board accept the following construction projects as complete, pending the completion of a punch list, and authorize the administration to file a Notice of Completion with the County Recorders Office:

1. Replace Roofing at NE Portion of Bldg. B at Torrey Pines High School project B2007-16, contract entered into with Commercial & Industrial Roofing Company, Inc.
2. Canyon Crest Academy Bid Package #25 (HVAC & fire protection) – Control Air Conditioning Corp.

### FUNDING SOURCE:

N/A

**AGENDA ITEM 15D**

# San Dieguito Union High School District

## INFORMATION REGARDING BOARD AGENDA ITEM

**TO:** BOARD OF TRUSTEES

**DATE OF REPORT:** August 27, 2007

**BOARD MEETING DATE:** September 6, 2007

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

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

**SUBJECT:** APPROVAL OF BUSINESS REPORTS

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### 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 15E**



PO NBR	DATE	FUND	VENDOR	LOC	DESCRIPTION	AMOUNT
280906	08/14/07	25-19	MODULAR STRUCTURES	036	IMPROVEMENT	\$155,917.41
280907	08/14/07	40	MODULAR STRUCTURES	036	IMPROVEMENT	\$281,063.59
280908	08/14/07	03	ONE STOP TONER AND I	025	OFFICE SUPPLIES	\$54.31
280909	08/14/07	25-18	PAXTON/PATTERSON	008	NON CAPITALIZED EQUI	\$29,131.10
280910	08/14/07	06	PAXTON/PATTERSON	008	LIC/SOFTWARE	\$70,613.55
280911	08/14/07	06	WALROUX ENTERPRISES	024	PROF/CONSULT./OPER E	\$60,000.00
280912	08/14/07	25-19	HEALEY CONSTRUCTION	036	IMPROVEMENT	\$174,285.00
280913	08/14/07	25-19	PALM ENGINEERING CON	025	LAND IMPROVEMENTS	\$198,000.00
280914	08/14/07	25-19	RANCHO SANTA FE SEC	025	PROF/CONSULT./OPER E	\$19,945.00
280915	08/14/07	25-19	INLAND INSPECTIONS &	036	IMPROVEMENT	\$560.00
280916	08/15/07	13	PEPSI	031	PURCHASES FOOD	\$65,000.00
280917	08/15/07	03	WESTERN ASSOCIATION	024	DUES AND MEMBERSHIPS	\$3,250.00
280918	08/15/07	06	SAN DIEGO STAGE/LIGH	004	OTHER SERV.& OPER.EX	\$1,200.00
280919	08/15/07	03	ONE STOP TONER AND I	024	MATERIALS AND SUPPLI	\$162.20
280920	08/15/07	03	KAMAN	025	BLDG.-REPAIR MATERIA	\$472.55
280921	08/15/07	03	SIMPLEX-GRINNELL LP	025	BLDG.-REPAIR MATERIA	\$1,703.79
280922	08/15/07	03	RANCHO SANTA FE PROT	025	SECURITY GUARD CONTR	\$2,988.00
280923	08/15/07	11	FOUNDATION FOR ED TE	009	BOOKS OTHER THAN TEX	\$458.31
280924	08/15/07	03	SOUTHLAND TECHNOLOGY	008	MATERIALS AND SUPPLI	\$255.91
280925	08/15/07	06	ORANGE COUNTY DEPT O	024	TEST SCORING	\$3,500.00
280926	08/15/07	03	SMART AND FINAL CORP	010	MATERIALS AND SUPPLI	\$350.00
280927	08/15/07	03	IMPERIAL WELDING	010	MATERIALS AND SUPPLI	\$300.00
280928	08/15/07	03	PETCO	010	MATERIALS AND SUPPLI	\$250.00
280929	08/15/07	03	FLINN SCIENTIFIC INC	010	MATERIALS AND SUPPLI	\$1,776.24
280931	08/15/07	03	RADIO SHACK	010	MATERIALS AND SUPPLI	\$200.00
280932	08/15/07	03	RALPHS GROCERY COMPA	010	MATERIALS AND SUPPLI	\$200.00
280933	08/15/07	03	HOME DEPOT	010	MATERIALS AND SUPPLI	\$200.00
280934	08/15/07	03	INGRAM	010	OTHER BOOKS-LIBRARY	\$2,255.00
280935	08/15/07	03	LASERTRONICS	013	OTHER SERV.& OPER.EX	\$206.88
280936	08/15/07	03	CORPORATE EXPRESS	010	MATERIALS AND SUPPLI	\$426.69
280937	08/15/07	03	SOUTHWEST SCHOOL/OFF	010	MATERIALS AND SUPPLI	\$469.32
280938	08/15/07	03	TRANE PARTS	025	NON CAPITALIZED EQUI	\$1,345.32
280939	08/15/07	03	MC MASTER-CARR SUPPL	025	BLDG.-REPAIR MATERIA	\$303.53
280940	08/15/07	06	THOMSON LEARNING	005	TEXTBOOKS	\$27,256.18
280941	08/15/07	03	OFFICE DEPOT	008	MATERIALS AND SUPPLI	\$3,079.75
280942	08/15/07	03	CORPORATE EXPRESS	029	OFFICE SUPPLIES	\$92.71
280943	08/15/07	03	ONE STOP TONER AND I	029	OFFICE SUPPLIES	\$118.50
280944	08/15/07	03	ALPHA GRAPHICS	010	PRINTING	\$251.77
280945	08/15/07	11	BARRETT ROBINSON INC	009	IMPROVEMENT	\$1,512.86
280946	08/15/07	03	SAX ARTS & CRAFTS	005	MATERIALS AND SUPPLI	\$1,694.81
280947	08/16/07	03	ALPHA GRAPHICS	022	PRINTING	\$589.74
280948	08/16/07	03	ALPHA GRAPHICS	022	PRINTING	\$203.51
280949	08/16/07	03	NORTH COUNTY TIMES	001	ADVERTISING	\$183.84
280950	08/17/07	03	EDUCATIONAL RESOURCE	035	LIC/SOFTWARE	\$132.62
280951	08/17/07	03	SAX ARTS & CRAFTS	005	MATERIALS AND SUPPLI	\$424.87
280952	08/17/07	03	POWER PRODUCTION SOF	012	LIC/SOFTWARE	\$2,121.40
280953	08/17/07	03	BLICK, DICK (DICK BL	005	MATERIALS AND SUPPLI	\$798.20
280954	08/17/07	03	BLICK, DICK (DICK BL	005	MATERIALS AND SUPPLI	\$851.82
280955	08/20/07	03	DAVIS DEMOGRAPHICS &	036	LIC/SOFTWARE	\$1,023.63
280956	08/20/07	03	SECRETARY OF STATE	036	FEES - ADMISSIONS, T	\$20.00
280957	08/20/07	03	OFFICE DEPOT	022	OFFICE SUPPLIES	\$30.16
280958	08/20/07	25-18	FREDRICKS ELECTRIC I	025	NEW CONSTRUCTION	\$2,733.75
280959	08/20/07	03	CA AIR COMPRESSOR CO	025	REPAIRS BY VENDORS	\$2,069.75
280960	08/20/07	03	BLICK, DICK (DICK BL	005	MATERIALS AND SUPPLI	\$742.33
280961	08/20/07	03	AIR MOVING EQUIPMENT	025	EQUIPMENT REPLACEMEN	\$5,742.00

SAN DIEGUITO UNION HIGH  
FROM 08/14/07 THRU 08/27/07

PO NBR	DATE	FUND	VENDOR	LOC	DESCRIPTION	AMOUNT
280962	08/20/07	03	AMERICAN FENCE & SEC	025	RENTS & LEASES	\$2,009.00
280963	08/20/07	03	FERGUSON ENTERPRISES	025	NON CAPITALIZED EQUI	\$6,645.79
280964	08/20/07	03	GEARY PACIFIC SUPPLY	025	NON CAPITALIZED EQUI	\$3,122.35
280965	08/20/07	03	BERESFORD EQUIPMENT	025	REPAIRS BY VENDORS	\$200.00
280966	08/20/07	03	SETON - DEPT BW-3	025	BLDG.-REPAIR MATERIA	\$647.91
280967	08/20/07	03	SPECIALTY DOORS & AU	025	REPAIRS BY VENDORS	\$425.00
280968	08/20/07	03	SWAIM BROS FIELD PAI	025	GROUNDS-REPAIR MATER	\$358.25
280969	08/20/07	03	SCHOLASTIC LIBRARY P	010	LIC/SOFTWARE	\$1,979.00
280970	08/20/07	03	COLUMBIA UNIVERSITY	010	LIC/SOFTWARE	\$295.00
280971	08/20/07	06	BEST BUY GOVT AND ED	010	NON CAPITALIZED EQUI	\$807.05
280972	08/20/07	06	ONE STOP TONER AND I	010	SOFTWARE/DP SUPPLIES	\$301.27
280973	08/20/07	03	SAN DIEGUITO UHSD CA	024	MATERIALS AND SUPPLI	\$2,500.00
280974	08/20/07	13	ONE STOP TONER AND I	031	MATERIALS AND SUPPLI	\$75.41
280975	08/20/07	06	KAPUT, JEAN	024	PROF/CONSULT./OPER E	\$600.00
280976	08/20/07	11	CA DEPT OF EDUCATION	009	TEST SCORING	\$1,500.00
280977	08/21/07	03	AROUND TOWN PRESSURE	025	OTHER SERV.& OPER.EX	\$3,452.26
280978	08/21/07	03	BLICK, DICK (DICK BL	005	MATERIALS AND SUPPLI	\$3,053.66
280979	08/21/07	06	HOLT RINEHART & WINS	014	TEXTBOOKS	\$9,319.32
280980	08/21/07	06	HOLT RINEHART & WINS	010	TEXTBOOKS	\$8,895.72
280981	08/21/07	06	HOLT RINEHART & WINS	013	TEXTBOOKS	\$9,681.99
280982	08/21/07	06	HOLT RINEHART & WINS	005	TEXTBOOKS	\$6,777.69
280983	08/21/07	06	MCDUGAL LITTEL	014	TEXTBOOKS	\$410.97
280984	08/21/07	06	GLENCOE-MACMILLAN/MC	014	TEXTBOOKS	\$120.07
280985	08/21/07	06	GLENCOE-MACMILLAN/MC	014	TEXTBOOKS	\$97.71
280986	08/21/07	06	GLENCOE-MACMILLAN/MC	014	TEXTBOOKS	\$105.94
280987	08/21/07	06	DESIGN PERSPECTIVE I	024	OTHER SERV.& OPER.EX	\$1,541.25
280988	08/21/07	03	ONE STOP TONER AND I	010	MATERIALS AND SUPPLI	\$118.50
280989	08/21/07	03	BLICK, DICK (DICK BL	005	MATERIALS AND SUPPLI	\$717.16
280990	08/21/07	06	PAX BUSINESS SYSTEMS	033	REPAIRS BY VENDORS	\$84.54
280991	08/21/07	03	INTEGRATED OFFICE SY	026	REPAIRS BY VENDORS	\$39.00
280992	08/21/07	03	WAXIE SANITARY SUPPL	001	CUSTODIAL SUPPLIES	\$117.62
280993	08/21/07	06	INTEGRATED OFFICE SY	033	REPAIRS BY VENDORS	\$78.00
280994	08/21/07	03	PEARSON PRENTICE HAL	005	BOOKS OTHER THAN TEX	\$4,392.66
280995	08/21/07	03	WAYSIDE PUBLISHING	005	BOOKS OTHER THAN TEX	\$1,769.93
280996	08/21/07	03	BEST COMPUTER SUPPLI	005	MATERIALS AND SUPPLI	\$108.84
280997	08/21/07	03	PAX BUSINESS SYSTEMS	008	REPAIRS BY VENDORS	\$169.08
280998	08/21/07	03	INTEGRATED OFFICE SY	008	REPAIRS BY VENDORS	\$117.00
280999	08/21/07	03	FLINN SCIENTIFIC INC	012	MATERIALS AND SUPPLI	\$589.53
281000	08/21/07	03	BAYSCAN TECHNOLOGIES	035	MATERIALS AND SUPPLI	\$624.95
281001	08/21/07	03	ARROWHEAD	029	MATERIALS AND SUPPLI	\$200.00
281002	08/21/07	03	ARROWHEAD	008	MATERIALS AND SUPPLI	\$200.00
281003	08/21/07	03	ARROWHEAD	008	MATERIALS AND SUPPLI	\$220.00
281004	08/22/07	11	N C S PEARSON	009	MATERIALS AND SUPPLI	\$128.53
281005	08/22/07	03	NASCO MODESTO	010	MATERIALS AND SUPPLI	\$3,772.74
281006	08/22/07	06	BARNES & NOBLE BOOKS	013	TEXTBOOKS	\$232.16
281007	08/22/07	03	XEROX CORPORATION	005	RENTS & LEASES	\$518.78
281008	08/22/07	03	XEROX CORPORATION	007	DUPLICATING SUPPLIES	\$105.60
281009	08/22/07	03	FLINN SCIENTIFIC INC	014	MATERIALS AND SUPPLI	\$1,686.22
281010	08/22/07	03	WAXIE SANITARY SUPPL	003	MATERIALS AND SUPPLI	\$500.00
281011	08/22/07	03	EXPRESS PRINT	030	PRINTING	\$4,310.00
281012	08/22/07	06	OFFICE DEPOT	033	MATERIALS AND SUPPLI	\$150.00
281013	08/22/07	06	NORTH COUNTY COUNTER	010	MATERIALS AND SUPPLI	\$404.06
281016	08/22/07	03	VERIZON CELLULAR - S	035	MATERIALS AND SUPPLI	\$200.00
281017	08/22/07	03/06	MURDOCH, WALRATH & H	021	PROF/CONSULT./OPER E	\$16,500.00
281019	08/23/07	03	FRONTIER FENCE COMPA	025	REPAIRS BY VENDORS	\$6,440.00

SAN DIEGUITO UNION HIGH  
FROM 08/14/07 THRU 08/27/07

PO NBR	DATE	FUND	VENDOR	LOC	DESCRIPTION	AMOUNT
281020	08/23/07	03	GRAINGER, WW INC	025	NON CAPITALIZED EQUI	\$4,328.10
281021	08/23/07	03	RANCHO SANTA FE PROT	025	SECURITY GUARD CONTR	\$14,940.00
281023	08/23/07	11	HELLER, PAUL	009	MATERIALS AND SUPPLI	\$500.00
281024	08/23/07	11	OFFICE DEPOT	009	MATERIALS AND SUPPLI	\$624.91
281025	08/23/07	11	HOME DEPOT	009	MATERIALS AND SUPPLI	\$200.00
281026	08/23/07	11	EXPRESS PRINT	009	PRINTING	\$1,508.50
281027	08/23/07	11	ENCINITAS CHAMBER OF	009	DUES AND MEMBERSHIPS	\$95.00
281028	08/23/07	03	KEY CURRICULUM PRESS	013	MATERIALS AND SUPPLI	\$3,081.23
281029	08/23/07	03	AMAZON.COM	013	MATERIALS AND SUPPLI	\$80.79
281030	08/23/07	03	TOMARK SPORTS	013	NON CAPITALIZED EQUI	\$2,448.86
281031	08/23/07	03	FIRST TO THE FINISH	013	MATERIALS AND SUPPLI	\$459.84
281032	08/23/07	03	JUNIOR LIBRARY GUILD	010	MATERIALS AND SUPPLI	\$135.00
281033	08/23/07	03	LEUCADIA PIZZERIA	006	MATERIALS AND SUPPLI	\$90.00
281034	08/23/07	06	PINNACLE INNOVATIONS	005	PROF/CONSULT./OPER E	\$4,000.00
281035	08/23/07	11	ROESLING NAKAMURA	009	IMPROVEMENT	\$2,000.00
281036	08/23/07	06	PHONAK	030	MAT/SUP/EQUIP TECHNO	\$2,229.33
281037	08/23/07	03	CAROLINA BIOLOGICAL	005	MATERIALS AND SUPPLI	\$188.32
281038	08/23/07	06	OFFICE DEPOT	008	MATERIALS AND SUPPLI	\$237.04
281039	08/23/07	06	AMAZON.COM	008	MATERIALS AND SUPPLI	\$140.26
281040	08/23/07	06	COLBAN, LAURA	030	OTHER SERV. & OPER. EX	\$3,955.00
281041	08/23/07	06	GREAT LAKES CLAY	004	NON CAPITALIZED EQUI	\$2,938.54
281042	08/23/07	06	YAMANISHI, MR. & MRS	030	OTHER SERV. & OPER. EX	\$1,320.00
281043	08/23/07	03	CORPORATE EXPRESS	026	NON CAPITALIZED EQUI	\$508.58
281044	08/23/07	06	ADVANTAGE PAYROLL SE	030	OTHER SERV. & OPER. EX	\$2,000.00
281045	08/23/07	06	VANDERSTOEL, DENISE	030	PROF/CONSULT./OPER E	\$325.00
281046	08/23/07	06	MAGDALENA ECKE FAMIL	030	RENTS & LEASES	\$280.00
281047	08/23/07	03	FIRST AMERICAN REAL	036	LIC/SOFTWARE	\$1,887.00
281048	08/23/07	06	STUDY ISLAND	012	LIC/SOFTWARE	\$1,221.00
281049	08/23/07	03	SAN DIEGO DIGITAL SO	003	OFFICE SUPPLIES	\$1,000.00
281050	08/23/07	03	MASTER TEACHER, THE	020	MATERIALS AND SUPPLI	\$82.50
281051	08/23/07	03	XEROX CORPORATION	003	RENTS & LEASES	\$105.60
281052	08/23/07	03	M J'S DELI & CAFE	026	MATERIALS AND SUPPLI	\$250.00
281053	08/23/07	03	SAN DIEGUITO UHSD CA	005	MATERIALS AND SUPPLI	\$1,200.00
281054	08/23/07	03	SAN DIEGUITO UHSD CA	003	MATERIALS AND SUPPLI	\$2,000.00
281055	08/23/07	03	GOLDFIELD STAGE & CO	028	FLD. TRIPS BY PRV. C	\$70,000.00
281056	08/23/07	03	NO CTY STUDENT TRANS	028	FLD. TRIPS BY PRV. C	\$70,000.00
281057	08/23/07	06	TARGET	028	OTHER TRANSPORT. SUPP	\$800.00
281058	08/23/07	06	M V P DIGITAL	030	OTHER SERV. & OPER. EX	\$500.00
281059	08/23/07	06	STEPHENSON, JEFF AND	030	OTHER SERV. & OPER. EX	\$2,060.00
281060	08/23/07	03	NORTH COUNTY TIMES	020	MATERIALS AND SUPPLI	\$150.00
281061	08/23/07	06	TOXGUARD FLUID TECHN	028	OIL & LUBRICATION	\$1,000.00
281062	08/23/07	03	SAN DIEGO SCENIC TOU	028	FLD. TRIPS BY PRV. C	\$50,000.00
281063	08/23/07	03	SUNDANCE STAGE LINES	028	FLD. TRIPS BY PRV. C	\$30,000.00
281064	08/23/07	06	NORTH COUNTY TRANSIT	030	FEES - ADMISSIONS, T	\$31,000.00
281065	08/23/07	03	SAN DIEGUITO UHSD CA	030	MATERIALS AND SUPPLI	\$1,500.00
281066	08/23/07	03	GARDEN STATE BAGELS	030	MATERIALS AND SUPPLI	\$100.00
281067	08/23/07	03	OGGI'S PIZZA	030	MATERIALS AND SUPPLI	\$500.00
281068	08/23/07	06	TSAO, JULIA	030	PAY IN LIEU OF TRANS	\$1,200.00
281069	08/23/07	03	DEPT OF CRIMINAL JUS	026	FINGERPRINTING	\$10,000.00
281070	08/23/07	03	SAN DIEGO UNIFIED SC	026	FINGERPRINTING	\$6,500.00
281071	08/23/07	03	METROCALL	030	COMMUNICATIONS-TELEP	\$140.00
281072	08/23/07	03	RALPHS GROCERY COMPA	030	MATERIALS AND SUPPLI	\$500.00
281073	08/23/07	03	AMERICAN SCHOOL BOAR	020	OFFICE SUPPLIES	\$235.00
281074	08/24/07	03	BREVIK PLUMBING	025	REPAIRS BY VENDORS	\$8,163.00
281077	08/24/07	06	INT SOFTBOARDS	024	MATERIALS AND SUPPLI	\$1,127.41

SAN DIEGUITO UNION HIGH  
FROM 08/14/07 THRU 08/27/07

PO NBR	DATE	FUND	VENDOR	LOC	DESCRIPTION	AMOUNT
281079	08/24/07	03	CONTINENTAL MATHEMAT	008	MATERIALS AND SUPPLI	\$155.00
281080	08/24/07	03	HOME DEPOT	008	MATERIALS AND SUPPLI	\$300.00
281081	08/24/07	03	ALPINE STAINED GLASS	008	MATERIALS AND SUPPLI	\$430.00
281082	08/24/07	11	ORACLE CORP GOVT SUP	009	LIC/SOFTWARE	\$339.90
281083	08/24/07	06	UTILITY BOARD SHOP	024	MATERIALS AND SUPPLI	\$463.68
281085	08/24/07	03	HERFF JONES	010	MATERIALS AND SUPPLI	\$200.00
281086	08/24/07	03	ONE STOP TONER AND I	008	MATERIALS AND SUPPLI	\$280.13
281088	08/24/07	03	JAGUAR EDUCATIONAL	008	MATERIALS AND SUPPLI	\$499.05
281090	08/24/07	03	IPARADIGMS LLC	010	LIC/SOFTWARE	\$2,687.00
281091	08/24/07	03	EXPRESS PRINT	006	PRINTING	\$1,174.48
281092	08/24/07	03	SPANKY'S PORTABLE SE	003	RENTS & LEASES	\$1,100.00
281093	08/24/07	06	SPANKY'S PORTABLE SE	028	RENTS & LEASES	\$2,000.00
281094	08/24/07	03	SPANKY'S PORTABLE SE	013	RENTS & LEASES	\$1,900.00
281095	08/24/07	03	SPANKY'S PORTABLE SE	008	RENTS & LEASES	\$2,800.00
281096	08/24/07	06	UNION TRIBUNE PUBLIS	030	MATERIALS AND SUPPLI	\$189.01
281097	08/24/07	03	CORPORATE EXPRESS	022	OFFICE SUPPLIES	\$272.95
281098	08/24/07	03	FIELDTURF WEST, INC.	025	REPAIRS BY VENDORS	\$4,000.00
281099	08/24/07	03	REYNOLDS CONSULTING	022	PROF/CONSULT./OPER E	\$30,000.00
281100	08/24/07	03	BEST COMPUTER SUPPLI	022	OFFICE SUPPLIES	\$81.46
281101	08/24/07	06	GAS EQUIPMENT SYSTEM	028	REPAIRS BY VENDORS	\$13,997.22
281102	08/24/07	03	PINNACLE INNOVATIONS	035	LIC/SOFTWARE	\$3,000.00
281103	08/24/07	03	OFFICE DEPOT	022	OFFICE SUPPLIES	\$65.01
281104	08/27/07	06	B AND H PHOTO-VIDEO-	005	MATERIALS AND SUPPLI	\$1,314.12
281105	08/27/07	06	DICKINSON, THOMAS	030	MEDIATION SETTLEMENT	\$8,964.00
281106	08/27/07	03	B AND H PHOTO-VIDEO-	012	MATERIALS AND SUPPLI	\$2,509.71
281107	08/27/07	03/06	AMAZON.COM	003	MAT/SUP/EQUIP TECHNO	\$1,721.85
281108	08/27/07	03	LEUCADIA PIZZERIA	026	MATERIALS AND SUPPLI	\$400.00
281109	08/27/07	06	WOODWIND & BRASSWIND	005	NON CAPITALIZED EQUI	\$10,907.53
281110	08/27/07	06	BLICK, DICK (DICK BL	005	MATERIALS AND SUPPLI	\$1,799.68
281111	08/27/07	06	SAX ARTS & CRAFTS	005	MATERIALS AND SUPPLI	\$857.25
281112	08/27/07	06	BLICK, DICK (DICK BL	005	MATERIALS AND SUPPLI	\$429.97
281113	08/27/07	06	PEPPER OF LOS ANGELE	005	MATERIALS AND SUPPLI	\$1,305.06
281114	08/27/07	06	AMAZON.COM	003	MATERIALS AND SUPPLI	\$114.22
281115	08/27/07	06	ADORAMA CAMERA INC	003	MATERIALS AND SUPPLI	\$174.45
281116	08/27/07	06	GREG LARSON SPORTS	024	MATERIALS AND SUPPLI	\$216.64
281117	08/27/07	06	K-LOG INC	024	NON CAPITALIZED EQUI	\$1,010.30
680013	08/15/07	03	CORPORATE EXPRESS	001	STORES	\$156.41
680014	08/15/07	03	ELGIN SCHOOL SUPPLY	001	STORES	\$595.81
680015	08/15/07	03	OFFICE DEPOT	001	STORES	\$989.26
680016	08/15/07	03	PIONEER STATIONERS I	001	STORES	\$281.27
680017	08/23/07	03	CORPORATE EXPRESS	001	STORES	\$328.98
780002	08/23/07	06	HICKS, BOB TURF EQUI	028	MATERIALS-REPAIRS	\$183.70
780003	08/23/07	03	CLONE DUPLICATING &	003	PRINTING	\$629.80
780004	08/16/07	06	AUTO GLASS BY ROBERT	028	MATERIALS-REPAIRS	\$215.50
780006	08/21/07	03	C S G VISUAL COMMUNI	013	REPAIRS BY VENDORS	\$995.11
780008	08/23/07	03	CART MART INC	005	REPAIRS BY VENDORS	\$538.75
780009	08/23/07	06	ROMAN'S TRUCK BODY &	028	REPAIRS BY VENDORS	\$1,198.21
780010	08/23/07	03	MUSEUM OF TOLERANCE	003	MATERIALS AND SUPPLI	\$2,095.00
780011	08/15/07	03	PACIFIC EARTH RESOUR	025	GROUPS-REPAIR MATER	\$246.64
780012	08/20/07	14	WESTERN ENVIRONMENTA	025	REPAIRS BY VENDORS	\$795.00
780013	08/24/07	03	ED REAMER'S REFRIGER	005	REPAIRS BY VENDORS	\$198.70
780014	08/20/07	25-18	CABLE PIPE LEAK DETE	025	NEW CONSTRUCTION	\$280.00
780015	08/15/07	03	GEARY PACIFIC SUPPLY	025	NON CAPITALIZED EQUI	\$547.41
780016	08/23/07	06	CRISIS PREVENTION IN	030	BOOKS OTHER THAN TEX	\$202.32
780017	08/20/07	03	CABLE PIPE LEAK DETE	025	REPAIRS BY VENDORS	\$500.00

SAN DIEGUITO UNION HIGH  
 FROM 08/14/07 THRU 08/27/07

ITEM 15 C E

PO NBR	DATE	FUND	VENDOR	LOC	DESCRIPTION	AMOUNT
780018	08/23/07	03	SPANKY'S PORTABLE SE	025	RENTS & LEASES	\$97.82
880009	08/23/07	03	CA SCHOOL PERSONNEL	022	CONFERENCE,WORKSHOP,	\$500.00
980001	08/24/07	25-18	ORNESS DESIGN GROUP	025	LAND IMPROVEMENTS	\$3,600.00
980014	08/15/07	25-18	GREAT SCOTT TREE SER	025	LAND IMPROVEMENTS	\$9,980.00
980015	08/15/07	25-18	FRONTIER FENCE COMPA	025	LAND IMPROVEMENTS	\$15,348.12
980016	08/20/07	25-18	HYDROSCAPE PRODUCTS	025	LAND IMPROVEMENTS	\$5,000.00
980017	08/23/07	25-18	CEMENT CUTTING INC	025	LAND IMPROVEMENTS	\$342.72
980018	08/23/07	25-18	D A D ASPHALT	025	LAND IMPROVEMENTS	\$12,535.50
980019	08/23/07	25-18	D A D ASPHALT	025	LAND IMPROVEMENTS	\$5,433.50
980020	08/23/07	25-18	SEASIDE HEATING AND	025	IMPROVEMENT	\$1,545.00
REPORT TOTAL						\$1,742,791.42

*INSTANT MONEY REPORT FOR THE PERIOD 08/14/07 THROUGH 08/27/07*

<i>Check #</i>	<i>Vendor</i>	<i>Amount</i>
10311	FEDEX	\$77.09
10312	SECRETARY OF STATE	\$20.00
	<i>Total</i>	<u>\$97.09</u>

Individual Membership Listings  
For the Period of July 7, 2007 through August 13, 2007

<u>Staff Member Name</u>	<u>Organization Name</u>	<u>Amount</u>
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None to report

# San Dieguito Union High School District

## INFORMATION REGARDING BOARD AGENDA ITEM

**TO:** BOARD OF TRUSTEES

**DATE OF REPORT:** August 30, 2007

**BOARD MEETING DATE:** September 6, 2007

**PREPARED BY:** Becky Banning, Executive Assistant to  
the Superintendent

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

**SUBJECT:** BOARD POLICY REVISION #2121 –  
*SUPERINTENDENT’S CONTRACT*

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### EXECUTIVE SUMMARY

The attached Board Policy Revision comes as a result of a recommendation by CSBA’s Board Policies updating services. The proposed changes may be to update language or meet new / revised state guidelines.

### RECOMMENDATION:

This revision recommendation was presented for first reading at the meeting of August 23, 2007. It is recommended that the Board approve the Board Policy Revision #2121, *Superintendent’s Contract*, as written on the attached supplement.

### FUNDING SOURCE:

N/A

**AGENDA ITEM 16**



**ADMINISTRATION**

2121

SUPERINTENDENT'S CONTRACT

The Governing Board shall employ a Superintendent for a term of not more than four years.

The Board shall designate a representative to negotiate with the Superintendent on its behalf and shall consult legal counsel to draft the contract document.

The Board shall deliberate in closed session about the terms of the contract. (Government Code 54957)

Terms of the contract shall remain confidential until the ratification process commences.

The Board shall ratify the Superintendent's contract in an open meeting, which shall be reflected in the Board's minutes. Copies of the contract shall be available to the public upon request. (Government Code 53262)

The contract shall include, but not be limited to, provisions for salary and benefits, annual evaluations, term of the contract, and conditions for termination of the contract. The contract should also include general responsibilities and duties of the Superintendent.

The Superintendent's contract shall be extended only by Board action and subsequent to a satisfactory evaluation of the Superintendent's performance.

Termination of Contract

The Board shall notify the Superintendent no less than 45 days before his/her current contract expires of its intention not to renew the contract. If the above notice has not been given, the Superintendent shall be re-elected for a term of the same length as the one completed, under the same terms, and with the same compensation.

The Board shall evaluate the Superintendent's performance early enough to ensure compliance with this notice requirement and any requirements of the existing contract.

SAN DIEGUITO UNION HIGH SCHOOL DISTRICT

Policy Adopted: September 19, 1991Policy Revision DRAFT: July 19, 2007

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**ADMINISTRATION****2121**

If the Board enters into a rollover or evergreen contract, the contract's extension shall be contingent upon a satisfactory evaluation of the Superintendent's performance.

The Superintendent's contract shall include a provision specifying the maximum cash settlement that the Superintendent may receive upon termination of the contract. However, if the unexpired term of the contract is greater than 18 months, the maximum cash settlement shall be no more than the Superintendent's monthly salary multiplied by 18. The cash settlement shall not include any non-cash items other than health benefits, which may be continued for the unexpired term of the contract up to 18 months or until the Superintendent finds other employment, whichever occurs first. (Government Code 53260, 53261)

If the Board terminates the Superintendent's contract upon its belief and subsequent confirmation pursuant to an independent audit that the Superintendent has engaged in fraud, misappropriation of funds, or other illegal practices, the maximum settlement shall be within the limits prescribed by law, as determined by an administrative law judge. (Government Code 53260)

Legal Reference:

EDUCATION CODE

35031 Term of employment

SAN DIEGUITO UNION HIGH SCHOOL DISTRICT  
Policy Adopted: September 19, 1991  
Policy Revision DRAFT: July 19, 2007

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# San Dieguito Union High School District

## INFORMATION REGARDING BOARD AGENDA ITEM

**TO:** BOARD OF TRUSTEES

**DATE OF REPORT:** August 30, 2007

**BOARD MEETING DATE:** September 6, 2007

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

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

**SUBJECT:** Proposed New Board Policy 4216.3-41.6  
Class Description, *Grounds Maintenance  
Worker/Applicator SR 40*; Revisions for  
Class Descriptions 4216.3-41.2, 4216.3-41.4,  
4216.3-41.5, *Equipment Operator, Maintenance  
Worker 1 & 2*

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### EXECUTIVE SUMMARY

This item is on the Agenda for approval.

The District has reviewed its program for applying pesticides and herbicides as part of maintaining grounds at each school site. The Facilities Department is proposing a reorganization of the grounds crew teams that maintain the sites, including the refilling of a vacant position to improve delivery of services and solve workload issues related to the pesticide and herbicide spraying program.

State regulations now require a 72-hour notice that has a limiting effect on the times that spraying can occur. This has reduced flexibility for the department and has significantly shifted the majority of spray activities away from Monday – Friday. The proposed new classification and revisions to the existing grounds classifications reflect the changes in how the crews are organized and will assist the department in complying with State regulations while maintaining efficiency in its spray applicator operations.

Attached is a draft job description with the title Grounds Maintenance Worker/Applicator, which emphasizes the role this position will play in the pesticide spraying program. Updated draft class descriptions to reflect the dropping of the requirement for an applicator's certificate for Grounds Maintenance Worker II, and Grounds Maintenance Equipment Operator are also attached, as well as a revised class description for Grounds Maintenance Worker I to reflect the relationship of this class to

the rest of the Grounds Maintenance job classes.

In view of the responsibility the proposed new class will have for orienting and training any staff without applicator license in preparing them to spray under the umbrella of this position's license, it is recommended to allocate Grounds Maintenance Worker/Applicator at SR 40, one range above the Grounds Maintenance Worker II at SR 39, and below the Grounds Maintenance Equipment Operator at SR 41.

These recommendations were reviewed and approved for the classification plan by the Personnel Commission at its regular meeting on July 31, 2007 and to the Board for first reading on August 23, 2007. CSEA is aware of the proposed new classification and the proposed revisions to existing classifications they represent.

**RECOMMENDATION:**

That the Board approve the proposed classification recommendation and draft policy for the new classification Grounds Maintenance Worker/Applicator and the revised class descriptions for Grounds Maintenance Worker I, II and Equipment Operator.

**FUNDING SOURCE:**

District General Fund. No increase to budgeted expenditures is projected as a result of these proposed changes.

Attachment

**CLASSIFIED PERSONNEL**

**4216.3-41.6**

**GROUNDS MAINTENANCE WORKER/APPLICATOR**

**DRAFT FOR BOARD AGENDA  
OF 08/23/07**

**OVERALL JOB PURPOSE STATEMENT:**

Under the day-to-day coordination of a Lead Grounds Maintenance Worker, the job of Grounds Maintenance Worker/Applicator is done for the purposes of applying herbicides and pesticides in accordance with state regulations; overseeing the activities of other grounds personnel as assigned during spraying operations; performing the full range of journey level general and varied grounds maintenance and gardening duties at District sites; scheduling work assignments; and overseeing the activities of a grounds crew as assigned.

**DISTINGUISHING CHARACTERISTICS**

This job is distinguished from similar jobs by the following characteristics: The Grounds Maintenance Worker/Applicator is primarily responsible for carrying out the District's pesticide and herbicide application program, including overseeing the spraying activities of assigned grounds personnel conducting chemical application under this classification's certificate. Incumbents perform the full range of journey-level general and specialized grounds maintenance and gardening duties and are responsible for receiving instructions, scheduling work, carrying out assignments and providing information about work in progress. Positions in this class apply knowledge of horticultural practices and techniques for maintenance of plants and/or beautification of grounds and use a variety of small and medium-sized power and hand tools such as mowers, clippers, hedgers, edgers, string trimmers, blowers, brooms, rakes, shovels, hoes, sprayers and calibration equipment; and may oversee the activities of a crew on a larger grounds maintenance project over a period of several days. This class differs from the Grounds Maintenance Worker II which is the journey-level class in the series and is not required to obtain and maintain an applicator's certificate.

**ESSENTIAL FUNCTIONS**

CLASSIFIED PERSONNEL

4216.3-41.6

GROUNDS MAINTENANCE WORKER/APPLICATOR

**DRAFT FOR BOARD AGENDA  
OF 08/23/07**

- \* Applies pesticides for the purpose of controlling insects and weeds in accordance with the department's annual published schedule.
- \* Oversees spraying activity of other grounds personnel as assigned for the purpose of ensuring that they perform in accordance with applicable regulations of pesticide and herbicide application.
- \* Provides recommendations to the development of the departments' annual spraying schedule for the purpose of improving the schedule and ensuring efficient, safe and timely application of chemicals.
- \* Provides training to other grounds personnel in safe and required application of pesticides and herbicides to ensure conformance to current state and/or federal regulations.
- \* Cleans grounds and landscaped areas and related spaces for the purpose of preventing flooding, removing hazards.
- \* Maintains/installs landscaping and sprinkler heads, etc. (e.g. lawns, shrubbery, flowers, ground cover, etc.) for the purpose of reducing erosion and preserving and presenting grounds in a healthy, attractive and safe condition.
- \* Prepares documentation (e.g. work orders, etc.) for the purpose of providing written record of work assigned and completed, and/or conveying information.
- \* Maintains grounds keeping equipment (e.g. hedgers, chain saws, blowers, mixers, etc.) for the purpose of ensuring availability of equipment in a safe operating condition.
- \* Prepares grounds (e.g. ball fields, courtyards, lawns, flower-beds, lining fields for athletic events, etc.) for the purpose of providing adequate, attractive and/or safe areas for competitive athletics, assemblies, and/or recreational activities.

**CLASSIFIED PERSONNEL**

**4216.3-41.6**

**GROUNDS MAINTENANCE WORKER/APPLICATOR**

**DRAFT FOR BOARD AGENDA  
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- \* Communicates/coordinates with principals, coaches, athletic directors, students and public for the purpose of scheduling work, carrying out assignments, answering questions and providing information about work in progress.
- \* Applies asphalt sealer and cold patch asphalt (asphylic concrete material) for the purpose of repairing parking lots and on campus roads.
- \* Assists in the performance of other related duties as directed.

**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: operating equipment used in grounds maintenance; adhering to safety practices; handling hazardous materials; preparing and maintaining accurate records; and providing basic training and orientation to other grounds personnel in the proper use, application, and handling of pesticides and herbicides.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and understand complex, multi-step written and oral instructions. Specific knowledge required to satisfactorily perform the functions of the job includes: methods of shrub, tree and lawn planting and care; herbicides, pesticides and other chemicals used in grounds maintenance and the proper techniques and methods for mixing, handling, and applying these substances; proper use and maintenance of tools and power equipment used in grounds maintenance; and health and safety regulations.

ABILITY is required to schedule activities; collate data; and consider a number of factors when using equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing specific, defined processes; and

**CLASSIFIED PERSONNEL**

**4216.3-41.6**

**GROUNDS MAINTENANCE WORKER/APPLICATOR**

**DRAFT FOR BOARD AGENDA  
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operate equipment using a variety of processes. Ability is also required to work with a wide diversity of individuals; work with specific, job-related data; and utilize a variety of job-related equipment. In working with others, some problem solving may be required to identify issues and select action plans. Problem solving with data may require independent interpretation; and problem solving with equipment is moderate. Specific abilities required to satisfactorily perform the functions of the job include: providing work direction and guidance to assigned grounds maintenance personnel; provide training in the proper use, mixing, handling and application of herbicides, pesticides and other chemicals used in grounds maintenance; adapting to changing work priorities; communicating with diverse groups; meeting deadlines and schedules; working as part of a team; and working with frequent interruptions.

**Responsibility**

Responsibilities include: working under direct supervision using standardized routines; leading, guiding, and/or coordinating others; and operating within a defined budget. Utilization of some resources from other work units may be required to perform the job's functions. There is some opportunity to impact the Organization's services.

**Working Environment**

The usual and customary methods of performing the job's functions requires the following physical demands: significant lifting, carrying, pushing, and/or pulling; some climbing and balancing; significant stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally, the job requires 10% sitting, 80% walking and 10% standing. The job is performed under some temperature extremes, some hazardous conditions, and in varying atmospheric conditions and includes the handling, use and application of hazardous chemicals including pesticides and herbicides. This class works a Tuesday through Saturday schedule to ensure that application activities can regularly occur when school sites do not have students present.



CLASSIFIED PERSONNEL

4216.3-41.6

GROUNDS MAINTENANCE WORKER/APPLICATOR

**DRAFT FOR BOARD AGENDA  
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**Experience**

Job related experience is required.

**Education**

High School diploma or equivalent

**Required Testing**

Pre-employment Proficiency Test

**Certificates**

Valid California Class C driver's license

Qualified Applicator's Certificate when applying for position

**Continuing Education/Training**

Maintain Qualified Applicator's Certificate

**Clearances**

Completion of County Recycled Water Certificate

Criminal Justice Fingerprint/Background Clearance

TB Clearance

**CLASSIFIED PERSONNEL**

4216.3-41.2

**GROUNDS MAINTENANCE EQUIPMENT OPERATOR****DRAFT FOR BOARD AGENDA  
OF 08/23/07****OVERALL JOB PURPOSE STATEMENT:**

Under the ~~direction of the Operations Supervisor~~ day-to-day work coordination of a Lead Grounds Worker, the job of Grounds Maintenance Equipment Operator is done for the purposes of constructing and maintaining landscaped areas, parking lots, building pads and service roads; demolishing existing structures, clearing an area in preparation for additional work; ensuring availability of items to complete projects on time; coordinating work flow and ensuring safety of workers. Positions in this class apply knowledge of the operation and maintenance equipment used for the beautification, construction and maintenance of grounds and properties.

**DISTINGUISHING CHARACTERISTICS**

This job is distinguished from similar jobs by the following characteristics: The Grounds/Maintenance Equipment Operator operates grounds maintenance equipment such as graders, Bobcats, gang mowers, tractors, dump trucks, etc. in constructing and maintaining landscaped areas, parking lots and pads and service roads. They are responsible for receiving instructions, scheduling work, carrying out assignments, directing the work of a crew of grounds maintenance workers on a project and providing information about work in progress.

**ESSENTIAL FUNCTIONS**

- \* Operates grounds maintenance equipment (e.g. skip loader, Bob Cat, fork lifts, backhoe, gang mowers, tractors, dump trucks) for the purpose of constructing and maintaining landscaped areas, fences, parking lots, building pads and service roads.

SAN DIEGUITO UNION HIGH SCHOOL DISTRICT

Policy Adopted: May 7, 1987

Policy Revised: September 2, 1993

Policy Revised: May 21, 1998

Policy Revised: July 1, 2003

Policy Revised: \_\_\_\_\_, 2007

**CLASSIFIED PERSONNEL**

4216.3-41.2

**DRAFT FOR BOARD AGENDA  
OF 08/23/07****GROUNDS MAINTENANCE EQUIPMENT OPERATOR**

- \* Excavates/moves earth, asphalt, concrete, heavy debris for the purpose of demolishing existing structures, clearing an area in preparation for additional work.
- \* Cuts/digs drain ditches, back fills, sprinkler trenches, fence post holes for the purpose of installing, repairing, improving and maintaining landscaped areas and fields in a safe and clean condition.
- \* Drives/transportes mowers and other loaded equipment to/from work site for the purpose of ensuring their availability for performing and completing work schedules.
- \* Assists the Operations Supervisor for the purpose of estimating quantity and type of materials (e.g. sod, fertilizer, pesticides) needed for grounds maintenance projects.
- \* Prepares work order forms and other records for the purpose of documenting work completed or to be scheduled and materials used.
- \* Oversees/organizes grounds work crews as assigned, including mentoring less experienced crew members, for the purpose of coordinating work flow and ensuring safety of workers.
- \* Applies pesticides for the purpose of controlling insects and weeds.
- \* Estimates quantity and type of materials (e.g. sod, fertilizer, pesticides, etc.) for the purpose of ensuring availability of items to complete projects on time while avoiding costly waste from excess materials.

SAN DIEGUITO UNION HIGH SCHOOL DISTRICT

Policy Adopted: May 7, 1987

Policy Revised: September 2, 1993

Policy Revised: May 21, 1998

Policy Revised: July 1, 2003

Policy Revised: \_\_\_\_\_, 2007

**CLASSIFIED PERSONNEL**

4216.3-41.2

**GROUNDS MAINTENANCE EQUIPMENT OPERATOR****DRAFT FOR BOARD AGENDA  
OF 08/23/07**

- \* Performs a variety of concrete work (e.g. setting forms, pouring, finishing, etc.) for the purpose of completing assigned work orders.
- \* Performs 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: operating a variety of equipment including dump truck, backhoe, skip loader, power mowers, forklifts, jackhammers and other related equipment; and operating, maintaining and making minor repairs to power grounds equipment and tools.

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 understand complex, multi-step written and oral instructions. Specific knowledge required to satisfactorily perform the functions of the job includes: methods, materials, tools and operation of large power equipment used in grounds construction and maintenance work; health and safety regulations; methods used in caring for plants, shrubs, flowers, trees and lawns; lawn planting and cutting procedures.

ABILITY is required to schedule activities and/or meetings; collate data; and consider a variety of factors when using equipment. Flexibility is required to work with others in a

SAN DIEGUITO UNION HIGH SCHOOL DISTRICT

Policy Adopted: May 7, 1987

Policy Revised: September 2, 1993

Policy Revised: May 21, 1998

Policy Revised: July 1, 2003

Policy Revised: \_\_\_\_\_, 2007

**CLASSIFIED PERSONNEL**

4216.3-41.2

**GROUNDS MAINTENANCE EQUIPMENT OPERATOR****DRAFT FOR BOARD AGENDA  
OF 08/23/07**

variety of circumstances; work with data utilizing defined and similar processes; and utilize equipment under a variety of conditions for multiple purposes. Ability is also required to work with a wide diversity of individuals; work with similar types of data; and utilize a wide variety of types of job-related equipment. In working with others, some problem solving may be required to identify issues and select action plans. Problem solving with data may require independent interpretation; and problem solving with equipment is significant. Specific abilities required to satisfactorily perform the functions of the job include: understanding and following oral and written directions; working independently with little direction; planning and organizing work; establishing and maintaining effective working relationships with others; and preparing accurate records.

**Responsibility**

Responsibilities include: working under limited supervision following standardized practices and/or methods; leading, guiding, and/or coordinating others; and operating within a defined budget. Utilization of some resources from other work units may be required to perform the job's functions. There is a continual opportunity to impact the Organization's services.

**Working Environment**

The usual and customary methods of performing the job's functions requires the following physical demands: significant lifting, carrying, pushing, and/or pulling; frequent climbing and balancing; frequent stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 90% sitting, 5% walking and 5% standing. The job is performed under some temperature extremes, some hazardous conditions, and in varying atmospheric conditions.

SAN DIEGUITO UNION HIGH SCHOOL DISTRICT

Policy Adopted: May 7, 1987

Policy Revised: September 2, 1993

Policy Revised: May 21, 1998

Policy Revised: July 1, 2003

Policy Revised: \_\_\_\_\_, 2007

**CLASSIFIED PERSONNEL**

4216.3-41.2

**GROUND MAINTENANCE EQUIPMENT OPERATOR****DRAFT FOR BOARD AGENDA  
OF 08/23/07****Experience**

Job related experience with increasing levels of responsibility is desired.

**Education**

High School diploma or equivalent.

**Required Testing**

Pre-employment Proficiency Test

**Certificates**

Valid Commercial California Driver's License; DMV Air Brake Endorsement; ~~Qualified Applicator's Certificate~~

**Continuing Education/Training**

Maintain ~~Qualified Applicator's Certificate~~ and DMV Air Brake Endorsement.

**Clearances**

Criminal Justice Fingerprint/Background Clearance; TB Clearance

SAN DIEGUITO UNION HIGH SCHOOL DISTRICT

Policy Adopted: May 7, 1987

Policy Revised: September 2, 1993

Policy Revised: May 21, 1998

Policy Revised: July 1, 2003

Policy Revised: \_\_\_\_\_, 2007

CLASSIFIED PERSONNEL

4216.3-41.5

GROUNDS MAINTENANCE WORKER I**DRAFT FOR BOARD AGENDA  
OF 08/23/07****OVERALL JOB PURPOSE STATEMENT:**

~~Under the direction of the Operations Supervisor and the day-to-day supervision work coordination~~ of a Lead Grounds Maintenance Worker, the job of Grounds Maintenance Worker I is done for the purposes of performing entry-level general grounds maintenance and gardening duties at District sites; and applying horticultural practices and techniques for maintenance of plants and/or beautification of grounds.

**DISTINGUISHING CHARACTERISTICS**

This job is distinguished from similar jobs by the following characteristics: The Grounds Maintenance Worker I performs entry-level general grounds maintenance and gardening duties. ~~They Incumbents~~ are responsible for receiving instructions and carrying out assignments. They are usually assigned to a work crews or to assist a Grounds Maintenance Worker II or Grounds Maintenance Worker/Applicator. ~~Incumbents in this class are promoted to the Grounds Maintenance Worker II level after two years of satisfactory performance, obtaining a pesticide applicator's license and demonstration of the knowledge and skills of the higher class through an examination process. Promotion to Grounds Maintenance Worker II is competitive and contingent on vacant positions in the higher class.~~

**ESSENTIAL FUNCTIONS**

- \* Cleans grounds and landscaped areas and related spaces (e.g. storm drains, rain gutters) for the purpose of preventing flooding, removing hazards.
- \* Maintains/installs various types of landscaping (e.g. lawns, shrubbery, flowers, ground cover, etc.) for the purpose of

SAN DIEGUITO UNION HIGH SCHOOL DISTRICT

Policy Adopted: May 7, 1987

Policy Revised: September 4, 1997

Policy Revised: July 1, 2003

Policy Revised: August \_\_, 2007

**CLASSIFIED PERSONNEL****4216.3-41.5****GROUNDS MAINTENANCE WORKER I****DRAFT FOR BOARD AGENDA  
OF 08/23/07**

reducing erosion and preserving and presenting grounds in a healthy, attractive and safe condition.

- \* Maintains grounds keeping equipment (e.g. hedgers, chain saws, blowers, mixers, etc.) for the purpose of ensuring availability of equipment in a safe operating condition.
- \* Assists Grounds Maintenance Worker II for the purpose of accomplishing a variety of tasks as assigned such as applying asphalt sealer, repairing/pouring concrete, or installing and maintaining fences.
- \* Communicates with supervisor, principals, coaches, athletic directors, students and public for the purpose of scheduling work, carrying out assignments, answering questions and providing information about work in progress.
- \* Prepares documentation (e.g. work orders, etc.) as needed for the purpose of providing written record of work assigned and completed, and for conveying information.
- \* Assists in the performance of other related duties as assigned for the purpose of accomplishing organizational goals.

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

SKILLS are required to perform multiple, non-technical tasks using existing skills. Specific skills required to satisfactorily perform the functions of the job include: operating equipment used in grounds maintenance; adhering to safety practices; handling hazardous materials; and preparing and maintaining accurate records.

SAN DIEGUITO UNION HIGH SCHOOL DISTRICT

Policy Adopted: May 7, 1987

Policy Revised: September 4, 1997

Policy Revised: July 1, 2003

Policy Revised: August \_\_, 2007



**CLASSIFIED PERSONNEL****4216.3-41.5****GROUNDS MAINTENANCE WORKER I****DRAFT FOR BOARD AGENDA  
OF 08/23/07**

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and understand complex, multi-step written and oral instructions. Specific knowledge required to satisfactorily perform the functions of the job includes: methods of shrub, tree and lawn planting and care; proper use and maintenance of tools and power equipment used in grounds maintenance; and health and safety regulations.

ABILITY is required to schedule activities; collate data; and consider a number of factors when using equipment. Flexibility is required to work with others; work with data utilizing specific, defined processes; and operate equipment using standardized methods. Ability is also required to work with a wide diversity of individuals; work with specific, job-related data; and utilize specific, job-related equipment. In working with others, problem solving with data requires following prescribed guidelines; and problem solving with equipment is moderate. Specific abilities required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups; meeting deadlines and schedules; working as part of a team; and working with frequent interruptions.

**Responsibility**

Responsibilities include: working under direct supervision using standardized procedures; providing information and/or advising others; and operating within a defined budget. Utilization of some resources from other work units may be required to perform the job's functions. There is some opportunity to impact the Organization's services.

**Working Environment**

SAN DIEGUITO UNION HIGH SCHOOL DISTRICT

Policy Adopted: May 7, 1987

Policy Revised: September 4, 1997

Policy Revised: July 1, 2003

Policy Revised: August \_\_, 2007

**CLASSIFIED PERSONNEL****4216.3-41.5****GROUNDS MAINTENANCE WORKER I****DRAFT FOR BOARD AGENDA  
OF 08/23/07**

The usual and customary methods of performing the job's functions requires the following physical demands: significant lifting, carrying, pushing, and/or pulling; some climbing and balancing; significant stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 10% sitting, 80% walking and 10% standing. The job is performed under some temperature extremes, some hazardous conditions, and in varying atmospheric conditions.

**Experience**

Job related experience is required.

**Education**

High School diploma or equivalent.

**Required Testing**

Pre-employment Proficiency Test

**Certificates**

Valid California Class C Driver's License.

**Continuing Education/Training**

None Specified

**Clearances**

Criminal Justice Fingerprint/Background Clearance; TB Clearance

SAN DIEGUITO UNION HIGH SCHOOL DISTRICT

Policy Adopted: May 7, 1987

Policy Revised: September 4, 1997

Policy Revised: July 1, 2003

Policy Revised: August \_\_, 2007

CLASSIFIED PERSONNEL

4216.3-41.4

GROUNDS MAINTENANCE WORKER II

**DRAFT FOR BOARD AGENDA  
OF 08/23/07**

**OVERALL JOB PURPOSE STATEMENT:**

Under the ~~direction of the Operations Supervisor and the day-to-day supervision~~ work coordination of a Lead Grounds Maintenance Worker, the job of Grounds Maintenance Worker II is done for the purposes of, performing the full range of general and varied grounds maintenance and gardening duties at District sites; scheduling work assignments; and overseeing the activities of a grounds crew as assigned.

**DISTINGUISHING CHARACTERISTICS**

This job is distinguished from similar jobs by the following characteristics: The Grounds Maintenance Worker II performs the full range of journey-level general and specialized grounds maintenance and gardening duties. ~~They~~ Incumbents are responsible for receiving instructions, scheduling work, carrying out assignments and providing information about work in progress. Positions in this class apply knowledge of horticultural practices and techniques for maintenance of plants and/or beautification of grounds and use a variety of small and medium-sized power and hand tools such as mowers, clippers, hedgers, edgers, string trimmers, blowers, brooms, rakes, shovels, hoes, sprayers and calibration equipment; and oversee the activities of a crew on a larger grounds maintenance project over a period of several days

**ESSENTIAL FUNCTIONS**

- \* Cleans grounds and landscaped areas and related spaces for the purpose of preventing flooding, removing hazards.
- \* Maintains/installs landscaping and sprinkler heads, etc. (e.g. lawns, shrubbery, flowers, ground cover, etc.) for the purpose of reducing erosion and preserving and presenting grounds in a healthy, attractive and safe condition.

SAN DIEGUITO UNION HIGH SCHOOL DISTRICT  
 Policy Adopted: May 7, 1987  
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CLASSIFIED PERSONNEL

4216.3-41.4

GROUNDS MAINTENANCE WORKER II**DRAFT FOR BOARD AGENDA  
OF 08/23/07**

- \* Prepares documentation (e.g. work orders, etc.) for the purpose of providing written record of work assigned and completed, and/or conveying information.
- \* Maintains grounds keeping equipment (e.g. hedgers, chain saws, blowers, mixers, etc.) for the purpose of ensuring availability of equipment in a safe operating condition.
- \* Applies as directed, and under the auspices of a licensed applicator, pesticides for the purpose of controlling insects and weeds.
- \* Prepares grounds (e.g. ball fields, courtyards, lawns, flowerbeds, lining fields for athletic events, etc.) for the purpose of providing adequate, attractive and/or safe areas for competitive athletics, assemblies, and/or recreational activities.
- \* Communicates/coordinates with principals, coaches, athletic directors, students and public for the purpose of scheduling work, carrying out assignments, answering questions and providing information about work in progress.
- \* Applies asphalt sealer and cold patch asphalt (asphylic concrete material) for the purpose of repairing parking lots and on campus roads.
- \* Assists in the performance of other related duties as ~~assigned for the purpose of accomplishing organizational goals.~~

**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: operating equipment used in grounds maintenance; adhering to safety practices; handling hazardous materials; and preparing and maintaining accurate records.

SAN DIEGUITO UNION HIGH SCHOOL DISTRICT

Policy Adopted: May 7, 1987

Policy Revised: September 4, 1997

Policy Revised: July 1, 2003

Policy Revised: August \_\_, 2007

AGENDA ITEM 16 2/4

**CLASSIFIED PERSONNEL****4216.3-41.4****GROUNDS MAINTENANCE WORKER II****DRAFT FOR BOARD AGENDA  
OF 08/23/07**

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and understand complex, multi-step written and oral instructions. Specific knowledge required to satisfactorily perform the functions of the job includes: methods of shrub, tree and lawn planting and care; herbicides, pesticides and other chemicals used in grounds maintenance; proper use and maintenance of tools and power equipment used in grounds maintenance; and health and safety regulations.

ABILITY is required to schedule activities; collate data; and consider a number of factors when using equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing specific, defined processes; and operate equipment using a variety of processes. Ability is also required to work with a wide diversity of individuals; work with specific, job-related data; and utilize a variety of job-related equipment. In working with others, some problem solving may be required to identify issues and select action plans. Problem solving with data may require independent interpretation; and problem solving with equipment is moderate. Specific abilities required to satisfactorily perform the functions of the job include: providing work direction and guidance to assigned grounds maintenance personnel; adapting to changing work priorities; communicating with diverse groups; meeting deadlines and schedules; working as part of a team; and working with frequent interruptions.

**Responsibility**

Responsibilities include: working under direct supervision using standardized routines; leading, guiding, and/or coordinating others; and operating within a defined budget. Utilization of some resources from other work units may be required to perform the job's functions. There is some opportunity to impact the Organization's services.

**Working Environment**

SAN DIEGUITO UNION HIGH SCHOOL DISTRICT

Policy Adopted: May 7, 1987

Policy Revised: September 4, 1997

Policy Revised: July 1, 2003

Policy Revised: August \_\_, 2007

AGENDA ITEM 16 3/4

CLASSIFIED PERSONNEL

4216.3-41.4

GROUPS MAINTENANCE WORKER II**DRAFT FOR BOARD AGENDA  
OF 08/23/07**

The usual and customary methods of performing the job's functions requires the following physical demands: significant lifting, carrying, pushing, and/or pulling; some climbing and balancing; significant stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally, the job requires 10% sitting, 80% walking and 10% standing. The job is performed under some temperature extremes, some hazardous conditions, and in varying atmospheric conditions.

**Experience**

Job related experience is required.

**Education**

High School diploma or equivalent

**Required Testing**

Pre-employment Proficiency Test

**Certificates**

Valid California Class C driver's license

~~Qualified Applicator's Certificate~~

**Continuing Education/Training**

~~Maintain Qualified Applicator's Certification~~ None specified

**Clearances**

Completion of County Recycled Water Certificate

Criminal Justice Fingerprint/Background Clearance

TB Clearance

SAN DIEGUITO UNION HIGH SCHOOL DISTRICT

Policy Adopted: May 7, 1987

Policy Revised: September 4, 1997

Policy Revised: July 1, 2003

Policy Revised: August \_\_, 2007

# San Dieguito Union High School District

## INFORMATION REGARDING BOARD AGENDA ITEM

**TO:** BOARD OF TRUSTEES

**DATE OF REPORT:** August 17, 2007

**BOARD MEETING DATE:** September 6, 2007

**PREPARED BY:** Eric Dill, Exec. Director of Business Services  
Steve Ma, Associate Supt, Business Services

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

**SUBJECT:** **ADOPTION OF RESOLUTION AUTHORIZING  
DISTRICT EMPLOYEES TO ACQUIRE  
FEDERAL SURPLUS PROPERTY**

-----

### EXECUTIVE SUMMARY

The California Department of General Services offers a program to state and local agencies where they may request and acquire property declared as surplus by the federal government. When available, the property is donated to the local agency at no cost except a nominal \$100 processing fee. The District has used this service to acquire materials and equipment used in ROP and CTE programs as well as in its Maintenance & Operations Department.

To participate in this program, the Board of Trustees must grant authorization every three years to specific individuals to make requests, acquire the property, and process fees.

### RECOMMENDATION:

It is recommended that the Board adopt the attached resolution authorizing Eric Dill, Sheila Graciano, Javier Lopez, and Roger Taylor to acquire state or federal surplus property from the California State Agency for Surplus Property and approve incidental fees under the terms and conditions of the program.

### FUNDING SOURCE:

General Fund 03-00 and General Fund/Restricted 06-00

**AGENDA ITEM 18**

28 CIVIC CENTER PLAZA, SUITE 538  
SANTA ANA, CA 92701  
(714) 558-6796

**ELIGIBILITY RENEWAL APPLICATION**  
**STATE & FEDERAL SURPLUS PROPERTY PROGRAM**

A. Name of Organization San Dieguito Union High School Dist. Telephone (760) 753-6491  
Address 710 Encinitas Blvd. City Encinitas County San Diego Zip 92024  
Fax Number (760) 943-1542 E-mail Address eric.dill@sduhsd.net

Organization is a: PUBLIC GOVERNMENTAL AGENCY PRIVATE AGENCY/ORGANIZATION  
\_\_\_ A. Conservation \_\_\_ A. Homeless Program  
\_\_\_ B. Economic Development \_\_\_ B. Private Education – ADA \_\_\_  
X C. Education – ADA 11,896 \_\_\_ C. Private Health  
\_\_\_ D. Parks & Recreation \_\_\_ D. Older Americans Act for Sr. Citizens  
\_\_\_ E. Public Health \_\_\_ E. Other, Explain \_\_\_  
\_\_\_ F. Public Safety  
\_\_\_ G. Other (includes library/museums)  
Number of Service Sites \_\_\_  
Total Number of Clients Served Each Day \_\_\_

**RESOLUTION**

B. "BE IT RESOLVED by the Governing Board hereby ordered that the official(s) and/or employee(s) whose name(s), title(s), signature(s) are listed below is (are) hereby authorized as our representative(s) to acquire state or federal surplus property from the California State Agency for Surplus Property and approve incidental fees under the Terms and Conditions listed on the reverse side of this form."

NAME (Print or type)	TITLE	SIGNATURE*	E-MAIL ADDRESS
<u>Eric Dill</u>	<u>Exe. Dir. Bus. Services</u>	<u>_____</u>	<u>eric.dill@sduhsd.net</u>
<u>Roger Taylor</u>	<u>ROP Coordinator</u>	<u>_____</u>	<u>roger.taylor@sduhsd.net</u>
<u>Sheila Graciano</u>	<u>Senior Buyer</u>	<u>_____</u>	<u>sheila.graciano@sduhsd.net</u>
<u>Javier Lopez</u>	<u>Custodial Supervisor</u>	<u>_____</u>	<u>Javier.lopez@sduhsd.net</u>

**\*Note, all signatures must be in original form. No copied or stamped signature.**

PASSED AND ADOPTED on September 6, 2007 by the Governing Board of the: San Dieguito Union H.S. District  
by the following vote: AYES \_\_\_ NOES \_\_\_ ABSENT \_\_\_ I, \_\_\_\_\_ Clerk of the  
subject Governing Board, hereby certify that the foregoing is a full, true, and correct copy of a resolution adopted by the Board at a  
meeting on September 6, 2007 meeting thereof held at its regular place of meeting at the date and by the vote above  
stated, which resolution is on file in the office of the Governing Board.

Signed by \_\_\_\_\_

**NOTE: ALL LOCAL GOVERNMENT & NON-PROFIT INCORPORATED ORGANIZATIONS HAVE A GOVERNING BOARD, THEREFORE COMPLETE ONLY SECTIONS "A" & "B". THE FOLLOWING SECTION "C" IS FOR STATE AGENCIES ONLY**

C. AUTHORIZED BY: \_\_\_\_\_  
Printed Name and Title of Chief Administrative Officer

Signature of Chief Administrative Officer

Date

STATE OF CALIFORNIA AGENCIES ARE REQUIRED TO PROVIDE THEIR STATE BILLING CODE# \_\_\_\_\_

**FOR STATE SURPLUS AGENCY USE ONLY**

Renewal Application Approved \_\_\_\_\_ Renewal Application Disapproved \_\_\_\_\_

Date: \_\_\_\_\_ Signed: \_\_\_\_\_



ITEM 18

CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AND  
VOLUNTARY EXCLUSION – LOWER TIER COVERED TRANSACTIONS

This certification is required by the General Services Administration regulations implementing Executive Order 12549-41 CFR 105-68 – for all lower tier transactions meeting the requirements stated at 41 CFR 105-68.110.

Instructions for Certification

1. By signing and submitting this proposal, the prospective lower tier participant is providing the certification set out below.
2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department of agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.
3. The prospective lower tier participant shall provide immediate written notice to the person to which this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or had become erroneous by reason of changed circumstances.
4. The terms “covered transaction,” “debarred,” “suspended,” “ineligible,” “lower tier covered transaction,” “participant,” “person,” “primary covered transaction,” “principal,” “proposal,” and “voluntarily excluded,” as used in this clause, have the meanings set out in the Definitions and Coverage section of rule implementing Executive Order 12549. You may contact the person to which this proposal is submitted for assistance in obtaining a copy of those regulations.
5. The prospective lower tier participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.
6. The prospective lower tier participant further agrees by submitting this proposal that it will include this clause titled “Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion – Lower Tier Covered Transaction,” without modification, in all lower tier covered transactions and in all solicitation for lower tier covered transactions.
7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not proposed for debarment under CFR part 9, subpart 9.4, debarred, suspended, ineligible, or voluntarily excluded from covered transactions, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the List of Parties Excluded from Federal Procurement and Nonprocurement Programs.
8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

Certification

- (1) The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
- (2) Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

NAME OF DONEE APPLICANT	
SAN DIEGUITO UNION HIGH SCHOOL DISTRICT	
NAME AND TITLE OF AUTHORIZED REPRESENTATIVE	
ERIC DILL, EXECUTIVE DIRECTOR, BUSINESS SERVICES	
SIGNATURE	DATE
AGENDA ITEM 16	

# San Dieguito Union High School District

## INFORMATION REGARDING BOARD AGENDA ITEM

**TO:** BOARD OF TRUSTEES

**DATE OF REPORT:** August 28, 2007

**BOARD MEETING DATE:** September 6, 2007

**PREPARED BY:** Steve Ma, Assoc. Superintendent, Business  
David R. Bevilaqua, Exec. Director of Finance

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

**SUBJECT:** CERTIFICATION OF THE 2006-07 UNAUDITED ACTUAL  
INCOME AND EXPENDITURES

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### EXECUTIVE SUMMARY

The Board of Trustees adopted budgets on June 27, 2006, for all funds for 2006-07. Since that time the General Fund has been presented five times, (Fall Revision, First Interim, Mid-January, Second Interim, and Spring Revision). Special Funds were reviewed in May and June 2006, before adoption of the 2006-07 budgets. This agenda item provides a comparison of the 2006-07 Spring Revision to the unaudited actuals.

- Attachment A – This shows a comparison for 2006-07 between the General Fund Spring Budget Revision and Unaudited Actual balances for income, expenditures and the ending fund balance. The ending balance for 2006-07 [and the beginning balance for 2007-08] has increased by \$4.1 million.
- Attachment B – This shows the same comparison as Attachment A, for all the Special Funds of the district.
- Following these two attachments are copies of the Fund Summary pages for the General Fund and each of the Special Funds from the SACS (Standardized Account Code Structure).
- The full SACS report is available for inspection in the district office, Finance Department. This report will also be available at the board meeting.

With this certification the Board accepts the actual income and expenses before the annual audit is performed.

Behind Attachment A are two pages which give a brief narrative about the variances from Spring Revision to Unaudited actuals. Income increased by about \$2M and expenditures are less than budget by about \$2.4M, totaling an overall increase in fund balance as of June 30, 2007, of \$4.1M. Keep in mind some of the unspent expenditures will be seen in 2007-08 in the form of carry-over balances as well as deferred income and expense.

**AGENDA ITEM 19**

Significant changes:

Unrestricted Local Income - increase of \$1.1M

Approximately 50% of the increase is a result of higher interest earnings at the County Treasurer. Fourth Quarter interest rate was higher than anticipated, and \$250K in interest on Mandated Cost Claims was received.

Income to the COOP from Carlsbad Unified SD was higher than anticipated by \$177K due to a higher percentage of miles for CUSD.

District received higher amounts for gifts and donations than anticipated, \$377K

Encroachment

Good news! Actual encroachment was less than anticipated for Spec. Ed by \$509K. This includes the instructional program and transportation. This was slightly offset by an increase to the Routine Restricted Maintenance Program encroachment.

Certificated Salaries -

Restricted dollars should always be spent first, where appropriate. The district transferred expenditures from unrestricted to restricted for Staff Development Buyback and Supplemental Counseling, in the amount of about \$1.4M

Classified Salaries -

Actual expenses for hourly classified floater coaches' salaries were higher (\$607K) than budgeted. This may have been offset by a savings in a certificated coaching salaries line item.

Books and Supplies -

Actual expense for Books/Supplies was significantly less than budget, mainly attributable to carryover balances for Site Formula Budgets, college testing, lost textbooks, gifts and donations, and field use rental fees. Note there is a line item Component of the Ending Balance for these balances of \$1.1M. Similarly, there is a carryover balance for restricted programs of \$1.0M.

Services and Operating Expenses -

The largest variance on the unrestricted side comprises unspent amounts for utilities and insurance premiums of about \$366K. Restricted programs have a carryover balance of \$880K in travel and conference.

Components of the Ending Balance -

The district has had a long practice of allowing school sites to carry over unspent formula amounts as well as site donations is reflected as Reserve line item. \$1.1M has been "restricted" within the unrestricted column for these balances.

**RECOMMENDATION:**

It is recommended that the Board certify the 2006-07 Unaudited Actual Income and Expenditures.

**FUNDING SOURCE:**

N/A

**AGENDA ITEM 19**

**General Fund Revenue & Expenditures - 2006-07 Unaudited Actuals**

ITEM 18

	2006-07 Spring Revision			2006-07 Unaudited Actuals As of: August 16, 2007			Change
	UNRESTRICTED	RESTRICTED	TOTAL	UNRESTRICTED	RESTRICTED	TOTAL	
<b>PROJECTED INCOME</b>							
Revenue Limit	74,554,413	2,044,436	76,598,849	74,799,162	2,370,232	77,169,394	570,545
Federal Income	10,813	3,038,567	3,049,380	27,831	2,759,082	2,786,913	(262,467)
Other State Income	3,630,110	9,276,100	12,906,210	3,840,097	9,362,164	13,202,261	296,051
Local Income	2,824,685	6,789,927	9,614,612	3,914,035	7,182,085	11,096,120	1,481,508
Transfers In	1,315,000	0	1,315,000	1,313,606	32,114	1,345,720	30,720
Encroachment	(7,609,795)	7,609,795	0	(7,264,330)	7,232,216	(32,114)	(32,114)
<b>TOTAL PROJECTED INCOME</b>	<b>74,725,226</b>	<b>28,758,825</b>	<b>103,484,051</b>	<b>76,630,401</b>	<b>28,937,892</b>	<b>105,568,293</b>	2,084,242
<b>PROJECTED EXPENDITURES</b>							
Certificated Salaries	41,361,360	7,991,633	49,352,993	40,409,504	9,503,847	49,913,351	560,358
Classified Salaries	10,156,806	6,517,536	16,674,342	11,014,939	6,716,015	17,730,954	1,056,612
Benefits	12,745,917	4,218,704	16,964,621	12,987,174	4,461,127	17,448,301	483,680
Books & Supplies	4,341,641	5,127,615	9,469,256	3,140,326	3,920,509	7,060,835	(2,408,421)
Services & Operating Expenses	6,178,684	3,488,791	9,667,475	5,525,989	2,330,032	7,856,021	(1,811,454)
Capital Outlay	225,337	344,225	569,562	132,369	124,855	257,224	(312,338)
Other Outgo & Transfers Out	1,637,329	970,823	2,608,152	1,265,414	1,384,174	2,649,588	41,436
<b>TOTAL PROJECTED EXPENDITURES</b>	<b>76,647,074</b>	<b>28,659,327</b>	<b>105,306,401</b>	<b>74,475,715</b>	<b>28,440,559</b>	<b>102,916,274</b>	(2,390,127)
Estimated Unspent as of June 30	0	1,025,333	1,025,333	0	0	0	(1,025,333)
Expenditures (over/under) Revenue	(1,921,848)	1,124,831	(797,017)	2,154,686	497,333	2,652,019	3,449,036
<b>FUND BALANCE, RESERVES:</b>							
<b>Beginning Balance - July 1</b>	<b>6,727,393</b>	<b>3,726,428</b>	<b>10,453,821</b>	<b>6,727,393</b>	<b>3,726,428</b>	<b>10,453,821</b>	0
Audit Adjustment/Restatements	(344,883)	0	(344,883)	(334,883)	0	(334,883)	
Adjusted Beginning Balance	6,382,510	3,726,428	10,108,938	6,392,510	3,726,428	10,118,938	10,000
<b>Projected Ending Balance - June 30</b>	<b>4,460,662</b>	<b>4,851,259</b>	<b>9,311,921</b>	<b>8,547,199</b>	<b>4,223,763</b>	<b>12,770,962</b>	3,459,041
<b>COMPONENTS OF THE ENDING BALANCE:</b>							
Revolving Cash Fund 9130	30,000		30,000	30,000	0	30,000	0
Stores Inventory 9320	80,000		80,000	46,403	0	46,403	(33,597)
Recommended Min Reserve (4.5%)	4,738,788		4,738,788	0	0	0	(4,738,788)
Other Commitments	275,000		275,000	0	0	0	(275,000)
Reserve for school site c/o, gifts, donations			0	1,100,000	0	1,100,000	1,100,000
Reserve for categorical programs		4,851,259	4,851,259	0	4,223,763	4,223,763	(627,496)
<b>Total Components</b>	<b>5,123,788</b>	<b>4,851,259</b>	<b>9,975,047</b>	<b>1,176,403</b>	<b>4,223,763</b>	<b>5,400,166</b>	(4,574,881)
RESERVE FOR ECONOMIC UNCERTAINTIES	(663,127)	0	(663,127)	7,370,796	0	7,370,796	8,033,923
	-0.63%	0.00%	-0.63%	7.16%		7.16%	8%

ITEM 18

**San Dieguito Union High School District**  
Business Services Division  
Finance Department

2006-07 Unaudited Actuals  
**Summary of Changes**

**Income:**

	<u>Spring Revision</u>	<u>Unaudited Actuals</u>	<u>Summary of Changes</u>
Revenue Limit	76,598,849	77,169,394	570,545 Combination of prior year recertification, supplemental taxes, and PERS reduction less than anticipated
Federal	3,049,380	2,786,913	(262,467) Much of this will be seen as Deferred Revenue in 2007-08
Other State	12,906,210	13,202,261	296,051 A variety of small changes
Local	9,614,612	11,096,120	1,481,508 Field Trips + \$57K Carlsbad USD - Transport + 177K Interest Earnings + 517K (\$250K Mandated Claims) ROP + \$289K Gifts/Donations + \$377K
Transfers	1,315,000	1,345,720	30,720
Encroachment	0	(32,114)	(32,114) Actual Encroachment Less Than Anticipated: SPED - Instructional \$366K SPED - Transportation \$143K
<b>Total</b>	<b>103,484,051</b>	<b>105,568,293</b>	<b>(2,084,242)</b>

ITEM 18

San Dieguito Union High School District  
Business Services Division  
Finance Department

2006-07 Unaudited Actuals  
Summary of Changes

Expenditures:

	<u>Spring Revision</u>	<u>Unaudited Actuals</u>	<u>Summary of Changes</u>
Certificated Salaries	49,352,993	49,913,351	560,358 \$820,900 - Staff development buyback shift from Unrestricted to Restricted \$627,000 - Supplemental School Counseling
Classified Salaries	16,674,342	17,730,954	1,056,612 \$607,600 - Instructional Aides (Athletics) \$116,500 - Vacation Payoffs \$22,300 - Maintenance Overtime (Unrestricted) \$22,900 - Transportation Overtime (Restricted) \$80,000 - Operations Salaries (Unrestricted) \$29,700 - Admin Salaries \$53,240 - HR Voluntary Day Salaries higher than estimated (Unrestricted)
Benefits	16,964,621	17,448,301	483,680 Benefits associated with above increases
Books & Supplies	9,469,256	7,060,835	(2,408,421) \$1.1M - Carryover money for Formula Budgets, donations, college testing, Lost Textbooks, Field Use (Unrestricted) \$1.0M - Categorical Unspent (Restricted)
Services & Operating Expenses	9,667,475	7,856,021	(1,811,454) \$880,400 - Unspent in travel/conf. (Restricted) \$261,900 - Unspent Utilities (Unrestricted) \$105,300 - Unspent Insurance (Unrestricted) \$229,900 - Unspent rents, leases, repairs (Both) \$328,000 - Unspent other operating expenses (Both)
Capital Outlay	569,562	257,224	(312,338) Unspent in Restricted Programs
Other Outgo & Transfers Out	2,608,152	2,649,588	41,436
<b>Total</b>	<b>105,306,401</b>	<b>102,916,274</b>	<b>(2,390,127)</b>

**San Dieguito Union High School District  
Business Services Division  
Finance Department**

**SPECIAL FUNDS  
2006-07 BALANCE SUMMARY**

	Adult Ed. Fund 11-00 Estimated	Adult Ed. Fund 11-00 Unaudited Actual	Cafeteria Fund 13-00 Estimated	Cafeteria Fund 13-00 Unaudited Actual	Deferred Maint. Fund 14-00 Estimated	Deferred Maint. Fund 14-00 Unaudited Actual	Sp. Res. w/o Cap. Out. Fund 17-42 Estimated	Sp. Res. w/o Cap. Out. Fund 17-42 Unaudited Actual
INCOME	1,539,963	1,556,457	3,279,000	3,304,494	946,674	1,006,352	2,163,599	2,250,970
EXPENDITURES	1,780,051	1,538,632	3,033,205	2,979,248	937,810	849,872	1,275,000	1,275,000
Expenditures (over)/under Revenue	(240,088)	17,825	245,795	325,245	8,864	156,480	888,599	975,970
FUND BALANCE, RESERVES: Beginning Balance - July 1	394,759	394,759	349,284	349,284	969,944	969,944	1,288,030	1,288,030
Ending Balance - June 30 Reserve for economic uncertainty	154,671	412,584	595,079	674,529	978,808	1,126,424	2,176,629	2,264,000

	Building Fund 21-09 Estimated	Building Fund 21-09 Unaudited Actual	Cap. Fac. Fund 25-18 Estimated	Cap. Fac. Fund 25-18 Unaudited Actual	Cap. Fac. Fund 25-19 Estimated	Cap. Fac. Fund 25-19 Unaudited Actual
INCOME	23,478	20,264	415,000	88,348	1,070,000	1,899,459
EXPENDITURES	550,167	426,989	825,200	625,396	569,382	497,899
Expenditures (over)/under Revenue	(526,689)	(406,725)	(410,200)	(537,048)	500,618	1,401,560
FUND BALANCE, RESERVES: Beginning Balance - July 1	760,054	760,054	1,958,830	1,958,830	2,124,522	2,124,522
Ending Balance - June 30 Reserve for economic uncertainty	233,365	353,329	1,548,630	1,421,782	2,625,140	3,526,082

	SSF Fund 35-00 Estimated	SSF Fund 35-00 Unaudited Actual	Spec Res Cap. Proj Fund 40-00 Estimated	Spec Res Cap Proj Fund 40-00 Unaudited Actual	Self Ins. Fund 67-16 Estimated	Self Ins. Fund 67-16 Unaudited Actual	Deduct. Ins. Loss Fund 67-30 Estimated	Deduct. Ins. Loss Fund 67-30 Unaudited Actual
INCOME	70,472	65,135	12,530	13,282	122,489	155,407	20,000	25,731
EXPENDITURES	2,604,025	2,164,421	1,225,260	1,243,161	0	0	90,000	66,747
Expenditures (over)/under Revenue	(2,533,553)	(2,099,286)	(1,212,730)	(1,229,879)	122,489	155,407	(70,000)	(41,016)
FUND BALANCE, RESERVES: Beginning Balance - July 1	2,591,971	2,591,971	1,230,630	1,230,630	293,704	293,704	137,990	137,990
Ending Balance - June 30 Reserve for economic uncertainty	58,418	492,685	17,900	751	416,193	449,111	67,990	96,974

Description	Resource Codes	Object Codes	Unrestricted (A)	Restricted (B)	Total Fund col. A + B (C)	Unrestricted (D)	Restricted (E)	Total Fund col. D + E (F)	% Diff Column C & F
<b>A. REVENUES</b>									
1) Revenue Limit Sources		8010-8099	74,799,163.01	2,370,232.00	77,169,395.01	76,752,374.00	2,044,436.00	78,796,810.00	2.1%
2) Federal Revenue		8100-8299	27,831.00	2,759,081.75	2,786,912.75	0.00	2,496,952.00	2,496,952.00	-10.4%
3) Other State Revenue		8300-8599	3,840,097.01	9,362,163.73	13,202,260.74	2,286,992.00	6,936,986.00	9,223,978.00	-30.1%
4) Other Local Revenue		8600-8799	3,914,035.08	7,182,084.69	11,096,119.77	1,146,300.00	5,420,489.00	6,566,789.00	-40.8%
5) TOTAL, REVENUES			82,581,126.10	21,673,562.17	104,254,688.27	80,185,666.00	16,898,863.00	97,084,529.00	-6.9%
<b>B. EXPENDITURES</b>									
1) Certificated Salaries		1000-1999	40,409,504.25	9,503,846.87	49,913,351.12	40,436,516.00	7,535,678.00	47,972,194.00	-3.9%
2) Classified Salaries		2000-2999	11,014,938.60	6,716,014.57	17,730,953.17	9,874,640.00	6,159,526.00	16,034,166.00	-9.6%
3) Employee Benefits		3000-3999	12,987,173.55	4,461,126.71	17,448,300.26	12,874,094.00	4,206,443.00	17,080,537.00	-2.1%
4) Books and Supplies		4000-4999	3,140,325.96	3,920,608.12	7,060,934.08	2,827,031.00	3,082,176.00	5,909,207.00	-16.3%
5) Services and Other Operating Expenditures		5000-5999	5,525,988.77	2,330,031.63	7,856,020.40	6,386,054.00	2,630,414.00	9,016,468.00	14.8%
6) Capital Outlay		6000-6999	132,368.97	124,854.54	257,223.51	171,889.00	271,500.00	443,389.00	72.4%
7) Other Outgo (excluding Transfers of Indirect/ Direct Support Costs)		7100-7299 7400-7499	0.00	11,739.49	11,739.49	0.00	22,000.00	22,000.00	87.4%
8) Transfers of Indirect/Direct Support Costs		7300-7399	(1,100,590.42)	901,147.86	(199,442.56)	(523,440.00)	313,070.00	(210,370.00)	5.5%
9) TOTAL, EXPENDITURES			72,109,709.68	27,969,269.79	100,078,979.47	72,046,784.00	24,220,807.00	96,267,591.00	-3.8%
<b>C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5 - B9)</b>									
			10,471,416.42	(6,295,707.62)	4,175,708.80	8,138,882.00	(7,321,944.00)	816,938.00	-80.4%
<b>D. OTHER FINANCING SOURCES/USES</b>									
1) Interfund Transfers									
a) Transfers In		8910-8929	1,313,606.09	0.00	1,313,606.09	40,000.00	0.00	40,000.00	-97.0%
b) Transfers Out		7610-7629	2,366,003.80	471,287.20	2,837,291.00	161,796.00	500,000.00	661,796.00	-76.7%
2) Other Sources/Uses									
a) Sources		8930-8979	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
b) Uses		7630-7699	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
3) Contributions		8980-8999	(7,264,329.74)	7,264,329.74	0.00	(8,202,962.00)	8,202,962.00	0.00	0.0%
4) TOTAL, OTHER FINANCING SOURCES/USES			(8,316,727.45)	6,793,042.54	(1,523,684.91)	(8,324,758.00)	7,702,962.00	(621,796.00)	-59.2%



Description	Resource Codes	Object Codes	Unrestricted (A)	Restricted (B)	Total Fund col. A + B (C)	Unrestricted (D)	Restricted (E)	Total Fund col. D + E (F)	% Diff Column C & F
<b>E. NET INCREASE (DECREASE) IN FUND</b>									
<b>BALANCE (C + D4)</b>			2,154,688.97	497,334.92	2,652,023.89	(185,876.00)	381,018.00	195,142.00	-92.6%
<b>F. FUND BALANCE, RESERVES</b>									
1) Beginning Fund Balance									
a) As of July 1 - Unaudited		9791	6,727,392.53	3,726,428.45	10,453,820.98	8,547,198.50	4,223,763.37	12,770,961.87	22.2%
b) Audit Adjustments		9793	(334,883.00)	0.00	(334,883.00)	0.00	0.00	0.00	-100.0%
c) As of July 1 - Audited (F1a + F1b)			6,392,509.53	3,726,428.45	10,118,937.98	8,547,198.50	4,223,763.37	12,770,961.87	26.2%
d) Other Restatements		9795	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
e) Adjusted Beginning Balance (F1c + F1d)			6,392,509.53	3,726,428.45	10,118,937.98	8,547,198.50	4,223,763.37	12,770,961.87	26.2%
2) Ending Balance, June 30 (E + F1e)									
			8,547,198.50	4,223,763.37	12,770,961.87	8,361,322.50	4,604,781.37	12,966,103.87	1.5%
Components of Ending Fund Balance									
a) Reserve for									
Revolving Cash		9711	30,000.00	0.00	30,000.00	0.00	0.00	0.00	-100.0%
Stores		9712	46,402.76	0.00	46,402.76	0.00	0.00	0.00	-100.0%
Prepaid Expenditures		9713	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
All Others		9719	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
General Reserve		9730	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Legally Restricted Balance		9740	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
b) Designated Amounts									
Designated for Economic Uncertainties		9770	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Designated for the Unrealized Gains of Investments and Cash in County Treasury		9775	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Other Designations		9780	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
c) Undesignated Amount									
		9790	8,470,795.74	4,223,763.37	12,694,559.11				
d) Unappropriated Amount									
		9790				8,361,322.50	4,604,781.37	12,966,103.87	

Description	Resource Codes	Object Codes	Unrestricted (A)	Restricted (B)	Total Fund col. A + B (C)	Unrestricted (D)	Restricted (E)	Total Fund col. D + E (F)	% Diff Column C & F
<b>G. ASSETS</b>									
1) Cash									
a) in County Treasury		9110	6,599,471.79	1,545,197.23	8,144,669.02				
1) Fair Value Adjustment to Cash in County Treasury		9111	0.00	0.00	0.00				
b) in Banks		9120	0.00	0.00	0.00				
c) in Revolving Fund		9130	30,000.00	0.00	30,000.00				
d) with Fiscal Agent		9135	0.00	0.00	0.00				
e) collections awaiting deposit		9140	0.00	0.00	0.00				
2) Investments		9150	0.00	0.00	0.00				
3) Accounts Receivable		9200	2,625,071.57	3,467,256.39	6,092,327.96				
4) Due from Grantor Government		9290	0.00	0.00	0.00				
5) Due from Other Funds		9310	231,804.40	0.00	231,804.40				
6) Stores		9320	46,402.76	0.00	46,402.76				
7) Prepaid Expenditures		9330	0.00	0.00	0.00				
8) Other Current Assets		9340	0.00	0.00	0.00				
9) Fixed Assets		9400							
10) TOTAL, ASSETS			9,532,750.52	5,012,453.62	14,545,204.14				
<b>H. LIABILITIES</b>									
1) Accounts Payable		9500	985,535.49	633,519.20	1,619,054.69				
2) Due to Grantor Governments		9590	0.00	0.00	0.00				
3) Due to Other Funds		9610	16.53	0.00	16.53				
4) Current Loans		9640	0.00	0.00	0.00				
5) Deferred Revenue		9650	0.00	155,171.05	155,171.05				
6) Long-Term Liabilities		9660							
7) TOTAL, LIABILITIES			985,552.02	788,690.25	1,774,242.27				
<b>I. FUND EQUITY</b>									
Ending Fund Balance, June 30 (must agree with line F2) (G10 - H7)			8,547,198.50	4,223,763.37	12,770,961.87				

San Dieguito Union High  
San Diego County

Unaudited Actuals  
Adult Education Fund  
Expenditures by Object

Description	Resource Codes	Object Codes	2006-07 Unaudited Actuals	2007-08 Budget	Percent Difference
<b>A. REVENUES</b>					
1) Revenue Limit Sources		8010-8099	725,932.00	0.00	-100.0%
2) Federal Revenue		8100-8299	191,948.00	191,978.00	0.0%
3) Other State Revenue		8300-8599	6,257.92	694,534.00	10998.5%
4) Other Local Revenue		8600-8799	632,319.14	615,000.00	-2.7%
5) TOTAL, REVENUES			1,556,457.06	1,501,512.00	-3.5%
<b>B. EXPENDITURES</b>					
1) Certificated Salaries		1000-1999	564,318.01	567,712.00	0.6%
2) Classified Salaries		2000-2999	403,364.99	409,389.00	1.5%
3) Employee Benefits		3000-3999	188,453.35	218,198.00	15.8%
4) Books and Supplies		4000-4999	53,806.32	95,968.00	78.4%
5) Services and Other Operating Expenditures		5000-5999	155,219.46	187,900.00	21.1%
6) Capital Outlay		6000-6999	115,748.21	2,000.00	-98.3%
7) Other Outgo (excluding Transfers of Indirect/Direct Support Costs)		7100-7299, 7400-7499	0.00	0.00	0.0%
8) Transfers of Indirect/Direct Support Costs		7300-7399	57,722.13	70,000.00	21.3%
9) TOTAL, EXPENDITURES			1,538,632.47	1,551,167.00	0.8%
<b>C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5 - B9)</b>			17,824.59	(49,655.00)	-378.6%
<b>D. OTHER FINANCING SOURCES/USES</b>					
1) Interfund Transfers					
a) Transfers In		8910-8929	0.00	0.00	0.0%
b) Transfers Out		7610-7629	0.00	0.00	0.0%
2) Other Sources/Uses					
a) Sources		8930-8979	0.00	0.00	0.0%
b) Uses		7630-7699	0.00	0.00	0.0%
3) Contributions		8980-8999	0.00	0.00	0.0%
4) TOTAL, OTHER FINANCING SOURCES/USES			0.00	0.00	0.0%

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San Dieguito Union High  
San Diego County

Unaudited Actuals  
Adult Education Fund  
Expenditures by Object

Description	Resource Codes	Object Codes	2006-07 Unaudited Actuals	2007-08 Budget	Percent Difference
<b>E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)</b>			17,824.59	(49,655.00)	-378.6%
<b>F. FUND BALANCE, RESERVES</b>					
1) Beginning Fund Balance					
a) As of July 1 - Unaudited		9791	344,681.00	412,583.59	19.7%
b) Audit Adjustments		9793	50,078.00	0.00	-100.0%
c) As of July 1 - Audited (F1a + F1b)			394,759.00	412,583.59	4.5%
d) Other Restatements		9795	0.00	0.00	0.0%
e) Adjusted Beginning Balance (F1c + F1d)			394,759.00	412,583.59	4.5%
2) Ending Balance, June 30 (E + F1e)					
Components of Ending Fund Balance					
a) Reserve for					
Revolving Cash		9711	0.00	0.00	0.0%
Stores		9712	0.00	0.00	0.0%
Prepaid Expenditures		9713	0.00	0.00	0.0%
All Others		9719	0.00	0.00	0.0%
General Reserve		9730	0.00	0.00	0.0%
Legally Restricted Balance		9740	0.00	0.00	0.0%
b) Designated Amounts					
Designated for Economic Uncertainties		9770	0.00	0.00	0.0%
Designated for the Unrealized Gains of Investments and Cash in County Treasury		9775	0.00	0.00	0.0%
Other Designations		9780	0.00	0.00	0.0%
c) Undesignated Amount					
d) Unappropriated Amount					

San Dieguito Union High  
San Diego County

Unaudited Actuals  
Adult Education Fund  
Expenditures by Object

Description	Resource Codes	Object Codes	2006-07 Unaudited Actuals	2007-08 Budget	Percent Difference
<b>G. ASSETS</b>					
1) Cash					
a) in County Treasury		9110	476,591.60		
1) Fair Value Adjustment to Cash in County Treasury		9111	0.00		
b) in Banks		9120	5,000.00		
c) in Revolving Fund		9130	0.00		
d) with Fiscal Agent		9135	0.00		
e) collections awaiting deposit		9140	0.00		
2) Investments		9150	0.00		
3) Accounts Receivable		9200	89,556.12		
4) Due from Grantor Government		9290	0.00		
5) Due from Other Funds		9310	0.00		
6) Stores		9320	0.00		
7) Prepaid Expenditures		9330	0.00		
8) Other Current Assets		9340	0.00		
9) Fixed Assets		9400			
10) TOTAL, ASSETS			571,147.72		
<b>H. LIABILITIES</b>					
1) Accounts Payable		9500	61,444.22		
2) Due to Grantor Governments		9590	0.00		
3) Due to Other Funds		9610	63,696.28		
4) Current Loans		9640			
5) Deferred Revenue		9650	33,423.63		
6) Long-Term Liabilities		9660			
7) TOTAL, LIABILITIES			158,564.13		
<b>I. FUND EQUITY</b>					
Ending Fund Balance, June 30 (must agree with line F2) (G10 - H7)			412,583.59		

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San Dieguito Union High  
San Diego County

Unaudited Actuals  
Cafeteria Special Revenue Fund  
Expenditures by Object

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Form 13

Description	Resource Codes	Object Codes	2006-07 Unaudited Actuals	2007-08 Budget	Percent Difference
<b>A. REVENUES</b>					
1) Revenue Limit Sources		8010-8099	0.00	0.00	0.0%
2) Federal Revenue		8100-8299	215,991.15	241,000.00	11.6%
3) Other State Revenue		8300-8599	22,026.63	16,000.00	-27.4%
4) Other Local Revenue		8600-8799	3,065,998.87	2,846,600.00	-7.2%
5) TOTAL, REVENUES			3,304,016.65	3,103,600.00	-6.1%
<b>B. EXPENDITURES</b>					
1) Certificated Salaries		1000-1999	0.00	0.00	0.0%
2) Classified Salaries		2000-2999	1,185,092.31	1,286,686.00	8.6%
3) Employee Benefits		3000-3999	384,082.67	438,216.00	14.1%
4) Books and Supplies		4000-4999	1,233,193.86	1,264,103.00	2.5%
5) Services and Other Operating Expenditures		5000-5999	35,159.04	31,200.00	-11.3%
6) Capital Outlay		6000-6999	0.00	5,000.00	New
7) Other Outgo (excluding Transfers of Indirect/Direct Support Costs)		7100-7299, 7400-7499	0.00	0.00	0.0%
8) Transfers of Indirect/Direct Support Costs		7300-7399	141,720.43	140,370.00	-1.0%
9) TOTAL, EXPENDITURES			2,979,248.31	3,165,575.00	6.3%
<b>C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5 - B9)</b>					
			324,768.34	(61,975.00)	-119.1%
<b>D. OTHER FINANCING SOURCES/USES</b>					
1) Interfund Transfers					
a) Transfers In		8910-8929	477.00	0.00	-100.0%
b) Transfers Out		7610-7629	0.00	0.00	0.0%
2) Other Sources/Uses					
a) Sources		8930-8979	0.00	0.00	0.0%
b) Uses		7630-7699	0.00	0.00	0.0%
3) Contributions		8980-8999	0.00	0.00	0.0%
4) TOTAL, OTHER FINANCING SOURCES/USES			477.00	0.00	-100.0%

San Dieguito Union High  
San Diego County

Unaudited Actuals  
Cafeteria Special Revenue Fund  
Expenditures by Object

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Description	Resource Codes	Object Codes	2006-07 Unaudited Actuals	2007-08 Budget	Percent Difference
<b>E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)</b>			325,245.34	(61,975.00)	-119.1%
<b>F. FUND BALANCE, RESERVES</b>					
1) Beginning Fund Balance					
a) As of July 1 - Unaudited		9791	349,283.92	674,529.26	93.1%
b) Audit Adjustments		9793	0.00	0.00	0.0%
c) As of July 1 - Audited (F1a + F1b)			349,283.92	674,529.26	93.1%
d) Other Restatements		9795	0.00	0.00	0.0%
e) Adjusted Beginning Balance (F1c + F1d)			349,283.92	674,529.26	93.1%
2) Ending Balance, June 30 (E + F1e)					
Components of Ending Fund Balance					
a) Reserve for					
Revolving Cash		9711	0.00	0.00	0.0%
Stores		9712	33,412.11	0.00	-100.0%
Prepaid Expenditures		9713	0.00	0.00	0.0%
All Others		9719	0.00	0.00	0.0%
General Reserve		9730	0.00	0.00	0.0%
Legally Restricted Balance		9740	0.00	0.00	0.0%
b) Designated Amounts					
Designated for Economic Uncertainties		9770	0.00	0.00	0.0%
Designated for the Unrealized Gains of Investments and Cash in County Treasury		9775	0.00	0.00	0.0%
Other Designations		9780	0.00	0.00	0.0%
c) Undesignated Amount					
d) Unappropriated Amount		9790	641,117.15	612,554.26	

Description	Resource Codes	Object Codes	2006-07 Unaudited Actuals	2007-08 Budget	Percent Difference
<b>G. ASSETS</b>					
1) Cash					
a) in County Treasury		9110	714,863.58		
1) Fair Value Adjustment to Cash in County Treasury		9111	0.00		
b) in Banks		9120	0.00		
c) in Revolving Fund		9130	0.00		
d) with Fiscal Agent		9135	0.00		
e) collections awaiting deposit		9140	0.00		
2) Investments		9150	0.00		
3) Accounts Receivable		9200	101,060.67		
4) Due from Grantor Government		9290	0.00		
5) Due from Other Funds		9310	16.53		
6) Stores		9320	33,412.11		
7) Prepaid Expenditures		9330	0.00		
8) Other Current Assets		9340	0.00		
9) Fixed Assets		9400			
10) TOTAL, ASSETS			849,352.89		
<b>H. LIABILITIES</b>					
1) Accounts Payable		9500	13,122.36		
2) Due to Grantor Governments		9590	0.00		
3) Due to Other Funds		9610	161,701.27		
4) Current Loans		9640			
5) Deferred Revenue		9650	0.00		
6) Long-Term Liabilities		9660			
7) TOTAL, LIABILITIES			174,823.63		
<b>I. FUND EQUITY</b>					
Ending Fund Balance, June 30 (must agree with line F2) (G10 - H7)			674,529.26		



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San Dieguito Union High  
San Diego County

Unaudited Actuals  
Deferred Maintenance Fund  
Expenditures by Object

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Form 14

Description	Resource Codes	Object Codes	2006-07 Unaudited Actuals	2007-08 Budget	Percent Difference
<b>A. REVENUES</b>					
1) Revenue Limit Sources		8010-8099	0.00	0.00	0.0%
2) Federal Revenue		8100-8299	0.00	0.00	0.0%
3) Other State Revenue		8300-8599	477,629.00	500,000.00	4.7%
4) Other Local Revenue		8600-8799	40,748.28	9,800.00	-75.9%
5) TOTAL, REVENUES			518,377.28	509,800.00	-1.7%
<b>B. EXPENDITURES</b>					
1) Certificated Salaries		1000-1999	0.00	0.00	0.0%
2) Classified Salaries		2000-2999	0.00	0.00	0.0%
3) Employee Benefits		3000-3999	0.00	0.00	0.0%
4) Books and Supplies		4000-4999	0.00	0.00	0.0%
5) Services and Other Operating Expenditures		5000-5999	221,171.23	444,000.00	100.7%
6) Capital Outlay		6000-6999	628,701.00	725,000.00	15.3%
7) Other Outgo (excluding Transfers of Indirect/Direct Support Costs)		7100-7299, 7400-7499	0.00	0.00	0.0%
8) Transfers of Indirect/Direct Support Costs		7300-7399	0.00	0.00	0.0%
9) TOTAL, EXPENDITURES			849,872.23	1,169,000.00	37.6%
<b>C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5 - B9)</b>			(331,494.95)	(659,200.00)	98.9%
<b>D. OTHER FINANCING SOURCES/USES</b>					
1) Interfund Transfers					
a) Transfers In		8910-8929	487,975.00	500,000.00	2.5%
b) Transfers Out		7610-7629	0.00	0.00	0.0%
2) Other Sources/Uses					
a) Sources		8930-8979	0.00	0.00	0.0%
b) Uses		7630-7699	0.00	0.00	0.0%
3) Contributions		8980-8999	0.00	0.00	0.0%
4) TOTAL, OTHER FINANCING SOURCES/USES			487,975.00	500,000.00	2.5%

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San Dieguito Union High  
San Diego County

Unaudited Actuals  
Deferred Maintenance Fund  
Expenditures by Object

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Form 14

Description	Resource Codes	Object Codes	2006-07 Unaudited Actuals	2007-08 Budget	Percent Difference
<b>E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)</b>			156,480.05	(159,200.00)	-201.7%
<b>F. FUND BALANCE, RESERVES</b>					
1) Beginning Fund Balance					
a) As of July 1 - Unaudited		9791	969,943.80	1,126,423.85	16.1%
b) Audit Adjustments		9793	0.00	0.00	0.0%
c) As of July 1 - Audited (F1a + F1b)			969,943.80	1,126,423.85	16.1%
d) Other Restatements		9795	0.00	0.00	0.0%
e) Adjusted Beginning Balance (F1c + F1d)			969,943.80	1,126,423.85	16.1%
2) Ending Balance, June 30 (E + F1e)			1,126,423.85	967,223.85	-14.1%
Components of Ending Fund Balance					
a) Reserve for					
Revolving Cash		9711	0.00	0.00	0.0%
Stores		9712	0.00	0.00	0.0%
Prepaid Expenditures		9713	0.00	0.00	0.0%
All Others		9719	0.00	0.00	0.0%
General Reserve		9730	0.00	0.00	0.0%
Legally Restricted Balance		9740	0.00	0.00	0.0%
b) Designated Amounts					
Designated for Economic Uncertainties		9770	0.00	0.00	0.0%
Designated for the Unrealized Gains of Investments and Cash in County Treasury		9775	0.00	0.00	0.0%
Other Designations		9780	0.00	0.00	0.0%
c) Undesignated Amount			1,126,423.85		
d) Unappropriated Amount				967,223.85	

ITEM 18

San Dieguito Union High  
San Diego County

Unaudited Actuals  
Deferred Maintenance Fund  
Expenditures by Object

37 68346 0000000  
Form 14

Description	Resource Codes	Object Codes	2006-07 Unaudited Actuals	2007-08 Budget	Percent Difference
<b>G. ASSETS</b>					
1) Cash					
a) in County Treasury		9110	1,150,786.08		
1) Fair Value Adjustment to Cash in County Treasury		9111	0.00		
b) in Banks		9120	0.00		
c) in Revolving Fund		9130	0.00		
d) with Fiscal Agent		9135	0.00		
e) collections awaiting deposit		9140	0.00		
2) Investments		9150	0.00		
3) Accounts Receivable		9200	15,637.77		
4) Due from Grantor Government		9290	0.00		
5) Due from Other Funds		9310	0.00		
6) Stores		9320	0.00		
7) Prepaid Expenditures		9330	0.00		
8) Other Current Assets		9340	0.00		
9) Fixed Assets		9400			
10) TOTAL, ASSETS			1,166,423.85		
<b>H. LIABILITIES</b>					
1) Accounts Payable		9500	40,000.00		
2) Due to Grantor Governments		9590	0.00		
3) Due to Other Funds		9610	0.00		
4) Current Loans		9640			
5) Deferred Revenue		9650	0.00		
6) Long-Term Liabilities		9660			
7) TOTAL, LIABILITIES			40,000.00		
<b>I. FUND EQUITY</b>					
Ending Fund Balance, June 30 (must agree with line F2) (G10 - H7)			1,126,423.85		

ITEM 18

San Dieguito Union High  
San Diego County

Unaudited Actuals  
Special Reserve Fund for Other Than Capital Outlay Projects  
Expenditures by Object

37 68346 0000000  
Form 17

Description	Resource Codes	Object Codes	2006-07 Unaudited Actuals	2007-08 Budget	Percent Difference
<b>A. REVENUES</b>					
1) Revenue Limit Sources		8010-8099	0.00	0.00	0.0%
2) Federal Revenue		8100-8299	0.00	0.00	0.0%
3) Other State Revenue		8300-8599	0.00	0.00	0.0%
4) Other Local Revenue		8600-8799	69,419.55	0.00	-100.0%
5) TOTAL, REVENUES			69,419.55	0.00	-100.0%
<b>B. EXPENDITURES</b>					
1) Certificated Salaries		1000-1999	0.00	0.00	0.0%
2) Classified Salaries		2000-2999	0.00	0.00	0.0%
3) Employee Benefits		3000-3999	0.00	0.00	0.0%
4) Books and Supplies		4000-4999	0.00	0.00	0.0%
5) Services and Other Operating Expenditures		5000-5999	0.00	0.00	0.0%
6) Capital Outlay		6000-6999	0.00	0.00	0.0%
7) Other Outgo (excluding Transfers of Indirect/Direct Support Costs)		7100-7299, 7400-7499	0.00	0.00	0.0%
8) Transfers of Indirect/Direct Support Costs		7300-7399	0.00	0.00	0.0%
9) TOTAL, EXPENDITURES			0.00	0.00	0.0%
<b>C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5 - B9)</b>			69,419.55	0.00	-100.0%
<b>D. OTHER FINANCING SOURCES/USES</b>					
1) Interfund Transfers					
a) Transfers In		8910-8929	2,181,550.00	0.00	-100.0%
b) Transfers Out		7610-7629	1,275,000.00	0.00	-100.0%
2) Other Sources/Uses					
a) Sources		8930-8979	0.00	0.00	0.0%
b) Uses		7630-7699	0.00	0.00	0.0%
3) Contributions		8980-8999	0.00	0.00	0.0%
4) TOTAL, OTHER FINANCING SOURCES/USES			906,550.00	0.00	-100.0%

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San Dieguito Union High  
San Diego County

Unaudited Actuals  
Special Reserve Fund for Other Than Capital Outlay Projects  
Expenditures by Object

37 68346 0000000  
Form 17

Description	Resource Codes	Object Codes	2006-07 Unaudited Actuals	2007-08 Budget	Percent Difference
<b>E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)</b>			975,969.55	0.00	-100.0%
<b>F. FUND BALANCE, RESERVES</b>					
1) Beginning Fund Balance					
a) As of July 1 - Unaudited		9791	1,288,030.11	2,263,999.66	75.8%
b) Audit Adjustments		9793	0.00	0.00	0.0%
c) As of July 1 - Audited (F1a + F1b)			1,288,030.11	2,263,999.66	75.8%
d) Other Restatements		9795	0.00	0.00	0.0%
e) Adjusted Beginning Balance (F1c + F1d)			1,288,030.11	2,263,999.66	75.8%
2) Ending Balance, June 30 (E + F1e)			2,263,999.66	2,263,999.66	0.0%
Components of Ending Fund Balance					
a) Reserve for					
Revolving Cash		9711	0.00	0.00	0.0%
Stores		9712	0.00	0.00	0.0%
Prepaid Expenditures		9713	0.00	0.00	0.0%
All Others		9719	0.00	0.00	0.0%
General Reserve		9730	0.00	0.00	0.0%
Legally Restricted Balance		9740	0.00	0.00	0.0%
b) Designated Amounts					
Designated for Economic Uncertainties		9770	0.00	0.00	0.0%
Designated for the Unrealized Gains of Investments and Cash in County Treasury		9775	0.00	0.00	0.0%
Other Designations		9780	0.00	0.00	0.0%
c) Undesignated Amount		9790	2,263,999.66		
d) Unappropriated Amount		9790		2,263,999.66	

San Dieguito Union High  
San Diego County

Unaudited Actuals  
Special Reserve Fund for Other Than Capital Outlay Projects  
Expenditures by Object

37 68346 0000000  
Form 17

Description	Resource Codes	Object Codes	2006-07 Unaudited Actuals	2007-08 Budget	Percent Difference
<b>G. ASSETS</b>					
1) Cash					
a) in County Treasury		9110	2,238,345.79		
1) Fair Value Adjustment to Cash in County Treasury		9111	0.00		
b) in Banks		9120	0.00		
c) in Revolving Fund		9130	0.00		
d) with Fiscal Agent		9135	0.00		
e) collections awaiting deposit		9140	0.00		
2) Investments		9150	0.00		
3) Accounts Receivable		9200	25,653.87		
4) Due from Grantor Government		9290	0.00		
5) Due from Other Funds		9310	0.00		
6) Stores		9320	0.00		
7) Prepaid Expenditures		9330	0.00		
8) Other Current Assets		9340	0.00		
9) Fixed Assets		9400			
10) TOTAL, ASSETS			2,263,999.66		
<b>H. LIABILITIES</b>					
1) Accounts Payable		9500	0.00		
2) Due to Grantor Governments		9590	0.00		
3) Due to Other Funds		9610	0.00		
4) Current Loans		9640			
5) Deferred Revenue		9650	0.00		
6) Long-Term Liabilities		9660			
7) TOTAL, LIABILITIES			0.00		
<b>I. FUND EQUITY</b>					
Ending Fund Balance, June 30 (must agree with line F2) (G10 - H7)			2,263,999.66		

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37 68346 0000000  
Form 21

San Dieguito Union High  
San Diego County

Unaudited Actuals  
Building Fund  
Expenditures by Object

Description	Resource Codes	Object Codes	2006-07 Unaudited Actuals	2007-08 Budget	Percent Difference
<b>A. REVENUES</b>					
1) Revenue Limit Sources		8010-8099	0.00	0.00	0.0%
2) Federal Revenue		8100-8299	0.00	0.00	0.0%
3) Other State Revenue		8300-8599	0.00	0.00	0.0%
4) Other Local Revenue		8600-8799	20,263.70	11,668.00	-42.4%
5) TOTAL, REVENUES			20,263.70	11,668.00	-42.4%
<b>B. EXPENDITURES</b>					
1) Certificated Salaries		1000-1999	0.00	0.00	0.0%
2) Classified Salaries		2000-2999	0.00	0.00	0.0%
3) Employee Benefits		3000-3999	0.00	0.00	0.0%
4) Books and Supplies		4000-4999	331,911.99	0.00	-100.0%
5) Services and Other Operating Expenditures		5000-5999	10,017.65	0.00	-100.0%
6) Capital Outlay		6000-6999	85,059.00	0.00	-100.0%
7) Other Outgo (excluding Transfers of Indirect/Direct Support Costs)		7100-7299, 7400-7499	0.00	0.00	0.0%
8) Transfers of Indirect/Direct Support Costs		7300-7399	0.00	0.00	0.0%
9) TOTAL, EXPENDITURES			426,988.64	0.00	-100.0%
<b>C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5 - B9)</b>			(406,724.94)	11,668.00	-102.9%
<b>D. OTHER FINANCING SOURCES/USES</b>					
1) Interfund Transfers					
a) Transfers In		8910-8929	0.00	0.00	0.0%
b) Transfers Out		7610-7629	0.00	0.00	0.0%
2) Other Sources/Uses					
a) Sources		8930-8979	0.00	0.00	0.0%
b) Uses		7630-7699	0.00	0.00	0.0%
3) Contributions		8980-8999	0.00	0.00	0.0%
4) TOTAL, OTHER FINANCING SOURCES/USES			0.00	0.00	0.0%

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Form 21

San Dieguito Union High  
San Diego County

Unaudited Actuals  
Building Fund  
Expenditures by Object

Description	Resource Codes	Object Codes	2006-07 Unaudited Actuals	2007-08 Budget	Percent Difference
<b>E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)</b>			(406,724.94)	11,668.00	-102.9%
<b>F. FUND BALANCE, RESERVES</b>					
1) Beginning Fund Balance					
a) As of July 1 - Unaudited		9791	760,053.84	353,328.90	-53.5%
b) Audit Adjustments		9793	0.00	0.00	0.0%
c) As of July 1 - Audited (F1a + F1b)			760,053.84	353,328.90	-53.5%
d) Other Restatements		9795	0.00	0.00	0.0%
e) Adjusted Beginning Balance (F1c + F1d)			760,053.84	353,328.90	-53.5%
2) Ending Balance, June 30 (E + F1e)					
Components of Ending Fund Balance					
a) Reserve for					
Revolving Cash		9711	0.00	0.00	0.0%
Stores		9712	0.00	0.00	0.0%
Prepaid Expenditures		9713	0.00	0.00	0.0%
All Others		9719	0.00	0.00	0.0%
General Reserve		9730	0.00	0.00	0.0%
Legally Restricted Balance		9740	0.00	0.00	0.0%
b) Designated Amounts					
Designated for Economic Uncertainties		9770	0.00	0.00	0.0%
Designated for the Unrealized Gains of Investments and Cash in County Treasury		9775	0.00	0.00	0.0%
Other Designations		9780	0.00	0.00	0.0%
c) Undesignated Amount					
d) Unappropriated Amount		9790	353,328.90	364,996.90	



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San Dieguito Union High  
San Diego County

Unaudited Actuals  
Building Fund  
Expenditures by Object

37 68346 0000000  
Form 21

Description	Resource Codes	Object Codes	2006-07 Unaudited Actuals	2007-08 Budget	Percent Difference
<b>G. ASSETS</b>					
1) Cash					
a) in County Treasury		9110	348,657.47		
1) Fair Value Adjustment to Cash in County Treasury		9111	0.00		
b) in Banks		9120	0.00		
c) in Revolving Fund		9130	0.00		
d) with Fiscal Agent		9135	0.00		
e) collections awaiting deposit		9140	0.00		
2) Investments		9150	0.00		
3) Accounts Receivable		9200	4,671.43		
4) Due from Grantor Government		9290	0.00		
5) Due from Other Funds		9310	0.00		
6) Stores		9320	0.00		
7) Prepaid Expenditures		9330	0.00		
8) Other Current Assets		9340	0.00		
9) Fixed Assets		9400			
10) TOTAL, ASSETS			353,328.90		
<b>H. LIABILITIES</b>					
1) Accounts Payable		9500	0.00		
2) Due to Grantor Governments		9590	0.00		
3) Due to Other Funds		9610	0.00		
4) Current Loans		9640			
5) Deferred Revenue		9650	0.00		
6) Long-Term Liabilities		9660			
7) TOTAL, LIABILITIES			0.00		
<b>I. FUND EQUITY</b>					
Ending Fund Balance, June 30 (must agree with line F2) (G10 - H7)			353,328.90		

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San Dieguito Union High  
San Diego County

Unaudited Actuals  
Capital Facilities Fund  
Expenditures by Object

37 68346 000000  
Form 25

Description	Resource Codes	Object Codes	2006-07 Unaudited Actuals	2007-08 Budget	Percent Difference
<b>A. REVENUES</b>					
1) Revenue Limit Sources		8010-8099	0.00	0.00	0.0%
2) Federal Revenue		8100-8299	0.00	0.00	0.0%
3) Other State Revenue		8300-8599	0.00	0.00	0.0%
4) Other Local Revenue		8600-8799	1,060,187.27	1,135,000.00	7.1%
5) TOTAL, REVENUES			1,060,187.27	1,135,000.00	7.1%
<b>B. EXPENDITURES</b>					
1) Certificated Salaries		1000-1999	0.00	0.00	0.0%
2) Classified Salaries		2000-2999	328,483.31	332,277.00	1.2%
3) Employee Benefits		3000-3999	101,336.27	107,782.00	6.4%
4) Books and Supplies		4000-4999	64,523.67	61,848.00	-4.1%
5) Services and Other Operating Expenditures		5000-5999	59,340.28	61,500.00	3.6%
6) Capital Outlay		6000-6999	531,005.23	1,368,323.00	157.7%
7) Other Outgo (excluding Transfers of Indirect/Direct Support Costs)		7100-7299, 7400-7499	0.00	0.00	0.0%
8) Transfers of Indirect/Direct Support Costs		7300-7399	0.00	0.00	0.0%
9) TOTAL, EXPENDITURES			1,084,688.76	1,931,730.00	78.1%
<b>C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5 - B9)</b>			(24,501.49)	(796,730.00)	3151.8%
<b>D. OTHER FINANCING SOURCES/USES</b>					
1) Interfund Transfers					
a) Transfers In		8910-8929	927,619.65	0.00	-100.0%
b) Transfers Out		7610-7629	38,606.09	40,000.00	3.6%
2) Other Sources/Uses					
a) Sources		8930-8979	0.00	350,000.00	New
b) Uses		7630-7699	0.00	0.00	0.0%
3) Contributions		8980-8999	0.00	0.00	0.0%
4) TOTAL, OTHER FINANCING SOURCES/USES			889,013.56	310,000.00	-65.1%

ITEM 18

San Dieguito Union High  
San Diego County

Unaudited Actuals  
Capital Facilities Fund  
Expenditures by Object

37 68346 0000000  
Form 25

Description	Resource Codes	Object Codes	2006-07 Unaudited Actuals	2007-08 Budget	Percent Difference
<b>E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)</b>			864,512.07	(486,730.00)	-156.3%
<b>F. FUND BALANCE, RESERVES</b>					
1) Beginning Fund Balance					
a) As of July 1 - Unaudited		9791	4,083,351.23	4,947,863.30	21.2%
b) Audit Adjustments		9793	0.00	0.00	0.0%
c) As of July 1 - Audited (F1a + F1b)			4,083,351.23	4,947,863.30	21.2%
d) Other Restatements		9795	0.00	0.00	0.0%
e) Adjusted Beginning Balance (F1c + F1d)			4,083,351.23	4,947,863.30	21.2%
2) Ending Balance, June 30 (E + F1e)			4,947,863.30	4,461,133.30	-9.8%
Components of Ending Fund Balance					
a) Reserve for					
Revolving Cash		9711	0.00	0.00	0.0%
Stores		9712	0.00	0.00	0.0%
Prepaid Expenditures		9713	0.00	0.00	0.0%
All Others		9719	0.00	0.00	0.0%
General Reserve		9730	0.00	0.00	0.0%
Legally Restricted Balance		9740	0.00	0.00	0.0%
b) Designated Amounts					
Designated for Economic Uncertainties		9770	0.00	0.00	0.0%
Designated for the Unrealized Gains of Investments and Cash in County Treasury		9775	0.00	0.00	0.0%
Other Designations		9780	0.00	0.00	0.0%
c) Undesignated Amount			4,947,863.30		
d) Unappropriated Amount				4,461,133.30	

ITEM 18

San Dieguito Union High  
San Diego County

Unaudited Actuals  
Capital Facilities Fund  
Expenditures by Object

37 68346 0000000  
Form 25

Description	Resource Codes	Object Codes	2006-07 Unaudited Actuals	2007-08 Budget	Percent Difference
<b>G. ASSETS</b>					
1) Cash					
a) in County Treasury		9110	4,853,843.77		
1) Fair Value Adjustment to Cash in County Treasury		9111	0.00		
b) in Banks		9120	0.00		
c) in Revolving Fund		9130	0.00		
d) with Fiscal Agent		9135	0.00		
e) collections awaiting deposit		9140	0.00		
2) Investments		9150	0.00		
3) Accounts Receivable		9200	104,979.39		
4) Due from Grantor Government		9290	0.00		
5) Due from Other Funds		9310	0.00		
6) Stores		9320	0.00		
7) Prepaid Expenditures		9330	0.00		
8) Other Current Assets		9340	0.00		
9) Fixed Assets		9400			
10) TOTAL, ASSETS			4,958,823.16		
<b>H. LIABILITIES</b>					
1) Accounts Payable		9500	4,553.01		
2) Due to Grantor Governments		9590	0.00		
3) Due to Other Funds		9610	6,406.85		
4) Current Loans		9640			
5) Deferred Revenue		9650	0.00		
6) Long-Term Liabilities		9660			
7) TOTAL, LIABILITIES			10,959.86		
<b>I. FUND EQUITY</b>					
Ending Fund Balance, June 30 (must agree with line F2) (G10 - H7)			4,947,863.30		

ITEM 18

San Dieguito Union High  
San Diego County

Unaudited Actuals  
State School Building Lease-Purchase Fund  
Expenditures by Object

37 68346 0000000  
Form 30

Description	Resource Codes	Object Codes	2006-07 Unaudited Actuals	2007-08 Budget	Percent Difference
<b>A. REVENUES</b>					
1) Revenue Limit Sources		8010-8099	0.00	0.00	0.0%
2) Federal Revenue		8100-8299	0.00	0.00	0.0%
3) Other State Revenue		8300-8599	0.00	0.00	0.0%
4) Other Local Revenue		8600-8799	0.00	0.00	0.0%
5) TOTAL, REVENUES			0.00	0.00	0.0%
<b>B. EXPENDITURES</b>					
1) Certificated Salaries		1000-1999	0.00	0.00	0.0%
2) Classified Salaries		2000-2999	0.00	0.00	0.0%
3) Employee Benefits		3000-3999	0.00	0.00	0.0%
4) Books and Supplies		4000-4999	0.00	0.00	0.0%
5) Services and Other Operating Expenditures		5000-5999	0.00	0.00	0.0%
6) Capital Outlay		6000-6999	0.00	0.00	0.0%
7) Other Outgo (excluding Transfers of Indirect/Direct Support Costs)		7100-7299, 7400-7499	0.00	0.00	0.0%
8) Transfers of Indirect/Direct Support Costs		7300-7399	0.00	0.00	0.0%
9) TOTAL, EXPENDITURES			0.00	0.00	0.0%
<b>C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5 - B9)</b>			0.00	0.00	0.0%
<b>D. OTHER FINANCING SOURCES/USES</b>					
1) Interfund Transfers					
a) Transfers In		8910-8929	0.00	0.00	0.0%
b) Transfers Out		7610-7629	0.00	0.00	0.0%
2) Other Sources/Uses					
a) Sources		8930-8979	0.00	0.00	0.0%
b) Uses		7630-7699	0.00	0.00	0.0%
3) Contributions		8980-8999	0.00	0.00	0.0%
4) TOTAL, OTHER FINANCING SOURCES/USES			0.00	0.00	0.0%

ITEM 18

San Dieguito Union High  
San Diego County

Unaudited Actuals  
State School Building Lease-Purchase Fund  
Expenditures by Object

37 68346 0000000  
Form 30

Description	Resource Codes	Object Codes	2006-07 Unaudited Actuals	2007-08 Budget	Percent Difference
<b>E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)</b>			0.00	0.00	0.0%
<b>F. FUND BALANCE, RESERVES</b>					
1) Beginning Fund Balance					
a) As of July 1 - Unaudited		9791	0.00	0.00	0.0%
b) Audit Adjustments		9793	0.00	0.00	0.0%
c) As of July 1 - Audited (F1a + F1b)			0.00	0.00	0.0%
d) Other Restatements		9795	0.00	0.00	0.0%
e) Adjusted Beginning Balance (F1c + F1d)			0.00	0.00	0.0%
2) Ending Balance, June 30 (E + F1e)			0.00	0.00	0.0%
Components of Ending Fund Balance					
a) Reserve for					
Revolving Cash		9711	0.00	0.00	0.0%
Stores		9712	0.00	0.00	0.0%
Prepaid Expenditures		9713	0.00	0.00	0.0%
All Others		9719	0.00	0.00	0.0%
General Reserve		9730	0.00	0.00	0.0%
Legally Restricted Balance		9740	0.00	0.00	0.0%
b) Designated Amounts					
Designated for Economic Uncertainties		9770	0.00	0.00	0.0%
Designated for the Unrealized Gains of Investments and Cash in County Treasury		9775	0.00	0.00	0.0%
Other Designations		9780	0.00	0.00	0.0%
c) Undesignated Amount			0.00		
d) Unappropriated Amount				0.00	

ITEM 18

San Dieguito Union High  
San Diego County

Unaudited Actuals  
State School Building Lease-Purchase Fund  
Expenditures by Object

37 68346 0000000  
Form 30

Description	Resource Codes	Object Codes	2006-07 Unaudited Actuals	2007-08 Budget	Percent Difference
<b>G. ASSETS</b>					
1) Cash					
a) in County Treasury		9110	0.00		
1) Fair Value Adjustment to Cash in County Treasury		9111	0.00		
b) in Banks		9120	0.00		
c) in Revolving Fund		9130	0.00		
d) with Fiscal Agent		9135	0.00		
e) collections awaiting deposit		9140	0.00		
2) Investments		9150	0.00		
3) Accounts Receivable		9200	0.00		
4) Due from Grantor Government		9290	0.00		
5) Due from Other Funds		9310	0.00		
6) Stores		9320	0.00		
7) Prepaid Expenditures		9330	0.00		
8) Other Current Assets		9340	0.00		
9) Fixed Assets		9400			
10) TOTAL, ASSETS			0.00		
<b>H. LIABILITIES</b>					
1) Accounts Payable		9500	0.00		
2) Due to Grantor Governments		9590	0.00		
3) Due to Other Funds		9610	0.00		
4) Current Loans		9640			
5) Deferred Revenue		9650	0.00		
6) Long-Term Liabilities		9660			
7) TOTAL, LIABILITIES			0.00		
<b>I. FUND EQUITY</b>					
Ending Fund Balance, June 30 (must agree with line F2) (G10 - H7)			0.00		

San Dieguito Union High  
San Diego County

Unaudited Actuals  
County School Facilities Fund  
Expenditures by Object

ITEM 18

37 68346 0000000  
Form 35

Description	Resource Codes	Object Codes	2006-07 Unaudited Actuals	2007-08 Budget	Percent Difference
<b>A. REVENUES</b>					
1) Revenue Limit Sources		8010-8099	0.00	0.00	0.0%
2) Federal Revenue		8100-8299	0.00	0.00	0.0%
3) Other State Revenue		8300-8599	0.00	0.00	0.0%
4) Other Local Revenue		8600-8799	65,135.11	0.00	-100.0%
5) TOTAL, REVENUES			65,135.11	0.00	-100.0%
<b>B. EXPENDITURES</b>					
1) Certificated Salaries		1000-1999	0.00	0.00	0.0%
2) Classified Salaries		2000-2999	0.00	0.00	0.0%
3) Employee Benefits		3000-3999	0.00	0.00	0.0%
4) Books and Supplies		4000-4999	126,494.49	0.00	-100.0%
5) Services and Other Operating Expenditures		5000-5999	0.00	0.00	0.0%
6) Capital Outlay		6000-6999	2,037,926.36	0.00	-100.0%
7) Other Outgo (excluding Transfers of Indirect/Direct Support Costs)		7100-7299, 7400-7499	0.00	0.00	0.0%
8) Transfers of Indirect/Direct Support Costs		7300-7399	0.00	0.00	0.0%
9) TOTAL, EXPENDITURES			2,164,420.85	0.00	-100.0%
<b>C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5 - B9)</b>			(2,099,285.74)	0.00	-100.0%
<b>D. OTHER FINANCING SOURCES/USES</b>					
1) Interfund Transfers					
a) Transfers In		8910-8929	0.00	0.00	0.0%
b) Transfers Out		7610-7629	0.00	0.00	0.0%
2) Other Sources/Uses					
a) Sources		8930-8979	0.00	0.00	0.0%
b) Uses		7630-7699	0.00	0.00	0.0%
3) Contributions		8980-8999	0.00	0.00	0.0%
4) TOTAL, OTHER FINANCING SOURCES/USES			0.00	0.00	0.0%



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San Dieguito Union High  
San Diego County

Unaudited Actuals  
County School Facilities Fund  
Expenditures by Object

37 68346 0000000  
Form 35

Description	Resource Codes	Object Codes	2006-07 Unaudited Actuals	2007-08 Budget	Percent Difference
<b>E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)</b>			(2,099,285.74)	0.00	-100.0%
<b>F. FUND BALANCE, RESERVES</b>					
1) Beginning Fund Balance					
a) As of July 1 - Unaudited		9791	2,591,970.81	492,685.07	-81.0%
b) Audit Adjustments		9793	0.00	0.00	0.0%
c) As of July 1 - Audited (F1a + F1b)			2,591,970.81	492,685.07	-81.0%
d) Other Restatements		9795	0.00	0.00	0.0%
e) Adjusted Beginning Balance (F1c + F1d)			2,591,970.81	492,685.07	-81.0%
2) Ending Balance, June 30 (E + F1e)					
Components of Ending Fund Balance					
a) Reserve for					
Revolving Cash		9711	0.00	0.00	0.0%
Stores		9712	0.00	0.00	0.0%
Prepaid Expenditures		9713	0.00	0.00	0.0%
All Others		9719	0.00	0.00	0.0%
General Reserve		9730	0.00	0.00	0.0%
Legally Restricted Balance		9740	0.00	0.00	0.0%
b) Designated Amounts					
Designated for Economic Uncertainties		9770	0.00	0.00	0.0%
Designated for the Unrealized Gains of Investments and Cash in County Treasury		9775	0.00	0.00	0.0%
Other Designations		9780	0.00	0.00	0.0%
c) Undesignated Amount					
d) Unappropriated Amount		9790	492,685.07	492,685.07	

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San Dieguito Union High  
San Diego County

Unaudited Actuals  
County School Facilities Fund  
Expenditures by Object

37 68346 0000000  
Form 35

Description	Resource Codes	Object Codes	2006-07 Unaudited Actuals	2007-08 Budget	Percent Difference
<b>G. ASSETS</b>					
1) Cash					
a) in County Treasury		9110	481,799.16		
1) Fair Value Adjustment to Cash in County Treasury		9111	0.00		
b) in Banks		9120	0.00		
c) in Revolving Fund		9130	0.00		
d) with Fiscal Agent		9135	0.00		
e) collections awaiting deposit		9140	0.00		
2) Investments		9150	0.00		
3) Accounts Receivable		9200	10,885.91		
4) Due from Grantor Government		9290	0.00		
5) Due from Other Funds		9310	0.00		
6) Stores		9320	0.00		
7) Prepaid Expenditures		9330	0.00		
8) Other Current Assets		9340	0.00		
9) Fixed Assets		9400			
10) TOTAL ASSETS			492,685.07		
<b>H. LIABILITIES</b>					
1) Accounts Payable		9500	0.00		
2) Due to Grantor Governments		9590	0.00		
3) Due to Other Funds		9610	0.00		
4) Current Loans		9640			
5) Deferred Revenue		9650	0.00		
6) Long-Term Liabilities		9660			
7) TOTAL LIABILITIES			0.00		
<b>I. FUND EQUITY</b>					
Ending Fund Balance, June 30 (must agree with line F2) (G10 - H7)			492,685.07		

ITEM 18

San Dieguito Union High  
San Diego County

Unaudited Actuals  
Special Reserve Fund for Capital Outlay Projects  
Expenditures by Object

37 68346 0000000  
Form 40

Description	Resource Codes	Object Codes	2006-07 Unaudited Actuals	2007-08 Budget	Percent Difference
<b>A. REVENUES</b>					
1) Revenue Limit Sources		8010-8099	0.00	0.00	0.0%
2) Federal Revenue		8100-8299	0.00	0.00	0.0%
3) Other State Revenue		8300-8599	0.00	0.00	0.0%
4) Other Local Revenue		8600-8799	13,281.63	0.00	-100.0%
5) TOTAL, REVENUES			13,281.63	0.00	-100.0%
<b>B. EXPENDITURES</b>					
1) Certificated Salaries		1000-1999	0.00	0.00	0.0%
2) Classified Salaries		2000-2999	0.00	0.00	0.0%
3) Employee Benefits		3000-3999	0.00	0.00	0.0%
4) Books and Supplies		4000-4999	0.00	0.00	0.0%
5) Services and Other Operating Expenditures		5000-5999	0.00	0.00	0.0%
6) Capital Outlay		6000-6999	1,243,160.66	0.00	-100.0%
7) Other Outgo (excluding Transfers of Indirect/Direct Support Costs)		7100-7299, 7400-7499	0.00	0.00	0.0%
8) Transfers of Indirect/Direct Support Costs		7300-7399	0.00	0.00	0.0%
9) TOTAL, EXPENDITURES			1,243,160.66	0.00	-100.0%
<b>C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5 - B9)</b>			(1,229,879.03)	0.00	-100.0%
<b>D. OTHER FINANCING SOURCES/USES</b>					
1) Interfund Transfers					
a) Transfers In		8910-8929	0.00	0.00	0.0%
b) Transfers Out		7610-7629	0.00	0.00	0.0%
2) Other Sources/Uses					
a) Sources		8930-8979	0.00	0.00	0.0%
b) Uses		7630-7699	0.00	0.00	0.0%
3) Contributions		8980-8999	0.00	0.00	0.0%
4) TOTAL, OTHER FINANCING SOURCES/USES			0.00	0.00	0.0%

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San Dieguito Union High  
San Diego County

Unaudited Actuals  
Special Reserve Fund for Capital Outlay Projects  
Expenditures by Object

37 68346 0000000  
Form 40

Description	Resource Codes	Object Codes	2006-07 Unaudited Actuals	2007-08 Budget	Percent Difference
<b>E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)</b>			(1,229,879.03)	0.00	-100.0%
<b>F. FUND BALANCE, RESERVES</b>					
1) Beginning Fund Balance					
a) As of July 1 - Unaudited		9791	1,230,630.39	751.36	-99.9%
b) Audit Adjustments		9793	0.00	0.00	0.0%
c) As of July 1 - Audited (F1a + F1b)			1,230,630.39	751.36	-99.9%
d) Other Restatements		9795	0.00	0.00	0.0%
e) Adjusted Beginning Balance (F1c + F1d)			1,230,630.39	751.36	-99.9%
2) Ending Balance, June 30 (E + F1e)			751.36	751.36	0.0%
Components of Ending Fund Balance					
a) Reserve for					
Revolving Cash		9711	0.00	0.00	0.0%
Stores		9712	0.00	0.00	0.0%
Prepaid Expenditures		9713	0.00	0.00	0.0%
All Others		9719	0.00	0.00	0.0%
General Reserve		9730	0.00	0.00	0.0%
Legally Restricted Balance		9740	0.00	0.00	0.0%
b) Designated Amounts					
Designated for Economic Uncertainties		9770	0.00	0.00	0.0%
Designated for the Unrealized Gains of Investments and Cash in County Treasury		9775	0.00	0.00	0.0%
Other Designations		9780	0.00	0.00	0.0%
c) Undesignated Amount			751.36		
d) Unappropriated Amount				751.36	

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San Dieguito Union High  
San Diego County

Unaudited Actuals  
Special Reserve Fund for Capital Outlay Projects  
Expenditures by Object

37 68346 0000000  
Form 40

Description	Resource Codes	Object Codes	2006-07 Unaudited Actuals	2007-08 Budget	Percent Difference
<b>G. ASSETS</b>					
1) Cash					
a) in County Treasury		9110	712.48		
1) Fair Value Adjustment to Cash in County Treasury		9111	0.00		
b) in Banks		9120	0.00		
c) in Revolving Fund		9130	0.00		
d) with Fiscal Agent		9135	0.00		
e) collections awaiting deposit		9140	0.00		
2) Investments		9150	0.00		
3) Accounts Receivable		9200	38.88		
4) Due from Grantor Government		9290	0.00		
5) Due from Other Funds		9310	0.00		
6) Stores		9320	0.00		
7) Prepaid Expenditures		9330	0.00		
8) Other Current Assets		9340	0.00		
9) Fixed Assets		9400			
10) TOTAL, ASSETS			751.36		
<b>H. LIABILITIES</b>					
1) Accounts Payable		9500	0.00		
2) Due to Grantor Governments		9590	0.00		
3) Due to Other Funds		9610	0.00		
4) Current Loans		9640			
5) Deferred Revenue		9650	0.00		
6) Long-Term Liabilities		9660			
7) TOTAL, LIABILITIES			0.00		
<b>I. FUND EQUITY</b>					
Ending Fund Balance, June 30 (must agree with line F2) (G10 - H7)			751.36		

San Dieguito Union High  
San Diego County

Unaudited Actuals  
Capital Project Fund for Blended Component Units  
Expenditures by Object

ITEM 18

37 68346 0000000  
Form 49

Description	Resource Codes	Object Codes	2006-07 Unaudited Actuals	2007-08 Budget	Percent Difference
<b>A. REVENUES</b>					
1) Revenue Limit Sources		8010-8099	0.00	0.00	0.0%
2) Federal Revenue		8100-8299	0.00	0.00	0.0%
3) Other State Revenue		8300-8599	0.00	0.00	0.0%
4) Other Local Revenue		8600-8799	8,074,780.28	0.00	-100.0%
5) TOTAL, REVENUES			8,074,780.28	0.00	-100.0%
<b>B. EXPENDITURES</b>					
1) Certificated Salaries		1000-1999	0.00	0.00	0.0%
2) Classified Salaries		2000-2999	316,582.35	0.00	-100.0%
3) Employee Benefits		3000-3999	0.00	0.00	0.0%
4) Books and Supplies		4000-4999	31,457.11	0.00	-100.0%
5) Services and Other Operating Expenditures		5000-5999	3,262,413.22	0.00	-100.0%
6) Capital Outlay		6000-6999	7,443,471.30	0.00	-100.0%
7) Other Outgo (excluding Transfers of Indirect/Direct Support Costs)		7100-7299, 7400-7499	8,030,670.65	0.00	-100.0%
8) Transfers of Indirect/Direct Support Costs		7300-7399	0.00	0.00	0.0%
9) TOTAL, EXPENDITURES			19,084,594.63	0.00	-100.0%
<b>C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5 - B9)</b>			(11,009,814.35)	0.00	-100.0%
<b>D. OTHER FINANCING SOURCES/USES</b>					
1) Interfund Transfers					
a) Transfers In		8910-8929	0.00	0.00	0.0%
b) Transfers Out		7610-7629	928,096.65	0.00	-100.0%
2) Other Sources/Uses					
a) Sources		8930-8979	91,125,000.00	0.00	-100.0%
b) Uses		7630-7699	0.00	0.00	0.0%
3) Contributions		8980-8999	0.00	0.00	0.0%
4) TOTAL, OTHER FINANCING SOURCES/USES			90,196,903.35	0.00	-100.0%

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Unaudited Actuals  
Capital Project Fund for Blended Component Units  
Expenditures by Object

San Dieguito Union High  
San Diego County

37 68346 0000000  
Form 49

Description	Resource Codes	Object Codes	2006-07 Unaudited Actuals	2007-08 Budget	Percent Difference
<b>E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)</b>			79,187,089.00	0.00	-100.0%
<b>F. FUND BALANCE, RESERVES</b>					
1) Beginning Fund Balance					
a) As of July 1 - Unaudited		9791	30,175,035.58	109,362,124.58	262.4%
b) Audit Adjustments		9793	0.00	0.00	0.0%
c) As of July 1 - Audited (F1a + F1b)			30,175,035.58	109,362,124.58	262.4%
d) Other Restatements		9795	0.00	0.00	0.0%
e) Adjusted Beginning Balance (F1c + F1d)			30,175,035.58	109,362,124.58	262.4%
2) Ending Balance, June 30 (E + F1e)					
Components of Ending Fund Balance					
a) Reserve for					
Revolving Cash		9711	0.00	0.00	0.0%
Stores		9712	0.00	0.00	0.0%
Prepaid Expenditures		9713	0.00	0.00	0.0%
All Others		9719	0.00	0.00	0.0%
General Reserve		9730	0.00	0.00	0.0%
Legally Restricted Balance		9740	0.00	0.00	0.0%
b) Designated Amounts					
Designated for Economic Uncertainties		9770	0.00	0.00	0.0%
Designated for the Unrealized Gains of Investments and Cash in County Treasury		9775	0.00	0.00	0.0%
Other Designations		9780	0.00	0.00	0.0%
c) Undesignated Amount					
d) Unappropriated Amount		9790	109,362,124.58	109,362,124.58	

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San Dieguito Union High  
San Diego County

Unaudited Actuals  
Capital Project Fund for Blended Component Units  
Expenditures by Object

37 68346 0000000  
Form 49

Description	Resource Codes	Object Codes	2006-07 Unaudited Actuals	2007-08 Budget	Percent Difference
<b>G. ASSETS</b>					
1) Cash					
a) in County Treasury		9110	0.00		
1) Fair Value Adjustment to Cash in County Treasury		9111	0.00		
b) in Banks		9120	5,842,665.27		
c) in Revolving Fund		9130	0.00		
d) with Fiscal Agent		9135	103,720,848.11		
e) collections awaiting deposit		9140	0.00		
2) Investments		9150	0.00		
3) Accounts Receivable		9200	290,080.36		
4) Due from Grantor Government		9290	0.00		
5) Due from Other Funds		9310	0.00		
6) Stores		9320	0.00		
7) Prepaid Expenditures		9330	0.00		
8) Other Current Assets		9340	0.00		
9) Fixed Assets		9400			
10) TOTAL, ASSETS			109,853,593.74		
<b>H. LIABILITIES</b>					
1) Accounts Payable		9500	316,582.35		
2) Due to Grantor Governments		9590	0.00		
3) Due to Other Funds		9610	0.00		
4) Current Loans		9640			
5) Deferred Revenue		9650	0.00		
6) Long-Term Liabilities		9660			
7) TOTAL, LIABILITIES			316,582.35		
<b>I. FUND EQUITY</b>					
Ending Fund Balance, June 30 (must agree with line F2) (G10 - H7)			109,537,011.39		



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San Dieguito Union High  
San Diego County

Unaudited Actuals  
Self-Insurance Fund  
Expenses by Object

37 68346 0000000  
Form 67

Description	Resource Codes	Object Codes	2006-07 Unaudited Actuals	2007-08 Budget	Percent Difference
<b>A. REVENUES</b>					
1) Revenue Limit Sources		8010-8099	0.00	0.00	0.0%
2) Federal Revenue		8100-8299	0.00	0.00	0.0%
3) Other State Revenue		8300-8599	0.00	0.00	0.0%
4) Other Local Revenue		8600-8799	13,371.94	0.00	-100.0%
5) TOTAL, REVENUES			13,371.94	0.00	-100.0%
<b>B. EXPENSES</b>					
1) Certificated Salaries		1000-1999	0.00	0.00	0.0%
2) Classified Salaries		2000-2999	0.00	0.00	0.0%
3) Employee Benefits		3000-3999	0.00	0.00	0.0%
4) Books and Supplies		4000-4999	0.00	0.00	0.0%
5) Services and Other Operating Expenses		5000-5999	66,746.75	50,000.00	-25.1%
6) Depreciation		6000-6999	0.00	0.00	0.0%
7) Other Outgo (excluding Transfers of Indirect/Direct Support Costs)		7100-7299, 7400-7499	0.00	0.00	0.0%
8) Transfers of Indirect/Direct Support Costs		7300-7399	0.00	0.00	0.0%
9) TOTAL, EXPENSES			66,746.75	50,000.00	-25.1%
<b>C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES BEFORE OTHER FINANCING SOURCES AND USES (A5 - B9)</b>					
			(53,374.81)	(50,000.00)	-6.3%
<b>D. OTHER FINANCING SOURCES/USES</b>					
1) Interfund Transfers					
a) Transfers In		8910-8929	167,766.00	161,796.00	-3.6%
b) Transfers Out		7610-7629	0.00	0.00	0.0%
2) Other Sources/Uses					
a) Sources		8930-8979	0.00	0.00	0.0%
b) Uses		7630-7699	0.00	0.00	0.0%
3) Contributions		8980-8999	0.00	0.00	0.0%
4) TOTAL, OTHER FINANCING SOURCES/USES			167,766.00	161,796.00	-3.6%

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San Dieguito Union High  
San Diego County

Unaudited Actuals  
Self-Insurance Fund  
Expenses by Object

37 68346 0000000  
Form 67

Description	Resource Codes	Object Codes	2006-07 Unaudited Actuals	2007-08 Budget	Percent Difference
<b>E. NET INCREASE (DECREASE) IN NET ASSETS (C + D4)</b>			114,391.19	111,796.00	-2.3%
<b>F. NET ASSETS</b>					
1) Beginning Net Assets					
a) As of July 1 - Unaudited		9791	431,693.71	546,084.90	26.5%
b) Audit Adjustments		9793	0.00	0.00	0.0%
c) As of July 1 - Audited (F1a + F1b)			431,693.71	546,084.90	26.5%
d) Other Restatements		9795	0.00	0.00	0.0%
e) Adjusted Beginning Net Assets (F1c + F1d)			431,693.71	546,084.90	26.5%
2) Ending Net Assets, June 30 (E + F1e)					
Components of Ending Net Assets					
a) Reserve for					
Revolving Cash		9711	0.00	0.00	0.0%
Stores		9712	0.00	0.00	0.0%
Prepaid Expenditures		9713	0.00	0.00	0.0%
All Others		9719	0.00	0.00	0.0%
General Reserve		9730	0.00	0.00	0.0%
Legally Restricted Balance		9740	0.00	0.00	0.0%
b) Designated Amounts					
Designated for Economic Uncertainties		9770	0.00	0.00	0.0%
Designated for the Unrealized Gains of Investments and Cash in County Treasury		9775	0.00	0.00	0.0%
Other Designations		9780	0.00	0.00	0.0%
c) Undesignated Amount					
		9790	546,084.90		
d) Unappropriated Amount					
		9790		657,880.90	

ITEM 18

San Dieguito Union High  
San Diego County

Unaudited Actuals  
Self-Insurance Fund  
Expenses by Object

37 68346 0000000  
Form 67

Description	Resource Codes	Object Codes	2006-07 Unaudited Actuals	2007-08 Budget	Percent Difference
<b>G. ASSETS</b>					
1) Cash					
a) in County Treasury		9110	540,820.16		
1) Fair Value Adjustment to Cash in County Treasury		9111	0.00		
b) in Banks		9120	0.00		
c) in Revolving Fund		9130	0.00		
d) with Fiscal Agent		9135	0.00		
e) collections awaiting deposit		9140	0.00		
2) Investments		9150	0.00		
3) Accounts Receivable		9200	5,264.74		
4) Due from Grantor Government		9290	0.00		
5) Due from Other Funds		9310	0.00		
6) Stores		9320	0.00		
7) Prepaid Expenditures		9330	0.00		
8) Other Current Assets		9340	0.00		
9) Fixed Assets					
a) Land		9410	0.00		
b) Land Improvements		9420	0.00		
c) Accumulated Depreciation - Land Improvements		9425	0.00		
d) Buildings		9430	0.00		
e) Accumulated Depreciation - Buildings		9435	0.00		
f) Equipment		9440	0.00		
g) Accumulated Depreciation - Equipment		9445	0.00		
h) Work in Progress		9450	0.00		
10) TOTAL, ASSETS			546,084.90		

# San Dieguito Union High School District

## INFORMATION REGARDING BOARD AGENDA ITEM

**TO:** BOARD OF TRUSTEES

**DATE OF REPORT:** July 20, 2007

**BOARD MEETING DATE:** August 23, 2007

**PREPARED BY:** Becky Banning, Executive Assistant to  
the Superintendent

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

**SUBJECT:** **BOARD POLICY REVISION #9220 –  
*BYLAWS OF THE BOARD / GOVERNING  
BOARD ELECTIONS,  
(FIRST READING)***

-----

### EXECUTIVE SUMMARY

The attached Board Policy Revision comes as a result of a recommendation by CSBA's Board Policies updating services. The proposed changes may be to update language or meet new / revised state guidelines.

### RECOMMENDATION:

This item is being presented to the Board for first reading only, and will be resubmitted for approval on September 20, 2007.

### FUNDING SOURCE:

N/A

**AGENDA ITEM 23**

ITEM 23 / PROPOSED

BYLAWS OF THE BOARD

9220

GOVERNING BOARD ELECTIONS (Qualifications, etc.)

Any person is eligible to be a Board member, without further qualifications, if he/she is 18 years of age or older, a citizen of the state, a resident of the school district, a registered voter and not legally disqualified from holding civil office.

A district employee elected to the Board shall resign his/her position before being sworn in or shall have his/her employment automatically terminated upon being sworn into office.

**Whenever possible, the Board shall consolidate Board elections with the local municipal or statewide primary or general election.**

The Governing Board election procedures shall be conducted in accordance with the California Education Code and Elections Code.

Statement of Qualifications

The Board shall assume no part of the cost of printing handling, translating, or mailing candidate statements. **As a condition of having candidate statements included in the voter's pamphlet, the district may require candidates to pay their estimated pro rata share of these costs to the district in advance pursuant to Elections Code 13307.**

~~The Board secretary shall notify the county clerk of this policy on or before the 125th day before each Board member election. (Elections Code 10509)~~

On the 125<sup>th</sup> day prior to the day fixed for the general district election, the Board secretary or his/her designee shall deliver a notice, bearing the secretary's signature and district seal, to the county elections official describing both of the following: (Elections Code 10509)

1. The elective offices of the district to be filled at the general election and which offices, if any, are for the balance of an unexpired term
2. Whether the district or the candidate is to pay for the publication of a statement of qualifications pursuant to Elections Code 13307.

Limitation of Campaign Contributions and Expenditures

San Dieguito Union High School District

Bylaw Adopted: February 19, 1987  
Bylaw Revised: June 4, 1992  
Bylaw Revised: September 18, 1997  
Bylaw Revised: October 5, 2006  
Bylaw Revision DRAFT: March 1, 2007

ITEM 23 / PROPOSED

BYLAWS OF THE BOARD

9220

~~The Board establishes a voluntary campaign expenditure ceiling for candidates for district office of \$1.00 per district resident.~~

Tie Votes in Board Member Elections

Whenever a tie makes it impossible to determine which of two or more candidates has been elected to the Board, the Board shall immediately notify the candidates who received the tie votes of the time and place where ~~lots shall be cast to determine the winner.~~ **the candidates or their representatives should appear before the Board. The Board at that time shall determine the winner by lot.** (Education Code 5016)

Legal Reference:

EDUCATION CODE

- 5000 Biennial election
- 5016 Selection in tie vote
- 5017 Term
- 5019 Trustee areas and size of governing boards
- 5019.5 Trustee areas; adjustment of boundaries
- 5300-5304 General provisions (conduct of elections)
- 5320-5329 Order and call of elections
- 5340-5345 Consolidation of elections
- 5360-5363 Election notice
- 5380 Compensation (of election officer)
- 5390 Qualifications of voters
- 5420-5426 Cost of elections
- 5440-5442 Miscellaneous provisions (re: returns, recounts, etc,.)
- 35107 Eligibility; school district employees
- 35177 Campaign expenditures or contributions

CALIFORNIA CONSTITUTION

- Article 2, Section 2 Voters, qualifications
- Article 2, Section 4 Prohibition certain persons as electors
- Article 7, Section 7 Conflicting offices
- Article 7, Section 8 Disqualification from office
- Article 7, Section 10 Libelous or slanderous statements against opposing candidates

ELECTIONS CODE

- 1302 Local elections, school district election
- 2201 Grounds for cancellation
- 2220-2226 Residency confirmation procedures
- 10400-10418 Consolidation of elections especially:
- 10403.5 Municipal election consolidated with statewide

San Dieguito Union High School District

- Bylaw Adopted: February 19, 1987
- Bylaw Revised: June 4, 1992
- Bylaw Revised: September 18, 1997
- Bylaw Revised: October 5, 2006
- Bylaw Revision DRAFT: March 1, 2007

ITEM 23 / PROPOSED

BYLAWS OF THE BOARD

9220

- election or school district election
- 10509 Notice of election by secretary
- 10600-10604 School district elections
- 13307 Candidate's statement
- 13309 Candidate's statement, indigency

GOVERNMENT CODE

- 1021 Conviction of crime
- 1097 Illegal participation in public contract
- 3035 Impeachment
- 85300-85313 Contribution limitations
- 85400-85404 Voluntary expenditure ceilings
- 85706 Local regulation

PENAL CODE

- 68 Bribes
- 74 Acceptance of gratuity
- 424 Embezzlement and falsification of accounts by  
public officers
- 661 Removal for neglect or violation of official duty

San Dieguito Union High School District

- Bylaw Adopted: February 19, 1987
- Bylaw Revised: June 4, 1992
- Bylaw Revised: September 18, 1997
- Bylaw Revised: October 5, 2006
- Bylaw Revision DRAFT: March 1, 2007

ITEM 23 / CURRENT

BYLAWS OF THE BOARD

9220

GOVERNING BOARD ELECTIONS (Qualifications, etc.)

Any person is eligible to be a Board member, without further qualifications, if he/she is 18 years of age or older, a citizen of the state, a resident of the school district, a registered voter and not legally disqualified from holding civil office.

A district employee elected to the Board shall resign his/her position before being sworn in or shall have his/her employment automatically terminated upon being sworn into office.

The Governing Board election procedures shall be conducted in accordance with the California Education Code and Elections Code.

Statement of Qualifications

The Board shall assume no part of the cost of printing handling, translating, or mailing candidate statements.

The Board secretary shall notify the county clerk of this policy on or before the 125th day before each Board member election. (Elections Code 23510.5)

Limitation of Campaign Contributions and Expenditures

The Board establishes a voluntary campaign expenditure ceiling for candidates for district office of \$1.00 per district resident.

Tie Votes in Board Member Elections

Whenever a tie makes it impossible to determine which of two or more candidates has been elected to the Board, the Board shall immediately notify the candidates who received the tie votes of the time and place where lots shall be cast to determine the winner. (Education Code 5016)

Legal Reference:

San Dieguito Union High School District

Bylaw Adopted: February 19, 1987

Bylaw Revised: June 4, 1992

Bylaw Revised: September 18, 1997



ITEM 23 / CURRENT

BYLAWS OF THE BOARD

9220

EDUCATION CODE

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- 5360-5363 Election notice
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- 5390 Qualifications of voters
- 5420-5426 Cost of elections
- 5440-5442 Miscellaneous provisions (re: returns, recounts, etc,.)
- 35107 Eligibility; school district employees
- 35177 Campaign expenditures or contributions

CALIFORNIA CONSTITUTION

- Article 2, Section 2 Voters, qualifications
- Article 2, Section 4 Prohibition certain persons as electors
- Article 7, Section 7 Conflicting offices
- Article 7, Section 8 Disqualification from office
- Article 7, Section 10 Libelous or slanderous statements against opposing candidates

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- 1302 Local elections, school district election
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- 2220-2226 Residency confirmation procedures
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- 10403.5 Municipal election consolidated with statewide election or school district election
- 10509 Notice of election by secretary
- 10600-10604 School district elections
- 13307 Candidate's statement
- 13309 Candidate's statement, indigency

GOVERNMENT CODE

- 1021 Conviction of crime
- 1097 Illegal participation in public contract
- 3035 Impeachment
- 85300-85313 Contribution limitations
- 85400-85404 Voluntary expenditure ceilings
- 85706 Local regulation

PENAL CODE

- 68 Bribes
- 74 Acceptance of gratuity
- 424 Embezzlement and falsification of accounts by public officers
- 661 Removal for neglect or violation of official duty

San Dieguito Union High School District

Bylaw Adopted: February 19, 1987

Bylaw Revised: June 4, 1992

Bylaw Revised: September 18, 1997

# San Dieguito Union High School District

## INFORMATION REGARDING BOARD AGENDA ITEM

**TO:** BOARD OF TRUSTEES

**DATE OF REPORT:** July 20, 2007

**BOARD MEETING DATE:** August 23, 2007

**PREPARED BY:** Becky Banning, Executive Assistant to  
the Superintendent

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

**SUBJECT:** BOARD POLICY REVISION #9223 –  
*BYLAWS OF THE BOARD / FILLING VACANCIES*  
(FIRST READING)

-----

### EXECUTIVE SUMMARY

The attached Board Policy Revision comes as a result of a recommendation by CSBA's Board Policies updating services. The proposed changes may be to update language or meet new / revised state guidelines.

### RECOMMENDATION:

This item is being presented to the Board for first reading only, and will be resubmitted for approval on September 20, 2007.

### FUNDING SOURCE:

N/A

**AGENDA ITEM 24**

BYLAWS OF THE BOARD

9223

FILLING VACANCIES

~~A vacancy on the Governing Board may occur for any of the events specified in Government Code 1770 or by a failure to elect. Removal by recall election shall also create a vacancy on the Board.~~

Events Causing a Vacancy

A vacancy on the Governing Board may occur by a failure to elect or for any of the following events:

1. The death of an incumbent.
2. The adjudication pursuant to a quo warranto proceeding declaring that an incumbent is physically or mentally incapacitated due to disease, illness, or accident and that there is reasonable cause to believe that the incumbent will not be able to perform the duties of his/her office for the remainder of his/her term.
3. A Board member's resignation.

A vacancy resulting from resignation occurs when the written resignation is filed with the County Superintendent of Schools having jurisdiction over the district, except where a deferred effective date is specified in the resignation so filed, in which case the resignation shall become operative on that date. Upon being filed with the County Superintendent, a written resignation, whether specifying a deferred effective date or otherwise, shall be irrevocable. (Education Code 5090)

A Board member may not defer the effective date of his/her resignation for more than 60 days after he/she files the resignation with the County Superintendent.

4. A Board member's removal from office, including recall. (Elections Code 11384)

SAN DIEGUITO UNION HIGH SCHOOL DISTRICT

Bylaw Adopted: February 19, 2987

Bylaw Revised: February 18, 1988

Bylaw Revised: December 15, 1994

Bylaw Revision DRAFT: March 15, 2007

ITEM 24 / PROPOSED

BYLAWS OF THE BOARD

9223

5. A Board member's ceasing to be an inhabitant of the state or resident of the district.

A vacancy on the Board also occurs when a Board member ceases to inhabit the trustee area which he/she represents on the Board. (58 Ops.Cal.Atty.Gen. 888 (1975))

6. A Board member's absence from the state beyond the period allowed by law without the permission required by law.

No Board member shall be absent from the state for more than 60 days, except in any of the following situations:

- a. Upon business of the school district with approval of the Board
  - b. With the consent of the Board for an addition periods not to exceed a total absence of 90 days
  - c. In the case of illness or other urgent necessity, and upon a proper showing thereof, the time limited for absence from the state may be extended by the Board for an additional period not to exceed 30 days.
7. A Board member's ceasing to discharge the duties of his/her office for the period of three consecutive months, except when prevented by sickness or when absent from the state with the permission required by law.
8. A Board member's conviction of a felony or any offense involving a violation of his/her official duties.
9. A Board member's refusal or neglect to file his/her required oath or bond within the time prescribed.

Special Elections

Within 60 days of the date of the vacancy or the filing of the SAN DIEGUITO UNION HIGH SCHOOL DISTRICT

Bylaw Adopted: February 19, 2987  
Bylaw Revised: February 18, 1988  
Bylaw Revised: December 15, 1994  
Bylaw Revision DRAFT: March 15, 2007

ITEM 24 / PROPOSED

**BYLAWS OF THE BOARD**

**9223**

Board member's deferred resignation, the Board may order an election to fill the vacancy.

If a vacancy occurs from six months to 130 days before a regularly scheduled Board election and the position is not scheduled to be filled at that election, the position shall be filled at a special election which shall be consolidated with the regular election. The person so elected shall take office at the first regularly scheduled Board meeting following the certification of the election and shall serve only until the end of the term of the position which he/she as elected to fill.

**Timelines for Filling a Vacancy**

When a vacancy occurs, the Board shall take the following action, as appropriate:

1. When a vacancy occurs less than four months before the end of a Board member's term, the Board shall take no action. (Education Code 5093)
2. When a vacancy occurs four or more months before the end of a Board member's term, the Board shall, within 60 days of the date of the vacancy or the filing of the member's deferred resignation, either order an election or make a provisional appointment, unless a special election is mandated as described below. (Education Code 5091)
3. When a vacancy occurs from six months or 130 days before a regularly scheduled Board election at which the position is not scheduled to be filled, a special election to fill the position shall be consolidated with the regular election. The person so elected shall take office at the first regularly scheduled Board meeting following the certification of the election and shall serve only until the end of the term of the position which he/she was elected to fill. (Education Code 5093)

Provisional Appointments

Within 60 days of the date of a vacancy or filing of a deferred

SAN DIEGUITO UNION HIGH SCHOOL DISTRICT

Bylaw Adopted: February 19, 2987

Bylaw Revised: February 18, 1988

Bylaw Revised: December 15, 1994

Bylaw Revision DRAFT: March 15, 2007

ITEM 24 / PROPOSED

**BYLAWS OF THE BOARD**

**9223**

resignation, the Board may make a provisional appointment for any vacancy that occurs four or more months before the end of the Board member's term, unless the vacancy occurs from six months to 130 days before a regularly scheduled Board election and the vacant position is not scheduled to be filled at that election.

In order to draw from the largest possible number of candidates, the Board shall advertise in the local media to solicit candidate applications or nominations. A committee consisting of less than a quorum of the Board shall screen the applicants and announce the names of the candidates. The Board shall interview the candidates at a public meeting, accept oral or written public input, and select the provisional appointee by a majority vote.

Within 10 days after the appointment is made, the Board shall post notices of the vacancy or dated resignation and the provisional appointment. The notice shall be published in the local newspaper and posted in at least three public places.

**For federal military deployment not to exceed six months as a member of the armed forces of the United States or the California National Guard.**

**If the absence of the Board member for this purpose exceeds six months, the Board may approve an additional six-month absence upon a showing that there is a reasonable expectation that the member will return within the second six-month period, and the Board may appoint an interim member to serve in his/her absence. If two or more members of the Board are absent by reason of these circumstances, and those absences result in the inability to establish a quorum at a regular meeting, the Board may immediately appoint one or more interim members, as necessary to enable the Board to conduct business and discharge its responsibilities.**

The notice shall contain:

1. The full name of the appointee.
2. The date of appointment.
3. A statement notifying the voters that the provisional appointment shall become effective immediately and shall continue unless a petition calling for a special election pursuant to Education Code 5091 is filed in the office of the

SAN DIEGUITO UNION HIGH SCHOOL DISTRICT

Bylaw Adopted: February 19, 2987

Bylaw Revised: February 18, 1988

Bylaw Revised: December 15, 1994

Bylaw Revision DRAFT: March 15, 2007

ITEM 24 / PROPOSED

**BYLAWS OF THE BOARD**

**9223**

County Superintendent of Schools within 30 days of the provisional appointment.

The person appointed shall hold office until the next regularly scheduled election for district Board members and shall be afforded all the powers and duties of a Board member upon appointment.

Legal Reference:

EDUCATION CODE

- 5012 Declaration candidacy or nomination; withdrawal
- 5090 Definition (vacancy)
- 5091 Special election or provisional appointment
- 5092 Public notice of vacancy and provisional appointment
- 5093 Re vacancies occurring near end of term and incumbent not reelected
- 5094 Power of president of county board of education when majority of offices vacant
- 5095 Powers of remaining board members and new electees or appointees
- 5200 Districts governed by boards of education
- 5304 Duties of the governing board (re school district elections)
- 5325 Publication of information regarding district elections
- 5424 Expenses of conducting legal recall election
- 35107 Eligibility

ELECTIONS CODE

- 27344 Vacancy in office if majority vote for recall

GOVERNMENT CODE

- 1064 Absence from state**
- 1770 Vacancies: definition
- 6061 One time
- 3060-3074 Removal other than by impeachment
- 54953 Meetings open and public; secret ballots

SAN DIEGUITO UNION HIGH SCHOOL DISTRICT

- Bylaw Adopted: February 19, 2987
- Bylaw Revised: February 18, 1988
- Bylaw Revised: December 15, 1994
- Bylaw Revision DRAFT: March 15, 2007

**BYLAWS OF THE BOARD**

**9223**

FILLING VACANCIES

A vacancy on the Governing Board may occur for any of the events specified in Government Code 1770 or by a failure to elect. Removal by recall election shall also create a vacancy on the Board.

Special Elections

Within 60 days of the date of the vacancy or the filing of the Board member's deferred resignation, the Board may order an election to fill the vacancy.

If a vacancy occurs from six months to 130 days before a regularly scheduled Board election and the position is not scheduled to be filled at that election, the position shall be filled at a special election which shall be consolidated with the regular election. The person so elected shall take office at the first regularly scheduled Board meeting following the certification of the election and shall serve only until the end of the term of the position which he/she as elected to fill.

Provisional Appointments

Within 60 days of the date of a vacancy or filing of a deferred resignation, the Board may make a provisional appointment for any vacancy that occurs four or more months before the end of the Board member's term, unless the vacancy occurs from six months to 130 days before a regularly scheduled Board election and the vacant position is not scheduled to be filled at that election.

In order to draw from the largest possible number of candidates, the Board shall advertise in the local media to solicit candidate applications or nominations. A committee consisting of less than a quorum of the Board shall screen the applicants and announce the names of the candidates. The Board shall interview the candidates at a public meeting, accept oral or written public input, and select the provisional appointee by a majority vote.

Within 10 days after the appointment is made, the Board shall post notices of the vacancy or dated resignation and the provisional appointment. The notice shall be published in the local newspaper and posted in at least three public places.

Bylaw Adopted: February 19, 1987  
Bylaw Revised: February 18, 1988  
Bylaw Revised: December 15, 1994



ITEM 24 / CURRENT

FILLING VACANCIES CONTINUED:

The notice shall contain:

1. The full name of the appointee.
2. The date of appointment.
3. A statement notifying the voters that the provisional appointment shall become effective immediately and shall continue unless a petition calling for a special election pursuant to Education Code 5091 is filed in the office of the County Superintendent of Schools within 30 days of the provisional appointment.

The person appointed shall hold office until the next regularly scheduled election for district Board members and shall be afforded all the powers and duties of a Board member upon appointment.

Legal Reference:

EDUCATION CODE

- 5012 Declaration candidacy or nomination; withdrawal
- 5090 Definition (vacancy)
- 5091 Special election or provisional appointment
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