

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 20, 2007
6:30PM

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

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.

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 20, 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 Items6:00 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
 - C. Conference with legal counsel to discuss current or potential litigation (1 case)
3. **Regular Meeting / Open Session****6:30 PM**
4. Pledge of Allegiance
5. Report Out of Closed Session
6. Approval of Minutes of the September 6, 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. Update, Achievement Gap Task Force Peggy Lynch, Ed.D.

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 (NO ITEMS SUBMITTED)

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. NvLS Professional Services, LLC to provide E-rate consultation services, during the period September 21, 2007 through June 30, 2008, for an amount not to exceed \$10,000.00, to be expended from the General Fund 03-00.
2. Brianna Wood to conduct dance workshops and create choreography for the La Costa Canyon High School Dance Club, during the period October 16, 2007 through December 18, 2007, for an amount not to exceed \$300.00, to be paid by ASB Funds.
3. State of California's 22nd District Agricultural Association for lease of facilities for the Torrey Pines High School AP testing, during the period May 5, 2008 through May 15, 2008, for an amount not to exceed \$5,000.00, 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. Frontier Fence Company, Inc. for district-wide fence installation services, extending the contract period from October 1, 2007 through September 31, 2008, to be expended from the fund to which the project is charged.

C. AWARD OF CONTRACTS

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

1. The Pepsi Bottling Group for the Beverage Supply & Vending - District Wide bid B2008-02, at the rates listed on the attachment, to be expended from the Cafeteria Fund 13-00.

D. 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 - Upgrade Security System at Diegueno Middle School project B2008-01, contract entered into with Rancho Santa Fe Security Systems, Inc., increasing the contract time by 36 calendar days and increasing the contract amount by \$625.00, to be expended from the Capital Facilities Fund 25-19.
2. Change Order No. 1 - San Dieguito Academy Relocatable Classrooms – Fire Alarm project B2008-03, contract entered into with SimplexGrinnell LP, increasing the contract time by 28 calendar days.

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 Records Office:

1. Upgrade Security System at Diegueno Middle School project B2008-01, contract entered into with Rancho Santa Fe Security Systems, Inc.
2. San Dieguito Academy Relocatable Classrooms – Fire Alarm project B2008-03, contract entered into with SimplexGrinnell LP.

F. ADOPTION OF RESOLUTION / COOPERATIVE BID & AWARD

Motion by _____, second by _____, to adopt the attached resolution authorizing contracting with Corporate Expres, Inc., pursuant to cooperative bid and award documents from the County of San Diego for the purchase of office supplies, at the listed prices on Exhibit C of the contract, to be expended from the fund to which the supplies are charged, and authorize Eric R. Dill or Stephen G. Ma to execute the necessary documents.

G. APPROVAL OF BUSINESS REPORTS

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

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

Board of Trustees:

- ____ Joyce Dalessandro
- ____ Linda Friedman
- ____ Barbara Groth
- ____ Beth Hergesheimer
- ____ Deanna Rich

Student Advisory Board Members:

- ____ Meredith Adams, La Costa Canyon
- ____ Caylee Falvo, Sunset
- ____ Kelly Kean, Canyon Crest Academy
- ____ Kiran Natarajan, Torrey Pines
- ____ Hilary Ross, San Dieguito Academy

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

16. APPROVAL OF BOARD POLICY REVISION, #9220, BYLAWS OF THE BOARD / GOVERNING BOARD ELECTIONS
Motion by _____, second by _____, to approve Board Policy Revision #9220, *Bylaws of the Board / Governing Board Elections*, as shown in the attached supplement.
17. APPROVAL OF BOARD POLICY REVISION #9223, BYLAWS OF THE BOARD / FILLING VACANCIES
Motion by _____, second by _____, to approve Board Policy Revision #9223, *Bylaws of the Board / Filling Vacancies*, as shown in the attached supplement.
18. ADOPTION OF 2007-08 DISTRICT GENERAL FUND BUDGET / FALL REVISION
Motion by _____, second by _____, to adopt the 2007-08 District General Fund Budget Fall Revision, as shown in the attached supplement.

INFORMATION ITEMS.....(Items 19 – 25)

19. Business Services Update Steve Ma, Associate Superintendent
20. Human Resources Update..... Terry King, Associate Superintendent
21. 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)
22. Future Agenda Items
23. 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
24. Report from Closed Session (if required)
 25. Adjournment of Meeting

*The next regularly scheduled Board Meeting will be held on **October 4, 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.*

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

SEPTEMBER 6, 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 6:00 PM on Thursday, September 6, 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

REGULAR MEETING / OPEN SESSION

Members in Attendance

Ms. Joyce Dalessandro was not present at this meeting. All other Board Members were in attendance.

Student Advisory Board Members present were Caylee Falvo, Sunset; Kelly Kean, Canyon Crest Academy; Kiran Natarajan, Torrey Pines, and Hilary Ross, San Dieguito Academy.

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
John Addleman, Financial Planning Analyst, SDUHSD
David Bevilacqua, Executive Director, Finance, SDUHSD
Alicia Pitrone, Director, Nutrition Services, SDUHSD
Michael Taylor, Director, Finance, SDUHSD
Cindy Welch, Nutrition Specialist, Nutrition Services, SDUHSD

3. Reconvene / Call to Order (Item 3)

The regular meeting of the Board of Trustees was called to order at 6:38 PM by President Deanna Rich.

4. Salute to Flag (Item 4)

Student Advisor Member Kelly Kean led the salute to the flag.

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

There was no report out of Closed Session presented.

6. Approval of Minutes (Item 6)

It was moved by Ms. Hergesheimer, seconded by Ms. Friedman, 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 (Item 7)

All students present reported on activities during the opening days of school and pending calendar events at their respective sites.

8. Board Member Reports (Item 8)

- Ms. Groth attended several Back-To School Nights and commended Principal Brian Kohn for his welcome speech to the parents; attended a meeting hosted by The Children’s Initiative, a non-profit organization aimed at improving the well-being of children and youth in San Diego County. Their current primary focus is making improvements to the report card. More updates will follow.
- Ms. Hergesheimer reported attending the MEAGA dinner with Ms. Dalessandro; attended three Back-To-School Night events.
- Ms. Friedman gave an update on the progress of the No Child Left Behind Resolution proposal and a recent NCLB hearing she attended. County Superintendent Dr. Randy Ward was one of the panel members; attended Back-To-School Night events at three sites, and commended all sites for their successful outcome.
- Ms. Rich attended the Back-To-School Nights and stated they were a positive experience.

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

Dr. Lynch reminded the Board that negotiations begin next week; gave an update on La Costa Canyon staffing and enrollment numbers; and stated that the district’s total student enrollment is currently at 12,460.

Dr. Lynch also gave calendar updates and reminded the Board of upcoming activities.

10. Update, Nutrition Services Alicia Pitrone, Director, Nutrition Services (Item 10)

Ms. Pitrone presented updates on the new state-regulated Nutrition Wellness Policy and its impact on the way school districts address nutritional matters, and how the new Wellness Policy will affect the way fundraisers are handled (candy sales will no longer be an option). Also addressed was the budgetary status of the department including revenue gains and losses and revenues gained through federal reimbursements and a current contract with Del Mar School District to provide meals

for their students. She also informed the Board of a change in the way free/reduced meals will be handled this year, which will allow for greater confidentiality and increased menu choices for all students.

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

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

11. SUPERINTENDENT

- A. ACCEPTANCE OF GIFTS AND DONATIONS. (SEE ATTACHED)
- B. APPROVAL OF FIELD TRIP REQUESTS. REVISED PAGE: (SEE ATTACHED)

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. (See attached)
- 2. Approval of Classified Personnel Report. (See attached)

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

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

16. APPROVAL OF BOARD POLICY REVISION, #2121, *SUPERINTENDENT'S CONTRACT*

It was moved by Ms. Hergesheimer, seconded by Ms. Groth, to approve Board Policy Revision #2121, *Superintendent's Contract*, as proposed. **Motion unanimously carried.**

17. APPROVAL OF THE FOLLOWING BOARD POLICY REVISIONS: #4216.3-41.6, *GROUNDS MAINTENANCE WORKER/APPLICATOR, (NEW)*; #4216.3-41.2, *EQUIPMENT OPERATOR*; # 4216.3-41.4 AND 4216.3-41.5, *MAINTENANCE WORKER 1 AND 2*.

It was moved by Ms. Groth, seconded by Ms. Friedman, approve Grounds Maintenance Classification Board Policies (4) as proposed. **Motion unanimously carried.**

18. ADOPTION OF RESOLUTION AUTHORIZING DISTRICT EMPLOYEES TO ACQUIRE FEDERAL SURPLUS PROPERTY

It was moved by Student Advisory Board Member Hilary Ross, seconded by Ms. Friedman, to adopt the 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. **Motion unanimously carried.**

19. CERTIFICATION OF THE 2006-07 UNAUDITED ACTUAL INCOME & EXPENDITURES / GENERAL FUND & SPECIAL FUNDS

It was moved by Ms. Friedman, seconded by Ms. Hergesheimer, to certify the 2006-07 Unaudited Actual Income and Expenditures for the General Fund and Special Funds, as proposed. **Motion unanimously carried.**

INFORMATION ITEMS..... (ITEMS 20 - 29)

- 20. Business Services/Summer Facilities Update..... Steve Ma, Associate Superintendent
Mr. Ma updated the Board on the status of the Torrey Pines High School team room project and a recent delay on the delivery of some modular buildings due to a crane company employee strike. He also addressed the unanticipated increase in enrollment at La Costa Canyon, stating that there are sufficient classrooms available to accommodate the students and staff.
- 21. Educational Services Update Rick Schmitt, Associate Superintendent
Mr. Schmitt reported on the status of off-campus classes at each of the high schools and presented a brief 3-year history report on the number of participating students by school at seven of the schools within the district (two middle schools and five high schools). He also reported on student achievement data received from recent STAR testing results.
- 22. Human Resources Update Terry King, Associate Superintendent
Ms. King updated the Board on the staffing status at La Costa Canyon, primarily because of the unprecedented increase in enrollment and commended Principal Craig Lewis for his efficiency throughout the reorganization of student and staff schedules. She also gave an update on staffing needs at other sites (.5 teaching position for Torrey Pines still pending), and the status of EL authorization.

BOARD POLICY REVISION PROPOSALS.....(Items 23 – 24)

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

- 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.

CLOSING COMMENTS / ACTIONS (Items 25-29)

- 25. Public Comments - There were no public comments presented at this meeting.
- 26. Future Agenda Items – There were no further items to discuss.
- 27. Adjournment to Closed Session – There was no Closed Session held.
- 28. Report from Closed Session – There was no report out of Closed Session.
- 29. Adjournment of Meeting – The meeting was adjourned at 8:07 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: September 4, 2007

BOARD MEETING DATE: September 20, 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

**DONATIONS REPORT
SDUHSD BOARD MEETING
September 20, 2007**

ITEM 11A

Donation	Purpose	Donor	Donated To: (Teacher, Dept, Site)	
		Name / Foundation	Department	School Site
\$2,687.00	Renewal of Turnitin.com subscription	TPHS Foundation	Students	TPHS
\$902.30	Assist with the cost of milk for students during STAR Testing in May, 2007	CVMS PTSA	Students	CVMS
\$54.00	General use at SDA	Edison Employee Contribution	Staff	SDA
\$5,000.00	Chris Faist's Science & Life Issues Materials project 07-08	Cox Kids Foundation Fund	Science	CVMS
\$5,100.00	Athletic Traininer - 1st of 4 payments of \$5,100.00 ea.	CCA Foundation	Athletics	CCA

San Dieguito Union High School District

INFORMATION REGARDING BOARD AGENDA ITEM

TO: BOARD OF TRUSTEES

DATE OF REPORT: September 4, 2007

BOARD MEETING DATE: September 20, 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

**FIELD TRIP REPORT
SDUHSD BOARD MEETING
September 20, 2007**

ITEM 11B

Date(s) of Field Trip	Site	Sponsor, Last Name	First Name	Team / Club	Total # Students	Total # Chaperones	Purpose / Conference Name	City	State	Loss of Class Time	* \$ Cost
11/7 - 11/11/07	TPHS	Smith	Mia	Advanced Journalism & Yearbook	30-40	3	Fall National High School Journalism Convention	Philadelphia	PA	11/8 & 11/9/07	NA
10/06/07-10/07/07	SDA	Leonard	Kerri	Speech & Debate Team	20-30	4	Tournament participation	Long Beach	CA	N/A	NA

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

San Dieguito Union High School District

INFORMATION REGARDING BOARD AGENDA ITEM

TO: BOARD OF TRUSTEES

DATE OF REPORT: September 11, 2007

BOARD MEETING DATE: September 20, 2007

PREPARED BY: Terry King
Associate Superintendent/Human Resources

SUBMITTED BY: Peggy Lynch, Ed.D.
Superintendent

SUBJECT: APPROVAL OF CERTIFICATED and
CLASSIFIED PERSONNEL

EXECUTIVE SUMMARY

Please find the following Personnel actions attached for Board Approval:

Certificated

Employment
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

ITEM 12 / CERTIFICATED

PERSONNEL LIST

CERTIFICATED PERSONNEL

Employment

1. **Leroy Alicea**, 60% Temporary Teacher for the remainder of the 2007-08 school year, effective 9/06/07 through 6/12/08.
2. **Kristina Bradley**, Temporary Teacher, increase contract from 80% to 100% for the 2007-08 school year, effective 8/20/07 through 6/12/08.
3. **Monetta Ennis**, 40% Temporary Teacher for the remainder of the 2007-08 school year, effective 9/05/07 through 6/12/08.
4. **Mirandah McNeill**, Temporary Teacher, increase contract from 80% to 100% for the 2007-08 school year, effective 8/20/07 through 6/12/08.
5. **Christopher Schirripa**, Temporary Teacher, increase contract from 80% to 100% for the remainder of the 2007-08 school year, effective 9/04/07 through 6/12/08.
6. **Alex Turner**, Temporary Teacher, increase contract from 60% to 80% for the remainder of the 2007-08 school year, effective 9/04/07 through 6/12/08.
7. **Amy Wu**, Temporary Teacher, increase contract from 53% to 73%, effective 9/04/07 through 6/12/08.
8. **Erin Zoumaras**, 40% Temporary Teacher for the remainder of the 2007-08 school year, effective 9/04/07 through 6/12/08.

Leave of Absence

1. **Carol Esquenazi**, Teacher, rescind previously-approved request for a 40% Unpaid Leave of Absence (60% assignment), and request 20% Unpaid Leave of Absence (80% assignment) for the remainder of the 2007-08 school year, effective 9/10/07 through 6/12/08.
2. **John Farrell**, Teacher, rescind previously-approved 2nd year STRS Reduced Workload assignment of 20% Unpaid Leave of Absence (80% assignment), and resume 100% assignment for the 2007-08 school year, effective 8/20/07.

Resignation

1. **B. Kay Allgire**, Teacher, resignation for Retirement purposes, effective 9/03/07.

ITEM 12 / CLASSIFIED

PERSONNEL LIST

CLASSIFIED PERSONNEL

Employment

1. **Arredondo, Anabel**, Student Worker Nutrition Services, effective 8/27/07 – 6/08
2. **Chamberlain, Robert**, Student Worker Nutrition Services, effective 8/27/07 – 6/08
3. **Elstob, Mark**, At Will Employee, effective 9/07 - 6/08
4. **Gonet, Cameron**, Student Worker Nutrition Services, effective 8/27/07 – 6/08

Change in Assignment

1. **DeVal, Rick**, from Warehouse/Stores Worker to Warehouse Supervisor, effective 7/20/07 to 7/23/07 and from 8/1/07 to 8/10/07

mh
9/20/07
Classbdagenda

San Dieguito Union High School District

INFORMATION REGARDING BOARD AGENDA ITEM

TO: BOARD OF TRUSTEES

DATE OF REPORT: September 12, 2007

BOARD MEETING DATE: September 20, 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

EXECUTIVE SUMMARY

The attached Professional Services Report/Business summarizes three contracts totaling \$15,300.00, 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.

ITEM 15A

SAN DIEGUITO UNION HIGH SCHOOL DISTRICT
BUSINESS - PROFESSIONAL SERVICES REPORT

Date: 09-20-07

<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>
09/21/07 – 06/30/08	NvLS Professional Services, LLC	Provide E-rate consultation services	General Fund 03-00	\$10,000.00
10/16/07 – 12/18/07	Brianna Wood	Conduct dance workshops and create choreography for the La Costa Canyon High School Dance Club	LCC ASB	\$300.00
05/05/08 – 05/15/08	State of California's 22 nd District Agricultural Association	Lease of facilities for the Torrey Pines High School AP testing	General Fund 03-00	\$5,000.00

San Dieguito Union High School District

INFORMATION REGARDING BOARD AGENDA ITEM

TO: BOARD OF TRUSTEES

DATE OF REPORT: September 12, 2007

BOARD MEETING DATE: September 20, 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

EXECUTIVE SUMMARY

The attached Amendment to Agreements Report summarizes one amendment 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.

SAN DIEGUITO UNION HIGH SCHOOL DISTRICT

ITEM 15B

AMENDMENT TO AGREEMENTS REPORT

Date: 09-20-07

<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>
10/01/07 – 09/31/08	Frontier Fence Company, Inc.	For district-wide fence installation services, extending the contract period	N/A	N/A

San Dieguito Union High School District

INFORMATION REGARDING BOARD AGENDA ITEM

TO: BOARD OF TRUSTEES

DATE OF REPORT: September 10, 2007

BOARD MEETING DATE: September 20, 2007

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

SUBMITTED BY: Peggy Lynch, Ed.D.
Superintendent

SUBJECT: AWARD OF CONTRACT/BEVERAGE SUPPLY &
VENDING – DISTRICT WIDE

EXECUTIVE SUMMARY

Bids for the Beverage Supply & Vending – District Wide contract were opened on August 21, 2007. Three bids were received and they were reviewed by District Staff for responsiveness and responsibility. Two of the three bids were deemed non-responsive and therefore could not be considered. The one conforming, responsive and responsible bid came from The Pepsi Bottling Group. The purpose of the contract is for exclusive over-the-counter beverage supply and beverage vending machine service, with the exception of dairy products. The contract is a one year contract with the provision to renew for two additional one year periods. In addition to competitive supply pricing and a commission from vending sales, The Pepsi Bottling Group offered upfront monies of \$40,000.00 per year and \$5,000.00 marketing support dollars per year, as well as a donation of 200 cases of product. For further details, The Pepsi Bottling Group's bid is attached.

RECOMMENDATION:

It is recommended that the Board award the contract to The Pepsi Bottling Group for the Beverage Supply & Vending – District Wide bid B2008-02, at the rates listed on the attachment, and authorize Eric R. Dill or Stephen G. Ma to execute all pertinent documents.

FUNDING SOURCE:

Cafeteria Fund 13-00

ITEM 15C

BID FORM

Section 1: Beverage Purchases

The San Dieguito Union High School District Nutrition Services Department will be making beverage purchases for the District's 9 schools. Beverages will also be purchased for the department's catering program. Athletic Departments, Parent Foundations, Booster clubs, etc. may also make beverage purchases. The District intends to apply the restrictions as outlined by California Education Code Section 49431.5. The restrictions do not apply for adult catering sales and school related events outside of the time parameters identified in the law.

For bidding purposes, sales quantities for 2006-07 have been provided with the exception of estimates made on non-carbonated unsweetened tea. The District anticipates an increase in sales of this item, as non-carbonated sweetened beverages will no longer be available during the school day. These figures will be used as the baseline for quantities to arrive at a total extended price. Please specify the brand name of the product your company offers and the price per case you are bidding.

Note: Container sizes are per new nutritional standards. Sales history is for 20-ounce containers with the exception of fruit juice (15.2-ounce).

Beverage Item	# Units/case	Estimated # cases (24/cs) per year	Specified Brand	Price per case	Extended Price
Water, 16-20 ounce plastic bottle	24/cs	4,500	Aquafina	\$12.00	\$54,000
Water, flavored, 16-20 ounce plastic bottle	24/cs	500	Aquafina Splash	\$13.30	\$6,650
Isotonic beverage, 10-12 ounce plastic bottle**	24/cs	5,700	Gatorade	\$16.90	\$96,330
100 % Fruit Juice 10-12 ounce plastic bottle	24/cs	800	Dole Plus	\$18.00	\$14,400
Tea, unsweetened, 20 ounce bottle	24/cs	3,000	Lipton	\$18.25	\$54,750
Non-carbonated beverages, 20 ounce plastic bottle	24/cs	1,500	Tropicana products	\$18.25	\$27,375
Carbonated beverages, 20 ounce plastic bottle	24/cs	1,500	Pepsi products	\$18.25	\$27,375
GRAND TOTAL					\$280,880

ITEM 15C

** The District intends to purchase isotonic beverages for its Middle School students as is allowed under California Education Code section 49431.5. If Contractor is bound by industry guidelines to the contrary, this agreement will not obligate the District to exclusivity for the purchase of isotonic beverages for sale in its middle schools. Note: Middle school isotonic cafeteria purchases accounted for approximately 44% of the total estimate above (or 2,508 cases of 20 ounce Gatorade 2006-07).

Section 2: Upfront Monies Guaranteed

The enrollment projections are estimated by the District's Business Services Department. Contractor shall issue a check made payable to the District (mailed to the attention of the Director of Nutrition Services) in the amount of the guarantee listed on the bid for within thirty (30) calendar days after notification of award and annually thereafter. These payments are in lieu of scholarships, awards, etc., which are normally provided by the Contractor.

SCHOOL YEAR	PROJECTED ENROLLMENT	DOLLAR AMOUNT EACH YEAR
2007-08	12,385 students	\$ 40,000
2008-09	11,904 students	\$ 40,000
2009-10	12,035 students	\$ 40,000
GRAND TOTAL		\$ 120,000

END OF SECTION 2

ITEM 15C

Section 3: Full Service Vending, % of commissions

Please specify the % of commission the District will earn for all types of products. The calculation to determine the commission due will be:

"Cash Collected x % - Sales Tax and CRV = Commission Due"

For bidding purposes, sales quantities for 2006-07 have been provided.

Volume Threshold: Contractor shall not require a volume threshold for commission. Commissions are to be based on actual sales volume for each site.

Sales Tax: Items purchased are for resale. Taxes are to be based on the price paid by the District for the item and not on the current retail price.

TYPE OF MACHINE	# Units/case	Estimated # Cases per year	Anticipated Vend Price per unit	Commission % per product	Net Commission per case
Water, 20 ounce plastic bottle	24/cs	1,200	\$1.25	28.3%	\$6.54
Non carbonated beverages, 20 ounce plastic bottle	24/cs	1,000	\$1.25	28.3%	\$6.54
Isotonic beverage, 10-12 ounce plastic bottle	24/cs	1,800	\$1.25	20%	\$4.05
Carbonated Beverages, 20 ounce plastic bottle	24/cs	600	\$1.25	33%	\$6.54
100 % Fruit Juice 10-12 ounce plastic bottle	24/cs	100	\$1.25	20%	\$4.05

Note: Carbonated Beverage vending machines will be operated in such a way as to fully comply with all federal, state and local laws, as well as the District's Wellness Policy. As such, carbonated beverages are only allowed in specifically designated areas as follows: District Office, Maintenance Department, Transportation Department and specified Teacher's lounges. The Director of Nutrition Services shall determine the location of the vending machines and the type of beverages sold therein.

Section 4: Marketing Support Dollars

The Nutrition Services Department is interested in annual marketing support dollars to help their department purchase shirts, aprons, hats, etc. for their employees. Please list the amount of marketing dollars that would be awarded each year. Staffing is estimated to be at or around 75 employees total. Contractor shall issue a check made payable to the District (mailed to the attention of the Director of Nutrition Services) in the amount of the marketing

ITEM 15C

support dollars listed below within thirty (30) calendar days after notification of award and annually thereafter.

Contractor will provide \$ 5,000 marketing support each year of the contract.

Section 5: Additional Considerations

The Contractor is encouraged to provide annual product donations to the customer. These donations will not be considered in the evaluation process for the award of the contract. The District will administer any/all donated product requests via the Administrative Assistant of Nutrition Services Department.

Contractor will provide 200 cases of 12oz cans product upon the District's request.

Agreement: The agreement incorporated in the bid documents has been determined to be in the best interests of the District. Any questions or clarifications are to be submitted prior to close of bid. Agreement will not be modified after award.

Pursuant to and in compliance with your Notice to Bidders and the other documents relating thereto, the undersigned bidder, having thoroughly examined and familiarized himself with the terms of the contract, and specifications and other contract documents, hereby proposes and agrees to perform as stipulated, the contract, including all of its component parts:

Corporate Seal
(if a corporation)

The Pepsi Bottling Group

Proper name of Individual, Company or Corporation



Authorized Signature

Steve Callanan

Type or Print Signer's Name

Key Account Manager - Education

Title

7995 Armour Street, San Diego, Ca, 92111

Address

619-778-1682

Telephone

8-21-07

Date

San Dieguito Union High School District

INFORMATION REGARDING BOARD AGENDA ITEM

TO: BOARD OF TRUSTEES

DATE OF REPORT: September 10, 2007

BOARD MEETING DATE: September 20, 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 ORDERS

EXECUTIVE SUMMARY

Two small summer projects, Upgrade Security System at Diegueno Middle School and San Dieguito Academy Relocatable Classrooms – Fire Alarm, are complete. An additional keypad was needed for the Upgrade Security System at Diegueno Middle School project increasing the contract price by \$625.00, which is well within the allowed 10% cost of the contract. There were no changes to the other project. Additionally, for administrative purposes, the completion date for both projects needs to be extended to coincide with the Board's acceptance date.

RECOMMENDATION:

It is recommended that the Board 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 - Upgrade Security System at Diegueno Middle School project B2008-01, contract entered into with Rancho Santa Fe Security Systems, Inc., increasing the contract time by 36 calendar days and increasing the contract amount by \$625.00.
2. Change Order No. 1 - San Dieguito Academy Relocatable Classrooms – Fire Alarm project B2008-03, contract entered into with SimplexGrinnell LP, increasing the contract time by 28 calendar days.

FUNDING SOURCE:

1. Capital Facilities Fund 25-19
2. N/A

AGENDA ITEM 15D

ITEM 15D

CHANGE ORDER

PROJECT:
Upgrade Security System at Diegueno Middle School
B2008-01

CHANGE ORDER #1

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

CONTRACTOR:
Rancho Santa Fe Security Systems, Inc.
1001 Village Park Way
Encinitas, CA 92024

The contract is changed as follows:

Add keypad to locker rooms	\$625.00
Increase number of days to coincide with Board acceptance date	36 calendar days

The contract sum was	\$19,945.00
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/unchanged by this change order in the amount of	\$625.00
The new contract sum, including this change order will be	\$20,570.00

CONTRACTOR
Rancho Santa Fe Security
Systems, Inc.

OWNER
San Dieguito Union High
School District

By: _____

By: _____

Date: _____

Date: _____

ITEM 15D

CHANGE ORDER

PROJECT:

San Dieguito Academy Relocatable Classrooms – Fire Alarm
B2008-03

CHANGE ORDER #1

DISTRICT:

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

CONTRACTOR:

SimplexGrinnell LP
3568 Ruffin Rd., South
San Diego, CA 92131

The contract is changed as follows:

Increase number of days to coincide with Board acceptance date 28 calendar days

The contract sum was	\$17,800.00
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 /unchanged by this change order in the amount of	0
The new contract sum, including this change order will be	\$17,800.00

CONTRACTOR
SimplexGrinnell LP

OWNER
San Dieguito Union High
School District

By: _____

By: _____

Date: _____

Date: _____

San Dieguito Union High School District

INFORMATION REGARDING BOARD AGENDA ITEM

TO: BOARD OF TRUSTEES

DATE OF REPORT: September 10, 2007

BOARD MEETING DATE: September 20, 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

EXECUTIVE SUMMARY

The Upgrade Security System at Diegueno Middle School project B2008-01 and the San Dieguito Academy Relocatable Classrooms – Fire Alarm project B2008-03 are now complete. The contractors, Rancho Santa Fe Security Systems, Inc., and SimplexGrinnell LP, respectively, have completed their work on time and there are no outstanding issues with them.

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. Upgrade Security System at Diegueno Middle School project B2008-01, contract entered into with Rancho Santa Fe Security Systems, Inc.
2. San Dieguito Academy Relocatable Classrooms – Fire Alarm project B2008-03, contract entered into with SimplexGrinnell LP.

FUNDING SOURCE:

N/A

AGENDA ITEM 15E

San Dieguito Union High School District

INFORMATION REGARDING BOARD AGENDA ITEM

TO: BOARD OF TRUSTEES

DATE OF REPORT: September 11, 2007

BOARD MEETING DATE: September 20, 2007

PREPARED BY: Eric R. Dill, Exec. Director, Business Services
Stephen G. Ma, Assoc. Supt, Business Services

SUBMITTED BY: Peggy Lynch, Ed.D.
Superintendent

SUBJECT: ADOPTION OF RRESOLUTION FOR
OFFICE SUPPLY COOPERATIVE BID &
AWARD

EXECUTIVE SUMMARY

The County of San Diego recently awarded a publicly bid contract for procurement of office supply items to Corporate Express upon which we may piggyback. The Purchasing Department has reviewed the pricing of the items awarded on the bid schedule and would like to take advantage of the deep discounting offered in the award. This is not an exclusive award—we would still have the option to buy office supply items from any vendor in our best interest—this would merely provide another cost saving opportunity to the District.

Administration would also like to use this bid pricing to pilot online office supply ordering for our school sites and departments and phase into just-in-time inventory of office supplies rather than maintaining a limited inventory of these items in our warehouse.

RECOMMENDATION:

It is recommended that the Board adopt the attached resolution authorizing contracting with Corporate Express, Inc., pursuant to the cooperative bid and award documents from the County of San Diego for the purchase of office supplies, at the listed prices on Exhibit C of the contract, to be expended from the fund to which the supplies are charged, and authorize Eric R. Dill or Stephen G. Ma to execute the necessary documents.

FUNDING SOURCE:

To be expended from the various funds to which the supplies are charged.

RESOLUTION AUTHORIZING CONTRACTING)
PURSUANT TO COOPERATIVE BID AND AWARD)
DOCUMENTS FROM THE COUNTY OF SAN DIEGO)
DEPARTMENT OF PURCHASING & CONTRACTING)

ITEM 15F

On motion of Member _____, seconded by Member _____, the following resolution is adopted:

WHEREAS, the County of San Diego has conducted a cooperative bid process which named the San Dieguito Union High School District as a District which may purchase or contract under that bid at the same price and upon the same terms and conditions as the County of San Diego, and

WHEREAS, sealed bids were timely filed at the Office of Purchasing and Contracting, County of San Diego, 5555 Overland Avenue, Suite 1111, Bldg. 11, San Diego, CA 92123, and

WHEREAS, said bids were opened and publicly read aloud at the time and place specified in Notice to Bidders, and it was determined that the low bidder for the purchase of office supplies was Corporate Express, Inc., who was thereafter awarded the bid, and

WHEREAS, the San Dieguito Union High School District wishes to purchase office supplies, and

WHEREAS, this Board has determined it to be in the best interests of the District to purchase or contract for the above stated item from the bid awarded by County of San Diego, and

WHEREAS, County of San Diego waived its right to require other districts to draw warrants for such purchases or contracts in favor of County of San Diego,

NOW THEREFORE IT IS RESOLVED, ORDERED AND DECLARED that the contract for purchase of office supplies from Corporate Express, Inc., at the listed prices on Exhibit C of the contract , is hereby authorized and approved and is subject to all terms, conditions and documents as specified in the San Diego County's bid and award documents.

BE IT FURTHER RESOLVED, ORDERED AND DECLARED that Eric R. Dill, Executive Director, Business Services, is hereby authorized to execute the necessary contract documents with Corporate Express, Inc. naming the District as the contracting party.

PASSED AND ADOPTED by the Governing Board of the San Dieguito Union High School District of San Diego, California, this 20th day of September, 2007, by the following vote:

AYES:

ADVISORY VOTES:

NOES:

ABSENT:

San Dieguito Union High School District

INFORMATION REGARDING BOARD AGENDA ITEM

TO: BOARD OF TRUSTEES

DATE OF REPORT: September 11, 2007

BOARD MEETING DATE: September 20, 2007

PREPARED BY: Stephen G. Ma
Associate Superintendent, Business

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

SUBJECT: APPROVAL OF BUSINESS REPORTS

EXECUTIVE SUMMARY

Please find the following business reports submitted for your approval:

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

RECOMMENDATION:

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

FUNDING SOURCE:

Not applicable

jr
Attachments

AGENDA ITEM 15G

SAN DIEGUITO UNION HIGH
FROM 08/28/07 THRU 09/10/07

ITEM 15G

PO NBR	DATE	FUND	VENDOR	LOC	DESCRIPTION	AMOUNT
281118	08/28/07	06	HUMAN RELATIONS MEDI	003	MATERIALS AND SUPPLI	\$918.10
281119	08/28/07	06	NICK RAIL MUSIC	012	NON CAPITALIZED EQUI	\$4,121.25
281120	08/28/07	03	AMAZON.COM	003	MATERIALS AND SUPPLI	\$267.22
281121	08/28/07	03	CORPORATE EXPRESS	005	MATERIALS AND SUPPLI	\$30.43
281122	08/28/07	03	FLINN SCIENTIFIC INC	005	MATERIALS AND SUPPLI	\$171.72
281123	08/28/07	06	HOLT RINEHART & WINS	005	TEXTBOOKS	\$26,196.10
281124	08/28/07	03	ALPHA GRAPHICS	013	PRINTING	\$737.71
281125	08/28/07	03	NOODLE TOOLS, INC.	010	LIC/SOFTWARE	\$360.00
281126	08/28/07	03	ONE STOP TONER AND I	010	MATERIALS AND SUPPLI	\$75.41
281127	08/28/07	11	CORPORATE EXPRESS	009	MATERIALS AND SUPPLI	\$71.34
281128	08/28/07	03	STATER BROS MARKETS	010	MATERIALS AND SUPPLI	\$2,000.00
281129	08/28/07	03	NASCO MODESTO	013	MATERIALS AND SUPPLI	\$473.24
281130	08/28/07	06	LAB AIDS	012	TEXTBOOKS	\$1,752.12
281131	08/28/07	06	PRENTICE HALL/REGENT	013	TEXTBOOKS	\$18,452.01
281132	08/28/07	06	V H P S	005	TEXTBOOKS	\$8,581.15
281133	08/28/07	06	ALEKS CORPORATION	035	LIC/SOFTWARE	\$12,130.00
281134	08/28/07	25-19	FREDRICKS ELECTRIC I	035	IMPROVEMENT	\$22,586.50
281135	08/28/07	03	TROXELL COMMUNICATIO	003	MATERIALS AND SUPPLI	\$803.79
281136	08/28/07	03	OFFICE DEPOT	022	OFFICE SUPPLIES	\$161.09
281137	08/29/07	06	RESCRIBE	030	PROF/CONSULT./OPER E	\$5,000.00
281139	08/29/07	03	FERRIS COMMUNICATION	025	MATERIALS AND SUPPLI	\$129.30
281140	08/30/07	03	XEROX CORPORATION	005	DUPLICATING SUPPLIES	\$211.19
281141	08/30/07	06	DAY WIRELESS SYSTEMS	010	MATERIALS AND SUPPLI	\$615.81
281142	08/30/07	11	WAXIE SANITARY SUPPL	009	MATERIALS AND SUPPLI	\$300.00
281143	08/30/07	06	CAFFERTY, JAMES M.	024	PROF/CONSULT./OPER E	\$250.00
281144	08/30/07	03	COLLEGE BOARD - AP	010	ABATEMENTS-MATLS & S	\$128,396.00
281145	08/30/07	25-18	VIRCO MANUFACTURING	010	MATERIALS AND SUPPLI	\$11,093.81
281146	08/30/07	03	NEXTEL COMMUNICATION	001	COMMUNICATIONS-TELEP	\$1,200.00
281147	08/30/07	06	NEXTEL COMMUNICATION	028	COMMUNICATIONS-TELEP	\$9,900.00
281148	08/31/07	11	CORPORATE EXPRESS	009	MATERIALS AND SUPPLI	\$452.16
281149	08/31/07	25-19	PATHWAY COMMUNICATIO	035	REPL.TECH.EQPT	\$27,684.00
281150	08/31/07	06	K-LOG INC	005	MATERIALS AND SUPPLI	\$10,715.74
281151	08/31/07	06	LAPTOPS PLUS - USA	030	MATERIALS AND SUPPLI	\$1,613.02
281152	08/31/07	06	WENGER CORPORATION	012	MATERIALS AND SUPPLI	\$11,920.80
281153	08/31/07	03	TROXELL COMMUNICATIO	035	MATERIALS AND SUPPLI	\$380.53
281154	09/04/07	03	HAWTHORNE LIFT SYSTE	025	REPAIRS BY VENDORS	\$1,080.00
281155	09/04/07	06	WENGER CORPORATION	024	NON CAPITALIZED EQUI	\$13,826.54
281156	09/04/07	03	MOBIL CONSTRUCTION S	025	OTHER SERV.& OPER.EX	\$3,160.00
281157	09/04/07	03	OFFICE DEPOT	001	MATERIALS AND SUPPLI	\$189.60
281158	09/04/07	06	NASCO MODESTO	012	MATERIALS AND SUPPLI	\$2,349.76
281159	09/04/07	06	BLICK, DICK (DICK BL	012	MATERIALS AND SUPPLI	\$485.82
281160	09/04/07	03	OFFICE DEPOT	012	OFFICE SUPPLIES	\$286.26
281161	09/04/07	03	ROYAL BUSINESS GROUP	022	OFFICE SUPPLIES	\$15.09
281162	09/04/07	06	A B C SCHOOL EQUIPME	003	EQUIPMENT	\$9,630.70
281163	09/04/07	06	DATEL SYSTEMS INC	008	MAT/SUP/EQUIP TECHNO	\$1,475.04
281164	09/04/07	06	DELL COMPUTER CORPOR	008	MAT/SUP/EQUIP TECHNO	\$4,475.52
281165	09/04/07	03	CORPORATE EXPRESS	013	MATERIALS AND SUPPLI	\$460.09
281166	09/05/07	03	XEROX CORPORATION	005	DUPLICATING SUPPLIES	\$629.26
281167	09/05/07	06	FAGEN FRIEDMAN & FUL	030	LEGAL EXPENSE	\$100,000.00
281168	09/05/07	03	XEROX CORPORATION	012	REPAIRS BY VENDORS	\$206.88
281169	09/05/07	03	INTEGRATED OFFICE SY	022	REPAIRS BY VENDORS	\$39.00
281170	09/05/07	03	INTEGRATED OFFICE SY	030	REPAIRS BY VENDORS	\$78.00
281171	09/06/07	03	CORPORATE EXPRESS	020	OFFICE SUPPLIES	\$95.73
281172	09/06/07	06	SAVE A LIFE EDUCATOR	028	PROF/CONSULT./OPER E	\$1,365.00
281173	09/06/07	03	ROYAL BUSINESS GROUP	003	PRINTING	\$71.12

SAN DIEGUITO UNION HIGH
FROM 08/28/07 THRU 09/10/07

ITEM 15G

PO NBR	DATE	FUND	VENDOR	LOC	DESCRIPTION	AMOUNT
281174	09/06/07	03	DELL COMPUTER CORPOR	035	MAT/SUP/EQUIP TECHNO	\$4,124.16
281175	09/06/07	25-19	COLLINS & AIKMAN FLO	025	IMPROVEMENT	\$12,333.03
281176	09/06/07	40	COLLINS & AIKMAN FLO	025	IMPROVEMENT	\$3,589.38
281177	09/06/07	25-19	COLLINS & AIKMAN FLO	025	IMPROVEMENT	\$6,986.86
281178	09/06/07	03	GREAT SCOTT TREE SER	025	OTHER SERV.& OPER.EX	\$2,590.00
281179	09/06/07	03	SAN DIEGO CO SUPERIN	025	FEES - ADMISSIONS, T	\$4,016.00
281180	09/06/07	03	B AND H PHOTO-VIDEO-	035	MAT/SUP/EQUIP TECHNO	\$964.19
281181	09/06/07	06	V H P S	014	TEXTBOOKS	\$1,884.00
281182	09/06/07	06	GLENCOE-MACMILLAN/MC	014	TEXTBOOKS	\$80.05
281183	09/06/07	06	HOUGHTON MIFFLIN COM	010	MATERIALS AND SUPPLI	\$504.01
281185	09/06/07	06	GLENCOE-MACMILLAN/MC	010	TEXTBOOKS	\$6,694.09
281186	09/06/07	03	HYDROSCAPE PRODUCTS	025	NON CAPITALIZED EQUI	\$1,156.04
281187	09/06/07	03	CORPORATE EXPRESS	025	OFFICE SUPPLIES	\$137.27
281188	09/06/07	03	BERESFORD EQUIPMENT	025	REPAIRS BY VENDORS	\$500.00
281189	09/06/07	06	HOLT RINEHART & WINS	003	TEXTBOOKS	\$9,175.67
281190	09/06/07	11	POWERMUSIC.COM	009	MATERIALS AND SUPPLI	\$81.08
281191	09/06/07	03	BLICK, DICK (DICK BL	008	MATERIALS AND SUPPLI	\$2,205.04
281192	09/06/07	03	DATEL SYSTEMS INC	003	MATERIALS AND SUPPLI	\$344.23
281193	09/06/07	03	BEST COMPUTER SUPPLI	030	OFFICE SUPPLIES	\$244.38
281194	09/07/07	03	LANE STANTON VANCE L	005	MATERIALS AND SUPPLI	\$662.02
281195	09/07/07	06	EDUCATIONAL RESOURCE	035	LIC/SOFTWARE	\$11,758.35
281196	09/07/07	03	ROYAL BUSINESS GROUP	030	OFFICE SUPPLIES	\$10.24
281197	09/07/07	03	HARCOURT ASSESSMENT	013	MATERIALS AND SUPPLI	\$106.29
281198	09/07/07	03	PSYCHOLOGICAL & EDUC	004	MATERIALS AND SUPPLI	\$156.33
281199	09/07/07	03	PEARSON AGS GLOBE	004	MATERIALS AND SUPPLI	\$220.77
281200	09/07/07	03	AMAZON.COM	010	MEDICAL SUPPLIES	\$48.48
281201	09/07/07	03	L R P PUBLICATIONS	030	MATERIALS AND SUPPLI	\$309.50
281202	09/07/07	03	DATEL SYSTEMS INC	030	OFFICE SUPPLIES	\$636.48
281203	09/07/07	03	A C T EDUCATION AND	005	MATERIALS AND SUPPLI	\$135.00
281204	09/07/07	03	ROYAL BUSINESS GROUP	005	OFFICE SUPPLIES	\$316.79
281205	09/07/07	03	ROYAL BUSINESS GROUP	005	PRINTING	\$112.06
281206	09/07/07	03	COMPANION CORPORATIO	005	LIC/SOFTWARE	\$995.00
281207	09/07/07	06	DATEL SYSTEMS INC	005	MAT/SUP/EQUIP TECHNO	\$651.17
281208	09/07/07	06	BACH COMPANY	008	MATERIALS AND SUPPLI	\$182.64
281209	09/10/07	06	FITZPATRICK, JOHN P,	030	PROF/CONSULT./OPER E	\$3,000.00
281210	09/10/07	06	MARKEL, NANCY E., PH	030	PROF/CONSULT./OPER E	\$5,000.00
281211	09/10/07	06	INTERPRETERS UNLIMIT	030	PROF/CONSULT./OPER E	\$2,000.00
281212	09/10/07	03	STAPLES STORES	003	OFFICE SUPPLIES	\$96.95
281213	09/10/07	06	HEIN SPEECH LANGUAGE	030	PROF/CONSULT./OPER E	\$5,000.00
281214	09/10/07	06	SOLANA BEACH PHYSICA	030	PROF/CONSULT./OPER E	\$4,000.00
281215	09/10/07	03	ALPHA GRAPHICS	013	PRINTING	\$193.95
281216	09/10/07	06	FAMILY VISION CARE	030	PROF/CONSULT./OPER E	\$3,000.00
281217	09/10/07	06	CHRISTENSEN, ELIZABE	030	PROF/CONSULT./OPER E	\$4,000.00
281218	09/10/07	06	TUCKER APPLIANCE REP	010	REPAIRS BY VENDORS	\$69.00
281219	09/10/07	03	STATER BROS MARKETS	010	MATERIALS AND SUPPLI	\$200.00
281220	09/10/07	06	WORKOUT4LIFE, LLC.	024	RENTS & LEASES	\$9,000.00
281221	09/10/07	06	FIREMASTER (FRANCHIS	028	FEES - ADMISSIONS, T	\$1,500.00
281222	09/10/07	03	OFFICE DEPOT	026	MATERIALS AND SUPPLI	\$103.40
281223	09/10/07	03	PAX BUSINESS SYSTEMS	006	REPAIRS BY VENDORS	\$84.54
281224	09/10/07	03	PAX BUSINESS SYSTEMS	006	REPAIRS BY VENDORS	\$84.54
281225	09/10/07	03	PAX BUSINESS SYSTEMS	022	REPAIRS BY VENDORS	\$84.54
281226	09/10/07	06	PAX BUSINESS SYSTEMS	030	REPAIRS BY VENDORS	\$218.56
281227	09/10/07	03	PAX BUSINESS SYSTEMS	013	REPAIRS BY VENDORS	\$169.08
281228	09/10/07	03	PAX BUSINESS SYSTEMS	003	REPAIRS BY VENDORS	\$169.08
281229	09/10/07	03	SAN DIEGO DIGITAL SO	003	REPAIRS BY VENDORS	\$520.00

SAN DIEGUITO UNION HIGH
FROM 08/28/07 THRU 09/10/07

ITEM 15G

PO NBR	DATE	FUND	VENDOR	LOC	DESCRIPTION	AMOUNT
281230	09/10/07	03	DELL COMPUTER CORPOR	035	MAT/SUP/EQUIP TECHNO	\$2,327.37
281231	09/10/07	03	WESTERN PSYCHOLOGICA	010	MATERIALS AND SUPPLI	\$233.15
281232	09/10/07	03	RIVERSIDE PUBLISHING	010	MATERIALS AND SUPPLI	\$163.08
680018	08/29/07	03	TECH DEPOT	001	STORES	\$751.56
680019	08/29/07	03	SOUTHLAND ENVELOPE C	001	STORES	\$1,027.40
680020	08/30/07	03	ELGIN SCHOOL SUPPLY	001	STORES	\$670.36
680021	08/30/07	03	OFFICE DEPOT	001	STORES	\$774.93
680022	08/30/07	03	PIONEER STATIONERS I	001	STORES	\$640.98
680023	08/30/07	03	SOUTHWEST SCHOOL/OFF	001	STORES	\$578.85
780019	08/28/07	03	PACIFIC EARTH RESOUR	025	GROUNDS-REPAIR MATER	\$818.90
780022	08/28/07	03	MARK - COSTELLO COMP	025	REPAIRS BY VENDORS	\$500.00
780024	09/06/07	03	MARK - COSTELLO COMP	025	REPAIRS BY VENDORS	\$300.00
REPORT TOTAL						\$570,861.77

ITEM 15G

INSTANT MONEY REPORT FOR THE PERIOD 08/28/07 THROUGH 09/10/07

<i>Check #</i>	<i>Vendor</i>	<i>Amount</i>
10313	JOSTENS INC	\$36.92
	<i>Total</i>	<u>\$36.92</u>

ITEM 15G

Individual Membership Listings
For the Period of August 28, 2007 through September 10, 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: September 5, 2007

BOARD MEETING DATE: September 20, 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***

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. This revision proposal was presented for first read at the meeting of September 6, 2007.

RECOMMENDATION:

It is recommended that the Board approve Board Policy Revision #9220, *Bylaws of the Board / Governing Board Elections*, as written on the attached supplement

FUNDING SOURCE:

N/A

ITEM 16 / 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 125th 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.**

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 16 / PROPOSED

BYLAWS OF THE BOARD

9220

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.~~ **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

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 16 / PROPOSED

BYLAWS OF THE BOARD

9220

10400-10418 Consolidation of elections especially:
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
Bylaw Revised: October 5, 2006
Bylaw Revision DRAFT: March 1, 2007

San Dieguito Union High School District

INFORMATION REGARDING BOARD AGENDA ITEM

TO: BOARD OF TRUSTEES

DATE OF REPORT: September 5, 2007

BOARD MEETING DATE: September 20, 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

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. This revision proposal was presented for first read at the meeting of September 6, 2007.

RECOMMENDATION:

It is recommended that the Board approve Board Policy Revision #9223, *Bylaws of the Board / Filling Vacancies*, as written on the attached supplement

FUNDING SOURCE:

N/A

ITEM 17 / PROPOSED

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.

SAN DIEGUITO UNION HIGH SCHOOL DISTRICT

Bylaw Adopted: February 19, 2987

Bylaw Revised: February 18, 1988

Bylaw Revised: December 15, 1994

Bylaw Revision DRAFT: September 6, 2007

ITEM 17 / PROPOSED

BYLAWS OF THE BOARD

9223

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

SAN DIEGUITO UNION HIGH SCHOOL DISTRICT

Bylaw Adopted: February 19, 2987

Bylaw Revised: February 18, 1988

Bylaw Revised: December 15, 1994

Bylaw Revision DRAFT: September 6, 2007

ITEM 17 / PROPOSED

BYLAWS OF THE BOARD

9223

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.

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 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

SAN DIEGUITO UNION HIGH SCHOOL DISTRICT

Bylaw Adopted: February 19, 2987

Bylaw Revised: February 18, 1988

Bylaw Revised: December 15, 1994

Bylaw Revision DRAFT: September 6, 2007

ITEM 17 / PROPOSED

BYLAWS OF THE BOARD

9223

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 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

SAN DIEGUITO UNION HIGH SCHOOL DISTRICT

Bylaw Adopted: February 19, 2987

Bylaw Revised: February 18, 1988

Bylaw Revised: December 15, 1994

Bylaw Revision DRAFT: September 6, 2007

ITEM 17 / PROPOSED

BYLAWS OF THE BOARD

9223

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.

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
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)

SAN DIEGUITO UNION HIGH SCHOOL DISTRICT

Bylaw Adopted: February 19, 2987

Bylaw Revised: February 18, 1988

Bylaw Revised: December 15, 1994

Bylaw Revision DRAFT: September 6, 2007

ITEM 17 / PROPOSED

BYLAWS OF THE BOARD

9223

- 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: September 6, 2007

San Dieguito Union High School District

INFORMATION REGARDING BOARD AGENDA ITEM

TO: BOARD OF TRUSTEES

DATE OF REPORT: September 12, 2007

BOARD MEETING DATE: September 20, 2007

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

SUBMITTED BY: Peggy Lynch, Ed.D.
Superintendent

SUBJECT: Adopt 2007-08 District General Fund Fall Budget
Revision

EXECUTIVE SUMMARY

The Board of Trustees approved the Adopted Budget for 2007-08 on June 26, 2007, before the budget for the State of California was approved, and before the books were closed for 2006-07. At that time, certain assumptions were made and reviewed in the executive summary for the Adopted Budget. Since then, some things have changed and the purpose of this budget revision is to incorporate known values as well as update some estimates.

Revisions included in this Fall Budget Revision are:

- The beginning fund balance is changed as a result of closing the books for 2006-07. This is up by about \$3.4M.
- Increased enrollment over projections results in an increase in Average Daily Attendance (ADA) of 66 students. This will increase Revenue Limit income by about \$438K.
- Estimated increased ADA in Special Education will necessitate an additional \$300K transfer of revenue from unrestricted to restricted to support the program. This will lower encroachment.
- Estimated cost of encroachment is revised since budget adoption, down by \$402K, based on higher Special Ed. ADA and revised Special Ed. Transportation cost estimates.
- A line item has been added in the unrestricted reserves for carryover site formula budgets and gifts and donations of \$1.1M, which are considered reserved funds.
- Certificated salaries are also up due to increased enrollment. There are 14.53 FTE more teachers (Gen. Ed. 11.0, Special Ed. 1.0, Categorical 2.53) in Fall Revision from Adopted for a total of 601.39 FTE. Related salaries are up almost \$1.3M.
- Classified salaries are down slightly due to continued adjustments for Special Ed. Bus drivers and the revised route bidding process.
- Employee benefits are up by almost \$343K due to increased teacher FTE.
- Reserve has been increased from 4% to 4.5%.

The ending balance as of June 30, 2008 is now projected to be \$7.76M (unrestricted) with \$1.84M or 1.87% above the recommended minimum reserve of 4.5%

Summary:

Events have occurred since the district budget was adopted June 26, 2007: the State Budget has been approved; district books are closed as of June 30, 2007, giving an unaudited beginning balance for 2007-08; enrollment projections have been increased; adjustments have been made for increased staffing.

RECOMMENDATION:

It is recommended that the Board adopt the 2007-08 District General Fund Fall Budget Revision, as shown in the attached supplement.

FUNDING SOURCE:

N/A

General Fund Revenue & Expenditures - 2007-08 Fall Revision

ITEM 18

	2007-08 Adopted Budget			2007-08 Fall Revision			Change
	UNRESTRICTED	RESTRICTED	TOTAL	UNRESTRICTED	RESTRICTED	TOTAL	
PROJECTED INCOME							
Revenue Limit	76,752,374	2,044,436	78,796,810	76,890,594	2,344,436	79,235,030	438,220
Federal Income	0	2,496,952	2,496,952	0	2,496,952	2,496,952	0
Other State Income	2,286,992	6,936,986	9,223,978	2,286,992	6,936,986	9,223,978	0
Local Income	1,146,300	5,420,489	6,566,789	1,146,300	5,420,489	6,566,789	0
Transfers	40,000	0	40,000	40,000	0	40,000	0
Encroachment	(8,202,962)	8,202,962	0	(7,800,000)	7,800,000	0	0
TOTAL PROJECTED INCOME	72,022,704	25,101,825	97,124,529	72,563,886	24,998,863	97,562,749	438,220
PROJECTED EXPENDITURES							
Certificated Salaries	40,436,516	7,535,678	47,972,194	41,246,600	7,999,424	49,246,024	1,273,830
Classified Salaries	9,874,640	6,159,526	16,034,166	9,821,381	6,158,987	15,980,368	(53,798)
Benefits	12,874,094	4,206,443	17,080,537	13,258,871	4,173,389	17,432,260	351,723
Books & Supplies	2,827,031	3,082,176	5,909,207	2,827,031	3,082,176	5,909,207	0
Services & Operating Expenses	6,386,054	2,630,414	9,016,468	6,386,054	2,630,414	9,016,468	0
Capital Outlay	171,889	271,500	443,389	171,889	271,500	443,389	0
Other Outgo	(361,644)	835,070	473,426	(361,644)	835,070	473,426	0
TOTAL PROJECTED EXPENDITURES	72,208,580	24,720,807	96,929,387	73,350,182	25,150,960	98,501,142	1,571,755
Estimated Unspent as of June 30	0	1,025,333	1,025,333	0	1,025,333	1,025,333	0
Expenditures (over/under) Revenue	(185,876)	1,406,351	1,220,475	(786,296)	873,236	86,940	(1,133,535)
FUND BALANCE, RESERVES:							
Beginning Balance - July 1	4,460,662	4,851,259	9,311,921	8,547,199	4,223,763	12,770,962	3,459,041
Audit Adjustment/Restatements	0	0	0	0	0	0	0
Adjusted Beginning Balance	4,460,662	4,851,259	9,311,921	8,547,199	4,223,763	12,770,962	3,459,041
Projected Ending Balance - June 30	4,274,786	5,423,908	9,698,694	7,760,903	5,096,999	12,857,902	3,159,208
COMPONENTS OF THE ENDING BALANCE:							
Revolving Cash Fund 9130	30,000		30,000	30,000		30,000	0
Stores Inventory 9320	80,000		80,000	80,000		80,000	0
Recommended Min Reserve (4.0%)	3,877,175		3,877,175	0		0	(3,877,175)
Recommended Min Reserve (4.5%)	0		0	4,432,551		4,432,551	0
Other Commitments	275,000		275,000	275,000		275,000	0
Reserve for school site c/o, gifts, donations	0		0	1,100,000		1,100,000	1,100,000
Reserve for categorical programs		4,851,259	4,851,259		5,096,999	5,096,999	245,740
Total Components	4,262,175	4,851,259	9,113,435	5,917,551	5,096,999	11,014,550	1,901,115
RESERVE FOR ECONOMIC UNCERTAINTIES	12,610	572,649	585,259	1,843,352	0	1,843,352	1,258,093
	0.01%	0.59%	0.60%	1.87%	0.00%	1.87%	1.27%