

# 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, JULY 19, 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 contact 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, JULY 19, 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 .....5:30 PM
- 2. **Closed Session** ..... **5:35 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. To conference with legal counsel to discuss current or potential litigation
  - D. Superintendent Evaluation
- 3. **Regular Meeting / Open Session** .....**6:30 PM**
- 4. Pledge of Allegiance
- 5. Report Out of Closed Session
- 6. Approval of Minutes of the June 26, 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 ..... (No reports scheduled during summer break)
- 8. Board Member Reports ..... Trustees of the Board
- 9. Superintendent's Reports, Briefings and Legislative Updates ..... Peggy Lynch, Ed.D.
- 10. School Update ..... (no update scheduled)

**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.  
(No Donations or Field Trip Requests to report)

## 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.

### B. APPROVAL/RATIFICATION OF AGREEMENTS

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

1. Oz Court Reporting to provide court reporting services for a classified employee appeal hearing, during the period July 9, 2007 through July 30, 2007, for an amount not to exceed \$3,900.00, to be expended from the General Fund/Restricted 06-00.
2. John Calvin Jarboe to conduct an appeals hearing in the case of a classified employee, during the period July 1, 2007 through September 30, 2007, for an amount not to exceed \$7,200.00, to be expended from the General Fund/Restricted 06-00.

## 13. EDUCATIONAL SERVICES

### A. APPROVAL OF ROP DESIGNATED RESERVES

1. Approval of the designation of ROP reserves for 2007 – 08, as shown in the attached supplement.

## 14. PUPIL SERVICES

### A. APPROVAL/RATIFICATION OF AGREEMENTS

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

1. Magdalena Ecke Family YMCA for lease of facilities for special education PE classes, during the period July 3, 2007 through August 2, 2007, for an amount not to exceed \$280.00, to be expended from the General Fund/Restricted 06-00.

## 15. BUSINESS

### A. APPROVAL/RATIFICATION OF AGREEMENTS

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

1. Siemens Building Technologies, Inc. to provide preventative maintenance and technical support for the HVAC systems at La Costa Canyon High School, Canyon Crest Academy, and Carmel Valley Middle School, during the period July 1, 2007 through June 30, 2010, for an amount not to exceed \$38,256.00, to be expended from the General Fund 03-00.
2. Magdalena Ecke Family YMCA for lease of facilities for Torrey Pines 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 03-00.

- 3. American Appraisal Associates, Inc. to perform a fair market value appraisal of the San Dieguito Transportation Cooperative buses and minivans, during the period July 1, 2007 through August 15, 2007, for an amount not to exceed \$7,500.00, to be expended from the General Fund/Restricted 06-00.
- 4. County Superintendent of Schools for the District's participation and operation of Regional Occupational Program courses and services, during the period July 1, 2007 through June 30, 2008, costs not to exceed 8% of instructional program costs to be reimbursed by the County Superintendent of Schools.

B. APPROVAL/RATIFICATION OF AMENDMENT TO AGREEMENTS  
(No Amendment to Agreements to approve/ratify)

C. RATIFICATION OF CONTRACTS

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

- 1. TC Construction Company, Inc. for the Demolition of Buildings 130 & 140 at San Dieguito Academy project B2007-28, for an amount of \$27,830.00, to be expended from Mello Roos funds.
- 2. Bonsall Construction Services for the Relocate Modular Buildings from La Costa Canyon High School to San Dieguito Academy project B2007-29, for an amount of \$163,099.00, to be expended from Mello Roos funds.

D. APPROVAL OF CHANGE ORDERS  
(No Change Orders to approve)

E. ACCEPTANCE OF CONSTRUCTION PROJECTS  
(No Construction Projects to accept)

F. APPROVAL OF 2007-08 BELL SCHEDULES

- 1. Approve the 2007-08 school bell schedules for Carmel Valley, Diegueno, Earl Warren, Oak Crest middle schools, and Canyon Crest Academy, La Costa Canyon, San Dieguito Academy, Sunset Continuation and Torrey Pines high schools, as shown in the attached supplements.

G. 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 - 21)**

- 16. APPROVAL OF PROPOSED BOARD POLICY REVISION, #9310, *DEVELOPMENT, DISTRIBUTION AND MAINTENANCE OF POLICY MANUAL*  
Motion by \_\_\_\_\_, second by \_\_\_\_\_, to approve the proposed Board Policy Revision, #9310, as shown in the attached supplement.
- 17. APPROVAL OF PROPOSED BOARD POLICY REVISION, #9323, *MEETING CONDUCT*  
Motion by \_\_\_\_\_, second by \_\_\_\_\_, to approve the proposed Board Policy Revision, #9323, as shown in the attached supplement.
- 18. APPROVAL OF NEW BOARD POLICY PROPOSAL, #4216.3-67.11, *RISK MANAGEMENT TECHNICIAN CLASS DESCRIPTION*  
Motion by \_\_\_\_\_, second by \_\_\_\_\_, to approve new Board Policy Proposal, #4216.3-67.11, as shown in the attached supplement.
- 19. APPROVAL OF NEW BOARD POLICY PROPOSAL, #4216.3-51.8, *LEAD LIBRARY TECHNICIAN CLASS DESCRIPTION*  
Motion by \_\_\_\_\_, second by \_\_\_\_\_, to approve new Board Policy Proposal, #4216.3-51.8, as shown in the attached supplement.
- 20. ADOPTION OF RESOLUTIONS ESTABLISHING SPECIAL TAXES FOR 2007-2008 FISCAL YEAR  
Motion by \_\_\_\_\_, second by \_\_\_\_\_, to adopt the attached resolutions establishing Special Taxes Within Community Facilities District No.'s 94-2, 94-3, 95-2, 99-1, 99-2, 99-3, and 03-1, which increases the Alternate Prepayment Tax for single family, multi-family units, and commercial buildings per Lee Saylor Cost of Construction Index or Engineering News-Record Building Cost Index.
- 21. ADOPTION OF RESOLUTIONS LEVYING SPECIAL TAXES FOR 2007-2008 FISCAL YEAR  
Motion by \_\_\_\_\_, second by \_\_\_\_\_, to adopt the attached resolutions levying Special Taxes Within Community Facilities District No.'s 94-1, 94-2, 94-3, 95-1, 95-2, 99-1, 99-2, 99-3, and 03-1, and authorize the Auditor of San Diego County to levy taxes on all non-exempt property within each Community Facilities District.

**INFORMATION ITEMS.....(Items 22 – 34)**

- 22. Business Services Update ..... Steve Ma, Associate Superintendent
- 23. Educational Services Update ..... Rick Schmitt, Associate Superintendent
- 24. International Baccalaureate Update ..... Rick Schmitt
- 25. Board Policy Revision Proposal, First Read, #7311/1333, and New Administrative Regulation Proposal, #7311/1333/AR-1, *New Construction, Community Relations*, as shown in the attached supplement.
- 26. Board Policy Revision Proposal, First Read, #9321, *Closed Session Purposes and Agendas*, as shown in the attached supplement.
- 27. Board Administrative Regulation Revision Proposal, First Read, # 5116.1/AR-1, *Intradistrict / Open Enrollment*, as shown in the attached supplement.
- 28. Update on Coastal Commission Hearing re: SDA Height Limit

29. Contract Negotiations / SDFA ..... Terry King, Associate Superintendent  
Sunshine Statements from the District and SDFA, as shown in the attached supplement.
30. 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)
31. Future Agenda Items
32. 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
33. Report from Closed Session (if required)
  34. Adjournment of Meeting

*The next regularly scheduled Board Meeting will be held on **August 23, 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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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

TUESDAY, JUNE 26, 2007

SDUHSD DISTRICT OFFICE

BOARD RM 101

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

1. Call to Order / Public Comments .....(Agenda Item 1)  
There were no comments from the public presented.
2. **CLOSED SESSION .....(Agenda Item 2)**  
President Deanna Rich called the meeting to order at 5:30 PM on Thursday, June 7, 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. To conference with legal counsel to discuss current or potential litigation
  - D. Consideration and/or deliberation of student discipline matters (1 case)
  - E. Superintendent Evaluation

**REGULAR MEETING / OPEN SESSION**

Members in Attendance

Four Board Members present; one Board Member absent (Ms. Hergesheimer)  
(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  
David Bevilacqua, Executive Director, Finance  
Michael Taylor, Director, Finance

Frank Schlueter, Supervisor, Technology  
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)**

Mr. Steve Ma led the salute to the flag.

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

President Deanna Rich reported that the Board met in Closed Session and took action to expel student #494056 from June 15, 2007, through June 15, 2008, on a motion by Ms. Friedman and a second by Ms. Groth. **Motion unanimously carried.**

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

It was moved by Ms. Dalessandro, seconded by Ms. Friedman, that the Minutes of the June 7, 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. Groth reported on attending Canyon Crest Academy's Envision Awards, promotion ceremony for Earl Warren Middle School and graduation ceremony for La Costa Canyon High School.

Ms. Friedman attended Canyon Crest Academy's Envision Awards, a ceremony hosted by the D.A.'s office honoring Carmel Valley Middle School's E (Ethnicity) Club, which is approximately 150-large, Diegueño's Middle School's promotion ceremony, San Dieguito Academy's graduation, and a Leadership Academy conference.

Ms. Dalessandro attended Canyon Crest Academy's Envision Awards and commended Principal, Brian Kohn for his speech, an Encinitas Liaison Meeting, Carmel Valley Middle School's E Club recognition event, Torrey Pines High School's Graduation, and the end-of-year Management Team social.

Ms. Rich attended the promotion ceremony at Oak Crest Middle School and the graduation ceremonies at Torrey Pines and Sunset high schools.

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

Prior to her report, Dr. Lynch introduced Frank Schlueter, the district's Technology Supervisor, who proceeded to thank the Board publicly for their support of technology during his tenure here. Mr. Schlueter was recently hired as Technology Director for Glendale Unified School District. The Board of Trustees and Superintendent congratulated Mr. Schlueter on his new position as Director, stating that he would be greatly missed.

Dr. Lynch also presented calendar updates, upcoming activities and handed out a first draft of recommended Board meeting dates for 2008.

**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. Dalessandro, that all Consent Agenda Items 11 – 15 listed below be approved as written below. ***Motion unanimously carried.***

**11. SUPERINTENDENT**

- A. ACCEPTANCE OF GIFTS AND DONATIONS, 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.

B. APPROVAL/RATIFICATION OF AGREEMENTS

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

1. Azusa Pacific University for student teacher services, during the period July 1, 2007 through June 30, 2010.

C. APPROVAL OF DECLARATION OF NEED FOR FULLY QUALIFIED EDUCATORS

1. Approve the *Declaration of Need for Fully Qualified Educators*, in order to hire teachers on emergency credentials, as shown in the attached supplement. This is an annual renewal for the 2007 – 08 school year.

D. ADOPTION OF THE DISTRICT PLAN FOR COMMITTEE ON ASSIGNMENTS

1. Approve and adopt the *District Plan for Committee on Assignments*, as required by Education Code Section 44258.7, for the purpose of meeting to review requests for teachers to teach elective courses outside of their credentialed areas.

**13. EDUCATIONAL SERVICES**

A. APPROVAL OF CONSOLIDATED APPLICATION, PART 1

1. Approval of an annual two-part application for participating districts, which is required in order to receive federal and state categorical monies, as shown in the attached supplement.

B. ADOPTION OF VISUAL AND PERFORMING ARTS TEXTBOOKS

1. Approve the adoption of the recommended Visual and Performing Arts textbooks as shown in the attached supplement.

C. APPROVAL/RATIFICATION OF AGREEMENTS

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

1. Walroux Enterprises to provide grant writing, research, and reporting services, during the period July 1, 2007 through June 30, 2008, for an amount not to exceed \$60,000.00 plus mandatory conference travel expenses, to be expended from General Fund/Restricted 06-00.

#### **14. PUPIL SERVICES**

##### **A. APPROVAL OF INTERDISTRICT ATTENDANCE AGREEMENT BETWEEN OCEANSIDE UNIFIED SCHOOL DISTRICT AND SDUHSD**

Approve the attached Interdistrict Attendance Agreement as written for the 2007 / 2008 school year.

#### **15. BUSINESS**

##### **A. APPROVAL/RATIFICATION OF AGREEMENTS**

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

1. School Facility Consultants to provide special services and advice for the District, during the period July 1, 2007 through June 30, 2008, for an amount not to exceed \$25,000.00, to be expended from the Capital Facilities Fund 25-19.
2. San Diego County Superintendent of Schools/San Diego County Office of Education to provide credential services for Adult Education teachers, during the period July 1, 2007 through June 30, 2008, for an amount not to exceed \$293.00, to be expended from the Adult Education Fund 11-00.
3. Pinnacle Innovations, LLC to provide web page improvements and upgrades to the Torrey Pines High School web page and the Torrey Pines Staff Development web page, during the period July 1, 2007 through July 31, 2008, for an amount not to exceed \$4,000.00, to be expended from the General Fund/Restricted 06-00.
4. Roesling Nakamura Terada Architects to provide design, contract document preparation and construction administration support for the Off-site Work at Sunset High School project, during the period June 8, 2007 through June 30, 2008, for an amount of \$10,500.00 plus reimbursable expenses, to be expended from Mello Roos funds.
5. Circle Foods LLC to provide 12" and 10" flour tortillas, during the period July 1, 2007 through June 30, 2008, at the rate of \$1.38 and \$1.27 per dozen, respectively, to be expended from Cafeteria Fund 13-00.

##### **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. Pizza Hut, Inc. for personal pan pizza supply– north district, extending the contract period from July 1, 2007 through June 30, 2008, with no increase in the unit pricing, to be expended from the Cafeteria Fund 13-00.
2. Pizza Industries, dba Domino's Pizza for 8 cut pizza and personal pan pizza supply – south district, extending the contract period from July 1, 2007 through June 30, 2008, with an increase in the unit pricing, as allowed in the contract, to be expended from the Cafeteria Fund 13-00.
3. Mrs. Pizza, Inc. dba Domino's Pizza for 8 cut pizza supply – north district, extending the contract period from July 1, 2007 through June 30, 2008, with no increase in the unit pricing, to be expended from the Cafeteria Fund 13-00.

4. R and M Young, Inc. dba Round Table Pizza for breadstick supply – north district, extending the contract period from July 1, 2007 through June 30, 2008, with an increase in the unit pricing, as allowed in the contract, to be expended from the Cafeteria Fund 13-00.
5. Round Table Development Corporation for breadstick supply – south district, extending the contract period from July 1, 2007 through June 30, 2008, with an increase in the unit pricing, as allowed in the contract, to be expended from the Cafeteria Fund 13-00.
6. Del Mar Union School District extending the vended meal agreement for an additional one-year period from July 1, 2007 through June 30, 2008 and adding the provision of USDA approved snacks at \$0.60 each.

C. AWARD OF CONTRACTS

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

1. Palm Engineering Construction Company, Inc. for the Earl Warren Middle School Field and Track project B2007-24, for an amount of \$198,000.00, to be expended from the Capital Facilities Fund 25-19.
2. Healey Construction Company for the Torrey Pines High School Team Room Site Improvements project B2007-14, for an amount of \$174,285.00, to be expended from the Capital Facilities Fund 25-19 and the Torrey Pines High School Foundation.
3. Rancho Santa Fe Security Systems, Inc. for the Upgrade Security System at Diegueno Middle School project B2008-01, for an amount of \$19,945.00, to be expended from the Capital Facilities Fund 25-19.

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. Relocate CNG Fueling Station at the SDUHSD Transportation Facility project B2007-10, contract entered into with Kimmel Construction, increasing the contract time by 27 calendar days and decreasing the contract amount by \$2,000.00.

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. Relocate CNG Fueling Station at the SDUHSD Transportation Facility project B2007-10, contract entered into with Kimmel Construction.

F. AUTHORIZATION TO ADVERTISE FOR BIDS / APPROVE CONTRACTS AND AGREEMENTS

1. Authorize the Superintendent of Schools to direct the administration to advertise for any necessary bids, during the period July 1, 2007 through June 30, 2008.
2. Authorize the Superintendent of Schools or designee to approve entering into all contracts/agreements, during the period June 21, 2007 through August 31, 2007, and that the contracts/agreements be presented to the Board of Trustees for ratification at the next regularly scheduled meeting.

G. ADOPTION OF RESOLUTION AUTHORIZING SALE OF SURPLUS PERSONAL PROPERTY AND INSTRUCTIONAL SUPPLIES

Adopt the attached resolution authorizing the administration to sell surplus property on an as needed basis during the course of the 2007-08 fiscal year.

H. APPROVAL OF BUSINESS REPORTS

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

**DISCUSSION / ACTION ITEMS.....(Item 16 - 21)**

16. APPROVAL OF PROPOSED 2007-08 ANNUAL BUDGET / GENERAL FUND & SPECIAL FUNDS

A. PUBLIC HEARING

B. APPROVAL OF 2007-08 PROPOSED ANNUAL BUDGET / GENERAL FUND

It was moved by Ms. Dalessandro , seconded by Ms. Friedman, to approve and adopt the proposed 2007-08 Annual Budget for the General Fund, as shown in the attached supplement.

***Motion unanimously carried.***

C. APPROVAL OF 2007-08 PROPOSED ANNUAL BUDGET / SPECIAL FUNDS

It was moved by Ms. Dalessandro, seconded by Ms. Friedman, to approve the proposed 2007-08 Annual Budget for all the Special Funds, as shown in the attached supplements.

***Motion unanimously carried.***

17. APPROVAL OF BOARD POLICY REVISION #2000, *CONCEPTS AND ROLES IN ADMINISTRATION*

It was moved by Ms. Friedman, seconded by Ms. Groth, to approve the proposed Board Policy Revision #2000, as shown in the attached supplement.

***Motion unanimously carried.***

18. APPROVAL OF BOARD POLICY REVISION #9200, *LIMITS OF BOARD MEMBERS' AUTHORITY*

It was moved by Ms. Groth, seconded by Ms. Friedman, to approve the proposed Board Policy Revision #9200, as shown in the attached supplement.

***Motion unanimously carried.***

19. APPROVAL OF BOARD POLICY REVISION #4232, *RATES OF PAY FOR CLASSIFIED SUBSTITUTES, PROVISIONAL AND LIMITED-TERM EMPLOYEES*

It was moved by Ms. Dalessandro, seconded by Ms. Groth, to approve the proposed Board Policy Revision #4232, as shown in the attached supplement.

***Motion unanimously carried.***

20. APPROVAL OF BOARD POLICY REVISION #4216.3-37.1, *INTERPRETER FOR THE HEARING IMPAIRED, CLASS DESCRIPTION*

It was moved by Ms. Friedman, seconded by Ms. Groth, to approve the proposed Board Policy Revision #4216.3-37.1, as shown in the attached supplement.

***Motion unanimously carried.***

21. APPROVAL OF RESOLUTION REGARDING LAYOFF AND/OR REDUCTION IN HOURS

It was moved by Ms. Groth, seconded by Ms. Friedman, to approve the proposed resolution regarding the Layoff and/or Reduction in Hours, as shown in the attached supplement.

***Motion unanimously carried.***

**INFORMATION ITEMS.....(Items 22 - 35)**

- 22. Business Services Update ..... Steve Ma, Associate Superintendent  
Mr. Ma addressed multiple pending summer projects at the various facilities, stating that ongoing updates would follow within the next eight weeks as these projects progress.
- 23. Educational Services Update ..... Rick Schmitt, Associate Superintendent  
Mr. Schmitt gave an update on summer school including enrollment and attendance numbers, and an overall improvement in the centralization of summer school at the sites by hiring in-house administration for the summer.
- 24. Human Resources Update..... Terry King, Associate Superintendent  
Ms. King also reiterated the positive outcome of hiring in-house district administrators for summer school sites, and commended Mr. Albert Martin for his leadership role in the staffing process for summer school.

**BOARD POLICY REVISION PROPOSALS.....(Items 25 – 29)**

The following Board Policy Revision Proposals were presented as Information Items and will be resubmitted to the Board for approval on July 19, 2007:

- 25. Board Policy Revision Proposal, #9310, *Development, Distribution and Maintenance of Policy Manual*
- 26. Board Policy Revision Proposal, #9323, *Board Policies*
- 27. Board Policy Revision Proposal, #4244, 4344, 4444, and 4544, *Holiday Calendar*
- 28. New Board Policy Proposal, #4216.3-67.11, *Risk Management Technician, Class Description*
- 29. New Board Policy Proposal, #4216.3-51.8, *Lead Library Technician*
- 30. Strategic Plan 2007 – 2008 Priorities ..... Rick Schmitt  
Mr. Schmitt gave an update on the Strategic Plan Priorities for 2007-08 and spoke about the next steps, among them increasing the number of meetings per year (from two to three), continuing the building of more CTE programs, and an emphasis on improvements of the district’s current Homework Policy. Another project will be the implementation of the district’s Code of Ethics, which was recently created from input and collaboration by all sites. Mr. Schmitt will provide the Board with updates as the 2007-08 school year progresses.
- 31. Public Comments  
Mr. Leonard Steinberg, a representative of the *Concerned Homeowners Protecting La Costa Valley* Organization and community member, approached the Board about the current status of, and the district’s intentions pertaining to, the La Costa Valley property and requested that the district provide opportunity for an open discussion meeting in the near future.
- 32. Future Agenda Items - There were no further items to discuss.
- 33. Adjournment to Closed Session (if scheduled) – There was no Closed Session held.
- 34. Report from Closed Session – There was no report out of Closed Session
- 35. Adjournment of Meeting – The meeting was adjourned at 7:20 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:** July 11, 2007

**BOARD MEETING DATE:** July 19, 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  
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

ITEM 12A / CERTIFICATED REPT

**PERSONNEL LIST**

**CERTIFICATED PERSONNEL**

**Employment**

1. **Deanna Bernsen**, 40% Temporary School Psychologist for the 2007-08 school year, effective 8/20/07 through 6/12/08.
2. **William Detrich**, 80% Temporary Teacher for the 2007-08 school year, effective 8/20/07 through 6/12/08.
3. **Masayo Isogai**, Temporary Teacher, increase contract offer from 67% to 100% assignment for Semester I/2007-08, effective 8/20/07 through 1/25/08; Reduced Temporary contract to 67% Semester II/2007-08, effective 1/28/08 through 6/12/08.
4. **Whitney Myers**, Temporary Teacher, increase contract offer from 60% to 100% for the 2007-08 school year, effective 8/20/07 through 6/12/08.
5. **Aaron Nelson**, Temporary Teacher, increase contract offer from 60% to 100% for the 2007-08 school year, effective 8/20/07 through 6/12/08.
6. **Rigoberto Paz**, 67% Temporary Teacher for Semester I/2007-08, effective 8/20/07 through 1/25/08.
7. **Milan Perisic**, Probationary High School Assistant Principal beginning in the 2007-08 school year, effective 8/01/07.
8. **Steven Saylor**, 20% Temporary Teacher for the 2007-08 school year, effective 8/20/07 through 6/12/08.

dr  
**7/19/07**  
certbdagenda

## PERSONNEL LIST

ITEM 12A / CLASSIFIED REPT

### CLASSIFIED PERSONNEL

#### Employment

1. **Beeson, Julie**, Campus Supervisor-High School, effective 6/25/07
2. **Bucher, Patricia**, Instructional Assistant SpEd SH, effective 6/26/07 – 8/3/07
3. **Cavoulas, John**, Campus Supervisor-High School, effective 6/22/07 – 8/3/07
4. **Devers, Lamarr**, Custodian, effective 7/3/07
5. **Guerrero, Alex**, Custodian, effective 6/25/07 – 8/24/07
6. **Harvey, Tracy**, Custodian, effective 6/18/07 – 8/24/07
7. **Irwin, Jacqueline**, Instructional Assistant, effective 6/18/07 – 8/24/07
8. **LeFon, Mary**, Instructional Assistant SpEd SH, effective 7/2/07 – 8/30/07
9. **Medina, Mercedes**, Nutrition Services Assistant I, effective 6/11/07
10. **Ramos, Norma**, Instructional Assistant SpEd SH, effective 6/27/07 – 8/3/07
11. **Reyes, Hector**, Vehicle & Equipment Service Worker, effective 6/18/07
12. **Zeller, Shaylee**, Custodian, effective 7/10/07 – 8/17/07

#### Change in Assignment

1. **Lopez, Agustin**, from Custodian to Grounds Maintenance Worker I, effective 6/18/07 through 9/16/07
2. **Lopez, Javier**, from Custodial Supervisor to Executive Director Operations, effective 7/27/07 – 8/3/07
3. **Mitroff, Jim**, from Maintenance Supervisor to Executive Director Operations, effective 7/5/07 – 7/13/07

#### Resignation

mh  
7/19/07  
classbdagenda



# San Dieguito Union High School District

## INFORMATION REGARDING BOARD AGENDA ITEM

**TO:** BOARD OF TRUSTEES

**DATE OF REPORT:** July 10, 2007

**BOARD MEETING DATE:** July 19, 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/ HUMAN  
RESOURCES

-----

### EXECUTIVE SUMMARY

The attached Professional Services Report/Human Resources summarizes two contracts, totaling \$11,100.00, or as noted on the attachment.

### RECOMMENDATION:

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

### FUNDING SOURCE:

As noted on attached list.

## SAN DIEGUITO UNION HIGH SCHOOL DISTRICT

ITEM 12B

### HUMAN RESOURCES - PROFESSIONAL SERVICES REPORT

**Date: 07-19-07**

<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>
07/09/07 – 07/30/07	Oz Court Reporting	Provide court reporting services for a classified employee appeal hearing	General Fund/Restricted 06-00	\$3,900.00
07/01/07 – 09/30/07	John Calvin Jarboe	Conduct an appeals hearing in the case of a classified employee	General Fund/Restricted 06-00	\$7,200.00

# San Dieguito Union High School District

## INFORMATION REGARDING BOARD AGENDA ITEM

**TO:** BOARD OF TRUSTEES

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

**BOARD MEETING DATE:** July 19, 2007

**PREPARED AND  
SUBMITTED BY:** Rick Schmitt  
Associate Superintendent,  
Educational Services

**SUBJECT:** DESIGNATION OF ROP  
RESERVES, 2007-08

.....

### EXECUTIVE SUMMARY

The District has received an increased amount of ROP monies this year due to an acceleration and restructuring of the county ROP formula. This revised formula was approved through the county governance group that oversees ROP. This year, the carryover amount is approximately \$358,000. In order not to lose this money, the District must designate funds for future facilities or equipment purchases. Each of these equipment items has been approved by the subject area ROP advisory committee per ROP regulations.

### RECOMMENDATION:

It is recommended that the Board approve the designation of ROP reserves as written in the attached document.

### FUNDING SOURCE:

ROP Revenues

2006-2007 SDCOE-ROP ENDING BALANCE FUNDS ESTIMATE AND DESIGNATED RESERVES REPORT						
6.19.2007 0:00	San Dieguito Union H.S. District	XX				
				<b>Total ROP Revenues (1)</b>	<b>Fiscal Year Expenditures (1)</b>	<b>Estimated Ending Balance Funds (1)</b>
<b>The ending balance funds in the ROP program are estimated to be:</b>				\$1,359,459	\$1,001,671	\$357,788
						<b>Calculated Designated Reserves (2)</b>
<b>If the ending balance funds exceed 15% of the district's current year EXPENDITURES (2) the district will include those funds when the Board approves a declaration of designated reserves. The district plan for designated reserves is detailed below.</b>						a negative number indicates ending balance under 15% -\$6,971
<b>Designated Reserve Expenditure Plan (3)</b>						
Program Description	NARRATIVE AND TIMELINES	Site 6100	Facilities 6200	Equipment 4400 \$ 500-4,999	Equipment 6400 => 5 5,000	Total Planned Expenditures by Program
Auto Technology-TPHS	Wheel balancer, Snap On. 9/07 all				9,359	9,359
Auto Technology-TPHS	Parts Cleaner System.			3,851		3,851
Engineering Principles-LCC	Computer Furniture			4,838		4,838
Engineering Design/Dev-SDA	Computer Workstation			1,565		1,565
Engineering Design/Dev	Computer Workstation			1,565		1,565
Engineering Design/Dev	Computer Workstation			1,565		1,565
Engineering Design/Dev	Computer Workstation			1,565		1,565
CAD Drafting-TPHS	Computer Workstations, Dell (5)			1,420		1,420
CAD Drafting	Computer Workstation, Dell			1,420		1,420
CAD Drafting	Computer Workstation, Dell			1,420		1,420
CAD Drafting	Computer Workstation, Dell			1,420		1,420
CAD Drafting	Computer Workstation, Dell			1,420		1,420
CAD Drafting	Computer Workstation, Dell			1,420		1,420
CAD Drafting	Computer Workstation, Dell			1,420		1,420
CAD Drafting	Computer Workstation, Dell			1,420		1,420
CAD Drafting-all sites	Rapid Prototyping system, Dimension 1				21,550	
CAD Drafting-SDA	Computer Workstation, Dell			1,420		
CAD Drafting "	Computer Workstation, Dell			1,420		
CAD Drafting	Computer Workstation, Dell			1,420		
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CAD Drafting	Computer Workstation, Dell			1,420		



# San Dieguito Union High School District

## INFORMATION REGARDING BOARD AGENDA ITEM

**TO:** BOARD OF TRUSTEES

**DATE OF REPORT:** July 6, 2007

**BOARD MEETING DATE:** July 19, 2007

**PREPARED BY** Denise Levine, Executive Director

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

**SUBJECT:** APPROVAL/RATIFICATION OF  
INDEPENDENT CONTRACTOR  
AGREEMENT

.....

### EXECUTIVE SUMMARY

The attached Independent Contractor Agreements Report summarizes one contract that provides services for the Special Education Program and Special Education Students for the 2007-2008 school year.

### RECOMMENDATION

Approve/ratify entering into an Independent Contractor Agreement as shown on the attached report and authorize Eric Dill to execute all pertinent documents pertaining to this agreement, contingent upon receipt of the signed documents and verification of insurance coverage.

### FUNDING SOURCE

General Fund 06-00/Special Education Budget – Estimated \$280.00

PL/ddb  
Attachment

## SAN DIEGUITO UNION HIGH SCHOOL DISTRICT

### INDEPENDENT CONTRACTOR AGREEMENTS 2007-2008

Date: July 4, 2007

ITEM 14

Contract Effective Dates	Independent Contractor	Description of Services	Number of Students (Estimate)	Fee
7-3-07 To 8-2-07	Magdalena Ecke Family YMCA	Use of swimming facility for Adaptive PE Students	10+	\$280.00

# San Dieguito Union High School District

## INFORMATION REGARDING BOARD AGENDA ITEM

**TO:** BOARD OF TRUSTEES

**DATE OF REPORT:** July 10, 2007

**BOARD MEETING DATE:** July 19, 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 four contracts totaling \$50,156.00, 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.



**SAN DIEGUITO UNION HIGH SCHOOL DISTRICT**  
**BUSINESS - PROFESSIONAL SERVICES REPORT**

ITEM 15A  
**Date: 07-19-07**

<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>
07/01/07 – 06/30/10	Siemens Building Technologies, Inc.	Provide preventative maintenance and technical support for the HVAC systems at La Costa Canyon High School, Canyon Crest Academy, and Carmel Valley Middle School	General Fund 03-00	\$38,256.00
08/27/07 – 06/12/08	Magdalena Ecke Family YMCA	Lease of facilities for Torrey Pines High School off campus PE classes	General Fund 03-00	\$4,400.00
07/01/07 – 08/15/07	American Appraisal Associates, Inc.	Perform a fair market value appraisal of the San Dieguito Transportation Cooperative buses and minivans	General Fund/Restricted 06-00	\$7,500.00
07/01/07 - 06/30/08	County Superintendent of Schools	District participation and operation of Regional Occupational Program courses and services	Reimbursed by the County Superintendent of Schools	Not to exceed 8% of instructional program costs

# San Dieguito Union High School District

## INFORMATION REGARDING BOARD AGENDA ITEM

**TO:** BOARD OF TRUSTEES

**DATE OF REPORT:** July 9, 2007

**BOARD MEETING DATE:** July 19, 2007

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

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

**SUBJECT:** RATIFICATION OF CONTRACTS

-----

### EXECUTIVE SUMMARY

On June 26, 2007, bids for the following projects were opened: Demolition of Buildings 130 & 140 at San Dieguito Academy project B2007-28 and Relocate Modular Buildings from La Costa Canyon High School to San Dieguito Academy project B2007-29. The bid submittals were reviewed by District staff for compliance and determination of the lowest responsive and responsible bidder. A summary of bid submittals is attached.

As a result of the short time frame for these improvements to be in place and ready for site use, bids were approved and construction started. Staff is requesting the ratification of these two contracts.

### RECOMMENDATION:

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

1. TC Construction Company, Inc. for the Demolition of Buildings 130 & 140 at San Dieguito Academy project B2007-28, for an amount of \$27,830.00.
2. Bonsall Construction Services for the Relocate Modular Buildings Project from La Costa Canyon High School to San Dieguito Academy project B2007-29, for an amount of \$163,099.00.

### FUNDING SOURCE:

1. Mello Roos Funds
2. Mello Roos Funds

Bid Recap 6/26/07  
San Dieguito Union High School District

ITEM 15C

**Project: Demolition of Buildings 130 & 140 at San Dieguito Academy B2007-28**

<b>BIDDER</b>	<b>BID AMOUNT</b>	<b>BID BOND</b>	<b>DESIGNATION OF SUBS</b>	<b>NON-COLLUSION</b>
<b>Bonsall Construction Services</b>	<b>\$47,099</b>	<b>x</b>	<b>x</b>	<b>x</b>
<b>TC Construction Co., Inc.</b>	<b>\$27,830</b>	<b>x</b>	<b>x</b>	<b>x</b>
<b>Cement Cutting, Inc.</b>	<b>\$47,760</b>	<b>x</b>	<b>x</b>	<b>x</b>
<b>American Wrecking, Inc.</b>	<b>\$30,700</b>	<b>x</b>	<b>x</b>	<b>x</b>
<b>U.S. Construction, Inc.</b>	<b>\$85,500</b>	<b>x</b>	<b>x</b>	<b>x</b>



# San Dieguito Union High School District

## INFORMATION REGARDING BOARD AGENDA ITEM

**TO:** BOARD OF TRUSTEES

**DATE OF REPORT:** June 26, 2007

**BOARD MEETING DATE:** July 19, 2007

**PREPARED BY:** Joann Redman, Executive Assistant  
Stephen G. Ma, Assoc. Supt., Business

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

**SUBJECT:** APPROVAL OF 2007-08 BELL SCHEDULES

-----

### EXECUTIVE SUMMARY

State law requires local school district boards to approve school bell schedules as part of the instructional calendar. Attached are the school bell schedules for the 2007-08 school year for Carmel Valley, Diegueno, Earl Warren, and Oak Crest Middle Schools, and Canyon Crest Academy, La Costa Canyon, San Dieguito Academy, Sunset Continuation and Torrey Pines High Schools.

### RECOMMENDATION

It is recommended that the Board approve the 2007-08 school bell schedules for Carmel Valley, Diegueno, Earl Warren, Oak Crest Middle Schools, and Canyon Crest Academy, La Costa Canyon, San Dieguito Academy, Sunset Continuation, and Torrey Pines High Schools.

### FUNDING SOURCE

Not applicable.

jr  
Attachment

SAN DIEGUITO UNION HIGH SCHOOL DISTRICT  
BUSINESS SERVICES

ITEM 15F

ANNUAL INSTRUCTIONAL MINUTES

School	Minimum	99-00	00-01	01-02	02-03	03-04	04-05	05-06	06-07	07-08	+/- Min.
<b>Middle Schools:</b>											
Carmel Valley	<b>63,000</b>	63,580	64,140	64,140	63,425	63,425	63,405	63,380	63,250	63,255	255
Diegueno	<b>63,000</b>	63,770	63,770	63,765	63,750	63,765	63,790	64,280	63,740	63,740	740
Earl Warren	<b>63,000</b>	63,580	63,765	63,765	63,760	63,765	63,770	63,760	63,740	63,415	415
Oak Crest	<b>63,000</b>	63,770	63,407	63,407	63,367	63,765	63,770	63,755	63,270	63,270	270
<b>High Schools:</b>											
Canyon Crest Academy	<b>64,800</b>	0	0	0	0	0	66,960	67,900	67,880	67,536	2,736
La Costa Canyon	<b>64,800</b>	65,500	65,215	65,215	65,530	65,530	65,530	65,285	64,975	65,045	245
San Dieguito Academy	<b>64,800</b>	70,450	69,920	70,560	70,445	70,515	70,515	69,345	68,425	69,775	4,975
Torrey Pines	<b>64,800</b>	65,200	65,220	65,220	65,220	65,220	65,370	65,380	64,910	65,035	235
Sunset Cont.	<b>N/A</b>	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A

SAN DIEGUITO UNION HIGH SCHOOL DISTRICT  
BUSINESS SERVICES  
Carmel Valley Middle School

2007-08 Proposed Bell Schedule  
Single - Monday - 23 Days

ITEM 15F

Period	Start Time	End Time	Instructional Minutes	Passing	Start Time	End Time	Instructional Minutes	Total Instructional Minutes
1	8:30	9:25	0:55	1-2	9:25	9:30	0:05	1:00
2	9:30	10:20	0:50	2-3	10:20	10:25	0:05	0:55
3	10:25	11:15	0:50	3-4	11:15	11:20	0:05	0:55
4	11:20	12:10	0:50				0:00	0:50
Lunch	12:10	12:45	0:00	L-5	12:45	12:50	0:05	0:05
HR	12:50	1:15 PM	0:25				0:00	0:25
5	1:15 PM	2:05 PM	0:50	5-6	2:05 PM	2:10 PM	0:05	0:55
6	2:10 PM	3:05 PM	0:55				0:00	0:55
<b>TOTAL</b>			<b>5:35</b>				<b>0:25</b>	<b>6:00</b>

Block - Tuesdays & Thursday/Per. 1, 3, 5 - Wednesdays & Fridays/Per. 2, 4, 6 - 145 Days

Period	Start Time	End Time	Instructional Minutes	Passing	Start Time	End Time	Instructional Minutes	Total Instructional Minutes
Block A	8:30	10:20	1:50	Nutrition	10:20	10:25	0:00	1:50
			0:00	N-B	10:25	10:30	0:05	0:05
Block B	10:30	12:15	1:45				0:00	1:45
Lunch	12:15	12:50	0:00	L-SSR	12:50	12:55	0:05	0:05
SSR/HR	12:55	1:20 PM	0:25				0:00	0:25
Block C	1:20 PM	3:05 PM	1:45				0:00	1:45
<b>TOTAL</b>			<b>5:45</b>				<b>0:10</b>	<b>5:55</b>

Minimum - 2 Days 2007: December 20  
2008: June 12

Period	Start Time	End Time	Instructional Minutes	Passing	Start Time	End Time	Instructional Minutes	Total Instructional Minutes
1	8:30	9:10	0:40	1-2	9:10	9:15	0:05	0:45
2	9:15	9:50	0:35	2-3	9:50	9:55	0:05	0:40
3	9:55	10:30	0:35				0:00	0:35
Lunch	10:30	10:45	0:00	L-4	10:45	10:50	0:05	0:05
4	10:50	11:25	0:35	4-5	11:25	11:30	0:05	0:40
5	11:30	12:05	0:35	5-6	12:05	12:10	0:05	0:40
6	12:10	12:50	0:40				0:00	0:40
<b>TOTAL</b>			<b>3:40</b>				<b>0:25</b>	<b>4:05</b>

Assembly/Spirit Day - 1 Day

Period	Start Time	End Time	Instructional Minutes	Passing	Start Time	End Time	Instructional Minutes	Total Instructional Minutes
1	8:30	10:10	1:40	Nutrition	10:10	10:15	0:00	1:40
			0:00	N-3	10:15	10:20	0:05	0:05
3	10:20	12:00	1:40				0:00	1:40
Lunch	12:00	12:35	0:00	L-5	12:35	12:40	0:05	0:05
5 -Asbly	12:40	3:05 PM	2:25				0:00	2:25
<b>TOTAL</b>			<b>5:45</b>				<b>0:10</b>	<b>5:55</b>

SAN DIEGUITO UNION HIGH SCHOOL DISTRICT  
BUSINESS SERVICES  
Carmel Valley Middle School

ITEM 15F

2007-08 Proposed Bell Schedule (cont.)

Collaboration Days - 9 Days: Sept. 17, Oct. 15, Nov. 5, Dec. 10, Feb. 25, Mar. 24, Apr. 21, May 19

Period	Start Time	End Time	Instructional Minutes	Passing	Start Time	End Time	Instructional Minutes	Total Instructional Minutes
Collab.	8:25	9:20	0:00	Break	9:20	9:35	0:00	0:00
1	9:35	10:20	0:45	1-2	10:20	10:25	0:05	0:50
2	10:25	11:10	0:45	2-3	11:10	11:15	0:05	0:50
3	11:15	12:00	0:45				0:00	0:45
Lunch	12:00	12:35	0:00	L-4	12:35	12:40	0:05	0:05
4	12:40	1:25 PM	0:45	4-5	1:25 PM	1:30 PM	0:05	0:50
5	1:30 PM	2:15 PM	0:45	5-6	2:15 PM	2:20 PM	0:05	0:50
6	2:20 PM	3:05 PM	0:45				0:00	0:45
<b>TOTAL</b>			<b>4:30</b>				<b>0:25</b>	<b>4:55</b>

**Annual Instructional Minutes (SDUHSD Minimum = 63,000)**

	Class Time	Passing Time	Total	# of Days	Total Minutes
Collab.	270	25	295	9	2,655
Single Days	335	25	360	23	8,280
Block Days	345	10	355	145	51,475
Minimum Days	220	25	245	2	490
Asmbly/ Spirit Day	345	10	355	1	355
<b>Totals</b>	<b>1245</b>	<b>70</b>	<b>1315</b>	<b>180</b>	<b>63,255</b>



SAN DIEGUITO UNION HIGH SCHOOL DISTRICT  
BUSINESS SERVICES  
Diegueno Middle School

ITEM 15F

2007-08 Bell Schedule

Single - Monday, Tuesday & Friday - 100 Days

Period	Start Time	End Time	Instructional Minutes	Passing	Start Time	End Time	Instructional Minutes	Total Instructional Minutes
1	7:40	8:40	1:00	1-2	8:40	8:45	0:05	1:05
2	8:45	9:40	0:55	2-3	9:40	9:45	0:05	1:00
3	9:45	10:40	0:55	3-4	10:40	10:45	0:05	1:00
4	10:45	11:40	0:55				0:00	0:55
Lunch	11:40	12:15 PM	0:00	L-5	12:15 PM	12:20 PM	0:05	0:05
5	12:20 PM	1:15 PM	0:55	5-6	1:15 PM	1:20 PM	0:05	1:00
6	1:20 PM	2:15 PM	0:55				0:00	0:55
TOTAL			5:35				0:25	6:00

Block - Wednesdays & Thursday - 74 Days

Period	Start Time	End Time	Instructional Minutes	Passing	Start Time	End Time	Instructional Minutes	Total Instructional Minutes
Block 1/2	7:40	9:25	1:45	Nutrition	9:25	9:30	0:00	1:45
			0:00	N-3/4	9:30	9:35	0:05	0:05
Block 3/4	9:35	11:20	1:45				0:00	1:45
Lunch	11:20	11:55	0:00	L-SSR	11:55	12:00 PM	0:05	0:05
SSR	12:00 PM	12:30 PM	0:30				0:00	0:30
Block 5/6	12:30 PM	2:15 PM	1:45				0:00	1:45
TOTAL			5:45				0:10	5:55

Minimum - 5 Days

2007: September 18, October 16, December 20

2008: March 18, May 20

Period	Start Time	End Time	Instructional Minutes	Passing	Start Time	End Time	Instructional Minutes	Total Instructional Minutes
1	7:40	8:20	0:40	1-2	8:20	8:25	0:05	0:45
2	8:25	9:00	0:35	2-3	9:00	9:05	0:05	0:40
3	9:05	9:40	0:35				0:00	0:35
Break	9:40	9:55	0:00	B-4	9:55	10:00	0:05	0:05
4	10:00	10:35	0:35	4-5	10:35	10:40	0:05	0:40
5	10:40	11:15	0:35	5-6	11:15	11:20	0:05	0:40
6	11:20	12:00	0:40				0:00	0:40
TOTAL			3:40				0:25	4:05

SAN DIEGUITO UNION HIGH SCHOOL DISTRICT  
BUSINESS SERVICES  
Diegueno Middle School

ITEM 15F

Minimum - 1 Day

2008: June 12

Period	Start Time	End Time	Instructional Minutes	Passing	Start Time	End Time	Instructional Minutes	Total Instructional Minutes
1	7:40	8:20	0:40	1-2	8:20	8:25	0:05	0:45
2	8:25	9:00	0:35				0:00	0:35
Lunch	9:00	9:15	0:00	L-3	9:15	9:20	0:05	0:05
3	9:20	9:55	0:35	3-4	9:55	10:00	0:05	0:40
4	10:00	10:35	0:35	4-5	10:35	10:40	0:05	0:40
5	10:40	11:15	0:35	5-6	11:15	11:20	0:05	0:40
6	11:20	12:00	0:40				0:00	0:40
<b>TOTAL</b>			<b>3:40</b>				<b>0:25</b>	<b>4:05</b>

**Annual Instructional Minutes (SDUHSD Minimum = 63,000):**

	Class Time	Passing Time	Total	# of Days	Total Minutes
Single Days	335	25	360	100	36,000
Block Days	345	10	355	74	26,270
Minimum Days	220	25	245	6	1,470
<b>TOTAL</b>	<b>900</b>	<b>60</b>	<b>960</b>	<b>180</b>	<b>63,740</b>

SAN DIEGUITO UNION HIGH SCHOOL DISTRICT  
BUSINESS SERVICES  
Earl Warren Middle School

2007-08 Proposed Bell Schedule  
Single - Monday - 32 Days

ITEM 15F

Period	Start Time	End Time	Instructional Minutes	Passing	Start Time	End Time	Instructional Minutes	Total Instructional Minutes
1	7:40	8:35	0:55	1-2	8:35	8:40	0:05	1:00
2	8:40	9:30	0:50	2-3	9:30	9:35	0:05	0:55
3	9:35	10:25	0:50	3-4	10:25	10:30	0:05	0:55
4	10:30	11:20	0:50				0:00	0:50
Lunch	11:20	11:55	0:00	L-HR	11:55	12:00	0:05	0:05
Ac Perf	12:00	12:20	0:20				0:00	0:20
5	12:20	1:15 PM	0:55	5-6	1:15 PM	1:20 PM	0:05	1:00
6	1:20 PM	2:15 PM	0:55				0:00	0:55
<b>TOTAL</b>			<b>5:35</b>				<b>0:25</b>	<b>6:00</b>

Block - Tuesday, Wednesday, Thursday & Friday - 136 Days

Period	Start Time	End Time	Instructional Minutes	Passing	Start Time	End Time	Instructional Minutes	Total Instructional Minutes
Block 1/2	7:40	9:25	1:45	Nutrition	9:25	9:30	0:00	1:45
			0:00	N-1/2, 3/4	9:30	9:35	0:05	0:05
Block 3/4	9:35	11:20	1:45				0:00	1:45
Lunch	11:20	11:55	0:00	L-SSR	11:55	12:00	0:05	0:05
Ac Perf	12:00	12:30	0:30				0:00	0:30
Block 5/6	12:30	2:15 PM	1:45				0:00	1:45
<b>TOTAL</b>			<b>5:45</b>				<b>0:10</b>	<b>5:55</b>

Minimum - 6 Days

2007 September 19, October 24, December 20  
2008 March 5, April 30, June 13

Period	Start Time	End Time	Instructional Minutes	Passing	Start Time	End Time	Instructional Minutes	Total Instructional Minutes
1	7:40	8:20	0:40	1-2	8:20	8:25	0:05	0:45
2	8:25	9:00	0:35	2-3	9:00	9:05	0:05	0:40
3	9:05	9:40	0:35				0:00	0:35
Lunch	9:40	9:55	0:00	L-4	9:55	10:00	0:05	0:05
4	10:00	10:35	0:35	4-5	10:35	10:40	0:05	0:40
5	10:40	11:15	0:35	5-6	11:15	11:20	0:05	0:40
6	11:20	12:00	0:40				0:00	0:40
<b>TOTAL</b>			<b>3:40</b>				<b>0:25</b>	<b>4:05</b>

Assembly - 3 Days

Period	Start Time	End Time	Instructional Minutes	Passing	Start Time	End Time	Instructional Minutes	Total Instructional Minutes
1-7th Ably	7:40	8:30	0:50	1-1	8:30	8:35	0:05	0:55
1-8th Ably	8:35	9:20	0:45	1-2	9:20	9:25	0:05	0:50
2	9:25	10:10	0:45	2-3	10:10	10:15	0:05	0:50
3	10:15	11:00	0:45	3-4	11:00	11:05	0:05	0:50
4	11:05	11:50	0:45				0:00	0:45
Lunch	11:50	12:25	0:00	L-HR	12:25	12:30	0:05	0:05
Ac Perf	12:30	12:40	0:10	HR-5	12:40	12:45	0:05	0:15
5	12:45	1:30 PM	0:45	5-6	1:30 PM	1:35 PM	0:05	0:50
6	1:35 PM	2:15 PM	0:40				0:00	0:40
<b>TOTAL</b>			<b>5:25</b>				<b>0:35</b>	<b>6:00</b>

SAN DIEGUITO UNION HIGH SCHOOL DISTRICT  
 BUSINESS SERVICES  
 Earl Warren Middle School

ITEM 15F

2007-08 Bell Schedule (cont.)

**Annual Instructional Minutes (SDUHSD Minimum = 63,000):**

	Class Time	Passing Time	Total	# of Days	Total Minutes
Single Days	335	25	360	32	11,520
Assembly	325	35	360	3	1,080
Block Days	345	10	355	139	49,345
Minimum Days	220	25	245	6	1,470
<b>TOTAL</b>	<b>1225</b>	<b>95</b>	<b>1320</b>	<b>180</b>	<b>63,415</b>

SAN DIEGUITO UNION HIGH SCHOOL DISTRICT  
BUSINESS SERVICES  
Oak Crest Middle School

ITEM 15F

2007-08 Bell Schedule  
Single - Monday & Tuesday - 63 Days

Period	Start Time	End Time	Instructional Minutes	Passing	Start Time	End Time	Instructional Minutes	Total Instructional Minutes
1	7:40	8:35	0:55	1-2	8:35	8:40	0:05	1:00
2	8:40	9:35	0:55	Break	9:35	9:40	0:00	0:55
				2-3	9:40	9:45	0:05	0:05
3	9:45	10:40	0:55	3-4	10:40	10:45	0:05	1:00
4	10:45	11:40	0:55				0:00	0:55
Lunch	11:40	12:15 PM	0:00	L-5	12:15 PM	12:20 PM	0:05	0:05
5	12:20 PM	1:15 PM	0:55	5-6	1:15 PM	1:20 PM	0:05	1:00
6	1:20 PM	2:15 PM	0:55				0:00	0:55
TOTAL			5:30				0:25	5:55

Block - Wednesday & Thursday - 72 Days

Period	Start Time	End Time	Instructional Minutes	Passing	Start Time	End Time	Instructional Minutes	Total Instructional Minutes
1 or 2	7:40	9:35	1:55	Break	9:35	9:40	0:00	1:55
				B- 3/4	9:40	9:45	0:05	0:05
3 or 4	9:45	11:40	1:55				0:00	1:55
Lunch	11:40	12:15	0:00	L - 5/6	12:15	12:20	0:05	0:05
5 or 6	12:20	2:15 PM	1:55				0:00	1:55
TOTAL			5:45				0:10	5:55

Single - Friday - 33 Days

Period	Start Time	End Time	Instructional Minutes	Passing	Start Time	End Time	Instructional Minutes	Total Instructional Minutes
1	7:40	8:32	0:52	1-2	8:32	8:37	0:05	0:57
2	8:37	9:29	0:52	Break	9:29	9:34	0:00	0:52
				2-3	9:34	9:39	0:05	0:05
3	9:39	10:31	0:52	3-4	10:31	10:36	0:05	0:57
4	10:36	11:28	0:52				0:00	0:52
Wave	11:28	11:46	0:18				0:00	0:18
Lunch	11:46	12:21	0:00	L-5	12:21	12:26	0:05	0:05
5	12:26	1:18 PM	0:52	5-6	1:18 PM	1:23 PM	0:05	0:57
6	1:23 PM	2:15 PM	0:52				0:00	0:52
TOTAL			5:30				0:25	5:55

SAN DIEGUITO UNION HIGH SCHOOL DISTRICT  
BUSINESS SERVICES  
Oak Crest Middle School

ITEM 15F

2007-08 Bell Schedule (cont.)

Minimum - 6 Days    2007:    September 18, October 16, December 20  
2008:    March 18, May 20, June 13

Period	Start Time	End Time	Instructional Minutes	Passing	Start Time	End Time	Instructional Minutes	Total Instructional Minutes
1	7:40	8:20	0:40	1-2	8:20	8:25	0:05	0:45
2	8:25	9:00	0:35	2-3	9:00	9:05	0:05	0:40
3	9:05	9:40	0:35				0:00	0:35
Lunch	9:40	9:55	0:00	L-4	9:55	10:00	0:05	0:05
4	10:00	10:35	0:35	4-5	10:35	10:40	0:05	0:40
5	10:40	11:15	0:35	5-6	11:15	11:20	0:05	0:40
6	11:20	12:00	0:40				0:00	0:40
<b>TOTAL</b>			<b>3:40</b>				<b>0:25</b>	<b>4:05</b>

Double Assembly - 6 Days

Period	Start Time	End Time	Instructional Minutes	Passing	Start Time	End Time	Instructional Minutes	Total Instructional Minutes
1	7:40	8:25	0:45	1-2	8:25	8:30	0:05	0:50
1st Assby	8:30	9:25	0:55				0:00	0:55
2nd Assby	9:25	10:20	0:55	2-3	10:20	10:25	0:05	1:00
3	10:25	11:10	0:45				0:00	0:45
Lunch	11:10	11:45	0:00	L-4	11:45	11:50	0:05	0:05
4	11:50 AM	12:35 PM	0:45	4-5	12:35	12:40	0:05	0:50
5	12:40 PM	1:25 PM	0:45	5-6	1:25 PM	1:30 PM	0:05	0:50
6	1:30 PM	2:15 PM	0:45				0:00	0:45
<b>TOTAL</b>			<b>5:35</b>				<b>0:25</b>	<b>6:00</b>

**Annual Instructional Minutes (SDUHSD Minimum = 63,000)**

	Class Time	Passing Time	Total	# of Days	Total Minutes
Single	330	25	355	63	22,365
Block	345	10	355	72	25,560
Fridays	330	25	355	33	11,715
Minimum	220	25	245	6	1,470
Double Assembly	335	25	360	6	2,160
<b>Totals</b>	<b>1560</b>	<b>110</b>	<b>1670</b>	<b>180</b>	<b>63,270</b>

SAN DIEGUITO UNION HIGH SCHOOL DISTRICT  
BUSINESS SERVICES  
Canyon Crest Academy

ITEM 15F

2007-08 Proposed Bell Schedule

Monday, Tuesday, Thursday & Friday - 152 Days (including 2 testing days)

Period	Start Time	End Time	Instructional Minutes	Passing	Start Time	End Time	Instructional Minutes	Total Instructional Minutes
1	8:15	9:45	1:30	1-2	9:45	9:53	0:08	1:38
2	9:53	11:27	1:34				0:00	1:34
Lunch	11:27	11:59	0:00	L-3	11:59	12:07	0:08	0:08
3	12:07	1:37 PM	1:30	3-4	1:37 PM	1:45 PM	0:08	1:38
4	1:45 PM	3:15 PM	1:30				0:00	1:30
<b>TOTAL</b>			<b>6:04</b>				<b>0:24</b>	<b>6:28</b>

Wednesday (Late start - Collaboration) - 20 Days

Period	Start Time	End Time	Instructional Minutes	Passing	Start Time	End Time	Instructional Minutes	Total Instructional Minutes
1	9:15	10:30	1:15	1-2	10:30	10:38	0:08	1:23
2	10:38	11:57	1:19				0:00	1:19
Lunch	11:57	12:29	0:00	L-3	12:29	12:37	0:08	0:08
3	12:37	1:52 PM	1:15	3-4	1:52 PM	2:00 PM	0:08	1:23
4	2:00 PM	3:15 PM	1:15				0:00	1:15
<b>TOTAL</b>			<b>5:04</b>				<b>0:24</b>	<b>5:28</b>

Finals - 8 Days

Period	Start Time	End Time	Instructional Minutes	Passing	Start Time	End Time	Instructional Minutes	Total Instructional Minutes
1/2	8:15	10:15	2:00	Break	10:15	10:30	0:00	2:00
				B-3/4	10:30	10:40	0:10	0:10
3/4	10:40	12:40	2:00					2:00
<b>TOTAL</b>			<b>4:00</b>				<b>0:10</b>	<b>4:10</b>

**Annual Instructional Minutes (SDUHSD Minimum = 64,800):**

	Class Time	Passing Time	Total	# of Days	Total Minutes
Regular	364	24	388	152	58,976
Wednesday	304	24	328	20	6,560
Finals	240	10	250	8	2,000
<b>TOTAL</b>	<b>908</b>	<b>58</b>	<b>966</b>	<b>180</b>	<b>67,536</b>

SAN DIEGUITO UNION HIGH SCHOOL DISTRICT  
BUSINESS SERVICES

La Costa Canyon High School

ITEM 15F

2007-08 Proposed Bell Schedule - 60 minute Late Starts/2 Minimum Days Combination

Block - 155 Days

Period	Start Time	End Time	Instructional Minutes	Passing	Start Time	End Time	Instructional Minutes	Total Instructional Minutes
Block A	7:45	9:40	1:55	Break	9:40	9:45	0:00	1:55
			0:00	B-B	9:45	9:55	0:10	0:10
Block B	9:55	11:55	2:00					2:00
Lunch	11:55	12:25	0:00	L-C	12:25	12:35	0:10	0:10
Block C	12:35	2:30 PM	1:55					1:55
TOTAL			5:50				0:20	6:10

Single - 2 Days

Period	Start Time	End Time	Instructional Minutes	Passing	Start Time	End Time	Instructional Minutes	Total Instructional Minutes
1	7:45	8:35	0:50	1-2	8:35	8:45	0:10	1:00
2	8:45	9:35	0:50	Break	9:35	9:45	0:00	0:50
			0:00	B-3	9:45	9:55	0:10	0:10
3	9:55	10:55	1:00	3-4	10:55	11:05	0:10	1:10
4	11:05	11:55	0:50				0:00	0:50
Lunch	11:55	12:30	0:00	L-5	12:30	12:40	0:10	0:10
5	12:40	1:30 PM	0:50	5-6	1:30 PM	1:40 PM	0:10	1:00
6	1:40 PM	2:30 PM	0:50				0:00	0:50
TOTAL			5:10				0:50	6:00

Finals - 6 Days

Period	Start Time	End Time	Instructional Minutes	Passing	Start Time	End Time	Instructional Minutes	Total Instructional Minutes
Block A	7:45	9:45	2:00	Break	9:45	9:50	0:00	2:00
				B-2	9:50	10:00	0:10	0:10
Block B	10:00	12:00	2:00					2:00
TOTAL			4:00				0:10	4:10

Pep Rally - 5 Days

Period	Start Time	End Time	Instructional Minutes	Passing	Start Time	End Time	Instructional Minutes	Total Instructional Minutes
Block A	7:45	9:40	1:55					1:55
Pep Rally	9:40	9:55	0:15	P-B	9:55	10:05	0:10	0:25
Block B	10:05	12:00	1:55					1:55
Lunch	12:00	12:30	0:00	L-C	12:30	12:40	0:10	0:10
Block C	12:40	2:30 PM	1:50					1:50
TOTAL			5:55				0:20	6:15



SAN DIEGUITO UNION HIGH SCHOOL DISTRICT  
BUSINESS SERVICES  
La Costa Canyon High School

ITEM 15F

2007-08 LCC Bell Schedule (cont.)

Teacher Collaboration Days - 10 Days

Period	Start Time	End Time	Instructional Minutes	Passing	Start Time	End Time	Instructional Minutes	Total Instructional Minutes
Collab.	7:45	8:40	0:00				0:00	0:00
Block A	8:45	10:20	1:35	Break	10:20	10:25	0:00	1:35
			0:00	A-B	10:25	10:35	0:10	0:10
Block B	10:35	12:15	1:40					1:40
Lunch	12:15	12:45	0:00	B-C	12:45	12:55	0:10	0:10
Block C	12:55	2:30 PM	1:35					1:35
<b>TOTAL</b>			<b>4:50</b>				<b>0:20</b>	<b>5:10</b>

Minimum Days - 2 Days

Period	Start Time	End Time	Instructional Minutes	Passing	Start Time	End Time	Instructional Minutes	Total Instructional Minutes
Block A	7:45	9:00	1:15	A-B	9:00	9:10	0:10	1:25
Block B	9:10	10:30	1:20					1:20
Lunch	10:30	10:45	0:00	B-C	10:45	10:55	0:10	0:10
Block C	10:55	12:10 PM	1:15					1:15
<b>TOTAL</b>			<b>3:50</b>				<b>0:20</b>	<b>4:10</b>

Annual Instructional Minutes (SDUHSD Minimum = 64,800):

	Class Time	Passing Time	Total	# of Days	Total Minutes
Single	310	50	360	2	720
Block	350	20	370	155	57,350
Collabor.	290	20	310	10	3,100
Min Day	230	20	250	2	500
Pep Rally	355	20	375	5	1,875
Finals	240	10	250	6	1,500
<b>TOTAL</b>	<b>1775</b>	<b>140</b>	<b>1915</b>	<b>180</b>	<b>65,045</b>

SAN DIEGUITO UNION HIGH SCHOOL DISTRICT  
San Dieguito High School Academy 2007-08 Proposed Bell Schedule

ITEM 15F

Monday, Tuesday, Thursday, Friday - 130 Days

Period	Start Time	End Time	Instructional Minutes	Passing	Start Time	End Time	Instructional Minutes	Total Instructional Minutes
1	7:50	9:19	1:29					1:29
Break	9:19	9:24	0:00	B-HR	9:24	9:29	0:05	0:05
Homeroom	9:29	9:49	0:20	HR-2	9:49	9:54	0:05	0:25
2	9:54	11:23	1:29					1:29
Lunch	11:23	11:58	0:00	L-3	11:58	12:03	0:05	0:05
3	12:03	1:32 PM	1:29	3-4	1:32 PM	1:41 PM	0:09	1:38
4	1:41 PM	3:10 PM	1:29					1:29
<b>TOTAL</b>			<b>6:16</b>				<b>0:24</b>	<b>6:40</b>

Wednesday - 35 Days

Period	Start Time	End Time	Instructional Minutes	Passing	Start Time	End Time	Instructional Minutes	Total Instructional Minutes
1	7:50	9:19	1:29					1:29
Break	9:19	9:24	0:00	B-2	9:24	9:29	0:05	0:05
2	9:29	10:58	1:29					1:29
Lunch	10:58	11:58	0:00	L-3	11:58	12:03	0:05	0:05
3	12:03	1:32 PM	1:29	3-4	1:32 PM	1:41 PM	0:09	1:38
4	1:41 PM	3:10 PM	1:29					1:29
<b>TOTAL</b>			<b>5:56</b>				<b>0:19</b>	<b>6:15</b>

Minimum Days - 9 Days

2007: September 21, October 30, December 5  
2008: January 25, February 8, March 5, April 4, May 21, June 12

Period	Start Time	End Time	Instructional Minutes	Passing	Start Time	End Time	Instructional Minutes	Total Instructional Minutes
1	7:50	8:50	1:00	1-2	8:50	8:55	0:05	1:05
2	8:55	9:55	1:00				0:00	1:00
Break	9:55	10:10	0:00	B-3	10:10	10:15	0:05	0:05
3	10:15	11:15	1:00	3-4	11:15	11:20	0:05	1:05
4	11:20	12:15	0:55					0:55
<b>TOTAL</b>			<b>3:55</b>				<b>0:15</b>	<b>4:10</b>

Extended Homeroom/Assembly Schedule - 6 Days

Period	Start Time	End Time	Instructional Minutes	Passing	Start Time	End Time	Instructional Minutes	Total Instructional Minutes
1	7:50	9:15	1:25	1-Asbly	9:15	9:20	0:05	1:30
EHR/ Assembly	9:20	10:05	0:45	A-2	10:05	10:10	0:05	0:50
2	10:10	11:35	1:25				0:00	1:25
Lunch	11:35	12:10	0:00	L-3	12:10	12:15	0:05	0:05
3	12:15	1:38 PM	1:23	3-4	1:38 PM	1:47 PM	0:09	1:32
4	1:47 PM	3:10 PM	1:23					1:23
<b>TOTAL</b>			<b>6:21</b>				<b>0:24</b>	<b>6:45</b>

SAN DIEGUITO UNION HIGH SCHOOL DISTRICT  
San Dieguito High School Academy 2007-08 Proposed Bell Schedule

ITEM 15F

2007-08 SDA Proposed Bell Schedule

**Annual Instructional Minutes (SDUHSD Minimum = 64,800):**

	Class Time	Passing Time	Total	# of Days	Total Minutes
Regular	376	24	400	130	52,000
Extended HR/Assembly	381	19	400	6	2,400
Minimum	235	15	250	9	2,250
Mustang Hour	356	19	375	35	13,125
<b>TOTAL</b>	<b>1,348</b>	<b>77</b>	<b>1,425</b>	<b>180</b>	<b>69,775</b>

SAN DIEGUITO UNION HIGH SCHOOL DISTRICT  
BUSINESS SERVICES  
Sunset Continuation High School

ITEM 15F

2007-08 Bell Schedule

Monday - Friday

Period	Start Time	End Time	Instructional Minutes	Passing	Start Time	End Time	Instructional Minutes	Total Instructional Minutes
1	8:30	9:25	0:55	1-2	9:25	9:30	0:05	1:00
2	9:30	10:25	0:55	Break	10:25	10:45	0:00	0:55
			0:00	B-3	10:45	10:50	0:05	0:05
3	10:50	11:45	0:55	3-4	11:45	11:50	0:05	1:00
4	11:50	12:45	0:55				0:00	0:55
Lunch	12:45	1:00 PM	0:00	L-5	1:00 PM	1:05 PM	0:05	0:05
Optional 5	1:05 PM	2:00 PM	0:55				0:00	0:55
TOTAL			4:35				0:20	4:55

Minimum Days:

None

2007-08 Instructional Minutes = 53,100

SAN DIEGUITO UNION HIGH SCHOOL DISTRICT  
BUSINESS SERVICES  
Torrey Pines High School

2007-08 Proposed Bell Schedule  
Block - 161 Days

ITEM 15F

Period	Start Time	End Time	Instructional Minutes	Passing	Start Time	End Time	Instructional Minutes	Total Instructional Minutes
Block A	7:45	9:45	2:00	Break	9:45	9:50	0:00	2:00
			0:00	B-B	9:50	10:00	0:10	0:10
Block B	10:00	11:55	1:55					1:55
Lunch	11:55	12:25	0:00	L-C	12:25	12:35	0:10	0:10
Block C	12:35	2:30 PM	1:55					1:55
<b>TOTAL</b>			<b>5:50</b>				<b>0:20</b>	<b>6:10</b>

Single - 2 Days

Period	Start Time	End Time	Instructional Minutes	Passing	Start Time	End Time	Instructional Minutes	Total Instructional Minutes
1	7:45	8:40	0:55	1-3	8:40	8:45	0:05	1:00
3	8:45	9:40	0:55	Break	9:40	9:50	0:00	0:55
				B-5	9:50	9:55	0:05	0:05
5	9:55	10:50	0:55	5-2	10:50	10:55	0:05	1:00
2	10:55	11:50	0:55				0:00	0:55
Lunch	11:55	12:25	0:00	L-4	12:25	12:35	0:10	0:10
4	12:35	1:30 PM	0:55	4-6	1:30 PM	1:35 PM	0:05	1:00
6	1:35 PM	2:30 PM	0:55					0:55
<b>TOTAL</b>			<b>5:30</b>				<b>0:30</b>	<b>6:00</b>

Late Start Days - 11    2007:    September 12, 13, October 16, December 11, 12  
2008:    February 21, 22, March 12, 13, May 22, 23

Period	Start Time	End Time	Instructional Minutes	Passing	Start Time	End Time	Instructional Minutes	Total Instructional Minutes
1 or 2	9:00	10:35	1:35	Break	10:35	10:40	0:00	1:35
				1/2-3/4	10:40	10:50	0:10	0:10
3 or 4	10:50	12:20	1:30				0:00	1:30
Lunch	12:20	12:55	0:00	L-5/6	12:50	1:00 PM	0:10	0:10
5 or 6	1:00 PM	2:30 PM	1:30				0:00	1:30
<b>TOTAL</b>			<b>4:35</b>				<b>0:20</b>	<b>4:55</b>

Finals - 6 Days

Period	Start Time	End Time	Instructional Minutes	Passing	Start Time	End Time	Instructional Minutes	Total Instructional Minutes
Class	7:45	9:45	2:00	Break	9:45	9:50	0:00	2:00
				B-Class	9:50	10:00	0:10	0:10
Class	10:00	12:00	2:00					2:00
<b>TOTAL</b>			<b>4:00</b>				<b>0:10</b>	<b>4:10</b>

SAN DIEGUITO UNION HIGH SCHOOL DISTRICT  
BUSINESS SERVICES  
Torrey Pines High School

2007-08 Proposed Bell Schedule (cont.)

ITEM 15F

**Annual Instructional Minutes (SDUHSD Minimum = 64,800):**

	Class Time	Passing Time	Total	# of Days	Total Minutes
Single	330	30	360	2	720
Block	350	20	370	161	59,570
Late Start	275	20	295	11	3,245
Finals	240	10	250	6	1,500
<b>TOTAL</b>	<b>1195</b>	<b>80</b>	<b>1275</b>	<b>180</b>	<b>65,035</b>

# San Dieguito Union High School District

## INFORMATION REGARDING BOARD AGENDA ITEM

**TO:** BOARD OF TRUSTEES

**DATE OF REPORT:** June 15,, 2007

**BOARD MEETING DATE:** June 26 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

SAN DIEGUITO UNION HIGH  
FROM 06/15/07 THRU 07/09/07

ITEM 15G

PO NBR	DATE	FUND	VENDOR	LOC	DESCRIPTION	AMOUNT
274424	06/15/07	13	JURMAN'S EMERGENCY T	031	CONFERENCE,WORKSHOP,	\$225.00
274425	06/15/07	67-30	NARZISI, JOANIE	037	OTHER SERV.& OPER.EX	\$185.00
274429	06/15/07	06	MINUTEMAN PRESS - SA	005	PRINTING	\$404.06
274430	06/15/07	06	TSAO, JULIA	030	PAY IN LIEU OF TRANS	\$300.00
274431	06/15/07	06	DANDELIONS FLORIST	005	MATERIALS AND SUPPLI	\$280.15
274432	06/15/07	06	A ACTION AWARDS	005	MATERIALS AND SUPPLI	\$53.88
274433	06/15/07	03	SAN DIEGUITO UHSD CA	026	MATERIALS AND SUPPLI	\$124.83
274434	06/15/07	03	SAN DIEGUITO UHSD CA	012	MATERIALS AND SUPPLI	\$902.30
274435	06/15/07	03	SAN DIEGUITO UHSD CA	012	MATERIALS AND SUPPLI	\$329.87
274436	06/19/07	03	SAN DIEGUITO UHSD CA	020	MATERIALS AND SUPPLI	\$17.46
274437	06/19/07	03	SAN DIEGUITO UHSD CA	020	MATERIALS AND SUPPLI	\$49.78
274438	06/19/07	03	SAN DIEGUITO UHSD CA	020	MATERIALS AND SUPPLI	\$183.18
274439	06/19/07	03	SAN DIEGUITO UHSD CA	020	MATERIALS AND SUPPLI	\$50.43
274440	06/19/07	03	SAN DIEGUITO UHSD CA	020	MATERIALS AND SUPPLI	\$44.68
274441	06/19/07	06	ADORAMA CAMERA INC	005	SOFTWARE/DP SUPPLIES	\$265.79
274442	06/19/07	03	SEHI-PROCOMP COMPUTE	010	MATERIALS AND SUPPLI	\$339.02
274443	06/20/07	03	OFFICE DEPOT	032	MATERIALS AND SUPPLI	\$63.68
274444	06/20/07	06	BRAINPOP LLC	010	MATERIALS AND SUPPLI	\$1,596.00
274445	06/20/07	03	BOWKER, R R	010	LIC/SOFTWARE	\$480.82
274446	06/20/07	03	E B S C O PUBLISHING	010	MATERIALS AND SUPPLI	\$350.00
274447	06/20/07	03	SUBSCRIPTION SERVICE	010	MATERIALS AND SUPPLI	\$888.27
274448	06/20/07	03	PROQUEST	010	LIC/SOFTWARE	\$785.00
274449	06/20/07	03/06	THOMSON/GALE	010	MATERIALS AND SUPPLI	\$6,208.13
274450	06/21/07	03	SAN DIEGUITO UHSD CA	021	MATERIALS AND SUPPLI	\$62.50
274451	06/21/07	06	TROXELL COMMUNICATIO	010	MATERIALS AND SUPPLI	\$1,646.03
274452	06/21/07	03	BARNES & NOBLE BOOKS	010	MATERIALS AND SUPPLI	\$24.23
274454	06/22/07	03	SOUTHWEST PLASTIC BI	024	MATERIALS AND SUPPLI	\$376.69
274455	06/25/07	06	B AND H PHOTO-VIDEO-	013	MATERIALS AND SUPPLI	\$2,779.63
274456	06/25/07	03	R J SAFETY COMPANY I	004	MATERIALS AND SUPPLI	\$668.05
274457	06/25/07	06	GROSSMONT UNION H S	028	PROF/CONSULT./OPER E	\$1,350.00
274458	06/26/07	25-19	NORTH COUNTY TIMES	036	IMPROVEMENT	\$312.26
274460	06/27/07	03	SAN DIEGUITO UHSD CA	020	MATERIALS AND SUPPLI	\$170.25
274461	06/28/07	06	AMERICAN APPRAISAL A	028	PROF/CONSULT./OPER E	\$5,000.00
280001	06/15/07	03	GREAT SCOTT TREE SER	025	OTHER SERV.& OPER.EX	\$15,329.50
280002	06/15/07	03	GREAT SCOTT TREE SER	025	OTHER SERV.& OPER.EX	\$3,699.50
280003	06/15/07	25-19	COR - O - VAN	025	IMPROVEMENT	\$8,222.33
280004	06/15/07	25-19	FRONTIER FENCE COMPA	025	LAND IMPROVEMENTS	\$3,168.00
280005	06/15/07	25-19	FRONTIER FENCE COMPA	025	NON CAPITALIZED EQUI	\$3,977.00
280006	06/15/07	25-19	FRONTIER FENCE COMPA	025	LAND IMPROVEMENTS	\$11,748.00
280007	06/20/07	25-19	DELL COMPUTER CORPOR	025	TECHNOLOGY EQUIPMENT	\$1,093.88
280008	06/21/07	03	AMERICAN FENCE & SEC	025	RENTS & LEASES	\$7,954.00
280009	06/21/07	25-18	INTERIOR WALL SYSTEM	025	REPAIRS BY VENDORS	\$3,816.00
280010	06/21/07	25-18	COLLINS & AIKMAN FLO	025	REPAIRS BY VENDORS	\$16,437.33
280011	06/21/07	25-18	COLLINS & AIKMAN FLO	025	REPAIRS BY VENDORS	\$3,101.73
280012	06/21/07	14	COLLINS & AIKMAN FLO	025	REPAIRS BY VENDORS	\$6,933.90
280013	06/21/07	25-19	COLLINS & AIKMAN FLO	025	TECHNOLOGY EQUIPMENT	\$8,323.45
280014	06/21/07	03	SEASIDE HEATING AND	025	REPAIRS BY VENDORS	\$6,130.00
280015	06/21/07	03	HYDRO PLANT INC	025	OTHER SERV.& OPER.EX	\$4,272.00
280016	06/21/07	03	BARKSHIRE LASER LEVE	025	OTHER SERV.& OPER.EX	\$5,600.00
280017	06/21/07	14	ACME AWNING AND CANV	025	REPAIRS BY VENDORS	\$10,930.25
280018	06/21/07	03	PACIFIC EARTH RESOUR	025	REPAIRS BY VENDORS	\$8,800.00
280019	06/22/07	03	XEROX CORPORATION	014	RENTS & LEASES	\$6,907.45
280020	06/22/07	03	XEROX CORPORATION	014	RENTS & LEASES	\$9,394.01
280021	06/22/07	03	XEROX CORPORATION	014	RENTS & LEASES	\$3,292.88
280022	06/22/07	03	XEROX CORPORATION	014	RENTS & LEASES	\$13,715.82



SAN DIEGUITO UNION HIGH  
FROM 06/15/07 THRU 07/09/07

ITEM 15G

PO NBR	DATE	FUND	VENDOR	LOC	DESCRIPTION	AMOUNT
280023	06/22/07	11	XEROX CORPORATION	009	REPAIRS BY VENDORS	\$422.27
280024	06/22/07	25-18	COLLINS & AIKMAN FLO	025	NEW CONSTRUCTION	\$9,562.17
280025	06/25/07	03	HASLER, INC	029	RENTS & LEASES	\$775.80
280026	06/25/07	03	XEROX CORPORATION	012	RENTS & LEASES	\$31,552.00
280027	06/25/07	03	XEROX CORPORATION	008	RENTS & LEASES	\$22,334.72
280028	06/25/07	03	XEROX CORPORATION	025	RENTS & LEASES	\$2,314.75
280029	06/25/07	03	XEROX CORPORATION	021	RENTS & LEASES	\$5,616.59
280030	06/25/07	03	XEROX CORPORATION	036	RENTS & LEASES	\$3,048.52
280031	06/25/07	03	XEROX CORPORATION	024	RENTS & LEASES	\$5,008.56
280032	06/25/07	03/06	XEROX CORPORATION	032	RENTS & LEASES	\$4,237.46
280033	06/25/07	03	BAYSCAN TECHNOLOGIES	035	MATERIALS AND SUPPLI	\$1,249.90
280034	06/25/07	25-19	AMERICAN WRECKING, I	025	IMPROVEMENT	\$13,000.00
280035	06/26/07	03	XEROX CORPORATION	001	RENTS & LEASES	\$24,350.27
280036	06/26/07	03	XEROX CORPORATION	022	RENTS & LEASES	\$4,641.19
280037	06/26/07	03	XEROX CORPORATION	030	RENTS & LEASES	\$3,019.69
280038	06/26/07	03	XEROX CORPORATION	003	RENTS & LEASES	\$13,392.60
280039	06/26/07	03	XEROX CORPORATION	010	RENTS & LEASES	\$913.87
280040	06/26/07	03	XEROX CORPORATION	010	RENTS & LEASES	\$37,615.52
280041	06/26/07	03	XEROX CORPORATION	007	RENTS & LEASES	\$3,952.18
280042	06/26/07	13	XEROX CORPORATION	031	RENTS & LEASES	\$2,376.60
280043	06/26/07	03	XEROX CORPORATION	001	RENTS & LEASES	\$4,051.74
280044	06/26/07	03/06	XEROX CORPORATION	033	RENTS & LEASES	\$2,902.79
280045	06/26/07	06	XEROX CORPORATION	033	RENTS & LEASES	\$3,722.89
280046	06/27/07	03	GREAT SCOTT TREE SER	025	OTHER SERV.& OPER.EX	\$5,401.00
280047	06/27/07	03	AZTEC TECHNOLOGY COR	025	OTHER SERV.& OPER.EX	\$125.00
280048	06/27/07	03	PACIFIC EARTH RESOUR	025	REPAIRS BY VENDORS	\$9,240.00
280049	06/27/07	03	XEROX CORPORATION	013	RENTS & LEASES	\$21,608.70
280050	06/27/07	06	XEROX CORPORATION	030	RENTS & LEASES	\$2,627.28
280051	06/27/07	03	XEROX CORPORATION	006	RENTS & LEASES	\$3,552.18
280052	06/27/07	03	XEROX CORPORATION	005	RENTS & LEASES	\$26,955.50
280053	06/28/07	25-19	ADVANCED CALL PROCES	025	TECHNOLOGY EQUIPMENT	\$7,790.33
280054	06/28/07	03	GREAT SCOTT TREE SER	025	OTHER SERV.& OPER.EX	\$9,320.00
280055	06/28/07	03	GREAT SCOTT TREE SER	025	OTHER SERV.& OPER.EX	\$5,666.00
280056	06/28/07	25-19	FRONTIER FENCE COMPA	025	LAND IMPROVEMENTS	\$1,890.90
280057	06/28/07	03	PRENTICE HALL/REGENT	012	TEXTBOOKS	\$72,797.52
280058	06/28/07	25-19	INTERIOR WALL SYSTEM	025	OTHER SERV.& OPER.EX	\$4,715.00
280059	06/28/07	03	XEROX CORPORATION	005	RENTS & LEASES	\$36,861.41
280060	06/28/07	03	COLLEGE BOARD	010	MATERIALS AND SUPPLI	\$50.00
280061	06/28/07	03	XEROX CORPORATION	005	RENTS & LEASES	\$5,855.60
280062	06/28/07	06	XEROX CORPORATION	028	RENTS & LEASES	\$3,367.20
280063	06/29/07	03	DEMCO INC	008	MATERIALS AND SUPPLI	\$2,070.42
280064	06/29/07	03	DEMCO INC	012	MATERIALS AND SUPPLI	\$2,661.96
280065	06/29/07	03	DEMCO INC	010	MATERIALS AND SUPPLI	\$2,957.74
280066	06/29/07	03	DEMCO INC	013	MATERIALS AND SUPPLI	\$2,366.19
280067	06/29/07	03	DEMCO INC	014	MATERIALS AND SUPPLI	\$3,549.29
280068	06/29/07	03	DEMCO INC	005	MATERIALS AND SUPPLI	\$4,732.38
280069	06/29/07	03	DEMCO INC	003	MATERIALS AND SUPPLI	\$1,478.87
280070	06/29/07	03	DEMCO INC	004	MATERIALS AND SUPPLI	\$1,774.64
280072	07/03/07	11	XEROX CORPORATION	009	RENTS & LEASES	\$4,655.58
280073	07/03/07	03	SAN DIEGUITO UHSD CA	012	MATERIALS AND SUPPLI	\$173.23
280074	07/03/07	03	XEROX CORPORATION	010	REPAIRS BY VENDORS	\$363.46
280075	07/03/07	03	COMPUSOURCE/ADB ENTE	035	SOFTWARE/DP SUPPLIES	\$2,050.00
280076	07/03/07	03	COMPUSOURCE/ADB ENTE	035	SOFTWARE/DP SUPPLIES	\$1,000.00
280077	07/03/07	03	COMPUSOURCE/ADB ENTE	035	SOFTWARE/DP SUPPLIES	\$400.00
280078	07/03/07	03	COMPUSOURCE/ADB ENTE	035	SOFTWARE/DP SUPPLIES	\$2,000.00

SAN DIEGUITO UNION HIGH  
FROM 06/15/07 THRU 07/09/07

ITEM 15G

PO NBR	DATE	FUND	VENDOR	LOC	DESCRIPTION	AMOUNT
280079	07/03/07	03	COMPUSOURCE/ADB ENTE	035	SOFTWARE/DP SUPPLIES	\$700.00
280080	07/03/07	03	COMPUSOURCE/ADB ENTE	035	SOFTWARE/DP SUPPLIES	\$3,000.00
280081	07/03/07	03	COMPUSOURCE/ADB ENTE	035	SOFTWARE/DP SUPPLIES	\$1,100.00
280082	07/03/07	03	COMPUSOURCE/ADB ENTE	035	SOFTWARE/DP SUPPLIES	\$2,000.00
280083	07/03/07	11	COMPUSOURCE/ADB ENTE	035	SOFTWARE/DP SUPPLIES	\$500.00
280084	07/03/07	03	COMPUSOURCE/ADB ENTE	035	SOFTWARE/DP SUPPLIES	\$2,000.00
280085	07/03/07	03	COMPUSOURCE/ADB ENTE	035	SOFTWARE/DP SUPPLIES	\$1,000.00
280086	07/03/07	06	COMPUSOURCE/ADB ENTE	035	SOFTWARE/DP SUPPLIES	\$1,000.00
280087	07/03/07	06	COMPUSOURCE/ADB ENTE	035	SOFTWARE/DP SUPPLIES	\$500.00
280088	07/03/07	03	COMPUSOURCE/ADB ENTE	035	SOFTWARE/DP SUPPLIES	\$2,000.00
280089	07/03/07	03	SAN DIEGUITO UHSD CA	035	MATERIALS AND SUPPLI	\$500.00
280090	07/03/07	03	HOME DEPOT	035	OFFICE SUPPLIES	\$500.00
280091	07/05/07	03	TECHNOLOGY INTEGRATI	035	LIC/SOFTWARE	\$4,575.52
280092	07/05/07	03	DELL COMPUTER CORPOR	035	MAT/SUP/EQUIP TECHNO	\$882.47
280093	07/06/07	03	AGRICULTURAL SUPPLY	025	GARDENING SUPPLIES	\$37,000.00
280094	07/06/07	06	ALLIED REFRIGERATION	025	BLDG.-REPAIR MATERIA	\$10,000.00
280095	07/06/07	03/06	DIXIELINE LUMBER COM	025	BLDG.-REPAIR MATERIA	\$20,000.00
280096	07/06/07	03	DUNN EDWARDS CORP	025	BLDG.-REPAIR MATERIA	\$18,000.00
280097	07/06/07	03	EL CAMINO RENTAL	025	RENTS & LEASES	\$8,000.00
280098	07/06/07	03/06	GRAINGER, WW INC	025	BLDG.-REPAIR MATERIA	\$38,500.00
280099	07/06/07	03/06	HOME DEPOT	025	BLDG.-REPAIR MATERIA	\$30,000.00
280100	07/06/07	03	HYDROSCAPE PRODUCTS	025	GROUNDS-REPAIR MATER	\$24,000.00
280101	07/06/07	03	SHELL CAR WASH & EXP	025	GASOLINE SUPPLIES	\$10,000.00
280102	07/06/07	03	US AIR CONDITIONING	025	BLDG.-REPAIR MATERIA	\$16,000.00
280103	07/06/07	03	L B CONCRETE	025	OTHER SERV.& OPER.EX	\$1,900.00
280104	07/06/07	03	RANCHO SANTA FE SEC	025	OTHER SERV.& OPER.EX	\$16,293.00
280105	07/06/07	03	CA DEPT TOXIC SUBSTA	037	FEES - ADMISSIONS, T	\$2,552.50
280106	07/06/07	03	COUNTY OF SAN DIEGO	037	FEES - ADMISSIONS, T	\$703.00
280107	07/06/07	03	COUNTY OF SAN DIEGO	037	FEES - ADMISSIONS, T	\$916.00
280109	07/06/07	25-19	SIEMENS BLDG TECHNOL	025	IMPROVEMENT	\$87,879.00
280110	07/06/07	25-19	FILE FAX	025	IMPROVEMENT	\$19,954.50
280111	07/06/07	14	CONSULTING & INSPECT	025	IMPROVEMENT	\$3,160.00
280112	07/06/07	03	TOSHIBA EASY LEASE	026	RENTS & LEASES	\$8,825.61
280113	07/09/07	11	RALPHS GROCERY COMPA	009	MATERIALS AND SUPPLI	\$800.00
280114	07/09/07	11	RALPHS GROCERY COMPA	009	MATERIALS AND SUPPLI	\$4,500.00
280115	07/09/07	11	RALPHS GROCERY COMPA	009	MATERIALS AND SUPPLI	\$1,500.00
280116	07/09/07	03	VIRCO MANUFACTURING	012	MATERIALS AND SUPPLI	\$5,005.12
280117	07/09/07	03	SAN DIEGUITO UHSD CA	020	MATERIALS AND SUPPLI	\$3,000.00
280118	07/09/07	03	SAN DIEGO CO SCHOOL	020	DUES AND MEMBERSHIPS	\$389.63
280119	07/09/07	03	ED SOURCE	020	MATERIALS AND SUPPLI	\$290.00
280120	07/09/07	03	C S B A	020	DUES AND MEMBERSHIPS	\$13,023.00
280121	07/09/07	03	EDUCATION WEEK	020	MATERIALS AND SUPPLI	\$49.94
280122	07/09/07	03	NORTH COUNTY TIMES	026	ADVERTISING	\$800.00
280123	07/09/07	03	C M C PUBLISHING/CLA	026	ADVERTISING	\$300.00
280124	07/09/07	03	UNION TRIBUNE	026	ADVERTISING	\$800.00
280125	07/09/07	03	C O D E S P	026	DUES AND MEMBERSHIPS	\$1,750.00
770115	06/21/07	03	ONE STOP TONER AND I	035	REPAIRS BY VENDORS	\$112.08
770117	06/21/07	03	ONE STOP TONER AND I	035	REPAIRS BY VENDORS	\$159.54
770118	06/15/07	06	BRODINGS BATTERY WHS	028	MATERIALS-REPAIRS	\$282.20
770122	06/27/07	06	CUMMINS CAL PACIFIC	028	MATERIALS-REPAIRS	\$77.76
770123	06/28/07	06	OCEANSIDE TRANS UNLI	028	REPAIRS BY VENDORS	\$2,710.65
980000	07/06/07	25-18	L B CONCRETE	025	LAND IMPROVEMENTS	\$12,937.00

REPORT TOTAL \$1,061,911.98

ITEM 15G

*INSTANT MONEY REPORT FOR THE PERIOD 06/16/07 THROUGH 07/09/07*

<i>Check #</i>	<i>Vendor</i>	<i>Amount</i>
10308	DHL EXPRESS	\$35.19
10309	US POSTMASTER	\$175.00
	<i>Total</i>	<u>\$210.19</u>

ITEM 15G

Individual Membership Listings  
For the Period of June 15, 2007 through July 6, 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:** June 21, 2007

**BOARD MEETING DATE:** July 19, 2007

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

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

**SUBJECT:** **BOARD POLICY REVISION #9310 –  
*DEVELOPMENTAL, DISTRIBUTION AND  
MAINTENANCE OF POLICY MANUAL***

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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, submitted to the Board for first reading on June 7, 2007, may be to update language or meet new / revised state guidelines.

### RECOMMENDATION:

It is recommended that the Board approve the Revision of Board Policy #9310 – *Developmental, Distribution and Maintenance of Policy Manual*, as shown in the attached supplement.

### FUNDING SOURCE:

N/A

ITEM 16 / PROPOSED

BYLAWS OF THE BOARD

9310

POLICY MANUAL

~~The Superintendent or designee shall maintain a district policy manual for the purpose of communicating to all interested parties the policies and regulations within which our schools will operate. The Board of Trustees encourages members of the public to acquaint themselves with the district's policy manual.~~

~~The Superintendent or designee shall ensure that the community and all district employees have access to the policy manual. A public copy of the manual shall be maintained in the district central office and at each school site.~~

~~The Superintendent or designee shall establish procedures for distributing to all authorized manual holders copies of new or revised policies, bylaws and regulations as they are adopted. Annually, before the Board's organizational meeting, the Superintendent or designee shall have all district policy manuals reviewed to ensure that they are up to date and complete.~~

BOARD POLICIES

The Governing Board shall adopt written policies to convey its expectations for actions that will be taken in the district, clarify roles and responsibilities of the Board and Superintendent, and communicate Board philosophy and positions to the students, staff, parents/guardians and the community. Board policies are binding on the district to the extent that they do not conflict with federal or state law and consistent with the district's collective bargaining agreements.

The Board recognizes the importance of maintaining a policy manual that is up to date and reflects the mandates of law. Policies shall be regularly reviewed at a time allocated for this purpose on the agenda of public Board meetings.

The Board shall review certain policies annually, as required by Education Code 35160.5. If no revisions are deemed necessary, the Board minutes shall nevertheless indicate that the review was conducted. Other policies shall be monitored and reviewed as specified in the policy itself or as needed to reflect changes in law or district circumstances.

SAN DIEGUITO UNION HIGH SCHOOL DISTRICT

Bylaw Adopted: February 19, 1987  
Bylaw Revised: September 15, 1988  
Bylaw Revised: January 16, 1997  
Bylaw Revision DRAFT: March 15, 2007

ITEM 16 / PROPOSED

BYLAWS OF THE BOARD

9310

Policy Development and Adoption Process

The district's policy development process shall include the following basic steps:

1. The Board and/or Superintendent or designee shall identify the need for a new policy or revision of an existing policy. The need may arise from a change in law, a new district vision or goals, educational research or trends, or a change in the superintendency or Board membership. The need may also occur as a result of an incident that has arisen in the district or a recommendation or request from staff or other interested persons.
2. As needed, the Superintendent or designee shall gather fiscal and other data, staff and public input, related district policies, sample policies from other organizations or agencies, and other useful information to fully inform the Board about the issue.
3. The Board may hold discussions during a public Board meeting to gain an understanding of the issue and provide initial direction to the Superintendent or designee. The discussion may include, but not be limited to, how the proposed policy may affect student learning, community expectations, staff recommendations, fiscal impact, as well as the policy's impact on governance and operational efficiency.
4. The Board or Superintendent may request that legal counsel review the draft policy as appropriate.
5. The Superintendent or designee shall develop and present a draft policy for a first reading at a public Board meeting. At its second reading, the Board may take action on the proposed policy. The Board may waive the second reading or may require an additional reading if necessary.

Only policies formally adopted by a majority vote of the Board shall constitute official Board policy.

The district's policy development process may be revised or

expanded as needed based on the issue being considered, the need for more information, or to provide greater opportunities for consultation and public input.

Policies shall become effective upon Board adoption or at a future

SAN DIEGUITO UNION HIGH SCHOOL DISTRICT

Bylaw Adopted: February 19, 1987

2/4

Bylaw Revised: September 15, 1988

Bylaw Revised: January 16, 1997

Bylaw Revision DRAFT: March 15, 2007

ITEM 16 / PROPOSED

BYLAWS OF THE BOARD

9310

date designated by the Board at the time of adoption.

Board Bylaws

The Board shall prescribe and enforce rules for its own government consistent with state law and regulations. (Education Code 35010)

Bylaws governing Board operations may be developed, adopted, and amended following the same procedures as those used for the adoption or amendment of Board policy.

Administrative Regulations

The Superintendent or designee shall be responsible for developing and enforcing administrative regulations for the operation of the district. Administrative regulations shall be consistent with law and Board policy and shall be designed to promote the achievement of district goals and objectives. Administrative regulations may describe specific actions to be taken, roles and responsibilities of staff, timelines, and/or other necessary provisions. The Superintendent or designee also may develop procedures manuals, handbooks, or other guides to carry out the intent of Board policy.

When Board policies are amended, the Superintendent or designee shall review corresponding regulations to ensure that they conform to the intent of the revised policy. In case of conflict between administrative regulation and Board policy, policy shall prevail.

The Board may review and/or approve regulations for the purpose of ensuring conformity with the intent of Board policy.

Monitoring and Evaluation

At the time a policy is adopted, the Board and Superintendent or designee shall determine whether an evaluation of the policy should be scheduled and, if so, shall agree upon a timeline and measures for evaluating the effectiveness of the policy in achieving its purpose.

The Superintendent or designee shall ensure that all district employees and the public have access to an up-to-date district policy manual. A public copy of the policy manual shall be

SAN DIEGUITO UNION HIGH SCHOOL DISTRICT

Bylaw Adopted: February 19, 1987

Bylaw Revised: September 15, 1988

Bylaw Revised: January 16, 1997

Bylaw Revision DRAFT: March 15, 2007



ITEM 16 / PROPOSED

BYLAWS OF THE BOARD

9310

maintained at the district central office and at each school site. These copies shall be maintained either electronically or by paper copy.

As necessary, the Superintendent or designee shall notify staff, parents/guardians, students, and other stakeholders whenever a policy that affects them is adopted or revised. He/she may determine the appropriate communications strategy depending on the issue.

Suspension of Policies

No Board policy, bylaw, or administrative regulation, or any portion thereof, shall be operative if it is found to be in conflict with applicable federal or state law or regulations or court decisions. If any portion of a policy is found to be invalid, that invalidity shall not affect other provisions of the policy.

Legal Reference:

EDUCATION CODE

- 35010 Control of district; prescription and enforcement of rules
- 35160 Authority of governing boards
- 35160.5 Annual review of school district policies
- 35163 Official actions, minutes and journal
- 35164 Vote requirements

SAN DIEGUITO UNION HIGH SCHOOL DISTRICT

- Bylaw Adopted: February 19, 1987
- Bylaw Revised: September 15, 1988
- Bylaw Revised: January 16, 1997
- Bylaw Revision DRAFT: March 15, 2007

ITEM 16 / CURRENT  
9310

BYLAWS OF THE BOARD

POLICY MANUAL

The Superintendent or designee shall maintain a district policy manual for the purpose of communicating to all interested parties the policies and regulations within which our schools will operate.

The Board of Trustees encourages members of the public to acquaint themselves with the district's policy manual.

The Superintendent or designee shall ensure that the community and all district employees have access to the policy manual. A public copy of the manual shall be maintained in the district central office and at each school site.

The Superintendent or designee shall establish procedures for distributing to all authorized manual holders copies of new or revised policies, bylaws and regulations as they are adopted. Annually, before the Board's organizational meeting, the Superintendent or designee shall have all district policy manuals reviewed to ensure that they are up-to-date and complete.

Legal Reference:

EDUCATION CODE

35010 Control of district; prescription and enforcement of rules

SAN DIEGUITO UNION HIGH SCHOOL DISTRICT

Bylaw Adopted: February 19, 1987

Bylaw Revised: September 15, 1988

Bylaw Revised: January 16, 1997

# San Dieguito Union High School District

## INFORMATION REGARDING BOARD AGENDA ITEM

**TO:** BOARD OF TRUSTEES

**DATE OF REPORT:** June 21, 2007

**BOARD MEETING DATE:** July 19, 2007

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

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

**SUBJECT:** BOARD POLICY REVISION #9323 –  
*MEETING CONDUCT*

-----

### EXECUTIVE SUMMARY

The attached Board Policy Revision comes as a result of a recommendation by CSBA's Board Policies updating services. The proposed changes, submitted to the Board for first reading on June 7, 2007, may be to update language or meet new / revised state guidelines.

### RECOMMENDATION:

It is recommended that the Board approve the Revision of Board Policy #9323, *Meeting Conduct*, as shown in the attached supplement.

### FUNDING SOURCE:

N/A

**BYLAWS OF THE BOARD**

**ITEM 17 / PROPOSED  
9323**

MEETING CONDUCT

Meeting Procedures

~~All Governing Board meetings shall begin on time and shall be guided by an agenda prepared and delivered in advance to all Board members and to other persons upon request.~~ **All Governing Board meetings shall begin on time and shall be guided by an agenda prepared in accordance with Board bylaws and posted and distributed in accordance the Ralph M. Brown Act (open meeting requirements) and other applicable laws.**

The Board president shall conduct Board meetings in accordance with Board bylaws and procedures that enable the Board to efficiently consider issues and carry out the will of the majority.

The Board believes that late night meetings deter public participation, can affect the Board's decision-making ability, and can be a burden to staff. Regular Board meetings shall be adjourned at ~~11:00 p.m.~~ **10:00 PM** unless extended to a specific time determined by a majority of the Board. The meeting shall be extended no more than once and may be adjourned to a later date.

Quorum

~~A majority of the number of filled positions on the Board constitutes a quorum.~~ **The Board shall act by majority vote of all of the membership constituting the Board. (Education Code 35164)**

Unless otherwise provided by law, affirmative votes by a majority of all the membership of the Board are required to approve any action under consideration, regardless of the number of members present.

Abstentions

The Board believes that when no conflict of interest requires abstention, its members have a duty to vote on issues before them. When a member abstains, his/her abstention shall be considered to concur with the action taken by the majority of those who vote,

SAN DIEGUITO UNION HIGH SCHOOL DISTRICT

Bylaw Adopted: February 1987  
Bylaw Revised: February 18, 1988  
Bylaw Revised: August 23, 1989  
Bylaw Revised: December 15, 1994  
Bylaw Revised: September 18, 1997  
Bylaw Revision DRAFT: March 15, 2007

ITEM 17 / PROPOSED

**BYLAWS OF THE BOARD**

**9323**

When a member abstains, his/her abstention shall be considered to concur with the action taken by the majority of those who vote, whether affirmatively or negatively.

Public Participation

Members of the public are encouraged to attend Board meetings and to address the Board concerning any item on the agenda or within the Board's jurisdiction. So as not to inhibit public participation, persons attending Board meetings shall not be requested to sign in, complete a questionnaire, or otherwise provide their name or other information as a condition of attending the meeting.

In order to conduct district business in an orderly and efficient manner, the Board requires that public presentations to the Board comply with the following procedures:

1. ~~The Board shall give members of the public an opportunity to address the Board either before or during the Board's consideration of each item of business to be discussed at regular or special meetings.~~ **The Board shall give members of the public an opportunity to address the Board on any item of interest to the public that is within the subject matter jurisdiction of the Board, either before or during the Board's consideration of the item. (Education Code 35145.5)**
2. ~~At a time so designated on the agenda at a regular meeting, members of the public may bring before the Board, at a regular meeting, matters that are not listed on the agenda. The Board may refer such a matter to the Superintendent or designee or take it under advisement, but shall not take action at that time except as allowed by law. The matter may be placed on the agenda of a subsequent meeting for action or discussion by the Board.~~ **The Board shall take no action or discussion on any item not appearing on the posted agenda, except as authorized by law. (Education code 35145.5)**
3. Without taking action, Board members or district staff members may briefly respond to statements made or questions posed by

SAN DIEGUITO UNION HIGH SCHOOL DISTRICT

Bylaw Adopted: February 1987  
Bylaw Revised: February 18, 1988  
Bylaw Revised: August 23, 1989  
Bylaw Revised: December 15, 1994  
Bylaw Revised: September 18, 1997  
Bylaw Revision DRAFT: March 15, 2007

ITEM 17 / PROPOSED

**BYLAWS OF THE BOARD**

**9323**

the public about items not appearing on the agenda. Additionally, on their own initiative or in response to questions posed by the public, a Board or staff member may ask

a question for clarification, make a brief announcement, or make a brief report on his/her own activities.

Furthermore, the Board or a Board member may provide a reference to staff or other resources for factual information, ask staff to report back to the Board at a subsequent meeting concerning any matter, or take action directing staff to place a matter of business on a future agenda.

4. The Board need not allow the public to speak on any item that has already been considered by a committee composed exclusively of Board members at a public meeting where the public had the opportunity to address the committee on that item. However, if the Board determines that the item has been substantially changed since the committee heard it, the Board shall provide an opportunity for the public to speak.
5. A person wishing to be heard by the Board shall first be recognized by the president and shall then proceed to comment as briefly as the subject permits.

Individual speakers shall be allowed three minutes to address the Board on each agenda or non-agenda item during "public comments". A speaker's allotted time may not be increased by a donation of time from members of the public in attendance. The Board shall limit the total time for public input on each item to 20 minutes. With Board consent, the president may increase or decrease the time allowed for public presentation, depending on the topic and the number of persons wishing to be heard. The president may take a poll of speakers for or against a particular issue and may ask that additional persons speak only if they have something new to add.

6. The Board president may rule on the appropriateness of a

SAN DIEGUITO UNION HIGH SCHOOL DISTRICT

Bylaw Adopted: February 1987  
Bylaw Revised: February 18, 1988  
Bylaw Revised: August 23, 1989  
Bylaw Revised: December 15, 1994  
Bylaw Revised: September 18, 1997  
Bylaw Revision DRAFT: March 15, 2007

ITEM 17 / PROPOSED

**BYLAWS OF THE BOARD**

**9323**

topic. If the topic would be more suitably addressed at a later time, the president may indicate the time and place when it should be presented.

The Board shall not prohibit public criticism of its policies, procedures, programs, services, acts or omissions.

Whenever a member of the public initiates specific complaints or charges against an employee, the Board president shall inform the complainant that in order to protect the employee's right to adequate notice before a hearing of such complaints and charges, and also to preserve the ability of the Board to legally consider the complaints or charges in any subsequent evaluation of the employee, it is the policy of the Board to hear such complaints or charges in closed session unless otherwise requested by the employee pursuant to Government Code 54957.

7. The Board president shall not permit any disturbance or willful interruption of Board meetings. Persistent disruption by an individual or group shall be grounds for the chair to terminate the privilege of addressing the Board. The Board may remove disruptive individuals and order the room cleared if necessary. ~~In~~ In this case, members of the media not participating in the disturbance shall be allowed to remain, and individual(s) not participating in such disturbances may be allowed to remain at the discretion of the Board. When the room is ordered cleared due to a disturbance, further Board proceedings shall concern only matters appearing on the agenda. (Government Code 54957.9)

**When such disruptive conduct occurs, the Superintendent or designee shall contact local law enforcement.**

Recording by the Public

The Superintendent or designee shall designate locations from which members of the public may broadcast, photograph or tape record open meetings without causing a distraction.

SAN DIEGUITO UNION HIGH SCHOOL DISTRICT

Bylaw Adopted: February 1987  
Bylaw Revised: February 18, 1988  
Bylaw Revised: August 23, 1989  
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Bylaw Revised: September 18, 1997  
Bylaw Revision DRAFT: March 15, 2007

ITEM 17 / PROPOSED

**BYLAWS OF THE BOARD**

**9323**

If the Board finds that noise, illumination or obstruction of view related to these activities would persistently disrupt the proceedings, these activities shall be discontinued or restricted as determined by the Board.

Legal Reference:

EDUCATION CODE

5095 Powers of remaining board members and new appointees  
32210 Willful disturbance of public school or meeting a  
misdemeanor  
35010 Prescription and enforcement of rules  
35145.5 Agenda; public participation; regulations  
35163 Official actions, minutes and journal  
35164 Vote requirements  
35165 Effect of vacancies upon majority and unanimous votes by  
seven member board

GOVERNMENT CODE

54953.5 Audio or video tape recording of proceedings  
54953.6 Broadcasting of proceedings  
54954.2 Agenda; posting; action on other matters  
54954.3 Opportunity for public to address legislative body;  
regulations  
54957 Closed sessions  
54957.9 Disorderly conduct of general public during meeting;  
clearing of room  
59 Ops.Cal.Atty.Gen. 532 (1976)  
61 Ops.Cal.Atty.Gen. 243, 253 (1978)  
63 Ops.Cal.Atty.Gen. 215 (1980)  
66 Ops.Cal.Atty.Gen. 336, 337 (1983)  
76 Ops.Cal.Atty.Gen. 281 (1993)  
Baca v. Moreno Valley Unified School District, 96 D.A.R. 12865  
(October 24, 1996)

SAN DIEGUITO UNION HIGH SCHOOL DISTRICT

Bylaw Adopted: February 1987  
Bylaw Revised: February 18, 1988  
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Bylaw Revised: December 15, 1994  
Bylaw Revised: September 18, 1997  
Bylaw Revision DRAFT: March 15, 2007



ITEM 17 / CURRENT  
9323

**BYLAWS OF THE BOARD**

MEETING CONDUCT

Meeting Procedures

All Governing Board meetings shall begin on time and shall be guided by an agenda prepared and delivered in advance to all Board members and to other persons upon request.

The Board president shall conduct Board meetings in accordance with Board bylaws and procedures that enable the Board to efficiently consider issues and carry out the will of the majority.

The Board believes that late night meetings deter public participation, can affect the Board's decision-making ability, and can be a burden to staff. Regular Board meetings shall be adjourned at 11:00 p.m. unless extended to a specific time determined by a majority of the Board. The meeting shall be extended no more than once and may be adjourned to a later date.

Quorum

A majority of the number of filled positions on the Board constitutes a quorum.

Unless otherwise provided by law, affirmative votes by a majority of all the membership of the Board are required to approve any action under consideration, regardless of the number of members present.

Abstentions

The Board believes that when no conflict of interest requires abstention, its members have a duty to vote on issues before them. When a member abstains, his/her abstention shall be considered to concur with the action taken by the majority of those who vote, whether affirmatively or negatively.

Public Participation

Members of the public are encouraged to attend Board meetings and to address the Board concerning any item on the agenda or within the Board's jurisdiction. So as not to inhibit public

SAN DIEGUITO UNION HIGH SCHOOL DISTRICT

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ITEM 17 / CURRENT  
9323

**BYLAWS OF THE BOARD**

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In order to conduct district business in an orderly and efficient manner, the Board requires that public presentations to the Board comply with the following procedures:

1. The Board shall give members of the public an opportunity to address the Board either before or during the Board's consideration of each item of business to be discussed at regular or special meetings.
2. At a time so designated on the agenda, members of the public may bring before the Board, at a regular meeting, matters that are not listed on the agenda. The Board may refer such a matter to the Superintendent or designee or take it under advisement, but shall not take action at that time except as allowed by law. The matter may be placed on the agenda of a subsequent meeting for action or discussion by the Board.
3. Without taking action, Board members or district staff members may briefly respond to statements made or questions posed by the public about items not appearing on the agenda. Additionally, on their own initiative or in response to questions posed by the public, a Board or staff member may ask

a question for clarification, make a brief announcement, or make a brief report on his/her own activities.

Furthermore, the Board or a Board member may provide a reference to staff or other resources for factual information, ask staff to report back to the Board at a subsequent meeting concerning any matter, or take action directing staff to place a matter of business on a future agenda.

4. The Board need not allow the public to speak on any item that has already been considered by a committee composed exclusively of Board members at a public meeting where the public had the opportunity to address the committee on that item. However, if the Board determines that the item has been substantially changed since the committee heard it, the Board shall provide an opportunity for the public to speak.

SAN DIEGUITO UNION HIGH SCHOOL DISTRICT

Bylaw Adopted: February 1987  
Bylaw Revised: February 18, 1988  
Bylaw Revised: August 23, 1989  
Bylaw Revised: December 15, 1994  
Bylaw Revised: September 18, 1997

ITEM 17 / CURRENT  
9323

BYLAWS OF THE BOARD

5. A person wishing to be heard by the Board shall first be recognized by the president and shall then proceed to comment as briefly as the subject permits.

Individual speakers shall be allowed three minutes to address the Board on each agenda or nonagenda item during "public comments". A speaker's allotted time may not be increased by a donation of time from members of the public in attendance. The Board shall limit the total time for public input on each item to 20 minutes. With Board consent, the president may increase or decrease the time allowed for public presentation, depending on the topic and the number of persons wishing to be heard. The president may take a poll of speakers for or against a particular issue and may ask that additional persons speak only if they have something new to add.

6. The Board president may rule on the appropriateness of a topic. If the topic would be more suitably addressed at a later time, the president may indicate the time and place when it should be presented.

Board shall not prohibit public criticism of its policies, procedures, programs, services, acts or omissions.

Whenever a member of the public initiates specific complaints or charges against an employee, the Board president shall inform the complainant that in order to protect the employee's right to adequate notice before a hearing of such complaints and charges, and also to preserve the ability of the Board to legally consider the complaints or charges in any subsequent evaluation of the employee, it is the policy of the Board to hear such complaints or charges in closed session unless otherwise requested by the employee pursuant to Government Code 54957.

7. The Board president shall not permit any disturbance or willful interruption of Board meetings. Persistent disruption by an individual or group shall be grounds for the chair to terminate the privilege of addressing the Board. The Board may remove disruptive individuals and order the room cleared if necessary; in this case, members of the media not participating in the disturbance shall be allowed to remain,

SAN DIEGUITO UNION HIGH SCHOOL DISTRICT

Bylaw Adopted: February 1987  
Bylaw Revised: February 18, 1988  
Bylaw Revised: August 23, 1989  
Bylaw Revised: December 15, 1994  
Bylaw Revised: September 18, 1997

ITEM 17 / CURRENT  
9323

**BYLAWS OF THE BOARD**

and individual(s) not participating in such disturbances may be allowed to remain at the discretion of the Board. When the room is ordered cleared due to a disturbance, further Board proceedings shall concern only matters appearing on the agenda. (Government Code 54957.9)

Recording by the Public

The Superintendent or designee shall designate locations from which members of the public may broadcast, photograph or tape record open meetings without causing a distraction.

If the Board finds that noise, illumination or obstruction of view related to these activities would persistently disrupt the proceedings, these activities shall be discontinued or restricted as determined by the Board.

Legal Reference:

EDUCATION CODE

5095 Powers of remaining board members and new appointees  
32210 Willful disturbance of public school or meeting a misdemeanor  
35010 Prescription and enforcement of rules  
35145.5 Agenda; public participation; regulations  
35163 Official actions, minutes and journal  
35164 Vote requirements  
35165 Effect of vacancies upon majority and unanimous votes by seven member board

GOVERNMENT CODE

54953.5 Audio or video tape recording of proceedings  
54953.6 Broadcasting of proceedings  
54954.2 Agenda; posting; action on other matters  
54954.3 Opportunity for public to address legislative body; regulations  
54957 Closed sessions  
54957.9 Disorderly conduct of general public during meeting; clearing of room  
59 Ops.Cal.Atty.Gen. 532 (1976)  
61 Ops.Cal.Atty.Gen. 243, 253 (1978)  
63 Ops.Cal.Atty.Gen. 215 (1980)  
66 Ops.Cal.Atty.Gen. 336, 337 (1983)  
76 Ops.Cal.Atty.Gen. 281 (1993)  
Baca v. Moreno Valley Unified School District, 96 D.A.R. 12865 (October 24, 1996)

SAN DIEGUITO UNION HIGH SCHOOL DISTRICT

Bylaw Adopted: February 1987  
Bylaw Revised: February 18, 1988  
Bylaw Revised: August 23, 1989  
Bylaw Revised: December 15, 1994  
Bylaw Revised: September 18, 1997

# San Dieguito Union High School District

## INFORMATION REGARDING BOARD AGENDA ITEM

**TO:** BOARD OF TRUSTEES

**DATE OF REPORT:** June 21, 2007

**BOARD MEETING DATE:** July 19, 2007

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

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

**SUBJECT:** Proposed New Board Policy 4216.3-  
67.11 Class Description for Risk  
Management Technician, SR 42

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### EXECUTIVE SUMMARY

This proposal was to the Board for first reading on June 26, 2007.

Risk Management has absorbed responsibility for tracking and monitoring the status of worker's compensation claims. One position, Payroll Assistant SR 38, has been assigned to the Executive Director of Business Services to carry out day-to-day activities related to this function. The position also tracks long-term leaves including those associated with work-related injuries, pregnancies, and personal illnesses. As a result of the transfer to Risk Management, the position is also to be assigned duties associated with property liability and claims.

A review of the assigned duties and responsibilities recommends that the position and incumbent be reclassified from Payroll Assistant SR 38 to Risk Management Technician SR 42. A copy of the class specification and proposed Board Policy is attached for information. This recommendation and the class specification were reviewed and approved by the Personnel Commission at its regular meeting of June 12, 2007.

### RECOMMENDATION:

That the Board approve/adopt the proposed classification action and new policy.

### FUNDING SOURCE:

District General Fund.  
Attachment

ITEM 18 / PROPOSED

**CLASSIFIED PERSONNEL**

**4216.3-67.11**

**DRAFT FOR BOARD MEETING OF  
07/19/07**

**RISK MANAGEMENT TECHNICIAN**

**OVERALL JOB PURPOSE STATEMENT:**

Under the direction of the Executive Director of Business Services, the job of Risk Management Assistant is done for the purposes of performing a range of complex work monitoring and coordinating workers' compensation claims and long-term leaves, creating and maintaining accurate documentation, providing assistance to injured and ill employees with respect to timelines, benefit parameters, available leave options, and worker's compensation program requirements, and serving as the clerical liaison to insurance carriers and third-party claims administrators.

**DISTINGUISHING CHARACTERISTICS**

The Risk Management Assistant is a specialized classification that performs complex clerical and technical duties within clearly established systems and procedures in support of functions such as tracking of worker's compensation claims, accounting for long-term leaves and coordinating this information with the payroll system and claims management system. This includes communicating sensitive and confidential information to employees and managers, calculating the appropriate time and pay adjustments to reflect effects of paid/unpaid leaves on pay warrants, and reporting the days/hours employees are absent in order for the district to collect accurate reimbursement from the worker's compensation insurance carrier. Most tasks are performed independently and in unusual situations the incumbent recommends appropriate actions to the supervisor consistent with applicable laws, policies, procedures, and practices.

**ESSENTIAL FUNCTIONS**

- \* Performs a variety of complex technical work primarily in the area of workers' compensation and long-term leave benefits; maintain knowledge of and assure compliance with applicable laws, codes, rules, regulations and contract provisions.

ITEM 18 / PROPOSED

**CLASSIFIED PERSONNEL**

**4216.3-67.11**

**D R A F T FOR BOARD MEETING OF  
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**RISK MANAGEMENT TECHNICIAN**

- \* Monitors, coordinates and communicates workers' compensation claims with injured employees, management, and claims administrators; analyze circumstances of claims; assure prompt delivery of medical services and informs employees of benefit entitlements.
- \* Provides information and assistance to employees and District staff; interprets, applies, and explains laws, codes, rules, regulations and contract provisions; provides guidance and advises supervisors, managers and site representatives regarding workers' compensation and long-term leave issues.
- \* Assists site representatives and supervisors in the preparation of accident reports; receives and reviews claim reports; obtains needed information from supervisors and employees; works with third-party claims administrators, investigators, and insurance company representatives.
- \* Prepares required workers' compensation claim forms and submits documentation within the Department of Industrial Relations' timeline mandates to the third-party claims administrator.
- \* Determines employee eligibility and entitlements for various long-term leave benefits such as industrial accident leave, sick leave, donated leave, Family Medical Leave Act, California Family Rights Act, Pregnancy Disability Leave, long-term disability, etc.
- \* Ensures that solicitations for donated/catastrophic sick leave programs meet applicable certificated/classified bargaining unit contract program criteria; monitors usage of the leave.
- \* Communicates with a variety of District personnel, insurance carriers, rehabilitation counselors, claims examiners, attorneys, investigators, and medical personnel to resolve issues and coordinate activities.

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**CLASSIFIED PERSONNEL**

**4216.3-67.11**

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**RISK MANAGEMENT TECHNICIAN**

- \* Composes correspondence to employees for the purpose of explaining their benefits, work status, absences, and available leaves, and placement on unpaid leave.
- \* Tracks work status of employees who are injured, ill, or on long-term leave to determine if employees can work while recovering under a physician's care or anticipated return date; communicates work status and physical restrictions to supervisors; coordinates return-to-work and transition to full duty within doctor restrictions.
- \* Apprises management regarding status of claims and long-term leaves through review of reports, claims and claim documentation and contacts with employees and supervisors.
- \* Coordinates/maintains a variety of files and records, logs, and reports related to workers compensation and long-term leaves; establishes and maintains filing systems; assures record-keeping and reporting complies with established rules and regulations.
- \* Uses District software systems to track long-term leaves, make adjustments to leave accounts,
- \* Processes documents/data (e.g. payroll, salary, benefit documents, etc.) for the purpose of timely recording and/or reporting of benefit/s, tax information, and other related data.
- \* Compiles/prepares various reports (e.g. periodic summaries of individual leave accounts, reports of leaves, payroll data, etc.) for the purpose of providing information and an audit trail.
- \* Attends in-services, classes, workshops, conferences, etc. for the purpose of providing the District with new policies and procedures.



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**OTHER FUNCTIONS**

- \* Processes claims related to damage of District property or vehicles.
- \* Performs other related duties as assigned.

**JOB REQUIREMENTS: Minimum Qualifications**

**Knowledge, Skills and Abilities**

KNOWLEDGE is required to perform basic math including calculation of fractions, percents and/or ratios; read a variety of manuals, write documents following prescribed formats and/or present information before groups, and understand complex multiple step instructions. Specific knowledge required to satisfactorily perform the functions of the job includes time and attendance accounting procedures, leave policies, worker's compensation program requirements, concepts of grammar and punctuation.

SKILLS are required to perform multiple non-technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: operating standard office equipment including using pertinent software applications; performing accounting procedures; preparing and maintaining accurate records; communicating to employees an dmanager critical, sensitive, and confidential leave and entitlement benefits and time lines, and tracking multiple, interrelated detail data and program parameters.

ABILITY is required to schedule a number of activities; often gather, collate, and/or classify data; and use basic job related equipment. Flexibility is required to work with others under a wide variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using standard methods of operation. Ability is also required to work with a significant diversity of

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**RISK MANAGEMENT TECHNICIAN**

individuals and/or groups; work with data of different types and/or purposes; and utilize job related equipment. In working with others, problem solving is required to analyze issues, create plans of action and reach solutions; with data it is moderate to significant; and with equipment it is limited. Specific abilities required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating sensitive and confidential health-related information and benefit entitlements as appropriate with diverse groups; maintaining confidentiality; meeting deadlines and schedules; working with detailed information/data of a confidential nature; keeping updated on legal, regulatory and program requirements.

**Responsibility**

Responsibilities include: working under standardized instructions and/or routines focusing primarily on results; providing information and/or advising other persons; and operating within a defined budget and/or financial guidelines. Utilization of some resources from other work units is 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: occasional lifting, carrying, pushing and/or pulling; some climbing and balancing; some stooping, kneeling, crouching and/or crawling; significant reaching, handling, fingering and/or feeling. Generally the job requires 80% sitting, 10% walking and 10% standing. The job is performed under minimal temperature variations, a generally hazard free environment, and in a clean atmosphere.

**Education**

High School Diploma or equivalent supplemented by college-level course work in business, human resources or a related field.

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**RISK MANAGEMENT TECHNICIAN**

Additional qualifying experience may be substituted for the education requirement.

**Experience**

Two years related experience involving financial or statistical record keeping, reviewing and processing documents for accuracy and compliance with program requirements, and involving public contact.

**Required Testing**

None Specified

**Certificates and Licensing**

None Specified

**Continuing Education/Training**

None Specified

**Other Requirements:**

Criminal Justice/Fingerprint Clearance; TB Clearance

# San Dieguito Union High School District

## INFORMATION REGARDING BOARD AGENDA ITEM

**TO:** BOARD OF TRUSTEES

**DATE OF REPORT:** June 21, 2007

**BOARD MEETING DATE:** July 19, 2007

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

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

**SUBJECT:** Proposed New Board Policy 4216.3-51.8  
Class Description for Lead Library  
Technician, SR 40

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### EXECUTIVE SUMMARY

This item was submitted to the Board for first reading on June 26, 2007.

The District has reviewed the role of the Library/Media Center at Canyon Crest Academy in order to provide the most suitable staffing pattern for next Fall. The Library has extended hours (7:30 a.m. to 7:00 p.m.) compared to other sites in order to serve the unique instructional programs and the conservatory. Skilled technical support, combined with offsite certificated librarians within the District, will provide an effective level of service to the Library's customers.

A new classified position is recommended to provide coordination between the Library and the rest of the site, to maintain the existing collection, to coordinate the acquisition of new materials with department chairs, administrators, and the assigned offsite certificated librarian, as well as to ensure that coverage is provided for the extended day.

The District's proposal recognizes that there is a body of work associated with maintaining and operating a Library/Media Center that can be provided by classified staff without the immediate and ongoing presence of a certificated librarian at the site. While ultimate responsibility for linking the library/media center to the curriculum and instruction continues to rest with site administration and the off-site librarian, there is a requirement for this position to coordinate with other departments, to organize work activities, to assist students and staff who use the facility, and to be responsible for the accuracy of, and maintenance of, the facility, including its equipment and collection, that

goes beyond what is currently required of the existing Library Media Technician classification.

Based on review of the proposed duties, responsibilities, and position relationships, it is recommended that the position be classified as Lead Library Technician and allocated to Range 40 on the Classified Salary Schedule. A proposed class specification Board Policy has been prepared and is attached for information. This recommendation and the class specification were reviewed and approved by the Personnel Commission at its regular meeting of June 12, 2007.

**RECOMMENDATION:**

That the Board adopt / approve the proposed classification recommendation and policy for Lead Library Technician.

**FUNDING SOURCE:**

District General Fund.

Attachment

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**CLASSIFIED PERSONNEL**

**4216.3-51.8**

**DRAFT TO BOARD 07/19/07**

**LEAD LIBRARY MEDIA TECHNICIAN**

**OVERALL JOB PURPOSE STATEMENT:**

Under the direction of a site administrator and/or the technical review of an assigned Library/Media Specialist, the job of Lead Library Media Technician is done for the purposes of coordinating the work at a site Library/Media Center; performing a variety of complex technical and clerical duties in support of the acquisition, processing, cataloging, use, maintenance, circulation and record-keeping associated with materials in the Library/Media Center; assisting with the operation and support of a broadcast media system; maintaining library and media collections including processing acquisitions and cataloging materials; and providing guidance and direction to assist students and teachers in utilizing library resources.

**DISTINGUISHING CHARACTERISTICS**

This job is distinguished from similar jobs by the following characteristics: the Library Media Technician series is responsible for the proper cataloging and listing of new items, including searching appropriate standard resource materials to obtain necessary information. Incumbents must be knowledgeable both about items in the center, including computer-based and other electronic media and references (e.g. CD's, DVD's, etc.), and relevant sites on the world wide web in order to assist students and teachers to identify and locate from the collection or from the Internet appropriate materials to support educational activities, and be able to support the center's broadcast media system. The class of Lead Library Media Technician is assigned to a site that does not have a full-time Library/Media Specialist on staff and therefore the position functions with greater independence and has more responsibility for work coordination, and oversight of program functions and leadership in ensuring students understand and use the collection and databases effectively to undertake research than is required of the related class of Library Media Technician.

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**LEAD LIBRARY MEDIA TECHNICIAN**

**ESSENTIAL FUNCTIONS**

- \* Coordinates and organizes the functions and tasks of a site Library/Media Center in support of the site's overall educational program as directed by a site administrator.
- \* Coordinates with site administrators and department chairs for requisitioning educational materials designated for addition to the site's collection.
- \* Communicates with District personnel and outside agencies to exchange information, to assist in resolving issues or concerns related to library activities, purchase orders, instructional support materials, and equipment usage.
- \* Plans and organizes displays and other activities to raise student awareness of and use of the library/media center resources.
- \* Updates library/media center's information on school site's web pages to support students' use of the facility and collection.
- \* Operates, programs and modifies the closed-circuit broadcast and DynaCom systems assigned for the purpose of maintaining scheduled programming.
- \* Identifies/corrects minor technical problems and user operation errors for the purpose of reestablishing system reliability.
- \* Orients and guides users in correct operation of library resources including computers and research databases and other software for the purpose of minimizing user operation errors and system downtime.

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**LEAD LIBRARY MEDIA TECHNICIAN**

- \* Assists teachers, students, and other personnel for the purpose of identifying and locating resource materials for use in classroom and/or class assignments.
- \* Demonstrates media systems and equipment (e.g. classification system, on-line catalogs, subject-specific web sites on the internet, care of materials, etc.) to students for the purpose of educating them on the proper use of the library resources.
- \* Directs activities of student library aides and parent volunteers for the purpose of orienting them and monitoring their adherence to library procedures and circulation tasks.
- \* Distributes various books and media for the purpose of providing requested classroom reference materials.
- \* Inventories equipment and materials in library collection for the purpose of documenting losses and/or maintaining availability of materials.
- \* Monitors inventory levels of textbooks, instructional materials, and other library/media center supplies and items for the purpose of ordering/reordering to maintain adequate quantities for operations.
- \* Monitors student behavior and computer usage in the media center for the purpose of enforcing standards that contribute to the use of the facility in accordance with the media center policies and practices.
- \* Performs circulation activities (e.g. item check-in and check-out, prepare circulation count, lists of overdue items) for the purpose of controlling the use, location and availability of items in the collection.
- \* Prepares library/media center files, lists and records for the purpose of keeping information current and relevant to patron requests.



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**LEAD LIBRARY MEDIA TECHNICIAN**

- \* Prepares reports for the purpose of providing statistical and operational information.
- \* Coordinates the processing of requisitions (e.g. books, periodicals, films, invoice verification, etc.) for the purpose of ordering, receiving and inventorying new print and non-print items for the collection.
- \* Assists students in researching availability of materials and media for the purpose of selecting appropriate items for assigned projects.
- \* Coordinates and participates in cataloging and processing library materials using appropriate software for the purpose of integrating new materials into the collection.
- \* Ensures accuracy and currency of collection catalogs and information databases to provide maximum benefit to students.
- \* Schedules and distributes audio visual, television, computers and other media-related equipment and materials for the purpose of ensuring the effectiveness of media programs and services.
- \* Ensures repair or replacement of damaged materials and/or equipment to maintain operational readiness of the library/media center.
- \* Assists in the performance of other related duties as assigned.

**JOB REQUIREMENTS: Minimum Qualifications**

**Skills, Knowledge and Abilities**

SKILLS are required to perform multiple, non-technical tasks with a need to periodically 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 office and media equipment including

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**LEAD LIBRARY MEDIA TECHNICIAN**

computers, typewriters, calculators, copiers, microfiche reader/printer, audio-visual equipment, laminating presses, book charger, spine labelers and binders.

KNOWLEDGE is required to perform basic math; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and analyze situations to define issues and draw conclusions. Specific knowledge required to satisfactorily perform the functions of the job includes: technical library processes related to the acquisition and classification of materials; library terminology and standard practices; Internet sites relevant to the media center collection and activities; Dewey Decimal classification system; standard library reference sources; popular and classical books and their authors; operation, use and programming of broadcast media system; correct English usage, grammar, spelling, punctuation and vocabulary; operation of a computer terminal and library-specific hardware and software; and record-keeping techniques; work coordination and priority in a library/media center.

ABILITY is required to schedule activities and/or meetings; gather, collate, and/or classify data; and use basic, job-related equipment. Flexibility is required to independently work with others in a wide variety of circumstances; work with data utilizing specific, defined processes; and operate equipment using standardized methods. Ability is also required to work with a diversity of individuals and/or groups; work with similar types of data; and utilize a variety of types of job-related equipment. In working with others, independent problem solving is required to analyze issues, assign and coordinate work activities, and create action plans. Problem solving with data may require independent interpretation; and problem solving with equipment is limited to moderate. Specific abilities required to satisfactorily perform the functions of the job include the ability to perform a variety of technical library duties related to the cataloging and processing of print and non-print library materials; perform complex clerical work with speed and accuracy; catalog library materials according to

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**LEAD LIBRARY MEDIA TECHNICIAN**

established rules and regulations; perform searches of internet sites to catalog items and to guide, direct, and assist students and staff with their information needs; train and provide work direction to others; perform reference and research work; operate, maintain and provide instructions on the use of site broadcast media system; understand and follow oral directions; establish and maintain effective working relationships with others; work cooperatively with others; maintain records; and communicate effectively both orally and in writing.

**Responsibility**

Responsibilities include: working under limited supervision following standardized practices and/or methods; leading, guiding, and/or coordinating others; 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 require the following physical demands: occasional lifting, carrying, pushing, and/or pulling; frequent stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 20% sitting, 45% walking and 35% standing. The job is performed under minimal temperature variations, in a generally hazard free environment, and in varying atmospheric conditions.

**Experience**

Job related experience is required, typically at least two years of performing complex clerical and technical duties in a library/media center operation, including circulation and cataloging of collection items and assisting users with their research requests and use of other library resources.

**Education**

High School diploma or equivalent supplemented by courses in library technology. An Associate of Arts, or a certificate of completion of a course of study, in Library Technology is

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**LEAD LIBRARY MEDIA TECHNICIAN**

preferred. Additional qualifying experience demonstrating the required knowledge, skills and abilities to perform the job may be substituted for the preferred education.

**Required Testing**

Pre-employment Proficiency Test

**Certificates/Licenses:**

California Class C driver's license required. Position is required occasionally to travel to the District Office, other school sites, or the County Office of Education in order to attend meetings, seminars and other training.

**Continuing Education/Training**

None Specified

**Clearances**

Criminal Justice Fingerprint/Background Clearance; TB Clearance

# San Dieguito Union High School District

## INFORMATION REGARDING BOARD AGENDA ITEM

**TO:** BOARD OF TRUSTEES

**DATE OF REPORT:** July 10, 2007

**BOARD MEETING DATE:** July 19, 2007

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

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

**SUBJECT:** **ADOPTION OF RESOLUTIONS  
ESTABLISHING SPECIAL TAXES FOR  
2007-2008 FISCAL YEAR**

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### EXECUTIVE SUMMARY

The Board of Trustees has adopted ordinances authorizing the levy of a special tax within CFD 94-2, CFD 94-3, CFD 95-2, CFD 99-1, CFD 99-2, CFD 99-3, and CFD 03-1. These ordinances were adopted pursuant to the Rate and Method of Apportionment of Special Taxes approved in the elections. The Rate and Method of Apportionment of Special Taxes also require the Board to determine the amount for the alternate prepayment to be collected each year. The Lee Saylor Cost of Construction Index can increase this rate for all CFD's except for CFD 99-2 and CFD 99-3 for which the Engineering News-Record Building Cost Index is used.

The 2007-2008 prepayment amounts have been established as follows:

- CFD 94-2 - \$4,955.00 for a single family home and \$1,350.00 for a multi-family home.
- CFD 94-3 - \$8,131.53 for a single family home and \$2,215.45 for a multi-family home.
- CFD 95-2 - \$7,855.11 for a single family home and \$2,140.14 for a multi-family home.
- CFD 99-1 - \$8,088.84 for a single family home and \$2,184.83 for a multi-family home.

- CFD 99-2 – One-Time Special Tax of \$.95 per square foot of assessable space for residential homes and \$.21 per square foot of assessable space for commercial buildings located in the Encinitas School District and \$.13 per square foot of assessable space for commercial buildings located in the Rancho Santa Fe School District.
- CFD 99-3 – One-Time Special Tax of \$.95 per square foot of assessable space for residential homes and \$.21 per square foot of assessable space for commercial buildings.
- CFD 03-1 - \$9,593.40 for a Tax Class A single family home, \$2,592.00 for a Tax Class A multi-family home, \$8,088.84 for a Tax Class B single family home, and \$2,184.83 for a Tax Class B multi-family home.

**RECOMMENDATION:**

It is recommended that the Board adopt the attached resolutions establishing Special Taxes Within Community Facilities District No.'s 94-2, 94-3, 95-2, 99-1, 99-2, 99-3, and 03-1, which increases the Alternate Prepayment Tax for single family, multi-family units, and commercial buildings per Lee Saylor Cost of Construction Index or Engineering News-Record Building Cost Index.

**FUNDING SOURCE:**

N/A

ITEM 20

**RESOLUTION OF THE BOARD OF TRUSTEES  
OF THE SAN DIEGUITO UNION HIGH SCHOOL DISTRICT  
ESTABLISHING SPECIAL TAXES WITHIN  
COMMUNITY FACILITIES DISTRICT NO. 94-2  
FOR PREPAYMENTS FOR THE 2007-08 FISCAL YEAR**

WHEREAS, on September 22, 1994 the Board of Trustees of the San Dieguito Union High School District (the "Board of Trustees") adopted a resolution entitled "Resolution of Formation of the Board of Trustees of the San Dieguito Union High School District Establishing Community Facilities District No. 94-2 of the San Dieguito Union High School District, Authorizing the Levy of a Special Tax, the Incurrence of Bonded Indebtedness not to Exceed \$50,000,000 within Proposed Community Facilities District 94-2 and Calling an Election" (the "Resolution"), which established Community Facilities District No. 94-2 of the San Dieguito Union High School District (the "District") pursuant to the Mello-Roos Community Facilities Act of 1982, as amended, to finance the construction and acquisition of certain school facilities within the District;

WHEREAS, the Resolution authorized the levy of a special tax on property lying within the District, authorized the issuance of bonds in an aggregate principal amount not to exceed \$50,000,000 and called an election;

WHEREAS, on November 3, 1994, an election (the "Election") was held within the District in which the eligible electors approved by more than two-thirds of the votes cast the propositions of levying a special tax on property within the District, incurring indebtedness in an amount not to exceed \$50,000,000 and establishing an appropriations limit;

WHEREAS, on December 5, 1994, the Board of Trustees adopted an ordinance entitled, "Ordinance of the Board of Trustees of the San Dieguito Union High School District Authorizing the Levy of a Special Tax Within Community Facilities District No. 94-2" (the "Ordinance") authorizing the levy of a special tax within the District pursuant to the rate and method of apportionment of special taxes approved in the Election (the "Rate and Method") which is set forth in Exhibit A attached to the Ordinance (terms used but not defined herein have the meaning provided in the Rate and Method);

WHEREAS, the Ordinance authorized the Board of Trustees to provide, by resolution, for the levy of the special tax in accordance with the Rate and Method;

WHEREAS, pursuant to the Rate and Method, within five (5) business days from the time of issuance of the initial building permit with respect to any Assessor's Parcel, the owner of such Assessor's Parcel of Developed Property may elect to prepay fifty percent of the aggregate Maximum Special Tax obligation attributable to the Assessor's Parcel;

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NOW THEREFORE, THE BOARD OF TRUSTEES DOES HEREBY RESOLVE, DETERMINE AND ORDER AS FOLLOWS:

Section 1. In accordance with the Rate and Method, the Board of Trustees hereby establishes \$4,955.00 as the Alternate Prepayment Tax for Single-Family units and \$1,350.00 for Multi-Family units with respect to Developed Property for the 2007-08 fiscal year.

Section 2. The Alternate Prepayment Tax with respect to any Assessor's Parcel shall be collected by the District within five (5) business days from the time of issuance of the initial building permit of such Assessor's Parcel of Developed Property in accordance with Section VII of the Rate and Method and Section 5 of the Ordinance.

Section 3. The Board of Trustees hereby ratifies any action taken prior to adoption of this resolution to collect the Alternate Prepayment Taxes with respect to Developed Property for the 2007-08 fiscal year.

Section 4. This Resolution shall take effect immediately on the date of final passage.

ADOPTED, SIGNED AND APPROVED, this 19th day of July, 2007.

BOARD OF TRUSTEES OF THE SAN  
DIEGUITO UNION HIGH SCHOOL DISTRICT

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

Title: President, Board of Trustees

ATTEST:

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

Title: Clerk, Board of Trustees



ITEM 20

**RESOLUTION OF THE BOARD OF TRUSTEES  
OF THE SAN DIEGUITO UNIONHIGH SCHOOL DISTRICT  
ESTABLISHING SPECIAL TAXES WITHIN  
COMMUNITY FACILITIES DISTRICT NO. 94-3  
FOR PREPAYMENTS FOR THE 2007-08 FISCAL YEAR**

WHEREAS, on March 21, 1996 the Board of Trustees of the San Dieguito Union High School District (the "Board of Trustees") adopted a resolution entitled "Resolution of Formation of the Board of Trustees of the San Dieguito Union High School District Establishing Community Facilities District No. 94-3 of the San Dieguito Union High School District, Authorizing the Levy of a Special Tax, the Incurrence of Bonded Indebtedness not to Exceed \$50,000,000 within Proposed Community Facilities District No. 94-3 and Calling an Election" (the "Resolution"), which established Community Facilities District No. 94-3 of the San Dieguito Union High School District (the "District") pursuant to the Mello-Roos Community Facilities Act of 1982, as amended, to finance the construction and acquisition of certain school facilities within the District;

WHEREAS, on July 18, 1996 the Board amended the Resolution by adopting a resolution entitled "Amendment to Resolutions of Formation of the Board of Trustees of the San Dieguito Union High School District Regarding Establishment of Community Facilities District Nos. 94-3 and 95-2 of the San Dieguito Union High School District" (the "Amending Resolution") changing the date of the election;

WHEREAS, the Resolution authorized the levy of a special tax on property lying within the District, authorized the issuance of bonds in an aggregate principal amount not to exceed \$50,000,000 and called an election;

WHEREAS, on September 10, 1996 an election (the "Election") was held within the District in which the eligible electors approved by more than two-thirds of the votes cast the propositions of levying a special tax on property within the District, incurring indebtedness in an amount not to exceed \$50,000,000 and establishing an appropriations limit;

WHEREAS, on September 19, 1996 the Board of Trustees adopted an ordinance entitled, "Ordinance of the Board of Trustees of the San Dieguito Union High School District Authorizing the Levy of a Special Tax Within Community Facilities District No. 94-3" (the "Ordinance") authorizing the levy of a special tax within the District pursuant to the rate and method of apportionment of special taxes approved in the Election (the "Rate and Method") which is set forth in Exhibit A attached to the Ordinance (terms used but not defined herein have the meanings provided in the Rate and Method);

WHEREAS, the Ordinance authorized the Board of Trustees to provide, by resolution, for the levy of the special tax in accordance with the Rate and Method;

ITEM 20

WHEREAS, pursuant to the Rate and Method, within five (5) business days from the time of issuance of the initial building permit with respect to any Assessor's Parcel, the owner of such Assessor's Parcel of Developed Property may elect to prepay fifty percent of the aggregate Maximum Special Tax obligation attributable to the Assessor's Parcel;

NOW THEREFORE, THE BOARD OF TRUSTEES DOES HEREBY RESOLVE, DETERMINE AND ORDER AS FOLLOWS:

Section 1. In accordance with the Rate and Method, the Board of Trustees hereby establishes \$8,131.53 as the Alternate Prepayment Tax for Single-Family units and \$2,215.45 for Multi-Family units with respect to Developed Property for the 2007-08 fiscal year.

Section 2. The Alternate Prepayment Tax with respect to any Assessor's Parcel shall be collected by the District within five (5) business days from the time of issuance of the initial building permit of such Assessor's Parcel of Developed Property in accordance with Section VII of the Rate and Method and Section 5 of the Ordinance.

Section 3. The Board of Trustees hereby ratifies any action taken prior to adoption of this resolution to collect the Alternate Prepayment Taxes with respect to Developed Property for the 2007-08 fiscal year.

Section 4. This Resolution shall take effect immediately on the date of final passage.

ADOPTED, SIGNED AND APPROVED, this 19th day of July, 2007.

BOARD OF TRUSTEES OF THE SAN  
DIEGUITO UNION HIGH SCHOOL DISTRICT

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

Title: President, Board of Trustees

ATTEST:

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

Title: Clerk, Board of Trustees

ITEM 20

**RESOLUTION OF THE BOARD OF TRUSTEES  
OF THE SAN DIEGUITO UNIONHIGH SCHOOL DISTRICT  
ESTABLISHING SPECIAL TAXES WITHIN  
COMMUNITY FACILITIES DISTRICT NO. 95-2  
FOR PREPAYMENTS FOR THE 2007-08 FISCAL YEAR**

WHEREAS, on March 21, 1996 the Board of Trustees of the San Dieguito Union High School District (the "Board of Trustees") adopted a resolution entitled "Resolution of Formation of the Board of Trustees of the San Dieguito Union High School District Establishing Community Facilities District No. 95-2 of the San Dieguito Union High School District, Authorizing the Levy of a Special Tax, the Incurrence of Bonded Indebtedness not to Exceed \$50,000,000 within Proposed Community Facilities District No. 95-2 and Calling an Election" (the "Resolution"), which established Community Facilities District No. 95-2 of the San Dieguito Union High School District (the "District") pursuant to the Mello-Roos community Facilities Act of 1982, as amended, to finance the construction and acquisition of certain school facilities within the District;

WHEREAS, on July 18, 1996 the Board amended the Resolution by adopting a resolution entitled "Amendment to Resolutions of Formation of the Board of Trustees of the San Dieguito Union High School District Regarding Establishment of Community Facilities District Nos. 94-3 and 95-2 of the San Dieguito Union High School District" (the "Amending Resolution") changing the date of the election;

WHEREAS, the Resolution authorized the levy of a special tax on property lying within the District, authorized the issuance of bonds in an aggregate principal amount not to exceed \$50,000,000 and called an election;

WHEREAS, on September 10, 1996 an election (the "Election") was held within the District in which the eligible electors approved by more than two-thirds of the votes cast the propositions of levying a special tax on property within the District, incurring indebtedness in an amount not to exceed \$50,000,000 and establishing an appropriations limit;

WHEREAS, on September 19, 1996 the Board of Trustees adopted an ordinance entitled, "Ordinance of the Board of Trustees of the San Dieguito Union High School District Authorizing the Levy of a Special Tax Within Community Facilities District No. 95-2" (the "Ordinance") authorizing the levy of a special tax within the District pursuant to the rate and method of apportionment of special taxes approved in the Election (the "Rate and Method") which is set forth in Exhibit A attached to the Ordinance (terms used but not defined herein have the meanings provided in the Rate and Method);

WHEREAS, the Ordinance authorized the Board of Trustees to provide, by resolution, for the levy of the special tax in accordance with the Rate and Method;

ITEM 20

WHEREAS, pursuant to the Rate and Method, within five (5) business days from the time of issuance of the initial building permit with respect to any Assessor's Parcel, the owner of such Assessor's Parcel of Developed Property may elect to prepay fifty percent of the aggregate Maximum Special Tax obligation attributable to the Assessor's Parcel;

NOW THEREFORE, THE BOARD OF TRUSTEES DOES HEREBY RESOLVE, DETERMINE AND ORDER AS FOLLOWS:

Section 1. In accordance with the Rate and Method, the Board of Trustees hereby establishes \$7,855.11 as the Alternate Prepayment Tax for Single-Family units and \$2,140.14 for Multi-Family units with respect to Developed Property for the 2007-08 fiscal year.

Section 2. The Alternate Prepayment Tax with respect to any Assessor's Parcel shall be collected by the District within five (5) business days from the time of issuance of the initial building permit of such Assessor's Parcel of Developed Property in accordance with Section VII of the Rate and Method and Section 5 of the Ordinance.

Section 3. The Board of Trustees hereby ratifies any action taken prior to adoption of this resolution to collect the Alternate Prepayment Taxes with respect to Developed Property for the 2007-08 fiscal year.

Section 4. This Resolution shall take effect immediately on the date of final passage.

ADOPTED, SIGNED AND APPROVED, this 19th day of July, 2007.

BOARD OF TRUSTEES OF THE SAN  
DIEGUITO UNION HIGH SCHOOL DISTRICT

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

Title: President, Board of Trustees

ATTEST:

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

Title: Clerk, Board of Trustees

ITEM 20

**RESOLUTION OF THE BOARD OF TRUSTEES  
OF THE SAN DIEGUITO UNION HIGH SCHOOL DISTRICT  
ESTABLISHING SPECIAL TAXES WITHIN  
COMMUNITY FACILITIES DISTRICT NO. 99-1  
FOR PREPAYMENTS FOR THE 2007-08 FISCAL YEAR**

WHEREAS, on May 6, 1999 the Board of Trustees of the San Dieguito Union High School District (the “Board of Trustees”) adopted a resolution entitled “Resolution of Formation of the Board of Trustees of the San Dieguito Union High School District Establishing Community Facilities District No. 99-1 of the San Dieguito Union High School District Authorizing the Levy of a Special Tax, the Incurrence of Bonded Indebtedness not to Exceed \$50,000,000 with Proposed Community Facilities District No. 99-1 and Calling an Election” (the “Resolution), which established Community Facilities District No. 99-1 of the San Dieguito Union High School District (the “District”) pursuant to the Mello-Roos Community Facilities Act of 1982, as amended, to finance the construction and acquisition of certain school facilities within the District; and

WHEREAS, on August 19, 1999 the Board amended the Resolution by adopting a resolution entitled “Amendment to Resolution of Formation of the Board of Trustees of the San Dieguito Union High School District Regarding Establishment of Community Facilities District No. 99-1 of the San Dieguito Union High School District” (the “Amending Resolution”) changing the date of the election; and

WHEREAS, the Resolution authorized the levy of a special tax on property lying within the District, authorized the issuance of bonds in an aggregate principal amount not to exceed \$50,000,000 and called an election; and

WHEREAS, on September 16, 1999 an election (the “Election”) was held within the District in which the eligible electors approved by more than two-thirds of the votes cast the propositions of levying a special tax on property within the District, incurring indebtedness in an amount not to exceed \$50,000,000 and establishing an appropriations limit; and

WHEREAS, on September 16, 1999 the Board of Trustees adopted an ordinance entitled, “Ordinance of the Board of Trustees of the San Dieguito Union High School District Authorizing the Levy of a Special Tax Within Community Facilities District No. 99-1” (the “Ordinance”) authorizing the levy of a special tax within the District pursuant to the rate and method of apportionment of special taxes approved in the Election (the “Rate and Method”) which is set forth in Exhibit A attached to the Ordinance (terms used but not defined herein have the meanings provided the Rate and Method); and

ITEM 20

WHEREAS, the Ordinance authorized the Board of Trustees to provide, by resolution, the levy of the special tax in accordance with the Rate and Method; and

WHEREAS, pursuant to the Rate and Method, within five (5) business days from the time of issuance of the initial building permit with respect to any Assessor's Parcel, the owner of such Assessor's Parcel of Developed Property may elect to prepay fifty percent of the aggregate Maximum Special Tax obligation attributable to the Assessor's Parcel;

NOW THEREFORE, THE BOARD OF TRUSTEES DOES HEREBY RESOLVE, DETERMINE AND ORDER AS FOLLOWS:

Section 1. In accordance with the Rate and Method, the Board of Trustees hereby establishes \$8,088.84 as the Alternate Prepayment Tax for Single-Family units and \$2,184.83 for multi-Family units with respect to Developed Property for the 2007-08 fiscal year.

Section 2. The Alternate Prepayment Tax with respect to any Assessor's Parcel shall be collected by the District within five (5) business days from the time of issuance of the initial building permit of such Assessor's Parcel of Developed Property in accordance with Section VII of the Rate and Method and Section 5 of the Ordinance.

Section 3. The Board of Trustees hereby ratifies any action taken prior to adoption of this resolution to collect the Alternate Prepayment Taxes with respect to Developed Property for the 2007-08 fiscal year.

Section 4. This Resolution shall take effect immediately on the date of final passage.

ADOPTED, SIGNED AND APPROVED, this 19th day of July, 2007.

BOARD OF TRUSTEES OF THE SAN  
DIEGUITO UNION HIGH SCHOOL DISTRICT

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

Title: President, Board of Trustees

ATTEST:

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

Title: Clerk, Board of Trustees

ITEM 20

**RESOLUTION OF THE BOARD OF TRUSTEES  
OF THE SAN DIEGUITO UNION HIGH SCHOOL DISTRICT  
ESTABLISHING SPECIAL TAXES WITHIN  
COMMUNITY FACILITIES DISTRICT NO. 99-2  
FOR PREPAYMENTS FOR THE 2007-08 FISCAL YEAR**

WHEREAS, on May 6, 1999 the Board of Trustees of the San Dieguito Union High School District (the “Board of Trustees”) adopted a resolution entitled “Resolution of Formation of the Board of Trustees of the San Dieguito Union High School District Establishing Community Facilities District No. 99-2 (The Bridges at Rancho Santa Fe) of the San Dieguito Union High School District, Authorizing the Levy of a Special Tax, the Incurrence of Bonded Indebtedness Not to Exceed \$50,000,000 Within Proposed Community Facilities District No. 99-2 (The Bridges at Rancho Santa Fe) and Calling an Election” (The “Resolution”), which established Community Facilities District No. 99-2 of the San Dieguito Union High School District (the “District”) pursuant to the Mello-Roos Community Facilities Act of 1982, as amended, to finance the construction and acquisition of certain school facilities within the District; and

WHEREAS, the Resolution authorized the levy of a special tax on property lying within the District, authorized the issuance of bonds in an aggregate principal amount not to exceed \$50,000,000 and called an election; and

WHEREAS, on May 11, 1999 an election (the “Election”) was held within the District in which the eligible electors approved by more than two-thirds of the votes cast the propositions of levying a special tax on property within the District, incurring indebtedness in an amount not to exceed \$50,000,000 and establishing an appropriations limit; and

WHEREAS, on May 20, 1999 the Board of Trustees adopted an ordinance entitled, “Ordinance of the Board of Trustees of the San Dieguito Union High School District Authorizing the Levy of a Special Tax Within Community Facilities District No. 99-2 (The Bridges at Rancho Santa Fe)” (the “Ordinance”) authorizing the levy of a special tax within the District pursuant to the rate and method of apportionment of special taxes approved in the Election (the “Rate and Method”) which is set forth in Exhibit “A” attached to the Ordinance (terms used but not defined herein have the meanings provided in the Rate and Method); and

WHEREAS, the Ordinance authorized the Board of Trustees to provide, by resolution, for the levy of the special tax in accordance with the Rate and Method; and

WHEREAS, pursuant to the Rate and Method, at or prior to the issuance of a building permit for an Assessor’s Parcel of Residential Property, the owner of such

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property may elect to exempt his property from the Annual Special Tax by paying the One-Time Special Tax then applicable to such Assessor's Parcel and upon payment of such One-Time Special Tax, such Assessor's Parcel shall thereafter be treated as Exempt Property. If an owner of an Assessor's Parcel of Residential Property does not elect to pay the One-Time Special Tax, then that Assessor's Parcel of Residential Property shall be subject to the Annual Special Taxes and shall not be subject to the One-Time Special Tax.

NOW THEREFORE, THE BOARD OF TRUSTEES DOES HEREBY RESOLVE, DETERMINE AND ORDER AS FOLLOWS:

Section 1. In accordance with the Rate and Method, the Board of Trustees hereby establishes \$0.95 per square foot of assessable space for parcels of residential property and \$0.13 per square foot of chargeable covered and enclosed space for assessor's parcels of commercial property located within the boundaries of Rancho Santa Fe USD, or \$0.21 per square foot of chargeable covered and enclosed space for assessor's parcels of commercial property located within the boundaries of Encinitas USD as the One-Time Special Tax for the 2007-08 fiscal year.

Section 2. The One-Time Special Tax with respect to any Assessor's Parcel shall be collected by the District at or prior to the issuance of a building permit of such Assessor's Parcel in accordance with Section C of the Rate and Method and Section C of the Ordinance.

Section 3. The Board of Trustees hereby ratifies any action taken prior to adoption of this resolution to collect the One-Time Special Tax with respect to Developed Property for the 2007-08 fiscal year.

Section 4. This Resolution shall take effect immediately on the date of final passage.

ADOPTED, SIGNED AND APPROVED, this 19th day of July, 2007.

BOARD OF TRUSTEES OF THE SAN  
DIEGUITO UNION HIGH SCHOOL DISTRICT

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

Title: President, Board of Trustees

ATTEST:

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

Title: Clerk, Board of Trustees



ITEM 20

**RESOLUTION OF THE BOARD OF TRUSTEES  
OF THE SAN DIEGUITO UNION HIGH SCHOOL DISTRICT  
ESTABLISHING SPECIAL TAXES WITHIN  
COMMUNITY FACILITIES DISTRICT NO. 99-3  
FOR PREPAYMENTS FOR THE 2007-08 FISCAL YEAR**

WHEREAS, on October 7, 1999 the Board of Trustees of the San Dieguito Union High School District (the “Board of Trustees”) adopted a resolution entitled “Resolution of Formation of the Board of Trustees of the San Dieguito Union High School District Establishing Community Facilities District No. 99-3 of the San Dieguito Union High School District, Authorizing the Levy of a Special Tax, the Incurrence of Bonded Indebtedness Not to Exceed \$50,000,000 Within Proposed Community Facilities District No. 99-3 and Calling an Election” (the “Resolution”), which establishes Community Facilities District No. 99-3 of the San Dieguito Union High School District (the “District”) pursuant to the Mello-Roos Community Facilities Act of 1982, as amended, to finance the construction and acquisition of certain school facilities within the District; and

WHEREAS, the Resolution authorized the levy of a special tax on property lying within the District, authorized the issuance of bonds in an aggregate principal amount not to exceed \$50,000,000 and called an election; and

WHEREAS, on October 12, 1999 an election (the “Election”) was held within the District in which the eligible electors approved by more than two-thirds of the votes cast the propositions of levying a special tax on property within the District, incurring indebtedness in an amount not to exceed \$50,000,000 and establishing an appropriations limit; and

WHEREAS, on November 4, 1999 the Board of Trustees adopted an ordinance entitled, “Ordinance of the Board of Trustees of the San Dieguito Union High School District Authorizing the Levy of a Special Tax Within Community Facilities District No. 99-3” (the “Ordinance”) authorizing the levy of a special tax within the District pursuant to the rate and method of apportionment of special taxes approved in the Election (the “Rate and Method”) which is set forth in Exhibit “A” attached to the Ordinance (terms used but not defined herein have the meanings provided in the Rate and Method); and

WHEREAS, the Ordinance authorized the Board of Trustees to provide, by resolution, for the levy of the special tax in accordance with the Rate and Method; and

WHEREAS, pursuant to the Rate and Method, at or prior to the issuance of a building permit for an Assessor’s Parcel of Residential Property, the owner of such property may elect to exempt his property from the Annual Special Tax by paying the

ITEM 20

One-Time Special Tax then applicable to such Assessor's Parcel and upon payment of such One-Time Special Tax, such Assessor's Parcel of Residential Property shall thereafter be treated as Exempt Property. If an owner of an Assessor's Parcel of Residential Property does not elect to pay the One-Time Special Tax, then that Assessor's Parcel of Residential Property shall be subject to Annual Special Taxes and shall not be subject to the One-Time Special Tax.

NOW THEREFORE, THE BOARD OF TRUSTEES DOES HEREBY RESOLVE, DETERMINE AND ORDER AS FOLLOWS:

Section 1. In accordance with the Rate and Method, the Board of Trustees hereby establishes \$0.95 per square foot of Assessable Space for Assessor's Parcels of Residential Property, or \$0.21 per square foot of Chargeable Covered and Enclosed Space for Assessor's Parcels of Commercial Property as the One-Time Special Tax for the 2007-08 fiscal year.

Section 2. The One-Time Special Tax with respect to any Assessor's Parcel shall be collected by the District at or prior to the issuance of a building permit of such Assessor's Parcel in accordance with Section C of the Rate and Method and Section C of the Ordinance.

Section 3. The Board of Trustees hereby ratifies any action taken prior to adoption of this resolution to collect the One-Time Special Tax with respect to Developed Property for the 2007-08 fiscal year.

Section 4. This Resolution shall take effect immediately on the date of final passage.

ADOPTED, SIGNED AND APPROVED, this 19th day of July, 2007.

BOARD OF TRUSTEES OF THE SAN  
DIEGUITO UNION HIGH SCHOOL DISTRICT

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

Title: President, Board of Trustees

ATTEST:

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

Title: Clerk, Board of Trustees

ITEM 20

**RESOLUTION OF THE BOARD OF TRUSTEES  
OF THE SAN DIEGUITO UNION HIGH SCHOOL DISTRICT  
ESTABLISHING SPECIAL TAXES WITHIN  
COMMUNITY FACILITIES DISTRICT NO. 03-1  
FOR PREPAYMENTS FOR THE 2007-08 FISCAL YEAR**

WHEREAS, on May 1, 2003 the Board of Trustees of the San Dieguito Union High School District (the "Board of Trustees") adopted a resolution entitled "Resolution of Formation of the Board of Trustees of the San Dieguito Union High School District Establishing Community Facilities District No. 03-1 of the San Dieguito Union High School District, Authorizing the Levy of a Special Tax, the Incurrence of Bonded Indebtedness not to Exceed \$75,000,000 within Proposed Community Facilities District 03-1 and Calling an Election" (the "Resolution"), which established Community Facilities District No. 03-1 of the San Dieguito Union High School District (the "District") pursuant to the Mello-Roos Community Facilities Act of 1982, as amended, to finance the construction and acquisition of certain school facilities within the District;

WHEREAS, the Resolution authorized the levy of a special tax on property lying within the District, authorized the issuance of bonds in an aggregate principal amount not to exceed \$75,000,000 and called an election;

WHEREAS, on May 13, 2003, an election (the "Election") was held within the District in which the eligible electors approved by more than two-thirds of the votes cast the propositions of levying a special tax on property within the District, incurring indebtedness in an amount not to exceed \$75,000,000 and establishing an appropriations limit;

WHEREAS, on May 15, 2003, the Board of Trustees adopted an ordinance entitled, "Ordinance of the Board of Trustees of the San Dieguito Union High School District Authorizing the Levy of a Special Tax Within Community Facilities District No. 03-1" (the "Ordinance") authorizing the levy of a special tax within the District pursuant to the rate and method of apportionment of special taxes approved in the Election (the "Rate and Method") which is set forth in Exhibit A attached to the Ordinance (terms used but not defined herein have the meaning provided in the Rate and Method);

WHEREAS, the Ordinance authorized the Board of Trustees to provide, by resolution, for the levy of the special tax in accordance with the Rate and Method;

WHEREAS, pursuant to the Rate and Method, within five (5) business days from the time of issuance of the initial building permit with respect to any Assessor's Parcel, the owner of such Assessor's Parcel of Developed Property may elect to prepay fifty percent of the aggregate Maximum Special Tax obligation attributable to the Assessor's Parcel;

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NOW THEREFORE, THE BOARD OF TRUSTEES DOES HEREBY RESOLVE, DETERMINE AND ORDER AS FOLLOWS:

Section 1. In accordance with the Rate and Method, the Board of Trustees hereby establishes \$9,593.40 as the Alternate Prepayment Tax for Tax Class A Single-Family units, \$2,592.00 for Tax Class A Multi-Family units, \$8,088.84 for Tax Class B Single-Family units, and \$2,184.83 for Tax Class B Multi-Family units with respect to Developed Property for the 2007-08 fiscal year.

Section 2. The Alternate Prepayment Tax with respect to any Assessor's Parcel shall be collected by the District within five (5) business days from the time of issuance of the initial building permit of such Assessor's Parcel of Developed Property in accordance with Section VI of the Rate and Method and Section 5 of the Ordinance.

Section 3. The Board of Trustees hereby ratifies any action taken prior to adoption of this resolution to collect the Alternate Prepayment Taxes with respect to Developed Property for the 2007-08 fiscal year.

Section 4. This Resolution shall take effect immediately on the date of final passage.

ADOPTED, SIGNED AND APPROVED, this 19th day of July, 2007.

BOARD OF TRUSTEES OF THE SAN  
DIEGUITO UNION HIGH SCHOOL DISTRICT

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

Title: President, Board of Trustees

ATTEST:

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

Title: Clerk, Board of Trustees

# San Dieguito Union High School District

## INFORMATION REGARDING BOARD AGENDA ITEM

**TO:** BOARD OF TRUSTEES

**DATE OF REPORT:** July 10, 2007

**BOARD MEETING DATE:** July 19, 2007

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

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

**SUBJECT:** ADOPTION OF RESOLUTIONS LEVYING  
SPECIAL TAXES FOR 2007-2008 FISCAL  
YEAR

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### EXECUTIVE SUMMARY

The Board of Trustees has adopted ordinances authorizing the levy of a special tax within Community Facilities District (CFD) 94-1, CFD 94-2, CFD 94-3, CFD 95-1, CFD 95-2, CFD 99-1, CFD 99-2, CFD 99-3, and CFD 03-1. These ordinances authorized the Board of Trustees to provide, by resolution, for the levy of the special tax in accordance with the Rate and Method established. The tax will appear on each property owner's tax bill and is to be collected by the County Assessor's Office, per arrangement.

Attachment A to the attached resolutions is available for inspection in the Facilities Planning Department and will be filed as part of the minutes of this meeting.

### RECOMMENDATION:

It is recommended that the Board adopt the attached resolutions levying Special Taxes Within Community Facilities District No.'s 94-1, 94-2, 94-3, 95-1, 95-2, 99-1, 99-2, 99-3, and 03-1, and authorize the Auditor of San Diego County to levy taxes on all non-exempt property within each Community Facilities District.

**FUNDING SOURCE:**

Community Facilities Districts 94-1, 94-2, 94-3, 95-1, 95-2, 99-1, 99-2, 99-3, and 03-1

Enclosure: 2007/2008 Special Tax Summary

ITEM 21

RESOLUTION OF THE BOARD OF TRUSTEES  
OF THE SAN DIEGUITO UNION HIGH SCHOOL DISTRICT  
LEVYING SPECIAL TAX FOR 2007-08 FOR  
COMMUNITY FACILITIES DISTRICT 94-1 OF  
THE SAN DIEGUITO UNION HIGH SCHOOL DISTRICT

WHEREAS, the Board of Trustees (the "Board") of the San Dieguito Union High School District (the "District") has previously completed proceedings pursuant to the Mello-Roos Community Facilities Act of 1982, as amended, commencing with Section 53311 of the Government Code of the State of California (the "Act") to form Community Facilities District 94-1 of the San Dieguito Union High School District; and

WHEREAS, the Board, acting on behalf of CFD 94-1, has reviewed the financial affairs of CFD 94-1; and

WHEREAS, the Board desires at this time to levy the special taxes at the rates specified herein for the fiscal year for CFD 94-1,

NOW, THEREFORE, the Board of Trustees of the San Dieguito Union High School District, acting as the legislative body of Community Facilities District 94-1, does hereby resolve, determine, and order as follows:

Section 1. That the Clerk of the Board of Trustees of the District is hereby authorized to file a certified copy of this Resolution with the Auditor of the County of San Diego and such other public agencies as may be necessary.

Section 2. Pursuant to Section 53340 of the Act, the Board hereby levies the special taxes on all non-exempt property within CFD 94-1 pursuant to the Rate and Method of Apportionment of the Special Tax for CFD 94-1, and in the amounts and on property within CFD 94-1 for Fiscal Year 2007-08 as set forth on Attachment A attached hereto and incorporated herein by this reference.

ADOPTED, SIGNED, AND APPROVED THIS 19<sup>th</sup> DAY OF July, 2007.

San Dieguito Union High School District  
Acting as the Legislative Body of  
Community Facilities District 94-1

By: \_\_\_\_\_  
President of the Board of Trustees

ITEM 21

Resolution Levying Special Tax for 2007-08  
Page 2

ATTEST:

By: \_\_\_\_\_  
Clerk, Board of Trustees



ITEM 21

STATE OF CALIFORNIA )  
  )  
COUNTY OF SAN DIEGO)

I, Joyce Dalessandro, Clerk of the Board of Trustees of the San Dieguito Union High School District, do hereby certify that the foregoing Resolution was duly adopted by the Board of Trustees at a regular meeting of said Board held on the 19th day of July, 2007, and that it was so adopted by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

\_\_\_\_\_  
Clerk, Board of Trustees

ITEM 21

RESOLUTION OF THE BOARD OF TRUSTEES  
OF THE SAN DIEGUITO UNION HIGH SCHOOL DISTRICT  
LEVYING SPECIAL TAX FOR 2007-08 FOR  
COMMUNITY FACILITIES DISTRICT 94-2 OF  
THE SAN DIEGUITO UNION HIGH SCHOOL DISTRICT

WHEREAS, the Board of Trustees (the "Board") of the San Dieguito Union High School District (the "District") has previously completed proceedings pursuant to the Mello-Roos Community Facilities Act of 1982, as amended, commencing with Section 53311 of the Government Code of the State of California (the "Act") to form Community Facilities District 94-2 of the San Dieguito Union High School District; and

WHEREAS, the Board, acting on behalf of CFD 94-2, has reviewed the financial affairs of CFD 94-2; and

WHEREAS, the Board desires at this time to levy the special taxes at the rates specified herein for the fiscal year for CFD 94-2,

NOW, THEREFORE, the Board of Trustees of the San Dieguito Union High School District, acting as the legislative body of Community Facilities District 94-2, does hereby resolve, determine, and order as follows:

Section 1. That the Clerk of the Board of Trustees of the District is hereby authorized to file a certified copy of this Resolution with the Auditor of the County of San Diego and such other public agencies as may be necessary.

Section 2. Pursuant to Section 53340 of the Act, the Board hereby levies the special taxes on all non-exempt property within CFD 94-2 pursuant to the Rate and Method of Apportionment of the Special Tax for CFD 94-2, and in the amounts and on property within CFD 94-2 for Fiscal Year 2007-08 as set forth on Attachment A attached hereto and incorporated herein by this reference.

ADOPTED, SIGNED, AND APPROVED THIS 19<sup>th</sup> DAY OF July, 2007.

San Dieguito Union High School District  
Acting as the Legislative Body of  
Community Facilities District 94-2

By: \_\_\_\_\_  
President of the Board of Trustees

ITEM 21

Resolution Levying Special Tax for 2007-08  
Page 2

ATTEST:

By: \_\_\_\_\_  
Clerk, Board of Trustees

ITEM 21

STATE OF CALIFORNIA )  
  )  
COUNTY OF SAN DIEGO)

I, Joyce Dalessandro, Clerk of the Board of Trustees of the San Dieguito Union High School District, do hereby certify that the foregoing Resolution was duly adopted by the Board of Trustees at a regular meeting of said Board held on the 19th day of July, 2007, and that it was so adopted by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

\_\_\_\_\_  
Clerk, Board of Trustees

ITEM 21

RESOLUTION OF THE BOARD OF TRUSTEES  
OF THE SAN DIEGUITO UNION HIGH SCHOOL DISTRICT  
LEVYING SPECIAL TAX FOR 2007-08 FOR  
COMMUNITY FACILITIES DISTRICT 94-3 OF  
THE SAN DIEGUITO UNION HIGH SCHOOL DISTRICT

WHEREAS, the Board of Trustees (the "Board") of the San Dieguito Union High School District (the "District") has previously completed proceedings pursuant to the Mello-Roos Community Facilities Act of 1982, as amended, commencing with Section 53311 of the Government Code of the State of California (the "Act") to form Community Facilities District 94-3 of the San Dieguito Union High School District; and

WHEREAS, the Board, acting on behalf of CFD 94-3, has reviewed the financial affairs of CFD 94-3; and

WHEREAS, the Board desires at this time to levy the special taxes at the rates specified herein for the fiscal year for CFD 94-3,

NOW, THEREFORE, the Board of Trustees of the San Dieguito Union High School District, acting as the legislative body of Community Facilities District 94-3, does hereby resolve, determine, and order as follows:

Section 1. That the Clerk of the Board of Trustees of the District is hereby authorized to file a certified copy of this Resolution with the Auditor of the County of San Diego and such other public agencies as may be necessary.

Section 2. Pursuant to Section 53340 of the Act, the Board hereby levies the special taxes on all non-exempt property within CFD 94-3 pursuant to the Rate and Method of Apportionment of the Special Tax for CFD 94-3, and in the amounts and on property within CFD 94-3 for Fiscal Year 2007-08 as set forth on Attachment A attached hereto and incorporated herein by this reference.

ADOPTED, SIGNED, AND APPROVED THIS 19<sup>th</sup> DAY OF July, 2007.

San Dieguito Union High School District  
Acting as the Legislative Body of  
Community Facilities District 94-3

By: \_\_\_\_\_  
President of the Board of Trustees

ITEM 21

Resolution Levying Special Tax for 2007-08  
Page 2

ATTEST:

By: \_\_\_\_\_  
Clerk, Board of Trustees

ITEM 21

STATE OF CALIFORNIA )  
                                  )  
COUNTY OF SAN DIEGO)

I, Joyce Dalessandro, Clerk of the Board of Trustees of the San Dieguito Union High School District, do hereby certify that the foregoing Resolution was duly adopted by the Board of Trustees at a regular meeting of said Board held on the 19th day of July, 2007, and that it was so adopted by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

\_\_\_\_\_  
Clerk, Board of Trustees

ITEM 21

RESOLUTION OF THE BOARD OF TRUSTEES  
OF THE SAN DIEGUITO UNION HIGH SCHOOL DISTRICT  
LEVYING SPECIAL TAX FOR 2007-08 FOR  
COMMUNITY FACILITIES DISTRICT 95-1 OF  
THE SAN DIEGUITO UNION HIGH SCHOOL DISTRICT

WHEREAS, the Board of Trustees (the “Board”) of the San Dieguito Union High School District (the “District”) has previously completed proceedings pursuant to the Mello-Roos Community Facilities Act of 1982, as amended, commencing with Section 53311 of the Government Code of the State of California (the “Act”) to form Community Facilities District 95-1 of the San Dieguito Union High School District; and

WHEREAS, the Board, acting on behalf of CFD 95-1, has reviewed the financial affairs of CFD 95-1; and

WHEREAS, the Board desires at this time to levy the special taxes at the rates specified herein for the fiscal year for CFD 95-1,

NOW, THEREFORE, the Board of Trustees of the San Dieguito Union High School District, acting as the legislative body of Community Facilities District 95-1, does hereby resolve, determine, and order as follows:

Section 1. That the Clerk of the Board of Trustees of the District is hereby authorized to file a certified copy of this Resolution with the Auditor of the County of San Diego and such other public agencies as may be necessary.

Section 2. Pursuant to Section 53340 of the Act, the Board hereby levies the special taxes on all non-exempt property within CFD 95-1 pursuant to the Rate and Method of Apportionment of the Special Tax for CFD 95-1, and in the amounts and on property within CFD 95-1 for Fiscal Year 2007-08 as set forth on Attachment A attached hereto and incorporated herein by this reference.

ADOPTED, SIGNED, AND APPROVED THIS 19th DAY OF July, 2007.

San Dieguito Union High School District  
Acting as the Legislative Body of  
Community Facilities District 95-1

By: \_\_\_\_\_  
President of the Board of Trustees



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Resolution Levying Special Tax for 2007-08  
Page 2

ATTEST:

By: \_\_\_\_\_  
Clerk, Board of Trustees



ITEM 21

RESOLUTION OF THE BOARD OF TRUSTEES  
OF THE SAN DIEGUITO UNION HIGH SCHOOL DISTRICT  
LEVYING SPECIAL TAX FOR 2007-08 FOR  
COMMUNITY FACILITIES DISTRICT 95-2 OF  
THE SAN DIEGUITO UNION HIGH SCHOOL DISTRICT

WHEREAS, the Board of Trustees (the "Board") of the San Dieguito Union High School District (the "District") has previously completed proceedings pursuant to the Mello-Roos Community Facilities Act of 1982, as amended, commencing with Section 53311 of the Government Code of the State of California (the "Act") to form Community Facilities District 95-2 of the San Dieguito Union High School District; and

WHEREAS, the Board, acting on behalf of CFD 95-2, has reviewed the financial affairs of CFD 95-2; and

WHEREAS, the Board desires at this time to levy the special taxes at the rates specified herein for the fiscal year for CFD 95-2,

NOW, THEREFORE, the Board of Trustees of the San Dieguito Union High School District, acting as the legislative body of Community Facilities District 95-2, does hereby resolve, determine, and order as follows:

Section 1. That the Clerk of the Board of Trustees of the District is hereby authorized to file a certified copy of this Resolution with the Auditor of the County of San Diego and such other public agencies as may be necessary.

Section 2. Pursuant to Section 53340 of the Act, the Board hereby levies the special taxes on all non-exempt property within CFD 95-2 pursuant to the Rate and Method of Apportionment of the Special Tax for CFD 95-2, and in the amounts and on property within CFD 95-2 for Fiscal Year 2007-08 as set forth on Attachment A attached hereto and incorporated herein by this reference.

ADOPTED, SIGNED, AND APPROVED THIS 19th DAY OF July, 2007.

San Dieguito Union High School District  
Acting as the Legislative Body of  
Community Facilities District 95-2

By: \_\_\_\_\_  
President of the Board of Trustees

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Resolution Levying Special Tax for 2007-08  
Page 2

ATTEST:

By: \_\_\_\_\_  
Clerk, Board of Trustees

ITEM 21

STATE OF CALIFORNIA )  
                                  )  
COUNTY OF SAN DIEGO)

I, Joyce Dalessandro, Clerk of the Board of Trustees of the San Dieguito Union High School District, do hereby certify that the foregoing Resolution was duly adopted by the Board of Trustees at a regular meeting of said Board held on the 19th day of July, 2007, and that it was so adopted by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

\_\_\_\_\_  
Clerk, Board of Trustees

ITEM 21

RESOLUTION OF THE BOARD OF TRUSTEES  
OF THE SAN DIEGUITO UNION HIGH SCHOOL DISTRICT  
LEVYING SPECIAL TAX FOR 2007-08 FOR  
COMMUNITY FACILITIES DISTRICT 99-1 OF  
THE SAN DIEGUITO UNION HIGH SCHOOL DISTRICT

WHEREAS, the Board of Trustees (the “Board”) of the San Dieguito Union High School District (the “District”) has previously completed proceedings pursuant to the Mello-Roos Community Facilities Act of 1982, as amended, commencing with Section 53311 of the Government Code of the State of California (the “Act”) to form Community Facilities District 99-1 of the San Dieguito Union High School District; and

WHEREAS, the Board, acting on behalf of CFD 99-1, has reviewed the financial affairs of CFD 99-1; and

WHEREAS, the Board desires at this time to levy the special taxes at the rates specified herein for the fiscal year for CFD 99-1,

NOW, THEREFORE, the Board of Trustees of the San Dieguito Union High School District, acting as the legislative body of Community Facilities District 99-1, does hereby resolve, determine, and order as follows:

Section 1. That the Clerk of the Board of Trustees of the District is hereby authorized to file a certified copy of this Resolution with the Auditor of the County of San Diego and such other public agencies as may be necessary.

Section 2. Pursuant to Section 53340 of the Act, the Board hereby levies the special taxes on all non-exempt property within CFD 99-1 pursuant to the Rate and Method of Apportionment of the Special Tax for CFD 99-1, and in the amounts and on property within CFD 99-1 for Fiscal Year 2007-08 as set forth on Attachment A attached hereto and incorporated herein by this reference.

ADOPTED, SIGNED, AND APPROVED THIS 19th DAY OF July, 2007.

San Dieguito Union High School District  
Acting as the Legislative Body of  
Community Facilities District 99-1

By: \_\_\_\_\_  
President of the Board of Trustees

ITEM 21

Resolution Levying Special Tax for 2007-08  
Page 2

ATTEST:

By: \_\_\_\_\_  
Clerk, Board of Trustees

ITEM 21

STATE OF CALIFORNIA )  
  )  
COUNTY OF SAN DIEGO)

I, Joyce Dalessandro, Clerk of the Board of Trustees of the San Dieguito Union High School District, do hereby certify that the foregoing Resolution was duly adopted by the Board of Trustees at a regular meeting of said Board held on the 19th day of July, 2007, and that it was so adopted by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

\_\_\_\_\_  
Clerk, Board of Trustees



ITEM 21

RESOLUTION OF THE BOARD OF TRUSTEES  
OF THE SAN DIEGUITO UNION HIGH SCHOOL DISTRICT  
LEVYING SPECIAL TAX FOR 2007-08 FOR  
COMMUNITY FACILITIES DISTRICT 99-2 OF  
THE SAN DIEGUITO UNION HIGH SCHOOL DISTRICT

WHEREAS, the Board of Trustees (the "Board") of the San Dieguito Union High School District (the "District") has previously completed proceedings pursuant to the Mello-Roos Community Facilities Act of 1982, as amended, commencing with Section 53311 of the Government Code of the State of California (the "Act") to form Community Facilities District 99-2 of the San Dieguito Union High School District; and

WHEREAS, the Board, acting on behalf of CFD 99-2, has reviewed the financial affairs of CFD 99-2; and

WHEREAS, the Board desires at this time to levy the special taxes at the rates specified herein for the fiscal year for CFD 99-2,

NOW, THEREFORE, the Board of Trustees of the San Dieguito Union High School District, acting as the legislative body of Community Facilities District 99-2, does hereby resolve, determine, and order as follows:

Section 1. That the Clerk of the Board of Trustees of the District is hereby authorized to file a certified copy of this Resolution with the Auditor of the County of San Diego and such other public agencies as may be necessary.

Section 2. Pursuant to Section 53340 of the Act, the Board hereby levies the special taxes on all non-exempt property within CFD 99-2 pursuant to the Rate and Method of Apportionment of the Special Tax for CFD 99-2, and in the amounts and on property within CFD 99-2 for Fiscal Year 2007-08 as set forth on Attachment A attached hereto and incorporated herein by this reference.

ADOPTED, SIGNED, AND APPROVED THIS 19th DAY OF July, 2007.

San Dieguito Union High School District  
Acting as the Legislative Body of  
Community Facilities District 99-2

By: \_\_\_\_\_  
President of the Board of Trustees

ITEM 21

Resolution Levying Special Tax for 2007-08  
Page 2

ATTEST:

By: \_\_\_\_\_  
Clerk, Board of Trustees

ITEM 21

STATE OF CALIFORNIA )  
                                  )  
COUNTY OF SAN DIEGO)

I, Joyce Dalessandro, Clerk of the Board of Trustees of the San Dieguito Union High School District, do hereby certify that the foregoing Resolution was duly adopted by the Board of Trustees at a regular meeting of said Board held on the 19th day of July, 2007, and that it was so adopted by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

\_\_\_\_\_  
Clerk, Board of Trustees

ITEM 21

RESOLUTION OF THE BOARD OF TRUSTEES  
OF THE SAN DIEGUITO UNION HIGH SCHOOL DISTRICT  
LEVYING SPECIAL TAX FOR 2007-08 FOR  
COMMUNITY FACILITIES DISTRICT 99-3 OF  
THE SAN DIEGUITO UNION HIGH SCHOOL DISTRICT

WHEREAS, the Board of Trustees (the "Board") of the San Dieguito Union High School District (the "District") has previously completed proceedings pursuant to the Mello-Roos Community Facilities Act of 1982, as amended, commencing with Section 53311 of the Government Code of the State of California (the "Act") to form Community Facilities District 99-3 of the San Dieguito Union High School District; and

WHEREAS, the Board, acting on behalf of CFD 99-3, has reviewed the financial affairs of CFD 99-3; and

WHEREAS, the Board desires at this time to levy the special taxes at the rates specified herein for the fiscal year for CFD 99-3,

NOW, THEREFORE, the Board of Trustees of the San Dieguito Union High School District, acting as the legislative body of Community Facilities District 99-3, does hereby resolve, determine, and order as follows:

Section 1. That the Clerk of the Board of Trustees of the District is hereby authorized to file a certified copy of this Resolution with the Auditor of the County of San Diego and such other public agencies as may be necessary.

Section 2. Pursuant to Section 53340 of the Act, the Board hereby levies the special taxes on all non-exempt property within CFD 99-3 pursuant to the Rate and Method of Apportionment of the Special Tax for CFD 99-3, and in the amounts and on property within CFD 99-3 for Fiscal Year 2007-08 as set forth on Attachment A attached hereto and incorporated herein by this reference.

ADOPTED, SIGNED, AND APPROVED THIS 19<sup>th</sup> DAY OF July, 2007.

San Dieguito Union High School District  
Acting as the Legislative Body of  
Community Facilities District 99-3

By: \_\_\_\_\_  
President of the Board of Trustees

ITEM 21

Resolution Levying Special Tax for 2007-08  
Page 2

ATTEST:

By: \_\_\_\_\_  
Clerk, Board of Trustees

ITEM 21

STATE OF CALIFORNIA )  
                                  )  
COUNTY OF SAN DIEGO)

I, Joyce Dalessandro, Clerk of the Board of Trustees of the San Dieguito Union High School District, do hereby certify that the foregoing Resolution was duly adopted by the Board of Trustees at a regular meeting of said Board held on the 19th day of July, 2007, and that it was so adopted by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

\_\_\_\_\_  
Clerk, Board of Trustees

ITEM 21

RESOLUTION OF THE BOARD OF TRUSTEES  
OF THE SAN DIEGUITO UNION HIGH SCHOOL DISTRICT  
LEVYING SPECIAL TAX FOR 2007-08 FOR  
COMMUNITY FACILITIES DISTRICT 03-1 OF  
THE SAN DIEGUITO UNION HIGH SCHOOL DISTRICT

WHEREAS, the Board of Trustees (the “Board”) of the San Dieguito Union High School District (the “District”) has previously completed proceedings pursuant to the Mello-Roos Community Facilities Act of 1982, as amended, commencing with Section 53311 of the Government Code of the State of California (the “Act”) to form Community Facilities District 03-1 of the San Dieguito Union High School District; and

WHEREAS, the Board, acting on behalf of CFD 03-1, has reviewed the financial affairs of CFD 03-1; and

WHEREAS, the Board desires at this time to levy the special taxes at the rates specified herein for the fiscal year for CFD 03-1,

NOW, THEREFORE, the Board of Trustees of the San Dieguito Union High School District, acting as the legislative body of Community Facilities District 03-1, does hereby resolve, determine, and order as follows:

Section 1. That the Clerk of the Board of Trustees of the District is hereby authorized to file a certified copy of this Resolution with the Auditor of the County of San Diego and such other public agencies as may be necessary.

Section 2. Pursuant to Section 53340 of the Act, the Board hereby levies the special taxes on all non-exempt property within CFD 03-1 pursuant to the Rate and Method of Apportionment of the Special Tax for CFD 03-1, and in the amounts and on property within CFD 03-1 for Fiscal Year 2007-08 as set forth on Attachment A attached hereto and incorporated herein by this reference.

ADOPTED, SIGNED, AND APPROVED THIS 19<sup>th</sup> DAY OF July, 2007.

San Dieguito Union High School District  
Acting as the Legislative Body of  
Community Facilities District 03-1

By: \_\_\_\_\_  
President of the Board of Trustees

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Resolution Levying Special Tax for 2007-08  
Page 2

ATTEST:

By: \_\_\_\_\_  
Clerk, Board of Trustees



ITEM 21

STATE OF CALIFORNIA )  
  )  
COUNTY OF SAN DIEGO)

I, Joyce Dalessandro, Clerk of the Board of Trustees of the San Dieguito Union High School District, do hereby certify that the foregoing Resolution was duly adopted by the Board of Trustees at a regular meeting of said Board held on the 19th day of July, 2007, and that it was so adopted by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

\_\_\_\_\_  
Clerk, Board of Trustees

## ITEM 21

**SAN DIEGUITO UNION HIGH SCHOOL DISTRICT  
COMMUNITY FACILITIES DISTRICTS  
2007/2008 EXECUTIVE SUMMARY**

<b>DISTRICT</b>	<b>PARCELS LEVIED</b>	<b>PROJECTED LEVY APPLIED AT COUNTY</b>	<b>LEVY AMOUNT HANDBILLED</b>	<b>TOTAL PROJECTED LEVY AMOUNT</b>
CFD No. 94-1	8	\$6,400	\$0.00	\$6,400
CFD No. 94-2	2,450	1,774,400	0.00	1,774,400
CFD No. 94-3	877	536,246	0.00	536,246
CFD No. 95-1	2,152	2,128,590	0.00	2,128,590
CFD No. 95-2	391	291,702	0.00	291,702
CFD No. 99-1	558	339,342	0.00	339,342
CFD No. 99-2	39	22,230	0.00	22,230
CFD No. 99-3	125	71,250	0.00	71,250
CFD No. 03-1	671	694,176	0.00	694,176
Total	7,271	\$5,864,336	\$0.00	\$5,864,336

# San Dieguito Union High School District

## INFORMATION REGARDING BOARD AGENDA ITEM

**TO:** BOARD OF TRUSTEES

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

**BOARD MEETING DATE:** July 19, 2007

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

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

**SUBJECT:** REVIEW OF BOARD POLICY REVISION  
PROPOSAL, #7311/1333 & NEW  
ADMINISTRATIVE REGULATION,  
#7311/1333/AR-1, *NEW CONSTRUCTION,*  
*COMMUNITY RELATIONS*

-----

### EXECUTIVE SUMMARY

On December 6, 2006, staff made a presentation to the Board of Trustees on "Enrollment Policy and Alternatives". Board Policy #7311/1333 (Local Goals and Policies pursuant to the Mello-Roos Community Facility Act of 1982) was reviewed in light of the growing use of Mello-Roos funding of facilities. Staff examined a number of options on meeting the "priority attendance" goal of the policy.

Staff is recommending some minor changes to the policy and the creation of an AR for implementation purposes. This item is being presented for review and will be returned to the next Board meeting for approval.

### RECOMMENDATION:

It is recommended that the Board review the Board Policy revision #7311 and new Administrative Regulation proposal, #7311/1333/AR-1, *New Construction, Community Relations*, as shown in the attached supplements.

### FUNDING SOURCE:

Not applicable.

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NEW CONSTRUCTION  
COMMUNITY RELATIONS

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1333

LOCAL GOALS AND POLICIES PURSUANT TO THE MELLO-ROOS COMMUNITY FACILITIES ACT OF 1982

Introduction

San Dieguito Union High School District (the "District") has created these Local Goals and Policies (the "Policies") as guidelines to assist all concerned parties in determining the District's approach to financing projects pursuant to the Mello-Roos Community Facilities Act of 1982, as amended (the "Mello-Roos Act"). These Policies are also intended to comply with Section 53312.7 of the Mello-Roos Act.

School Facilities to be Financed

It is the District's intention to support projects which address the greatest public need and provide the greatest public benefit: first, to the residents of ~~the proposed new and existing Mello-Roos Act~~ community facilities districts ("**CFDs**"); and, second, to the residents of the District at large. Therefore, it shall be the policy of the District to give priority attendance access to students residing in ~~a community facilities district~~ **CFDs** whose residents have paid special taxes which have, in whole or in part, financed the construction of school facilities. The degree of **CFD** priority shall reflect the proportion of each school's financing by **CFDs** under the Mello-Roos Act. ~~The District hereby incorporates by reference its attendance policy including criteria for student assignment such as goals to achieve ethnic, racial, or socioeconomic diversity; federal, state, or court mandates; transportation needs, safe pedestrian routes; grade levels for which facilities were designed; and ensuring students continuity of schooling within any single school year.~~ **The Superintendent shall develop regulations to determine the manner in which the CFD priority shall be determined for District schools. Those regulations shall incorporate this policy, other considerations allowed by law, and other applicable board policies such as the District's attendance policies (including criteria for student assignment such as goals to achieve ethnic, racial, or socioeconomic diversity, to the extent allowable by law); federal, state, or court mandates; transportation needs, safe pedestrian routes; grade levels for which facilities were designed; and ensuring students continuity of schooling within any single school**

POLICY ADOPTED: June 8, 1994  
Policy revision DRAFT: August 23, 2007

ITEM 25 / PROPOSED

**NEW CONSTRUCTION**  
**COMMUNITY RELATIONS**  
**year.**

**7311**  
**1333**

Credit Quality

Prior to the District considering any resolution authorizing the sale and issuance of bonds secured by special taxes collected under the Mello-Roos Act, the District shall require the following items:

1. To the extent the assessed value of real property in the District is not sufficient to enable the District to comply with Section 53345.8 of the Mello Act, a current appraisal prepared consistent with the "Criteria for Appraisals" of these Policies that demonstrates that satisfactory value-to-lien ratios exist.
2. Financial statements (preferably audited) for the current and prior two fiscal years from each property owner responsible for twenty-five percent (25%) or more of the debt service on the bonded indebtedness to be incurred. The property owner shall also provide all other financial information related to the proposed project that may be requested by the District.
3. Any credit enhancement ~~that the District, in its sole discretion, may require.~~
4. Evidence that the rate and method of apportionment of the special tax is in compliance with "Special Tax Formula" of these Policies.

Any variation from these Policies is to be noted and a recommendation made to the Board of Trustees of the District with regard thereto.

Notice to Future Property Owners

The Mello-Roos Act requires that certain disclosure certificates regarding the existence of a community facilities district and the special tax obligation be provided to those individuals purchasing property within the community facilities district. The District will require statutorily prescribed disclosure be made to the initial purchaser of property within a community facilities district, and it will make available the information necessary to

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**NEW CONSTRUCTION**

**7311**

**COMMUNITY RELATIONS**

**1333**

complete the disclosure certificate required for secondary transfers. In its sole discretion, the District may require additional disclosure if to do so will allow subsequent purchasers to be aware of the existence of the community facilities district and the lien obligations created by the special tax.

Special Tax Formula

While bond proceeds provide the immediate source for financing improvements, it is the annual levy of special taxes servicing this debt which serve as the ultimate source of financing. The special tax lien must be sufficient to adequately secure the debt so that the risk of default is reasonably low. But the special tax lien must also be fair to the taxpayer. The following criteria will be applied in evaluating special tax formulas:

1. The rate and method of apportionment of the special tax must be both reasonable and equitable in apportioning the costs of the public facilities to be financed to each of the parcels within the boundaries of the proposed district.
2. The rate and method of apportionment of the special tax is to provide for the administrative expenses of the proposed district, including, but not limited to, those expenses necessary for the enrollment and collection of the special tax and bond administration.
3. All property not otherwise exempted by the Mello-Roos Act from taxation shall be subject to the special tax. The rate and method of apportionment may provide for exemptions to be extended to parcels that are to be dedicated at a future date to public entities, held by a homeowner's association or designated open space.
4. A formula to provide for the prepayment of the special tax may be provided.

Criteria for Appraisals

An appraisal is a written statement independently and impartially prepared by a qualified appraiser setting forth an opinion of defined value of an adequately described property as of a specific date, supported by the presentation and analysis of relevant market information.

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**NEW CONSTRUCTION**  
**COMMUNITY RELATIONS**

**7311**  
**1333**

The format and level of documentation for an appraisal depend on the complexity of the appraisal problem. A detailed appraisal shall be prepared for complex appraisal problems. A detailed appraisal shall reflect nationally recognized appraisal standards, including, to the extent appropriate, the Uniform Appraisal Standards for Federal Land Acquisition. An appraisal must contain sufficient documentation, including data and appraiser's analysis

of the data, to support his or her opinion of value. At a minimum, the appraisal shall contain the following items.

1. The purpose and/or the function of the appraisal, a definition of the estate being appraised, and a statement of the assumptions and limiting conditions affecting the appraisal.
2. An adequate description of the physical characteristics of the property being appraised, location, zoning, present use, and an analysis of highest and best use.
3. All relevant and reliable approaches to value consistent with commonly accepted professional appraisal practices.
4. A statement of the value of the real property.
5. The effective value of valuation, date of appraisal, signature and certification of the appraiser.

References:

~~Attendance Policy #5112/AR-1~~

**Admission Requirements - Policy #5111**

**District Residency - Policy #5111.1 and #5111.1/AR-1**

**Intra-District Open Enrollment - Policy #5116.1/AR-1**

**Attendance Boundaries - Policy #5116.2 and #5116.2/AR-1**

POLICY ADOPTED: June 8, 1994

Policy revision DRAFT: August 23, 2007

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**NEW CONSTRUCTION  
COMMUNITY RELATIONS**

**7311/AR-1**

This regulation implements the District's policy to give priority attendance access to students residing in a Mello-Roos community facilities district ("CFD") whose residents have paid special taxes which have, in whole or in part, financed the construction of school facilities. Priority attendance procedures as set forth in this regulation shall be applicable in situations in which there is insufficient space to accommodate all students wishing to attend a particular school. Consideration in determining priority attendance shall be as articulated in the District's attendance policies and Board Policy 7311 and shall be based on a grade-by-grade basis rather than a school-wide basis in order to maintain proportionate representation of persons residing within CFDs. Priority attendance procedures shall be designed to ensure ethnic, racial, or socioeconomic diversity, to the extent allowable by law; and shall take into consideration federal, state, or court mandates, if applicable; transportation needs, safe pedestrian routes; grade levels for which facilities were designed; and ensuring students continuity of schooling within any single school year. The Board shall review and approve the means by which priority attendance is determined prior to implementation.

When first implemented at a school site, priority attendance for CFDs shall be phased in incrementally so that there is not a disproportionate number of CFD priority students in a given grade. For example, if there are 400 priority attendance seats at a four year school, 100 students will be given priority attendance the first year and each year thereafter until all 400 priority seats have been allocated throughout all four grades at the school. In this way, no one grade contains all the priority attendance students.

In order to create the most efficient financing structure possible for the construction of school facilities, the District has funded the construction of multiple school facilities with funding from multiple CFDs through the use of bonds issued by pooling CFDs or by other means. In cases in which multiple CFDs have funded all or a portion of the cost of construction of multiple school facilities, the District may exercise discretion in the apportionment of priority attendance at each such school facility, so long as the total seats to which the students residing within each participating CFD are given priority is proportionate to the total amount of funding CFDs have



ITEM 25 / PROPOSED, AR

**NEW CONSTRUCTION  
COMMUNITY RELATIONS**

**7311/AR-1**

contributed to such school facilities.

Canyon Crest Academy and San Dieguito Academy are open to all students ("non-boundary schools") within the District, generally have more applicants than available seats at the sites, and are funded by multiple CFDs. Attendance priority at the non-boundary schools shall not be tied to the exact proportion of funds contributed by individual CFDs, but rather by the proportion of funds contributed by all CFDs. For example, if fifty percent (50%) of a school were financed by CFDs, the priority shall be given to CFD applicants for admission for no more than fifty percent (50%) of the seats at that school. This is suited to non-boundary schools because it ensures that CFD priorities are maintained while ensuring district-wide (as opposed to neighborhood) enrollment.

On an annual basis, the superintendent or designee will review student enrollment at each school whose construction or reconstruction was financed in whole or part by CFDs, to verify that student enrollment is consistent with the proportion of construction or reconstruction financed by CFDs.

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**NEW CONSTRUCTION**  
**COMMUNITY RELATIONS**

**7311**  
**1333**

LOCAL GOALS AND POLICIES PURSUANT TO THE MELLO-ROOS COMMUNITY FACILITIES ACT OF 1982

Introduction

San Dieguito Union High School District (the "District") has created these Local Goals and Policies (the "Policies") as guidelines to assist all concerned parties in determining the District's approach to financing projects pursuant to the Mello-Roos Community Facilities Act of 1982, as amended (the "Mello-Roos Act"). These Policies are also intended to comply with Section 53312.7 of the Mello-Roos Act.

School Facilities to be Financed

It is the District's intention to support projects which address the greatest public need and provide the greatest public benefit: first, to the residents of the proposed community facilities district; and, second, to the residents of the District at large. Therefore, it shall be the policy of the District to give priority attendance access to students residing in a community facilities district whose residents have paid special taxes which have, in whole or in part, financed the construction of school facilities. The degree of priority shall reflect the proportion of each school's financing under the Mello-Roos Act. The District hereby incorporates by reference its attendance policy including criteria for student assignment such as goals to achieve ethnic, racial, or socioeconomic diversity; federal, state, or court mandates; transportation needs, safe pedestrian routes; grade levels for which facilities were designed; and ensuring students continuity of schooling within any single school year.

Credit Quality

Prior to the District considering any resolution authorizing the sale and issuance of bonds secured by special taxes collected under the Mello-Roos Act, the District shall require the following items:

1. To the extent the assessed value of real property in the District is not sufficient to enable the District to comply with Section 53345.8 of the Mello Act, a current appraisal prepared consistent with the "Criteria for Appraisals" of these Policies that demonstrates that satisfactory value-to-lien ratios exist.
2. Financial statements (preferably audited) for the current and prior two fiscal years from each property owner responsible for twenty-five percent (25%) or more of the debt service on the bonded indebtedness to be incurred. The property owner

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**COMMUNITY RELATIONS**

**7311**  
**1333**

shall also provide all other financial information related to the proposed project that may be requested by the District.

3. Any credit enhancement that the District, in its sole discretion, may require.
4. Evidence that the rate and method of apportionment of the special tax is in compliance with "Special Tax Formula" of these Policies.

Any variation from these Policies is to be noted and a recommendation made to the Board of Trustees of the District with regard thereto.

Notice to Future Property Owners

The Mello-Roos Act requires that certain disclosure certificates regarding the existence of a community facilities district and the special tax obligation be provided to those individuals purchasing property within the community facilities district. The District will require statutorily prescribed disclosure be made to the initial purchaser of property within a community facilities district, and it will make available the information necessary to complete the disclosure certificate required for secondary transfers. In its sole discretion, the District may require additional disclosure if to do so will allow subsequent purchasers to be aware of the existence of the community facilities district and the lien obligations created by the special tax.

Special Tax Formula

While bond proceeds provide the immediate source for financing improvements, it is the annual levy of special taxes servicing this debt which serve as the ultimate source of financing. The special tax lien must be sufficient to adequately secure the debt so that the risk of default is reasonably low. But the special tax lien must also be fair to the taxpayer. The following criteria will be applied in evaluating special tax formulas:

1. The rate and method of apportionment of the special tax must be both reasonable and equitable in apportioning the costs of the public facilities to be financed to each of the parcels within the boundaries of the proposed district.
2. The rate and method of apportionment of the special tax is to provide for the administrative expenses of the proposed district, including, but not limited to, those expenses necessary for the enrollment and collection of the special tax and bond administration.
3. All property not otherwise exempted by the Mello-Roos Act from

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**NEW CONSTRUCTION**  
**COMMUNITY RELATIONS**

**7311**  
**1333**

taxation shall be subject to the special tax. The rate and method of apportionment may provide for exemptions to be extended to parcels that are to be dedicated at a future date to public entities, held by a homeowner's association or designated open space.

4. A formula to provide for the prepayment of the special tax may be provided.

Criteria for Appraisals

An appraisal is a written statement independently and impartially prepared by a qualified appraiser setting forth an opinion of defined value of an adequately described property as of a specific date, supported by the presentation and analysis of relevant market information.

The format and level of documentation for an appraisal depend on the complexity of the appraisal problem. A detailed appraisal shall be prepared for complex appraisal problems. A detailed appraisal shall reflect nationally recognized appraisal standards, including, to the extent appropriate, the Uniform Appraisal Standards for Federal Land Acquisition. An appraisal must contain sufficient documentation, including data and appraiser's analysis of the data, to support his or her opinion of value. At a minimum, the appraisal shall contain the following items.

1. The purpose and/or the function of the appraisal, a definition of the estate being appraised, and a statement of the assumptions and limiting conditions affecting the appraisal.
2. An adequate description of the physical characteristics of the property being appraised, location, zoning, present use, and an analysis of highest and best use.
3. All relevant and reliable approaches to value consistent with commonly accepted professional appraisal practices.
4. A statement of the value of the real property.
5. The effective value of valuation, date of appraisal, signature and certification of the appraiser.

References: Attendance Policy #5112/AR-1  
Intra-District Policy #5116.1/AR-1

# San Dieguito Union High School District

## INFORMATION REGARDING BOARD AGENDA ITEM

**TO:** BOARD OF TRUSTEES

**DATE OF REPORT:** July 6, 2007

**BOARD MEETING DATE:** July 19, 2007

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

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

**SUBJECT:** BOARD POLICY REVISION #9321 –  
*CLOSED SESSION PURPOSES AND AGENDAS,*  
(FIRST READING)

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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 item is being presented to the Board for first reading only, and will be resubmitted for approval on August 23, 2007.

### FUNDING SOURCE:

N/A

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**9321**

CLOSED SESSION PURPOSES AND AGENDAS

The Governing Board may hold closed sessions only for purposes identified in law. The Board may hold a closed session at any time during a regular or special meeting and during emergency meetings in accordance with law. (Government Code 54956.5, 54957.7, 54962)

The agenda shall contain a brief general description of all closed session items to be discussed. (Government Code 54954.2)

The Board shall disclose in open meeting the items to be discussed in closed session. In the closed session, the Board may consider only those matters covered in its statement. (Government Code 54957.7)

No agenda, notice, announcement or report required by the Brown Act need identify any victim or alleged victim of tortuous sexual conduct or child abuse unless the identity of the person has been publicly disclosed.

In accordance with law, a Board member shall not disclose confidential information received in a closed session unless the Board authorizes the disclosure of that information. (Government Code 54963)

Personnel Matters

The Board may hold closed sessions to consider the appointment, employment, evaluation of performance, discipline or dismissal of an employee. ~~or to hear complaints or charges against an employee unless the employee requests an open session.~~ These sessions shall not include discussion or action on proposed compensation except for a reduction of compensation that results from the imposition of discipline.

**The Board may also hold closed sessions to hear complaints or charges brought against an employee by another person, unless the**

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**employee requests an open session.**

Before the Board holds a closed session on specific complaints or charges brought against an employee, the employee shall receive written notice of his/her right to have the complaints or charges heard in open session if desired. This notice shall be delivered personally or by mail at least 24 hours before the time of the session.

**The Board may hold closed sessions to discuss a district employee's application for early withdrawal of funds in a deferred compensation plan when the application is based on financial hardship arising from an unforeseeable emergency due to illness, accident, casualty, or other extraordinary event, as specified in the deferred compensation plan. (Government Code 54957.10)**

Agenda items related to public employee appointments and employment shall describe the position to be filled. Agenda items related to performance evaluations shall specify the title of the employee being reviewed. Agenda items related to employee discipline, dismissal or release require no additional information.

Negotiations/Collective Bargaining

Unless otherwise agreed upon by the parties involved, the following shall not be subject to the Brown Act:

1. Any meeting and negotiating discussion between the district and a recognized or certified employee organization.
2. Any meeting of a mediator with either party or both parties to the meeting and negotiating process.
3. Any hearing, meeting or investigation conducted by a fact-finder or arbitrator.
4. Any executive session of the district or between the district and its designated representative for the purpose of

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discussing its position regarding any matter within the scope of representation and instructing its designated representatives.

The Board may meet in closed session with the Board's designated representative regarding employee salaries, salary schedules or compensation paid in the form of fringe benefits of its represented and unrepresented employees. These closed sessions may include discussions of the district's available funds and funding priorities, but only insofar as they relate to providing instructions to the district's designated representative

Closed sessions shall be for the purpose of reviewing the Board's position and instructing the Board's designated representative. Closed session meetings may take place prior to and during consultations and discussions with representatives of employee organizations and unrepresented employees.

For represented employees, the Board may also meet in closed session to hear any other matter within the statutorily-provided scope of representation.

For unrepresented employees, closed sessions held pursuant to Government Code 54957.6 shall not include final action on the proposed compensation of one or more unrepresented employees.

The Board also may meet in closed session with a state conciliator or a mediator who has intervened in these proceedings.

Agenda items related to negotiations shall specify the name of the district's designated representative(s) attending the closed session. If circumstances necessitate the absence of a specified designated representative, an agent or designee may participate in place of the absent representative so long as the name of the agent or designee is announced at an open session held prior to the closed session. The agenda shall also specify the name of the organization representing the employee(s) or the position title of the unrepresented employee who is the subject of the negotiations.

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Matters Related to Students

The Board shall meet in closed session to consider a suspension, disciplinary action, or any other action, except expulsion, against a student when a public hearing on the matter would violate student privacy rights. If a written request for open session is received from the parent/guardian or adult student, it will be honored to the extent that it does not violate the privacy rights of any other student.

The Board shall meet in closed session to consider the expulsion of a student, unless the student submits a written request at least five days before the date of the hearing that the hearing be held in open session. Regardless of whether the expulsion hearing is conducted in open or closed session, the Board may meet in closed session for the purpose of deliberating and determining whether the student should be expelled. (Education Code 48918)

Agenda items related to student matters shall briefly describe the reason for the closed session, such as "student expulsion hearing," "grade change appeal" or "interdistrict attendance request," without violating the confidentiality rights of individual students. The student shall not be named on the agenda, but a number may be assigned to the student in order to facilitate record keeping. The agenda shall also state that the Education Code requires closed sessions in these cases in order to prevent the disclosure of confidential student record information.

Security Matters

The Board may meet in closed session with the Attorney General, district attorney, sheriff or chief of police, or their respective deputies, on matters posing a threat to the security of public buildings or to the public's right of access to public services or public facilities.

The Board may meet in closed session during an emergency meeting held pursuant to Government Code 54956.5 to meet with law enforcement officials for the emergency purposes specified in

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Government Code 54957 if agreed to by a two-thirds vote of the Board members present. If less than two-thirds of the members are present, then the Board must agree by a unanimous vote of members present. (Government Code 54956.5)

Agenda items related to security matters shall specify the name of the law enforcement agency and the title of the officer with whom the Board will consult.

Conference with Real Property Negotiator

The Board may meet in closed session with the Board's real property negotiator prior to the purchase, sale, exchange or lease of real property by or for the district in order to grant its negotiator the authority regarding the price and terms of the property.

Before holding the closed session, the Board shall hold an open and public session to identify its negotiator(s), the property under negotiation and specify the person(s) with whom the negotiator may negotiate.

For purposes of real property transactions, negotiators may include members of the Board. (Government Code 54956.8)

Agenda items related to real property negotiations shall specify the district negotiator attending the closed session. If circumstances necessitate the absence of a specified negotiator, an agent or designee may participate in place of the absent negotiator so long as the name of the agent or designee is announced at an open session held prior to the closed session. The agenda shall also specify the name of the negotiating parties and the street address of the real property under negotiation. If there is no street address, the agenda item shall specify the parcel number or another unique reference to the property. The agenda item shall also specify whether instruction to the negotiator will concern price, terms of payment, or both.

Pending Litigation

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Based on the advice of its legal counsel, the Board may hold a closed session to confer with or receive advice from its legal counsel regarding pending litigation when a discussion of the matter in open session would prejudice the Board's position in the case. For this purpose, "litigation" includes any adjudicatory proceeding, including eminent domain, before a court, administrative body exercising its adjudicatory authority, hearing officer, or arbitrator.

Litigation shall be considered pending when any of the following circumstances exist:

1. Litigation to which the Board is a party has been initiated formally.
2. A point has been reached where, in the Board's opinion based on the advice of legal counsel and on the existing facts and circumstances, there is a significant exposure to litigation against the district, or the Board is meeting solely to determine whether, based on existing facts or circumstances, a closed session is authorized. (Government Code 54956.9(c))
3. Based on existing facts and circumstances, the Board has decided to initiate or is deciding whether to initiate litigation.

"Existing facts and circumstances" authorizing a closed session pursuant to Government Code 54956.9(b) as described in #2 above are limited to the following:

1. Facts and circumstances that might result in litigation against the district but which the district believes are not yet known to potential plaintiffs and which do not need to be disclosed.
2. Facts and circumstances including, but not limited to, an accident, incident, a disasters, or a transactional occurrences which might result in litigation against the

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district, which are already known to potential plaintiffs, and which must be publicly disclosed before the closed session or specified on the agenda.

3. The receipt of a claim pursuant to the Tort Claims Act or a written threat of litigation from a potential plaintiff. The claim or written communication must be available for public inspection.
4. A threat of litigation made by a person in an open meeting on a specific matter within the responsibility of the Board.
5. A threat of litigation made by a person outside of an open meeting on a specific matter within the responsibility of the Board, provided that the district official or employee receiving knowledge of the threat made a record of the statement before the meeting and the record is available for public inspection.

The above record does not need to identify an alleged victim of tortious sexual conduct or anyone making a threat on their behalf or identify an employee who is the alleged perpetrator of any unlawful or tortious conduct, unless the identity of this person has been publicly disclosed.

Before holding a closed session pursuant to this section, the Board shall state on the agenda or publicly announce the subdivision of Government Code 54956.9 under which the closed session is being held. If authority is based on Government Code 54956.9(a), the Board shall either state the title or specifically identify the litigation to be discussed or state that doing so would jeopardize the district's ability to effectuate service of process upon unserved parties or to conclude existing settlement negotiations to its advantage.

Agenda items related to pending litigation shall be described as a conference with legal counsel regarding "Existing Litigation" or "Anticipated Litigation."

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"Existing litigation" items shall identify the name of the case specified by either the claimant's name, names of parties and case or claim number, unless the Board states that to identify the case would jeopardize service of process or existing settlement negotiations. (Government Code 54954.5)

"Anticipated litigation" items shall state that there is significant exposure to litigation pursuant to Government Code 54956.9(b) and shall specify the potential number of cases. When the district expects to initiate a suit, items related to anticipated litigation shall state that the discussion relates to the initiation of litigation pursuant to Government Code 54956.9© and shall specify the potential number of cases. The agenda or an oral statement before the closed session may also be required to provide information pursuant to Items 2-5 above:

JPA/Self-Insurance Liability Claims

The Board may meet in closed session to discuss a claim against a joint powers authority or self-insurance authority of which it is a member, for the payment of tort liability losses, public liability losses or workers' compensation liability.

Closed session agenda items related to liability claims shall specify the claimant's name and the name of the agency against which the claim is made.

**When the board of the joint powers agency has so authorized and upon advice of district legal counsel, the Board may meet in closed session in order to receive, discuss and take action concerning information obtained in a closed session of the joint powers agency. During the district's closed session, a Board member serving on the JPA board may disclose confidential information acquired during a closed session of the JPA to fellow Board members. (Government Code 54956.96)**

**The Board member may also disclose the confidential JPA information to district legal counsel in order to obtain advice on whether the**

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matter has direct financial or liability implications for the district. (Government Code 54956.96)

Review of Audit Report from Bureau of State Audits

Upon receipt of a confidential final draft audit report from the Bureau of State Audits, the Board may meet in closed session to discuss its response to that report. After public release of the report from the Bureau of State Audits, any Board meeting to discuss the report must be conducted in open session, unless exempted from that requirement by some other provision of law. (Government Code 54956.75)

Closed session agenda items related to an audit by the Bureau of State Audits shall state "Audit by Bureau of State Audits." (Government Code 54954.5)

Review of Assessment Instruments

The Board may meet in closed session to review the contents of any student assessment instrument approved or adopted for the statewide testing system. Before any such meeting, the Board shall agree by resolution to accept any terms or conditions established by the State Board of Education for this review.

Agenda items related to the review of student assessment instruments shall state that the Board is reviewing the contents of an assessment instrument approved or adopted for the statewide testing program and that the Education Code requires closed session for this purpose in order to maintain the confidentiality of the assessment under review.

Legal Reference:

EDUCATION CODE

- 35145 Public meetings
- 35146 Closed session (re student suspension)
- 44929.21 Districts with ADA of 250 or more
- 48918 Rules governing expulsion procedures;

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- 49073 hearings and notice
- 49073 Release of directory information
- 49076 Access to records by persons without written parental consent (re invasion of privacy)
- 49079 Notification to teacher re: students whose actions are grounds for suspension or expulsion
- 60617 Meetings of governing board

GOVERNMENT CODE

- 3540-3549.3 Educational Employment Relations Act
- 6250-6268 California Public Records Act
- 54950-54962 The Ralph M. Brown Act, especially

COURT DECISIONS

- Bell v. Vista Unified School District, (2000) 82 Cal.App 4<sup>th</sup> 672
- Fischer v. Los Angeles Unified School District, (1999) 70 Cal.App 4<sup>th</sup> 87
- Furtado v. Dierra Community College District, (1998) 68 Cal.App. 4<sup>th</sup> 876
- Roberts v. City of Palmdale, (1993) 5 Cal. 4th 363
- Sacramento Newspaper Guild v. Sacramento County Board of Supervisors, (1968) 263 Cal. App. 2d 41, 69 Cal. Rptr. 480

ATTORNEY GENERAL OPINIONS

- 78 Ops. Cal. Atty. Gen. 218 (1995)
- 59 Ops. Cal. Atty. Gen. 532 (1976)

Management Resources:

CSBA PUBLICATIONS

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

ATTORNEY GENERAL PUBLICATIONS

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

CALIFORNIA CITY ATTORNEY PUBLICATIONS

Open and Public III: A User's Guide to the Ralph M. Brown Act, 2000

WEB SITES

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

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

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CLOSED SESSION PURPOSES AND AGENDAS

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Personnel Matters

The Board may hold closed sessions to consider the appointment, employment, evaluation of performance, discipline or dismissal of an employee, or to hear complaints or charges against an employee unless the employee requests an open session. These sessions shall not include discussion or action on proposed compensation except for a reduction of compensation that results from the imposition of discipline.

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Agenda items related to public employee appointments and employment shall describe the position to be filled. Agenda items related to performance evaluations shall specify the title of the employee being reviewed. Agenda items related to employee discipline, dismissal or release require no additional information.

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Unless otherwise agreed upon by the parties involved, the following shall not be subject to the Brown Act:

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2. Any meeting of a mediator with either party or both parties to the meeting and negotiating process.
3. Any hearing, meeting or investigation conducted by a fact-finder or arbitrator.
4. Any executive session of the district or between the district and its designated representative for the purpose of discussing its position regarding any matter within the scope of representation and instructing its designated representatives.

Closed sessions shall be for the purpose of reviewing the Board's position and instructing the Board's designated representative. Closed session meetings may take place prior to and during consultations and discussions with representatives of employee organizations and unrepresented employees.

The Board may meet in closed session with the Board's designated representative regarding employee salaries, salary schedules or compensation paid in the form of fringe benefits of its represented and unrepresented employees. These closed sessions may include discussions of the district's available funds and funding priorities, but only insofar as they relate to providing instructions to the district's designated representative.

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For represented employees, the Board may also meet in closed session to hear any other matter within the statutorily-provided scope of representation.

For unrepresented employees, closed sessions held pursuant to Government Code 54957.6 shall not include final action on the proposed compensation of one or more unrepresented employees.

The Board also may meet in closed session with a state conciliator or a mediator who has intervened in these proceedings.

Agenda items related to negotiations shall specify the name of the district's designated representative(s) attending the closed session. If circumstances necessitate the absence of a specified designated representative, an agent or designee may participate in place of the absent representative so long as the name of the agent or designee is announced at an open session held prior to the closed session. The agenda shall also specify the name of the organization representing the employee(s) or the position title of the unrepresented employee who is the subject of the negotiations.

Matters Related to Students

The Board shall meet in closed session to consider a suspension, disciplinary action, or any other action, except expulsion, against a student when a public hearing on the matter would violate student privacy rights. If a written request for open session is received from the parent/guardian or adult student, it will be honored to the extent that it does not violate the privacy rights of any other student.

The Board shall meet in closed session to consider the expulsion of a student, unless the student submits a written request at least five days before the date of the hearing that the hearing be held in open session. Regardless of whether the expulsion hearing is conducted in open or closed session, the Board may meet in closed session for the purpose of deliberating and determining whether the student should be expelled. (Education Code 48918)

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without violating the confidentiality rights of individual students. The student shall not be named on the agenda, but a number may be assigned to the student in order to facilitate record keeping. The agenda shall also state that the Education Code requires closed sessions in these cases in order to prevent the disclosure of confidential student record information.

Security Matters

The Board may meet in closed session with the Attorney General, district attorney, sheriff or chief of police, or their respective deputies, on matters posing a threat to the security of public buildings or to the public's right of access to public services or public facilities.

The Board may meet in closed session during an emergency meeting held pursuant to Government Code 54956.5 to meet with law enforcement officials for the emergency purposes specified in Government Code 54957 if agreed to by a two-thirds vote of the Board members present. If less than two-thirds of the members are present, then the Board must agree by a unanimous vote of members present. (Government Code 54956.5)

Agenda items related to security matters shall specify the name of the law enforcement agency and the title of the officer with whom the Board will consult.

Conference with Real Property Negotiator

The Board may meet in closed session with the Board's real property negotiator prior to the purchase, sale, exchange or lease of real property by or for the district in order to grant its negotiator the authority regarding the price and terms of the property.

Before holding the closed session, the Board shall hold an open and public session to identify its negotiator(s), the property under negotiation and specify the person(s) with whom the negotiator may negotiate.

For purposes of real property transactions, negotiators may include members of the Board. (Government Code 54956.8)

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Agenda items related to real property negotiations shall specify the district negotiator attending the closed session. If circumstances necessitate the absence of a specified negotiator, an agent or designee may participate in place of the absent negotiator so long as the name of the agent or designee is announced at an open session held prior to the closed session. The agenda shall also specify the name of the negotiating parties and the street address of the real property under negotiation. If there is no street address, the agenda item shall specify the parcel number or another unique reference to the property. The agenda item shall also specify whether instruction to the negotiator will concern price, terms of payment, or both.

Pending Litigation

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Litigation shall be considered pending when any of the following circumstances exist:

1. Litigation to which the Board is a party has been initiated formally.
2. A point has been reached where, in the Board's opinion based on the advice of legal counsel and on the existing facts and circumstances, there is a significant exposure to litigation against the district, or the Board is meeting solely to determine whether, based on existing facts or circumstances, a closed session is authorized. (Government Code 54956.9(c))
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"Existing facts and circumstances" authorizing a closed session pursuant to Government Code 54956.9(b) as described in #2 above are limited to the following:

1. Facts and circumstances that might result in litigation against the district but which the district believes are not yet known to potential plaintiffs and which do not need to be disclosed.
2. Facts and circumstances including, but not limited to, an accident, incident, a disasters, or a transactional occurrences which might result in litigation against the district, which are already known to potential plaintiffs, and which must be publicly disclosed before the closed session or specified on the agenda.
3. The receipt of a claim pursuant to the Tort Claims Act or a written threat of litigation from a potential plaintiff. The claim or written communication must be available for public inspection.
4. A threat of litigation made by a person in an open meeting on a specific matter within the responsibility of the Board.
5. A threat of litigation made by a person outside of an open meeting on a specific matter within the responsibility of the Board, provided that the district official or employee receiving knowledge of the threat made a record of the statement before the meeting and the record is available for public inspection.

The above record does not need to identify an alleged victim of tortious sexual conduct or anyone making a threat on their behalf or identify an employee who is the alleged perpetrator of any unlawful or tortious conduct, unless the identity of this person has been publicly disclosed.

Before holding a closed session pursuant to this section, the Board shall state on the agenda or publicly announce the subdivision of Government Code 54956.9 under which the closed session is being held. If authority is based on Government Code 54956.9(a), the

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Board shall either state the title or specifically identify the litigation to be discussed or state that doing so would jeopardize the district's ability to effectuate service of process upon unserved parties or to conclude existing settlement negotiations to its advantage.

Agenda items related to pending litigation shall be described as a conference with legal counsel regarding "Existing Litigation" or "Anticipated Litigation."

"Existing litigation" items shall identify the name of the case specified by either the claimant's name, names of parties and case or claim number, unless the Board states that to identify the case would jeopardize service of process or existing settlement negotiations. (Government Code 54954.5)

"Anticipated litigation" items shall state that there is significant exposure to litigation pursuant to Government Code 54956.9(b) and shall specify the potential number of cases. When the district expects to initiate a suit, items related to anticipated litigation shall state that the discussion relates to the initiation of litigation pursuant to Government Code 54956.9© and shall specify the potential number of cases. The agenda or an oral statement before the closed session may also be required to provide information pursuant to Items 2-5 above:

JPA/Self-Insurance Liability Claims

The Board may meet in closed session to discuss a claim against a joint powers authority or self-insurance authority of which it is a member, for the payment of tort liability losses, public liability losses or workers' compensation liability.

Closed session agenda items related to liability claims shall specify the claimant's name and the name of the agency against which the claim is made.

Review of Assessment Instruments

The Board may meet in closed session to review the contents of any student assessment instrument approved or adopted for the statewide testing system. Before any such meeting, the Board shall agree by

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resolution to accept any terms or conditions established by the State Board of Education for this review.

Agenda items related to the review of student assessment instruments shall state that the Board is reviewing the contents of an assessment instrument approved or adopted for the statewide testing program and that the Education Code requires closed session for this purpose in order to maintain the confidentiality of the assessment under review.

Legal Reference:

EDUCATION CODE

- 35145 Public meetings
- 35146 Closed session (re student suspension)
- 44929.21 Districts with ADA of 250 or more
- 48918 Rules governing expulsion procedures; hearings and notice
- 49073 Release of directory information
- 49076 Access to records by persons without written parental consent (re invasion of privacy)
- 49079 Notification to teacher re: students whose actions are grounds for suspension or expulsion
- 60617 Meetings of governing board

GOVERNMENT CODE

- 3540-3549.3 Educational Employment Relations Act
- 6250-6268 California Public Records Act
- 54950-54962 The Ralph M. Brown Act, especially

COURT DECISIONS

- Bell v. Vista Unified School District, (2000) 82 Cal.App 4<sup>th</sup> 672
- Fischer v. Los Angeles Unified School District, (1999) 70 Cal.App 4<sup>th</sup> 87
- Furtado v. Dierra Community College District, (1998) 68 Cal.App. 4<sup>th</sup> 876
- Roberts v. City of Palmdale, (1993) 5 Cal. 4th 363
- Sacramento Newspaper Guild v. Sacramento County Board of Supervisors, (1968) 263 Cal. App. 2d 41, 69 Cal. Rptr. 480

ATTORNEY GENERAL OPINIONS

- 78 Ops. Cal. Atty. Gen. 218 (1995)
- 59 Ops. Cal. Atty. Gen. 532 (1976)

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Management Resources:

CSBA PUBLICATIONS

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

ATTORNEY GENERAL PUBLICATIONS

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

CALIFORNIA CITY ATTORNEY PUBLICATIONS

Open and Public III: A User's Guide to the Ralph M. Brown  
Act, 2000

WEB SITES

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

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

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# San Dieguito Union High School District

## INFORMATION REGARDING BOARD AGENDA ITEM

**TO:** BOARD OF TRUSTEES

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

**BOARD MEETING DATE:** July 19, 2007

**PREPARED AND SUBMITTED BY:** Rick Schmitt  
Associate Superintendent,  
Educational Services

**SUBJECT:** REVIEW OF REVISED ADMINISTRATIVE  
REGULATION, #5116.1/AR-1,  
*INTRADISTRICT OPEN ENROLLMENT*

.....

### EXECUTIVE SUMMARY

Following the 2007-08 High School Selection Process, a number of meetings took place to get feedback on the district's high school intradistrict student registration process. Those meetings included teachers, counselors, parents, secretaries, and district level staff. A number of recommendations were made so that the 2008-09 High School Selection Process would be more simplified and better streamlined.

The key changes recommended are:

- o Clearer definition of sibling policy
- o Add policy allowing non-boundary academy students to apply to switch academies without losing their current academy slot
- o Move high school selection deadline from March 12 to February 19, 2008
- o Develop an enrollment deadline by April 4, 2008 at SDA/CCA or lose the lottery slot

### RECOMMENDATION:

It is recommended that the Board review the revised Intradistrict Open Enrollment Administrative Regulation #5116.1/AR-1.

### FUNDING SOURCE:

Not applicable

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INTRADISTRICT/OPEN ENROLLMENT

It is the policy of the Governing Board to provide options and meet the diverse needs, potential and interests of district students through an intra-district open enrollment policy on a space available basis limited only by the district's need to maintain appropriate racial and ethnic balances among district schools.

Enrollment Priorities

1. No student currently residing within a school's attendance area shall be displaced by another student as a result of the intra-district open enrollment transfer process.
2. The Governing Board retains the authority to maintain appropriate racial and ethnic balances among district schools. This authority takes precedence over the individual parent/guardian school choice if the two objectives are in conflict.
3. The Governing Board believes that all students are entitled to equity and access to educational support services. Administrative exceptions may be considered by local site staff to address the special instructional needs of individual students. ~~These may include, but are not limited to, English as a Second Language/Bilingual Programs, or specialized programs requiring site facilities.~~
4. Requests for entrance to the specialized high school programs at Sunset Continuation High School or North Coast Alternative High School will be honored by employing existing criteria and the comprehensive high school administrative recommendations.
5. Once enrolled as an intra-district transfer, a student shall declare on an annual basis his/her intent to either remain at the high school of choice or return to the high school of residence. **Students who are presently enrolled in San Dieguito Academy / Canyon Crest Academy may apply through the SDUHSD high school selection process to attend the academy they are not enrolled in without losing their position at their current school.** However, the student may be subject to displacement

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due to excessive enrollment.

- 6. Students who transfer from one school to another within the district shall be eligible for all athletic competition except varsity level competition in sports in which the student has competed in any level of interscholastic competition during the twelve calendar months preceding the date of such transfer.
- 7. With the exception of athletic eligibility, students approved to attend a school on an intra-district open enrollment transfer shall be entitled to the identical student rights, responsibilities, and expectations as applied to all students living within that school's attendance boundaries. This includes student behavior expectations and equal discipline consequences, positive attendance and academic progress.
- 8. **Students who leave Canyon Crest Academy / San Dieguito Academy to attend a school or program outside SDUHSD will lose their position at that school if they do not return during that school year. Students who leave and do not return during that school year must reapply as part of the SDUHSD high school selection process.**

Selection Procedures

The submitted application/ ~~high school selection~~ declaration for the ~~2007-2008~~ **2008 - 2009** school year is final after the ~~March 12, 2007~~ **February 19, 2008** deadline. Students may not switch school choices after the application deadline. Late applicants (filing after the ~~March 12, 2007~~ **February 19, 2008** deadline) shall not be added to the waiting list for the ~~schools of choice (CCA and SDA)~~ **non-boundary schools (SDA/CCA)**. **Students who are selected to attend the non-boundary schools (SDA/CCA) are required to complete enrollment by April 4, 2008. Students who fail to enroll by April 4, 2008, will lose their lottery position**

Canyon Crest Academy

- A. The capacity of Canyon Crest Academy shall be determined by the Board of Trustees. All 9-12 students who reside within district boundaries are eligible to apply for admission to the Canyon Crest Academy. Completed applications are to be

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submitted directly to the school district prior to the designated deadline. If applications for admission exceed the program capacity of the school, a random, unbiased process will be followed to select those applicants eligible to enroll. Those not selected to enroll initially will be placed on a waiting list by grade level in the priority order in which they were selected. A waiting list will remain in force for one full year.

B. San Dieguito High School Academy

The capacity of San Dieguito High School Academy shall be determined by the Board of Trustees. All 9-12 students who reside within district boundaries are eligible to apply for admission to the San Dieguito High School Academy. Completed applications are to be submitted to the school district prior to the designated deadline. If applications for admission exceed the program capacity of the school, a random, unbiased process will be followed to select those applicants eligible to enroll. Those not selected to enroll initially will be placed on a waiting list by grade level in the priority order in which they were selected. A waiting list will remain in force for one full year.

C. All Other Schools

1. On or before February 15 each year, the Superintendent or designee shall identify those schools within the district that have available capacity for intra-district transfers for the following school year under the district's open enrollment policy. A list of these schools and open enrollment applications shall be available at all school offices.
2. All students who submit applications to the district by ~~March 12, 2007~~ **February 19, 2008** shall be eligible for admission to their school of choice the following school year under the district's open enrollment policy if the requested school has not reached capacity and if the district's racial and ethnic balance is maintained. Applications received after the deadline may be considered if further openings exist.

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3. ~~Students with siblings currently attending the school of choice may be given priority for attendance.~~ **District resident sibling-applicants of current year 9<sup>th</sup>-11<sup>th</sup> grade students are eligible to attend either CCA or SDA as long as their sibling is currently at that academy. A CCA incoming sibling has no priority at SDA and vice versa. Eligible siblings must participate in the high school selection process and meet the enrollment deadline.**
4. Enrollment in a school of choice shall be determined by lot from the eligible applicant pool, and a waiting list shall be established to indicate the order in which students may be accepted as openings occur. Late applications shall not be added to the waiting list.
5. If open enrollment requests exceed capacity, students must attend their high school of residence. Students with approved transfer requests are expected to attend the selected school of choice for the duration of the normal academic school year.
6. Students residing in residential dwelling units that are subject to the district's Mello-Roos tax may be given priority for attendance for only those schools whose construction was financed by the Mello-Roos tax.

The student whose request for intra-district open enrollment transfer has been denied may appeal the decision. All appeals shall be in writing and directed to the Executive Director of Pupil Services or designee. A response to the appeal shall be in writing outlining the conditions or factors related to the final disposition of the transfer appeal request.

Space Available

The capacity and available space has been identified for schools throughout the San Dieguito Union High School District for the 2007-2008 school year as follows:

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<u>Schools</u>	<u>New Capacity</u>	<u>Projected Enrollment 07-08</u>	<u>Space Available 07-08</u>
La Costa Canyon <sup>1</sup>	2,883	2,357	500
San Dieguito Academy	1,488	1,500	-0-
Torrey Pines <sup>1,2</sup> High School	3,023	2,624	350
Earl Warren Middle School	872	561	300
Carmel Valley Middle School	1,306	1,361	-0-
Oak Crest Middle School	1,013	900	100
Diegueño Middle School	1,217	953	250
Canyon Crest <sup>3</sup> Academy	1,812	1,850	-0-

<sup>1</sup> Space available is subject to applications accepted and verification of actual enrollment at the two high schools of choice (San Dieguito Academy and Canyon Crest Academy).

<sup>2</sup> Assumes bookroom (190) is converted to music/dance space and custodial and related storage is relocated to rooms 96 and 97.

Notifications

Notifications shall be sent to parents/guardians at the beginning of each year describing all current statutory attendance options and local attendance options available in the district including:

1. All options for meeting residency requirements for school

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- attendance.
2. Program options offered within local attendance areas.
  3. A description of any special program options available on both an inter-district and intra-district basis.
  4. A description of the procedure for application for alternative attendance areas or programs and the appeals process available, if any, when a change of attendance is denied.
  5. A district application form for requesting a change of attendance.
  6. The explanation of attendance options under California law as provided by the California Department of Education.

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INTRADISTRICT OPEN ENROLLMENT

It is the policy of the Governing Board to provide options and meet the diverse needs, potential and interests of district students through an intra-district open enrollment policy on a space available basis limited only by the district's need to maintain appropriate racial and ethnic balances among district schools.

Enrollment Priorities

1. No student currently residing within a school's attendance area shall be displaced by another student as a result of the intra-district open enrollment transfer process.
2. The Governing Board retains the authority to maintain appropriate racial and ethnic balances among district schools. This authority takes precedence over the individual parent/guardian school choice if the two objectives are in conflict.
3. The Governing Board believes that all students are entitled to equity and access to educational support services. Administrative exceptions may be considered by local site staff to address the special instructional needs of individual students. These may include, but are not limited to, English as a Second Language/Bilingual Programs, or specialized programs requiring site facilities.
4. Requests for entrance to the specialized high school programs at Sunset Continuation High School or North Coast Alternative High School will be honored by employing existing criteria and the comprehensive high school administrative recommendations.
5. Once enrolled as an intra-district transfer, a student shall declare on an annual basis his/her intent to either remain at the high school of choice or return to the high school of residence. However, the student may be subject to displacement due to excessive enrollment.
6. Students who transfer from one school to another within the district shall be eligible for all athletic competition except varsity level competition in sports in which the student has competed in any level of interscholastic competition during the twelve calendar months preceding the date of such transfer.
7. With the exception of athletic eligibility, students approved

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to attend a school on an intra-district open enrollment transfer shall be entitled to the identical student rights, responsibilities, and expectations as applied to all students living within that school's attendance boundaries. This includes student behavior expectations and equal discipline consequences, positive attendance and academic progress.

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The submitted application/declaration for the 2007-2008 school year is final after the March 12, 2007 deadline. Students may not switch school choices after the application deadline. Late applicants (filing after the March 12, 2007 deadline) shall not be added to the waiting list for the schools of choice (CCA and SDA).

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A. The capacity of Canyon Crest Academy shall be determined by the Board of Trustees. All 9-12 students who reside within district boundaries are eligible to apply for admission to the Canyon Crest Academy. Completed applications are to be submitted directly to the school district prior to the designated deadline. If applications for admission exceed the program capacity of the school, a random, unbiased process will be followed to select those applicants eligible to enroll. Those not selected to enroll initially will be placed on a waiting list by grade level in the priority order in which they were selected. A waiting list will remain in force for one full year.

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that have available capacity for intra-district transfers for the following school year under the district's open enrollment policy. A list of these schools and open enrollment applications shall be available at all school offices.

2. All students who submit applications to the district by March 12, 2007 shall be eligible for admission to their school of choice the following school year under the district's open enrollment policy if the requested school has not reached capacity and if the district's racial and ethnic balance is maintained. Applications received after the deadline may be considered if further openings exist.
3. Students with siblings currently attending the school of choice may be given priority for attendance.
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2007-2008 school year as follows:

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1. All options for meeting residency requirements for school attendance.
2. Program options offered within local attendance areas.
3. A description of any special program options available on both

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an inter-district and intra-district basis.

4. A description of the procedure for application for alternative attendance areas or programs and the appeals process available, if any, when a change of attendance is denied.
5. A district application form for requesting a change of attendance.
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# San Dieguito Union High School District

## INFORMATION REGARDING BOARD AGENDA ITEM

**TO:** BOARD OF TRUSTEES

**DATE OF REPORT:** July 5, 2007

**BOARD MEETING DATE:** July 19, 2007

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

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

**SUBJECT:** 2007- 08 Contract Negotiations/SDFA

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### EXECUTIVE SUMMARY

The District has concluded the final year of an extended multi-year agreement with the San Dieguito Faculty Association (SDFA). Negotiations for a new agreement will begin in September, 2007. Attached are the Sunshine Statements from SDFA and the District for information.

### RECOMMENDATION:

Not applicable

### FUNDING SOURCE:

Not applicable

ITEM 29 / SDFA STATEMENT

***San Dieguito Faculty Association***

The following interests have been identified by the San Dieguito Faculty Association as the focus of new Master Contract negotiations:

1. Improve the quality of District-provided instruction by decreasing and/or eliminating unnecessary (primarily non-instructional) workload demands placed upon unit members.
2. Improve the quality of education provided to SDUHSD students by decreasing class sizes at all District schools.
3. Provide salary increases and benefit plans that continue to exceed and are superior to those of school districts within our comparison bands and within San Diego County in order to attract and retain quality personnel.
4. Review, update, and improve portions of our Master Contract and review other District employee contracts in order to improve our Master Contract.
5. Continue use of the interest-based bargaining process in order to maintain and improve SDFA's and the District's working relationship at and away from the bargaining table.

# San Dieguito

Union High School District

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

**Board of Trustees:**

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## ITEM 29 / SDUHSD STATEMENT

June 26, 2007

The following statements have been identified by the San Dieguito Union High School District as interests to pursue in contract discussions with the San Dieguito Faculty Association.

1. To attract and retain a highly qualified staff.
2. To be fiscally responsible given diminishing resources and flat/declining enrollment.
3. To maintain a competitive salary schedule.
4. To implement programs called for in the District's Strategic Plan.
5. To support opportunities for innovation and reform.
6. To develop opportunities for professional growth.
7. To continue to strengthen the cooperative relationship between the District and SDFA.

It is the District's goal to explore with the San Dieguito Faculty Association alternatives for achieving the mutual interests identified by both parties.

TK/dr

Canyon Crest HS Academy  
Carmel Valley MS  
Diegueño 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