



Union High School District

**BOARD OF TRUSTEES  
REGULAR BOARD MEETING**

**Board of Trustees**  
Joyce Dalessandro  
Linda Friedman  
Barbara Groth  
Beth Hergesheimer  
Deanna Rich

**Superintendent**  
Ken Noah

**THURSDAY, SEPTEMBER 16, 2010  
7:00 PM**

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

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

**PUBLIC COMMENTS**

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

**PUBLIC INSPECTION OF DOCUMENTS**

In compliance with Government Code 54957.5, agenda-related documents that have been distributed to the Board less than 72 hours prior to the Board Meeting will be available for review on the district website, [www.sduhsd.net](http://www.sduhsd.net), and/or at the district office. Please contact the [Office of the Superintendent](#) for more information.

**CONSENT CALENDAR**

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

**CLOSED SESSION**

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

**CELL PHONES/PAGERS**

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

In compliance with the Americans with Disabilities Act, if you need special assistance, disability-related modifications, or accommodations, including auxiliary aids or services, in order to participate in the public meetings of the District's Governing Board, please contact the [Office of the Superintendent](#). Notification 72 hours prior to the meeting will enable the District to make reasonable arrangements to ensure accommodation and accessibility to this meeting. Upon request, the District shall also make available this agenda and all other public records associated with the meeting in appropriate alternative formats for persons with a disability.

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

**AGENDA**

**THURSDAY, SEPTEMBER 16, 2010  
7:00 PM**

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

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

- 1. CALL TO ORDER; PUBLIC COMMENTS REGARDING CLOSED SESSION ITEMS ..... 6:30 PM
- 2. **CLOSED SESSION** ..... **6:31 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. To 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
  - C. Conference with legal counsel to discuss current and/or potential litigation, pursuant to Government Code Sections 54956.9(b)(3)(A), (D), and (E)
  - D. Superintendent Evaluation

**REGULAR MEETING / OPEN SESSION ..... 7:00 PM**

- 3. RECONVENE REGULAR BOARD MEETING / CALL TO ORDER
- 4. PLEDGE OF ALLEGIANCE
- 5. REPORT OUT OF CLOSED SESSION
- 6. APPROVAL OF MINUTES OF REGULAR BOARD MEETING, SEPTEMBER 2<sup>ND</sup>, 2010, AND BOARD WORKSHOP, SEPTEMBER 8<sup>TH</sup>, 2010  
Motion by \_\_\_\_\_, second by \_\_\_\_\_, to approve the Minutes of September 2<sup>nd</sup> Board Meeting and September 8<sup>th</sup> Board Workshop, as shown in the attached supplements.

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

- 7. STUDENT BOARD REPRESENTATIVES
  - A. OATH OF OFFICE / BECCA GOLDEN, NEW STUDENT BOARD MEMBER, CANYON CREST ACADEMY
  - B. STUDENT BOARD UPDATES
- 8. BOARD REPORTS AND UPDATES ..... BOARD OF TRUSTEES
- 9. SUPERINTENDENT’S REPORTS, BRIEFINGS AND LEGISLATIVE UPDATES ..... KEN NOAH
- 10. DEPARTMENT / SITE UPDATES .....(NONE 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. GIFTS AND DONATIONS

Accept the Gifts and Donations, as shown in the attached supplement.

B. FIELD TRIP REQUESTS

Approve all Field Trip Requests submitted, as shown in the attached supplement.

**12. HUMAN RESOURCES**

A. PERSONNEL REPORTS

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

1. Certificated and/or Classified Personnel Reports, as shown in the attached supplements.

B. APPROVAL/RATIFICATION OF AGREEMENT

(None Submitted)

**13. EDUCATIONAL SERVICES**

A. APPROVAL/RATIFICATION OF AGREEMENTS

Approve/ratify entering into the following agreement and authorize Christina M. Bennett or Eric R. Dill to execute the agreement:

1. Elloise Bennett Consulting to provide AP testing services at Torrey Pines High School, La Costa Canyon High School, San Dieguito Academy, and Canyon Crest Academy, during the period September 17, 2010 through June 30, 2011, to be expended directly from the test registration fees.

B. APPROVAL OF REGIONAL OCCUPATIONAL PROGRAM AGREEMENT FOR PARTICIPATION, 2010-11

Approve/ratify entering into the following agreement and authorize Christina M. Bennett, Eric R. Dill or Ken Noah to execute the agreement:

1. Agreement for Participation between the County Superintendent of Schools and the San Dieguito Union High School District for operation of Regional Occupational Program (ROP) Courses and services to be offered in 2010-11, as shown in the attached supplement.

**14. PUPIL SERVICES**

A. APPROVAL/RATIFICATION OF NON-PUBLIC SCHOOL / NON-PUBLIC AGENCY CONTRACTS

(None Submitted)

B. APPROVAL/RATIFICATION OF AGREEMENTS

Approve/ratify entering into the following agreements and authorize Christina M. Bennett, Eric R. Dill, or Ken Noah to execute the agreements:

1. Psychological and Educational Consulting Services to provide individual bilingual psychological assessments, during the period September 1, 2010 through June 30, 2011, at the rate of \$125.00 per hour, to be expended from the General Fund/Restricted 06-00.
2. West Shield Adolescent Services to provide transporting/escorting services for special education students at risk to residential facilities, during the period August 20, 2010 through June 30, 2011, at the rate of \$81.00 per hour, to be expended from the General Fund/Restricted 06-00.

**15. BUSINESS**

A. APPROVAL/RATIFICATION OF AGREEMENTS

Approve/ratify entering into the following agreements and authorize Christina M. Bennett, Eric R. Dill, or Ken Noah to execute the agreements:

1. Circle Foods LLC to provide 12" flour tortillas and 10" flour tortillas, during the period August 26, 2010 through June 30, 2011, at the rate of \$1.79 per dozen and \$1.50 per dozen, respectively, to be expended from Cafeteria Fund 13-00.
2. CQF, Inc. dba California Quivers to provide 4 gallon cases of California Quivers (frozen fruit ice) product mix at Torrey Pines High School, Carmel Valley Middle School, and Canyon Crest Academy, at the rate of \$230.40 per case, during the period August 31, 2010 through June 17, 2011, to be expended from the Cafeteria Fund 13-00.
3. FleetNet America, Inc. to provide emergency roadside assistance to Athletics Programs' vans on an as needed basis, at the rate of \$69.89 plus actual recovery costs per occurrence, during the period September 7, 2010 until terminated by either party with thirty day prior written notice, to be expended from the General Fund 03-00.

B. APPROVAL/RATIFICATION OF AMENDMENT TO AGREEMENTS

Approve/ratify amending the following agreements and authorize Christina M. Bennett or Eric R. Dill to execute the agreements:

1. "G" Force to provide additional DSA Specialty Inspection Services and Materials Conformance Testing for the Parking Structure Solar Panel Installation at La Costa Canyon High School and Canyon Crest Academy project, in the amount not to exceed \$5,970.00, to be expended from 2010A Qualified School Construction Bond.

C. AWARD/RATIFICATION OF CONTRACTS

(None Submitted)

D. APPROVAL OF CHANGE ORDERS

(None Submitted)

E. ACCEPTANCE OF CONSTRUCTION PROJECTS

(None Submitted)

F. APPROVAL OF BUSINESS REPORTS

Approve the following business reports:

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

**ROLL CALL VOTE FOR CONSENT AGENDA..... (ITEMS 11 - 15)**

_____Joyce Dalessandro	_____ Taylor Bell, Sunset High School
_____Linda Friedman	_____ Jordan Bernard, La Costa Canyon High School
_____Barbara Groth	_____ Becca Golden, Canyon Crest Academy
_____Beth Hergesheimer	_____ Shakila Guevara, San Dieguito Academy
_____Deanna Rich	_____ Allison Yamamoto, Torrey Pines High School

**DISCUSSION / ACTION ITEMS..... (ITEMS 16 – 21)**

16. BOARD POLICY REVISION PROPOSAL, #9270, *CONFLICT OF INTEREST*

Motion by \_\_\_\_\_, second by \_\_\_\_\_, to adopt the Board Policy Revisions, as shown in the attached supplement.

- 17. BOARD POLICY REVISION PROPOSAL (5), #5111.1, *DISTRICT RESIDENCY*; #5113 (BP & AR), *ABSENCES AND EXCUSES*; #5125/AR-1, *STUDENT RECORDS*; AND #5131.6/AR-2, *ALCOHOL AND OTHER DRUGS / STUDENT ASSISTANCE SERVICES*

Motion by \_\_\_\_\_, second by \_\_\_\_\_, to adopt the Board Policy Revisions, as shown in the attached supplement.

- 18. APPROVAL OF SUPERINTENDENT CONTRACT AMENDMENT, 2010

Motion by \_\_\_\_\_, second by \_\_\_\_\_, to approve the Amendment to 2009 Employment Agreement Between the San Dieguito Union High School District and Kenneth Noah, Superintendent, effective July 1, 2010, through June 30, 2014, as shown in the attached supplement.

- 19. COMMUNITY FACILITIES DISTRICT NO. 95-2 / ANNEXATION NO. 15 / ADOPTION OF RESOLUTION OF ANNEXATION / SEASIDE RIDGE / 23 SINGLE HOMES BY WARMINGTON RESIDENTIAL CALIFORNIA

A. PUBLIC HEARING

B. ADOPTION OF RESOLUTION

Motion by \_\_\_\_\_, second by \_\_\_\_\_, to adopt the attached Resolution of the Board of Trustees of the San Dieguito Union High School District Acting as the Legislative Body of the San Dieguito Union High School District Community Facilities District 95-2.

- 20. ADOPTION OF 2010-11 DISTRICT GENERAL FUND BUDGET / FALL REVISION

Motion by \_\_\_\_\_, second by \_\_\_\_\_, to adopt the 2010-11 District General Fund Budget, Fall Revision, as shown in the attached supplements.

- 21. APPROVAL & ADOPTION OF RESOLUTION, LAYOFF NOTICE

Motion by \_\_\_\_\_, second by \_\_\_\_\_, to approve the Layoff Resolution, as shown in the attached supplement.

**INFORMATION ITEMS..... (ITEMS 22 - 31)**

- 22. BOARD POLICY REVISION PROPOSAL, #4241.3-04.1, *DIRECTOR OF PURCHASING & RISK MANAGEMENT, RECLASSIFICATION*

This item is being submitted for first read and will be resubmitted for board action on October 7, 2010.

- 23. BOARD POLICY REVISION PROPOSAL (3), #5141.21 & 5141.21 AR-2, *ADMINISTERING MEDICATION AND MONITORING HEALTH CONDITIONS*; #5141.26, *TUBERCULOSIS TESTING*

This item is being submitted for first read and will be resubmitted for board action on October 7, 2010.

- 24. BUSINESS SERVICES UPDATE..... ERIC DILL, ASSOCIATE SUPERINTENDENT

- 25. HUMAN RESOURCES UPDATE ..... TERRY KING, ASSOCIATE SUPERINTENDENT

- 26. EDUCATIONAL SERVICES UPDATE..... RICK SCHMITT, ASSOCIATE SUPERINTENDENT

- 27. 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)

- 28. FUTURE AGENDA ITEMS

- 29. ADJOURNMENT TO CLOSED SESSION (AS NECESSARY)

**CLOSED SESSION** (if required)

- A. 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
- C. Conference with legal counsel to discuss current and/or potential litigation, pursuant to Government Code Sections 54956.9(b)(3)(A), (D), and (E)
- D. Superintendent Evaluation

30. REPORT FROM CLOSED SESSION (AS NECESSARY)

31. MEETING ADJOURNED

*The next regularly scheduled Board Meeting will be held on [Thursday, October 7, 2010, at 6:30 PM](#) in the SDUHSD District Office Board Room 101. The District Office is located at 710 Encinitas Blvd., Encinitas, CA, 92024.*



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

**Board of Trustees**  
Joyce Dalessandro  
Linda Friedman  
Barbara Groth  
Beth Hergesheimer  
Deanna Rich  
  
**Superintendent**  
Ken Noah

**SEPTEMBER 2, 2010**

**SEPTEMBER 2, 2010**  
**6:35 PM**

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

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

1. President Groth called the meeting to order at 6:00 PM to receive public comments on Closed Session agenda items. No public comments were presented.
2. **CLOSED SESSION** ..... (ITEM 2)  
The Board convened to Closed Session at 6:01 PM to:
  - A. 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 & Associate Superintendents (3); Employee Organizations: San Dieguito Faculty Association and/or California School Employees' Association.
  - C. Conference with legal counsel to discuss current and/or potential litigation, pursuant to Government Code Sections 54956.9(b)(3)(A), (D), and (E)

**ADJOURN TO SAN DIEGUITO PUBLIC FACILITIES AUTHORITY MEETING ..... 6:30 PM**

The Board adjourned to a meeting of the San Dieguito Public Facilities Authority at 6:30 PM.

**OPEN SESSION / ATTENDANCE**

**BOARD OF TRUSTEES**

Joyce Dalessandro	Taylor Bell, Sunset High School
Linda Friedman	Jordan Bernard, La Costa Canyon High School
Barbara Groth	Shakila Guevara, San Dieguito Academy
Beth Hergesheimer	Allison Yamamoto, Torrey Pines High School
Deanna Rich	

**DISTRICT ADMINISTRATORS / STAFF**

Ken Noah, Superintendent  
 Eric Dill, Associate Superintendent, Business  
 Terry King, Associate Superintendent, Human Resources  
 Rick Schmitt, Associate Superintendent, Educational Services  
 Delores Perley, Director, Finance  
 Becky Banning, Recording Secretary

- 3. RECONVENE REGULAR MEETING / CALL TO ORDER .....(ITEM 3)  
The regular meeting of the Board of Trustees was reconvened and called to order at 6:33 PM.
- 4. PLEDGE OF ALLEGIANCE .....(ITEM 4)  
Ms. Groth led the Pledge of Allegiance.
- 5. REPORT OUT OF CLOSED SESSION .....(ITEM 5)  
There was no action taken during Closed Session.
- 6. APPROVAL OF MINUTES REGULAR BOARD MEETING, AUGUST 10 2010.....(ITEM 6)  
It was moved by Ms. Friedman, seconded by Ms. Dalessandro, to approve the Minutes of the Regular Board Meeting of August 10<sup>th</sup>, 2010. Motion unanimously carried.

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

- 7. STUDENT BOARD REPRESENTATIVES .....(ITEM 7)
  - A. OATH OF OFFICE / BECCA GOLDEN, NEW STUDENT BOARD MEMBER, CANYON CREST ACADEMY  
Ms. Golden was unable to attend the meeting; oath of office to be administered at a future meeting.
  - B. STUDENT BOARD UPDATES  
All Student Board Representatives gave updates on events and activities at their schools.
- 8. BOARD OF TRUSTEES UPDATES AND REPORTS.....(ITEM 8)  
All Board Members attended the Leadership Team Inservice and social event on August 12<sup>th</sup> – 13<sup>th</sup>, 2010.  
  
Ms. Dalessandro attended the North City West JPA meeting; a Grassroots Town Hall Meeting regarding the freeway expansion project; a CALTRANS public meeting held at Solana Beach, to review the expansion plans; the Solana Beach City/School Liaison meeting, along with Superintendent Noah, where they also discussed details on expansion project, including an environmental report. It was reported that these changes may have an impact on two of our schools. Ms. Dalessandro will provide ongoing updates.  
  
Ms. Hergesheimer and Ms. Rich attended a teacher luncheon sponsored by San Dieguito Faculty Association.  
  
Ms. Rich attended the new teacher luncheon sponsored by BTSA prior to the start of school.
- 9. SUPERINTENDENT’S REPORTS, BRIEFINGS AND LEGISLATIVE UPDATES  
Superintendent Noah attended the North City West JPA meeting, where Mr. Eric Dill was appointed to serve as chair of the committee, replacing Mr. Steve Ma.  
  
Mr. Noah stated that the opening of this school year has gone very smoothly; Mr. Noah attended staff meetings on Friday, prior to the start of school. All Cabinet members have been on campus at the various school sites during the first week of school. He also said that Earl Warren’s front entrance renovations were a much needed improvement.  
  
A Budget Workshop is scheduled for September 8<sup>th</sup>, at 1:30 PM
- 10. SCHOOL / DEPARTMENT UPDATE .....(NONE PRESENTED)

**CONSENT ITEMS.....(ITEMS 11 - 15)**

At the request of President Groth, Item 14B-2 was pulled from the consent agenda due to a conflict of interest. It was then moved by Ms. Dalessandro, seconded by Ms. Hergesheimer, that consent items 11 through 14B-1, and 14B-3 through 15, be approved as presented below. Motion unanimously carried.



**11. SUPERINTENDENT**

A. GIFTS AND DONATIONS

Accept the Gifts and Donations, as presented.

B. FIELD TRIP REQUESTS

Approve all Field Trip Requests submitted, as presented.

C. APPOINTMENT OF ERIC DILL AS REPRESENTATIVE TO THE NORTH CITY WEST JOINT POWERS AUTHORITY, REPLACING FORMER ASSOCIATE SUPERINTENDENT OF BUSINESS, MR. STEVE MA

Appointment of Eric R. Dill as Representative to the North City West Joint Powers Authority, effective September 3, 2010 through December 31, 2010.

**12. HUMAN RESOURCES**

A. PERSONNEL REPORTS

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

1. Certificated and/or Classified Personnel Reports, as presented.

B. APPROVAL/RATIFICATION OF AGREEMENT

(None Submitted)

**13. EDUCATIONAL SERVICES**

A. APPROVAL/RATIFICATION OF AGREEMENTS

Approve/ratify entering into the following agreement and authorize Christina M. Bennett or Eric R. Dill to execute the agreement:

1. Walroux Enterprises to provide grant writing, research, and reporting services, during the period September 1, 2010 through June 30, 2011, at the rate of \$75.00 per hour for a minimum of 10 hours per month, to be expended from the General Fund/Restricted 06-00.

B. APPROVAL/RATIFICATION OF AMENDMENT TO AGREEMENTS

(None Submitted)

**14. PUPIL SERVICES**

A. APPROVAL/RATIFICATION OF NON-PUBLIC SCHOOL / NON-PUBLIC AGENCY CONTRACTS

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

1. WAPADH (Whittier Area Parents' Association for the Developmentally Handicapped), during the period July 1, 2010 through June 30, 2011.
2. Sierra Academy, during the period July 1, 2010 through June 30, 2011.
3. Summerhill School, Inc., during the period July 1, 2010 through June 30, 2011.
4. Teri, Inc., during the period July 1, 2010 through June 30, 2011.
5. Winston School, during the period July 1, 2010 through June 30, 2011.
6. Pioneer Day School, during the period July 1, 2010 through June 30, 2011.

B. APPROVAL/RATIFICATION OF AGREEMENTS

Approve/ratify entering into the following agreements and authorize Christina M. Bennett, Eric R. Dill, or Ken Noah to execute the agreements:

1. San Marcos Unified School District to provide a one-on-one instructional assistant to a San Dieguito Union High School District Special Education Student, during the period June 21,

2010 through June 30, 2010, for an amount not to exceed \$688.14, to be expended from the General Fund/Restricted 06-00.

2. \* *(This item pulled from the Consent Agenda; see below)* Elizabeth Christensen, O.D., for comprehensive developmental vision evaluations, vision therapy and progress evaluations, during the period of July 1, 2010 through June 30, 2011, at the rate of \$300.00 per evaluation and \$120.00 per hour for therapy and progress evaluations, to be expended from the General Fund/Restricted 06-00.
3. Daniel & Davis Optometry, Inc. to provide comprehensive developmental vision evaluations, vision therapy, and progress evaluations, during the period July 1, 2010 through June 30, 2011, at the rate of \$125.00/ per hour for therapy, and \$225.00 per hour for progress evaluations, to be expended from the General Fund/Restricted 06-00.
4. Melissa L. Haider, MPT, to provide physical therapy evaluations, consultation, and direct therapy for special education students, during the period July 1, 2010 through June 30, 2011, at the rate of \$115.00 per hour, to be expended from the General Fund/Restricted 06-00.
5. Rienzi Haytasingh, Psy.D., to provide school neuropsychological evaluation services for special education students, during the period July 1, 2010 through June 30, 2011, for an amount not to exceed \$3,000.00 per evaluation, to be expended from the General Fund/Restricted 06-00.
6. Hein Speech-Language Pathology to provide speech/language pathology services for special education students, during the period July 1, 2010 through June 30, 2011, at the rate of \$100.00 to \$200.00 per hour, to be expended from the General Fund/Restricted 06-00.
7. Interpreters Unlimited, for language interpreting services, during the period of July 1, 2010 through June 30, 2011, at the rate of \$51.00 to \$150.00 per hour, to be expended from the General Fund/Restricted 06-00.
8. Dwayne Lizar to provide audiological and speech/language pathology services, during the period July 1, 2010 through June 30, 2011, at the rate of \$125.00 per hour, to be expended from the General Fund/Restricted 06-00.
9. Total Vision Care to provide developmental optometry services for special education students, during the period July 1, 2010 through June 30, 2011, at the rates of \$115.00 per vision therapy session, \$135.00 per progress evaluation, \$410.00 per visual efficiency or processing evaluation, and \$45.00 per IEP telephone meeting with doctor, to be expended from the General Fund/Restricted 06-00.

C. APPROVAL/RATIFICATION OF PARENT SETTLEMENT AND RELEASE AGREEMENTS

Approve/ratify the following Parent Settlement and Release Agreements, to be funded by the General Fund 06-00/Special Education, and authorize the Executive Director of Pupil Services to execute the agreements:

1. Student ID No. 588295, in the amount of \$35,000.00.

D. APPROVAL OF INTERDISTRICT ATTENDANCE AGREEMENTS, 2010-11

Approve entering into Interdistrict Attendance Agreements for 2010-11, with Carlsbad Unified, Escondido Union High, Grossmont Union High, Oceanside Unified, San Marcos Unified, San Diego Unified, and Vista Unified School Districts, as presented.

**15. BUSINESS**

A. APPROVAL/RATIFICATION OF AGREEMENTS

Approve/ratify entering into the following agreements and authorize Christina M. Bennett, Eric R. Dill, or Ken Noah to execute the agreements:

1. Southwest Traders, Inc. to provide SmoothEZe frozen fruit puree smoothie mix, during the period September 1, 2010 through June 30, 2011, for \$35.00 per three gallon container, to be expended from the Cafeteria Fund 13-00.
2. Ecolab, to provide Apex Manual #10362 and Oasis 146 #17708 cleaning and sanitizing supplies, equipment, and service, during the period September 1, 2010 through June 30, 2011, at the cost of \$59.80 each, to be expended from the Cafeteria Fund 13-00.
3. Carmel Valley Recreation Center for the lease of facilities for the San Dieguito Adult School senior fitness class, during the period September 8, 2010 through June 30, 2011, for an amount not to exceed \$6,000.00, to be expended from the Adult Education Fund 11-00.
4. Cathedral Catholic High School for lease of facilities for the Canyon Crest Academy Boy's Water Polo practice, during the period August 16, 2010 through November 19, 2010, for an amount not to exceed \$9,096.00, to be paid for by the Canyon Crest Academy Foundation.
5. St. Peter's Episcopal Church for lease of facilities for the San Dieguito Adult Education Life Story Writing class, during the period September 1, 2010 through June 30, 2011, for an amount not to exceed \$1,000.00, to be expended from Adult Education Fund 11-00.
6. Magdalena Ecke YMCA for the lease of facilities for the La Costa Canyon High School Boys & Girls Water Polo and Boys & Girls Swim Team programs, during the period November 15, 2010 through June 30, 2011, for an amount not to exceed \$18,540.00, to be paid for by the La Costa Canyon High School Foundation.
7. Elloise Bennett Consulting to provide inservice and consulting services to Earl Warren Middle School, during the period October 5, 2010 through June 30, 2011, for an amount not to exceed \$2,000.00, to be expended from the General Fund 03-00.
8. The Regents of the University of California for the lease of facilities at the University of California, San Diego, for the Torrey Pines High School Men's Water Polo practice and games, during the period August 19, 2010 through November 6, 2010, for an amount not to exceed \$6,250.20, to be paid for by the Torrey Pines High School Foundation.
9. San Dieguito Masonic Center for the lease of facilities for the San Dieguito Adult School parent participation pre-school, during the period September 1, 2010 through June 30, 2011, at the approximate rate of \$1,100.00 (including utilities) per month, to be expended from the Adult Education Fund 11-00.

B. APPROVAL/RATIFICATION OF AMENDMENT TO AGREEMENTS

(None Submitted)

C. AWARD/RATIFICATION OF CONTRACTS

Award/ratify the following contracts and authorize Christina M. Bennett or Eric R. Dill to execute all pertinent documents:

1. Hollinger Construction, Inc. for the Relocate 3 Portable Buildings at La Costa Canyon High School project B2011-02 for an amount of \$24,600.00, to be expended from the Capital Facilities Fund 25-19.

D. APPROVAL OF CHANGE ORDERS

(None Submitted)

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 3 Portable Buildings at La Costa Canyon High School project B2011-02, contract entered into with Hollinger Construction, Inc.

F. ADOPTION OF RESOLUTIONS & APPROVAL OF AUTHORIZED SIGNATURES/REPRESENTATIVES

Adopt the following resolutions and approve authorized signatures:

1. SUPPORT OF APPLICATIONS FOR ELIGIBILITY DETERMINATION AND FUNDING & AUTHORIZATION TO SIGN APPLICATIONS AND ASSOCIATED DOCUMENTS  
Designate Eric R. Dill, Associate Superintendent of Business Services, and Ken Noah, Superintendent, as District Representatives, as presented.
2. AUTHORIZED REPRESENTATIVE TO SAN DIEGO COUNTY SCHOOLS RISK MANAGEMENT JOINT POWERS AUTHORITY  
Designate Eric R. Dill, Associate Superintendent of Business Services, as the authorized representative, and Christina Bennett, Director of Purchasing, as alternate representative to the San Diego County Schools Risk Management Joint Powers Authority, as presented.
3. AUTHORIZED REPRESENTATIVE TO SAN DIEGO COUNTY SCHOOLS FRINGE BENEFITS CONSORTIUM  
Designate Eric R. Dill, Associate Superintendent of Business Services, as the authorized representative, and Terry King, Associate Superintendent of Human Resources, as the alternate representative to the San Diego County Schools Fringe Benefits Consortium, as presented.
4. CHANGE OF REVOLVING CASH FUND CUSTODIAN  
Change the Revolving Cash Fund Custodian (EC section 42800-5), designating Delores L. Perley as the custodian, as presented.
5. CHANGE AUTHORIZED PERSONS TO SIGN ON THE REVOLVING CASH FUND (PREPAYMENT – INSTANT MONEY)  
Change the Authorized Person to Sign on the Revolving Cash Fund (Prepayment), designating Christina Bennett or Eric R. Dill or Delores L. Perley, as presented.
6. DELEGATION OF AUTHORITY / LIABILITY TORT CLAIMS  
Authorize Eric R. Dill, Associate Superintendent of Business Services, to take action on all liability tort claims and authorize settlement of all such claims up to the limit specified in Government Code section 935.4, and that this resolution be imputed to each successor in the position of Associate Superintendent of Business Services, as presented.
7. AUTHORIZED SIGNATURES / DEVELOPER FEES & AGREEMENTS  
Authorize Ken Noah, Eric R. Dill, and John Addleman to sign all documents pertaining to the collection of developer fees and/or agreements.

G. ADOPTION OF RESOLUTION ESTABLISHING GANN LIMIT

Adopt the attached resolution establishing the Gann Limit, which identifies the estimated appropriations limit for the current year and actual appropriations for the preceding year.

H. APPROVAL OF BUSINESS REPORTS

Approve the following business reports:

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

\* It was then moved by Ms. Hergesheimer, seconded by Ms. Rich, that item 14B-2 be approved as presented. 4 Ayes: Ms. Friedman, Ms. Dalessandro, Ms. Hergesheimer, and Ms. Rich. 1 Abstain: Ms. Groth. Motion carried.

**DISCUSSION / ACTION ITEMS ..... (ITEMS 16 – 19)**

16. APPROVAL OF BOARD POLICY REVISIONS, #3400 AND 3400/AR-1, *MANAGEMENT OF DISTRICT ASSETS*  
It was moved by Ms. Hergesheimer, seconded by Ms. Dalessandro, to approve Revision of Board Policy #3400 and 3400/AR-1, as presented.

- 17. APPROVAL OF BOARD POLICY REVISIONS, (8), AS REQUIRED BY NEW STATE MANDATES AND COMPLIANCE WITH EDUCATION CODES: #5116.1/AR-2, *HIGH SCHOOL SELECTION*; #5125.1 AND 5125.1/AR-1, *RELEASE OF DIRECTORY INFORMATION*; #5141.33, *HEAD LICE*; #5144.1/AR-1, *SUSPENSION AND EXPULSION / DUE PROCESS*; AND #5144.1/AR-2, *SUSPENSION AND EXPULSION / DUE PROCESS (STUDENTS WITH DISABILITIES)*; #6141.1, *INDEPENDENT STUDY*; AND #6141.1/AR-1, *EDUCATIONAL OPPORTUNITIES, INDEPENDENT STUDY*

It was moved by Shakila Guevara, seconded by Ms. Friedman, to approve Revision of Board Policies as presented.

- 18. ADOPTION OF PROPOSED BOARD WORKSHOP SCHEDULE, 2010-2011, (2011 DATES PENDING APPROVAL AT THE ORGANIZATIONAL MEETING OF THE BOARD ON DECEMBER 9, 2010)

It was moved by Ms. Dalessandro, seconded by Ms. Hergesheimer, to adopt the Board Workshop Schedule, 2010-11, as proposed; 2011 meetings pending board approval on December 9, 2010, (Organizational Meeting of the Board).

- 19. CERTIFICATION OF THE 2009-10 UNAUDITED INCOME AND EXPENDITURES

It was moved by Ms. Friedman, seconded by Shakila Guevara, to certify the 2009-10 Unaudited Actual Income and Expenditures, as presented.

**INFORMATION ITEMS.....(ITEMS 20 - 27)**

- 20. SAN DIEGUITO UNION HIGH SCHOOL DISTRICT ACTION PLANS, 2010-11

This item was being submitted for Board review and information only.

- 21. LABOR COMPLIANCE PROGRAM INTERIM REPORT THROUGH JUNE 30, 2010 / REPORTING PERIOD MARCH 1, 2010 THROUGH JUNE 30, 2010.

This item was submitted as an information item only.

- 22. BOARD POLICY REVISION PROPOSAL (5), #5111.1, *DISTRICT RESIDENCY*; #5113 (BP & AR), *ABSENCES AND EXCUSES*; #5125/AR-1, *STUDENT RECORDS*; AND #5131.6/AR-2, *ALCOHOL AND OTHER DRUGS / STUDENT ASSISTANCE SERVICES*

This item was submitted for first read and will be resubmitted for board action on September 16, 2010.

- 23. BOARD POLICY REVISION PROPOSAL, #9270, *CONFLICT OF INTEREST*, AS PRESENTED.

This item was submitted for first read and will be resubmitted for board action on September 16, 2010.

- 24. BUSINESS SERVICES UPDATE ..... ERIC DILL, ASSOCIATE SUPERINTENDENT

Mr. Dill gave an update on an assembly bill in Sacramento regarding state funding and allocation for basic aid districts. More updates will follow once the amount of allocation for the district is determined. Mr. Dill stated that bus pass sales have surged, and as of this morning, 90% of the bus pass capacity had been fulfilled.

- 25. HUMAN RESOURCES UPDATE ..... TERRY KING, ASSOCIATE SUPERINTENDENT

Ms. King gave an update on the classified and certificated workshops held during the past week. Student enrollment and staffing needs continue to be monitored.

- 26. EDUCATIONAL SERVICES UPDATE ..... RICK SCHMITT, ASSOCIATE SUPERINTENDENT

Mr. Schmitt distributed a report (attached) containing updates on three summer school programs for 2010: Online Credit Recovery, Extended School Year, and English as a Second Language.

Mr. Schmitt also discussed a program offering PE Credit Options for Athletes, stating that currently has 392 students participating in the program, from all four high schools.

- 27. PUBLIC COMMENTS - (None presented)

- 28. FUTURE AGENDA Items - (None discussed)

29. ADJOURNMENT TO CLOSED SESSION – (No Closed Session required)

30. REPORT OUT OF CLOSED SESSION – No further action was taken by the Board.

31. ADJOURNMENT OF MEETING - Meeting adjourned at 7:40 PM.

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

\_\_\_\_ / \_\_\_\_ / 2010  
Date

\_\_\_\_\_  
Ken Noah, Superintendent

\_\_\_\_ / \_\_\_\_ / 2010  
Date

**S.D.U.H.S.D.**  
**Summer School Programs**  
**2010**

**Online Credit Recovery – Torrey Pines High School**  
**(David Jaffe – Supervisor)**

**The Program**

- 11<sup>th</sup> and 12<sup>th</sup> grade only for students who originally failed a course
- English, Math, Social Science, Science
- May complete up to 20 credits
- 5 Teachers
- Available to all students, including Special Education
- Individualized for each student
- 20 days

**The Numbers**

- 143 students invited by Counselor
- 99 students enrolled
- 74 students completed 133 courses
- **Total Cost \$34,000**
  - ❖ \$33,000 - Teachers
  - ❖ \$1,000 -Supplies / Materials
- Prior Year Costs: 2008 - \$700,000; 2009 - \$300,000

**Extended School Year (ESY) – Torrey Pines High School**  
**(Cara Schukoske – Supervisor)**

**The Program**

- Special Education
- Severe Needs
- No credits earned
- Teachers and Instructional Assistants work with students, per IEP
- Individualized for each student
- 20 days

### **The Numbers**

- 90 students registered
- 90 students attended
- 10 teachers
- 20 Instructional Assistants (IAs)
- **Total Cost \$234,000**
  - ❖ \$89,000 - Teachers
  - ❖ \$86,000 - IAs
  - ❖ \$1,000 - Materials and Supplies
  - ❖ \$58,000 – Transportation (drivers & fuel)

### **English as a Second Language (ESL) – Oak Crest Middle School (June 28 – July 23) (Manuel Zapata – Supervisor)**

#### **The Program**

- Separate MS and HS classes
- Focus on supporting ELD 1, 2, and 3
- Skills based instruction
- Students will earn 5 credits upon successful completion of program
- Meets the “Maintenance of Skills” requirement,  
as defined through Title I and Title III
- 19 Days

#### **The Numbers**

- 100 students invited
- 44 students enrolled
- 36 students completed program (5 credits each)
- 1.5 teachers
- **Total Cost \$4,600**
  - ❖ \$4,500 - Teachers
  - ❖ \$100 - Materials and Supplies



Joyce Dalessandro  
Linda Friedman  
Barbara Groth  
Beth Hergesheimer  
Deanna Rich

Superintendent  
Ken Noah



SAN DIEGUITO UNION HIGH SCHOOL  
DISTRICT  
BOARD OF TRUSTEES  
BOARD WORKSHOP  
MINUTES

WEDNESDAY, SEPTEMBER 8, 2010  
1:30 PM

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

The Governing Board of the San Dieguito Union High School District held a Board Workshop on Wednesday, September 8 , 2010, at the above location, in the Board Room.

**ATTENDANCE**

BOARD OF TRUSTEES

Joyce Dalessandro  
Linda Friedman  
Barbara Groth  
Beth Hergesheimer  
Deanna Rich

DISTRICT ADMINISTRATION

Ken Noah, Superintendent  
Terry King, Associate Superintendent, Human Resources  
Rick Schmitt, Associate Superintendent, Educational Services  
Eric Dill, Associate Superintendent, Business  
Delores Perley, Director, Finance  
Ron Tackett, CSEA President, Chapter 241  
Joann Schultz, Recording Secretary

1. CALL TO ORDER – The meeting was called to order at 1:30 PM.

**INFORMATION ITEM**

2. DISTRICT BUDGET UPDATE

Mr. Eric Dill and Ms. Delores Perley gave an update on the district’s Budget. Key topics discussed were the 2009-10 Unaudited Actuals, State budget update, Proposition 98, Federal Education Jobs Act, 2010 Fall Revision preview, 2011-12 planning, multi-year projection, cash flow and the next steps.

Ms. King gave an update on the history of staffing reductions that have been made over the last several years. A copy of the document is attached.

3. ADJOURNMENT – The meeting was adjourned at 3:10 PM.

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Ken Noah, Superintendent

\_\_\_\_\_  
Date

**SAN DIEGUITO UNION HIGH SCHOOL DISTRICT  
HUMAN RESOURCES DEPARTMENT**

**RECAP OF STAFFING**

	Certificated		Classified		Management		Supervisory		Confidential	
	# Staff	# FTE's	# Staff	# FTE's	# Staff	# FTE's	# Staff	# FTE's	# Staff	# FTE's
<b>2004-05</b>	<i>Not Available</i>		489	404	49	48	14	12.5	5	5
<b>2005-06</b>	608	577	465	388	52	50	13	11.5	5	5
<b>2006-07</b>	619	570	450	373	45	45	13	11.5	5	5
<b>2007-08</b>	609	569	455	371	45	45	13	11.5	5	5
<b>2008-09</b>	602	561	458	373	47	47	13	11.5	5	5
<b>2009-10</b>	583	545	426	343	45	45	13	11.5	5	5
<b>2010-11</b>	591	521	411	338	44	44	13	11.8	4	4

**RECAP OF REDUCTIONS (Number of Positions)**

**03-04:** Layoff of 52 Transportation Employees

**04-05:** Layoff of 26 Instructional Assistants

IMPLEMENTED IN 05-06		IMPLEMENTED IN 06-07		IMPLEMENTED IN 07-08		IMPLEMENTED IN 08-09	
<b>Certificated</b>		<b>Certificated</b>		<b>Certificated</b>		<b>Certificated</b>	
		Eliminate CSR	17	Library Media Teacher	1	Slight increase to class sizes	8
		Slight increase to class sizes	13	Slight increase to class sizes	5		
<b>Classified</b>		<b>Classified</b>		<b>Classified</b>		<b>Classified</b>	
Special Ed	3	Textbook Room Workers	3	School Data Processing Techs	3	Floater Custodian	2
Campus Supervisors	6	Campus Supervisors	2	Multi-Media Technicians	4	School Bus Drivers to ST+5	17
Clerical	7	Clerical	5	Clerical	1	Bus Attendants to ST+5	2
Custodial Services	11	Custodial Services	4	Office Assistant, .4875, LCC	1	Information Systems Specialist	1
Facilities	2	Grounds Services	2	Testing Assistant, 1.0, DO	1	Facilities Planning Analyst	1
Lab Facilitators	4	Purchasing/WH	1	Admin Sec, 1.0, DO-Instruct.	1	<b>Additions:</b>	
Library Media Technicians	2	Multi-Media Tech	1	Grounds Lead, 1.0, SDA	1	Admin Sec – Bilingual, DO	1
<b>Management/Supervisory</b>		<b>Management/Supervisory</b>		<b>Management/Supervisory</b>		<b>Management/Supervisory</b>	
Grounds Supervisor (12/04)	1	Dean of Students	2	No changes		Executive Director of Finance	1
		Assistant Principal	2			Student Services Specialist	1
		Dir. of Facilities Planning	1			<b>Additions:</b>	
		Dir. of Risk Management	1			Director of Planning/Fin. Mgmt.	1
		Director of Purchasing	1			Director of Student Information	1
						Director of Purchasing (Dec)	1



# San Dieguito Union High School District

## INFORMATION REGARDING BOARD AGENDA ITEM

**TO:** BOARD OF TRUSTEES

**DATE OF REPORT:** September 7, 2010

**BOARD MEETING DATE:** September 16, 2010

**PREPARED AND  
SUBMITTED BY:** Ken Noah, Superintendent

**SUBJECT:** ACCEPTANCE OF GIFTS AND DONATIONS

.....

### EXECUTIVE SUMMARY

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

### RECOMMENDATION:

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

### FUNDING SOURCE:

Not applicable

KN/bb

**GIFTS AND DONATIONS  
SDUHSD BOARD MEETING  
SEPTEMBER 16, 2010**

ITEM 11A

<b>Donation</b>	<b>Purpose</b>	<b>Donor</b>	<b>Department</b>	<b>School Site</b>
\$10,000.00	Install projectors in the classroom	EWMS PTSA	Technology	EWMS
\$5,000.00	Becas Fellowship Program 09-10 grant award / stipends to tutors or Plaza Comuntria Students	UC-Berkeley	Adult School	San Dieguito Adult School
\$3,450.00	Turnitin for English Dept	TPHS Foundation	English	TPHS
\$3,000.00	Purchase response Clicker Sets	The San Diego Foundation/Cox Kids		OCMS
\$850.00	Writing Lab Tutors salary	SDA Foundation	English	SDA
\$300.00	SDA Speech & Debate	JUSTGIVE	Speech Debate	SDA
\$68.72	CCA Misc Donations	TRUIST / Johnson & Johnson		CCA
\$51.79	CCA Misc Donations	Ohiopyle		CCA
Valued @ \$300.00	Digital Keyboard	Alicia Labrum	DNO Music / Drama	DNO

**\$22,720.51****Monetary Donations****\$300.00****Value of Donated Items****\$23,020.51****TOTAL VALUE**

# San Dieguito Union High School District

## INFORMATION REGARDING BOARD AGENDA ITEM

**TO:** BOARD OF TRUSTEES

**DATE OF REPORT:** September 7, 2010

**BOARD MEETING DATE:** September 16, 2010

**PREPARED AND  
SUBMITTED BY:** Ken Noah, Superintendent

**SUBJECT:** APPROVAL / RATIFICATION OF  
FIELD TRIPS

.....

### EXECUTIVE SUMMARY

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

### RECOMMENDATION:

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

### FUNDING SOURCE:

As listed on attached reports.

KN/bb

**FIELD TRIP REQUESTS**  
**SDUHSD BOARD MEETING**  
**SEPTEMBER 16, 2010**

ITEM 11B

Date	Sponsor, Last Name	First Name	Team/Club	Total # Students	Total # Chaperones	Purpose/Conference Name	City	State	Loss of Class Time	\$ Cost
October 2 & 3, 2010	Newkirk	Todd	Speech & Debate	30	8	CSU Long Beach	Long Beach	CA	0	\$1,500 ASB funded
October 14-16, 2010	Newman, Ross & Santos	Blaze, Rob & Michael	AVID	55	3	AVID College Tour	Monterey Bay, Santa Cruz, San Jose, Palo Alto & LA	CA	2 days	\$6,000-Fund raising & parent donations
October 14 & 15, 2010	Newkirk	Todd	Speech & Debate	4	1	Bronx HS of Science	Elmsford	NY	2 days	\$1,200 ASB funded
October 22-24, 2010	Newkirk	Todd	Speech & Debate	20	5	CSU Fullerton	Fullerton	CA	1 day	\$1,000 ASB funded
October 29-31, 2010	Newkirk	Todd	Speech & Debate	7	2	The Meadows School	Las Vegas	NV	1 day	\$400 ASB funded
January 15-17, 2011	Cartwright	Andrea	Speech & Debate	5	1	James Logan High School MLK Invitational	Union City	CA	1 day	0

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

**FIELD TRIP REQUESTS**  
**SDUHSD BOARD MEETING**  
**SEPTEMBER 16, 2010**

ITEM 11B

Date	Sponsor, Last Name	First Name	Team/Club	Total # Students	Total # Chaperones	Purpose/ Conference Name	City	State	Loss of Class Time	\$ Cost
March 11-13, 2011	Santos	Michael	Biology Class	30	4	CIMI El Toyon Bay	Catalina	CA	1 day	\$10,000 paid by students
June 13-17, 2011	Cartwright	Andrea	Speech & Debate	5	1	National Forensics League National Tournament	Dallas	TX	1 day	0

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



# San Dieguito Union High School District ITEM 12A

## INFORMATION REGARDING BOARD AGENDA ITEM

**TO:** BOARD OF TRUSTEES

**DATE OF REPORT:** September 3, 2010

**BOARD MEETING DATE:** September 16, 2010

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

**SUBMITTED BY:** Ken Noah  
Superintendent

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

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### EXECUTIVE SUMMARY

Please find the following Personnel actions attached for Board Approval:

#### Certificated

Employment  
Resignation

#### Classified

Employment  
Change in Assignment  
Resignation

#### RECOMMENDATION:

It is recommended that the Board approve the attached Personnel actions.

#### FUNDING SOURCE:

General Fund

## PERSONNEL LIST

### CERTIFICATED PERSONNEL

#### Employment

1. **Lisa Callender**, 20% Temporary Teacher (English) at Torrey Pines for the 2010-11 school year, effective 8/31/10 through 6/17/11.
2. **Lindsay Hern**, 80% Temporary Teacher (art) – 60% at Earl Warren & 20% at Torrey Pines for the 2010-11 school year, effective 8/26/10 through 6/17/11.
3. **David Martin**, 100% Temporary Teacher (mathematics) at Canyon Crest Academy for the 2010-11 school year, effective 8/26/10 through 6/17/11.
4. **Kajsa Medak**, 20% Temporary Teacher (art) at Carmel Valley for the 2010-11 school year, effective 8/26/10 through 6/17/11.
5. **Erin Norton**, 100% Temporary Teacher (English/P.E.) at San Dieguito Academy for the 2010-11 school year, effective 8/31/10 through 6/17/11.

#### Resignation

1. **Brooke Bunnell**, Teacher (special education) at Torrey Pines, resignation from employment, effective 8/30/10.
2. **John Close**, Teacher (mathematics) at La Costa Canyon, resignation for retirement purposes, effective 12/30/10.
3. **Sarah McNary**, Teacher (Plato Lab) at La Costa Canyon, resignation from employment at the conclusion of the work day on 10/01/10.

## PERSONNEL LIST

### CLASSIFIED PERSONNEL

#### Employment

1. **Tania Arrequin**, Instructional Assistant SpEd SH at Earl Warren, SR36, 75% effective 8/30/2010
2. **Anthony Diaz**, At Will Employee, effective 8/31/10 -1/28/11
3. **Tamara Frazier**, At Will Employee, effective 8/31/10 – 1/28/10

#### Change in Assignment

1. **DeVal, Elizabeth**, from Job Placement Assistant, 75% to 100%, effective 8/30/10
2. **Ferrer, Jesus**, from Instructional Assistant-Special Education (non-severely handicapped). 48.75% to Instructional Assistant Special Education (SH), 75%, effective 8/30/10
3. **Hill, Mike**, from Campus Supervisor High-School, 48.75% to Campus Supervisor-Middle School, effective 8/31/10
4. **Lopez, Agustin**, from Custodia to Grounds Maintenance Worker I, effective 7/06/10-7/23/10
5. **Magana, Carlos**, from Floater Custodian to Grounds Maintenance Worker I effective 8/25/10 – 9/8/10
6. **Secrest, Lauri**, from Office Assistant-La Costa Canyon, 100% to Office Assistant-48.75%, effective 9/08/10 and Instructional Assistant Special Education (non-severely handicapped), 37.5%, effective 9/08/10
7. **Svarcas, Kris**, from Job Placement Assistant, 48.75% to Job Placement Assistant 75%, effective 8/30/10

# San Dieguito Union High School District

## INFORMATION REGARDING BOARD AGENDA ITEM

**TO:** BOARD OF TRUSTEES

**DATE OF REPORT:** September 8, 2010

**BOARD MEETING DATE:** September 16, 2010

**PREPARED BY:** Christina M. Bennett, Director of Purchasing  
Eric R. Dill, Associate Superintendent/Business

**SUBMITTED BY:** Ken Noah  
Superintendent

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

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### EXECUTIVE SUMMARY

The attached Professional Services Report/Educational Services summarizes one contract in an amount not to exceed \$0.00, or as noted on the attachment.

### RECOMMENDATION:

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

### FUNDING SOURCE:

As noted on attached list

**SAN DIEGUITO UNION HIGH SCHOOL DISTRICT**

ITEM 13A

**EDUCATIONAL SERVICES - PROFESSIONAL SERVICES REPORT**

**Date: 09-16-10**

<u>Contract Effective Dates</u>	<u>Consultant/ Vendor</u>	<u>Description of Services</u>	<u>School/ Department Budget</u>	<u>Fee Not to Exceed</u>
09/17/10 – 06/30/11	Elloise Bennett Consulting	Provide AP testing services at Torrey Pines High School, La Costa Canyon High School, San Dieguito Academy, and Canyon Crest Academy	Expended directly from test registration fees	N/A

# San Dieguito Union High School District

## INFORMATION REGARDING BOARD AGENDA ITEM

**TO:** BOARD OF TRUSTEES

**DATE OF REPORT:** August 25, 2010

**BOARD MEETING DATE:** September 16, 2010

**PREPARED BY:** Rick Schmitt  
Associate Superintendent/Educational Services

**SUBMITTED BY:** Ken Noah, Superintendent

**SUBJECT:** ROP Agreement for Participation, 2010-11

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### EXECUTIVE SUMMARY

Attached is the Agreement for Participation between the County Superintendent of Schools and the San Dieguito Union High School District for operation of Regional Occupational Program courses and services to be offered in 2010-11. Also attached is a list of SDUHSD ROP Program courses and a breakdown of the 2010-11 budget.

### RECOMMENDATION:

It is recommended that the Board approve the Regional Occupational Program Agreement for 2010-11, as shown in the attached supplement.

### FUNDING SOURCE:

State Regional Occupational Program (ROP) funds.

**AGREEMENT FOR PARTICIPATION  
SAN DIEGO COUNTY REGIONAL OCCUPATIONAL PROGRAM (ROP)**

THIS AGREEMENT is entered into this \_\_\_\_\_ day of \_\_\_\_\_ 2010, by and between the San Diego County Superintendent of Schools, hereinafter called the SUPERINTENDENT and San Dieguito Union High School District, hereinafter called the DISTRICT for a term from July 1, 2010 to June 30, 2011.

**RECITAL**

- A. Pursuant to Education Code Section 52300 and following, the SUPERINTENDENT has established and is maintaining a Regional Occupational Program within San Diego County for high school students, out-of-school youth, and adults; and, pursuant to Education Code Section 52321, the SUPERINTENDENT is authorized to receive state apportionment revenue for ROP ADA; and,
- B. The SUPERINTENDENT pursuant to Education Code Section 52301, wishes to contract with the DISTRICT for operation of certain ROP activities; and,
- C. The SUPERINTENDENT maintains the ROP and consults with Superintendents of participating DISTRICTS concerning issues of mutual concern.
- D. WHEREAS, the DISTRICT wishes to participate in and cooperate with the SUPERINTENDENT in establishing and maintaining Regional Occupational Program activities; NOW THEREFORE, the parties agree as follows:

**AGREEMENT**

- A. The DISTRICT shall:
  - 1. Administer, supervise, and conduct the courses and/or services as specified in Addendum A as updated and in supporting course proposal documentation submitted by DISTRICT.
  - 2. ~~Pursuant to Education Code Section 52314~~, Allow residents of San Diego County eligible to attend a high school or adult school to apply for admission to any ROP course.
  - 3. With assistance of the SUPERINTENDENT, recruit and enroll students and maintain attendance as specified for each program/course in Addendum A.
  - 4. Provide properly credentialed and qualified employees with payment for services to be based on DISTRICT-established salary and benefit plans.
  - 5. Provide the necessary facilities, equipment, instructional supplies, and services--including purchasing, utilities, custodial, and maintenance for each course and/or service at no cost to the SUPERINTENDENT unless provided for in Addendum A.
  - 6. Provide instruction in job-seeking and job-keeping skills to every ROP student per the ROP Expected Student Learning Results adopted by the ROP Steering Committee.
  - 7. Provide general safety instruction and instruction in the safe operation of equipment and safe handling of supplies and hazardous materials to every ROP student.

ITEM 13B

8. ~~Certify through the execution of this agreement that the activities included within this agreement will not supplant the total current program of vocational education within the DISTRICT.~~  
*(This contract section is temporarily suspended while Legislature approved categorical flexibility is in place.)*
9. Submit reports and data as requested by the SUPERINTENDENT and the State Department of Education.
10. Provide liability insurance or self-insurance coverage for all courses and/or services as specified in Addendum A, including all equipment and vehicles owned by the SUPERINTENDENT which are used by the DISTRICT in maintaining ROP courses and services.

Provide workers' compensation insurance or self-insurance coverage for DISTRICT Employees supporting ROP courses and services as specified in Addendum A.

Provide to the SUPERINTENDENT certificates of insurance and/or self insurance covering liability and workers' compensation upon request.

NOTE:

The San Diego County and Imperial County Schools Risk Management Joint Powers Authority (JPA) workers' compensation program extends to all ROP employees (not to DISTRICT employees) and to ROP students while students are performing off-campus non-paid work experience. The ROP workers' compensation coverage does not apply to the DISTRICT'S classroom instructors (unless these employees qualify under their respective DISTRICT'S workers' compensation program) or to any student who does not otherwise qualify as an ROP student performing off-campus work experience.

The school DISTRICT is responsible for workers' compensation and liability coverage for their employees. Such coverage should extend to activities occurring on school DISTRICT premises or activities under the school DISTRICT employees' direct control or supervision.

11. Provide instruction to every student as per ROP course of study approved by the SUPERINTENDENT and the State Department of Education.
12. Comply with the provisions of Title VI of the Civil Rights Act of 1964 which provides that no person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity hereunder.
13. Comply with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act which provides that no otherwise qualified disabled individual in the United States shall, solely by reason of the disability, be excluded from participation in, be denied the benefit of, denied access to, or be subjected to discrimination for any programs, activity receiving federal financial assistance.
14. Provide assurance that facilities provided hereunder are accessible by handicapped persons or provide access to a similar alternative program.
15. Provide for all ROP teachers (full and part time) to be evaluated annually or biannually according to DISTRICT policy and procedures.



## B. The SUPERINTENDENT shall:

1. Provide for the overall administration and operation of the ROP.
2. Pay to the DISTRICT an amount equal to the actual ADA/revenue generated by the courses up to the "ROP capped ADA", plus lottery and supplemental funding for the fiscal year reflected in the Estimated ROP Revenues (distributed according to the adopted funding formula - ROP Philosophy of Funding). Such payment to the District shall be made according to General Provisions, Item 10 and shall be used only for ROP program expenses. During the period of categorical flexibility, other uses that result in a reduction of ADA to a level below the DISTRICT'S ROP capped ADA must be mutually agreed upon by the DISTRICT and the SUPERINTENDENT, include a mutually agreed upon exit strategy outlining how the DISTRICT intends to recapture the lost ADA in the 2013-2014 fiscal year when flexibility ends, and approved by the San Diego County Office of Education Board of Education.

The District shall account for all direct program costs incurred by the DISTRICT in providing ROP courses and services, plus inter program (indirect) charges, not to exceed 8% of instructional program costs, specified in Addendum A. The DISTRICT shall not charge indirect costs to expenditures in object codes 4400, 6000-6500, and object code 5600 items, which for ROP reporting, is restricted to leases and rents of equipment and facilities. The DISTRICT shall not charge indirect costs to administrative services, identified on Addendum A as direct administration, counseling and guidance, and service center. Should courses generate less ADA than specified in Addendum A and as updated in the Estimated ROP Revenues, reimbursement by the SUPERINTENDENT shall be adjusted accordingly.

3. Provide an appropriate inventory system and tags for all capital property purchased by the DISTRICT with ROP funds.

## C. General Provisions:

1. Addendum A is attached as a part of this agreement.
2. The DISTRICT may transfer funds within line items in budget categories 1000 through 6000 in an approved Addendum A program budget without prior approval of the SUPERINTENDENT.

The DISTRICT may increase an approved Addendum A program budget by a maximum of 20 percent by transferring funds from other program budgets and applying that increase to line items in budget categories 1000 through 6000 without prior approval of the SUPERINTENDENT. Increases in a program budget in excess of 20 percent must be approved in writing by the SUPERINTENDENT. The total budget in Addendum A may not increase without authorization from the SUPERINTENDENT.

3. In accordance with Education Code Section 1605, the SUPERINTENDENT holds title to all property acquired with ROP funds and has responsibility for approval of location and utilization thereof.
4. ~~Use of equipment and/or facilities acquired by the DISTRICT with ROP funds is limited to ROP courses and services unless use for other purposes with specific conditions is authorized in writing by the SUPERINTENDENT.~~ *(This contract section is temporarily suspended while Legislature approved categorical flexibility is in place.)*

## ITEM 13B

5. Tobacco-Free Facility: The County is a tobacco-free facility. Tobacco use (smoked or smokeless) is prohibited at all times on all areas of County Office Property.
6. Any of the courses or services specified in Addendum A may be terminated at any time upon mutual consent, and may be terminated by the SUPERINTENDENT after consultation with the DISTRICT within three weeks following the opening session of the course if the attendance is below that necessary to provide at least 90 percent of the estimated ADA as specified in Addendum A. Should a course be terminated, the DISTRICT shall be reimbursed for actual cost of operating the course to date of termination. All of the remaining funds in Addendum A for each terminated course or service at date of termination shall be available for transfer to other courses or services without the approval of the SUPERINTENDENT subject to the limitations in item #2 above.
7. Any agreement between the DISTRICT and other agencies entered into for the purpose of conducting any course or service specified in Addendum A must be approved in advance by the SUPERINTENDENT.
8. All funds derived from the sale of goods or services from an ROP course or service shall be abated to the ROP course or service.
9. The DISTRICT agrees not to limit or freeze expenditures for ROP courses and activities while funding is being provided by the SUPERINTENDENT.
10. Funding allocations to the DISTRICT for operating and capital expenditures as specified in Addendum A will be made in the following manner:
  - a. Advance Apportionments

The advance apportionment system is designed to reflect the actual cash disbursement practices of the ROP operation and minimize any harm or benefit to the DISTRICT'S General Fund Programs. Throughout the fiscal year, regular monthly apportionments of ROP funds received by the SUPERINTENDENT shall be made to the DISTRICT. Apportionments consist of all sources of ROP revenue (including lottery funds) and will normally be paid within three working days of receipt from the State. For ROP ADA-apportioned revenue, the approximate monthly percentage of total apportionment received and disbursed per month is:

July	<u>3</u>	January	<u>8</u>
August	<u>6</u>	February	<u>14</u>
September	<u>8</u>	March	<u>7</u>
October	<u>17</u>	April	<u>7</u>
November	<u>8</u>	May	<u>7</u>
December	<u>8</u>	June	<u>7</u>

Adjustments may be made as deemed necessary due to government deferrals of payment.

For ROP lottery revenue, apportionments are received quarterly, approximately 3.5 months after each fiscal year quarter.

b. Apportionment Adjustment

Apportionment adjustments due to starting balance considerations, excess growth ADA revenue, state apportionment modifications, etc., will normally be made by the SUPERINTENDENT in December. Additional adjustments may be made as deemed necessary.

c. Audit Documents Required

The DISTRICT shall furnish by September 1st for the previous fiscal year the below-listed documents required for audit purposes:

1. Certification of final expenditures for each approved Addendum A program/service/facility budget on the form provided by the SUPERINTENDENT. In addition, DISTRICT is to provide a copy of the final summary accounting record (District Financial Accounting System) of expenditures for the individual program/courses organized per the California School Accounting Manual.
2. Invoices and Capital Property Inventory Record (ROP Web-based inventory system) for each item of capital equipment purchased.

Should the DISTRICT fail to comply with submitting audit documents required, current fiscal year monthly apportionments will be withheld by the SUPERINTENDENT until the DISTRICT is in compliance.

d. End of Year Balance Funds

~~Districts may not have unexpended ROP funds at the end of each school year that exceed 15% of the current year's expenditures, including transfers to any reserves made during the school year. All end of year balance funds exceeding 15% of the fiscal year expenditures will be returned to the SUPERINTENDENT. The DISTRICT will provide for designation of special reserves in accordance with Education Code Section 52321.~~

~~DISTRICTS must ensure that ROP Funds are included in the total of their DISTRICT board adoptions for designated reserves. Failure to include these funds could expose the district to a loss of those funds through recapture provisions in the education code. DISTRICTS agree to certify annually that ROP funds have been expended as per Education Code Section 52321. (This contract section is temporarily suspended while Legislature approved categorical flexibility is in place.)~~

10. Notwithstanding any of the foregoing provisions of the agreement, if at any time during the term of this agreement the State of California fails to appropriate or allocate anticipated funds to the SUPERINTENDENT for Regional Occupational Program for payments stipulated in Addendum A, the SUPERINTENDENT reserves the right to change the budget amounts in Addendum A at any time with 30 days notice to the DISTRICT.

If the DISTRICT is unable to continue current course offerings or to maintain program support levels because of this reduced funding, the DISTRICT, in its sole discretion, may terminate in all or in part course offerings and/or support services necessary to accommodate the reduced funding level.

11. Any of the courses specified in Addendum A may be terminated by the SUPERINTENDENT if the State of California fails to provide course approval.

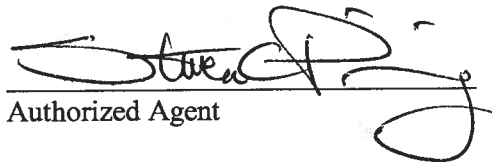
12. Mutual Indemnification Clause

The SUPERINTENDENT shall defend, indemnify, and hold the DISTRICT harmless from and against any and all liability, loss, expense, attorney's fees, or claims for injury or damages arising out of the performance of this Agreement, but only in proportion to and to the extent such liability, loss, expense, attorney's fees, or claims for injury or damages are caused by or result from the negligent or intentional acts or omissions of the SUPERINTENDENT, its officers, agents or employees. The DISTRICT shall defend, indemnify, and hold the SUPERINTENDENT harmless from and against any and all liability, loss, expense, attorney's fees, or claims for injury or damages arising out of the performance of this Agreement, but only in proportion to and to the extent such liability, loss, expense, attorney's fees, or claims for injury or damages are caused by or result from the negligent or intentional acts or omissions of the DISTRICT, its officers, agents or employees.

San Dieguito Union High School District

San Diego County Superintendent of Schools

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

  
\_\_\_\_\_

\_\_\_\_\_

Title

Authorized Agent

Authorized by Governing Board on:

Authorized by the San Diego County Board  
of Education on:

\_\_\_\_\_

\_\_\_\_\_ May 12, 2010 \_\_\_\_\_

~~APPROVED AS TO FORM AND LEGALITY FOR SAN DIEGO COUNTY  
SUPERINTENDENT OF SCHOOLS BY CHRISTINA L. DYER, COUNSEL, BEST BEST  
AND KRIEGER, ON JUNE 6, 2002~~

AVERAGE DISTRICT

ITEM 13B

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	
		<b>ROP BUDGET 10-11</b>																			
District Name		<b>SAN DIEGUITO</b>														CALCS 8%		CALC		CALC	CALC
		Dist/COE														1000-5000					
Course Description	Program or Course #	Max Approved Hours	Last Advisory Date	1000	2000	3000	4000	Equipment 4400	5000	Rentals & Leases 5600	Site 6100	Facilities 6200	Equipment 6400	CAP X Summary 4400 & 6000s	7000 Indirect Cost	8000 (Income)	Course Totals	ACTUAL ADA	Oper. Cost per ADA	Total Cost per ADA	
ARCHITECTURAL DESIGN	570528			16000		3366	1000								1629		21995	6.75	3257	3257	
AUDIO-MIDI (Digital Composition)	559801			45000		9240	1000							0	4419		59659	25.89	2304	2304	
AUDIO REC. ARTS	469813			22000		4400	1000							0	2192		29592	4.66	6349	6349	
AUTO TECH/ENGINE PERF.	567803			60500		12210	2000		500					0	6017	0	81227	36.42	2230	2230	
BUS. MGMT. OWNERSHIP	412107			30000		6160	1000								2973		40133	3.78	10617	10617	
CABINETMAKING	552009			53700	0	11374	3500		0					0	5486	0	74060	13.14	5636	5636	
CHILD DEV. OCCUPATIONS	440012			24500		4290	500							0	2343	0	31633	4.91	6443	6443	
COMPUTER APP.	461518			13400	3200	2640	500							0	1579	0	21319	9.80	2176	2176	
COMPUTER GAME DESIGN	422514			36500		7700	1500								3656		49356	24.62	2005	2005	
CULINARY ARTS	442004			145900		31218	13500						0	0	15249	0	205867	70.71	2912	2912	
DIGITAL MEDIA PRODUCTION	577012			40500		7700	1500							0	3976		53676	16.03	3348	3348	
DRAFTING/ COMPUTER	570508			23000	0	4730	1800		0					0	2362	0	31892	14.96	2131	2131	
ENGINEERING DESIGN	564904			12000		3410	1000							0	1313		17723	13.87	1277	1277	
ENGINEERING PRINCIPLES	564905			29500		6820	1000							0	2986		40306	11.07	3641	3641	
FASHION DESIGN/MERCH	441028			15500		2750	1200							0	1556		21006	9.78	2148	2148	
GUITAR MAKING	555822			17700	0	6833	2500	0	0	0	0	0	0	0	2163	0	29196	13.14	2222	2222	
MARKETING PRINCIPLES	410716			36500		7920	1000							0	3634		49054	27.27	1799	1799	
OCEAN SURF LIFESAVING	586913			15500		3630	1000							0	1610		21740	12.71	1710	1710	
PHOTO IMAGING	576001			105600	0	23012	4000							10609	0	143221	75.80	1889	1889		
SCREEN PRINTING	576201			59000	2500	10120	3500	1000	500					0	6050	0	82670	38.27	2134	2160	
STAGEHAND TECH.	552707			14000		3080	2000			0				0	1526	0	20606	22.52	915	915	
WELDING & METAL FAB.	561602			66000	3500	12540	9000							0	7283	0	98323	26.73	3679	3679	
Total Course				\$882,300	\$9,200	\$185,143	\$55,000	\$1,000	\$1,000	\$0	\$0	\$0	\$0	\$0	\$90,611	\$0	\$1,224,254	\$483	\$70,823	\$70,849	
Counseling & Guidance													0	0							
Direct Administration				123000	22000	27060	6000		16000					0			\$194,060				
Area Service Center														0			\$0				
Student Int. Survey														0			\$0				
Maintenance & Operations				6500			23000	12000	6999								\$48,499				
														0	0		0				
														0	0		0				
Total Administration				\$129,500	\$22,000	\$27,060	\$29,000	\$12,000	\$22,999	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$242,559				
Total Program				\$1,011,800	\$31,200	\$212,203	\$84,000	\$13,000	\$23,999	\$0	\$0	\$0	\$0	\$0	\$90,611	\$0	\$1,466,813	482.8	\$70,823	\$70,849	

# San Dieguito Union High School District

## INFORMATION REGARDING BOARD AGENDA ITEM

**TO:** BOARD OF TRUSTEES

**DATE OF REPORT:** September 2, 2010

**BOARD MEETING DATE:** September 16, 2010

**PREPARED BY:** Bruce Cochrane, Executive Director  
Pupil Services  
Rick Schmitt, Associate Superintendent,  
Educational Services

**SUBMITTED BY:** Ken Noah  
Superintendent

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

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### EXECUTIVE SUMMARY

The attached Independent Contractor Agreements Report summarizes two contracts that provide services for the Special Education Program and Special Education students for the 2010-2011 school year.

### RECOMMENDATION

It is recommended that the Board approve/ratify entering into Independent Contractor Agreements as shown on the attached report and authorize Christina M. Bennett, Eric R. Dill, or Ken Noah to execute all pertinent documents pertaining to these agreements, contingent upon receipt of the signed documents and verification of insurance coverage.

### FUNDING SOURCE

General Fund 06-00/Special Education Budget - Estimated \$13,000.00

KN/ddb  
Attachment

**SAN DIEGUITO UNION HIGH SCHOOL DISTRICT**

ITEM 14B

**INDEPENDENT CONTRACTOR AGREEMENTS 2010-2011**

**Date: September 16, 2010**

Contract Effective Dates	Independent Contractor	Description of Services	Number of Students (Estimate)	Fee
9-1-10 To 6-30-11	Psychological & Educational Consulting Services	Individual Bilingual Psychological Assessments	2 - 3	\$125.00/Hour Estimate: \$3,000.00
8-20-10 To 6-30-11	West Shield Adolescent Services	Transporting/Escorting Special Education Students at risk to Residential Facilities	4 - 5	\$81.00/Hour Estimate: \$10,000.00
			<b>TOTAL</b>	<b>\$13,000.00</b>

# San Dieguito Union High School District

## INFORMATION REGARDING BOARD AGENDA ITEM

**TO:** BOARD OF TRUSTEES

**DATE OF REPORT:** September 8, 2010

**BOARD MEETING DATE:** September 16, 2010

**PREPARED BY:** Christina M. Bennett, Director of Purchasing  
Eric R. Dill, Associate Superintendent/Business

**SUBMITTED BY:** Ken Noah  
Superintendent

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

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### EXECUTIVE SUMMARY

The attached Professional Services Report/Business summarizes three contracts totaling \$0.00, or as noted on the attachment.

### RECOMMENDATION:

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

### FUNDING SOURCE:

As noted on attached list



ITEM 15A

**SAN DIEGUITO UNION HIGH SCHOOL DISTRICT**

**BUSINESS - PROFESSIONAL SERVICES REPORT**

**Date: 09-16-10**

<u>Contract Effective Dates</u>	<u>Consultant/ Vendor</u>	<u>Description of Services</u>	<u>School/ Department Budget</u>	<u>Fee Not to Exceed</u>
08/26/10 – 06/30/11	Circle Foods LLC	Provide 12" flour tortillas and 10" flour tortillas	Cafeteria Fund 13-00	\$1.79 per dozen and \$1.50 per dozen, respectively
08/31/10 – 06/17/11	CQF, Inc., dba California Quivers	Provide 4 gallon cases of California Quivers (frozen fruit ice) product mix at Torrey Pines High School, Carmel Valley Middle School, and Canyon Crest Academy	Cafeteria Fund 13-00	\$230.40 per case
09/07/10 until terminated by either party with thirty day written notice	FleetNet America, Inc.	Provide emergency roadside assistance to Athletics Programs' vans on an as needed basis	General Fund 03-00	\$69.89 plus actual recovery costs per occurrence

# San Dieguito Union High School District

## INFORMATION REGARDING BOARD AGENDA ITEM

**TO:** BOARD OF TRUSTEES

**DATE OF REPORT:** September 8, 2010

**BOARD MEETING DATE:** September 16, 2010

**PREPARED BY:** Christina Bennett, Director of Purchasing  
Eric R. Dill, Associate Superintendent/Business

**SUBMITTED BY:** Ken Noah  
Superintendent

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

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### EXECUTIVE SUMMARY

The attached Amendment to Agreements Report summarizes one amendment to agreements totaling \$5,970.00, or as listed on the attached report.

### RECOMMENDATION:

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

### FUNDING SOURCE:

As noted on attached list

ITEM 15B

**SAN DIEGUITO UNION HIGH SCHOOL DISTRICT**

**AMENDMENT TO AGREEMENTS REPORT**

**Date: 09-16-10**

<u>Contract Effective Dates</u>	<u>Consultant/ Vendor</u>	<u>Description of Services</u>	<u>School/ Department Budget</u>	<u>Fee Not to Exceed</u>
N/A	"G" Force	Provide additional DSA Specialty Inspection Services and Materials Conformance Testing for the Parking Structure Solar Panel Installation at La Costa Canyon High School and Canyon Crest Academy	2010A Qualified School Construction Bond	\$5,970.00

# San Dieguito Union High School District

## INFORMATION REGARDING BOARD AGENDA ITEM

**TO:** BOARD OF TRUSTEES

**DATE OF REPORT:** September 7, 2010

**BOARD MEETING DATE:** September 16, 2010

**PREPARED BY:** Eric R. Dill  
Associate Superintendent, Business

**SUBMITTED BY:** Ken Noah, 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

js  
Attachments

PO/BOARD/REPORT

SAN DIEGUITO UNION HIGH  
FROM 08/24/10 THRU 09/06/10

1

PO NBR	DATE	FUND	VENDOR	LOC	DESCRIPTION	AMOUNT	ITEM 15F
210637	08/24/10	03	LAB AIDS	012	MATERIALS AND SUPPLI	\$462.74	
210638	08/24/10	03	MERIWETHER PUBLISHIN	004	MATERIALS AND SUPPLI	\$11.53	
210639	08/24/10	03	ROYAL BUSINESS GROUP	021	MATERIALS AND SUPPLI	\$6.09	
210640	08/24/10	06	NATL GEOGRAPHIC SCHO	030	MATERIALS AND SUPPLI	\$20,068.98	
210641	08/24/10	03	XEROX CORPORATION	003	RENTS & LEASES	\$11,111.12	
210642	08/24/10	03	XEROX CORPORATION	012	RENTS & LEASES	\$12,015.08	
210643	08/24/10	03	XEROX CORPORATION	012	RENTS & LEASES	\$10,774.95	
210644	08/24/10	03	HYPHENET, INC.	012	MATERIALS AND SUPPLI	\$1,132.09	
210645	08/24/10	06	HYPHENET, INC.	030	MATERIALS AND SUPPLI	\$222.94	
210646	08/24/10	03	HYPHENET, INC.	003	MATERIALS AND SUPPLI	\$125.06	
210647	08/24/10	03	SEHI-PROCOMP COMPUTE	012	MATERIALS AND SUPPLI	\$52.85	
210648	08/25/10	03	SIMPLEX-GRINNELL LP	025	OTHER SERV.& OPER.EX	\$896.00	
210649	08/25/10	03	SIMPLEX-GRINNELL LP	025	OTHER SERV.& OPER.EX	\$3,136.00	
210650	08/25/10	03	SIMPLEX-GRINNELL LP	025	OTHER SERV.& OPER.EX	\$3,136.00	
210651	08/25/10	03	STAPLES ADVANTAGE	010	MATERIALS AND SUPPLI	\$1,600.00	
210652	08/25/10	03	SAFETY KLEEN CORP	005	HAZARDOUS WASTE DISP	\$750.00	
210653	08/25/10	03	ALPHA GRAPHICS	005	PRINTING	\$452.74	
210654	08/25/10	06	SEHI-PROCOMP COMPUTE	030	MATERIALS AND SUPPLI	\$187.05	
210655	08/25/10	06	BORTNICK, GLENN AND/	030	MEDIATION SETTLEMENT	\$35,000.00	
210656	08/25/10	03	CA SCHOOL PERSONNEL	026	DUES AND MEMBERSHIPS	\$776.00	
210657	08/25/10	03	FOLLETT EDUCATIONAL	014	TEXTBOOKS	\$6,459.75	
210658	08/25/10	03	TURNING TECHNOLOGIES	004	MATERIALS AND SUPPLI	\$3,252.25	
210659	08/25/10	03	CREATIVE NOTEBOOK S	010	MATERIALS AND SUPPLI	\$305.86	
210660	08/25/10	03	RASIX COMPUTER CENTE	014	MATERIALS AND SUPPLI	\$211.24	
210661	08/26/10	03	BREVIG PLUMBING	025	REPAIRS BY VENDORS	\$4,775.00	
210662	08/26/10	03	DATEL SYSTEMS INC	004	MATERIALS AND SUPPLI	\$118.54	
210663	08/26/10	03	GOPHER SPORT	005	MATERIALS AND SUPPLI	\$1,040.54	
210664	08/26/10	03	NVLS PROFESSIONAL SE	035	CONSULTANTS-COMPUTER	\$10,500.00	
210665	08/26/10	13	CAMPUS FOODS INC.	031	PURCHASES FOOD	\$100,000.00	
210666	08/26/10	03	HERFF JONES	010	PRINTING	\$3,016.18	
210667	08/26/10	03	INGOLD TRACTOR SERVI	025	OTHER SERV.& OPER.EX	\$3,500.00	
210668	08/26/10	11	RALPHS GROCERY COMPA	009	MATERIALS AND SUPPLI	\$6,000.00	
210669	08/26/10	06	DEVEREUX CLEO WALLAC	030	OTHER CONTR-N.P.S.	\$875.00	
210670	08/26/10	03	FOLLETT EDUCATIONAL	014	TEXTBOOKS	\$3,689.89	
210671	08/26/10	03	RALPHS GROCERY COMPA	013	MATERIALS AND SUPPLI	\$600.00	
210672	08/26/10	06	AUTISM SPECTRUM	030	OTHER CONTR-N.P.A.	\$24,067.25	
210673	08/26/10	06	BANYAN TREE LEARNING	030	OTHER CONTR-N.P.A.	\$5,966.82	
210674	08/26/10	06	A E F C T - AUTISM E	030	OTHER CONTR-N.P.A.	\$1,100.00	
210675	08/26/10	06	COAST MUSIC THERAPY,	030	OTHER CONTR-N.P.A.	\$4,150.00	
210676	08/26/10	06	MAXIM HEALTHCARE SER	030	OTHER CONTR-N.P.A.	\$63,000.00	
210677	08/26/10	06	OAK GROVE INSTITUTE	030	OTHER CONTR-N.P.S.	\$29,635.20	
210678	08/26/10	06	OAK GROVE INSTITUTE	030	OTHER CONTR-N.P.S.	\$29,635.20	
210679	08/26/10	06	ENCINITAS LEARNING C	030	OTHER CONTR-N.P.S.	\$34,120.00	
210680	08/26/10	06	SAN DIEGO CTR FOR VI	030	OTHER CONTR-N.P.A.	\$2,355.00	
210681	08/26/10	06	LINDAMOOD BELL LEARN	030	OTHER CONTR-N.P.A.	\$47,880.00	
210682	08/26/10	13	LLOYD PEST CONTROL	031	OTHER SERV.& OPER.EX	\$2,700.00	
210683	08/26/10	13	A AND R WHOLESALE	031	PURCHASES FOOD	\$165,000.00	
210684	08/26/10	13	HOLSUM BAKERY, INC.	031	PURCHASES FOOD	\$16,000.00	
210685	08/26/10	13	LITTLE CAESARS PIZZA	031	PURCHASES FOOD	\$35,000.00	
210686	08/26/10	13	PAPA JOHN'S PIZZA	031	PURCHASES FOOD	\$192,000.00	
210687	08/26/10	06	SAM & ROSE STEIN EDU	030	OTHER CONTR-N.P.S.	\$3,835.60	
210688	08/26/10	13	S AND S BAKERY INC	031	PURCHASES FOOD	\$40,000.00	
210689	08/27/10	06	N C L B	032	TRAVEL AND CONFERENC	\$1,444.02	
210690	08/27/10	06	N C L B	032	TRAVEL AND CONFERENC	\$481.34	
210691	08/27/10	06	N C L B	032	TRAVEL AND CONFERENC	\$122.00	

PO/BOARD/REPORT

SAN DIEGUITO UNION HIGH  
FROM 08/24/10 THRU 09/06/10

2

PO NBR	DATE	FUND	VENDOR	LOC	DESCRIPTION	AMOUNT	ITEM 15F
210692	08/27/10	06	N C L B	032	TRAVEL AND CONFERENC	\$481.34	
210693	08/27/10	06	N C L B	032	TRAVEL AND CONFERENC	\$1,910.83	
210694	08/27/10	03	FOLLETT EDUCATIONAL	006	TEXTBOOKS	\$60.95	
210695	08/27/10	03	STAPLES ADVANTAGE	013	MATERIALS AND SUPPLI	\$500.00	
210696	08/27/10	06	STAPLES ADVANTAGE	013	MATERIALS AND SUPPLI	\$800.00	
210697	08/27/10	03	AMERICAN CHEMICAL &	010	MATERIALS AND SUPPLI	\$525.00	
210698	08/27/10	03	TUCKER APPLIANCE REP	010	REPAIRS BY VENDORS	\$102.81	
210699	08/27/10	03	STAPLES ADVANTAGE	013	MATERIALS AND SUPPLI	\$750.00	
210700	08/27/10	03	FOLLETT EDUCATIONAL	008	TEXTBOOKS	\$502.43	
210701	08/27/10	03	STUDICA INC	035	LIC/SOFTWARE	\$816.16	
210702	08/27/10	03	FREDRICKS ELECTRIC I	035	MATERIALS AND SUPPLI	\$9,715.00	
210703	08/27/10	03	RASIX COMPUTER CENTE	030	MATERIALS AND SUPPLI	\$1,144.18	
210704	08/27/10	03	SCIENCE KIT LLC	014	MATERIALS AND SUPPLI	\$60.99	
210705	08/27/10	13	SUNRISE PRODUCE COMP	031	PURCHASES FOOD	\$55,000.00	
210706	08/27/10	06	SCHOOL OPTIONS	030	PROF/CONSULT./OPER E	\$7,000.00	
210707	08/27/10	25-18	M T G L, INC	025	NEW CONSTRUCTION	\$90,593.00	
210708	08/27/10	03	STUDICA INC	013	NON CAPITALIZED EQUI	\$7,068.75	
210710	08/27/10	03	RIVERSIDE PUBLISHING	030	MATERIALS AND SUPPLI	\$2,531.75	
210711	08/27/10	03	RASIX COMPUTER CENTE	014	MATERIALS AND SUPPLI	\$179.50	
210712	08/27/10	03	HOME DEPOT	010	MATERIALS AND SUPPLI	\$300.00	
210713	08/27/10	03	SPINITAR PRESENTATIO	010	MATERIALS AND SUPPLI	\$300.64	
210714	08/27/10	25-18	FREDRICKS ELECTRIC I	025	LAND IMPROVEMENTS	\$4,892.00	
210715	08/27/10	03	PETCO	013	MATERIALS AND SUPPLI	\$150.00	
210716	08/27/10	03	K L M BIOSCIENTIFIC	013	MATERIALS AND SUPPLI	\$200.00	
210717	08/27/10	03	SMART AND FINAL CORP	013	MATERIALS AND SUPPLI	\$600.00	
210718	08/30/10	25-18	GEOCON INCORPORATED	025	NEW CONSTRUCTION	\$26,645.00	
210719	08/30/10	06	FAMILY LIFE CENTER	030	OTHER CONTR-N.P.S.	\$911.30	
210720	08/30/10	06	FAMILY LIFE CENTER	030	OTHER CONTR-N.P.S.	\$42,831.10	
210721	08/30/10	06	FAMILY LIFE CENTER	030	OTHER CONTR-N.P.S.	\$42,831.10	
210722	08/30/10	06	BALBOA CITY SCHOOL	030	OTHER CONTR-N.P.S.	\$25,440.58	
210723	08/30/10	06	BALBOA CITY SCHOOL	030	OTHER CONTR-N.P.S.	\$26,602.84	
210724	08/30/10	06	T E R I INC	030	OTHER CONTR-N.P.S.	\$12,220.52	
210725	08/30/10	06	T E R I INC	030	OTHER CONTR-N.P.S.	\$12,220.52	
210726	08/30/10	03	STAPLES ADVANTAGE	005	DUPLICATING SUPPLIES	\$12,000.00	
210727	08/30/10	03	RALPHS GROCERY COMPA	005	MATERIALS AND SUPPLI	\$500.00	
210728	08/30/10	03	SMART AND FINAL CORP	005	MATERIALS AND SUPPLI	\$2,800.00	
210729	08/31/10	03	XEROX CORPORATION	010	DUPLICATING SUPPLIES	\$2,500.00	
210730	08/31/10	06	MATHESON TRI-GAS INC	033	MATERIALS AND SUPPLI	\$1,500.00	
210731	08/31/10	06	PEARSON & AGS ASSESS	030	MATERIALS AND SUPPLI	\$23,844.83	
210732	08/31/10	03	PROJECTOR LAMP EXPER	014	MATERIALS AND SUPPLI	\$2,676.88	
210733	09/01/10	03	FREE FORM CLAY & SUP	013	MATERIALS AND SUPPLI	\$1,667.00	
210734	09/01/10	03	EDUCATIONAL DATA SYS	024	MATERIALS AND SUPPLI	\$412.02	
210735	09/01/10	06	STUDICA INC	010	LIC/SOFTWARE	\$3,474.56	
210737	09/01/10	03	INDUSTRIAL METAL SUP	013	MATERIALS AND SUPPLI	\$500.00	
210738	09/01/10	03	MC MASTER-CARR SUPPL	013	MATERIALS AND SUPPLI	\$500.00	
210739	09/01/10	06	CAMBRIDGE UNIVERSITY	013	MATERIALS AND SUPPLI	\$395.85	
210740	09/01/10	03	HOME DEPOT	013	MATERIALS AND SUPPLI	\$100.00	
210741	09/01/10	03	STAPLES ADVANTAGE	013	MATERIALS AND SUPPLI	\$200.00	
210742	09/01/10	03	RIO GRANDE	013	MATERIALS AND SUPPLI	\$200.00	
210743	09/01/10	03	STAPLES ADVANTAGE	013	MATERIALS AND SUPPLI	\$300.00	
210745	09/01/10	13	U.S. FOODSERVICE	031	PURCHASES FOOD	\$262,500.00	
210746	09/01/10	03	GLENCOE-MACMILLAN/MC	013	TEXTBOOKS	\$1,396.74	
210748	09/01/10	03	STATER BROS MARKETS	010	MATERIALS AND SUPPLI	\$500.00	
210749	09/01/10	03	SCHOOL NEWSPAPERS ON	013	OTHER SERV.& OPER.EX	\$1,100.00	
210750	09/02/10	06	SIERRA ACADEMY OF SA	030	OTHER CONTR-N.P.S.	\$7,491.64	

PO/BOARD/REPORT

SAN DIEGUITO UNION HIGH  
FROM 08/24/10 THRU 09/06/10

3

PO NBR	DATE	FUND	VENDOR	LOC	DESCRIPTION	AMOUNT	ITEM 15F
210751	09/02/10	06	SIERRA ACADEMY OF SA	030	OTHER CONTR-N.P.S.	\$7,491.64	
210757	09/03/10	03	MATCH POINT TENNIS C	025	OTHER SERV.& OPER.EX	\$10,782.50	
810005	08/26/10	03	C S N O	022	CONFERENCE,WORKSHOP,	\$50.00	
REPORT TOTAL						\$1,665,525.85	

ITEM 15F

**INSTANT MONEY REPORT FOR THE PERIOD 08/24/10 THROUGH 09/06/10**

<b>Check #</b>	<b>Vendor</b>	<b>Amount</b>
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**No checks this period**

<b>Total</b>	<b><u>0</u></b>
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ITEM 15F

Individual Membership Listings  
For the Period of August 24, 2010 through September 6, 2010

<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

ITEM 16

## INFORMATION REGARDING BOARD AGENDA ITEM

**TO:** BOARD OF TRUSTEES

**DATE OF REPORT:** September 3, 2010

**BOARD MEETING DATE:** September 16, 2010

**PREPARED AND SUBMITTED BY:** Ken Noah, Superintendent

**SUBJECT:** BOARD POLICY REVISION PROPOSAL, #9270, "BYLAWS OF THE BOARD, CONFLICT OF INTEREST"

.....

### EXECUTIVE SUMMARY

Due to changes in district administration assignments and responsibilities, the Conflict of Interest Board Policy requires revision.

This item was presented for first read and Board consideration on September 2<sup>nd</sup> and is now being resubmitted for Board Action. Please note that two of the recommended revisions have been removed from the policy since its first reading, (*Athletic Director* and *ASB Director* removed from Appendix, Category 2).

### RECOMMENDATION:

District administration recommends the Board adopt the revised policy as shown in the attached supplement.

### FUNDING SOURCE:

Not applicable

## BYLAWS OF THE BOARD

ITEM 16  
9270

### CONFLICT OF INTEREST

#### Incompatible Activities

Governing Board members shall not engage in any employment or activity which is inconsistent with, incompatible with, in conflict with or inimical to the Board member's duties as an officer of the District. *(Government Code 1126)*

#### Conflict of Interest Code

The District's conflict of interest code shall be comprised of the terms of California Code of Regulations, Title 2, Section 18730 and any amendments to it adopted by the Fair Political Practices Commission, together with a District attachment specifying designated positions and the specific types of disclosure statements required for each position.

Upon direction by the code reviewing body, the Board shall review the District's conflict of interest code in even-numbered years. If no change in the code is required, the District shall submit by October 1 a written statement to that effect to the code reviewing body. If a change in the code is necessitated by changed circumstances, the District shall submit an amended code to the code reviewing body. *(Government Code 87306.5)*

When a change in the District's conflict of interest code is necessitated by changed circumstances such as the creation of new designated positions, amendments or revisions shall be submitted to the code reviewing body within 90 days. *(Government Code 87306)*

When reviewing and preparing conflict of interest codes the District shall provide officers, employees, consultants and members of the community adequate notice and a fair opportunity to present their views. *(Government Code 87311)*

If a Board member or designated employee determines that he/she has a financial interest in a decision, as described in Government Code 87103, this determination shall be disclosed. The member shall be disqualified from voting unless his/her participation is legally required. *(2 CCR 18700)*

Statements of economic interests submitted to the District by designated employees in accordance with the conflict of interest code shall be available for public inspection and reproduction. *(Government Code 81008)*

#### Financial Interest

Board members and designated employees shall not be financially interested in any contract made by the Board or in any contract they make in their capacity as Board members or designated employees. *(Government Code 1090)*

A Board member shall not be considered to be financially interested in a contract if his/her interest includes, but is not limited to, any of the following: *(Government Code 1091.5)*

1. That of an officer who is being reimbursed for his/her actual and necessary expenses incurred in the performance of an official duty.
2. That of a recipient of public services generally provided by the public body or board of which he/she is a member, on the same terms and conditions as if he or she were not a member of the Board.

**BYLAWS OF THE BOARD****9270**

3. That of a landlord or tenant of the contracting party if such contracting party is the federal government or any federal department or agency, this state or an adjoining state, any department or agency of this state or an adjoining state, any county or city of this state or an adjoining state, or any public corporation or special, judicial or other public district of this state or an adjoining state unless the subject matter of such contract is the property in which such officer or employee has such interest as landlord or tenant in which even his/her interest shall be deemed a remote interest within the meaning of, and subject to, the provisions of Government Code 1091.
4. That of a spouse of an officer or employee of the District if his/her spouse's employment or office holding has existed for at least one year prior to his/her election or appointment.
5. That of a non-salaried member of a nonprofit corporation, provided that such interest is disclosed to the Board at the time of the first consideration of the contract, and provided further that such interest is noted in its official records.
6. That of a non-compensated officer of a nonprofit, tax-exempt corporation which, as one of its primary purposes, supports the functions of the nonprofit board or to which the school board has legal obligation to give particular consideration, and provided further that such interest is noted in its official records.
7. That of a person receiving salary, per diem, or reimbursement for expenses from a governmental entity, unless the contract directly involves the department of the government entity that employs the officer or employee, provided that such interest is disclosed to the Board at the time of consideration of the contract, and provided further that such interest is noted in its official records.
8. That of an attorney of the contracting party or that of an owner, officer, employee or agent of a firm which renders, or has rendered, service to the contracting party in the capacity of stockbroker, insurance agent, insurance broker, real estate agent, or real estate broker, if these individuals have not received and will not receive remuneration, consideration, or a commission as a result of the contract and if these individuals have an ownership interest of less than 10 percent in the law practice or firm, stock brokerage firm, insurance firm or real estate firm.

In addition, a Board member or employee shall not be deemed to be interested in a contract made pursuant to competitive bidding under a procedure established by law if his/her sole interest is that of an officer, director, or employee of a bank or savings and loan association with which a party to the contract has the relationship of borrower or depositor, debtor or creditor. (*Government Code 1091.5*)

A Board member shall not be deemed to be financially interested in a contract if he/she has only a remote interest in the contract and if the remote interest is disclosed during a Board meeting and noted in the official Board minutes. The affected Board member shall not vote or debate on the matter or attempt to influence any other Board member to enter into the contract. Remote interests are specified in Government Code 1091(b); they include, but are not limited to, the interest of a parent in the earnings of his/her minor child. (*Government Code 1091*)

A Board member may be able to enter into a contract if the rule of necessity or legally required participation applies as defined in Government Code 87101. Legal counsel should be consulted, however, in such situations.

## BYLAWS OF THE BOARD

9270

Even if there is no prohibited or remote interest, a Board member shall abstain from voting on personnel matters that uniquely affect a relative of the Board member. A Board member may vote, however, on collective bargaining agreements and personnel matters that affect a class of employees to which the relative belongs. "Relative" means an adult who is related to the person by blood or affinity within the third degree, as determined by the common law, or an individual in an adoptive relationship within the third degree. (*Education Code 35107*)

A relationship within the third degree includes the individual's parents, grandparents and great-grandparents, children, grandchildren and great-grandchildren, brothers, sisters, aunts and uncles, nieces and nephews, and the similar family of the individual's spouse unless the individual is widowed or divorced.

### **Gifts**

Board members and designated employees may accept gifts only under the conditions and limitations specified in Government Code 89503 and 2 CCR 18730.

The limitations on gifts do not apply to wedding gifts and gifts exchanged between individuals on birthdays, holidays and other similar occasions, provided that the gifts exchanged are not substantially disproportionate in value. (*Government Code 89503*)

Gifts of travel and related lodging and subsistence shall be subject to the prevailing gift limitation except as described in Government Code 89506.

A gift of travel does not include travel provided by the district for Board members and designated employees. (*Government Code 89506*)

### **Honoraria**

Board members and designated employees shall not accept any honorarium, which is defined as any payment made in consideration for any speech given, article published, or attendance at any public or private gathering, in accordance with law. (*Government Codes 89501, 89502*)

The term honorarium does not include:  
(*Government Code 89501*)

1. Earned income for personal services customarily provided in connection with a bona fide business, trade or profession unless the sole or predominant activity of the business, trade or profession is making speeches.
2. Any honorarium which is not used and, within 30 days after receipt, is either returned to the donor or delivered to the district for donation into the general fund without being claimed as a deduction from income for tax purposes.

## BYLAWS OF THE BOARD

9270

### APPENDIX

#### DESIGNATED POSITIONS / DISCLOSURE CATEGORIES

It has been determined that persons occupying the following positions manage public investments and shall file a full statement of economic interests pursuant to Government Code 87200:

Governing Board Members

Superintendent of Schools

[Associate Superintendents](#)

1. Persons occupying the following positions are designated employees in Category 1:

[Assistant Superintendents](#)

Purchasing ~~Agent~~ [Director](#)

[Finance Director](#)

[Executive Director of Operations](#)

[Director of Planning and Financial Management](#)

[Purchasing Buyer](#)

[Contracts Analyst](#)

Designated persons in this category must report:

- a. Interests in real property located entirely or partly within District boundaries, or within two miles of District boundaries or of any land owned or used by the District. Such interests include any leasehold, beneficial or ownership interest or option to acquire such interest in real property.
- b. Investments or business positions in or income from sources which:
  - (1) Are engaged in the acquisition or disposal of real property within the District,
  - (2) Are contractors or subcontractors which are or have been within the past two years engaged in work or services of the type used by the District, or
  - (3) Manufacture or sell supplies, books, machinery or equipment of the type used by the District.

2. Persons occupying the following positions are designated employees in Category 2:

Director

Principal

Assistant Principal

[Maintenance and Operations Director](#)

Program Coordinator

Project Specialist

Supervisor

[Dean of Students](#)

**BYLAWS OF THE BOARD****9270**

Designated persons in this category must report investments or business positions in or income from sources which:

- a. Are contractors or subcontractors engaged in work or services of the type used by the department which the designated person manages or directs, or
  - b. Manufacture or sell supplies, books, machinery or equipment of the type used by the department which the designated person manages or directs. For the purposes of this category, a principal's department is his/her entire school.
3. Consultants are designated employees who must disclose financial interests as determined on a case-by-case basis by the Superintendent or designee. The Superintendent or designee's written determination shall include a description of the consultant's duties and a statement of the extent of disclosure requirements based upon that description. All such determinations are public records and shall be retained for public inspection along with this conflict of interest code.

A consultant is an individual who, pursuant to a contract with the District, makes a governmental decision whether to:

*(2 CCR 18701)*

- a. Approve a rate, rule or regulation.
- b. Adopt or enforce a law.
- c. Issue, deny, suspend or revoke a permit, license, application, certificate, approval, order or similar authorization or entitlement.
- d. Authorize the District to enter into, modify or renew a contract that requires District approval.
- e. Grant District approval to a contract or contract specifications which require District approval and in which the District is a party.
- f. Grant District approval to a plan, design, report, study or similar item.
- g. Adopt or grant District approval of District policies, standards or guidelines.

A consultant is also an individual who, pursuant to a contract with the District, serves in a staff capacity with the District and in that capacity participates in making a governmental decision as defined in 2 CCR 18702.2, or performs the same or substantially all the same duties for the District that would otherwise be performed by an individual holding a position specified in the District's Conflict of Interest Code. *(2 CCR 18701)*

## BYLAWS OF THE BOARD

9270

### Legal Reference

#### EDUCATION CODE

1006	Qualifications for Holding Office
35107	School District employees
35230 - 35240	Corrupt Practices
35233	Prohibitions Applicable to Members of Governing boards

#### GOVERNMENT CODE

1090 - 1098	Prohibitions Applicable to Specified Officers
1125 - 1129	Incompatible Activities
81000 – 91015	Political Reform Act of 1974, especially:
82011	Code Reviewing Body
82019	Definition of Designated Employee
82028	Definition of Gifts
82030	Definition of Income
87100 - 87103.6	General Prohibitions
87200 - 87210	Disclosure
87300 - 87313	Conflict of Interest Code
87500	Statements of Economic Interests
89501 - 89503	Honoraria and Gifts
91000 - 91014	Enforcement

#### CODE OF REGULATIONS, TITLE 2

18110 - 18997	Regulations of the Fair Political Practices Commission
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#### COURT DECISIONS

Thorpe v. Long Beach Community College District, (2000) 83 Cal.App.4th. 655  
Kunec v. Brea Redevelopment Agency, (1997) 55 Cal.App.4th 511

#### ATTORNEY GENERAL OPINIONS

82 Ops.Cal.Atty.Gen. 83 (1999)  
81 Ops.Cal.Atty.Gen. 327 (1998)  
80 Ops.Cal.Atty.Gen. 320 (1997)  
69 Ops.Cal.Atty.Gen. 255 (1986)  
68 Ops.Cal.Atty.Gen. 171 (1985)  
65 Ops.Cal.Atty.Gen. 606 (1982)

### Management Resources

#### WEB SITES

Fair Political Practices Commission: [www.fppc.ca.gov](http://www.fppc.ca.gov)



# San Dieguito Union High School District

## INFORMATION REGARDING BOARD AGENDA ITEM

**TO:** BOARD OF TRUSTEES

**DATE OF REPORT:** September 3, 2010

**BOARD MEETING DATE:** September 16, 2010

**PREPARED BY:** Rick Schmitt  
Associate Superintendent/Educational Services

**SUBMITTED BY:** Ken Noah, Superintendent

**SUBJECT:** Board Policy Revisions

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### EXECUTIVE SUMMARY

Several Board Policies are in need of revision, as proposed on the attached chart. These policies were presented for Board review and consideration on September 2<sup>nd</sup> and are now being resubmitted for Board Action.

### RECOMMENDATION:

It is recommended that the Board adopt the revised policies as shown in the attached supplement.

### FUNDING SOURCE:

Not applicable.

**Board Policy Changes****September 16, 2010****BOARD ACTION**

<b>Board Policy / AR#</b>	<b>Reason for the Change</b>
BP #5111.1	Revision due to changes with the district's funding status, from a revenue limit district to a basic aid district, and acceptance of non-resident students based on parents' employment location.
BP #5113 and #5113 / AR-1	This policy has not been updated since January 16, 1997. Section 5113 has sections on absence for religious reasons and unexcused absences that belong in the AR. Leave general information about excused absences and compliance with state laws and regulations in the policy and take the detail regarding excused absences and absences for religious reasons to the AR. Changes include detailed information on which absences are excused and methods of verification.
BP #5125 AR-1	Changes to the AR to conform to new federal regulations.
BP #5131.6 / AR-2	Delete Alcohol and Other Drugs as we no longer have Student Assistance Services (SAS); it has been replaced with the READI policy.

## STUDENTS

5111.1 ITEM 17

### DISTRICT RESIDENCY

The Board of Trustees shall admit only those students who provide proof of District residency. Such proof shall be required prior to enrollment.

A student may establish residency by documenting that he/she lives with a parent/guardian within the District, that he/she is an emancipated minor living in the District, that he/she is a participant in a recognized student exchange program living with a District resident, or that he/she is in the court-appointed care of a licensed foster home, family home, or children's institution within the District or that he/she lives in the home of a care-giving adult within the District. Students placed by the parent/guardian into a properly licensed home shall also qualify as District residents. Any person providing such a home shall furnish proof of current licensure or state why a license is not required under the law.

A student not residing within the District shall be deemed a District resident if an interdistrict attendance agreement is in effect or if the student is confined to a District area hospital or residential care facility for treatment of a temporary disability.

The District is currently in a Basic Aid funding status. Until which time the District is no longer in this funding status, the District will not accept any new interdistrict attendance permits.

~~District residency may also be granted to an elementary grade student (K-8) not residing in the District if the student's parent/ guardian works within the District boundaries. Proof of such employment shall be required prior to enrollment and may be required subsequently at regular intervals determined by the Superintendent or designee.~~

Before admission is granted on an interdistrict permit, the Board shall review each proposed enrollment and determine whether it would result in additional costs to the District in excess of state funds. If the Board determines that excess costs would be incurred by the District, the student may be denied admission. Any proposed enrollment which would overcrowd District schools or would adversely affect an existing desegregation plan of any involved District may also be grounds for denial of admission.

Unless approved by the student's current district of attendance, no student shall be admitted into the District on the basis of a parent/guardian place of employment in excess of the limits imposed by law for such transfers.

The Superintendent is authorized to develop administrative regulations implementing the Board policy on District residency.

### Legal References

#### EDUCATION CODE

35351 Assignment of Students to Particular Schools  
48200 - 48204 Persons Included (Compulsory Education Law)  
48206.3 - 48206 Students with Temporary Disability

#### WELFARE AND INSTITUTION CODE

17.1 Residence of Minor

### 67 OPINIONS OF THE CALIFORNIA ATTORNEY GENERAL

P. 452 Footnote 2

## STUDENTS

5113

### ABSENCES AND EXCUSES

The Board of Trustees believes that regular attendance plays a key role in student achievement. The Board recognizes its responsibility under the law to ensure that students attend school regularly. Parents/guardians of children aged ~~six~~-6 to 18 are obligated to send their children to school unless otherwise provided by law. The Board shall abide by all state attendance laws and may use appropriate legal means to correct the problems of excessive absence or truancy.

### EXCUSED ABSENCES

Absence from school shall be excused only for health reasons, family emergencies and justifiable personal reasons, as permitted by law, Board policy and administrative regulations.

Insofar as class participation is an integral part of students' learning experiences, parents/~~g~~-guardians and students shall be encouraged to schedule medical appointments during non-school hours.

At the beginning of each academic year, notifications shall be sent to the parents/guardians of all students and to all students in grades 7 through 12, informing them that school authorities may excuse any student from school to obtain confidential medical services without the consent of the student's parent/guardian.

Students should not be absent from school without their parent/guardian's knowledge or consent except in cases of medical emergency or confidential medical appointment.

Student absence for religious instruction or participation in religious exercises away from school property may be considered excused subject to administrative regulations and law.

### ~~ABSENCE FOR RELIGIOUS PURPOSES~~

~~Pupils, with the written consent of their parents or guardians, may be excused from school in order to participate in religious exercises or to receive moral and religious instruction at their respective places of worship, or at other suitable place or places away from school property designated by the religious group, church, or denomination, which shall be in addition and supplementary to the instruction in manners and morals required by the Education Code. Students complying with the following regulations shall not be deemed absent in computing the average daily attendance:~~

- ~~1. Written request from the parent must be made at least one (1) day in advance of the anticipated absence.~~
- ~~2. Requests to be excused from school under this policy must be clearly labeled and include the length of the anticipated absence and the amount of instruction that the student is to receive each day while absent from school.~~
- ~~3. Each pupil excused under provisions of this policy shall attend school at least the minimum school day for students of his/her grade level as defined in the Education Code.~~
- ~~4. No pupil shall be excused from school for such purposes on more than four (4) days per school month.~~

**STUDENTS**

5113

**~~UNEXCUSED ABSENCES/TRUANCY~~**

~~The Superintendent or designee shall implement positive steps to reduce truancy, such as communication with parents/guardians and the use of student study teams.~~

~~The District participates in the county school attendance review board as allowed by law in order to meet the special needs of students with school attendance or school behavior problems.~~

~~Students who are habitual truants or habitually insubordinate or disorderly during attendance at school may be referred to the county probation department.~~

~~When the student's attendance problems cannot be resolved or the student and parent/guardian have failed to respond to directives to correct the problem, a student who has been classified as truant may be referred to the district attorney or probation office for truancy mediation.~~

~~When the student's attendance problems cannot be resolved or the student and parent/guardian have failed to respond to directives to correct the problem, the school attendance review board or probation office may ask the County Superintendent of Schools to request a juvenile court petition on behalf of the student.~~

~~A student's grades may be affected by excessive unexcused absences in accordance with Board policy.~~

**LEGAL REFERENCES****EDUCATION CODE**

1740	Employment of Personnel to Supervise Attendance (County Superintendent)
2550 - 2558.6	Computation of Revenue Limits
37201	School Month
37223	Weekend Classes
41601	Reports of Average Daily Attendance
42238 - 42250.1	<del>Request for One-time Base Revenue Limit Adjustment</del> <u>Apportionments</u>
46000	Records (attendance)
46010 - 46014	Absences
46100 - 46119	Attendance in Kindergarten and Elementary Schools
45140 - 46147	Attendance in Junior High and High Schools
48200 - 48208	Children Between Ages of 6 and 18 Years (compulsory full-time attendance)
<del>48216</del>	<del>Immunizations</del>
<u>48210 – 48216</u>	<u>Exclusions from attendance</u>
48240 - 48246	Supervisors of Attendance
48260 - 48273	Truants
48292	Filing Complaint Against Parent
48320 - 48324	School Attendance Review Boards
48340 - 48341	Improvement of <u>Student</u> <del>Pupil</del> Attendance
49067	Unexcused Absence as Cause of Failing Grade

# STUDENTS

5113

## ELECTIONS CODE

12302 Student Participation on Precinct Boards

## **FAMILY CODE**

- 6920-~~6929~~ Capacity of Minor to Consent by Minor
- 6921 Effect of Minority of Minor Upon Consent
- 6922 Conditions for Consent of Minor
- 6924 Mental Health Treatment or Counseling
- 6925 Prevention or Treatment of Pregnancy
- 6926 Diagnosis or Treatment of Infectious Diseases
- 6927 Diagnosis or Treatment for Rape
- 6928 Diagnosis or Treatment for Sexual Assault
- 6929 Diagnosis or Treatment for Alcohol or Drug Abuse

## **VEHICLE CODE**

13202-7 Driving Privileges, Minors, Suspension or Delay for Habitual Truancy

## **WELFARE AND INSTITUTIONS CODE**

- 601 – 601.4 Habitually Truant Minors
- 11253.5 Compulsory School Attendance

## **CODE OF REGULATIONS, TITLE 5**

- 306 Explanation of Absence
- 420 - 421 Record of Verification of Absence Due to Illness and Other Causes

## ATTORNEY GENERAL OPINIONS

66 Ops. Cal. Atty. Gen. 245, 249 (1983)

## COURT DECISIONS

American Academy of Pediatrics et al v. Lungren et cal (1994) 26 Cal.App.4th 479

## MANAGEMENT RESOURCES

### CDE MANAGEMENT ADVISORIES

0114.98 School Attendance and CalWORKS, Management Bulletin 98-01

### CSBA ADVISORIES

0520.97 Welfare Reform and Requirements for School Attendance

### WEB SITES

CSBA: [www.csba.org](http://www.csba.org)

**STUDENTS**

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**ABSENCES AND EXCUSES****EXCUSED ABSENCES**

A student's absence shall be excused for the following reasons:

1. Personal illness.
2. Quarantine under the direction of a county or city health officer.
3. Medical, dental, optometrical, or chiropractic appointments.
4. Attendance at funeral services for a member of the immediate family.
  - a. Excused absence in this instance shall be limited to one day if the service is conducted in California or three days if the service is conducted out of state.
  - b. "Immediate family" shall be defined as mother, father, grandmother, grandfather, spouse, son/son-in-law, daughter/daughter-in-law, brother, sister or any relative living in the student immediate household.
5. Jury duty in the manner provided by law.
6. Participation in religious ~~instruction or~~ exercises or to receive moral and religious instruction in accordance with district policy. In such instances:
  - a. Written request from the parent/guardian must be made in advance of the anticipated absence.
  - b. The student shall attend at least the minimum school day.
  - c. The student shall be excused for this purpose on no more than four school days per month.
7. The illness or medical appointment during school hours of a child to whom the student is the custodial parent.
8. Service as a member of a precinct board for an election pursuant to Elections Code 12302.
9. ~~In addition, a student's absence shall be excused for justifiable personal reasons. Upon A~~ advance written requests by the parent/guardian and approval by the principal or designee, justifiable personal reasons including, but not limited to: shall be required for absences such as:
  - 1a. Appearance in court.
  - 2b. Attendance at a funeral service.
  - 3c. Observation of a holiday or ceremony of his/her religion.
  - 4d. Attendance at religious retreats for no more than four hours during a semester.
  - 5e. Attendance at Employment interview or conference.
  - f. Attendance at an educational conference on the legislative or judicial process offered by a nonprofit organization.
6. ~~When the student is the custodial parent of a child who is ill or has a medical appointment during school hours.~~

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### METHOD OF VERIFICATION

When students who have been absent return to school, they must present a satisfactory explanation ~~verifying~~ explaining the reason for the absence. The following methods may be used to verify student absences:

1. Written note, fax, or email from parent/guardian, parent representative, or student if 18 or older.
2. Conversation, in person or by telephone, between the verifying employee and the student's parent/guardian or parent representative. The employee shall subsequently record the following:
  - a. Name of student.
  - b. Name of parent/guardian or parent representative.
  - c. Name of verifying employee.
  - d. Date or dates of absence.
  - e. Reason for absence.
3. Visit to the student's home by the verifying employee, or any other reasonable method that establishes the fact that the student was actually absent for the reasons stated. A written recording shall be made, including information outlined above.

#### 4. PHYSICIAN'S VERIFICATION

- a. ~~confidential medical appointments by the student's physician.~~ When excusing students for confidential medical services or verifying such appointments, district staff shall not ask the purpose of such appointments but may contact a medical office to confirm the time of the appointment.

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When a student has had 14 absences in the school year for illness verified by methods listed in #1-#3 above, any further absences for illness must be verified by a physician.



# STUDENTS

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## STUDENT RECORDS

### Definitions

~~"Mandatory permanent student records" are those records which are maintained in perpetuity and which schools have been directed to compile by state law, regulation or administrative directive. (5 CCR 430)~~

~~"Mandatory interim student records" are those records which the schools are directed to compile and maintain for stipulated periods of time and are then destroyed in accordance with state law, regulation or administrative directive. (5 CCR 430)~~

~~"Permitted student records" are those records having clear importance only to the current educational process of the student. (5 CCR 430)~~

~~"Parent" means a natural parent, adoptive parent, or legal guardian. If parents are divorced or legally separated, only a parent having legal custody of the student may challenge the content of a record, offer a written response to a record, or consent to release records to others. Either parent may grant consent if both parents notify the district, in writing, that such an agreement has been made.~~

~~Once a student reaches the age of 18 or attends a post secondary school, he/she alone shall exercise these rights and grant consent for release of records.~~

~~"Personally identifiable information" includes but is not limited to the student's name, the name of the student's parent or other family member, the address of the student or student's family, a personal identifier such as the student's social security number or student number, a list of personal characteristics or other information that would make the student's identity easily traceable.~~

~~"Disclosure" means to permit access to or the release, transfer, or other communication of personally identifiable information contained in education records, to any party, by any means including oral, written or electronic means.~~

~~Student means any individual who is or has been in attendance at the district and regarding whom the district maintains student records. (34 CFR 99.3)~~

~~Attendance includes, but is not limited to, attendance in person or by paper correspondence, videoconference, satellite, Internet, or other electronic information and telecommunication technologies for students who are not physically present in the classroom, and the period during which a person is working under a work-study program. (34 CFR 99.3)~~

~~"Student Record" means Student records are any items of information, (in handwriting, print, tape, film, computer, or other medium) gathered within or outside the district that are other than directory information, directly related to an identifiable student and maintained by the district, or required to be maintained by a school an employee in the performance of his/her duties, or maintained by a party acting for the district. Any information maintained for the purpose of second-party review is considered a student record. whether recorded in handwriting, print, tapes, film, microfilm or by other means. The student record Student records shall include the student's health record. (34 CFR 99.3; Education Code 49061, 49062; 5 CCR 430)~~

~~"Student Record" shall Student records do not include: (34 CFR 99.3; Education Code 49061, 49062; 5~~

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~~CCR 430) informal notes about a student which a school employee keeps for private use and are not revealed to any other person except a substitute.~~

- ~~1. Directory information (cf. 5125.1 - Release of Directory Information)~~
- ~~2. Informal notes compiled by a school officer or employee which remain in the sole possession of the maker, are used only as a personal memory aid, and are not accessible or revealed to any other person except a substitute~~
- ~~3. Records of the law enforcement unit of the district, subject to the provisions of 34 CFR 99.8 (cf. 3515 - Campus Security) (cf. 3515.3 - District Police/Security Department)~~
- ~~4. Records created or received by the district after an individual is no longer a student in attendance and that are not directly related to the individual's attendance as a student~~
- ~~5. Grades on peer-graded papers before they are collected and recorded by a teacher~~

~~"Student Record" means information relative to a student gathered within or outside the district. Any information maintained for the purpose of second party review is considered a student record.~~

~~"Adult student" means a person who is or was enrolled in school and who is at least 18 years of age.~~

~~"Eligible student" means a person 16 years or older or who has completed grade ten.~~

~~"School officials and employees" are members of the Board of Trustees, district certificated employees and district administrators.~~

~~A "legitimate educational interest" is one held by officials and employees whose duties and responsibilities to the district require that they have access to student records.~~

~~"Mandatory Permanent Student Records are those records which are maintained in perpetuity and which schools have been directed to compile by state law, regulation, or administrative directive. (5 CCR 430)," which shall be kept indefinitely, include:~~

- ~~1. Legal name of student.~~
- ~~2. Date and place of birth.~~
- ~~3. Method of verification of birth date.~~
- ~~4. Sex of student.~~
- ~~5. Name and address of parent of minor student.
 
  - ~~a. Address of minor student if different from the above.~~
  - ~~b. Annual verification of parent's name and address and student's residence.~~~~
- ~~6. Entering and leaving date of each school year.~~
- ~~7. Subjects taken during each year, half year, summer session or quarter, and marks or grades given.~~
- ~~8. Verification of required immunizations or waiver.~~
- ~~9. Date of high school graduation or equivalent.~~

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~~"Mandatory Interim Student Records," are those records which the schools are directed to compile and maintain for stipulated periods of time and are then destroyed in accordance with state law, regulation, or administrative directive. (5 CCR 430) Unless forwarded to another district, mandatory interim student records shall be maintained subject to destruction during the third school year following a determination that their usefulness has ceased and the student has left the district. These records include: (Education Code 48918, 5 CCR 432, 437, 16027)~~

- ~~1. A log identifying persons or agencies who request or receive information from the student record. Log shall be accessible only to the legal parent or guardian, eligible student, dependent adult student, adult student or custodian of records.~~
- ~~2. Health information, including Child Health and Disability Prevention Program verification or waiver.~~
- ~~3. Information on participation in special education programs, including required tests, case studies, authorizations, and evidence of eligibility for admission or discharge.~~
- ~~4. Language training records.~~
- ~~5. Progress slips/notices required by Education Code 49066 and 49067.~~
- ~~6. Parental restrictions/stipulations regarding access to directory information.~~
- ~~7. Parent or adult student rejoinders to challenged records and to disciplinary action.~~
- ~~8. Parental authorization or denial of student participation in specific programs.~~
- ~~9. Results of standardized tests given within the past three years.~~
- ~~10. Expulsion orders and the causes therefor.~~

~~Permitted student Rrecords are those records having clear importance only to the current educational process of the student. (5 CCR 430) may be destroyed six months after the student completes or withdraws from the educational program including: (5 CCR 432, 437)~~

- ~~1. Objective counselor/teacher ratings.~~
- ~~2. Routine disciplinary data.~~
- ~~3. All disciplinary notices.~~
- ~~4. Verified reports of relevant behavior patterns.~~
- ~~5. Standardized test results older than three years.~~
- ~~6. Supplementary attendance records.~~

~~"Access" means a personal inspection and review of a record, an accurate copy of a record, or receipt of an accurate copy of a record, an oral description or communication of a record, and a request to release a copy of any record. (Education Code 49061)~~

~~Disclosure means to permit access to, or the release, transfer, or other communication of, personally identifiable information contained in education records to any party, except the party that provided or created the record, by any means including oral, written, or electronic. (34 CFR 99.3)~~

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Personally identifiable information includes, but is not limited to: (34 CFR 99.3)

1. The student's name
2. The name of the student's parent/guardian or other family members
3. The address of the student or student's family
4. A personal identifier, such as the student's social security number, student number, or biometric record (e.g., fingerprints, retina and iris patterns, voiceprints, DNA sequence, facial characteristics, and handwriting)
5. Other indirect identifiers, such as the student's date of birth, place of birth, and mother's maiden name
6. Other information that, alone or in combination, is linked or linkable to a specific student that would allow a reasonable person in the school community, who does not have personal knowledge of the relevant circumstances, to identify the student with reasonable certainty
7. Information requested by a person who the district reasonably believes knows the identity of the student to whom the student record relates

Adult student is a person who is or was enrolled in school and who is at least 18 years of age. (5 CCR 430)

Parent/guardian means a natural parent, an adopted parent, legal guardian, surrogate parent, or foster parent. (Education Code 49061, 56050, 56055)

School officials and employees are officials or employees whose duties and responsibilities to the district, whether routine or as a result of special circumstances, require that they have access to student records. School officials and employees include contractors, consultants, volunteers, or other parties to whom the district has outsourced district functions and who perform services for which the district would otherwise use employees.

A legitimate educational interest is one held by school officials and employees whose duties and responsibilities to the district, whether routine or as a result of special circumstances, require that they have access to student records.

Custodian of records is the employee responsible for the security of student records maintained by the district and for devising procedures for assuring that access to such records is limited to authorized persons. (5 CCR 433)

County placing agency means the county social service department or county probation department. (Education Code 49061)

### **Persons Granted Access Without Prior Written Consent**

The following persons or agencies shall have absolute access to any and all student records in accordance with law:

**STUDENTS****5125 / AR-1**1. Parents/guardians of students younger than age 18 (Education Code 49069)Access to student records and information shall not be denied to a parent because he/she is not the child's custodial parent. (Family Code 3025)2. An adult student age 18 or older or a student under the age of 18 who attends a postsecondary institution, in which case the student alone shall exercise rights related to his/her student records and grant consent for the release of records (34 CFR 99.3, 99.5)3. Any person, agency, or organization authorized in compliance with a court order or lawfully issued subpoena (Education Code 49077)Unless otherwise instructed by the court, the Superintendent or designee shall, prior to disclosing a record pursuant to a court order or subpoena, give the parent/guardian or adult student at least three days' notice of the name of the requesting agency and the specific record requested, if lawfully possible within the requirements of the judicial order. (34 CFR 99.31; 5 CCR 435)In addition, the following persons or agencies shall have access to those particular records that are relevant to their legitimate educational interest: (34 CFR 99.31; Education Code 49076)1. Parents/guardians of a dependent student age 18 or older2. Students who are age 16 or older or who have completed the 10th grade3. School officials and employees (consistent with criteria defined by the district)4. Members of a school attendance review board (SARB) and any volunteer aide age 18 or older who has been investigated, selected, and trained by the SARB to provide follow-up services to a referred student (cf. 5113.1 - Truancy)5. Officials and employees of other public schools, school systems, or postsecondary institutions where the student intends or is directed to enroll, including local, county, or state correctional facilities where educational programs leading to high school graduation are provided, or where the student is already enrolled, as long as the disclosure is for purposes related to the student's enrollment or transfer6. Federal, state, and local officials, as needed for program audits or compliance with law7. Any district attorney who is participating in or conducting a truancy mediation program or participating in the presentation of evidence in a truancy petition or a prosecuting agency for consideration against a parent/guardian for failure to comply with compulsory education laws8. Any probation officer or district attorney for the purposes of conducting a criminal investigation or an investigation in regards to declaring a person a ward of the court or involving a violation of a condition of probation9. Any judge or probation officer for the purpose of conducting a truancy mediation program for a student or for the purpose of presenting evidence in a truancy petition pursuant to Welfare and Institutions Code 681.Upon releasing student information to a judge or probation officer in such cases, the Superintendent or designee shall inform, or provide written notification to, the student's parent/guardian within 24 hours. (Education Code 49076)

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10. Any county placing agency for the purpose of fulfilling educational case management responsibilities required by the juvenile court or by law pursuant to Welfare and Institutions Code 16010 and to assist with the school transfer or enrollment of a student (cf. 6173.1 - Education for Foster Youth)

Foster family agencies with jurisdiction over currently enrolled or former students may access those students' records of grades and transcripts and any individualized education program (IEP) developed and maintained by the district with respect to such students. (Education Code 49069.3) (cf. 6159 - Individualized Education Program)

When authorized by law to assist law enforcement in investigations of suspected kidnapping, the Superintendent or designee shall provide information about the identity and location of the student as it relates to the transfer of that student's records to another public school district or California private school. The information shall be released only to designated peace officers, federal criminal investigators, and federal law enforcement officers whose names have been submitted in writing by their law enforcement agency in accordance with the procedures specified in Education Code 49076.5. (Education Code 49076.5)

The Superintendent or designee may release information from a student's records to the following: (34 CFR 99.31, 99.36; Education Code 49076)

1. Appropriate persons, including parents/guardians of a student, in an emergency, if the health and safety of the student or other persons are at stake
2. Accrediting associations
3. Under the conditions specified in Education Code 49076 and 34 CFR 99.31, organizations conducting studies on behalf of educational institutions or agencies for the purpose of developing, validating, or administering predictive tests, administering student aid programs, or improving instruction, provided that:
  - a. The study is conducted in a manner that does not permit personal identification of parents/guardians and students by individuals other than representatives of the organization who have legitimate interests in the information.
  - b. The information is destroyed when no longer needed for the purposes for which the study is conducted.
  - c. The district enters into a written agreement with the organization that includes the information in 34 CFR 99.31.
4. Officials and employees of private schools or school systems where the student is enrolled or intends to enroll
5. Agencies or organizations in connection with the student's application for or receipt of financial aid

However, information permitting the personal identification of a student or his/her parents/guardians for these purposes may be disclosed only as may be necessary to determine the eligibility of the student for financial aid, determine the amount of financial aid, determine

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the conditions which will be imposed regarding the financial aid, or enforce the terms or conditions of the financial aid.

6. County elections officials for the purpose of identifying students eligible to register to vote and offering such students an opportunity to register (cf. 1400 - Relations Between Other Governmental Agencies and the Schools)

The Superintendent or designee may release information specified in law regarding a student's immunization record to local health departments operating countywide or regional immunization information and reminder systems and the California Department of Public Health. Prior to releasing such information, the Superintendent or designee shall notify the parent/guardian of his/her rights in accordance with law. (Health and Safety Code 120440)

### **Persons Granted Access With Prior Written Consent**

Persons, agencies, or organizations not afforded access rights by law may be granted access only through written permission of the parent/guardian or adult student, or by judicial order. (Education Code 49075)

Only a parent/guardian having legal custody of the student may consent to the release of records to others. Either parent may grant consent if both parents notify the district, in writing, that such an agreement has been made. (Education Code 49061) (cf. 5021 - Noncustodial Parents)

Any person or agency granted access is prohibited from releasing information to another person or agency without written permission from the parent/guardian or adult student. (Education Code 49076)

### **Access to Records by Authorized Persons**

Student records shall be maintained in a central file at the school attended by the student or, when records are maintained in different locations, a notation shall be placed in the central file indicating where other records may be found. Parents/guardians shall be notified of the location of student records if not centrally located. (Education Code 49069; 5 CCR 433)

The custodian of records shall be responsible for the security of student records and shall assure that access is limited to authorized persons. (5 CCR 433)

The custodian of records shall develop reasonable methods, including physical, technological, and administrative controls, to ensure that school officials and employees obtain access to only those student records in which they have legitimate educational interests. (34 CFR 99.31)

To inspect, review, or obtain copies of student records, authorized persons shall submit a request to the custodian of records. For those individuals for whom the law requires that access be granted based on a legitimate educational interest, the request shall specify such interest involved. Prior to granting the request, the custodian of records shall authenticate the individual's identity.

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When prior written consent is required by law, the parent/guardian shall provide a signed and dated written consent before the district discloses the student record. Such consent may be given through electronic means in those cases where it can be authenticated. The district's consent form shall specify the records that may be disclosed, state the purpose of the disclosure, and identify the party or class of parties to whom the disclosure may be made. Upon request by the parent/guardian, the district shall provide him/her a copy of the records disclosed. (34 CFR 99.30)

Within five business days following the date of request, a parent/guardian or other authorized person shall be granted access to inspect, review, and obtain copies of student records during regular school hours. (Education Code 49069)

Qualified certificated personnel shall be available to interpret records when requested. (Education Code 49069)

The custodian of records or the Superintendent or designee shall prevent the alteration, damage, or loss of records during inspection. (5 CCR 435)

### Access Log

A log shall be maintained for each student's record, which lists the school custodian of records shall keep a log identifying all persons, agencies or organizations requesting or receiving information from the records and the legitimate educational interest of the requester. (Education Code 49064). Such listing need not include: (Education Code 49064)

In every instance of inspection by persons who do not have assigned educational responsibility, the custodian of records shall make an entry in the log indicating the record inspected, the name of the person granted access, the reason access was granted, and the time and circumstances of inspection. (5 CCR 435)

The log does not need to include record of access by: (Education Code 49064)

1. Parents/guardians or adult students.
2. Students who are 16 years of age or older or who have completed the tenth-10<sup>th</sup> grade.
3. Parties obtaining district-approved directory information. (cf. 5125.1 - Release of Directory Information)
4. Parties who provide written parental consent, ~~in this~~ in this ~~which~~ case, the consent notice shall be filed with the record pursuant to Education Code 49075.
5. School officials or employees who have a legitimate educational interest.

The log shall be accessible only to the parent/guardian, adult student, dependent adult student, student who's age is 16 years or older or who has completed the 10<sup>th</sup> grade, ~~the~~ custodian of records, and certain state/federal officials. (Education Code 49064; 5 CCR 432)

### De-Identification of Records

The Superintendent or designee may release information from a student record without prior consent of



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the parent/guardian or adult student after the removal of all personally identifiable information, provided that he/she has made a reasonable determination that the student's identity is not personally identifiable, whether through single or multiple releases, and taking into account other reasonably available information. (34 CFR 99.31)

The Superintendent or designee may release de-identified student data from education records for the purpose of educational research in accordance with the conditions specified in 34 CFR 99.31.

### **Duplication of Student Records**

To provide copies of any student record, the district shall charge a reasonable fee not to exceed the actual cost of providing the copies. No charge shall be made for providing up to two transcripts or up to two verifications of various records for any former student. No charge shall be made to locate or retrieve any student record. (Education Code 49065)

### **Changes to Student Records**

No additions except routine updating shall be made to a student's record after high school graduation or permanent departure without prior consent of the parent/guardian or adult student. (5 CCR 437)

Only a parent/guardian having legal custody of the student or an adult student may challenge the content of a record or offer a written response to a record. (Education Code 49061) (cf. 5125.3 - Challenging Student Records)

### **Retention and Destruction of Student Records**

~~No additions except routine updating shall be made to a student's record after high school graduation or permanent departure without prior consent of the parent or adult student.~~ All anecdotal information and assessment reports maintained as student records shall be dated and signed by the individual who originated the data. (5 CCR 431)

~~The following M~~andatory permanent student records shall be kept in perpetuity indefinitely: (5 CCR 432, 437)

1. Legal name of student
2. Date and place of birth and method of verifying birth date (cf. 5111 - Admission)
3. Sex of student
4. Name and address of parent/guardian of minor student
  - a. Address of minor student if different from the above
  - b. Annual verification of parent/guardian's name and address and student's residence (cf. 5111.1 - District Residency) (cf. 5111.12 - Residency Based on Parent/Guardian Employment) (cf. 5111.13 - Residency for Homeless Children)
5. Entrance and departure dates of each school year and for any summer session or other extra session

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6. Subjects taken during each year, half-year, summer session, or quarter, and marks or credits given (cf. 5121 - Grades/Evaluation of Student Achievement)
7. Verification of or exemption from required immunizations (cf. 5141.31 - Immunizations)
8. Date of high school graduation or equivalent

~~Unless forwarded to another district, mandatory interim student records, unless forwarded to another district, may be destroyed three years after determining that their usefulness has ceased or that the student has left the district.~~ shall be maintained subject to destruction during the third school year following a determination that their usefulness has ceased or the student has left the district. These records include: (Education Code 48918, 51747; 5 CCR 432, 437, 16027)

1. Expulsion orders and the causes therefor (cf. 5144.1 - Suspension and Expulsion/Due Process) (cf. 5144.2 - Suspension and Expulsion/Due Process (Students with Disabilities))
2. A log identifying persons or agencies who request or receive information from the student record
3. Health information, including verification or waiver of the health screening for school entry (cf. 5141.32 - Health Screening for School Entry)
4. Information on participation in special education programs, including required tests, case studies, authorizations, and evidence of eligibility for admission or discharge (cf. 6159 - Individualized Education Program) (cf. 6164.4 - Identification and Evaluation of Individuals for Special Education)
5. Language training records (cf. 6174 - Education for English Language Learners)
6. Progress slips/notices required by Education Code 49066 and 49067
7. Parental restrictions/stipulations regarding access to directory information
8. Parent/guardian or adult student rejoinders to challenged records and to disciplinary action
9. Parent/guardian authorization or denial of student participation in specific programs
10. Results of standardized tests administered within the past three years (cf. 6162.51 - Standardized Testing and Reporting Program) (cf. 6162.52 - High School Exit Examination)
11. Written findings resulting from an evaluation conducted after a specified number of missed assignments to determine whether it is in a student's best interest to remain in independent study (cf. 6158 - Independent Study)

Permitted student records may be destroyed ~~when their usefulness ceases. They may be destroyed~~ six months after the student completes or withdraws from the educational program., including: (5 CCR 432, 437)

1. Objective counselor and/or teacher ratings
2. Standardized test results older than three years
3. Routine disciplinary data (cf. 5144 - Discipline)
4. Verified reports of relevant behavioral patterns

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### 5. All disciplinary notices

### 6. Supplementary attendance records

Records shall be destroyed in a way that ~~guarantees~~ assures they will not be ~~viewed by the public available to possible public inspection in the process of destruction.~~ (5 CCR 437)

#### Access to Student Records

~~The custodian of records shall be responsible for the security of student records and shall assure that access is limited to authorized persons.~~

~~Within five days following the date of request, an authorized person shall be granted access to inspect, review and obtain copies of student records during regular school hours.~~

~~Persons, agencies or organizations not afforded access rights may be granted access only through written permission of the adult student or the parent.~~

~~Access to student records and information shall not be denied to a parent because he/she is not the child's custodial parent.~~

~~Those granted access are prohibited from releasing information to another person or agency without written permission from the parent or adult student (age 18 or older).~~

~~Certificated personnel will be available to interpret records where appropriate.~~

#### Transfer of Student Records

If a student transfers into this district from any other school district or a private school, the Superintendent or designee shall inform the parent/guardian of his/her rights regarding student records, including the right to review, challenge, and receive a copy of student records. (Education Code 49068; 5 CCR 438)

When a student transfers into this district from another district, the Superintendent or designee shall request that the student's previous district provide any records, either maintained by that district in the ordinary course of business or received from a law enforcement agency, regarding acts committed by the transferring student that resulted in his/her suspension or expulsion. (Education Code 48201) (cf. 4158/4258/4358 - Employee Security) (cf. 5119 - Students Expelled From Other Districts)

When a student transfers from this district to another school district or to a private school, the Superintendent or designee shall forward a copy of the student's mandatory permanent record as requested by the other district or private school. The original record or a copy shall be retained permanently by this district. If the transfer is to another California public school, the student's entire mandatory interim record shall also be forwarded. If the transfer is out of state or to a private school, the mandatory interim record may be forwarded. Permitted student records may be forwarded to any other district or private school. (Education Code 48918; 5 CCR 438)

Upon receiving a request from a county placing agency to transfer a student in foster care out of a district school, the Superintendent or designee shall transfer the student's records to the next educational placement within two business days. (Education Code 49069.5) (cf. 6173.1 - Education for

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### Foster Youth)

All student records shall be updated before they are transferred. (5 CCR 438)

Student records shall not be withheld from the requesting district because of any charges or fees owed by the student or parent/guardian. (5 CCR 438)

If the district is withholding grades, diploma, or transcripts from the student because of his/her damage or loss of school property, this information shall be sent to the requesting district along with the student's records. (cf. 5125.2 - Withholding Grades, Diploma or Transcripts)

### Mandatory Access

The following persons or agencies shall have access to student records:

- ~~1. Natural parents, adoptive parents, or legal guardians of students younger than age 18. Upon request, qualified certificated staff will be available to interpret the records.~~
- ~~2. Adult students (age 18 or older) or students under the age of 18 who attend a post-secondary institution, in which case the student shall alone exercise rights related to his/her student records and grant consent for the release of records. (Ed. Code 49061, 34 CFR 99.5)~~
- ~~3. Those so authorized in compliance with a court order or lawfully issued subpoena.~~
- ~~4. Prior to disclosing a record pursuant to a court order, the superintendent or designee shall, unless otherwise instructed by the order, give the parent/guardian or adult student at least three days' notice of the name of the requesting agency and the specific record requested if lawfully possible within the requirements of the judicial order. (5 CCR 435)~~

The following persons or agencies shall have access to those particular records which are relevant to the legitimate educational interests of the requestor:

- ~~1. Natural parents, adoptive parents or legal guardians of a dependent student age 18 or older.~~
- ~~2. Students 16 or older or who have completed the 10th grade.~~
- ~~3. School officials and employees.~~
- ~~4. School attendance and review board members and involved school officials and employees.~~
- ~~5. Officials or employees of other public schools or school systems where educational programs leading to high school graduation are provided.~~
- ~~6. Federal, state and local officials, as needed for program audits or compliance with law.~~
- ~~7. Any district attorney who is participating in or conducting a truancy mediation program or participating in the presentation of evidence in a truancy petition.~~
- ~~8. A prosecuting agency for consideration against a parent/guardian for failure to comply with compulsory education laws.~~
- ~~9. Any probation officer or district attorney for the purposes of conducting a criminal investigation or an investigation in regards to declaring a person a ward of the court or involving a violation of~~

## STUDENTS

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~~a condition of probation.~~

~~Upon written request, peace officers designated by their law enforcement agency shall receive information about the transfer of a student's records to another district or private school within the state, or to a district within another state, when authorized by law to assist in suspected kidnapping investigations.~~

### Permitted Access

~~Parental consent is not required when information is shared with other persons within educational institutions, agencies or organizations obtaining access, so long as those persons have a legitimate interest in the information.~~

~~The district may release information from student records to the following:~~

- ~~1. Appropriate persons in an emergency if health and safety are at stake.~~
- ~~2. Agencies or organizations in connection with student's application for financial aid.~~
- ~~3. Accrediting associations.~~
- ~~4. Under the conditions specified in Education Code 49076, Organizations conducting studies on behalf of educational institutions or agencies, for the purpose of developing, validating or administering predictive tests, administering student aid programs or improving instruction.~~
- ~~5. Officials and employees of private schools or school systems where the student is enrolled or intends to enroll, subject to the parental rights in Education Code 49068.~~
- ~~6. County elections officials may have access to information for the purpose of identifying students eligible to register to vote and offering such students an opportunity to register.~~

### **Notification of Parents / Guardians**

Upon any student's initial enrollment, and at the beginning of each year thereafter, the Superintendent or designee shall notify parents/guardians and eligible students, in writing, of their rights related to student records. Insofar as practicable, the district shall provide these notices ~~shall be written~~ in the student's home language and shall effectively notify parents/guardians or eligible students who are disabled. (Education Code 49063) (cf. 5145.6 - Parental Notifications)

The notice shall include ~~information about:~~ (34 CFR 99.7, 99.34; Education Code 49063)

- ~~1. The types of student records kept by the district and the information contained therein.~~
- ~~2. The titles of the officials responsible for maintaining each type ofthe records.~~
- ~~3. The location of the log identifying those who request information from the records.~~
- ~~4. District criteria for defining "school officials and employees" and for determining "legitimate educational interest."~~
- ~~5. District policies for reviewing and expunging student records.~~

**STUDENTS**

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6. The right to inspect and review student records and the procedures for doing so
67. The right to challenge and District the procedures for challenging the content of a student records that the parent/guardian or student believes to be inaccurate, misleading, or otherwise in violation of the student's privacy rights. (cf. 5125.3 - Challenging Student Records)
78. The cost, if any, charged for reproducing-duplicating copies of records-
89. The Ccategories of information defined as directory information pursuant to Education Code 49073-
910. The right to consent to disclosures of personally identifiable information contained in the student's records except when disclosure without consent is authorized by law Any other rights and requirements set forth in Education Code 49060-49078, and the right of the parents to file a complaint with the United States Department of Health, Education, and Welfare concerning an alleged failure by the district to comply with the provisions of Section 438 of the Federal Education Provisions Act (20 U.S.C.A. 1232g).
1011. The availability of the curriculum prospectus developed pursuant to Education Code 49091.14 containing the titles, descriptions, and instructional aims of every course offered by the school (cf. 5020 - Parent Rights and Responsibilities) qualified-certificated personnel to interpret records when requested.
12. Any other rights and requirements set forth in Education Code 49060-49078, and the right of the parents to file a complaint with the United States Department of Health, Education, and Welfare concerning an alleged failure by the district to comply with the provisions of Section 438 of the Federal Education Provisions Act (20 U.S.C.A. 1232g).
13. A statement that the district forwards education records to other agencies or institutions that request the records and in which the student seeks or intends to enroll or is already enrolled as long as the disclosure is for purposes related to the student's enrollment (3/06 3/08) 3/09

Reproduction of Student Records

~~To provide copies of any student record, the district shall charge a reasonable fee not to exceed the actual cost of reproducing, handling and mailing (if necessary). No charge shall be made for furnishing up to two transcripts or up to two verifications of various records for any former student. No charge shall be made to locate or retrieve any student record.~~

~~The Superintendent or designee shall set the fee and update the amount yearly if actual costs change.~~

Transfer of Student Records

~~If a student transfers into this district from any other school district or private school, this district shall forward a copy of the student's mandatory permanent records as requested by the other district or private school. The original record or a copy shall be retained permanently by this district.~~

~~Mandatory interim records also shall be sent upon request to other California public school districts. Mandatory interim records may also be sent to out-of-state or private schools requesting them.~~

## STUDENTS

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~~Permitted records may be sent to any other public school district or private school.~~

~~All student records shall be updated before they are transferred.~~

~~If the student transfers into the district from any other school district or a private school, this district shall inform the parent of his/her right to receive a copy of the permanent record received from the former school. The parent shall also be informed of his/her right to have a hearing in which to challenge the contents of that record.~~

~~If the student transfers out of state, the custodian of student records shall notify the parents at their last known address of their right to review, challenge, and receive a copy of the student record, if desired.~~

~~Student records shall not be withheld from the requesting district because of any charges or fees owed by the student or parent.~~

~~If the district is withholding grades, diploma or transcripts from the student because of his/her damage to or loss of school property, this information shall be sent to the requesting district along with the student's records.~~

**STUDENTS****5131.6/AR-2**

ITEM 17

**ALCOHOL AND OTHER DRUGS / STUDENT ASSISTANCE SERVICES**

The Board of Trustees believes that the first substance abuse offense (i.e., under the influence, possession or sales) indicates that a student may have a serious involvement with alcohol or drugs and could, therefore, be a danger to him/herself or others. If an investigation reveals a problem associated with chemical abuse, a clear concern about the potential danger must be communicated by the school to the appropriate parties.

**STUDENT ASSISTANCE SERVICES/GUIDELINES**

A Student Assistance Services (S.A.S.) program will be established that will provide a structured approach in all schools within the district to offer assistance to students troubled by physical, emotional, social, legal, sexual, medical, familial, or chemical use problems. It will also provide a structured liaison between the school, the parent and outside agencies. These services will be provided by a S.A.S. Team responsible to the site principal. The team may consist of, but not be limited to, an administrator, counselor, nurse, teacher, other staff, S.A.S. coordinator, and at times, the team may consist of only a case manager designated by the principal. The duties of the S.A.S. team may include, but are not limited to:

1. Provide preliminary assessment of student problems.
2. Develop an action plan which may consist of, but not be limited to: individual contracting, formal intervention, aftercare program, educational program adjustments, referral to outside agencies for additional assessment.
3. Referral for secondary assessment, if appropriate. (Costs for secondary assessment, treatment, and/or other professional services outside the school are the responsibility of the parents or guardians.)
4. Develop a re-entry program.
5. In the event of an intra-district transfer, initiate a mandatory meeting with the S.A.S. team of the receiving school.
6. Maintain follow up and periodic evaluation of action plan.
7. Maintain confidentiality regarding all records and discussions within the S.A.S. (These records will be kept by a designated S.A.S. case manager and will not become a part of the student's cumulative file.)

**DISCIPLINE PROCEDURES FOR SUBSTANCE ABUSE OFFENSES**

Students engaged in the following activities will be subject to the Disciplinary Procedure for Substance Abuse Offenses:

1. Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of any controlled substance as defined in the Health and Safety Code, Section 11007, alcoholic beverage, or intoxicant of any kind.
2. Unlawfully offered or arranged or negotiated to sell any controlled substance as defined in #1 above, alcoholic beverage or intoxicant of any kind, and then sold, delivered, or otherwise furnished to any



**STUDENTS****5131.6/AR-2**

ITEM 17

~~person another liquid, substance, or material and represented same as a controlled substance, alcoholic beverage, or intoxicant (look-a-likes).~~

- ~~3. Unlawfully offered, arranged, or negotiated to sell any drug paraphernalia, as defined in Section 11364 of the Health and Safety Code.~~

~~All students identified as having a substance abuse problem will be referred to the S.A.S. Team who will conduct a preliminary assessment and recommend an action plan to the school principal. The S.A.S. Team will consider all due process procedures provided in Board policy when dealing with students referred for a suspendable offense related to substance abuse. The following discipline procedure is intended for use with students who do not voluntarily take part in the S.A.S. program provided by the San Dieguito Union High School District:~~

~~1. First Offense~~

- ~~a. The appropriate law enforcement agency will be notified.~~
- ~~b. The student will be subject to a consecutive 5-day suspension except that a portion of the suspension may be waived if the student participates in a S.A.S. designed program.~~
- ~~c. Students involved in a suspension under this process will be ineligible for extra-curricular activities, i.e., athletic competition, team competition, or school performances, dances, etc. The term of the suspension from extra-curricular activities will be for thirty school days. The S.A.S. Team may make a recommendation to the principal that the thirty day suspension from activities is inappropriate. If the principal alters the suspension from extra-curricular activities, a written report must be filed with the Superintendent reciting the facts of the incident along with a recommended course of action. The thirty school days will begin on the first day of suspension.~~

~~Intra-district transfer or expulsion will be considered on the first offense if the level of severity is considered serious enough to warrant removal from the school setting. Students considered for suspension or expulsion are entitled to all due process rights outlined in the Board policy.~~

~~2. Second Offense (within a period of 24 months)~~

- ~~a. The student will be referred by the S.A.S. team to the principal for expulsion.~~
- ~~b. When expulsion is not recommended, there may be a mandatory intra-district transfer. The transfer will require meetings between both S.A.S. teams from the sending school and the receiving school with strict guidelines for continuing aftercare at the school of residence. Students who are transferred to another intra-district site may be ineligible to participate in extra-curricular programs. No student may return to the originating campus without approval of the principal of the school of residence after review by the S.A.S. Team.~~
- ~~c. Where the principal determines, after consultation with the S.A.S. Team, that expulsion or mandatory transfer is inappropriate due to the particular circumstances, a written report shall be prepared in cooperation with the superintendent that recites the facts of the incident along with a recommended course of action. The report shall be filed with the Board of Trustees for consideration.~~

## STUDENTS

5131.6/AR-2

ITEM 17

### ~~SUSPENSION/DIVERSION FOR CONTROLLED SUBSTANCE OFFENSES~~

~~Students subject to a consecutive 5-day suspension will have the opportunity to waive a portion for voluntarily choosing to participate in a 3-day S.A.S. designed program as follows:~~

- ~~1.— Assessment of problem which would include drug testing if appropriate.~~
- ~~2.— Supervised suspension from school for 3 days, which will consist of a S.A.S. designed program. The program will include a timeline for the completion of all contracted activities. These activities may extend beyond the 3-day suspension and the school day.~~
- ~~3.— Failure to complete the contract will result in a consecutive 5-day suspension inclusive of any days spent.~~

~~Students who choose not to participate in the 3-day diversion program will be subject to a consecutive 5-day suspension that will include the following components:~~

- ~~1.— Referral to the appropriate law enforcement agency.~~
- ~~2.— Participation in a law enforcement diversion program as appropriate.~~

~~All students will be required to participate in a S.A.S. designed aftercare program upon returning to school from a suspension due to a chemical abuse offense.~~

# San Dieguito Union High School District

## INFORMATION REGARDING BOARD AGENDA ITEM

**TO:** BOARD OF TRUSTEES

**DATE OF REPORT:** September 5, 2010

**BOARD MEETING DATE:** September 16, 2010

**PREPARED AND SUBMITTED BY:** Barbara Groth,  
Board President

**SUBJECT:** APPROVAL OF AMENDMENT TO  
SUPERINTENDENT EMPLOYMENT AGREEMENT  
EFFECTIVE JULY 1, 2010, AND ENDING  
JUNE 30, 2014

.....

### EXECUTIVE SUMMARY

The Board of Trustees is asked to approve an amendment to the existing AGREEMENT BETWEEN SAN DIEGUITO UNION HIGH SCHOOL DISTRICT BOARD OF EDUCATION AND KENNETH NOAH, SUPERINTENDENT. The amendment would omit the current Section 1. TERM OF AGREEMENT and replace it with a term commencing July 1, 2010 through June 30, 2014.

### RECOMMENDATION:

It is recommended that the Board approve the amendment to the employment agreement for Superintendent, Mr. Ken Noah, as written.

### FUNDING SOURCE:

District General Payroll Fund as Designated

JD/bb

**AMENDMENT  
TO JULY 2009 AGREEMENT BETWEEN  
SAN DIEGUITO UNION HIGH SCHOOL DISTRICT  
BOARD OF EDUCATION  
AND  
KENNETH NOAH, SUPERINTENDENT**

This amendment to the Agreement between San Dieguito Union High School District Board of Education and Kenneth Noah, Superintendent, (the Agreement) is made and entered into this 16<sup>th</sup> day of September, 2010.

WITNESSETH

WHEREAS, the Board of Trustees and Mr. Kenneth Noah entered into the Agreement for employment as the District Superintendent accepted by the Superintendent by his signature dated March 4, 2008; and

WHEREAS, the Board of Trustees and Mr. Noah desire to amend the provisions of the Agreement at Section 1. TERM OF AGREEMENT; and

WHEREAS, pursuant to the provisions of Education Code section 35031 the Superintendent may be elected for a term of no more than four years; and

WHEREAS, the Board of Trustees desires to reemploy the Superintendent for a term of four years; and,

WHEREAS, the Superintendent desires to be reemployed for a term of four years as provided in the Agreement and this Amendment;

NOW THEREFORE, based on mutual agreement of the Board of Trustees and Mr. Noah, the Agreement is amended as follows:

- 1) Section 1. TERM OF AGREEMENT in the Agreement is omitted in its entirety and replaced with the following provision:
  - 1. TERM OF AGREEMENT The Board hereby employs and the Superintendent agrees to be employed as San Dieguito Union High School District Superintendent of Schools for a term of four (4) years effective July 1, 2010, and ending June 30, 2014, subject to the terms and conditions hereinafter set forth.

IN WITNESS WHEREOF, the parties hereto execute this Amendment of September 16, 2010, to be effective on the date of approval of the Board of Trustees.

_____	_____
Kenneth Noah, Superintendent	Date

Board of Trustees  
San Dieguito Union High School District

By _____	_____
Barbara Groth, Board President	Date

# San Dieguito Union High School District

## INFORMATION REGARDING BOARD AGENDA ITEM

**TO:** BOARD OF TRUSTEES

**DATE OF REPORT:** September 3, 2010

**BOARD MEETING DATE:** September 16, 2010

**PREPARED BY:** John Addleman, Director of Planning and  
Financial Management  
Eric R. Dill, Assoc. Supt. of Business Services

**SUBMITTED BY:** Ken Noah  
Superintendent

**SUBJECT:** **COMMUNITY FACILITIES DISTRICT NO.  
95-2/ ANNEXATION NO. 15 / ADOPTION OF  
RESOLUTION OF ANNEXATION / SEASIDE  
RIDGE/ 23 SINGLE HOMES BY WARMINGTON  
RESIDENTIAL CALIFORNIA**

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### EXECUTIVE SUMMARY

At the August 10, 2010 Board meeting, the Board adopted a "Resolution of Intention to Annex Territory to the San Dieguito Union High School District Community Facilities District No. 95-2, Authorizing the Levy of a Special Tax and Calling an Election" in order to annex the Warmington Residential property, Seaside Ridge, into Community Facilities District 95-2 and to call a special election for September 28, 2010. The Warmington property is located in the Diegueño MS/La Costa Canyon HS attendance area. At this Board meeting, it is necessary to hold a public hearing allowing comments from the public regarding the annexation, and adopt the attached Resolution which determines that the prior proceedings were valid, that protests were not filed, fewer than twelve registered voters are registered to vote and request the Election be conducted by the Election Official.

### RECOMMENDATION:

It is recommended that the Board

- a) Hold a Public Hearing, allowing comments from the public on the Board's intention to annex the property into Community Facilities District No. 95-2, and
- b) Adopt the attached Resolution of the Board of Trustees of the San Dieguito Union High School

ITEM 19

District Acting as the Legislative Body of the San  
Dieguito Union High School District Community  
Facilities District No. 95-2.

**FUNDING SOURCE:**

Mello Roos Funds subject to reimbursement by the developer.

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

**RESOLUTION OF ANNEXATION OF THE BOARD OF TRUSTEES OF  
THE SAN DIEGUITO UNION HIGH SCHOOL DISTRICT  
ACTING AS THE LEGISLATIVE BODY OF THE  
SAN DIEGUITO UNION HIGH SCHOOL DISTRICT  
COMMUNITY FACILITIES DISTRICT NO. 95-2**

WHEREAS, the Board of Trustees (the “Board”) of San Dieguito Union High School District Community Facilities District No. 95-2 (the “District”) pursuant to the Mello-Roos Community Facilities Act of 1982, as amended, consisting of Sections 53311, et seq., of the California Government Code (the “Act”); and

WHEREAS, the Board, acting as the legislative body of the District, adopted a Resolution of Intention to Annex Territory to the San Dieguito Union High School District Community Facilities District No. 95-2, Authorizing the Levy of a Special Tax and Calling an Election stating its intention to annex certain territory into the District (the “Annexed Territory No. 15”) and calling a special election for September 28, 2010 (the “Election”); and

WHEREAS, the Board held a public hearing as required by law relative to the annexation of the proposed territory into the District on September 16, 2010 (the “Hearing”); and

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

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

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

Section 1. The Board finds and determines that all prior proceedings in connection with the annexation of the Annexed Territory No. 15 into the District were valid and in conformity with the Act. This determination shall be final and conclusive upon all persons.

Section 2. Written protests against the proposed annexation of the Annexed Territory No. 15 into the District have not been filed by either (i) 50 percent or more of the registered voters, or six registered voters, whichever is more, residing within the territory of the District or within the Annexed Territory No. 15, or (ii) the owners of one-half or more of the land within the District or within the Annexed Territory No. 15.

ITEM 19

Section 3. The Board hereby finds and determines that there are fewer than twelve registered voters registered to vote within the territory of the Annexed Territory No. 15.

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

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

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

ADOPTED, SIGNED AND APPROVED, this 16<sup>th</sup> day of September, 2010.

BOARD OF TRUSTEES OF THE  
SAN DIEGUITO UNION HIGH  
SCHOOL DISTRICT ACTING AS  
THE LEGISLATIVE BODY OF  
COMMUNITY FACILITIES  
DISTRICT NO. 95-2.

By: \_\_\_\_\_  
Title: President

ATTEST:

By: \_\_\_\_\_  
Title: Recording Secretary



STATE OF CALIFORNIA            )  
  )  
COUNTY OF SAN DIEGO         )        ss

I, Barbara Groth, President of the Board of Trustees of the San Dieguito Union High School District (the “Board”) do hereby certify that the foregoing Resolution was duly adopted by the Board of said San Dieguito Union High School District at a meeting of said Board held on the 16<sup>th</sup> day of September, 2010 and that it was so adopted by the following vote:

AYES:           MEMBERS: \_\_\_\_\_  
  \_\_\_\_\_

NOES:           MEMBERS: \_\_\_\_\_  
  \_\_\_\_\_

ABSTAIN:       MEMBERS: \_\_\_\_\_  
  \_\_\_\_\_

ABSENT:        MEMBERS: \_\_\_\_\_  
  \_\_\_\_\_

\_\_\_\_\_  
President of the Board of Trustees

**COMMUNITY FACILITIES DISTRICT NO. 95-2  
ANNEXATION NO. 15  
Warmington Development/ Urania & Normandy**

**ANNEXATION SCHEDULE**

**July 16, 2010 Consent Letter Due**

**August 10, 2010 Board Meeting**

Adopt Resolution of Intention

**August 20, 2010**

Deadline to record map

**September 9, 2010\***

Deadline to Publish Notice of Public Hearing

**September 16, 2010 Board Meeting\***

Public Hearing

Adopt Resolution of Annexation

**September 28, 2010\***

Special Election

**October 7, 2010 - Board Meeting\***

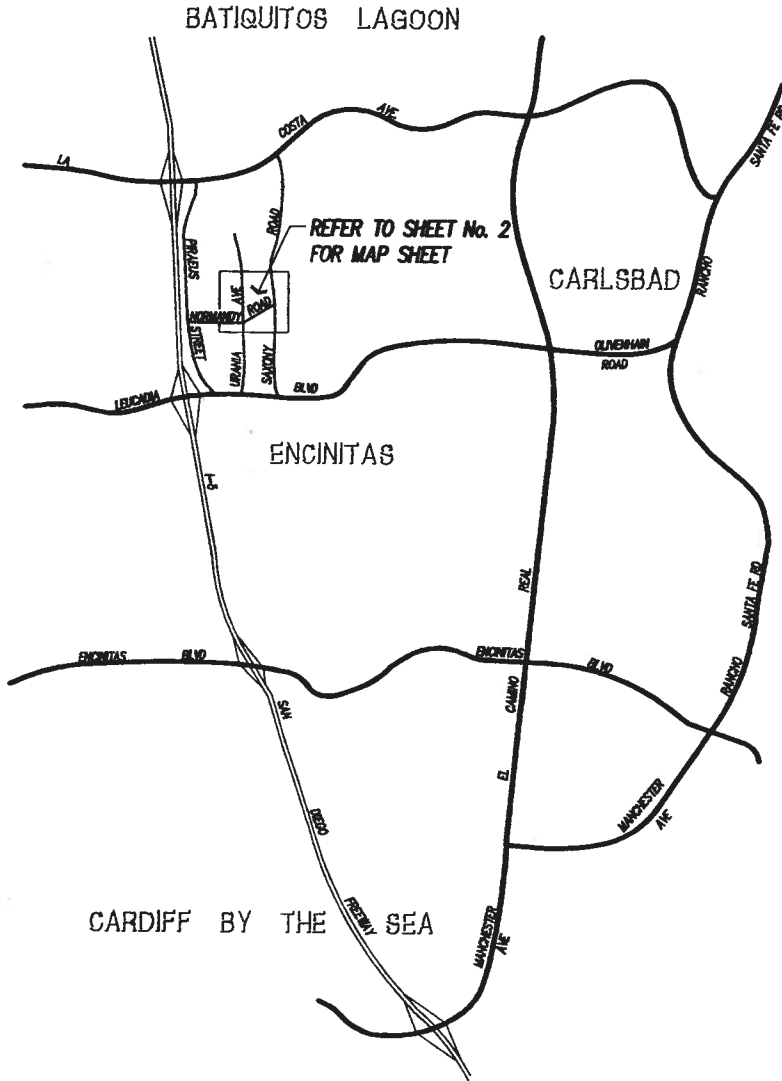
Certify Election Results

**October 12, 2010**

Deadline to record Notice of Special Tax Lien

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

AMENDED  
MAP OF BOUNDARIES OF COMMUNITY FACILITIES  
DISTRICT No. 95-2 ANNEXATION No. 15  
SAN DIEGUITO UNION HIGH SCHOOL DISTRICT  
COUNTY OF SAN DIEGO, STATE OF CALIFORNIA



ANNEXATION NO. 15 PROPERTY DESCRIPTION

REFERENCE PARCEL NO. 1

LEGAL DESCRIPTION:

PORTIONS OF LOTS 35 THROUGH 37, LOT 38, AND LOT 42 OF HILLSIDE ACRES, IN THE CITY OF ENCINITAS, COUNTY OF SAN DIEGO, STATE OF CALIFORNIA, ACCORDING TO MAP THEREOF No. 1082 RECORDED JANUARY 25, 1927 IN THE OFFICE OF THE COUNTY RECORDER OF SAN DIEGO COUNTY.

ASSESSOR PARCEL NUMBERS:

- 254 - 351 - 30
- 254 - 351 - 31
- 254 - 351 - 32

I HEREBY CERTIFY THAT THE WITHIN MAP SHOWING PROPOSED BOUNDARIES OF THE COMMUNITY FACILITIES DISTRICT NO. 95-2 OF THE SAN DIEGUITO UNION HIGH SCHOOL DISTRICT, COUNTY OF SAN DIEGO, STATE OF CALIFORNIA, WAS APPROVED BY THE BOARD OF TRUSTEES OF THE SAN DIEGUITO UNION HIGH SCHOOL DISTRICT AT A REGULAR MEETING THEREOF, HELD ON THE \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_ BY ITS RESOLUTION NO. \_\_\_\_\_.

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

THIS MAP AMENDS AND ADDS TO THE BOUNDARY MAP FOR COMMUNITY FACILITIES DISTRICT NO. 95-2 OF THE SAN DIEGUITO UNION HIGH SCHOOL DISTRICT, COUNTY OF SAN DIEGO, STATE OF CALIFORNIA ACCORDING TO MAP THEREOF FILED IN BOOK 20, PAGE 45, FILED IN THE OFFICE OF THE COUNTY RECORDER OF SAID COUNTY NOVEMBER 18, 1995.

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

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

NO. \_\_\_\_\_  
FEE \_\_\_\_\_

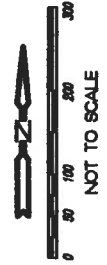
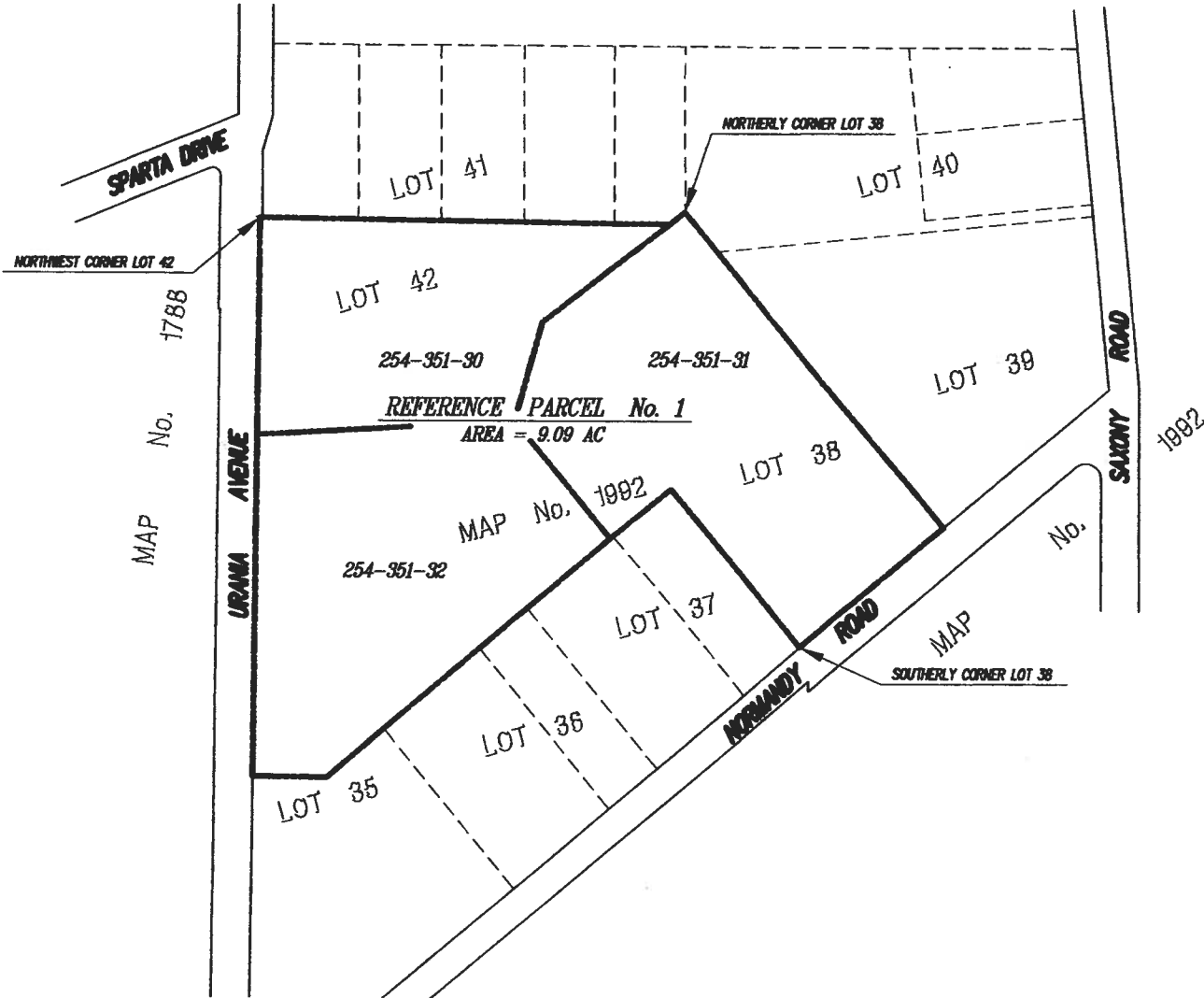
DAVID L. BUTLER, COUNTY RECORDER

BY: \_\_\_\_\_, DEPUTY



JOB No. 13-040 9/8/10  
SOWARDS & BROWN ENGINEERING  
CONSULTING ENGINEERS  
8187 MICHAMCHIELE AVENUE SUITE 100  
CARLSBAD, CA 92009  
TEL. 760-438-8800 FAX 760-438-8803

AMENDED  
MAP OF BOUNDARIES OF COMMUNITY FACILITIES  
DISTRICT No. 95-2 ANNEXATION No. 15  
SAN DIEGUITO UNION HIGH SCHOOL DISTRICT  
COUNTY OF SAN DIEGO, STATE OF CALIFORNIA



JOB No. 10-040 6/9/10  
 SOWARDS & BROWN ENGINEERING  
 CONSULTING ENGINEERS  
 2187 FINECASTLE AVENUE SUITE 103  
 CARSDEN BY THE SEA, CA., 92007  
 TEL. 760/498-6900 FAX 760/498-6903



# San Dieguito Union High School District

## INFORMATION REGARDING BOARD AGENDA ITEM

**TO:** BOARD OF TRUSTEES

**DATE OF REPORT:** September 7, 2010

**BOARD MEETING DATE:** September 16, 2010

**PREPARED BY:** Delores Perley, Director of Finance  
Eric R. Dill, Assoc. Supt./Business Services

**SUBMITTED BY:** Ken Noah  
Superintendent

**SUBJECT:** ADOPTION OF 2010-11 DISTRICT GENERAL FUND  
BUDGET FALL REVISION

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### EXECUTIVE SUMMARY

The Board of Trustees approved the Adopted Budget for 2010-11 on June 17, 2010, before the books were closed for 2009-10 and without an adopted budget from the State. At that time, the District had received information regarding property taxes and Federal Stimulus Funds that was too late to incorporate into the Adopted Budget. The Board of Trustees reviewed the effects of this information along with further proposed budget reductions for the 2010-11 year at a Board Workshop on July 20, 2010. This budget revision incorporates the Board approved reductions as well as carryover amounts from the closing of 2009-10. Assumptions regarding funding from the State are unchanged and will remain so until it adopts a final budget.

Revisions included in this Fall Budget Revision are:

- The beginning fund balance is changed as a result of closing the books for 2009-10. The balance is down by about \$1.5M. This is due to the information received at the end of the fiscal year regarding Property Tax collections and the return of Federal Stimulus Funds.
- Federal Income is increased by \$428K due to carryover amounts from 2009-10.
- Other State Income is increased slightly, also due revenue from 2009-10 allocations that has not yet been spent.
- Local Revenue has increased by \$96K. Part of this increase is due to additional revenue for Special Education. Local Revenue for donations is recognized in the budget throughout the year as it is received.
- Estimated cost of encroachment is down by \$129K due to increased Special Education revenue as well as savings in Home-to-School Transportation realized through changes in work rules.
- Certificated and Classified salaries have decreased due to reductions approved by the Board on July 20, 2010 and freezes on vacant positions.

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- Employee benefits have also decreased due to the salary reductions; in addition, the increase in Classified dental insurance has been included.
- Books and Supplies have increased by \$1.6M, due to the 2009-10 carryover amounts that have now been included in the budget. These carryover amounts include donations and college testing as well as categorical carryover amounts. These carryover amounts were reserved as part of the 2009-10 Ending Balance, as this occurs each year.
- Services and Operating Expenses reflect an overall decrease of \$78K. Although there are increases for facility use and categorical carryover, the Fall Revision includes additional reductions of \$151K which were discussed in the July 20, 2010 workshop.
- The effect the changes to revenue and expenditures have on the Reserve for Economic Uncertainties is a slight increase, from 2.37% to 2.84%.

The unrestricted ending balance as of June 30, 2011 is now projected to be \$10.6M. While this increase is welcome, the District is still operating with a structural deficit and the additional reserves will be considered as we begin the process to develop the 2011-12 budget.

**RECOMMENDATION:**

It is recommended that the Board adopt the 2010-11 District General Fund Budget Fall Revision.

**FUNDING SOURCE:**

General Fund/Unrestricted; General Fund/Restricted

## General Fund Revenue & Expenditures - 2010-2011 Fall Revision

	2010-11 Adopted Budget			2010-11 Fall Revision			Change
	UNRESTRICTED	RESTRICTED	TOTAL	UNRESTRICTED	RESTRICTED	TOTAL	
<b>PROJECTED INCOME</b>							
Revenue Limit / Property Tax	76,957,322	1,579,385	78,536,707	76,957,322	1,579,385	78,536,707	0
Federal Income	718,233	2,809,250	3,527,483	718,233	3,237,757	3,955,990	428,507
Other State Income	2,296,923	1,418,496	3,715,419	2,296,923	1,426,749	3,723,672	8,253
Local Income	1,403,336	5,610,874	7,014,210	1,439,725	5,670,874	7,110,599	96,389
Transfers	0	0	0	0	0	0	0
Encroachment	(10,009,973)	10,009,973	0	(9,881,388)	9,881,388	0	0
<b>TOTAL PROJECTED INCOME</b>	<b>71,365,841</b>	<b>21,427,978</b>	<b>92,793,819</b>	<b>71,530,815</b>	<b>21,796,153</b>	<b>93,326,968</b>	533,149
<b>PROJECTED EXPENDITURES</b>							
Certificated Salaries	41,050,902	7,741,131	48,792,033	41,326,668	7,087,424	48,414,092	(377,941)
Classified Salaries	10,443,267	6,055,839	16,499,106	9,845,658	5,950,622	15,796,280	(702,826)
Benefits	14,630,637	4,445,962	19,076,599	14,711,218	4,276,827	18,988,045	(88,554)
Books & Supplies	2,240,439	1,079,023	3,319,462	3,001,625	1,892,584	4,894,209	1,574,747
Services & Operating Expenses	6,997,904	2,569,231	9,567,135	6,907,035	2,581,799	9,488,834	(78,301)
Capital Outlay	122,366	10,000	132,366	122,366	10,000	132,366	0
Other Outgo	1,189,652	342,031	1,531,683	1,194,738	346,945	1,541,683	10,000
Categorical	0	0	0	0	0	0	0
<b>TOTAL PROJECTED EXPENDITURES</b>	<b>76,675,167</b>	<b>22,243,217</b>	<b>98,918,384</b>	<b>77,109,308</b>	<b>22,146,201</b>	<b>99,255,509</b>	337,125
Estimated Unspent	0	72,945	72,945	0	0	0	(72,945)
Expenditures (over/under) Revenue	(5,309,326)	(742,294)	(6,051,620)	(5,578,493)	(350,048)	(5,928,541)	123,079
<b>FUND BALANCE, RESERVES:</b>							
<b>Beginning Balance - July 1</b>	16,167,695	359,476	16,527,171	16,167,695	359,476	16,527,171	0
Audit Adjustment	0	0	0			0	0
Adjusted Beginning Balance	16,167,695	359,476	16,527,171	16,167,695	359,476	16,527,171	0
<b>Projected Ending Balance - June 30</b>	10,858,369	(382,818)	10,475,551	10,589,202	9,428	10,598,630	123,079
<b>COMPONENTS OF THE ENDING BALANCE:</b>							
Revolving Cash Fund 9130	30,000		30,000	50,000		50,000	20,000
Stores Inventory 9320	1,144		1,144	1,144		1,144	0
Recommended Min Reserve (4.5%)	4,451,327		4,451,327	4,466,498		4,466,498	15,171
Basic Aid Reserve (3.0%)	3,755,292		3,755,292	2,977,665		2,977,665	(777,627)
Other Commitments	275,000		275,000	275,000		275,000	0
Reserve for categorical programs	0	(382,818)	(382,818)	0	9,428	9,428	392,246
<b>Total Components</b>	<b>8,512,763</b>	<b>(382,818)</b>	<b>8,129,945</b>	<b>7,770,307</b>	<b>9,428</b>	<b>7,779,735</b>	<b>(350,210)</b>
RESERVE FOR ECONOMIC UNCERTAINTIES	2,345,606	0	2,345,606	2,818,895	0	2,818,895	473,289
	2.37%	0.00%	2.37%	2.84%	0.00%	2.84%	0.47%

REVENUE LIMIT SOURCES

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Object	Resource	2010-11 Adopted Budget			2010-11 Fall Revision			Change
		UNRESTRICTED	RESTRICTED	TOTAL	UNRESTRICTED	RESTRICTED	TOTAL	
8011	STATE AID	(41,598)		(41,598)	(41,598)		(41,598)	0
8021	HOMEOWNERS' EXEMPTION	758,372		758,372	758,372		758,372	0
8041	SECURED TAXES	73,641,985		73,641,985	73,641,985		73,641,985	0
8042	UNSECURED TAXES	2,841,620		2,841,620	2,841,620		2,841,620	0
8043	PRIOR YEAR TAXES	0		0	0		0	0
8044	SUPPLEMENTAL TAXES	0		0	0		0	0
8045	ED REV AUGMENT FUNDS(ERAF)	0		0	0		0	0
8046	SUPPL ED REV AUGMENT FUNDS(SERAF)	949,768		949,768	949,768		949,768	0
8047	COMMUNITY REDEVELOPMENT FUNDS	12,925		12,925	12,925		12,925	0
8082	OTHER TAXES	500		500	500		500	0
8089	50% RECAPTURE, OTHER TAXES	(250)		(250)	(250)		(250)	0
8091	SPECIAL ED ADA	(1,200,000)	1,200,000	0	(1,200,000)	1,200,000	0	0
8092	PERS REDUCTION TRANSFER	0		0	0		0	0
8096	XFER TO CHT SCH INLIEU PROP TX	(6,000)	0	(6,000)	(6,000)	0	(6,000)	0
8097	SPECIAL ED EXCESS TAX		379,385	379,385		379,385	379,385	0
	<b>TOTAL-REVENUE LIMIT SOURCES</b>	<b>76,957,322</b>	<b>1,579,385</b>	<b>78,536,707</b>	<b>76,957,322</b>	<b>1,579,385</b>	<b>78,536,707</b>	<b>0</b>



FEDERAL INCOME

ITEM 20

Object	Resource		2010-11 Adopted Budget			2010-11 Fall Revision			Change
			UNRESTRICTED	RESTRICTED	TOTAL	UNRESTRICTED	RESTRICTED	TOTAL	
8290 006	0000 012		718,233		718,233	718,233		718,233	0
8290 000	3010 000			492,544	492,544		539,460	539,460	46,916
8290 001	3010 000	D		0	0		61,931	61,931	61,931
8290 002	3010 000	P		0	0		89,454	89,454	89,454
8290 000	3011 000			0	0		0	0	0
8290 001	3011 000	D		95,000	95,000		1,113	1,113	(93,887)
8290 002	3011 000	P		0	0		110,118	110,118	110,118
8181 000	3310 000			1,700,246	1,700,246		1,700,246	1,700,246	0
8181 000	3311 000			97,421	97,421		97,421	97,421	0
8181 002	3313 000	P		0	0		116,965	116,965	116,965
8181 000	3314 000			0	0		0	0	0
8181 002	3314 000	P		0	0		57,720	57,720	57,720
8290 000	3550 001			90,000	90,000		90,000	90,000	0
8290 000	3550 002			9,000	9,000		9,000	9,000	0
8290 000	4035 000			228,722	228,722		226,600	226,600	(2,122)
8290 002	4035 000	P		0	0		5,154	5,154	5,154
8290 002	4036 000	P		0	0		142	142	142
8290 000	4045 000			4,292	4,292		4,292	4,292	0
8290 000	4047-000	D		0	0		9,969	9,969	9,969
8290 001	4110 000	D		0	0		126	126	126
8290 002	4110 000	P		0	0		64	64	64
8290 000	4201 000			0	0		41,325	41,325	41,325
8290 001	4201 000	D		41,325	41,325		0	0	(41,325)
8290 002	4201 000	P		0	0		24,477	24,477	24,477
8290 000	4203 000			50,700	50,700		50,700	50,700	0
8290 002	4203 000	P		0	0		1,480	1,480	1,480
8290 000	5810 003			0	0		0	0	0
		<b>TOTAL FEDERAL REVENUE</b>	<b>718,233</b>	<b>2,809,250</b>	<b>3,527,483</b>	<b>718,233</b>	<b>3,237,757</b>	<b>3,955,990</b>	<b>428,507</b>

P PRIOR YEAR  
D DEFERRED

OTHER STATE INCOME

ITEM 20

Object	Resource	09-10 FLEX RES/ CODE		2010-11 Adopted Budget			2010-11 Fall Revision			Change
				UNRESTRICTED	RESTRICTED	TOTAL	UNRESTRICTED	RESTRICTED	TOTAL	
8590 000	0000 000		SUMMER SCHOOL/HOURLY PROGRAMS	0	0	0	0	0	0	
8590 006	0000 012		CA SOLAR INITIATIVE REBATE	388,364	0	388,364	388,364		388,364	
8590 000	0000 024		AP FEE REIMB PROG	0		0	0		0	
8590 000	0800 000		CATEGORICAL FLEXIBILITY	545,299		545,299	545,299		545,299	
8590 000	0426 000		SPED MANDATED COST BUYOUT (09/10 - 9 of 10y	43,260		43,260	43,260		43,260	
8560 000	1100 000		LOTTERY	1,320,000		1,320,000	1,320,000		1,320,000	
8560-002	1100 000		LOTTERY	0		0	0		0	
8590 000	6286 000		ENGLISH LANGUAGE LEARNER	0	27,620	27,620	0	27,620	27,620	
8560 000	6300 000		LOTTERY INSTRUCTIONAL MATERIALS		156,000	156,000		156,000	156,000	
8560 002	6300 000	P	LOTTERY INSTRUCTIONAL MATERIALS		0	0		0	0	
8590 002	6378 000		CAL HEALTH SCIENCE CAP BLDG PRJ		0	0		3,905	3,905	
8590 000	6378-000	P	CAL HEALTH SCIENCE CAP BLDG PRJ		0	0			0	
8590 000	6405 000	0921 000	SCHOOL SAFETY & VIOLENCE PREVENTION		0	0			0	
8590 000	6500 000		SPECIAL ED CAHSEE		0	0			0	
8590 000	6500 000		SPECIAL EDUCATION		62,780	62,780		62,780	62,780	
8590 000	6520 000		SPED PROJ WORKABILITY		289,184	289,184		289,184	289,184	
8590 000	6530 000		SPED LOW INCIDENCE		1,566	1,566		1,566	1,566	
8590 000	6535 000		SPED PERSONNEL STAFF DEV		4,120	4,120		4,120	4,120	
8590 001	6660 000	D	TUPE/TOBACCO USE PREVENTION ED.		0	0		2,532	2,532	
8590 001	6670 005	D	TUPE 9-12 STOP IV		0	0		752	752	
8590 002	6670 005	P	TUPE 9-12 STOP IV		0	0		1,064	1,064	
8590 000	6760 000	0922 000	ARTS & MUSIC BLOCK GRANT	0		0			0	
8590 000	7080 000	0924 000	SUPPLEMENTAL SCHOOL COUNSELING PGRM	0		0			0	
8311 000	7090 000		ECONOMIC IMPACT AID		0	0			0	
8311-000	7090-000		ECONOMIC IMPACT AID		336,955	336,955		336,955	336,955	
8311 000	7140 000	0926 000	GIFTED AND TALENTED (GATE)	0		0			0	
8590 000	7156 000	0927 000	INSTRUCTIONAL MATERIAL BLOCK GRANT - AB17	0		0			0	
8311 000	7230 000		TRANSPORTATION - Home to School		481,086	481,086		481,086	481,086	
8311 000	7240 000		TRANSPORTATION-Special Education		59,185	59,185		59,185	59,185	
			<b>TOTAL OTHER STATE REVENUE</b>	<b>2,296,923</b>	<b>1,418,496</b>	<b>3,715,419</b>	<b>2,296,923</b>	<b>1,426,749</b>	<b>3,723,672</b>	<b>8,253</b>

D	DEFERRED
P	PRIOR YEAR

LOCAL INCOME

ITEM 20

Object	Resource		2010-11 Adopted Budget			2010-11 Fall Revision			Change
			UNRESTRICTED	RESTRICTED	TOTAL	UNRESTRICTED	RESTRICTED	TOTAL	
8689 050	0000 300	TRANSP FEES-ATHL-TP	115,000		115,000	115,000		115,000	0
8689 100	0000 300	TRANSP FEES-ATHL-LCC	135,000		135,000	135,000		135,000	0
8689 130	0000 300	TRANSP FEES-ATHL-SDA	50,000		50,000	50,000		50,000	0
8689 140	0000 300	TRANSP FEES-ATHL-CCA	31,200		31,200	31,200		31,200	0
8650 XXX	0000 634/5	M & O FIELD USE	100,000		100,000	100,000		100,000	0
8699 000	0100 030	22ND AGR DIST NON COOP	76,000		76,000	76,000		76,000	0
8677 004	0100 038	INT/AGY PRIVATE CONTRACTOR	70,000		70,000	70,000		70,000	0
8689 001	0100 039	OTHER PARKING FINES FEES	10,000		10,000	10,000		10,000	0
8660 XXX	0100 040	INTEREST	480,000		480,000	480,000		480,000	0
8631 000	0100 046	SALE OF EQUIPMENT & SUPPLIES	7,500		7,500	7,500		7,500	0
8689 014	0100 047	STUDENT PARKING FEES-CCA	15,000		15,000	15,000		15,000	0
8689 010	0100 048	STUDENT PARKING FEES-LCC	24,000		24,000	24,000		24,000	0
8689 013	0100 049	STUDENT PARKING FEES-SDA	13,000		13,000	13,000		13,000	0
8689 005	0100 050	STUDENT PARKING FEES-TP	29,000		29,000	29,000		29,000	0
8677 014	0100 051	ADMIN DEV FEES RSF/SB	1,500		1,500	1,500	0	1,500	0
8650 000	0100 XXX	LEASES AND RENTALS - SITE USE	156,136		156,136	156,136	0	156,136	0
8650 001	0100 302	BLDG/FIELD USE DIST WIDE	0		0	0		0	0
8792 000	6500 000	SPECIAL EDUCATION	0	3,739,270	3,739,270	0	3,739,270	3,739,270	0
8677 010	6500 004	COASTAL LEARNING ACADEMY	0	75,000	75,000	0	75,000	75,000	0
8677 000	6500 007	SP ED, NCCSE	0	0	0	0	60,000	60,000	60,000
8675 001	7230 002	TRANSPORT.SERVICES PARENT PAY	0	530,000	530,000	0	530,000	530,000	0
8677 005	7230 009	INT/AG REV - OTHER TRANSP	0	8,000	8,000	0	8,000	8,000	0
8677 012	7230 009	I/A TRASPORTATION HTS	0	0	0	0	0	0	0
8677 012	7240 002	SP ED, TRANSPORTATION	0	20,000	20,000	0	20,000	20,000	0
8699 000	9010 007	SB70 CAREER DEV - 7TH/8TH GRADES	0	0	0	0	0	0	0
8677 000	9025 XXX	ROP COUNTY OFFICE	0	1,238,604	1,238,604	0	1,238,604	1,238,604	0
8699 XXX	XXXX XXX	OTHER LOCAL INCOME	90,000	0	90,000	126,389	0	126,389	36,389
		<b>TOTAL LOCAL REVENUE</b>	<b>1,403,336</b>	<b>5,610,874</b>	<b>7,014,210</b>	<b>1,439,725</b>	<b>5,670,874</b>	<b>7,110,599</b>	<b>96,389</b>
8919 019	0100 085	TRANSFER FROM CAP. FAC. 25-19	0	0	0	0	0	0	0
8919 011	6285 000	TRANSFER FROM AD ED 11-00 FLEXIBILITY TRANSFER	0	0	0	0	0	0	0
		<b>SUBTOTAL TRANSFERS</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
8980 000	0000 000	UNRESTRICTED CONTRIBUTIONS	(10,009,973)	0	(10,009,973)	(9,881,388)	0	(9,881,388)	128,585
8980 000	3550 003	DISTRICT MATCH - PERKINS	0	17,700	17,700	0	17,700	17,700	0
8980 000	6500 000	CONTRIBUTION TO SPEC. ED. FOR ENCROACHMENT	0	5,079,269	5,079,269	0	5,019,269	5,019,269	(60,000)
8980 000	6520 000	SPEC PROJ. WORKABILITY I LEA	0	0	0	0	0	0	0
8980 000	7230 000	CONTRIBUTION TO H-T-S TRANSPORTATION	0	161,429	161,429	0	86,021	86,021	(75,408)
8980 000	7240 000	CONTRIBUTION TO SP. ED. TRANSP. FOR ENCROACH.	0	2,503,141	2,503,141	0	2,509,964	2,509,964	6,823
8980 000	8150 000	CONTRIBUTION TO ROUTINE REPAIR FOR ENCROACH.	0	2,236,434	2,236,434	0	2,236,434	2,236,434	0
8980 000	9010 XXX	OTHER LOCAL INCOME	0	12,000	12,000	0	12,000	12,000	0
		<b>SUBTOTAL ENCROACHMENT</b>	<b>(10,009,973)</b>	<b>10,009,973</b>	<b>0</b>	<b>(9,881,388)</b>	<b>9,881,388</b>	<b>0</b>	<b>0</b>
		<b>TOTAL TRANSFERS</b>	<b>(10,009,973)</b>	<b>10,009,973</b>	<b>0</b>	<b>(9,881,388)</b>	<b>9,881,388</b>	<b>0</b>	<b>0</b>
		<b>TOTAL ALL REVENUE W/O TEMP TRSFRS</b>	<b>71,365,841</b>	<b>21,427,978</b>	<b>92,793,819</b>	<b>71,530,815</b>	<b>21,796,153</b>	<b>93,326,968</b>	<b>533,149</b>
		OTHER I/F TRANSFERS IN-TEMP			0			0	0
		<b>TOTAL REVENUE WITH ALL TRANSFERS</b>	<b>71,365,841</b>	<b>21,427,978</b>	<b>92,793,819</b>	<b>71,530,815</b>	<b>21,796,153</b>	<b>93,326,968</b>	<b>533,149</b>

CERTIFICATED SALARIES

ITEM 20

Object	Resource		2010-11 Adopted Budget			2010-11 Fall Revision			Change
			UNRESTRICTED	RESTRICTED	TOTAL	UNRESTRICTED	RESTRICTED	TOTAL	
1100 000		TEACHERS' SALARIES	33,841,029	6,783,072	40,624,101	33,730,589	6,338,096	40,068,685	(555,416)
1100 033		EL STIPEND	500,000	0	500,000	500,000	0	500,000	0
1200 000		PUPIL SUPPORT: LIBRARIANS GUIDANCE, WELFARE & ATTEND. PHYSICAL & MENTAL HEALTH	2,708,501	236,662	2,945,163	2,969,693	130,648	3,100,341	155,178
1300 000		SUPERVISORS, ADMIN: SUPERINTENDENTS ADMINISTRATORS	3,623,619	453,257	4,076,876	3,652,116	424,760	4,076,876	0
1900 000		OTHER CERTIFICATED	377,753	268,140	645,893	474,270	193,920	668,190	22,297
		<b>TOTAL-OBJECT CODE 1000</b>	<b>41,050,902</b>	<b>7,741,131</b>	<b>48,792,033</b>	<b>41,326,668</b>	<b>7,087,424</b>	<b>48,414,092</b>	<b>(377,941)</b>

CLASSIFIED SALARIES

ITEM 20

Object	Resource		2010-11 Adopted Budget			2010-11 Fall Revision			Change
			UNRESTRICTED	RESTRICTED	TOTAL	UNRESTRICTED	RESTRICTED	TOTAL	
2100 000		INSTRUCTIONAL AIDES	689,000	1,901,155	2,590,155	689,000	1,866,593	2,555,593	(34,562)
2200 000		CLASSIFIED SUPPORT: MAINTENANCE & OPERATIONS INSTR. MEDIA / LIBRARY TRANSPORTATION	3,351,518	3,551,646	6,903,164	3,067,851	3,480,991	6,548,842	(354,322)
2300 000		SUPERVISORS AND ADMINISTRATORS' SALARIES	928,946	308,894	1,237,840	821,154	308,894	1,130,048	(107,792)
2400 000		CLERICAL & OFFICE PERSONNEL	5,015,951	267,981	5,283,932	4,890,298	267,981	5,158,279	(125,653)
2900 000		OTHER CLASSIFIED	457,852	26,163	484,015	377,355	26,163	403,518	(80,497)
		<b>TOTAL-OBJECT CODE 2000</b>	<b>10,443,267</b>	<b>6,055,839</b>	<b>16,499,106</b>	<b>9,845,658</b>	<b>5,950,622</b>	<b>15,796,280</b>	<b>(702,826)</b>

EMPLOYEE BENEFITS

ITEM 20

Object	Resource		2010-11 Adopted Budget			2010-11 Fall Revision			Change
			UNRESTRICTED	RESTRICTED	TOTAL	UNRESTRICTED	RESTRICTED	TOTAL	
3100 000		STATE TEACHERS' RETIREMENT SYS	3,629,566	633,250	4,262,816	3,665,286	579,318	4,244,604	(18,212)
3200 000		PUBLIC EMPLOYEE RETIREMENT SYS	1,111,877	600,761	1,712,638	1,057,669	591,794	1,649,463	(63,175)
3311/2 000		SOCIAL SECURITY	685,909	381,794	1,067,703	654,519	375,658	1,030,177	(37,526)
3321/2 000		MEDICARE	712,836	194,503	907,339	707,431	183,591	891,022	(16,317)
3400 000		INC PROTCT+CERT DNTAL+LIFE	437,910	110,786	548,696	436,902	104,264	541,166	(7,530)
3500 000		UNEMPLOYMENT INSURANCE	372,321	99,497	471,818	371,794	94,079	465,873	(5,945)
3600 000		WORKERS' COMPENSATION	866,426	200,357	1,066,783	865,368	189,260	1,054,628	(12,155)
3700 000		RETIREE BENEFITS (H & W)	456,662	109,423	566,085	464,469	103,886	568,355	2,270
3800 000		PERS REDUCTION	0	0	0	0	0	0	0
3900 000		FLEX ACCOUNTS	6,357,130	2,115,591	8,472,721	6,487,780	2,054,977	8,542,757	70,036
		<b>TOTAL-OBJECT CODE 3000</b>	<b>14,630,637</b>	<b>4,445,962</b>	<b>19,076,599</b>	<b>14,711,218</b>	<b>4,276,827</b>	<b>18,988,045</b>	<b>(88,554)</b>

**BOOKS AND SUPPLIES**

ITEM 20

Object	Resource		2010-11 Adopted Budget			2010-11 Fall Revision			Change
			UNRESTRICTED	RESTRICTED	TOTAL	UNRESTRICTED	RESTRICTED	TOTAL	
4100 000		TEXTBOOKS (7-8 + 9-12)	335,000	0	335,000	335,000	0	335,000	0
4200 000		BOOKS OTHER THAN TEXTBOOKS	4,600	1,300	5,900	4,600	1,300	5,900	0
4300 000		MATERIALS & SUPPLIES LOTTERY INSTRUCTIONAL MTRLS SCIENCE LAB MATERIALS OTHER SUPPLIES PUPIL TRANSPORTATION SUPPLIES GIFTS & DONATIONS	1,565,853	993,523	2,559,376	2,313,739	1,737,569	4,051,308	1,491,932
4400 000		NON-CAPITALIZED EQUIPMENT MAT/SUP/EQUIP TECH	334,986	84,200	419,186	348,286	153,715	502,001	82,815
		<b>TOTAL-OBJECT CODE 4000</b>	<b>2,240,439</b>	<b>1,079,023</b>	<b>3,319,462</b>	<b>3,001,625</b>	<b>1,892,584</b>	<b>4,894,209</b>	<b>1,574,747</b>

SERVICES AND OPERATING EXPENSES

ITEM 20

Object	Resource		2010-11 Adopted Budget			2010-11 Fall Revision			Change
			UNRESTRICTED	RESTRICTED	TOTAL	UNRESTRICTED	RESTRICTED	TOTAL	
5100 000		SUBAGREEMENT FOR SERVICES	210,000	695,000	905,000	210,000	695,000	905,000	0
5200 000		TRAVEL/CONFERENCES/INSERVICE TRNG	137,224	41,902	179,126	137,224	54,470	191,694	12,568
5300 000		DISTRICT DUES & MEMBERSHIP	45,250	3,850	49,100	45,250	3,850	49,100	0
5400 000		INSURANCE	555,000	0	555,000	555,000	0	555,000	0
5500 000		UTILITIES	2,335,172	2,500	2,337,672	2,335,172	2,500	2,337,672	0
5600 000		RENTALS, LEASES & REPAIRS	759,906	163,550	923,456	774,906	163,550	938,456	15,000
5700 000		INTER-PROGRAM SERVICES	381,390	(401,590)	(20,200)	381,390	(401,590)	(20,200)	0
5800 000		PROF./CONSULTING & OTHER SERVICES & OPERATING EXPENSES, INSTRUCTIONAL CONSULT. & LECT.	2,213,362	2,033,249	4,246,611	2,122,493	2,033,249	4,155,742	(90,869)
5900 000		COMMUNICATIONS: VOICE, DATA & POSTAGE	360,600	30,770	391,370	345,600	30,770	376,370	(15,000)
		<b>TOTAL-OBJECT CODE 5000</b>	<b>6,997,904</b>	<b>2,569,231</b>	<b>9,567,135</b>	<b>6,907,035</b>	<b>2,581,799</b>	<b>9,488,834</b>	<b>(78,301)</b>



CAPITAL OUTLAY

ITEM 20

Object	Resource		2010-11 Adopted Budget			2010-11 Fall Revision			Change
			UNRESTRICTED	RESTRICTED	TOTAL	UNRESTRICTED	RESTRICTED	TOTAL	
6100 000		SITES & IMPROVEMENT OF SITE	0	0	0	0	0	0	0
6200 000		IMPROVEMENT	0	0	0	0	0	0	0
6400 000		EQUIPMENT	18,235	10,000	28,235	18,235	10,000	28,235	0
6500 000		EQUIPMENT REPLACEMENT	104,131	0	104,131	104,131	0	104,131	0
		<b>TOTAL-OBJECT CODE 6000</b>	<b>122,366</b>	<b>10,000</b>	<b>132,366</b>	<b>122,366</b>	<b>10,000</b>	<b>132,366</b>	<b>0</b>

OTHER OUTGO

ITEM 20

Object	Resource		2010-11 Adopted Budget			2010-11 Fall Revision			Change
			UNRESTRICTED	RESTRICTED	TOTAL	UNRESTRICTED	RESTRICTED	TOTAL	
7130 000	XXXX-XXX	STATE SPECIAL SCHOOLS	0	0	0	10,000	0	10,000	10,000
7130 000	6500 001	STATE SPECIAL SCHOOLS	0	0	0	0	0	0	0
7142 000	6500 001	OTHER TUITION & SPEC. ED EXCESS COS	0	25,000	25,000	0	25,000	25,000	0
7142-002	6500-005	ADULT TRANSITION SH PROGRAM	0	30,000	30,000	0	30,000	30,000	0
7142 001	9010 002	SP. ED. EXCESS COST/CO OFC	0	12,000	12,000	0	12,000	12,000	0
7310 001	XXXX XXX	DIRECT SUPPORT/INDIRECT COSTS	(272,031)	272,031	0	(276,945)	276,945	0	0
7350 011	XXXX XXX	ADULT ED INDIRECT - FUND 11-00	(33,889)	0	(33,889)	(33,889)	0	(33,889)	0
7350 013	XXXX XXX	FOOD SERVICE INDIRECT FD 13-00	(135,651)	0	(135,651)	(135,651)	0	(135,651)	0
7438 000	XXXX XXX	SOLAR PROJ DEBT SVC INT	819,623	0	819,623	819,623	0	819,623	0
7439 000	XXXX XXX	SOLAR PROJ OTH DEBT SVC PRINC.	770,000	0	770,000	770,000	0	770,000	0
7615 014	8150 000	TRSF FROM GEN TO DEF. MAINT. FUND 14	0	0	0	0	0	0	0
7619 015	XXXX XXX	TRSF FROM GEN TO FUND 15-00	21,600	3,000	24,600	21,600	3,000	24,600	0
7619 030	0000 800	INTERFD-TRSF-TO DED. INS.	20,000	0	20,000	20,000	0	20,000	0
		<b>TOTAL-OBJECT CODE 7000</b>	<b>1,189,652</b>	<b>342,031</b>	<b>1,531,683</b>	<b>1,194,738</b>	<b>346,945</b>	<b>1,541,683</b>	<b>10,000</b>
		<b>TOTAL-ALL EXPENDITURES</b>	<b>76,675,167</b>	<b>22,243,217</b>	<b>98,918,384</b>	<b>77,109,308</b>	<b>22,146,201</b>	<b>99,255,509</b>	<b>0</b>
		<b>GRAND TOTAL-ALL EXPENDITURES</b>	<b>76,675,167</b>	<b>22,243,217</b>	<b>98,918,384</b>	<b>77,109,308</b>	<b>22,146,201</b>	<b>99,255,509</b>	<b>0</b>

San Dieguito Union High School District  
Business Services Division  
Finance Department

2010-11  
Fall Revision  
Summary of Changes

Income:	<u>Adopted Budget</u>	<u>Fall Revision</u>	<u>Summary of Changes</u>	
Revenue Limit	78,536,707	78,536,707	0	* * *
Federal	3,527,483	3,955,990	428,507	* \$428K 09/10 Categorical Carryover * *
Other State	3,715,419	3,723,672	8,253	* \$8K 09/10 Categorical Carryover *
Local	7,014,210	7,110,599	96,389	* \$60K Sp. Ed. NCCSE * \$31K Donations Revenue *
Transfers	0	0	0	*
Encroachment	(10,009,973)	(9,881,388)	128,585	* \$8K Sp. Ed. Transp. * (\$60K) Sp. Ed. * (\$75K) H.T.S. Transp.
<b>Total</b>	<b>92,793,819</b>	<b>93,326,968</b>	<b>533,149</b>	

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

2010-11  
Fall Revision  
**Summary of Changes**

**Expenditures:**

	<u>Adopted Budget</u>	<u>Fall Revision</u>	<u>Summary of Changes</u>	
Certificated Salaries	48,792,033	48,414,092	(377,941)	* \$98K 09/10 Categorical Carryover * (\$473K) Board Approved Reductions
Classified Salaries	16,499,106	15,796,280	(702,826)	* \$25K 09/10 Categorical Carryover * (\$728K) Board Approved Reductions
Benefits	19,076,599	18,988,045	(88,554)	* \$156K Increase in Classif. Health Benefits * (\$243K) Corresponding decrease in Benefits * due to Board approved reductions
Books & Supplies	3,319,462	4,894,209	1,574,747	* \$600K 09/10 Categorical Carryover * \$498K 09/10 Donations Carryover * \$249K 09/10 College Testing Carryover * \$174K 09/10 IDEA ARRA Carryover
Services & Operating Expenses	9,567,135	9,488,834	(78,301)	* \$31K 9/10 Maint. Field Use Carryover * \$15K 9/10 Maint. Rents & Leases Carryover * \$14K 09/10 Categorical Carryover * (\$15K) Postage - Board Approved Reduction * (\$36K) Athletics - Board Approved Reduction * (\$100K) School Resource Officer - Brd. Appvd. Red.
Capital Outlay	132,366	132,366	0	* *
Other Outgo	1,531,683	1,541,683	10,000	* \$10K State Special Schools * \$5K Indirect Costs
<b>Total</b>	<b>98,918,384</b>	<b>99,255,509</b>	<b>337,125</b>	

# San Dieguito Union High School District

## INFORMATION REGARDING BOARD AGENDA ITEM

**TO:** BOARD OF TRUSTEES

**DATE OF REPORT:** September 7, 2010

**BOARD MEETING DATE:** September 16, 2010

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

**SUBMITTED BY:** Ken Noah  
Superintendent

**SUBJECT:** **ADOPTION OF RESOLUTION / Layoff  
and/or Reductions of Hours of One  
Classified Employee/Position for Fiscal  
Year 2010-2011**

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### EXECUTIVE SUMMARY

There has been a decrease in the number of Special Education students whose IEP-directed transportation needs require the presence of a School Bus Attendant. This has resulted in a lack of work affecting the number of Bus Attendants needed in the Transportation Department, in turn requiring the layoff of one position.

The District has informed CSEA of this situation and is in the process of negotiating impacts and effects of the resulting layoff.

The purpose of this recommended Board action is to initiate the process of deleting and/or reducing the hours/months of the identified positions and ensuring implementation of all layoff rights for the affected incumbent.

### RECOMMENDATION:

It is recommended that the Board of Trustees approve and adopt the attached resolution.

Attachment

BOARD OF TRUSTEES  
OF THE  
SAN DIEGUITO UNION HIGH SCHOOL DISTRICT

Resolution Re: Layoff and/or Reduction in Hours

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

WHEREAS, a reduction in the number of classified employees or the level of services to be provided thereby is required due to the lack of work and/or lack of funds within the District anticipated for the 2010-2011 school year; and

WHEREAS, applicable provisions of the Education Code, the Master Agreement between the Board of Trustees and the California School Employees Association and its Chapter 241, and the rules and regulations of the Personnel Commission of the San Dieguito Union High School District require notice to the employees that they may be laid off or reduced in assignment, as well as notification of their rights of displacement, if any, and reemployment rights; and

WHEREAS, the Board of Trustees desires that the Superintendent implement the layoffs and/or reductions in assignment consistent with these requirements;

NOW, THEREFORE, BE IT RESOLVED that this Board hereby initiates the layoffs and/or reductions in assignment of the following positions and the corresponding employees effective at the end of the day on the dates indicated below:

**ITEM 1 EFFECTIVE NOVEMBER 02, 2010**

**ITEM 1**

**01 School Bus Attendant, as follows:**

01 position eliminated 0.5000 FTE ST 01 employee

BE IT FURTHER RESOLVED that the Superintendent determine the order of layoff pursuant to Education Code Section 45308, and give all appropriate notices to affected employees pursuant to the applicable provisions of the Education Code, the Master Agreement between the Board of Trustees and the California School Employees Association and its Chapter 241, and the rules and regulations of the Personnel Commission of the San Dieguito Union High School District.

ITEM 21

PASSED AND ADOPTED by the Board of Trustees of the San Dieguito Union High School District of San Diego County, California on the 16<sup>th</sup> day of September, 2010 by the following vote:

AYES:	_____	_____	NOES:	_____
	_____	_____		_____
	_____			

# San Dieguito Union High School District

## INFORMATION REGARDING BOARD AGENDA ITEM

**TO:** BOARD OF TRUSTEES

**DATE OF REPORT:** September 8, 2010

**BOARD MEETING DATE:** September 16, 2010

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

**SUBMITTED BY:** Ken Noah  
Superintendent

**SUBJECT:** Board Policy Revision Proposal  
#4241.3-04.1, Director of Purchasing  
and Risk Management, Reclassification  
of One Position and Incumbent

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### EXECUTIVE SUMMARY

Proposed Board Policy 4241.3-04.1 Director of Purchasing and Risk Management is presented for information and first reading. This policy is scheduled for second reading and adoption at the Board's regular meeting on October 4, 2010.

The District has assigned to the Director of Purchasing the additional responsibility to direct day-to-day risk management activities and programs to manage the District's exposure to risk and loss, including worker's compensation. The class description has been updated to reflect the assignment of these duties.

These responsibilities were previously among those assigned to the Executive Director of Business Services, and that position became vacant on August 1, 2010. As part of its overall cost reduction efforts, the District has decided that it will not be refilling that management position.

The remaining duties of that position have been absorbed by other management-level positions without classification impact. However, the risk management duties assigned to the Director of Purchasing do increase the scope and responsibility of the position sufficiently to warrant both the recommended change in class description (copy attached) and a recommendation to adjust the salary allocation of this single position classification from MGT G5R3 (includes Director of Purchasing; Director of Planning and Financial Management; Director of Student Information Services) to MGT G5R4



## ITEM 22

(includes Director of Nutrition Services; Director of Transportation; and Director of Risk Management Services, vacated in 2005).

Director of Purchasing MGT G5R3	annual	<b>Step 1</b> 79,168	<b>Step 2</b> 83,125	<b>Step 3</b> 87,281	<b>Step 4</b> 91,644
Director of Purchasing and Risk Management MGT G5R4	annual	88,035	92,435	97,057	101,908

The Personnel Commission will be taking action on this recommendation at its next regularly scheduled meeting on September 21, 2010.

**RECOMMENDATION:**

It is recommended that the Board review the board policy revision proposal #4241.3-04.1, Director of Purchasing and Risk Management, and the proposed reclassification and salary allocation recommendation. This item will be resubmitted for action at the Board's regular meeting of October 4, 2010.

**FUNDING SOURCE:**

District General Fund.

Attachment

**DIRECTOR OF PURCHASING AND RISK MANAGEMENT****OVERALL JOB PURPOSE STATEMENT**

Under the direction of the ~~Executive Director of Business Services~~ Associate Superintendent/Business, the job of the Director of Purchasing and Risk Management is done for the purpose/s of planning, organizing and directing the district's purchasing, warehousing, ~~and~~ contracting, and worker's compensation/risk management functions; ensuring that departmental work goals are met and that services are provided in an efficient and effective manner; ensuring that staff utilizes appropriate procedures and safe practices; receiving and evaluating quotations and recommending and/or awarding bids and contracts for the purchase of equipment, supplies and services.

**DISTINGUISHING CHARACTERISTICS**

The Director of Purchasing and Risk Management is a single-position, management classification responsible for planning, directing, supervising and controlling a District-wide program that ensures the integrity, comprehensiveness, accuracy, responsiveness, and applicability of all elements of District activities related to procuring, purchasing, contracting and bidding for goods and services to meet the District's operational needs with respect to instruction, business services and operations, human resources, and construction/repair of facilities, and directs the day-to-day risk management activities and programs to manage the District's exposure to risk and loss.

**ESSENTIAL JOB FUNCTIONS:**

- Directs District's loss prevention and safety programs (e.g., conducts risk analysis and classification studies, and coordinating safety committee activities) for the purpose of minimizing District's losses due to liability.
- Develops long and short range plans/programs, (e.g. safety and accident reduction, periodic risk assessment analyses and studies, emergency/disaster preparedness, etc.) for the purpose of minimizing District's losses due to liability, including worker's compensation claims, and ensuring that the district's resources are effectively utilized.
- Plans/directs programs to maintain compliance with federal, state, and local safety and worker's compensation programs, including CalOSHA and EPA regulations.
- Represents the district for the purpose of ensuring the best interests of the District are sustained in mitigating loss control and claims issues.
- Negotiates with outside vendors on terms and conditions as well as change order requests for the purpose of securing necessary services and materials for the district within budget parameters and ensuring compliance with district, local, State and Federal regulations.
- Manages warehouse, mail and related operations (e.g. receipt of merchandise, return of material, disposal of obsolete items, storage and delivery of standard supply items,

**CLASSIFIED PERSONNEL**

4241.3-04.1

ITEM 22

delivery of mail) for the purpose of efficient and effective department operations, ensuring proper maintenance of district inventories.

- Recommends new hires, promotions, terminations and transfers for the purpose of maintaining staffing needs and productivity of the work force.
- Supervises purchasing and warehouse department and risk management personnel for the purpose of ensuring that departmental work goals are achieved.
- Represents the district on various committee and boards for the purpose of servicing as district liaison between other school district, outside agencies, and governmental agencies.
- Researches new procedures (e.g. direct shipment of orders), products, materials, equipment, supplies, laws, regulations, etc. for the purpose of recommending purchases and contracts, and maintaining district-wide services.
- Directs the solicitation of bid documents and quotations for the purpose of providing cost information, making purchases and securing items and services.
- Assists district administration as may be required for the purpose of formulation and development of relevant fiscal and other policies, procedures and programs.
- Assists district administration in planning for new facilities (e.g., contract deadlines, securing contracts for professional services, procurement of equipment, etc.) for the purpose of ensuring effective and efficient planning and implementation of district construction projects.
- Analyzes bids, proposals and change requests for the purpose of making recommendations concerning effective and timely project completion and ensuring compliance with district, local, State and Federal regulations.
- Authorizes purchase orders, contracts and agreements for the purpose of ensuring compliance with district, State and Federal regulations, policies and procedures.
- Develops and directs district capital inventory system and department procedures (e.g., the use of appropriate accounting practices) for the purpose of ensuring effective and efficient district operations.
- Informs school sites and office personnel concerning various purchasing and contracting issues for the purpose of providing support for related issues.
- Develops department and district procedures for the purpose of ensuring efficient and effective contracting, purchasing, ~~and~~ warehousing, and risk management operations and maintaining compliance with district, local, State and Federal regulations.
- Prepares various documents (e.g., budgets, requisitions, time studies, productivity, evaluation reports, award of contract/agreement contracts) for the purpose of providing necessary information to State/Federal agencies and appropriate district personnel and/or developing contracts specifications.

**CLASSIFIED PERSONNEL**

4241.3-04.1

ITEM 22

- Presents various programs (e.g., safety, purchasing and warehouse programs) for the purpose of informing staff on appropriate procedures and safe practices.

**OTHER FUNCTIONS**

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

**JOB REQUIREMENTS – QUALIFICATIONS****SKILLS, KNOWLEDGE AND ABILITIES:**

SKILLS are required to perform multiple, technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include skills to: administer personnel policies and practices; apply pertinent codes, policies, regulations and laws relating to purchasing and contracting; communicate with persons of varied cultural and educational backgrounds; operate equipment used in warehouse mailing, forklift, etc.; operate standard office equipment, including utilizing pertinent software applications; perform standard bookkeeping/accounting procedures; plan and manage projects; prepare and maintain accurate records; prepare budgets and financial plans.

KNOWLEDGE is required to perform advanced math; review and interpret highly technical information, write technical materials, and speak persuasively to implement desired actions; and analyze situations to define issues and draw conclusions. Specific knowledge required to satisfactorily perform the functions of the job includes knowledge to: utilize basic math plus algebra and geometry for practical applications; read scientific and technical journals; write manuals; speak persuasively in relation to concepts and theories; and analyze situations to define issues and draw conclusions; loss control, safety, industrial hygiene and risk management principles and techniques; current laws, codes and regulations; assessment and evaluation practices and procedures; risk management procedures for loss control and claims handling.

ABILITY is required to schedule a number of activities, meetings, and/or events; often gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to work with others in a wide variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a significant diversity of individuals and groups; work with data of widely varied types and purposes; to identify issues and create action plans. Problem-solving with data requires following prescribed guidelines and ~~utilize~~ utilizing a variety of types of job-related equipment. In working with others, independent problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is significant. Specific abilities required to satisfactorily perform the functions of the job

**CLASSIFIED PERSONNEL**

4241.3-04.1

ITEM 22

include ability to: adhere to safety practices; be attentive to details; meet deadlines and schedules; and work under time constraints, working with detailed information/data; communicating with diverse groups; maintaining confidentiality; setting priorities; analyzing laws and regulations; communicating effectively both orally and in writing; and conflict resolution.

**RESPONSIBILITY**

Responsibilities include working under limited supervision using standardized practices and/or methods; managing a department; and supervising the use of funds. Utilization of significant resources from other work units is routinely 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: some lifting, carrying, pushing, and/or pulling; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires ~~50% sitting, 25% walking, and 25%~~ 70% sitting, 15% walking and 15% standing. This job is performed in a generally clean and healthy environment.

**EXPERIENCE**

Job related experience within the specialized field with increasing levels of responsibility is required. (Typical example would be at least three years of purchasing and/or contracting experience in a public agency or school district, or directing the activities of a program responsible for worker's compensation and loss control and mitigation, including at least one year in a lead, supervisory, or management level capacity with responsibility for the work of others.)

**EDUCATION**

Bachelor's degree in job related area (e.g. business administration, public administration, accounting, purchasing/ contracting, material management, risk management, loss control management etc.). Additional qualifying experience may substitute for the educational requirement on the basis of one year of experience for 24 semesters or 45 quarter units.

**REQUIRED TESTING**

Pre-employment proficiency test.

**CERTIFICATES**

Certification with National Association of Purchasing Managers or Certificated Public Purchasing Officer is desirable. Valid driver's license and evidence of insurability.

Bondable. Valid State of California Driver's license, evidence of insurability, and participation in the DMV pull-notice program.

## CLASSIFIED PERSONNEL

4241.3-04.1

ITEM 22

### CONTINUING EDUCATION/TRAINING

None Specified.

### CLEARANCES

Criminal Justice Fingerprint/Background Clearance and Tuberculosis Clearance.

### FLSA STATUS

Exempt

### SALARY RANGE

Management

# San Dieguito Union High School District

## INFORMATION REGARDING BOARD AGENDA ITEM

**TO:** BOARD OF TRUSTEES

**DATE OF REPORT:** September 9, 2010

**BOARD MEETING DATE:** September 16, 2010

**PREPARED BY:** Rick Schmitt  
Associate Superintendent/Educational Services

**SUBMITTED BY:** Ken Noah, Superintendent

**SUBJECT:** Board Policy Revisions

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### EXECUTIVE SUMMARY

Several Board Policies are in need of revision, as proposed on the attached chart. These policy changes are being submitted for review, and will be resubmitted for action at the October 7, 2010 meeting.

### RECOMMENDATION:

It is recommended that the Board review the Board Policy revisions, as shown in the attached supplements.

### FUNDING SOURCE:

Not applicable.

## Board Policy Revision Proposals

ITEM 23

September 16, 2010

### **Board Policy/AR # Reason for the change**

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5141.26                      Need to update wording on TB

5141.21 (BP & AR)      Some language change in BP. Major changes in AR to conform to 5 year update in the AR.



## STUDENTS

5141.21 ITEM 23

### ADMINISTERING MEDICATION AND MONITORING HEALTH CONDITIONS

The Board of Trustees recognizes that students of the San Dieguito Union High School District may need to take prescribed medication during the school day in order to be able to attend school without jeopardizing their health.

The Superintendent or designee shall develop processes for the administration of medication to these students. For any student with a disability, as defined under the Individuals with Disabilities Education Act or Section 504 of the Rehabilitation Act of 1973, necessary medication shall be administered in accordance with the student's individualized education program or Section 504 accommodation plan. (cf. 6159 - Individualized Education Program) (cf. 6164.6 - Identification and Education under Section 504)

When the district has received written statements from the student's physician and parent/guardian, designated personnel shall assist the student in taking the medication. In addition, upon written request from the physician and parent/guardian, designated personnel may assist the student in monitoring, testing or other treatment of an existing medical condition, if trained in those duties. (Education Code 49423)

Prescribed medication may be administered by the school nurse or other designated school personnel only when the Superintendent or designee has received written statements from both a student's physician and parent/guardian. (Education Code 49423; 5 CCR 600)

Upon written request by the parent/guardian and with the ~~approval of~~ written order from the student's physician, a student with an existing medical condition that requires frequent monitoring, testing or treatment may be allowed to self administer this service under the supervision of designated personnel. The student shall observe universal precautions in the handling of blood and bodily fluids.

If a parent/guardian chooses, he/she may administer the medication to his/her child at school or designate another individual who is not a school employee to do so on his/her behalf. (cf. 1250 - Visitors/Outsiders) (cf. 6116 - Classroom Interruptions)

In addition, upon written request by the parent/guardian and with the approval of the student's physician, a student with a medical condition that requires frequent treatment, monitoring, or testing may be allowed to self-administer, self-monitor, and/or self-test. The student shall observe universal precautions in the handling of blood and other bodily fluids. (cf. 5141 - Health Care and Emergencies) (cf. 5141.22 - Infectious Diseases) (cf. 5141.23 - Asthma Management)

Prescribed medication may be administered by the school nurse or other designated school personnel only when the Superintendent or designee has received written statements from both the student's physician and parent/guardian. (Education Code 49423; 5 CCR 600)

School nurses and other designated school personnel shall administer medications in accordance with law, Board policy, and administrative regulation and shall be afforded appropriate liability protection. (cf. 3530 - Risk Management/Insurance)

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Only a school nurse or other school employee with an appropriate medical license may administer an insulin injection to a student. In the event such licensed school personnel are unavailable, the district may contract with a licensed nurse from a public or private agency to administer insulin to the student. However, in an emergency situation such as a public disaster or epidemic, a trained, unlicensed district employee may administer an insulin injection to a student. (cf. 5141.24 - Specialized Health Care Services)

To the extent that the administration of a medication, such as epinephrine auto-injector or glucagon, is authorized by law, the Superintendent or designee shall ensure that unlicensed personnel designated to administer it to students receive appropriate training from qualified medical personnel before any medication is administered. At a minimum, the training shall cover how and when such medication should be administered, recognition of symptoms and treatment, emergency follow-up procedures, and proper documentation and storage of medication. Such trained, unlicensed designated school personnel shall be supervised by and provided with emergency communication access to a school nurse, physician, or other appropriate individual.

The Superintendent or designee shall maintain documentation of the training, ongoing supervision, as well as annual written verification of competency of such other designated school personnel.

### **ANAPHYLACTIC INJECTIONS**

The Board recognizes that some students have allergies of such severity that they may require an emergency anaphylactic injection during the course of the school day. Parents/guardians who are aware of this foreseeable need may ask the district to provide administer such injections in accordance with administrative regulations.

School staff who may be required to administer anaphylactic injections shall receive training from qualified medical personnel. They will be authorized to administer the injections in accordance with administrative regulations and will be afforded appropriate liability protection.

School staff who administers medication, including epinephrine auto-injections, to students shall receive training from qualified medical personnel on how such medication should be administered as well as training in the proper documentation and storage of the medication.

Staff authorized to administer the medication shall do so in accordance with administrative regulations and shall be afforded appropriate liability protection.

If the parent/guardian so chooses, he/she may administer the medication to his/her child. In addition, the parent/guardian may designate another individual who is not a school employee to administer the medication to the student.

### **SELF-ADMINISTRATION AND MONITORING**

Upon written request by the parent/guardian and with the approval of the student's physician, a student with a medical condition that requires frequent treatment, monitoring, or testing may be allowed to self-administer, self-monitor, and/or self-test. The student shall observe universal precautions in the handling of blood and other bodily fluids.

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### Legal Reference:

#### EDUCATION CODE

<u>48980</u>	<u>Notification at beginning of term</u>
<u>49407</u>	Liability for treatment
<u>49408</u>	Emergency information
<u>49414</u>	<u>Emergency epinephrine auto-injectors</u>
<u>49414.5</u>	<u>Providing school personnel with voluntary emergency training</u>
<u>49423</u>	Administration of prescribed medication for student
<u>49423.1</u>	<u>Inhaled asthma medication, conditions upon which pupil may carry and self-administer medication</u>
<u>49423.5</u>	Specialized health care services
<u>49426</u>	School nurses
<u>49480</u>	Continuing medication regimen; notice

#### BUSINESS AND PROFESSIONS CODE

<u>2700-2837</u>	Nursing, especially:
<u>2726</u>	Authority not conferred
<u>2727</u>	Exceptions in general
	<u>(cf. 3530 - Risk Management/Insurance)</u>
	<u>(cf. 4119.43/4219.43/4319.43 - Universal Precautions)</u>
	<u>(cf. 5141 - Health Care and Emergencies)</u>
	<u>(cf. 5141.22 - Infectious Diseases)</u>

#### CODE OF REGULATIONS, TITLE 5

<u>600-611</u>	<u>Administering medication to students</u>
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#### Management Resources:

##### NATIONAL DIABETES EDUCATION PROGRAM PUBLICATIONS

Helping the Student with Diabetes Succeed: A Guide for School Personnel, June, 2003

##### CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

Training Standards for the Administration of Epinephrine Auto-Injectors, December, 2004

#### WEB SITES

American Diabetes Association:

<http://www.diabetes.org>

California Department of Education, Health Services and School Nursing:

<http://www.cde.ca.gov/ls/he/hn>

Department of Health and Human Services, National Institutes of Health, National Heart, Lung and Blood Institute, asthma information:

<http://www.nhlbi.nih.gov/health/public/lung/index.htm#asthma>

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**ADMINISTERING MEDICATION AND MONITORING HEALTH CONDITIONS****DEFINITIONS**

Other Designated School Personnel may include any individual employed by the district who has consented to administer the medication or otherwise assist the student, and who may legally administer the medication. (5 CCR 601)

Medication may include not only a substance dispensed in the United States by prescription, but also a substance that does not require a prescription, such as over-the-counter remedies, nutritional supplements, and herbal remedies. (5 CCR 601)

~~Before a designated employee assists in the administration of any prescribed medication to any student during school hours, the district shall have: (Education Code 49423)~~

- ~~1. A written statement from the student's physician detailing the method, amount and time schedules by which the medication is to be taken.~~
- ~~2. A written statement from the student's parent/guardian requesting the district to assist the student in taking the medication as prescribed by the physician.~~

Parents/guardians shall provide the medication in a properly labeled pharmacy bottle containing the name and telephone number of the pharmacy, the student's identification, name of the physician, and dosage of the medication to be given. This will be consistent with the physician statement.

The designated employee shall:

1. Be responsible for the medication at school and administer it in accordance with the physician's indicated instructions.
2. Maintain a list of students needing medication during school hours, including the type of medication, times, and dosage.
3. Maintain an individual log recording the student's name and the time and date when medications were given.
4. Keep all medication in a locked drawer or cabinet.

**NOTIFICATIONS TO PARENTS/GUARDIANS**

At the beginning of each school year, the Superintendent or designee shall notify parents/guardians that students who need to take prescribed medication during the school day may be assisted by a school nurse or designated school personnel or allowed to self-administer certain medication as long as the district receives written statements from the student's physician and parent/guardian in accordance with law, Board policy and administrative regulation. (Education Code 48980, 49423) (cf. 5145.6 - Parental Notifications)

The Superintendent or designee shall inform all parents/guardians of the following requirements: (Education Code 49480)

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- ~~1. The parent/guardian of a student on a continuing medication regimen from a non-episodic condition shall inform the school nurse or other designated certificated employee of the medication being taken, the current dosage and the name of the supervising physician.~~
21. With the parent/guardian's consent, the school nurse may communicate with the student's physician regarding the medication and its effects and may counsel school personnel regarding the possible effects of the drug on the student's physical, intellectual and social behavior, as well as possible behavioral signs and symptoms of adverse side effects, omission, or overdose.

### ANAPHYLACTIC INJECTIONS

1. Parents/guardians of students who may require emergency anaphylactic injections shall provide written permission for authorized staff to administer these injections. A written order from the student's physician for the epinephrine auto-injector pen must accompany parent permission.
2. Each year, school employees designated by the principal shall receive training in administering anaphylactic injections. Qualified medical personnel shall provide this training.
3. The principal or designee shall schedule inservice meetings to:
  - a. Familiarize authorized staff with the prescribed medications and their location.
  - b. Ensure that authorized staff is competent to administer anaphylactic injections.
  - c. Train all school personnel to recognize the symptoms of anaphylactic reactions.

Physicians and parents/guardians of students who may require anaphylactic injections may be invited to attend these meetings.

4. The principal or designee shall prepare a list naming the students who may need emergency anaphylactic injections. This list shall be given to all concerned staff and updated every semester.
5. All medication for injections shall be labeled with the student's name, date of birth, type of medicine, and expiration date.
6. The principal or designee shall post in the school health office a list of symptoms usually associated with anaphylactic reactions and a clear, specific procedure for administering injections in case of emergency. If authorized staff is not available at the time of an emergency, this written procedure will be followed by anyone who must administer the injection in order to save a life.
7. The principal shall ensure that a suitable number of staff are designated, trained, and provided access to student medications to cover contingencies such as staff illness, vacations, or other situations when the primary designee is off-campus.

### AUTHORIZATION TO CARRY AND/OR SELF-ADMINISTER MEDICATIONS

In the event that a student has allergies or medical conditions of such severity that the student's well-being is in jeopardy unless certain medication is carried on the student's person, the following conditions shall be met:

1. The student will have a current written order from a physician for the medication, such as an epinephrine auto-injector pen or asthma inhaler indicating approval of the following:
  - a. The student must always carry the medication.
  - b. The student has been instructed by the physician and is competent in self-administering the

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medication.

- ~~2. The student's parent/guardian will provide a written request that the student carry and/or self-administer the medication in accordance with the physician's instructions.~~
- ~~3. The student will be encouraged to carry medical information in the form of a card or Medical Alert bracelet/necklace identifying the specific allergy or condition requiring the medication.~~
- ~~4. The foregoing will be documented in the student's Individualized Health Plan.~~

Principal or designee shall maintain a list of students who are authorized to carry or self-administer prescribed medications and inform staff as may be necessary to ensure the well-being of the student.

**PARENT/GUARDIAN RESPONSIBILITIES**

Before a designated employee administers or assists in the administration of any prescribed medication to any student or any student is allowed to carry and self-administer prescription auto-injectable epinephrine or prescription inhaled asthma medication during school hours, the district shall have a written statement from the student's physician and a written statement from the student's parent/guardian. (Education Code 49423, 49423.1; 5 CCR 600)

The physician's written statement shall clearly: (Education Code 49423, 49423.1; 5 CCR 602)

1. Identify the student
2. Identify the medication
3. Specify the method, amount and time schedules by which the medication is to be taken
4. Contain the name, address, telephone number and signature of the physician
5. If a parent/guardian has requested that his/her child be allowed to self-administer prescription auto-injectable epinephrine or prescription inhaled asthma medication, confirm that the student is able to self-administer the medication

The parent/guardian's written statement shall:

1. Identify the student
2. Grant permission for the authorized district representative to communicate directly with the student's physician, as may be necessary, regarding the physician's written statement or any other questions that may arise with regard to the medication
3. Contain an acknowledgment that the parent/guardian understands how district employees will administer or otherwise assist the student in the administration of medication
4. Contain an acknowledgment that the parent/guardian understands his/her responsibilities to enable district employees to administer or otherwise assist the student in the administration of medication including, but not limited to, the parent/guardian's responsibility to provide a written statement from the physician and to ensure that the medication is delivered to the school in a proper container by an individual legally authorized to be in possession of the medication

If a parent/guardian has requested that his/her child be allowed to carry and self-administer prescription auto-injectable epinephrine or prescription inhaled asthma medication, the parent/guardian's written statement shall also: (Education Code 49423, 49423.1)

1. Consent to the self-administration

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2. Release the district and school personnel from civil liability if a student suffers an adverse reaction as a result of self-administering the medication

The parent/guardian shall annually provide the Superintendent or designee a new written statement from himself/herself and the student's physician. In addition, the parent/guardian shall provide a new physician statement if the medication, dosage, frequency of administration or reason for administration changes. (Education Code 49423, 49423.1)

Parents/guardians shall provide medications in a properly labeled, original container along with the physician's instructions. For prescribed medication, the container shall bear the name and telephone number of the pharmacy, the student's identification, name and phone number of the physician, and physician's instructions. Medications that are not in their original container shall not be accepted or administered. Medications shall be delivered to the school by the parent/guardian, unless the Superintendent or designee authorizes another method of delivery.

The parent/guardian of a student on a continuing medication regimen for a nonepisodic condition shall inform the school nurse or other designated certificated employee of the medication being taken, the current dosage and the name of the supervising physician.

A parent/guardian may designate an individual who is not an employee of the district to administer medication to his/her child as long as the individual is clearly identified, willing to accept the designation, permitted to be on the school site, and any limitations on the individual's authority are clearly established. The parent/guardian shall provide a written statement designating the individual and containing the information required above.

**DESIGNATED EMPLOYEE/DISTRICT RESPONSIBILITIES**

The school nurse or other designated school personnel shall:

1. Administer or assist in administering the medication in accordance with the physician's written statement
2. Accept delivery of medication from the student's parent/guardian, including counting and recording the medication upon receipt
3. Maintain a list of students needing medication during the school day, including the type of medication, times and dosage, as well as a list of students who are authorized to self-administer medication
4. Maintain a medication log documenting the administration of medication including the student's name; name of medication the student is required to take; dose of medication; method by which the student is required to take the medication; time the medication is to be taken during the regular school day; date(s) on which the student is required to take the medication; physician's name and contact information; and a space for daily recording of medication administration  
The daily record shall contain the date, time, amount of medication administered, and signature of the individual administering the medication
5. Maintain a medication record including the physician's written statement, the parent/guardian's written statement, the medication log, and any other written documentation related to the administration of medication to the student

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6. Ensure that student confidentiality is appropriately maintained (cf. 5125 - Student Records)
7. Coordinate the administration of medication during field trips and after-school activities
8. Report any refusal of a student to take his/her medication to the parent/guardian
9. Keep all medication to be administered by the district in a locked drawer or cabinet
10. Communicate with the physician regarding the medication and its effects
11. Counsel school personnel regarding the possible effects of the medication on the student's physical, intellectual and social behavior, as well as possible behavioral signs and symptoms of adverse side effects, omission or overdose.
12. By the end of the school year, ensure that unused, discontinued and outdated medication is returned to the student's parent/guardian where possible or, if the medication cannot be returned, is disposed of in accordance with state laws and local ordinances



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### TUBERCULOSIS TESTING

The Board of Trustees of the San Dieguito Union High School District recognizes that tuberculosis poses a public health threat. Treatment of active cases of this disease is the most effective means of controlling its spread.

The Superintendent or designee may require a tuberculosis skin test when qualified medical personnel reasonably suspect that a student has active tuberculosis. If there is an outbreak of tuberculosis at any school, the Superintendent or designee may require all students at the school to undergo tuberculosis skin tests.

Students known to have had a positive tuberculosis skin test shall be excluded from school until they provide evidence of a follow-up x-ray and appropriate medical care or are no longer suspected of having active tuberculosis.

All district staff shall receive information on how tuberculosis is spread and how it can be prevented and treated.

Any student with active tuberculosis shall be excluded from attendance at a district school in accordance with AR 5112.2 - Exclusions from Attendance. (cf. 5112.2 - Exclusions from Attendance)

Whenever ordered by the local health officer, students seeking admission for the first time to a district school at any grade level shall submit to tuberculosis testing. Any student subject to the order shall be admitted to school as follows:

a. The Superintendent or designee shall unconditionally admit the student if he/she, prior to admission, submits a certificate, signed by any public or private medical provider, indicating that he/she has completed an approved tuberculosis examination and is free from active tuberculosis. (Health and Safety Code 121485, 121490, 121500; 22 CCR 41305, 41311, 41313)(cf. 5141.3 - Health Examinations) (cf. 5141.6 - School Health Services) (cf. 5148 - Child Care and Development) (cf. 5148.3 - Preschool/Early Childhood Education)

A student shall not be required to obtain the certificate if his/her parent/guardian or custodian provides the Superintendent or designee with an affidavit stating that the required examination is contrary to his/her beliefs. If there is probable cause to believe that such a student has active tuberculosis, he/she may be excluded from school until the Superintendent or designee is satisfied that he/she is not afflicted. (Health and Safety Code 121505)

b. A student who has not submitted the certificate may be conditionally admitted provided that he/she receives an approved tuberculin skin test within 10 school days after admission. A student who had a positive skin test and has not subsequently obtained a chest x-ray may be conditionally admitted if he/she receives a chest x-ray within 20 school days after admission. Any student who fails to provide the certificate within those time periods shall be prohibited from further attendance until he/she provides the certificate. (Health and Safety Code 121495; 22 CCR 41315, 41327)

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- c. Whenever the local health officer so orders, a student may be required to complete an additional examination and provide another certificate indicating that he/she is free of communicable tuberculosis. (Health and Safety Code 121485)
- d. At the discretion of the local health officer, the district may admit a student without a certificate if he/she is undergoing or has already undergone preventive treatment for tuberculosis infection or treatment for tuberculosis disease. (22 CCR 41319)

Whenever the Superintendent or designee suspects that a student who has not been examined for tuberculosis either has the disease or has been exposed, he/she shall immediately report by telephone to the local health officer. When required by the local health officer, the district shall exclude the student from school until he/she is certified to be free of communicable tuberculosis. (22 CCR 41329)

The Superintendent or designee shall maintain a record of any student's tuberculosis examination as part of the student's mandatory permanent student record. (22 CCR 41323)(cf. 5125 - Student Records)

The Superintendent or designee shall annually file a report with the local health department on the results of tuberculosis examinations for all individuals required to complete such examinations in accordance with item #2 above, including, but not necessarily limited to, the number of individuals unconditionally and conditionally admitted and the number of individuals exempted on the basis of their personal beliefs (22 CCR 41325)  
(cf.4112.4/4212.4/4312.4-HealthExaminations)  
(cf. 4119.43/4219.43/4319.43 - Universal Precautions)  
(cf. 4131 - Staff Development)  
(cf. 4231 - Staff Development)  
(cf. 4331 - Staff Development)  
(cf. 5141.22 - Infectious Diseases)

**Legal Reference:****EDUCATION CODE**

~~48211 Habits and disease~~  
~~49450 Rules to insure proper care and secrecy~~  
~~49451 Parent's refusal to consent~~  
48213 Prior parent notification of exclusion; exemption  
49451 Parent's refusal to consent to health examination

**HEALTH AND SAFETY CODE**

~~199.81 Providing information to school districts on AIDS, AIDS-related conditions and Hepatitis B~~  
~~199.82 Information to employees of school district~~  
~~3118 Exclusion of persons from school~~  
~~3400-3409 Tuberculosis tests for pupils~~  
120230 Exclusion of persons from school when residence is in isolation or quarantine  
121365 Duties of local health officer re: tuberculosis control

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121475-121520 Tuberculosis tests for students  
124025-124110 Child Health and Disability Prevention Program

### CODE OF REGULATIONS, TITLE 5

202 Exclusion of students with contagious disease  
432 Student records  
3030 Eligibility for special education; tuberculosis that adversely affects educational performance

### CODE OF REGULATIONS, TITLE 22

41301-41329 Tuberculosis tests for students

### Management Resources:

### WEB SITES

American Lung Association: <http://www.lungusa.org>  
California Department of Public Health, Tuberculosis Control: <http://www.cdph.ca.gov/programs/tb>  
Centers for Disease Control and Prevention, Tuberculosis: <http://www.cdc.gov/tb>  
Health Officers Association of California: <http://www.calhealthofficers.org>  
(3/93) 3/10