



**BOARD OF TRUSTEES
REGULAR BOARD MEETING**

Board of Trustees
Joyce Dalessandro
Barbara Groth
Beth Hergesheimer
Amy Herman
John Salazar

Superintendent
Ken Noah

Union High School District

**THURSDAY, AUGUST 18, 2011
6:30 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 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, AUGUST 18, 2011
6:30 PM**

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

PRELIMINARY FUNCTIONS (ITEMS 1 – 6)

- 1. CALL TO ORDER; PUBLIC COMMENTS REGARDING CLOSED SESSION ITEMS 5:45 PM
- 2. **CLOSED SESSION** **5:46 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.*
(3 issues): Superintendent Evaluation; 2 personnel issues
 - 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. Consideration and/or deliberation of student discipline matters (5 cases)

REGULAR MEETING / OPEN SESSION **6:30 PM**

- 3. RECONVENE REGULAR BOARD MEETING / CALL TO ORDER BOARD PRESIDENT
* WELCOME / MEETING PROTOCOL REMARKS
- 4. PLEDGE OF ALLEGIANCE
- 5. REPORT OUT OF CLOSED SESSION
- 6. APPROVAL OF MINUTES OF THE BOARD WORKSHOP AND REGULAR BOARD MEETING OF JULY 14, 2011
Motion by _____, second by _____, to approve the Minutes of July 14th meetings, as shown in the attached supplements.

NON-ACTION ITEMS (ITEMS 7 - 10)

- 7. STUDENT UPDATES(STUDENTS NOT IN ATTENDANCE DURING SUMMER BREAK)
- 8. BOARD REPORTS AND UPDATES BOARD OF TRUSTEES
- 9. SUPERINTENDENT’S REPORTS, BRIEFINGS, AND LEGISLATIVE UPDATES..... KEN NOAH
- 10. DEPARTMENT / SCHOOL 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
(None submitted)

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.

13. EDUCATIONAL SERVICES

A. APPROVAL/RATIFICATION OF AGREEMENTS

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

1. The Regents of the University of California (UCSD), to provide California Healthy Kids Survey (CHKS) support services for San Dieguito Union High School District's Tobacco Use Prevention Education (TUPE) program, during the period January 1, 2011 through March 31, 2013, for an estimated total amount of \$70,040.00, to be expended from the General Fund/Restricted 06-00 and reimbursed with funds from the California Department of Education TUPE Cohort F Competitive Grant funds.
2. AP Testing Service II, LLC 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 August 19, 2011 through June 30, 2012, to be expended directly from the test registration fees.
3. Phyllis Quan dba Quan Consulting, to provide sessions throughout the year with staff and parent leaders of all sports at San Dieguito High School Academy, La Costa Canyon High School, Canyon Crest Academy, and Torrey Pines High School, as well as give advice and counsel in fundraising for other academic and extracurricular activities, during the period August 19, 2011 through June 30, 2012, at the hourly rate of \$120.00 for an estimated amount not to exceed \$5,400.00, to be expended from the General Fund 03-00.
4. San Diego County Superintendent of Schools, to provide advanced Specially Designed Academic Instruction in English (SDAIE) professional development for San Dieguito Union High School teachers, during the period September 29, 2011 through March 15, 2012, for an amount not to exceed \$8,950.00, to be expended from the General Fund/Restricted 06-00.

B. APPROVAL OF REGIONAL OCCUPATIONAL PROGRAM AGREEMENT FOR PARTICIPATION, 2011-12

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 2011-12, 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 (None Submitted)

C. APPROVAL OF INTERDISTRICT ATTENDANCE AGREEMENTS, 2011-12

Approve entering into Interdistrict Attendance Agreements for 2011-12, with Escondido Union High School District, and Carlsbad, Poway, San Marcos, Vista, and Mountain Empire Unified School Districts, as shown in the attached supplement.

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. 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 August 15, 2011 through June 30, 2012, for an amount not to exceed \$20,400.00, to be paid for by the La Costa Canyon High School Foundation.
2. St. Peter's Episcopal Church, for lease of facilities for a San Dieguito Adult Education class, during the period September 1, 2011 through June 30, 2012, for an amount not to exceed \$1,000.00, to be expended from Adult Education Fund 11-00.
3. Encinitas Community Center, for lease of facilities for Adult Education classes, during the period August 19, 2011 through June 30, 2012, for an amount not to exceed \$1,500.00, to be expended from the Adult Education Fund 11-00.
4. Carmel Valley Recreation Center, for the lease of facilities for the San Dieguito Adult School classes, during the period August 19, 2011 through June 30, 2012, for an amount not to exceed \$5,500.00, to be expended from the Adult Education Fund 11-00.
5. San Dieguito Masonic Center, for lease of facilities for the San Dieguito Adult School, during the period September 1, 2011 through June 30, 2012, at the rate of \$1,100.00 (including utilities) per month, to be expended from the Adult Education Fund 11-00.
6. Mansfield Gas Equipment Systems, Inc., to provide scheduled maintenance, service, and inspection of the Transportation Department's CNG fueling facility, during the period July 1, 2011 through June 30, 2012, for an amount not to exceed \$17,025.48, to be expended from the General Fund/Restricted 06-00.
7. Door Service & Repair, Inc. (DSR), to provide preventative maintenance and repairs on 111 various types and sizes of rolling steel doors at 9 different school sites, during the period July 14, 2011 through June 30, 2012, for an amount not to exceed \$3,000.00, to be expended from the General Fund 03-00.
8. Circle Foods LLC to provide 12" flour tortillas and 10" flour tortillas, during the period August 19, 2011 through June 30, 2012, at the rate of \$1.88 per dozen and \$1.58 per dozen, respectively, to be expended from Cafeteria Fund 13-00.
9. Mercury Disposal Systems, Inc. to provide recycling services including fluorescent bulbs, high intensity discharge (HID) lights, non PCB ballasts, and batteries at the rates specified in the service contract, during the period August 19, 2011 until terminated by either party, to be expended from the General Fund 03-00.
10. Utah State University, for dietetic intern placement, during the period June 1, 2011 until terminated by either party with 30 day written notice, at no cost to the District.
11. Affordable Drain Service, Inc., to provide drain repair as needed throughout the district, during the period August 19, 2011 until terminated by either party with 30 days' notice, for an estimated amount not to exceed \$8,000.00, to be expended from the General Fund 03-00.
12. Antimite Termite and Pest Control, Inc., to provide pest control services district wide, during the period August 19, 2011 until terminated by either party with 30 days' notice, for an estimated amount not to exceed \$16,000.00, to be expended from the General Fund 03-00.
13. California Agri-Control, Inc., to provide pest control services district wide, during the period August 19, 2011 until terminated by either party with 30 days' notice, for an estimated amount not to exceed \$13,500.00, to be expended from the General Fund 03-00.
14. 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 try outs,

practices and games, during the period August 16, 2011 through November 15, 2011, for an amount not to exceed \$7,986.36, to be paid for by the Torrey Pines High School Foundation.

15. The Regents of the University of California, for the lease of facilities at the University of California, San Diego, for the San Dieguito High School Academy Boy's Water Polo try outs, practices and games, during the period August 15, 2011 through December 15, 2011, for an amount not to exceed \$6,290.38, to be paid for by the San Dieguito High School Academy Foundation.

B. APPROVAL/RATIFICATION OF AMENDMENT TO AGREEMENTS

Approve/ratify amending the following agreements and authorize Christina M. Bennett, Eric R. Dill, or Ken Noah to execute all pertinent documents:

1. Barnhart amendment Barnhart-Balfour Beatty, Inc. fka Douglas E. Barnhart, Inc., for the San Dieguito Academy Visual and Performing Arts Center to deduct the Guaranteed Maximum Price by an amount of \$9,606.00 due to the remaining unused Builder/Owner shared contingency as stipulated in the lease-leaseback agreement reducing the total contract amount to \$7,635,168.00.
2. PJ Pizza San Diego, LLC for Pizza Supplies B2009-20, amending contract language and extending the contract from August 1, 2011 through July 31, 2012, with no increase in unit pricing, to be expended from the Cafeteria Fund 13-00.
3. C.Farrell, Inc. dba Little Caesars for Breadstick Supplies B2009-20, amending contract language and extending the contract from August 1, 2011 through July 31, 2012, with no increase in unit pricing, to be expended from the Cafeteria Fund 13-00.
4. Holsum Bakery, Inc., for Bread & Bakery Supplies B2009-24, extending the contract period from August 1, 2010 through July 31, 2011, with increases in the unit pricing, as allowed in the contract, to be expended from the Cafeteria Fund 13-00.
5. Campus Foods, for Snack and Beverage Supplies B2009-21, extending the contract period from August 1, 2010 through July 31, 2011, with increases in the unit pricing, as allowed in the contract, to be expended from the Cafeteria Fund 13-00.
6. LANDesk Software, Inc., to amend the contract for hardware independent imaging design and configuration services, for an additional amount not to exceed \$25,150.00, to be expended from the General Fund 03-00.

C. AWARD/RATIFICATION OF CONTRACTS
(None Submitted)

D. ACCEPTANCE OF CONSTRUCTION PROJECTS

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

1. San Dieguito Academy Visual and Performing Arts project, contract entered into with Barnhart-Balfour Beatty, Inc.

E. ADOPTION OF RESOLUTION / COOPERATIVE BID

Adopt the attached resolution authorizing contracting pursuant to cooperative bid and award documents from The Cooperative Purchasing Network (TCPN), State of Texas, for the purchase of various supplies and services such as but not limited to maintenance, operational, and repair supplies, office supplies, information technology solutions, and furniture per the pricing structure, terms, and conditions stated in the bid documents, to be expended from the fund to which the supplies are charged, and authorize Christina M. Bennett or Eric R. Dill to execute any necessary documents.

- F. APPROVAL OF BUSINESS REPORTS
Approve the following business reports:
 1. Purchase Orders
 2. Membership Listing

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

- _____Joyce Dalessandro
- _____Barbara Groth
- _____Beth Hergesheimer
- _____Amy Herman
- _____John Salazar

DISCUSSION / ACTION ITEMS..... (ITEMS 16 - 27)

- 16. APPROVAL OF AMENDMENTS TO AGREEMENTS FOR MASTER PLANNING SERVICES
Motion by _____, second by _____, to approve the following amendments to agreements, to be expended from Capital Facilities Fund 25-19 and Mello Roos funds, and authorize Christina M. Bennett, Eric R. Dill or Ken Noah to execute all pertinent documents:
 - A. MVE Institutional, Inc., to amend the contract for master planning services for Sunset High School and San Dieguito High School Academy, adding additional services and scope to the San Dieguito High School master plan and adding a preliminary master plan for the La Costa Valley site, for an additional amount not to exceed \$22,000.00.
 - B. Lionakis, to amend the contract for master planning services for Canyon Crest Academy, Carmel Valley Middle School, and Earl Warren Middle School, adding additional scope of new middle school planning to the Canyon Crest Academy master plan, for an additional amount not to exceed \$50,200.00.
- 17. APPROVAL OF BOARD POLICY REVISION PROPOSAL, #5113.1 (BP & AR), "*CHRONIC ABSENCE AND TRUANCY*"
Motion by _____, second by _____, to approve Revision of Board Policy #5113.1 (BP & AR), "*Chronic Absence and Truancy*", as shown in the attached supplements.
- 18. APPROVAL OF BOARD POLICY REVISION PROPOSAL, #5141.3 (BP & AR), "*HEALTH EXAMINATIONS*"
Motion by _____, second by _____, to approve Revision of Board Policy #5141.3 (BP & New AR), "*Health Examinations*", as shown in the attached supplements.
- 19. APPROVAL OF BOARD POLICY REVISION PROPOSAL, PLUS NEW ADMINISTRATIVE REGULATION, #5141.31, "*IMMUNIZATIONS*"
Motion by _____, second by _____, to approve Revision of Board Policy #5141.31 (BP & New AR), "*Immunizations*", as shown in the attached supplements.
- 20. ADOPTION OF NEW BOARD POLICY, # 6163.2, (BR & AR), "*ANIMALS AT SCHOOL*"
Motion by _____, second by _____, to approve and adopt New Board Policy #6163.2, "*Animals at School*", as shown in the attached supplements.
- 21. APPROVAL OF BOARD POLICY REVISION PROPOSAL, #6168, "*STUDENT ACCEPTABLE USE POLICY*", AND #4112.7/AR-1, "*EMPLOYEE ACCEPTABLE USE POLICY*"
Motion by _____, second by _____, to approve Revision of Board Policy #6168, "*Student Acceptable Use Policy*", and #4112.7/AR-1, "*Employee Acceptable Use Policy*", as shown in the attached supplements.
- 22. APPROVAL OF BOARD POLICY REVISION PROPOSAL, #5145.01/#6146 (BP & AR), "*STUDENT ORGANIZATIONS & EQUAL ACCESS*"

Motion by _____, second by _____, to approve Revision of Board Policy #5145.01/#6146, (BP & AR), "Student Organizations & Equal Access", as shown in the attached supplements.

23. APPROVAL OF VIDEO POLICY FOR SHOWING RATED-R FILMS (3) IN VIDEO FILM AND FILM AND SOCIETY COURSES AT ALL FOUR HIGH SCHOOLS

Motion by _____, second by _____, to approve Video Policy for showing Rated-R Films, (3), as shown in the attached supplements.

24. SUFFICIENCY OF INSTRUCTIONAL MATERIALS, 2011-12, / ADOPTION OF RESOLUTION MAKING WRITTEN DETERMINATION THAT EVERY PUPIL HAS SUFFICIENT TEXTBOOKS OR INSTRUCTIONAL MATERIALS

A. Public Hearing (Board President calls for public comments)

B. Adoption of Resolution, Motion by _____, second by _____, to adopt Resolution, *Sufficiency of Instructional Materials*, as shown in the attached supplement.

25. APPROVAL OF PROPOSAL TO NAME LA COSTA CANYON HIGH SCHOOL FITNESS CENTER THE "JEFF KRSTICH FITNESS CENTER AT LA COSTA CANYON HIGH SCHOOL"

Motion by _____, second by _____, to approve the proposal to name the La Costa Canyon High School fitness center the "Jeff Krstich Fitness Center at La Costa Canyon High School", as shown in the attached supplement.

26. RENEWAL OF EMPLOYMENT CONTRACTS FOR ASSOCIATE SUPERINTENDENTS (3)

Motion by _____, second by _____, to renew the four-year Employment Contracts for the Associate Superintendents (3) of Human Resources, Business, and Educational Services, from July 1, 2011 through June 30, 2015, as shown in the attached supplements

27. ADJOURN TO SAN DIEGUITO PUBLIC FACILITIES AUTHORITY MEETING

INFORMATION ITEMS..... (ITEMS 28 – 42)

28. BOARD POLICY REVISION PROPOSAL, # 5145.1, (BP & AR), "STUDENT AND FAMILY PRIVACY RIGHTS"

Mandated policy revision to address privacy issues related to students and/or their parents/guardians, including the administration of surveys and physical exams/screenings, parent/guardian rights to inspect instructional materials, and collection of personal information for marketing purposes. This item is being submitted for first reading and will be resubmitted for approval on September 1, 2011.

29. BOARD POLICY REVISION PROPOSAL, #5146, (BP & AR), "TOBACCO"

Mandated policy revision to reflect new legislation (SB 882, 2010), stating it is unlawful to sell or furnish an electronic cigarette to a minor; also fosters TUPE, (*Tobacco-Use Prevention Education*) grant compliance language. This item is being submitted for first reading and will be resubmitted for approval on September 1, 2011.

30. NEW BOARD POLICY PROPOSAL, # 6159, (BP & AR) "INDIVIDUALIZED EDUCATION PROGRAM"

Mandated new policy to separate the identification process description from the IEP process description of individuals that qualify for special education services; also reflects new legislation (AB 1841) - *District may not override a parent/guardian's revocation of consent for special education services by filing for a due process hearing or requesting mediation in order to require that services be provided*, and new language on "Timelines for the IEP and for the Provision of Services". This item is being submitted for first reading and will be resubmitted for approval on September 1, 2011.

31. BOARD POLICY REVISION PROPOSAL, JOB DESCRIPTION #4160.29, "COORDINATOR, TECHNICAL EDUCATION / ENGLISH LANGUAGE PROGRAM AND ACADEMIC INTERVENTION"

This item is being presented for first read and will be submitted for board action on September 1, 2011.

32. BOARD POLICY REVISION PROPOSAL, # 4153.3 & 6111 (BP & AR), "INSTRUCTIONAL CALENDAR"

This item is being presented for first read and will be submitted for board action on September 1, 2011.

33. LABOR COMPLIANCE PROGRAM ANNUAL REPORT 2011, REPORTING PERIOD JULY 1, 2010 THROUGH JUNE 30, 2011

This is being presented as an information item only.

34. ACTION PLANS, 2011-12, UPDATE / FIRST READ

This item is being presented for first read and will be resubmitted for final review on September 1, 2011.

35. BUSINESS SERVICES UPDATE..... ERIC DILL, ASSOCIATE SUPERINTENDENT

36. HUMAN RESOURCES UPDATE TERRY KING, ASSOCIATE SUPERINTENDENT

37. EDUCATIONAL SERVICES UPDATE RICK SCHMITT, ASSOCIATE SUPERINTENDENT

38. 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)

39. FUTURE AGENDA ITEMS

40. **ADJOURNMENT TO CLOSED SESSION** (AS NECESSARY)

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.*

(3 Issues)

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. Consideration and/or deliberation of student discipline matters (5 cases)

41. REPORT FROM CLOSED SESSION (AS NECESSARY)

42. MEETING ADJOURNED

The next regularly scheduled Board Meeting will be held on [Thursday, September 1, 2011, at 6:30 PM](#) in the SDUHSD District Office Board Room 101. The District Office is located at 710 Encinitas Blvd., Encinitas, CA, 92024.



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

ITEM 6
Board of Trustees
Joyce Dalessandro
Barbara Groth
Beth Hergesheimer
Amy Herman
John Salazar

Superintendent
Ken Noah

**THURSDAY, JULY 14, 2011
1:30 PM**

**DISTRICT OFFICE, COMPUTER LAB
710 ENCINITAS BLVD., ENCINITAS, CA. 92024**

The Governing Board of the San Dieguito Union High School District held a Board Workshop on Thursday, July 14, 2011, at the above location.

ATTENDANCE

BOARD OF TRUSTEES

All board members were present.

DISTRICT ADMINISTRATION

- Ken Noah, Superintendent
- Eric Dill, Associate Superintendent, Business
- Terry King, Associate Superintendent, Human Resources
- Rick Schmitt, Associate Superintendent, Educational Services
- Russ Thornton, Executive Director, Facilities
- Joann Schultz, Executive Assistant, Business
- Becky Banning, Recording Secretary / Executive Assistant to the Superintendent

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

INFORMATION ITEMS

2. INTERIM UPDATE ON THE LONG RANGE FACILITIES PLANNING PROCESS

Superintendent Noah gave opening remarks; Mr. Dill and Mr. Thornton conducted the presentation. For details on topics, please see the attached document, which was distributed at the meeting.

3. ADJOURNMENT

The meeting was adjourned at 4:35 PM.

Barbara Groth, Board Clerk

Date

Ken Noah, Superintendent

Date

Interim Update

Long Range Facilities Planning Process

July 14, 2011

Facilities Board Workshop

1:30 p.m.

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- Introduction
- Long-Range Facilities Planning: Investing In Our Future
- History
 - Timeline
 - Committee Compositions
 - Long Range Task Force
 - Steering Committee
 - Site Committees
 - Vision and Assumptions

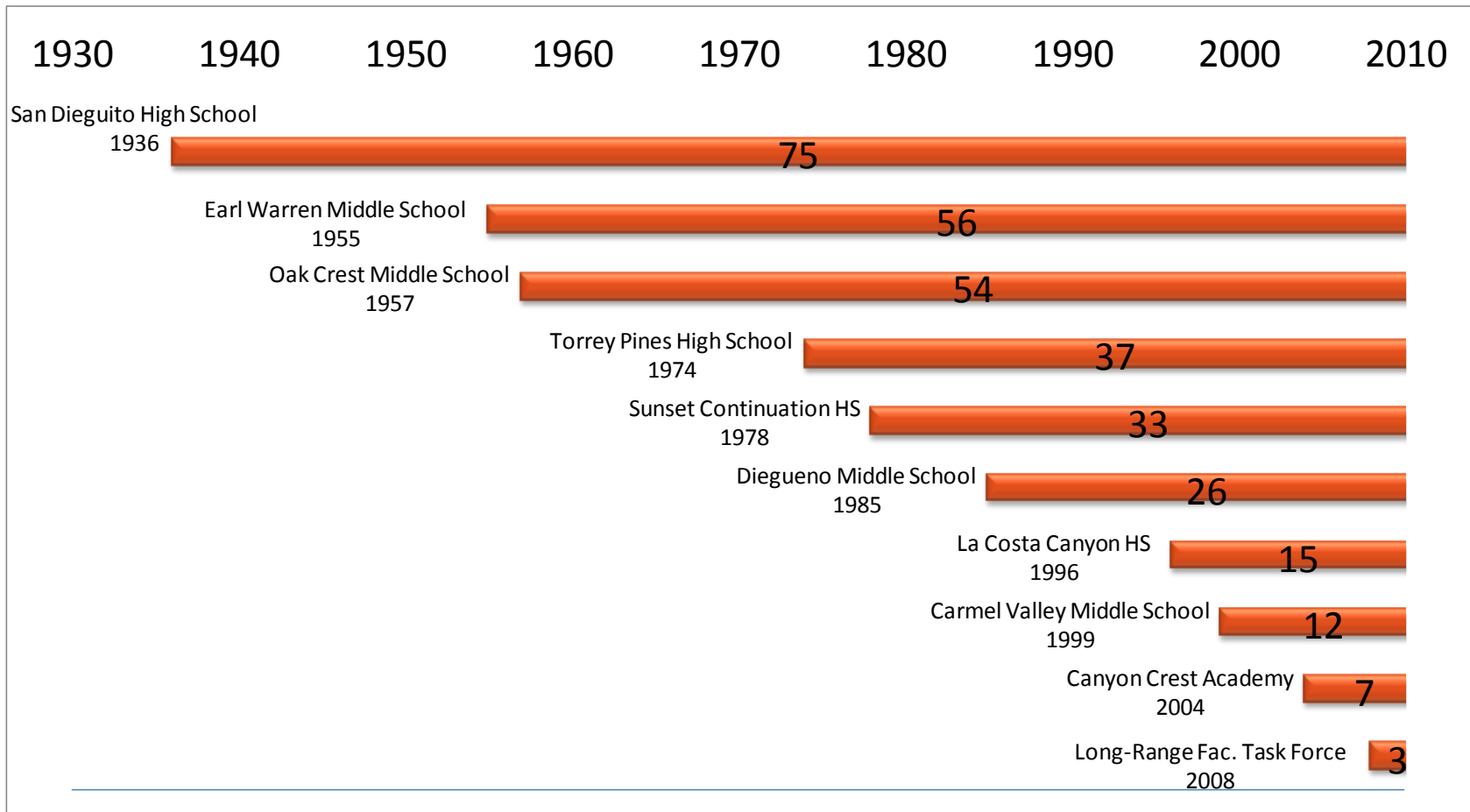
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- Site Plans – Integration of 21st Century Learning Environments
 - North End
 - High Schools
 - Middle Schools
 - South End
 - High Schools
 - Middle Schools
 - Prototype Projects
 - New School Site Facilities
 - North End / La Costa Valley site
 - South End / Pacific Highlands Ranch site

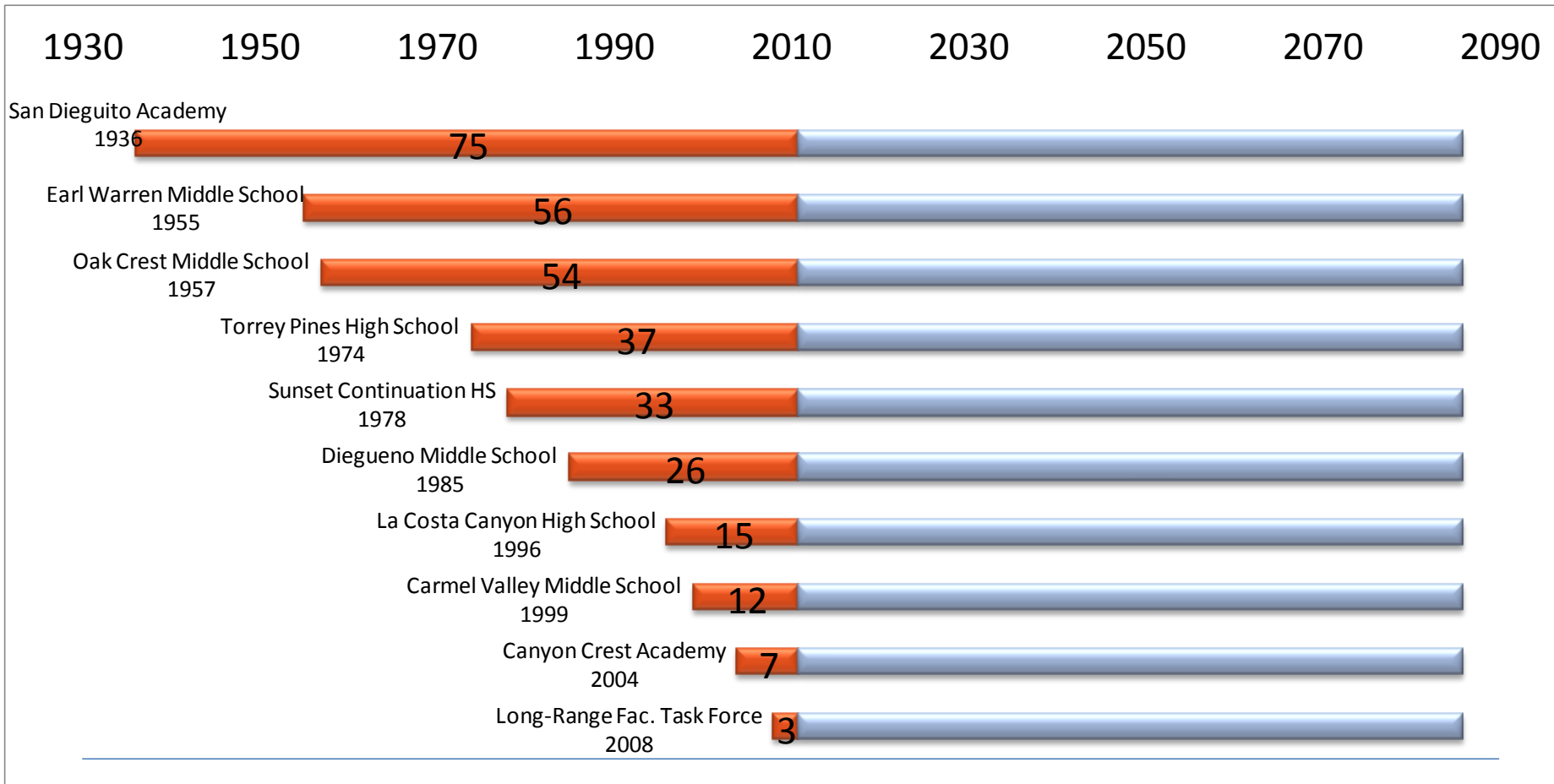
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- Next Steps
 - Construction Management Cost Estimating
 - Prioritizing
 - Site Committees Review in Fall
 - Board Review in October/November

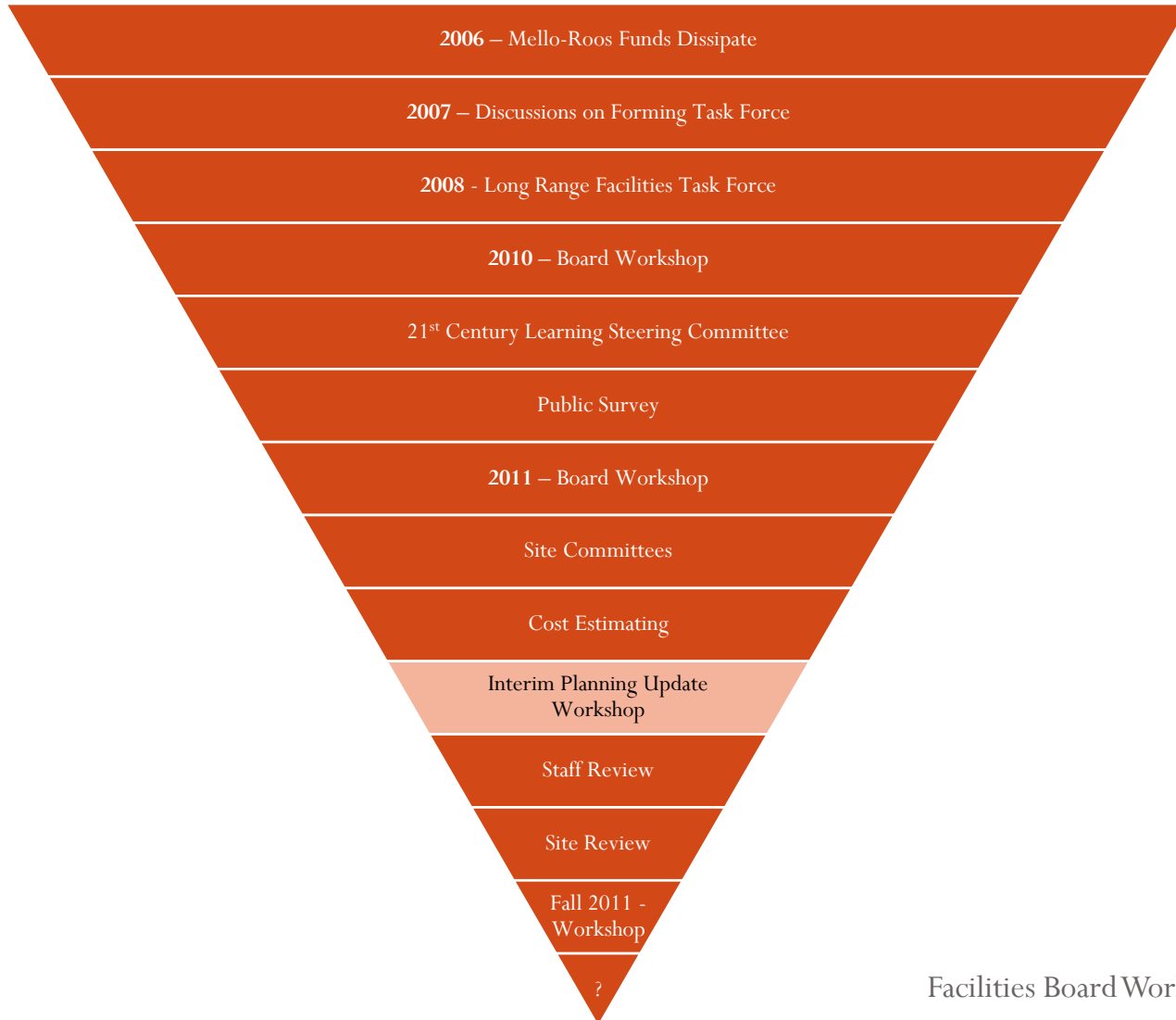
Long-Range Facilities Planning: Investing In Our Future



Long-Range Facilities Planning: Investing In Our Future



Long-Range Facilities Planning



Task Force Committee Composition

Representative	Name
SDFA	Bob Croft, Duncan Brown, Mario Flores, Jerry Galiley, Chris Black
CSEA	Ron Tackett
Student	Ilana Newman, Chloe Deis-Groff
Parent	Katy Goodman, Maureen Kasselmann, Jola Prosceno, JoAnn Schorn, Bart Smith, Chris Jaczko
Community Organization	Crystal Crawford, Dan Morilak, Thomas Krynicky
Business Community	Mindy Scarano, Rich Houk
Regional Planning	Patrick Murphy
Building Administration	Terry Calen, Rick Ayala
District Administration	Russ Thornton, Mike Coy
Board Liaison	Joyce Dalessandro
Ex-Officio	Ken Noah
Facilitator	Steve Ma, John Addleman

Task Force Vision Statement

The vision for the facilities of San Dieguito Union High School District is focused on creating learning environments that embrace variety in teaching and learning styles, are responsive to our rapidly changing world, and will encourage students to be good stewards and citizens of a greater community. The three areas of focus are:

- Flexible, Adaptable, and Technology Rich Facilities
- Sustainable, High Performance Environments for Learning
- Community Focused Campuses

Task Force Assumptions for Discussion

Must Do	Access Compliance Issues – Americans with Disabilities Act (ADA) Fire and Life Safety Issues Structural Safety Issues Hazardous Materials Issues Infrastructure Issues (Utilities, Fire Alarm, Security systems, Clock/Bell/Phone, etc.) Envelope Issues (Roofs, Windows, etc.)
Should Do	Upgrade to 21st Century Learning Environment Standard <ul style="list-style-type: none">•Technology: Wireless, Interactive, Multi-Media, etc.•Furniture and Equipment Upgrades•Finishes and Materials•Renovate for Programmatic Change: Flexible and Adaptable Evaluate Core Facility Parity Issues; Resolve <ul style="list-style-type: none">•Library•Administration•Labs: Science, for example•Gymnasium/ Multi-Purpose•Theater/ Arts•Athletics/Fields Improvements for Sustainable “Green” Design <ul style="list-style-type: none">•Energy Management Systems•Alternative Energy•Lighting – Electric and Natural Daylighting•New/Renovate Buildings to Leadership in Energy and Environmental Design (LEED) and/or Collaborative for High Performance Schools (CHPS) Standards Replace Portable Classrooms Community Joint Use Facilities Resolve Site Circulation and Parking Issues

21st Century Learning Environment Steering Committee Composition

Representative	Name
Superintendent	Ken Noah
Educational Services	Rick Schmitt
Principal, High School	Brian Kohn
Assistant Principal, Middle School	Brian Marcus
Principal, Adult Education	Denise Stanley
Technology	Mike Coy
Facilities	Russ Thornton
Facilities Planning	John Addleman
Business Services	Eric Dill

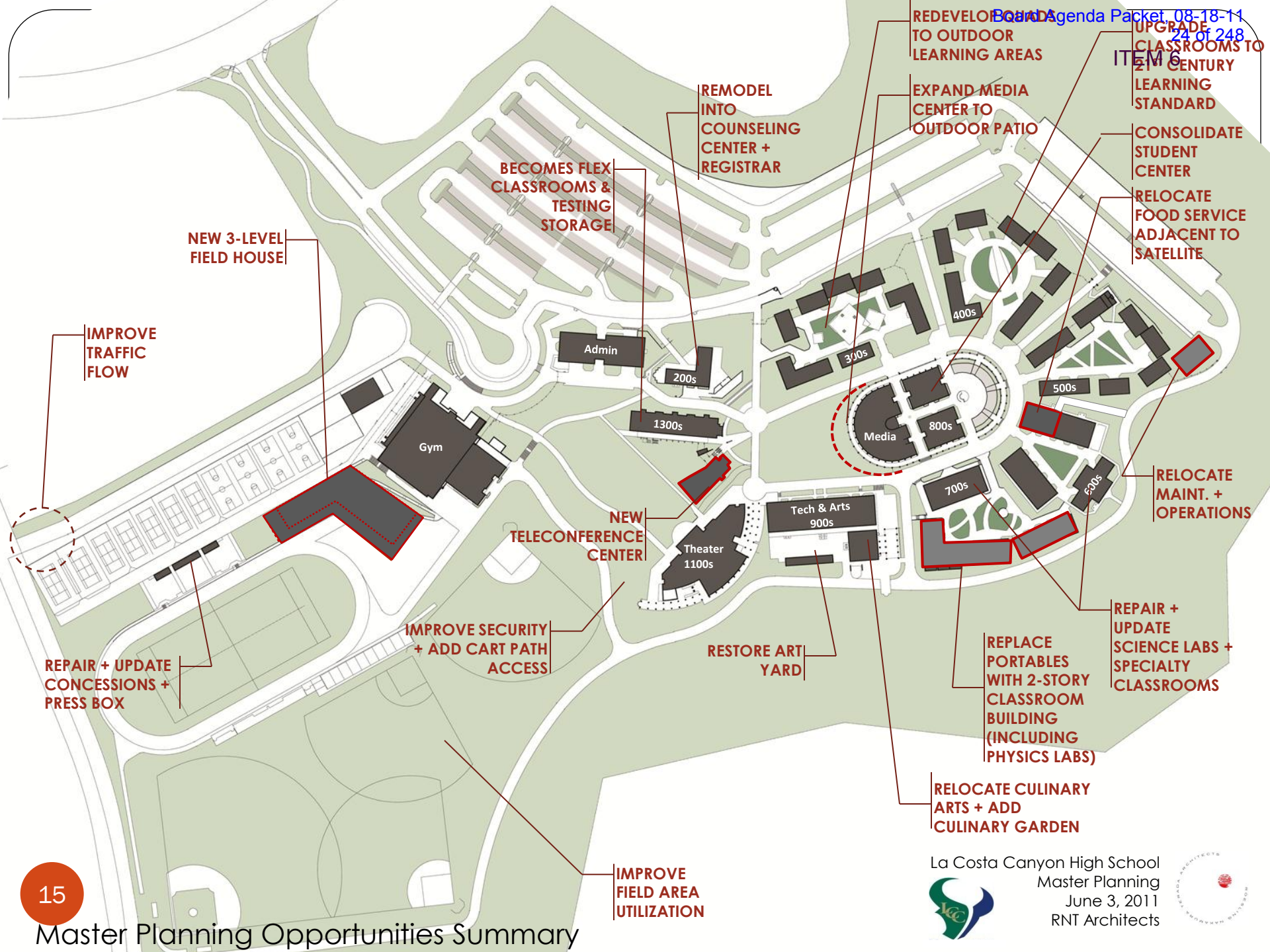
Site Committees Composition

Representatives	Names
Students	Ian MacGregor, Olivia Goldstein, Caitlin Falk
Parents	Kent Coykendall, Sandy Wimsatt, Rhonda Beacboard, Linda Wiener, T. Pat Stubbs, Debra Schade, Janis Cabot, Laura Eidelson, Maha Sfeir, Maggie Adams, Maha Achour
Educators	Carol Anshuetz, Cindi Schildhouse, Debbie Elliott, Mario Flores, Kathryn Friedrichs, Neal Glasgow, Jeff Germano, Paul Brice, Russ Davidson, Elizabeth Reukema, Linda Nelson, Shawn Saville, Allison Brielle, Greg Balden, Brinn Belyea, Chris Drake, Barbara Swovelin, Krista Baldwin, Michael Godebu, Aaron Nelson, Elizabeth Ballinger, Mary Fritsch, Melissa Griffen, Jonathan Loeffler, Amy Olson, Tracy McCabe, Heather Michel, Katrina Peterson, Brett Williams, Erika Pavlovich, Robert Shockney, Brian Baum, Ted Thompson, Tracy Yates, John Labeta
Community Members	Clarke Caines, Jim Mastrogany, Michael Tostado
Administrators	Rick Ayala, Kyle Ruggles, Michael Grove, Ryan Yee, Terry Calen, Brett Killeen, Anna Pedroza, Travis Wall, Laurie Francis, MaryAnne Nuskin, Bryan Marcus, Brian Kohn, Denise Stanley
Architects	MVE Institutional, Lionakis, Roesling Nakamura Terada, Westberg & White
Construction Managers	Barnhart-Balfour-Beatty, Gilbane, Erickinson-Hall, Sundt, Rudolph & Sletten
Facilitators	Eric Dill, Russ Thornton, John Addleman

North End – High Schools

- La Costa Canyon High School (1996)
- Preliminary Task Force Estimate: \$25,516,296

Must Do	Access Compliance Issues – Americans with Disabilities Act (ADA)	Meets or exceeds standards
	Fire and Life Safety Issues	Meets or exceeds standards
	Structural Safety Issues	Meets or exceeds standards
	Hazardous Materials Issues	Meets or exceeds standards
	Infrastructure Issues	Meets or exceeds standards
	Envelope Issues	Meets or exceeds standards
Should Do	Upgrade to 21 st Century Learning Environment Standard	Upgrade Required
	Core Facility Parity Issues; Library	Meets or exceeds standards
	Core Facility Parity Issues; Administration	Meets or exceeds standards
	Core Facility Parity Issues; Labs	Meets or exceeds standards
	Core Facility Parity Issues; Gym/MP	Meets or exceeds standards
	Core Facility Parity Issues; Theater/Arts	Meets or exceeds standards
	Core Facility Parity Issues; Athletics/Fields	Upgrade Required
	Improvements for Sustainable “Green” Design	Upgrade Required
	Replace Portable Classrooms	Further Information Required
	Create Community Joint Use Facilities	Further Information Required
	Resolve Site Circulation and Parking Issues	Meets or exceeds standards*



NEW 3-LEVEL
FIELD HOUSE

IMPROVE
TRAFFIC
FLOW

BECOMES FLEX
CLASSROOMS &
TESTING
STORAGE

REMODEL
INTO
COUNSELING
CENTER +
REGISTRAR

REDEVELOP
TO OUTDOOR
LEARNING AREAS

EXPAND MEDIA
CENTER TO
OUTDOOR PATIO

UPGRADE
CLASSROOMS TO
21ST CENTURY
LEARNING
STANDARD

CONSOLIDATE
STUDENT
CENTER

RELOCATE
FOOD SERVICE
ADJACENT TO
SATELLITE

RELOCATE
MAINT. +
OPERATIONS

REPAIR +
UPDATE
SCIENCE LABS +
SPECIALTY
CLASSROOMS

REPLACE
PORTABLES
WITH 2-STORY
CLASSROOM
BUILDING
(INCLUDING
PHYSICS LABS)

RELOCATE CULINARY
ARTS + ADD
CULINARY GARDEN

RESTORE ART
YARD

NEW
TELECONFERENCE
CENTER

IMPROVE SECURITY
+ ADD CART PATH
ACCESS

REPAIR + UPDATE
CONCESSIONS +
PRESS BOX

IMPROVE
FIELD AREA
UTILIZATION



ITEM 6



DESERT: Casual
Outdoor Gathering
Spaces of Varied Sizes



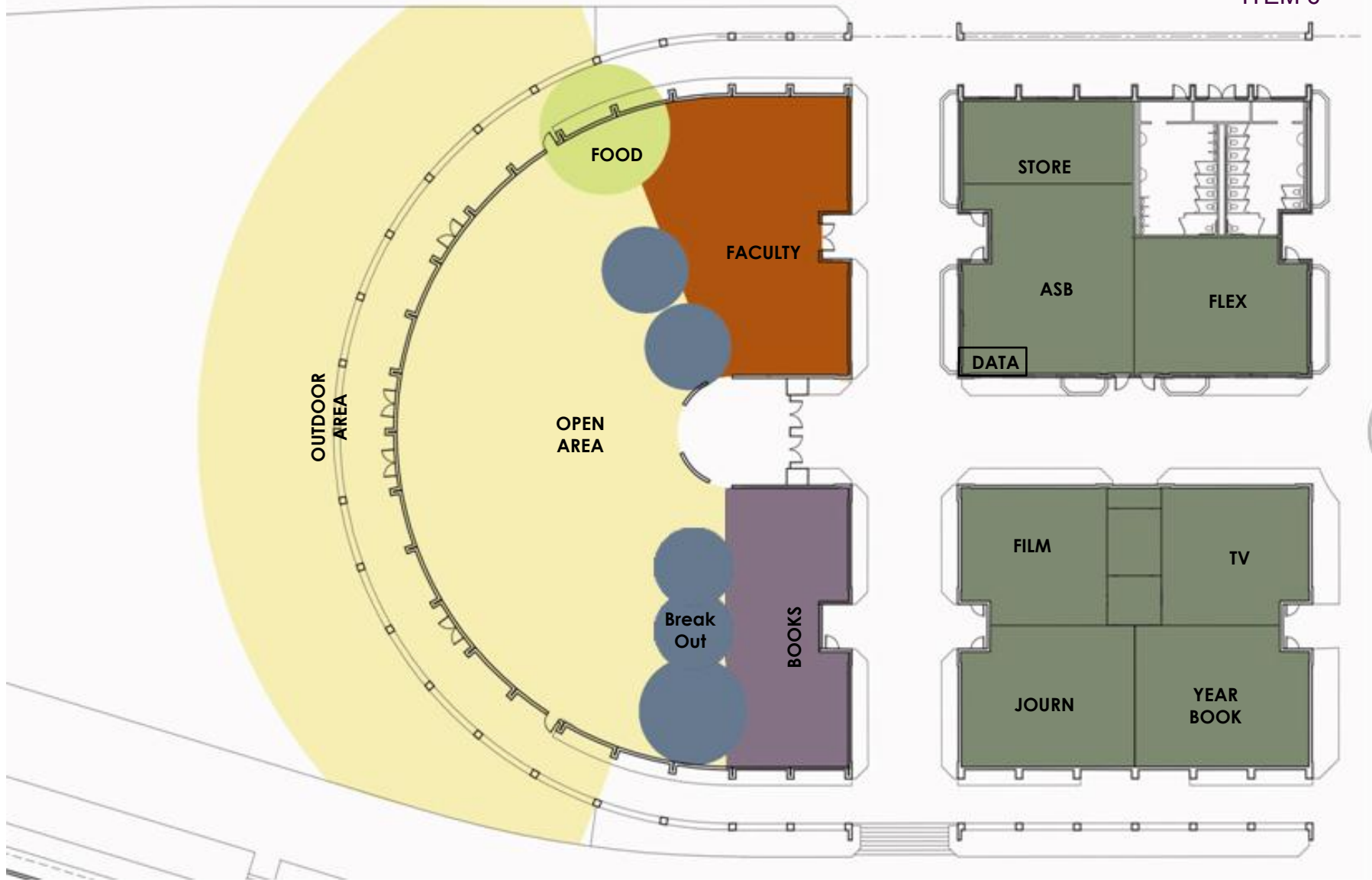
ALPINE: Larger Outdoor
Meeting with Stepped
Seating



ARROYO:
Outdoor Rooms
Carved by "Dry
River" feature



ITEM 6

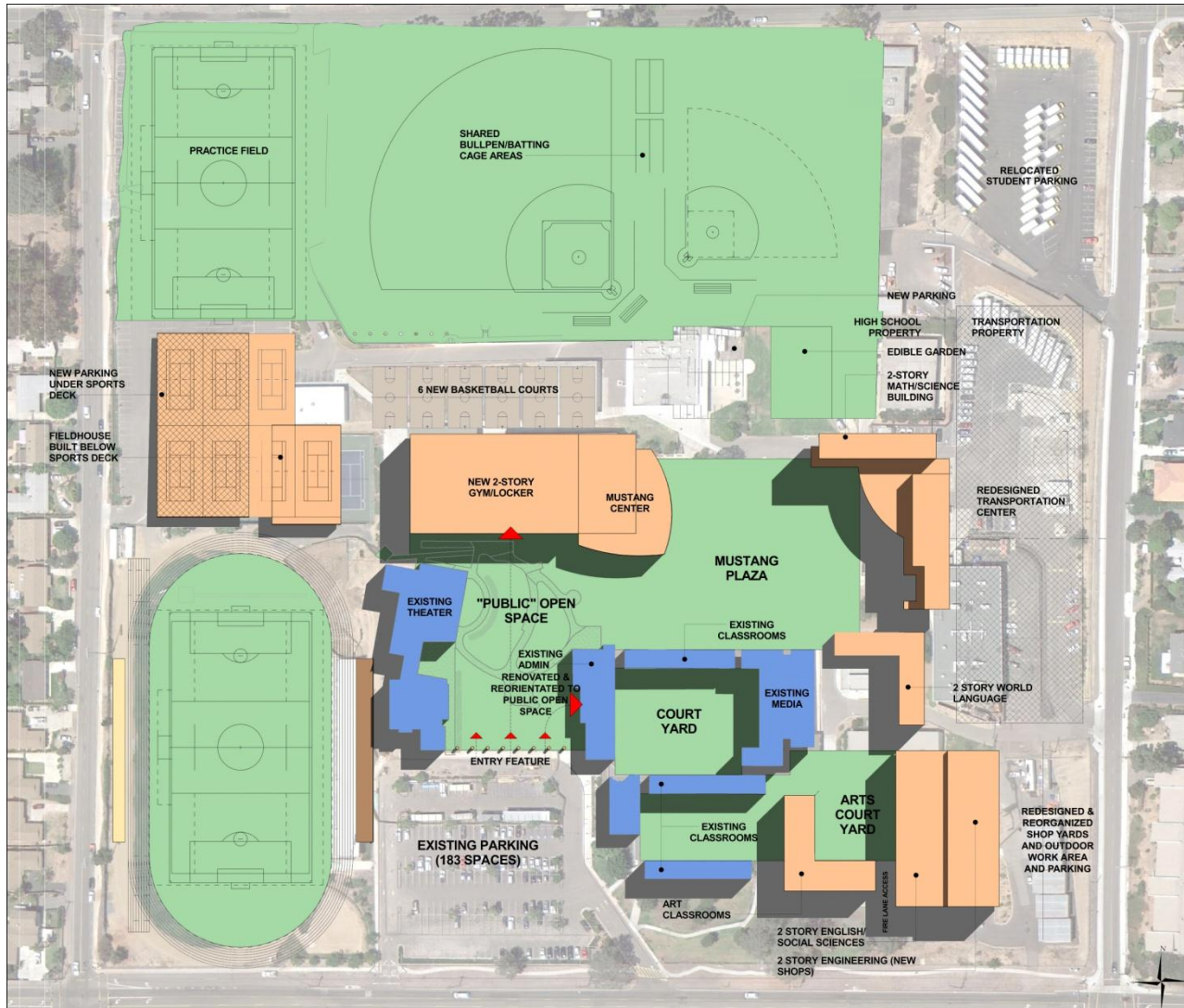


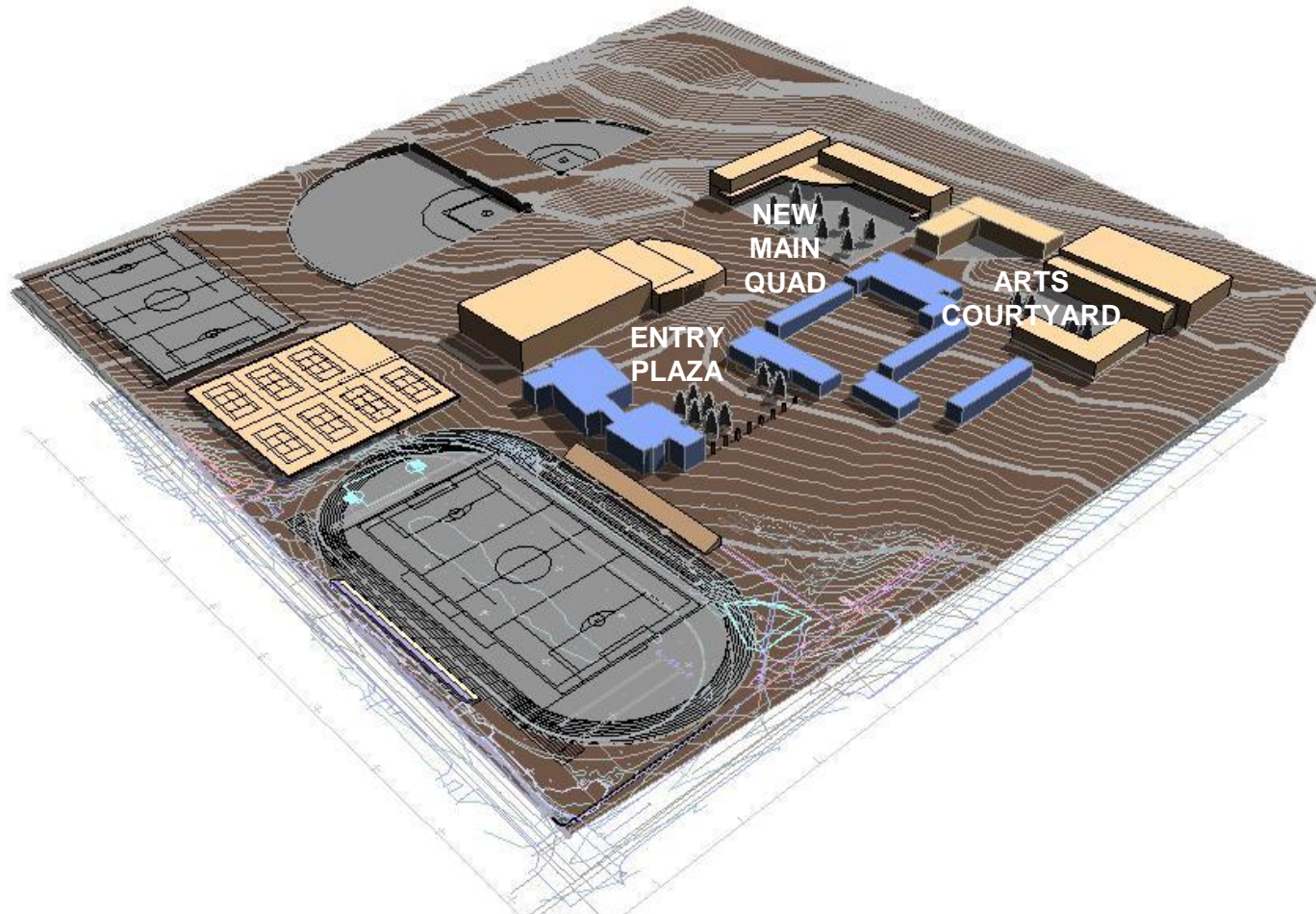
Framing open area



- San Dieguito High School Academy (1936)
- Preliminary Task Force Estimate: \$54,171,826

Must Do	Access Compliance Issues – Americans with Disabilities Act (ADA)	Upgrade Required
	Fire and Life Safety Issues	Upgrade Required
	Structural Safety Issues	Upgrade Required
	Hazardous Materials Issues	Upgrade Required
	Infrastructure Issues	Upgrade Required
	Envelope Issues	Upgrade Required
Should Do	Upgrade to 21 st Century Learning Environment Standard	Upgrade Required
	Core Facility Parity Issues; Library	Meets or exceeds standards
	Core Facility Parity Issues; Administration	Upgrade Required
	Core Facility Parity Issues; Labs	Upgrade Required
	Core Facility Parity Issues; Gym/MP	Upgrade Required
	Core Facility Parity Issues; Theater/Arts	Meets or exceeds standards
	Core Facility Parity Issues; Athletics/Fields	Upgrade Required
	Improvements for Sustainable “Green” Design	Upgrade Required
	Replace Portable Classrooms	Further Information Required
	Create Community Joint Use Facilities	Further Information Required
	Resolve Site Circulation and Parking Issues	Upgrade Required





3D MASSING STUDY

- **Sunset Continuation High School (1978)**

- North Coast High School and Adult Ed

- **Preliminary Task Force Estimate: \$6,339,775**

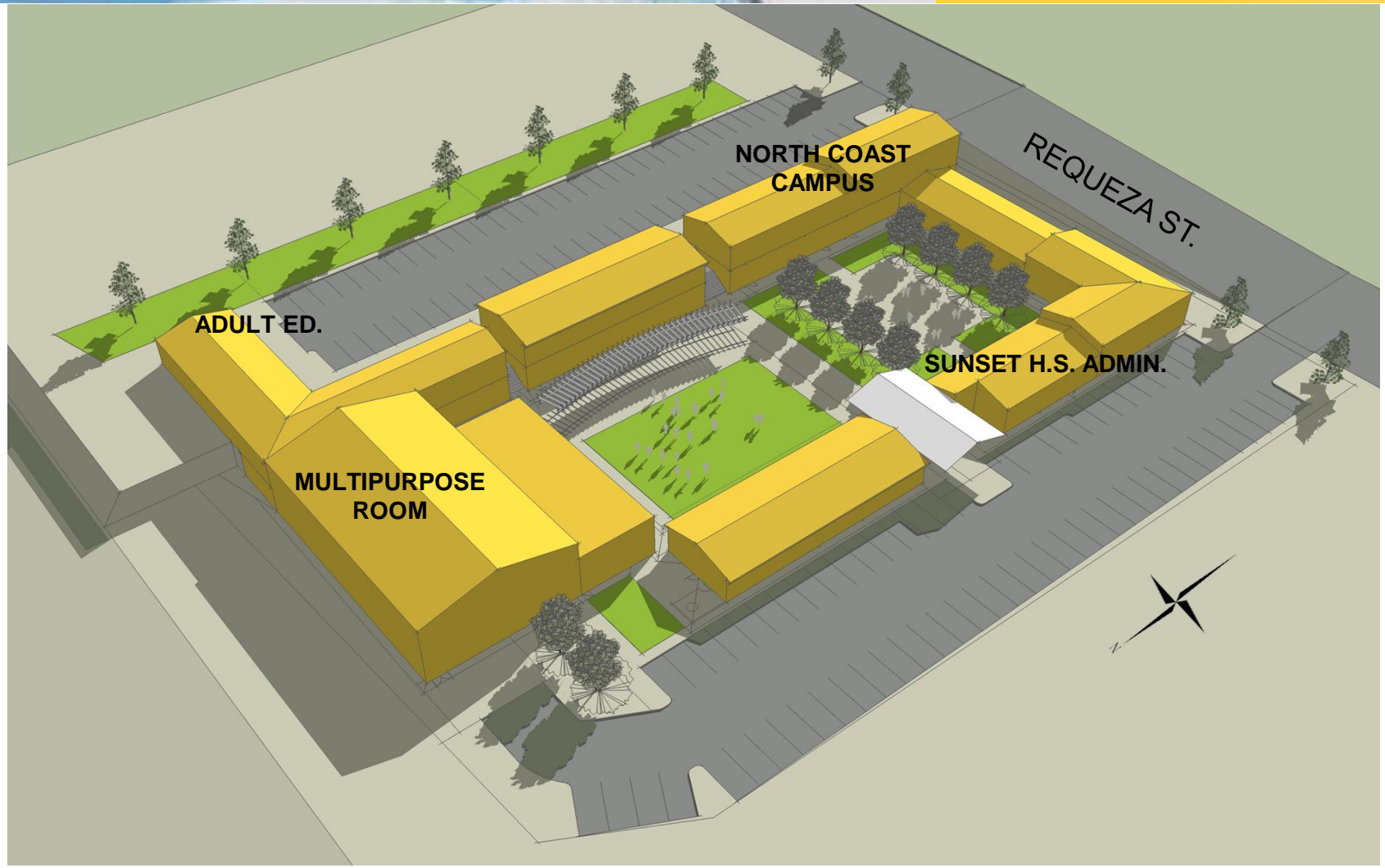
Must Do	Access Compliance Issues – Americans with Disabilities Act (ADA)	Upgrade Required
	Fire and Life Safety Issues	Upgrade Required
	Structural Safety Issues	Upgrade Required
	Hazardous Materials Issues	Upgrade Required
	Infrastructure Issues	Upgrade Required
	Envelope Issues	Upgrade Required
Should Do	Upgrade to 21 st Century Learning Environment Standard	Upgrade Required
	Core Facility Parity Issues; Library	Not addressed
	Core Facility Parity Issues; Administration	Upgrade Required
	Core Facility Parity Issues; Labs	Meets or exceeds standards
	Core Facility Parity Issues; Gym/MP	Not addressed
	Core Facility Parity Issues; Theater/Arts	Not addressed
	Core Facility Parity Issues; Athletics/Fields	Not addressed
	Improvements for Sustainable “Green” Design	Upgrade Required
	Replace Portable Classrooms	Further Information Required
	Create Community Joint Use Facilities	Further Information Required
	Resolve Site Circulation and Parking Issues	Upgrade Required

Sunset High School & North Coast Alternative High School





Sunset High School & North Coast Alternative High School

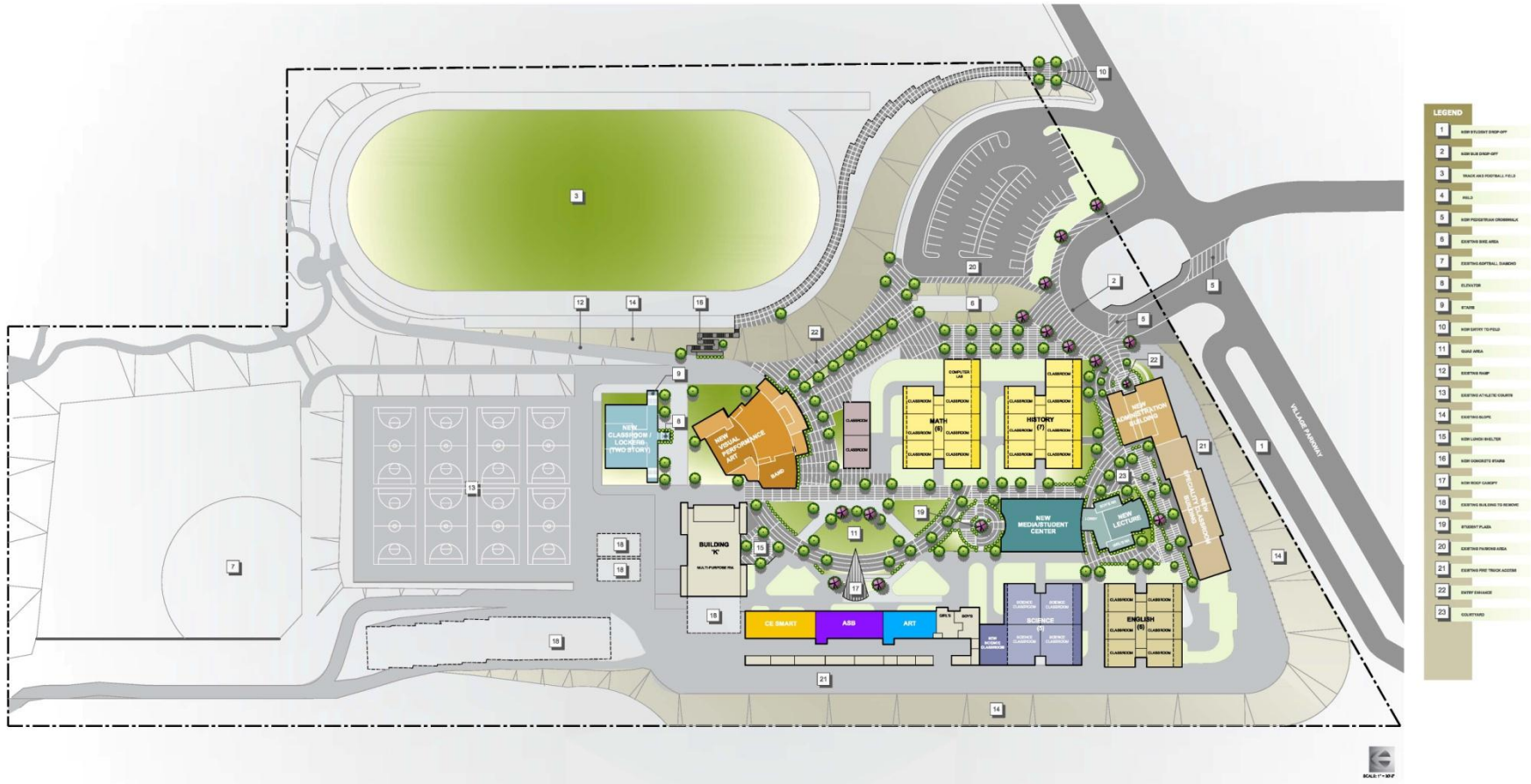


North End – Middle Schools

- Diegueno Middle School (1985)
- Preliminary Task Force Estimate: \$18,867,680

Must Do	Access Compliance Issues – Americans with Disabilities Act (ADA)	Upgrade Required
	Fire and Life Safety Issues	Upgrade Required
	Structural Safety Issues	Meets or exceeds standards
	Hazardous Materials Issues	Meets or exceeds standards
	Infrastructure Issues	Upgrade Required
	Envelope Issues	Upgrade Required
Should Do	Upgrade to 21 st Century Learning Environment Standard	Upgrade Required
	Core Facility Parity Issues; Library	Meets or exceeds standards
	Core Facility Parity Issues; Administration	Meets or exceeds standards
	Core Facility Parity Issues; Labs	Meets or exceeds standards
	Core Facility Parity Issues; Gym/MP	Meets or exceeds standards
	Core Facility Parity Issues; Theater/Arts	Upgrade Required
	Core Facility Parity Issues; Athletics/Fields	Meets or exceeds standards
	Improvements for Sustainable “Green” Design	Upgrade Required
	Replace Portable Classrooms	Further Information Required
	Create Community Joint Use Facilities	Further Information Required
	Resolve Site Circulation and Parking Issues	Upgrade Required

ITEM 6



- Oak Crest Middle School (1957)
- Preliminary Task Force Estimate: \$18,949,515

Must Do	Access Compliance Issues – Americans with Disabilities Act (ADA)	Upgrade Required
	Fire and Life Safety Issues	Meets or exceeds standards
	Structural Safety Issues	Meets or exceeds standards
	Hazardous Materials Issues	Meets or exceeds standards
	Infrastructure Issues	Upgrade Required
	Envelope Issues	Upgrade Required
Should Do	Upgrade to 21 st Century Learning Environment Standard	Upgrade Required
	Core Facility Parity Issues; Library	Meets or exceeds standards
	Core Facility Parity Issues; Administration	Meets or exceeds standards
	Core Facility Parity Issues; Labs	Meets or exceeds standards
	Core Facility Parity Issues; Gym/MP	Meets or exceeds standards
	Core Facility Parity Issues; Theater/Arts	Upgrade Required
	Core Facility Parity Issues; Athletics/Fields	Upgrade Required
	Improvements for Sustainable “Green” Design	Upgrade Required
	Replace Portable Classrooms	Further Information Required
	Create Community Joint Use Facilities	Further Information Required
	Resolve Site Circulation and Parking Issues	Meets or exceeds standards

ITEM 6



LEGEND

1	NEW STUDENT DROP-OFF
2	EXISTING BUSSTOP LOT
3	EXISTING PAVEMENT AND SIDEWALKS
4	ASPHALT DRIVE
5	CONCRETE (LOWER LEVEL)
6	CONCRETE DRIVE
7	CONCRETE DRIVE
8	CONCRETE DRIVE
9	CONCRETE DRIVE
10	CONCRETE DRIVE
11	CONCRETE DRIVE (LOWER LEVEL)
12	CONCRETE DRIVE (LOWER LEVEL)
13	CONCRETE DRIVE (LOWER LEVEL)
14	CONCRETE DRIVE
15	CONCRETE DRIVE (LOWER LEVEL)
16	CONCRETE DRIVE (LOWER LEVEL)
17	CONCRETE DRIVE
18	CONCRETE DRIVE (LOWER LEVEL)
19	CONCRETE DRIVE
20	CONCRETE DRIVE
21	CONCRETE DRIVE (LOWER LEVEL)
22	CONCRETE DRIVE
23	CONCRETE DRIVE
24	CONCRETE DRIVE
25	CONCRETE DRIVE

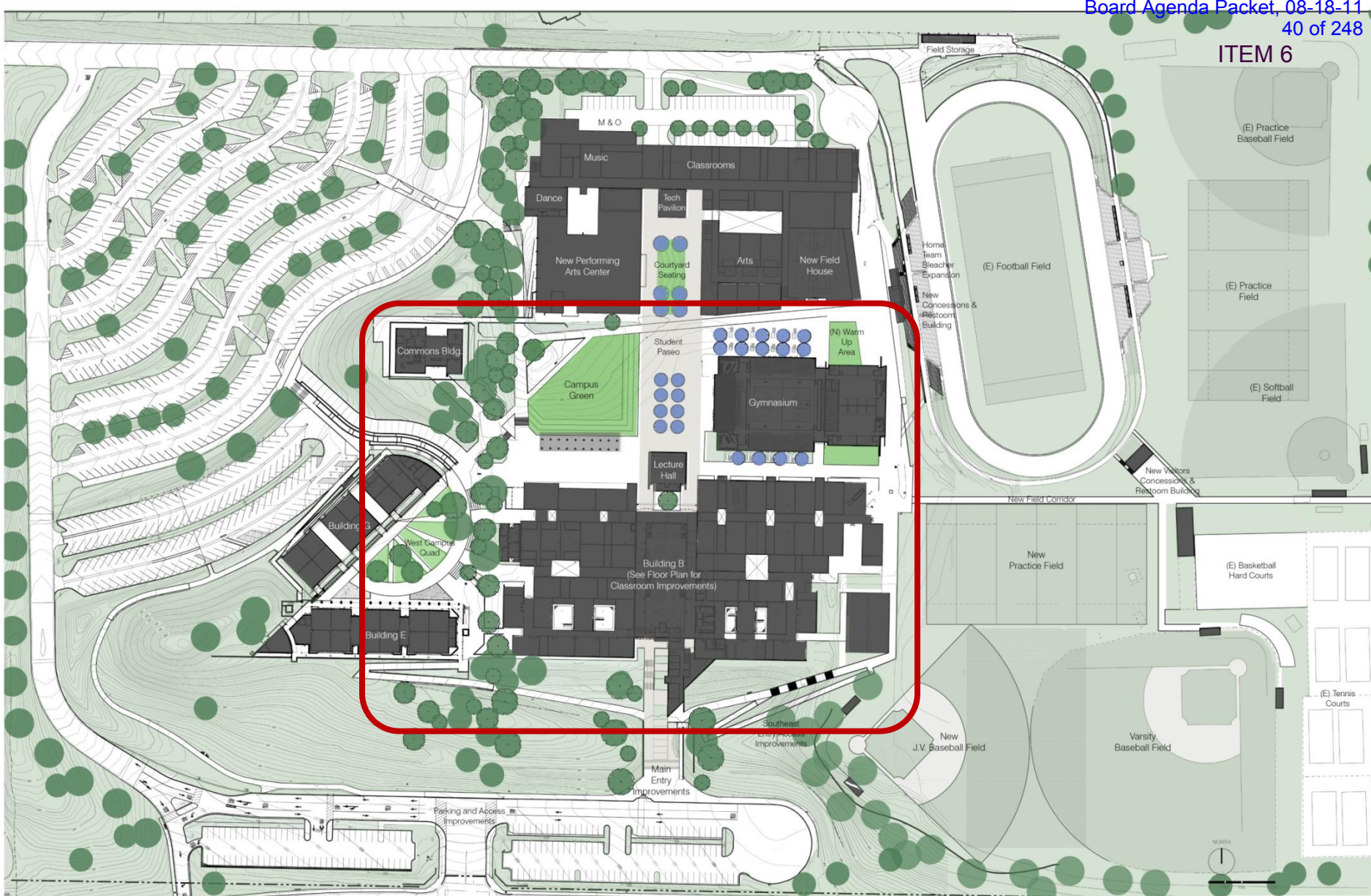
SCALE: 1" = 20'
SCHEME II

South End – High Schools

- Torrey Pines High School (1974)
- Preliminary Task Force Estimate: \$73,027,663

Must Do	Access Compliance Issues – Americans with Disabilities Act (ADA)	Upgrade Required
	Fire and Life Safety Issues	Upgrade Required
	Structural Safety Issues	Upgrade Required
	Hazardous Materials Issues	Upgrade Required
	Infrastructure Issues	Upgrade Required
	Envelope Issues	Upgrade Required
Should Do	Upgrade to 21 st Century Learning Environment Standard	Upgrade Required
	Core Facility Parity Issues; Library	Upgrade Required
	Core Facility Parity Issues; Administration	Upgrade Required
	Core Facility Parity Issues; Labs	Upgrade Required
	Core Facility Parity Issues; Gym/MP	Upgrade Required
	Core Facility Parity Issues; Theater/Arts	Upgrade Required
	Core Facility Parity Issues; Athletics/Fields	Upgrade Required
	Improvements for Sustainable “Green” Design	Upgrade Required
	Replace Portable Classrooms	Further Information Required
	Create Community Joint Use Facilities	Further Information Required
	Resolve Site Circulation and Parking Issues	Upgrade Required

ITEM 6

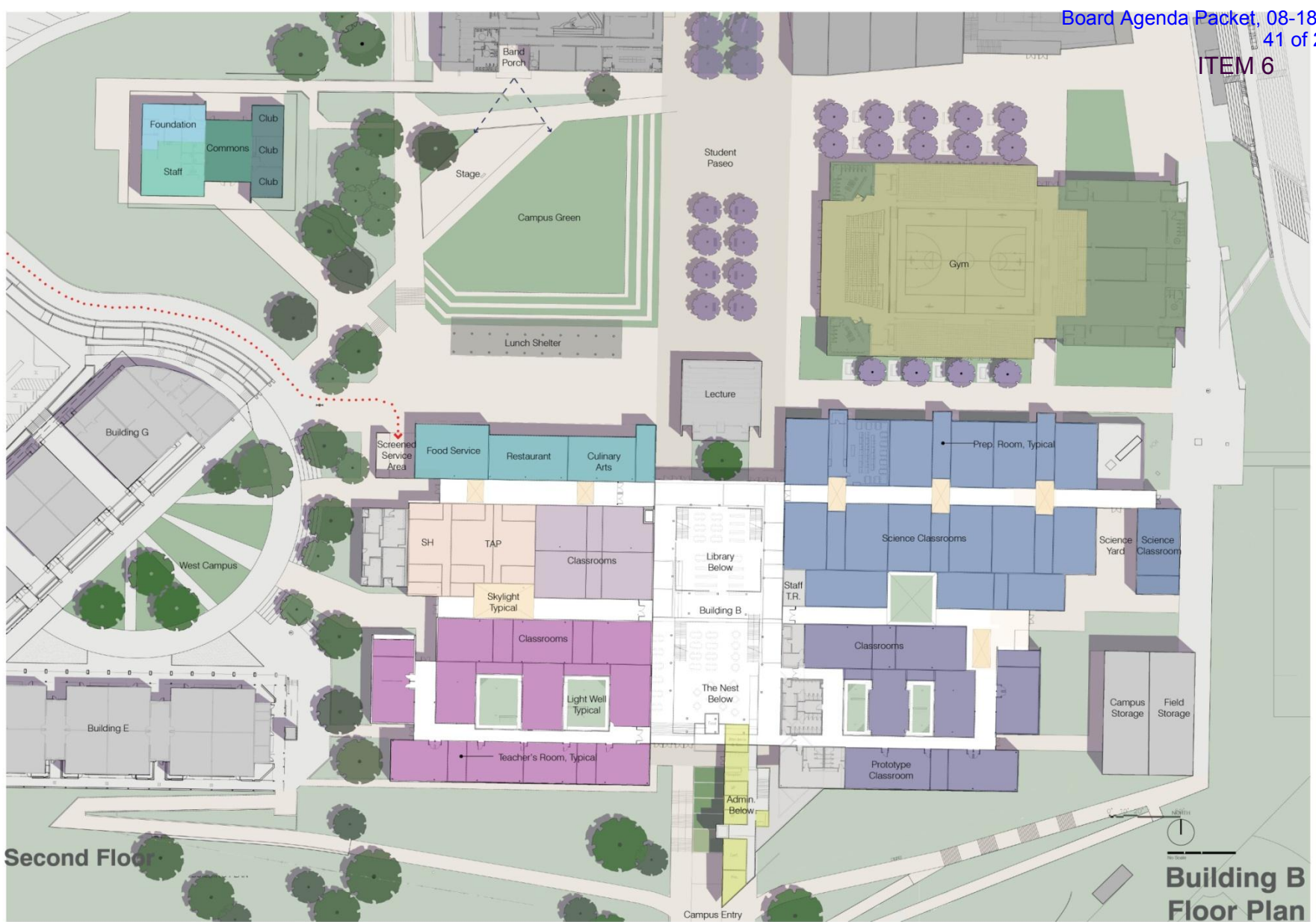


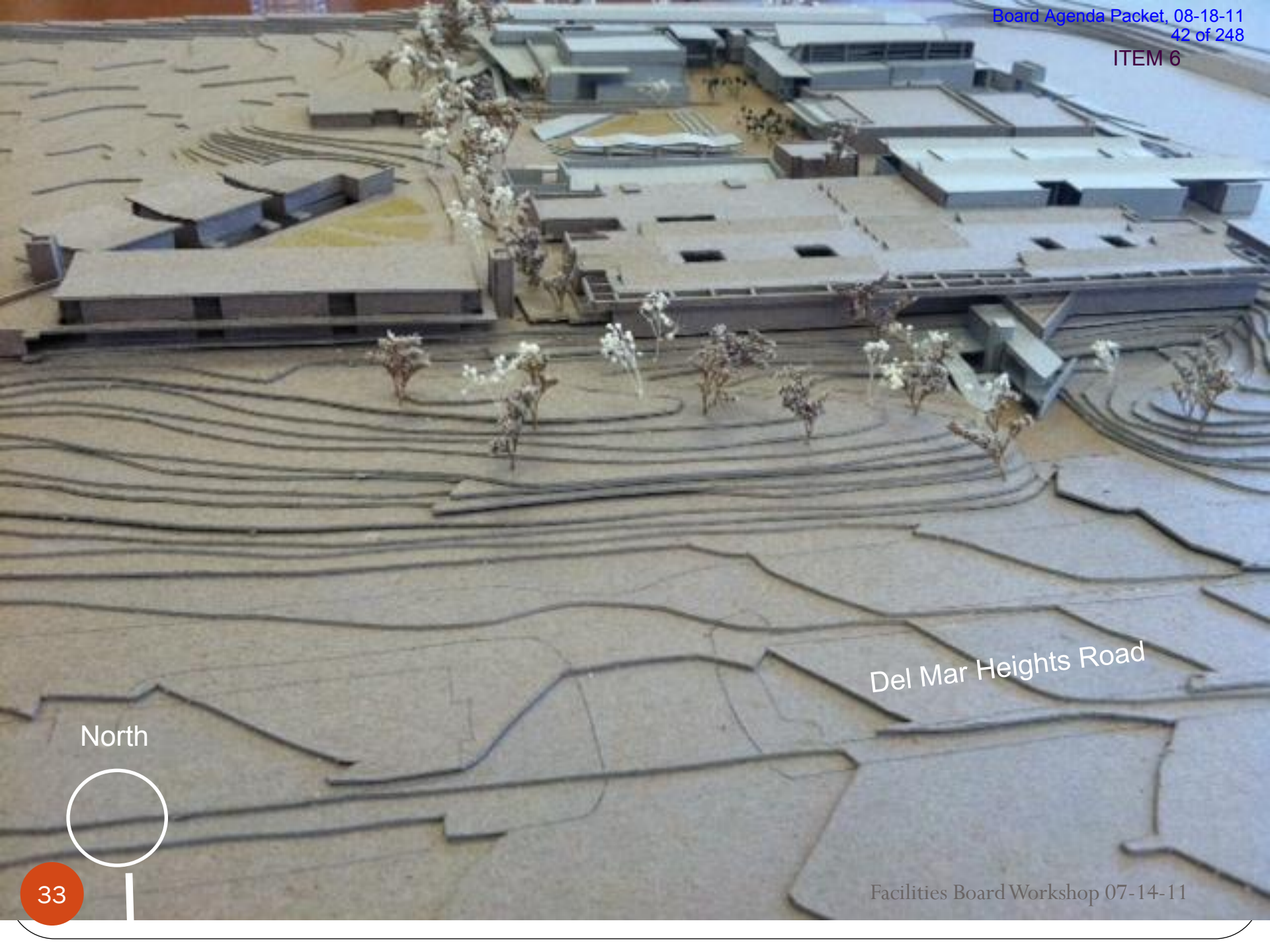
Site Plan

Torrey Pines High School Master Plan
San Diego Union High School District, June 2, 2011

Facilities Board Workshop 07-14-11

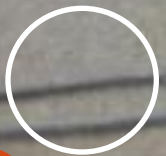
ITEM 6



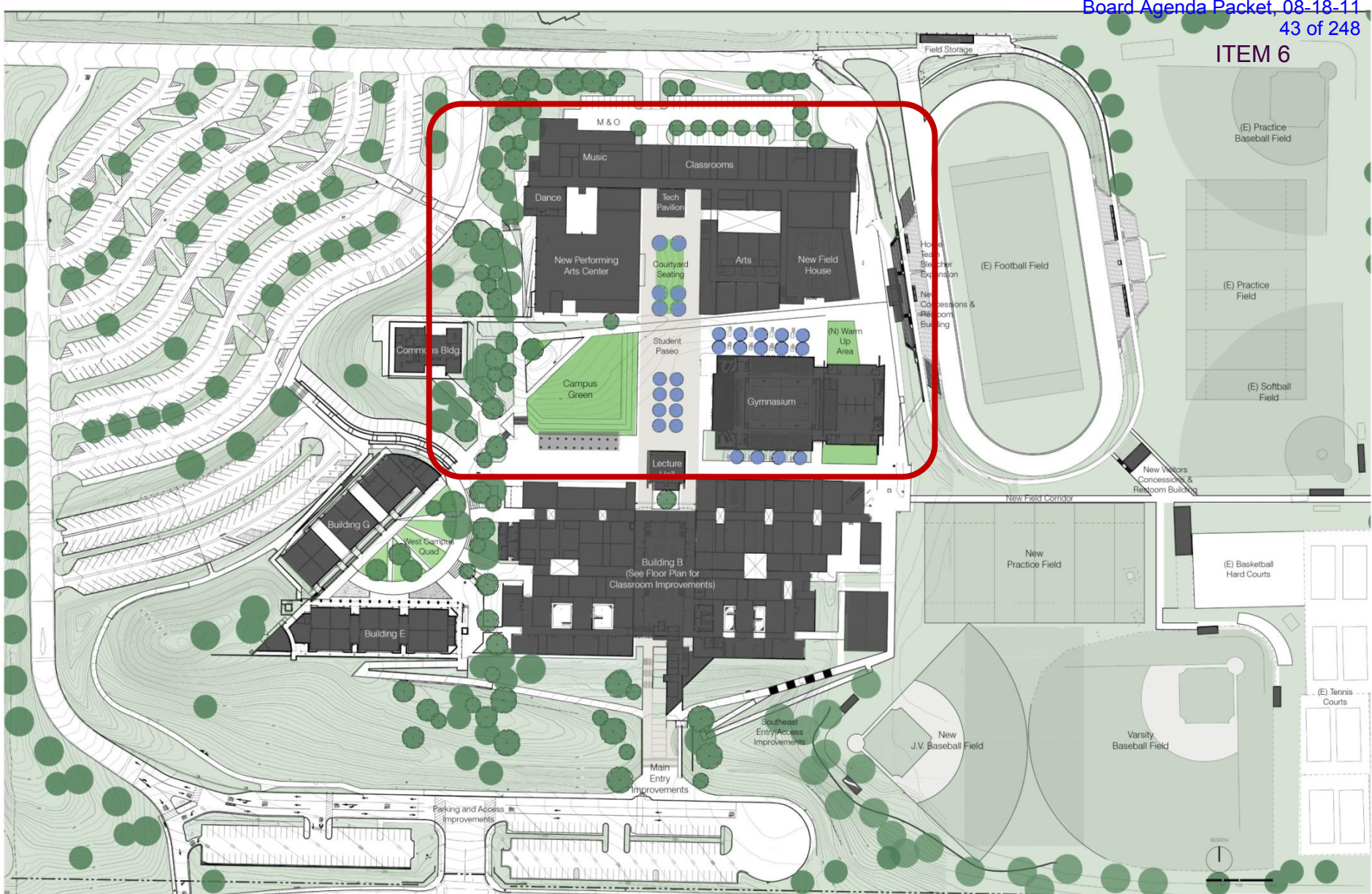


Del Mar Heights Road

North



ITEM 6

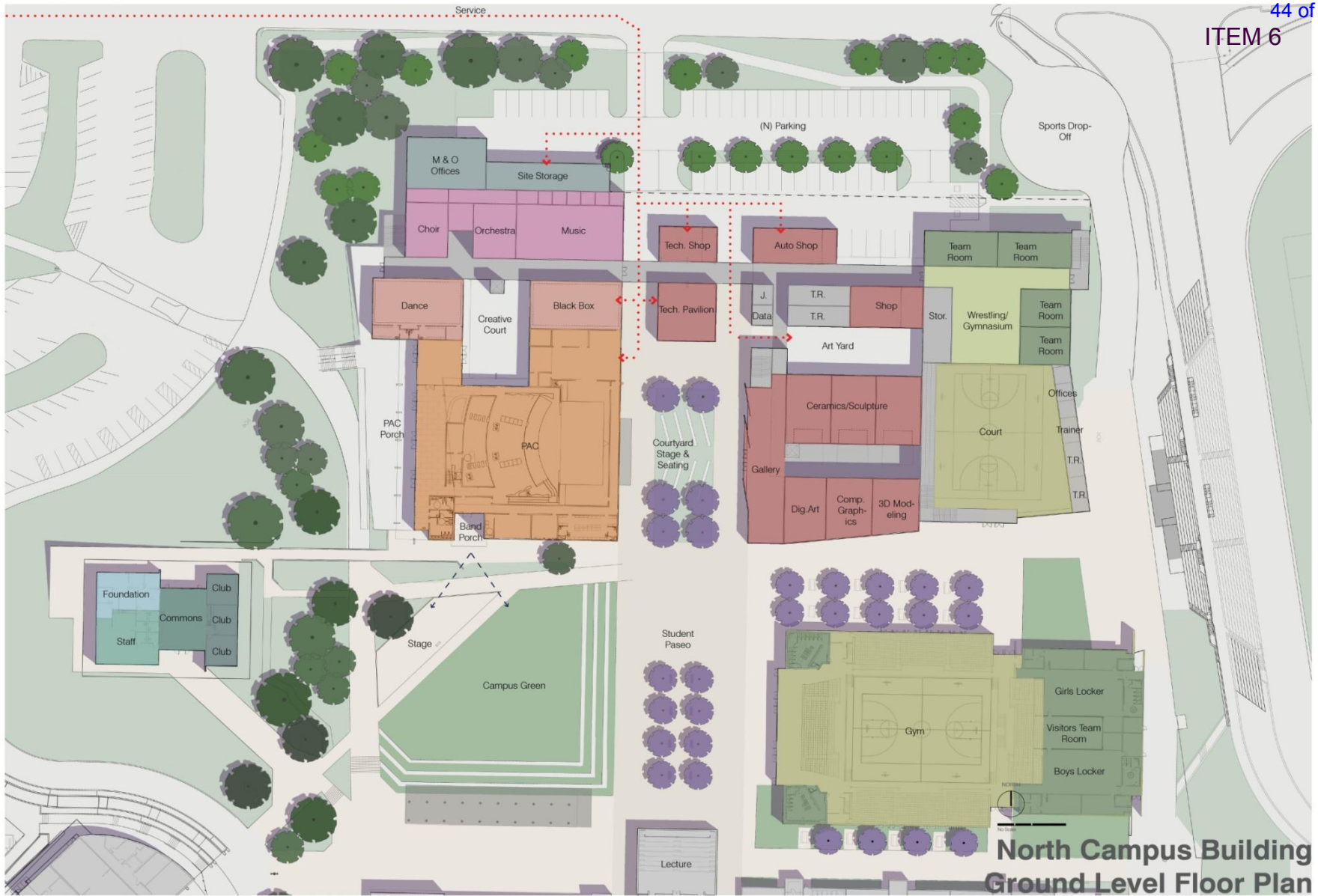


Site Plan

Torrey Pines High School Master Plan
San Diego Union High School District, June 2, 2011

Facilities Board Workshop 07-14-11

ITEM 6



**North Campus Building
Ground Level Floor Plan**

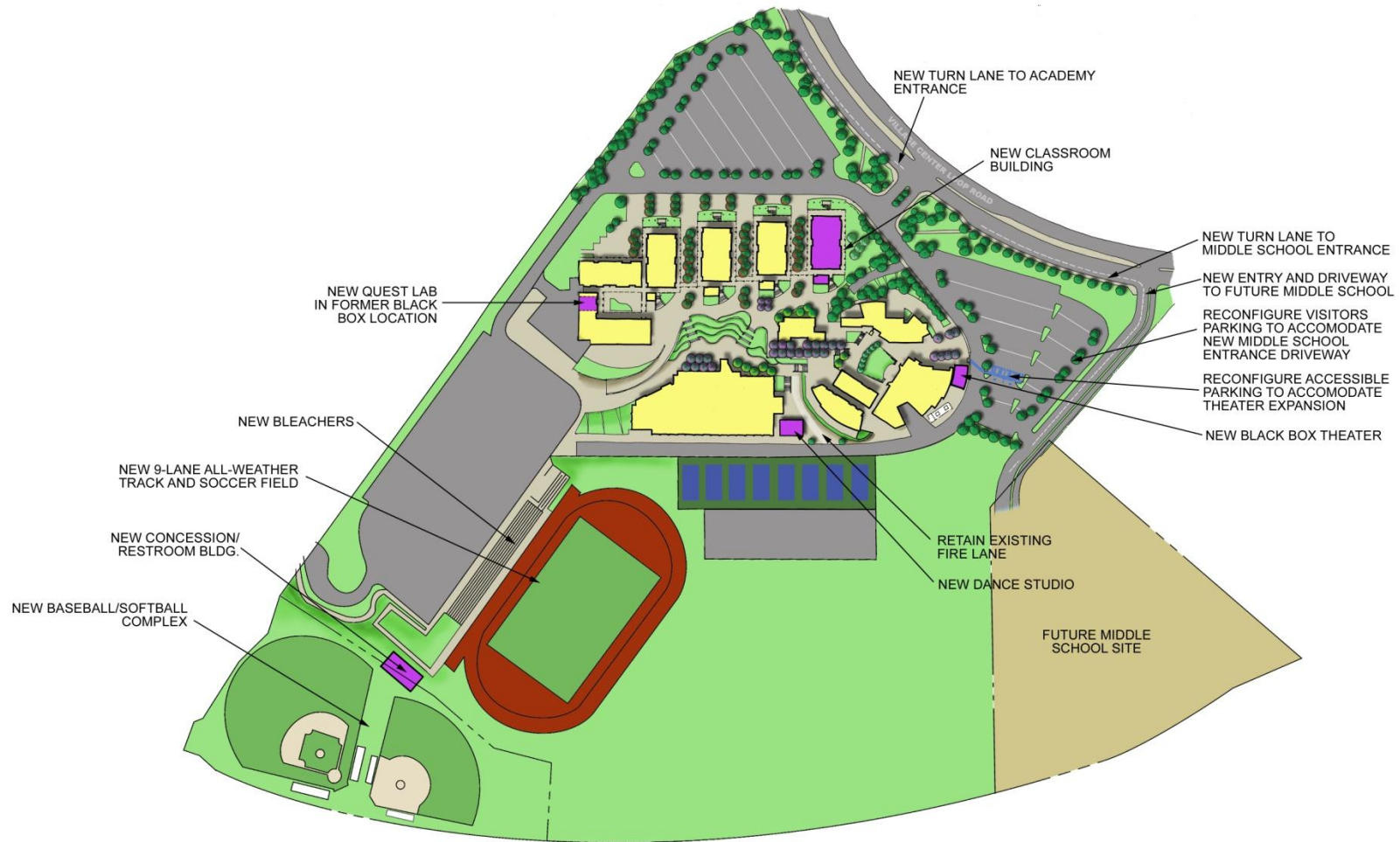
ITEM 6
DUP Mar
Heights
Road



North

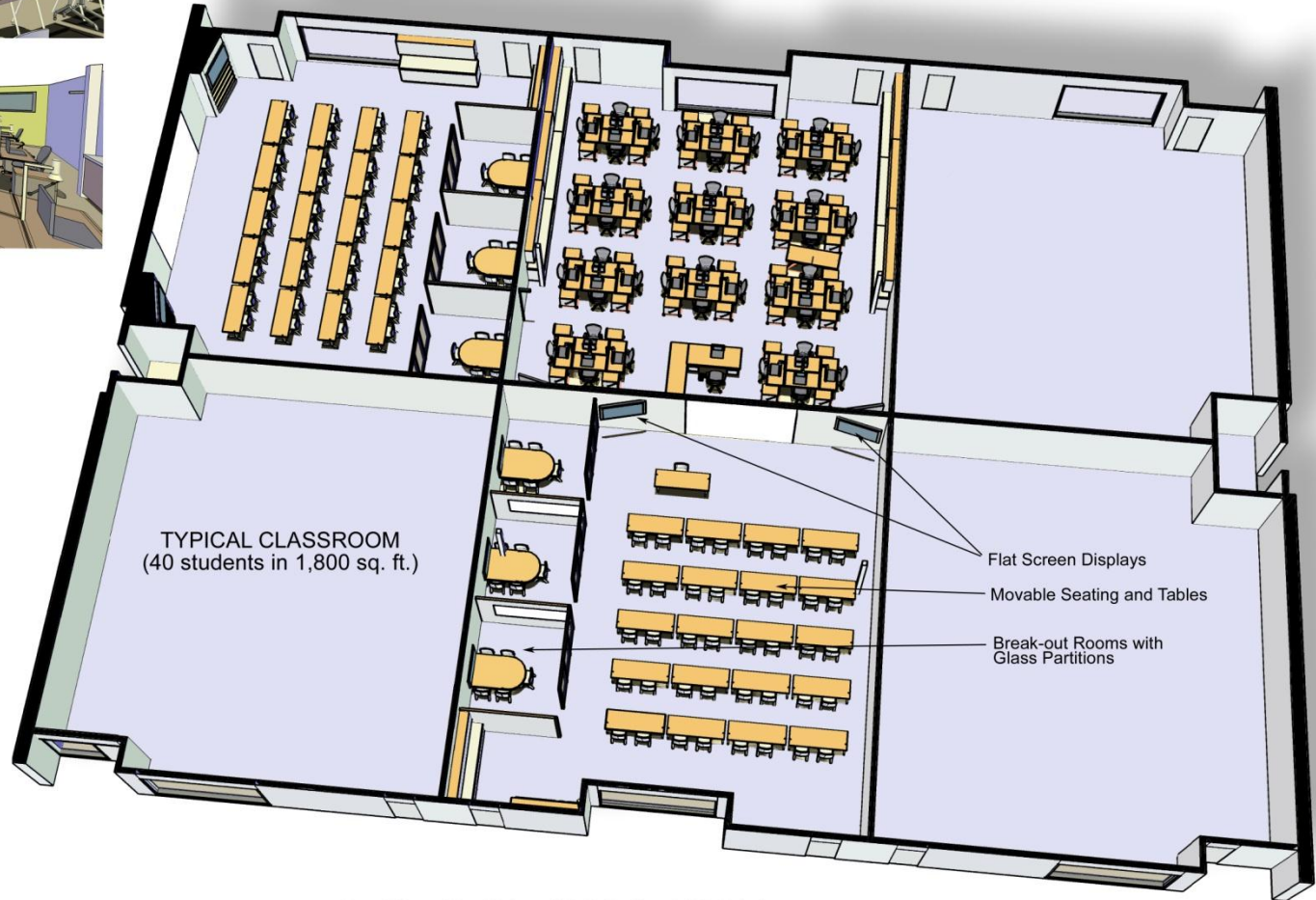
- Canyon Crest Academy (2004)
- Preliminary Task Force Estimate: \$36,153,000

Must Do	Access Compliance Issues – Americans with Disabilities Act (ADA)	Meets or exceeds standards
	Fire and Life Safety Issues	Meets or exceeds standards
	Structural Safety Issues	Meets or exceeds standards
	Hazardous Materials Issues	Meets or exceeds standards
	Infrastructure Issues	Meets or exceeds standards
	Envelope Issues	Meets or exceeds standards
Should Do	Upgrade to 21 st Century Learning Environment Standard	Meets or exceeds standards
	Core Facility Parity Issues; Library	Meets or exceeds standards
	Core Facility Parity Issues; Administration	Meets or exceeds standards
	Core Facility Parity Issues; Labs	Meets or exceeds standards
	Core Facility Parity Issues; Gym/MP	Meets or exceeds standards
	Core Facility Parity Issues; Theater/ Arts	Meets or exceeds standards
	Core Facility Parity Issues; Athletics/Fields	Upgrade Required
	Improvements for Sustainable “Green” Design	Upgrade Required
	Replace Portable Classrooms	Meets or exceeds standards
	Create Community Joint Use Facilities	Further Information Required
	Resolve Site Circulation and Parking Issues	Meets or exceeds standards



San Dieguito Union High School District
Canyon Crest Academy Facilities Master Plan
OVERALL SITE PLAN





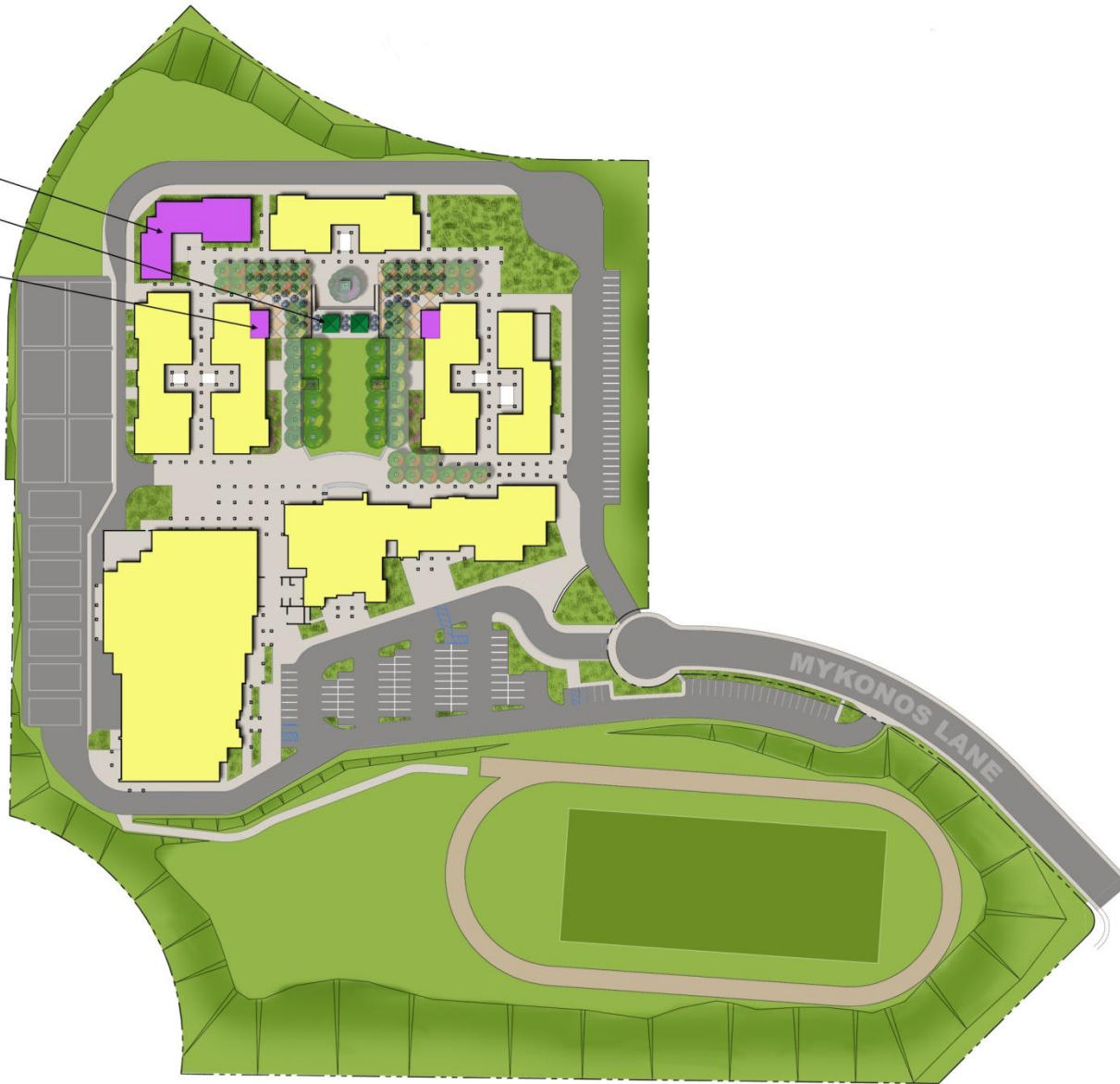
San Dieguito Union High School District
Canyon Crest Academy Facilities Master Plan
CLASSROOM RECONFIGURATION

South End – Middle Schools

- Carmel Valley Middle School (1999)
- Preliminary Task Force Estimate: \$5,241,509

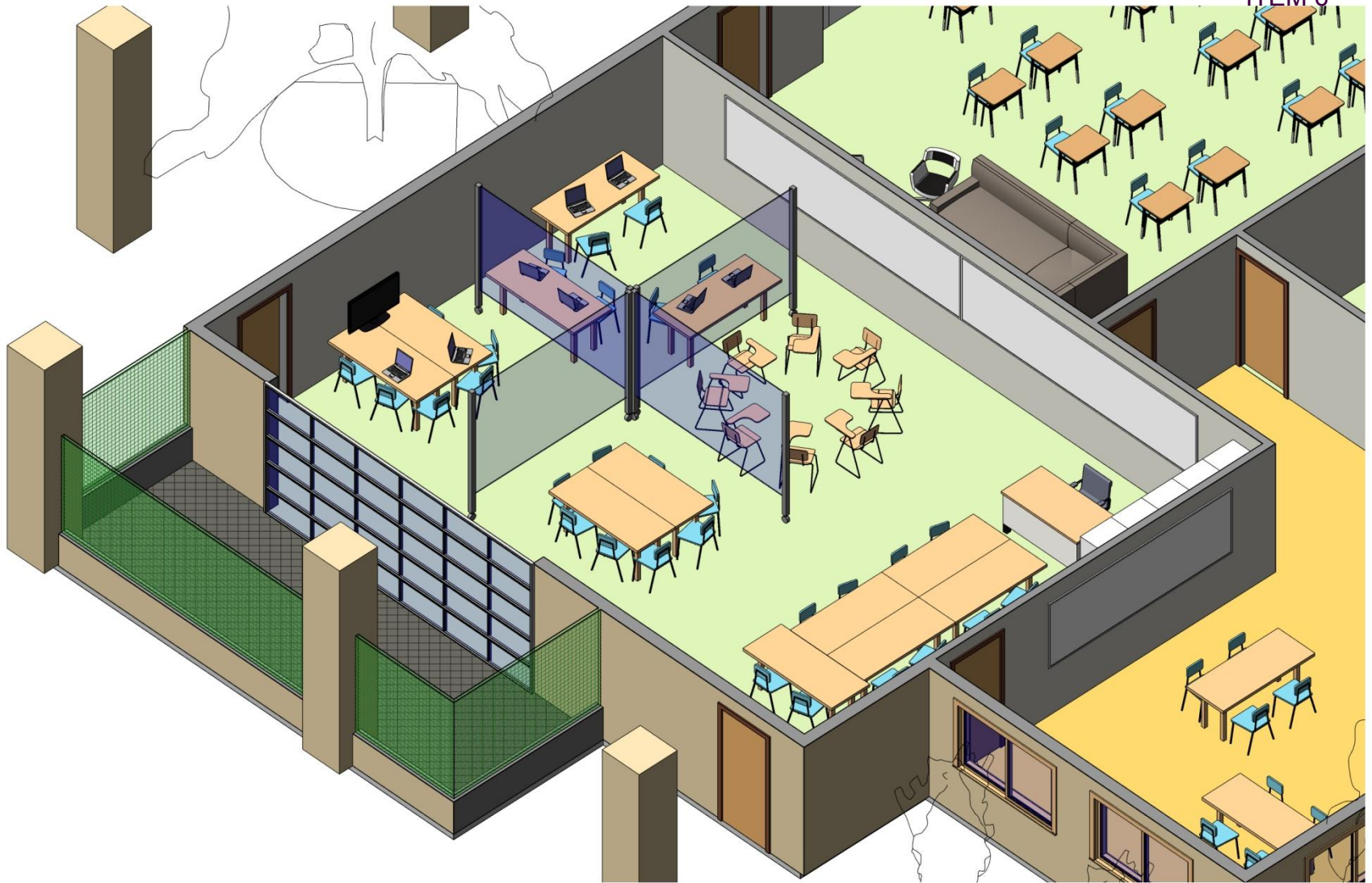
Must Do	Access Compliance Issues – Americans with Disabilities Act (ADA)	Meets or exceeds standards
	Fire and Life Safety Issues	Meets or exceeds standards
	Structural Safety Issues	Meets or exceeds standards
	Hazardous Materials Issues	Meets or exceeds standards
	Infrastructure Issues	Meets or exceeds standards
	Envelope Issues	Meets or exceeds standards
Should Do	Upgrade to 21 st Century Learning Environment Standard	Upgrade Required
	Core Facility Parity Issues; Library	Meets or exceeds standards
	Core Facility Parity Issues; Administration	Meets or exceeds standards
	Core Facility Parity Issues; Labs	Meets or exceeds standards
	Core Facility Parity Issues; Gym/MP	Meets or exceeds standards
	Core Facility Parity Issues; Theater/ Arts	Upgrade Required
	Core Facility Parity Issues; Athletics/Fields	Meets or exceeds standards
	Improvements for Sustainable “Green” Design	Upgrade Required
	Replace Portable Classrooms	Further Information Required
	Create Community Joint Use Facilities	Further Information Required
	Resolve Site Circulation and Parking Issues	Upgrade Required

NEW MUSIC BUILDING
RELOCATED SHADE
STRUCTURES
CLASSROOMS CONVERTED
TO NEW FOODSERVICE
OUTLETS

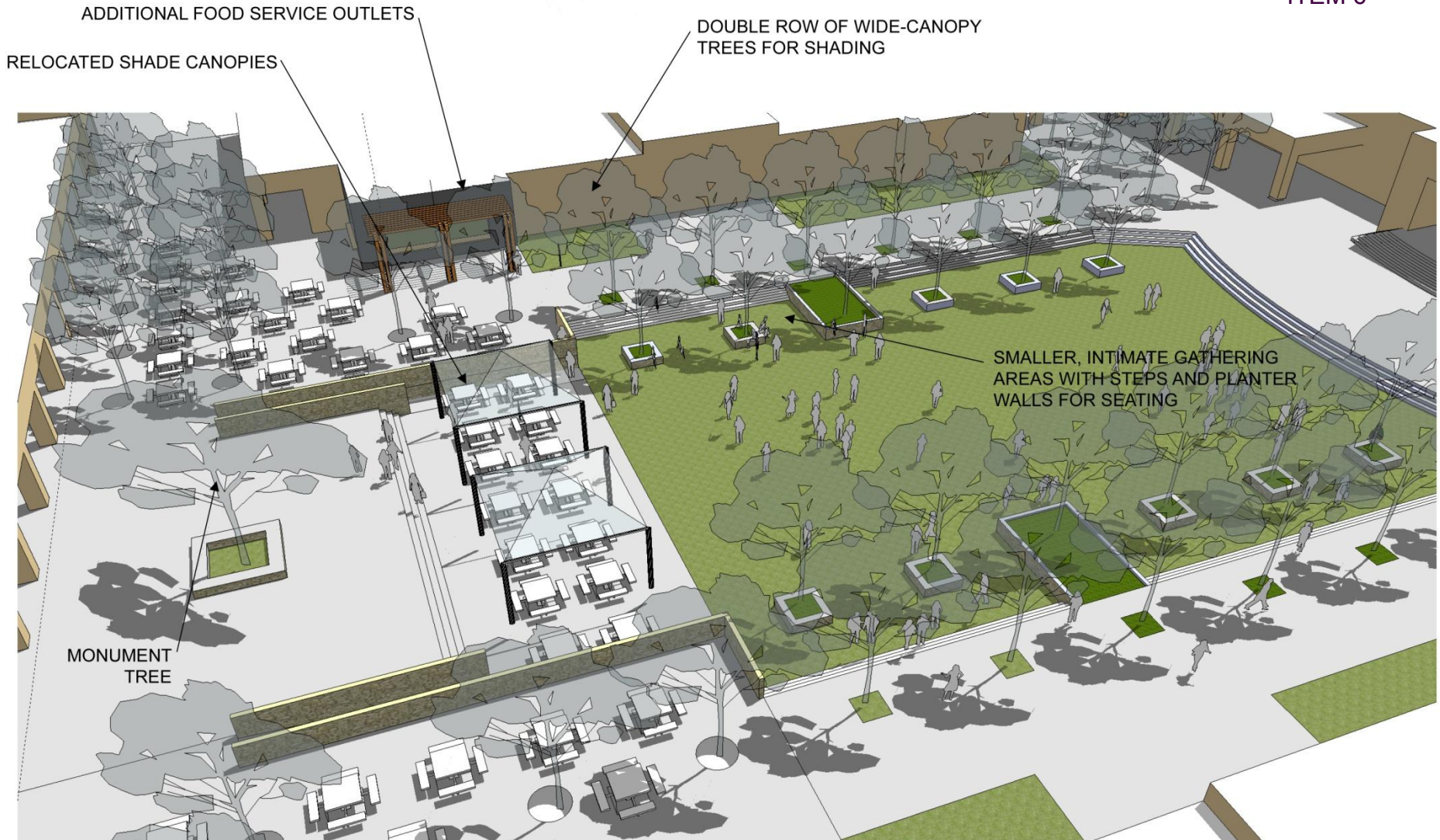


San Dieguito Union High School District
Carmel Valley Middle School Facilities Master Plan
OVERALL SITE PLAN

ITEM 6



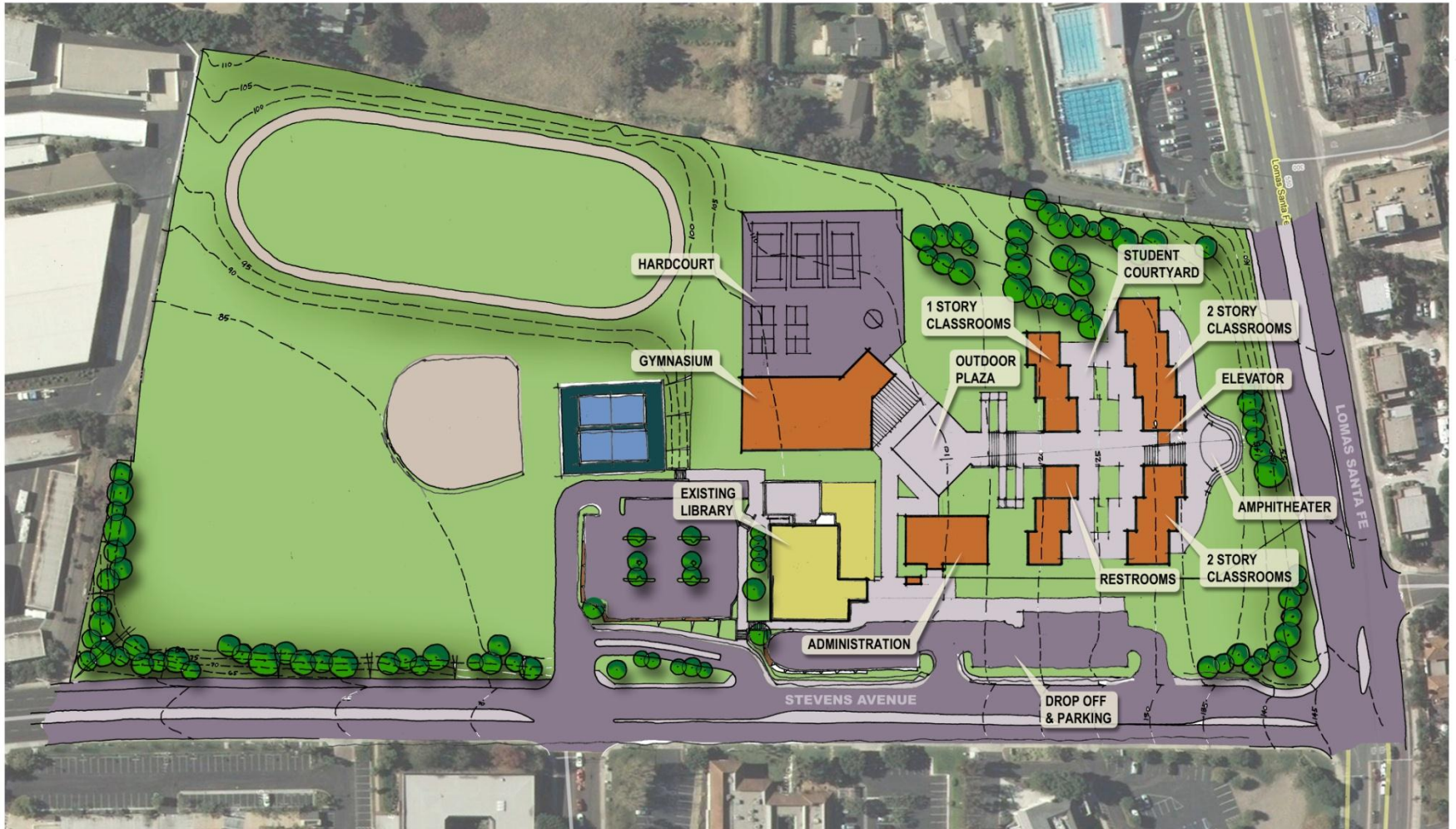
San Dieguito Union High School District
Carmel Valley Middle School Facilities Master Plan
CLASSROOM RECONFIGURATION



San Dieguito Union High School District
Carmel Valley Middle School Facilities Master Plan
QUAD RECONFIGURATION

- Earl Warren Middle School (1955)
- Preliminary Task Force Estimate: \$32,168,370

Must Do	Access Compliance Issues – Americans with Disabilities Act (ADA)	Upgrade Required
	Fire and Life Safety Issues	Upgrade Required
	Structural Safety Issues	Upgrade Required
	Hazardous Materials Issues	Upgrade Required
	Infrastructure Issues	Upgrade Required
	Envelope Issues	Upgrade Required
Should Do	Upgrade to 21 st Century Learning Environment Standard	Upgrade Required
	Core Facility Parity Issues; Library	Meets or exceeds standards
	Core Facility Parity Issues; Administration	Upgrade Required
	Core Facility Parity Issues; Labs	Upgrade Required
	Core Facility Parity Issues; Gym/MP	Upgrade Required
	Core Facility Parity Issues; Theater/Arts	Upgrade Required
	Core Facility Parity Issues; Athletics/Fields	Meets or exceeds standards
	Improvements for Sustainable “Green” Design	Upgrade Required
	Replace Portable Classrooms	Further Information Required
	Create Community Joint Use Facilities	Further Information Required
	Resolve Site Circulation and Parking Issues	Upgrade Required



San Dieguito Union High School District
Earl Warren Middle School Facilities Master Plan
SITE PLAN





San Dieguito Union High School District
Earl Warren Middle School Facilities Master Plan
EXTERIOR CONCEPT



San Dieguito Union High School District
Earl Warren Middle School Facilities Master Plan
EXTERIOR CONCEPT

Prototype Facilities:

- Torrey Pines High School
 - 21st Century Classroom
 - 21st Century Media Center
- Canyon Crest Academy
 - 21st Century Bio/Robotics Lab
- San Dieguito High School Academy
 - 21st Century Classroom
 - 21st Century Food Service
- La Costa Canyon High School
 - 21st Century Outdoor Learning Environment

Additional Facilities:

- Middle School Site @ La Costa Valley
 - Task Force recommendation:
 - Middle School to accommodate 500 students

	Enrollment (Oct. '10)	Preferred Capacity	Long Range Projections*
Diegueno MS	813	800	705
Oak Crest MS	884	800	873
Totals	1697	1600	1578
Unhoused (Surplus)			(22)

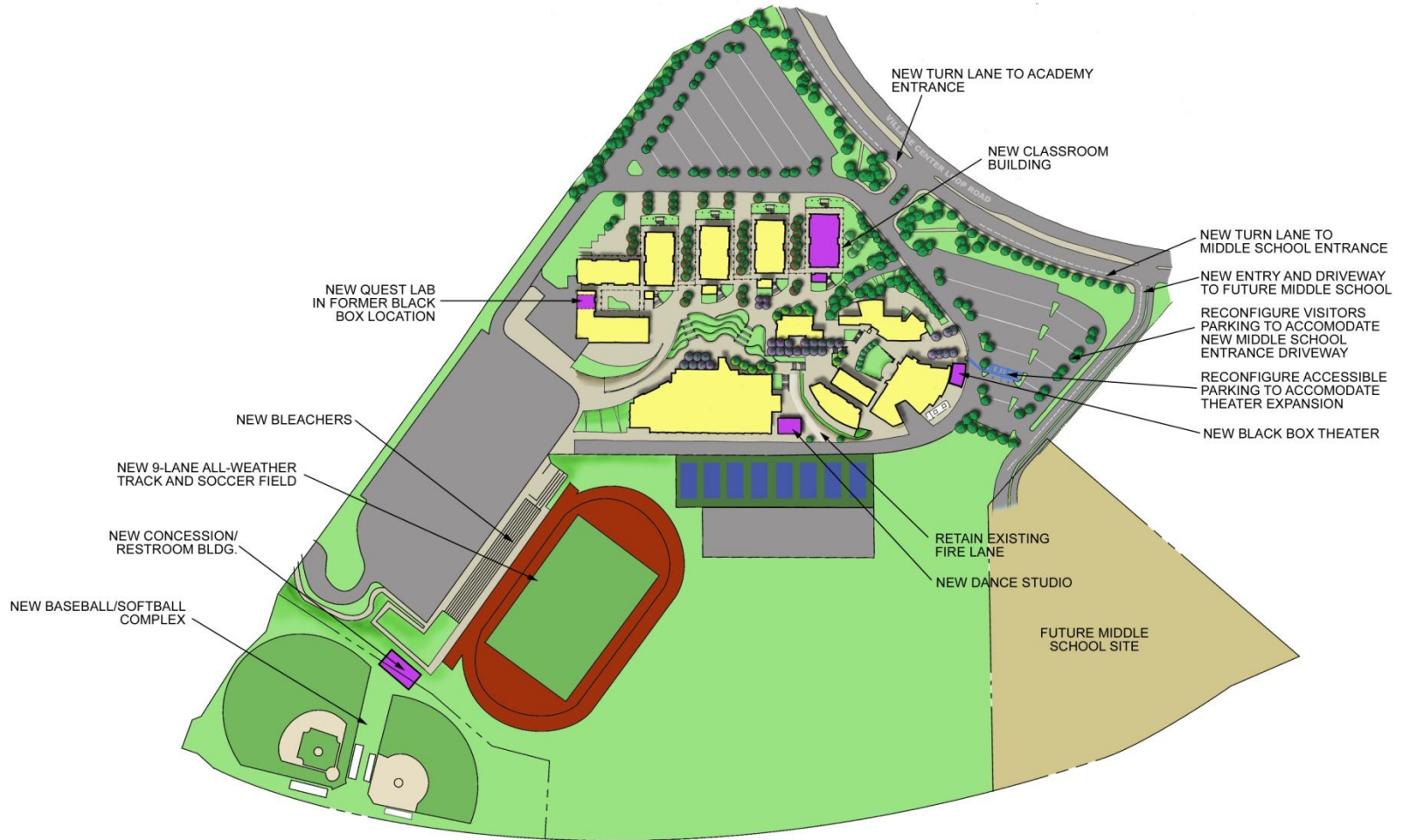
- Middle School Site @ La Costa Valley
 - Task Force recommendation:
 - Middle School to accommodate 500
-
- Potential options for site in the interim:
 - Develop Playfields
 - General Purpose Fields for soccer/lacrosse
 - Baseball – for use by La Costa Canyon High School to relieve facility at Diegueno MS
 - General Purpose Building
 - Possible Adult Ed programs
 - Possible community center/on-line hub

Additional Facilities:

- Middle School Site @ Pacific Highlands Ranch
 - Task Force recommendation:
 - Exercise property option for land adjacent to Canyon Crest Academy
 - Middle School to accommodate 1,000. Initial build to 500.

	Enrollment (Oct. '10)	Preferred Capacity	Long Range Projections*
Carmel Valley MS	1469	1000	1675
Earl Warren MS	704	500	803
Totals	2173	1500	2478
Unhoused (Surplus)			978

- Middle School Site @ Pacific Highlands Ranch
 - Task Force recommendation:
 - Exercise property option for land adjacent to Canyon Crest Academy
 - Middle School to accommodate 1,000. Initial build to 500.
-
- Reasons to proceed with recommendation:
 - Land cost escalation – 5%
 - Current enrollment in excess of preferred capacity
 - Areas in the south end continue to be developed
 - PHR: 75 units
 - Crosby: 50 units
 - Other CFD & Infill: 28 units
 - TOTAL in 10/11: 153 units
 - 4-5 years from today to plan and build



San Dieguito Union High School District
Canyon Crest Academy Facilities Master Plan
OVERALL SITE PLAN



Next Steps:

- Construction Management Cost Estimating
- Prioritizing
- Return to Site Committees in Fall
- Return to Board in October/November

Board of Trustees
Joyce Dalessandro
Barbara Groth
Beth Hergesheimer
Amy Herman
John Salazar

Superintendent
Ken Noah



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

JULY 14, 2011

THURSDAY, JULY 14, 2011
4:30 PM

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

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

1. President Hergesheimer called the meeting to order at 4:00 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 4:01 PM to:
 - 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.*
1 Issue: Superintendent Evaluation
 - 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. Consideration and/or deliberation of student discipline matters (1 case)

OPEN SESSION / ATTENDANCE

BOARD OF TRUSTEES

Joyce Dalessandro
Barbara Groth
Beth Hergesheimer
Amy Herman
John Salazar

DISTRICT ADMINISTRATORS / STAFF

Ken Noah, Superintendent
Eric Dill, Associate Superintendent, Business Services
Terry King, Associate Superintendent, Human Resources
Rick Schmitt, Associate Superintendent, Educational Services
Bruce Cochrane, Executive Director, Pupil Services
Becky Banning, Recording Secretary

ITEM 6

- 3. RECONVENE REGULAR MEETING / CALL TO ORDER (ITEM 3)
The regular meeting of the Board of Trustees was called to order at 4:37 PM by President Hergesheimer.
- 4. PLEDGE OF ALLEGIANCE (ITEM 4)
Ms. Hergesheimer led the pledge of Allegiance.
- 5. REPORT OUT OF CLOSED SESSION (ITEM 5)
The board took action to approve the stipulated expulsion of Student #557462. Motions were unanimously carried. The Board also agreed to add the following item to the closed session agenda in order to discuss 2 urgent matters: *“Conference with legal counsel to discuss current and/or potential litigation, pursuant to Government Code Sections 54956.9(b)(3)(A), (D), and (E) (2 cases)”*
- 6. APPROVAL OF MINUTES OF THE JUNE 16TH REGULAR BOARD MEETING
It was moved by Ms. Herman, seconded by Ms. Groth, to approve the Minutes of June 2, 2011, as presented. Motion unanimously carried.

NON-ACTION ITEMS(ITEMS 7 - 10)

- 7. STUDENT UPDATES (ITEM 7)
Students were not present at this meeting due to end-of-year commitments at their schools.
- 8. BOARD OF TRUSTEES UPDATES AND REPORTS..... (ITEM 8)
Ms. Dalessandro attended promotion / graduation ceremonies at Diegueño Middle School and Torrey Pines High School.

Barbara Groth attended promotion / graduation ceremonies at Oak Crest Middle School, Adult Education, and San Dieguito Academy; she also attended a luncheon sponsored by the San Dieguito Alliance for Drug Free Youth organization.

Ms. Beth Hergesheimer promotion / graduation ceremonies at Diegueño Middle School and La Costa Canyon High School.

Ms. Amy Herman attended promotion / graduation ceremonies at Carmel Valley Middle School and Canyon Crest Academy.

Mr. Salazar attended promotion / graduation ceremonies at Earl Warren Middle School and Torrey Pines High School.
- 9. SUPERINTENDENT’S REPORTS, BRIEFINGS AND LEGISLATIVE UPDATES
Superintendent Noah attended promotion / graduation ceremonies at La Costa Canyon High School and San Dieguito Academy. He also gave an update on the second annual Student Achievement Summit held on June 22nd with Principals, faculty members, and district administration.
- 10. DEPARTMENT / SCHOOL UPDATES (NONE SCHEDULED)

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

It was moved by Ms. Groth, seconded by Ms. Dalessandro, that all consent items be approved as listed 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.

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. ADOPTION OF DECLARATION OF NEED FOR FULLY QUALIFIED EDUCATORS

Adopt the attached Declaration of Need for Fully Qualified Educators, as per 1994 California Commission on Teacher Credentialing (CCTC) requirement, in order to hire teachers on emergency credentials, as presented.

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. Parchment, Inc. to provide student document delivery services, during the period July 15, 2011 through July 14, 2014, and renewing annually unless terminated in writing, to be expended directly from the requesting party's transcript delivery fee which includes a surcharge to be paid to the district for each record delivered.

14. PUPIL SERVICES

A. APPROVAL/RATIFICATION OF NON-PUBLIC SCHOOL / NON-PUBLIC AGENCY CONTRACTS (None Submitted)

B. APPROVAL/RATIFICATION OF AGREEMENTS (None Submitted)

C. APPROVAL OF DESTRUCTION OF CLASS 3 DISPOSABLE RECORDS / SPECIAL EDUCATION

Approve the recommendation to reclassify Special Education records as "Class 3", disposable, at which time they may be destroyed, as per California Code of Regulations, 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. Elite Show Services, Inc. to provide security services for graduations at Torrey Pines High School, La Costa Canyon High School, San Dieguito Academy, Canyon Crest Academy, Diegueno Middle School, and Oak Crest Middle School, during the period June 15, 2011 through June 17, 2011, for an amount not to exceed \$4,635.00, to be expended from the General Fund 03-00.
2. Dave Yant, Signs & Designs to design and paint assorted graphic designs and signs at locations throughout the District, during the period July 1, 2011 through June 30, 2012, for an amount not to exceed \$15,000.00, to be expended from the fund to which the project is charged.
3. NvLS Professional Services, LLC to provide E-rate consultation services, during the period July 1, 2011 through June 30, 2012, for an amount not to exceed \$10,500.00, to be expended from the General Fund 03-00.
4. Sowards and Brown Engineering, Inc. to prepare the map for annexation number 17 to Community Facilities District No. 95-2, during the period June 15, 2011 through September 1, 2011, for an amount not to exceed \$4,400.00, to be expended from Mello Roos Funds subject to reimbursement by the developer.

ITEM 6

- 5. City of Carlsbad Parks & Recreation for lease of facilities for the San Dieguito Academy Water Polo Team, during the period August 15, 2011 through February 14, 2012, at the rate of \$9.00 per hour per lane, to be expended from the San Dieguito Academy Foundation.
- 6. Law Office of Perry Israel to provide tax advice regarding Qualified School Construction Bonds, during the period July 15, 2011 until terminated by either party, at the hourly rate of \$500.00 with an estimated annual not to exceed amount of \$2,000.00, to be expended from the General Fund 03-00 and be reimbursed using solar energy rebate funds.

B. APPROVAL/RATIFICATION OF AMENDMENT TO AGREEMENTS

Approve/ratify amending the following agreements and authorize Christina M. Bennett, Eric R. Dill, or Ken Noah to execute all pertinent documents:

- 1. San Diego Scenic Tours, Inc., NCST, Inc., McClintock Hartley Enterprises, Inc. DBA: Goldfield Stage & Co., Sundance Stage Lines, Inc., Certified Transportation Services, Inc., Sun Diego Charter Co., and Grand Pacific Charter extending the Extra Curricular Transportation services contract B2009-03 for trips to be scheduled during the period July 1, 2011 through June 30, 2012, with a 3% increase in rates as stipulated in the contract, to be expended from the program fund requesting the transportation.
- 2. Fredricks Electric, Inc. for district wide cabling services, increasing the prices 5% or less, as allowed in the contract, and extending the contract period from August 1, 2011 through July 31, 2012, to be expended from the fund to which the project is charged.
- 3. D.A.D. Asphalt, Inc., for district wide asphalt paving services, extending the contract period from July 1, 2011 through June 30, 2012, with no other changes to the contract, to be expended from the fund to which the project is charged.

C. AWARD/RATIFICATION OF CONTRACTS
(None Submitted)

D. APPROVAL OF CHANGE ORDERS
(None Submitted)

E. ACCEPTANCE OF CONSTRUCTION PROJECTS
(None Submitted)

F. AUTHORIZATION TO REDUCE RETENTION

Authorize the administration to reduce the retention being withheld from payments to Barnhart-Balfour Beatty, Inc. fka Douglas E. Barnhart, Inc., for the San Dieguito High School Academy Visual and Performing Arts Center, from 10% to 5%, as authorized under the terms and conditions of the contract.

G. APPROVAL OF BUSINESS REPORTS

Approve the following business reports:

- 1. Purchase Orders
- 2. Membership Listing (None Submitted)

DISCUSSION / ACTION ITEMS (ITEMS 16 - 21)

16. APPROVAL OF CARL D. PERKINS CAREER TECHNICAL EDUCATION APPLICATION FOR FUNDING / CTE PROGRAMS, (SECONDARY, SECTION #131)

It was moved by Ms. Dalessandro, seconded by Ms. Groth, to approve the Carl D. Perkins Career Technical Education application, section #131, as presented. Motion unanimously carried.

17. APPROVAL OF CARL D. PERKINS CAREER TECHNICAL EDUCATION APPLICATION FOR FUNDING / CTE PROGRAMS, (ADULT EDUCATION / ROP, SECTION #132)

ITEM 6

It was moved by Ms. Herman, seconded by Ms. Groth, to approve the Carl D. Perkins Career Technical Education application, section #132, as presented. Motion unanimously carried.

18. ADOPTION OF RESOLUTIONS ESTABLISHING SPECIAL TAXES FOR 2011-12 FISCAL YEAR

It was moved by Ms. Groth, seconded by Ms. Dalessandro, to adopt resolutions establishing Special Taxes within Community Facilities District No.'s 94-2, 94-3, 95-2, 99-1, 99-2, 99-3, and 03-1, which increases the Alternate Prepayment Tax for single family, multi-family units, and commercial buildings per Lee Saylor Cost of Construction Index or Engineering News-Record Building Cost Index. Motion unanimously carried.

19. ADOPTION RESOLUTIONS LEVYING SPECIAL TAXES FOR 2011-12 FISCAL YEAR

It was moved Ms. Groth, seconded by Ms. Dalessandro, to adopt resolutions levying Special Taxes within Community Facilities District No.'s 94-1, 94-2, 94-3, 95-1, 95-2, 99-1, 99-2, 99-3, and 03-1, and authorize the Auditor of San Diego County to levy taxes on all non-exempt property within each Community Facilities District.

20. APPROVAL OF NEW BOARD POLICY JOB DESCRIPTION PROPOSAL, #4216.3-21.9, "NUTRITION SERVICES ASSISTANT-FLOATER"

It was moved by Ms. Groth, seconded by Ms. Dalessandro, to adopt new Board Policy #4216.3-21.9, "Nutrition Services Assistant-Floater" Job Description, as presented. Motion unanimously carried.

21. BOARD POLICY JOB DESCRIPTION REVISION PROPOSAL, #4216.3-05.4, "NUTRITION SERVICES DIRECTOR"

It was moved by Ms. Groth, seconded by Ms. Herman, to approve Revision of Board Policy #4216.3-05.4, "Nutrition Services Director" Job Description, as presented. Motion unanimously carried.

INFORMATION ITEMS.....(ITEMS 22 - 37)

22. BOARD POLICY REVISION PROPOSAL, #5113.1 (BP & AR), "TRUANCY"

Mandated policy and regulation revised to address new legislation (SB 1317 and AB 1610) as well as the definition of "chronic truant". This item was submitted for first reading and will be resubmitted for approval on August 18, 2011.

23. BOARD POLICY REVISION PROPOSAL, #5141.3 (BP & AR), "HEALTH EXAMINATIONS"

Mandated regulation revised regarding Type 2 Diabetes. Information sent to parents of 7th graders. This item was submitted for first reading and will be resubmitted for approval on August 18, 2011.

24. BOARD POLICY REVISION PROPOSAL, PLUS NEW ADMINISTRATIVE REGULATION, #5141.31, "IMMUNIZATIONS"

Reflects new legislation (AB 354) regarding Pertussis (Whooping Cough) booster. This item was submitted for first reading and will be resubmitted for approval on August 18, 2011.

25. ADOPTION OF NEW BOARD POLICY AND ADMINISTRATIVE REGULATION, #6163.2, "ANIMALS AT SCHOOL"

Mandated regulation reorganized and revised to reflect new federal regulations (75 Fed. Reg 178) requiring districts to modify their policy, practices and procedures to permit an individual with a disability to use a service animal at school, when the work or task performed by the service animal is directly related to the individual's disability. The regulation adds the definition of a service animal, reasons that a student may be asked to remove his/her service animal from school, and the conditions under which the use of service animals may be allowed at school. This item was submitted for first reading and will be resubmitted for approval on August 18, 2011.

26. BOARD POLICY REVISION PROPOSAL, #6168, "STUDENT ACCEPTABLE USE POLICY", AND #4112.7/AR-1, "EMPLOYEE ACCEPTABLE USE POLICY"

This item was presented for first read and will be submitted for board action on August 18, 2011.

ITEM 6

27. BOARD POLICY REVISION PROPOSAL, #5145.01/#6146 (BP & AR), "STUDENT ORGANIZATIONS & EQUAL ACCESS"

This item was presented for first read and will be submitted for board action on August 18, 2011.

28. 2011-12 STATE & DISTRICT BUDGET UPDATE

This item was presented as information only.

29. APPROVAL FOR SHOWING RATED-R FILMS (3) IN VIDEO FILM AND FILM AND SOCIETY COURSES AT ALL FOUR HIGH SCHOOLS

This item was presented for first read and will be submitted for board action on August 18, 2011.

22. BUSINESS SERVICES UPDATE ERIC DILL, ASSOCIATE SUPERINTENDENT

No further updates provided.

23. HUMAN RESOURCES UPDATE TERRY KING, ASSOCIATE SUPERINTENDENT

Ms. King gave an update on the status of Senate Bill 931 (Vargas), which prohibits public funds from being used to pay legal counsel for the purpose of deterring or minimizing the rights of union members. More updates will follow after August 15th.

24. EDUCATIONAL SERVICES UPDATE RICK SCHMITT, ASSOCIATE SUPERINTENDENT

Mr. Schmitt gave an update on summer school programs for 2011. (See attached handout).

25. PUBLIC COMMENTS – None presented.

26. FUTURE AGENDA ITEMS - None discussed.

27. ADJOURNMENT TO CLOSED SESSION

The Board reconvened to Closed Session at 4:01 PM to:

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.

1 Issue: Superintendent Evaluation

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

29. ADJOURNMENT OF MEETING - Meeting adjourned at 5:31 PM.

Barbara Groth, Board Clerk

_____/_____/2011
Date

Ken Noah, Superintendent

_____/_____/2011
Date

S.D.U.H.S.D.

Summer School Programs

2011

Online Credit Recovery – Torrey Pines High School (Rick Schmitt – Supervisor)

The Program

- 12th grade only, for students who did not Graduate
- English, Math, Social Science, Science
- May complete up to 20 credits
- 1 Teacher
- Available to all students, including Special Education
- Individualized for each student
- 20 days (June 24 – July 22)

Extended School Year (ESY) – Torrey Pines High School (Eric Beam – Supervisor)

The Program

- Special Education (required by statute)
- Severe Needs (invitation only)
- No credits earned
- Teachers and Instructional Assistants work with students, per IEP
- Individualized for each student
- 20 days (June 24 - July 22)

English as a Second Language (ESL) – Oak Crest Middle School (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 (July 5 – July 29)

San Dieguito Union High School District

INFORMATION REGARDING BOARD AGENDA ITEM

TO: BOARD OF TRUSTEES

DATE OF REPORT: August 9, 2011

BOARD MEETING DATE: August 18, 2011

**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
August 18, 2011

Donation	Description	Donor	Department	School Site
\$12,409.76	Guest and Visiting Artist Salaries	CCA Foundation	Various	CCA
\$613.35	Custodial Services	CCA Foundation	Various	CCA
\$430.65	SBF Athletics	CCA Foundation	Athletics	CCA
\$386.50	Transportation to Cirque Event	CCA Foundation	Various	CCA
\$339.30	Mentor Meetings-Food & Beverages	CCA Foundation	Various	CCA
\$260.00	Data Drops for the Nest	CCA Foundation	The Nest	CCA
\$129.66	Biology Class Materials	CCA Foundation	Science	CCA
\$70.00	Quest Course Materials	CCA Foundation	Science & Math	CCA
\$17.35	Pasco Scientific Order	CCA Foundation	Science	CCA
\$40.45	Misc Donations for CCA	TRUIST	Various	CCA
\$1,520.00	Misc Donations for SDA	SDA Foundation	Various	SDA
\$900.00	Misc Donations for SDA	SDA Foundation	Various	SDA
\$10,000.00	CVMS Admin - Technology	CVMS PTSA	CVMS Admin - Technology	CVMS
\$12,500.00	EWMS Technology	EWMS PTSA	Various	EWMS
\$1,268.07	EWMS Supplies	Active Network	Various	EWMS
\$38,735.64	ISOL Classroom	TPHS Foundation	Various	TPHS
\$1,000.00	Update/Upgrade Technology	Melanie Van Horn	Various	DNO
\$25,000.00	Special Education Department	Vanguard Charitable Endowment Program	Special Education	DO
\$105,620.73	TOTAL Monetary Donations			

San Dieguito Union High School District

INFORMATION REGARDING BOARD AGENDA ITEM

TO: BOARD OF TRUSTEES

DATE OF REPORT: August 8, 2011

BOARD MEETING DATE: August 18, 2011

PREPARED BY: Terry King
Associate Superintendent/Human Resources

SUBMITTED BY: Ken Noah
Superintendent

SUBJECT: APPROVAL OF CERTIFICATED and
CLASSIFIED PERSONNEL

EXECUTIVE SUMMARY

Please find the following Personnel actions attached for Board Approval:

Certificated

Employment
Change in Assignment
Leave of Absence
Resignation

Classified

Employment
Change in Assignment
Resignation

RECOMMENDATION:

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

FUNDING SOURCE:

General Fund

PERSONNEL LIST

CERTIFICATED PERSONNEL

Employment

1. **Timothy Hornig**, Probationary High School Principal at San Dieguito Academy, effective 8/08/11.
2. **Kajsa Medak**, 20% Temporary Teacher (art) at Carmel Valley Middle School for the 2011-12 school year, effective 8/23/11 through 6/15/12.
3. **Parnak Memar**, 33% Temporary Teacher (math) at Canyon Crest Academy for Semester I only of the 2011-12 school year, effective 8/23/11 through 1/27/12.
4. **Molly Ravenscroft**, Probationary Middle School Assistant Principal at Oak Crest Middle School, effective 8/16/11.
5. **Angela Willden**, 20% Temporary Teacher (biology) at Torrey Pines High School for the 2011-12 school year, effective 8/23/11 through 6/15/12.

Change in Assignment

1. **Charles Adams**, Change in Assignment from Teacher (special ed – mild/moderate) to District Program Specialist at the District Office for the 2011-12 school year, effective 8/23/11 through 6/15/12.
2. **Scott Drechsel**, Temporary Teacher (music) at Earl Warren and Carmel Valley, change in assignment from 80% to 100% and transfer to Carmel Valley for the 2011-12 school year, effective 8/23/11 through 6/15/12.
3. **Taylor Hindle**, Temporary Teacher (English) at Diegueno, change in assignment from 20% to 100% and transfer to Earl Warren Middle School for the 2011-12 school year, effective 8/23/11 through 6/15/12.
4. **Sarah Kaye**, Temporary Teacher (PE/Dance) at Torrey Pines High School, change in assignment from 80% to 100% for the 2011-12 school year, effective 8/23/11 through 6/15/12.
5. **Michael Marvil**, Change in Assignment from Teacher (special ed – mild/moderate) to District Program Specialist at La Costa Canyon High School for the 2011-12 school year, effective 8/23/11 through 6/15/12.

Leave of Absence

1. **Bethany Britt**, Teacher (special ed – moderate/severe) at La Costa Canyon High School, 100% Unpaid Leave of Absence for child-rearing purposes, effective 8/23/11 through 10/14/11. Bethany will resume her full-time position on 10/17/11.
2. **Jill Lax**, Teacher (English) at La Costa Canyon High School, rescind previously-approved request for 20% Unpaid Leave of Absence (80%) assignment and resume teaching full-time for the 2011-12 school year, effective 8/23/11.

ITEM 12A

3. **Susan Raley**, Teacher (English/Drama) at La Costa Canyon High School, 20% Unpaid Leave of Absence (80% assignment) for the 2011-12 school year, effective 8/23/11 through 6/15/12.
4. **Julie Seebruch**, Teacher (special ed – mild/moderate) at Canyon Crest Academy, 100% Unpaid Leave of Absence for child-rearing purposes, effective 8/23/11 through 10/21/11. Julie will resume her full-time position on 10/24/11.
5. **Mariah Weibel**, Teacher (English/Spanish) at Oak Crest, 100% Unpaid Leave of Absence for child-rearing purposes, effective 8/23/11 through 9/30/11. Mariah will resume her full-time position on 10/03/11.

Resignation

1. **Michael Ecker**, Teacher (English) at Earl Warren Middle School, resignation from employment, effective 7/27/11.
2. **Kelly Martot**, Temporary Teacher (French) at San Dieguito Academy, resignation from employment, effective 7/20/11.
3. **Mikael Modeer**, Middle School Assistant Principal at Oak Crest Middle School, resignation from employment, effective 7/21/11.
4. **Kristen Pina**, Temporary Counselor at Canyon Crest Academy, resignation from employment, effective 7/28/11.
5. **Rosanne Valenzuela**, Teacher (music) at Carmel Valley Middle School, resignation from employment, effective 8/05/11.

PERSONNEL LIST

CLASSIFIED PERSONNEL

Employment

1. **Ham, David**, Custodian, Torrey Pines HS, SR 32, 100% FTE, effective 6/27/11
2. **Kinnare, Carolyn**, Health Technician, Earl Warren MS, SR 35, 48.75% FTE, effective 8/16/11
3. **Southam, Erin**, Lead Library Media Technician, Diegueno MS, SR 40, 100% FTE, effective 8/18/11

Change in Assignment

1. **Bhagwat, Loveena**, from Secretary, 48.75% to Secretary, 75%, effective 8/01/11
2. **Barragan, Luis**, from Grounds Maintenance Worker I, SR35, 100% FTE to Grounds Maintenance Worker II, SR39, 100% FTE, effective 8/01/11
3. **Fortin, Yvonne** from Secretary, Canyon Crest Academy, SR 36, 100% FTE to Secretary, Adult School, 100% FTE, effective 7/25/11
4. **Hernandez, Laura**, from Health Technician, Torrey Pines HS, SR 35, 100% FTE to Health Technician, La Costa Canyon HS, 100% FTE, effective 8/16/11
5. **Johnson, Pandora**, from Health Technician, Earl Warren MS, SR 35, 48.75% FTE to Torrey Pines HS, 100% FTE, effective 8/16/11
6. **Mitroff, James**, from Maintenance Supervisor, 100% FTE to Executive Director of Operations, 100% FTE, effective 7/28/11 – 8/05/11
7. **Ochoa, Jose**, from Custodian, Torrey Pines HS, SR 32, 25% FTE to Custodian, Diegueno MS, SR32, 100% FTE, effective 6/24/11
8. **Olszewski, Carolyn**, from Registrar, Canyon Crest Academy, SR 40, 100% FTE to Registrar, La Costa Canyon HS, 100% FTE, effective 7/11/11
9. **Rock, Courtney**, from Payroll Technician, SR44, Layoff, 100% FTE, to Registrar, Torrey Pines HS, SR40, 100% FTE, effective 7/25/11
10. **Shephard, Andrea**, from Registrar, Torrey Pines HS, SR40, 100% FTE to Registrar, Canyon Crest Academy, 100% FTE, effective 7/18/11
11. **Wilkinson, Bruce**, from Grounds Maintenance Equipment Operator, 100% FTE to Lead Grounds Worker, 100% FTE, effective 7/15/11 – 7/22/11

Resignation

1. **Eidsvoog, Kathy**, Lead Library Media Technician, resignation effective 6/20/11.

San Dieguito Union High School District

INFORMATION REGARDING BOARD AGENDA ITEM

TO: BOARD OF TRUSTEES

DATE OF REPORT: August 10, 2011

BOARD MEETING DATE: August 18, 2011

PREPARED BY: Michael Grove, Executive Director of Curriculum,
Instruction and Assessment
Rick Schmitt, Associate Superintendent Educational
Services

SUBMITTED BY: Ken Noah
Superintendent

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

EXECUTIVE SUMMARY

The attached Professional Services Report/Educational Services summarizes four contracts.

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

EDUCATIONAL SERVICES - PROFESSIONAL SERVICES REPORT

Date: 08-18-11

<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>
01/01/11 – 03/31/13	The Regents of the University of California (UCSD)	Provide California Healthy Kids Survey (CHKS) support services for San Dieguito Union High School District’s Tobacco Use Prevention Education (TUPE) program	General Fund/Restricted 06-00	\$70,040.00
08/19/11 – 06/30/12	AP Testing Service II, LLC	Provide AP testing services at Torrey Pines High School, La Costa Canyon High School, San Dieguito High School Academy, and Canyon Crest Academy	Expended directly from the test registration fees	NA
08/19/11 – 06/30/12	Phyllis Quan dba Quan Consulting	Provide advice and counsel in fundraising for high school sports and other academic and extracurricular activities	General Fund 03-00	\$5,400.00
09/29/11 – 03/15/12	San Diego County Superintendent of Schools	Provide advanced Specially Designed Academic Instruction in English (SDAIE) professional development for San Dieguito Union High School District teachers	General Fund/Restricted 06-00	\$8,950.00

San Dieguito Union High School District

INFORMATION REGARDING BOARD AGENDA ITEM

TO: BOARD OF TRUSTEES

DATE OF REPORT: July 26, 2011

BOARD MEETING DATE: August 18, 2011

PREPARED BY: Rick Schmitt
Associate Superintendent/Educational Services

SUBMITTED BY: Ken Noah, Superintendent

SUBJECT: ROP Agreement for Participation, 2011-12

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 2011-12. Also attached is a list of SDUHSD ROP Program courses and a breakdown of the 2011-12 budget.

RECOMMENDATION:

It is recommended that the Board approve the Regional Occupational Program Agreement for 2011-12 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 _____ 2011, 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, 2011 to June 30, 2012.

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. 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. Submit reports and data as requested by the SUPERINTENDENT and the State Department of Education.
9. 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.

10. Provide instruction to every student as per ROP course of study approved by the SUPERINTENDENT and the State Department of Education.
11. 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.
12. 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.
13. Provide assurance that facilities provided hereunder are accessible by handicapped persons or provide access to a similar alternative program.
14. Provide for all ROP teachers (full and part time) to be evaluated annually or biannually according to DISTRICT policy and procedures.

ITEM 13B

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. The Superintendent recognized the potential need of the district to make flexible use of the ROP funds including, but not limited to, closing classes, creating new classes, and redirecting ROP funds to non-ROP expenses. During the period of categorical flexibility, flexible use of funds that result in a reduction of ADA to a level below the DISTRICT'S ROP capped ADA must include a mutually agreed upon exit strategy outlining how the DISTRICT intends to recapture the lost ADA in the 2015-2016 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, specified in Addendum A.

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.
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.
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.

ITEM 13B

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 as prescribed by CDE and subject to an adjusting deferral schedule:

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.

ITEM 13B

d. End of Year Balance Funds

During the period of categorical flexibility, there are no statutory requirements or limits on end of year ROP fund balances. Any end of year balance shall be included in the certification of final expenditures.

- 11. 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.

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

13. 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: _____

Lora Duzyk, Assistant Superintendent
Business Services Division

Title

Authorized by Governing Board on:

Authorized by the San Diego County Board
of Education on:

5/11/2011

San Dieguito

ITEM 13B

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
SAN DIEGUITO - ROP CONTRACT FOR 2011-12															CALCS 8%		CALC
															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
ARCHITECTURAL DESIGN	570528			17,000		3,570	1,000								1,726		23,296
DIGITAL COMPOSITION-MIDI	559801			32,500		6,825	2,000							-	3,306		44,631
AUDIO REC. ARTS	469813			22,000		4,620	1,000								2,210		29,830
AUTO ENGINE PERF.	567803			36,500		7,665	2,000		250					-	3,713	-	50,128
AUTO TECHNOLOGY	565513			19,500		4,095	2,000		250						2,068	-	27,913
BUS. MGMT. OWNERSHIP	412107			55,500		11,655	4,000								5,692		76,847
CABINETMAKING	552009			76,500	-	16,065	3,000		-					-	7,645	-	103,210
CHILD DEV. OCCUPATIONS	440012			19,950		4,190	1,000							-	2,011	-	27,151
COMPUTER APP.	461518			11,500	-	2,415	300							-	1,137	-	15,352
COMPUTER GAME DESIGN	422514			32,250		6,775	3,000								3,362		45,387
CULINARY ARTS	442004			185,300		38,913	16,500						-	-	19,257	-	259,970
INTERNATIONAL FOODS				12,200		2,562	1,500								1,301		17,563
DIGITAL MEDIA PRODUCTION	577012			24,400		5,124	2,000							-	2,522		34,046
DRAFTING/ COMPUTER	570508			22,500	-	4,725	1,500		-					-	2,298	-	31,023
ENGINEERING DESIGN	564904			8,000		1,680	1,000							-	854		11,534
ENGINEERING PRINCIPLE	564905			15,900		3,339	1,000							-	1,619		21,858
FASHION DESIGN/Merch	441028			12,500		2,625	1,000							-	1,290		17,415
GUITAR MAKING	555822			19,500	-	4,095	1,000	-	-	-	-	-	-	-	1,968	-	26,563
MARKETING PRINCIPLES	410716			35,900		7,539	2,000							-	3,635		49,074
OCEAN SURF LIFESAVING	586913			16,900		3,549	1,000							-	1,716		23,165
PHOTO IMAGING	576001			150,400	-	31,584	10,000								15,359	-	207,343
SCREEN PRINTING	576201			41,000		4,920	3,000		-						3,914	-	52,834
STAGEHAND TECH.	552707			8,000		1,200	1,000			-				-	816	-	11,016
WELDING & METAL FAB.	561602			42,500		7,845	3,000							-	4,268	-	57,613
Total Course				918,200	-	187,575	64,800	-	500	-	-	-	-	-	93,686	-	1,264,761
Counseling & Guidance																	
Direct Administration				98,800		21,300	2,000							-			122,100
Area Service Center				25,182	5,400		3,600							-			34,182
Student Int. Survey														-			-
Maintenance & Operations							12,000		3,500								15,500
Reserve														-	-		-

																		-	-		-
Total Administration				123,982	5,400	21,300	17,600	-	3,500	-	-	-	-	-	-	-	-	-	-		171,782
Total Program				\$ 1,042,182	\$ 5,400	\$ 208,875	\$ 82,400	\$ -	\$ 4,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 93,686	\$ -	\$ -	\$ -	\$ 1,436,543	
2011-2012 Estimated ROP Allocations:																					
Base Funding	1,213,731																				
Growth	216,763																				
Lottery	56,387																				
Fall Revision	-																				
ARRA	-																				
	-																				
Estimated General Reserve	-																				
Adopted Capital Reserve	-																				
Total Allocation	1,486,881																				
Estimated Expenses	1,436,543																				
Allocation in excess of Expenditure	50,338																				

San Dieguito Union High School District

INFORMATION REGARDING BOARD AGENDA ITEM

TO: BOARD OF TRUSTEES

DATE OF REPORT: August 4, 2011

BOARD MEETING DATE: September 1, 2011

PREPARED BY: Bruce Cochrane, Executive Director
Pupil Services

SUBMITTED BY: Ken Noah, Superintendent

SUBJECT: Interdistrict Attendance Agreements,
2011-2012

EXECUTIVE SUMMARY

Each year the San Dieguito Union High School District enters into agreements with several San Diego County Schools Districts for students currently attending our district on transfers as well as for our students currently attending other districts during the school year. However, the San Dieguito Union High School District is currently in a Basic Aid funding status and will not approve any new interdistrict attendance permits as long as the Basic Aid funding status continues. Students of employees of the San Dieguito Union High School District will be eligible for interdistrict attendance permits as long as they are in good standing. .

RECOMMENDATION

It is our recommendation that the Board of Trustees enter into agreements for the 2011-2012 with Escondido Union High School District, and Carlsbad, Poway, San Marcos, Vista, and Mountain Empire Unified School Districts, as shown in the attached supplement, and that Superintendent, Ken Noah be authorized to sign these agreements.

FUNDING SOURCE

Results in additional funding for the San Dieguito Union High School District.

School Districts of San Diego County
INTERDISTRICT ATTENDANCE AGREEMENT

ITEM 14C

This agreement made and entered into this 11 day of February, 2011 by and between the Carlsbad Unified School District of San Diego County and the San Dieguito Union School District of San Diego County is effective only for the school year(s) 2011 through 2013 (up to 5 years) and neither party is bound by any of the covenants herein contained after the expiration of said school year.

Interdistrict Attendance Permits allowing students to complete the school year when their parent/guardian has moved out of the District during the second semester of the school year will terminate at the end of that school year.

The above mentioned parties mutually agree as follows:

- Each of the districts will accept, insofar as facilities permit, students who are residents of the other said district who have proper permits for attendance from the district superintendent or his designee of the school district of residence who are eligible to attend the classes of the schools operated by the district of attendance, and who are acceptable to said district of attendance.
- The respective school districts will furnish the said pupils the same advantages, supplies, and regular instructional services as are furnished to the pupils in attendance in at their respective schools, exclusive of transportation to and from said schools unless special arrangements are previously agreed upon.
- In accordance with Education Code Section 46607, the attendance of said pupils shall be credited as follows (check appropriate boxes):
 - The attendance shall be credited to the district of attendance with the district of attendance assuming all costs of education unless other arrangements are jointly agreed upon.
 - Districts with 25 percent or more reduction in PL 81- 874 funds as a result of interdistrict attendance:** The attendance shall be credited to the district of residence with tuition — not to exceed the actual cost per ADA for the grade level or program less any income, other than tuition, received by the district of attendance on account of such attendance — to be paid to the district of attendance.
 - Consortium of School Districts Operating Adult Programs:** The attendance may be credited on the basis of the district of residence with interdistrict tuition paid to the district of attendance as agreed to by the participating districts.
- Final payment, if any, to be made to the district of attendance no later than August 31, after the close of the fiscal year.

IN WITNESS WHEREOF, the governing boards of said districts have approved this agreement on the dates indicated below and authorized their representatives to sign it in their behalf.

Carlsbad Unified School District

San Dieguito Union School District

As per district policy or regulations the terms of revocation of student interdistrict contract are as follows:

As per district policy or regulations the terms of revocation of student interdistrict contract are as follows:

- Discipline
- Attendance
- Academics

- Discipline
- Attendance
- Academics

District appeal process as follows:

District appeal process as follows:

- Site Principal (Secondary only)
- Director Pupil Services
- Asst. Supt., Instructional Svcs.

- Executive Director, Pupil Services
- Associate Supt., Instructional Services
-

The application deadline of January 1 has been waived Yes No

The application deadline of January 1 has been waived Yes No

Signature John A. Roach

Signature _____

Title John A. Roach, Ed. D. Supt.

Title _____

Approved by the Governing Board on:

Approved by the Governing Board on:

Date 2-09-11

Date _____

District schools/programs known to be impacted at the time of this agreement:

District schools/programs known to be impacted at the time of this agreement:

All programs are impacted. Only new IDT's from district employees will be considered at this time. Continuing IDT's will be approved per district policy. See attached

The canary copy of this agreement should be filed with the County Office ONLY if tuition is to be paid by a San Diego County school district to the district of attendance.

In compliance with AB2444, IDT applications will continue to be accepted during the open enrollment period.

School Districts of San Diego County

ITEM 14C

INTERDISTRICT ATTENDANCE AGREEMENT

This agreement made and entered into this 12th day of April, 2011 by and between the Escondido Union High School District of San Diego County and the San Dieguito Union High School District of San Diego County is effective only for the school year(s) 2011 through 2012 (up to 5 years) and neither party is bound by any of the covenants herein contained after the expiration of said school year.

The above mentioned parties mutually agree as follows:

- Each of the districts will accept, insofar as facilities permit, students who are residents of the other said district who have proper permits for attendance from the district superintendant or his designee of the school district of residence who are eligible to attend the classes of the schools operated by the district of attendance, and who are acceptable to said district of attendance.
- The respective school districts will furnish the said pupils the same advantages, supplies, and regular instructional services as are furnished to the pupils in attendance at their respective schools, exclusive of transportation to and from said schools unless special arrangements are previously agreed upon.
- In accordance with Education Code Section 46607, the attendance of said pupils shall be credited as follows (check appropriate boxes):
 - The attendance shall be credited to the district of attendance with the district of attendance assuming all costs of education unless other arrangements are jointly agreed upon.
 - Districts with 25 percent or more reduction in PL 81-874 funds as a result of interdistrict attendance:** The attendance shall be credited to the district of residence with tuition — not to exceed the actual cost per ADA for the grade level or program less any income, other than tuition, received by the district of attendance on account of such attendance — to be paid to the district of attendance.
 - Consortium of School Districts Operating Adult Programs:** The attendance may be credited on the basis of the district of residence with interdistrict tuition paid to the district of attendance as agreed to by the participating districts.
- Final payment, if any, to be made to the district no later than August 31, after the close of the fiscal year.

IN WITNESS WHEREOF, the governing boards of said districts have approved this agreement on the dates indicated below and authorized their representatives to sign it in their behalf.

Escondido Union High School District

San Dieguito Union High School District

As per district policy or regulations the terms of revocation of student interdistrict contract are as follows:

- Discipline
- Attendance
- Academics

As per district policy or regulations the terms of revocation of student interdistrict contract are as follows:

- Discipline
- Attendance
- Academics

DISTRICT APPEAL PROCESS AS FOLLOWS:

- _____
- _____
- _____

DISTRICT APPEAL PROCESS AS FOLLOWS:

- Executive Director of Pupil Services
- Associate Supt., Instructional Services
- _____

The application deadline of January 1 has been waived Yes No

The application deadline of January 1 has been waived Yes No

Signature Rubén Cantú

Signature _____

Title Director of Pupil Services

Title _____

Approved by the Governing Board on:

Approved by the Governing Board on:

Date April 12, 2011

Date _____

District schools/programs known to be impacted at the time of this agreement:

Special Education Program

District schools/programs known to be impacted at the time of this agreement:

Special Education Program
Regular Education Program
See attached

The canary copy of this agreement should be filed with the County Office ONLY if tuition is to be paid by a San Diego County school district to the district of attendance.

School Districts of San Diego County
INTERDISTRICT ATTENDANCE AGREEMENT

ITEM 14C

This agreement made and entered into this 17 day of March, 2011 by and between the Mountain Empire Unified School District of San Diego County and the San Dieguito Union School District of San Diego County is effective only for the school year(s) 2011 through 2016 (up to 5 years) and neither party is bound by any of the covenants herein contained after the expiration of said school year.

The above mentioned parties mutually agree as follows: Interdistrict Atten. Permits allowing students to complete the school year when their parent/guardian has moved out of the district will terminate at the end of that year.

- Each of the districts will accept insofar as facilities permit, students who are residents of the other said district who have proper permits for attendance from the district superintendent or his designee of the school district of residence who are eligible to attend the classes of the schools operated by the district of attendance, and who are acceptable to said district of attendance.
- The respective school districts will furnish the said pupils the same advantages, supplies, and regular instructional services as are furnished to the pupils in attendance at their respective schools, exclusive of transportation to and from said schools unless special arrangements are previously agreed upon.
- In accordance with Education Code Section 46607, the attendance of said pupils shall be credited as follows (check appropriate boxes):
 - The attendance shall be credited to the district of attendance with the district of attendance assuming all costs of education unless other arrangements are jointly agreed upon.
 - Districts with 25 percent or more reduction in PL 81-874 funds as a result of interdistrict attendance:** The attendance shall be credited to the district of residence with tuition — not to exceed the actual cost per ADA for the grade level or program less any income, other than tuition, received by the district of attendance on account of such attendance — to be paid to the district of attendance.
 - Consortium of School Districts Operating Adult Programs:** The attendance may be credited on the basis of the district of residence with interdistrict tuition paid to the district of attendance as agreed to by the participating districts.
- Final payment, if any, to be made to the district no later than August 31, after the close of the fiscal year.

CONDITIONS

- As per district policy or regulations the terms of revocation of student interdistrict contract are as follows:

<input checked="" type="checkbox"/> Discipline <input checked="" type="checkbox"/> Attendance <input checked="" type="checkbox"/> Academics	As per district policy or regulations the terms of revocation of student interdistrict contract are as follows: <input checked="" type="checkbox"/> Discipline <input checked="" type="checkbox"/> Attendance <input checked="" type="checkbox"/> Academics
---	--
- Additional conditions (optional) Both districts must agree
 - Partial agreements to the end of the year
 - Locations of the school site, once admitted is at the discretion of the receiving district.
 - Other, specify _____

APPEAL PROCESS

DISTRICT APPEAL PROCESS AS FOLLOWS:

- Superintendent
- _____
- _____

DISTRICT APPEAL PROCESS AS FOLLOWS:

- Executive Director, Pupil Services
- Associate Supt., Instructional Services
- _____

The application deadline of January 1 has been waived Yes No

The application deadline of January 1 has been waived Yes No

SIGNATURES

Signature _____
Title Superintendent

Signature _____
Title _____

Approved by the Governing Board on:

Approved by the Governing Board on:

Date February 8, 2011

Date _____

District schools/programs known to be impacted at the time of this agreement:

District schools/programs known to be impacted at the time of this agreement:

See attached

IN WITNESS WHEREOF, the governing boards of said districts have approved this agreement on the dates indicated below and authorized their representatives to sign in their behalf.

Mountain Empire Unified School District

San Dieguito Union School District

The canary copy of this agreement should be filed with the County Office ONLY if tuition is to be paid by a San Diego County school district to the district of attendance.

School Districts of San Diego County
INTERDISTRICT ATTENDANCE AGREEMENT

ITEM 14C

This agreement made and entered into this 24th day of May, 2011 by and between the Oceanside Unified School District of San Diego County and the San Dieguito Unified School District of San Diego County is effective only for the school year(s) 2011 through 2016 (up to 5 years) and neither party is bound by any of the covenants herein contained after the expiration of said school year.

The above mentioned parties mutually agree as follows:

- Each of the districts will accept insofar as facilities permit, students who are residents of the other said district who have proper permits for attendance from the district superintendent or his designee of the school district of residence who are eligible to attend the classes of the schools operated by the district of attendance, and who are acceptable to said district of attendance.
- The respective school districts will furnish the said pupils the same advantages, supplies, and regular instructional services as are furnished to the pupils in attendance at their respective schools, exclusive of transportation to and from said schools unless special arrangements are previously agreed upon.
- In accordance with Education Code Section 46607, the attendance of said pupils shall be credited as follows (check appropriate boxes):
 - The attendance shall be credited to the district of attendance with the district of attendance assuming all costs of education unless other arrangements are jointly agreed upon.
 - Districts with 25 percent or more reduction in PL 81-874 funds as a result of interdistrict attendance:** The attendance shall be credited to the district of residence with tuition — not to exceed the actual cost per ADA for the grade level or program less any income, other than tuition, received by the district of attendance on account of such attendance — to be paid to the district of attendance.
 - Consortium of School Districts Operating Adult Programs:** The attendance may be credited on the basis of the district of residence with interdistrict tuition paid to the district of attendance as agreed to by the participating districts.
- Final payment, if any, to be made to the district no later than August 31, after the close of the fiscal year.

CONDITIONS

- As per district policy or regulations the terms of revocation of student interdistrict contract are as follows:

<input checked="" type="checkbox"/> Discipline <input checked="" type="checkbox"/> Attendance <input checked="" type="checkbox"/> Academics	As per district policy or regulations the terms of revocation of student interdistrict contract are as follows:
	<input checked="" type="checkbox"/> Discipline <input checked="" type="checkbox"/> Attendance <input checked="" type="checkbox"/> Academics
- Additional conditions (optional) Both districts must agree
 - Partial agreements to the end of the year
 - Locations of the school site, once admitted is at the discretion of the receiving district.
 - Other, specify Conditions as set forth in Board Policies and Administrative Regulations

APPEAL PROCESS

DISTRICT APPEAL PROCESS AS FOLLOWS:

- Written Appeal to Associate Superintendent of Educational Services
- Appeal to the San Diego County Office of Ed
- _____

DISTRICT APPEAL PROCESS AS FOLLOWS:

- Executive Director, Pupil Services
- Associate Supt., Instructional Services
- _____

The application deadline of January 1 has been waived Yes No

The application deadline of January 1 has been waived Yes No

SIGNATURES

Signature [Signature]
Title Larry Perondi, Superintendent

Signature _____
Title _____

Approved by the Governing Board on:
Date 5/24/11

Approved by the Governing Board on:
Date _____

District schools/programs known to be impacted at the time of this agreement:
Conditions in Board Policy/Admin Regulations
IN WITNESS WHEREOF, the governing boards of said districts have approved this agreement on the dates indicated above and authorized their representatives to sign in their behalf.

District schools/programs known to be impacted at the time of this agreement:
See attached

Oceanside Unified School District

San Dieguito Unified School District

The canary copy of this agreement should be filed with the County Office ONLY if tuition is to be paid by a San Diego County school district to the district of attendance.

School Districts of San Diego County
INTERDISTRICT ATTENDANCE AGREEMENT

ITEM 14C

This agreement made and entered into this 3 day of June, 2011, by and between the Poway Unified School District of San Diego County and the San Dieguito Union High School District of San Diego County is effective only for the school year(s) 2011 through 2016 (up to 5 years) and neither party is bound by any of the covenants herein contained after the expiration of said school year.

The above mentioned parties mutually agree as follows:

- Each of the districts will accept insofar as facilities permit, students who are residents of the other said district who have proper permits for attendance from the district superintendent or his designee of the school district of residence who are eligible to attend the classes of the schools operated by the district of attendance, and who are acceptable to said district of attendance.
- The respective school districts will furnish the said pupils the same advantages, supplies, and regular instructional services as are furnished to the pupils in attendance at their respective schools, exclusive of transportation to and from said schools unless special arrangements are previously agreed upon.
- In accordance with Education Code Section 46607, the attendance of said pupils shall be credited as follows (check appropriate boxes):

The attendance shall be credited to the district of attendance with the district of attendance assuming all costs of education unless other arrangements are jointly agreed upon.

Districts with 25 percent or more reduction in PL 81-874 funds as a result of interdistrict attendance: The attendance shall be credited to the district of residence with tuition - not to exceed the actual cost per ADA for the grade level or program less any income, other than tuition, received by the district of attendance on account of such attendance - to be paid to the district of attendance.

Consortium of School Districts Operating Adult Programs: The attendance may be credited on the basis of the district of residence with interdistrict tuition paid to the district of attendance as agreed to by the participating districts.

Final payment, if any, to be made to the district no later than August 31, after the close of the fiscal year.

CONDITIONS

As per district policy or regulations the terms of revocation of student interdistrict contract are as follows:

Discipline Attendance Academics

Discipline Attendance Academics

2. Additional conditions (optional) Both districts must agree

Partial agreements to the end of the year

Locations of the school site, once admitted is at the discretion of the receiving district.


Other, specify conditions set forth in PUSD Board Policies, Administrative Regulations/Procedures.

APPEAL PROCESS

DISTRICT APPEAL PROCESS AS FOLLOWS:

- Paul Gentle, Director, Student Attendance & Discipline
- Elaine Cofrancesco, Executive Director, Student Support Services
- Mel Robertson, Associate Superintendent, Learning Support Services

The application deadline of January 1 has been waived Yes No

Signature 
Title Director

Approved by the Governing Board on:

Date March 8, 2011

District schools/programs known to be impacted at the time of this agreement:

**** Note: Impacted schools at PUSD varies and are "enrollment impacted" / check with PUSD. See attached**

DISTRICT APPEAL PROCESS AS FOLLOWS:

- Executive Director, Pupil Services
- Associate Supt., Instructional Services
- _____

The application deadline of January 1 has been waived Yes No

SIGNATURES

Signature _____
Title _____

Approved by the Governing Board on:

Date _____

District schools/programs known to be impacted at the time of this agreement:

IN WITNESS WHEREOF, the governing boards of said districts have approved this agreement on the dates indicated above and authorized their representatives to sign in their behalf.

Poway Unified School District

San Dieguito Union High School School District

The canary copy of this agreement should be filed with the County Office ONLY if tuition is to be paid by a San Diego County school district to the district of attendance.

School Districts of San Diego County
INTERDISTRICT ATTENDANCE AGREEMENT

ITEM 14C

This agreement made and entered into this 7 day of MARCH, 2011 by and between the SAN MARCOS UNIFIED School District of San Diego County and the SAN DIEGUITO UNION HIGH School District of SAN DIEGO County is effective only for the school year(s) 2012 through 2016 (up to 5 years) and neither party is bound by any of the covenants herein contained after the expiration of said school year.

The above mentioned parties mutually agree as follows:

- Each of the districts will accept insofar as facilities permit, students who are residents of the other said district who have proper permits for attendance from the district superintendent or his designee of the school district of residence who are eligible to attend the classes of the schools operated by the district of attendance, and who are acceptable to said district of attendance.
- The respective school districts will furnish the said pupils the same advantages, supplies, and regular instructional services as are furnished to the pupils in attendance at their respective schools, exclusive of transportation to and from said schools unless special arrangements are previously agreed upon.
- In accordance with Education Code Section 46607, the attendance of said pupils shall be credited as follows (check appropriate boxes):
 - The attendance shall be credited to the district of attendance with the district of attendance assuming all costs of education unless other arrangements are jointly agreed upon.
 - Districts with 25 percent or more reduction in PL 81-874 funds as a result of interdistrict attendance:** The attendance shall be credited to the district of residence with tuition — not to exceed the actual cost per ADA for the grade level or program less any income, other than tuition, received by the district of attendance on account of such attendance — to be paid to the district of attendance.
 - Consortium of School Districts Operating Adult Programs:** The attendance may be credited on the basis of the district of residence with interdistrict tuition paid to the district of attendance as agreed to by the participating districts.
- Final payment, if any, to be made to the district no later than August 31, after the close of the fiscal year.

CONDITIONS

- As per district policy or regulations the terms of revocation of student interdistrict contract are as follows:

<input checked="" type="checkbox"/> Discipline <input checked="" type="checkbox"/> Attendance <input checked="" type="checkbox"/> Academics	As per district policy or regulations the terms of revocation of student interdistrict contract are as follows:
	<input checked="" type="checkbox"/> Discipline <input checked="" type="checkbox"/> Attendance <input checked="" type="checkbox"/> Academics
- Additional conditions (optional) Both districts must agree
 - Partial agreements to the end of the year
 - Locations of the school site, once admitted is at the discretion of the receiving district.
 - Other, specify CONDITIONS AT SET FORTH IN BOARD POLICY AND ADMIN. PROCEDURES

APPEAL PROCESS

DISTRICT APPEAL PROCESS AS FOLLOWS:

- DIRECTOR OF STUDENT SERVICES
- ASSISTANT SUPT. OF INSTRUCTIONAL SERVICES
- _____

DISTRICT APPEAL PROCESS AS FOLLOWS:

- Pupil Services, Executive Director
- Instructional Services, Associate Supt.
- _____

The application deadline of January 1 has been waived Yes No

The application deadline of January 1 has been waived Yes No

SIGNATURES

Signature *[Handwritten Signature]*
 Title DIRECTOR

Signature _____
 Title _____

Approved by the Governing Board on:
 Date _____

Approved by the Governing Board on:
 Date _____

District schools/programs known to be impacted at the time of this agreement:
CONDITIONS IN BOARD POLICY/ ADMIN. PROCEDURES

District schools/programs known to be impacted at the time of this agreement:
See attached

IN WITNESS WHEREOF, the governing boards of said districts have approved this agreement on the dates indicated above and authorized their representatives to sign in their behalf.

SAN MARCOS UNIFIED School District

SAN DIEGUITO UNION HIGH School District

The canary copy of this agreement should be filed with the County Office ONLY if tuition is to be paid by a San Diego County school district to the district of attendance.

School Districts of San Diego County
INTERDISTRICT ATTENDANCE AGREEMENT

ITEM 14C

This agreement made and entered into this 19 day of May, 2011 by and between the Vista Unified School District of San Diego County and the San Dieguito Union High School District of San Diego County is effective only for the school year(s) 2011 through 2016 (up to 5 years) and neither party is bound by any of the covenants herein contained after the expiration of said school year.

The above mentioned parties mutually agree as follows:

- 1. Each of the districts will accept insofar as facilities permit, students who are residents of the other said district who have proper permits for attendance from the district superintendent or his designee of the school district of residence who are eligible to attend the classes of the schools operated by the district of attendance, and who are acceptable to said district of attendance.
- 2. The respective school districts will furnish the said pupils the same advantages, supplies, and regular instructional services as are furnished to the pupils in attendance at their respective schools, exclusive of transportation to and from said schools unless special arrangements are previously agreed upon.
- 3. In accordance with Education Code Section 46607, the attendance of said pupils shall be credited as follows (check appropriate boxes):

The attendance shall be credited to the district of attendance with the district of attendance assuming all costs of education unless other arrangements are jointly agreed upon.

Districts with 25 percent or more reduction in PL 81-874 funds as a result of interdistrict attendance: The attendance shall be credited to the district of residence with tuition — not to exceed the actual cost per ADA for the grade level or program less any income, other than tuition, received by the district of attendance on account of such attendance — to be paid to the district of attendance.

Consortium of School Districts Operating Adult Programs: The attendance may be credited on the basis of the district of residence with interdistrict tuition paid to the district of attendance as agreed to by the participating districts.

- 4. Final payment, if any, to be made to the district no later than August 31, after the close of the fiscal year.

CONDITIONS

- 1. As per district policy or regulations the terms of revocation of student interdistrict contract are as follows:

<input checked="" type="checkbox"/> Discipline <input checked="" type="checkbox"/> Attendance <input checked="" type="checkbox"/> Academics	As per district policy or regulations the terms of revocation of student interdistrict contract are as follows: <input checked="" type="checkbox"/> Discipline <input checked="" type="checkbox"/> Attendance <input checked="" type="checkbox"/> Academics
---	--
- 2. Additional conditions (optional) Both districts must agree
 - Partial agreements to the end of the year
 - Locations of the school site, once admitted is at the discretion of the receiving district.
 - Other, specify Conditions set forth in Board Policy and/or administrative regulations and procedures.

APPEAL PROCESS

DISTRICT APPEAL PROCESS AS FOLLOWS:

- 1. Asst. Superintendent, Curric. & Inst.
- 2. SDCOE
- 3. _____

DISTRICT APPEAL PROCESS AS FOLLOWS:

- 1. Executive Director, Pupil Services
- 2. Associate Supt., Instructional Services
- 3. _____

The application deadline of January 1 has been waived Yes No

The application deadline of January 1 has been waived Yes No

SIGNATURES

Signature Joyce A. Baker
Title Superintendent

Signature _____
Title _____

Approved by the Governing Board on:

Approved by the Governing Board on:

Date May 19, 2011

Date _____

District schools/programs known to be impacted at the time of this agreement:

District schools/programs known to be impacted at the time of this agreement:

As per Board Policies.

See attached

IN WITNESS WHEREOF, the governing boards of said districts have approved this agreement on the dates indicated below and authorized their representatives to sign in their behalf.

Vista Unified School District

San Dieguito Union High School District

The canary copy of this agreement should be filed with the County Office ONLY if tuition is to be paid by a San Diego County school district to the district of attendance.

San Dieguito Union High School District

INFORMATION REGARDING BOARD AGENDA ITEM

TO: BOARD OF TRUSTEES

DATE OF REPORT: August 10, 2011

BOARD MEETING DATE: August 18, 2011

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

SUBMITTED BY: Ken Noah
Superintendent

SUBJECT: APPROVAL/RATIFICATION OF
PROFESSIONAL SERVICES CONTRACTS/
BUSINESS

EXECUTIVE SUMMARY

The attached Professional Services Report/Business summarizes fifteen contracts.

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 report.

SAN DIEGUITO UNION HIGH SCHOOL DISTRICT

BUSINESS - PROFESSIONAL SERVICES REPORT**Date: 08-18-11**

<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>
08/15/11 – 06/30/12	Magdalena Ecke YMCA	Lease of facilities for the La Costa Canyon High School Boys & Girls Water Polo and Boys & Girls Swim Team programs	La Costa Canyon High School Foundation	\$20,400.00
09/01/11 – 06/30/12	St. Peter's Episcopal Church	Lease of facilities for a San Dieguito Adult Education class	Adult Education Fund 11-00	\$1,000.00
08/19/11 – 06/30/12	Encinitas Community Center	Lease of facilities for Adult Education classes	Adult Education Fund 11-00	\$1,500.00
08/19/11 – 06/30/12	Carmel Valley Recreation Center	Lease of facilities for the San Dieguito Adult School classes	Adult Education Fund 11-00	\$5,500.00
09/01/11 – 06/30/12	San Dieguito Masonic Center	Lease of facilities for the San Dieguito Adult School	Adult Education Fund 11-00	\$1,100.00 (including utilities) per month
07/01/11 – 06/30/12	Mansfield Gas Equipment Systems, Inc.	Provide scheduled maintenance, service, and inspection of the Transportation Department's CNG fueling facility	General Fund/Restricted 06-00	\$17,025.48
07/14/11 – 06/30/12	Door Service & Repair, Inc.	Provide preventative maintenance and repairs on 111 various types and sizes of rolling steel doors at 9 different school sites	General Fund 03-00	\$3,000.00
08/19/11 – 06/30/12	Circle Foods LLC	Provide 12" flour tortillas and 10" flour tortillas	Cafeteria Fund 13-00	\$1.88 per dozen (12") and \$1.58 per dozen (10")
08/19/11 until terminated by either party	Mercury Disposal Systems, Inc.	Provide recycling services including fluorescent bulbs, high intensity discharge (HID) lights, non PCB ballasts, and batteries	General Fund 03-00	At the rates specified in the service contract

ITEM 15A

06/01/11 until terminated by either party with 30 day written notice	Utah State University	For dietetic intern placement	NA	NA
08/19/11 until terminated by either party with 30 days' notice	Affordable Drain Service, Inc.	Provide drain repair as needed throughout the district	General Fund 03- 00	\$8,000.00
08/19/11 until terminated by either party with 30 days' notice	Antimite Termite and Pest Control, Inc.	Provide pest control services district wide	General Fund 03- 00	\$16,000.00
08/19/11 until terminated by either party with 30 days' notice	California Agri-Control, Inc.	Provide pest control services district wide	General Fund 03- 00	\$13,500.00
08/16/11 – 11/15/11	The Regents of the University of California	Lease of facilities at the University of California, San Diego, for the Torrey Pines High School Men's Water Polo try outs, practices and games	Torrey Pines High School Foundation	\$7,986.36
08/16/11 – 12/15/11	The Regents of the University of California	Lease of facilities at the University of California, San Diego, for the San Dieguito High School Academy Boy's Water Polo try outs, practices and games	San Dieguito High School Academy Foundation	\$6,290.38

San Dieguito Union High School District

INFORMATION REGARDING BOARD AGENDA ITEM

TO: BOARD OF TRUSTEES

DATE OF REPORT: August 12, 2011

BOARD MEETING DATE: August 18, 2011

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

SUBMITTED BY: Ken Noah
Superintendent

SUBJECT: APPROVAL/RATIFICATION OF
AMENDMENTS TO AGREEMENTS

EXECUTIVE SUMMARY

The attached Amendment to Agreements Report summarizes six amendments to agreements.

RECOMMENDATION:

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

FUNDING SOURCE:

As noted on attached list

SAN DIEGUITO UNION HIGH SCHOOL DISTRICT

AMENDMENT TO AGREEMENTS REPORT

Date: 08-18-11

<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>
NA	Barnhart-Balfour Beatty, Inc.	For the San Dieguito Academy Visual and Performing Arts Center project to deduct the Guaranteed Maximum Price by an amount of \$9,606.00 due to the remaining unused Builder/Owner shared contingency as stipulated in the lease-leaseback agreement reducing the total contract amount to \$7,635,168.00	NA	NA
08/01/11 – 07/31/12	PJ Pizza San Diego, LLC	Pizza Supplies B2009-20, amending contract language and extending the contract with no increase in unit pricing	Cafeteria Fund 13-00	NA
08/01/11 – 07/31/12	C.Farrell, Inc. dba Little Caesars	Breadstick Supplies B2009-20, amending contract language and extending the contract with no increase in unit pricing	Cafeteria Fund 13-00	NA
08/01/11 – 07/31/12	Holsum Bakery, Inc.	Bread & Bakery Supplies B2009-24, extending the contract period and increasing the unit pricing, as allowed in the contract	Cafeteria Fund 13-00	NA
08/01/11 – 07/31/12	Campus Foods	Snack and Beverage Supplies B2009-21, extending the contract period and increasing the unit pricing, as allowed in the contract	Cafeteria Fund 13-00	NA
NA	LANDesk Software, Inc.	Amend the contract for hardware independent imaging design and configuration services	General Fund 03-00	\$25,150.00

San Dieguito Union High School District

INFORMATION REGARDING BOARD AGENDA ITEM

TO: BOARD OF TRUSTEES

DATE OF REPORT: August 8, 2011

BOARD MEETING DATE: August 18, 2011

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

SUBMITTED BY: Ken Noah
Superintendent

SUBJECT: ACCEPTANCE OF CONSTRUCTION PROJECT

EXECUTIVE SUMMARY

The San Dieguito Academy Visual and Performing Arts Center project is substantially complete. The project was completed a month early and does not have any outstanding issues. It is recommended that the Board of Trustees accept this project as complete.

RECOMMENDATION:

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

1. San Dieguito Academy Visual and Performing Arts project, contract entered into with Barnhart-Balfour Beatty, Inc.

FUNDING SOURCE:

N/A

San Dieguito Union High School District

INFORMATION REGARDING BOARD AGENDA ITEM

TO: BOARD OF TRUSTEES

DATE OF REPORT: August 10, 2011

BOARD MEETING DATE: July 28, 2011

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

SUBMITTED BY: Ken Noah
Superintendent

SUBJECT: ADOPTION OF RESOLUTION / COOPERATIVE BID

EXECUTIVE SUMMARY

The Cooperative Purchasing Network (TCPN), based out of the State of Texas, is a cooperative purchasing organization, established to help other public agencies operate efficiently and economically. All master agreements are publicly solicited and competitively bid in accordance with purchasing procedures mandated by state procurement laws and regulations. TCPN serves as a nationwide channel to offer the awarded agreements for various supplies and services such as but not limited to maintenance, operational, and repair supplies, office supplies, information technology solutions, and furniture to public agencies across the United States and allows state agencies and local government agencies to purchase or contract under that bid at the same price and upon the same terms and conditions as the principal public agency.

Pursuant to District Board Policies 3310 and 3311, Purchasing Procedures and Bids, respectively, and to ensure these policies are being followed, District Staff is requesting the Board to adopt the attached resolution authorizing contracting pursuant to cooperative bid and award documents from The Cooperative Purchasing Network (TCPN), State of Texas, for the purchase of various supplies and services such as but not limited to maintenance, operational, and repair supplies, office supplies, information technology solutions, and furniture.

RECOMMENDATION:

Adopt the attached resolution authorizing contracting pursuant to cooperative bid and award documents from The Cooperative Purchasing Network (TCPN), State of Texas, for the purchase of various supplies and services such as but not limited to maintenance, operational, and repair supplies, office supplies, information technology solutions, and furniture per the pricing structure, terms, and conditions stated in the bid documents, to be expended from the fund to which the supplies are charged, and authorize Christina M. Bennett or Eric R. Dill to execute any necessary documents.

FUNDING SOURCE:

N/A

RESOLUTION AUTHORIZING CONTRACTING
PURSUANT TO COOPERATIVE BID AND AWARD DOCUMENTS FROM
THE COOPERATIVE PURCHASING NETWORK (TCPN), STATE OF TEXAS

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

WHEREAS, The Cooperative Purchasing Network (TCPN), based out of the State of Texas, is a cooperative purchasing organization, established to help other public agencies operate efficiently and economically. All master agreements are publicly solicited and competitively bid in accordance with purchasing procedures mandated by state procurement laws and regulations. TCPN serves as a nationwide channel to offer the awarded agreements for various supplies and services such as but not limited to maintenance, operational, and repair supplies, office supplies, information technology solutions, and furniture to public agencies across the United States and allows state agencies and local government agencies to purchase or contract under that bid at the same price and upon the same terms and conditions as the principal public agency, and

WHEREAS, said bids were opened and publicly read aloud at the time and place specified in Notice to Bidders, and it was determined that the low bidder for various supplies and services such as but not limited to maintenance, operational, and repair supplies, office supplies, information technology solutions, and furniture were Various Bidders, such as but not limited to Grainger, CDW-G, and Office Depot, who were thereafter awarded the bid, and

WHEREAS, the San Dieguito Union High School District wishes to purchase various supplies and services such as but not limited to maintenance, operational, and repair supplies, office supplies, information technology solutions, and furniture, and

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

WHEREAS, TCPN and the respective principal public agency waived its right to require other districts to draw warrants for such purchases or contracts in favor of TCPN and the respective principal public agency, and

NOW THEREFORE IT IS RESOLVED, ORDERED AND DECLARED that the contract for the purchase of various supplies and services such as but not limited to maintenance, operational, and repair supplies, office supplies, information technology solutions, and furniture from Various Bidders, such as but not limited to Grainger, DCW-G, and Office Depot, is hereby authorized and approved and is subject to all terms, conditions and documents as specified in the TCPN and the respective principal public agency bid and award documents.

BE IT FURTHER RESOLVED, ORDERED AND DECLARED that Christina M. Bennett or Eric R. Dill, is hereby authorized to execute any necessary contract documents with Various Bidders, such as but not limited to Grainger, DCW-G, and Office Depot, naming the District as the contracting party.

PASSED AND ADOPTED by the Governing Board of the San Dieguito Union High School District of San Diego, California, this _____ day of August, 2011, by the following vote:

- AYES:
- ADVISORY VOTES:
- NOES:
- ABSENT:

San Dieguito Union High School District

INFORMATION REGARDING BOARD AGENDA ITEM

TO: BOARD OF TRUSTEES

DATE OF REPORT: August 9, 2011

BOARD MEETING DATE: August 18, 2011

PREPARED BY: Eric R. Dill
Associate Superintendent, Business

SUBMITTED BY: Ken Noah, Superintendent

SUBJECT: APPROVAL OF BUSINESS REPORTS

EXECUTIVE SUMMARY

Please find the following business reports submitted for your approval:

- a) Purchase Orders
- b) Membership Listing

RECOMMENDATION:

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

FUNDING SOURCE:

Not applicable

js
Attachments

PO/BOARD/REPORT

SAN DIEGUITO UNION HIGH
FROM 07/05/11 THRU 08/08/11

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ITEM 15F

PO NBR	DATE	FUND	VENDOR	LOC	DESCRIPTION	AMOUNT
220006	07/07/11	03	PROCURETECH	035	SOFTWARE/DP SUPPLIES	\$30,000.00
220007	07/07/11	03	HOME DEPOT	035	MATERIALS AND SUPPLI	\$500.00
220008	07/07/11	03	SAN DIEGUITO UHSD CA	035	MATERIALS AND SUPPLI	\$500.00
220009	07/07/11	03	PROCURETECH	035	SOFTWARE/DP SUPPLIES	\$2,000.00
220010	07/07/11	11	PROCURETECH	035	SOFTWARE/DP SUPPLIES	\$200.00
220011	07/07/11	03	PROCURETECH	035	SOFTWARE/DP SUPPLIES	\$1,000.00
220012	07/07/11	03	PROCURETECH	035	SOFTWARE/DP SUPPLIES	\$1,000.00
220013	07/07/11	03	PROCURETECH	035	SOFTWARE/DP SUPPLIES	\$1,000.00
220014	07/07/11	03	PROCURETECH	035	SOFTWARE/DP SUPPLIES	\$1,000.00
220015	07/07/11	03	PROCURETECH	035	SOFTWARE/DP SUPPLIES	\$2,000.00
220016	07/07/11	03	PROCURETECH	035	SOFTWARE/DP SUPPLIES	\$2,000.00
220017	07/07/11	03	PROCURETECH	035	SOFTWARE/DP SUPPLIES	\$500.00
220018	07/07/11	03	PROCURETECH	035	SOFTWARE/DP SUPPLIES	\$3,000.00
220019	07/07/11	06	PROCURETECH	035	SOFTWARE/DP SUPPLIES	\$600.00
220020	07/07/11	03	NAVIANCE INC	035	A/V CONTRACT	\$17,850.00
220022	07/07/11	03	STAPLES ADVANTAGE	021	DUPLICATING SUPPLIES	\$5,350.00
220023	07/07/11	03	STAPLES ADVANTAGE	014	MATERIALS AND SUPPLI	\$200.00
220024	07/07/11	03	STAPLES ADVANTAGE	035	OFFICE SUPPLIES	\$500.00
220025	07/07/11	03	STAPLES ADVANTAGE	022	OFFICE SUPPLIES	\$1,200.00
220026	07/07/11	03	PROCURETECH	035	SOFTWARE/DP SUPPLIES	\$400.00
220027	07/07/11	06	PROCURETECH	035	SOFTWARE/DP SUPPLIES	\$1,000.00
220028	07/07/11	03	STAPLES ADVANTAGE	003	MATERIALS AND SUPPLI	\$2,000.00
220029	07/07/11	03	STAPLES ADVANTAGE	003	MATERIALS AND SUPPLI	\$75.00
220030	07/07/11	06	STAPLES ADVANTAGE	003	MATERIALS AND SUPPLI	\$200.00
220031	07/07/11	03	STAPLES ADVANTAGE	003	MATERIALS AND SUPPLI	\$150.00
220032	07/07/11	03	STAPLES ADVANTAGE	003	MATERIALS AND SUPPLI	\$200.00
220033	07/07/11	03	STAPLES ADVANTAGE	003	MATERIALS AND SUPPLI	\$150.00
220034	07/07/11	03	FEDEX	001	COMMUNICATIONS-POSTA	\$1,500.00
220035	07/07/11	03	UNITED PARCEL SERVIC	001	COMMUNICATIONS-POSTA	\$3,000.00
220036	07/07/11	03	LOGICAL CHOICE TECHN	035	MATERIALS AND SUPPLI	\$1,685.92
220037	07/07/11	03	AREY JONES EDUCATION	035	MAT/SUP/EQUIP TECHNO	\$8,750.19
220038	07/07/11	03	AMERICAN CHEMICAL &	025	CUSTODIAL SUPPLIES	\$69,000.00
220039	07/07/11	03	ENCINITAS GLASS COMP	025	REPAIRS BY VENDORS	\$6,000.00
220040	07/07/11	03	NEXTEL COMMUNICATION	025	COMMUNICATIONS-TELEP	\$25,000.00
220041	07/07/11	03	OPTIMUM FLOOR CARE	025	REPAIRS BY VENDORS	\$3,000.00
220042	07/07/11	03	PACWEST AIR FILTER	025	BLDG.-REPAIR MATERIA	\$7,500.00
220043	07/07/11	03	PALOMAR REPROGRAPHIC	025	PRINTING	\$2,500.00
220044	07/07/11	03	VERIZON CELLULAR -	025	COMMUNICATIONS-TELEP	\$35,000.00
220045	07/07/11	03	WAXIE SANITARY SUPPL	025	CUSTODIAL SUPPLIES	\$45,000.00
220046	07/07/11	06	STAPLES ADVANTAGE	004	MATERIALS AND SUPPLI	\$100.00
220047	07/07/11	03	AREY JONES EDUCATION	035	MAT/SUP/EQUIP TECHNO	\$8,753.55
220048	07/07/11	03	STAPLES ADVANTAGE	004	MATERIALS AND SUPPLI	\$100.00
220049	07/07/11	03	STAPLES ADVANTAGE	004	MATERIALS AND SUPPLI	\$150.00
220050	07/07/11	03	MISSION FEDERAL CRED	025	BLDG.-REPAIR MATERIA	\$345,000.00
220051	07/07/11	03	AREY JONES EDUCATION	035	MAT/SUP/EQUIP TECHNO	\$13,802.67
220052	07/07/11	03	AREY JONES EDUCATION	035	MAT/SUP/EQUIP TECHNO	\$1,521.08
220053	07/07/11	03	COMPANION CORPORATIO	035	A/V CONTRACT	\$6,043.00
220054	07/07/11	03	DELL COMPUTER CORPOR	035	MAT/SUP/EQUIP TECHNO	\$1,016.54
220055	07/07/11	06	DELL COMPUTER CORPOR	035	MAT/SUP/EQUIP TECHNO	\$6,099.24
220056	07/07/11	03	NORTH COUNTY EDUCATI	001	DUES AND MEMBERSHIPS	\$104.34
220057	07/07/11	03	HASLER, INC	001	RENTS & LEASES	\$775.80
220058	07/08/11	11	FEDEX OFFICE	009	PRINTING	\$110.82
220059	07/08/11	03	STAPLES ADVANTAGE	003	MATERIALS AND SUPPLI	\$1,215.42
220060	07/11/11	03	APPLE COMPUTER INC	035	NON CAPITALIZED EQUI	\$2,515.18
220061	07/11/11	03	COSTCO CARLSBAD	014	MATERIALS AND SUPPLI	\$1,150.00

PO/BOARD/REPORT

SAN DIEGUITO UNION HIGH
FROM 07/05/11 THRU 08/08/11

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ITEM 15F

PO NBR	DATE	FUND	VENDOR	LOC	DESCRIPTION	AMOUNT
220062	07/11/11	03	SHELL CAR WASH & EXP	025	GASOLINE SUPPLIES	\$10,000.00
220063	07/11/11	03	HOME DEPOT	004	MATERIALS AND SUPPLI	\$100.00
220064	07/11/11	03	AREY JONES EDUCATION	035	MAT/SUP/EQUIP TECHNO	\$3,500.07
220065	07/11/11	03	VON'S GROCERY COMPAN	004	MATERIALS AND SUPPLI	\$75.00
220066	07/11/11	03	TARGET	004	MATERIALS AND SUPPLI	\$100.00
220067	07/11/11	03	AMERICAN CHEMICAL &	004	MATERIALS AND SUPPLI	\$150.00
220068	07/11/11	03	SMART AND FINAL CORP	004	MATERIALS AND SUPPLI	\$100.00
220069	07/11/11	03	DELL COMPUTER CORPOR	035	MAT/SUP/EQUIP TECHNO	\$11,181.94
220070	07/11/11	03	J AND R KEY HARDWARE	004	MATERIALS AND SUPPLI	\$731.15
220071	07/11/11	03	DELL COMPUTER CORPOR	035	MAT/SUP/EQUIP TECHNO	\$4,066.16
220072	07/11/11	03	SMART AND FINAL CORP	004	MATERIALS AND SUPPLI	\$400.00
220073	07/11/11	03	SCANTRON CORPORATION	003	MATERIALS AND SUPPLI	\$126.19
220074	07/11/11	03	CURRICULUM ASSOCIATE	003	MATERIALS AND SUPPLI	\$103.39
220075	07/11/11	03	MACGILL DISCOUNT SCH	003	MEDICAL SUPPLIES	\$133.48
220076	07/11/11	03	NYSTROM	003	MATERIALS AND SUPPLI	\$655.12
220077	07/12/11	11	FREE FORM CLAY & SUP	009	MATERIALS AND SUPPLI	\$2,500.00
220078	07/12/11	03	COUNTY OF SAN DIEGO	037	FEES - ADMISSIONS, T	\$6,500.00
220079	07/12/11	11	POSTMASTER	009	COMMUNICATIONS-POSTA	\$26,000.00
220080	07/12/11	11	SAN DIEGUITO PRINTER	009	PRINTING	\$30,000.00
220081	07/12/11	03	AMERICAN MEDICAL RES	010	OTHER SERV. & OPER.EX	\$391.28
220082	07/12/11	03	EXPRESS PRINT	014	PRINTING	\$2,500.00
220083	07/12/11	03	STATE OF CALIFORNIA	025	FEES - ADMISSIONS, T	\$450.00
220084	07/12/11	03	TRAVIS GOIN CONCRETE	025	OTHER SERV. & OPER.EX	\$194.00
220085	07/12/11	03	COLLEGE BOARD	010	LIC/SOFTWARE	\$50.00
220086	07/12/11	03	STAPLES ADVANTAGE	010	MATERIALS AND SUPPLI	\$6,000.00
220087	07/12/11	03	STAPLES ADVANTAGE	010	DUPLICATING SUPPLIES	\$10,000.00
220088	07/12/11	03	STAPLES ADVANTAGE	004	DUPLICATING SUPPLIES	\$5,000.00
220089	07/12/11	03	STAPLES ADVANTAGE	004	MATERIALS AND SUPPLI	\$500.00
220090	07/12/11	03	STAPLES ADVANTAGE	004	MATERIALS AND SUPPLI	\$100.00
220091	07/12/11	03	STAPLES ADVANTAGE	004	MATERIALS AND SUPPLI	\$50.00
220092	07/12/11	03	AMERICAN CHEMICAL &	003	MATERIALS AND SUPPLI	\$150.00
220093	07/12/11	03	STAPLES ADVANTAGE	004	MATERIALS AND SUPPLI	\$1,000.00
220094	07/12/11	03	STAPLES ADVANTAGE	004	MATERIALS AND SUPPLI	\$100.00
220095	07/12/11	06	STAPLES ADVANTAGE	005	MATERIALS AND SUPPLI	\$600.00
220096	07/12/11	03	STAPLES ADVANTAGE	005	MATERIALS AND SUPPLI	\$12,000.00
220097	07/12/11	11	MCCAFFERY, CECILIA (009	MATERIALS AND SUPPLI	\$1,200.00
220098	07/12/11	03	STAPLES ADVANTAGE	005	DUPLICATING SUPPLIES	\$12,000.00
220099	07/12/11	03	RALPHS GROCERY COMPA	012	MATERIALS AND SUPPLI	\$300.00
220100	07/12/11	03	HOME DEPOT	012	MATERIALS AND SUPPLI	\$200.00
220101	07/12/11	03	STAPLES ADVANTAGE	014	MATERIALS AND SUPPLI	\$250.00
220102	07/12/11	03	STAPLES ADVANTAGE	014	MATERIALS AND SUPPLI	\$1,500.00
220103	07/12/11	03	STAPLES ADVANTAGE	014	MATERIALS AND SUPPLI	\$500.00
220104	07/12/11	03	STAPLES ADVANTAGE	014	MATERIALS AND SUPPLI	\$100.00
220105	07/12/11	03	STAPLES ADVANTAGE	014	MATERIALS AND SUPPLI	\$150.00
220106	07/13/11	03	STAPLES ADVANTAGE	012	MATERIALS AND SUPPLI	\$5,000.00
220107	07/13/11	03	STAPLES ADVANTAGE	014	MATERIALS AND SUPPLI	\$250.00
220108	07/13/11	03	STAPLES ADVANTAGE	014	MATERIALS AND SUPPLI	\$250.00
220109	07/13/11	03	STAPLES ADVANTAGE	014	MATERIALS AND SUPPLI	\$750.00
220110	07/13/11	03	STAPLES ADVANTAGE	014	MATERIALS AND SUPPLI	\$1,600.00
220111	07/13/11	03	STAPLES ADVANTAGE	014	MATERIALS AND SUPPLI	\$700.00
220112	07/13/11	03	STAPLES ADVANTAGE	014	MATERIALS AND SUPPLI	\$200.00
220113	07/13/11	03	STAPLES ADVANTAGE	014	DUPLICATING SUPPLIES	\$10,000.00
220114	07/13/11	03	STAPLES ADVANTAGE	014	MATERIALS AND SUPPLI	\$250.00
220115	07/13/11	03	STAPLES ADVANTAGE	014	MATERIALS AND SUPPLI	\$175.00
220116	07/13/11	06	STAPLES ADVANTAGE	014	MATERIALS AND SUPPLI	\$750.00

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220117	07/13/11	03	STAPLES ADVANTAGE	014	MATERIALS AND SUPPLI	\$800.00
220118	07/13/11	03	JOSTENS, INC.	014	MATERIALS AND SUPPLI	\$2,500.00
220119	07/13/11	03	STAPLES ADVANTAGE	014	MATERIALS AND SUPPLI	\$700.00
220120	07/13/11	03	COSTCO CARLSBAD	014	MATERIALS AND SUPPLI	\$300.00
220121	07/13/11	03	SAN DIEGUITO UHSD CA	014	MATERIALS AND SUPPLI	\$2,000.00
220122	07/13/11	03	STAPLES ADVANTAGE	014	MATERIALS AND SUPPLI	\$250.00
220123	07/13/11	03	STAPLES ADVANTAGE	014	MATERIALS AND SUPPLI	\$500.00
220124	07/13/11	03	STAPLES ADVANTAGE	014	MATERIALS AND SUPPLI	\$130.00
220125	07/13/11	03	K L M BIOSCIENTIFIC	012	MATERIALS AND SUPPLI	\$200.00
220126	07/13/11	11	EXPRESS PRINT	009	PRINTING	\$366.35
220127	07/13/11	03	SUBWAY #2926	014	MATERIALS AND SUPPLI	\$135.00
220128	07/13/11	03	DOMINO'S PIZZA	014	MATERIALS AND SUPPLI	\$110.00
220129	07/14/11	03	SAN DIEGUITO UHSD CA	005	MATERIALS AND SUPPLI	\$1,300.00
220130	07/14/11	03	SAN DIEGUITO UHSD CA	012	MATERIALS AND SUPPLI	\$200.00
220131	07/14/11	03	SAN DIEGUITO UHSD CA	012	MATERIALS AND SUPPLI	\$600.00
220132	07/14/11	03	AMERICAN CHEMICAL &	005	MATERIALS AND SUPPLI	\$1,750.00
220133	07/14/11	03	SCHOLASTIC INC	035	A/V CONTRACT	\$54,412.43
220134	07/14/11	03	STAPLES ADVANTAGE	025	MATERIALS AND SUPPLI	\$2,500.00
220135	07/14/11	03	STAPLES ADVANTAGE	020	MATERIALS AND SUPPLI	\$2,000.00
220136	07/14/11	03	GALE - A CENGAGE LEA	012	A/V CONTRACT	\$200.00
220137	07/14/11	03	NORTH COUNTY EQUIPME	025	REPAIRS BY VENDORS	\$3,000.00
220138	07/14/11	03	SMART AND FINAL CORP	012	MATERIALS AND SUPPLI	\$400.00
220139	07/18/11	06	P S BUSINESS PARKS,	030	RENTS & LEASES	\$37,200.00
220140	07/18/11	06	MOHR, KENNETH AND/OR	030	MEDIATION SETTLEMENT	\$30,240.00
220141	07/18/11	03	C S B A	020	DUES AND MEMBERSHIPS	\$13,803.00
220142	07/18/11	03	C S B A	020	A/V CONTRACT	\$3,000.00
220143	07/18/11	03	SAN DIEGO CO SCHOOL	020	DUES AND MEMBERSHIPS	\$417.98
220144	07/18/11	03	SAN JOAQUIN COUNTY O	020	ADVERTISING	\$1,520.25
220145	07/18/11	03	AREY JONES EDUCATION	035	MAT/SUP/EQUIP TECHNO	\$38,735.64
220146	07/18/11	03	I B B S LLC	012	MATERIALS AND SUPPLI	\$165.82
220147	07/18/11	03	LAB AIDS	012	MATERIALS AND SUPPLI	\$368.20
220148	07/18/11	06	EFR ENVIRONMENTAL SE	028	HAZARDOUS WASTE DISP	\$150.00
220149	07/18/11	06	BOB BAKER AUTOMOTIVE	028	MATERIALS-REPAIRS	\$500.00
220150	07/18/11	06	BUSWEST	028	MATERIALS-REPAIRS	\$2,000.00
220151	07/18/11	06	CLARENCE OCHS INC	028	MATERIALS-REPAIRS	\$8,000.00
220152	07/18/11	06	CUSTOM RADIO CORPORA	028	MATERIALS-REPAIRS	\$850.00
220153	07/18/11	06	CREATIVE BUS SALES/E	028	MATERIALS-REPAIRS	\$7,000.00
220154	07/19/11	03	FOLLETT EDUCATIONAL	004	TEXTBOOKS	\$481.10
220155	07/19/11	03	FOLLETT EDUCATIONAL	014	TEXTBOOKS	\$25,130.86
220156	07/19/11	03	CENGAGE LEARNING	014	TEXTBOOKS	\$12,997.29
220157	07/19/11	03	PERMA BOUND	014	MATERIALS AND SUPPLI	\$48,183.32
220158	07/19/11	03	PERMA BOUND	005	MATERIALS AND SUPPLI	\$40,023.74
220159	07/19/11	03	PERMA BOUND	010	MATERIALS AND SUPPLI	\$34,966.28
220160	07/19/11	25-19	COUNTY OF SAN DIEGO	025	PROF/CONSULT./OPER E	\$350.00
220161	07/19/11	03	STAPLES ADVANTAGE	013	MATERIALS AND SUPPLI	\$1,000.00
220162	07/19/11	03	STAPLES ADVANTAGE	013	DUPLICATING SUPPLIES	\$7,000.00
220163	07/19/11	03	STAPLES ADVANTAGE	013	OFFICE SUPPLIES	\$600.00
220164	07/19/11	03	XEROX CORPORATION	013	DUPLICATING SUPPLIES	\$500.00
220165	07/19/11	03	STAPLES ADVANTAGE	012	AERIES SUPPLIES	\$446.67
220166	07/19/11	03	STAPLES ADVANTAGE	003	MATERIALS AND SUPPLI	\$77.50
220167	07/19/11	03	STAPLES ADVANTAGE	003	MATERIALS AND SUPPLI	\$186.47
220168	07/19/11	03	STAPLES ADVANTAGE	003	MATERIALS AND SUPPLI	\$87.51
220169	07/19/11	03	STAPLES ADVANTAGE	003	MATERIALS AND SUPPLI	\$68.88
220170	07/19/11	03	STAPLES ADVANTAGE	003	MATERIALS AND SUPPLI	\$183.80
220171	07/19/11	03	RASIX COMPUTER CENTE	003	MATERIALS AND SUPPLI	\$166.80

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220172	07/19/11	03	LAB AIDS	012	MATERIALS AND SUPPLI	\$259.13
220173	07/19/11	03	PERMA BOUND	013	MATERIALS AND SUPPLI	\$40,411.31
220174	07/19/11	03	PERMA BOUND	006	MATERIALS AND SUPPLI	\$7,406.74
220175	07/19/11	03	PERMA BOUND	004	MATERIALS AND SUPPLI	\$10,588.16
220176	07/19/11	03	PERMA BOUND	012	MATERIALS AND SUPPLI	\$14,995.51
220177	07/19/11	03	SAN DIEGUITO UHSD CA	024	MATERIALS AND SUPPLI	\$4,500.00
220178	07/19/11	03	STAPLES ADVANTAGE	024	MATERIALS AND SUPPLI	\$1,000.00
220179	07/19/11	03	STANDARD ELECTRONICS	025	REPAIRS BY VENDORS	\$425.00
220180	07/19/11	03	KIWI CLEANING SERVIC	025	OTHER SERV. & OPER.EX	\$400.00
220181	07/19/11	03	SAN DIEGO DIGITAL SO	003	MATERIALS AND SUPPLI	\$2,000.00
220182	07/19/11	03	STAPLES ADVANTAGE	012	MATERIALS AND SUPPLI	\$800.00
220183	07/19/11	06	A T& T	030	COMMUNICATIONS-TELEP	\$1,200.00
220184	07/19/11	06	FIREMASTER (FRANCHIS	028	FEEES - ADMISSIONS, T	\$1,500.00
220185	07/19/11	06	WAYNE GOSSETT FORD I	028	MATERIALS-REPAIRS	\$7,500.00
220186	07/19/11	06	DION INTERNATIONAL	028	MATERIALS-REPAIRS	\$1,300.00
220187	07/19/11	06	D-3 EQUIPMENT	028	MATERIALS-REPAIRS	\$1,000.00
220188	07/19/11	06	ADVANCED RADIATORLLC	028	MATERIALS-REPAIRS	\$1,900.00
220189	07/19/11	03	STAPLES ADVANTAGE	030	OFFICE SUPPLIES	\$1,200.00
220190	07/19/11	03	STAPLES ADVANTAGE	030	OFFICE SUPPLIES	\$1,200.00
220191	07/19/11	06	STAPLES ADVANTAGE	030	MATERIALS AND SUPPLI	\$250.00
220192	07/19/11	06	STAPLES ADVANTAGE	030	MATERIALS AND SUPPLI	\$600.00
220193	07/19/11	06	STAPLES ADVANTAGE	030	MATERIALS AND SUPPLI	\$1,000.00
220194	07/19/11	03	STAPLES ADVANTAGE	030	MATERIALS AND SUPPLI	\$100.00
220195	07/19/11	06	STAPLES ADVANTAGE	030	MATERIALS AND SUPPLI	\$200.00
220196	07/19/11	03	STAPLES ADVANTAGE	030	MATERIALS AND SUPPLI	\$200.00
220197	07/20/11	03	TOMARK SPORTS	025	REPAIRS BY VENDORS	\$9,580.00
220198	07/20/11	03	FREY SCIENTIFIC CO	012	MATERIALS AND SUPPLI	\$579.32
220199	07/20/11	06	ENCINITAS LEARNING C	030	LIC/SOFTWARE	\$1,850.00
220200	07/20/11	03	AMERICAN CHEMICAL &	014	MATERIALS AND SUPPLI	\$193.95
220201	07/20/11	03	NORTHWEST EVALUATION	012	LIC/SOFTWARE	\$1,500.00
220202	07/20/11	03	SARGENT WELCH SCIENT	014	MATERIALS AND SUPPLI	\$41.96
220203	07/20/11	03	HEINEMANN PUBLISHING	012	MATERIALS AND SUPPLI	\$56.31
220204	07/20/11	03	REMEDIA PUBLICATIONS	012	MATERIALS AND SUPPLI	\$453.55
220205	07/20/11	03	STAPLES ADVANTAGE	003	MATERIALS AND SUPPLI	\$238.65
220206	07/21/11	03	ISLAND ROOTS PROTECT	010	SECURITY GUARD CONTR	\$1,080.00
220207	07/21/11	03	DIGITAL SCHOOLS OF C	022	CONSULTANTS-COMPUTER	\$41,952.00
220208	07/21/11	03	SCHOOL SPACE SOLUTIO	004	MATERIALS AND SUPPLI	\$692.62
220209	07/21/11	03	SPANKY'S PORTABLE SE	003	RENTS & LEASES	\$935.00
220212	07/21/11	03	D S WATERS OF AMERIC	003	RENTS & LEASES	\$250.00
220213	07/21/11	03	D S WATERS OF AMERIC	025	MATERIALS AND SUPPLI	\$150.00
220214	07/21/11	03	D S WATERS OF AMERIC	025	MATERIALS AND SUPPLI	\$150.00
220216	07/21/11	03	SPANKY'S PORTABLE SE	025	RENTS & LEASES	\$1,440.00
220217	07/22/11	11	FELMLEY, JENNIFER	009	MATERIALS AND SUPPLI	\$700.00
220218	07/22/11	11	P B D INC	009	BOOKS OTHER THAN TEX	\$1,137.76
220219	07/22/11	03	HOLT MCDUGAL	008	TEXTBOOKS	\$6,056.59
220220	07/22/11	03	CHENG & TSUI CO	005	TEXTBOOKS	\$13,113.29
220221	07/22/11	03	HOLT MCDUGAL	008	TEXTBOOKS	\$3,246.31
220222	07/22/11	03	LANDESK SOFTWARE, IN	035	CONSULTANTS-COMPUTER	\$25,150.00
220223	07/25/11	03	M P S	014	TEXTBOOKS	\$3,442.50
220224	07/25/11	11	D S WATERS OF AMERIC	009	MATERIALS AND SUPPLI	\$200.00
220225	07/25/11	03	A.N.D. TECHNOLOGIES	024	A/V CONTRACT	\$377.13
220226	07/25/11	03	HOLT MCDUGAL	004	TEXTBOOKS	\$1,882.82
220227	07/25/11	11	STAPLES ADVANTAGE	009	MATERIALS AND SUPPLI	\$250.00
220228	07/25/11	11	STAPLES ADVANTAGE	009	OFFICE SUPPLIES	\$900.00
220229	07/25/11	03	PRENTICE HALL/REGENT	004	TEXTBOOKS	\$2,119.50

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220230	07/25/11	11	STAPLES ADVANTAGE	009	MATERIALS AND SUPPLI	\$200.00
220231	07/25/11	03	MEDICAL DISPOSABLES	010	MATERIALS AND SUPPLI	\$709.00
220232	07/25/11	03	HAWTHORNE LIFT/NAUMA	025	REPAIRS BY VENDORS	\$4,373.00
220233	07/25/11	06	STAPLES ADVANTAGE	030	MATERIALS AND SUPPLI	\$500.00
220234	07/25/11	06	MALONE, NELL	030	PAY IN LIEU OF TRANS	\$7,800.00
220235	07/25/11	06	STAPLES ADVANTAGE	020	MATERIALS AND SUPPLI	\$2,000.00
220236	07/25/11	03	SAN DIEGUITO UHSD CA	020	MATERIALS AND SUPPLI	\$2,500.00
220237	07/25/11	03	K-LOG INC	012	MATERIALS AND SUPPLI	\$434.75
220238	07/25/11	03	PREMIER AGENDAS INC	012	MATERIALS AND SUPPLI	\$9,844.55
220239	07/25/11	03	CAROLINA BIOLOGICAL	005	MATERIALS AND SUPPLI	\$224.25
220240	07/25/11	03	BIO RAD LIFE SCIENCE	014	MATERIALS AND SUPPLI	\$367.33
220241	07/25/11	03	COX COMMUNICATIONS	035	COMMUNICATIONS-TELEP	\$720.00
220242	07/25/11	03	STAPLES ADVANTAGE	008	MATERIALS AND SUPPLI	\$208.04
220243	07/25/11	03	AREY JONES EDUCATION	035	MATERIALS AND SUPPLI	\$2,943.45
220244	07/25/11	03	AMBIUS INC	025	OTHER SERV.& OPER.EX	\$1,020.00
220245	07/26/11	03	D S WATERS OF AMERIC	010	MATERIALS AND SUPPLI	\$175.00
220246	07/26/11	03	U S POSTAL SERVICE	001	COMMUNICATIONS-POSTA	\$60,000.00
220247	07/26/11	03	CUSTODIAL PLUS SERVI	025	REPAIRS BY VENDORS	\$35,555.00
220248	07/26/11	03	AMERICAN CHEMICAL &	008	MATERIALS AND SUPPLI	\$232.74
220249	07/26/11	03	DELL COMPUTER CORPOR	035	MAT/SUP/EQUIP TECHNO	\$26,430.04
220250	07/26/11	03	HOME DEPOT	008	MATERIALS AND SUPPLI	\$200.00
220252	07/26/11	03	INKJET SUPERSTORE.CO	008	MATERIALS AND SUPPLI	\$107.13
220254	07/26/11	03	DELL COMPUTER CORPOR	035	MAT/SUP/EQUIP TECHNO	\$1,366.57
220255	07/26/11	03	STAPLES ADVANTAGE	008	MATERIALS AND SUPPLI	\$5,000.00
220256	07/26/11	03	STAPLES ADVANTAGE	008	MATERIALS AND SUPPLI	\$2,000.00
220257	07/26/11	06	STAPLES ADVANTAGE	008	MATERIALS AND SUPPLI	\$150.00
220258	07/26/11	03	STAPLES ADVANTAGE	008	MATERIALS AND SUPPLI	\$100.00
220259	07/26/11	03	STAPLES ADVANTAGE	008	MATERIALS AND SUPPLI	\$500.00
220260	07/26/11	03	STAPLES ADVANTAGE	008	MATERIALS AND SUPPLI	\$1,000.00
220261	07/26/11	06	DELL COMPUTER CORPOR	035	MAT/SUP/EQUIP TECHNO	\$32,183.24
220262	07/26/11	03	DELL COMPUTER CORPOR	003	MAT/SUP/EQUIP TECHNO	\$2,033.08
220263	07/26/11	06	OTTER PRODUCTS LLC	030	MATERIALS AND SUPPLI	\$7,850.13
220264	07/26/11	03	ATLAS PUMPING SERVIC	025	REPAIRS BY VENDORS	\$3,820.00
220265	07/26/11	25-18	COLLINS & AIKMAN FLO	025	NON-CAPITALIZED IMPR	\$8,678.51
220266	07/26/11	03	COLLINS & AIKMAN FLO	025	NON-CAPITALIZED IMPR	\$4,225.04
220267	07/26/11	03	COLLINS & AIKMAN FLO	025	REPAIRS BY VENDORS	\$14,428.99
220268	07/26/11	03	COLLINS & AIKMAN FLO	025	REPAIRS BY VENDORS	\$4,267.58
220269	07/26/11	03	EDCO DISPOSAL CORPOR	025	RUBBISH DISPOSAL	\$91,250.00
220270	07/26/11	03	FIELDTURF USA INC	025	REPAIRS BY VENDORS	\$4,000.00
220271	07/26/11	03	HAWTHORNE LIFT/NAUMA	025	REPAIRS BY VENDORS	\$2,000.00
220272	07/26/11	03	GUARDIAN ELEVATOR	025	REPAIRS BY VENDORS	\$23,000.00
220273	07/26/11	03	RANCHO SANTA FE PROT	025	OTHER SERV.& OPER.EX	\$16,649.60
220274	07/26/11	03	SIMPLEX -GRINNELL L	025	OTHER SERV.& OPER.EX	\$77,549.56
220275	07/26/11	03	SIMPLEX -GRINNELL L	025	REPAIRS BY VENDORS	\$2,500.00
220276	07/26/11	03	SIEMENS INDUSTRY, I	025	OTHER SERV.& OPER.EX	\$40,106.00
220277	07/26/11	03	ADVANCED CHEMICAL TR	037	HAZARDOUS WASTE DISP	\$8,000.00
220278	07/26/11	03	FIRST AMERICAN COREL	036	A/V CONTRACT	\$2,125.76
220279	07/27/11	03	LEUCADIA PIZZERIA	020	MATERIALS AND SUPPLI	\$37.74
220280	07/27/11	03	SAN DIEGUITO UHSD CA	030	MATERIALS AND SUPPLI	\$500.00
220281	07/27/11	03	BULLET LOGISTICS, IN	030	OTHER SERV.& OPER.EX	\$200.00
220282	07/27/11	06	HOSE PROS	028	MATERIALS-REPAIRS	\$2,200.00
220283	07/27/11	06	INTERSTATE BATTERY	028	MATERIALS-REPAIRS	\$9,050.00
220284	07/27/11	03	LANSCHOOL TECHNOLOGI	035	A/V CONTRACT	\$4,158.00
220285	07/27/11	03	TECHNOFIT, INC.	014	REPAIRS BY VENDORS	\$3,500.00
220286	07/27/11	03	QUALITY FLOORS BY GE	025	BLDG.-REPAIR MATERIA	\$2,970.00

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220287	07/27/11	13	KING, ANTHONY	031	NON CAPITALIZED EQUI	\$4,300.00
220288	07/27/11	25-19	OFFICE OF PUBLIC	036	OTHER DEBT SERVICE -	\$343,981.82
220289	07/27/11	03	MATCH POINT TENNIS C	025	OTHER SERV.& OPER.EX	\$10,782.50
220290	07/27/11	03	RANCHO SANTA FE PROT	025	SECURITY GUARD CONTR	\$35,000.00
220291	07/27/11	06	AREY JONES EDUCATION	035	MAT/SUP/EQUIP TECHNO	\$2,102.46
220292	07/27/11	03	RESOURCE NETWORK INC	035	MATERIALS AND SUPPLI	\$4,702.86
220293	07/27/11	06	R D O EQUIPMENT CO	028	MATERIALS-REPAIRS	\$5,000.00
220294	07/27/11	06	WETMORE'S	028	MATERIALS-REPAIRS	\$25,000.00
220295	07/27/11	06	ROMAINE ELECTRIC	028	MATERIALS-REPAIRS	\$1,100.00
220296	07/27/11	06	TOXGUARD FLUID TECHN	028	MATERIALS-REPAIRS	\$1,200.00
220297	07/27/11	03	D A D ASPHALT	025	REPAIRS BY VENDORS	\$2,856.00
220298	07/27/11	03	MURDOCH, WALRATH & H	021	PROF/CONSULT./OPER E	\$25,800.00
220299	07/27/11	03	ROMANO, LAURA	021	LEGAL EXP-BUSINESS	\$5,000.00
220300	07/27/11	03	SCHOOL SERVICES OF C	021	PROF/CONSULT./OPER E	\$2,660.00
220301	07/28/11	03/06	PRENTICE HALL/REGENT	010	TEXTBOOKS	\$3,611.35
220302	07/28/11	03/06	M P S	010	TEXTBOOKS	\$4,636.41
220303	07/28/11	06	NAPA AUTO PARTS	028	MATERIALS-REPAIRS	\$28,500.00
220304	07/28/11	03/06	ATKINSON, ANDELSON,	021	LEGAL EXPENSE	\$120,000.00
220305	07/28/11	03	EN POINTE TECHNOLOGI	035	A/V CONTRACT	\$327.67
220306	07/28/11	06	BEST MAINTENANCE	030	OTHER SERV.& OPER.EX	\$5,000.00
220307	07/28/11	11	SURF AND TURF GOLF	009	FEES - ADMISSIONS, T	\$7,000.00
220308	07/28/11	11	FOX POINT FARMS	009	MATERIALS AND SUPPLI	\$1,800.00
220309	07/28/11	11	FREE FORM CLAY & SUP	009	MATERIALS AND SUPPLI	\$300.00
220310	07/28/11	11	ENCINITAS RANCH GOLF	009	FEES - ADMISSIONS, T	\$2,000.00
220311	07/28/11	03	OPENTIP.COM	005	MATERIALS AND SUPPLI	\$136.87
220312	07/28/11	03	SCHOOL WISE PRESS	024	PROF/CONSULT./OPER E	\$13,998.00
220313	07/28/11	25-19	FREDRICKS ELECTRIC I	025	NON-CAPITALIZED IMPR	\$8,190.00
220314	07/28/11	03	STAPLES ADVANTAGE	001	MATERIALS AND SUPPLI	\$900.00
220315	07/28/11	03	STAPLES ADVANTAGE	001	MATERIALS AND SUPPLI	\$500.00
220316	07/28/11	03	SAN DIEGO POSTAL	001	COMMUNICATIONS-POSTA	\$800.00
220317	07/28/11	03	D S WATERS OF AMERIC	001	MATERIALS AND SUPPLI	\$100.00
220318	07/28/11	03	RALPHS GROCERY COMPA	008	MATERIALS AND SUPPLI	\$200.00
220319	07/28/11	03	SAN DIEGUITO SPORTS	001	PROF/CONSULT./OPER E	\$22,961.61
220320	07/28/11	03	SOUTHWEST SCHOOL/OFF	013	MATERIALS AND SUPPLI	\$79.16
220321	07/28/11	03	SAN DIEGUITO SPORTS	001	PROF/CONSULT./OPER E	\$22,961.61
220322	07/28/11	03	SAN DIEGUITO SPORTS	001	PROF/CONSULT./OPER E	\$34,442.42
220323	07/28/11	03	SAN DIEGUITO SPORTS	001	PROF/CONSULT./OPER E	\$34,442.42
220324	07/28/11	03	RASIX COMPUTER CENTE	013	MATERIALS AND SUPPLI	\$284.78
220325	07/28/11	03	RASIX COMPUTER CENTE	013	OFFICE SUPPLIES	\$51.72
220326	07/28/11	03	FREDRICKS ELECTRIC I	035	MATERIALS AND SUPPLI	\$1,860.00
220328	07/28/11	03	SIMPLEX -GRINNELL L	025	REPAIRS BY VENDORS	\$1,550.00
220329	07/28/11	03	SIMPLEX -GRINNELL L	025	REPAIRS BY VENDORS	\$1,400.00
220330	07/28/11	03	DUNN EDWARDS CORP	025	BLDG.-REPAIR MATERIA	\$7,500.00
220331	07/28/11	03	YANT, DAVE SIGNS	025	OTHER SERV.& OPER.EX	\$700.00
220332	07/28/11	03	COLLINS & AIKMAN FLO	025	REPAIRS BY VENDORS	\$7,378.74
220333	07/28/11	03	URBAN TREE CARE, INC	025	OTHER SERV.& OPER.EX	\$4,960.00
220334	07/28/11	03	URBAN TREE CARE, INC	025	OTHER SERV.& OPER.EX	\$4,518.00
220335	07/28/11	03	RASIX COMPUTER CENTE	035	MATERIALS AND SUPPLI	\$237.05
220336	07/28/11	03	RASIX COMPUTER CENTE	035	MATERIALS AND SUPPLI	\$1,761.71
220337	07/28/11	03	RASIX COMPUTER CENTE	035	MATERIALS AND SUPPLI	\$819.51
220338	07/29/11	06	PARKHOUSE TIRE INC	028	TIRES	\$39,000.00
220339	07/29/11	06	ADVANTAGE PAYROLL SE	030	OTHER SERV.& OPER.EX	\$4,500.00
220340	07/29/11	06	A Z BUS SALES INC	028	MATERIALS-REPAIRS	\$25,000.00
220341	07/29/11	06	OGGI'S PIZZA	030	MATERIALS AND SUPPLI	\$200.00
220342	07/29/11	03	AUDIOMETRICS	030	REPAIRS BY VENDORS	\$400.00

PO/BOARD/REPORT

SAN DIEGUITO UNION HIGH
FROM 07/05/11 THRU 08/08/11

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ITEM 15F

PO NBR	DATE	FUND	VENDOR	LOC	DESCRIPTION	AMOUNT
220343	07/29/11	03	RALPHS GROCERY COMPA	030	MATERIALS AND SUPPLI	\$250.00
220344	07/29/11	06	WESELOH CHEVROLET CO	028	MATERIALS-REPAIRS	\$4,500.00
220345	07/29/11	06	AMAZON.COM	013	NON CAPITALIZED EQUI	\$1,874.53
220346	07/29/11	03	BLICK, DICK (DICK BL	012	MATERIALS AND SUPPLI	\$335.75
220347	07/29/11	06	APPLE COMPUTER INC	035	MAT/SUP/EQUIP TECHNO	\$4,095.14
220348	07/29/11	06	RIVERSIDE PUBLISHING	030	MATERIALS AND SUPPLI	\$171.92
220349	07/29/11	03	TURNING TECHNOLOGIES	035	MATERIALS AND SUPPLI	\$4,338.55
220350	07/29/11	06	TOBII ATI	030	MATERIALS AND SUPPLI	\$106.67
220351	07/07/11	03	NEED DECALS.COM	022	PRINTING	\$1,508.96
220352	07/29/11	06	UNION TRIBUNE PUBLIS	030	MATERIALS AND SUPPLI	\$269.15
220353	08/01/11	03	AREY JONES EDUCATION	005	MAT/SUP/EQUIP TECHNO	\$3,638.99
220355	08/01/11	03	SHARE IT, INC.	035	A/V CONTRACT	\$1,199.20
220356	08/01/11	03	RASIX COMPUTER CENTE	014	MATERIALS AND SUPPLI	\$984.75
220357	08/01/11	25-19	WESTERN ENVIRONMENTA	025	NON-CAPITALIZED IMPR	\$1,000.00
220358	08/01/11	06	B&H PHOTO-VIDEO-PRO	033	NON CAPITALIZED EQUI	\$1,017.35
220359	08/01/11	03	SEHI-PROCOMP COMPUTE	013	MATERIALS AND SUPPLI	\$307.84
220360	08/01/11	03	FROGUTS INC	004	A/V CONTRACT	\$300.00
220361	08/01/11	11	HARLAND TECHNOLOGY S	009	REPAIRS BY VENDORS	\$860.92
220362	08/01/11	11	KNOWLEDGE CORE SOFTW	009	A/V CONTRACT	\$4,053.09
220363	08/01/11	11	EDUCATION TO GO	009	PROF/CONSULT./OPER E	\$8,000.00
220364	08/01/11	03	HERFF JONES	013	MATERIALS AND SUPPLI	\$1,700.00
220366	08/01/11	06	N C L B	032	TRAVEL AND CONFERENC	\$1,938.61
220367	08/01/11	06	N C L B	032	TRAVEL AND CONFERENC	\$2,075.08
220368	08/01/11	11	C S C A E	009	DUES AND MEMBERSHIPS	\$137.00
220369	08/01/11	13	JOHN LENORE & COMPAN	031	PURCHASES FOOD	\$5,000.00
220370	08/01/11	13	KINGS DELIGHT	031	PURCHASES FOOD	\$1,000.00
220371	08/01/11	13	LAND O' LAKES INC	031	PURCHASES FOOD	\$4,900.00
220372	08/01/11	13	CA DEPT OF ED-FOOD D	031	PURCHASES FOOD	\$7,700.00
220373	08/01/11	13	DIEGUENO MIDDLE SCHO	031	OTHER SERV. & OPER.EX	\$1,500.00
220374	08/01/11	13	OAK CREST MIDDLE SCH	031	OTHER SERV. & OPER.EX	\$1,000.00
220375	08/01/11	13	COSTCO CARLSBAD	031	PURCHASES FOOD	\$2,000.00
220376	08/01/11	13	MINUTEMAN PRESS - EN	031	PRINTING	\$605.02
220377	08/02/11	03	RASIX COMPUTER CENTE	003	MATERIALS AND SUPPLI	\$144.73
220378	08/02/11	03	C S N O	030	OFFICE SUPPLIES	\$135.30
220379	08/02/11	03	HYPHENET, INC.	030	OFFICE SUPPLIES	\$231.66
220380	08/02/11	03	HYPHENET, INC.	035	MAT/SUP/EQUIP TECHNO	\$1,385.29
220381	08/02/11	03	HYPHENET, INC.	035	MAT/SUP/EQUIP TECHNO	\$1,976.57
220382	08/02/11	03	CAROLINA BIOLOGICAL	014	MATERIALS AND SUPPLI	\$1,264.99
220383	08/02/11	03	CAROLINA BIOLOGICAL	014	MATERIALS AND SUPPLI	\$228.27
220384	08/02/11	03	SEHI-PROCOMP COMPUTE	035	MATERIALS AND SUPPLI	\$3,327.32
220385	08/03/11	03	RASIX COMPUTER CENTE	035	MATERIALS AND SUPPLI	\$3,993.47
220386	08/03/11	13	COUNTY OF SAN DIEGO	031	OTHER SERV. & OPER.EX	\$2,800.00
220387	08/03/11	13	STAPLES ADVANTAGE	031	MATERIALS AND SUPPLI	\$2,500.00
220388	08/03/11	13	CIRCLE FOOD PRODUCTS	031	PURCHASES FOOD	\$8,000.00
220389	08/03/11	13	HOLSUM BAKERY INC	031	PURCHASES FOOD	\$8,000.00
220390	08/02/11	03	RASIX COMPUTER CENTE	030	OFFICE SUPPLIES	\$321.90
220391	08/03/11	03	STAPLES ADVANTAGE	013	MATERIALS AND SUPPLI	\$300.00
220392	08/03/11	03	MC MASTER-CARR SUPPL	013	MATERIALS AND SUPPLI	\$300.00
220393	08/03/11	03	INDUSTRIAL METAL SUP	013	MATERIALS AND SUPPLI	\$400.00
220394	08/03/11	03	RIO GRANDE	013	MATERIALS AND SUPPLI	\$400.00
220395	08/03/11	03	STAPLES ADVANTAGE	005	NON-CAPITALIZED IMPR	\$5,480.96
220396	08/03/11	03	SEHI-PROCOMP COMPUTE	035	SOFTWARE/DP SUPPLIES	\$5,333.63
220397	08/04/11	03	ARENSEN OFFICE FURNI	003	MATERIALS AND SUPPLI	\$816.53
220401	08/04/11	03	BLICK, DICK (DICK BL	012	MATERIALS AND SUPPLI	\$1,462.34
220402	08/04/11	03	HYPHENET, INC.	003	MATERIALS AND SUPPLI	\$91.47

PO/BOARD/REPORT

SAN DIEGUITO UNION HIGH
FROM 07/05/11 THRU 08/08/11

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ITEM 15F

PO NBR	DATE	FUND	VENDOR	LOC	DESCRIPTION	AMOUNT
220403	08/04/11	03	RASIX COMPUTER CENTE	003	MATERIALS AND SUPPLI	\$55.60
220404	08/04/11	03	STAPLES ADVANTAGE	005	MATERIALS AND SUPPLI	\$391.65
220405	08/04/11	06	DON JOHNSTON CO	030	A/V CONTRACT	\$785.34
220406	08/04/11	06	RASIX COMPUTER CENTE	014	MATERIALS AND SUPPLI	\$72.36
220407	08/04/11	03	LIGHTNING TECHNOLOGY	035	MAT/SUP/EQUIP TECHNO	\$1,830.67
220408	08/04/11	03	AREY JONES EDUCATION	035	MAT/SUP/EQUIP TECHNO	\$4,850.12
220409	08/04/11	06	SCHOOL SPECIALTY, IN	030	MATERIALS AND SUPPLI	\$168.48
220410	08/04/11	03	AREY JONES EDUCATION	035	MAT/SUP/EQUIP TECHNO	\$4,192.77
220411	08/04/11	03	WESTERN ASSOCIATION	024	DUES AND MEMBERSHIPS	\$7,560.00
220412	08/04/11	06	DON JOHNSTON CO	030	A/V CONTRACT	\$1,083.63
220413	08/04/11	03	VIRCO MANUFACTURING	003	MATERIALS AND SUPPLI	\$6,234.85
220414	08/05/11	03	BREWER CRANE AND RIG	025	RENTS & LEASES	\$775.75
220415	08/05/11	03	AMAZON.COM	012	MATERIALS AND SUPPLI	\$495.17
220416	08/05/11	03	BARNES & NOBLE BOOKS	012	MATERIALS AND SUPPLI	\$237.42
220418	08/05/11	13	JANUS CORPORATION	025	RENTALS, LEASES AND	\$3,702.00
220419	08/05/11	03	BARRETT ROBINSON INC	025	REPAIRS BY VENDORS	\$6,950.73
220420	08/05/11	21-09	AMERICAN WRECKING, I	025	NON-CAPITALIZED IMPR	\$14,200.00
220421	08/05/11	25-18	BARRETT ROBINSON INC	025	NON-CAPITALIZED IMPR	\$3,317.06
220422	08/05/11	03	SEASIDE HEATING AND	025	NON-CAPITALIZED IMPR	\$6,930.00
220423	08/05/11	25-19	QUALITY FLOORS BY GE	025	NON-CAPITALIZED IMPR	\$8,475.00
220424	08/05/11	03	BREVIK PLUMBING	025	REPAIRS BY VENDORS	\$1,380.00
220426	08/05/11	03	ADDISON SHEET METAL	025	REPAIRS BY VENDORS	\$3,987.00
220427	08/05/11	03	STANDARD DRYWALL,	025	NON-CAPITALIZED IMPR	\$10,600.00
220428	08/05/11	03	L B CONCRETE	025	OTHER SERV.& OPER.EX	\$4,940.00
220429	08/08/11	03	COSTCO CARLSBAD	003	MATERIALS AND SUPPLI	\$100.00
220430	08/08/11	03	RIVERSIDE PUBLISHING	030	MATERIALS AND SUPPLI	\$438.03
220431	08/08/11	03	FLINN SCIENTIFIC INC	012	MATERIALS AND SUPPLI	\$45.04
220432	08/08/11	03	FLINN SCIENTIFIC INC	005	MATERIALS AND SUPPLI	\$16.02
220433	08/08/11	03	FLINN SCIENTIFIC INC	005	MATERIALS AND SUPPLI	\$332.66
220434	08/08/11	03	FLINN SCIENTIFIC INC	005	MATERIALS AND SUPPLI	\$373.31
220435	08/08/11	21-09	FREDRICKS ELECTRIC I	025	REPAIRS BY VENDORS	\$14,276.50
220436	08/08/11	25-19	FREDRICKS ELECTRIC I	025	NON-CAPITALIZED IMPR	\$6,265.20
220437	08/08/11	03	URBAN TREE CARE, INC	025	OTHER SERV.& OPER.EX	\$7,894.00
220438	08/08/11	03	URBAN TREE CARE, INC	025	OTHER SERV.& OPER.EX	\$10,860.00
220439	08/08/11	03	URBAN TREE CARE, INC	025	OTHER SERV.& OPER.EX	\$11,276.50
220440	08/08/11	03	URBAN TREE CARE, INC	025	OTHER SERV.& OPER.EX	\$3,500.00
220441	08/08/11	25-19	D A D ASPHALT	025	NON-CAPITALIZED IMPR	\$9,764.75
220442	08/08/11	03	YANT, DAVE SIGNS	025	OTHER SERV.& OPER.EX	\$1,500.00
220443	08/08/11	03	YANT, DAVE SIGNS	025	OTHER SERV.& OPER.EX	\$250.00
220444	08/08/11	03	FLINN SCIENTIFIC INC	014	MATERIALS AND SUPPLI	\$617.65
220445	08/08/11	03	FLINN SCIENTIFIC INC	014	MATERIALS AND SUPPLI	\$223.01
220446	08/05/11	03	AMAZON.COM	012	MATERIALS AND SUPPLI	\$534.44
220447	08/08/11	06	SEHI-PROCOMP COMPUTE	030	MATERIALS AND SUPPLI	\$979.99
720001	07/21/11	03	AZTEC TECHNOLOGY COR	025	RENTS & LEASES	\$827.31

REPORT TOTAL

\$3,154,003.24

Individual Membership Listings
For the Period of July 5, 2011 through August 8, 2011

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

San Dieguito Union High School District

INFORMATION REGARDING BOARD AGENDA ITEM

TO: BOARD OF TRUSTEES

DATE OF REPORT: August 12, 2011

BOARD MEETING DATE: August 18, 2011

PREPARED BY: Eric R. Dill, Assoc. Superintendent, Business

SUBMITTED BY: Ken Noah, Superintendent

SUBJECT: APPROVAL/ADOPTION OF AMENDMENT
TO CONTRACTS FOR MASTER PLANNING
SERVICES

EXECUTIVE SUMMARY

At the July 17, 2011 Facilities Workshop, the Board of Trustees was presented with the rationale for master planning of two additional middle school sites.

The first location, located in La Costa Valley, was purchased in 1999. A conceptual plan exists for the 22 acre parcel for a middle school the size of Carmel Valley Middle School. Since the purchase of the land, enrollment projections have flattened and, for the foreseeable future, our two northern middle schools appear to be able to handle expected enrollment. An interim use of the lot was proposed to develop the athletic fields, a parking lot, and a campus building that could be used for Adult Education. The fields would provide additional practice space for our high school athletic programs, and both the fields and buildings would be available to the community under our facilities use program. Developing this site for educational use would further justify avoiding payment of the Unused Site Fee to the State of California, which is currently over \$150,000.

The second location is adjacent to Canyon Crest Academy. The District has an option to purchase two parcels of land from the developer to build a middle school. Our current enrollment projections indicate continued growth in the Carmel Valley and Pacific Highlands Ranch areas of the district which would result in nearly 1,000 students over our preferred capacities at the two southern middle schools. Staff would like to begin the master planning of that middle school site so that the District is positioned to act on construction of a new middle school when enrollment projections justify it.

The District is contracted with four architecture firms as part of the Long-Range Facilities Master Planning process currently underway. Staff recommends that the contracts with Lionakis and MVE Institutional, Inc. be amended to include the master planning of La Costa Valley and Canyon Crest Academy respectively. Additional scope of services is also requested for the San Dieguito High School Academy site to reconfigure the Transportation yard as a result of master planning work performed at the school.

RECOMMENDATION:

It is recommended the Board of Trustees approve the following amendments to agreements, and authorize Christina M. Bennett, Eric R. Dill or Ken Noah to execute all pertinent documents:

- A. MVE Institutional, Inc., to amend the contract for master planning services for Sunset High School and San Dieguito High School Academy, adding additional services and scope to the San Dieguito High School master plan and adding a preliminary master plan for the La Costa Valley site, for an additional amount not to exceed \$22,000.00.
- B. Lionakis, to amend the contract for master planning services for Canyon Crest Academy, Carmel Valley Middle School, and Earl Warren Middle School, adding additional scope of new middle school planning to the Canyon Crest Academy master plan, for an additional amount not to exceed \$50,200.00.

FUNDING SOURCE:

Capital Facilities Fund 25-19 and Mello Roos funds

SAN DIEGUITO UNION HIGH SCHOOL DISTRICT

AMENDMENT TO AGREEMENTS REPORT

Date: 08-18-11

<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>
NA	MVE Institutional, Inc.	Amend the contract for master planning services for Sunset High School and San Dieguito High School Academy, adding additional services and scope to the San Dieguito High School Academy master plan and adding a preliminary master plan for the La Costa Valley Site	Capital Facilities Fund 25-19 and Mello Roos funds	\$22,000.00
NA	Lionakis	Amend the contract for master planning services for Canyon Crest Academy, Carmel Valley Middle School, and Earl Warren Middle School, adding additional scope of new middle school planning to the Canyon Crest Academy master plan	Capital Facilities Fund 25-19 and Mello Roos funds	\$50,200.00

San Dieguito Union High School District

INFORMATION REGARDING BOARD AGENDA ITEM

TO: BOARD OF TRUSTEES

DATE OF REPORT: July 15, 2011

BOARD MEETING DATE: August 18, 2011

PREPARED BY: Bruce Cochrane,
Executive Director, Pupil Services

SUBMITTED BY: Ken Noah, Superintendent

SUBJECT: BOARD POLICY REVISION PROPOSAL
#5113.1, (BP & AR), *“CHRONIC ABSENCE
AND TRUANCY”*

EXECUTIVE SUMMARY

These mandated revisions address recent changes in legislation (SB 1317 and AB 1610) and the definition of the term “chronic truant”. Revisions to these policies are provided to the school district by the California School Boards Association’s Board Policy Maintenance services, in order to be in compliance with current federal and/or state law.

RECOMMENDATION:

These policies were presented for a first read on July 14, 2011, and are now being submitted for board action. It is recommended the Board approve the board revision policies as shown in the attached supplement(s).

FUNDING SOURCE:

Not applicable.

STUDENTS

5113.1

CHRONIC ABSENCE AND TRUANCY

The Governing Board believes that excessive student absenteeism and tardiness, whether caused by excused or unexcused absences, may be an early warning sign of poor academic achievement and may put students at risk of dropping out of school. The Board desires to ensure that all students attend school in accordance with the state's compulsory education law and take full advantage of educational opportunities provided by the district.

~~The To improve student attendance, the Superintendent or designee shall establish a system to accurately track and monitor student attendance, including methods implement positive steps to identify students classified as chronic absentees the reasons for a student's unexcused absences and truants, as defined in law and administrative regulation.~~

To encourage school attendance, the Superintendent or designee shall develop ~~to help resolve the problems caused by truancy. Such~~ strategies that shall focus on prevention and early intervention of attendance problems. Preventive strategies may include efforts to provide a safe and positive school environment, relevant and engaging learning experiences, and school activities that help develop students' feelings of connectedness with the schools. The Superintendent or designee also may provide incentives and rewards to recognize students who achieve excellent attendance or demonstrate significant improvement in attendance.

The Superintendent or designee shall work with students and parents/guardians to identify factors contributing to chronic absence and truancy. Based on this needs assessment, he/she shall collaborate with community agencies, including, ~~and may include,~~ but not be limited to, child welfare services, law enforcement, courts, and/or public health care agencies, to ensure that alternative educational programs and nutrition, health care, and other support services are available for students and families and to intervene as necessary when students have serious attendance problems. ~~communication with parents/guardians and the use of student study teams.~~

~~As required by law, In addition, the Superintendent or designee shall cooperate with other agencies within the community to meet the needs of students who have serious school attendance or behavior problems and to maintain a continuing inventory of community resources, including alternative programs.~~

~~Habitually~~ truant students shall ~~may~~ be referred to a school attendance review board, (SARB), a truancy mediation program operated by the county's district attorney or probation officer, and/or a juvenile court. ~~in accordance with law.~~

The Superintendent or designee shall regularly analyze data on student absence to identify patterns of absence districtwide and by school, grade level, and student population. Such data shall be used to identify common barriers to attendance, prioritize resources for intervention, and monitor progress over time. The Superintendent or designee shall periodically report this information to the Board for purposes of evaluating the effectiveness of strategies implemented to reduce chronic absence and truancy and making changes as needed. As appropriate, the Superintendent or designee also shall provide this information to key school staff and community agency partners to engage them in program evaluation and improvement.

SCHOOL ATTENDANCE REVIEW BOARD

The district's SARB shall operate in accordance with Education Code 48320-48325 and procedures established by the Superintendent or designee.

STUDENTS

5113.1

~~For purposes of California's welfare system (calWORKS), a student shall be determined to be regularly attending school unless he/she has been referred to the county district attorney or probation office pursuant to Education Code 48263.~~

LEGAL REFERENCES

EDUCATION CODE

- 1740 Employment of Personnel to Supervise Attendance (~~County Superintendent~~)
- 37223 Weekend Classes
- 41601 Reports of Average Daily Attendance
- 46000 Records (Attendance)
- 46010 - 46014 Absences
- 46110 - 46119 Attendance in Kindergarten and Elementary Schools
- 46140 - 46147 Attendance in Junior High and High Schools
- 48200 - 48208 Children Ages 6-18 (compulsory full-time attendance)
- 48240 - 48246 Supervisors of Attendance
- 48260 - 48273 Truants
- 48290 - 48296 Failure to Comply; Complaints Against Parents
- 48320 - ~~48325~~48324 School Attendance Review Boards
- 48340 - 48341 Improvement of Student Attendance
- 48400-48403 **Compulsory continuation education**
- 49067 Unexcused Absences as Cause of Failing Grade
- 60901 **Chronic absence**

GOVERNMENT CODE

- 54950-54963 The Ralph M. Brown Act

PENAL CODE

- 270.1 Chronic truancy; parent/guardian misdemeanor
- 272 Parent/guardian duty to supervise and control minor child; criminal liability for truancy
- 830.1 Peace officers

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

Management Resources:

CSBA PUBLICATIONS

Improving Student Achievement by Addressing Chronic Absence, Policy Brief, December 2010

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

School Attendance Review Board Handbook, 2009

STUDENTS

5113.1

School Attendance Improvement Handbook, 2000

WEB SITES

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

Attendance Counts: <http://www.attendancecounts.org>

California Association of Supervisors of Child Welfare and Attendance: <http://www.cascwa.org>

California Department of Education: <http://www.cde.ca.gov>

~~ATTORNEY GENERAL OPINIONS~~

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

STUDENTS

5113.1 / AR-1

CHRONIC ABSENCE AND TRUANCY

DEFINITIONS

Chronic absentee means a student who is absent for any reason on 10 percent or more of the school days in the school year, when the total number of days the student is absent is divided by the total number of days the student is enrolled and school was actually taught in the regular day schools of the district, exclusive of Saturdays and Sundays.

Truant means a student who is ~~An attendance supervisor or designee, peace officer, or school administrator or designee may arrest or assume temporary custody, during school hours, of any minor student found away from his/her home who is absent from school without a valid excuse. Any person so arresting or assuming temporary custody shall deliver the student and make reports in accordance with Education Code 48265 and 48266. (Education Code 48264)~~

~~Upon receiving a complaint from any person that a parent/guardian has violated the state compulsory education laws contained in Education Code 48200-48341, the Governing Board or District attendance supervisor shall make a full and impartial investigation of all charges. If it appears upon investigation that the parent/guardian has violated these laws, the Superintendent or designee shall refer such parent/guardian to the school attendance review board. (Education Codes 48290, 48291, 48292)~~

STRATEGIES FOR ADDRESSING TRUANCY

~~1. Students shall be classified as truant if absent from school without a valid excuse three full days in one school year, or tardy or absent for more than any 30-minute period during the school day without a valid excuse on three occasions in one school year, or any combination thereof. Such students shall be reported to the Superintendent or designee. (Education Code 48260)~~

Habitual truant means ~~The parent/guardian of a student who has been reported classified as a truant three or more times within the same school year, provided shall be notified of the following: (Education Code 48260.5)~~

~~a. The student is truant.~~

~~b. The parent/guardian is obligated to compel the district has made a conscientious student to attend school.~~

~~c. The parent/guardian who fails to meet this obligation may be guilty of an infraction of the law and subject to prosecution pursuant to Education Code 48290-48296.~~

~~d. Alternative educational programs are available in the District.~~

~~e. The parent/guardian has the right to meet with appropriate school personnel to discuss solutions to the student's truancy.~~

~~f. The student may be subject to arrest by a probation officer, a peace officer, a school administrator, an attendance supervisor or his/her designee under Education Code 48264 if found away from home and absent from school without a valid excuse.~~

~~g. The student may be subject to suspension, restriction or delay of his/her driving privilege pursuant to Vehicle Code 13202.7.~~

~~h. It may be recommended that the parent/guardian accompany the student to school and attend classes with the student for one day.~~

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~~Upon his/her first truancy, a student may be given a written warning. A record of this warning may be kept at school for not less than two years or until the student graduates or transfers from the school. If the student transfers, the record may be forwarded to the new school. (Education Code 48264.5)~~

~~In addition, an appropriate District staff member shall make every effort to hold at least one conference with the student and his/her parent/guardian. and may discuss resources available for achieving regular school attendance.~~

~~Upon his/her third truancy within the same school year, a student shall be classified as a habitual truant. (Education Code 48262, 48264.5)~~

~~2.~~

~~Chronic truant means a student who has been absent from school without a valid excuse for 10 percent attendance, or more of the school days in one school year, from the date of enrollment to the current date, provided the district has met the requirements of , and required to attend, a school attendance review board. (Education Code 48260-48263 and 48291. (Education Code 48263.6), 48264.5)~~

ATTENDANCE SUPERVISOR(S)

~~The Upon making a referral to a school attendance review board or the probation department, the Superintendent or designee shall appoint or contract with a supervisor of attendance provide the student and assistant supervisors as necessary to supervise the attendance of district students. Such supervisors shall perform duties related to compulsory full-time education, truancy, compulsory continuation education, work permits, and any additional duties prescribed by the Superintendent. (Education Code 48240, 48243, 48244)~~

ADDRESSING CHRONIC ABSENCE

~~When a student is identified as a chronic absentee, the attendance supervisor shall communicate with the student and his/her parent/guardian to determine the reason(s) for the excessive absences, ensure, in writing, the name and address of the school attendance review board or probation department and the reason for the referral. This notice shall indicate that the student and parent/guardian are aware of the adverse consequences of poor attendance, and jointly develop a plan for improving the student's school attendance.~~

~~The student may be referred to a student success team or school-site shall be required, along with the District staff person making the referral, to meet with the school attendance review team to assist in evaluating the student's needs and identifying strategies and programs that may assist him/her. board or probation officer to consider a proper disposition of the referral. (Education code 48263)~~

~~A student who is struggling academically may be offered tutoring or other supplemental instruction, extended learning opportunities, and/or alternative educational options as appropriate.~~

~~Whenever chronic absenteeism is linked to a nonschool condition, the attendance supervisor may recommend community resources and/or collaborate with community agencies and organizations to~~

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address the needs of the student and his/her family.

RECORDS

~~The If the student does not successfully complete the truancy mediation program or other similar program, he/she shall be subject to Item #3 below. (Education Code 48264.5)~~

~~3. If the Superintendent or designee shall maintain accurate attendance records for students identified as habitual or chronic truants. The determines that available community services cannot resolve the problem of the truant or insubordinate student or if the student and/or student's parents/guardians have failed to respond to the directives of the District or to services provided, the Superintendent or designee also may so notify the county district attorney and/or the probation officer. Upon his/her fourth truancy within the same school year, the student shall document all contacts with a student and his/her parent/guardian regarding the student's attendance, including a summary of all conversations and a record be within the jurisdiction of all intervention efforts. the juvenile court. (Education Code 48264.5; Welfare and Institutions Code 601)~~

~~If a student has been judged by the county juvenile court to be a habitual truant, the Superintendent or designee shall inform the juvenile court and the student's probation or parole officer whenever that student is truant one or more days or tardy on one or more days without a valid excuse in the same or succeeding school year, or is habitually insubordinate or disorderly at school. The juvenile court and probation or parole officer shall be so notified within 10 days of the violation. (Education Code 48267)~~

REPORTS

The Superintendent or designee shall gather and transmit to the County Superintendent of Schools the number of referrals and types of referrals made to the **SARB and school attendance review board** and the ~~number~~ of requests for petitions made to the juvenile court. (Education Code 48273)

San Dieguito Union High School District

INFORMATION REGARDING BOARD AGENDA ITEM

TO: BOARD OF TRUSTEES

DATE OF REPORT: July 15, 2011

BOARD MEETING DATE: August 18, 2011

PREPARED BY: Bruce Cochrane,
Executive Director, Pupil Services

SUBMITTED BY: Ken Noah, Superintendent

SUBJECT: BOARD POLICY REVISION PROPOSAL
#5141.3, (BP & AR),
“HEALTH EXAMINATIONS”

EXECUTIVE SUMMARY

The changes to this policy and administrative regulation are required due to revised mandated regulations regarding Type 2 Diabetes. The district is also required by law, to send this information to all parents of 7th grade students. Revisions to these policies are provided to the school district by the California School Boards Association’s Board Policy Maintenance services, in order to be in compliance with current federal and/or state law.

RECOMMENDATION:

These policies were presented for a first read on July 14, 2011, and are now being submitted for board action. It is recommended the Board approve the board revision policies as shown in the attached supplement(s).

FUNDING SOURCE:

Not applicable.

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HEALTH EXAMINATIONS

The ~~Governing Board of Trustees of the San Dieguito Union High School district~~ recognizes the importance of ~~that~~ periodic health examinations conducted according to state health regulations.

~~To determine the health status of students, may lead to early detection and treatment of conditions that impact facilitate the removal of handicaps to learning.; Health examinations also may help in determining and determine whether special adaptations of the school program are may be necessary.; the Board shall require that periodic examinations be conducted which include tests for vision, hearing and scoliosis. All personnel employed to examine students shall exercise proper care of each student being examined and shall ensure that the examination results are kept confidential.~~

~~A parent/guardian may annually file a statement with the principal/designee withholding consent to any physical examination of his/her child. The child shall be exempt, but shall be subject to exclusion due to a suspected contagious or infectious disease.~~

~~The principal or designee of each school shall notify parents/guardians of the rights of students and parents/guardians relating to health examinations.~~

~~The Board may from time to time require reports regarding the numbers of students found to have physical problems and the effort made to correct them.~~

The Superintendent or designee shall **verify that students have complied with legal requirements for** develop the necessary procedures to implement this policy.

VISION

~~Students shall have their vision tested by qualified personnel authorized by the district.~~

~~Students shall have their vision examined upon first enrollment in elementary school. Further examinations shall take place every three (3) years until the student has completed the 10th grade. The results of the vision appraisal shall be entered into the student's health record. All students shall be tested for visual acuity. Color vision shall be tested once and only in male students. External observations of the student's eyes, visual performance and perception shall be done by the school nurse and the classroom teacher.~~

~~The above evaluation of a student's vision may be waived at the parent/guardian's request if the parent/guardian presents a certificate from either a medical doctor or an optometrist stating the results of an examination of the student's vision including visual acuity, and, in male children, color vision.~~

~~Visual defects, or any other defects, found as a result of the vision examination shall be reported to the parent/guardian with a request that remedial action be taken to correct or cure the defect. The written report shall not include a referral to any private practitioner.~~

~~The student may be referred to a public clinic, or diagnostic and treatment center operated by a public hospital or by the state, county or city department of public health.~~

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SCOLIOSIS SCREENING

The Board shall provide for the screening of students for immunizations at school entry. In addition, the district shall administer tests for vision, hearing, and scoliosis as required the condition known as scoliosis. Every female student in the 7th grade and every male student in the 8th grade shall be screened. The screening shall follow the standards established by the State Department of Education and shall be performed by qualified personnel as specified by law.

Persons performing the screening shall not solicit, encourage or advise treatment of the student for scoliosis. The same shall apply to any other condition discovered in the course of the screening for scoliosis.

The parent/guardian of any student suspected of having scoliosis shall be notified. The notice shall include an explanation of scoliosis, the significance of treatment at an early age, and the public services available for treatment. A referral to the appropriate community resources for diagnosis and treatment shall be made.

INTERSCHOLASTIC ATHLETIC COMPETITION

All students who participate as cheerleaders, song leaders, or athletes in organized competitive sports shall first undergo a medical examination and submit documentation of interscholastic sports are required to file a current medical examination. Compliance with the medical clearance to the district. Upon sustaining examination requirement is not necessary for participants in a play day or a field day activity occurring occasionally during a school year in which students of one or more particular grade levels from two or more schools in the district participate in athletic contests

If a student sustains an injury or serious illness, a the student may be required by school personnel to have another examination before participating further. This requirement does not apply to participants in occasional play day or field day activities. prior to further interscholastic competition.

A student who has been excused from the physical education program because of a medical reason may not participate in any interscholastic athletic competition.

All students engaging in interscholastic athletic competition are required to meet accident insurance requirements prescribed by law.

Legal Reference:

EDUCATION CODE

- 44871-44879 Employment qualifications
- 48980 Parental notifications
- 48211-48214 Persons excluded
- 49400-49410/49414.5 Student health, general powers of school boards (re pupil health)
- 49422 Supervision of health and physical development
- 49450-49457/49458 Physical examinations (of pupils/students)

HEALTH AND SAFETY CODE

- 120325-120380/3380-3389 Immunization against communicable diseases

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121475-1215203400-3409 Tuberculosis tests for ~~pupils~~students
124025-124110 Child Health and Disability Prevention Program

~~CODE OF REGULATIONS, TITLE 17~~

~~6000-6075 School attendance immunization requirements~~

CODE OF REGULATIONS, TITLE 5

590-596 Vision screening
3027 Hearing and vision screening for special education
3028 Audiological screening

UNITED STATES CODE, TITLE 20

1232g Family Educational Rights and Privacy Act
1232h Protection of student rights

Management Resources:

CSBA PUBLICATIONS

Expanding Access to School Health Services: Policy Considerations for Governing Boards, November 2008
Promoting Oral Health for California's Students: New Roles, New Opportunities for Schools, November 2008

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

Standards for Scoliosis Screening in California Public Schools, 2007
A Guide for Vision Testing in California Public Schools, 2005

U.S. DEPARTMENT OF EDUCATION PUBLICATIONS

Joint Guidance on the Application of FERPA and HIPAA to Student Health Records, November 2008

WEB SITES

CSBA: <http://www.csba.org>
California Department of Education, Health Services/School Nursing: <http://www.cde.ca.gov/ls/he/hn>
California Department of Education, Type 2 Diabetes Information:
<http://www.cde.ca.gov/ls/he/hn/type2diabetes.asp>
U.S. Department of Education: <http://www.ed.gov>

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HEALTH EXAMINATIONS

VISION AND HEARING TESTS

Students shall have their vision and hearing tested by qualified personnel authorized by the district. (Education Code 49452, 49454)

All students shall be tested for visual acuity when they first enroll in elementary school and at least every three years thereafter until they complete grade 8. Gross external observation of the student's eyes, visual performance, and perception shall be made by the school nurse and the classroom teacher. (Education Code 49455)

Evaluation of a student's vision may be waived at the parent/guardian's request if the parent/guardian presents a certificate from an authorized health care provider specifying the results of an examination of the student's vision, including visual acuity, and, in male students, color vision. (Education Code 49455)

Visual defects or any other defects found as a result of the vision examination shall be reported to the parent/guardian with a request that remedial action be taken to correct or cure the defect. The report of a visual defect, if made in writing, shall be made on a form prescribed by the Superintendent of Public Instruction. (Education Code 49456)

Such reports shall not include a referral to any private practitioner. However, the student may be referred to a public clinic or diagnostic and treatment center operated by a public hospital or by the state, county, or city department of public health. (Education Code 49456)

SCOLIOSIS SCREENING

Each female student in grade 7 and each male student in grade 8 shall be screened for scoliosis. This screening shall comply with California Department of Education (CDE) standards and shall be performed by qualified personnel as specified in law. (Education Code 49452.5)

Persons performing the screening shall not solicit, encourage, or advise treatment of the student for scoliosis or any other condition discovered in the course of the screening. (Education Code 49452.5)

The parent/guardian of any student suspected of having scoliosis shall receive a notice which includes an explanation of scoliosis and describes the significance of treatment at an early age. This notice shall also describe the public services available for treatment and include a referral to appropriate community resources. (Education Code 49452.5)

TYPE 2 DIABETES INFORMATION

Because type 2 diabetes in children is a preventable and treatable disease, parents/guardians are encouraged to have their child screened by an authorized health care practitioner for risk factors of the disease, including excess weight, and to request tests of their child's blood glucose to determine if he/she has diabetes or pre-diabetes.

The Superintendent or designee shall provide parents/guardians of incoming students in grade 7 with an information sheet developed by the CDE regarding type 2 diabetes, which includes a description of the

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disease and its risk factors and warning signs, a recommendation that students displaying or possibly suffering from risk factors or warning signs associated with type 2 diabetes be screened for the disease, a description of the different types of diabetes screening tests available, and a description of treatments and prevention methods. The information sheet may be provided with the parental notifications required pursuant to Education Code 48980. (Education Code 49452.7)

~~Immunization requirements as a provision of attendance prescribed by the Education Code and the Health and Safety Code shall be strictly enforced by the district and school site personnel in the San Dieguito Union High School District.~~

~~In the enforcement of the immunization requirements, the following shall apply:~~

~~I. CALIFORNIA SCHOOL IMMUNIZATION RECORD (CSIR's)~~

~~A. ASSESSMENT OF IMMUNIZATION STATUS~~

~~Assessment of immunization status (CSIR) shall be completed at enrollment/registration for all new and transferring students. Immunization status shall be defined as "unconditional" or "conditional".~~

- ~~1. An "unconditional" student, as defined by the California School Immunization Law, is one who has (a) documented verification of adequate immunizations, or (b) a medical exemption, or (c) a signed personal belief exemption, or (d) a combination of the above.
 - ~~a. Students with documented verification of adequate immunizations against polio, measles (rubeola), mumps, rubella, tetanus, diphtheria, and pertussis shall be allowed to enroll, register, and attend class.~~
 - ~~b. Students exempt from immunizations for properly verified and documented medical and/or personal reasons shall be allowed to enroll, register, and attend class.~~~~
- ~~2. A "conditional" student, as defined by the California School Immunization Law, is one who does not have documented verification of adequate immunizations or has no medical exemption on file or who does not have a signed personal belief affidavit filed. Students who are conditional admissions shall not be allowed to complete enrollment/registration unless they meet the requirements of Part A below.
 - ~~a. A conditional student who is in the process of completing the required immunizations shall be allowed to attend class only if additional doses are due at a future date as verified by the school nurse. The student must receive the required doses as they become due or be excluded from school.~~
 - ~~b. A conditional student who has required doses currently due shall not be enrolled/registered until these doses are obtained. Then additional immunizations are documented the CSIR shall be reassessed to determine the student's current immunization status.~~
 - ~~c. Conditional students are to be enrolled/registered when documentary proof is presented to show that immunization requirements have been~~~~

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~~met, or a statement of medical exemption is presented, or a parent signs the personal belief affidavit on the back of the CSIR.~~

~~B. DOCUMENTATION OF IMMUNIZATION~~

- ~~1. Parents are required to show their child's official immunization record at school enrollment/registration. An immunization record must include the child's name and birthdate; the type and date (including month and year) of each dose of vaccine; and the signature of the physician or clinic which administered the vaccine.~~
- ~~2. If the parent cannot produce documentation of immunization as outlined above, and immunizations are not against their personal beliefs, then the child must begin the immunization process prior to registration.~~

~~C. PERSONAL BELIEF EXEMPTION~~

~~If immunizations are contrary to the beliefs of the parent or guardian, the parent or guardian must sign and date the exemption affidavit on the reverse side of the CSIR.~~

~~D. MEDICAL EXEMPTIONS~~

- ~~1. Permanent Medical Exemption: If a child is unable to receive immunizations because of a medical condition, a physician's written statement must be presented at registration. This statement must state what the medical condition is, that the condition is permanent, and which immunizations the child cannot receive. It must be signed by a physician and attached to the CSIR.~~
- ~~2. Temporary Medical Exemption: If a child has a temporary medical condition which contraindicates one or more immunizations, a child can be temporarily exempted from the requirement. A written statement from the physician must be presented at registration. This statement must state what the medical condition is, how long it will last, and which immunizations must be postponed. It must be signed by a physician and attached to the CSIR. The child must receive the required immunizations immediately upon expiration of the statement.~~
- ~~3. Disease Exemption: A child can be exempted from an immunization requirement if a physician provides a written statement that the child has had: (a) physician diagnosed rubella-measles disease, or (b) laboratory confirmed rubella disease, or (c) laboratory confirmed mumps disease. The statement must be signed by a physician and attached to the CSIR.~~

~~E. SCHOOL USE~~

- ~~1. School personnel shall complete the "For School Use Only" section of the CSIR to document the source of immunization dates, the signing of exemption statements and the immunization status of the student.~~
- ~~2. The CSIR is part of the student's permanent record (cumulative file).~~

~~II. SUSCEPTIBLE STUDENTS~~

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~~The school shall maintain an updated list of "susceptible" students for each of the vaccine preventable diseases listed on the CSIR. A susceptible student is one who has a personal belief exemption, temporary medical exemption or is a conditionally admitted student who is in the process of completing his immunizations. (Students exempted because of physician documented history of disease are not considered susceptible to that particular disease.) Upon order of the Health Officer of the County of San Diego, susceptible students may be temporarily excluded from school in the event of an outbreak of any one of the diseases listed on the CSIR for which these students have no immunization protection.~~

~~III. REPORTS~~

- ~~A. Annual reports required by statute shall be completed and submitted by the designated deadline date.~~
- ~~B. School personnel shall report by telephone to the County Department of Health Services (236-2198) any illness with a fever and rash resembling measles or any rumor of measles. Other communicable disease reporting requirements are explained in the School Immunization Handbook.~~

San Dieguito Union High School District

INFORMATION REGARDING BOARD AGENDA ITEM

TO: BOARD OF TRUSTEES

DATE OF REPORT: July 15, 2011

BOARD MEETING DATE: August 18, 2011

PREPARED BY: Bruce Cochrane,
Executive Director, Pupil Services

SUBMITTED BY: Ken Noah, Superintendent

SUBJECT: BOARD POLICY REVISION PROPOSAL,
#5141.31, PLUS NEW ADMINISTRATIVE
REGULATION, "IMMUNIZATIONS"

EXECUTIVE SUMMARY

The changes to this policy and addition of a new administrative regulation are required due to new legislation (AB 354) regarding Pertussis (whooping cough) booster immunizations. Revisions to these policies are provided to the school district by the California School Boards Association's Board Policy Maintenance services, in order to be in compliance with current federal and/or state law.

RECOMMENDATION:

These policies were presented for a first read on July 14, 2011, and are now being submitted for board action. It is recommended the Board approve the board revision policies as shown in the attached supplement(s).

FUNDING SOURCE:

Not applicable.

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IMMUNIZATIONS

To protect the health of all students and staff and to curtail the spread of infectious diseases, the Governing Board shall cooperate with state and local public health agencies to encourage and facilitate immunization of all district students against preventable diseases.

Each student enrolling for the first time in the district shall present an immunization record from any authorized private or public health care provider certifying that he/she has received all required immunizations ~~be admitted to school, children must be fully immunized~~ in accordance with law. ~~Children-Students~~ shall be excluded from school or exempted from immunization requirements only as allowed by law.

TRANSFER STUDENTS

~~To enroll in school, all~~ Each transfer ~~students~~ student ~~must~~ shall be requested to present his/her a ~~written~~ immunization record ~~upon registration which shows~~ at a district school.

However, when necessary, a transfer student may be conditionally admitted for up to 30 school days while his/her ~~least the month and year of each~~ immunization records are being transferred from the previous school. If these records do not arrive within 30 school days, the student shall present written documentation by an authorized health care provider showing that the ~~the student shall begin all~~ required immunizations were received. If such documentation ~~currently due before he/she~~ is not presented, the student shall be excluded from school until the required immunizations have been administered. (17 CCR 6070) ~~admitted to school.~~

LEGAL REFERENCE:

EDUCATION CODE

- 44871 Qualifications of supervisor of health
- 46010 Total days of ~~Absences excluded in computing~~ attendance
- ~~48216~~ ~~46010.5~~ Immunization; ~~absence not excluded in computing~~ attendance
- 48853.5 Immediate enrollment of foster youth
- 48980 Required notification of rights
- 49403 Cooperation in control of communicable disease and immunizations
- ~~48980~~ ~~Required notification of rights~~
- 49426 Duties of school nurses
- 49701 Flexibility in enrollment of children of military families

HEALTH & SAFETY CODE

- ~~120325-120380~~ ~~3380-3390~~ Immunization against communicable disease
- 120335 Immunization requirement for admission
- 120395 Information about meningococcal disease, including recommendation for vaccination
- 120440 Disclosure of immunization information
- ~~3400-3456~~ ~~Tuberculosis tests for pupils~~

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CODE OF REGULATIONS, TITLE 17

6000-6075 School attendance immunization requirements

UNITED STATES CODE, TITLE 20

1232g Family Educational Rights and Privacy Act

UNITED STATES CODE, TITLE 42

11432 Immediate enrollment of homeless children

CODE OF FEDERAL REGULATIONS, TITLE 34

99.1-99.67 Family Educational Rights and Privacy

Management Resources:

CALIFORNIA DEPARTMENT OF PUBLIC HEALTH

California Immunization Handbook for Schools and Child Care Programs, July 2003

Guide to Immunizations Required for School Entry

Guide to the Requirements of the California School Immunization Law for Parents of Children in or Entering School or Child Care

U.S. DEPARTMENT OF EDUCATION GUIDANCE

Family Educational Rights and Privacy Act (FERPA) and H1N1, October 2009

WEB SITES

California Department of Education: <http://www.cde.ca.gov>

California Department of Public Health, Immunization Branch:
<http://www.cdph.ca.gov/programs/immunize>

Centers for Disease Control and Prevention: <http://www.cdc.gov>

U.S. Department of Education: <http://www.ed.gov>

REQUIRED IMMUNIZATIONS

The Superintendent or designee shall provide parents/guardians, upon school registration, a written notice summarizing the state's immunization requirements.

The Superintendent or designee shall not unconditionally admit any student to a district elementary or secondary school, preschool, or child care and development program nor advance a student to specified grade levels unless that student has presented documentation of full immunization, in accordance with the age/grade and dose required by the California Department of Public Health (CDPH), against the following diseases: (Health and Safety Code 120335; 17 CCR 6020)

1. Measles, mumps and rubella (MMR)
2. Diphtheria, tetanus and pertussis (whooping cough) (DTP, DTaP, or Tdap)
3. Poliomyelitis (polio)
4. Hepatitis B
5. Varicella (chickenpox)
6. Haemophilus influenza type b (Hib meningitis)
7. Any other disease designated by the CDPH

The student's immunization record shall be provided by the student's health care provider or from the student's previous school immunization record. The record must show the date that each dose was administered.

EXEMPTIONS

Exemption from immunization requirements is allowed when: (Health and Safety Code 120365, 120370; 17 CCR 6051)

1. The student's parent/guardian states in writing that immunization is contrary to his/her beliefs.
However, if there is good cause to believe that the student has been exposed to one of the communicable diseases listed above, the student may be temporarily excluded from school until the local public health officer is satisfied that the student is no longer at risk of developing the disease. (cf. 6141.2 - Recognition of Religious Beliefs and Customs)
2. The student's parent/guardian provides a written statement by a licensed physician that the physical condition or medical circumstances of the student are such that immunization is unsafe or is permanently not indicated, in which case the student shall be exempted to the extent indicated by the physician's statement.

EXCLUSIONS DUE TO LACK OF IMMUNIZATIONS

Any student without the required evidence of immunization may be excluded from school until the immunization is obtained or the student presents a letter or affidavit of exemption from his/her parent/guardian or physician to the Superintendent or designee. (cf. 5112.2 - Exclusions from Attendance) (cf. 6183 - Home and Hospital Instruction)

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Before an already admitted student is excluded from school attendance because of lack of immunization, the Superintendent or designee shall notify the parent/guardian that he/she has 10 school days to supply evidence of proper immunization or an appropriate letter of exemption. (Education Code 48216; 17 CCR 6040)

This notice shall refer the parent/guardian to the student's usual source of medical care or, if the student has no usual source of medical care, then to the county health department or school immunization program, if any. (Education Code 48216)

The Superintendent or designee shall exclude from further attendance any already admitted student who fails to obtain the required immunization within 10 school days following the parent/guardian's receipt of the notice specified above, unless the student is exempt from immunization for medical reasons or personal beliefs. The student shall remain excluded from school until he/she has received another dose of each required vaccine due at that time. The student shall also be reported to the attendance supervisor or principal. (17 CCR 6055)

CONDITIONAL ENROLLMENT

The Superintendent or designee may conditionally admit a student with documentation from an authorized health care provider that: (Health and Safety Code 120340; 17 CCR 6000, 6035)

1. He/she has received some but not all required immunizations and is not due for any vaccine dose at the time of admission
2. He/she has a temporary exemption from immunization for medical reasons

The Superintendent or designee shall notify the student's parents/guardians of the date by which the student must complete all the remaining doses when they become due as specified in 17 CCR 6035.

The Superintendent or designee shall review the immunization record of each student admitted conditionally every 30 days until that student has received all the required immunizations. If the student does not receive the required immunizations within the specified time limits, he/she shall be excluded from further attendance until the immunizations are received. (Health and Safety Code 120375; 17 CCR 6070)

RECORDS

The Superintendent or designee shall record each new entrant's immunizations in the California School Immunization Record and retain it as part of the student's mandatory permanent student record. District staff shall maintain the confidentiality of immunization records and may disclose such information to state and local health departments only in accordance with law. (Health and Safety Code 120375, 120440; 17 CCR 6070) (cf. 5125 - Student Records)

San Dieguito Union High School District

INFORMATION REGARDING BOARD AGENDA ITEM

TO: BOARD OF TRUSTEES

DATE OF REPORT: July 15, 2011

BOARD MEETING DATE: August 18, 2011

PREPARED BY: Bruce Cochrane,
Executive Director, Pupil Services

SUBMITTED BY: Ken Noah, Superintendent

SUBJECT: NEW BOARD POLICY AND
ADMINISTRATIVE REGULATION, #6163.2,
“ANIMALS AT SCHOOL”

EXECUTIVE SUMMARY

The mandated addition of this new board policy and administrative regulation reflect recent federal regulations (75 Fed. Reg 178) requiring districts to modify their policy, practices and procedures to permit an individual with a disability to use a service animal at school, when the work or task performed by the service animal is directly related to the individual's disability. The regulation adds the definition of a service animal, reasons that a student may be asked to remove his/her service animal from school, and the conditions under which the use of service animals may be allowed at school. Revisions to these policies are provided to the school district by the California School Boards Association's Board Policy Maintenance services, in order to be in compliance with current federal and/or state law.

RECOMMENDATION:

These policies were presented for a first read on July 14, 2011, and are now being submitted for board action. It is recommended the Board approve the board revision policies as shown in the attached supplement(s).

FUNDING SOURCE:

Not applicable.

INSTRUCTION

ANIMALS AT SCHOOL

The Governing Board recognizes the use of service animals by individuals with disabilities. Except for service animals as defined (Ed. Code 39839 and 13CCR 1216) all other animals are prohibited on school sites and on transportation services.

The Superintendent or designee shall develop rules and procedures to ensure that when animals are brought to school, the health, safety, and welfare of students, staff, and the animals are protected. However, the district assumes no liability for the safety of animals allowed on district property.

Legal Reference:

EDUCATION CODE

233.5	Instruction in kindness to pets and humane treatment of living creatures
39839	Transportation of guide dogs, signal dogs, service dogs
51202	Instruction in personal and public health and safety
51540	Safe and humane treatment of animals at school

CIVIL CODE

54.1	Access to public places
54.2	Guide, signal, or service dogs, right to accompany

GOVERNMENT CODE

810-996.6	California Tort Claims Act, especially:
815	Liability for injuries generally; immunity of public entity
835	Conditions of liability

VEHICLE CODE

21113	Public grounds
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CODE OF REGULATIONS, TITLE 13

1216	Transportation of property
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UNITED STATES CODE, TITLE 20

1400-1482	Individuals with Disabilities Education Act
-----------	---

UNITED STATES CODE, TITLE 29

794	Rehabilitation Act of 1973, Section 504
-----	---

CODE OF FEDERAL REGULATIONS, TITLE 28

35.104	Definitions
35.136	Service animals

COURT DECISIONS

Sullivan v. Vallejo City USD, (1990) 731 F.Supp. 947
Management Resources:

FEDERAL REGISTER

Rules and Regulations, September 15, 2010, Vol. 75, Number 178, pages 56164-56236

INSTRUCTION

CSBA PUBLICATIONS

Indoor Air Quality: Governing Board Actions for Creating Healthy School Environments,
Policy Brief, July 2008

Asthma Management in the Schools, Policy Brief, March 2008

WEB SITES:

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

American Society for the Prevention of Cruelty to Animals: <http://www.asPCA.org>

Humane Society of the United States: <http://www.hsus.org>

U.S. Department of Education, Office of Civil Rights: <http://www.ed.gov/about/offices/list/ocr>

INSTRUCTION

6163.2/ AR-1

ANIMALS AT SCHOOL

Except for service animals, as defined below, all animals are prohibited on school grounds and on school transportation services. (Education Code 39839; 13 CCR 1216)

USE OF SERVICE ANIMALS BY INDIVIDUALS WITH DISABILITIES

For an individual with a disability, service animal means any dog that is individually trained to do work or perform tasks related to the individual's disability and for his/her benefit. For example, for an individual who is blind or has low vision, a service animal would mean a dog that helps him/her with vision, navigation, and other tasks; for an individual who is deaf or hard of hearing, a service animal would mean a dog that alerts him/her to the presence of people or sounds; and for an individual with psychiatric or neurological disabilities, a service animal would mean a dog that assists him/her by preventing or interrupting impulsive or destructive behaviors. (28 CFR 35.104)

Individuals with disabilities may be accompanied on school premises and on school transportation by service animals, including specially trained guide dogs, signal dogs, or service dogs. (Education Code 39839; Civil Code 54.2; 28 CFR 35.136)

The Superintendent or designee shall not permit the use of a miniature horse as a service animal as at this time the district does not maintain the appropriate facilities to accommodate the type, size and weight of any horse.

The Superintendent or designee may ask any individual with a disability to remove his/her service animal from school premises or transportation if the animal is out of control and the individual does not take effective action to control it or the animal is not housebroken. When an individual's service animal is excluded, he/she shall be given an opportunity to participate in the service, program, or activity without having the service animal present. (Education Code 39839; Civil Code 54.2; 28 CFR 35.136)

San Dieguito Union High School District

INFORMATION REGARDING BOARD AGENDA ITEM

TO: BOARD OF TRUSTEES

DATE OF REPORT: July 15, 2011

BOARD MEETING DATE: August 18, 2011

PREPARED BY: Rick Schmitt
Associate Superintendent/Educational Services

SUBMITTED BY: Ken Noah, Superintendent

SUBJECT: BOARD POLICY REVISION PROPOSALS (2),
#6168, "ACCEPTABLE USE POLICY", AND
#4112.7/AR-1, "EMPLOYEE ACCEPTABLE
USE POLICY"

EXECUTIVE SUMMARY

Board Policy 6168.0, Acceptable Use Policy for Computing Resources, and Board Policy 4112.7.AR-1, Employee Acceptable Use Policy Administrative Regulation, are being revised to include 1) policy for the appropriate use of Social Media by students and staff to enhance learning, and 2) to allow students and staff to use their own mobile devices for instructional purposes.

RECOMMENDATION:

These policies were presented for a first read on July 14, 2011, and are now being submitted for board action. It is recommended the Board approve the board revision policies as shown in the attached supplement(s).

FUNDING SOURCE:

Not applicable.

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ACCEPTABLE USE POLICY FOR COMPUTING RESOURCES (AUP)

The SDUHSD is pleased to offer students and staff access to the district computer network system for file and print services, Internet access and, in some specific instances, electronic mail use. To gain access, all students and staff must agree to all terms of responsibility required for access by reading and signing the district acceptable use policy, which is a legally binding contract. All parents/guardians of students must read and sign the acceptable use policy as well. The form must be returned to the appropriate office so a student or staff account can be set up.

The district computer network is provided for school-related purposes only. Access to network services is given to students and staff who agree to act in a considerate and responsible manner. **Access is a privilege**, not a right; inappropriate use will result in revocation of those privileges.

Access enables students and staff to explore thousands of libraries, databases and bulletin boards while exchanging information with Internet users throughout the world. Access entails responsibilities. Individual users of the district computer networks are responsible for their behavior and communications over those networks. Users will comply with district standards and will honor the policies, which they have signed. Families need to know that some material accessible via the Internet may contain items, which are illegal, defamatory, inaccurate or potentially offensive to some people. The SDUHSD's intent is to further educational goals and objectives through the use of the Internet. Benefits to students through Internet access, in the form of information resources and opportunities for collaboration, far exceed any disadvantages. Ultimately, however, parents/guardians are responsible for setting and conveying standards that their student(s) follow when using media and information sources. SDUHSD supports and respects each family's right to decide whether or not to apply for district computer network access.

1. NETWORK ETIQUETTE

All users are expected to abide by the rules of network etiquette. These include, but are not limited to, the following:

- a) Be polite. Use language, which is appropriate for an educational setting. Do not use abusive, inflammatory or obscene language.
- b) Respect privacy. Do not reveal personal information about yourself, students and/or staff. Do not share your account information or password with anyone.
- c) Be considerate. Do not use the network in a way that would disrupt the use of the network by other users.
- d) Use access time efficiently. Use access time for school-related purposes only.

2. ELECTRONIC MAIL (E-MAIL)

E-mail is a method of communication. All users who are allowed access are expected to accept conditions, which include, but are not limited to, the following.

- a) Users of e-mail should not consider electronic communications to be either private or secure; such communications are subject to subpoena.
- b) Messages relating to or in support of illegal activities must be reported to appropriate authorities.

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- c) Individuals are to identify themselves accurately and honestly in e-mail communications. E-mail account names and/or addresses may not be altered to impersonate another individual or to create a false identity.
- d) The district retains the copyright to any material deemed to be district data. Use of district data sent as e-mail or as enclosures will be in accordance with copyright law and district standards.

3. SOCIAL MEDIA POLICY

In order to meet the growing needs of our 21st century learners, the San Dieguito Union High School District recognizes the need to incorporate into the educational environment Social Media that has an instructional or educational purpose or the purpose of communicating relevant information about school related activities. Social Media is a term that describes web-based and mobile technology communication tools with a focus on interactivity, user participation and information sharing in multiple ways. Social Media refers to venues such as blogs, video/photo posting sites, social networks, and forums. Some typical Social Media sites include: Facebook, Twitter, LinkedIn, YouTube, Flickr, WordPress and TeacherTube. This policy is not limited to these specific sites, but applies to all Social Media.

Staff members are encouraged to incorporate the use of Social Media into curriculum and District programs to enhance instruction, engage students in learning, model the appropriate and responsible use of Social Media, and inform students about school-related activities. Staff member use of Social Media in the educational environment including, but not limited to, use associated with curriculum, sports teams, extra-curricular organizations and activities, clubs, or any other District-related programs or business, is subject to the following rules and guidelines.

Staff members are responsible for monitoring student use of Social Media that has been incorporated into curriculum in order to promote and evaluate the instructional or educational purpose and ensure compliance with the District's Social Media Policy for Students.

When using Social Media within the educational environment, students and staff members must identify themselves by their full legal names and District titles. All content associated with staff use of Social Media within the educational environment must be consistent with the District's goals and professional standards.

Social media use must not interfere with the educational environment for students, or with job duties or responsibilities of staff members. Staff members should not communicate with current District students through Social Media sites which are personal to staff members or students, do not have an instructional or educational purpose, and / or do not communicate relevant information about school-related activities. Staff members should be mindful about maintaining appropriate professional boundaries with students, and students with staff.

Communications through Social Media are not private. Consequently, staff and students must ensure they are not sharing confidential information concerning District staff, students, or families. Social Media may not be used to publish student information including, but not limited to, names, assignments, grades, attendance data, photographs, videos, or other likenesses, without permission of the student's parent or guardian.

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Students and staff members are responsible for their Social Media use and may be subject to liability if such use is found defamatory, harassing, discriminatory, threatening, or in violation of any applicable law, policy, or regulation.

4. Student and staff use of Social Media within the educational environment is an opportunity and not a right. As such, staff use of Social Media shall be contingent upon the District's Employee Acceptable Use Policy (Board Policy 4112.7 and its Administrative Regulation, 4112.7.AR-1

~~In order to meet the growing needs of our 21st century learners, the San Dieguito Union High School District recognizes the need to incorporate Social Media into the curriculum. Social Media is a term that describes Internet-based technology communication tools with a focus on interactivity, user participation and information sharing in multiple ways. Social Media refers to venues such as Blogs, Video/Photo posting sites, social networks, forums and online customer support chat sites. Some typical Social Media sites include, Facebook, Twitter, LinkedIn, Blogs, YouTube and Flickr.~~

~~Staff and students are encouraged to participate in the use of Social Media. Except for the purposes of reviewing curricular and extra-curricular information shared on social media sites, District staff does not regularly monitor postings made by students. Parents and students are responsible for all content shared. The use of Social Media shall be governed by the district's Acceptable Use Policy as stated in 4112.7 and 4112.7/AR 1). To ensure proper use of the system, the Superintendent or designee may monitor the District's use of Social Media at any time without advance notice or consent. If passwords are used, they must be known to the Superintendent or designee so that he/she may have system access.~~

4. MOBILE DEVICE POLICY

The San Dieguito Union High School District is committed to building and supporting 21st century learning environments. The district recognized the need and embraces the appropriate use of technology at school.

Mobile devices such as Smart Phones, Laptops, Netbooks, Tablets and other similar devices may be used at school to support learning. The use of this technology is at the discretion and supervision of each classroom teacher. The San Dieguito Union High School District is not responsible for lost or stolen items at school.

Mobile devices including Smart Phones are allowed at school. Unless directed otherwise by your teacher, all devices should be turned off and put away during class/instructional time. Cell phone usage in the classroom is strictly guided by individual teachers in their respective classes for instructional use only.

5. MONITORING

The district reserves the rights to limit, review and monitor any and all files on network computers, which include, but are not limited to, the following.

- a) Set up a filter to block district determined objectionable sites and/or terminology.
- b) Any material/applications on user accounts.

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- c) Fileserver space in order to make determinations on whether specific uses of the network are appropriate.

6. PROHIBITED USE

The transmission of any material in violation of any federal or state law is prohibited. This includes, but is not limited to the distribution of the following:

- a) Any information which violates or infringes on the rights of any other person.
- b) Any abusive, defamatory, illegal, inappropriate, obscene, profane, racially offensive, sexually oriented and/or threatening material.
- c) Advertisements, solicitations, commercial ventures or political lobbying.
- d) Any information, which encourages the use of, controlled substances or the use of the system for the purpose of inciting crime.
- e) Any material which violates copyright laws.

Prohibited use of the computer network system includes, but is not limited to the following:

- a) Damage, vandalism or theft of any equipment.
- b) Altering, copying, installation, piracy, theft of any software.
- c) Altering, copying, installation, piracy, theft of any unauthorized information, programs or data from district computers.
- d) Use of the system in a manner, which is not related to the curriculum or approved school activities.
- e) Altering, installation or theft of any computer hardware.
- f) Possessing or intentionally downloading of any software that may disrupt or destroy district software or hardware, such as hacking utilities or viruses.

7. SECURITY

Security on any computer network system is a high priority, especially when the system involves many users. Any user who identifies a security problem must notify the system administrator. Any user who identifies a security problem will not demonstrate the problem to other users. Violations include, but are not limited to, the following:

- a) Illicitly gaining entry or "hacking" into a computer system.
- b) Illicitly obtaining account passwords.
- c) Illicitly obtaining network administration rights/
- d) Intentionally creating or distributing a computer virus.
- e) Using a district network or Internet ability to disable or overload any computer system or network
- f) Using a district network or Internet ability to circumvent the security of a computer system.
- g) Bypassing a district "firewall" or "filter".

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8. SYSTEM USAGE

The system administrators reserve the right, but are not limited to, the following:

- a) Set restrictions/quotas for disk usage on the system.
- b) Set time limits for system usage.
- c) Set download limits.
- d) Set e-mail restrictions/limits.
- e) Set public posting areas (message boards/usenet groups) restrictions/limits.
- f) Set real-time conference (talk/chat/Internet relay chat) restrictions/limits.
- g) Prohibit use, which they determine to be for non-curricular purposes.

9. CONSEQUENCES DUE TO VIOLATIONS

Depending on the seriousness of the offense, any combination of the following consequences may be encumbered as a result of user actions. The user may be:

- a) Taken off the system, permanently or for a specified number of days.
- b) Assigned in-school suspension.
- c) Removed from the class for the remainder of the semester or year if the class curriculum requires LAN and Internet use.
- d) Subject to discipline as authorized by district policy and all applicable laws.
- e) Permanently restricted from taking any classes where the computer is a significant part of the curriculum if the class curriculum requires LAN or Internet use.
- f) Permanently removed from school through an expulsion proceeding.
- g) Required to pay for damages with regard to teacher time, computer resources, attorney fees, etc., as permitted by law.
- h) Subject to consequences under the SDUHSD discipline policy or the discipline policy of a specific SDUHSD school site, as permitted by law.
- i) Criminally charged under local, state or federal law.

10. LIABILITIES/NO WARRANTIES

The SDUHSD makes no warranties of any kind, whether expressed or implied, for the service, which is the subject of this agreement. SDUHSD will not be responsible for any damages whatsoever which the user may suffer arising from or related to use of any District Electronic Informational Resources, whether such damages are incidental, consequential or otherwise, whether such damages include loss of data resulting from delays, non-deliveries, misdeliveries or service interruptions whether caused by the district's negligence, errors or omissions.

11. OTHER PROVISIONS

The terms and conditions of this contract shall be interpreted, construed and enforced in all respects in accordance with the laws of the State of California. Reference to "user" is defined to

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include staff and both the student and the student's parent or guardian who signs this agreement. Each party irrevocably consents to the jurisdiction of the courts of the State of California, in connection with any action to enforce the provisions of this contract or to recover damages or other relief for breach of this contract. User specifically agrees to indemnify the SDUHSD, all of the schools associated with the SDUHSD, its officers, agents or employees, including systems administrators, for any claims, liabilities, losses, costs, or damages, including reasonable attorneys' fees incurred by the SDUHSD or its affiliated schools and the system administrators relating to, or arising from any breach of this contract by user.

LEGAL REFERENCES:

CALIFORNIA EDUCATION CODE:

11600-11609 Education Technology Grant Program Act of 1996
51006 Computer education and resources
51007 Programs to strengthen technological skills
51870-51884 Education Technology and The Morgan-Farr-Quackenbush Education Technology Act of 1992
51870.5 Student Internet access
60011 Instructional materials definition
60013 Supplementary instructional materials
60017.1 Technology-based materials
60044 Prohibited instructional materials

GOVERNMENT CODE:

3543.1 Rights of employee organizations

PENAL CODE:

313 Harmful matter
632 Eavesdropping on or recording confidential communications

UNITED STATES CODE, TITLE 20:

6801 – 7005 Technology for Education Act of 1994

MANAGEMENT RESOURCES:

CDE Publications
K-12 Network Technology Planning Guide: Building the Future, 1994

CDE Program Advisories
1223.94 Acceptable Use of Electronic Information Resources

Web Sites

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

CDE: <http://www.cde.ca.gov>

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GLOSSARY

- **Acceptable Use Policy:** Legally binding contract which is signed by all users, including staff and students, and parents of student users agreeing to and consenting to abide by all terms stated within the contract.
- **District Data:** Information maintained and processed in the conduct of district business as required by state or federal mandate and/or district procedure. Confidentiality restrictions may apply to information maintained as district data records and all copies of those records.
- **District Electronic Resources:** Any electronic resource that is used within the SDUHSD for curricular purposes.
- **Electronic Mail (e-mail):** A message sent by or to a user in correspondence over a network.
- **Ethics:** A branch of philosophy, which deals with how individuals ought to live, and with concepts such as "right" and "wrong".
- **Computer Ethics:** The application of ethical principles to computer and communication issues.
- **File Server:** A shared computer providing data storage and services to users.
- **Hypertext (HTML: Hypertext mark up language):** The language used on the World Wide Web.
- **Internet:** A global network of interconnected networks, which transports information. *Please note: World Wide Web and Internet are not synonyms.
- **Intranet:** An internal network using Internet technology to communicate and manage district information.
- **Local Area Network (LAN):** A network of computers located in the same general location.
- **Network:** Computers connected so that they can communicate with one another.
- **SDUHSD:** San Dieguito Union High School District
- **Security Administrator:** Person(s) responsible for providing network security.
- **System Administrator:** Person(s) responsible for providing and/or managing network services (e.g., but not limited to file servers, electronic mail, Internet, etc.)
- **Universal Resource Locator (URL):** Web site address.
- **User (Authorized User):** Students and staff of SDUHSD who complete and sign the SDUHSD **Acceptable Use Policy**.
- **Wide Area Network (WAN):** A network of computers in different geographic locations.
- **World Wide Web (WWW):** A hypertext based collection of standards and protocols used to access information available on the Internet. *Please note: World Wide Web and Internet are not synonyms.

FINAL TERMS AND AGREEMENT

• **USER (STUDENTS AND STAFF):**

I have read, understand and will abide by the above terms and conditions of this legally binding contract as well as any other terms, which are associated with acceptable use of SDUHSD computer network systems, and will use computer and electronic resources for curricular purposes only, honoring all relevant laws and restrictions. I further understand that any violation of this agreement is unethical and may constitute a criminal offense and may result in civil liability to my parents/guardians and me. Should I commit any violation I am subject to the consequences stated within this contract and as otherwise provided in the terms of this agreement.

USER NAME (PLEASE PRINT):

Last

First

Position: _____

School Site: _____

(IF STUDENT):

Student ID# _____

Grade: _____

Signature: _____

Date: _____

• **PARENT/GUARDIAN:**

As the parent/guardian of the student signing above, I have read and understand the terms and conditions of this legally binding contract. I understand that access to computer and electronic resources are designed for only educational purposes. I understand that the SDUHSD and its related schools have taken reasonable precautions to block controversial material. I recognize, however, that it is impossible for the SDUHSD and its related schools to restrict access to all controversial materials on the Internet or to monitor all material being place on a computer network system by its users. I accept responsibility for guidance of Internet and electronic use, setting and conveying standards for my student to follow when selecting, sharing or exploring information and media. I will not hold the SDUHSD and its related schools responsible for materials acquired on the Internet or for controversial/objectionable materials that have been placed on a computer system without the permission of the system administrator. Further, I accept full responsibility for supervision if and when my student's use is not in a school setting. I hereby give permission to issue an account for my child and certify that the information contained on this form is correct.

PARENT/GUARDIAN (PLEASE PRINT):

Last

First

Home Phone:(____) _____

Work Phone:(____) _____

Signature: _____

Date: _____

EMPLOYEE ACCEPTABLE USE POLICY

USE OF TECHNOLOGY

Communications and computer technology at SDUHSD are provided and maintained for instructional, educational and administrative purposes only. This Administrative Regulation implements Board Policy 4112.7/4212.7, Employee Acceptable Use Policy, and governs the use of these technologies by employees during the performance of their functions.

A. Access to Technology Equipment and Services

Access to technology is provided to facilitate the instructional and administrative tasks performed by District employees. The level of access provided will coincide with the requirements of each employee's job functions.

Computer files and communications stored or sent over electronic networks, including e-mail, voice mail and Internet access, are not private, and may be monitored and viewed by the District at any time without prior notice. This technology should not be used to divulge confidential information about students, employees, or District business to unauthorized persons.

To ensure proper use, the Superintendent or designee may monitor the District's technological resources, including e-mail, voice mail systems and Internet usage, at any time without advance notice or consent.

B. Acceptable Use

It is a general policy that computer or network resources are to be used in a responsible, efficient, ethical, and legal manner in support of education, business and/or research and within the educational program and goals of the District. The use of electronic information resources is a privilege, not a right. Each user is personally responsible for this provision at all times when using electronic information services.

The Superintendent, principal, or their designees may set more restrictive guidelines for employees in their area of responsibility.

While electronic information resources offer tremendous opportunities of educational value, they also offer persons with illegal or unethical purposes avenues for reaching students, teachers, and others, including parents. SDUHSD does not have control of the information on commercial electronic information services or the information on the Internet, although it attempts to provide prudent and available barriers. Sites accessible via the Internet may contain material that is illegal, defamatory, inaccurate or potentially offensive to some people.

Should an employee see any unacceptable materials or inappropriate use, he/she shall notify the site administrator or supervisor immediately, report any instances where the Acceptable Use Policy or security may be violated and report inappropriate Internet web sites to the Information Technology Department so that access to the sites can be blocked in the future.

If there is any doubt as to the appropriate use of a District-provided electronic system, the employee should review the use in advance with a supervisor and/or a member of the Information Technology Department.

PERSONNEL

4112.7/AR-1

C. Proper Use and Care

Before operating any equipment, users will be made familiar with the basics of safety and damage prevention, and trained on proper care and operation. Users will be individually assessed to determine their technical capabilities, and will be properly trained and supported by the Information Technology Department, as systems are issued for their use.

Many users, especially at school sites, will be sharing systems as part-time users. In this scenario, subsequent users will suffer if systems are misconfigured or damaged by previous users. In some cases, special software is used to protect essential system configurations, requiring each user to log-on individually, and enabling only the services for which the user is authorized.

Equipment abuses are unacceptable whether out of frustration, misuse, negligence or carelessness. Users are responsible for damage to or loss of District equipment. District vandalism policies apply, making users liable for intentionally inflicted damage.

Users should not attempt repairs without authorization or support from designated District or school site personnel. Volunteers – students, parents, family members, or friends – are not authorized to attempt repairs on District equipment.

Guidelines for the care and use of computer software are similar to hardware policies. Users are responsible for damage to or loss of District software systems. District vandalism policies apply to software as well, making users liable for intentionally inflicted damage. Employees who are personally-assigned portable technology devices such as laptops, cellular phones, personal digital assistants, etc., shall return those devices to the District upon demand and shall be liable for any costs to repair or replace equipment that is lost or damaged beyond reasonable wear and tear.

Users shall not install or modify applications without approval and support of the Director of Educational Technology. Any unauthorized changes to systems, operating software, application software, or hardware configurations will be uninstalled when discovered by technology or instructional staff. Peer-to-peer file-sharing software cannot be installed or used on District computers for the purpose of illegally sharing copyrighted materials such as music, images and software.

Users shall not download or install software without proper approval of the Director of Educational Technology. Non-licensed or unapproved software will be deleted.

In order to ensure proper configuration and to safeguard network security and performance, users should not attach computers, printers, network equipment (including wireless access points), web cameras, or other types of hardware to the District's network or telephone systems without prior approval and support of the Director of Educational Technology. Any equipment found to be in violation of this policy will be immediately disconnected.

D. Personal Responsibility

All technology equipment is District property and is provided for instructional or administrative use only. Personal use is limited in the same manner as other similar District property – telephones, copiers, postage, office supplies and instructional materials. Supervisors will provide guidance as to the appropriate level of personal use.

PERSONNEL

4112.7/AR-1

The same guidelines that currently apply to magazines, books, videos, or other materials apply equally to Internet use. Board policies on sexual harassment, civility, and commercial activity apply to all technology or electronic activities.

The conduct of personal business, including buying and selling products or promoting services, using District resources is not allowed. In addition, District electronic resources cannot be used to conduct political or religious activities. District e-mail cannot be used to advertise or solicit for non-District sponsored events.

The District maintains a public Internet site and an in-house Intranet site. All materials published on these sites must follow the same Board Policies and Education Code Sections that apply to printed material. These policies include restrictions on the content, nature, purpose, and volume of information to be published. Intranet pages are provided for District employees only. Any information to be posted on the public Web site or in-house Intranet site must meet the District's Web Guidelines and Publishing Standards. Restrictions apply to links to other sites that may not be appropriate and to personal information or pictures of students without parental consent. Specific web site guidelines are established and available through the Information Technology Department.

Do not store personal files or applications on District media.

E. Security and Passwords

Security on any computer system is a high priority. Any breach of security compromises the integrity of our student records, curriculum, attendance accounting, business records, confidential data, and communications. To maintain security, users are issued unique User ID's and passwords to enable their access. All users are informed and understand that the District maintains the right to access, at any time, without advance notice or consent, all applications and files of the District-provided computer and electronic systems despite the individual user IDs and passwords.

1. Do not use another user's passwords.
2. Do not write down a password where others can see it.
3. Change passwords regularly.
4. Never demonstrate a security problem to other users.
5. Never use another individual's account. All use of the system must be under your own account.
6. Users shall not bypass filters or firewalls, use proxy servers, gain access to sites or networks without authorization, or otherwise attempt to defeat network security protocols.
7. Users may not physically attach personally-owned devices to an SDUHSD network.
8. Users may not load any software or executable programs on any SDUHSD computer/network.

To maintain the integrity of the student information system (grades, attendance, curriculum), do not permit any student to use your staff computer or your staff User ID at any time. Any user identified as a security risk will be denied access to the information system.

PERSONNEL

4112.7/AR-1

F. Penalties for Violations

Violation of the Acceptable Use Policy may result in a reduction or loss of access privileges. In many cases, access privileges may be essential to job functions. Additionally, those failing to follow the guidelines contained in this regulation may face disciplinary action in accordance with collective bargaining agreements, Personnel Commission Rules and Regulations for the Classified Service, state law, and Board policy.

G. Social Media

In order to meet the growing needs of our 21st century learners, the San Dieguito Union High School District recognizes the need to incorporate into the educational environment Social Media that has an instructional or educational purpose or the purpose of communicating relevant information about school related activities. Social Media is a term that describes web-based and mobile technology communication tools with a focus on interactivity, user participation and information sharing in multiple ways. Social Media refers to venues such as blogs, video/photo posting sites, social networks, and forums. Some typical Social Media sites include: Facebook, Twitter, LinkedIn, YouTube, Flickr, WordPress and TeacherTube. This policy is not limited to these specific sites, but applies to all Social Media.

Staff members are encouraged to incorporate the use of Social Media into curriculum and District programs to enhance instruction, engage students in learning, model the appropriate and responsible use of Social Media, and inform students about school-related activities. Staff member use of Social Media in the educational environment including, but not limited to, use associated with curriculum, sports teams, extra-curricular organizations and activities, clubs, or any other District-related programs or business, is subject to the following rules and guidelines.

Staff members are responsible for monitoring student use of Social Media that has been incorporated into curriculum in order to promote and evaluate the instructional or educational purpose and ensure compliance with the District's Social Media Policy for Students.

When using Social Media within the educational environment, students and staff members must identify themselves by their full legal names and District titles. All content associated with staff use of Social Media within the educational environment must be consistent with the District's goals and professional standards.

Social media use must not interfere with the educational environment for students, or with job duties or responsibilities of staff members.

Staff members should not communicate with current District students through Social Media sites which are personal to staff members or students, do not have an instructional or educational purpose, and / or do not communicate relevant information about school-related activities. Staff members should be mindful about maintaining appropriate professional boundaries with students, and students with staff.

Communications through Social Media are not private. Consequently, staff and students must ensure they are not sharing confidential information concerning District staff, students, or families. Social Media may not be used to publish student information including, but not limited to, names, assignments, grades, attendance data, photographs, videos, or other likenesses,

without permission of the student’s parent or guardian.

Students and staff members are responsible for their Social Media use and may be subject to liability if such use is found defamatory, harassing, discriminatory, threatening, or in violation of any applicable law, policy, or regulation.

Student and staff use of Social Media within the educational environment is an opportunity and not a right. As such, staff use of Social Media shall be contingent upon the District’s Employee Acceptable Use Policy (Board Policy 4112.7 and its Administrative Regulation, 4112.7.AR-1

H. Employee Acknowledgement

All employees of SDUHSD who have access to District technology will be required to annually acknowledge that they have received this administrative regulation, read it and accepted the guidelines.

**EMPLOYEE
ACCEPTABLE USE CONTRACT**

I have received, read and accept the guidelines in the Employee Acceptable Use Policy.

Print Full Name

Dept./Site

Signature

Date

San Dieguito Union High School District

INFORMATION REGARDING BOARD AGENDA ITEM

TO: BOARD OF TRUSTEES

DATE OF REPORT: August 9, 2011

BOARD MEETING DATE: August 18, 2011

PREPARED BY: Eric R. Dill, Assoc. Superintendent, Business

SUBMITTED BY: Ken Noah
Superintendent

SUBJECT: APPROVAL OF REVISED BOARD POLICY
#5145.01 / #6146 (BP & AR), "*STUDENT
ORGANIZATIONS AND EQUAL ACCESS*"

EXECUTIVE SUMMARY

The Board of Trustees was presented with a draft revision to Board Policy #5145.01 / #6146 – Student Organizations and Equal Access along with the associated administrative regulations at the July 14, 2011 meeting. The revised language clarifies that the limited open forum applies at all schools—not just high schools—and that non-school-sponsored student clubs have equal access to promoting their activities as official school-sponsored or curricular clubs. Such announcements or postings, however, may state that the meetings are not school-sponsored. One minor change was made to the revised language since the first read to indicate that employees may not act in a participatory capacity at any student-initiated limited open forum meeting and not just those meetings that are of a religious nature.

RECOMMENDATION:

It is recommended that the Board approve the proposed revisions to Board Policy #5145.01/#6146 (BP & AR), "*Student Organizations and Equal Access*", as shown in the attached supplement.

FUNDING SOURCE:

Not applicable.

STUDENT ORGANIZATIONS AND EQUAL ACCESS

Student organizations have an important place in the educational program. When properly organized and operated, they:

1. Extend and reinforce the instructional program.
2. Give students practice in democratic self-government.
3. Build student morale and positive support for the school.
4. Honor outstanding student achievement.
5. Provide wholesome social and recreational activities.

School-sponsored organizations must be organized at the school, sponsored by school personnel, composed completely of current student body members, hold the majority of their meetings at school and have a democratic plan for the selection of members. Organizational activities shall not conflict with the authority and responsibilities of school officials.

LIMITED OPEN FORUM

District high schools (~~San Dieguito Academy, Torrey Pines, La Costa Canyon and Sunset High Schools~~) shall maintain a limited open forum during which students may hold meetings or activities not directly related to the school curriculum. The principal shall schedule this forum on non-instructional time so that it in no way interferes with regular school activities. **The meetings shall not materially and substantially interfere with the orderly conduct of educational activities within the school.**

The Board shall not deny access to any student-initiated group on the basis of religious, political, philosophical or any other content to be addressed at such meetings.

The Superintendent or designee shall insure that meetings held within the limited open forum are voluntary and student-initiated, with no direction, control, or regular attendance by non-school persons.

~~School staff shall not promote or participate in these meetings, but may be assigned to simply observe them, provided that the meeting does not conflict with the staff member's beliefs.~~ **There shall be no sponsorship of limited open forum meetings by the school or staff. The term sponsorship means that school staff are promoting, leading, or participating in a meeting. The assignment of a teacher, administrator, or other school employee to a meeting for custodial purposes shall not constitute sponsorship of the meeting. Employees of the school shall be present at religious meetings only in a nonparticipatory capacity.**

Meetings held within the limited open forum shall entail no expenditure of public funds beyond the incidental cost of providing the meeting space. ~~Any announcement of meetings shall clearly state that the group is not sponsored by the school or school staff.~~ **All student clubs or groups shall have equal access to the school media to announce meetings, including the public address system, the school newspaper, bulletin boards, and school web site. However, the principal or designee may issue a disclaimer that such activities are not school-sponsored**

Authorization of use under the federal Equal Access Act does not indicate that the Board approves or advocates matters which are discussed at open forum meetings. Furthermore, religious groups granted access pursuant to the Equal Access Act are granted access only pursuant to that Act. Such access does not constitute district sanction of any particular religious belief.

STUDENTS INSTRUCTION

5145.01
6146

STUDENT ORGANIZATIONS

The superintendent shall prepare administrative regulations to implement a limited open forum at the district's high schools.

HAZING

No student shall conspire to engage in hazing, participate in hazing, or commit any act that causes or is likely to cause bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm to any fellow student or other person. Persons violating this policy shall be subject to district discipline, misdemeanor penalties, and forfeiture of entitlements.

Membership in secret fraternities, sororities, and clubs is prohibited.

LEGAL REFERENCE: CALIFORNIA EDUCATION CODE

- 40 Equal opportunity without regard to sex
- 41 School sponsored athletic programs; prohibited sex discrimination
- 200-252 Prohibition of discrimination on the basis of sex
- 32050-32052 Hazing
- 33352 California Interscholastic Foundation; governing board has power to select athletic league representatives
- 33353.5 California Interscholastic Foundation; direct participation in student athletic insurance program; limitation of receipt of funds
- 33354 Powers of State Department of Education over Interscholastic athletics
- 35179 Powers and responsibilities of governing board over all aspects of interscholastic athletic programs, policies, and activities in its district; obligation to conform to law; associations; nondiscriminatory programs; definitions
- 48900 Hazing
- 48907 Student exercise of free expression
- 48930-48938 Student organizations
- 48950 Freedom of speech
- 49020 Athletic programs; Legislative intent
- 49021 Equal opportunity for male and female students
- 49022 Apportionment of funds for male and female students
- 49023 Expenditure of public funds; prohibited sex discrimination

CODE OF REGULATIONS, TITLE V

- 5531 Supervision of extra-curricular activities of pupils

PENAL CODE

- 627-627.10 Access to school facilities

TITLE VIII - THE EQUAL ACCESS ACT (FEDERAL)

Hartzell v. Connell, 84 Daily Journal D.A.R. 1417 (April 20, 1984)

Perumal et al v. Saddleback Valley Unified School District, 99 Daily Journal D.A.R. 1426

Board of Education of Westside Community Schools v. Mergens,
58 U. S. Law Week 4720 (June 4, 1990)

STUDENTS INSTRUCTION

5145.01/AR-1
6146/AR-1

STUDENT ORGANIZATIONS AND EQUAL ACCESS

The Board of Trustees of the San Dieguito Union High School District has provided for the establishment of a limited open forum at each high school site (~~San Dieguito Academy, Torrey Pines, La Costa Canyon and Sunset High Schools~~); ~~thereby permitting students to meet on campus during non-instructional time for non-sponsored, student initiated religious, political, social/cultural, or philosophical discussions.~~ **Because the district has established a limited open forum, the principal or designee shall not deny any student-initiated school group access to school facilities during noninstructional time on the basis of religious, political, philosophical, or any other content of speech to be addressed at such meetings.** In implementing the limited open forum policy, the following guidelines shall apply:

1. Rights conferred by the Equal Access Act apply to students only, therefore activities and meetings shall be student initiated and voluntary.
2. School authorities or district employees shall not sponsor, promote, lead, or participate in such meetings.
3. No non-school person shall direct, conduct, or control activities of student groups meeting within the limited public forum. However, non-school persons may attend, so long as it is not on a regular basis and, provided they do not direct, conduct or control the meeting.
4. For insurance purposes, appropriate school employees as designated by the principal shall be available on campus while meetings are in session.
5. No school agent or employee shall be compelled to attend if the content of the speech at the meeting is contrary to the beliefs of the agent or employee.
6. The meeting shall not, in any way, interfere with the orderly conduct of regular instructional activities of the school.
7. Groups of students shall not be required to have a specified numerical size.
8. Meetings shall not abridge the rights of any individual or be otherwise unlawful.
9. Groups of students meeting pursuant to the limited open forum provisions shall not use the name of a school to identify themselves.
10. There shall be no activity by school agents/employees to influence the form or content of any prayer or other religious/political activity.
11. Meetings shall be scheduled during the lunch period, prior to beginning of classroom instruction or immediately following the end of classroom instruction.
12. Students shall leave the classroom or other facilities used for such meetings in a clean, orderly and secure condition. **The Superintendent or designee may deny the use of facilities to any group that he/she believes will materially disrupt the school program or threaten the health and safety of students and staff.**

RESPONSIBILITIES

1. STUDENTS
 - a) ~~Students who wish to meet for religious, political, or philosophical discussions shall make written application to their respective site principal for use of a classroom or other facility.~~ **Any student wishing to create either an ASB-sponsored student group shall first request authorization from the principal or designee. The group shall provide the principal or designee with the following information:**

STUDENTS INSTRUCTION

5145.01/AR-1
6146/AR-1

- Name of the organization and names of student contacts
- A statement of the organization's purposes, objectives, and activities
- A copy of the proposed bylaws of the student group, including a description of how officers will be selected, as well as the bylaws of any off-campus organization with which the group may be affiliated
- The name of the proposed faculty advisor, if any
- The proposed dates, times, and location of meetings
- Any special equipment to be used
- A description of the qualifications for membership, if any
- If a curriculum-related group, a statement of the relation of the club to the curriculum and/or instructional program

~~a) _____~~

~~b) Such application shall indicate:~~

- ~~• Purpose of meeting.~~
- ~~• Chairperson or spokesperson of group.~~
- ~~• Outside resource person, guest, if any.~~
- ~~• Date/time of planned meeting.~~
- ~~• Staff member who has volunteered to attend the meeting, if any.~~

~~c) b)~~ In planning and conducting ~~such student-initiated~~ meetings, students must be fully aware of all conditions/constraints of the limited open forum policy and ensure they are met.

2. PRINCIPAL AND HIS/HER DESIGNEE ~~SHALL~~:

- a) Designate rooms available for limited open forum use.
- b) Establish day and time restrictions.
- c) Assist in preparation of and carefully review contents of the application.
- d) Allow requesting students to meet, providing all conditions enumerated in ~~paragraph 1b,~~ ~~above~~ ~~this regulation,~~ are met.
- e) Assign space on first-come-first-served basis.
- f) Ensure a staff member is responsible during the meeting.
- g) Ensure conditions regarding conduct of the meeting are met.
- h) Ensure meeting room was left in a clean, secure condition.
- i) ~~The principal or designee may establish school rules governing the meetings of curriculum-related groups, such as attendance or grade requirements. Such rules may vary depending on the group, such as whether or not academic credit is given for participation in the group.~~

3. STAFF ADVISER:

- a) ~~For any curriculum-related student group, the staff adviser shall provide guidance and teaching to students to ensure that the group's activities are aligned to the district's goals and objectives and shall provide supervision and leadership of the group. The principal shall have final authority in determining the assignment and role of the staff adviser.~~

STUDENTS INSTRUCTION

5145.01/AR-1
6146/AR-1

- b) For noncurriculum-related student groups, a staff adviser may be assigned voluntarily to observe meetings for purposes of maintaining order and protecting student safety. Staff advisers and other school employees shall not promote, lead, or participate in the meetings
- c) A school employee may refuse to attend a meeting of a student group if the content of the speech at the meeting is contrary to the employee's beliefs.

DEFINITIONS

1. CURRICULUM RELATED CLUBS

Clubs in this category met the definition of the U.S. Supreme Court as "curriculum related" and are sponsored by and are a part of the schools total educational program. Clubs that meet this definition must have constitutional bylaws approved by the associated student body government and a sponsor who is a member of the faculty.

2. NON-CURRICULUM RELATED CLUBS, GROUPS OR ACTIVITIES

- a) Recreation, special interest, and community service groups, i.e., chess club, bike club, interact, etc.
- b) Religious, political, or philosophical advocacy groups.

Student initiated groups in this category have the right to meet on campus according to guidelines spelled out in the limited open forum policy. These groups are not school regulated except to the extent that the district has the right and responsibility to control within the parameters of freedom of speech and expression what occurs on campus.

The district is not responsible for the point of view or the activities of these groups off campus. Groups meeting under this heading may not have a faculty sponsor. Faculty members may attend the meetings for purposes of assuring proper order, but may not direct or control the proceedings. Students participating in group meetings under this heading will be guided by the Student's Rights policy and are subject to district guidelines regarding student discipline.

3. SPONSORSHIP

The term "sponsorship" includes the act of promotion, leading, or participating in a meeting. The assignment of a teacher, administrator, or other school employee to a meeting for custodial purposes does not constitute sponsorship of the meeting.

4. NON-INSTRUCTIONAL TIME

The term "non-instructional time" means time set aside by the school before actual classroom instruction begins or after actual classroom instruction ends. The lunch period is considered to be non-instructional time.

HAZING

Any student who engages in hazing may be subject to discipline including, but not limited to, suspension or expulsion. Hazing means a method of initiation or pre-initiation into a student organization or body, whether or not the organization or body is officially recognized by the district, which is likely to cause serious bodily injury or personal degradation or disgrace resulting in physical or mental harm to a former, current, or prospective student.

San Dieguito Union High School District

INFORMATION REGARDING BOARD AGENDA ITEM

TO: BOARD OF TRUSTEES

DATE OF REPORT: July 15, 2011

BOARD MEETING DATE: August 18, 2011

PREPARED BY: Rick Schmitt
Associate Superintendent/Educational Services

SUBMITTED BY: Ken Noah, Superintendent

SUBJECT: APPROVAL TO SHOW FILMS

EXECUTIVE SUMMARY

It is proposed that the following films be approved for showing in Video Film and Film and Society courses in the Visual and Performing Arts Department at all four high schools:

- Tombstone
- Mississippi Burning
- Cinema Paradiso

Attached is an explanation of how these three films will strengthen the course curriculum.

RECOMMENDATION:

These policies were presented for a first read on July 14, 2011, and are now being submitted for board action. It is recommended the Board approve the board revision policies as shown in the attached supplement(s).

FUNDING SOURCE:

Not applicable.

**Films used for Video Film and Film and Society Courses
in the Visual and Performing Arts Department
at all four S.D.U.H.S.D. High Schools**

- 1) Tombstone (Western Unit/ The Wild West)- The conflict between the Clantons and the Earps is best portrayed in this film. The concept of vigilantism and honoring the law are demonstrated in this film. Because of his relationship with Hollywood, Earp was able to influence America on how the west was settled. The reality is that at times, Earp was a murderer and a bully. The class lectures would provide the real history between the two and this particular film would show how biased it truly is. It is rated R for some violence, profanity, and there are scenes of opium use.
- 2) Mississippi Burning (Civil Rights Movement)- “Mississippi Burning captures the American South of the 1960s and its turbulent race relations by telling a story that, while technically fictional, is inspired by actual events that took place.”

The story begins with the murder of three young civil rights activists--two of them white and one of them black in a small town in Mississippi. Two FBI agents are soon assigned to this as a missing person's case. The local law enforcement and the town in general is hesitant to accept these big shots from up north, and their views don't much change when Ward decides they need a lot more men, and that this is more than just a simple missing persons case.

It doesn't help much that nobody in town seems to want to help out--white or black. The FBI men are a little surprised to see such segregation and bigotry still taking place, but trying to explain it to some of the people in town is like trying to sell a newspaper to a dog. Ward's by-the-book style of gathering information isn't exactly producing the results he had hoped, and as a last resort, he decides to allow Anderson to use his more unconventional ways to get some answers out of some suspects. The film generates a study on race relations, and director Alan Parker explores the motivations and mentality of white people who persecute others based solely on the color of their skin. For some reason, these people have it burned into their minds that color of skin dictates social rank and intelligence, when nothing could be further from the truth. It would be nice to say that this sort of thinking has been abolished in our country, but that's still not the case. It has died down considerably, but it is not completely gone, and that's a real shame” (www.Amazon.com). The film is rated R because of the continued use of the “N” word, in historical context, profanity and violence.

- 3) Cinema Paradiso- “ A boy who grew up in a native Sicilian Village returns home as a famous director after receiving news about the death of an old friend. Told in a flashback, Salvatore reminisces about his childhood and his relationship with Alfredo, a projectionist at Cinema Paradiso. Under the fatherly influence of Alfredo, Salvatore fell in love with film making, with the duo spending many hours discussing about films and Alfredo painstakingly teaching Salvatore the skills that became a stepping stone for the young boy into the world of film making. The film brings the audience through the changes in cinema and the dying trade of traditional film making, editing and screening. It also explores a young boy's dream of leaving his little town to foray into the world outside. *Written by Clarisse P.* “ (www.imdb.com). The movie is rated R for brief sexual content.

San Dieguito

Union High School District

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www.sduhsd.net

Board of Trustees
Joyce Dalessandro
Barbara Groth
Beth Hergesheimer
Amy Herman
John Salazar

Superintendent
Ken Noah

Educational Services Division
Rick Schmitt, Associate Superintendent
Fax (760) 943-3527

Video Policy 2011-2012

The district's Board Policy 6161.1 limits the showing of "R" rated film/videos to grades 9-12 only. The policy further requires that no "R" rated film/video be shown without first having it approved by the subject area academic committee, Coordinating Council, and the Board of Trustees.

"G" and "PG" (grades 7 & 8) rated films may be shown at any time and do not need parent permission slips. "PG-13" (grades 7 & 8) and "R" (grades 9-12) rated films require that the teacher provide notice to parents a minimum of seven days prior to the showing of the film and allow only students with signed permission slips to view the video/film. Copies of recommended permission slips are available in the site principal's office.

All videos/ movies should be directly related to course objectives and standards.

A current list of approved "R" rated videos and the courses in which they may be shown is listed below. It should be noted that films listed will not necessarily be shown in every course for which they are approved. Please remember that the "Approved" list still requires parent permission.

World Languages

Title

Beyond Silence
Children of a Lesser God
Con Ganas de Triunfar
El Norte
María, Full of Grace
Milagro Bean Field
The Mambo Kings (edited version)
The Motorcycle Diaries
Zoot Suit

Course

American Sign Language
American Sign Language
Spanish for Spanish Speakers
Spanish I and II
Spanish IV and V
Spanish III
Spanish II
Spanish III
Spanish III

Social Studies

Title

Das Boot
El Norte
Glory
One Flew Over the Cuckoo's Nest
Rain Man
Roger and Me
The Cotton Club
The Killing Fields
Schindler's List
Woodstock

Course

U.S. History & Geography 11
U.S. History & Geography 11
U.S. History & Geography 11
Psychology/ Sociology
Psychology/ Sociology
Economics (All)
U.S. History & Geography 11
World History/ U.S. History
World History/ U.S. History
U.S. History & Geography 11

English

<u>Title</u>	<u>Course</u>
Alive	ESL III
Apocalypse Now	English 12
Bowling for Columbine	English 11
Equus	English 12
Frankenstein	English 12
Guilty by Suspicion	English 11 Honors
Hamlet (Mel Gibson)	English 12
Macbeth (Roman Polanski)	English 12
One Flew Over the Cuckoo's Nest	English 11, English 11 Honors
Ordinary People	English 10
Patch of Blue	English 9
Roger and Me	English 11
Schindler's List	Film Studies
Shakespeare in Love	English 9 (Beginning and concluding scenes only)
Six Degrees of Separation	English 10 (5 minute excerpt only)
Stand By Me	English 11
The Emerald Forest	English 10

Visual/Performing Arts

<u>Title</u>	<u>Course</u>
Crash	Video Film
Little Miss Sunshine	Video Film
American Beauty	Video Film
Saving Private Ryan	Video Film
Braveheart	Video Film
China Town	Video Film
Run, Lola, Run	Video Film
The Matrix	Video Film
Breakfast Club	Video Film
Tombstone (pending Board approval)	Video Film
Mississippi Burning (pending Board approval)	Video Film
Cinema Paradiso (pending Board approval)	Video Film

San Dieguito Union High School District

INFORMATION REGARDING BOARD AGENDA ITEM

TO: BOARD OF TRUSTEES

DATE OF REPORT: July 27, 2011

BOARD MEETING DATE: August 18, 2011

PREPARED BY: Rick Schmitt, Associate Superintendent/ Educational Services

SUBMITTED BY: Ken Noah, Superintendent

SUBJECT: SUFFICIENCY OF INSTRUCTIONAL MATERIALS

EXECUTIVE SUMMARY

Education Code §60119 requires that the district hold a public hearing and determine through a Board resolution whether each pupil in the district has sufficient textbooks and/or instructional materials. In addition to determining sufficiency of books/materials for the core academic courses of mathematics, science, history/social science and English, school Boards are also asked to determine the sufficiency of instructional materials for foreign language and health courses, and the availability of science laboratory equipment in grades 9-12.

There is expected to be no funding from the State for 2011-12 for instructional materials. The district continues to be responsible, however, even without State funding, for ensuring that adequate instructional materials are available. All students will continue to be provided with math, science, history/social science textbooks and English/language arts instructional materials, all of which are aligned with the California State content standards. In 2004, all students enrolled in foreign language courses were provided with newly adopted textbooks and instructional materials. In 2005, all Health textbooks were replaced. In 2006, new history/social science textbooks were adopted. In 2007, science textbooks were adopted, and in 2008, all math books were replaced. With the absence of funding, the State has allowed school districts to postpone their English / Language Arts books and materials adoption for several years. The district will continue to replace lost, stolen and damaged textbooks as needed.

The district last received state funds specifically for science equipment in the 2000-01 school year. Since that time, parent donations, district contributions and site budgets have been used to purchase, upgrade, and maintain science equipment.

RECOMMENDATION:

It is recommended that the Board declare that sufficient science laboratory equipment, up-to-date textbooks, and instructional materials are present in our district classrooms for use by district staff and students.

FUNDING SOURCE:

Not applicable.

**SAN DIEGUITO UNION HIGH SCHOOL DISTRICT
RESOLUTION**

ITEM 24

**SUFFICIENCY OF INSTRUCTIONAL MATERIALS
2011-12**

On motion of Member _____, Seconded by Member _____, the following resolution is adopted on August 18, 2011:

WHEREAS, in order to receive state instructional materials funds, the Governing Board in a public hearing is required by Education Code Section 60119 to make a determination that every pupil, including English learners, has sufficient textbooks or instructional materials in each of the following subjects that are consistent with the content and cycles of the curriculum framework and aligned to State content standards adopted by the State Board of Education: mathematics, science, history-social science, reading/language arts.

WHEREAS, as part of the required hearing, the Governing Board must also make a written determination as to whether each pupil enrolled in a foreign language or health course has sufficient textbooks or instructional materials that are consistent with the content and cycles of the curriculum framework adopted by the state board for those subjects.

WHEREAS, the Governing Board shall also determine the availability of sufficient laboratory science equipment for science laboratory courses offered in grades 9 to 12 inclusive.

WHEREAS, "sufficient textbooks or instructional materials," means that each pupil, including English learners, has a textbook or instructional materials, or both, to use in class and to take home to complete required homework assignments. This does not require two sets of textbooks or instructional materials for each pupil.

THEREFORE BE IT RESOLVED, that the Governing Board hereby determines, as required by Education Code Section 60119, that the school district has sufficient instructional materials for each pupil in the following areas:

1. Mathematics
2. Science
3. History-Social Science
4. Reading/language arts, including the English language development component of an adopted program
5. Health
6. Foreign Language

San Dieguito Union High School District

INFORMATION REGARDING BOARD AGENDA ITEM

TO: BOARD OF TRUSTEES

DATE OF REPORT: August 4, 2011

BOARD MEETING DATE: August 18, 2011

PREPARED BY: Eric R. Dill, Assoc. Supt., Business Services

SUBMITTED BY: Ken Noah, Superintendent

SUBJECT: APPROVAL OF PROPOSAL TO NAME LA COSTA CANYON HIGH SCHOOL FITNESS CENTER THE "JEFF KRSTICH FITNESS CENTER AT LA COSTA CANYON HIGH SCHOOL"

EXECUTIVE SUMMARY

The District has received a proposal from the La Costa Canyon High School Foundation requesting that the new fitness center facility be dedicated to the memory of Jeff Krstich, a member of the community who dedicated many years of his life to coaching football and lacrosse in the district and in youth leagues before passing away in 2008. This proposal has the support of the La Costa Canyon High School administration.

The attached proposal expresses Mr. Krstich's many contributions to the school, the community, and the lives of current and former students. Mr. Krstich's wife, Gwyn, and their son, Garrett, devoted their time and good will to the LCCHS Foundation during the fundraising effort for the fitness center, asking donors to donate in Mr. Krstich's memory.

With ninety percent of private funds raised for the center contributed in Mr. Krstich's name along with his positive influence on students and the school's athletic program, staff agrees with the Foundation, its board members, students, alumni, representatives of the athletics department, and the school administration that it is a fitting honor to dedicate the facility to Mr. Krstich. Display of the facility name would be incorporated into the project donor wall.

RECOMMENDATION:

It is recommended that the Board approve the proposal to name the La Costa Canyon High School fitness center the “Jeff Krstich Fitness Center at La Costa Canyon High School.”

FUNDING SOURCE:

Not applicable.



LA COSTA CANYON HIGH SCHOOL FOUNDATION

Board of Directors
2011-2012

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Chris Berry

Rob Chemaly

Rich Fox

Principal
Kyle Ruggles

Executive Director
Lindsey Romine

Dear San Dieguito Union High School District Members of the Board,

The La Costa Canyon High School Foundation would here by like to formally request the new fitness center facility be named the "Jeff Krstich Fitness Center at La Costa Canyon High School".

Before his passing in 2008, Jeff held the position of CEO at a Stem Cell Company in Oceanside. Despite the demands of travel, speaking engagements, and raising capital, Jeff always found time to be with his family and to coach the kids in the community in which he lived. Jeff coached in Pop Warner for 10 years from flag to midget. He volunteered his time coaching Mustang lacrosse and LCC football. He loved sharing his love of the game and being a mentor for young kids. Many kids and adults in our community wear a wrist band sharing Jeff's three rules to live by: Do What's right, Do your Best, and Do unto Others (The Golden Rule). His positive outlook, upbeat personality, and genuine caring of others is remembered by all who met Jeff.

Upon the beginning stages of planning for the fitness center, Jeff's wife Gwyn was determined to help the LCCHS Foundation in their fundraising efforts. Gwyn and her family's efforts were shown to be vital in fundraising, as ninety percent of the funds raised were given in Jeff Krstich's memory.

We would like to request and recommend that the SDUHSD Members of the Board name the facility the Jeff Krstich Fitness Center at La Costa Canyon High School. We would like to display the title as a part of our donor recognition wall that will be placed on the eastern most wall outside of the facility. We would like the facility name to be large, with the donor levels and names listed below.

Please consider the amazing community support and commitment shown by the Krstich family in fundraising efforts to remember their beloved Jeff, a true community and family man.

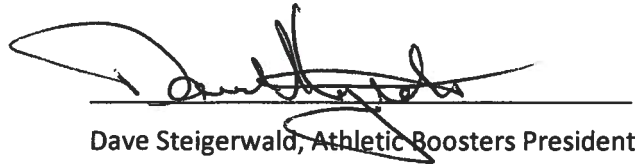
Sincerely,

Lindsey Romine
Executive Director

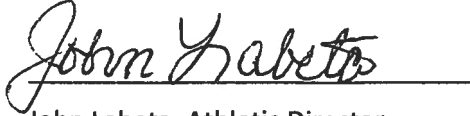
Enclosed: Signatures of support for the Jeff Krstich Fitness Center at La Costa Canyon.



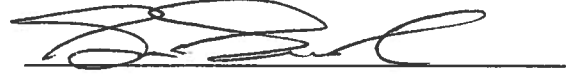
Clarke Caines, LCCHSF President



Dave Steigerwald, Athletic Boosters President



John Labeta, Athletic Director



Sean Sovacool, Head Football Coach



Emily Schwartz, LCCHS Alumni



Carly Moulton, LCCHS Alumni



Samantha Brown, LCCHS Student

N/A

Riley Medina, LCCHS Student

A handwritten signature in black ink, appearing to read "K. Ruggles", is written above a solid horizontal line.

Kyle Ruggles, LCCHS Principal

San Dieguito Union High School District

INFORMATION REGARDING BOARD AGENDA ITEM

TO: BOARD OF TRUSTEES

DATE OF REPORT: August 12, 2011

BOARD MEETING DATE: August 18, 2011

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

SUBJECT: EMPLOYMENT CONTRACTS / ASSOCIATE
SUPERINTENDENTS

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EXECUTIVE SUMMARY

Attached are employment contracts for the Associate Superintendents of Human Resources, Educational Services and Business Services. The contracts are for a period of four years, commencing August 1, 2011, and continuing through June 30, 2015.

RECOMMENDATION:

It is recommended that the Board approve the employment contracts for the Associate Superintendents of Human Resources, Educational Services and Business Services for a period of four years, commencing August 1, 2011, and continuing through June 30, 2015.

FUNDING SOURCE:

Not applicable

KN/bb

AGREEMENT

THIS AGREEMENT made and entered into this 18th day of August, 2011, by and between the SAN DIEGUITO UNION HIGH SCHOOL DISTRICT OF SAN DIEGO COUNTY, STATE OF CALIFORNIA, acting by and through the Board of Trustees of the district, and ERIC R. DILL, hereinafter referred to as the Associate Superintendent of Business Services, supersedes any and all prior agreements between the parties hereto for the purposes hereof.

WITNESSETH

The District agrees to employ, and does hereby employ Mr. ERIC R. DILL as Associate Superintendent of Business Services for said district for a term of four (4) years, the term of said employment to commence on August 1, 2011, and to continue until June 30, 2015, a basic yearly compensation of One Hundred Sixty Two Thousand, Two Hundred Sixty Five Dollars (\$162,265.00) which is inclusive of no longevity increments. Additional compensation may be granted for future school years under this agreement as may be agreed upon by the parties hereto. Compensation shall be paid in monthly installments on the last working day of each calendar month (except March which will be March 30th or the last working day of March, and December which will be the last working day before schools of the District close to observe the Winter Break).

It is further mutually understood and agreed by and between the parties hereto as follows:

1. That the Associate Superintendent of Business Services accepts said employment for the term and at the compensation above stated and agrees to perform the duties of Associate Superintendent of Business Services of the San Dieguito Union High School District of San Diego County, whether such duties are imposed by law or required by the district.
2. That the Associate Superintendent of Business Services will receive all fringe benefits of employment granted to other management employees of the district.
3. That the district agrees to pay the actual and necessary traveling expenses incurred by the Associate Superintendent of Business Services when performing services for said district outside the district at the direction of said Board of Trustees and when attending state, national or other conferences at the direction of said Board of Trustees.
4. That the Associate Superintendent of Business Services shall have on file in the office of the County Superintendent of Schools any and all certificates required by law to be so filed in order to hold the said position of Associate Superintendent of Business Services of San Dieguito Union High School District of San Diego County.

ITEM 26

5. That the Associate Superintendent of Business Services shall, under the direction of the District Superintendent, carry out all responsibilities outlined in the Board-adopted job description for the Associate Superintendent of Business Services.
6. That the Associate Superintendent of Business Services shall devote his full time to the performance of the duties of Associate Superintendent of Business Services; provided, however, that the Associate Superintendent of Business Services Shall be allowed an annual vacation of twenty-four(24) days with full pay exclusive of holidays to be taken at any time agreeable to both parties. Upon termination, the Associate Superintendent of Business Services shall be compensated for all unused vacation up to forty-eight (48) days at the rate of compensation earned by the Associate Superintendent of Business Services at the time of termination.
7. That the District shall evaluate the Associate Superintendent of Business Services performance not later than December of each year of this agreement and advise the Associate Superintendent of Business Services of the result thereof.
8. That the terms of this agreement are subject to change by mutual agreement of the parties hereto.

IN WITNESS WHEREOF, the said San Dieguito Union High School District of San Diego County, State of California, has caused its corporate name to be signed by its President and Clerk, who are thereunto duly authorized, and the Associate Superintendent of Business Services has signed his name, the day and year first above written.

SAN DIEGUITO UNION HIGH SCHOOL DISTRICT
OF SAN DIEGO COUNTY, STATE OF CALIFORNIA

By: _____
Beth Hergesheimer, President of its Board of Trustees

By: _____
Barbara Groth, Clerk of its Board of Trustees

By: _____
Eric R. Dill

AGREEMENT

THIS AGREEMENT made and entered into this 18th day of August, 2011, by and between the SAN DIEGUITO UNION HIGH SCHOOL DISTRICT OF SAN DIEGO COUNTY, STATE OF CALIFORNIA, acting by and through the Board of Trustees of the district, and TERRY KING, hereinafter referred to as the Associate Superintendent of Human Resources, supersedes any and all prior agreements between the parties hereto for the purposes hereof.

WITNESSETH

The District agrees to employ, and does hereby employ Ms. Terry King as Associate Superintendent of Human Resources for said district for a term of four (4) years, the term of said employment to commence on August 1, 2011, and to continue until June 30, 2015, a basic yearly compensation of One Hundred Sixty Two Thousand, Two Hundred Sixty Five Dollars (\$162,265.00) which is inclusive of no longevity increments. Additional compensation may be granted for future school years under this agreement as may be agreed upon by the parties hereto. Compensation shall be paid in monthly installments on the last working day of each calendar month (except March which will be March 30th or the last working day of March, and December which will be the last working day before schools of the District close to observe the Winter Break).

It is further mutually understood and agreed by and between the parties hereto as follows:

1. That the Associate Superintendent of Human Resources accepts said employment for the term and at the compensation above stated and agrees to perform the duties of Associate Superintendent of Human Resources of the San Dieguito Union High School District of San Diego County, whether such duties are imposed by law or required by the district.
2. That the Associate Superintendent of Human Resources will receive all fringe benefits of employment granted to other management employees of the district.
3. That the district agrees to pay the actual and necessary traveling expenses incurred by the Associate Superintendent of Human Resources when performing services for said district outside the district at the direction of said Board of Trustees and when attending state, national or other conferences at the direction of said Board of Trustees.
4. That the Associate Superintendent of Human Resources shall have on file in the office of the County Superintendent of Schools any and all certificates required by law to be so filed in order to hold the said position of Associate Superintendent of Human Resources of San Dieguito Union High School District of San Diego County.

ITEM 26

5. That the Associate Superintendent of Human Resources shall, under the direction of the District Superintendent, carry out all responsibilities outlined in the Board-adopted job description for the Associate Superintendent of Human Resources.
6. That the Associate Superintendent of Human Resources shall devote his full time to the performance of the duties of Associate Superintendent of Human Resources; provided, however, that the Associate Superintendent of Human Resources Shall be allowed an annual vacation of twenty-four(24) days with full pay exclusive of holidays to be taken at any time agreeable to both parties. Upon termination, the Associate Superintendent of Human Resources shall be compensated for all unused vacation up to forty-eight (48) days at the rate of compensation earned by the Associate Superintendent of Human Resources at the time of termination.
7. That the District shall evaluate the Associate Superintendent of Human Resources performance not later than December of each year of this agreement and advise the Associate Superintendent of Human Resources of the result thereof.
8. That the terms of this agreement are subject to change by mutual agreement of the parties hereto.

IN WITNESS WHEREOF, the said San Dieguito Union High School District of San Diego County, State of California, has caused its corporate name to be signed by its President and Clerk, who are thereunto duly authorized, and the Associate Superintendent of Human Resources has signed his name, the day and year first above written.

SAN DIEGUITO UNION HIGH SCHOOL DISTRICT
OF SAN DIEGO COUNTY, STATE OF CALIFORNIA

By: _____
Beth Hergesheimer, President of its Board of Trustees

By: _____
Barbara Groth, Clerk of its Board of Trustees

By: _____
Terry King

AGREEMENT

THIS AGREEMENT made and entered into this 18th day of August, 2011, by and between the SAN DIEGUITO UNION HIGH SCHOOL DISTRICT OF SAN DIEGO COUNTY, STATE OF CALIFORNIA, acting by and through the Board of Trustees of the district, and RICK SCHMITT, hereinafter referred to as the Associate Superintendent of Educational Services, supersedes any and all prior agreements between the parties hereto for the purposes hereof.

WITNESSETH

The District agrees to employ, and does hereby employ Mr. RICK SCHMITT as Associate Superintendent of Educational Services for said district for a term of four (4) years, the term of said employment to commence on August 1, 2011, and to continue until June 30, 2015, a basic yearly compensation of One Hundred Sixty Two Thousand, Two Hundred Sixty Five Dollars (\$162,265.00) which is inclusive of no longevity increments. Additional compensation may be granted for future school years under this agreement as may be agreed upon by the parties hereto. Compensation shall be paid in monthly installments on the last working day of each calendar month (except March which will be March 30th or the last working day of March, and December which will be the last working day before schools of the District close to observe the Winter Break).

It is further mutually understood and agreed by and between the parties hereto as follows:

1. That the Associate Superintendent of Educational Services accepts said employment for the term and at the compensation above stated and agrees to perform the duties of Associate Superintendent of Educational Services of the San Dieguito Union High School District of San Diego County, whether such duties are imposed by law or required by the district.
2. That the Associate Superintendent of Educational Services will receive all fringe benefits of employment granted to other management employees of the district.
3. That the district agrees to pay the actual and necessary traveling expenses incurred by the Associate Superintendent of Educational Services when performing services for said district outside the district at the direction of said Board of Trustees and when attending state, national or other conferences at the direction of said Board of Trustees.
4. That the Associate Superintendent of Educational Services shall have on file in the office of the County Superintendent of Schools any and all certificates required by law to be so filed in order to hold the said position of Associate Superintendent of Educational Services of San Dieguito Union High School District of San Diego County.

ITEM 26

5. That the Associate Superintendent of Educational Services shall, under the direction of the District Superintendent, carry out all responsibilities outlined in the Board-adopted job description for the Associate Superintendent of Educational Services.
6. That the Associate Superintendent of Educational Services shall devote his full time to the performance of the duties of Associate Superintendent of Educational Services; provided, however, that the Associate Superintendent of Educational Services Shall be allowed an annual vacation of twenty-four(24) days with full pay exclusive of holidays to be taken at any time agreeable to both parties. Upon termination, the Associate Superintendent of Educational Services shall be compensated for all unused vacation up to forty-eight (48) days at the rate of compensation earned by the Associate Superintendent of Educational Services at the time of termination.
7. That the District shall evaluate the Associate Superintendent of Educational Services performance not later than December of each year of this agreement and advise the Associate Superintendent of Educational Services of the result thereof.
8. That the terms of this agreement are subject to change by mutual agreement of the parties hereto.

IN WITNESS WHEREOF, the said San Dieguito Union High School District of San Diego County, State of California, has caused its corporate name to be signed by its President and Clerk, who are thereunto duly authorized, and the Associate Superintendent of Educational Services has signed his name, the day and year first above written.

SAN DIEGUITO UNION HIGH SCHOOL DISTRICT
OF SAN DIEGO COUNTY, STATE OF CALIFORNIA

By: _____
Beth Hergesheimer, President of its Board of Trustees

By: _____
Barbara Groth, Clerk of its Board of Trustees

By: _____
Rick Schmitt

San Dieguito Union High School District

INFORMATION REGARDING BOARD AGENDA ITEM

TO: BOARD OF TRUSTEES

DATE OF REPORT: July 15, 2011

BOARD MEETING DATE: August 18, 2011

PREPARED BY: Bruce Cochrane,
Executive Director, Pupil Services

SUBMITTED BY: Ken Noah, Superintendent

SUBJECT: BOARD POLICY REVISION PROPOSAL
#5145.1, (BP & AR), *"STUDENT AND FAMILY
PRIVACY RIGHTS"*

EXECUTIVE SUMMARY

This is a mandated policy revision to address privacy issues related to students and/or their parents/guardians, including the administration of surveys and physical exams/screenings, parent/guardian rights to inspect instructional materials, and collection of personal information for marketing purposes. Revisions to these policies are provided to the school district by the California School Boards Association's Board Policy Maintenance services, in order to be in compliance with current federal and/or state law.

RECOMMENDATION:

These policies are being presented for a first read and will be resubmitted for board action on September 1, 2011.

FUNDING SOURCE:

Not applicable.

STUDENTS

5145.1

STUDENT AND FAMILY PRIVACY RIGHTS

To The Governing Board ~~believes that personal information concerning district students and their families should be kept private in accordance with law.~~ respects the rights of district students and their parents/guardians with regard to the privacy of their personal beliefs and the confidentiality of their personal information. The Superintendent or designee shall develop regulations to ensure compliance with law when the district requests, retains, discloses, or otherwise uses the personal information of its students and their families.

The regulations shall, at a minimum, address the following: (20 USC 1232h)

1. Whether the district may collect the personal information of students for marketing or sale
2. How the district will administer surveys that may request information about the personal beliefs and practices of students and their families
3. The rights of parents/guardians to inspect:
 - a. Survey instruments requesting information about their personal beliefs and practices or those of their children
 - b. Instructional materials used as part of their children's educational curriculum
4. Whether the district may administer any nonemergency invasive physical examination or screening
5. Notifications that the district will provide to students and parents/guardians with respect to their privacy rights

The Superintendent or designee shall consult with parents/guardians regarding the development of the procedures. (20 USC 1232h). ~~and adoption of this policy.~~

~~The Board prohibits district staff from administering or distributing to students survey instruments that are designated for the purpose of collecting personal information for marketing or for selling that information.~~

Legal Reference: EDUCATION CODE

- 49450-~~49458~~49457 Physical examinations
- 49602 Confidentiality of ~~personal~~ ~~pupil~~ information received during counseling
- 51101 Parents Rights Act of 2002
- 51513 Test, questionnaire, survey, or examination concerning ~~P~~personal beliefs
- 51938 Sexual Health and HIV/AIDS Prevention Education Act; notice and parental excuse

UNITED STATES CODE, TITLE 20

- 1232g Family Educational Rights and Privacy Act
- 1232h Protection of pupil rights

STUDENTS

5145.1

Management Resources:

WEB SITES

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

California Department of Education: <http://www.cde.ca.gov>

US Department Of Education: Family Policy Compliance Office: <http://www.ed.gov/offices/OM/fpco/>

STUDENTS

5145.1/AR-1

STUDENT AND FAMILY PRIVACY RIGHTS

DEFINITION:

COLLECTION OF PERSONAL INFORMATION FOR MARKETING OR SALE

Personal information for marketing or sale means individually identifiable information including a student's or parent/guardian's first and last name, a home or other physical address (including street name and the name of the city or town), a telephone number, or a social security identification number. (20 USC 1232h)

District staff shall not administer or distribute to students any survey instrument that is designed for the purpose of collecting personal information for marketing or sale.

~~SURVEYS REQUESTING INFORMATION ABOUT BELIEFS AND PRACTICES:~~

~~PARENT PERMISSION REQUIRED: ACTIVE CONSENT~~

A student's parent/guardian shall provide prior written consent before the student is required to participate in a survey inquiring about containing one or more of the following items: (Education Code 51513; 20 USC 1232h)

1. Political affiliations or beliefs of the student or his/her parent/guardian family.
2. Mental or psychological problems of the student or his/her family.
3. Sexual behavior or attitudes or personal beliefs and practices in family life or morality.
4. Illegal, anti-social, self-incriminating or demeaning behavior.
5. Critical appraisals of other individuals with whom the students has have close family relationships.
6. Legally recognized privileged or analogous relationships, such as those of lawyers, physicians or ministers.
7. Religious practices, affiliations or beliefs of the student or his/her parent/guardian.
8. Income, except to the extent that income is required to be disclosed by law for participation in a program or for receiving financial assistance under such a program.

~~If a student participates in a survey regarding information about beliefs and practices as identified above, school officials and staff members shall not request or disclose the student's identity.~~

~~PARENT MAY REQUEST HIS/HER CHILD NOT TO PARTICIPATE: PASSIVE CONSENT~~

Notwithstanding the above requirements, the district may administer to students in grades 7 – 12, anonymous, voluntary, and confidential research and evaluation tools to measure student health risks and behaviors, including tests and surveys about student the student's attitudes or practices related to sex as long as parents/guardians are provided written notice and given an opportunity to request, in writing, that their child not participate. (Education Code 51938)

If a student participates in a survey requesting information about beliefs and practices as identified above, school officials and staff members shall not request or disclose the student's identity.

STUDENTS

5145.1/AR-1

~~EXCEPTIONS TO COLLECTION OF PERSONAL INFORMATION~~

PARENT/GUARDIAN ACCESS TO SURVEYS AND INSTRUCTIONAL MATERIALS

The parent/guardian of any district student, upon his/her request, shall have the right to ~~Any district restriction regarding collecting of personal information shall not apply to the collection, disclosure, or use of personal information collected from students for the purpose of developing, evaluating or providing educational products or services for, or to, students or educational institutions, such as the following:~~

- ~~1. College or other postsecondary education programs.~~
- ~~2. Book clubs, magazines, and programs providing access to low-cost literary products.~~
- ~~3. Test and assessments to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about students (or to generate other statistically useful data for the purpose of securing such tests and assessments) and the subsequent analysis and public release of the aggregate data from such tests and assessments.~~
- ~~4. The sale by students of products or services to raise funds for school-related or education-related activities.~~
- ~~5. Student recognition programs.~~

PARENT/GUARDIAN ACCESS TO SURVEYS AND INSTRUCTIONAL MATERIALS

~~Before school staff administers a survey or evaluation containing personal information as identified above or distributes an instrument to a student for the purpose of collecting personal information for marketing, the student's parent/guardian may:~~

~~Upon request, inspect: (Education Code 51938; 20 USC 1232h) that~~

- ~~1. A survey or other instrument to be before it is administered or distributed to his/her child that either collects personal information for marketing or sale or requests information about beliefs and practices~~
- ~~1.2. Any or any instructional material to be used as part of his/her child's educational curriculum.~~

Within a reasonable period of time ~~after of~~ receiving a parent/guardian's request, the principal or designee shall permit ~~a the~~ parent/guardian to view ~~a the~~ survey, ~~or other document he/she requested. instrument or instructional material.~~ A parent/guardian may view the document any time during normal business hours.

- ~~2. Refuse to allow his/her child to participate in the activity.~~

~~Students whose parents/guardians exercise this option shall not be penalized by the district.~~

~~No student shall be subject to penalty for his/her parent/guardian's exercise of any of the rights stated above.~~

HEALTH EXAMINATIONS

~~No school official or staff member shall subject~~

~~Authorized school officials may administer to any student any physical examination or screening permitted under California law. However, no a student shall be subjected to a non-emergency, invasive~~

STUDENTS

5145.1/AR-1

physical examination ~~without prior written notice to his/her parent/guardian. (20 USC 1232h) as a condition for school attendance, except as permitted or required under California law.~~

Invasive physical examination means any medical examination that involves the exposure of private body parts or any act during such examination that includes incision, insertion or injection into the body, but does not include a properly authorized hearing, vision or scoliosis screening. (20 USC 1232h)

NOTIFICATIONS

At the beginning of the school year, the Superintendent or designee shall notify parents/guardians of: (20 USC 1232h)

1. The district's policy regarding student privacy.
2. The process to opt their children out of participation in any activity described in this policy and administrative regulation.
3. The specific or approximate dates during the school year when the following activities are scheduled:
 - a. Survey requesting personal information
 - b. Physical examinations or screenings

Prior to administering any anonymous and voluntary ~~survey surveys~~ regarding health risks and behaviors to students in grades 7-12, the district shall provide parents/guardians with written notice that the survey is to be administered. (Education Code 51938)

Parents/guardians shall also be notified of any substantive change ~~in-to~~ this policy and administrative regulation within a reasonable period of time after adoption of the change. (20 USC 1232h)

San Dieguito Union High School District

INFORMATION REGARDING BOARD AGENDA ITEM

TO: BOARD OF TRUSTEES

DATE OF REPORT: July 15, 2011

BOARD MEETING DATE: August 18, 2011

PREPARED BY: Bruce Cochrane,
Executive Director, Pupil Services

SUBMITTED BY: Ken Noah, Superintendent

SUBJECT: BOARD POLICY REVISION PROPOSAL,
#5146 (BP & AR), "TOBACCO"

EXECUTIVE SUMMARY

The changes to this policy reflect new legislation (SB 882, 2010), which states it is unlawful to sell or furnish an electronic cigarette to a minor. It also fosters TUPE (*Tobacco-Use Prevention Education*) grant compliance language. Revisions to these policies are provided to the school district by the California School Boards Association's Board Policy Maintenance services, in order to be in compliance with current federal and/or state law.

RECOMMENDATION:

These policy revisions are being presented for a first read and will be submitted for board action on September 1, 2011.

FUNDING SOURCE:

Not applicable.

STUDENTS

3513.3; 4116.6; 4213; 5146

~~TOBACCO-FREE SCHOOLS/SMOKING~~

~~The Governing Board recognizes that tobacco use presents serious health risks and desires to provide support and assistance in reducing the number of students who begin or continue to use tobacco. The Superintendent or designee shall establish a comprehensive program that includes consistent enforcement of laws prohibiting tobacco possession and use by students, tobacco-use prevention education including youth development activities, and intervention and cessation activities and/or referrals.~~

~~The health hazards associated with smoking cigarettes and other tobacco products has been established through research. Recently the United States government concluded that even secondhand smoke is dangerous to one's health. Employees have a right to a safe and healthy work environment. Also, district employees are role models for our students. Employee conduct should be consistent with school programs that discourage students from using tobacco products.~~

~~The Board of Trustees believes it is in the best interest of students, employees, and the general public to prohibit the use of tobacco products anywhere and at any time on in district-owned or leased buildings, on district property, and in district vehicles. (Health and Safety Code 104420; Labor Code 6404.5; 20-USC 6083).~~

~~The superintendent is authorized to develop administrative regulations designed to produce tobacco free schools in the San Dieguito Union High School District by 1995 as required by Assembly Bill 99 adopted by the California legislature in 1991.~~

~~This prohibition applies to all employees, students, and visitors at any school-sponsored instructional program, activity, or athletic event held on or off district property. Any written joint use agreement governing community use of district facilities or grounds shall include notice of the district's tobacco-free schools policy and consequences for violations of the policy.~~

~~Prohibited products include any product containing tobacco or nicotine, including, but not limited to, cigarettes, cigars, miniature cigars, smokeless tobacco, snuff, chew, clove cigarettes, betel, and nicotine delivery devices such as electronic cigarettes. Exceptions may be made for the use or possession of prescription nicotine products.~~

~~Students shall not possess, smoke, or use tobacco or any product containing tobacco or nicotine while on campus, while attending school-sponsored activities, or while under the supervision and control of district employees. Prohibited products include, but are not limited to, cigarettes, cigars, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, and betel. (Education Code 48900, 48901)~~

~~Students' possession or use of nicotine delivery devices, such as electronic cigarettes, is also prohibited.~~

~~These prohibitions do not apply to a student's possession or use of his/her own prescription products. (Education Code 48900, 48901)~~

~~Smoking or use of any tobacco-related products and disposal of any tobacco-related waste are prohibited within 25 feet of any playground, except on a public sidewalk located within 25 feet of the playground. (Health and Safety Code 104495)~~

PREVENTION INSTRUCTION

~~The district shall provide developmentally appropriate tobacco-use prevention instruction for students at selected grade levels from K-12. Such instruction shall be aligned with state content standards and the state~~

STUDENTS

3513.3; 4116.6; 4213; 5146

curriculum framework for health education and with any requirements of state and/or federal grant programs in which the district participates.

INTERVENTION/CESSATION SERVICES

The district may provide or refer students to counseling, intensive education, and other intervention services to assist in the cessation of tobacco use. When appropriate, such intervention services may be provided as an alternative to suspension for tobacco possession.

PROGRAM PLANNING

The district's tobacco-use prevention and intervention program shall be based on an assessment of tobacco-use problems in district schools and the community, an examination of existing services and activities in the community, and a determination of high-risk student populations that are most in need of district services.

The Superintendent or designee shall coordinate with the local health department and county office of education in program planning and implementation. He/she may establish an advisory council including students, parents/guardians, district staff, representatives of the local health department and community organizations, law enforcement professionals, and/or others with demonstrated expertise in tobacco prevention and cessation.

The Superintendent or designee also shall coordinate the district's tobacco-use prevention and intervention program with other district efforts to reduce students' use of illegal substances and to promote student wellness.

The Superintendent or designee shall select anti-tobacco programs based on the model program designs identified by the California Department of Education (CDE) and may modify the model to meet district needs. (Health and Safety Code 104420)

The Superintendent or designee shall not accept for distribution any materials or advertisements that promote the use or sale of tobacco products. He/she also shall not accept tobacco-use prevention or intervention funds or materials from the tobacco industry or from any entity which has received funding from the tobacco industry.

PROGRAM EVALUATION

To evaluate the effectiveness of the district's program and ensure accountability, the Superintendent or designee shall biennially administer the California Healthy Kids Survey or other appropriate student survey at selected grade levels in order to assess student attitudes toward tobacco and student use of tobacco. He/she also shall annually report to the Board, and to the CDE if required, the data specified in Health and Safety Code 104450.

The results of program evaluations shall be used to refine program goals and objectives and make changes as needed to strengthen program implementation.

STUDENTS

3513.3; 4116.6; 4213; 5146

Legal Reference:

EDUCATION CODE

48901 Smoking or use of tobacco ~~steps to discourage~~ prohibited
35176.6
35176.5

California Health and Safety Code

39002 Control of air pollution from non-vehicular sources
24167 Implementation of Tobacco Use Prevention Program

PERB Ruling CSEA

#506 Associated Teachers of Metropolitan Riverside vs. Riverside Unified School District
(1989)

PERB Ruling CTA

#955 Eureka Teachers Assn. vs. Eureka City School District (1992)

Assembly Bill

99 Schools receiving tobacco use prevention education funds (TUPE) must have a smoke-free campus policy in effect by July 1, 1995.

Labor Code

6404.5 Occupational Safety and Health: Use of Tobacco Products

STUDENTS

~~TOBACCO-FREE SCHOOL / SMOKING~~

~~Employees, students and community members have a right to a healthy environment. The Board of Trustees feels it is in the best interest of students, employees, and the general public to prohibit the use of tobacco products anywhere and anytime on District property and in District vehicles. It applies to any meeting on any property owned, leased or rented by or from the District.~~

~~The following procedures have been identified to achieve the Board's goal by July 1, 1995:~~

~~NOTIFICATION OF TOBACCO-FREE POLICY~~

~~When new employees are enrolled, they will be advised of the "Tobacco-Free" policy.~~

~~The notification will communicate the philosophy of the District and encourage those who smoke or chew at the time of employment to make use of available employee assistance information and services. Employees smoking or chewing tobacco on District sites or vehicles in violation of this policy will face possible disciplinary actions in accordance with Board policy, state law and applicable collective bargaining agreements.~~

~~Community members and groups will be notified of the tobacco-free status by signs posted at the District site entrances. Community groups who contract to utilize District facilities and fields will be notified in writing of this District policy. Community members who smoke or chew tobacco on District property shall be informed of the District's tobacco-free schools policy and be asked to refrain from smoking or chewing.~~ Information about the district's tobacco-free schools policy and enforcement procedures shall be communicated clearly to employees, parents/guardians, students, and the community. (Health and Safety Code [104420](#))

The Superintendent or designee may disseminate this information through annual written notifications, district and school web sites, student and parent handbooks, and/or other appropriate methods of communication.

Signs stating "Tobacco use is prohibited" shall be prominently displayed at all entrances to school property. (Health and Safety Code [104420](#))

Any employee or student who violates the district's tobacco-free schools policy shall be asked to refrain from smoking and shall be subject to disciplinary action as appropriate.

Any other person who violates the district's policy on tobacco-free schools shall be informed of the district's policy and asked to refrain from smoking.

If the person fails to comply with this request

~~, the following actions may ensue:~~

~~1. The matter may be referred to the Superintendent or designee responsible for the area or event.~~

~~2. If the person fails to refrain when so requested by the Superintendent or designee, the Superintendent or designee may:~~

- ~~1. Direct him/her the person to leave District school property.~~

STUDENTS

2. Request
3. ~~If necessary, the Superintendent or designee may request~~ local law enforcement assistance in removing the person from ~~District school~~ premises.
3. If the person
4. ~~When individuals~~ repeatedly violates the tobacco-free schools policy, ~~the Superintendent or designee may~~ prohibit ~~them~~ him/her -from entering District property for a specified period of time.

The Superintendent or designee shall not be required to physically eject a nonemployee who is smoking or to request that the nonemployee refrain from smoking under circumstances involving a risk of physical harm to the district or any employee. (Labor Code 6404.5)

TOBACCO-USE PREVENTION EDUCATION PROGRAM

The district's tobacco-use prevention program shall provide students in grades 6-12 instruction which addresses the following topics: (Health and Safety Code 104420)

1. Immediate and long-term undesirable physiologic, cosmetic, and social consequences of tobacco use
2. Reasons that adolescents say they smoke or use tobacco
3. Peer norms and social influences that promote tobacco use
4. Refusal skills for resisting social influences that promote tobacco use

As appropriate, the district shall provide or refer students in grades 7-12 to tobacco-use intervention and cessation activities. (Health and Safety Code 104420)

These services shall be directed toward current users and shall be voluntary for students who desire assistance in ceasing the use of tobacco.

In addition to targeting students who currently use tobacco, the district's program shall target students most at risk for beginning to use tobacco as identified through a local needs assessment.

The district shall provide or refer every pregnant and parenting minor enrolled in the district to tobacco-use prevention services. Such services may be integrated with existing programs for pregnant and parenting minors and shall include: (Health and Safety Code 104460)

1. Referral to perinatal and related support services
2. Outreach services and assessment of smoking status

STUDENTS

3. Individualized counseling and advocacy services
4. Motivational messages
5. Cessation services, if appropriate
6. Incentives to maintain a healthy lifestyle
7. Follow-up assessment
8. Maintenance and relapse prevention services

~~Students and parents will be notified through the District's Guidelines for Student Behavior that all District properties are tobacco free. Notifications will also be placed in District newsletters and on signs posted at entrances to District sites. Students who violate the tobacco free schools policy shall be dealt with in accordance with District Board Policy 5144, Discipline.~~

EMPLOYEE/STUDENT ASSISTANCE

~~The District will prepare and make available to employees, parents and students a list of clinics and other agencies that provide programs which assist individuals who wish to stop smoking or using tobacco products.~~

RESPONSIBILITY FOR IMPLEMENTATION

~~Each site administrator and/or classified supervisor is responsible for implementation of the following procedures:~~

- ~~1. Prior to July 1, 1995, a District site may elect to become tobacco free permanently by a simple majority vote of regular employees at the site if less than 25% of the employees at the site are smokers.~~
- ~~2. Effective July 1, 1995, all District sites and vehicles shall be permanently tobacco free.~~
- ~~3. Any new District site opened or occupied after the adoption of this policy will be tobacco free.~~

~~Currently, all District schools are designated as tobacco free. Until all District sites are designated tobacco free, the following rules will be enforced by the managers of the non-school sites:~~

- ~~1. Smoking or other use of tobacco products will be permitted outside only. No tobacco use will be allowed in any enclosed building.~~
- ~~2. Any area permitted for smoking or other use of tobacco products will be out of the view of students and will not cause second-hand smoke to be near other non-smoking personnel.~~
- ~~3. Smoking will not be allowed in District owned vehicles whether on or off District sites.~~

San Dieguito Union High School District

INFORMATION REGARDING BOARD AGENDA ITEM

TO: BOARD OF TRUSTEES

DATE OF REPORT: July 15, 2011

BOARD MEETING DATE: August 18, 2011

PREPARED BY: Bruce Cochrane,
Executive Director, Pupil Services

SUBMITTED BY: Ken Noah, Superintendent

SUBJECT: BOARD POLICY REVISION PROPOSAL,
#6159 (BP & AR), "INDIVIDUALIZED
EDUCATION PROGRAM"

EXECUTIVE SUMMARY

The addition of this new policy will separate the description of the identification process from the description of the IEP process, of individuals that qualify for special education services and, and reflects new legislation (AB 1841) - *District may not override a parent/guardian's revocation of consent for special education services by filing for a due process hearing or requesting mediation in order to require that services be provided.* Additionally, there is an adjustment to the language on "Timelines for the IEP and for the Provision of Services".

Revisions to these policies are provided to the school district by the California School Boards Association's Board Policy Maintenance services, in order to be in compliance with current federal and/or state law.

RECOMMENDATION:

These policy revisions are being presented for a first read and will be submitted for board action on September 1, 2011.

FUNDING SOURCE:

Not applicable.

INSTRUCTION

6159

INDIVIDUALIZED EDUCATION PROGRAM (IEP)

The Governing Board desires to provide educational alternatives that afford students with disabilities full educational opportunities. Students with disabilities shall receive a free appropriate public education and be placed in the least restrictive environment which meets their needs to the extent provided by law.

The Superintendent or designee shall develop administrative regulations regarding the appointment of the individualized education program (IEP) team, the contents of the IEP, and the development, review, and revision of the IEP.

To the extent permitted by federal law, a foster parent shall have the same rights relative to his/her foster child's IEP as a parent/guardian. (Education Code 56055)

LEGAL REFERENCE:

EDUCATION CODE

51225.3	Requirements for high school graduation and diploma
56055	Rights of foster parents pertaining to foster child's education
56136	Guidelines for low incidence disabilities areas
56195.8	Adoption of policies
56321	Development or revision of IEP
56321.5	Notice to include right to electronically record
56340.1-56347	Instructional planning and individualized education program
56350-56352	IEP for visually impaired students
56380	IEP reviews; notice of right to request
56390-56392	Certificate of completion, special education
56500-56509	Procedural safeguards
60640-60649	Standardized Testing and Reporting Program
60850	High school exit examination, students with disabilities
60852.3	High school exit examination, exemption for the class of 2006

FAMILY CODE

6500-6502	Age of majority
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GOVERNMENT CODE

7572.5	Seriously emotionally disturbed child, expanded IEP team
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WELFARE AND INSTITUTIONS CODE

300	Children subject to jurisdiction
601	Minors habitually disobedient
602	Minors violating law defined as crime

CODE OF REGULATIONS, TITLE 5

853-853.5	Standardized Testing and Reporting Program, accommodations
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INSTRUCTION

6159

1215.5-1218 High School Exit Examination, accommodations for students with disabilities
3021-3029 Identification, referral and assessment
3040-3043 Instructional planning and the individualized education program

UNITED STATES CODE, TITLE 20

1232g Family Educational Rights and Privacy Act of 1974
1400-1482 Individuals with Disabilities Education Act

CODE OF FEDERAL REGULATIONS, TITLE 34

300.1-300.818 Individuals with Disabilities Education Act

ATTORNEY GENERAL OPINIONS

85 Ops.Cal.Atty.Gen. 157 (2002)

COURT DECISIONS

Schaffer v. Weast (2005) 125 S. Ct. 528
Shapiro v. Paradise Valley Unified School District, No. 69 (9th Circuit, 2003) 317 F.3d 1072
Sacramento City School District v. Rachel H. (9th Cir. 1994) 14 F.3d 1398

Management Resources:

FEDERAL REGISTER

Rules and Regulations, August 14, 2006, Vol. 71, Number 156, pages 46539-46845

WEB SITES

California Department of Education: <http://www.cde.ca.gov>

U.S. Department of Education, Office of Special Education and Rehabilitative Services:
<http://www.ed.gov/about/offices/list/osers/osep>

MEMBERS OF THE INDIVIDUALIZED EDUCATION PROGRAM (IEP) TEAM

The district shall ensure that the individualized education program (IEP) team for any student with a disability includes the following members: (Education Code 56341, 56341.2, 56341.5; 20 USC 1414(d)(1); 34 CFR 300.321)

1. One or both of the student's parents/guardians, and/or a representative selected by the parent/guardian
2. If the student is or may be participating in the regular education program, at least one regular education teacher
3. If more than one regular education teacher is providing instructional services to the student, the district may designate one such teacher to represent the others.
4. At least one special education teacher or, where appropriate, at least one special education provider for the student

A representative of the district who is:

- a. Qualified to provide or supervise the provision of specially designed instruction to meet the unique needs of students with disabilities
 - b. Knowledgeable about the general education curriculum
 - c. Knowledgeable about the availability of district and/or special education local plan area (SELPA) resources
5. An individual who can interpret the instructional implications of assessment results. This individual may already be a member of the team as described in items #2-4 above or in item #6 below.
 6. At the discretion of the parent/guardian or district, other individuals who have knowledge or special expertise regarding the student, including related services personnel, as appropriate.

The determination of whether the individual has knowledge or special expertise regarding the student shall be made by the party who invites the individual to be a member of the IEP team.

7. Whenever appropriate, the student with a disability
8. For transition service consideration:]
 - a. The student, regardless of his/her age, if the purpose of the meeting is the consideration of the student's postsecondary goals and the transition services needed to assist him/her in reaching those goals pursuant to 34 CFR 300.320(b)

If the student does not attend the IEP team meeting, the district shall take other steps to ensure that his/her preferences and interests are considered.
 - b. To the extent appropriate, and with the consent of the parent/guardian, a representative of any other agency that is likely to be responsible for providing or paying for transition services
9. For students suspected of having a specific learning disability in accordance with 34 CFR 300.308 and 34 CFR 300.310, at least one individual who is qualified to conduct individual diagnostic examinations of the student, such as a school psychologist, speech language pathologist, or remedial reading teacher.

INSTRUCTION**6159 / AR-1**

In accordance with 34 CFR 300.310, at least one team member other than the student's regular education teacher shall observe the student's academic performance and behavior in the areas of difficulty in his/her learning environment, including in the regular classroom setting.

A member of the IEP team shall not be required to attend an IEP team meeting, in whole or in part, if the parent/guardian and the district agree, in writing, that the attendance of the member is not necessary because the member's area of the curriculum or related services is not being modified or discussed at the meeting. Even if the meeting involves a discussion of the IEP team member's area of the curriculum or related service, the member may be excused from the meeting if the parent/guardian, in writing, and the district consent to the excusal after conferring with the member and the member submits to the parent/guardian and team written input into the development of the IEP prior to the meeting. (Education Code 56341; 20 USC 1414(d)(1)(C); 34 CFR 300.321)

PARENT/GUARDIAN PARTICIPATION AND OTHER RIGHTS

The Superintendent or designee shall take steps to ensure that one or both of the parents/guardians of the student with a disability are present at each IEP team meeting or are afforded the opportunity to participate. These steps shall include notifying the parents/guardians of the meeting early enough to ensure that they will have the opportunity to attend and scheduling the meeting at a mutually agreed upon time and place. (Education Code 56341.5; 34 CFR 300.322)

The Superintendent or designee shall send parents/guardians notices of IEP team meetings that: (Education Code 56341.5; 34 CFR 300.322)

1. Indicate the purpose, time, and location of the meeting
2. Indicate who will be in attendance at the meeting
3. Inform them of:
 - a. Their right to bring to the meeting other individuals who have knowledge or special expertise about the student, pursuant to Education Code 56341(b)(6)

In addition, when the IEP team meeting is to consider the development, review, or revision of the IEP of a student with a disability who is 16 years of age, or younger than 16 if deemed appropriate by the IEP team, the Superintendent or designee's notice to the student's parents/guardians shall include the following: (Education Code 56341.5)

1. An indication that a purpose of the meeting will be the consideration of postsecondary goals and transition services for the student pursuant to Education Code 56345.1, 20 USC 1414(d)(1)(A)(i)(VIII), and 34 CFR 300.320(b)
2. An indication that the student is invited to the IEP team meeting
3. Identification of any other agency that will be invited to send a representative

At each IEP team meeting convened by the district, the district administrator or specialist on the team shall inform the parent/guardian and student of the federal and state procedural safeguards included in the notice of parental rights provided pursuant to Education Code 56321. (Education Code 56500.1)

INSTRUCTION

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The parent/guardian shall have the right and opportunity to examine all of his/her child's school records upon request and before any IEP meeting. Upon receipt of an oral or written request, the district shall provide complete copies of the records within five business days. (Education Code 56043)

If neither parent/guardian can attend the meeting, the Superintendent or designee shall use other methods to ensure parent/guardian participation, including video conferences or individual or conference telephone calls. (Education Code 56341.5; 20 USC 1414(f); 34 CFR 300.322)

An IEP team meeting may be conducted without a parent/guardian in attendance if the district is unable to convince the parent/guardian that he/she should attend. In such a case, the district shall maintain a record of its attempts to arrange a mutually agreed upon time and place for the meeting, including: (Education Code 56341.5; 34 CFR 300.322)

1. Detailed records of telephone calls made or attempted and the results of those calls
2. Copies of correspondence sent to the parent/guardian and any responses received
3. Detailed records of visits made to the parent/guardian's home or place of employment and the results of those visits

Parents/guardians and the district shall have the right to audio record the proceedings of IEP team meetings, provided members of the IEP team are notified of this intent at least 24 hours before the meeting. If the district gives notice of intent to audio record a meeting and the parent/guardian objects or refuses to attend because the meeting would be audio recorded, the meeting shall not be audio recorded. Parents/guardians also have the right to: (Education Code 56341.1)

1. Inspect and review the audio recordings
2. Request that an audio recording be amended if they believe it contains information that is inaccurate, misleading, or in violation of the student's privacy rights or other rights
3. Challenge, in a hearing, information that the parents/guardians believe is inaccurate, misleading, or in violation of the student's privacy rights or other rights

The district shall take any action necessary to ensure that the parents/guardians understand the proceedings of the meeting, including arranging for an interpreter for parents/guardians with deafness or whose native language is not English. (Education Code 56341.5; 34 CFR 300.322)

The district shall give the parents/guardians of a student with disabilities a copy of his/her child's IEP at no cost. (Education Code 56341.5; 34 CFR 300.322)

PARENT/GUARDIAN CONSENT

Before providing special education and related services, the district shall seek to obtain informed consent pursuant to 20 USC 1414(a)(1). The district shall not provide services by utilizing the due process hearing procedures pursuant to 20 USC 1415(f) if the parent/guardian refuses to consent to the initiation of services. If the parent/guardian does not consent to all of the components of the IEP, then those components to which the parent/guardian has consented shall be implemented so as not to delay providing instruction and services to the student. (Education Code 56346)

INSTRUCTION**6159 / AR-1**

If the district determines that a part of a proposed IEP to which the parent/guardian does not consent is necessary in order to provide the student with a free appropriate public education (FAPE), a due process hearing shall be initiated in accordance with 20 USC 1415(f). While the due process hearing is pending, the student shall remain in the current placement unless the parent/guardian and the district agree otherwise. (Education Code 56346)

If at any time subsequent to the initial provision of services, the student's parent/guardian revokes consent, in writing, for the continued provision of special education services, the Superintendent or designee shall provide prior written notice within a reasonable time before ceasing to provide services to the student. The district shall not request a due process hearing or pursue mediation in order to require an agreement or ruling that services be provided to the student. (Education Code 56346; 34 CFR 300.300, 300.503)

When the district ceases to provide special education services in response to the parent/guardian's revocation of consent, the student shall be classified as a general education student.

CONTENTS OF THE IEP

The IEP shall be a written statement developed, reviewed, and revised in a meeting of the IEP team. It shall include, but is not limited to, all of the following: (Education Code 56043, 56345, 56345.1; 20 USC 1414(d)(1)(A); 34 CFR 300.320)

1. A statement of the present levels of the student's academic achievement and functional performance, including:
 - a. The manner in which the student's disability affects his/her involvement and progress in the general education curriculum (i.e., the same curriculum as for nondisabled students)
 - b. For students with disabilities who take alternate assessments aligned to alternate achievement standards, a description of benchmarks or short-term objectives
2. A statement of measurable annual goals, including academic and functional goals, designed to:
 - a. Meet the student's needs that result from his/her disability in order to enable the student to be involved in and progress in the general education curriculum
 - b. Meet each of the student's other educational needs that result from his/her disability
3. A description of the manner in which the student's progress toward meeting the annual goals described in item #2 above will be measured and when the district will provide periodic reports on the progress the student is making toward meeting the annual goals, such as through the use of quarterly or other periodic reports, concurrent with the issuance of report cards
4. A statement of the special education instruction and related services and supplementary aids and services, based on peer-reviewed research to the extent practicable, to be provided to the student, or on behalf of the student, and a statement of the program modifications or supports for school personnel that will be provided to enable the student to:
 - a. Advance appropriately toward attaining the annual goals
 - b. Be involved and make progress in the general education curriculum in accordance with item #1 above and to participate in extracurricular and other nonacademic activities

INSTRUCTION

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- c. Be educated and participate with other students with disabilities and nondisabled students in the activities described in the statement, pursuant to Education Code 56345
5. An explanation of the extent, if any, to which the student will not participate with nondisabled students in the regular class and in extracurricular and other nonacademic activities described in the statement mentioned in item #4 above
6. A statement of any appropriate individual accommodations necessary to measure the academic achievement and functional performance of the student on state and district-wide assessments

If the IEP team determines that the student shall take an alternate assessment instead of a particular regular state or district-wide assessment, the student's IEP also shall include a statement of the reason that he/she cannot participate in the regular assessment and the reason that the particular alternate assessment selected is appropriate for him/her.
7. The projected date for the beginning of the services and modifications described in item #4 above and the anticipated frequency, location, and duration of those services and modifications
8. Beginning not later than the first IEP to be in effect when the student is 16 years of age, or younger if determined appropriate by the IEP team, and updated annually thereafter, the following:
 - a. Appropriate measurable postsecondary goals based upon age-appropriate transition assessments related to training, education, employment, and where appropriate, independent living skills
 - b. The transition services, including courses of study, needed to assist the student in reaching those goals
9. Beginning at least one year before the student reaches age 18, a statement that the student has been informed of his/her rights, if any, that will transfer to him/her upon reaching age 18, pursuant to Education Code 56041.5

Where appropriate, the IEP shall also include: (Education Code 56345)

1. For students in grades 7-12, any alternative means and modes necessary for the student to complete the district's prescribed course of study and to meet or exceed proficiency standards required for graduation
2. Linguistically appropriate goals, objectives, programs, and services for students whose native language is not English
3. Extended school year services when the IEP team determines, on an individual basis, that the services are necessary for the provision of FAPE
4. Provision for transition into the regular education program if the student is to be transferred from a special class or center or nonpublic, nonsectarian school into a regular education program in a public school for any part of the school day

The IEP shall include descriptions of activities intended to:

- a. Integrate the student into the regular education program, including indications of the nature of each activity and the time spent on the activity each day or week
- b. Support the transition of the student from the special education program into the regular education program

INSTRUCTION

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5. Specialized services, materials, and equipment for students with low incidence disabilities, consistent with the guidelines pursuant to Education Code 56136

DEVELOPMENT, REVIEW, AND REVISION OF THE IEP

In developing the IEP, the IEP team shall consider all of the following: (Education Code 56341.1, 56345; 20 USC 1414(d)(3)(A); 34 CFR 300.324)

1. The strengths of the student
2. The concerns of the parents/guardians for enhancing the education of their child
3. The results of the initial assessment or most recent assessment of the student
4. The academic, developmental, and functional needs of the student
5. In the case of a student whose behavior impedes his/her learning or that of others, the use of positive behavioral interventions and supports and other strategies to address that behavior
6. In the case of a student with limited English proficiency, the language needs of the student as such needs relate to the student's IEP
7. In the case of a student who is blind or visually impaired, the need to provide for instruction in Braille and instruction in the use of Braille

However, such instruction need not be included in the IEP if the IEP team determines that instruction in Braille or the use of Braille is not appropriate for the student. This determination shall be based upon an assessment of the student's reading and writing skills, his/her future needs for instruction in Braille or the use of Braille, and other appropriate reading and writing media.

8. The communication needs of the student, and in the case of a student who is deaf or hard of hearing, the student's language and communication needs, opportunities for direct communications with peers and professional personnel in the student's language and communication mode, academic level, and full range of needs, including opportunities for direct instruction in the student's language and communication mode

The team shall also consider the related services and program options that provide the student with an equal opportunity for communication access, as described in Education Code 56345.

9. Whether the student requires assistive technology devices and services

If, in considering the special factors in items #1-9 above, the IEP team determines that a student needs a particular device or service, including an intervention, accommodation, or other program modification, in order to receive FAPE, the IEP team shall include a statement to that effect in the student's IEP. (Education Code 56341.1)

The Superintendent or designee shall ensure that the IEP team: (Education Code 56043, 56341.1, 56380; 20 USC 1414(d)(4); 34 CFR 300.324)

1. Reviews the IEP periodically, but at least annually, to determine whether the annual goals for the student are being achieved and the appropriateness of placement
2. Revises the IEP, as appropriate, to address:

INSTRUCTION

6159 / AR-1

- a. Any lack of expected progress toward the annual goals and in the general education curriculum, where appropriate
 - b. The results of any reassessment conducted pursuant to Education Code 56381
 - c. Information about the student provided to or by the parents/guardians regarding review of evaluation data pursuant to 34 CFR 305(a)(2) and Education Code 56381(b)
 - d. The student's anticipated needs
 - e. Other matters
3. Considers the special factors listed in items #5-9 above when reviewing the IEP of a student with a disability who has additional behavior or communication needs

The IEP team shall also meet: (Education Code 56343)

1. Whenever the student has received an initial formal assessment and, when desired, when the student receives any subsequent formal assessment
2. Upon request by the student's parent/guardian or teacher to develop, review, or revise the IEP

The parent/guardian shall have the right to present information to the IEP team in person or through a representative and the right to participate in meetings that relate to eligibility for special education and related services, recommendations, and program planning. (Education Code 56341.1)

If a participating agency other than the district fails to provide the transition services described in the student's IEP, the team shall reconvene to identify alternative strategies to meet the transition service objectives set out for the student in the IEP. (Education Code 56345.1; 20 USC 1414(d); 34 CFR 300.324)

As a member of the IEP team, the regular education teacher shall, to the extent appropriate, participate in the development, review, and revision of the student's IEP, including assisting in the determination of: (Education Code 56341; 20 USC 1414(d)(3)(C); 34 CFR 300.324)

1. Appropriate positive behavioral interventions and supports and other strategies for the student
2. Supplementary aids and services, program modifications, and supports for school personnel that will be provided for the student, consistent with 34 CFR 300.320

To the extent possible, the district shall encourage the consolidation of reassessment meetings and other IEP team meetings for a student. (20 USC 1414(d)(3)(A); 34 CFR 300.324)

The student shall be allowed to provide confidential input to any representative of his/her IEP team. (Education Code 56341.5)

When a change is necessary to a student's IEP after the annual IEP team meeting for the school year has been held, the parent/guardian and the district may agree not to convene an IEP team meeting for the purpose of making the change and instead may develop a written document to amend or modify the student's current IEP. The IEP team shall be informed of any such changes. Upon request, the district shall provide the parent/guardian with a revised copy of the IEP with the incorporated amendments. (20 USC 1414(d)(3)(D); 34 CFR 300.324)

INSTRUCTION

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If a student with disabilities residing in a licensed children's institution or foster family home has been placed by the district in a nonpublic, nonsectarian school, the district shall conduct an annual evaluation as part of the IEP process of whether the placement is the least restrictive environment that is appropriate to meet the student's needs. (Education Code 56157)

1. The case progress
2. The continuing need for out-of-home placement
3. The extent of compliance with the IEP
4. Progress toward alleviating the need for out-of-home care

TIMELINES FOR THE IEP AND FOR THE PROVISION OF SERVICES

At the beginning of each school year, the district shall have an IEP in effect for each student with a disability within district jurisdiction. (Education Code 56344; 34 CFR 300.323)

The district shall ensure that a meeting to develop an initial IEP is conducted within 30 days of a determination that a student needs special education and related services. The district shall also ensure that, as soon as possible following development of the IEP, special education services and related services are made available to the student in accordance with his/her IEP. (Education Code 56344; 34 CFR 300.323)

An IEP required as a result of an assessment of the student shall be developed within 60 days (not counting days between the student's regular school sessions or terms or days of school vacation in excess of five school days) from the date of receipt of the parent/guardian's written consent for assessment, unless the parent/guardian agrees, in writing, to an extension. (Education Code 56344)

However, an IEP required as a result of an assessment of a student shall be developed within 30 days after the commencement of the subsequent regular school year for a student for whom a referral has been made 30 days or less prior to the end of the regular school year. In the case of school vacations, the 60-day time limit shall recommence on the date that the student's school days reconvene. (Education Code 56344)

When a parent/guardian requests an IEP team meeting to review the IEP, the team shall meet within 30 days of receiving the parent/guardian's written request, not counting days between the student's regular school sessions or terms or days of school vacation in excess of five school days. If a parent/guardian makes an oral request, the district shall notify the parent/guardian of the need for a written request and the procedure for filing such a request. (Education Code 56043, 56343.5)

A regular education or special education teacher may request a review of the classroom assignment of a student with a disability by submitting a written request to the Superintendent or designee. The Superintendent or designee shall consider the request within 20 days of receiving it, not counting days when school is not in session or, for year-round schools, days when the school is off track. If the review indicates a need for change in the student's placement, instruction, and/or related services, the Superintendent or designee shall convene an IEP team meeting, which shall be held within 30 days of the Superintendent or designee's review, not counting days when school is not in session or days when school is off track, unless the student's parent/guardian consents in writing to an extension of time.

INSTRUCTION

6159 / AR-1

The district shall ensure that the student's IEP is accessible to each regular education teacher, special education teacher, related service provider, and any other service provider who is responsible for its implementation. The district shall also ensure that such teachers and providers are informed of their specific responsibilities related to implementing the IEP and the specific accommodations, modifications, and supports that must be provided to the student in accordance with the IEP. (34 CFR 300.323)

TRANSFER STUDENTS

To facilitate the transition of a student with a disability who is transferring into the district, the district shall take reasonable steps to promptly obtain the student's records, including his/her IEP and the supporting documents related to the provision of special education services. (Education Code 56325; 34 CFR 300.323)

If the student transfers into the district from another school district within the same SELPA during the school year, the district shall continue to provide services comparable to those described in the student's existing IEP, unless his/her parent/guardian and the district agree to develop, adopt, and implement a new IEP that is consistent with state and federal law. (Education Code 56325; 34 CFR 300.323)

If the student transfers into the district from a school district outside of the district's SELPA during the school year, the district shall provide the student with FAPE, including services comparable to those described in the previous district's IEP. Within 30 days, the district shall, in consultation with the student's parents/guardians, adopt the previous district's IEP or shall develop, adopt, and implement a new IEP that is consistent with state and federal law. (Education Code 56325; 34 CFR 300.323)

If the student transfers into the district from an out-of-state district during the school year, the district shall provide the student with FAPE, including services comparable to the out-of-state district's IEP, in consultation with the parent/guardian, until such time as the district conducts an assessment, if it determines that such an assessment is necessary, and develops, adopts, and implements a new IEP, if appropriate. (Education Code 56325; 34 CFR 300.323)

San Dieguito Union High School District

INFORMATION REGARDING BOARD AGENDA ITEM

TO: BOARD OF TRUSTEES

DATE OF REPORT: July 15, 2011

BOARD MEETING DATE: August 18, 2011

PREPARED BY: Rick Schmitt
Associate Superintendent, Educational Services

SUBMITTED BY: Ken Noah, Superintendent

SUBJECT: REVIEW OF REVISED BOARD POLICY
4160.29 (BP & AR) JOB DESCRIPTION,
*“COORDINATOR OF TECHNICAL
EDUCATION, EL, AND ACADEMIC
INTERVENTION”*

EXECUTIVE SUMMARY

As a result of changes to the Regional Occupation Program (ROP) / Career Technical Education / CTE position, Policy #4160.29 (BR & AR) has been revised to incorporate the description of responsibilities in two additional areas: English Language Program (EL) and Academic Intervention (AI).

RECOMMENDATION:

These policy revisions are being presented for a first read and will be submitted for Board Action on September 1, 2011.

FUNDING SOURCE:

Not applicable.

CERTIFICATED PERSONNEL

4160.29

~~SCHOOL ASSISTANT PRINCIPAL / ADULT SCHOOL / REGIONAL OCCUPATION PROGRAM (ROP) / CAREER TECHNICAL EDUCATION (CTE)~~ **COORDINATOR OF TECHNICAL EDUCATION, EL, AND ACADEMIC INTERVENTION**

Directly responsible to Associate Superintendent of Educational Services; directly supervises assigned certificated and classified personnel

QUALIFICATIONS

EDUCATION

- Appropriate education, including post graduate programs with emphasis in curriculum and administration; Spanish speaker preferred
- Appropriate California administrative credential

EXPERIENCE

- Knowledge of fiscal planning, ~~Adult-EL / ROP /~~ **Academic Intervention** / CTE community needs and resources; laws and regulations pertaining to ~~Adult-EL / ROP /~~ CTE education.
- Ability to assess needs, find resources, plan, organize and monitor the operation of the ~~Adult-EL / ROP /~~ **Academic Intervention** / CTE programs.
- Evidence of successful secondary teaching and/or administrative experience.

APPOINTMENT

- The candidate shall be elected by the Board of Trustees on the recommendation of the Superintendent.
- The candidate shall be selected from among a list of qualified applicants selected through the medium of interview and examination procedures established by the Superintendent.

SALARY

As per Management Salary Schedule, **with the addition of five (5) workdays.**

OPERATIONAL RESPONSIBILITIES

The Superintendent **or designee** is authorized to develop a job description for the ~~Assistant Principal/Adult School / ROP / CTE~~ **Coordinator of Tech Ed, EL, and Academic Intervention** that will define specific areas of responsibility.

CERTIFICATED PERSONNEL

4160.29/AR-1

~~SCHOOL ASSISTANT PRINCIPAL/ADULT SCHOOL / ROP / CTE~~ **COORDINATOR OF TECHNICAL EDUCATION, EL, & ACADEMIC INTERVENTION**

The operational responsibilities shall include but not be limited to the following, in the areas of ~~Adult Education~~, Regional Occupation Programs (ROP), ~~and~~ Career Technical Education (CTE), ~~English Language Program (EL) and Academic Intervention (AI)~~. The ~~primary function of the Assistant Principal Coordinator or Adult Education / ROP / CTE / EL / Academic Intervention primary function~~ is to assist the administration and staff in the implementation of the district's ~~Adult Education~~, ROP, ~~and~~ CTE, EL and ~~Academic Intervention~~ programs.

1. Assists in planning, conducting and supervising the Adult Education programs and serves as the administrator of the programs on various sites when requested to do so by the principal.
2. Assists in the selection of staff; evaluates assigned personnel.
3. Supervises and promotes guidance and counseling and oversees the accuracy of student records.
4. Assists in coordination of transfer of regular high school students into the adult school program.
5. Helps identify program expansion and improvement opportunities and prepares plans for consideration.
6. Assists in the preparation of applications for specially funded projects; assists in the supervision of programs receiving funding.
7. Participates in community based organizations and promotes positive relations between the school, business and community.
8. Assures that necessary program records, reports and data are maintained.
9. Assists in the preparation and monitoring of the adult education budget.
10. Assists in developing curriculum, providing inservice opportunities and implementing and evaluating programs within assigned areas.
11. Directs, coordinates, and participates in long range planning of the total ROP / CTE ~~and EL~~ programs within the school district. ~~Assists with the direction, coordination, and planning of Academic Intervention (AI) programs.~~
12. Represents the district in matters relating to ROP / CTE, ~~EL, and AI~~ as delegated.
13. Assists in the development, coordination, and evaluation of ROP / CTE, ~~EL, and AI programs-education.~~
14. Assists in the development of inservice education programs for teachers, counselors, and other ROP / CTE, ~~EL , and AI~~ personnel as needed.
15. Assists in the preparation of financial, statistical, descriptive, and other reports pertaining to ~~Career and Technical E/ROP, EL, and AI programs. education, including ROP.~~
16. Assists in promoting and publicizing the total program of ROP / CTE.
17. Maintains proficiency in occupational and educational theory and practice through attendance at inservice education programs as well as attendance at federal, state, regional and other conferences and meetings concerned with ROP / CTE, ~~EL, and AI.~~
18. Develops budgets for the programs supervised.
19. Carries out other tasks and responsibilities as assigned by the Associate Superintendent of Educational Services ~~and/or Executive Director of Curriculum and Assessment. -~~
20. Performs other duties as assigned.

PERSONNEL / MANAGEMENT

**MANAGEMENT SALARY SCHEDULE
(Effective 07/01/08)**

ASSISTANT PRINCIPALS / PRINCIPALS / DIRECTORS / EXECUTIVE DIRECTORS

GROUP	RANGE	TITLE	STEP 1	STEP 2	STEP 3	STEP 4	WORK DAYS
4	3	Principal, Sr. High School	122,012	127,963	134,205	140,768	220
4	4	Principal, Middle School	110,693	116,097	121,768	127,720	220
4	5	Asst. Principal, Sr. High School	103,714	108,785	114,113	119,708	210
4	6	Asst. Principal, Middle School	92,829	97,402	102,198	107,236	200
4	7	Principal, Adult School	106,068	111,237	116,662	122,367	215
4	8	Exec. Director of Pupil Services	119,104	124,786	130,746	137,009	222
4	8	Exec. Director of Curriculum & Assessment	119,104	124,786	130,746	137,009	222
4	11	Principal, Continuation High School	108,596	113,885	119,436	125,284	215
4	12	Asst. Principal, Adult School Coordinator, Technical Education, EL, and AI/ ROP/CTE	85,408	89,521	93,839	98,372	210
4	12		87,442	91,652	96,073	100,715	215
4	14	Director of Special Education	103,748	108,937	114,380	120,094	220
4	14	Director of Educational Technology/ROP	103,748	108,937	114,380	120,094	220
5	2	Director of Classified Personnel	102,209	107,137	112,313	117,750	246*
5	2	Director of Human Resources	102,209	107,137	112,313	117,750	246*
5	3	Director of Planning & Financial Management	79,168	83,125	87,281	91,644	246*
5	3	Director of Student Information Services	79,168	83,125	87,281	91,644	246*
5	4	Director of Transportation	88,035	92,435	97,057	101,908	246*
5	4	Director of Financial Services	88,035	92,435	97,057	101,908	246*
5	4	Director of Nutrition Services	88,035	92,435	97,057	101,908	246*
5	4	Director of Purchasing & Risk Management	88,035	92,435	97,057	101,908	246*
5	5	Executive Director of Operations	104,064	109,266	114,728	120,469	246*

*246 days = 12-month employee

DISTRICT SUPERINTENDENT / ASSOCIATE SUPERINTENDENTS

GROUP	RANGE	TITLE	BASE			WORK DAYS
4	1	Superintendent (effective 7/1/08)	215,000			223
4	2	Associate Superintendent-Educational Svcs	162,265			223
4	9	Associate Superintendent-Human Resources	162,265			223
5	7	Associate Superintendent-Business	162,265			246

Credit for previous management experience will be given consideration toward initial placement on the management salary schedule. Twelve days of sick leave for each year shall be allowed each full-time manager during the period of time under active contract with the district.

All classified managers shall be governed by the Classified Merit System Rules and Regulations.

LONGEVITY BENEFITS

An increment of \$2,737 for a 12 month, 8 hours per day, full-time employee at the end of 10, 15, 20, 25 and 30 years in the district, shall be added to the employee's annual salary. The longevity increment of those employees employed less than 12 months or less than 8 hours per day will be prorated in accordance with the number of months and/or hours or regular employment.

San Dieguito Union High School District

INFORMATION REGARDING BOARD AGENDA ITEM

TO: BOARD OF TRUSTEES

DATE OF REPORT: July 15, 2011

BOARD MEETING DATE: August 18, 2011

PREPARED BY: Terry King
Associate Superintendent, Human Resources

SUBMITTED BY: Ken Noah, Superintendent

SUBJECT: BOARD POLICY REVISION PROPOSAL,
(BP & NEW AR), #4153.3 & 6111,
"SCHOOL CALENDAR"

EXECUTIVE SUMMARY

Each year, the Board adopts a calendar that meets the requirements of law as well as the needs of community, students, and the work year as negotiated with the district's employee organization(s). The revisions being proposed provide a description of the calendar adoption process (Board Policy), along with an updated annual calendar, (Administrative Regulation).

RECOMMENDATION:

These policies are being presented for a first read and will be submitted for Board Action on September 1, 2011.

FUNDING SOURCE:

Not applicable.

CERTIFICATED PERSONNEL INSTRUCTION

4153.3
6110 / 6111

2005-2006 INSTRUCTIONAL SCHOOL CALENDAR

Preschool Inservice Workshop	August 22, 2005
	August 23, 2005
	August 24, 2005
	August 25, 2005
Beginning Date for Students – First Semester	August 30, 2005
Ending Date – First Quarter	November 4, 2005
Ending Date – First Semester	January 25, 2006
Teacher Inservice	January 26-27, 2006
Ending Date – Third Quarter	April 7, 2006
Ending Date – Second Semester	June 16, 2006

.....	Total Teaching Days	180
.....	Total Working Days	186

~~.....~~ 2006 Summer School Calendar

~~Session I: June 19 – July 14, 2006~~
~~Session II: July 17 – August 4, 2006~~

School Holidays – Regular Year

Labor Day	September 5, 2005
Veteran's Day	November 11, 2005
Thanksgiving Recess	November 21-25, 2005
Winter Recess	December 19, 2005 – January 2, 2006
Martin Luther King, Jr. Day	January 16, 2006
Lincoln's Day	February 17, 2006
Washington's Day	February 20, 2006
Spring Recess	April 10-14, 2006
Memorial Day	May 29, 2006

School Holidays – Summer School

~~Independence Day~~

~~July 4, 2006~~

For each school, the Governing Board shall adopt a calendar that meets the requirements of law as well as the needs of the community, students, and the work year as negotiated with the district's employee organization(s). As appropriate, the Superintendent or designee shall ensure that the proposed calendar is aligned with assessment and accountability schedules in order to support the district's goals for student achievement.

Each school calendar shall show the beginning and ending school dates, legal and local holidays, staff development days, orientation days, minimum days, vacation periods, and other pertinent dates.

The district shall offer 180 days of instruction per school year, unless the district and employee organization(s) have negotiated to reduce the days of instruction in any school year through 2012-13 pursuant to the authorization in Education Code 42605.

CERTIFICATED PERSONNEL INSTRUCTION

4153.3
6110 / 6111

Staff development days shall not be counted as instructional days.

Notification of the schedule of minimum days shall be sent to all parents/guardians at the beginning of the school year. If any minimum days are added to the schedule, the Superintendent or designee shall notify parents/guardians of the affected students as soon as possible and at least one month before the scheduled minimum day. (Education Code 48980)

If a school will be used as a polling place on an election day, the Board shall determine whether to continue school in session, designate the day for staff training and development, or close the school to students and non-classified staff. (Elections Code 12283)

Legal Reference:

EDUCATION CODE

37200-37202 School calendar
37220-37223 Holidays
37252-37254.1 Summer school
37300-37307 Year-Round School Demonstration Project
37600-37672 Continuous school programs: year-round schools, especially:
37618 School calendar
37700-37711 Four-day week
41422 Schools not maintained for 175 days
41530-41532 Professional Development Block Grant
46200-46206 Incentives for longer instructional day and year
46300 Method of computing ADA
48980 Notice at beginning of term

REPEALED EDUCATION CODE FOR CATEGORICAL PROGRAMS

44579-44579.6 Instructional Time and Staff Development Reform Program

ELECTIONS CODE

12283 School closures, election days

COURT DECISIONS

Butt v. State of California, (1992) 4 Cal 4th 668

PUBLIC EMPLOYMENT RELATIONS BOARD DECISIONS

Davis Joint Unified School District, (1984) PERB Decision No. 474

Management Resources:

WEB SITES

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

California Department of Education: <http://www.cde.ca.gov>

California Public Employment Relations Board: <http://www.perb.ca.gov>

Secretary of State's Office: <http://www.ss.ca.gov>

SAN DIEGUITO UNION HIGH SCHOOL DISTRICT
Instructional Calendar 2011-12
August 30, 2011 through June 15, 2012

ITEM 32
4153.3 / AR-1
6111 / AR-1

Board Approved 6-18-09

School Month		M	T	W	T	F	Student Days	Cumulative Student Days	Holiday Legal-Local	Student Holidays/Recesses
	Jul	25	26	27	28	29				
	Aug	1	2	3	4	5				
	Aug	8	9	10	11	12				
	Aug	15	16	17	18	19				
	Aug	22	[23]	[24]	[25]	[26]				8/23-26 Teacher Prep/Inservice Days
1	Aug	29	30 >	31	1	2	4	4		8/29 Teacher Non-Work Day
	Sep	5	6	7	8	9	4	8	1	8/30 First day of school
	Sep	12	13	14	15	16	5	13		9/5 Labor Day
	Sep	19	20	21	22	23	5 (18)	18		
2	Sep	26	27	28	29	30	5	23		
	Oct	3	4	5	6	7	5	28		
	Oct	10	11	12	13	14	5	33		
	Oct	17	18	19	20	21	5 (20)	38		
3	Oct	24	25	26	27	28	5	43		
	Oct	31	1	2 #	3	4	5	48		11/2 1st Quarter Ends# (46 days)
	Nov	7	8	9	10	11	4	52	1	11/11 Veterans' Day
	Nov	14	15	16	17	18	5 (19)	57		
4	Nov	21	22	23	24	25	0	57	1 4	11/21-25 Fall Break
	Nov	28	29	30	1	2	5	62		
	Dec	5	6	7	8	9	5	67		
	Dec	12	13	14	15	16	5 (15)	72		12/16 P-1 cut off date
5	Dec	19	20	21	22	23	0	72	5	12/19-1/2 Winter Recess
	Dec	26	27	28	29	30	0	72	1 4	
	Jan	2	3	4	5	6	4	76	1	
	Jan	9	10	11	12	13	5	81		
	Jan	16	17	18	19	20	4	85	1	1/16 M.L. King Jr. Day
	Jan	23	24	25	26	27 #	5 (18)	90		1/27 1st Semester/Term Ends# (44 days)
6	Jan	30	31	1	2	3	3	93		1/30-31 Teacher Prep/Inservice Days
	Feb	6	7	8	9	10	5	98		
	Feb	13	14	15	16	17	4	102	1	2/17 Lincoln Day
	Feb	20	21	22	23	24	4 (16)	106	1	2/20 Washington Day
7	Feb	27	28	29	1	2	5	111		
	Mar	5	6	7	8	9	5	116		
	Mar	12	13	14	15	16	5	121		
	Mar	19	20	21	22	23	5 (20)	126		3/23 P-2 cut off date
8	Mar	26	27	28	29	30	5	131		
	Apr	2	3	4	5	6 #	5	136		4/6 3rd Quarter Ends# (46 days)
	Apr	9	10	11	12	13	0	136	5	4/9-13 Spring Recess
	Apr	16	17	18	19	20	5 (15)	141		
9	Apr	23	24	25	26	27	5	146		
	Apr	30	1	2	3	4	5	151		
	May	7	8	9	10	11	5	156		
	May	14	15	16	17	18	5 (20)	161		
10	May	21	22	23	24	25	5	166		
	May	28	29	30	31	1	4	170	1	5/28 Memorial Day
	Jun	4	5	6	7	8	5	175		
	Jun	11	12	13	14	15 #	5 (19)	180		6/15 2nd Semester/Term Ends# (44 days)
	Jun	18	19	20	21	22	5	5		
	Jun	25	26	27	28	29	5	10		
	Jul	2	3	4	5	6	4	14	1	7/4 Independence Day
	Jul	9	10	11	12	13	5	19		
	Jul	16	17	18	19	20	5	24		
	Jul	23	24	25	26	27	5	29		
	Jul	30	31	1	2	3	5	34		

Holidays / Breaks / Inservice - No School

Quarter/Semester/Term Ending Dates

SAN DIEGUITO UNION HIGH SCHOOL DISTRICT
Instructional Calendar 2012-13
August 28, 2012 through June 14, 2013

ITEM 32
4153.3 / AR-1
6111 / AR-1

Board Approved 6-18-09

School Month		M	T	W	T	F	Student Days	Cumulative Student Days	Holiday Legal-Local	Student Holidays/Recesses
	Jul	23	24	25	26	27				
	Jul	30	31	1	2	3				
	Aug	6	7	8	9	10				
	Aug	13	14	15	16	17				
	Aug	20	[21]	[22]	[23]	[24]				8/21-24 Teacher Prep/Inservice Days
1	Aug	27	28 >	29	30	31	4	4		8/27 Teacher Non-Work Day
	Sep	3	4	5	6	7	4	8	1	8/28 First day of school
	Sep	10	11	12	13	14	5	13		9/3 Labor Day
	Sep	17	18	19	20	21	4 (17)	17	1	9/17 Certificated Non-Work Day
2	Sep	24	25	26	27	28	5	22		
	Oct	1	2	3	4	5	5	27		
	Oct	8	9	10	11	12	5	32		
	Oct	15	16	17	18	19	5 (20)	37		
3	Oct	22	23	24	25	26	5	42		
	Oct	29	30	31 #	1	2	5	47		10/31 1st Quarter Ends# (45 days)
	Nov	5	6	7	8	9	5	52		
	Nov	12	13	14	15	16	4 (19)	56	1	11/12 Veterans' Day
4	Nov	19	20	21	22	23	0	56	1 4	11/19-23 Fall Break
	Nov	26	27	28	29	30	5	61		
	Dec	3	4	5	6	7	5	66		
	Dec	10	11	12	13	14	5 (15)	71		12/14 P-1 cut off date
5	Dec	17	18	19	20	21	5	76		
	Dec	24	25	26	27	28	0	76	1 4	12/24-1/4 Winter Recess
	Jan	31	1	2	3	4	0	76	1 4	
	Jan	7	8	9	10	11	5	81		
	Jan	14	15	16	17	18	5	86		1/21 M.L. King Jr. Day
	Jan	21	22	23	24	25 #	4 (19)	90	1	1/25 1st Semester/Term Ends# (45 days)
6	Jan	28	29	30	31	1	3	93		1/28-29 Teacher Prep/Inservice Days
	Feb	4	5	6	7	8	5	98		
	Feb	11	12	13	14	15	4	102	1	2/15 Lincoln Day
	Feb	18	19	20	21	22	4 (16)	106	1	2/18 Washington Day
7	Feb	25	26	27	28	1	5	111		
	Mar	4	5	6	7	8	5	116		
	Mar	11	12	13	14	15	5	121		
	Mar	18	19	20	21	22	5 (20)	126		3/22 P-2 cut off date
8	Mar	25	26	27	28	29	5	131		
	Apr	1	2	3	4	5 #	5	136		4/5 3rd Quarter Ends# (46 days)
	Apr	8	9	10	11	12	0	136	5	4/8-12 Spring Recess
	Apr	15	16	17	18	19	5 (15)	141		
9	Apr	22	23	24	25	26	5	146		
	Apr	29	30	1	2	3	5	151		
	May	6	7	8	9	10	5	156		
	May	13	14	15	16	17	5 (20)	161		
10	May	20	21	22	23	24	5	166		
	May	27	28	29	30	31	4	170	1	5/27 Memorial Day
	Jun	3	4	5	6	7	5	175		
	Jun	10	11	12	13	14 #	5 (19)	180		6/14 2nd Semester/Term Ends# (44 days)
	Jun	17	18	19	20	21	5	5		
	Jun	24	25	26	27	28	5	10		
	Jul	1	2	3	4	5	4	14	1	7/4 Independence Day
	Jul	8	9	10	11	12	5	19		
	Jul	15	16	17	18	19	5	24		
	Jul	22	23	24	25	26	5	29		
	Jul	29	30	31	1	2	5	34		

Holidays / Breaks / Inservice - No School

Quarter/Semester/Term Ending Dates

SAN DIEGUITO UNION HIGH SCHOOL DISTRICT DRAFT Instructional Calendar 2013-14

August 27, 2013 through June 13, 2014

Board Approved 06-16-11

School Month	M	T	W	T	F	Student Days	Cumulative Student Days	Holiday Legal-Local	Student Holidays/Recesses
Jul	29	30	31	1	2				
Aug	5	6	7	8	9				
Aug	12	13	14	15	16				
Aug	19	[20]	[21]	[22]	[23]				8/20-23 Teacher Prep/Inservice Days
1	Aug 26	27 >	28	29	30	4	4		8/26 Teacher Non-Work Day
Sep	2	3	4	5	6	4	8	1	8/27 First day of school
Sep	9	10	11	12	13	5	13		9/2 Labor Day
Sep	16	17	18	19	20	5 (18)	18		
2	Sep 23	24	25	26	27	5	23		
Sep	30	1	2	3	4	5	28		
Oct	7	8	9	10	11	5	33		
Oct	14	15	16	17	18	5 (20)	38		
3	Oct 21	22	23	24	25	5	43		
Oct	28	29 #	30	31	1	5	48		10/29 1st Quarter Ends# (45 days)
Nov	4	5	6	7	8	4	52	1	11/8 Certificated Non-Work Day (no students)
Nov	11	12	13	14	15	4 (18)	56	1	11/11 Veterans' Day
4	Nov 18	19	20	21	22	5	61		
Nov	25	26	27	28	29	0	61	1 4	11/25-29 Fall Break
Dec	2	3	4	5	6	5	66		
Dec	9	10	11	12	13	5 (15)	71		12/13 P-1 cut off date
5	Dec 16	17	18	19	20	5	76		
Dec	23	24	25	26	27	0	76	1 4	12/23-1/3 Winter Recess
Dec	30	31	1	2	3	0	76	1 4	
Jan	6	7	8	9	10	5	81		
Jan	13	14	15	16	17	5	86		1/20 M.L. King Jr. Day
Jan	20	21	22	23	24 #	4 (19)	90	1	1/24 1st Semester/Term Ends# (45 days)
6	Jan 27	28	29	30	31	3	93		1/27-28 Teacher Prep/Inservice Days
Feb	3	4	5	6	7	5	98		
Feb	10	11	12	13	14	4	102	1	2/14 Lincoln Day
Feb	17	18	19	20	21	4 (16)	106	1	2/17 Washington Day
7	Feb 24	25	26	27	28	5	111		
Mar	3	4	5	6	7	5	116		
Mar	10	11	12	13	14	5	121		
Mar	17	18	19	20	21	5 (20)	126		3/21 P-2 cut off date
8	Mar 24	25	26	27	28	5	131		
Mar	31	1	2	3	4 #	5	136		4/4 3rd Quarter Ends# (46 days)
Apr	7	8	9	10	11	0	136	5	4/7-11 Spring Recess
Apr	14	15	16	17	18	5 (15)	141		
9	Apr 21	22	23	24	25	5	146		
Apr	28	29	30	1	2	5	151		
May	5	6	7	8	9	5	156		
May	12	13	14	15	16	5 (20)	161		
10	May 19	20	21	22	23	5	166		
May	26	27	28	29	30	4	170	1	5/26 Memorial Day
Jun	2	3	4	5	6	5	175		
Jun	9	10	11	12	13 #	5 (19)	180		6/13 2nd Semester/Term Ends (44 days)
Jun	16	17	18	19	20	5			
Jun	23	24	25	26	27	5			
Jul	30	1	2	3	4	4		1	7/4 Independence Day
Jul	7	8	9	10	11	5			
Jul	14	15	16	17	18	5			
Jul	21	22	23	24	25	5			
Jul	28	29	30	31	1	5			

Holidays/Breaks/Inservice - No School

Quarter/Semester/Term Ending Dates

SAN DIEGUITO UNION HIGH SCHOOL DISTRICT
 DRAFT Instructional Calendar 2014-15
 August 26, 2014 through June 12, 2015

Board Approved 06-16-11

School Month		M	T	W	T	F	Student Days	Cumulative Student Days	Holiday Legal-Local	Student Holidays/Recesses
	Aug	4	5	6	7	8				
	Aug	11	12	13	14	15				
	Aug	18	[19]	[20]	[21]	[22]				8/19-22 Teacher Prep/Inservice Days
1	Aug	25	26 >	27	28	29	4	4		8/25 Teacher Non-Work Day
	Sep	1	2	3	4	5	4	8	1	8/26 First day of school
	Sep	8	9	10	11	12	5	13		9/1 Labor Day
	Sep	15	16	17	18	19	5 (18)	18		
2	Sep	22	23	24	25	26	5	23		
	Sep	29	30	1	2	3	5	28		
	Oct	6	7	8	9	10	5	33		
	Oct	13	14	15	16	17	5 (20)	38		
3	Oct	20	21	22	23	24	5	43		
	Oct	27	28 #	29	30	31	5	48		10/28 1st Quarter Ends# (45 days)
	Nov	3	4	5	6	7	5	53		11/10 Certificated Non-Work Day (no students)
	Nov	10	11	12	13	14	3 (18)	56	1	11/11 Veterans Day
4	Nov	17	18	19	20	21	5	61		
	Nov	24	25	26	27	28	0	61	1 1	11/24-28 Fall Break
	Dec	1	2	3	4	5	5	66		
	Dec	8	9	10	11	12	5 (15)	71		12/12 P-1 Cut off date
5	Dec	15	16	17	18	19	5	76		
	Dec	22	23	24	25	26	0	76	1 4	12/22-1/2 Winter Recess
	Dec	29	30	31	1	2	0	76	1 4	
	Jan	5	6	7	8	9	5	81		
	Jan	12	13	14	15	16	5	86		1/19 M.L. King Jr. Day
	Jan	19	20	21	22	23 #	4 (19)	90	1	1/23 1st Semester/Term Ends# (45 days)
6	Jan	26	27	28	29	30	3	93		1/26-27 Teacher Prep/Inservice Days
	Feb	2	3	4	5	6	5	98		
	Feb	9	10	11	12	13	4	102	1	2/13 Lincoln Day
	Feb	16	17	18	19	20	4 (16)	106	1	2/16 Washington Day
7	Feb	23	24	25	26	27	5	111		
	Mar	2	3	4	5	6	5	116		
	Mar	9	10	11	12	13	5	121		
	Mar	16	17	18	19	20	5 (20)	126		3/20 P-2 Cut off date
8	Mar	23	24	25	26	27	5	131		
	Mar	30	31	1	2	3 #	5	136		4/3 3rd Quarter Ends# (46 days)
	Apr	6	7	8	9	10	0	136	5	4/6-10 Spring Recess
	Apr	13	14	15	16	17	5 (15)	141		
9	Apr	20	21	22	23	24	5	146		
	Apr	27	28	29	30	1	5	151		
	May	4	5	6	7	8	5	156		
	May	11	12	13	14	15	5 (20)	161		
10	May	18	19	20	21	22	5	166		
	May	25	26	27	28	29	4	170	1	5/25 Memorial Day
	May	1	2	3	4	5	5	175		
	Jun	8	9	10	11	12 #	5 (19)	180		6/12 2nd Semester/Term Ends# (44 days)
	Jun	15	16	17	18	19				
	Jun	22	23	24	25	26				
	Jun	29	30	1	2	3				7/3 Independence Day
	Jul	6	7	8	9	10				
	Jul	13	14	15	16	17				
	Jul	20	21	22	23	24				
	Jul	27	28	29	30	31				

Holidays/Breaks/Inservice - No School

Quarter/Semester/Term Ending Dates

San Dieguito Union High School District

INFORMATION REGARDING BOARD AGENDA ITEM

TO: BOARD OF TRUSTEES

DATE OF REPORT: August 10, 2011

BOARD MEETING DATE: August 18, 2011

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

SUBMITTED BY: Ken Noah
Superintendent

SUBJECT: LABOR COMPLIANCE PROGRAM ANNUAL
REPORT 2011

EXECUTIVE SUMMARY

Under the rules and regulations of the Labor Compliance Program, the Board of Trustees is to be presented with an annual report of activities in this program. The District reported that there was one contract involving the Labor Compliance Program during the period July 1, 2010 through June 30, 2011 fiscal year.

RECOMMENDATION

The Labor Compliance Program Annual Report 2011, for the reporting period July 1, 2010 through June 30, 2011, is being submitted as an information item, as shown in the attached supplement.

FUNDING SOURCE

Not applicable

LCP-AR1

ITEM 33

6. LC § 1771.5 enforcement activities (provide all information requested, attaching as many sheets as necessary).

A. List projects handled by LCP within the past 12 months.

Project Name	Bid Advertisement Date	Prime Contractor	Contract Amount
San Dieguito Academy Visual & Performing Arts Center	April 5, 2010	Barnhart Balfour-Beatty, Inc.	\$7,644,774.00
Total			\$7,644,774.00

B. Summary of all wages and penalties assessed and/or recovered.

Project Name	Affected Contractor (who directly employed the worker)	Amount Assessed	Amount Recovered	Approval of Forfeiture Requested from Labor Commissioner?	Description of Violation
				<input type="checkbox"/> Yes <input type="checkbox"/> No	
				<input type="checkbox"/> Yes <input type="checkbox"/> No	
				<input type="checkbox"/> Yes <input type="checkbox"/> No	
				<input type="checkbox"/> Yes <input type="checkbox"/> No	
				<input type="checkbox"/> Yes <input type="checkbox"/> No	
				<input type="checkbox"/> Yes <input type="checkbox"/> No	
				<input type="checkbox"/> Yes <input type="checkbox"/> No	
				<input type="checkbox"/> Yes <input type="checkbox"/> No	

LCP-AR1

ITEM 33

Total					
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C. For any amount identified in item B for which approval of forfeiture not requested from the Labor Commissioner, please explain below.

Project Name	Amount Assessed	Amount Recovered	Explanation
Total			

D. For any amount identified in item B for which approval of forfeiture was requested from the Labor Commissioner, please provide the following:

Project Name	Amount Assessed					Amount Recovered				
	LC §1776(g)	LC § 1775	LC § 1813	Wages	Total	LC § 1776(g)	LC § 1775	LC § 1813	Wages	Total
Total										

E. Identify cases that are or were the subject of LC § 1742 proceedings.

Project Name	Contractor	Nature of Violation	ODL Case #	Current Status

F. Did you refer any contractor to the Labor Commissioner for debarment per LC § 1777.1?

Please check one: Yes No

If yes, identify affected contractor(s) or subcontractor(s) and date(s) of referral: _____

G. Did you refer any apprenticeship violation to the Division of Apprenticeship Standards (DAS)?

Please check one: Yes No

If yes, identify affected contractor(s) or subcontractor(s) and date(s) of referral: _____

San Dieguito Union High School District

INFORMATION REGARDING BOARD AGENDA ITEM

TO: BOARD OF TRUSTEES

DATE OF REPORT: August 5, 2011

BOARD MEETING DATE: August 18, 2011

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

SUBJECT: ACTION PLANS, 2011-12

EXECUTIVE SUMMARY

The 2008-09 school year was devoted to a planning process with a focus on revitalizing the district's Strategic Plan. In the Fall of 2009, the Board of Trustees adopted a new Strategic Plan with a Vision statement that reads,

"To provide a world-class education for all students through quality programs that engage students, inspire achievement and service to others, prepares them to be lifelong learners and responsible members of society."

In order to fulfill that Vision, the Board adopted a set of Values and Beliefs Statements that underlie it, a set of Priorities to make it a reality, and Commitments to ensure its fulfillment.

The Board is presented, for a First Reading, nine Action Plans for 2011-12 that will guide every aspect of the District relative to the Strategic Plan. Whereas the Strategic Plan is the compass that guides the journey, the Action Plans comprise the detailed map to ensure arrival at the destination.

RECOMMENDATION:

This information is presented for Board review and input.

FUNDING SOURCE:

Not applicable

San Dieguito Union High School District

Ken Noah
Superintendent

2011-12 ACTION PLANS

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To Provide a
World-Class Education
for All Students

Action Plans

2011-12

1.0 CURRICULUM

To provide rigorous, relevant and coherent learning opportunities through the articulation of curriculum, program consistency, and alignment with State of California standards to ensure every student will graduate prepared for college, work and citizenship.

- 1.1. Continue to develop consistency of learning and performance objectives
 - Use staff collaboration time to identify district-wide common essential learning objectives within similar subjects. Representatives from each department will create a draft of essential learning objectives to be reviewed and approved by subject area teachers.
 - Use staff collaboration time to identify district-wide common performance objectives within similar subjects. Representatives from each department will create a draft of essential performance objectives to be reviewed and approved by subject area teachers.
- 1.2. Examine academic issues related to articulating between elementary, middle and high school

Academic Articulation

Associate Superintendent of Educational Services will continue to host meetings with elementary Associate Superintendents to discuss curricular issues that impact the high school district. Areas of focus for 2010-2011 are:

- Math sequencing – Continue to ensure incoming middle school students are best prepared to successfully complete algebra in the eighth grade. Will provide elementary districts Algebra Honors Readiness Test results disaggregated by 7th grade math standards
- Identifying literacy skills necessary to be successful in core academics
- Develop processes between districts for improving the identification, monitoring and reclassification of long-term English Learners

Vertical alignment of curriculum between middle school and high school

- Through the process of identifying essential learning and performance objectives for each subject, departments will establish written curriculum and performance expectations between middle school and high school as well as performance expectations between subject levels
- Middle and high school teachers who teach sequential courses will use scheduled collaboration time to identify the content knowledge and essential skills necessary to be successful at the next level

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Action Plans

2011-12

1.0 CURRICULUM

To provide rigorous, relevant and coherent learning opportunities through the articulation of curriculum, program consistency, and alignment with State of California standards to ensure every student will graduate prepared for college, work and citizenship.

Provide school sites funding for staff development/collaboration time to create and align curriculum

- Department chairs and principals will establish monthly collaboration meetings
- Educational Services will continue to fund teacher release time to focus on identifying essential learning outcomes and performance objectives, developing common assessments, analyzing assessment results, and developing interventions to provide support to all students

1.3 District will provide professional development opportunities for curriculum development in the areas of:

- Identifying essential learning and performance objectives
- Developing valid, reliable and meaningful common assessments where the data can be used to monitor student growth within a subject
- Analyzing assessment results that inform classroom instruction and help students better understand their academic strengths and areas in need of improvement
- Curricular development designed to ensure essential learning and performance objectives are attainable. This process will require professional development opportunities be offered in the areas of backwards lesson design, differentiating instruction to ensure academic needs are met for each student and curricular mapping

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2011-12

2.0 INSTRUCTION

Through the use of research based best practice, design, deliver and differentiate instruction that effectively uses research based best practices that responds to the learning needs of each student.

- 2.1 Provide professional development focusing on designing and implementing lessons that allow for differentiation and re-teaching to address the academic needs of each student
 - The Principals and Executive Director of Curriculum and Assessment will identify the type and frequency of professional development focusing on designing lessons that allow for differentiation
- 2.2 Use results of formative and summative assessment to guide instruction for each student which leads to differentiated instruction
 - Provide back to school in-services (before the start of school each year) that will be dedicated to reviewing and analyzing California Standards Tests, California High School Exit Exam, California English Language Development Tests and Advanced Placement results
 - Departments will use analysis templates developed by district and site administrators to guide their analysis
 - Based on analysis, departments will determine areas of the curriculum where students underperformed and identify adjustments in pacing, content and/or lesson design
 - Results from state testing will be used to set achievement goals for all students and subgroups. Each school's Single Plan for Student Achievement (SPSA) will include these goals. SPSA action plans will address the resources, programs and personnel necessary to achieve these academic goals
 - Develop common site-based formative and summative assessments in all academic subjects
 - Develop at least four site-based common assessment within each core course in each academic subject area by the end of 2011-2012
 - Implement common site-based assessments throughout the school year in all academic subjects. This may be in the form of common end-of-unit assessments, quarterly (or periodic) assessments, or common questions used by all teachers embedded into regularly scheduled tests
 - The principal and department chairs will schedule collaboration time for the school year by the end of the second week of school. Collaboration time will focus on developing common assessments, analyzing assessments results for each student and developing interventions to support underperforming students
 - Principals and department chairs will continue to establish regular collaboration opportunities

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2011-12

2.0 INSTRUCTION

Through the use of research based best practice, design, deliver and differentiate instruction that effectively uses research based best practices that responds to the learning needs of each student.

- In schools where collaboration time is not embedded into the bell schedule, administration will work with department chairs to establish collaboration opportunities through release days and/or after school meetings
- The Educational Services department will provide funding for collaboration time not built into the existing bell schedule. Each Principal will be responsible for submitting a budget to the Executive Director of Curriculum and Assessment requesting funds to support staff collaboration

- 2.3 Create intervention programs focusing on developing math and literacy skills
- Train Pre-algebra Essentials, Algebra Readiness, and resource teachers to use PLATO math intervention by the end of September 2011
 - Train English, English Language Development and resource teachers to use READ 180 and System 44 by the end of September 2011
 - Expand the use of MyAccess writing development program in English and various support classes
 - Based on a history of grades and standardized testing results, counselors will enroll students in intervention programs
 - Executive Director of Curriculum will ensure math and English intervention programs are provided equitably across the district
- 2.4 Establish high performance expectations for all levels of classes
- Continue to align learning and performance objectives in college prep, honors and advanced placement courses such that the curriculum within a subject is consistent from teacher to teacher
 - Teachers within subjects will identify and agree on the content to be covered, the skills students will be able to demonstrate and a consistent way to measure student results
 - Continue to ensure the curriculum of academic support programs (e.g. AVID, Academic Literacy, Study Island) align directly with content covered in core content areas
- 2.5 Provide staff development time to identify best practices and develop interventions that meet the academic needs of each student

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Action Plans

2011-12

3.0 SCHOOL IMPROVEMENT, ASSESSMENT & ACCOUNTABILITY

To refine consistent and coherent collaborative school improvement processes appropriate for each school site, using formative and summative assessment data to set, monitor and evaluate achievement for students.

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- 3.1 Continue to develop Single Plans for Student Achievement (SPSA) at the school sites that serve as the instructional road map designed to:
 - Identify specific performance targets for all students on State and site-based assessments
 - Develop action plans to establish the types of interventions and classroom activities designed to improve student achievement
 - Identify staff responsible for ensuring the action plan is implemented
 - Be reviewed quarterly by the school site council, department chairs, student leadership groups and parent organizations to monitor student progress in meeting performance objectives
- 3.2 Provide professional development for administrators and teachers focusing on developing valid, reliable and useful common assessments, analyzing results and implementing interventions designed to improve student achievement
 - Results from 2010-2011 formative and summative assessments will be evaluated by academic departments to determine which curricular areas may need to be modified during the 2011-2012 school year
 - The Executive Director of Curriculum and Assessment will work in conjunction with each site principal to determine the school site's exact professional development needs
- 3.3 Evaluate and expand the use of data management software
 - Train all administrators on how to effectively use Data Director as a tool to monitor student academic progress and analyze the effectiveness of academic interventions
 - Provide comprehensive subject-specific training to multiple subject area teachers per school site. These teachers will then provide training to the rest of their department members.
 - 90% of all academic department teachers will receive training on how to build assessments, track student progress and analyze results in order to adjust instruction
 - Class rosters will only be made available to teachers prior to the start of school through Data Director. All teachers will receive instruction on how to access their account and navigate the system
 - Develop comprehensive web-based Data Director tutorial materials

Action Plans

2011-12

3.0 SCHOOL IMPROVEMENT, ASSESSMENT & ACCOUNTABILITY

To refine consistent and coherent collaborative school improvement processes appropriate for each school site, using formative and summative assessment data to set, monitor and evaluate achievement for students.

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- Evaluate various data management tools available in anticipation of Data Director contract expiration in June 2012
- 3.4 Develop common assessments that align directly to learning and performance objectives for each subject area
- Professional development will be provided based on individual site needs as determined by the Department Chairs and the Principal
 - Provide back to school in-services (before the start of school each year) that will be dedicated to reviewing and analyzing California Standards Tests, California High School Exit Exam and Advanced Placement results
 - Departments will use focus questions developed by district and site administrators to guide their analysis
 - Based on analysis, departments will determine areas of the curriculum where students underperformed and identify adjustments in pacing, content and/or lesson design
 - Results from state testing will be used to set achievement goals for all students and subgroups. Each school's Single Plan for Student Achievement (SPSA) will include these goals. SPSA action plans will address the resources, programs and personnel necessary to achieve these academic goals
- 3.5 Use data to monitor student progress in academic core and intervention programs
- Academic performance reports from Data Director, PLATO and READ 180 will be reviewed regularly. The results will be used to assess the effectiveness of each intervention program. Additionally, the results from common formative assessments will be used as a way to measure student progress. Interventions in support programs will be implemented based on the needs of each student.
 - Integrate more assessment information in Data Director to give teachers and administrators the ability to create reports with local, state and national assessment data. Examples of information to be added are Advanced Placement, SAT/ACT, attendance and disciplinary information
 - Automate the Data Director update process to provide real time data
- 3.6 Use longitudinal data to provide feedback to administrators and teachers as to their students' progress year to year
- Track yearly progress of students who participate in support programs (e.g. AVID, Academic Literacy, Reclassified English Learners)

Action Plans

2011-12

3.0 SCHOOL IMPROVEMENT, ASSESSMENT & ACCOUNTABILITY

To refine consistent and coherent collaborative school improvement processes appropriate for each school site, using formative and summative assessment data to set, monitor and evaluate achievement for students.

- Track the yearly progress of subgroup populations (e.g. English Learners, SPED)
 - Use results of common assessments and State summative assessments to monitor student growth and to assess the effectiveness of the support program and/or specific interventions being used
- 3.7 Each principal will work to educate parents to understand the results of state assessments.

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Action Plans

2011-12

4.0 STUDENT SUPPORT SYSTEMS AND PRACTICES

To deliver a comprehensive and coordinated system of assistive programs and expanded learning that promotes higher achievement of students requiring additional academic support.

4.1 Executive Director of Pupil Services will continue to develop and implement practices, training and staff development activities to improve department efficiency and communication, in order to provide comprehensive, district wide student support.

Structure of Pupil Services

- Executive Director of Pupil Services will reorganize leadership and structure within Pupil Services to deliver more support and programs that will help sites work more efficiently.

Student Study Teams and Section 504 Plans

- Executive Director of Pupil Services will provide follow-up training for administrators and counselors utilizing the case study method for both SST and 504 plans prior to the start of the 2011-12 school years.

Student Discipline

- Executive Director of Pupil Services will work with site administrators to implement Discipline Guidelines throughout the district to promote consistent disciplinary practices throughout the district.
- Executive Director of Pupil Services will work with site administrators in order to continue to implement and develop additional “Cyber Suspension” units as an alternative to suspending students from school.

Outreach

- Executive Director of Pupil Services continue the collaborative work with feeder districts as a means of increasing the sharing of information establishing common practices, sharing resources such as SARB hearing panels, SST and 504 forms, mental health needs, and potentially, the electronic transfer of SST and / or 504 documents.

4.2 Implement practices to improve Special Education department efficiency and communication, in order to provide appropriate services for students with disabilities.

Instruction/Achievement

- Special Education staff will utilize “Best Practices” instructional methods in order to provide effective and rigorous instruction with fidelity.
- Special Education staff will create a course description for Academic Resource support classes with the intent to define the purpose of the class such that the class works to develop student’s academic skills using all available intervention programs.

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2011-12

4.0 STUDENT SUPPORT SYSTEMS AND PRACTICES

To deliver a comprehensive and coordinated system of assistive programs and expanded learning that promotes higher achievement of students requiring additional academic support.

Case Management

- Special Education staff will provide on-going case management where case managers are visible and maintain effective communication with all those involved in each student’s IEP.

Scheduling

- As a district, site Special Education departments and case managers will build individual student schedules that maximize their time and goals set forth within their IEP via incorporating programs such as Workability, Transition Partnership Program, and PLATO.

Budget/Staffing

- Pupil Services staff will collaborate with Business Services, Human Resources, and Transportation to ensure sound practices are in place and maintained as a means to provide cost containment for Special Education.
- The Director of Special Education will implement a 5-point plan to reduce the amount of unnecessary Special Circumstance Instructional Assistants (1:1s).
- The Director of Special Education will develop and implement a plan for cost-effective means to improve our services along the Non-Public School pipeline to improve student outcomes and reduce unnecessary NPS expense.

Intervention

- In addition to representing special education in Ed Services activities for improving student achievement, the Director of Special Education will develop a methodology to efficiently track and study special education achievement as it relates to specific interventions and programs.
- Pupil Services staff will collaborate with site staff to match the needs of students with the right intervention and provide the intervention during the student’s school day.

Compliance

- Special Education Staff will consistently develop IEPs that illustrate educational benefit as well as meeting the compliance standards set forth in district trainings.
- Pupil Services staff will participate in required Special Education Self-Review and use information to continue efforts to improve legal compliance and case-management.

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2011-12

5.0 21ST CENTURY TECHNOLOGY & LEARNING

To enhance school, teacher and student access to, and purposeful use of, technology-based resources to differentiate instruction, support and improve learning, expand educational options, and increase motivation and success.

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- 5.1 Teachers will continue to be trained to develop technology-rich lessons and to use those activities in their classrooms. These lessons will allow students to access a variety of resources, collect and analyze data, communicate with distant peers, and make use of individual student learning styles.
 - Teachers will increase access to technology to enhance academic programs.
 - Monitor the creation of electronically published projects allowing the students to communicate ideas and opinions with creative and interactive media.
 - Teachers will be trained in the use Google docs and to use other Google services as part of their daily classroom instruction.
 - Monitor and expand the staff’s ability to retrieve, and evaluate information available on the Internet, and incorporate into a variety of research projects and papers.
 - Utilize courseware specific to each content area to present and reinforce concepts.

- 5.2 All students will have access to a digitally rich curriculum. Provide access to multimedia computers and software to create a 21st century learning environment.
 - Provide access to cloud computing options through applications like Google docs.
 - Provide and maintain a wireless network that will allow students to connect to the district network at multiple locations on campus.
 - Students will be encouraged to use their own mobile devices as part of classroom instruction.
 - Students will practice and demonstrate proficiency in the creation of teacher-directed, student-selected research projects and activities. Mastery of such skills will give students the option to incorporate an electronic component as part of any project.
 - Monitor the student’s ability to store and retrieve information from their classrooms and the media center on the local area campus network.
 - Through the use of technology, students will improve their abilities to gather and present information and ideas and have access to social media sites to enhance their ability to communicate globally.

- 5.3 The district will maintain a current web page that will serve as a communication tool for staff, students and the community.

Action Plans

2011-12

5.0 21ST CENTURY TECHNOLOGY & LEARNING

To enhance school, teacher and student access to, and purposeful use of, technology-based resources to differentiate instruction, support and improve learning, expand educational options, and increase motivation and success.

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- Set up and maintain the district web page and update content as it becomes necessary.
 - Train selected staff in Google sites so they can maintain their department's portion of the district web page.
 - Evaluate the current web page and examine the possibility of developing a new page that contains a content management system that will be more user friendly.
- 5.4 The SDUHSD will continue to maintain and revise its current Acceptable Use Policy (AUP). The policy has been divided into two sections- one for staff and the other for students. The policy outlines the rules for acceptable use and guides staff and student users in all forms of electronic usage and communication.
- Monitor the training of all incoming 7th grade students so they have an awareness of safe, secure, legal and ethical use of the Internet, and other forms of electronic communication. This is reinforced again in 8th grade and again throughout high school. As our digital learners grow and spend more time using the district's technology resources, all sites will expand the training for ethical and fair use.
 - The District will develop and expand its Digital Citizenship curriculum. This curriculum will be delivered to each incoming 7th grader and reinforced throughout the middle schools and high schools. The key components of the digital citizenship curriculum will be: etiquette, communication, literacy, access, commerce, legal issues, rights and responsibilities, health and wellness, safety, and security.
- 5.5 The SDUHSD recognizes the need to make data driven decisions regarding student achievement. All teachers and administrators will continue to use Aeries and the new Data Director program to analyze data, create formative assessments, and make data driven decisions based on this information. Once identified, students will continue to receive intervention and support strategies designed to meet their specific needs.
- 5.6. Continue to implement a staff development program focusing on the continuation of improving technological proficiency for the novice, basic, intermediate, and experienced staff members.
- Lead District training program for all classroom software (i.e., Data Director, Online Plato, Read 180, etc.).
 - Monitor multi-level training classes and create an environment which encourages and facilitates professionals at all stages of development.

Action Plans

2011-12

5.0 21ST CENTURY TECHNOLOGY & LEARNING

To enhance school, teacher and student access to, and purposeful use of, technology-based resources to differentiate instruction, support and improve learning, expand educational options, and increase motivation and success.

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- Conduct trainings on a quarterly basis with the option to expand to a monthly schedule. Additional training opportunities will be offered at various times as the need arises.
 - Organize and expand the number of teacher leaders to become site Data Director experts and trainers.
- 5.7 Develop a district vision for computer replacement and the strategic abandonment of obsolete equipment and practices.
- Identify the current status of district hardware, software and technology practices.
 - Working with site administration, prioritize and schedule computer replacement and strategic abandonment of obsolete equipment.
 - Identify available funding sources for computer replacement.
- 5.8 Develop a technology vision for all technology services with systems, training and protocols to support the vision.
- Reorganize how site computer technicians and network technicians deliver services and support instruction.
 - Continue to implement strategies for classified and certificated staff to be more technology independent.
- 5.9 Create a virtual intervention environment that extends learning beyond the traditional classroom.
- Monitor virtual course options for students in need of credit recovery, specific interventions, and independent study credit.
 - Monitor and expand the distance learning option for Sunset/North Coast High School for 2011-12.
 - Monitor and expand the use of Blackboard or other similar learning environment that can be used to deliver virtual instruction.

Action Plans

2011-12

6.0 HIGH QUALITY STAFF

To recruit, develop and retain a high quality, diverse and professional workforce that shares a commitment to high expectations for the growth and achievement of each student and staff member.

In order to meet effectively the goals of the District’s Strategic Plan and to support the District’s instructional program, the associate superintendent will build the capacity of the Human Resources Division to provide the highest quality workforce district-wide.

- ❖ Work toward selection of highly qualified staff through expanded recruitment, selection and training techniques.
- ❖ Stay abreast of, and when possible ahead of, state and federal guidelines and requirements for staff certification and training. These include, among others, No Child Left Behind (NCLB), state credentialing regulations, California Subject Examinations for Teachers (CSET), California Basic Educational Skills Test (CBEST), California Teachers of English Learners (CTEL) testing, English language authorization, Beginning Teacher Support and Assessment (BTSA) Induction and county and state credential monitoring.
- ❖ Offer the most current and relevant training for probationary staff, including BTSA and other professional development, as well as effective performance appraisals that produce the highest quality staff.
- ❖ Provide competitive total compensation, professional support and recognition, and effective work environment in order to retain the highest quality staff.
- ❖ Utilize performance appraisals to support employees’ efforts to grow, enhance and/or improve their skills.

CERTIFICATED

- 6.1 Recruit high quality staff with a wide variety of skills, experience, and backgrounds.
- Work with universities to host student teachers in high-demand subjects, including advanced technology, math and sciences, and special education (in lieu of low-demand subjects).
 - Work with Special Education to:
 - Recruit speech/language pathologists and moderate/severe candidates from specific university programs.
 - Host speech/language pathologists and psychologists as intern candidates.
 - Work with specific potential administrators to guide their training and field work.
 - Develop ways to expand administrative recruitment efforts.

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To Provide a
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Action Plans

2011-12

6.0 HIGH QUALITY STAFF

To recruit, develop and retain a high quality, diverse and professional workforce that shares a commitment to high expectations for the growth and achievement of each student and staff member.

- Expand assistant principal in-service with opportunities for district-wide leadership.
 - Review the effectiveness of the current assistant principal evaluation format and modify as needed to ensure a focus on instruction.
- 6.2 Continue to strengthen employee relations district-wide through expanding positive working relationships with San Dieguito Faculty Association (SDFA).
- Conduct frequent meetings with SDFA President.
 - Assist site and district administrators in effective work and communication with their SDFA leaders, especially building representatives.
 - Maintain current salary/contract information from comparison districts.
- 6.3. Focus on certificated evaluation as a means of improving instruction.
- Coach and support administrators with evaluation techniques and effective feedback.
 - Certificated evaluations:
 - Conduct training of newer teachers—BTSA professional development seminars.
 - Co-observe teachers with site administrators to reinforce their observation/evaluation techniques.
 - Train and assist site administrators with methods of effective supervision and progressive discipline as required.
 - Provide specialized training for new administrators and targeted training for Special Education teachers.
- 6.4 Continue to train and prepare temporary and probationary teachers through the BTSA 2-year Induction Program.
- Monitor transition in BTSA leadership.
 - Contract with other San Diego County districts to serve their Year 2 BTSA teachers.
- 6.5 Plan and prepare for budget reduction/eventual increase on an ongoing basis.
- Review options for reducing personnel expense.

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To Provide a
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Action Plans

2011-12

6.0 HIGH QUALITY STAFF

To recruit, develop and retain a high quality, diverse and professional workforce that shares a commitment to high expectations for the growth and achievement of each student and staff member.

- Host State Teachers Retirement System (STRS) information workshops for certificated employees to ensure that certificated staff is informed regarding STRS and other post-retirement benefits.
- Solicit input and support administrators with implementation of personnel reductions.
- Inform SDFA of potential reductions/modifications.
- Recommend responsible reductions of personnel.
- Support administrators with implementation and review of personnel reductions.
- Work with managers to prioritize work of certificated support staff.

6.6 Monitor changes in teacher certification.

- Complete documentation for Special Education Autism Competency, followed by the other specific competencies prior to legal requirement.
- Update NCLB compliance according to State revisions.
- Continue monitoring certificated English Learner (EL) authorization and require emergency credentials where needed.

CLASSIFIED

6.7. Identify and attract high quality applicants for assessment and merit selection.

- Initiate the use of the District Office computer lab to undertake reformatted web-based examinations of candidates.
- Identify and incorporate job competencies in the assessment and selection process.

6.8 Maintain a strong and cooperative relationship with the Personnel Commission as a key partner for ensuring high quality staff.

6.9 Strengthen employee relations with the California School Employees Association (CSEA) to develop a productive working relationship.

- Meet with the CSEA President on a regular basis.
- Reinforce the link of the administrators' role with CSEA.

6.10 Revise and update the employee orientation programs.

- Redesign the new employee orientation upon hire.

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Action Plans

2011-12

6.0 HIGH QUALITY STAFF

To recruit, develop and retain a high quality, diverse and professional workforce that shares a commitment to high expectations for the growth and achievement of each student and staff member.

- Create a substitute orientation program with special emphasis on job specific responsibilities.
- Develop a new hire orientation checklist for sites and departments.

6.11 Implement staff development activities to promote relevant learning at back-to-school in-services, job-alike sessions and Classified in-service days.

6.12 Support managers and supervisors in conducting Classified Employee Performance Appraisals

- Work with managers in identifying and building employees' strengths through goal setting and follow-through.
- Develop examples of measurable goals and objectives for each job classification.
- Focus on accurate retention decision for probationary employees.
- Evaluate effectiveness of new evaluation process that has been implemented for one year.

GENERAL HUMAN RESOURCES

6:13 Lead and strengthen employee relationships among a diverse group of employees.

- Provide accurate and ongoing communication to all staff through district web page, monthly certificated newsletters, classified updates, benefits newsletters and compensation statements.
- Develop a new staff development workshop on annual notification requirements utilizing "Blackboard" as the training tool.

6.14 Highlight employee benefits as a means of retaining high quality employees.

- Utilize the Certificated and Classified Benefits Committee to compare various benefits plans, including coverage, formularies, premiums, and co-pays.
- Recommend plans that provide the best coverage with cost-effective premiums.

6.15 Monitor the accommodations for work restrictions to expedite the return of employees to work.

6.16 Monitor and evaluate the District's human resources information system to provide accurate employee data and support the district's budget process.

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6.0 HIGH QUALITY STAFF

To recruit, develop and retain a high quality, diverse and professional workforce that shares a commitment to high expectations for the growth and achievement of each student and staff member.

- Redesign the hiring process for Avid Tutors, Artists-in-Residence and Parent Volunteers.
- Analyze the Human Resources component of the adopted 2011-12 Budget through reconciliation of FTE counts and dollars spent.
- Ensure accuracy of position control data and costs for the 2012-13 Budget.

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7.0 COMMUNITY ENGAGEMENT & PARTNERSHIP

To engage students, parents and community members as partners in the education process by developing partnership opportunities and establishing consistent communications to support programs and educational priorities.

7.1 Refine and implement practices and strategies for establishing regular and consistent communications with varied constituent groups aimed at enhancing support for district programs and the Strategic Plan.

- Develop and build relationships with individuals in the San Dieguito Union High School District community through the implementation of a district Key Communicator program
- Develop and implement communication plans for major initiatives and/or changes, e.g., long range facilities planning, strategic planning, budget development, etc.
- Develop and implement school based communication efforts focused on reaching out to non-parent community members.
- Create and publish a Superintendent’s Annual Report providing information relative to district work and progress on annual initiatives and priorities.
- Schedule a Student Achievement Summit to include the five elementary school district feeder districts.
- Engage in a process to update the district website to ensure it contains data, news, photos, and features designed to meet the needs of those who access it.

7.2 Establish and support collaborative partnerships

- Continue to refine working relationships with local civic leadership through the establishment of regular liaison meetings with the Cities of Carlsbad, Encinitas, Solana Beach, and San Diego.
- Continue to refine the composition of the existing Parent Site Representative Council and the meetings meeting as a means of providing two-way communication between the district and school.
- Establish regular liaison meetings with school foundation executive leadership as a means of enhancing the district and foundation relationship. Specifically, to identify ways the district and foundation can work cooperatively and strategically to further the educational mission of the district.
- Refine and expand partnerships with local business and community organizations, e.g., Rotary, Kiwanis, Chambers of Commerce, San Dieguito Alliance, Community Planning Organizations, etc.

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7.0 COMMUNITY ENGAGEMENT & PARTNERSHIP

To engage students, parents and community members as partners in the education process by developing partnership opportunities and establishing consistent communications to support programs and educational priorities.

- Establish a liaison meeting with elementary feeder district parent advisory executive committee representatives and superintendents.
- Explore the use of social media opportunities to increase communication with the San Dieguito community.

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8.0 SAFE & WELCOMING ENVIRONMENT

To create an inclusive community where all members model respect and demonstrate the highest ethical behavior resulting in a positive, safe and supportive learning environment.

8.1 Continue to build an inclusive community where all members model respect and ethical behavior.

- Provide ongoing student, parent and staff training and education programs where inclusion, respect and ethics are emphasized.
- Continue to conduct mandatory Student-Athlete, Parent-Athlete and Coaches meeting.
- Continue student Having a Voice meetings for Latino students during the school year and during the summer.
- Continue to host Parent Education and Training sessions for our Language Learner families, specifically looking to help them with learning skills and strategies to be successful in and out of our classrooms.
- Continue Drug & Alcohol Prevention and Education for parents, students and staff.
- Implement regular communication and meetings with feeder elementary districts in the areas of achievement, school choice, safety and placement, and help our elementary community feel safe, welcome, and informed.
- Continue to meet with feeder elementary district staff and parents on 6th to 7th grade transition.
- Continue feeder elementary district communication around social and educational programs, to include principals and teachers.
- Continue to communicate our middle school choice program to elementary staff and parents.
- Continue contact and communication with elementary principals, teachers and parents, to help them recognize how welcoming and safe our middle schools are.
- Continue our 7th grade Math and English access program communication to include elementary parents.
- Continue a regular program of middle school administrators and teachers visiting elementary schools to share, educate and demonstrate programs that model safety and social and educational inclusion.
- Share current middle school social and educational programs with elementary parents and staff through regular meetings.
- Create an opportunity for elementary parents and staff to either participate in our Strategic Planning or observe our Strategic Planning

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process. Also include elementary parents onto our Parent Curriculum Advisory Committee as observers. This will help inform key elementary parent leaders about our full inclusion academic and social programs.

- Use new data systems to monitor and interpret demographic information in regards to discipline and student safety.
- Continue to provide and even expand programs that review respect, good behavior, ethics, and student inclusion. Examples of current programs are: high school Challenge Days, middle school Character Counts and updated Academic Honesty policies.

Examples of these programs include:

- HS Challenge Days
- MS Character Counts
- Emphasis on Academic Honesty, class by class, teacher by teacher
- Justice 101
- Mandatory Start Smart Driving Courses at five high schools

8.2 Establish new programs, support current programs and monitor our practices to ensure a positive, safe and supportive learning environment.

- Establish regular updates and opportunities for feedback in our work to promote safe and welcoming schools.
 - Regular discussion items at Coordinating Council, SDUHSD Safety Committee, Parent Curriculum Advisory and Parent Rep. / Site Council meetings.
 - In our ongoing work with ASB Advisors and Assistant Principals, build in regular discussion at ASB meetings for student leaders to address safe and welcoming schools.
- Establish regular communication opportunities to share and brainstorm the Healthy Kids Survey data over the course of the two year data span.
 - Continue to develop and expand Alcohol and Other Drug (AOD) Prevention Programs with San Dieguito Alliance, parent leadership groups, site administrators, student leaders and SDUHSD.
- Develop the use of the district website to promote our safe and welcoming schools.
- Continue our uniform and consistent program with all 10 schools to ensure clear and consistent interpretation of our student discipline policy.

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8.0 SAFE & WELCOMING ENVIRONMENT

To create an inclusive community where all members model respect and demonstrate the highest ethical behavior resulting in a positive, safe and supportive learning environment.

- Provide for regular meetings with Principals and Assistant Principals on positive student discipline.
- Share best practices with teachers around positive student discipline.
- Review and evaluate student behavior / discipline statistics to learn of trends and problems in order to address issues with staff, parents and students.
- Continue to train administrators, teachers and Counselors in a consistent practice district wide with the Student Study Teams (SST).
- Consistent district wide forms and protocols will be used.
- Consistent “wrap around” support programs for students with social and emotional needs, will be delivered to those students in need.
- Teachers will be fully informed of the options and benefits offered with the SST program.
- Expand online high school academic options for students who otherwise might not participate in a more restrictive, less rigorous and more expensive environment.
- Provide more personal outreach and information to all of our under-served students about the benefits of all six of our high schools.
- Increase outreach and communication to our Language Learner community, to ensure full academic and social opportunities.
- Ensure the availability of appropriate and effective ELD and academic content materials to promote access to the core content.
- Continue to build the capacity and skills of teachers, administrators and counselors so they are more prepared and skilled to work with English Learners.
- Continue to provide Language Learner parents with the information they need so they can monitor their students, and play an active role in helping shape their future.

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9.0 RESOURCES & PHYSICAL ENVIRONMENT

To align resources in support of the core mission of the district to maximize student achievement, prepare for the challenges of the future, and provide high performance environments for teaching and learning.

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- 9.1 Develop new processes to increase budget monitoring
 - Track and approve budget adjustment requests more closely
 - Strengthen requisition review process to ensure adequacy of funds in budgets
 - Introduce Finance approval of payroll extra work agreements to ensure proper budget alignment
 - Regular review of FTE and Budget changes by Cabinet
- 9.2 Enhance financial oversight of Associated Student Body
 - Implementation of a district-wide ASB accounting software program enabling direct access at the district-level will be completed
 - Mandatory training on proper internal controls, sound accounting practices, and standardized processes will be provided to administrators, ASB directors, and financial clerks
 - Improve monitoring of ASB financial activity and conduct routine internal audits of transactions by the Finance department
 - Expand external audits of ASB finances by independent auditors
- 9.3 Promote the availability of the anonymous hotline to report waste, fraud, abuse of district resources
- 9.4 Complete implementation of the process to upload payroll data from Digital Schools to the County payroll system
- 9.5 Extend the Purchasing Card Program to reduce open purchase orders, increase purchasing accountability, and speed up procurement of products essential to those operations
 - Administrative Regulations will be adopted as the program moves from its current pilot phase
 - Transportation and Nutrition Services will be the next departments to enroll in the program
 - Opportunities to allow P-Card use in other departments or sites will be investigated and approved on a case-by-case basis
- 9.6 Broaden the use of American Express to pay invoices to maximize the 1% return on purchases

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- 9.7 Evaluate options to replace aging software used to manage Project Accounting, Community Facilities District Development and Tax Roll, and Developer Fee Collection and Reporting
- 9.8 Explore opportunities to increase revenue
 - Cell tower leases are being pursued at three school sites
 - Gym floor advertising similar to collegiate athletics is being considered
 - Facilities Use rentals have been centralized; staff is improving fee collection procedures and implementing a credit card payment option
- 9.9 Conserve resources, promote efficiency, and model best practices to protect the environment and limit waste wherever possible
 - Facilities will coordinate with Educational Services to integrate District solar projects into the curriculum
 - Reclaimed water projects will be completed at Oak Crest Middle School, San Dieguito Academy. Staff is in discussion with the City of San Diego on the status of reclaimed water connections anticipated at Canyon Crest Academy
 - Maintenance, Grounds, Custodial, and Transportation staff will be trained on water conservation, eliminating irrigation run-off, and preventing storm water discharge
 - Several buses will be converted to bio-fuel, a clean-burning, renewable energy source
- 9.10 Revise facility use rental procedures to allow fair opportunity among all community youth sports leagues to rent fields
- 9.11 Continue to convert blueprints to digital format to improve field response to maintenance issues and streamline the design phase on projects
- 9.12 Implement a new Head Injury Protocol to protect athletes from the effects of concussions
 - Risk Management will coordinate development with Educational Services
 - Protocols will give guidance to athletes, parents, coaches, and physicians on post-injury assessment, return-to-play/practice evaluations, and pre-injury baseline neurological testing
 - Protocols will be developed by a committee of physicians, certified athletic trainers, coaches, athletic directors, administrators, and legal counsel

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9.0 RESOURCES & PHYSICAL ENVIRONMENT

To align resources in support of the core mission of the district to maximize student achievement, prepare for the challenges of the future, and provide high performance environments for teaching and learning.

- 9.13 Athletic Field Trip procedures will be streamlined to reduce costs while still ensuring student safety on trips
 - Additional vans will be allocated to high school sites
 - Streamline Field Trip reservation system to reduce time and paperwork
- 9.14 Incorporate 21st Century Learning Environment into Nutrition Services program to enhance sales while maintaining attractive and nutritious food offerings
 - Integrate food service point-of-sale opportunities into the 21st Century learning environment developed in the Long-Range Facilities Master Planning process
 - Casual student union spaces where students can collaborate and eat nutritious a la carte menu items will be expanded to more high school sites
 - Nutritional value of all menu items will be posted on the district website along with other improvements to the Nutrition Services web page
 - Review Wellness Program and revise as necessary to promote healthy lifestyle options and ensure compliance with state regulations

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10.0 LONG-RANGE FACILITIES MASTER PLAN

To provide school facilities in support of the 21st Century Learning Environment

- 10.1 Continue efforts began in 2008 toward completing district-wide Long-Range Facilities Master Plan
- Finalize school site master plan concepts with school site committees, architects, and construction managers
 - Review master plan concepts to ensure Long-Range Facilities Task Force goals are reflected
 - Flexible, adaptable, and technology-rich facilities
 - Sustainable, high-performance environments for learning
 - Community-focused campuses
 - Ensure plans address critical upgrades and core facility parity issues
 - Prepare cost estimates and project phasing
 - Present findings to Board of Trustees at a fall, 2011 workshop
- 10.2 Begin master planning process for new middle school sites at the north and south ends of the district
- La Costa Valley site
 - Develop athletic field space for use by north end high schools and community use
 - Investigate construction of a general purpose building to be used by Adult Education and community use
 - Continue to monitor enrollment projections for eventual middle school construction
 - Pacific Highlands Ranch site
 - Begin master planning of new middle school
 - Draft plan for a school to eventually house up to 1,000 students
 - Determine phasing to open smaller school to accommodate existing students and growth in Carmel Valley area as well as planned growth in PHR area
 - Obtain plan approval from Division of the State Architect
 - Closely monitor development activity in Pacific Highlands Ranch as new housing market improves
- 10.3 Develop the finance and planning component of the Long-Range Facilities Action Plan

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10.0 LONG-RANGE FACILITIES MASTER PLAN

To provide school facilities in support of the 21st Century Learning Environment

- Research possible team members to assist with finance plan
 - Financial Advisor
 - Public outreach team
- Maximize available funding sources
 - North City West JPA funds to accommodate growth in the Carmel Valley area
 - Modernization funds
 - State School Building Program
- Update baseline eligibility for state funds on new construction and modernization projects
- Develop a centralized digital inventory of district-wide structures to assist with state approval process
- Obtain Division of State Architect completion approval on outstanding school projects to avoid delays in future construction

10.4 Identify Construction Managers to partner with in lease-leaseback delivery of multiple large-scale projects

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