



**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, SEPTEMBER 1, 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, SEPTEMBER 1, 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 6:00 PM
- 2. **CLOSED SESSION** **6:01 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 Contract and two employee matters)
 - 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 (2 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 REGULAR BOARD MEETING OF AUGUST 18, 2011
Motion by _____, second by _____, to approve the Minutes of August 8, 2011, as shown in the attached supplement.

NON-ACTION ITEMS (ITEMS 7 - 10)

- 7. STUDENT REPRESENTATIVES, INTRODUCTIONS / UPDATES
 - A. INTRODUCTIONS / OATH OF OFFICE..... KEN NOAH, SUPERINTENDENT
 - B. STUDENT UPDATES.....STUDENT BOARD REPRESENTATIVES
- 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
(None Submitted)

14. PUPIL SERVICES

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

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

1. Winston School, during the period July 1, 2011 through June 30, 2012.
2. Jodie K. Schuller & Associates, during the period July 1, 2011 through June 30, 2012.

B. APPROVAL/RATIFICATION OF AGREEMENTS

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

1. Advanced Neurobehavioral Health of Southern California, to provide neuropsychology testing services, during the period July 1, 2011 through June 30, 2012, for an estimated not to exceed amount of \$5,000.00, to be expended from the General Fund/Restricted 06-00.
2. Solana Beach Physical Therapy, to provide physical therapy assessments and treatments, during the period July 1, 2011 through June 30, 2012, at the rate of \$105.00 per hour, to be expended from the General Fund/Restricted 06-00.
3. Daniel & Davis Optometry, Inc., to provide developmental optometry services, during the period July 1, 2011 through June 30, 2012, at the rates specified in the contract for an estimated not to exceed amount of \$7,000.00, to be expended from the General Fund/Restricted 06-00.
4. California Space Management, Inc. dba Filefax, to provide a preventive maintenance plan for the Power Pro high density mobile filing system, during the period August 1, 2011 through July 31, 2013, for the amount of \$1,035.50, to be expended from the General Fund 03-00.
5. Coast Music Therapy, to provide music therapy services, during the period July 1, 2011 through June 30, 2012, at the rates of \$575.00 per student assessment, \$95.00 per hour for direct services, and \$125.00 per hour for consultations and IEP meeting attendance, to be expended from the General Fund/Restricted 06-00.
6. Rienzi Haytasingh, Psy.D., to provide school neuropsychological evaluation services for special education students, during the period July 1, 2011 through June 30, 2012, at the rate of \$100.00 per hour, to be expended from the General Fund/Restricted 06-00.

15. BUSINESS

A. APPROVAL/RATIFICATION OF AGREEMENTS

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

1. Sysco San Diego, Inc., to provide grocery supplies, during the period August 1, 2011 through July 31, 2012, at the prices specified in the attached price list, to be expended from the Cafeteria Fund 13-00.
2. Steven Smith Landscape, Inc., to provide landscape maintenance services at various sites district wide, during the period August 18, 2011 through June 30, 2012, for an amount not to exceed \$30,000.00, to be expended from the fund to which the project is charged.
3. Mobile Construction Sweeping, to provide mobile sweeping services to all district parking lots, during the period July 1, 2011 through June 30, 2012, at the rate of \$287.50 per two and one half hours of sweeping and \$57.50 per each additional half hour thereafter, to be expended from the General Fund 03-00.
4. GLE Marketing, to solicit corporate sponsorship for school and district programs and to install sponsorship displays on gym floors of district's four high schools, during the period August 22, 2011 through June 30, 2012, at no cost to the district.

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. A&R Wholesale Distributors, for Food and Beverage Supplies B2009-21, extending the contract period from August 1, 2011 through July 31, 2012, with increases in the unit pricing, as allowed in the contract, to be expended from the Cafeteria Fund 13-00.

C. AWARD/RATIFICATION OF CONTRACTS

(None Submitted)

D. ACCEPTANCE OF CONSTRUCTION PROJECTS

(None Submitted)

E. APPROVAL OF 11-12 BELL SCHEDULES

Approve the 2011-12 bell schedules for Carmel Valley, Diegueno, Earl Warren, Oak Crest Middle Schools, and Canyon Crest Academy, La Costa Canyon, San Dieguito Academy, Sunset Continuation, and Torrey Pines High Schools, as shown in the attached supplements.

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 - 22)

16. 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.

Motion by _____, second by _____, to approve Board Policy Revision Proposal, # 5145.1, (BP & AR), "Student and Family Privacy Rights", as shown in the attached supplement(s).

- 17. 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.
Motion by _____, second by _____, to approve Board Policy Revision Proposal, #5146, (BP & AR), "Tobacco", as shown in the attached supplement(s).
- 18. 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".
Motion by _____, second by _____, to approve Board Policy Revision Proposal, #6159, (BP & AR), *Individualized Education Program*", as shown in the attached supplement(s).
- 19. BOARD POLICY REVISION PROPOSAL, JOB DESCRIPTION #4160.29, "COORDINATOR, TECHNICAL EDUCATION / ENGLISH LANGUAGE PROGRAM AND ACADEMIC INTERVENTION"
Motion by _____, second by _____, to approve Board Policy Revision Proposal, #4160.29 (Job Description), "*Coordinator, Technical Education / English Language Program and Academic Intervention*", as shown in the attached supplement(s).
- 20. BOARD POLICY REVISION PROPOSAL, # 4153.3 & 6111 (BP & AR), "INSTRUCTIONAL CALENDAR"
Motion by _____, second by _____, to approve Board Policy Revision Proposal, #4153.3 & 6111, ((BP & AR), "*Instructional Calendar*", as shown in the attached supplement(s).
- 21. APPROVAL OF ACTION PLANS, 2011-12
Motion by _____, second by _____, to approve the 2011-12 Action Plans, as shown in the attached supplement(s).
- 22. COMMUNITY FACILITIES DISTRICT 95-2 NO. 17 / ANNEXATION OF PROPERTY / LEUCADIA COLLECTION / A 19-UNIT SINGLE FAMILY SUBDIVISION IN LEUCADIA / CITY VENTURES, INC.
Motion by _____, second by _____, to adopt the attached Resolution of Intention to Annex Territory to the San Dieguito Union High School District Community Facilities District No. 95-2, Authorizing the Levy of a Special Tax and Calling an Election.

INFORMATION ITEMS..... (ITEMS 23 - 31)

- 23. CSEA CONTRACT NEGOTIATIONS, 2011-12
This item is being presented as information for the Board and will be submitted for board action on September 15, 2011.
- 24. BUSINESS SERVICES UPDATE ERIC DILL, ASSOCIATE SUPERINTENDENT
- 25. HUMAN RESOURCES UPDATE TERRY KING, ASSOCIATE SUPERINTENDENT
- 26. EDUCATIONAL SERVICES UPDATE RICK SCHMITT, ASSOCIATE SUPERINTENDENT
- 27. PUBLIC COMMENTS
In accordance with the Brown Act, unless an item has been placed on the published agenda, there shall be no action taken. The Board may 1) acknowledge receipt of the information, 2) refer to staff for further study, or 3) refer the matter to the next agenda. (See Board Agenda Cover Sheet)
- 28. FUTURE AGENDA ITEMS
- 29. **ADJOURNMENT TO CLOSED SESSION (AS NECESSARY)**
 - 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 Contract and two employee matters)

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

D. Consideration and/or deliberation of student discipline matters (2 cases)

30. REPORT FROM CLOSED SESSION (AS NECESSARY)

31. MEETING ADJOURNED

The next regularly scheduled Board Meeting will be held on [Thursday, September 15, 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.

ITEM 6

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

AUGUST 18, 2011

THURSDAY, AUGUST 18, 2011
6:30 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 5:45 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 5:46 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.*
(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)

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

3. RECONVENE REGULAR MEETING / CALL TO ORDER(ITEM 3)
The regular meeting of the Board of Trustees was called to order at 6:30 PM by President Hergesheimer.

ITEM 6

- 4. PLEDGE OF ALLEGIANCE(ITEM 4)
Mr. John Salazar led the pledge of Allegiance.
- 5. REPORT OUT OF CLOSED SESSION(ITEM 5)
The board took action to approve the readmission recommendations of students #725026, 640906, 671308, 635113, & 640365. Motion was unanimously carried. The Board also completed the evaluation of Superintendent Noah and Board President Hergesheimer read the evaluation aloud in open session. No further action was taken by the board.
- 6. APPROVAL OF MINUTES OF THE BOARD WORKSHOP AND REGULAR BOARD MEETING OF JULY 14, 2011
It was moved by Ms. Dalessandro, seconded by Ms. Groth, to approve the Minutes of the July 14th meetings, 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)
All board members attended the annual Leadership Team Inservice on August 11th.

Board members also attended the annual welcome luncheon for new teachers at Canyon Crest Academy, hosted by BTSA and San Dieguito Faculty Association, earlier that same day.

Ms. Groth attended the Solana Beach Library 10th anniversary celebration. She also attended an International Education Seminar, on August 9th, where the featured speaker was Mr. Pasi Sahlberg, Director General of CIMO (Organization for International Mobility and Cooperation) at the Finnish Ministry of Education and Culture in Helsinki. Mr. Sahlberg spoke on the topic, "Finnish Lessons: What can the United States Learn from Educational Change in Finland".

Ms. Hergesheimer attended the Solana Beach Library anniversary event; she also attended city / school liaison meeting with the City of Encinitas, and a Public Health Workshop with the City of Encinitas General Planning Committee. She also attended a social event with the Leadership Team, on August 12th.

Mr. Salazar and his family hosted a Torrey Pines High School cheerleading event in their home.
- 9. SUPERINTENDENT’S REPORTS, BRIEFINGS AND LEGISLATIVE UPDATES
Superintendent Noah gave an update on feedback received by leadership regarding the August Inservice. Mr. Noah also addressed the recent API results for the district, which reflect continuous improvement for the past four years. Mr. Noah reviewed a proposed list of board workshops for the 2011-12 school year. (See attached list)
- 10. DEPARTMENT / SCHOOL UPDATES(NONE SCHEDULED)

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

It was moved by Ms. Groth, seconded by Ms. Herman, 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
(None submitted)

ITEM 6

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.

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 presented.

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 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. 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.

ITEM 6

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 Recorders' 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

DISCUSSION / ACTION ITEMS(ITEMS 16 - 27)

16. APPROVAL OF AMENDMENTS TO AGREEMENTS FOR MASTER PLANNING SERVICES

It was moved by Ms. Dalessandro, seconded by Ms. Groth, 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; Motion unanimously carried.

- 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*"

It was moved by Ms. Groth, seconded by Ms. Dalessandro, to approve Revision of Board Policy #5113.1 (BP & AR), "*Chronic Absence and Truancy*", as presented. Motion unanimously carried.

18. APPROVAL OF BOARD POLICY REVISION PROPOSAL, #5141.3 (BP & AR), "*HEALTH EXAMINATIONS*"

It was moved by Ms. Dalessandro, seconded by Ms. Groth, to approve Revision of Board Policy #5141.3 (BP & New AR), "*Health Examinations*", as presented. Motion unanimously carried.

19. APPROVAL OF BOARD POLICY REVISION PROPOSAL, PLUS NEW ADMINISTRATIVE REGULATION, #5141.31, "*IMMUNIZATIONS*"

It was moved by Ms. Dalessandro, seconded by Ms. Herman, to approve Revision of Board Policy #5141.31 (BP & New AR), "*Immunizations*", as presented. Motion unanimously carried.

20. ADOPTION OF NEW BOARD POLICY, # 6163.2, (BR & AR), "*ANIMALS AT SCHOOL*"

It was moved by Ms. Groth, seconded by Ms. Herman, to approve and adopt New Board Policy #6163.2, "*Animals at School*", as presented. Motion unanimously carried.

21. APPROVAL OF BOARD POLICY REVISION PROPOSAL, #6168, "*STUDENT ACCEPTABLE USE POLICY*", AND #4112.7/AR-1, "*EMPLOYEE ACCEPTABLE USE POLICY*"

It was moved by Ms. Dalessandro, seconded by Ms. Groth, to approve Revision of Board Policy #6168, "*Student Acceptable Use Policy*", and #4112.7/AR-1, "*Employee Acceptable Use Policy*", as presented. Motion unanimously carried.

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

It was moved by Ms. Herman, seconded by Ms. Groth, to approve Revision of Board Policy #5145.01/#6146, (BP & AR), "*Student Organizations & Equal Access*", as presented. Motion unanimously carried.

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

It was moved by Ms. Groth, seconded by Ms. Dalessandro, to approve Video Policy for showing Rated-R Films, (3), as presented. Motion unanimously carried.

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 – The Board President opened the hearing for public comments; no comments were presented; hearing closed.

ITEM 6

- B. Adoption of Resolution - It was moved by Ms. Dalessandro, seconded by Ms. Herman, to adopt Resolution, *Sufficiency of Instructional Materials*, as presented. Motion unanimously carried.
- 25. APPROVAL OF PROPOSAL TO NAME LA COSTA CANYON HIGH SCHOOL FITNESS CENTER THE "JEFF KRSTICH FITNESS CENTER AT LA COSTA CANYON HIGH SCHOOL"
It was moved by Ms. Dalessandro, seconded by Ms. Herman, 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 presented. Motion unanimously carried.
- 26. RENEWAL OF EMPLOYMENT CONTRACTS FOR ASSOCIATE SUPERINTENDENTS (3)
It was moved by Ms. Groth, seconded by Ms. Dalessandro, to renew four-year employment contracts, (3), for the Associate Superintendents of: Human Resources, Business, and Educational Services, from July 1, 2011 through June 30, 2015, as presented. Motion unanimously carried.
- 27. ADJOURN TO SAN DIEGUITO PUBLIC FACILITIES AUTHORITY MEETING
The Regular Meeting was temporarily adjourned at 7:13 PM to convene a San Dieguito Public Facilities Authority Meeting; the regular meeting reconvened at 7:16 PM.

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 was 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 was 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 was 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 was submitted for first read and will be resubmitted for board action on September 1, 2011.
- 32. BOARD POLICY REVISION PROPOSAL, # 4153.3 & 6111 (BP & AR), "*INSTRUCTIONAL CALENDAR*"
This item was submitted for first read and will be resubmitted for board action on September 1, 2011.
- 33. LABOR COMPLIANCE PROGRAM ANNUAL REPORT 2011, REPORTING PERIOD JULY 1, 2010 THROUGH JUNE 30, 2011
This item was presented as information only.
- 34. ACTION PLANS, 2011-12, UPDATE / FIRST READ
This item was presented for first read and will be resubmitted for final review on September 1, 2011.

ITEM 6

35. BUSINESS SERVICES UPDATE ERIC DILL, ASSOCIATE SUPERINTENDENT

Mr. Dill gave an update on seismic safety of school buildings, which was recently discussed in an interview on KPBS radio’s program, “The Voice of San Diego”. In 2003, the division state architect released a report that placed buildings in one of two safety categories, (1 & 2). The report indicated that those buildings in the first category (Category 1) would perform better in an earthquake than buildings in Category 2. This was followed by restrictive funds provided by the state for building improvements. The district has three buildings built before 1978 that fall into Category 2; these buildings – all at San Dieguito Academy - are the gym, the locker room and the industrial arts building. However, because of their reinforced masonry structure, they currently do not qualify for state funding, which is currently limited to buildings with unreinforced structure.

Mr. Dill also addressed district transportation for athletic competitions and practice events. The district is working on decreasing the cost of transportation of students, by using vans rather than buses to transport students. Vans will be driven by coaches rather than bus drivers, which will also reduce costs. This change will eventually generate a \$70,000 annual savings.

36. HUMAN RESOURCES UPDATE TERRY KING, ASSOCIATE SUPERINTENDENT

Ms. King stated that 32 new teachers have been hired by the district so far; all new teachers have been attending a new teacher orientation this week. Ms. King also announced that Assemblyman Vargas has withdrawn Assembly Bill 931, a bill that would have prohibited public funds from being used to pay legal counsel for the purpose of deterring or minimizing the rights of union members.

37. EDUCATIONAL SERVICES UPDATE RICK SCHMITT, ASSOCIATE SUPERINTENDENT

Mr. Schmitt reviewed the 2011 advanced placement result highlights; initial SDUHSD’s 2011 CST performance results; final drop-out data for 2009-10; and the district’s summer school Online Credit Recovery programs. (See attached handouts); he also gave an update on the district’s latest immunization requirements for whooping cough.

38. PUBLIC COMMENTS – None presented.

39. FUTURE AGENDA ITEMS - None discussed.

40. ADJOURNMENT TO CLOSED SESSION – Not required.

41. NOTHING FURTHER TO REPORT OUT OF CLOSED SESSION

42. ADJOURNMENT OF MEETING - Meeting adjourned at 7:41 PM.

Barbara Groth, Board Clerk

_____ / _____ / 2011
Date

Ken Noah, Superintendent

_____ / _____ / 2011
Date

2011-12 Board Workshops

Proposed

October 6	5:00 pm	Student Achievement
October 20	5:00 pm	21 st Century Technology & Learning
November 17	5:00 pm	Long Range Facilities Planning
February 16	5:00 pm	Budget Planning
April 5	5:00 pm	Community Engagement: Long Range Facilities Planning
June 7	5:00 pm	District Annual Report

Advanced Placement 2011 Result Highlights

Good news all around. A combination of the AP Audit, teacher training and expanded access to Honors and AP courses have changed our results significantly. The HS class of 2011 was the second SDUHSD graduating class to fully benefit from expanded access beginning in middle school, and the accountability provided for through the College Board AP Audit. A more detailed report is available and will be included in a Board Work Session in the fall.

District Advanced Placement Comparison Results (2004 to 2011)

<i>Year</i>	<i>% Passing</i>	<i># of Tests Taken</i>	<i># of Testers</i>
2004	62%	4,292	1,785
2011	80%	6,715	2,939
	18 pt. gain	56% increase	65% increase

Site Advanced Placement Comparison Results (2010 to 2011)

	<i>CCA</i>		<i>LCC</i>		<i>SDA</i>		<i>TP</i>	
	<i>2010</i>	<i>2011</i>	<i>2010</i>	<i>2011</i>	<i>2010</i>	<i>2011</i>	<i>2010</i>	<i>2011</i>
% Passing	85%	88%	74%	70%	75%	73%	84%	84%
# of Tests Taken	1,454	1793	1,485	1519	881	951	2,518	2452
# of Testers	639	749	703	723	424	442	1,070	1025

- Since 2004 as a district we've had a:
 - 29% increase in the pass rate
 - 56% increase in the number of tests taken
 - 65% increase in the number of testers
- Three of the four high schools increased the number of AP exams taken.
- Three of the four high schools increased the number of students taking AP exams
- The districtwide pass rate maintained at 80% even with significant increases in the number of exams taken.
- District exam totals increased 377 exams from 2010 to 2011. The 6,715 tests taken in 2011 breaks the all time SDUHSD record from 2010.
- Our overall pass rates are at an all time SDUHSD high at 80%, significantly surpassing the state pass rate (64%) and the global pass rate (60%).

SDUHSD CST Performance 2011

Initial Overview

Overall District-wide Performance Summary:

- Gains on 15 of 20 tests
- Maintained on 2 of 20 tests
- Small declines on 4 of 20 tests
- 141 fewer students took below grade level math tests in 2011

English Learner Sub-Group Performance Summary:

- Gains on 17 of 19 tests
- Gains were generally more significant than gains made by non-EL group
- Small declines on 2 of 19 tests
- EL sub-group made larger gains than the non-EL group on 15 of 19 tests

Low Socio-Economic Sub-Group Performance Summary:

- Gains on 17 of 19 tests
- Gains were generally more significant than gains made by non-Low SES group
- Small declines on 2 of 19 tests
- Low SES sub-group made larger gains than the non-Low SES group on 15 of 19 tests

Special Education Sub-Group Performance Summary:

- Gains on 16 of 19 tests
- Gains were generally more significant than gains made by non-Sped group
- Small declines on 3 of 19 tests
- Sped sub-group made larger gains than the non-Sped group on 17 of 19 tests

Final 2009-10 Reported Dropout Data

	9 th	10 th	11 th	12 th	Total Dropout	9-12 Enrollment	4yr Derived Rate	4yr Cohort Rate
San Dieguito	0	0	0	2	2	1540	0.5%	0.5%
Torrey Pines	1	0	1	5	7	2629	1.1%	1.8%
*North Coast	0	0	2	20	22	83	47.2%	3.1%
*Sunset	0	0	0	12	12	124	13.3%	3.1%
La Costa Canyon	0	1	1	10	12	2478	2.2%	2.8%
Canyon Crest	0	0	0	0	0	1811	0.0%	0.7%
NPS	0	0	0	0	0	30	0.0%	0.0%
Total Enrollment						8695		
Total Dropouts	1	1	4	42	55			
							2.4%	3.1%

* ASAM receive the district-wide cohort dropout rate.

5 Year Comparison

2005-06	175
2006-07	119
2007-08	58
2008-09	60
2009-10	55

The 4-year derived dropout rate is an estimate of the percent of students who would drop out in a four year period based on data collected for a single year.

Students entering grade nine for the first time in the fall of 2006-2007 school year form the basis of the Class of 2010 cohort. The cohort is then adjusted by:

- o **Adding** any students who transfer in later during grade nine (2006-07 school year) and during any of the next three years (grade ten in 2007-08, grade eleven in 2008-09, and grade twelve in 2009-10).

- o **Subtracting** students who transfer out to another school or program leading to a high school diploma (e.g., a school in another state, a private school, a home-schooling program, an adult education program, another institution with a high school diploma program), emigrate to another country, or die during the course of the 2006-07 through 2009-10 school years.

Cohort dropouts are students who leave the 9-12 instructional system without a high school diploma, GED, or special education certificate of completion and are not still enrolled after the end of the fourth year.

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 23, 2011

BOARD MEETING DATE: September 1, 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
September 1, 2011**

ITEM 11A

Donation	Description	Donor	Department	School Site
\$11,748.00	Museum of Tolerance field trip for 8th grade students	Anonymous	8th grade class	EWMS
\$1,356.00	Nest - Electrical	CCA Foundation	Various	CCA
\$80.40	Misc. Donations	TRUIST	Various	CCA
(Value of books not reported)	Books: SAT & ACT test prep, subject test prep and ASL	Leslie Smith	Various	SDA

\$13,184.40 Monetary Donations

***Value of Donated Items**

\$13,184.40 TOTAL VALUE

San Dieguito Union High School District

INFORMATION REGARDING BOARD AGENDA ITEM

TO: BOARD OF TRUSTEES

DATE OF REPORT: August 23, 2011

BOARD MEETING DATE: September 1, 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

Classified

(None submitted)

RECOMMENDATION:

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

FUNDING SOURCE:

General Fund

PERSONNEL LIST

CERTIFICATED PERSONNEL

Employment

1. **Angela Engelbert**, 60% Temporary Teacher (English) at Diegueno - 20% and Torrey Pines - 40% for the 2011-12 school year, effective 8/23/11 through 6/15/12.
2. **Christine Holland**, 100% Temporary Teacher (Special Ed. – Mild/Moderate) at Diegueno for the 2011-12 school year, effective 8/23/11 through 6/15/12.
3. **Kathryn Kevorkian**, 100% Temporary Teacher (English) at La Costa Canyon for the 2011-12 school year, effective 8/23/11 through 6/15/12.
4. **Tyler LaSalle**, 100% Temporary Teacher (special ed. – mild/moderate disabilities) at Coastal Learning Academy at Canyon Crest Academy for the 2011-12 school year, effective 8/23/11 through 6/15/12.
5. **James “Brett” McCarty**, 80% Temporary Teacher (music) 40% at Torrey Pines and 40% at Earl Warren for the 2011-12 school year, effective 8/23/11 through 6/15/12.
6. **Emily Moran**, 100% Temporary Teacher (art) at Torrey Pines for the 2011-12 school year, effective 8/23/11 through 6/15/12.
7. **Holly Richerd**, Temporary Teacher (French) at San Dieguito Academy, 33% Semester I, effective 8/23/11 through 1/27/12; 67% Semester II, effective 1/30/12 through 6/15/12.
8. **Rebecca Stoff**, 50% Temporary Counselor at Canyon Crest Academy for the 2011-12 school year, effective 8/15/11 through 6/15/12.
9. **MaryJo Vatalare**, 100% Temporary Teacher (special ed. – mild/moderate disabilities) at La Costa Canyon for the 2011-12 school year, effective 8/23/11 through 6/15/12.

Change in Assignment

1. **Meagan Dudley**, Temporary Teacher (math) at La Costa Canyon, change in assignment from 60% to 100% for the 2011-12 school year, effective 8/23/11 through 6/15/12.
2. **Kimberly Huston**, Temporary Teacher (math) at Torrey Pines, change in assignment from 80% to 100% for the 2011-12 school year, effective 8/23/11 through 6/15/12.
3. **Scott Jordon**, Temporary Teacher (ROP T.V. Production/Digital Media) at La Costa Canyon, change in assignment from 60% to 100% for the 2011-12 school year, effective 8/23/11 through 6/15/12.
4. **Kajsa Medak**, 20% Temporary Teacher (art) at Carmel Valley for the 2011-12 school year, additional assignment of 33% (art) at San Dieguito Academy for Semester I only, effective 8/23/11 through 1/27/12.
5. **Parnak Memar**, 33% Temporary Teacher (math) at Canyon Crest Academy for Semester I only, additional assignment of 20% (math) at Carmel Valley for Semester I only, effective 8/23/11 through 1/27/12.

ITEM 12A

6. **Eric Neubauer**, Temporary ROP Teacher (auto tech/game design) at San Dieguito Academy, change in assignment from 33% Semester I/67% Semester II to 67% for the entire school year, effective 8/23/11 through 6/17/12.
7. **Vikas Srivastava**, Temporary Teacher (ROP Digital Composition/Recording Arts/NEST) at Canyon Crest Academy, change in assignment from 100% Semester I and 67% Semester II to 100% all year, effective 8/23/11 through 6/15/12.
8. **Angela Willden**, Temporary Teacher (biology/chemistry) at Torrey Pines, change in assignment from 20% to 60% for the 2011-12 school year, effective 8/23/11 through 6/15/12.

San Dieguito Union High School District

INFORMATION REGARDING BOARD AGENDA ITEM

TO: BOARD OF TRUSTEES

DATE OF REPORT: August 19, 2011

BOARD MEETING DATE: September 1, 2011

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

SUBMITTED BY: Ken Noah
Superintendent

SUBJECT: APPROVAL/RATIFICATION OF
AGREEMENT(S) FOR NONPUBLIC
SCHOOL/NONPUBLIC AGENCY SERVICES

EXECUTIVE SUMMARY

The attached Pupil Services report Nonpublic Schools/Agencies summarizes two contracts.

RECOMMENDATION:

The administration recommends that the Board approve and/or ratify the contracts, as shown in the attached Nonpublic Schools/Agencies report.

FUNDING SOURCE:

As noted on attached report.

SAN DIEGUITO UNION HIGH SCHOOL DISTRICT

NONPUBLIC SCHOOLS / AGENCIES

Date: 09-01-11

Contract Effective Dates	NonPublic School NonPublic Agency (NPS/NPA)	Description of Services	<u>School/ Department Budget</u>	Tuition and/or Fee
07/1/11 – 06/30/12	Winston School	Basic Education Program - Inclusive	General Fund Special Education 06-00	\$129.14/Diem Estimate: \$189,835.00
07/1/11 – 06/30/12	Jodie K. Schuller & Associates	Speech/Language Developmental Services, Remediation & Transition Services.	General Fund Special Education 06-00	\$120.00/Hour Estimate: \$40,440.00

San Dieguito Union High School District

INFORMATION REGARDING BOARD AGENDA ITEM

TO: BOARD OF TRUSTEES

DATE OF REPORT: August 19, 2011

BOARD MEETING DATE: September 1, 2011

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

SUBMITTED BY: Ken Noah
Superintendent

SUBJECT: APPROVAL/RATIFICATION OF AGREEMENTS

EXECUTIVE SUMMARY

The attached report Pupil Services Agreements summarizes six contracts.

RECOMMENDATION:

The administration recommends that the Board approve and/or ratify the contracts, as shown in the attached Pupil Services Agreement report.

FUNDING SOURCE:

As noted on attached report.

SAN DIEGUITO UNION HIGH SCHOOL DISTRICT

PUPIL SERVICES AGREEMENTS

Date: 09-01-11

<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>
07/01/11 – 06/30/12	Advanced Neurobehavioral Health of Southern California	Provide neuropsychology testing services	General Fund Special Education 06-00	An estimated amount not to exceed \$5,000.00
07/01/11 – 06/30/12	Solana Beach Physical Therapy	Provide physical therapy assessments & therapy	General Fund Special Education 06-00	\$105.00 per hour
07/01/11 – 06/30/12	Daniel & Davis Optometry, Inc.	Provide developmental optometry services	General Fund Special Education 06-00	An estimated amount not to exceed \$7,000.00
08/01/11 – 07/31/13	California Space Management, Inc. dba Filefax	Provide a preventive maintenance plan for the Power Pro high density mobile filing system	General Fund 03-00	\$1,035.50
07/01/11 – 06/30/12	Coast Music Therapy	Provide music therapy services	General Fund Special Education 06-00	\$575.00 per student assessment, \$95.00 per hour for direct services, and \$125.00 per hour for consultations and IEP meeting attendance
07/01/11 – 06/30/12	Rienzi Haytasingh, Psy.D.	Provide school neuropsychological evaluation services for special education students	General Fund Special Education 06-00	\$100.00 per hour

San Dieguito Union High School District

INFORMATION REGARDING BOARD AGENDA ITEM

TO: BOARD OF TRUSTEES

DATE OF REPORT: August 24, 2011

BOARD MEETING DATE: September 1, 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 four 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: 09-01-11

<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>
08/01/11 – 07/31/12	Sysco San Diego, Inc.	Provide grocery supplies	Cafeteria Fund 13-00	At the prices specified in the attached price list
08/18/11 – 06/30/12	Steven Smith Landscape, Inc.	Provide landscape maintenance services at various sites district wide	The fund to which the project is charged	\$30,000.00
07/01/11 – 06/30/12	Mobile Construction Sweeping	Provide mobile sweeping services to all district parking lots	General Fund 03-00	\$287.50 per 2 ½ hours of sweeping; \$57.50 per each additional ½ hour thereafter
08/22/11 – 06/30/12	GLE Marketing	Solicit corporate sponsorship for school and district programs and to install sponsorship displays on gym floors of district's four high schools	NA	NA

ATTACHMENT A

LINE	USAGE	SYSCO #	PACK SIZE	BRAND	PRODUCT	MFG #	SUPPLIER	PRICE	COMM. PSV	COMMODITY PRICE	SPECIAL ORDER	COMMENTS
1	100	6264133	64 2 OZ	PACKER	APPLE SLICED FRSH RED		BOSKOVICH FARMS FRESH CUT DIP	\$ 20.80				
2	100	6696847	72 3 OZ	WESTBGL	BAGEL HONEY WHEAT SLI 3OZ	12713	WESTERN BAGEL	\$ 17.12			X	Special order items require a two to three week lead time
3	50	4383071	72 3 OZ	BBRLCLS	BAGEL PLAIN 3 OZ SLI	28001	WESTERN BAGEL	\$ 16.09				
3	50	4383097	72 3 OZ	BBRLCLS	BAGEL ONION 3OZ SLI	28004	WESTERN BAGEL	\$ 16.09				
4	25	4816202	78 3 OZ	COTTAGE	BREAD CIABATTA WHL GRAIN 4X4	00122	KALOUPE FROZ BAKERY CHEF	\$ 51.27				
5	175	5312596	108 7"	BOSCOS	BREADSTICK CHEESE FILD HF/RF	2110	BOSCO'S	\$ 43.41			X	Special order items require a two to three week lead time
5	COMMOD.	5312596	108 7"	BOSCOS	BREADSTICK CHEESE FILD HF/RF	2110	BOSCO'S	\$ 43.41	10.44	\$ 32.97	X	Special order items require a two to three week lead time
6	100	7250657	400 .70 OZ	PIERRE	BEEF CHINESE TERIYAKI DIPPER	3827	ADVANCEPIERRE FOODS	\$ 59.43				
7	100	5649934	96 3.75OZ	FRNANDO	BURRITO BKFST EGG CHS SAUS	17699	FOSTER POULTRY FARMS	\$ 45.87			X	Special order items require a two to three week lead time
8	100	4042909	96 4.45 OZ	EXTREMO	CHIMICHANGA BEEF CHS WHLGRN CN	26152	FOSTER FARMS	\$ 40.87			X	Special order items require a two to three week lead time
9	500	8558637	108 3 OZ	SHANNON	ROLL HOAGIE WHEAT 6 IN	SB-887	SHANNONS	\$ 36.02			X	Special order items require a two to three week lead time
10	200	6946495	40 4 OZ	TYSON	CHICKEN BRST FIL HOT/SPCY BRD	2901-0928	TYSON FOODS POULTRY	\$ 43.27				
11	100	1604289	72 4 OZ	FOSTRFM	CORN DOG CHKN L/F WHL GRAIN	95150	FOSTER POULTRY FARMS	\$ 26.80			X	Special order items require a two to three week lead time
12	100	0537454	1 30 LB	TYSON	CHICKEN BRST TNRD BRD PRCKD	16712-328	TYSON FOODS POULTRY	\$ 86.85			X	Special order items require a two to three week lead time
12	COMMOD.	0537454	1 30 LB	TYSON	CHICKEN BRST TNRD BRD PRCKD	16712-328	TYSON FOODS POULTRY	\$ 65.22			X	Tyson requires a 5,000lbs minimum for commodity combined product.
13	100	0537433	1 30 LB	TYSON	CHICKEN BRST FLAT PRCKD 4.35OZ	16710-328	TYSON FOODS POULTRY	\$ 91.24			X	Special order items require a two to three week lead time
13	COMMOD.	0537433	1 30 LB	TYSON	CHICKEN BRST FLAT PRCKD 4.35OZ	16710-328	TYSON FOODS POULTRY	\$ 71.09			X	Tyson requires a 5,000lbs minimum for commodity combined product.
14	125	0299780	505 .95 OZ	TYSON	CHICKEN WING BRD BNLS FC	16711-328	TYSON FOODS POULTRY	\$ 90.11			X	Special order items require a two to three week lead time
14	COMMOD.	0299780	505 .95 OZ	TYSON	CHICKEN WING BRD BNLS FC	16711-328	TYSON FOODS POULTRY	\$ 68.48			X	Tyson requires a 5,000lbs minimum for commodity combined product.
15	60	3597127	6 5 LB	TYSON	CHICKEN POPCORN BITES	2940-0328	TYSON FOODS POULTRY	\$ 60.41			X	Special order items require a two to three week lead time
15	COMMOD.	3597127	6 5 LB	TYSON	CHICKEN POPCORN BITES	2940-0328	TYSON FOODS POULTRY	\$ 40.76			X	Tyson requires a 5,000lbs minimum for commodity combined product.
16	50	1412642	240 1.33 OZ	OTSPKMY	DOUGH COOKIE CHOCOLATE CHIP	58800	OTIS SPUNKMEYER INC	\$ 55.96				
16		1412659	240 1.33 OZ	OTSPKMY	DOUGH COOKIE CHC CHP DBL 1.33Z	58801	OTIS SPUNKMEYER INC	\$ 55.96				
16		2094498	240 1.33 OZ	OTSPKMY	DOUGH COOKIE WHT CHOC MAC	58807	OTIS SPUNKMEYER INC	\$ 59.58				
16		1412667	240 1.33 OZ	OTSPKMY	DOUGH COOKIE OATMEAL RSN	58803	OTIS SPUNKMEYER INC	\$ 55.96				
16		7523145	240 1.33 OZ	OTSPKMY	DOUGH COOKIE CARNIVAL 1.33 OZ	58808	OTIS SPUNKMEYER INC	\$ 53.50			X	Special order items require a two to three week lead time
16		1412683	240 1.33 OZ	OTSPKMY	DOUGH COOKIE PEANUT BUTTER	58805	OTIS SPUNKMEYER INC	\$ 55.96				
17	150	7735719	384 1 OZ	OTSPKMY	DOUGH COOKIE CHOC CHIP RDCFAT	55310	OTIS SPUNKMEYER INC	\$ 34.78			X	Special order items require a two to three week lead time
17		0104947	216 1 OZ	LINDA'S	DOUGH COOKIE CHOC CHIP R/FAT	75620	BUENA VISTA	\$ 27.14	0.44		X	Special order items require a two to three week lead time
17		7838742	135 2 OZ	BUENVST	DOUGH COOKIE CHOC CHIPRF 2OZ	75640	BUENA VISTA	\$ 28.79	0.55		X	Special order items require a two to three week lead time
18	50	1790328	60 4.2 OZ	MINH	EGGROLL BEEF	69200	SCHWANS	\$ 49.02			X	Special order items require a two to three week lead time
19	50	0911040	75 3.1 OZ	SUNFRSH	WRAP BREAKFAST EGG & CHS	40276	CARGILL/SUNNY FRESH	\$ 36.90			X	Special order items require a two to three week lead time
20	50	4791302	210 2.1 OZ	SUNFRSH	EGG FRITTATA SAUS/CHEESE BRKFS	40186	CARGILL/SUNNY FRESH	\$ 74.81			X	Special order items require a two to three week lead time
21	150	7063417	100 3.25 OZ	SUNFRSH	TOAST CINNAMON GLZD	40065	CARGILL/SUNNY FRESH	\$ 46.69			X	Special order items require a two to three week lead time
22	100	2286169	46 3.6 OZ	VIKING	POLLOCK PORTION ALSK LITE 3.6Z	06-373	VIKING	\$ 22.32			X	Special order items require a two to three week lead time
23	100	6248652	6 4 LB	SIMPLOT	POTATO FRY 5/16 X 3/8 INFINITY	7117947003	JR SIMPLOT CO	\$ 17.10	4.24	\$ 12.86	X	Special order items require a two to three week lead time
24	50	0167514	1 10 LB	FIRERST	SALMON PRTN APPLEWOOD 5 OZ	1089332	FISHERY PRODUCTS INTL	\$ 72.50				
24	50	0167579	1 10 LB	FIRERST	COD LOIN ITAL 5 OZ	1029662	FISHERY PRODUCTS INTL	\$ 63.26				

ATTACHMENT A

25	200	8956098	64 2.25 OZ	YOPLAIT	YOGURT STRAWBERRY GOGURT	42163	GENER MILLS	\$ 19.33				X	Special order items require a two to three week lead time
26	100	1657972	1 10 LB	FOSTRFM	FRANK TURKEY 8X1 6 IN CN	96880	FOSTER POULTRY FARMS	\$ 9.89					
27	200	6159123	1 10 LB	FARMLND	FRANK ALL BEEF 6X1 6 IN	70247811577	FARMLAND FOODS	\$ 22.72					
28	200	5588870	48 5 OZ	CHFAMER	SANDWICH STFD PIZ PEPPERONI WRP	00551	NESTLE USA	\$ 25.90					
29	50	5756038	12 4.56OZ	SABRA	SPREAD HUMMUS CLS W/PRETZELS	1195	QUAKER FOODS AND BEVERAGES	\$ 20.67					
29		5756040	12 4.56OZ	SABRA	SPREAD HUMMUS RED PEPR W/PRETZ	1196	QUAKER FOODS AND BEVERAGES	\$ 20.67				X	Special order items require a two to three week lead time
29		5756060	12 4.56OZ	SABRA	SPREAD HUMMUS RST GRCL W/PRETZ	1199	QUAKER FOODS AND BEVERAGES	\$ 20.67					
30	50	9648924	96 2.5 OZ	BB COOL	ICE CREAM FUDGE DREAM BAR DAZE	737508	WELLS DAIRY INC	\$ 18.67				X	Special order items require a two to three week lead time
31	50	5875784	4 24 CT	BLU BNY	ICE CREAM SNDW COOL DAZE	779838	WELLS DAIRY INC	\$ 26.67				X	Special order items require a two to three week lead time
32	400	NEW	50 3 OZ	PACKER	GRAPES PRE-PACK		FIELD FRESH	\$ 42.68				X	Special order items require a two to three week lead time
33	150	7619083	53 3 OZ	BRKBUSH	CHICKEN BRST CUTLET ITAL GRLD	5997	BRAKEBUSH BROS INC	\$ 32.93					
34	200	1838945	100 2.25 OZ	J&J SNK	JUICE BAR ORANGE SHAPE UP SQZ	3821	J&J SNACK FOODS	\$ 18.51				X	Special order items require a two to three week lead time
34		NEW	100 2.25 OZ	J&J SNK	SHAPE-UP BLUE RESPBERRY	4011	J&J SNACK FOODS	\$ 18.51				X	Special order items require a two to three week lead time
34		NEW	100 2.25 OZ	J&J SNK	JUICE BAR GRAPE SHAPE UP SQZ	3822	J&J SNACK FOODS	\$ 18.51				X	Special order items require a two to three week lead time
35	166	1440825	6 5 LB	SIMPLOT	POTATO FRY KK 1/2" OVN RDY	71179221227	JR SIMPLOT CO	\$ 14.80	5.30	\$ 9.50		X	Special order items require a two to three week lead time
36		8649318	6 2.5 LB	SIMPLOT	POTATO FRY SWT ENTREE CUT 1/2"	1.00712E+13	JR SIMPLOT CO	\$ 21.75	5.67	\$ 16.08		X	Special order items require a two to three week lead time
37	100	8461089	6 2.5 LB	SIMPLOT	POTATO ROASTED BABY BAKERS WHL	7117900048	JR SIMPLOT CO	\$ 24.14				X	Special order items require a two to three week lead time
38	800	NEW	6 5 LB	SIMPLOT	POTATO SEASONED OVN READY	47301	JR SIMPLOT CO	\$ 18.39				X	Special order items require a two to three week lead time
39	200	NEW	6 5 LB	SIMPLOT	POTATO TOTS GEMS	418	JR SIMPLOT CO	\$ 15.62	5.30	\$ 10.32		X	Special order items require a two to three week lead time
40	10	1009174	144 1.8 OZ		PUDDING POPS FRZN CHOC	3601	J&J SNACK FOODS	DISC.					Item was discontinued by the vendor
41	10	1452861	144 1.8 OZ		PUDDING POPS CHOC/VAN SWIRL	3603	J&J SNACK FOODS	\$ 36.93				X	Special order items require a two to three week lead time
42	50	2582104	3 4 LB	SYS CLS	SOUP CHOWDER CLAM NEW ENG CONC	35566	CAMPBELL FOOD SERVI	\$ 33.66					
42		2471530	4 4 LB	CHFFRAN	SOUP VEGETARIAN VEGETABLE	165300	HEINZ NORTH AMERICA	\$ 30.05					
42		1977545	4 4 LB	BBRLCLS	SOUP CHOWDER CORN PILGRIM	158440	HEINZ NORTH AMERICA	\$ 33.04					
42		1978022	4 4 LB	BBRLCLS	SOUP CHICKEN NOODLE	15855	HEINZ NORTH AMERICA	\$ 31.23					
42		1978030	4 4 LB	BBRLCLS	SOUP CHICKEN NOODLE OUR O/F	158560	HEINZ NORTH AMERICA	\$ 39.60					
42		1978063	4 4 LB	BBRLCLS	SOUP CHICKEN GUMBO	15857	HEINZ NORTH AMERICA	\$ 40.71					
42		1978287	4 4 LB	BBRLCLS	SOUP MINESTRONE	15864	HEINZ NORTH AMERICA	\$ 39.72					
42		1978295	4 4 LB	BBRLCLS	SOUP FRENCH ONION	15867	HEINZ NORTH AMERICA	\$ 40.02					
42		1978303	4 4 LB	BBRLCLS	SOUP SPLIT PEA W/HAM	158700	HEINZ NORTH AMERICA	\$ 38.92					
42		2880615	4 4 LB	BBRLCLS	SOUP BROCCOLI CHS CONC	158450	HEINZ NORTH AMERICA	\$ 39.68					
42		2880714	4 4 LB	BBRLCLS	SOUP CHICKEN AND DUMPLINGS CON	158280	HEINZ NORTH AMERICA	\$ 47.92					
42		2880755	4 4 LB	BBRLCLS	SOUP CHICKEN TORTILLA	15884	HEINZ NORTH AMERICA	\$ 48.59					
42		3316247	4 4 LB	BBRLCLS	SOUP CREAM OF ASPARAGUS	158500	HEINZ NORTH AMERICA	\$ 41.91					
42		5949607	4 4 LB	BBRLCLS	SOUP CHICKEN W/WILD RICE	157200	HEINZ NORTH AMERICA	\$ 43.07					
42		6215768	4 4 LB	BBRLCLS	SOUP CREAM OF POTATO	157210	HEINZ NORTH AMERICA	\$ 31.37					
42		6215784	4 4 LB	BBRLCLS	SOUP ITALIAN STY WEDDING	157240	HEINZ NORTH AMERICA	\$ 39.21					
43	500	8535050	8 15 CT	GLD TGR	APTZR SUSHI CALIF ROLL .75 OZ	57323	WINDSOR FOODS	\$ 37.93				X	Special order items require a two to three week lead time
44	150	1207232	50 5 OZ	SUPRPTZ	PRETZEL SOFT BAKED KINGSIZE	3014	J&J SNACK FOODS	\$ 21.41					
45	50	4980862	100 2.5OZ	J&J SNK	PRETZEL SOFT WHEAT	30110	J&J SNACK FOODS	\$ 25.98				X	Special order items require a two to three week lead time
46	200	4684498	68 2.85OZ	FOSTRFM	TURKEY SAUSAGE PANCAKE IW CN	95127	FOSTER POULTRY FARMS	\$ 26.74				X	Special order items require a two to three week lead time
47		NEW	45 5.5 OZ	BUENVST	CHEDDAR POCKET IW	51140	BUENA VISTA	\$ 40.35	8.64	\$ 31.71		X	Special order items require a two to three week lead time
47	150		72 3.5 OZ		GRILL CHEESE UNCRUSTABLES		SMUCKER FOODSERVICE INC	DISC.					Item was discontinued by the vendor
48	300		72 2 OZ		GRILL CHEESE UNCRUSTABLES RED FAT		SMUCKER FOODSERVICE INC	DISC.					Item was discontinued by the vendor

ATTACHMENT A

49	100	2152379	72 4.8OZ	USDA	PEANUT BUTTER & JELLY SAND WHT	6656	SMUCKER FOODSERVICE INC	\$ 56.96	14.23	\$ 42.73	X	Special order items require a two to three week lead time
50	100	7031816	72 2.8 OZ	SMUCKER	SANDWICH PEANUT BUTR JEL WHEAT	5150006611	SMUCKER FOODSERVICE INC	\$ 40.70	7.21	\$ 33.49	X	Special order items require a two to three week lead time
51	50	NEW	6 2.5 LB	SIMPLOT	FLAME ROASTED VEGGIES	77776	JR SIMPLOT CO	\$ 24.96			X	Special order items require a two to three week lead time
52	50	8819492	6 2.5 LB	SIMPRST	VEGETABLE BLEND PEPPER & ONION	7117967779	JR SIMPLOT CO	\$ 28.38				
53	50	8819492	6 2.5 LB	UPSIDES	VEG BLEND RSTD & EXOTIC GRAINS	7117901294	JR SIMPLOT CO	\$ 49.96			X	Special order items require a two to three week lead time
54	700	5630264	35 16.9 OZ	C GEYSR	WATER SPRING ALPINE FLT TOP	75140005024	CG ROXANE	\$ 5.54				
55	800	1569284	12 6 OZ	YOPLAIT	YOGURT BLUEBERRY LIGHT	652000	GENERAL MILLS	\$ 7.45				
55		1569276	12 6 OZ	YOPLAIT	YOGURT CHERRY LIGHT	653000	GENERAL MILLS	\$ 7.45				
55		6667695	12 6 OZ	YOPLAIT	YOGURT KEY LIME PIE LIGHT	665000	GENERAL MILLS	\$ 7.45				
55		4753232	12 6 OZ	YOPLAIT	YOGURT ORANGE CRM LIGHT	641000	GENERAL MILLS	\$ 7.45				
55		1740604	12 6 OZ	YOPLAIT	YOGURT PEACH LIGHT	655000	GENERAL MILLS	\$ 7.45				
55		1569391	12 6 OZ	YOPLAIT	YOGURT RASPBERRY LIGHT	651000	GENERAL MILLS	\$ 7.45				
55		1569409	12 6 OZ	YOPLAIT	YOGURT STRAWBERRY LIGHT	650000	GENERAL MILLS	\$ 7.45				
55		1569268	12 6 OZ	YOPLAIT	YOGURT STW/BAN LIGHT	654000	GENERAL MILLS	\$ 7.45				
55		NEW	12 8 OZ	UPSTATE	YOGURT BLUEBERRY	9832	UPSTATE FARMS (DOT FOOD)	\$ 6.52			X	Special order items require a two to three week lead time
55		NEW	12 8 OZ	UPSTATE	YOGURT CHERRY VANILLA	11301	UPSTATE FARMS (DOT FOOD)	\$ 6.52			X	Special order items require a two to three week lead time
55		NEW	12 8 OZ	UPSTATE	YOGURT PEACH	9834	UPSTATE FARMS (DOT FOOD)	\$ 6.52			X	Special order items require a two to three week lead time
55		NEW	12 8 OZ	UPSTATE	YOGURT STRAW BANNANA	11302	UPSTATE FARMS (DOT FOOD)	\$ 6.52			X	Special order items require a two to three week lead time
55		NEW	12 8 OZ	UPSTATE	YOGURT STRAW	11297	UPSTATE FARMS (DOT FOOD)	\$ 6.52			X	Special order items require a two to three week lead time
56	75	NEW	60 2.5 OZ	BUENVST	MUFFIN TOP SWEET POT. W/G IW	63210	BUENA VISTA	\$ 23.59			X	Special order items require a two to three week lead time
PLEASE NOTE- SHADED AREAS REFLECT A DIFFERENT PACK THAN WHAT WAS SPECIFIED ON THE BID ITEM LIST. PRICING ON THIS SHEET REFLECTS SYSCO'S PACK PRICE.												
COMMODITY ITEMS WHICH ARE BID ARE WITH THE UNDERSTANDING THAT THESE ITEMS WILL BE ORDERED WITHA LEAD TIME OF THREE WEEKS AND PURCHASED AT TIME OF RECEIPT OF THE SCHOOLS PURCHASE ORDER UNLESS FUTURE ARRANGEMENTS ARE MADE SEPARATELY.												

San Dieguito Union High School District

INFORMATION REGARDING BOARD AGENDA ITEM

TO: BOARD OF TRUSTEES

DATE OF REPORT: August 24, 2011

BOARD MEETING DATE: September 1, 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 one amendment to agreements.

RECOMMENDATION:

The administration recommends that the Board approve and/or ratify the amendment 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: 09-01-11

<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>
08/01/11 – 07/31/12	A&R Wholesale Distributors	For Food and Beverage Supplies B2009-21, extending the contract period, with increases in the unit pricing, as allowed in the contract	Cafeteria Fund 13-00	NA

San Dieguito Union High School District

INFORMATION REGARDING BOARD AGENDA ITEM

TO: BOARD OF TRUSTEES

DATE OF REPORT: August 23, 2011

BOARD MEETING DATE: September 1, 2011

PREPARED BY: Joann Schultz, Executive Assistant
Rick Schmitt, Assoc. Supt., Educational Svcs.

SUBMITTED BY: Ken Noah, Superintendent

SUBJECT: APPROVAL OF 2011-12 BELL SCHEDULES

EXECUTIVE SUMMARY

State law requires local school district boards to approve school bell schedules as part of the instructional calendar. Attached are the school bell schedules for the 2011-12 school year for Carmel Valley, Diegueno, Earl Warren, and Oak Crest Middle Schools, and Canyon Crest Academy, La Costa Canyon, San Dieguito Academy, Sunset Continuation and Torrey Pines High Schools.

RECOMMENDATION

It is recommended that the Board approve the 2011-12 bell schedules for Carmel Valley, Diegueno, Earl Warren, Oak Crest Middle Schools, and Canyon Crest Academy, La Costa Canyon, San Dieguito Academy, Sunset Continuation, and Torrey Pines High Schools, as shown in the attached supplements.

FUNDING SOURCE

Not applicable.

Attachments

**SAN DIEGUITO UNION HIGH SCHOOL DISTRICT
BUSINESS SERVICES**

ITEM 15E

ANNUAL INSTRUCTIONAL MINUTES

School	Minimum	01-02	02-03	03-04	04-05	05-06	06-07	07-08	08-09	09-10	10-11	11-12	+/- Min.
Middle Schools:													
Carmel Valley	63,000	64,140	63,425	63,425	63,405	63,380	63,250	63,255	63,250	63,251	63,275	63,245	245
Diegueno	63,000	63,765	63,750	63,765	63,790	64,280	63,740	63,740	63,770	63,740	63,390	63,385	385
Earl Warren	63,000	63,765	63,760	63,765	63,770	63,760	63,740	63,415	63,440	63,405	63,415	^63,255	255
Oak Crest	63,000	63,407	63,367	63,765	63,770	63,755	63,270	63,270	63,270	63,255	63,255	63,250	250
High Schools:													
Canyon Crest Academy	64,800	0	0	0	66,960	67,900	67,880	67,536	67,564	67,532	67,518	67,471	2,671
La Costa Canyon	64,800	65,215	65,530	65,530	65,530	65,285	64,975	65,020	65,030	65,220	65,220	65,220	420
San Dieguito Academy	64,800	70,560	70,445	70,515	70,515	69,345	68,425	69,775	69,755	69,193	69,031	69,071	4,271
Torrey Pines	64,800	65,220	65,220	65,220	65,370	65,380	64,910	65,035	65,035	64,995	65,070	65,050	250
Sunset Cont.	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	42,300	43,200	41,940	**

*LCC 07-08 bell schedule revised 9-4-08 (board approval required) per auditor (previous total was 65,045)

*CCA 08-09 bell schedule revised 5-8-09 per auditor (previous total was 68,148)

*DNO 09-10 bell schedule revised 1-11-10 (added Sept 15 min day) (previous total was 63,855)

*EW 10-11 bell schedule revised 11-18-10 (Dec 13 changed from Single to Block day)

**Annual Instructional minutes are not required by the state for alternative education hourly programs.

^EW 7th grade late start = 63,255 minutes / 8th grade late start = 63,250 minutes

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

ITEM 15E

2011-12 Bell Schedules
Single - Monday - 24 Days

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

Block - Tuesdays & Thursday/Per. 1, 3, 5 - Wednesdays & Fridays/Per. 2, 4, 6 - 143 Days

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

Minimum - 2 Days Dec 16, Jun 15

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

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

ITEM 15E

2011-12 Bell Schedules (cont.)

Career Day - 1 Day: May 21

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

Collaboration Days - 6 Days: Sept 19, Oct 17, Nov 14, Feb 27, Mar 19, Apr 23

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

STAR Testing - 2 days May 8, 9

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

STAR Testing - 1 day May 10

Period	Start Time	End Time	Instructional Minutes	Passing	Start Time	End Time	Instructional Minutes	Total Instructional Minutes
Testing	8:30	10:50	2:20	Nutrition	10:50	10:55	0:00	2:20
			0:00	T-1	10:55	11:00	0:05	0:05
1	11:00	12:05	1:05				0:00	1:05
Lunch	12:05	12:45 PM	0:00	L-3	12:45 PM	12:50 PM	0:05	0:05
3	12:50 PM	1:55 PM	1:05	3-5	1:55 PM	2:00 PM	0:05	1:10
5	2:00 PM	3:05 PM	1:05				0:00	1:05
TOTAL			5:35				0:15	5:50

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

ITEM 15E

2011-12 Bell Schedules (cont.)

STAR Testing - 1 day May 11

Period	Start Time	End Time	Instructional Minutes	Passing	Start Time	End Time	Instructional Minutes	Total Instructional Minutes
Testing	8:30	11:10	2:40	Nutrition	11:10	11:15	0:00	2:40
			0:00	T-2	11:15	11:20	0:05	0:05
2	11:20	12:20	1:00				0:00	1:00
Lunch	12:20	1:00 PM	0:00	L-4	1:00 PM	1:05 PM	0:05	0:05
4	1:05 PM	2:05 PM	1:00	4-6	2:05 PM	2:10 PM	0:05	1:05
6	2:10 PM	3:05 PM	0:55				0:00	0:55
TOTAL			5:35				0:15	5:50

Annual Instructional Minutes (SDUHSD Minimum = 63,000)

	Class Time	Passing Time	Total	# of Days	Total Minutes
Collab.	240	25	265	6	1,590
Single Days	335	25	360	24	8,640
Block Days	345	10	355	143	50,765
Minimum Days	220	25	245	2	490
STAR Testing	335	15	350	4	1,400
Career Day	335	25	360	1	360
Totals				180	63,245

SAN DIEGUITO UNION HIGH SCHOOL DISTRICT
BUSINESS SERVICES
Diegueno Middle School

ITEM 15E

2011-12 Bell Schedules

Single - Monday, Tuesday & Friday -103 Days

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

Block - Wednesdays & Thursday - 57 Days

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

Late Starts - 10 Days

2011: Sept 21, 22, Oct 12, 13, Dec 7, 8

2012: Feb 15, 16, Mar 21, 22

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

SAN DIEGUITO UNION HIGH SCHOOL DISTRICT
BUSINESS SERVICES
Diegueno Middle School

ITEM 15E

2011-12 Bell Schedules (cont.)

Minimum - 3 Days 2011: Oct 25, Dec 16
2012: Jun 15

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

Assembly - 1 Day Sept 15

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

STAR Testing - Singles - 1 Mar 6

Period	Start Time	End Time	Instructional Minutes	Passing	Start Time	End Time	Instructional Minutes	Total Instructional Minutes
Testing 5	7:40	9:10	1:30	T-1	9:10	9:15	0:05	1:35
1	9:15	9:55	0:40	1-2	9:55	10:00	0:05	0:45
2	10:00	10:40	0:40	2-3	10:40	10:45	0:05	0:45
3	10:45	11:25	0:40				0:00	0:40
Lunch	11:25	12:00	0:00	L-4	12:00	12:05	0:05	0:05
4	12:05	12:45	0:40	4-5	12:45	12:50	0:05	0:45
5	12:50	1:30 PM	0:40	5-6	1:30 PM	1:35 PM	0:05	0:45
6	1:35 PM	2:15 PM	0:40				0:00	0:40
TOTAL			5:30				0:30	6:00

SAN DIEGUITO UNION HIGH SCHOOL DISTRICT
BUSINESS SERVICES
Diegueno Middle School

ITEM 15E

2011-12 Bell Schedules (cont.)

STAR Testing - Singles - 1 May 8

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

STAR Testing - 2 May 9 & 10

Period	Start Time	End Time	Instructional Minutes	Passing	Start Time	End Time	Instructional Minutes	Total Instructional Minutes
Testing 2	7:40	9:50	2:10	Break	9:50	9:55	0:00	2:10
			0:00	B-1/2	9:55	10:00	0:05	0:05
1/2	10:00	11:10	1:10				0:00	1:10
Lunch	11:10	11:45	0:00	L-3/4	11:45	11:50	0:05	0:05
3/4	11:50	1:00 PM	1:10	3/4-5/6	1:00 PM	1:05 PM	0:05	1:15
5/6	1:05 PM	2:15 PM	1:10				0:00	1:10
TOTAL			5:40				0:15	5:55

STAR Testing - 2 May 16 & 17

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

SAN DIEGUITO UNION HIGH SCHOOL DISTRICT
BUSINESS SERVICES
Diegueno Middle School

ITEM 15E

2011-12 Bell Schedules (cont.)

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

	Class Time	Passing Time	Total	# of Days	Total Minutes
Single Days	335	25	360	103	37,080
Block Days	345	10	355	57	20,235
Minimum Days	220	25	245	3	735
Assembly	330	30	360	1	360
Late Start	285	10	295	10	2,950
STAR	330	30	360	1	360
STAR S	330	25	355	1	355
STAR BI	340	15	355	2	710
STAR BI	285	15	300	2	600
TOTAL				180	63,385

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

ITEM 15E

2011-12 Bell Schedules
Single - Monday - 35 Days

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

Block - Tuesday, Wednesday, Thursday & Friday - 128 Days

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

Minimum - 2 Days

Dec 16, Jun 15

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

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

ITEM 15E

2011-12 Bell Schedules (cont.)

Assembly / Spirit - 1 Day Oct 24

Period	Start Time	End Time	Instructional Minutes	Passing	Start Time	End Time	Instructional Minutes	Total Instructional Minutes
1	7:40	8:15	0:35	1-2	8:15	8:20	0:05	0:40
2	8:20	8:55	0:35	2-3	8:55	9:00	0:05	0:40
3	9:00	9:35	0:35	3-4	9:35	9:40	0:05	0:40
4	9:40	10:15	0:35	4-5	10:15	10:20	0:05	0:40
5	10:20	10:55	0:35				0:00	0:35
Lunch	10:55	11:30	0:00	L-6	11:30	11:35	0:05	0:05
6	11:35	12:15 PM	0:40	L-A	12:15 PM	12:20 PM	0:05	0:45
Spirit	12:20 PM	2:05 PM	1:45	Sp-6	2:05 PM	2:10 PM	0:05	1:50
6	2:10 PM	2:15 PM	0:05				0:00	0:05
TOTAL			5:25				0:35	6:00

Late Start - 9 Days 2011: Oct 4, 5, Dec 6, 7
2012: Feb 7, 8, Mar 7, 27, 28

Period	Start Time	End Time	Instructional Minutes	Passing	Start Time	End Time	Instructional Minutes	Total Instructional Minutes
1 or 2	8:40	10:20	1:40	1/2-3/4	10:20	10:25	0:05	1:45
3 or 4	10:25	12:00	1:35				0:00	1:35
Lunch	12:00	12:35	0:00	L - 5/6	12:35	12:40	0:05	0:05
5 or 6	12:40	2:15 PM	1:35				0:00	1:35
TOTAL			4:50				0:10	5:00

STAR Testing - 1 Day Mar 6 *8th grade late start @ 9:10 am = 260 minutes

Period	Start Time	End Time	Instructional Minutes	Passing	Start Time	End Time	Instructional Minutes	Total Instructional Minutes
Testing	7:40	9:10	1:30	T-1	9:10	9:15	0:05	1:35
1	9:15	10:40	1:25	Break	10:40	10:45	0:00	1:25
			0:00	1-3	10:45	10:50	0:05	0:05
3	10:50	12:10	1:20				0:00	1:20
Lunch	12:10	12:45 PM	0:00	L-5	12:45 PM	12:50 PM	0:05	0:05
5	12:50 PM	2:15 PM	1:25				0:00	1:25
TOTAL			5:40				0:15	5:55

STAR Testing - 1 Day May 8

Period	Start Time	End Time	Instructional Minutes	Passing	Start Time	End Time	Instructional Minutes	Total Instructional Minutes
1	7:40	8:25	0:45	1-T	8:25	8:30	0:05	0:50
Testing P1	8:30	10:05	1:35	Break	10:05	10:20	0:00	1:35
			0:00	B-T2	10:20	10:25	0:05	0:05
Testing P2	10:25	12:00	1:35				0:00	1:35
Lunch	12:00	12:35	0:00	L-3	12:35	12:40	0:05	0:05
3	12:40	1:25 PM	0:45	3-5	1:25 PM	1:30 PM	0:05	0:50
5	1:30 PM	2:15 PM	0:45				0:00	0:45
TOTAL			5:25				0:20	5:45

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

ITEM 15E

2011-12 Bell Schedules (cont.)

STAR Testing - 1 Days May 9

Period	Start Time	End Time	Instructional Minutes	Passing	Start Time	End Time	Instructional Minutes	Total Instructional Minutes
2	7:40	8:20	0:40	1-T	8:20	8:25	0:05	0:45
Testing P1	8:25	10:05	1:40	Break	10:05	10:20	0:00	1:40
			0:00	B-T2	10:20	10:25	0:05	0:05
Testing P2	10:25	12:05	1:40				0:00	1:40
Lunch	12:05	12:40	0:00	L-3	12:40	12:45	0:05	0:05
4	12:45	1:25 PM	0:40	3-5	1:25 PM	1:30 PM	0:05	0:45
6	1:30 PM	2:15 PM	0:45				0:00	0:45
TOTAL			5:25				0:20	5:45

STAR Testing - 2 Days May 10, 11 *May 11 - 7th grade late start @ 9:10 am = 265 minutes

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

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

	Class Time	Passing Time	Total	# of Days	Total Minutes
Single Days	335	25	360	35	12,600
Assbly/ Spirit	325	35	360	1	360
Block Days	345	10	355	128	45,440
Minimum Days	220	25	245	2	490
Late Starts	290	10	300	9	2,700
STAR Testing	340	15	355	3	1,065
STAR Testing	325	20	345	2	690
TOTAL				180	63,345

^7th grade reduce minutes for late start 90 **63,255**
 ^8th grade reduce minutes for late start 95 **63,250**

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

ITEM 15E

2011-12 Bell Schedules

Single - Monday & Tuesday - 70 Days

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

Block - Wednesday & Thursday - 59 Days

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

Single - Friday - 34 Days

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

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

ITEM 15E

2011-12 Bell Schedules (cont.)

Minimum - 3 Days 2011: Oct 25, Dec 16
 2012: Jun 15

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

Double Assembly - 3 Days Sept 12, Oct 18, May 1

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

Late Start - 6 Days 2011: Oct 12, 13, Dec 7, 8
 2012: Mar 21, 22

Period	Start Time	End Time	Instructional Minutes	Passing	Start Time	End Time	Instructional Minutes	Total Instructional Minutes
1 or 2	8:40	10:20	1:40	1/2-3/4	10:20	10:25	0:05	1:45
3 or 4	10:25	12:00	1:35				0:00	1:35
Lunch	12:00	12:35	0:00	L - 5/6	12:35	12:40	0:05	0:05
5 or 6	12:40	2:15 PM	1:35				0:00	1:35
TOTAL			4:50				0:10	5:00

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

ITEM 15E

2011-12 Bell Schedules (cont.)

STAR Testing - 1

Mar 1

Period	Start Time	End Time	Instructional Minutes	Passing	Start Time	End Time	Instructional Minutes	Total Instructional Minutes
1	7:40	8:20	0:40	1-T4	8:20	8:25	0:05	0:45
Testing 4	8:25	9:50	1:25	Break	9:50	10:00	0:00	1:25
			0:00	T4-2	10:00	10:05	0:05	0:05
2	10:05	10:44	0:39	2-3	10:44	10:49	0:05	0:44
3	10:49	11:28	0:39				0:00	0:39
Lunch	11:28	12:03	0:00	L-4	12:03	12:08	0:05	0:05
4	12:08	12:47 PM	0:39	4-5	12:47 PM	12:52 PM	0:05	0:44
5	12:52 PM	1:31 PM	0:39	5-6	1:31 PM	1:36 PM	0:05	0:44
6	1:36 PM	2:15 PM	0:39				0:00	0:39
TOTAL			5:20				0:30	5:50

STAR Testing - 2

May 9 & 10

Period	Start Time	End Time	Instructional Minutes	Passing	Start Time	End Time	Instructional Minutes	Total Instructional Minutes
Testing 4	7:40	9:50	2:10	Break	9:50	9:55	0:00	2:10
			0:00	T-1/2	9:55	10:00	0:05	0:05
1/2	10:00	11:10	1:10				0:00	1:10
Lunch	11:10	11:45	0:00	L-3/4	11:45	11:50	0:05	0:05
3/4	11:50	1:00 PM	1:10	3/4-5/6	1:00 PM	1:05 PM	0:05	1:15
5/6	1:05 PM	2:15 PM	1:10				0:00	1:10
TOTAL			5:40				0:15	5:55

STAR Testing - 2

May 16 & 17

Period	Start Time	End Time	Instructional Minutes	Passing	Start Time	End Time	Instructional Minutes	Total Instructional Minutes
1/2	7:40	8:34	0:54	Break	8:34	8:39	0:00	0:54
				1/2-T	8:39	8:44	0:05	0:05
Testing 4	8:44	11:44	3:00				0:00	3:00
Lunch	11:44	12:19	0:00	L-3/4	12:19	12:24	0:05	0:05
3/4	12:24	1:17 PM	0:53	3/4-5/6	1:00 PM	1:05 PM	0:05	0:58
5/6	1:22 PM	2:15 PM	0:53				0:00	0:53
TOTAL			5:40				0:15	5:55

Annual Instructional Minutes (SDUHSD Minimum = 63,000)

	Class Time	Passing Time	Total	# of Days	Total Minutes
Single	330	25	355	70	24,850
Block	345	10	355	59	20,945
Fridays	330	25	355	34	12,070
Late Start	290	10	300	6	1,800
Minimum	220	25	245	3	735
STAR	320	30	350	1	350
STAR	340	15	355	4	1,420
Double Assembly	325	35	360	3	1,080
Totals				180	63,250

SAN DIEGUITO UNION HIGH SCHOOL DISTRICT
BUSINESS SERVICES
Canyon Crest Academy

ITEM 15E

2011-12 Bell Schedules
Single (Monday - Friday) - 142 Days

Period	Start Time	End Time	Instructional Minutes	Passing	Start Time	End Time	Instructional Minutes	Total Instructional Minutes
1	8:00	9:30	1:30	1-2	9:30	9:38	0:08	1:38
2	9:38	11:12	1:34				0:00	1:34
Lunch	11:12	11:44	0:00	L-3	11:44	11:52	0:08	0:08
3	11:52	1:22 PM	1:30	3-4	1:22 PM	1:30 PM	0:08	1:38
4	1:30 PM	3:00 PM	1:30				0:00	1:30
TOTAL			6:04				0:24	6:28

Wednesday (Late Start) - 19 Days

2011: Sept 14, 28, Oct 19, 26, Nov 16, 30, Dec 7, 14

2012: Jan 4, 18, Feb 15, 29, Mar 7, 21, 28, Apr 4, May 16, 23, 30

Period	Start Time	End Time	Instructional Minutes	Passing	Start Time	End Time	Instructional Minutes	Total Instructional Minutes
1	9:00	10:15	1:15	1-2	10:15	10:23	0:08	1:23
2	10:23	11:42	1:19				0:00	1:19
Lunch	11:42	12:14	0:00	L-3	12:14	12:22	0:08	0:08
3	12:22	1:37 PM	1:15	3-4	1:37 PM	1:45 PM	0:08	1:23
4	1:45 PM	3:00 PM	1:15				0:00	1:15
TOTAL			5:04				0:24	5:28

Finals - 8 Days

Nov 1, 2, Jan 26, 27, Apr 5, 6, Jun 14, 15

Period	Start Time	End Time	Instructional Minutes	Passing	Start Time	End Time	Instructional Minutes	Total Instructional Minutes
1/2	8:00	10:00	2:00	Break	10:00	10:17	0:00	2:00
			0	B-3/4	10:17	10:25	0:08	0:08
3/4	10:25	12:25	2:00				0	2:00
TOTAL			4:00				0:08	4:08

Pep Rally - 2 Days

Oct 21, Jun 1

Period	Start Time	End Time	Instructional Minutes	Passing	Start Time	End Time	Instructional Minutes	Total Instructional Minutes
1	8:00	9:22	1:22	1-2	9:22	9:30	0:08	1:30
2	9:30	10:52	1:22	2-RAL	10:52	11:00	0:08	1:30
RALLY	11:00	11:27	0:27				0:00	0:27
Lunch	11:27	12:00	0:00	L-3	12:00	12:08	0:08	0:08
3	12:08	1:30 PM	1:22	3-4	1:30 PM	1:38 PM	0:08	1:30
4	1:38 PM	3:00 PM	1:22				0:00	1:22
TOTAL			5:55				0:32	6:27

SAN DIEGUITO UNION HIGH SCHOOL DISTRICT
BUSINESS SERVICES
Canyon Crest Academy

ITEM 15E

2011-12 Bell Schedules (cont.)

Extended Lunch Schedule - 2 Days

Nov 18, Jun 8

Period	Start Time	End Time	Instructional Minutes	Passing	Start Time	End Time	Instructional Minutes	Total Instructional Minutes
1	8:00	9:27	1:27	1-2	9:27	9:35	0:08	1:35
2	9:35	11:02	1:27				0:00	1:27
Lunch	11:02	11:49	0:00	L-3	11:49	11:57	0:08	0:08
3	11:57	1:24 PM	1:27	3-4	1:24 PM	1:32 PM	0:08	1:35
4	1:32 PM	3:00 PM	1:28				0:00	1:28
TOTAL			5:49				0:24	6:13

PSAT Testing - 1 day

Oct 12

Period	Start Time	End Time	Instructional Minutes	Passing	Start Time	End Time	Instructional Minutes	Total Instructional Minutes
Testing	8:00	11:15	3:15				0:00	3:15
Lunch	11:15	11:55	0:00	L-1	11:55	12:00	0:05	0:05
1	12:00	12:41	0:41	1-2	12:41	12:46	0:05	0:46
2	12:46	1:27 PM	0:41	2-3	1:27 PM	1:32 PM	0:05	0:46
3	1:32 PM	2:14 PM	0:42	3-4	2:14 PM	2:19 PM	0:05	0:47
4	2:19 PM	3:00 PM	0:41				0:00	0:41
TOTAL			6:00				0:20	6:20

CAHSEE Testing - 2 days

Mar 13, 14

Period	Start Time	End Time	Instructional Minutes	Passing	Start Time	End Time	Instructional Minutes	Total Instructional Minutes
Testing	8:00	11:00	3:00	T-1	11:00	11:08	0:08	3:08
1	11:08	11:52	0:44				0:00	0:44
Lunch	11:52	12:24	0:00	L-2	12:24	12:32	0:08	0:08
2	12:32	1:16 PM	0:44	2-3	1:16 PM	1:24 PM	0:08	0:52
3	1:24 PM	2:08 PM	0:44	3-4	2:08 PM	2:16 PM	0:08	0:52
4	2:16 PM	3:00 PM	0:44				0:00	0:44
TOTAL			5:56				0:32	6:28

SAN DIEGUITO UNION HIGH SCHOOL DISTRICT
BUSINESS SERVICES
Canyon Crest Academy

ITEM 15E

2011-12 Bell Schedules (cont.)

STAR Testing - 1 day

May 1

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

STAR Testing - 1 day

May 2

Period	Start Time	End Time	Instructional Minutes	Passing	Start Time	End Time	Instructional Minutes	Total Instructional Minutes
Math 1	8:00	9:40	1:40	Break	9:40	9:55	0:00	1:40
			0:00	1-2	9:55	10:00	0:05	0:05
Math 2	10:00	11:40	1:40				0:00	1:40
Lunch	11:40	12:15	0:00	L-3	12:15	12:20	0:05	0:05
3	12:20	1:37 PM	1:17	1-2	1:37 PM	1:42 PM	0:05	1:22
4	1:42 PM	3:00 PM	1:18				0:00	1:18
TOTAL			5:55				0:15	6:10

STAR Testing - 1 day

May 3

Period	Start Time	End Time	Instructional Minutes	Passing	Start Time	End Time	Instructional Minutes	Total Instructional Minutes
Science 1	8:00	9:00	1:00	1-2	9:00	9:05	0:05	1:05
Science 2	9:05	10:05	1:00	Nutrition	10:05	10:20	0:00	1:00
			0:00	N-1	10:20	10:25	0:05	0:05
1	10:25	11:21	0:56				0:00	0:56
Lunch	11:21	11:56	0:00	L-2	11:56	12:01	0:05	0:05
2	12:01	12:57 PM	0:56	2-3	12:57 PM	1:02 PM	0:05	1:01
3	1:02 PM	1:58 PM	0:56	3-4	1:58 PM	2:03 PM	0:05	1:01
4	2:03 PM	3:00 PM	0:57				0:00	0:57
TOTAL			5:45				0:25	6:10

SAN DIEGUITO UNION HIGH SCHOOL DISTRICT
BUSINESS SERVICES
Canyon Crest Academy

ITEM 15E

2011-12 Bell Schedules (cont.)

STAR Testing - 1 day

May 4

Period	Start Time	End Time	Instructional Minutes	Passing	Start Time	End Time	Instructional Minutes	Total Instructional Minutes
Life Science	8:00	9:50	1:50	Nutrition	9:50	9:55	0:00	1:50
			0:00	N-H	9:55	10:00	0:05	0:05
Hist/SS	10:00	11:50	1:50				0:00	1:50
Lunch	11:50	12:27	0:00	L-1	12:27	12:32	0:05	0:05
1	12:32	1:04 PM	0:32	1-2	1:04 PM	1:09 PM	0:05	0:37
2	1:09 PM	1:41 PM	0:32	Break	1:41 PM	1:46 PM	0:00	0:32
			0:00	2-3	1:46 PM	1:51 PM	0:05	0:05
3	1:51 PM	2:23 PM	0:32	3-4	2:23 PM	2:28 PM	0:05	0:37
4	2:28 PM	3:00 PM	0:32				0:00	0:32
TOTAL			5:48				0:25	6:13

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

	Class Time	Passing Time	Total	# of Days	Total Minutes
Regular	364	24	388	142	55,096
Late Start	304	24	328	19	6,232
Pep Rally	355	32	387	2	774
Ext. Lunch	349	24	373	2	746
Finals	240	8	248	8	1,984
PSAT	360	20	380	1	380
CAHSEE	356	32	388	2	776
STAR	355	15	370	2	740
STAR	345	25	370	1	370
STAR	348	25	373	1	373
TOTAL				180	67,471

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

ITEM 15E

2011-12 Bell Schedules
Block - 153 Days

Period	Start Time	End Time	Instructional Minutes	Passing	Start Time	End Time	Instructional Minutes	Total Instructional Minutes
Block A	7:40	9:40	2:00	Break	9:40	9:50	0:00	2:00
			0:00	B-B	9:50	9:55	0:05	0:05
Block B	9:55	11:55	2:00				0:00	2:00
Lunch	11:55	12:30	0:00	L-C	12:30	12:35	0:05	0:05
Block C	12:35	2:35 PM	2:00				0:00	2:00
TOTAL			6:00				0:10	6:10

Single - 2 Days Aug 30, June 12

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

Finals - 6 Days Jan 25, 26, 27, Jun 13, 14, 15

Period	Start Time	End Time	Instructional Minutes	Passing	Start Time	End Time	Instructional Minutes	Total Instructional Minutes
Block A	7:40	9:40	2:00	Break	9:40	9:50	0:00	2:00
			0:00	B-Class	9:50	9:55	0:05	0:05
Block B	9:55	11:55	2:00				0:00	2:00
TOTAL			4:00				0:05	4:05

Teacher Collaboration Days - 10 Days

2011: Sep 13, 14, Oct 25, 26, Nov 30, Dec 1
2012: Mar 20, 21, May 22, 23

Period	Start Time	End Time	Instructional Minutes	Passing	Start Time	End Time	Instructional Minutes	Total Instructional Minutes
Collab.	7:40	8:35	0:00				0:00	0:00
Block A	8:40	10:20	1:40	Break	10:20	10:30	0:00	1:40
			0:00	A-B	10:30	10:35	0:05	0:05
Block B	10:35	12:15	1:40				0:00	1:40
Lunch	12:15	12:50	0:00	B-C	12:50	12:55	0:05	0:05
Block C	12:55	2:35 PM	1:40				0:00	1:40
TOTAL			5:00				0:10	5:10

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

ITEM 15E

2011-12 Bell Schedules (cont.)

STAR Testing - 2 Apr 24, 25

Period	Start Time	End Time	Instructional Minutes	Passing	Start Time	End Time	Instructional Minutes	Total Instructional Minutes
Testing	7:40	10:55	3:15	Break	10:55	11:05	0:00	3:15
			0:00	B-1/2	11:05	11:10	0:05	0:05
1/2	11:10	12:00	0:50				0:00	0:50
Lunch	12:00	12:35	0:00	L-3/4	12:35	12:40	0:05	0:05
3/4	12:40	1:35 PM	0:55	3/4-5/6	1:35 PM	1:40 PM	0:05	1:00
5/6	1:40 PM	2:35 PM	0:55				0:00	0:55
TOTAL			5:55				0:15	6:10

STAR Testing - 3 Apr 26, 27, May 1

Period	Start Time	End Time	Instructional Minutes	Passing	Start Time	End Time	Instructional Minutes	Total Instructional Minutes
Testing	7:40	9:50	2:10	Break	9:50	10:00	0:00	2:10
			0:00	B-1/2	10:00	10:05	0:05	0:05
1/2	10:05	11:10	1:05				0:00	1:05
Lunch	11:10	11:45	0:00	L-3/4	11:45	11:50	0:05	0:05
3/4	11:50	1:10 PM	1:20	3/4-5/6	1:10 PM	1:15 PM	0:05	1:25
5/6	1:15 PM	2:35 PM	1:20				0:00	1:20
TOTAL			5:55				0:15	6:10

PSAT/PLAN Testing - 2 Oct 12, Nov 15

Period	Start Time	End Time	Instructional Minutes	Passing	Start Time	End Time	Instructional Minutes	Total Instructional Minutes
Testing	7:40	10:50	3:10	Break	10:50	11:00	0:00	3:10
			0:00	B-2	11:00	11:05	0:05	0:05
2	11:05	12:00	0:55				0:00	0:55
Lunch	12:00	12:35	0:00	L-4	12:35	12:40	0:05	0:05
4	12:40	1:35 PM	0:55	4-6	1:35 PM	1:40 PM	0:05	1:00
6	1:40 PM	2:35 PM	0:55				0:00	0:55
TOTAL			5:55				0:15	6:10

CAHSEE Testing - 2 Mar 13, 14

Period	Start Time	End Time	Instructional Minutes	Passing	Start Time	End Time	Instructional Minutes	Total Instructional Minutes
Testing	7:40	10:50	3:10	Break	10:50	11:00	0:00	3:10
			0:00	B-2	11:00	11:05	0:05	0:05
1/2	11:05	12:00	0:55				0:00	0:55
Lunch	12:00	12:35	0:00	L-4	12:35	12:40	0:05	0:05
3/4	12:40	1:35 PM	0:55	4-6	1:35 PM	1:40 PM	0:05	1:00
5/6	1:40 PM	2:35 PM	0:55				0:00	0:55
TOTAL			5:55				0:15	6:10

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

ITEM 15E

2011-12 Bell Schedules (cont.)

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

	Class Time	Passing Time	Total	# of Days	Total Minutes
Single	330	25	355	2	710
Block	360	10	370	153	56,610
Collabor.	300	10	310	10	3,100
Finals	240	5	245	6	1,470
STAR	355	15	370	5	1,850
PSAT/PLA	355	15	370	2	740
CAHSEE	355	15	370	2	740
TOTAL				180	65,220

SAN DIEGUITO UNION HIGH SCHOOL DISTRICT
BUSINESS SERVICES
San Dieguito Academy

ITEM 15E

2011-12 Bell Schedules

Monday, Tuesday, Thursday, Friday - 122 Days

Period	Start Time	End Time	Instructional Minutes	Passing	Start Time	End Time	Instructional Minutes	Total Instructional Minutes
1	7:50	9:19	1:29	Break	9:19	9:24	0:00	1:29
			0:00	B-HR	9:24	9:29	0:05	0:05
Homeroom	9:29	9:49	0:20	HR-2	9:49	9:54	0:05	0:25
2	9:54	11:23	1:29				0:00	1:29
Lunch	11:23	11:58	0:00	L-3	11:58	12:03	0:05	0:05
3	12:03	1:32 PM	1:29	Break	1:32 PM	1:36 PM	0:00	1:29
			0:00	B-4	1:36 PM	1:41 PM	0:05	0:05
4	1:41 PM	3:10 PM	1:29				0:00	1:29
TOTAL			6:16				0:20	6:36

Wednesday - 24 Days

Period	Start Time	End Time	Instructional Minutes	Passing	Start Time	End Time	Instructional Minutes	Total Instructional Minutes
1	7:50	9:19	1:29	Break	9:19	9:24	0:00	1:29
			0:00	B-2	9:24	9:29	0:05	0:05
2	9:29	10:58	1:29				0:00	1:29
Lunch	10:58	11:58	0:00	L-3	11:58	12:03	0:05	0:05
3	12:03	1:32 PM	1:29	Break	1:32 PM	1:36 PM	0:00	1:29
			0:00	B-4	1:36 PM	1:41 PM	0:05	0:05
4	1:41 PM	3:10 PM	1:29				0:00	1:29
TOTAL			5:56				0:15	6:11

Wednesday Late Start Days - 10 days

2011: Sept 14, Oct 19, Nov 16, Dec 7, Jan 11

2012: Feb 15, Mar 21 (tent.), Apr 18, May 16, Jun 6

Period	Start Time	End Time	Instructional Minutes	Passing	Start Time	End Time	Instructional Minutes	Total Instructional Minutes
1	9:30	10:40	1:10	Break	10:40	10:45	0:00	1:10
			0:00	B-2	10:45	10:50	0:05	0:05
2	10:50	12:00	1:10				0:00	1:10
Lunch	12:00	12:35	0:00	L-3	12:35	12:40	0:05	0:05
3	12:40	1:50 PM	1:10	Break	1:50 PM	1:55 PM	0:00	1:10
			0:00	B-4	1:55 PM	2:00 PM	0:05	0:05
4	2:00 PM	3:10 PM	1:10				0:00	1:10
TOTAL			4:40				0:15	4:55

SAN DIEGUITO UNION HIGH SCHOOL DISTRICT
BUSINESS SERVICES
San Dieguito Academy

ITEM 15E

2011-12 Bell Schedules (cont.)

Minimum Days - 4 Days

2011: Nov 2

2012: Jan 27, Apr 6, Jun 15

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

Extended Homeroom/Assembly Schedule - 13 Days

2011: Oct 4, 6, 21, Dec 9, 13, 15

2012: Jan 20, Mar 6, 8, Apr 27, May 29, 31, Jun 8

Period	Start Time	End Time	Instructional Minutes	Passing	Start Time	End Time	Instructional Minutes	Total Instructional Minutes
1	7:50	9:15	1:25	1-Asbly	9:15	9:20	0:05	1:30
EHR/ Assembly	9:20	10:05	0:45	A-2	10:05	10:10	0:05	0:50
2	10:10	11:35	1:25				0:00	1:25
Lunch	11:35	12:10	0:00	L-3	12:10	12:15	0:05	0:05
3	12:15	1:38 PM	1:23	Break	1:38 PM	1:43 PM	0:00	1:23
			0:00	B-4	1:43 PM	1:48 PM	0:05	0:05
4	1:48 PM	3:10 PM	1:22				0:00	1:22
TOTAL			6:20				0:20	6:40

PSAT/PLAN - 1 day

Oct 12

Period	Start Time	End Time	Instructional Minutes	Passing	Start Time	End Time	Instructional Minutes	Total Instructional Minutes
Testing	7:50	11:00	3:10				0:00	3:10
Lunch	11:00	11:55	0:00	L-1	11:55	12:00 PM	0:05	0:05
1	12:00 PM	12:44 PM	0:44	1-2	12:44 PM	12:49 PM	0:05	0:49
2	12:49 PM	1:33 PM	0:44	2-3	1:33 PM	1:38 PM	0:05	0:49
3	1:38 PM	2:22 PM	0:44	3-4	2:22 PM	2:27 PM	0:05	0:49
4	2:27 PM	3:10 PM	0:43				0:00	0:43
TOTAL			6:05				0:20	6:25

SAN DIEGUITO UNION HIGH SCHOOL DISTRICT
BUSINESS SERVICES
San Dieguito Academy

ITEM 15E

2011-12 Bell Schedules (cont.)

CAHSEE Testing - 1 day

Mar 13

Period	Start Time	End Time	Instructional Minutes	Passing	Start Time	End Time	Instructional Minutes	Total Instructional Minutes
Testing	7:50	11:50	4:00				0:00	4:00
Lunch	11:50	12:30 PM	0:00	L-1	12:30 PM	12:35 PM	0:05	0:05
1	12:35 PM	1:50 PM	1:15	1-2	1:50 PM	1:55 PM	0:05	1:20
2	1:55 PM	3:20 PM	1:25				0:00	1:25
TOTAL			6:40				0:10	6:50

CAHSEE Testing - 1 day

Mar 14

Period	Start Time	End Time	Instructional Minutes	Passing	Start Time	End Time	Instructional Minutes	Total Instructional Minutes
Testing	7:50	11:20	3:30				0:00	3:30
Lunch	11:20	12:20 PM	0:00	L-1	12:20 PM	12:25 PM	0:05	0:05
3	12:25 PM	1:45 PM	1:20	1-2	1:45 PM	1:50 PM	0:05	1:25
4	1:50 PM	3:10 PM	1:20				0:00	1:20
TOTAL			6:10				0:10	6:20

STAR Testing - 2

Apr 30, May 1

Period	Start Time	End Time	Instructional Minutes	Passing	Start Time	End Time	Instructional Minutes	Total Instructional Minutes
Testing P1	7:50	9:30	1:40	Break	9:30	9:40	0:00	1:40
			0:00	B-TP2	9:40	9:45	0:05	0:05
Testing P2	9:45	11:25	1:40				0:00	1:40
Lunch	11:25	12:00	0:00	L-1/2	12:00	12:05	0:05	0:05
1/2	12:05	1:35 PM	1:30	1/2-3/4	1:35 PM	1:40 PM	0:05	1:35
3/4	1:40 PM	3:10 PM	1:30				0:00	1:30
TOTAL			6:20				0:15	6:35

STAR Testing - 2

May 2, 3

Period	Start Time	End Time	Instructional Minutes	Passing	Start Time	End Time	Instructional Minutes	Total Instructional Minutes
Testing P1	7:50	9:55	2:05	Break	9:55	10:05	0:00	2:05
			0:00	TP1-TP2	10:05	10:10	0:05	0:05
Testing P2	10:10	11:10	1:00				0:00	1:00
Lunch	11:10	12:10	0:00	L-1/2	12:10	12:15	0:05	0:05
1/2	12:15	1:40 PM	1:25	1/2-3/4	1:40 PM	1:45 PM	0:05	1:30
3/4	1:45 PM	3:10 PM	1:25				0:00	1:25
TOTAL			5:55				0:15	6:10

SAN DIEGUITO UNION HIGH SCHOOL DISTRICT
BUSINESS SERVICES
San Dieguito Academy

ITEM 15E

2011-12 Bell Schedules (cont.)

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

	Class Time	Passing Time	Total	# of Days	Total Minutes
Regular	376	20	396	122	48,312
Extended HR/Assembly	380	20	400	13	5,200
Minimum	235	15	250	4	1,000
Mustang Hour	356	15	371	24	8,904
Wed Late Start	280	15	295	10	2,950
PSAT/PLAN Testing	365	20	385	1	385
CAHSEE Testing	400	10	410	1	410
CAHSEE Testing	370	10	380	1	380
STAR Testing	380	15	395	2	790
STAR Testing	355	15	370	2	740
TOTAL				180	69,071

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

ITEM 15E

2011-12 Bell Schedule

Monday - Friday

Period	Start Time	End Time	Instructional Minutes	Passing	Start Time	End Time	Instructional Minutes	Total Instructional Minutes
Optional 0	7:30	8:27	0:57	0-1	8:27	8:30	0:03	1:00
1	8:30	9:27	0:57	1-2	9:27	9:30	0:03	1:00
2	9:30	10:25	0:55	Break	10:25	10:47	0:00	0:55
			0:00	B-3	10:47	10:50	0:03	0:03
3	10:50	11:47	0:57	3-4	11:47	11:50	0:03	1:00
4	11:50	12:45	0:55	4-5	12:45	12:50	0:05	1:00
Optional 5	12:50	1:45 PM	0:55					0:55
TOTAL			5:36				0:17	5:53

Minimum Days:
None

2011-12 Instructional Minutes (per. 1-4) = 41,940
2011-12 Instructional Minutes w/Optional 0 & 5 = 63,540

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

ITEM 15E

2011-12 Bell Schedules
Block - 155 Days

Period	Start Time	End Time	Instructional Minutes	Passing	Start Time	End Time	Instructional Minutes	Total Instructional Minutes
Block A	7:40	9:40	2:00	Break	9:40	9:50	0:00	2:00
			0:00	B-B	9:50	9:55	0:05	0:05
Block B	9:55	11:55	2:00				0:00	2:00
Lunch	11:55	12:30	0:00	L-C	12:30	12:35	0:05	0:05
Block C	12:35	2:35 PM	2:00				0:00	2:00
TOTAL			6:00				0:10	6:10

Single - 2 Days Aug 30, Jun 12

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

Late Start Days - 10 2011: Sept 13, 14, Oct 25, 26, Nov 30, Dec 1
2012: Mar 20, 21, May 22, 23

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

Finals - 6 Days Jan 25, 26, 27, Jun 13, 14, 15

Period	Start Time	End Time	Instructional Minutes	Passing	Start Time	End Time	Instructional Minutes	Total Instructional Minutes
Class	7:40	9:40	2:00	Break	9:40	9:50	0:00	2:00
				B-Class	9:50	9:55	0:05	0:05
Class	9:55	11:55	2:00				0:00	2:00
TOTAL			4:00				0:05	4:05

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

ITEM 15E

2011-12 Bell Schedules (cont.)

PSAT/PLAN Testing - 1 Day Oct 12

Period	Start Time	End Time	Instructional Minutes	Passing	Start Time	End Time	Instructional Minutes	Total Instructional Minutes
Testing	7:40	10:50	3:10	Break	10:50	11:00	0:00	3:10
			0:00	T-2	11:00	11:05	0:05	0:05
2	11:05	12:00	0:55				0:00	0:55
Lunch	12:00	12:35	0:00	L-4	12:35	12:40	0:05	0:05
4	12:40	1:35 PM	0:55	4-6	1:35 PM	1:40 PM	0:05	1:00
6	1:40 PM	2:35 PM	0:55				0:00	0:55
TOTAL			5:55				0:15	6:10

CAHSEE Testing - 2 Days Mar 13, 14

Period	Start Time	End Time	Instructional Minutes	Passing	Start Time	End Time	Instructional Minutes	Total Instructional Minutes
Testing	7:40	10:50	3:10	Break	10:50	11:00	0:00	3:10
			0:00	T-1/2	11:00	11:05	0:05	0:05
1/2	11:05	12:00	0:55				0:00	0:55
Lunch	12:00	12:35	0:00	L-3/4	12:35	12:40	0:05	0:05
3/4	12:40	1:35 PM	0:55	3/4-5/6	1:35 PM	1:40 PM	0:05	1:00
5/6	1:40 PM	2:35 PM	0:55				0:00	0:55
TOTAL			5:55				0:15	6:10

STAR Testing - 4 Days Apr 24, 25, 26, 27

Period	Start Time	End Time	Instructional Minutes	Passing	Start Time	End Time	Instructional Minutes	Total Instructional Minutes
Testing	7:40	9:15	1:35	Break	9:15	9:20	0:00	1:35
Testing	9:20	10:50	1:30	Break	10:50	11:00	0:00	1:30
			0:00	T-1/2	11:00	11:05	0:05	0:05
1/2	11:05	12:00	0:55				0:00	0:55
Lunch	12:00	12:35	0:00	L-3/4	12:35	12:40	0:05	0:05
3/4	12:40	1:35 PM	0:55	3/4-5/6	1:35 PM	1:40 PM	0:05	1:00
5/6	1:40 PM	2:35 PM	0:55				0:00	0:55
TOTAL			5:50				0:15	6:05

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

	Class Time	Passing Time	Total	# of Days	Total Minutes
Single	330	25	355	2	710
Block	360	10	370	155	57,350
Late Start	285	10	295	10	2,950
Finals	240	5	245	6	1,470
PSAT	355	15	370	1	370
CAHSEE	355	15	370	2	740
STAR	350	15	365	4	1,460
TOTAL				180	65,050

San Dieguito Union High School District

INFORMATION REGARDING BOARD AGENDA ITEM

TO: BOARD OF TRUSTEES

DATE OF REPORT: August 23, 2011

BOARD MEETING DATE: September 1, 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 08/09/11 THRU 08/22/11

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ITEM 15F

PO NBR	DATE	FUND	VENDOR	LOC	DESCRIPTION	AMOUNT
220448	08/09/11	03	STAPLES ADVANTAGE	006	MATERIALS AND SUPPLI	\$200.00
220449	08/09/11	03	STAPLES ADVANTAGE	006	MATERIALS AND SUPPLI	\$1,500.00
220450	08/09/11	03	XEROX CORPORATION	006	MATERIALS AND SUPPLI	\$250.00
220452	08/09/11	03	RALPHS GROCERY COMPA	014	MATERIALS AND SUPPLI	\$100.00
220453	08/09/11	06	LHOTAN, ROSEMARY	030	OTHER SERV.& OPER.EX	\$2,250.00
220454	08/09/11	03	GREENE MUSIC	025	OTHER SERV.& OPER.EX	\$245.00
220455	08/09/11	03	SAN DIEGUITO UHSD CA	013	MATERIALS AND SUPPLI	\$600.00
220456	08/09/11	03	STAPLES ADVANTAGE	013	MATERIALS AND SUPPLI	\$200.00
220457	08/09/11	06	GINSBERG, IGOR OR MA	030	PAY IN LIEU OF TRANS	\$1,000.00
220458	08/09/11	06	NORTH COUNTY TRANSIT	030	FEES - ADMISSIONS, T	\$36,000.00
220459	08/09/11	06	FLORES, MARJORIE	030	PAY IN LIEU OF TRANS	\$4,200.00
220460	08/09/11	03	AREY JONES EDUCATION	014	MAT/SUP/EQUIP TECHNO	\$10,572.56
220461	08/09/11	03	SAN DIEGO COUNTY OFF	022	CONFERENCE,WORKSHOP,	\$100.00
220462	08/09/11	06	REMEDIA PUBLICATIONS	030	MATERIALS AND SUPPLI	\$234.22
220464	08/09/11	06	LAKESHORE LEARNING	030	MATERIALS AND SUPPLI	\$1,790.57
220465	08/09/11	03	EL CALLEJON RESTAURA	020	MATERIALS AND SUPPLI	\$600.00
220466	08/09/11	06	TEACHER STOREHOUSE.C	030	MATERIALS AND SUPPLI	\$268.93
220467	08/09/11	06	GRANT-LINK	033	LIC/SOFTWARE	\$1,000.00
220468	08/09/11	06	STAPLES ADVANTAGE	028	OTHER TRANSPORT.SUPP	\$800.00
220469	08/09/11	06	TURFSTAR INC	028	MATERIALS-REPAIRS	\$2,750.00
220470	08/09/11	06	STAPLES ADVANTAGE	028	OFFICE SUPPLIES	\$1,800.00
220471	08/09/11	03	PALOS SPORTS, INC.	012	MATERIALS AND SUPPLI	\$404.82
220472	08/09/11	03	GOPHER SPORT	012	MATERIALS AND SUPPLI	\$527.11
220473	08/09/11	03	CONSTITUTION RIGHTS	005	MATERIALS AND SUPPLI	\$279.67
220474	08/09/11	03	LCD PRESENTATION SYS	014	MATERIALS AND SUPPLI	\$2,346.63
220475	08/09/11	03	LCD PRESENTATION SYS	014	MATERIALS AND SUPPLI	\$307.09
220476	08/10/11	13	SMART AND FINAL CORP	031	PURCHASES FOOD	\$2,000.00
220477	08/10/11	03	SMART AND FINAL CORP	008	MATERIALS AND SUPPLI	\$250.00
220478	08/10/11	06	AMAZON.COM	030	MATERIALS AND SUPPLI	\$85.12
220479	08/10/11	03	ROYAL BUSINESS GROUP	005	MATERIALS AND SUPPLI	\$30.39
220480	08/10/11	03	SPANKY'S PORTABLE SE	008	RENTS & LEASES	\$3,000.00
220481	08/10/11	03	SPANKY'S PORTABLE SE	013	RENTS & LEASES	\$1,000.00
220482	08/11/11	03	STAPLES ADVANTAGE	005	MATERIALS AND SUPPLI	\$1,575.77
220483	08/11/11	03	EN POINTE TECHNOLOGI	013	A/V CONTRACT	\$2,437.21
220484	08/11/11	03	STAPLES ADVANTAGE	005	MATERIALS AND SUPPLI	\$62.74
220485	08/11/11	06	WESELOH CHEVROLET CO	028	MATERIALS-REPAIRS	\$2,648.50
220486	08/11/11	06	STAPLES ADVANTAGE	033	MATERIALS AND SUPPLI	\$1,000.00
220487	08/11/11	13	STAPLES STORES	031	MATERIALS AND SUPPLI	\$39.33
220488	08/11/11	13	P C S REVENUE CONTRO	031	OTHER SERV.& OPER.EX	\$4,715.91
220489	08/11/11	13	SHELL OIL (TEXACO)	031	FUEL	\$2,000.00
220490	08/11/11	06	NEXTEL COMMUNICATION	028	COMMUNICATIONS-TELEP	\$20,000.00
220491	08/12/11	03	NATL ASSC OF SCHOOL	030	DUES AND MEMBERSHIPS	\$210.00
220492	08/12/11	06	VIRCO MANUFACTURING	004	MATERIALS AND SUPPLI	\$954.29
220493	08/12/11	03	AREY JONES EDUCATION	035	MAT/SUP/EQUIP TECHNO	\$9,352.33
220494	08/15/11	03	STAPLES ADVANTAGE	036	OFFICE SUPPLIES	\$250.00
220495	08/15/11	03	STAPLES ADVANTAGE	020	MATERIALS AND SUPPLI	\$2,500.00
220496	08/15/11	03	NORTH COUNTY TIMES	021	MATERIALS AND SUPPLI	\$6.69
220498	08/15/11	25-18	AREY JONES EDUCATION	035	NEW CONSTRUCTION	\$60,527.28
220499	08/15/11	06	SEHI-PROCOMP COMPUTE	035	TECHNOLOGY EQUIPMENT	\$6,189.53
220500	08/15/11	06	CART MART INC	028	MATERIALS-REPAIRS	\$2,300.00
220501	08/15/11	03	STAPLES ADVANTAGE	020	MATERIALS AND SUPPLI	\$500.00
220502	08/15/11	03	MOORE MEDICAL, LLC	012	MATERIALS AND SUPPLI	\$101.94
220503	08/15/11	03	SOUTHWEST SCHOOL/OFF	008	MATERIALS AND SUPPLI	\$15.80
220504	08/15/11	03	STAPLES ADVANTAGE	013	MATERIALS AND SUPPLI	\$1,000.00
220505	08/15/11	03	PEPPER OF LOS ANGELE	004	MATERIALS AND SUPPLI	\$800.00

PO/BOARD/REPORT

SAN DIEGUITO UNION HIGH
FROM 08/09/11 THRU 08/22/11

2

ITEM 15F

PO NBR	DATE	FUND	VENDOR	LOC	DESCRIPTION	AMOUNT
220506	08/15/11	03	STAPLES ADVANTAGE	020	MATERIALS AND SUPPLI	\$750.00
220507	08/15/11	06	SOCO GROUP, INC.	028	FUEL	\$330,000.00
220508	08/15/11	03	OFFICE DEPOT	024	PRINTING	\$646.50
220509	08/15/11	03	D S WATERS OF AMERIC	010	MATERIALS AND SUPPLI	\$175.00
220510	08/15/11	06	APPLE COMPUTER INC	030	MAT/SUP/EQUIP TECHNO	\$3,732.46
220511	08/15/11	06	D S WATERS OF AMERIC	028	OTHER TRANSPORT.SUPP	\$1,000.00
220512	08/15/11	03	D S WATERS OF AMERIC	008	MATERIALS AND SUPPLI	\$200.00
220513	08/15/11	03	D S WATERS OF AMERIC	008	MATERIALS AND SUPPLI	\$250.00
220514	08/15/11	03	PAX BUSINESS SYSTEMS	012	MATERIALS AND SUPPLI	\$100.00
220515	08/15/11	06	MIRAMAR FORD TRUCK S	028	MATERIALS-REPAIRS	\$1,500.00
220516	08/15/11	03	MUSEUM OF TOLERANCE	003	MATERIALS AND SUPPLI	\$3,710.00
220517	08/16/11	03	URBAN TREE CARE, INC	025	OTHER SERV.& OPER.EX	\$4,617.00
220518	08/16/11	03	WESTERN MICRO GRAPHI	030	REPAIRS BY VENDORS	\$800.00
220519	08/16/11	03	SECRETARY OF STATE	036	FEES - ADMISSIONS, T	\$20.00
220520	08/16/11	03	ENCINITAS UNION SCHO	024	OTHER SERV.& OPER.EX	\$133.52
220521	08/16/11	03	C S B A	022	CONFERENCE,WORKSHOP,	\$2,615.00
220522	08/16/11	03	PETCO	013	MATERIALS AND SUPPLI	\$150.00
220523	08/16/11	03	K L M BIOSCIENTIFIC	013	MATERIALS AND SUPPLI	\$200.00
220524	08/16/11	03	RALPHS GROCERY COMPA	013	MATERIALS AND SUPPLI	\$600.00
220525	08/16/11	03	SMART AND FINAL CORP	013	MATERIALS AND SUPPLI	\$600.00
220526	08/16/11	03	SAN DIEGUITO TROPHY	020	MATERIALS AND SUPPLI	\$300.00
220527	08/16/11	06	TUNED INTO LEARNING	030	MATERIALS AND SUPPLI	\$211.78
220528	08/16/11	06	SAFETY KLEEN CORP	028	HAZARDOUS WASTE DISP	\$2,200.00
220529	08/16/11	03	OCE IMAGISTICS INC.	020	MATERIALS AND SUPPLI	\$86.20
220530	08/16/11	03	PEARSON ASSESSMENT &	030	MATERIALS AND SUPPLI	\$69.94
220531	08/16/11	06	PEARSON ASSESSMENT &	030	MATERIALS AND SUPPLI	\$367.38
220532	08/16/11	03	BLICK, DICK (DICK BL	013	MATERIALS AND SUPPLI	\$1,230.21
220533	08/16/11	06	RASIX COMPUTER CENTE	035	MATERIALS AND SUPPLI	\$67.26
220534	08/16/11	03	RASIX COMPUTER CENTE	035	MATERIALS AND SUPPLI	\$58.72
220535	08/16/11	06	STATE BOARD OF EQUAL	028	FEES - ADMISSIONS, T	\$800.00
220536	08/16/11	06	HOME DEPOT	028	OTHER TRANSPORT.SUPP	\$1,000.00
220537	08/16/11	06	COSTCO CARLSBAD	028	MATERIALS AND SUPPLI	\$850.00
220538	08/16/11	06	MOORE MEDICAL, LLC	030	NON CAPITALIZED EQUI	\$635.85
220539	08/16/11	11	STAPLES ADVANTAGE	009	OFFICE SUPPLIES	\$46.34
220540	08/16/11	03	AMERICAN SCHOOL COUN	013	DUES AND MEMBERSHIPS	\$230.00
220541	08/17/11	03	BLICK, DICK (DICK BL	004	MATERIALS AND SUPPLI	\$443.19
220542	08/17/11	06	VIRCO MANUFACTURING	030	MATERIALS AND SUPPLI	\$277.31
220543	08/17/11	03	C I F CA INTERSCHOLA	024	DUES AND MEMBERSHIPS	\$5,500.00
220544	08/17/11	06	HOLT RINEHART & WINS	013	TEXTBOOKS	\$5,086.51
220545	08/17/11	11	STAPLES ADVANTAGE	009	MATERIALS AND SUPPLI	\$200.00
220546	08/17/11	03	AREY JONES EDUCATION	006	MAT/SUP/EQUIP TECHNO	\$1,369.36
220547	08/17/11	03	SEHI-PROCOMP COMPUTE	035	MATERIALS AND SUPPLI	\$107.36
220548	08/17/11	06	SEHI-PROCOMP COMPUTE	035	MATERIALS AND SUPPLI	\$168.78
220549	08/17/11	03	STAPLES ADVANTAGE	005	MATERIALS AND SUPPLI	\$4,000.00
220550	08/17/11	06	STUDICA INC	035	A/V CONTRACT	\$14,382.50
220551	08/17/11	03	C C S PRESENTATION S	012	MATERIALS AND SUPPLI	\$616.33
220553	08/17/11	03	WILKINSON, HADLEY, K	022	AUDIT	\$14,900.00
220554	08/17/11	03	SCHOLASTIC INC	012	MATERIALS AND SUPPLI	\$465.83
220555	08/17/11	13	F S E INC	010	NON CAPITALIZED EQUI	\$3,876.85
220556	08/17/11	13	F S E INC	031	NON CAPITALIZED EQUI	\$3,876.85
220557	08/17/11	13	F S E INC	031	NON CAPITALIZED EQUI	\$7,107.19
220558	08/17/11	13	F S E INC	031	NON CAPITALIZED EQUI	\$5,326.30
220559	08/17/11	13	F S E INC	031	EQUIPMENT	\$7,530.65
220560	08/17/11	03	AMERICAN EXPRESS	001	DUES AND MEMBERSHIPS	\$75.00
220561	08/18/11	13	WESTERN ENVIRONMENTA	025	RENTALS, LEASES AND	\$725.00

PO/BOARD/REPORT

SAN DIEGUITO UNION HIGH
FROM 08/09/11 THRU 08/22/113
ITEM 15F

PO NBR	DATE	FUND	VENDOR	LOC	DESCRIPTION	AMOUNT
220562	08/18/11	03	OFFICE DEPOT	022	OFFICE SUPPLIES	\$33.70
220563	08/18/11	03/06	CHEVRON U S A, INC	028	FUEL	\$8,500.00
220564	08/18/11	06	LAWSON PRODUCTS INC	028	MATERIALS-REPAIRS	\$4,000.00
220565	08/18/11	06	WESTAIR GASES & EQUI	028	RENTS & LEASES	\$1,100.00
220566	08/18/11	06	S AND R TOWING INC	028	OTHER SERV.& OPER.EX	\$5,500.00
220567	08/18/11	03	PROFESSIONAL EDUCATI	005	A/V CONTRACT	\$192.98
220568	08/18/11	03	PRENTICE HALL	005	MATERIALS AND SUPPLI	\$3,464.39
220569	08/18/11	06	VERDUGO TESTING CO.,	028	REPAIRS BY VENDORS	\$1,075.53
220570	08/18/11	06	VERDUGO TESTING CO.,	028	FEES - ADMISSIONS, T	\$950.00
220571	08/18/11	03	PRENTICE HALL	005	MATERIALS AND SUPPLI	\$1,106.14
220572	08/18/11	06	INSPIRATION SOFTWARE	030	A/V CONTRACT	\$102.59
220573	08/18/11	03	UNITED HEALTH SUPPLI	012	MATERIALS AND SUPPLI	\$55.77
220574	08/18/11	03	ROYAL BUSINESS GROUP	005	MATERIALS AND SUPPLI	\$71.12
220575	08/18/11	03	ROYAL BUSINESS GROUP	003	MATERIALS AND SUPPLI	\$44.07
220576	08/18/11	03	TROXELL COMMUNICATIO	006	MAT/SUP/EQUIP TECHNO	\$616.33
220577	08/19/11	03	RASIX COMPUTER CENTE	014	MATERIALS AND SUPPLI	\$1,958.25
220578	08/19/11	03	STAPLES ADVANTAGE	008	MATERIALS AND SUPPLI	\$86.11
220579	08/19/11	03	ONE STOP TONER AND I	008	MATERIALS AND SUPPLI	\$71.10
220580	08/19/11	06	NORTH COUNTY TOOL &	033	MATERIALS AND SUPPLI	\$193.95
220581	08/19/11	06	AREY JONES EDUCATION	035	MAT/SUP/EQUIP TECHNO	\$2,033.08
220582	08/19/11	03	AREY JONES EDUCATION	035	MAT/SUP/EQUIP TECHNO	\$9,148.86
220583	08/19/11	03	PEPPER OF LOS ANGELE	008	MATERIALS AND SUPPLI	\$74.59
220584	08/19/11	03	STAPLES ADVANTAGE	003	MATERIALS AND SUPPLI	\$191.30
220585	08/19/11	03	UNITED HEALTH SUPPLI	003	MEDICAL SUPPLIES	\$191.23
220586	08/19/11	06	AREY JONES EDUCATION	030	MAT/SUP/EQUIP TECHNO	\$11,262.13
220587	08/20/11	03	QUALITY FLOORS BY GE	025	BLDG.-REPAIR MATERIA	\$1,135.00
220588	08/20/11	25-18	FRONTIER FENCE COMPA	025	NEW CONSTRUCTION	\$5,688.00
220589	08/20/11	25-19	SEASIDE HEATING AND	025	NON-CAPITALIZED IMPR	\$2,475.00
220590	08/20/11	03	BREVIG PLUMBING	025	REPAIRS BY VENDORS	\$3,450.00
220591	08/20/11	06	BARRETT ROBINSON INC	030	NON-CAPITALIZED IMPR	\$2,347.95
220593	08/22/11	03	BREWER CRANE AND RIG	025	RENTS & LEASES	\$1,525.00
220594	08/22/11	03	SCHOLASTIC MAGAZINES	006	MATERIALS AND SUPPLI	\$107.25
220595	08/22/11	03	FRONTIER FENCE COMPA	025	REPAIRS BY VENDORS	\$2,550.00
220596	08/22/11	06	BREVIG PLUMBING	030	NON-CAPITALIZED IMPR	\$1,146.00
220597	08/22/11	03	FRONTIER FENCE COMPA	025	NON-CAPITALIZED IMPR	\$3,200.00
220598	08/22/11	03	DIVERSIFIED BUSINESS	003	REPAIRS BY VENDORS	\$309.19
220599	08/22/11	03	SAN DIEGO DIGITAL SO	003	REPAIRS BY VENDORS	\$785.30
220600	08/22/11	06	WINSTON SCHOOL OF SA	030	OTHER CONTR-N.P.S.	\$27,119.40
220601	08/22/11	03	SAN DIEGUITO UHSD CA	003	MATERIALS AND SUPPLI	\$262.50
REPORT TOTAL						\$735,991.41

Individual Membership Listings
For the Period of August 9, 2011 through August 22, 2011

<u>Staff Member Name</u>	<u>Organization Name</u>	<u>Amount</u>
MaryAnne Dittman	National Association of School Nurses	\$210.00
Vicki DeJesus	American School Counselors Association	\$115.00
Ann Nebolon	American School Counselors Association	\$115.00

San Dieguito Union High School District

INFORMATION REGARDING BOARD AGENDA ITEM

TO: BOARD OF TRUSTEES

DATE OF REPORT: August 22, 2011

BOARD MEETING DATE: September 1, 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. These policies were presented for a first read on August 18, 2011, and are now being submitted for board action.

RECOMMENDATION:

That the Board approve the board policy revisions as shown in the attached supplement(s).

FUNDING SOURCE:

Not applicable.

STUDENTS

5145.1

STUDENT AND FAMILY PRIVACY RIGHTS

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

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~~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: August 22, 2011

BOARD MEETING DATE: September 1, 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. These policies were presented for a first read on August 18, 2011, and are now being submitted for board action.

RECOMMENDATION:

That the Board approve the board policy revisions as shown in the attached supplement(s).

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~~ prohibits 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.
 2. Request

STUDENTS

- ~~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
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

~~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: August 22, 2011

BOARD MEETING DATE: September 1, 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.

These policies were presented for a first read on August 18, 2011, and are now being submitted for board action.

RECOMMENDATION:

That the Board approve the board policy revisions as shown in the attached supplement(s).

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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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>

INSTRUCTION

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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.

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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)

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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)

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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

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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

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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:

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- 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)

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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.

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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: August 22, 2011

BOARD MEETING DATE: September 1, 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).

These policies were presented for a first read on August 18, 2011, and are now being submitted for board action.

RECOMMENDATION:

That the Board approve the board policy revisions as shown in the attached supplement(s).

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.~~4. Helps identify program expansion and improvement opportunities and prepares plans for consideration.
- ~~6.~~5. Assists in the preparation of applications for specially funded projects; assists in the supervision of programs receiving funding.
- ~~7.~~6. Participates in community based organizations and promotes positive relations between the school, business and community.
- ~~8.~~7. Assures that necessary program records, reports and data are maintained.
- ~~9.~~8. Assists in the preparation and monitoring of the ~~adult education~~ budget.
- ~~10.~~9. Assists in developing curriculum, providing inservice opportunities and implementing and evaluating programs within assigned areas.
- ~~11.~~10. 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.~~11. Represents the district in matters relating to ROP / CTE, EL, ~~and AI~~ as delegated.
- ~~13.~~12. Assists in the development, coordination, and evaluation of ROP / CTE, EL, ~~and AI programs~~ education.
- ~~14.~~13. Assists in the development of inservice education programs for teachers, counselors, and other ROP / CTE, EL, ~~and AI~~ personnel as needed.
- ~~15.~~14. Assists in the preparation of financial, statistical, descriptive, and other reports pertaining to ~~Career and Technical Education~~ / ROP, EL, ~~and AI~~ programs. ~~education, including ROP.~~
- ~~16.~~15. Assists in promoting and publicizing the total program of ROP / CTE.
- ~~17.~~16. 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.~~17. Develops budgets for the programs supervised.
- ~~19.~~18. Carries out other tasks and responsibilities as assigned by the Associate Superintendent of Educational Services ~~and/or Executive Director of Curriculum and Assessment.~~ -
- ~~20.~~19. 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 87,442	89,521 91,652	93,839 96,073	98,372 100,715	210 215
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: August 22, 2011

BOARD MEETING DATE: September 1, 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).

These policies were presented for a first read on August 18, 2011, and are now being submitted for board action.

RECOMMENDATION:

That the Board approve the board policy revisions as shown in the attached supplement(s).

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 except for any school year in which the district and employee organization(s) agree to have fewer days of instruction pursuant to the authorization in Education Code 46201.2.

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

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

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 22, 2011

BOARD MEETING DATE: September 1, 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.

These action plans were presented for a first read on August 18, 2011, and are now being submitted for board action.

RECOMMENDATION:

That the Board approve the 2011-12 Action Plans as shown in the attached supplement(s).

FUNDING SOURCE:

Not applicable

San Dieguito Union High School District

Ken Noah
Superintendent

2011-12 ACTION PLANS



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ITEM 21

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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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 assessments 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 assessments 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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- 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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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.

- 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



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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.

- 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)



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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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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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4.0 STUDENT SUPPORT SYSTEMS AND PRACTICES

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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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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.

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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.

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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.

- 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.



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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.

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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- 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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- 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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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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2011-12

6.0 HIGH QUALITY STAFF

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- 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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Action Plans

ITEM 21

2011-12

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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- 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, and 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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- 9.13 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



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- 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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San Dieguito Union High School District

INFORMATION REGARDING BOARD AGENDA ITEM

TO: BOARD OF TRUSTEES

DATE OF REPORT: August 19, 2011

BOARD MEETING DATE: September 1, 2011

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

SUBMITTED BY: Ken Noah
Superintendent

SUBJECT: **COMMUNITY FACILITIES DISTRICT 95-2
No. 17 / ANNEXATION OF PROPERTY /
LEUCADIA COLLECTION / A 19-UNIT SINGLE
FAMILY SUBDIVISION IN LEUCADIA / CITY
VENTURES, INC.**

EXECUTIVE SUMMARY

Staff has been working with City Ventures, Inc. in order to provide adequate school facilities for their residential project. City Ventures, Inc. will be constructing a 19-unit subdivision in Leucadia. The project will be located at Hymettus Ave. and Halia Ct. and will be in the Diegueño Middle School/La Costa Canyon High School attendance area.

The first step in the annexation process is to adopt the attached Resolution of Intention to annex certain territory into the community facilities district as shown on the attached map.

At a future board meeting, we will be presenting the necessary documents to proceed with the annexation of territory, which will require the Board to hold a public hearing regarding the annexation, adopt the resolution to annex the property into the community facilities district and call an election.

RECOMMENDATION:

It is recommended that the Board adopt the attached Resolution of Intention to Annex Territory to the San Dieguito Union High School District Community Facilities District No. 95-2, Authorizing the Levy of a Special Tax and Calling an Election.

FUNDING SOURCE:

Not applicable

Encl: Calendar, Map, and Owners List

**RESOLUTION OF INTENTION
TO ANNEX TERRITORY TO
THE SAN DIEGUITO UNION HIGH SCHOOL DISTRICT
COMMUNITY FACILITIES DISTRICT NO. 95-2
AUTHORIZING THE LEVY OF A SPECIAL TAX
AND CALLING AN ELECTION**

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

WHEREAS, the Board has heretofore annexed certain Territory to the District as specified in a Resolution adopted by the Board on June 5, 1997, and in a Resolution adopted by the Board on April 2, 1998, and in a Resolution adopted by the Board on May 7, 1998, and in a Resolution adopted by the Board on May 6, 1999, and in two Resolutions adopted by the Board on August 19, 1999, and in a Resolution adopted by the Board on January 18, 2001, and in a Resolution adopted by the Board on March 1, 2001, and in a Resolution adopted by the Board on June 3, 2004, and in a Resolution adopted by the Board on September 23, 2004, and in a Resolution adopted by the Board on October 21, 2004, and in a Resolution adopted by the Board on May 4, 2006; and in a Resolution adopted by the Board on November 8, 2007, and in a Resolution adopted by the Board on April 16, 2009, and in a Resolution adopted by the Board on September 16, 2010, and in a Resolution adopted by the Board on February 17, 2011.

WHEREAS, the Board, acting as the legislative body of the District, intends to annex certain territory to the District pursuant to Article 3.5 of the Act; and

WHEREAS, the Board intends the Annexed Territory (as defined below) to be treated the same as all other land within the District as specified in the Resolution of Formation of the Board of Trustees of the San Dieguito Union High School District Establishing Community Facilities District No. 95-2 adopted by the Board on March 21, 1996 and the Amendment to Resolutions of Formation of the Board of Trustees of the San Dieguito Union High School District Regarding Establishment of Community Facilities District Nos. 94-3 and 95-2 of the San Dieguito Union High School District adopted on July 18, 1996, (collectively, the “Resolution of Formation”), and the Resolution of the Board of Trustees of the San Dieguito Union High School District Acting as the Legislative Body of the San Dieguito Union High School District Community Facilities District No. 95-2, adopted by the Board on June 5, 1997.

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

Section 1. The name of the existing community facilities district is “Community Facilities District No. 95-2 of the San Dieguito Union High School District.”

Section 2. The boundaries of the existing District include all land shown on the maps approved by the Board in the Resolution of Formation and recorded with the Recorder of the County of San Diego (the “County”) at book 29 page 45, book 31 page 07, book 32 page 11, book 32 page 19, book 33 page 17, book 33 page 44, book 33 page 45, book 34 page 88, book 35 page 09, book 38 page 31, book 38 page 55, book 38 page 59, book 40 page 54, book 41 page 63 book 42 page 63, book 43 page 31 and book 43 page 41 in the Book of Maps of Assessment and Community Facilities Districts. The territory proposed to be annexed (the “Annexed Territory”) is all land shown on the map designated as “Amended Map of Boundaries of Community Facilities District No. 95-2, Annexation No. 17, San Dieguito Union High School District” (the “Annexed Territory Map”) on file in the office of Secretary of the Board by this reference incorporated herein. The Annexed Territory Map, showing the new properties to be subject to a special tax levied within the District, is hereby approved and adopted. The Secretary of the Board is hereby directed to file a copy of the map with the correct and proper endorsements thereon with the Recorder of the County within 10 days after the adoption of this Resolution, as provided for in Section 3113 of the California Streets and Highways Code.

Section 3. The types of public facilities (the “Facilities”) to be provided within the existing District are described in Exhibit A attached hereto and hereby incorporated by reference. The Facilities will also be provided within the Annexed Territory. The District and the Annexed Territory will share the Facilities based on the long-term master plans prepared by the School District from time to time. The Facilities are necessary to meet increased demand imposed upon the School District and all public agencies as a result of development occurring within the Annexed Territory and the District.

Section 4. The Board seeks to incur bonded indebtedness and to levy or cause to be levied annually, on property lying within the Annexed Territory, a special tax for the purpose of constructing, acquiring and/or leasing the Facilities in accordance with the Resolution of Formation and with the rate and method of apportionment described in detail in Exhibit B to the Resolution of Formation and incorporated herein by this reference.

Section 5. Except where funds are otherwise available to acquire, lease and/or construct the Facilities, it is the intention of the Board to levy or cause to be levied annually, on property lying within the Annexed Territory and the District, a special tax sufficient to pay for the cost of acquiring, leasing and/or construction of the Facilities and to pay for the principal of and interest on the bonds proposed to be issued to finance the Facilities and all Incidental Expenses (as defined in the Act), including but not limited to replenishment of a reserve fund and remarketing, credit enhancement, liquidity facility fees, the costs of administering the levy and collection of the special tax and all other administrative costs of the tax levy and bond issue. Upon recordation of notice of a special tax lien pursuant to Section 3114.5 of the California Streets and Highways Code, a continuing lien to secure each levy of the special tax shall attach to all non-exempt real property in the Annexed Territory. The lien shall continue in force and effect until the special tax is prepaid and permanently satisfied and the lien canceled in accordance with the law or until collection of the tax by the legislative body ceases. The rate and method

of apportionment of the special tax is described in detail in Exhibit B to the Resolution of Formation. The special tax is based on the projected demand for Facilities and the general benefit received from the Facilities by property within the Annexed Territory and the District. The special tax is apportioned to each parcel on the foregoing basis pursuant to Section 53325.3 of the Act and such special tax is not on or based upon the ownership of real property. The special tax shall be collected in the same manner as ordinary ad valorem taxes are collected; provided, however, that the special tax may be collected at a different time or in a different manner if necessary to meet the financial obligations of the School District and the District.

The office responsible for preparing annually a current roll of special levy obligations and responsible for estimating further special tax levies will be:

Superintendent
San Dieguito Union High School District
710 Encinitas Blvd.
Encinitas, CA 92024
Telephone (760) 753-6491

Section 6. The amount of the annual special tax will be set on or before each August 1. In accordance with Section 53340 of the Act, properties or entities of the state, federal, or other local governments shall be exempt from the levy of the special tax. No other properties or entities are exempt from the levy of the special tax except to the extent provided in Exhibit B to the Resolution of Formation. Any land within the boundaries of the Annexed Territory devoted primarily to agriculture, timber or livestock uses and being used for the commercial production of agricultural, timber or livestock products is contiguous to other land which is included within the boundaries of the Annexed Territory and will benefit from construction or acquisition of the Facilities.

Section 7. The Board shall submit a proposition to establish or change the appropriations limit, as defined by subdivision (h) of Section 8 of Article XIII B of the California Constitution, of the District to the qualified electors of the Annexed Territory. The proposition establishing or changing the appropriations limit shall become effective if approved by two-thirds of the qualified electors voting on the proposition and shall be adjusted for changes in the cost of living and changes in populations, as defined by subdivisions (b) and (c) of Section 7901 of the California Government Code, except that the change in population may be estimated by the legislative body in the absence of an estimate by the Department of Finance, and in accordance with Section 1 of Article XIII B of the California Constitution. For purposes of adjusting for changes in population, the population of the District shall be deemed to be at least one person during each calendar year.

Section 8. The Board deems it necessary to incur bonded indebtedness for the purposes set forth in Section 4 hereof, and has determined that the whole of the District, including the Annexed Territory, will pay for the bonded indebtedness. The maximum aggregate principal amount of debt to be authorized and incurred will be \$50,000,000. The maximum interest rate on the bonds shall be 12%, or such greater interest rate permitted by law, which interest will be payable annually or semiannually or in any other manner as permitted by law. The bonds may be issued in one or more series with each series issued for a term not to exceed thirty-five years. The proposition regarding

incurring bonded indebtedness shall be submitted to the voters at an election to be conducted by mail ballot as set forth in Section 16 of this Resolution.

Section 9. A public hearing on the annexation of the proposed territory into the District, the levying of the special tax, the proposed bond issue, the type of facilities financed by the District and all other matters set forth in this Resolution (the "Hearing") shall be held at 6:30 o'clock p.m. or as soon thereafter as practicable, on October 6, 2011, at the San Dieguito Union High School District Office Board Room, 710 Encinitas Boulevard, Encinitas, California.

Section 10. At the time and place set forth in this Resolution for the Hearing, any interested persons for or against the annexation of territory, including taxpayers, property owners and registered voters, may appear and be heard, and the testimony of all interested persons for or against the annexation of the Annexed Territory to the District, the levying of the special taxes within the Annexed Territory, the furnishing of the Facilities or the necessity of incurring bonded indebtedness will be heard and considered. Any protests may be made orally or in writing. However, any protests pertaining to the regularity or sufficiency of the proceedings shall be in writing and clearly set forth the irregularities and defects to which the objection is made. All written protests shall be filed with the Secretary of the Board on or before the time fixed for the Hearing. Written protests may be withdrawn in writing at any time before the conclusion of the Hearing.

If 50 percent or more of the registered voters, or six registered voters, whichever is more, residing within the District or if 50 percent or more of the registered voters or six registered voters, whichever is more, residing within the territory proposed for annexation, or if the owners of one-half or more of the area of land in the territory included in the District, or if the owners of one-half or more of the area of land in the territory proposed to be annexed, file written protests against the proposed annexation of territory to the District, and protests are not withdrawn so as to reduce the protests to less than a majority, no further proceedings shall be undertaken for a period of one year from the date of decision of the Board on the issues discussed at the Hearing.

Section 11. The Secretary of the Board is hereby directed to publish a notice (the "Notice") of the Hearing pursuant to Section 53322 of the California Government Code in a newspaper of general circulation published in the area of the Annexed Territory, being the San Diego Union-Tribune. Such publication shall be completed at least seven days prior to the date of the Hearing.

Section 12. The Secretary of the Board is hereby directed to transmit a copy of this Resolution to the City Council of the City of Encinitas, the County of San Diego and to the Board of Supervisors of the County of San Diego.

Section 13. A special election (the "Election") is hereby called for the Annexed Territory and the Associate Superintendent of Business of the School District is hereby authorized to conduct the Election (the "Election Official") as a mail ballot election on the propositions of levying a special tax on property within the Annexed Territory, incurring bonded indebtedness for the District in a maximum aggregate principal amount of \$50,000,000 and establishing an appropriations limit for the District. The proposed propositions relative to incurring indebtedness in the maximum aggregate principal amount of \$50,000,000, the rate and method of apportionment of the special tax and establishing an appropriations limit for the District shall be combined into one ballot

proposition pursuant to Section 53353.5 of the Act. The ballot proposition is attached hereto as Exhibit C and hereby incorporated by reference. The members of the Board and their authorized representatives are, including the Election Official, and each of them acting alone is, hereby authorized to approve any changes in the ballot and any other informational materials submitted to the voters.

Section 14. The Election shall be held on November 8, 2011, to the extent that the time limit applicable to the Election is waived with the unanimous consent of the qualified electors of the proposed district and the concurrence of the Election Official conducting the Election or if such consent is not obtained or otherwise such other date determined by this Board pursuant to a subsequent resolution. The Secretary of the Board is hereby directed to provide to the Election Official within three days of the adoption of this Resolution the following: (i) a copy of this Resolution, (ii) a certified map of sufficient scale and clarity to show the boundaries of the Annexed Territory, (iii) a sufficient description to allow the Election Official to determine the boundaries of the Annexed Territory and (iv) if requested by the Election Official, assessor's parcel numbers for the land within the Annexed Territory.

Section 15. Pursuant to Section 53326 of the Act, the vote shall be by the landowners of the Annexed Territory and each landowner who is the owner of record at the close of the Hearing, or the authorized representative thereof, shall have one vote for each acre or portion of an acre of land that he or she owns within the Annexed Territory. An owner of record shall be the owner of land on the last equalized assessment roll or otherwise known to be the owner of the land by the School District. The number of votes to be voted by a particular landowner shall be specified on the ballot provided to that landowner.

Section 16. The ballots for the Election shall be distributed to the landowners within the Annexed Territory either by mail with return postage prepaid or by personal service by the Election Official. The Election Official may certify the proper mailing of ballots by an affidavit, which shall constitute conclusive proof of mailing in the absence of fraud. The voted ballots shall be returned to the Election Official not later than 5:00 p.m. on the day of the Election.

Section 17. Notice of the Election shall be given as required by applicable law. The Secretary of the Board is directed to give notice of the Election by publishing a copy of this Resolution (without exhibits), as it may be amended or a summary of this Resolution one time, pursuant to Section 53352 of the California Government Code, in a newspaper or newspapers of general circulation published in the area of the District, being The San Diego Union-Tribune. Except as otherwise provided in the Act, the Election shall be called, held and conducted pursuant to the provisions of law regulating elections of the District. To the extent waived by the unanimous consent of all the landowners, there shall not be prepared and included in the ballot material provided to each voter an impartial analysis pursuant to Section 9500 of the California Elections Code, arguments and rebuttals, pursuant to Sections 7465, 9501 to 9507 inclusive, and 9509 of the California Elections Code or other applicable law. The Superintendent of the School District, or his designee, and each of them acting alone, is hereby authorized to provide to the Election Official the statement in compliance with Sections 9400 to 9405

of the California Elections Code and any other voter information required by the Election Official.

Section 18. The District shall constitute a single election precinct for the purpose of holding the Election unless the Election Official determines otherwise.

Section 19. The Election Official is hereby requested to take any and all steps necessary for the holding of the Election. The Election Official shall perform and render all services and proceedings incidental to and connected with the Election of the District with the cooperation and assistance of the Secretary of the Board. These services shall include, but not be limited to, the following activities as are appropriate to the Election:

1. Prepare and furnish to the election officer necessary election supplies for the conduct of the Election.
2. Cause to be printed the requisite number of official ballots, tally sheets and other necessary forms.
3. Furnish and address to mail official ballots to the qualified electors of the Annexed Territory.
4. Cause the official ballots to be mailed, as required by law.
5. Receive the returns of the Election and supplies.
6. Sort and assemble the election material and supplies in preparation for the canvassing of the returns.
7. Canvass the returns of the Election.
8. Furnish a tabulation of the number of votes given in the Election.
9. Make all arrangements and take the necessary steps to pay all costs of the Election incurred as a result of services performed for the Annexed Territory and pay costs and expenses of all election officials.
10. Conduct and handle all other matters relating to the proceedings and conduct of the Election in the manner and form as required by law.

Section 20. The members of the Board and their authorized representatives are, and each of them acting alone is, hereby authorized to execute any and all documents and agreements and do and perform any and all acts and things, from time to time, consistent with this Resolution and necessary or appropriate to carry the same into effect and to carry out its purposes.

ADOPTED, SIGNED AND APPROVED, this 1st day September, 2011.

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

By: _____
Title: President

ATTEST:By: _____
Title: Recording Secretary

EXHIBIT A

DESCRIPTION OF FACILITIES

Necessary school facilities (including the purchase, construction, design, expansion, improvement or rehabilitation of facilities) to accommodate grade 7-12 students to be generated within the boundaries of the District, including Middle School, High School and Continuation and Adult School facilities (including land, interim and relocatable facilities), and associated administration, transportation and maintenance facilities and equipment (including buses).

EXHIBIT B

**RATE AND METHOD OF APPORTIONMENT OF SPECIAL TAXES
FOR COMMUNITY FACILITIES DISTRICT NO. 95-2
OF THE SAN DIEGUITO UNION HIGH SCHOOL DISTRICT**

**RATE AND METHOD OF APPORTIONMENT OF SPECIAL TAXES
FOR COMMUNITY FACILITIES DISTRICT NO. 95-2
OF THE SAN DIEGUITO UNION HIGH SCHOOL DISTRICT**

An Annual Special Tax applicable to each Assessor's Parcel in Community Facilities District No. 95-2 of the San Dieguito Union High School District ("CFD No. 95-2") shall be levied and collected each Fiscal Year in an amount determined by the Board of Trustees (the "Board") of the San Dieguito Union High School District (the "District") acting in its capacity as the legislative body of CFD No. 95-2 through the application of the appropriate amount or rate of Annual Special Tax for Developed Property and Undeveloped Property as described below. All of the property in CFD No. 95-2, as depicted on the map of the boundaries thereof on file with the Secretary of the Board, unless exempted by law or by the provisions of Sections III. through V. hereof, shall be taxed for the purposes, to the extent and in the manner herein provided.

I. Definitions

"Administrative Expenses" means the expenses incurred by the District on behalf of CFD No. 95-2 related to the determination of the amount of the levy of Annual Special Taxes; the collection of the Annual Special Taxes, including the expenses of collecting delinquencies, and any amounts necessary to replenish the reserve fund; the administration of the bonds of CFD No. 95-2, including the payment of salaries and benefits of any employee of the District whose employment duties directly relate to the administration of community facilities districts of the District; and costs otherwise incurred in order to carry out the authorized purposes of CFD No. 95-2.

"Alternate Prepayment Tax" means the method for reducing the Maximum Special Tax for an Assessor's Parcel as provided for in Section III. C.

"Annual Special Tax" means the annual special tax to be levied in each Fiscal Year pursuant to Section IV. on each Assessor's Parcel classified as Developed Property and Undeveloped Property to pay, as applicable, the Bond Requirements, and to pay for the cost of constructing, leasing, and/or acquiring the Facilities.

"Assessor's Parcel" means a parcel of Residential Property designated on a map of the San Diego County Assessor's Office within the jurisdictional boundaries of the District which has been assigned a discrete identifying number.

"Bond Requirements" means the amount necessary in any Fiscal Year, taking into consideration anticipated delinquencies (i) to pay principal of and interest on the bonds at that time outstanding in CFD No. 95-2 or any certificates of participation or other obligations issued to finance the Facilities, (ii) to make any

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deposits required to be made with respect to any reserve fund created with respect to such bonds or obligations, and (iii) to pay for Administrative Expenses.

"City" means individually the cities of Carlsbad, Encinitas, San Diego or whichever municipal jurisdiction has the authority to approve or regulate land development for parcels within CFD No. 95-2.

"County" means the County of San Diego.

"Developed Property" means any Assessor's Parcel in CFD No. 95-2 for which a building permit has been issued by the City or County as of June 30 of the previous Fiscal Year in which the Annual Special Tax is being levied.

"Exempt Property" means any Assessor's Parcel within the boundaries of CFD No. 95-2 which: (i) is property of the State, federal or other local governments or public agency, except as otherwise provided by Section 53317.3 of the Act, (ii) has been zoned, authorized or designated for a non-residential use on the applicable general plan, specific plan or community plan for which the City or the County utilizes and relies upon for land use planning purposes and for the approval of the development of real property, (iii) is "common area" of a common interest development as those terms are used and defined in Section 1351 of the California Civil Code or any similar subsequent legislation, (iv) is any property within CFD No. 95-2 which is Senior Citizen Housing, (v) is any Residential Property for which a final subdivision map pursuant to the California Subdivision Map Act, California Government Code Section 66433 et. seq. or any similar subsequent legislation has not been approved by the City or County, or (vi) is subject to a contract pursuant to Government Code Section 51200 ff. For purposes of interpreting Sections 53317.3 and 53317.5 of the Act, any Assessor's Parcel acquired by a public entity shall be deemed Exempt Property to the extent it is Undeveloped Property at the time of its acquisition,

"Facilities" means those school facilities (including land) and other facilities which CFD No. 95-2 is authorized by law to construct, lease, acquire, own or operate.

"Fiscal Year" means the period from July 1st of any calendar year through June 30th of the following calendar year.

"Legally Available Funds" means any funds; except Alternate Prepayment Taxes, available to CFD No. 95-2 to pay Bond Requirements, such as bond reserve fund earnings and other interest earnings not subject to arbitrage.

"Maximum Special Tax" means the maximum annual special tax, determined in accordance with Section III. that can be levied by the Board in any Fiscal Year on Developed Property and Undeveloped Property.

"Multi-Family" means a Residential Property having a density of more than fifteen (15) residential units per gross acre.

"Residential Property" means any Assessor's Parcel of land located within the boundaries of CFD No. 95-2 at any time during which it is Zoned for residential purposes.

"Senior Citizen Housing" means any senior citizen housing, residential care facilities for the elderly, or multi-level facilities for the elderly which would be subject to the limitations on school fees set forth in Government Code Section 65995.1 on July 1 of any Fiscal Year during which Annual Special Taxes are levied.

"Single-Family" means a Residential Property having a density of fifteen (15) or less residential units per gross acre.

"Undeveloped Property" means all Residential Property within CFD No. 95-2 not classified as Developed Property, and not exempt from the Annual Special Tax pursuant to law or Section V. hereof.

"Zoned" means any Assessor's Parcel of land used, zoned, allowed or designated for a specific purpose on the applicable general plan, specific plan or community plan for which the City or the County utilizes and relies upon for planning purposes and for the approval of development of real property.

II. Classification of Property

On or before July 1 of each Fiscal Year, beginning July 1, 1995, the District shall classify all Residential Property on the following basis: Developed Property, Undeveloped Property, or Exempt Property.

III. Maximum Special Tax

A Maximum Special Tax may be levied up to the amounts specified in this Section III. on (i) Developed Property to the extent necessary to pay the Bond Requirements and to provide for the cost of constructing, leasing, and/or acquiring the Facilities pursuant to Section III. A. below and (ii) on Undeveloped Property to the extent necessary to pay the Bond Requirements pursuant to Section III. B. following.

A. Developed Property: Maximum Special Tax

Beginning with the Fiscal Year commencing July 1, 1995, and each Fiscal Year thereafter, all Developed Property (except as otherwise provided in Section III. C.) shall be subject to an Annual Special Tax in each Fiscal Year up to and including an amount equal to the Maximum Special Tax for each such Developed Property type listed in Table 1 below.

Table 1

<u>Developed Property Type</u>	<u>Maximum Special Tax</u>
Single-Family	\$800
Multi-Family	\$218

B. Undeveloped Property: Maximum Special Tax

In the event that on July 1 of any Fiscal Year, the maximum projected revenues that can be generated from the levy of the Annual Special Tax for such Fiscal Year on all Developed Property together with all other Legally Available Funds of CFD No. 95-2 available to pay the Bond Requirements, shall be insufficient to pay the Bond Requirements for such Fiscal Year, then all Undeveloped Property shall be subject to an Annual Special Tax, for such Fiscal Year only, up to an amount not to exceed, per gross acre of Undeveloped Property (or a proportionate amount thereof for any portion of such gross acre), the lesser of (i) \$500 or (ii) the aggregate amount of the actual delinquencies in the payment of Annual Special Taxes for Developed Property for the prior Fiscal Year, divided by the total number of gross acres of Undeveloped Property in CFD No. 95-2.

C. Alternate Prepayment Tax for reducing the Maximum Special Tax

The owner of any Assessor's Parcel of Developed Property may elect to prepay fifty percent of the aggregate Maximum Special Tax obligation attributable to the Assessor's Parcel within five (5) business days from the time of issuance of the initial building permit with respect to such Assessor's Parcel provided that all delinquencies and charges of Annual Special Taxes due to date have been paid in full as determined by the District. The aggregate Maximum Special Tax obligation for each Developed Property type is listed in Table 2 below.

If an owner prepays fifty percent of the aggregate Maximum Special Tax obligation on any such Assessor's Parcel, the Maximum Special Tax for each Developed Property type shall be fifty percent of the applicable rate specified in Table 1, and the Assessor's Parcel shall thereafter be subject to an Annual Special Tax in each Fiscal Year in an amount equal to fifty

percent of the Annual Special Tax on Developed Property of a similar type for which no Alternate Prepayment Tax has been paid, and as determined pursuant to Section III. A and IV., for the corresponding Fiscal Year. Prepayments of the aggregate Maximum Special Tax obligation collected pursuant to this Section III. C. may be used for any legal purposes of CFD No. 95-2.

Table 2

<u>Developed Property Type</u>	<u>Aggregate Maximum Special Tax obligation Amount for Fiscal Year 1995-96</u>
Single-Family	\$9,910
Multi-Family	\$2,700

Notwithstanding any of the above, the aggregate Maximum Special Tax obligation shall be adjusted in each Fiscal Year, commencing July 1, 1995, in proportion to changes in the Lee Saylor Cost of Construction Index for Class D Construction as measured in each Fiscal Year from the first of the preceding Fiscal Year. If said index is superseded or discontinued, the adjustment provided for herein shall be made by reference to the index used to determine variation in the cost of constructing public school improvements comparable to the Facilities as determined by the Board.

IV. Annual Apportionment of the Annual Special Tax to Developed Property and Undeveloped Property

Beginning with the Fiscal Year commencing July 1, 1995, and each Fiscal Year thereafter, the Board, acting as the legislative body of CFD No. 95-2, shall determine the Annual Special Tax to be collected in CFD No. 95-2 from all Developed Property and Undeveloped Property. The Board shall levy the Annual Special Tax in the following priority:

- First: From Assessor's Parcels of Developed Property by levying up to the Maximum Special Tax in Table 1 of Section III. hereof to meet the Bond Requirements, and to pay for the cost of constructing, leasing, and/or acquiring the Facilities.
- Second: If additional moneys are needed to pay the Bond Requirements, Legally Available Funds shall be used.

Third: If additional moneys are needed, the Annual Special Tax may be levied on Assessor's Parcels of Undeveloped Property pursuant to Section III. B.

V. Limitations

The Board shall not impose any Annual Special Tax on any Exempt Property. Under no circumstances will the Annual Special Tax levied against any Assessor's Parcel of Developed Property be increased by more than ten percent (10%) as a consequence of delinquency or default by the owner of any other Assessor's Parcel(s) within CFD No. 95-2.

The Annual Special Tax may be levied on any Assessor's Parcel for a period not to exceed 35 years commencing the first Fiscal Year in which the Annual Special Tax is levied on such Assessor's Parcel of Developed Property and ending at the close of the 35th Fiscal Year; provided, however that the expiration of such period shall not extinguish or otherwise effect the rights of the District or CFD No. 95-2 to collect any delinquent Annual Special Taxes or penalties or interest thereon.

VI. Appeals and Interpretation Procedure

Any taxpayer whose property is subject to the levy of the Annual Special Tax and who claims that the amount or application of the Annual Special Tax has not been properly computed may file a notice with the Board appealing the levy of the Annual Special Tax. The Superintendent of the District or his or her designee will promptly review the claim and, if necessary, meet with the claimant and decide the appeal. If the findings of the Superintendent or his or her designee support a determination that the amount of application of the Annual Special Tax should be modified or changed, the Annual Special Tax levy shall be so modified or changed and, if applicable, a refund of prior Annual Special Tax payment shall be granted and made from available funds of CFD No. 95-2. If a claimant disagrees with the findings and determination of the Superintendent or his or her designee, the claimant may appeal such determination to the Board and the decision of the Board shall be final.

Interpretation of this rate and method of apportionment may be made by the Board by resolution thereof for the purpose of clarifying any vagueness or ambiguity as it relates to the application of the Annual Special Tax, the application of the method of apportionment, the classification of any property, or any definition contained herein.

VII. Collection of Special Tax

The Annual Special Tax shall be levied and collected in the same manner as ordinary ad valorem property taxes are levied and collected by the County. Notwithstanding any provision to the contrary herein, CFD No. 95-2 may collect any Annual Special Tax at a different time and/or in a different manner if necessary to meet its financial obligations. All Annual Special Taxes shall be subject to the same penalties and lien priorities in the case of delinquency as is provided for ad valorem taxes; provided, however, CFD No. 95-2 may covenant for the benefit of bondholders to commence and diligently pursue to completion judicial foreclosure proceedings for the payment of delinquent installments of Annual Special Taxes.

EXHIBIT C

COMMUNITY FACILITIES DISTRICT NO. 95-2
OF THE SAN DIEGUITO UNION HIGH SCHOOL DISTRICT
SPECIAL TAX AND BOND ELECTION
November 8, 2011

To vote, stamp a cross (+) in the voting square after the word "YES" or after the word "NO". All marks otherwise made are forbidden. All distinguishing marks are forbidden and make the ballot void.

If you wrongly mark, tear or deface this ballot, return it to the Associate Superintendent of Business Services of the San Dieguito Union High School District to obtain another.

MEASURE SUBMITTED TO VOTE OF VOTERS

Proposition No. BB: Shall Community Facilities District No. 95-2 of the San Dieguito Union High School District incur an indebtedness and issue bonds in the maximum aggregate principal amount of \$50,000,000, for a maximum term of not more than 35 years with interest not to exceed the maximum interest rate permitted by law, the proceeds of which will be used to pay for the cost of acquiring, leasing and/or construction school facilities and equipment and other facilities to be used in conjunction with school facilities and for certain incidental expenses; shall a special tax as provided in the Resolution of Formation with respect to the District be levied to pay the principal of and interest on such bonds and to pay for leasing, construction and/or acquisition of the facilities and equipment described above; shall an appropriations limit be established for the District equal to the amount of all proceeds of the special tax collected annually as adjusted for changes in the cost of living and changes in population.

YES:

NO:

**THIS BALLOT HAS A VALUE OF 6 VOTES BASED
UPON 5.44 ACRES OF LAND OWNED BY THE VOTER WITHIN
THE COMMUNITY FACILITIES DISTRICT**

**COMMUNITY FACILITIES DISTRICT NO. 95-2
ANNEXATION NO. 17
Leucadia Collection**

ANNEXATION SCHEDULE

*******REVISED 6/15/11*******

September 1, 2011 Board Meeting

Adopt Resolution of Intention

September 9, 2011

Deadline to record map

September 29, 2011*

Deadline to Publish Notice of Public Hearing

October 6, 2011 Board Meeting*

Public Hearing

Adopt Resolution of Annexation

November 8, 2011*

Special Election

November 17, 2011 - Board Meeting*

Certify Election Results

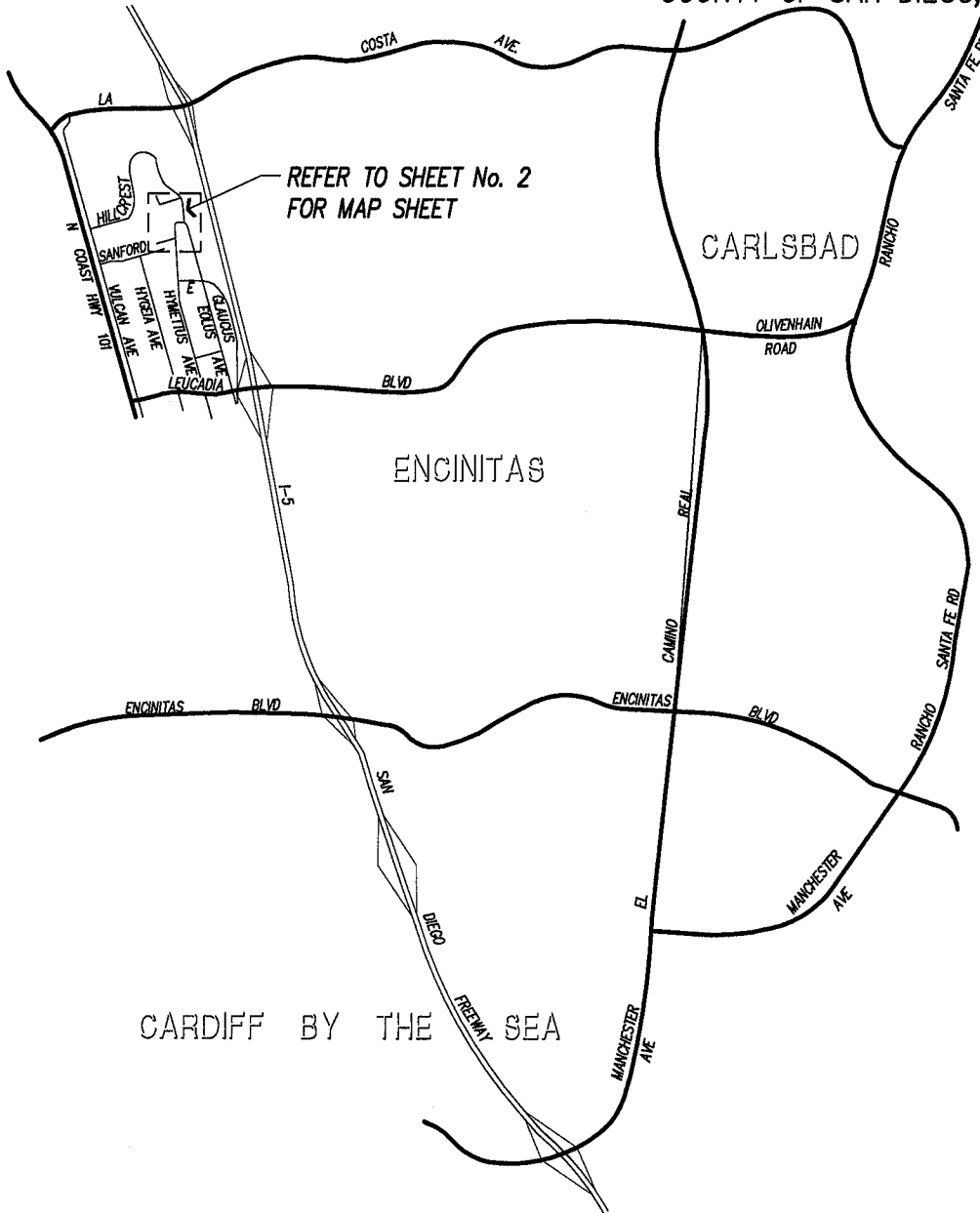
November 23, 2011

Deadline to record Notice of Special Tax Lien

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

AMENDED
MAP OF BOUNDARIES OF COMMUNITY FACILITIES
DISTRICT No. 95-2 ANNEXATION No. 17
SAN DIEGUITO UNION HIGH SCHOOL DISTRICT
COUNTY OF SAN DIEGO, STATE OF CALIFORNIA

BATIQUITOS LAGOON



LEGEND:

LIMITS OF REFERENCE PARCELS

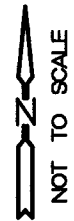


ASSESSORS BOOK - PAGE

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PARCEL TO BE INCLUDED
WITHIN PROPOSED BOUNDARIES
OF SAN DIEGUITO UNION HIGH
SCHOOL DISTRICT ANNEXATION No. 17

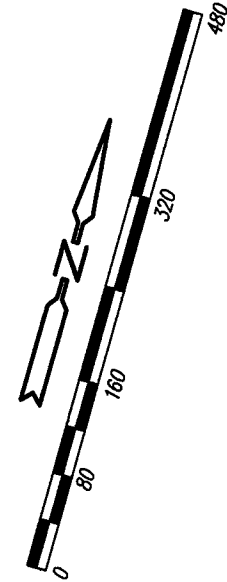
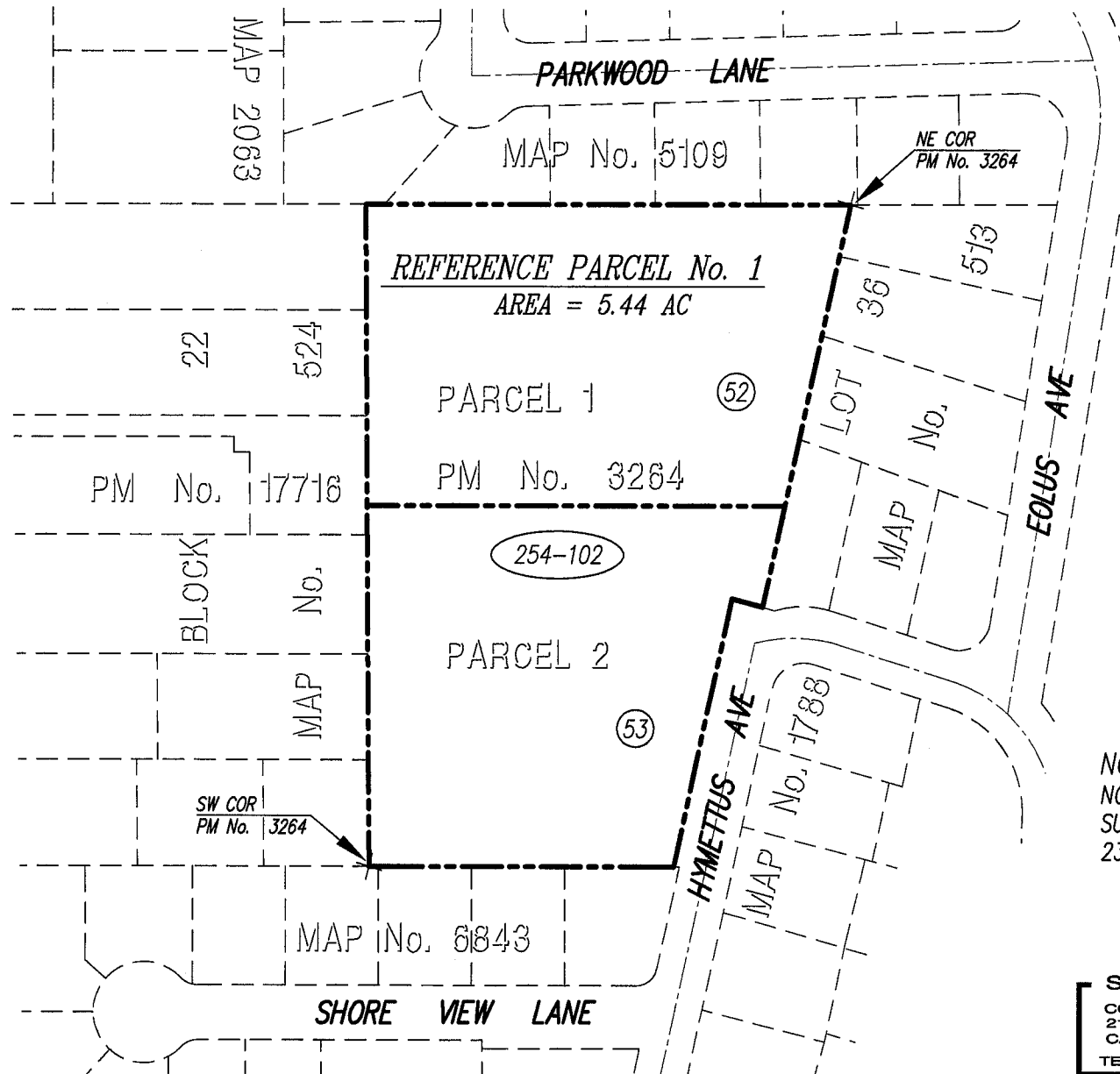
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CARDIFF BY THE SEA

JOB No. 11-048 8/23/11
SOWARDS & BROWN ENGINEERING
CONSULTING ENGINEERS
2187 NEWCASTLE AVENUE SUITE 103
CARDIFF BY THE SEA, CA., 92007
TEL. 760/436-8500 FAX 760/436-8603

AMENDED
MAP OF BOUNDARIES OF COMMUNITY FACILITIES
DISTRICT No. 95-2 ANNEXATION No. 17
SAN DIEGUITO UNION HIGH SCHOOL DISTRICT
COUNTY OF SAN DIEGO, STATE OF CALIFORNIA



NOTE: ALL PARCELS SHOWN HEREON DO NOT REFLECT RECENT RECORDATION OF SUBDIVISION MAP No. 15829, RECORDED JUNE 23, 2011, CREATING 19 RESIDENTIAL LOTS.

JOB No. 11-048 8/23/11
SOWARDS & BROWN ENGINEERING
 CONSULTING ENGINEERS
 2187 NEWCASTLE AVENUE SUITE 103
 CARDIFF BY THE SEA, CA., 92007
 TEL. 760/436-8500 FAX 760/436-8603

SOWARDS AND BROWN ENGINEERING

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August 23, 2011

**OWNERS LIST
FOR
COMMUNITY FACILITIES DISTRICT NO. 95-2**

ANNEXATION NO. 17

OF THE

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

OWNERS & ADDRESS (REF. PARCEL NO.)	ASSESSORS PARCELS	ACREAGE (ACRES)	TOTAL VOTES
CV Leucadia 19 Lots, LLC 2850 Red Hill Avenue, Unit 200 Santa Ana, CA 92705 <u>(REFERENCE PARCEL NO. 1)</u>	254-102-52 254-102-53	2.80 2.64	3 3
	TOTAL	5.44	6

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San Dieguito Union High School District

INFORMATION REGARDING BOARD AGENDA ITEM

TO: BOARD OF TRUSTEES

DATE OF REPORT: August 24, 2011

BOARD MEETING DATE: September 1, 2011

PREPARED BY: Sue Koehnen, Director of Human Resources

SUBMITTED BY: Ken Noah
Superintendent

SUBJECT: 2011-12 Contract Negotiations/CSEA

EXECUTIVE SUMMARY

The District is in the final year of a three-year agreement with the California School Employees Association (CSEA), Chapter 241. Included in the three-year agreement is a reopener for the 2011-12 school year for wages and benefits. Because benefit plans are on a calendar year and effective January 1, 2012, the District and CSEA will meet and negotiate the specific interests listed below in the fall of 2011. The District will submit CSEA's interest list at the September 15, 2011 board meeting.

DISTRICT INTERESTS: Articles to Open

Article 12: Fringe Benefits

- a. Article 12A.1. Flexible Spending Account
- b. Article 12A.2. Grandfather Clause
- c. Article 12A.7. Office Copay Amounts

The "sunshine clause" of the Rodda Act, Senate Bill 160 (1975) requires each party's proposal be presented for public comment at a publicized school board meeting. The District will request the Board to conduct a hearing to obtain public comment relative to the District proposal on September 15, 2011.

An initial proposal from the District on Wages, and the remaining items in Article 12, will be sunshined at a later time and prior to the commencement of negotiations in the Spring of 2012.

RECOMMENDATION:

Not applicable

FUNDING SOURCE:

Not applicable