



**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, NOVEMBER 17, 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, NOVEMBER 17, 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.*
(2 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 (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 BOARD WORKSHOP AND REGULAR BOARD MEETING OF OCTOBER 20, 2011
Motion by _____, second by _____, to approve the Minutes of the October 20th board meetings, as shown in the attached supplements.

NON-ACTION ITEMS (ITEMS 7 - 10)

- 7. STUDENT UPDATES STUDENT BOARD REPRESENTATIVES
- 8. BOARD REPORTS AND UPDATES BOARD OF TRUSTEES
- 9. SUPERINTENDENT’S REPORTS, BRIEFINGS, AND LEGISLATIVE UPDATES KEN NOAH
- 10. SCHOOL UPDATE, CANYON CREST ACADEMY BRIAN KOHN, PRINCIPAL

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(s).
- B. FIELD TRIP REQUESTS
Accept the Field Trips, as shown in the attached supplement(s).

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 supplement(s).

13. EDUCATIONAL SERVICES

A. APPROVAL/RATIFICATION OF AGREEMENTS

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

1. Scholastic, Inc. and San Dieguito Union High School District to work together on the Read 180 State Reading Test Analysis project to examine the impact of Read 180 on students' reading skills as measured by the Read 180 software, the California Standards Test in English Language Arts (CST ELA), and the Scholastic Reading Inventory (SRI), during the period November 18, 2011 through completion of the analysis, at no cost to the district.
2. 22nd District Agricultural Association to provide use of the Del Mar Fairgrounds premises for the San Dieguito Union High School District College Night and Fair on April 25, 2012, for an estimated amount of \$7,620.00, to be expended from the General Fund 03-00.

14. PUPIL SERVICES

A. APPROVAL/RATIFICATION OF NON-PUBLIC SCHOOL / NON-PUBLIC AGENCY CONTRACTS, INDEPENDENT CONTRACTOR AGREEMENTS, AND/OR MEMORANDUMS OF UNDERSTANDING

Approve entering into the following non-public school / non-public agency master contracts (NPS/NPAs), independent contractor agreements (ICAs), and/or memorandums of understanding (MOUs), as required per students' Individualized Education Programs (IEPs), 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; to be funded by the General Fund/Restricted 06-00:

1. AEFCT- Autism Experts Empowering Families & Children Together, during the period September 8, 2011 through June 30, 2012.
2. Autism Spectrum Consultants, Inc., during the period July 1, 2011 through June 30, 2012.
3. Banyan Tree Learning Center, during the period July 1, 2011 through June 30, 2012.
4. K.I.D.S. Therapy Associates, during the period October 4, 2011 through June 30, 2012.
5. San Diego Center for Vision Care, during the period July 27, 2011 through June 30, 2012.
6. WAPADH (Whittier Area Parents' Association for the Developmentally Handicapped), during the period August 5, 2011 through June 30, 2012.
7. New Bridge School, during the period July 1, 2011 through June 30, 2012.
8. Sierra Academy, during the period July 1, 2011 through June 30, 2012.
9. Yellowstone Boys & Girls Ranch, during the period July 1, 2011 through June 30, 2012.
10. Interpreters Unlimited, for language interpreting services, during the period September 19, 2011 through June 30, 2012, at the rates of \$102.00 to \$230.00 per hour.
11. Bonnie Tierney, M.S., to provide direct support for reading instruction, during the period September 26, 2011 through June 30, 2012, at the rate of \$150.00 per hour.
12. West Shield Adolescent Services to provide transporting/escorting services for special education students at risk to residential facilities, during the period July 1, 2011 through June 30, 2012, at the rate of \$81.00 per hour.

13. San Diego County Superintendent of Schools (SDCOE) to reimburse the County of San Diego Health and Human Services Agency Behavioral Health Division (CMH) for educationally-related mental health services (ERMHS) and charge San Dieguito Union High School District for the amount not covered by various state and federal funding, during the period July 1, 2011 through June 30, 2012, for an estimated not to exceed amount of \$374,948.00.

B. APPROVAL/RATIFICATION OF PARENT SETTLEMENT AND RELEASE AGREEMENTS

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

1. Student ID No. 711092, in the amount of \$38,000.00.

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. Sol Transportation, Inc. to provide special education transportation when the district is not able to provide such transportation through its own resources, during the period November 1, 2011 through June 30, 2012, for an amount not to exceed \$10,000.00 per school year, to be expended from the General Fund/Restricted 06-00.
2. Blue H2O Productions to produce one season highlight video for the La Costa Canyon High School Football Program, during the 2011-2012 season, at no cost to the district.
3. The Regents of the University of California, for the lease of facilities at the University of California, San Diego (UCSD), for the Torrey Pines High School Girl's Water Polo practice and games, during the period November 12, 2011 through February 25, 2012, for an amount not to exceed \$7,127.47, to be paid for by the Torrey Pines High School Foundation.
4. Verdugo Testing Co., Inc. to provide testing, monitoring, training, certifications, repairs, parts, and equipment for the underground fuel storage tank and dispensers located at the transportation facility, beginning July 1, 2011 through June 30, 2012, for an amount not to exceed \$10,000.00 to be expended from General Fund/Restricted 06-00.
5. Magdalena Ecke Family YMCA Skate Park for lease of facilities for Earl Warren Middle School off-campus PE classes, during the period September 1, 2011 through June 15, 2012, for an amount not to exceed \$2,200.00 per semester, to be paid by the Parent Teacher Student Association.
6. JSTOR, a part of ITHAKA, a non-profit organization, to provide JSTOR information technology services, and tools, and digitally archived articles (scholarly materials, academic collections on the arts & sciences, business, literature, mathematics, statistics, music, health, etc.) for Torrey Pines High School, during the period of November 18, 2011 through December 31, 2013 and then continuing until terminated by ninety day written notice from either party, for a one-time fee of \$500.00 and an annual charge of \$1,500.00 per year, to be expended from the General Fund 03-00 and be reimbursed by the Torrey Pines High School Foundation.
7. San Diego Fitness Services to provide maintenance, service, repairs, and parts for exercise equipment at various district sites, during the period November 18, 2011 through June 30, 2012, for an annual amount not to exceed \$10,000.00, to be expended from the fund to which the service is charged.

B. APPROVAL/RATIFICATION OF AMENDMENT TO AGREEMENTS
(None Submitted)

C. RATIFICATION OF CONTRACTS
(None Submitted)

D. ACCEPTANCE OF CONSTRUCTION PROJECTS
(None Submitted)

E. ADOPTION OF RESOLUTION / COOPERATIVE BID

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

F. APPROVAL OF BUSINESS REPORTS

Approve the following business reports:

1. Purchase Orders
2. Membership Listing

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

_____ Joyce Dalessandro	_____ Marisa Blanke, San Dieguito Academy,
_____ Barbara Groth	_____ Eddie Gelman, Torrey Pines High School
_____ Beth Hergesheimer	_____ McKenzie Kastl, La Costa Canyon High School
_____ Amy Herman	_____ Lexi Zao, Sunset High School
_____ John Salazar	_____ Jon Zhang, Canyon Crest Academy

DISCUSSION / ACTION ITEMS (ITEMS 16 - 20)

16. APPROVAL OF DECEMBER 8, 2011, AS THE DATE OF ORGANIZATIONAL BOARD MEETING, 2011
Motion by _____, second by _____, to approve December 8, 2011, as the date of the Board's annual Organizational Board meeting, as shown in the attached supplement(s).
17. PERSONNEL COMMISSION APPOINTMENT, DECEMBER 1, 2011 THROUGH DECEMBER 1, 2014
Motion by _____, second by _____, to appoint Mr. William A. Berrier as Personnel Commissioner from December 1, 2011 through December 1, 2014.
18. APPROVAL OF REVISION OF THE MASTER AGREEMENT BETWEEN CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION (CSEA), CHAPTER 241, AND SAN DIEGUITO UNION HIGH SCHOOL DISTRICT
Motion by _____, second by _____, to approve Master Agreement between CSEA, Chapter 241 and San Dieguito Union High School District, as shown in the attached supplement(s).
19. COMMUNITY FACILITIES DISTRICT NO. 95-2 / ANNEXATION NO. 17 / ADOPTION OF RESOLUTION CERTIFYING ELECTION RESULTS / LEUCADIA COLLECTION / A 19-UNIT SINGLE FAMILY SUBDIVISION / CITY VENTURES, INC.
Motion by _____, second by _____, to adopt the attached Resolution Certifying the Results of the Election with Respect to Community Facilities District No. 95-2, Annexation No. 17 of the San Dieguito Union High School District.
20. ADOPTION OF RESOLUTION INITIATING LAYOFF AND/OR REDUCTION IN HOURS OF ONE CLASSIFIED POSITION, 2011-12 (COMPUTER SUPPORT TECHNICIAN)
Motion by _____, second by _____, to adopt the attached Resolution initiating layoff of one classified position, 2011-12, as shown in the attached supplement(s).

INFORMATION ITEMS..... (ITEMS 21 - 31)

21. NEW ADMINISTRATIVE REGULATION, #3314 (AR), "PURCHASING CARDS"
This item is being presented as an information item only.

22. PROPOSED 2012 BOARD MEETING SCHEDULE

Review of proposed dates for 2011 Board Meetings, in accordance to Ed Code Sections 35143 and 72000(c)(2), as shown in the attached supplement. This item is being presented for first reading and will be resubmitted to the Board for approval on December 8, 2011.

23. CSBA DELEGATE ASSEMBLY NOMINATIONS, 2012

Review of CSBA Delegate Assembly Nomination Procedures for 2012, as shown in the attached supplement. This item is being presented for first read and will be resubmitted for Board action on December 8, 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.*

(2 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 (2 cases)

30. REPORT FROM CLOSED SESSION (AS NECESSARY)

31. MEETING ADJOURNED

The next regularly scheduled Board Meeting will be held on [Thursday, December 8, 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.



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

Union High School District

Superintendent
Ken Noah

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

**THURSDAY, OCTOBER 20, 2011
5:00 PM**

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

The Governing Board of the San Dieguito Union High School District held a Board Workshop on Thursday, October 20, 2011, at the above location.

ATTENDANCE

BOARD OF TRUSTEES

All board members were present.

DISTRICT ADMINISTRATION

Ken Noah, Superintendent
Eric Dill, Associate Superintendent, Business
Terry King, Associate Superintendent, Human Resources
Rick Schmitt, Associate Superintendent, Educational Services
Mike Coy, Director, Technology
Joel Van Hooser, Supervisor, Technology
Laura Krogh, AP Spanish Teacher, Canyon Crest Academy
Becky Banning, Recording Secretary / Executive Assistant to the Superintendent

1. CALL TO ORDER

The meeting was called to order at 5:00 PM.

INFORMATION ITEM

2. UPDATE, 21ST CENTURY TECHNOLOGY

Mike Coy and Joel Van Hooser gave a presentation on the use of 21st Century tools as avenues for instruction and administration. Examples such as social media (Facebook, Twitter), mobile devices, cloud computing, and Google applications were presented. The board also received a hands-on demonstration on how different mobile devices can be used in the classroom.

In compliance with the Americans with Disabilities Act, if you need special assistance, disability-related modifications, or accommodations, including auxiliary aids or services, in order to participate in the public meetings of the District's Governing Board, please contact the [Office of the District Superintendent](#). 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

Canyon Crest Academy • Carmel Valley MS • Diegueño MS • Earl Warren MS • La Costa Canyon HS • North Coast Alternative HS
Oak Crest MS • San Dieguito Adult Education • San Dieguito Academy • Sunset HS • Torrey Pines HS

Ms. Krogh demonstrated how she uses Facebook with her classes and explained its benefits. Among them, reminders, announcements, mini-video instruction for absent students, contests, brainstorming, calendar-sharing, group projects, and improvement in classmate connections.

3. ADJOURNMENT

The meeting was adjourned at 6:00 PM.

Barbara Groth, Board Clerk

____ / ____ / 2011
Date

Ken Noah, Superintendent

____ / ____ / 2011
Date



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

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

Superintendent
Ken Noah

OCTOBER 20, 2011

THURSDAY, OCTOBER 20, 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 6:00 PM to receive public comments on Closed Session agenda items. No public comments were presented.
2. CLOSED SESSION (ITEM 2)
The Board convened to Closed Session at 6:01 PM to:
 - A. 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.* (2 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 (2 cases)

OPEN SESSION / ATTENDANCE

BOARD OF TRUSTEES

Joyce Dalessandro
Barbara Groth
Beth Hergesheimer
Amy Herman
John Salazar

STUDENT BOARD REPRESENTATIVES

Eddie Gelman, Torrey Pines High School
McKenzie Kastl, La Costa Canyon High School
Lexi Zao, Sunset High School

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
Mike Coy, Director, Technology
Joel Van Hooser, Supervisor, Technology
Brett Killeen, Principal, Torrey Pines High School
Delores Perley, Director, Finance
Laura Krogh, Spanish Teacher, Canyon Crest Academy
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.
- 4. PLEDGE OF ALLEGIANCE(ITEM 4)
Ms. Hergesheimer led the pledge of Allegiance.
- 5. REPORT OUT OF CLOSED SESSION(ITEM 5)
The board met in closed session and approved the readmission of student #58809 and the stipulated expulsion of student #599789. All motions unanimously carried.
- 6. APPROVAL OF MINUTES OF BOARD WORKSHOP AND REGULAR BOARD MEETING OF OCTOBER 6, 2011
It was moved by Ms. Dalessandro, seconded by Ms. Herman, to approve the Minutes of the October 6, 2011 meetings (2), as presented. Motion unanimously carried.

NON-ACTION ITEMS(ITEMS 7 - 10)

- 7. STUDENT REPRESENTATIVES / UPDATES(ITEM 7)
Student Board Representatives gave updates on events and activities at their schools.
- 8. BOARD UPDATES(ITEM 8)
All board members attended the board workshop held prior to this meeting.

Ms. Joyce Dalessandro attended Back to School Night at Sunset High School; Sammy’s Night at Torrey Pines High School; and assisted Foundation members with preparation of silent auction baskets for San Dieguito Academy’s ”Mustang Magic”, an upcoming fundraiser event.

Ms. Groth visited Oceanside Unified School District, and attended a San Diego County School Boards Association Meeting.

Ms. Hergesheimer attended Back to School Night at Sunset; the SDA Performing Arts Center Tour; the Encinitas City/School Liaison Committee Meeting that followed; Sammy’s Night at Torrey Pines High School; and a luncheon with San Dieguito Alliance for Drug Free Youth.

Ms. Herman attended the San Dieguito Alliance for Drug Free Youth Luncheon; Sunset Back to School Night; a tour of the San Dieguito Academy Performing Arts Center; and Torrey Pines High School’s Sammy’s Night.

Mr. John Salazar attended Back to School Night at Sunset High School, and Sammy’s Night at Torrey Pines High School. Mr. Salazar was pleased to see this event take place in the school’s gymnasium.
- 9. SUPERINTENDENT’S REPORTS, BRIEFINGS AND LEGISLATIVE UPDATES
Superintendent Noah gave an update on transportation costs and discussed the possible impact it could have on the district should it lose state funding. He reminded the Board of his upcoming participation in a Suburban Schools Superintendents conference on the first week of November; announced a pending Ribbon-Cutting ceremony for the completion of the San Dieguito Academy Performing Arts Center; and said that at the Facilities Board Workshop of November 17th, the Board would be asked to provide direction on how to proceed with financing.
- 10. UPDATE, TORREY PINES HIGH SCHOOL.....BRETT KILLEEN, PRINCIPAL
Mr. Killeen celebrated the latest accomplishments of students, staff and community. Accomplishments included the dedication of a Mural in the lecture hall, in honor of former/retired board member Deanna Rich; the completion of the lecture hall itself; the development of “The Corner”, a corner in the library media center where students can purchase certain food and drink items; and the completion of the 21st Century Learning Environment where the school will host a ribbon cutting ceremony in the near future. Torrey Pines was recently featured in Newsweek and the Washington Post as one of the top 100 schools in the nation. The teachers’ mini-grant event raised \$10,000 and will continue to be held in the gym in the future.

Academic Performance Index scores increased by ten points last year; all subgroups (6 total) showed improvement. At a recent Student Achievement Summit meeting where all principals and district administration was present, Mr. Killeen invited 8 to 10 students to tell, in their own words, how they were able to improve their scores. Mr. Killeen finished by saying that, at Torrey Pines, while their focus on student achievement for each student is primarily data-driven, they also keep in mind that “there is always a student behind that data”.

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

It was moved by Ms. Herman, seconded by Ms. Dalessandro, that all consent items be approved as listed below. Motion unanimously carried.

11. SUPERINTENDENT

A. GIFTS AND DONATIONS

(None submitted)

B. FIELD TRIP REQUESTS

Accept the Field Trips, as presented.

12. HUMAN RESOURCES

A. PERSONNEL REPORTS

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

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

13. EDUCATIONAL SERVICES

A. APPROVAL/RATIFICATION OF AGREEMENTS

(None Submitted)

14. PUPIL SERVICES

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

(None Submitted)

B. APPROVAL/RATIFICATION OF AGREEMENTS

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

1. Elizabeth Christensen, O.D., for comprehensive developmental vision evaluations, vision therapy and progress evaluations, during the period of July 1, 2011 through June 30, 2012, at the rate of \$300.00 per visual perception evaluation, consultation and report with goals, \$169.00 per comprehensive vision and eye health examination, and \$130.00 per 45-minute vision therapy session, to be expended from the General Fund/Restricted 06-00.
2. Carol J. Atkins, MA, CCC-A, to provide audiological assessments and direct therapy for language processing disorders, during the period July 1, 2011 through June 30, 2012, for an estimated amount not to exceed \$6,000.00, 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. City of San Diego Parks and Recreation Department for lease of facilities for the Carmel Valley Middle School Adapted Aquatics practices, during the period October 3, 2011 through October 10, 2011, for an amount not to exceed \$80.00, to be expended from the Carmel Valley Middle School ASB.
2. Laura Siem to conduct dance workshops and create choreography for student dancers at La Costa Canyon High School, during the period October 5, 2011 through December 5, 2011, in the amount of \$800.00, to be paid for by the La Costa Canyon High School ASB.
3. Mojalet Dance Collective to conduct dance workshops and create choreography for the La Costa Canyon High School Dance Club, during the period October 5, 2011 through December 5, 2011, for an amount not to exceed \$1,000.00, to be expended from the General Fund 03-00 and to be reimbursed from a grant coming from the City of Carlsbad.

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:

C. RATIFICATION OF CONTRACTS
(None Submitted)

D. ACCEPTANCE OF CONSTRUCTION PROJECTS
(None Submitted)

E. APPROVAL OF BUSINESS REPORTS

Approve the following business reports:

1. Purchase Orders
2. Membership Listing

DISCUSSION / ACTION ITEMS (ITEM 16)

16. ADOPTION OF 2011-12 DISTRICT GENERAL FUND BUDGET / FALL REVISION

It was moved by Ms. Groth, seconded by Ms. Herman, to adopt the 2011-12 District General Fund Budget, Fall Revision, as presented. Motion unanimously carried.

INFORMATION ITEMS..... (ITEMS 17 - 25)

17. DATE OF ORGANIZATIONAL BOARD MEETING, 2011

This item was presented for Board consideration and will be resubmitted for action on November 17, 2011.

18. BUSINESS SERVICES UPDATE (NONE SCHEDULED)

No report presented.

19. HUMAN RESOURCES UPDATE TERRY KING, ASSOCIATE SUPERINTENDENT

No report presented.

20. EDUCATIONAL SERVICES UPDATE RICK SCHMITT, ASSOCIATE SUPERINTENDENT

Mr. Schmitt gave an update on the district's plans to begin using social media as a communication tool, via Facebook and Twitter.

21. PUBLIC COMMENTS – None presented.

22. FUTURE AGENDA ITEMS - None discussed.

23. ADJOURNMENT TO CLOSED SESSION – Not required.

24. CLOSED SESSION – Nothing further to report out of closed session.

25. ADJOURNMENT OF MEETING - Meeting adjourned at 7:21PM.

Barbara Groth, Board Clerk

____ / ____ / 2011
Date

Ken Noah, Superintendent

____ / ____ / 2011
Date

San Dieguito Union High School District

INFORMATION REGARDING BOARD AGENDA ITEM

TO: BOARD OF TRUSTEES

DATE OF REPORT: November 7, 2011

BOARD MEETING DATE: November 17, 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
November 17, 2011**

ITEM 11A

Donation	Description	Donor	Department	School Site
\$6,817.00	Cover Cost of Orientation Day	CVM ASB	ASB	CVM
\$500.00	Counseling dept./Round Table/Bobcat Connections	CVM PTSA	Various	CVM
\$2,655.00	DMS	Various parents	Science	DNO
\$20.00	Mrs. Mandac Copy fund	Brock E. Maclean	Social Studies	DNO
\$20.00	Mrs. Schulken Copy fund	Unknown	Math	DNO
\$20.00	Mrs. Coulter Copy fund	Brock E. Maclean	Math	DNO
\$50.00	Spanish Class	Beth S. Forman DDS	Spanish	DNO
\$20.00	Spanish Class	Douglas N. Gurevitch/Colleen A. Gurevitch	Spanish	DNO
\$20.00	Spanish Class	Brian Goad/Wendy Goad	Spanish	DNO
\$12,500.00	Technology upgrade	DMS PTSA	Technology	DNO
\$25.00	Library supplies	Mrs. Dorothy A. Sutton/The Sutton Family Trust	Library	OCMS
\$40.00	College Career Registration Fee	CCAF	Various	CCA
\$15,099.63	Replacements of Cameras	CCAF	Photography	CCA
\$4,000.00	Theater Tech Hours	SDAF	Theater Tech	SDA
\$1,820.00	Donation Account	SDAF	Donation Account	SDA
\$3,000.00	Tutoring	OCF	Homework Club	OCMS
\$25.00	SDA	Mission Federal Credit Union	SDA	SDA
\$2,000.00	Counseling department	SDAF	Counseling dept.	SDA
\$2,800.00	Artist in residence program	SDAF Music Council	Music	SDA
\$20.00	Science supplies	Peter Olep	Science	EWM
\$100.00	Science supplies	Debra Jedeikin	Science	EWM
\$20.00	Science supplies	Kristine & Alexander Marxer	Science	EWM
\$25.00	Science supplies	Carrie & Timothy Pickwell	Science	EWM
\$25.00	Science supplies	Gregory & Jennifer Voss	Science	EWM
\$25.00	Science supplies	Charles & Lisa Singer	Science	EWM
\$25.00	Science supplies	James Jaffee	Science	EWM

GIFTS AND DONATIONS
SDUHSD BOARD MEETING
November 17, 2011

ITEM 11A

\$100.00	Science supplies	Patricia Aguirre	Science	EWM
\$10.00	Science supplies	David & Julie Beguelin	Science	EWM
\$20.00	Science supplies	Tiffany & Ivan Bentel	Science	EWM
\$600.00	Supplies	Nadia Keilani	All	EWM
\$2,978.65	Donation Account	SDAF	SDA	SDA

\$ 55,380.28 **Monetary Donations**
 ***Value of Donated Items**

\$ 55,380.28 **TOTAL VALUE**

San Dieguito Union High School District

INFORMATION REGARDING BOARD AGENDA ITEM

TO: BOARD OF TRUSTEES

DATE OF REPORT: November 7, 2011

BOARD MEETING DATE: November 17, 2011

PREPARED BY: Rick Schmitt, Associate Superintendent
Educational Services

SUBMITTED BY: Ken Noah, Superintendent

SUBJECT: APPROVAL / RATIFICATION OF
FIELD TRIPS

.....

EXECUTIVE SUMMARY

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

RECOMMENDATION:

The administration recommends that the Board approve / ratify the field trips, as shown on the attached supplement.

FUNDING SOURCE:

As listed on the attached supplement.

RS/lr

FIELD TRIP REQUESTS
SDUHSD BOARD MEETING
November 17, 2011

ITEM 11B

Date	Sponsor, Last Name	First Name	School Team/Club	Total # Students	Total # Chaperones	Purpose/ Conference Name	City	State	Loss of Class Time	\$ Cost
6/11/12 - 6/17/12	Dubel	Margaret	LCC/Speech & Debate Team	10	2	Speech and Debate Tournament	Indianapolis	IN	5 days	\$150/student (Foundation Donations / Parents)
8/11/12 - 8/13/12	Williams	Erica	CCA / ASB	36	1	ASB Retreat	Palomar	CA	None	\$3,483 (ASB/Foundation Donations / Parents)
7/14/12 - 7/17/12	Williams	Erica	CCA / ASB	4	1	CADA Leadership Camp	Santa Barbara	CA	None	\$2,260 (ASB/Foundation Donations / Parents)
11/26/2011	Malachi	Walker	TPHS Girls Wrestling	3	2	Tournament	Anaheim	CA	None	\$60 (Foundation Donations / Parents)
12/10/2011	Malachi	Walker	TPHS Boys Wrestling	28	3	Tournament	La Quinta	CA	1 day	\$450 (Foundation Donations / Parents)
01/17/12	Garrett	Jessica	LCC Gymnastics	26	2	UCLA Gymnastics Meet	Los Angeles	CA	None	\$140 (ASB/Foundation Donations / Parents)
03/30/12 - 04/01/12	Santos	Michael	SDABiology / AP Biology	32	4	Catalina Island Field Trip	Los Angeles	CA	1 day	\$10,000 (Foundation Donations / Parents)
11/5/11	Brown	Abigail	Adv. Topics in Math II	3+	1	CA Math Council Conference	Palm Springs	CA	0	\$0
11/11/11	Newman	Blaze	AVID	48	3	Museum of Tolerance	Los Angeles	CA	0	Paid for by the Museum of Tolerance
11/19/11	Ortiz	Staci	TPHS Jr. State of America Club	4	1	Junior State of America State Conference	Costa Mesa	CA	0	Parents
4/9/12 - 4/13/12	Zissi	Jon	TPHS Boys Lacrosse	35	5	Lacrosse Games	Hartford	CT	0	\$48,000 (Foundation Donations / Parents)
11/17 - 11/20/11	Trupe	Lars	TPHS Adv. Journalism	14	1	Fall Nat'l. HS Journalism Conf.	Minneapolis	MN	2 days	\$600 (Donations / Parents)

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

San Dieguito Union High School District

INFORMATION REGARDING BOARD AGENDA ITEM

TO: BOARD OF TRUSTEES

DATE OF REPORT: November 8, 2011

BOARD MEETING DATE: November 17, 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
Resolution to Teach Outside Credentialed Area
Leave of Absence
Resignation

Classified

Change in Assignment
Employment
Resignation

RECOMMENDATION:

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

FUNDING SOURCE:

General Fund

PERSONNEL LIST

CERTIFICATED PERSONNEL

Employment

1. **Lauren May**, 100% Temporary Teacher (English) at Canyon Crest Academy, effective 10/31/11 through 12/16/11.
2. **Kristen Zanoni**, 100% Temporary Teacher (mathematics) at Canyon Crest Academy for the remainder of the 2011-12 school year, effective 11/01/11 through 6/15/12.

Approval of resolutions for the following teachers to teach one period of a competitive sport outside their credentialed area for the 2011-12 school year, authorized by Education Code Section 44258.7(b):

David Cassaw	Basketball PE at La Costa Canyon
Matthew Chess	Baseball PE at Torrey Pines
Scott Chodorow	Pep Squad at Torrey Pines
Charlenne Falcis-Stevens	Track & Field and Cross Country at Torrey Pines
Justin Machado	Baseball at La Costa Canyon

Leave of Absence

1. **Heather Michel**, Teacher (science) at Carmel Valley Middle School, 100% Unpaid Leave of Absence for child-rearing purposes, effective 10/06/11 through 1/02/12. She will resume teaching 60% (40% unpaid leave) for the remainder of the 2011-12 school year, effective 1/03/12 through 6/15/12.
2. **Heidi Robson**, Teacher (math) at Earl Warren Middle School, 100% Unpaid Leave of Absence for child-rearing purposes, effective 11/08/11 through the end of Semester I, 1/27/12. Heidi will resume her 100% teaching assignment beginning Semester II, effective 1/30/12.

Resignation

1. **John Labeta**, Teacher and Athletic Director (PE) at La Costa Canyon, resignation from employment, effective 11/18/11.

PERSONNEL LIST

CLASSIFIED PERSONNEL

Employment

1. **Coy, Robin**, Lead Library Media Technician, Diegueño MS, SR40, 100%, effective 10/24/11
2. **Haragos, Shelley**, Instructional Assistant SpEd NS, La Costa Canyon HS, SR34, 37.5% FTE, effective 10/17/11
3. **Hathaway, Stephanie**, School Bus Driver, SR38, 50%, effective 10/24/11
4. **Marden, Jason**, Custodian Floater, SR33, 100%, effective 11/02/11
5. **Torres, Michelle**, Instructional Assistant SpEd NS, Carmel Valley MS, SR34, 48.75% FTE, effective 11/01/11

Change in Assignment

1. **Fillmore, Curtis**, from Instructional Assistant SpEd SH, San Dieguito Academy, SR36, 48.75% FTE to Instructional Assistant SpEd SH, Earl Warren MS, SR36, 75%, effective 10/17/11
2. **Harrah, Caroline**, from Receptionist, SR 32, CCA, to Secretary, SR36, CCA, effective 10/21/11-11/30/11
3. **Muckle, Alex**, from Instructional Assistant SpEd SH, San Dieguito Academy, SR36, 48.75% FTE to Instructional Assistant SpEd SH, Oak Crest MS, SR36, 75%, effective 10/14/11
4. **Rodriguez, Cristina**, from Layoff-Office Assistant, SR30, 48.75% FTE to Health Technician, SR35, Carmel Valley MS, 75% FTE, effective 11/01/11

Resignation

1. **Ho, Nina**, Nutrition Services Assistant I, resignation effective 11/30/11
2. **Luevano, Dolores**, Nutrition Supervisor, resignation effective 01/03/12

San Dieguito Union High School District

INFORMATION REGARDING BOARD AGENDA ITEM

TO: BOARD OF TRUSTEES

DATE OF REPORT: November 8, 2011

BOARD MEETING DATE: November 17, 2011

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

SUBMITTED BY: Ken Noah
Superintendent

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

EXECUTIVE SUMMARY

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

RECOMMENDATION:

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

FUNDING SOURCE:

As noted on attached list

SAN DIEGUITO UNION HIGH SCHOOL DISTRICT

EDUCATIONAL SERVICES - PROFESSIONAL SERVICES REPORT

Date: 11-17-11

<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>
11/18/11 – completion of analysis	Scholastic, Inc. and San Dieguito Union High School	To work together on the Read 180 State Reading Test Analysis project to examine the impact of Read 180 on students' reading skills as measured by the Read 180 software, the California Standards Test in English Language Arts (CST ELA), and the Scholastic Reading Inventory (SRI)	N/A	N/A
04/25/12	22 nd District Agricultural Association	To provide use of the Del Mar Fairgrounds premises for the San Dieguito Union High School District College Night and Fair	General Fund 03-00	\$7,620.00

San Dieguito Union High School District

INFORMATION REGARDING BOARD AGENDA ITEM

TO: BOARD OF TRUSTEES

DATE OF REPORT: November 7, 2011

BOARD MEETING DATE: November 17, 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 Pupil Services Agreements report summarizes thirteen agreements.

RECOMMENDATION:

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

FUNDING SOURCE:

As noted on the attached report.

SAN DIEGUITO UNION HIGH SCHOOL DISTRICT BOARD MEETING

ITEM 14A

PUPIL SERVICES AGREEMENTSDATE: 11-17-11

<u>Contract Effective Dates</u>	<u>Contractor/Vendor</u>	<u>Description of Services</u>	<u>School/ Department Budget</u>	<u>Fee Not to Exceed</u>
09/08/11 – 06/30/12	AEFCT, NPA	Behavior Intervention including Development and Modification	General Fund/ Restricted 06-00	\$120.00/Hour
07/01/11 – 06/30/12	Autism Spectrum Consultants, NPA	Behavior Intervention including Development and Modification	General Fund/ Restricted 06-00	\$46.45/Hour
07/01/11 – 06/30/12	Banyan Tree, NPA & NPS	NPA – Behavior Intervention including Development and Modification NPS – Basic Education Program – Inclusive	General Fund/ Restricted 06-00	\$63.86/Hour \$220.00/Diem
10/04/11 – 06/30/12	K.I.D.S. Therapy Associates, NPA	Language/Speech Development & Remediation, Occupational Therapy & Physical Therapy	General Fund/ Restricted 06-00	\$510.00/Diem
07/27/11 – 06/30/12	San Diego Center for Vision Care, NPA	Comprehensive Developmental Evaluations, Therapy & Progress Reports	General Fund/ Restricted 06-00	\$157.00/hr.- Therapy \$587.00 – Evals.
08/05/11 – 06/30/12	WAPADH, NPA	Assistive Technology & Speech/Language Remediation	General Fund/ Restricted 06-00	\$45.00/Hour (Communication Partner) \$150.00/Hour (Remediation)
07/01/11 – 06/30/12	New Bridge, NPS	Basic Education Program – Inclusive	General Fund/ Restricted 06-00	\$116.78/Diem
07/01/11 – 06/30/12	Sierra Academy, NPS	Basic Education Program – Inclusive	General Fund/ Restricted 06-00	\$144.07/Diem
07/01/11 – 06/30/12	Yellowstone Boys & Girls Ranch, NPS	Basic Education Program – Inclusive	General Fund/ Restricted 06-00	\$104.00/Diem
09/19/11 – 06/30/12	Interpreters Unlimited, ICA	Language Interpreting Services	General Fund/ Restricted 06-00	\$102.00 - \$230.00/Hour
09/26/11 – 06/30/12	Bonnie Tierney, MS, ICA	Direct support for reading instruction	General Fund/ Restricted 06-00	\$150.00/Hour
07/01/11 – 06/30/12	West Shield Adolescent Services, ICA	Transporting and/or escorting at risk Special Education Students to/from Residential Facilities	General Fund/ Restricted 06-00	\$81.00/Hour & Transportation Costs
07/01/11 – 06/30/12	San Diego County Superintendent of Schools (SDCOE), RA	SDCOE to reimburse the County of San Diego Health and Human Services Agency Behavioral Health Division (CMH) for educationally-related mental health services (ERMHS) and charge San Dieguito Union High School District for the amount not covered by various state and federal funding.	General Fund/ Restricted 06-00	\$374,948.00

San Dieguito Union High School District

INFORMATION REGARDING BOARD AGENDA ITEM

TO: BOARD OF TRUSTEES

DATE OF REPORT: November 7, 2011

BOARD MEETING DATE: November 17, 2011

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

SUBMITTED BY: Ken Noah
Superintendent

SUBJECT: APPROVAL OF PARENT SETTLEMENT AND
RELEASE AGREEMENT

EXECUTIVE SUMMARY

The attached Pupil Services report for Parent Settlement and Release Agreements summarizes one Settlement Agreement that provided services for a Special Education Student.

RECOMMENDATION:

The administration recommends that the Board approve and/or ratify the Parent Settlement Agreement as shown on the attached Pupil Services report.

FUNDING SOURCE:

As noted on attached report.

SAN DIEGUITO UNION HIGH SCHOOL DISTRICT

PUPIL SERVICES – PARENT SETTLEMENTS

DATE: 11-17-11

<u>Student ID No.</u>	<u>Description of Services</u>	<u>Date Executed</u>	<u>School/ Department Budget</u>	<u>Amount</u>
711092	Parent Settlement and Release Agreement	9-28-11	General Fund/ Restricted 06-00	\$38,000.00

San Dieguito Union High School District

INFORMATION REGARDING BOARD AGENDA ITEM

TO: BOARD OF TRUSTEES

DATE OF REPORT: November 8, 2011

BOARD MEETING DATE: November 17, 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 seven 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: 11-17-11**

<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>
11/01/11 – 06/30/12	Sol Transportation, Inc.	To provide special education transportation when the district is not able to provide such transportation through its own resources	General Fund/Restricted 06-00	\$10,000.00
2011 – 2012 Football Season	Blue H2O Productions	To produce one season highlight video for the La Costa Canyon High School Football Program	N/A	N/A
11/12/11 – 02/25/12	The Regents of the University of California	For the lease of facilities at the University of California, San Diego (UCSD), for the Torrey Pines High School Girl's Water Polo practice and games	Torrey Pines High School Foundation	\$7,127.47
07/01/11 – 06/30/12	Verdugo Testing Co., Inc.	To provide testing, monitoring, training, certifications, repairs, parts, and equipment for the underground fuel storage tank and dispensers located at the transportation facility	General Fund/Restricted 06-00	\$10,000.00
09/01/11 – 06/15/12	Magdalena Ecke Family YMCA Skate Park	For lease of facilities for Earl Warren Middle School off-campus PE classes	Earl Warren Middle School PTSA	\$2,200.00 per semester
11/18/11 – 12/31/13 and then continuing until terminated	JSTOR, a part of ITHAKA	To provide JSTOR information technology services, and tools, and digitally archived articles (scholarly materials, academic collections on the arts & sciences, business, literature, mathematics, statistics, music, health, etc.) for Torrey Pines High School	General Fund 03-00 and be reimbursed by the Torrey Pines High School Foundation	a one-time fee of \$500.00 and an annual charge of \$1,500.00 per year
11/18/11 – 06/30/12	San Diego Fitness Services	To provide maintenance, service, repairs, and parts for exercise equipment at various district sites	The fund to which the service is charged	\$10,000.00

San Dieguito Union High School District

INFORMATION REGARDING BOARD AGENDA ITEM

TO: BOARD OF TRUSTEES

DATE OF REPORT: November 8, 2011

BOARD MEETING DATE: November 17, 2011

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

SUBMITTED BY: Ken Noah
Superintendent

SUBJECT: ADOPTION OF RESOLUTION / COOPERATIVE BID

EXECUTIVE SUMMARY

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

Pursuant to District Board Policies 3310 and 3311, Purchasing Procedures and Bids, respectively, and to ensure these policies are being followed, District Staff is requesting the Board to adopt the attached resolution authorizing contracting pursuant to cooperative bid and award documents from the National Joint Powers Alliance (NJPA), based out of the State of Minnesota, 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.

ITEM 15E

RECOMMENDATION:

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

FUNDING SOURCE:

N/A

RESOLUTION AUTHORIZING CONTRACTING
PURSUANT TO COOPERATIVE BID AND AWARD DOCUMENTS FROM
NATIONAL JOINT POWERS ALLIANCE (NJPA), STATE OF MINNESOTA

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

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

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

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

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

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

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

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

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

ITEM 15E

AYES:
ADVISORY VOTES:
NOES:
ABSENT:

San Dieguito Union High School District

INFORMATION REGARDING BOARD AGENDA ITEM

TO: BOARD OF TRUSTEES

DATE OF REPORT: November 8, 2011

BOARD MEETING DATE: November 17, 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 Listings

RECOMMENDATION:

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

FUNDING SOURCE:

Not applicable

js
Attachments

PO/BOARD/REPORT

SAN DIEGUITO UNION HIGH
FROM 10/11/11 THRU 11/06/11

ITEM 15F

PO NBR	DATE	FUND	VENDOR	LOC	DESCRIPTION	AMOUNT
221059	10/11/11	03	FERANDELL TENNIS COU	025	OTHER SERV.& OPER.EX	\$2,600.00
221060	10/11/11	03	ONE STOP TONER AND I	014	MATERIALS AND SUPPLI	\$129.28
221061	10/11/11	03	HOME DEPOT	005	MATERIALS AND SUPPLI	\$400.00
221062	10/11/11	03	AREY JONES EDUCATION	035	SOFTWARE/DP SUPPLIES	\$1,629.43
221063	10/11/11	03	AREY JONES EDUCATION	035	MAT/SUP/EQUIP TECHNO	\$2,244.27
221064	10/11/11	03	EDLINE	005	A/V CONTRACT	\$4,056.00
221065	10/11/11	03	AMAZON.COM	014	MATERIALS AND SUPPLI	\$1,242.89
221066	10/11/11	03	APPLE COMPUTER INC	035	MAT/SUP/EQUIP TECHNO	\$1,889.30
221067	10/11/11	06	ONE STOP TONER AND I	020	MATERIALS AND SUPPLI	\$129.27
221068	10/11/11	03	BIO RAD LABORATORIES	005	MATERIALS AND SUPPLI	\$821.87
221069	10/11/11	03	AMAZON.COM	005	MATERIALS AND SUPPLI	\$140.02
221070	10/12/11	06	AREY JONES EDUCATION	030	MATERIALS AND SUPPLI	\$10,591.31
221071	10/12/11	06	MISSION FEDERAL CRED	012	MATERIALS AND SUPPLI	\$751.02
221072	10/12/11	06	AREY JONES EDUCATION	030	MAT/SUP/EQUIP TECHNO	\$1,615.12
221073	10/12/11	03	ONE STOP TONER AND I	005	MATERIALS AND SUPPLI	\$224.03
221074	10/12/11	03	URBAN TREE CARE, INC	025	OTHER SERV.& OPER.EX	\$680.00
221075	10/12/11	03	URBAN TREE CARE, INC	025	OTHER SERV.& OPER.EX	\$530.00
221076	10/12/11	03	B L X GROUP LLC	036	LEGAL EXP-BUSINESS	\$4,500.00
221077	10/12/11	06	MAXIM HEALTHCARE SER	030	OTHER CONTR-N.P.A.	\$67,200.00
221078	10/12/11	06	MAXIM HEALTHCARE SER	030	OTHER CONTR-N.P.A.	\$67,200.00
221079	10/12/11	06	T E R I INC	030	OTHER CONTR-N.P.S.	\$55,237.55
221080	10/12/11	06	T E R I INC	030	OTHER CONTR-N.P.S.	\$55,237.55
221081	10/12/11	06	T E R I INC	030	OTHER CONTR-N.P.S.	\$55,237.55
221082	10/12/11	06	T E R I INC	030	OTHER CONTR-N.P.S.	\$55,237.55
221083	10/12/11	06	T E R I INC	030	OTHER CONTR-N.P.S.	\$55,237.55
221084	10/12/11	06	SOLANA BEACH PHYSICA	030	PROF/CONSULT./OPER E	\$7,600.00
221085	10/12/11	03	BLICK, DICK (DICK BL	004	MATERIALS AND SUPPLI	\$368.71
221086	10/12/11	03	APPERSON EDUCATION P	005	MATERIALS AND SUPPLI	\$85.35
221087	10/13/11	03	PROCURETECH	035	NON CAPITALIZED EQUI	\$10,525.02
221088	10/13/11	03	PSYCHOLOGICAL ASSESS	030	LIC/SOFTWARE	\$7,631.13
221089	10/13/11	03	APPERSON EDUCATION P	005	MATERIALS AND SUPPLI	\$211.05
221090	10/13/11	03	FREE FORM CLAY & SUP	004	MATERIALS AND SUPPLI	\$404.73
221091	10/13/11	03	BITSTREAM INC	013	A/V CONTRACT	\$130.50
221092	10/13/11	03	STAPLES ADVANTAGE	003	MATERIALS AND SUPPLI	\$103.44
221093	10/13/11	03	AREY JONES EDUCATION	035	MAT/SUP/EQUIP TECHNO	\$3,366.41
221094	10/13/11	03	AMERICAN CHEMICAL &	014	MATERIALS AND SUPPLI	\$310.32
221095	10/13/11	03	LCD PRESENTATION SYS	014	MATERIALS AND SUPPLI	\$307.09
221096	10/13/11	06	SOUTHCOAST MOBILE WA	028	REPAIRS-VEHICLES	\$325.00
221097	10/14/11	03	SCHOOL HEALTH CORPOR	010	MATERIALS AND SUPPLI	\$110.56
221098	10/14/11	03	QUAN, PHYLLIS	024	PROF/CONSULT./OPER E	\$5,400.00
221099	10/14/11	06	HERITAGE SCHOOLS	030	SUB/ROOM & BOARD	\$132,483.00
221100	10/14/11	06	HERITAGE SCHOOLS	030	SUB/ROOM & BOARD	\$132,483.00
221101	10/14/11	03	SUPERIOR ONSITE SERV	010	REPAIRS BY VENDORS	\$354.24
221102	10/14/11	06	ONE STOP TONER AND I	030	OFFICE SUPPLIES	\$226.23
221103	10/14/11	03	PATHWAY COMMUNICATIO	005	MAT/SUP/EQUIP TECHNO	\$2,631.26
221104	10/17/11	06	SCHWARTZ, BRAD & CLE	030	MEDIATION SETTLEMENT	\$38,000.00
221105	10/17/11	03	APPERSON EDUCATION P	004	MATERIALS AND SUPPLI	\$83.62
221106	10/17/11	03	AMAZON.COM	014	MATERIALS AND SUPPLI	\$375.65
221107	10/17/11	06	FLEETNET AMERICA	028	REPAIRS-VEHICLES	\$573.02
221108	10/17/11	06	PRENTICE HALL/REGENT	012	TEXTBOOKS	\$2,826.00
221109	10/17/11	03	C I F	024	DUES AND MEMBERSHIPS	\$8,000.00
221110	10/17/11	03	NORTH COUNTY CONFERE	024	DUES AND MEMBERSHIPS	\$3,500.00
221111	10/17/11	13	C S N A	031	DUES AND MEMBERSHIPS	\$150.00
221112	10/17/11	03	SAN DIEGUITO UHSD CA	010	MATERIALS AND SUPPLI	\$2,500.00
221113	10/17/11	11	RUSSELL, JANET	009	MATERIALS AND SUPPLI	\$1,500.00

PO/BOARD/REPORT

SAN DIEGUITO UNION HIGH
FROM 10/11/11 THRU 11/06/11

ITEM 15F

PO NBR	DATE	FUND	VENDOR	LOC	DESCRIPTION	AMOUNT
221114	10/17/11	03	PEPPER OF LOS ANGELE	013	MATERIALS AND SUPPLI	\$430.89
221116	10/17/11	03	SAN DIEGO DIGITAL SO	003	MATERIALS AND SUPPLI	\$1,364.21
221117	10/17/11	06	STAPLES ADVANTAGE	003	MATERIALS AND SUPPLI	\$86.15
221118	10/17/11	03	AREY JONES EDUCATION	035	MAT/SUP/EQUIP TECHNO	\$6,732.81
221119	10/18/11	03	PEARSON ASSESSMENT &	030	LIC/SOFTWARE	\$9,993.03
221120	10/18/11	03	VIRCO MANUFACTURING	012	MATERIALS AND SUPPLI	\$482.87
221121	10/18/11	06	MISSION FEDERAL CRED	003	MATERIALS AND SUPPLI	\$32.43
221122	10/18/11	06	SCHOOL SPECIALTY, IN	030	MATERIALS AND SUPPLI	\$174.49
221123	10/18/11	03	AMAZON.COM	008	MATERIALS AND SUPPLI	\$43.99
221124	10/18/11	03	HOME DEPOT	025	BLDG.-REPAIR MATERIA	\$25,000.00
221125	10/18/11	03	AMERICAN CHEMICAL &	013	CUSTODIAL SUPPLIES	\$2,000.00
221126	10/18/11	06	WRIST-BAND.COM	024	MATERIALS AND SUPPLI	\$309.11
221127	10/18/11	03	SOUTHWEST SCHOOL/OFF	010	MATERIALS AND SUPPLI	\$101.50
221128	10/19/11	03	FOLLETT LIBRARY RESO	024	MATERIALS AND SUPPLI	\$275.54
221129	10/19/11	03	AMAZON.COM	024	MATERIALS AND SUPPLI	\$100.41
221130	10/19/11	11	DAN LEVINE PRODUCTIO	009	OTHER SERV.& OPER.EX	\$68.90
221131	10/19/11	06	SAN DIEGO COUNTY OFF	022	FEES - ADMISSIONS, T	\$75.00
221132	10/19/11	03	AVI - SPL	005	MAT/SUP/EQUIP TECHNO	\$1,669.55
221133	10/19/11	13	FAIR MARKET	031	PURCHASES FOOD	\$50,000.00
221134	10/19/11	03	SCHOOL NURSE SUPPLY	005	MEDICAL SUPPLIES	\$66.38
221135	10/20/11	03	MINUTEMAN PRESS - EN	005	PRINTING	\$230.59
221136	10/20/11	03	EDUCATIONAL SYSTEMS	005	MATERIALS AND SUPPLI	\$173.16
221137	10/20/11	03	BLICK, DICK (DICK BL	005	MATERIALS AND SUPPLI	\$1,500.00
221138	10/20/11	06	RASIX COMPUTER CENTE	014	MATERIALS AND SUPPLI	\$277.50
221139	10/20/11	03	PROCURETECH	035	NON CAPITALIZED EQUI	\$1,913.64
221140	10/20/11	03	AMERICAN CHEMICAL &	014	MATERIALS AND SUPPLI	\$775.80
221141	10/20/11	06	TORRES, MARIELA	030	OTHER SERV.& OPER.EX	\$2,500.00
221142	10/20/11	03	ACCURATE LABEL DESIG	014	MATERIALS AND SUPPLI	\$158.70
221143	10/20/11	03	M P S	005	MATERIALS AND SUPPLI	\$401.63
221144	10/21/11	03	COLLEGE BOARD	013	MATERIALS AND SUPPLI	\$1,554.00
221145	10/21/11	03	FEDEX	033	COMMUNICATIONS-POSTA	\$2,500.00
221146	10/21/11	06	SEHI-PROCOMP COMPUTE	030	MATERIALS AND SUPPLI	\$237.66
221147	10/21/11	03	FLINN SCIENTIFIC INC	014	MATERIALS AND SUPPLI	\$471.15
221148	10/11/11	03	STAPLES ADVANTAGE	001	MATERIALS AND SUPPLI	\$68.18
221149	10/21/11	06	CHRISTENSEN, ELIZABE	030	PROF/CONSULT./OPER E	\$5,000.00
221150	10/21/11	06	ATKINS, CAROL J., MA	030	PROF/CONSULT./OPER E	\$6,000.00
221151	10/21/11	03	AMAZON.COM	012	MATERIALS AND SUPPLI	\$1,540.83
221152	10/21/11	03	RIVERSIDE PUBLISHING	035	PROF/CONSULT./OPER E	\$2,375.00
221153	10/21/11	03	PAXTON/PATTERSON	035	CONSULTANTS-COMPUTER	\$1,275.00
221154	10/21/11	06	ANDREOTTI, DAVID	030	OTHER SERV.& OPER.EX	\$1,500.00
221155	10/21/11	06	ANDREOTTI, GWEN	030	OTHER SERV.& OPER.EX	\$1,500.00
221156	10/21/11	06	CRISIS PREVENTION IN	030	DUES AND MEMBERSHIPS	\$125.00
221157	10/21/11	06	MOORE MEDICAL, LLC	030	MATERIALS AND SUPPLI	\$164.36
221158	10/21/11	06	FOLLETT EDUCATIONAL	005	TEXTBOOKS	\$13,867.43
221159	10/21/11	06	STAPLES ADVANTAGE	013	MATERIALS AND SUPPLI	\$600.00
221160	10/24/11	03	SAN DIEGO WEB OFFSET	013	PRINTING	\$5,970.00
221161	10/24/11	11	RASIX COMPUTER CENTE	009	OFFICE SUPPLIES	\$117.06
221162	10/24/11	03	WOODWIND & BRASSWIND	004	MATERIALS AND SUPPLI	\$202.57
221163	10/24/11	03	WEISS, STEVE MUSIC	004	MATERIALS AND SUPPLI	\$372.28
221166	10/24/11	03	MATH COUNTS REGISTRA	004	FEES - ADMISSIONS, T	\$100.00
221167	10/24/11	06	JODIE K SCHULLER & A	030	PROF/CONSULT./OPER E	\$8,880.00
221168	10/24/11	03	STAPLES ADVANTAGE	013	PRINTING	\$29.69
221169	10/24/11	03	LCD PRESENTATION SYS	013	MATERIALS AND SUPPLI	\$1,404.85
221170	10/24/11	03	RHINO ART COMPANY IN	013	MATERIALS AND SUPPLI	\$90.00
221172	10/24/11	03	DEMCO INC	024	MATERIALS AND SUPPLI	\$682.55

PO/BOARD/REPORT

SAN DIEGUITO UNION HIGH
FROM 10/11/11 THRU 11/06/11

ITEM 15F

PO NBR	DATE	FUND	VENDOR	LOC	DESCRIPTION	AMOUNT
221174	10/24/11	03	STAPLES ADVANTAGE	008	MATERIALS AND SUPPLI	\$44.47
221175	10/24/11	03	FLINN SCIENTIFIC INC	013	MATERIALS AND SUPPLI	\$487.28
221176	10/24/11	03	AMAZON.COM	004	MATERIALS AND SUPPLI	\$78.97
221177	10/24/11	03	SOUTHWEST SCHOOL/OFF	013	MATERIALS AND SUPPLI	\$67.67
221178	10/24/11	06	AMAZON.COM	033	MATERIALS AND SUPPLI	\$838.60
221181	10/24/11	67-30	GALIK, KASEY R.	037	OTHER INSURANCE	\$2,612.80
221182	10/24/11	03	RASIX COMPUTER CENTE	013	OFFICE SUPPLIES	\$117.45
221183	10/25/11	03	COLLEGE BOARD	010	MATERIALS AND SUPPLI	\$22,218.00
221184	10/25/11	03	BIO CORPORATION	012	MATERIALS AND SUPPLI	\$139.60
221185	10/25/11	06	AREY JONES EDUCATION	030	MATERIALS AND SUPPLI	\$3,258.86
221186	10/25/11	03	SARGENT WELCH SCIENT	014	MATERIALS AND SUPPLI	\$41.96
221187	10/25/11	06	MARTIN, ROSANNA	030	OTHER SERV.& OPER.EX	\$2,500.00
221188	10/25/11	06	SPRINGER, KIMBERLY	030	OTHER SERV.& OPER.EX	\$2,500.00
221189	10/25/11	06	RIGOPOULOS, JAMES &	030	OTHER SERV.& OPER.EX	\$2,500.00
221190	10/25/11	03	RASIX COMPUTER CENTE	003	MATERIALS AND SUPPLI	\$64.63
221191	10/25/11	03	PROCURETECH	035	MATERIALS AND SUPPLI	\$320.40
221192	10/25/11	06	SAN DIEGUITO UHSD CA	024	MATERIALS AND SUPPLI	\$400.00
221193	10/25/11	03	PROMOSTITCH, INC	025	MATERIALS AND SUPPLI	\$3,401.40
221194	10/25/11	03	PROMOSTITCH, INC	025	MATERIALS AND SUPPLI	\$1,256.05
221195	10/25/11	03	CAROLINA BIOLOGICAL	014	MATERIALS AND SUPPLI	\$2,864.45
221196	10/25/11	03	PROMOSTITCH, INC	025	MATERIALS AND SUPPLI	\$352.67
221197	10/25/11	06	ENCINITAS LEARNING C	030	OTHER CONTR-N.P.S.	\$3,000.00
221198	10/25/11	06	PROED CO	030	MATERIALS AND SUPPLI	\$3,424.17
221199	10/25/11	06	RASIX COMPUTER CENTE	030	MATERIALS AND SUPPLI	\$914.26
221200	10/25/11	03	AMAZON.COM	004	MATERIALS AND SUPPLI	\$51.30
221201	10/25/11	06	NASCO MODESTO	030	MATERIALS AND SUPPLI	\$127.58
221202	10/25/11	06	SAN DIEGO COFFEE COM	030	MATERIALS AND SUPPLI	\$891.15
221203	10/26/11	03	STAPLES ADVANTAGE	014	MATERIALS AND SUPPLI	\$133.61
221204	10/26/11	03	APPLE COMPUTER INC	035	A/V CONTRACT	\$79.98
221205	10/26/11	03	FREDRICKS ELECTRIC I	035	MATERIALS AND SUPPLI	\$1,492.60
221206	10/26/11	25-19	FREDRICKS ELECTRIC I	035	MATERIALS AND SUPPLI	\$2,900.20
221207	10/26/11	03	STAPLES ADVANTAGE	013	MATERIALS AND SUPPLI	\$30.39
221208	10/26/11	03	COLLEGE BOARD	013	MATERIALS AND SUPPLI	\$5,908.00
221209	10/26/11	03	B&H PHOTO-VIDEO-PRO	004	MATERIALS AND SUPPLI	\$36.90
221210	10/26/11	06	FOLLETT EDUCATIONAL	024	TEXTBOOKS	\$14,352.30
221211	10/26/11	03	RASIX COMPUTER CENTE	013	MATERIALS AND SUPPLI	\$114.10
221212	10/26/11	03	B&H PHOTO-VIDEO-PRO	004	MATERIALS AND SUPPLI	\$237.05
221213	10/26/11	03	MACGILL DISCOUNT SCH	030	MEDICAL SUPPLIES	\$146.43
221214	10/26/11	03	BRAINPOP LLC	012	A/V CONTRACT	\$1,495.00
221215	10/27/11	03	AREY JONES EDUCATION	035	MAT/SUP/EQUIP TECHNO	\$2,368.60
221216	10/27/11	06	XEROX CORPORATION	030	RENTS & LEASES	\$1,409.52
221217	10/27/11	03	PROMOSTITCH, INC	025	MATERIALS AND SUPPLI	\$1,287.14
221218	10/27/11	06	INST OF EFFECTIVE ED	030	OTHER CONTR-N.P.S.	\$34,941.90
221219	10/27/11	06	INST OF EFFECTIVE ED	030	OTHER CONTR-N.P.S.	\$56,235.90
221220	10/27/11	06	INST OF EFFECTIVE ED	030	OTHER CONTR-N.P.S.	\$34,941.90
221221	10/27/11	06	INST OF EFFECTIVE ED	030	OTHER CONTR-N.P.S.	\$34,941.90
221222	10/27/11	06	INST OF EFFECTIVE ED	030	OTHER CONTR-N.P.S.	\$34,941.90
221223	10/27/11	06	INST OF EFFECTIVE ED	030	OTHER CONTR-N.P.S.	\$34,941.90
221224	10/27/11	06	INST OF EFFECTIVE ED	030	OTHER CONTR-N.P.S.	\$34,941.90
221225	10/27/11	06	INST OF EFFECTIVE ED	030	OTHER CONTR-N.P.S.	\$34,941.90
221226	10/27/11	06	INST OF EFFECTIVE ED	030	OTHER CONTR-N.P.S.	\$56,235.90
221227	10/27/11	06	INST OF EFFECTIVE ED	030	OTHER CONTR-N.P.S.	\$34,941.90
221228	10/27/11	06	OAK GROVE INSTITUTE	030	OTHER CONTR-N.P.S.	\$124,641.05
221229	10/27/11	06	OAK GROVE INSTITUTE	030	OTHER CONTR-N.P.S.	\$25,692.12
221230	10/27/11	03	MISSION FEDERAL CRED	005	MATERIALS AND SUPPLI	\$217.09

PO/BOARD/REPORT

SAN DIEGUITO UNION HIGH
FROM 10/11/11 THRU 11/06/11ITEM 15F⁴

PO NBR	DATE	FUND	VENDOR	LOC	DESCRIPTION	AMOUNT
221231	10/27/11	03	SAN DIEGO FITNESS SE	010	REPAIRS BY VENDORS	\$225.90
221232	10/27/11	03	GREATSOIL LLC	025	GROUNDS-REPAIR MATER	\$2,208.88
221233	10/27/11	25-19	FREDRICKS ELECTRIC I	035	NON-CAPITALIZED IMPR	\$15,075.00
221234	10/27/11	13	FREDRICKS ELECTRIC I	025	NON-CAPITALIZED IMPR	\$7,801.00
221235	10/27/11	03	FREDRICKS ELECTRIC I	025	REPAIRS BY VENDORS	\$1,351.20
221236	10/27/11	06	FREDRICKS ELECTRIC I	025	NON-CAPITALIZED IMPR	\$2,753.20
221237	10/27/11	25-18	FREDRICKS ELECTRIC I	025	NEW CONSTRUCTION	\$2,359.40
221238	10/27/11	25-19	FREDRICKS ELECTRIC I	025	NON-CAPITALIZED IMPR	\$6,921.00
221239	10/27/11	03	SCHOOLDUDE.COM	035	A/V CONTRACT	\$4,975.00
221240	10/27/11	03	FREDRICKS ELECTRIC I	025	REPAIRS BY VENDORS	\$819.00
221241	10/27/11	13	FREDRICKS ELECTRIC I	025	OTHER SERV.& OPER.EX	\$880.10
221242	10/27/11	03	EN POINTE TECHNOLOGI	035	A/V CONTRACT	\$8,752.19
221244	10/28/11	03	LCD PRESENTATION SYS	014	MATERIALS AND SUPPLI	\$2,335.00
221245	10/28/11	03	BARNES & NOBLE BOOKS	003	MATERIALS AND SUPPLI	\$29.32
221246	10/28/11	03	COUNTY BURNER & MACH	025	REPAIRS BY VENDORS	\$10,375.38
221247	10/28/11	03	SAN DIEGUITO UHSD CA	026	MATERIALS AND SUPPLI	\$476.79
221248	10/28/11	13	TAYLOR FREEZER	031	MATERIALS AND SUPPLI	\$62.41
221249	10/28/11	03	R AND R CONTROLS INC	025	REPAIRS BY VENDORS	\$261.00
221250	10/28/11	06	SEHI-PROCOMP COMPUTE	030	MATERIALS AND SUPPLI	\$368.04
221251	10/28/11	13	BARRETT ROBINSON INC	031	MATERIALS AND SUPPLI	\$131.47
221252	10/28/11	03	STANDARD ELECTRONICS	025	REPAIRS BY VENDORS	\$2,035.00
221253	10/28/11	21-09	GRAINGER, WW INC	025	EQUIPMENT	\$9,579.19
221254	10/28/11	03	NEBRASKA SCIENTIFIC	013	MATERIALS AND SUPPLI	\$2,119.22
221255	10/28/11	06	RIVERSIDE PUBLISHING	030	MATERIALS AND SUPPLI	\$1,095.08
221256	10/28/11	03	STAPLES ADVANTAGE	024	MATERIALS AND SUPPLI	\$38.78
221257	10/28/11	06	TRANS TRAKS	028	CONSULTANTS-COMPUTER	\$1,400.00
221258	10/28/11	03	RASIX COMPUTER CENTE	030	OFFICE SUPPLIES	\$367.37
221259	10/28/11	03	STAPLES ADVANTAGE	003	MATERIALS AND SUPPLI	\$1,215.42
221260	10/28/11	03	FRONTIER FENCE COMPA	025	REPAIRS BY VENDORS	\$1,997.00
221261	10/28/11	03	FILINGSUPPLIES.COM/F	030	OFFICE SUPPLIES	\$1,563.26
221262	10/28/11	06	PROMOSTITCH, INC	028	OTHER TRANSPORT.SUPP	\$4,500.00
221263	10/28/11	06	SHORE LINE GRAPHIX ,	028	PRINTING	\$729.50
221264	10/28/11	03	COMM USA INC	014	MATERIALS AND SUPPLI	\$181.98
221265	10/31/11	06	AMAZON.COM	030	MATERIALS AND SUPPLI	\$20.61
221266	10/31/11	03	SCHOOL SPECIALTY, IN	003	MATERIALS AND SUPPLI	\$42.12
221267	10/31/11	03	AVID CENTER	012	MATERIALS AND SUPPLI	\$515.00
221268	10/31/11	06	AMAZON.COM	030	MATERIALS AND SUPPLI	\$104.49
221269	10/31/11	06	1-800-WHEELCHAIR	030	MATERIALS AND SUPPLI	\$214.42
221270	10/31/11	03	AMAZON.COM	012	MATERIALS AND SUPPLI	\$490.78
221271	11/01/11	06	ONE STOP TONER AND I	030	MATERIALS AND SUPPLI	\$154.03
221272	11/01/11	06	RASIX COMPUTER CENTE	028	OFFICE SUPPLIES	\$341.56
221273	11/01/11	06	N C L B	024	TRAVEL AND CONFERENC	\$510.00
221274	11/01/11	06	OAK CREST MIDDLE SCH	024	PROF/CONSULT./OPER E	\$500.00
221275	11/01/11	03	WESCO DISTRIBUTION	010	MATERIALS AND SUPPLI	\$75.51
221278	11/01/11	03	IPEVO INC	013	MATERIALS AND SUPPLI	\$223.04
221283	11/01/11	03	AMAZON.COM	012	MATERIALS AND SUPPLI	\$189.60
221284	11/01/11	03	ONE STOP TONER AND I	014	MATERIALS AND SUPPLI	\$123.90
221285	11/01/11	03	OCE FINANCIAL SERVI	023	COMMUNICATIONS-POSTA	\$17.00
221286	11/01/11	03	APPERSON EDUCATION P	008	MATERIALS AND SUPPLI	\$109.08
221287	11/01/11	03	BREVIG PLUMBING	025	REPAIRS BY VENDORS	\$671.00
221288	11/01/11	03	AREY JONES EDUCATION	035	MAT/SUP/EQUIP TECHNO	\$1,184.30
221289	11/01/11	25-19	AREY JONES EDUCATION	035	MATERIALS AND SUPPLI	\$13,927.07
221290	11/01/11	03	C O D E S P	023	DUES AND MEMBERSHIPS	\$1,850.00
221291	11/01/11	03	CA SCHOOL PERSONNEL	023	DUES AND MEMBERSHIPS	\$776.00
221292	11/01/11	06	RASIX COMPUTER CENTE	030	MATERIALS AND SUPPLI	\$111.20

PO/BOARD/REPORT

SAN DIEGUITO UNION HIGH
FROM 10/11/11 THRU 11/06/11

5
ITEM 15F

PO NBR	DATE	FUND	VENDOR	LOC	DESCRIPTION	AMOUNT
221293	11/01/11	06	WESTERN MECHANICAL	030	REPAIRS BY VENDORS	\$1,410.80
221294	11/01/11	06	LOEB ELECTRIC	030	REPAIRS BY VENDORS	\$143.00
221295	11/02/11	03	SAN DIEGO UNIFIED SC	023	FINGERPRINTING	\$3,000.00
221296	11/02/11	03	FREY SCIENTIFIC CO	014	MATERIALS AND SUPPLI	\$99.02
221297	11/02/11	06	B&H PHOTO-VIDEO-PRO	030	MATERIALS AND SUPPLI	\$369.21
221298	11/02/11	06	NIMCO, INC.	030	MATERIALS AND SUPPLI	\$435.62
221300	11/02/11	03	J AND R KEY HARDWARE	005	MATERIALS AND SUPPLI	\$975.14
221301	11/03/11	03	STAPLES ADVANTAGE	005	MATERIALS AND SUPPLI	\$29.69
221303	11/03/11	03	S D C S P C A	023	DUES AND MEMBERSHIPS	\$50.00
221304	11/03/11	03	RESOURCE NETWORK INC	035	MATERIALS AND SUPPLI	\$781.54
221305	11/04/11	06	HOME THERAPY SYSTEMS	030	MATERIALS AND SUPPLI	\$64.90
221306	11/04/11	03	RASIX COMPUTER CENTE	010	MATERIALS AND SUPPLI	\$111.20
221307	11/04/11	03	DEMCO INC	024	MATERIALS AND SUPPLI	\$43.11
221309	11/04/11	03	AMAZON.COM	004	MATERIALS AND SUPPLI	\$28.12
221310	11/04/11	03	SOUTHWEST SCHOOL/OFF	005	MATERIALS AND SUPPLI	\$67.67
720009	10/27/11	03	LCD PRESENTATION SYS	035	REPAIRS BY VENDORS	\$620.00
720010	10/27/11	03	LCD PRESENTATION SYS	035	REPAIRS BY VENDORS	\$325.00
720012	10/17/11	06	SCHOOL SPECIALTY, IN	003	MATERIALS AND SUPPLI	\$152.91
720014	10/28/11	03	AFFORDABLE PRINTER C	001	REPAIRS BY VENDORS	\$85.00
820012	10/11/11	06	SAN DIEGO COUNTY OFF	022	CONFERENCE,WORKSHOP,	\$100.00
820013	10/12/11	06	SAN DIEGO COUNTY OFF	022	CONFERENCE,WORKSHOP,	\$25.00
820014	10/12/11	03	SAN DIEGO COUNTY OFF	022	CONFERENCE,WORKSHOP,	\$25.00
820015	10/12/11	03	SAN DIEGO COUNTY OFF	022	CONFERENCE,WORKSHOP,	\$3,000.00
820016	10/12/11	03	SAN DIEGO COUNTY OFF	022	CONFERENCE,WORKSHOP,	\$3,000.00
820017	10/26/11	03	SAN DIEGO COUNTY OFF	022	CONFERENCE,WORKSHOP,	\$25.00
820018	11/01/11	03	C S B A	022	CONFERENCE,WORKSHOP,	\$195.00
820019	11/02/11	06	SAN DIEGO COUNTY OFF	022	CONFERENCE,WORKSHOP,	\$50.00
REPORT TOTAL						\$1,732,261.30

ITEM 15F

Individual Membership Listings
For the Period of October 11, 2011 through November 6, 2011

<u>Staff Member Name</u>	<u>Organization Name</u>	<u>Amount</u>
Cindy Welch	California School Nutrition Association (C.S.N.A.)	\$150.00
Tjitske Zitman	Crisis Prevention Institute	\$125.00

San Dieguito Union High School District

INFORMATION REGARDING BOARD AGENDA ITEM

TO: BOARD OF TRUSTEES

DATE OF REPORT: October 26, 2011

BOARD MEETING DATE: November 17, 2011

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

SUBJECT: DATE OF ORGANIZATIONAL MEETING,
DECEMBER 8, 2011

.....

EXECUTIVE SUMMARY

According to Education Code sections 35143 and 7200(c)(2), all Governing Boards are required to hold an annual organizational meeting for the purpose of establishing future meeting dates and electing officers. The outcome of said meeting is then reported to the County Office of Education within a specific window of time. The San Diego County Office of Education requests that this meeting be held between December 1 and December 16, 2011.

RECOMMENDATION:

District administration recommends that the Board designate December 8, 2011, as the date for the Organizational Board Meeting.

FUNDING SOURCE:

Not applicable

KN/bb



SAN DIEGO COUNTY OFFICE OF EDUCATION


ITEM 16

6401 LINDA VISTA ROAD, SAN DIEGO, CALIFORNIA 92111-7399 (858) 292-3500

Superintendent of Schools
Randolph E. Ward, Ed.D.

October 21, 2011

To: Clerks of Governing Boards
Chief Administrative Officers

From: Randolph E. Ward, Ed.D. 
County Superintendent of Schools

Re: Organizational Meetings of Governing Boards

The Education Code requires that governing boards hold an annual organizational meeting for the purpose of establishing meeting dates and electing officers. The following information and the attached forms are provided to assist you in fulfilling your district's legal requirements in connection with this meeting. Please note that regular business of the Board may also be conducted at the annual organizational meeting.

Date of Annual Organizational Meeting

Education Code sections 35143 and 72000(c)(2) provide that:

- The governing board of each school and community college district shall hold an annual organizational meeting. In 2011, the meeting shall be held between **December 2 and December 16**, inclusive.
- The day and time of the annual organizational meeting shall be selected by the board at its regular meeting held immediately prior to December 2, unless otherwise provided by rule of the governing board.
- Within 15 days prior to the date of the annual organizational meeting, the clerk of the board shall notify all members in writing of the date and time selected for the meeting.
- If the board fails to select a day and time for the annual organizational meeting, the County Superintendent of Schools shall designate the day and time of the meeting and shall notify all members in writing.
- The board shall notify the County Superintendent of Schools of the day and time selected.

Prior to December 1, 2011, please complete and return to the San Diego County Office of Education the *Notice of December 2011 Organizational Meeting of the Governing Board* provided on page 4.

Board of Education

Mark C. Anderson Susan Hartley Sharon C. Jones Jerry R. Rindone John Witt

SERVICE AND LEADERSHIP

Election of Board Officers

- Education Code section 35022 provides that every school district governing board consisting of five or more members shall elect at its organizational meeting a president from among its members. The governing board of a school district shall also elect one of its members as clerk of the district.
- Education Code section 72000(c)(2) provides that the governing board of a community college district shall organize by electing a president, from its members, and a secretary.

Board Meeting Dates

- Education Code sections 35140 and 72000(c)(4) require that the governing board shall fix the time and place for its regular governing board meetings.
- In 2012, the annual organizational meeting must be scheduled on a date between December 7 and December 21, inclusive.
- Government Code sections 6700 and 6702 establish the following holidays in California:
 1. Every Sunday
 2. January 1st, New Years Day
 3. The third Monday in January, known as Dr. Martin Luther King, Jr. Day
 4. February 12th, known as Lincoln Day
 5. The third Monday in February, Washington Day
 6. March 31st, known as Cesar Chavez Day
 7. The last Monday in May, Memorial Day
 8. July 4th, Independence Day
 9. The first Monday in September, Labor Day
 10. September 9th, known as Admission Day
 11. The second Monday in October, known as Columbus Day
 12. November 11th, known as Veterans Day
 13. December 25th
 14. Good Friday from 12 noon until 3:00 p.m.*
 15. Every day appointed by the President or Governor for a public fast, thanksgiving, or holiday
 16. Every Saturday from noon to midnight
- Government Code section 6701 provides that if January 1, February 12, March 31, July 4, September 9, November 11, or December 25 falls upon a Sunday, the Monday following is a holiday. If November 11 falls upon a Saturday, the preceding Friday is a holiday.

It is not necessary to submit a calendar of regular governing board meetings to the County Office of Education.

*Subsection declared unconstitutional in case of Mandel v. Hodges (1976).

Organizational Meetings of Governing Boards -3-

ITEM 16
October 21, 2011

Statement of Facts, Roster of Public Agencies Filing

- Government Code section 53051 requires that the Secretary of State and the clerk of each county establish and maintain a Roster of Public Agencies. This roster is a public record.
- The governing body of each public agency shall file with the Secretary of State and with the San Diego County Clerk a *Statement of Facts, Roster of Public Agencies Filing*. This requirement includes school and community college districts, county offices of education, and JPA boards. It is recommended that charter schools consult their legal counsel to determine whether filing of this form is appropriate.
- Within 10 days after any change in the facts required on this form, an amended statement containing the correct information must be completed and submitted in accordance with the instructions on page 5.
- The proper filing of the *Statement of Facts, Roster of Public Agencies Filing* protects the governing board of a local agency in lawsuits under the California Tort Claims Act. Longer statutes of limitations for filing lawsuits may apply to districts that fail to file amended statements in a timely manner.

Please complete and submit the *Statement of Facts, Roster of Public Agencies Filing* according to the instructions on page 5. A copy of the form is provided as page 6 of this letter and is also available online.

This letter and its attachments are available on the San Diego County Office of Education Web site at www.sdcoe.net/business/legal. If you have questions regarding any of the information provided above, contact Peg Marks, Legal Services Analyst, at (858) 292-3746 or via e-mail to pmarks@sdcoe.net.

REW:mm

Attachments

cc: Executive Assistant to the Governing Board

Organizational Meetings of Governing Board -4-

October 21, 2011

**NOTICE OF DECEMBER 2011
ORGANIZATIONAL MEETING OF THE GOVERNING BOARD**

Complete and submit no later than December 1, 2011 to:

Peg Marks
Legal Services, Room 609
San Diego County Office of Education
Email: pmarks@sdcoe.net
Fax: (858) 541-0697

School District: San Dieguito Union High School District

Date of Organizational Meeting: December 8, 2011
(date between December 3 and December 17 inclusive)

Time of Meeting: 6:30 PM

Barbara Groth, Board Clerk

November 17, 2011
Date

STATEMENT OF FACTS, ROSTER OF PUBLIC AGENCIES FILING
Form NP/SF - 405 (Revised 05/09)

Following the organizational meeting, a *Statement of Facts, Roster of Public Agencies Filing* must be filled out completely, dated, signed, and filed as follows:

- **Annually** with the San Diego County Clerk, even if there is no change in the governing board or district information.
- Within ten days with the Secretary of State and the San Diego County Clerk **whenever there is a change** in the officers of the board or the names or addresses of governing board members or school districts. The Secretary of State requires that the specific nature of the update be stated, e.g., “change of officers,” “address change” (not “annual update” or “organizational meeting”).
- Copy to the San Diego County Office of Education **annually and whenever there is a change** in the officers of the board or the names or addresses of governing board members or school districts.

Submit completed copies of the *Statement of Facts, Roster of Public Agencies Filing* as follows:

1. Original to: Secretary of State
P.O. Box 942877
Sacramento, CA 94277-0001
2. Copy to: San Diego County Clerk
Attention: Lucy Neves
P.O. Box 121750
San Diego, CA 92112-1750
3. Copy to: Peg Marks
Legal Services, Room 609
San Diego County Office of Education
Email: pmarks@sdcoe.net
Fax: (858) 541-0697

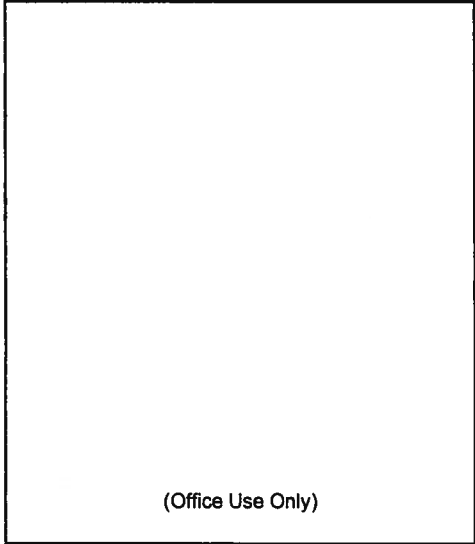
A copy of the *Statement of Facts, Roster of Public Agencies Filing* is attached for your use. This form is also available for completing and printing at:

www.sos.ca.gov/business/sf/forms/np-sf-405.pdf



State of California Secretary of State

STATEMENT OF FACTS ROSTER OF PUBLIC AGENCIES FILING (Government Code section 53051)



(Office Use Only)

Instructions:

1. Complete and mail to: Secretary of State,
P.O. Box 942877, Sacramento, CA 94277-0001 (916) 653-3984
2. A street address must be given as the official mailing address or as the address of the presiding officer.
3. Complete addresses as required.
4. If you need additional space, attach information on an 8½" X 11" page, one sided and legible.

New Filing Update

Legal name of Public Agency: San Dieguito Union High School District

Nature of Update: Annual Organization of the Board, December 8, 2011

County: San Diego

Official Mailing Address: 710 Encinitas Blvd., Encinitas, CA 92024

Name and Address of each member of the governing board:

Chairman, President or other Presiding Officer (Indicate Title): President

Name: _____ Address: _____

Secretary or Clerk (Indicate Title): Clerk

Name: _____ Address: _____

Members:

Name: _____ Address: _____

Name: _____ Address: _____

Name: _____ Address: _____

Name: _____ Address: _____

Name: _____ Address: _____

RETURN ACKNOWLEDGMENT TO: (Type or Print)

NAME [Becky Banning]

_____ Date

ADDRESS [710 Encinitas Blvd.]

_____ Signature

CITY/STATE/ZIP [Encinitas, CA. 92024]

Becky Banning, Executive Asst to the Supt
Typed Name and Title

San Dieguito Union High School District ^{ITEM 17}

INFORMATION REGARDING BOARD AGENDA ITEM

TO: BOARD OF TRUSTEES

DATE OF REPORT: October 24, 2011

BOARD MEETING DATE: November 17, 2011

PREPARED BY: Frederick Labib-Wood
Director of Classified Personnel

SUBMITTED BY: Ken Noah
Superintendent

SUBJECT: PERSONNEL COMMISSION APPOINTMENT,
12/01/11 – 12/01/14

EXECUTIVE SUMMARY

The San Dieguito Union High School District's Personnel Commission consists of three members who serve three-year staggered terms. One Commissioner is appointed by the Board of Trustees; the second is appointed by the employees' exclusive bargaining representative; and the third is appointed by the two other Commissioners. The Personnel Commission oversees the operation of the District's Merit System of classified employment. Commissioners receive a stipend of \$25.00 for each meeting attended. The Commission typically meets once per month.

The current term of the District's Appointee, William A. Berrier, expires at noon on December 1, 2011. The District recommends that the Board reappoint Mr. Berrier to fill the three-year term from December 1, 2011 through December 1, 2014. This appointment was first announced in September for public comment at the Board's meeting of October 6, 2011.

Mr. Berrier is a long-time resident of the San Dieguito Union High School District and served as its Superintendent from 1971 until his retirement in 2001. He is very familiar with the responsibilities of a Personnel Commission, and was an adherent of the Merit System during his time as Superintendent, a career which paralleled the first three decades of the Personnel Commission in this District.

RECOMMENDATION:

This item was presented for first read October 6, 2011 and is now being submitted for board action.

It is recommended that the Board approve the assignment of Mr. Berrier as Personnel Commissioner, effective December 11, 2011 through December 1, 2014.

San Dieguito Union High School District

INFORMATION REGARDING BOARD AGENDA ITEM

TO: BOARD OF TRUSTEES

DATE OF REPORT: November 3, 2011

BOARD MEETING DATE: November 17, 2011

PREPARED BY: Sue Koehnen,
Director of Human Resources

SUBMITTED BY: Ken Noah
Superintendent

SUBJECT: Approval of Revision of the Master Agreement
between CSEA, Chapter 241 and SDUHSD

EXECUTIVE SUMMARY

On July 18, 2011 the District concluded Transportation negotiations on new language to be incorporated into the Master Contract and reached a tentative agreement with the California School Employees Association (CSEA), Chapter 241. This agreement was ratified by the CSEA membership on October 19, 2011.

The following revisions to the Master Contract are estimated to reduce the Transportation Department's costs by \$60,000 per school year

1. Bidding: A more streamlined approach to the bidding process for school bus drivers and bus attendants by increasing bid times from one to three times per year.
2. Distribution of Work Load: For 60% of the drivers, there is a reduction from a 5-hour guarantee to a 4-hour guarantee.
3. Field Trips: Assignments for field trips now aligns to the same procedure for all classified employees regarding the distribution of overtime.

RECOMMENDATION:

It is recommended that the Board of Trustees approve the revision to the Master Contract between California School Employees Association, Chapter 241 and the San Dieguito Unified School District effective July 1, 2009 through June 30, 2012.

FUNDING SOURCE:

General Fund

ATTACHMENTS:

1. Revised Approval of Agreement

APPROVAL OF AGREEMENT

Revised and approved by formal action of the classified employees described herein and represented by CSEA and its San Dieguito Chapter #241.

Ron Tackett, President
CSEA, SAN DIEGUITO CHAPTER #241

Date

Scott Hendries, Labor Representative
CSEA

Date

Sue Koehnen
Director of Human Resources
SAN DIEGUITO UNION HIGH SCHOOL DISTRICT

Date

Beth Hergesheimer, President
Board of Trustees
SAN DIEGUITO UNION HIGH SCHOOL DISTRICT

Date

San Dieguito Union High School District

INFORMATION REGARDING BOARD AGENDA ITEM

TO: BOARD OF TRUSTEES

DATE OF REPORT: November 9, 2011

BOARD MEETING DATE: November 17, 2011

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

SUBMITTED BY: Ken Noah, Superintendent

SUBJECT: COMMUNITY FACILITIES DISTRICT NO.
95-2/ ANNEXATION NO. 17 / ADOPTION OF
RESOLUTION CERTIFYING ELECTION
RESULTS /LEUCADIA COLLECTION / A 19-
UNIT SINGLE FAMILY SUBDIVISION / CITY
VENTURES, INC.

EXECUTIVE SUMMARY

At the September 1, 2011 Board meeting, the Board adopted a resolution which requested the election official to conduct a special election to be held on November 8, 2011, for Community Facilities District No. 95-2, Annexation No. 17. The election material was forwarded to the property owners, and the deadline for the election was 5:00 p.m. on November 8th. Attached as Appendix A to the resolution is the completed Certificate of Election Official declaring the election as having a 100% return and approval. The final step in the annexation process will be to file a Notice of Special Tax Lien with the County Recorder's Office within 15 days of the election.

RECOMMENDATION:

It is recommended that the Board adopt the attached Resolution Certifying the Results of the Election with Respect to Community Facilities District No. 95-2, Annexation No. 17 of the San Dieguito Union High School District.

FUNDING SOURCE:

Not applicable.

Enclosures: Certificate of Election Official

**RESOLUTION OF THE BOARD OF TRUSTEES
OF THE SAN DIEGUITO UNION HIGH SCHOOL DISTRICT
CERTIFYING THE RESULTS OF AN ELECTION WITH RESPECT TO
COMMUNITY FACILITIES DISTRICT NO. 95-2, ANNEXATION NO. 17 OF
THE SAN DIEGUITO UNION HIGH SCHOOL DISTRICT**

WHEREAS, on October 6, 2011, the Board of Trustees (the "Board") of the San Dieguito Union High School District (the "District") adopted a resolution entitled "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" (the "Resolution") annexing certain territory into Community Facilities District No. 95-2 of the School District, authorizing the levy of a special tax, authorizing the incurrence of bonded indebtedness not to exceed \$50,000,000 and calling an election on November 8, 2011.

WHEREAS, pursuant to the Resolution, a special election was held and conducted in the District on November 8, 2011, at which election there was submitted to the qualified voters of the District the following bond proposition, to wit:

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.

WHEREAS, the Board of Trustees has received from Eric Dill, the Election Official appointed by the Board with respect to the election, the certificate attached hereto as Appendix A and hereby incorporated by reference which certifies that more than two-thirds votes cast at the election were cast in favor of incurring bonded indebtedness, levying certain special taxes and establishing an appropriations limit for the District.

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

Section 1. That more than two-thirds of the votes cast at a special election which was duly and legally held and conducted in the District on November 8, 2011 were cast in favor of incurring bonded indebtedness in an amount of \$50,000,000, levying certain special taxes and establishing an appropriations limit for the District.

Section 2. This Resolution shall take effect upon adoption.

ADOPTED SIGNED AND APPROVED, this 17th day of November, 2011.

SAN DIEGUITO UNION HIGH SCHOOL DISTRICT

By _____
Title: President

ATTEST:

By _____
Title: Recording Secretary

APPENDIX A
CERTIFICATE OF ELECTION
OFFICIAL

**CERTIFICATE OF THE ELECTION OFFICIAL
DECLARING THE RESULTS OF THE MAILED-BALLOT
SPECIAL ELECTION REGARDING
COMMUNITY FACILITIES DISTRICT NO. 95-2, ANNEXATION NO. 17
OF THE SAN DIEGUITO UNION HIGH SCHOOL DISTRICT**

I, Eric R. Dill, designated as the election official for the mailed-ballot special election (the "Election") regarding the annexation of certain territory into Community Facilities District No. 95-2 of the San Dieguito Union High School District, pursuant to the "Resolution of Annexation of the Board of Trustees of the San Dieguito Union High School District Acting as the Legislative Body of the San Dieguito Union High School District Community Facilities District No. 95-2" adopted by the Board of Trustees of the San Dieguito Union High School District on October 6, 2011 (the "Resolution"), do hereby certify as follows:

1. That the Election was closed at the hour of 5 o'clock p.m. on November 8, 2011
2. That the total number of votes eligible to be cast on Proposition BB was 5 which is equal to one vote per acre or a portion of an acre within the proposed District. The total number of votes actually cast was 5;
3. That the results are as follows:
5 votes in favor of Proposition BB
0 votes in opposition to Proposition BB;
4. That the percentages are as follows:
100% in favor of Proposition BB
0% in opposition to Proposition BB;
5. That two-thirds (2/3) of the total number of votes cast are needed to approve Proposition BB, to wit at least 4 votes of the total cast;
6. That the number of votes cast in favor of Proposition BB, based on the results outlined in Section 3 hereof and the percentages outlined in Section 4 hereof are at least equal to two-thirds (2/3) of the total number of votes cast, and, thus Proposition BB was duly approved.

Dated: November 8, 2011 COMMUNITY FACILITIES DISTRICT NO. 95-2
OF THE SAN DIEGUITO UNION HIGH
SCHOOL DISTRICT



Election Official
For the Mailed-Ballot Special Election
Regarding Annexation No. 17 into
Community Facilities District No. 95-2 of the
San Dieguito Union High School District

San Dieguito Union High School District

INFORMATION REGARDING BOARD AGENDA ITEM

TO: BOARD OF TRUSTEES

DATE OF REPORT: November 4, 2011

BOARD MEETING DATE: November 17, 2011

PREPARED BY: Terry King
Associate Superintendent/Human
Resources

SUBMITTED BY: Ken Noah, Superintendent

SUBJECT: Layoff of One Classified Position for
Fiscal Year 2011-2012

EXECUTIVE SUMMARY

One vacant Computer Support Technician position has become vacant as a result of internal promotion. The Technology Department has determined that adequate service levels can be maintained at sites without refilling that position.

The District has informed the California School Employees Association, (CSEA), of this situation. There is no incumbent affected by this action.

The purpose of this recommended Board action is to initiate the process of deleting the identified vacant position.

RECOMMENDATION:

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

Attachment

**BOARD OF TRUSTEES
OF THE
SAN DIEGUITO UNION HIGH SCHOOL DISTRICT**

Resolution Initiating
Layoff and/or Reduction in Hours

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

WHEREAS, a reduction in the number of classified employees or the level of services to be provided thereby is required due to the lack of work and/or lack of funds within the District anticipated for the 2011-2012 school year; and

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

WHEREAS, the Board of Trustees desires that the Superintendent implement the layoffs consistent with these requirements;

NOW, THEREFORE, BE IT RESOLVED that this Board hereby initiates the layoffs of the following vacant position on the date indicated below:

ITEM 1 EFFECTIVE November 18, 2011

ITEM 1

01 Computer Support Technician, as follows:

01 position eliminated 1.0000 FTE 12 months 00 employees

PASSED AND ADOPTED by the Board of Trustees of the San Dieguito Union High School District of San Diego County, California on the 17th day of November 2011 by the following vote:

Ayes: _____ Noes: _____

Absent: _____ Abstain: _____

San Dieguito Union High School District

INFORMATION REGARDING BOARD AGENDA ITEM

TO: BOARD OF TRUSTEES

DATE OF REPORT: November 8, 2011

BOARD MEETING DATE: November 17, 2011

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

SUBMITTED BY: Ken Noah
Superintendent

SUBJECT: **NEW ADMINISTRATIVE REGULATION, #3314 (AR),
“PURCHASING CARDS”
PURCHASING CARD PROGRAM / MISSION
FEDERAL CREDIT UNION ACCOUNT**

EXECUTIVE SUMMARY

At the December 10, 2009 Board Meeting, District Staff shared with the Board plans for a pilot purchasing card program and the Board approved entering into an agreement with Mission Federal Credit Union to establish a MasterCard purchasing card account in the name of the San Dieguito Union High School District, provide MasterCard purchasing cards, and transaction related information processing.

Initial use of the program allowed for the buyers to make purchases where purchase orders were not accepted and to learn the internal workings of the program. As the program demonstrated its effectiveness, staff expanded the pilot program to the Maintenance & Operations department. The pilot program has proven to be successful in meeting supply needs quickly and eliminating many open purchase orders. Additionally, the Purchasing Cards are more secure and provide better tools for tracking, management oversight, and controlling acquisitions made by staff than open purchase orders.

Staff would like to expand the program further to another department and therefore feels the program is no longer in the pilot phase. To provide structure and guidelines for the program, Administrative Regulations were drawn up and recently approved in Cabinet. As more cards are issued, the balance in the account is re-evaluated to ensure a positive account balance. The opening balance for the pilot phase was \$20,000.00 and has now grown to \$150,000.00.

RECOMMENDATION:

This item is being presented as an information item only.

PURCHASING CARDS**District Purchasing Card Program**

The Board of Trustees has authorized the Superintendent or designee to enter into an agreement with Mission Federal Credit Union to establish a MasterCard purchasing card account in the name of San Dieguito Union High School District.

The San Dieguito Union High School District (the District) Purchasing Card Program has been established to provide a convenient means to make purchases and reduce the costs associated with initiating and paying for those purchases. The Purchasing Department, assisted by the Finance Department, is responsible for managing the Program and each school and department is responsible for managing its cardholder accounts. Two areas of responsibility have been defined within each school or department to assist in this management effort. They are the Cardholder and School Administrator or Department Supervisor. It is important to understand that these areas of responsibility do not necessarily equate to two separate individuals within the school or department. It is permissible for one individual to be assigned one or more of these responsibilities as defined in these Policies and Procedures. The ultimate decision as to how each of these responsibilities is assigned will be made within each school or department, all the while maintaining proper internal controls.

The following definitions, policies, and procedures shall apply for all transactions involving the District Purchasing Card Program:

1.0 DEFINITIONS

- 1.1 Purchasing Card: A credit card issued to an employee of the District for the purpose of making authorized purchases on the District's behalf. The District will issue payment for charges made with the Purchasing Card.
- 1.2 Cardholder: District full-time permanent employee whose name appears on the Purchasing Card and is accountable for all charges made with that card.
- 1.3 School Administrator or Department Supervisor: District employee(s) within each school or department responsible for verifying that all charges against the Cardholder's account are approved and that the documentation is retained within the school or department. School Administrator or Department Supervisors have the ability to allocate individual charges to any of the District budget accounts under their control. Cardholders may be their own School Administrator or Department Supervisors and a School Administrator or Department Supervisor may oversee more than one Cardholder account depending on how the school or department elects to manage its accounts. A school or department may have more than one School Administrator or Department Supervisor.
- 1.4 Program Administrator: The Business Services employee responsible for administering the Purchasing Card Program for the District and acting as the main contact for the District.
- 1.5 Transaction / Spending Limit: A dollar limitation of purchasing authority assigned to the Cardholder for each total charge made with the Purchasing Card. This amount must not exceed the predetermined spending limit. School or departments establish limits on a per Cardholder basis. A

single transaction/charge may include multiple items but cannot exceed the predetermined spending limit.

- 1.6 Monthly Spending Limit: A dollar limitation of purchasing authority assigned to the Cardholder for the total of all charges made during each monthly billing cycle. School or departments establish limits on a per Cardholder basis.
- 1.7 Monthly Statement: A listing of all transactions charged to the Cardholder's card account up to the end of the monthly billing cycle. This statement is sent by the processor, directly to the Cardholder, on a monthly basis.
- 1.8 Default General Ledger Account Code (GL): The District account code (SACS) assigned by the Cardholder for the purchase.
- 1.9 Support Documentation: A merchant-produced or non-District document that records the relevant details for each item purchased including quantities, amounts, a description of what was purchased, the total charge amount, and the merchant's name and address (e.g., sales receipt, original invoice, packing slip, credit receipt, etc.).

2.0 RECEIVING THE PURCHASING CARD

- 2.1 A complete Cardholder Account Form must be submitted for each prospective Cardholder. The School Administrator or Department Supervisor must sign this form, select the purchasing controls, and then forward to the Program Administrator.
- 2.2 All prospective Cardholders must attend a training session and sign a Cardholder Agreement prior to receiving a Purchasing Card.
- 2.3 In order to provide a measure of security, the purchasing card requires activation. When the card is received, a sticker prompts the cardholder to activate the purchasing card. Once activated, the purchasing card is ready for use. Activation is required only once for each purchasing card received.

3.0 AUTHORIZED CARD USE

- 3.1 Cardholders are authorized to use the Purchasing Card to purchase any merchandise or services required as a function of their duties at the District with the exception of the following:
 - Items for personal use.
 - Items not related to District business.
 - Cash advances.
 - Any purchase prohibited by District policy.
 - Equipment valued at \$500 or greater.
 - All personal services performed by an individual, including but not limited to presenters, lecturers, interpreters, et al. No independent contractors are allowed to be contracted with the Purchasing Card.
 - Contracted services valued at \$1,000 or greater.

3.2 Only the Cardholder whose name is embossed on the Purchasing Card is authorized to use the card and is responsible for ensuring that all charges made with the card are in compliance with these Policies and Procedures.

3.3 The total value of any one charge made with the Purchasing Card may not exceed the single transaction limit stipulated on the Cardholder's Enrollment Form. Cardholders may not make serial purchases to avoid the single transaction limit on large purchases or thresholds stated in section 3.1

4.0 UNAUTHORIZED AND/OR INAPPROPRIATE CARD USE

The Purchasing Card must never be used to purchase items for personal use or for non-District purposes even if the Cardholder intends to reimburse the District.

A Cardholder who makes an unauthorized purchase with the Purchasing Card, as defined in section 3.0, or uses the Purchasing Card in an inappropriate manner will be subject to disciplinary action that can include card cancellation and termination of employment at the District.

4.1 Failure to comply with the requirements of the User Manual may result in immediate revocation of procurement card privileges if any of the following exceptions occur:

- Splitting of charges to avoid the single purchase dollar limit.
- Loaning the card to another employee for use.
- Allowing purchases to be signed for by anyone other than the cardholder. The exception being a delivery receipt, explained in User Manual Procedure 9, "Can the card be shared?"
- Failure to submit receipts for charges.
- An inadvertent personal purchase occurs for the second time.
- Second time the bi-weekly Smart Data report is submitted to Finance more than 10 days after the bi-weekly period.
- Second time the attached receipts do not match the item descriptions or dollar amounts listed on the bi-weekly Smart Data report.

5.0 MAKING A PURCHASE WITH THE PURCHASING CARD

5.1 Confirm that the selected merchant accepts the Purchasing Card. If not, choose another. In either case, inform the Program Administrator via the School or department Contact, about the fact that the original merchant did not accept the Purchasing Card.

5.2 When making purchases in person, the Cardholder must sign the charge receipt and retain the customer copy. The Cardholder should verify that either the charge receipt or sales receipt complies with the requirements for support documentation set forth in Section 1.0 (paragraph 1.9).

5.3 When making non-face-to-face purchases (e.g., via telephone, Internet, mail order, etc.), Cardholders should give the merchant the account number embossed on their card and direct the merchant to include the following on the shipping label and/or packing slip:

- Cardholder name and phone number

- School or department name
- Complete delivery address including suite number
- The words "Purchase Card Purchase"

Regardless of who receives the shipment, the Cardholder is responsible for obtaining all documentation (packing slips, mail order form copies, etc.) related to the purchase and verifying that the documentation complies with the requirements for support documentation set forth in Section 1.0 (paragraph 1.9).

6.0 MERCHANDISE RETURNS AND EXCHANGES

- 6.1 The Cardholder is responsible for contacting the merchant when merchandise purchased with the Purchasing Card is not acceptable (incorrect, damaged, defective, etc.) and arranging a return for credit or an exchange.
- 6.2 If merchandise is returned for credit, the Cardholder is responsible for obtaining a credit receipt from the merchant and retaining that receipt with the support documentation for that purchase. Receiving cash or checks to resolve a credit is prohibited!
- 6.3 If merchandise is to be exchanged, the Cardholder is responsible for returning the merchandise to the merchant and obtaining a replacement as soon as possible and should be within 30 days. Documentation showing the proper resolution of the exchange is to be retained with the support documentation for that purchase.

7.0 RECORD RETENTION

- 7.1 Cardholder Responsibility: The Cardholder is responsible for obtaining purchase documentation from the merchant (sales receipt, packing slip, etc.) to support all purchases made with the Purchasing Card and verifying that the documentation complies with the requirements for support documentation set forth in Section 1.0 (paragraph 1.9).
- 7.2 Receipt Not Available: For mail, phone, fax, or Internet purchases in which a receipt is not available, use a copy of the completed application, flyer, or order form as the receipt. Email and fax confirmations of purchases should be obtained when possible. All alternate receipts should clearly indicate the total dollar amount, description of the product or service ordered, cardholder's name, and that payment was made using the purchasing card.
- In all other instances, if the receipts are unavailable, the cardholder must submit a formal written, signed affidavit explaining and describing the transaction in detail.
- 7.3 Lost Receipt: If the cash register receipt or the signed credit form is lost, the cardholder must first attempt to contact the merchant and obtain a copy of the documentation. If that is not possible, the cardholder must submit a written affidavit describing the transaction in detail. The cardholder's supervisor must review and sign the written affidavit.

8.0 CARDHOLDER VERIFICATION OF CHARGES

8.1 Cardholders are accountable for all charges made with their Purchasing Cards and are responsible for checking all transactions against the corresponding support documentation to verify their accuracy and propriety. Verification should be done regularly using the Purchasing Card's online transaction review system, Smart Data Online and the Cardholder's printed bi-weekly Smart Data report.

8.2 Cardholders are required to print a report from Smart Data for all transactions processed bi-weekly. During the cycle, cardholders are responsible for retaining the original copy of all transaction receipts.

Cardholders are to review their transactions on Smart Data Online (SDOL) for accuracy, including transactions, and amounts. Cardholders are to assign appropriate General Ledger (GL) codes. If a GL code for a purchase is incorrect, the cardholder is to reallocate the GL code and replace it with the desired GL code. Once each transaction is properly allocated, the cardholder will check the "Cardholder Reviewed" box, which will "lock" the information into the system.

Original receipts must be stapled to the bi-weekly report along with any required written explanations.

The bi-weekly Smart Data report and attached receipts should then be forwarded to the Finance Department.

Keep a record (duplicate copies) of all receipts, written explanations, statements, and forms submitted. Each cardholder is responsible for keeping their own documentation and processing the statements for payment. In the absence of the cardholder, the supervisor is responsible for processing the payment. Each cardholder is responsible for informing their supervisor of the location where the receipts and documentation are kept.

Charges will be expensed to the Cardholder's school or department by Finance using the account information listed on the bi-weekly Smart Data report.

Finance will review each bi-weekly Smart Data report and if an exception is identified, they will send a Notification of Exceptions email to the School Administrator or Department Supervisor and Cardholder for correction. The School Administrator or Department Supervisor and the Purchasing Card Program Administrator will also be notified of the exceptions. Violations noted may lead to or be reason for card revocation.

8.3 If a particular charge or credit does not appear online or on the bi-weekly Smart Data report, it should be checked against future online transaction information and/or the next bi-weekly Smart Data report. If the charge or credit does not appear within 30 days after the original charge was made, the Cardholder must notify the Program Administrator.

8.4 If the Cardholder disputes a charge, the nature of the dispute and the final resolution must be documented. This documentation must be retained with the monthly statement on which the disputed charge appears. (See Section 9.0)

8.5 After all transactions have been checked, the Cardholder must forward all documentation to Finance and communicate (preferably by email) to the School Administrator or Department Supervisor informing them that their review is complete and specifying the date ranges reviewed.

9.0 CARDHOLDER CHARGE DISPUTE RESOLUTION

In the case of a disputed charge, the Cardholder must try to resolve the dispute directly with the merchant. If the dispute cannot be resolved, the Cardholder must complete a Cardholder Dispute Form within 30 days of the date noted on the Statement that lists the disputed charge and forward the completed form to the Program Administrator.

10.0 SCHOOL ADMINISTRATOR OR DEPARTMENT SUPERVISOR VERIFICATION OF CARDHOLDER CHARGES

10.1 The School Administrator or Department Supervisor is responsible for reviewing each transaction using Smart Data Online and indicating in the designated field if the transaction is approved. Cardholders will perform this function if they are School Administrator or Department Supervisors.

10.2 For a charge to be approved there must be adequate support documentation available so that the School Administrator or Department Supervisor can ascertain that the purchase is valid and the Cardholder is accountable for that purchase.

10.3 For there to be a discrepancy associated with a charge, any one or more of the following situations may exist:

- Insufficient transaction information.
- One or more of the criteria for authorized card use set forth in Section 3.0 have not been met.
- The Cardholder disputes the charge. (See Section 9.0)

All discrepancies must be investigated and resolved. The disposition of each discrepancy must be documented and retained with the Support Documentation and/or Monthly Statement. Cardholders are accountable for all discrepancies.

Note: If a discrepancy cannot be resolved, the Program Administrator must be notified.

10.4 Transactions must be approved using the online transaction review system as soon as possible after they become available (transactions will be loaded daily). If a particular transaction has not been reviewed within 10 days of the Statement date, a reminder will be sent to the School Administrator or Department Supervisor. If after 30 days the transaction is still undesignated, a warning message will be sent and after 40 days, the Program Administrator will contact the School Administrator or Department Supervisor and the card may be canceled. At the end of the fiscal year (June 30), the transactions must be reviewed and charged and settled by July 15.

11.0 TRANSACTION ALLOCATION

11.1 For any given charge, the Cardholder must allocate purchases to a District General Ledger account code (GL) that is under their management.

12.0 PURCHASING CARD SECURITY

12.1 It is the Cardholder's responsibility to safeguard the Purchasing Card and Purchasing Card account number at all times.

12.2 Cardholders must keep their Purchasing Cards in a secure location at all times.

12.3 Cardholders must not allow anyone else to use their Purchasing Cards and/or Purchasing Card account numbers.

12.4 Cardholders must not write their Purchasing Card account numbers where others can easily see them.

13.0 LOST, STOLEN, OR DAMAGED PURCHASING CARD

13.1 If a Purchasing Card is lost, stolen, or damaged, the Cardholder must notify the Card Services Department immediately.

13.2 Cardholders must notify the Program Administrator if their cards are lost, stolen, or damaged within 24 hours after reporting the incident to Card Services.

13.3 After the above notification procedures have been completed, a new Purchasing Card will be issued to the Cardholder by the Program Administrator.

13.4 A Purchasing Card that is found after it has been reported lost or stolen must be destroyed by cutting it in half and returned to Card Services. The same procedure applies if a card is damaged. Both card halves must be forwarded to the Program Administrator.

14.0 CARDHOLDER ACCOUNT MAINTENANCE

Whenever any of the information contained on a Cardholder's Enrollment Form changes, a Cardholder Account Form must be completed and signed by the administrator. The completed Cardholder Account Form will then to be forwarded to the Program Administrator.

15.0 CARDHOLDER TRANSFER WITHIN THE DISTRICT

Cardholders who transfer to a new position within the same school or department and continue to require the use of a Purchasing Card as part of their new duties should continue to use the same card. Cardholders who no longer require a Purchasing Card in their new position or transfer to a different school or department must cancel their card per the instructions in Section 17.0.

16.0 CARDHOLDER SEPARATION FROM THE DISTRICT

Prior to separation from the District, Cardholders must surrender their Purchasing Cards and corresponding support documentation to their School Administrator or Department Supervisor per the instructions in Section 17.0

17.0 PURCHASING CARD CANCELLATION

The Program Administrator must be notified immediately when a Purchasing Card is to be canceled. The card must be destroyed by cutting it in half. Both card halves must be forwarded to the Program Administrator along with a complete Cardholder Account Maintenance Form.

San Dieguito Union High School District

INFORMATION REGARDING BOARD AGENDA ITEM

TO: BOARD OF TRUSTEES

DATE OF REPORT: October 26, 2011

BOARD MEETING DATE: November 17, 2011

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

SUBJECT: PROPOSED BOARD MEETING
SCHEDULE, 2012

.....

EXECUTIVE SUMMARY

Attached is a proposed Board Meeting Schedule for 2012, in accordance with Education Code sections 35140 and 7200(c)(4), which require that the Governing Board fix the time and place for its regular Governing Board meetings annually.

RECOMMENDATION:

This item is being submitted for first read and will be resubmitted for board action on December 8, 2011.

FUNDING SOURCE:

Not applicable

KN/bb



Union High School District

710 Encinitas Boulevard, Encinitas, CA 92024
Telephone (760) 753-6491
www.sduhsd.net

ITEM 22

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

Superintendent
Ken Noah

Office of the Superintendent
Fax (760) 943-3501

San Dieguito Union High School District
School Board Meeting Dates, 2012

DRAFT (1st Read / 11-17-11)

All School Board Meetings are held in the San Dieguito Union High School District Office Board Room 101, located at 710 Encinitas Blvd., Encinitas, California, 92024.

Regular Board Meetings begin at 6:30PM and are usually scheduled on a Thursday, unless otherwise indicated.

MEETING DATES, 2012

January 19
February 2
February 16
March 1
March 15
April 5
May 3
May 17
June 7
June 21
July 19
August 16
September 6
September 20
October 4
October 18
November 15
December 13

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 [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

INFORMATION REGARDING BOARD AGENDA ITEM

TO: BOARD OF TRUSTEES

DATE OF REPORT: November 1, 2011

BOARD MEETING DATE: November 17, 2011

PREPARED AND SUBMITTED BY: Ken Noah,
Superintendent

SUBJECT: CSBA DELEGATE ASSEMBLY / 2012
NOMINATION PROCEDURES, DEADLINES

.....

EXECUTIVE SUMMARY

Each year, the California School Board Association Delegate Assembly provides Board members opportunity to nominate Board member candidates within their geographical region or subregion to serve on the Delegate Assembly. Elected delegates serve a two-year term. Nominations for 2012 are now being accepted. The deadline for nominations will be Monday, January 9, 2012. For details about the election process, please visit (click): [CSBA's Delegate Assembly Website](#).

RECOMMENDATION:

This item is provided as information only, and will be resubmitted for action by the Board at the Organizational Board Meeting of December 8, 2011.

FUNDING SOURCE:

Not applicable

KN/bb

***TIME SENSITIVE – For Board ACTION –
Nominations due Monday, January 9, 2012
Please deliver to all members of the governing board. Thank you.***

October 28, 2011



MEMORANDUM

TO: Board Presidents and Superintendents - CSBA Member Boards of Education
FROM: Martha Fluor, President
SUBJECT: **Call for Nominations for CSBA Delegate Assembly**

CSBA's Delegate Assembly is a vital link in the association's governance structure. Working with local districts, county offices, the Board of Directors and Executive Committee, Delegates ensure that the association reflects the interests of school districts and county offices of education throughout the state. **Nomination and Candidate Biographical Sketch forms for CSBA's Delegate Assembly are now being accepted until Monday, January 9, 2012.** All forms and information related to the election process are available to download from the CSBA website at www.csba.org/AboutCSBA.aspx.

- Any CSBA member board is eligible to nominate board members within their geographical region or subregion.
- Boards may nominate as many individuals as it chooses by using the nomination form.
- Approval from board member to be nominated to CSBA's Delegate Assembly.
- All nominees must submit a one-page, single-sided, candidate biographical sketch form and an optional one-page, one-sided résumé, (résumé cannot be substituted for the candidate biographical sketch form).
- All nomination materials must be postmarked or faxed no later than **Monday, January 9.**
- Delegates serve two-year terms beginning April 1, 2012 through March 31, 2014
- There are two required Delegate Assembly meetings each year, one in May in Sacramento and one preceding the CSBA Annual Education Conference and Trade show in November/December.

For further information about the Delegate Assembly, please contact Michelle Neto in CSBA's Administration department at (800) 266-3382. You may download the following forms and find more information at www.csba.org/AboutCSBA.aspx. Thank you.

- ❖ Delegate Assembly Brochure
- ❖ Nomination Form
- ❖ Candidate's Biographical Sketch Form
- ❖ Important Dates
- ❖ List of all Delegates whose term expires in 2012
- ❖ Alphabetical List of Districts and County offices
- ❖ FAQ

IMPORTANT

Deadline date for CSBA Delegate Assembly nomination and candidate biographical sketch forms: **Monday, January 9, 2012**

Important 2012 Dates to keep in mind:

- Monday, January 9: U.S. Postmark or fax deadline for *required* Nomination and Candidate Biographical Sketch Forms
- By Wednesday, February 1: Ballots mailed to Member Boards
- February 1 – March 15: Boards vote for Delegates
- Thursday, March 15: Deadline for the ballots to be returned to CSBA (U.S. Postmark ONLY)
- By Friday, March 30: Ballots to be tallied
- By Monday, April 2: Election results, except for run-offs, will be posted on CSBA's website
- Monday, April 30: Deadline for run-off ballots (U.S. Postmark ONLY)
- Saturday, May 19 – Sunday, May 20: Delegate Assembly meeting in Sacramento



California School Boards Association
3100 Beacon Blvd., P.O. Box 1660 | West Sacramento, CA 95691-1660
(916) 371-4691 (800) 266-3382 | Fax: (916) 371-3407 or (916) 669-3305 | www.csba.org

CSBA DELEGATES WHOSE ELECTED TERM EXPIRES IN 2012

ITEM 23

Below are the names of Delegates in each region/subregion whose term expires in 2011 and are up for re-elections, if they choose to run. Delegates must be nominated by a CSBA member board that is located within the region or subregion. If a subregion is not listed, it is because the Delegate's term has not expired. *Nomination and Candidate Biographical sketch forms are due Monday, January 9, 2012.*

REGION 1 - Counties: Del Norte, Humboldt, Lake, Mendocino

Subregion 1-A (Del Norte, Humboldt)

Vacant (Two-Year Term)

Subregion 1-B (Lake, Mendocino)

Kathy James (Ukiah USD)

REGION 2 - Counties: Lassen, Modoc, Plumas, Shasta, Siskiyou, Trinity

Subregion 2-C (Lassen, Plumas)

Ken Theobald (Lassen Union HSD)

REGION 3 - Counties: Marin, Napa, Solano, Sonoma

Subregion 3-A (Sonoma)

Katherine Sanchez (Bennett Valley Union SD)

Subregion 3-C (Solano)

Patricia Shamansky (Fairfield-Suisun USD)

Subregion 3-D (Marin)

Linda M. Jackson (San Rafael City Schools)

REGION 4 - Counties: Butte, Colusa, Glenn, Nevada, Placer, Sierra, Sutter, Tehama, Yuba

Subregion 4-A (Glenn, Tehama)

Rhonda J. Johnson (Red Bluff Joint Union HSD)

Subregion 4-C (Colusa, Sutter, Yuba)

Jim Flurry (Marysville Joint USD)

Subregion 4-D (Nevada, Placer, Sierra)

Brian Haley (Western Placer USD)

REGION 5 - Counties: San Francisco, San Mateo

Subregion 5-B (San Mateo)

Peter H. Hanley (San Mateo Union HSD)

Shelly Masur (Redwood City ESD)

Chris Thomsen (Sequoia Union HSD)

REGION 6 - Counties: Alpine, Amador, El Dorado, Mono, Sacramento, Yolo

Subregion 6-A (Yolo)

Susan Lovenburg (Davis Joint USD)

Subregion 6-B (Sacramento)

Janis Green (Twin Rivers USD)

Bruce Roberts (Natomas USD)

Teresa Stanley (Folsom-Cordova USD)

Subregion 6-C (Alpine, Amador, El Dorado, Mono)

Ellen Driscoll (Rescue Union ESD)

REGION 7 - Counties: Alameda, Contra Costa

Subregion 7-A (Contra Costa)

Kathi McLaughlin (Martinez USD)

Raymond Valverde (Liberty Union HSD)

William L. Wong (Pittsburg USD)

Subregion 7-B (Alameda)

Valerie Arkin (Pleasanton USD)

Janice Friesen (Castro Valley USD)

Michael McMahon (Alameda City USD)

Anne White (Livermore Valley Joint USD)

REGION 8 - Counties: Calaveras, Mariposa, Merced, San Joaquin, Stanislaus, Tuolumne

Subregion 8-A (San Joaquin)

Ken Davis (Lodi USD)

Diana Machado (Linden USD)

Evelyn Moore (Manteca USD)

Subregion 8-C (Stanislaus)

Faye Lane (Ceres USD)

Subregion 8-D (Merced)

Ida M. Johnson (Merced Union HSD)

REGION 9 - Counties: Monterey, San Benito, San Luis Obispo, Santa Cruz

Subregion 9-A (San Benito, Santa Cruz)

Bernard Bricmont (Live Oak ESD)

Rachel Dewey-Thorsett (Santa Cruz City Schools)

Subregion 9-B (Monterey)

Bettye L. Lusk (Monterey Peninsula USD)

Subregion 9-C (San Luis Obispo)

Mark Buchman (San Luis Coastal USD)

REGION 10 - Counties: Fresno, Kings, Madera

Subregion 10-B (Fresno)

Gilbert F. Coelho (Firebaugh-Las Deltas USD)

Jose Dominguez (Kerman USD)

Betsy J. Sandoval (Clovis USD)

Subregion 10-C (Kings)

Vacant (Two-Year Term)



REGION 11 - Counties: Santa Barbara, Ventura & Las Virgenes USD

Subregion 11-A (Santa Barbara)

Jack C. Garvin (Santa Maria Joint Union HSD)

Subregion 11-B (Ventura County and Las Virgenes USD)

Darlene A. Bruno (Hueneme ESD)

Rob Collins (Simi Valley USD)

Ana Del Rio-Barba (Oxnard ESD)

Jan Iceland (Oak Park USD)

REGION 12 - Counties: Kern, Tulare

Subregion 12-A (Tulare)

Donna S. Martin (Visalia USD)

Richard Morris (Porterville USD)

Subregion 12-B (Kern)

William H. Farris (Sierra Sands USD)

Scott Starkey (Southern Kern USD)

REGION 15 - Counties: Orange County and Lowell Jt. USD

Tammie Bullard (Tustin USD)

Meg Cutuli (Los Alamitos USD)

Judy Franco (Newport-Mesa USD)

Susan Henry (Huntington Beach Union HSD)

Kathryn A. Moffat (Orange USD)

Jo-Ann Purcell (Westminster ESD)

Esther H. Wallace (Magnolia ESD)

Sharon Wallin (Irvine USD)

REGION 16 - Counties: Inyo, San Bernardino

Subregion 16-B (San Bernardino)

Barbara J. Dew (Victor Valley Union HSD)

Holly Eckes (Adelanto ESD)

Cathline Fort (Etiwanda ESD)

Caryn Payzant (Alta Loma ESD)

Wilson So (Apple Valley USD)

Donna West (Redlands USD)

Vacant (Two-Year Term)

REGION 17 - County: San Diego

Comischell Bradley-Rodriguez (Del Mar Union SD)

Zoe Carpenter (Escondido Union SD)

Katie Dexter (Lemon Grove SD)

James Grier (National SD)

Barbara Groth (San Dieguito Union HSD)

Steve Lilly (Vista USD)

Dan Lopez (Ramona USD)

Raquel Marquez-Maden (San Ysidro ESD)

Anne Renshaw (Fallbrook Union ESD)

REGION 18 - Counties: Imperial, Riverside

Subregion 18-A (Riverside)

Jerry Bowman (Menifee Union ESD)

Deborah Dukes (Banning USD)

William Sanborn (Hemet USD)

Vacant (Two-Year Term)

Vacant (Two-Year Term)

Vacant (Two-Year Term)

Subregion 18-B (Imperial)

Frances A. Terrazas (El Centro ESD)

REGION 20 - County: Santa Clara

Frank Biehl (East Side Union HSD)

Cynthia Chang (Los Gatos-Saratoga Jt. Union HSD)

Judy Hannemann (Mountain View-Los Altos Un. HSD)

Mary Noel (Oak Grove ESD)

Kathleen Sullivan (Morgan Hill USD)

REGION 22 – Los Angeles County: North Los Angeles

Gwendolyn Farrell (Westside Union ESD)

Steven M. Sturgeon (William S. Hart Union HSD)

Donita J. Winn (Antelope Valley Union HSD)

REGION 23 – Los Angeles County: San Gabriel Valley and East Los Angeles

Subregion 23-A

Bob Bruesch (Garvey ESD)

Ed Honowitz (Pasadena USD)

Joylene Wagner (Glendale USD)

Subregion 23-B

Gilbert G. Garcia (Rowland USD)

Subregion 23-C

Rosemary Garcia (Azusa USD)

Camie Poulos (West Covina USD)

Joseph Probst (Charter Oak USD)

REGION 24 – Los Angeles County: Southwest Crescent

Darryl R. Adams (Norwalk-La Mirada USD)

Leighton Anderson (Whittier Union HSD)

Vivian Hansen (Paramount USD)

Donald E. LaPlante (Downey USD)

Sylvia V. Macias (South Whittier ESD)

Catherine McCurdy (Hermosa Beach City ESD)

Ann M. Phillips (Lawndale ESD)

Emma Sharif (Compton USD)

10/28/11





Frequently Asked Questions regarding Delegate Assembly Nominations and Elections

Who is eligible to serve on Delegate Assembly?

To be eligible to serve on CSBA's Delegate Assembly, a board member must:

- Be a trustee of a district or county office of education that is a current member of CSBA; and
- Be a trustee of a district or county office of education within the geographic region or subregion which the Delegate will represent.

What is the term of office to serve on Delegate Assembly?

The term of office for each Delegate is two years beginning April 1. Within each region, approximately half of the Delegates are elected in even-numbered years and half in odd-numbered years.

How is a board member nominated to serve on the Delegate Assembly?

A board member must be formally nominated by a board in the region or subregion and may be nominated by his or her own district or county office. The nomination is an action that is taken in a public board meeting and requires a majority vote. A board may nominate as many individuals as it wishes. It is the responsibility of the nominating board to obtain permission from the nominee prior to submitting his or her name.

What does a nomination consist of?

A nomination consists of a completed, signed and dated nomination form and a candidate biographical sketch form. In addition, an optional, one-page, single-sided, résumé may also be submitted, (résumé cannot be substituted for the candidate biographical sketch form).

When are the nomination and candidate biographical sketch forms due?

It is critical that nominations and candidate biographical sketch forms be delivered to the CSBA office, faxed or postmarked by the USPS on or before Monday, January 9, 2012.

How are nominees elected to serve on Delegate Assembly?

Ballots are mailed by February 1 to each district or county board within the region or subregion that requires an election. Ballots must be delivered to CSBA or postmarked by the U.S. Post Office by Thursday, March, 15 in order to be accepted. Ballots may not be faxed.

Voting for Delegates is an action of the entire board rather than individual board members; therefore, it is done at a public meeting and requires a majority vote. Each board may vote for as many persons as there are positions to be filled within the region or subregion. All boards and candidates are notified of the results no later than March 31. If there is a tie vote, a run-off election is held.

What are the required Delegate Assembly meeting dates?

There are two Delegate Assembly meetings each year, one in May in Sacramento and one preceding the CSBA Annual Education Conference and Trade Show in November or December in San Francisco or San Diego.

Does CSBA cover expenses for Delegates to attend the Delegate Assembly meetings?

No, CSBA is not able to cover expenses.

For additional information, please contact Michelle Neto in the Administration department at (800) 266-3382.



2012 Delegate Assembly Nomination Form

Due: Monday, January 9, 2012 (U.S. Postmark or fax – 916.669.3305 or 916.371.3407)

CSBA Region/subregion # 17 / _____

The Board of Education of the San Dieguito Union High School District
(Nominating School District or COE)

wishes to nominate _____
(Nominee)

The nominee is a member of the _____,
(Nominee's School District or COE)

which is a member of the **California School Boards Association.**

The nominee has consented to this nomination.

Attached is the nominee's required one-page, single-sided candidate biographical sketch form and optional one-page, single-sided résumé.

The nominee's required one-page, single-sided candidate biographical sketch form and optional one-page, single-sided résumé will be sent by the deadline date.

Board Clerk or Board Secretary (signed) *Date*

Board Clerk or Board Secretary (printed)

PLEASE NOTE: The nomination and candidate biographical sketch forms must be faxed or U.S. postmarked no later than **Monday, January 9, 2012**. **Forms postmarked or faxed after January 9 cannot be accepted.** Please contact Michelle Neto at (800) 266-3382 should you have any questions.

Return nomination to:

California School Boards Association | 3100 Beacon Blvd., P.O. Box 1660 | West Sacramento, CA 95691-1660
(916) 371-4691 | (800) 266-3382 | Fax: (916) 371-3407 or (916) 669-3305 | www.csba.org



CSBA

2012 Delegate Assembly Candidate Biographical Sketch Form

Due: Monday, January 9, 2012 (U.S. Postmark or fax – 916.669.3305 or 916.371.3407)

Please complete, sign and date this **required** candidate biographical sketch form. An optional, one-page, single-sided, résumé may also be submitted; both will be copied exactly as received. Please do not state “see résumé” and please do not re-type this form. Any additional page(s) exceeding this candidate form will **not** be accepted.

Name: _____	CSBA Region/Subregion: _____ / _____
District or COE: _____	Years on board: _____ ADA: _____
Contact Number: _____	E-mail: _____
Are you a continuing Delegate? <input type="checkbox"/> Yes <input type="checkbox"/> No	If you, how long have you served as a Delegate? _____

CSBA's Delegate Assembly sets the general education policy direction for the Association. As a member of the Delegate Assembly, please describe what your top three educational priorities would be, and why they are important to the Association.

Another responsibility of Delegates is to communicate the interests of local boards to CSBA's Board of Directors, Executive Committee and staff. Please describe your activities/involvement or interests in your local district or county office.

Why are you interested in becoming a Delegate and what contribution do you feel you would make as a member of the Delegate Assembly?

Your signature indicates your consent to have your name placed on the ballot and to serve as a Delegate, if elected.

Signature: _____ Date: _____

Delegate Assembly Meeting Dates

2011

Wednesday, November 30 – Thursday, December 1, 2011

Location

San Diego Marriott Marquis & Marina

2012

Saturday, May 19 – Sunday, May 20, 2012

Wednesday, December 5 – Thursday, December 6, 2012

Location

Hyatt Regency Sacramento

The Westin St. Francis, San Francisco

2013

Saturday, May 18 – Sunday, May 19, 2013

Wednesday, December 4 – Thursday, December 5, 2013

Location

Hyatt Regency Sacramento

San Diego Marriott Marquis & Marina

2014

Saturday, May 17 – Sunday May, 18 2014

Saturday, December 13 – Sunday, December 14, 2014

Location

Hyatt Regency Sacramento

The Westin St. Francis, San Francisco

