



**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, JANUARY 17, 2013
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, JANUARY 17, 2013
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 conference with legal counsel to discuss current and/or potential litigation, pursuant to Government Code Sections 54956.9(b)(3)(A), (D), and (E) (1 issue): Guelland v San Dieguito Union High School District (case #37-2010-00061838-CU-PO-NC).
 - B. 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.* (4 Issues)
 - C. To conference with Labor Negotiators, pursuant to Government Code Section 54957.8.
Agency Negotiators: Superintendent and Associate Superintendents (3)
Employee Organizations: San Dieguito Faculty Association / California School Employees Association
 - D. To confer with real property negotiator:
 - Property: Approximately 13.5 acre portion of 305-031-29 and 305-040-36
 - Agency Negotiator: Eric Dill, Associate Superintendent, Business and/or John Addleman, Director, Planning and Financial Management
 - Negotiating Parties: Pardee Homes
 - Under negotiation: Instructions pertaining to price, terms of payment, and delivery

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 ORGANIZATIONAL BOARD MEETING OF DECEMBER 13, 2012, AND THE BOARD WORKSHOP OF JANUARY 9, 2013
Motion by _____, second by _____, to approve the Minutes of the December 13th Board Meetings, (2), and the January 9th Board Workshop, as shown in the attached supplement(s).

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. UPDATE, EDUCATIONAL TECHNOLOGY KEVIN FAIRCHILD, TEACHER ON SPECIAL ASSIGNMENT

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

(None Submitted)

14. PUPIL SERVICES / SPECIAL EDUCATION

SPECIAL EDUCATION

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

Approve/ratify entering into the following non-public school / non-public agency master contracts (NPS/NPAs), independent contractor agreements (ICAs), and/or memorandums of understanding (MOUs), and authorize Christina M. Bennett or Eric R. Dill to execute all pertinent documents.

1. Dependable Nursing, LLC (NPA), to provide health and nursing services, during the period August 28, 2012 through June 30, 2013, at the rate of \$39.00 per hour, to be expended from the General Fund/Restricted 06-00.
2. San Dieguito Union High School District (MOU), to provide special education instruction/services for two Encinitas Union School District elementary students, during the period July 1, 2012 through June 30, 2013, to be reimbursed in the amount of \$27,897.84 total.
3. San Dieguito Union High School District (MOU), to provide special education instruction/services for one Solana Beach School District elementary student, during the period July 1, 2012 through June 30, 2013, to be reimbursed in the amount of \$16,295.27.
4. Psychological and Educational Consulting Services (ICA), to provide psychological assessments and consultations, during the period November 1, 2012 through June 30, 2013, at the rate of \$125.00 per hour, to be expended from the General Fund/Restricted 06-00.

B. APPROVAL/RATIFICATION OF AMENDMENT TO AGREEMENTS

(None Submitted)

C. APPROVAL/RATIFICATION OF PARENT SETTLEMENT AND RELEASE AGREEMENTS

(None Submitted)

PUPIL SERVICES

D. APPROVAL/RATIFICATION OF AGREEMENTS

(None Submitted)

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. Cathedral Catholic High School, for the lease of facilities for the Torrey Pines High School Girl's Water Polo Team, during the period December 27, 2012 through December 29, 2012, for an estimated amount not to exceed \$576.00, to be expended from the Torrey Pines High School Foundation.
2. DLA Piper, LLP, to provide legal representation and advice to the San Dieguito Union High School District and the San Dieguito Public Facilities Authority, for either an agreed upon fixed fee or at the current hourly rates now at \$572.00 to \$739.00 for the professionals providing such services discounted 7%, during the period January 18, 2013 until terminated by either party, to be expended from the fund to which the service is charged.

B. APPROVAL/RATIFICATION OF AMENDMENT TO AGREEMENTS

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

1. Blackboard Connect, Inc., extending the contract three years to February 16, 2016 at a reduced rate of \$1.50 per parent, administrator, faculty, staff, or board member, to be expended from the General Fund 03-00.

**C. RATIFICATION OF CONTRACTS
(None Submitted)**

**D. ACCEPTANCE OF CONSTRUCTION PROJECTS
(None Submitted)**

E. AUTHORIZATION TO EXECUTE AND FILE THE NOTICES OF EXEMPTION / CCA & SDA
Authorize Eric Dill, Associate Superintendent, Business, to execute and file the Notices of Exemption for the Track & Field Reconstruction at Canyon Crest Academy and San Dieguito Academy, as shown in the attached supplements.

F. APPROVAL OF BUSINESS REPORTS
Approve the following business reports:

1. Purchase Orders
2. Membership Listing (None Submitted)
3. Replacement Warrant

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

_____ Joyce Dalessandro	_____ Zoe Eprile, Torrey Pines High School
_____ Barbara Groth	_____ Kailey Lawson, Canyon Crest Academy
_____ Beth Hergesheimer	_____ Cassidy Mayeda, San Dieguito Academy
_____ Amy Herman	_____ Allison Zimmerman, La Costa Canyon High School
_____ John Salazar	_____ Kirra Sarquilla, Sunset High School

DISCUSSION / ACTION ITEMS..... (ITEMS 16 - 23)

16. NEW BOARD POLICY AND ADMINISTRATIVE REGULATION 7214 & AR-1, "GENERAL OBLIGATION BONDS"
Motion by_____, second by_____, to adopt new Board Policy #7214, "General Obligation Bonds", (Policy and Administrative Regulation), as shown in the attached supplement(s).
17. ADOPTION OF RESOLUTION / 2011/2012, REPORT ON STATUTORY SCHOOL FEES AND FINDINGS
 - Motion by_____, second by_____, to adopt resolution regarding Statutory School Fees Report for fiscal year 2011/2012, and Findings in compliance with Government Code sections 66006 and 66001, as shown in the attached supplements.
 - Roll Call

18. BOARD / SUPERINTENDENT WORKING AGREEMENTS

Motion by _____, second by _____, to approve Board / Superintendent Working Agreements, as shown in the attached supplement(s).

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

Motion by _____, second by _____, to revise and renew the four-year Employment Contracts (3) for the Associate Superintendents of Human Resources, Business Services, and Educational Services, as shown in the attached supplement(s).

20. APPROVAL AND ADOPTION OF PROPOSED NEW BOARD POLICY JOB DESCRIPTION, (BP AND AR), 4160.35 & 4160.35-AR/1, "DEPUTY SUPERINTENDENT"

Motion by _____, second by _____, to adopt the New Board Policy and Administrative Regulation Job Description, "Deputy Superintendent", as shown in the attached supplement(s).

21. APPROVAL AND ADOPTION OF PROPOSED NEW BOARD POLICY JOB DESCRIPTIONS, (2), 4216.3-77.1, "CONSTRUCTION PROJECTS INFORMATION TECHNICIAN", AND 4216.3-65.6, "CONSTRUCTION & FACILITY PROJECTS COORDINATOR"; AND REVISED BOARD POLICY JOB DESCRIPTIONS, (2), 4216.3-60.1, "FACILITIES PLANNING ANALYST"; AND 4216.3-69.6, "CONSTRUCTION CONTRACTS ANALYST"

Motion by _____, second by _____, to adopt New and Revised Board Policy job descriptions *Construction Projects Information Technician, Construction & Facility Projects Coordinator Facilities Planning Analyst, and Construction Contracts Analyst*, as shown in the attached supplement(s).

22. APPROVAL OF MEMORANDUM OF UNDERSTANDING / MODERNIZATION, IMPROVEMENT & TRANSFORMATION INITIATIVE (MITI)

Approve entering into a Memorandum of Understanding with the San Diego County Office of Education for inclusion in the procurement, configuration and implementation of a countywide Enterprise Resource Planning solution, to be expended from the General Fund 03-00, and authorize Ken Noah, Eric Dill, or Christina Bennett to execute the memorandum of understanding.

23. ACCEPTANCE OF 2011-12 ANNUAL AUDIT

Accept the 2011-12 annual audit of the San Dieguito Union High School District, as prepared by Wilkinson, Hadley, King, & Co. LLP, as shown in the attached supplement.

INFORMATION ITEMS..... (ITEMS 24 - 32)

24. BOARD POLICY REVISION PROPOSAL, #5131, "STUDENT CONDUCT"

This item is being presented for first read and will be resubmitted for board action on February 7, 2013.

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

26. HUMAN RESOURCES UPDATE TORRIE NORTON, ASSOCIATE SUPERINTENDENT

27. EDUCATIONAL SERVICES UPDATE RICK SCHMITT, ASSOCIATE SUPERINTENDENT

28. 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)

29. FUTURE AGENDA ITEMS

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

A. To conference with legal counsel to discuss current and/or potential litigation, pursuant to Government Code Sections 54956.9(b)(3)(A), (D), and (E) (1 issue): *Guelland v San Dieguito Union High School District (case #37-2010-00061838-CU-PO-NC)*.

B. 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. (4 Issues)

- C. To conference with Labor Negotiators, pursuant to Government Code Section 54957.8.
Agency Negotiators: Superintendent and Associate Superintendents (3)
Employee Organizations: San Dieguito Faculty Association / California School Employees Association
- D. To confer with real property negotiator:
 - Property: Approximately 13.5 acre portion of 305-031-29 and 305-040-36
 - Agency Negotiator: Eric Dill, Associate Superintendent, Business and/or John Addleman, Director, Planning and Financial Management
 - Negotiating Parties: Pardee Homes
 - Under negotiation: Instructions pertaining to price, terms of payment, and delivery

31. REPORT FROM CLOSED SESSION (AS NECESSARY)

32. MEETING ADJOURNED

The next regularly scheduled Board Meeting will be held on [Thursday, February 7, 2013, at 6:30 PM](#) in the SDUHSD District Office Board Room 101. The District Office is located at 710 Encinitas Blvd., Encinitas, CA, 92024.



Union High School District

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

Superintendent
Ken Noah

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

**THURSDAY, DECEMBER 13, 2012
4:45 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, December 13, 2012, at the above location.

ATTENDANCE

BOARD OF TRUSTEES

All Trustees present

DISTRICT ADMINISTRATION

Ken Noah, Superintendent
Eric Dill, Associate Superintendent, Business
Terry King, Associate Superintendent, Human Resources (Superintendent Designee)
Rick Schmitt, Associate Superintendent, Educational Services
Delores Perley, Director, Finance
Sue Koehnen, Director, Human Resources
Becky Banning, Executive Assistant to the Superintendent / Recording Secretary

1. CALL TO ORDER

President Dalessandro called the meeting to order at 4:45 PM.

INFORMATION ITEMS

2. BUDGET UPDATE

Associate Superintendent Eric Dill presented the update. A copy of the presentation is attached. Immediately following the presentation, President Dalessandro called for public comments; none presented.

3. ADJOURNMENT

The meeting was adjourned at 5:58PM.

Beth Hergesheimer, Board Clerk

____ / ____ / 2013
Date

Ken Noah, Superintendent

____ / ____ / 2013
Date

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

Superintendent
Ken Noah



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

DECEMBER 13, 2012

THURSDAY, DECEMBER 13, 2012
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. To conference with legal counsel to discuss current and/or potential litigation, pursuant to Government Code Sections 54956.9(b)(3)(A), (D), and (E) (1 case): Lewis v San Dieguito Union High School District (case #37-2009-00055315-CU-PO-NC).
 - D. Consideration and/or deliberation of student discipline matters (1 case)

OPEN SESSION / ATTENDANCE

BOARD OF TRUSTEES

Joyce Dalessandro
Beth Hergesheimer
Amy Herman
Barbara Groth
John Salazar

STUDENT BOARD REPRESENTATIVES

Zoe Eprile, Torrey Pines High School
Kailey Lawson, Canyon Crest Academy
Cassidy Mayeda, San Dieguito Union High School District
Kirra Sarquilla, Sunset High School
Allison Zimmerman, La Costa Canyon 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
Russ Thornton, Executive Director, Facilities and Maintenance Operations
Charles Adams, Director, Special Education
Rick Ayala, Director, Pupil Services
Sue Koehnen, Director, Personnel
Delores Perley, Director, Finance
Bryan Marcus, Principal, Diegueño Middle School
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 6:32 PM by President Dalessandro.
- 4. PLEDGE OF ALLEGIANCE(ITEM 4)
Ms. Joyce Dalessandro led the pledge of Allegiance.
- 5. REPORT OUT OF CLOSED SESSION(ITEM 5)
The board met in closed session. No reportable action was taken.
- 6. APPROVAL OF MINUTES OF REGULAR BOARD MEETING OF NOVEMBER 15, 2012
It was moved Ms. Barbara Groth. Seconded by Ms. Beth Hergesheimer, to approve the Minutes of the November 15, 2012 meetings, as presented. Motion unanimously carried.

ORGANIZATION OF THE BOARD(ITEM 7)

- 7a. NOMINATION / ELECTION OF BOARD PRESIDENT
It was moved by Ms. Beth Hergesheimer, seconded by Ms. Amy Herman, that nominations be closed and that Ms. Barbara Groth, be elected President of the Board for 2013. Motion unanimously carried.
- 7b. PASSING OF THE GAVEL TO THE NEWLY ELECTED PRESIDENT OF THE BOARD
Current President Dalessandro passed the gavel and to the newly elected president.
- 7c. RECOGNITION OF OUTGOING PRESIDENT
Superintendent Noah acknowledged Ms. Joyce Dalessandro by presenting her with a gift and bouquet of flowers.
- 7d. ELECTION OF VICE PRESIDENT
It was moved by Ms. Joyce Dalessandro, seconded by Ms. Beth Hergesheimer, that nominations be closed and that Ms. Amy Herman be elected Vice-President of the Board for 2013. Motion unanimously carried.
- 7e. ELECTION OF CLERK
It was moved Ms. Joyce Dalessandro, Ms. Amy Herman, that nominations be closed and that Ms. Beth Hergesheimer be elected Clerk of the Board for 2013. Motion unanimously carried.
- 7f. APPOINTMENT OF BOARD REPRESENTATIVE / NORTH CITY WEST JOINT POWERS AUTHORITY
It was moved by Ms. Amy Herman, seconded by Ms. Beth Hergesheimer, that Mr. Eric Dill be appointed to serve as Board Representative to the North City West Joint Powers Authority, for 2013. Motion unanimously carried.
- 7g. APPOINTMENT OF ALTERNATE REPRESENTATIVES / NORTH CITY WEST JOINT POWERS AUTHORITY
It was moved by Ms. Amy Herman, seconded by Ms. Joyce Dalessandro, that Superintendent Ken Noah be appointed to serve as Alternate Representative to the North City West Joint Powers Authority, for 2013. Motion unanimously carried.
- 7h. ESTABLISH DATE, TIME AND PLACE OF REGULAR MEETINGS OF THE BOARD FOR 2012
It was moved by Ms. Beth Hergesheimer, seconded by Ms. Joyce Dalessandro, that the San Dieguito Union High School District Board Meetings for 2013, be scheduled as specified, beginning at 6:30 PM except where noted. Motion unanimously carried.
- 7i. APPOINTMENT OF BOARD SECRETARY AND RE-ADOPTION OF BOARD POLICIES
It was moved by Ms. Joyce Dalessandro, seconded by Ms. Amy Herman, that the Board re-adopt all Board Policies and appoint the Superintendent to serve as Board Secretary, as specified in Bylaw #9320. Motion unanimously carried.

*7j. APPOINTMENTS OF BOARD REPRESENTATIVES FOR THE FOLLOWING COMMITTEES

Committee appointments of Board Representatives for 2013 were as follows:

- Career Technical EducationAmy Herman / Barbara Groth
- Encinitas City/School Liaison Committee Barbara Groth / Beth Hergesheimer
- Legislative Action NetworkAmy Herman / Beth Hergesheimer
- North Coastal Consortium for Special Education..... Joyce Dalessandro / Amy Herman
- Solana Beach City/School Liaison Committee..... Joyce Dalessandro / Amy Herman

**IMMEDIATELY FOLLOWING ACTION ON THIS ITEM, AT 6:55 PM, THE BOARD TEMPORARILY ADJOURNED AND SUMMONED A MEETING OF THE SAN DIEGUITO PUBLIC FACILITIES AUTHORITY, THEN RECONVENED THE REGULAR MEETING AT 6:49 PM.*

NON-ACTION ITEMS (ITEMS 7 - 10)

8. BOARD REPORTS AND UPDATES STUDENT BOARD / BOARD OF TRUSTEES

A. STUDENT UPDATES

Student Board Representatives gave updates on recent events and activities at their schools.

B. BOARD OF TRUSTEES

All Board members attended the board workshop held prior to this meeting.

Ms. Dalessandro, Ms. Herman, Ms. Groth, and Ms. Hergesheimer also attended the California School Boards Association Annual Education Conference in San Francisco, held November 28th – December 1st. They also attended the district’s winter potluck and the retirement celebration honoring Ms. Terry King.

Ms. Joyce Dalessandro – attended the Ted X Conference at Canyon Crest Academy; participated in a CSBA Webinar; and the Solana Beach City/Schools Liaison committee meeting.

Ms. Barbara Groth – attended a California Interscholastic Federation Coordinating Council Meeting.

Ms. Beth Hergesheimer – attended the Ted X Youth Conference at CCA; an event honoring women in elected offices; the Encinitas City/School Liaison Committee Meeting.

Ms. Amy Herman - attended the Ted X Youth event at Canyon Crest Academy; and a Parent Site Representative Council Meeting.

Mr. John Salazar toured the campus at San Dieguito Academy and visited with the school’s Principal, Mr. Tim Hornig.

9. SUPERINTENDENT’S REPORTS, BRIEFINGS AND LEGISLATIVE UPDATES

Superintendent Noah also attended the CSBA Annual Education Conference in San Francisco. He gave an update on the election and announced that the district had received certification of election results from the Registrar of Voters, certifying the passing of the General Obligation Bond. Mr. Noah also acknowledged the commitment of “Yes on AA” committee members and thanked them for their dedication. Present at this meeting were: Doris Bergman (TP Site Captain), Larry Lugo, (SDA Site Captain), Brad Shoen, (Central Chairperson), Jo Ann Schorn, (CCA Site Captain), and Rhea Stewart, (Central Vice-Chairperson). Mr. Noah presented each committee member with a certificate of appreciation.

Mr. Brad Shoen and Ms. Rhea Stewart gave a brief overview of the committee’s activities and community response and support throughout the time of the campaign.

10. UPDATE, DIEGUEÑO MIDDLE SCHOOL BRYAN MARCUS, PRINCIPAL

Mr. Marcus celebrated highlights at Diegueño Middle School including an API increase of 12 points. He discussed the success of various intervention programs such as CAT Time and HOP (Hour of Power) where over 900 students have had opportunity to receive extra support throughout to date. Mr. Marcus also celebrated their second year of implementing adaptable technology in the classroom, and acknowledged the site’s PTSA for their generosity towards this project. Mr. Marcus commended Technology Supervisor, Joel Van Hooser for his leadership; Kevin Fairchild and Guen

Butler, the district's Teachers on Special Assignment (TOSAs), and Laura McCormick for their mentorship with technology; and his administrative assistant, Vetha Simpson, for overseeing the school's Facebook and Twitter accounts.

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

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

11. SUPERINTENDENT

A. GIFTS AND DONATIONS

Accept the Gifts and Donations, as presented.

B. FIELD TRIP REQUESTS

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

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

1. Northrop Grumman Systems Corporation, to provide a community school-to-work program, during the period January 28, 2013 through May 23, 2013, at no cost to the district.

14. PUPIL SERVICES / SPECIAL EDUCATION

SPECIAL EDUCATION

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), and authorize Christina M. Bennett or Eric R. Dill to execute all pertinent documents.

1. Kidspiration Physical Therapy, Inc. (ICA) to provide physical therapy assessments, direct treatment, and consultations, during the period November 1, 2012 through June 30, 2013, at the rates of \$150.00 per hour for direct treatment and consultation and \$400.00 per assessment, to be expended from the General Fund/Restricted 06-00.
2. Vista Unified School District (MOU), to provide special education instruction and services to a special education student, during the period July 1, 2012 through June 30, 2013, for an amount not to exceed \$6,991.44, to be expended from General Fund/Restricted 06-00.
3. Vista Unified School District (MOU), to provide special education instruction and services to a special education student, during the period July 1, 2012 through June 30, 2013, for an amount not to exceed \$6,883.44, to be expended from General Fund/Restricted 06-00.

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

C. APPROVAL/RATIFICATION OF PARENT SETTLEMENT AND RELEASE AGREEMENTS

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

1. Student ID no. 6041605274, in the amount of \$2,850.00.

PUPIL SERVICES

D. 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. Challenge Day to provide the Challenge Day Program (a positive peer support program) for La Costa Canyon High School, during the period March 26, 2013 through March 28, 2013, in the amount of \$9,600.00 plus travel expenses, 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. California Air Compressor Company, to provide annual air compressor preventative maintenance, during the period December 16, 2012 until terminated with 30 day written notice, for an estimated annual amount not to exceed \$1,232.13, to be expended from the General Fund 03-00.
2. School Services of California, Inc. to provide the District with fiscal and mandated cost claims services and the CADIE and SABRE reports, during the period January 1, 2013 through December 31, 2013, for an amount not to exceed \$3,720.00 plus expenses, to be expended from the General Fund 03-00.
3. Kendal Edwards dba K E Tumbling & Cheer, to provide cheer competition choreography, instruction, and music to the Torrey Pines High School cheer competition team, during the period December 3, 2012 through June 30, 2013, for an amount not to exceed \$3,500.00, to be expended from Torrey Pines High School ASB Cheer Funds.

B. APPROVAL/RATIFICATION OF AMENDMENT TO AGREEMENTS

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

1. EDCO Waste & Recycling Services for district wide recycling and waste disposal services, extending the contract period from January 1, 2013 through December 31, 2013 without any price increases, to be expended from the General Fund 03-00.

C. AWARD/RATIFICATION OF CONTRACTS

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

1. A.B. Hashmi, Inc., for the Driveway on Calle Barcelona Project B2013-04, in the amount of \$45,595.00, to be expended from Mello-Roos funds.

D. APPROVAL OF CHANGE ORDERS

Approve Change Order No. 1 to the following projects, and authorize Christina M. Bennett or Eric R. Dill to execute the change orders:

1. La Costa Canyon High School Parking Lot Landscape Improvements Project B2012-11, contract entered into with The Brickman Group, LTD, LLC, extending the contract 120 calendar days.

E. ACCEPTANCE OF CONSTRUCTION PROJECTS

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

- 1. La Costa Canyon High School Parking Lot Landscape Improvements Project B2012-11, contract entered into with The Brickman Group, LTD, LLC.

F. APPROVAL OF BUSINESS REPORTS

Approve the following business reports:

- A. Purchase Orders
- B. Membership Listing

DISCUSSION / ACTION ITEMS (ITEMS 16 – 20)

16. ADOPTION OF RESOLUTION DECLARING RESULTS OF SCHOOL BOND ELECTION HELD ON NOVEMBER 6, 2012

- It was moved by Ms. Beth Hergesheimer, seconded by Ms. Joyce Dalessandro, that the Board adopt the Resolution Declaring Results of the School Bond Election held on November 6, 2012, resulting in 43,627 votes cast in favor of the bond measure and 34,947 votes cast against the bond measure, and declaring that at least 55% of the votes cast were in favor of authorizing said school bonds, as presented. Motion unanimously carried.

17. CSBA DELEGATE ASSEMBLY NOMINATIONS, 2013

Nominations of CSBA Delegate Assembly Candidates for 2013, as presented.

It was moved by Ms. Joyce Dalessandro, seconded by Ms. Beth Hergesheimer, that candidate(s) Twila Godley, Penny Halgren, Sharon C. Jones, Kelli Moors, Janet Mulder, Barbara Ryan, and Priscilla Schreiber be nominated for as Region 17 candidates for CSBA Delegate Assembly, 2013. Motion unanimously carried.

18. CALIFORNIA HIGH SCHOOL EXIT EXAM (CAHSEE); APPROVAL OF MODIFIED PASSING SCORES, 2013

It was moved by Ms. Beth Hergesheimer, seconded by Ms. Amy Herman, that the board validate the equivalent of a passing score for eligible students who used allowable modifications, as outlined in their Individual Education Plan (IEP), as presented.

19. ADOPTION OF 2012-13 DISTRICT GENERAL FUND / FIRST INTERIM BUDGET

It was moved by Zoe Eprile, seconded by Ms. Beth Hergesheimer, to adopt the 2012-13 District General Fund, First Interim Budget and Certification, as presented. Motion unanimously carried.

20. ABOLISHMENT OF JOB CLASSIFICATION, BOARD POLICY #4216.3-63.3, "TRANSPORTATION ACCOUNTANT"

It was moved by Ms. Joyce Dalessandro, seconded by Ms. Amy Herman, to approve the Abolishment of Board Policy #4216.3-63.3, "Transportation Accountant", as presented.

INFORMATION ITEMS (ITEMS 21 - 32)

21. NEW BOARD POLICY AND ADMINISTRATIVE REGULATION 7214 & AR-1, "GENERAL OBLIGATION BONDS"

This item was submitted for first read and will be resubmitted for action on January 17, 2013.

22. PUBLIC NOTICE, 2011/2012 REPORT ON STATUTORY SCHOOL FEES AND FINDINGS

This item was submitted for first read and will be resubmitted for action on January 17, 2013.

23. SIGNIFICANT DISPROPORTIONALITY PLAN, COORDINATED EARLY INTERVENING SERVICES, (SD – CEIS), SAN DIEGUITO UNION HIGH SCHOOL DISTRICT

This item was submitted as an information item only. No further action required.

24. BOARD / SUPERINTENDENT WORKING AGREEMENTS

This item was presented for first read and will be resubmitted for action on January 17, 2013.

- 25. BUSINESS SERVICES UPDATE ERIC DILL, ASSOCIATE SUPERINTENDENT
Mr. Dill gave an update on next steps regarding the General Obligation Bond and announced a Facilities Workshop to be held on January 9, 2013.
- 25. HUMAN RESOURCES UPDATE TERRY KING, ASSOCIATE SUPERINTENDENT
This was the last meeting for Ms. King prior to her retirement. The board and superintendent commended her for her leadership and dedication to the district. Ms. King will be missed by everyone that had the opportunity and privilege of getting to know her and work with her. She has been an exceptional role model and leader in this community and beyond. Congratulations on your retirement, Terry!
- 26. EDUCATIONAL SERVICES UPDATE RICK SCHMITT, ASSOCIATE SUPERINTENDENT
Mr. Schmitt gave an update on special education non-public school enrollment numbers and reviewed the anticipated timeline for high school of choice process.
- 27. PUBLIC COMMENTS – None presented.
- 28. FUTURE AGENDA ITEMS - None discussed.
- 29. ADJOURNMENT TO CLOSED SESSION
The board The Board reconvened to Closed Session at 7:50 PM to:
 - A. Consider personnel issues, pursuant to Government Code Sections 11126 and 54957; limited to consideration of the appointment, employment, evaluation of performance, discipline /release, dismissal of a public employee or to hear *complaints or charges brought against such employee by another person or employee unless the employee requests a public session.*
(2 Issues)
 - B. Conference with Labor Negotiators, pursuant to Government Code Section 54957.8.
Agency Negotiators: Superintendent and Associate Superintendents (3)
Employee Organizations: San Dieguito Faculty Association / California School Employees Association
 - C. Conference with legal counsel to discuss current and/or potential litigation, pursuant to Government Code Sections 54956.9(b)(3)(A), (D), and (E) (1 case): Lewis v San Dieguito Union High School District (case #37-2009-00055315-CU-PO-NC).
 - D. Discuss consideration and/or deliberation of student discipline matters (1 case)
- 30. CLOSED SESSION – Nothing further to report out of closed session.
- 31. ADJOURNMENT OF MEETING - Meeting adjourned at 8:10 PM.

Beth Hergesheimer, Board Clerk

____ / ____ / 2013
Date

Ken Noah, Superintendent

____ / ____ / 2013
Date



Union High School District

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

Superintendent
Ken Noah

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

**WEDNESDAY, JANUARY 9, 2013
4:00 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 Wednesday, January 9, 2013, at the above location.

ATTENDANCE

BOARD OF TRUSTEES

Joyce Dalessandro
Barbara Groth
Beth Hergesheimer
Amy Herman
John Salazar

DISTRICT ADMINISTRATION

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

1. CALL TO ORDER

President Barbara Groth called to order at 4:00 PM.

INFORMATION ITEMS

2. BOND PROGRAM UPDATEERIC DILL, ASSOCIATE SUPERINTENDENT, BUSINESS SERVICES

Mr. Dill gave a presentation that focused on Bond Program Management, Financing Schedule & Options, Tentative Construction Schedule, and Governance.

Supporting documents for all the above were distributed and are attached here.

3. ADJOURNMENT

The meeting was adjourned at 5:54 PM.

Ms. Beth Hergesheimer, Board Clerk

____ / ____ / 2013
Date

Ken Noah, Superintendent

____ / ____ / 2013
Date

BOND PROGRAM UPDATE

San Dieguito Union High School District
Board Facilities Workshop
January 9, 2013, 4:00 p.m.
District Office Board Room

Table of Contents

- Finance Team Introductions
- Facilities Planning & Construction Department organization
- Project Management Software
- Financing Schedule
- Preview financing options
- Construction Schedule
- Board's Role
- Independent Citizens' Oversight Committee (ICOC)
- Next Steps

Finance Team Introductions

- Bond Underwriters
 - De La Rosa & Co.
 - Ralph Holmes, Partner
 - Katherine Perkins, Vice President
- Financial Advisors
 - Dolinka Group
 - Justin Rich, Associate Director
 - Rachel Chang, Associate Director
- Counsel
 - Orrick, Herrington & Sutcliff, LLP – Disclosure Counsel
 - Eugene Clark-Herrera, Partner
 - John Palmer, Associate
 - DLA Piper, LLP – Bond Counsel
 - Masood Sohaili, Partner

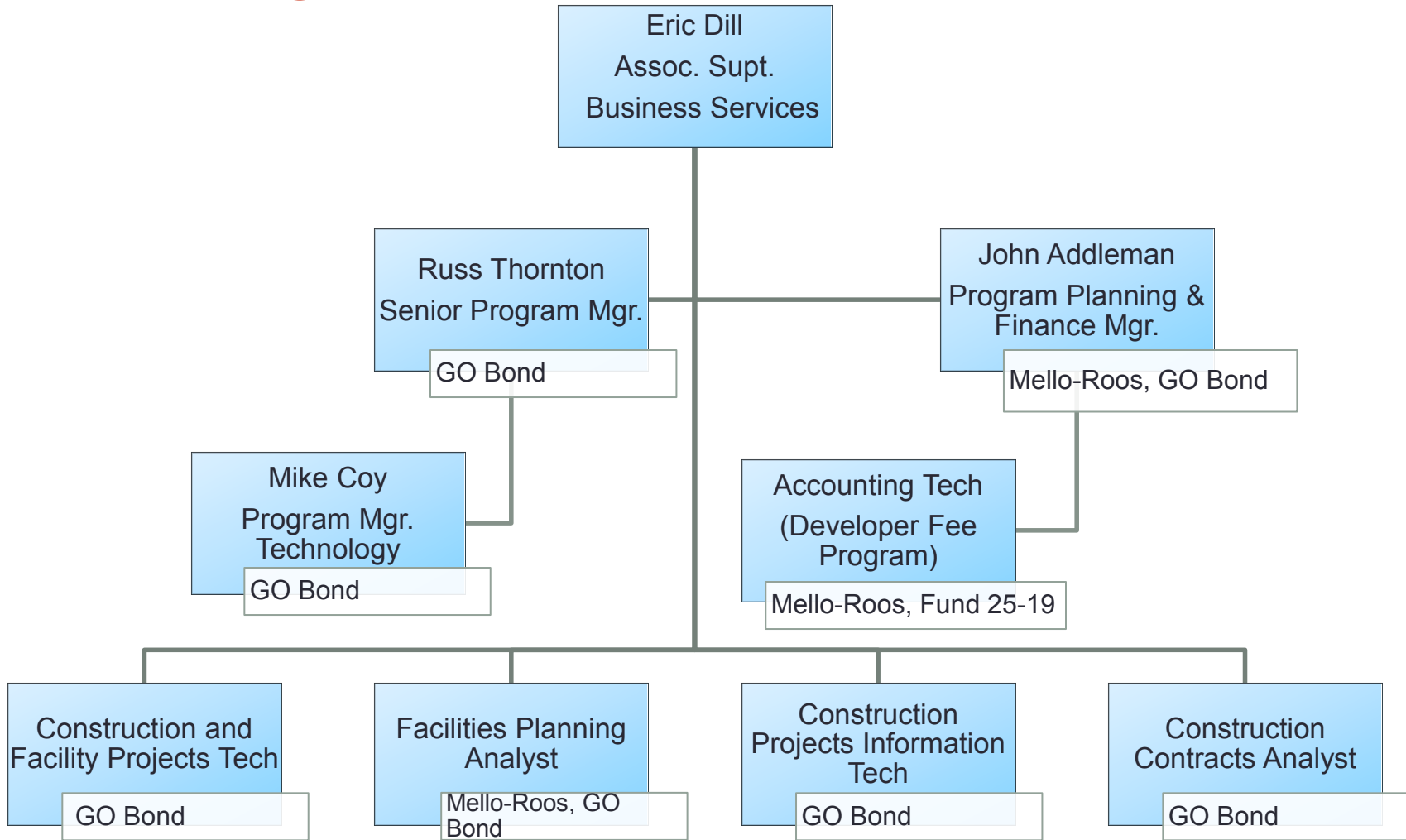
History of Planning Department

- 1998 – 2006
 - Created department to provide planning services to ensure that there are adequate school and support facilities to house and educate students of the district in a rapidly growing San Dieguito community.
 - As the community grew and the pace of construction projects increased, the department increased staff to manage the program.
 - Positions related to contracts, procurement, budget and scheduling were created.
 - At it's height, the Planning Department employed seven positions.
- 2006 – Current
 - As the pace of construction projects declined, the department reduced staff to two positions.

Facilities Planning & Construction Department Organization

- Staffing
 - Classified positions approved by Classification Advisory Committee on December 19, 2012
 - Positions presented to the Classified Personnel Commission on January 8, 2013
 - Positions to be presented to the Board of Trustees on January 17, 2013
- Responsibilities:
 - To provide project management of Proposition AA bond funds
 - To provide ongoing management of related capital facilities programs:
 - Mello-Roos
 - Statutory Developer Fees
 - State School Building Program
 - Field Use

Proposed Organizational Chart and Funding



Project Management Software

- Current in-house accounting software is inadequate for new program
 - Provides for project accounting and compliance with the State School Building Program and Mello-Roos bonds.
 - Does not provide for project-wide collaboration.
- Project-wide collaboration requires a solution that:
 - Captures and shares more information than project accounting.
 - Architectural and engineering plans and specifications
 - Inspection reports
 - Requests for information
 - Proposals and bid documents
 - Field change directives
 - Electronic correspondence
 - Is accurate, secure, and shared with project team in real-time from anywhere
 - Improves efficiency
 - Reduces paper and printing costs saving \$5K - \$20K per project
 - Eliminates delays

Project Management Software

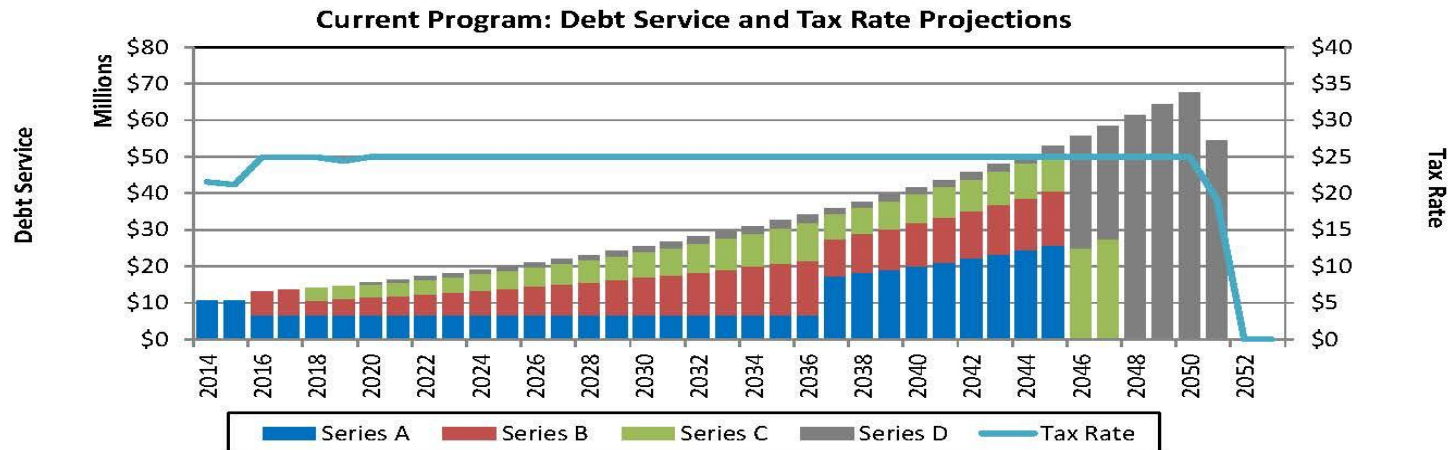
- Creates a complete and searchable audit trail of all activity and decisions
 - Nothing is deleted
 - Ensures better accountability for all parties on the project team
- Provides visibility
 - Project progress can be tracked and shared in real time.
 - Project wide reports can be shared with the community.
 - District Web Page
 - Independent Citizens' Oversight Committee Web Page
 - District Facebook

Financing Schedule



SAN DIEGUITO UNION HIGH SCHOOL DISTRICT PROP. AA BOND MEASURE

Current Financing Program				
	<u>Issue Date</u>	<u>Term</u>	<u>Par Amount</u>	<u>Payback Ratio</u>
Series A	2013	32 Years	160,000,000	2.19:1
Series B	2015	30 Years	125,000,000	2.35:1
Series C	2017	30 Years	100,000,000	2.44:1
Series D	2019	32 Years	64,000,000	5.46:1
Series E	-	-	-	-
Highest Tax Rate	\$25.00			
Average Tax Rate	\$24.63			
Final Series Issued	2019			
Final Debt Service	2051			



Financing Schedule

- First draw stats:
 - \$160M bond issue
 - 32 years
 - Payback is 2.19:1
 - Less than recommended 4:1
 - No use of capital appreciation bonds (CABs)

BOND DEBT SERVICE

San Dieguito Union High School District - FP Option 1 (12-18-12)
Series A

Period Ending	Principal	Interest	Debt Service
08/01/2014	1,500,000	9,160,218.75	10,660,218.75
08/01/2015	4,000,000	6,686,250.00	10,686,250.00
08/01/2016		6,566,250.00	6,566,250.00
08/01/2017		6,566,250.00	6,566,250.00
08/01/2018		6,566,250.00	6,566,250.00
08/01/2019		6,566,250.00	6,566,250.00
08/01/2020		6,566,250.00	6,566,250.00
08/01/2021		6,566,250.00	6,566,250.00
08/01/2022		6,566,250.00	6,566,250.00
08/01/2023		6,566,250.00	6,566,250.00
08/01/2024		6,566,250.00	6,566,250.00
08/01/2025		6,566,250.00	6,566,250.00
08/01/2026		6,566,250.00	6,566,250.00
08/01/2027		6,566,250.00	6,566,250.00
08/01/2028		6,566,250.00	6,566,250.00
08/01/2029		6,566,250.00	6,566,250.00
08/01/2030		6,566,250.00	6,566,250.00
08/01/2031		6,566,250.00	6,566,250.00
08/01/2032		6,566,250.00	6,566,250.00
08/01/2033		6,566,250.00	6,566,250.00
08/01/2034		6,566,250.00	6,566,250.00
08/01/2035		6,566,250.00	6,566,250.00
08/01/2036		6,566,250.00	6,566,250.00
08/01/2037	10,820,000	6,566,250.00	17,386,250.00
08/01/2038	12,150,000	6,106,400.00	18,256,400.00
08/01/2039	13,580,000	5,590,025.00	19,170,025.00
08/01/2040	15,115,000	5,012,875.00	20,127,875.00
08/01/2041	16,765,000	4,370,487.50	21,135,487.50
08/01/2042	18,530,000	3,657,975.00	22,187,975.00
08/01/2043	20,430,000	2,870,450.00	23,300,450.00
08/01/2044	22,465,000	2,002,175.00	24,467,175.00
08/01/2045	24,645,000	1,047,412.50	25,692,412.50
	160,000,000	190,961,768.75	350,961,768.75

Financing Schedule – Key Dates

- January 22nd
 - Submit initial credit package to rating agencies.
- February 7th
 - Board meeting
 - Resolution Authorizing the Issuance and the Terms of Sale, Approving the Form of and Authorizing the Execution and Delivery of a Bond Purchase Contract, a Paying Agent Agreement, and an Official Statement for the bonds.
- February 8th
 - Ratings meeting with Moody's and Standard & Poors
- February 22nd
 - County Board of Supervisors to approve Resolution, form of disclosure and legal documents.
 - Receive ratings
- February 28th
 - Distribute Preliminary Official Statement to Investors
- March 5th
 - Pricing call – Taxable Bonds
- March 19th
 - Pricing call – Tax-exempt Bonds
- April 2nd
 - Closing and delivery of funds

Preview Financing Options

- Review process
 - August 16, 2012 board approved Board Policy 3460/AR-3 “SALE OF CAPITAL APPRECIATION BONDS”
 - To ensure fiscal responsibility and transparency in connection with the sale of capital appreciation bonds the AR requires:
 - That the District will not authorize the sale of any form of Capital Appreciation Bonds or Convertible Capital Appreciation Bonds without review by the District’s citizens’ bond oversight committee.
 - The first bond financing will not require the use of CABs or CCABs

Pending Legislation

- Hueso/County Treasurer position on CABs
 - Limit term to 25 years for all bond issuances (whether CABs or Current Interest)
 - Require school districts to issue all bonds from Ed Code and not Government Code
 - Require all bonds with a term of ten years or more to be callable
 - Require more transparency and/or notifications prior to governing board approval of a bond issuance
 - Require approval from the County Board of Supervisors or County Superintendent of Schools
 - Impose a cap on debt service ratio of 4:1
- CA Association of County Treasurers and Tax Collectors' (CACTTC) position on CABs
 - Same limitations as above, and...
 - Bond debt cannot increase by more than 5% per year

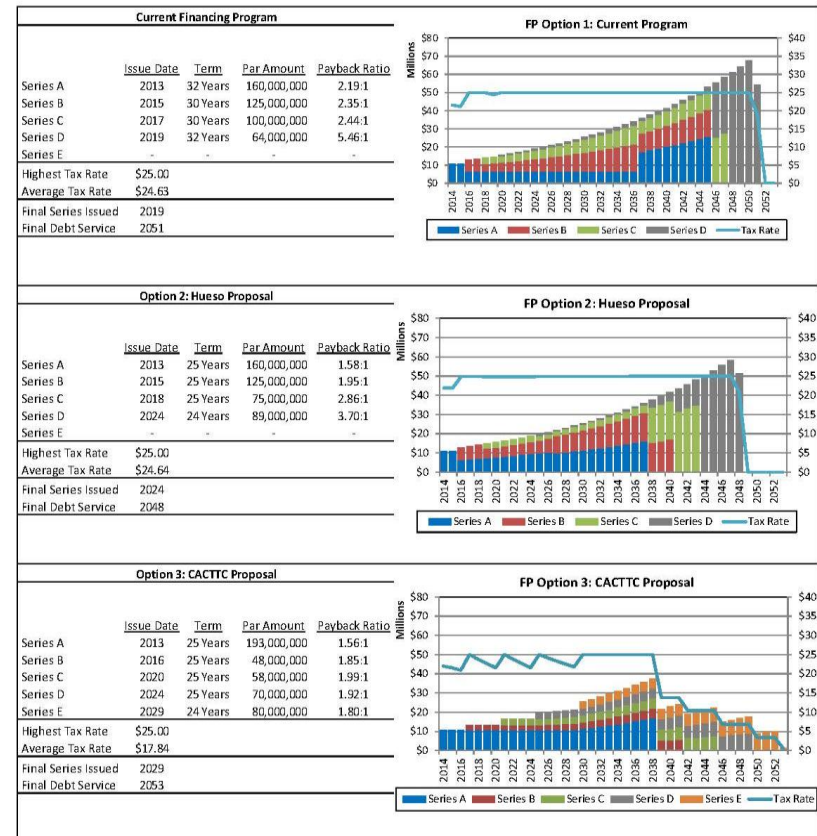
Preview Financing Options

Potential Impacts

- Hueso/County Treasurer
 - Extends District Bond Program by 5 years
 - Could cause projects to be delayed or not pursued due to cost escalation.
 - Could be offset if the State passes a 2014 state wide school bond and keeps the School Building Program intact to allow the District access to it's current new construction and modernization grants.
- CACTTC
 - Extends District Bond Program by 10 years
 - Will cause bond program to not be fulfilled as originally conceived due to additional cost escalation.
 - Will have to reprioritize needs.



SAN DIEGUITO UNION HIGH SCHOOL DISTRICT UPDATED FINANCING PLAN SCENARIOS



Construction Schedule

2012

- CCA -
 - Design
- DNO -
 - Design
- LCC -
 - Design
- LCV -
 - Design
- OC -
 - Design
- SDA -
 - Design

2013

- CCA-
 - Track and Field
- DNO -
 - Parking lot
 - Traffic circulation
 - Selected HVAC
- LCC -
 - Technology upgrades
 - Selected HVAC
- OC -
 - Lower field renovation
 - Selected HVAC
- SDA -
 - Track and field
- TP -
 - Stadium lights
 - Fire road improvement
 - Water main
- LCV -
 - Field development
 - Parking lot
- PHR MS -
 - Site acquisition

2014

- CCA -
 - Site and field improvements
- CV -
 - Design and approval
- PHR MS Site -
 - Site prep
 - Field development
- TPHS -
 - Design and approval

2015

- EW -
 - Design and approval
- LCC -
 - Field House
- OC -
 - New Science classrooms
 - Gymnasium
 - Art & Music renovations
- SDA -
 - New 2-story math & science building
- TP -
 - PAC,
 - Technology / infrastructure upgrades
 - Interim school
- PHR MS Site -
 - Phase 1 / Core Campus
 - 500 seat classroom building

Construction Schedule

2016	2017	2018	2019	2020
<ul style="list-style-type: none">•CV -•Music•Performing arts•Quad•Food Service•EW -•New Campus construction•LCC -•Design and approval•SDA -•New 2-story English-Social Science-Arts Building•TP -•Design and approval	<ul style="list-style-type: none">•DNO -•Classroom expansion•Science renovation•Replace portable classrooms•New multipurpose room•LCC -•New 2-story science building•SDA -•New Gymnasium•Modernize Industrial Arts, A & B buildings•TP -•B Building modernization and renovation	<ul style="list-style-type: none">•CCA -•Design and approval•LCC -•Design and approval•Sunset -•Design and approval	<ul style="list-style-type: none">•CCA -•B Building expansion•Black box•Dance room•LCC -•Renovate 200s and Industrial Arts•Sunset -•New Campus construction•TP -•Visual & Performing Arts and Technology classrooms•New gymnasium	<ul style="list-style-type: none">•TP -•Remodel old gym•Concessions & press box•PHR MS Site -•Phase 2 construction - 500 seat classroom building

Construction Schedule

- Three month look ahead
 - Requests for Proposals for:
 - Project Management Software
 - Testing Labs and Special Inspections
 - Division of State Architect Inspector of Records
 - California Environmental Quality Act
 - Notice of Exemptions
 - Environmental Impact Report
 - Contracts
 - Architects
 - Construction Firms
 - Environmental Consultants

Construction Contracts

- 2011 Requests for Proposals for pre-construction planning and cost estimating
 - Architects
 - 25 responded
 - 8 were interviewed
 - 4 selected
 - Construction Managers
 - 12 responded
 - 5 were interviewed and selected
- Working with these firms over 2011 & 2012 allowed staff to evaluate the capabilities of each over a long term
- The 2011 RFP covers the next phase as we enter into design and construction
- Staff has tentatively selected teams to work on identified projects, subject to contract negotiation and Board approval

Design Construction Teams

- CCA Lionakis/Balfour-Beatty
- PHRMS Lionakis/Balfour-Beatty
- EWMS Lionakis/Gilbane
- CVMS Lionakis/Gilbane
- TPHS RNT/Balfour-Beatty
- LCC RNT/Gilbane
- OCMS Westberg & White/Ericksen-Hall
- DNO Westberg & White/Ericksen-Hall
- SDA MVEI/Balfour-Beatty
- LCV MVEI/Gilbane

Role of the Board and Staff

- Establishing financing schedule and options
- Approval of the sale of bonds
- Approval of construction projects and schedules
- Approval of contracts and change orders
- Handling legal matters
- Appointing the Independent Citizens' Oversight Committee (ICOC) members

Independent Citizens' Oversight Committee (ICOC)

- Districts passing General Obligation Bonds under Prop 39 must establish an Independent Citizens' Oversight Committee
 - Ensures all funds are used in support voter-approved projects
 - Inspects facilities and grounds
 - Reviews cost-saving measures
 - Reviews annual independent audits
 - Reports annually to the Board and to the public on activities and findings
- ICOC is independent from the District's decision making
 - No role in contractor selection, building design, project scheduling, etc.
- ICOC meetings are public in accordance with the Brown Act
- ICOC will have its own web page for information and announcements

Independent Citizens' Oversight Committee (ICOC)

- Committee must have no fewer than seven members and at least comprised of individuals from the following categories:
 - One member who is active in a business organization representing the business community located within the district
 - One member who is active in a senior citizens organization
 - One member who is in a bona fide taxpayers' organization
 - One member who is a parent of a district student and is active in a parent-teacher organization
 - One member who is a parent/guardian of a district student

Independent Citizens' Oversight Committee (ICOC)

- Selection Options

1. Board publicly interviews and selects members
 - Staff would create an application process
 - Full board would meet in a special meeting to screen applicants
 - Deliberation and selection would be in public
2. Committee of staff, volunteers, and two Board Members interview and recommend members to the full Board of Trustees
 - Staff would create an application process
 - Committee would screen applicants and deliberate
 - Committee recommendation would go to full Board of Trustees for public approval
3. Select organizations recommend members to be approved by the Board of Trustees
 - Recommendations would be sought from business, taxpayer, and senior citizens organizations
 - Board of Trustees would accept and publicly approve recommendations

Next Steps

- February 7th Board meeting
- Establish ICOC & Kickoff meeting
- Regular Board meeting updates
- Periodic Facilities Workshops

San Dieguito Union High School District

INFORMATION REGARDING BOARD AGENDA ITEM

TO: BOARD OF TRUSTEES

DATE OF REPORT: January 10, 2013

BOARD MEETING DATE: January 17, 2013

**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 report.

RECOMMENDATION:

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

FUNDING SOURCE:

Not applicable

KN/bb

GIFTS AND DONATIONS
SDUHSD BOARD MEETING
January 17, 2013

Item #	Donation	Description	Donor	Department	School Site
1	*\$500.00	Billiards Table for Mosaic Café	Sharon Redsun and Jerome Coffidis	Various	SDA
2	*\$1500.00	Life Fitness X5 Cross Trainer	John T. Denton	Physical Education	SDA
3	\$15.00	Academic Support	Glenn and Aileen Raskin	Math	DNO
4	\$479.49	EWMS Staff Shirts and Jackets	EWMS Staff	Various	EWMS
5	\$5,000.00	Academic Support	Yearbook Tech, Inc.	Various	SDA
6	\$547.29	Artist in Residence Program	EWMS PTSA	Arts	EWMS
7	\$876.38	Academic Support	CCA Foundation	Special Education	CCA
8	\$5,119.83	Academic Support	CCA Foundation	Various	CCA
9	\$2,207.16	Conservatory Teachers	CCA Foundation	Various	CCA
10	\$582.66	Academic Support	CCA Foundation	Science	CCA
11	\$158.33	Academic Support	CCA Foundation	Various	CCA
12	\$129.70	Academic Support	TRUIST - Johnson and Johnson	Various	CCA
13	\$20.00	Academic Support	Anonymous	Math	DNO
14	\$2,925.45	Academic Support - "Almost Maine" Play	SDA Foundation	Theater	SDA
15	\$19,627.30	Technology	DNO PTSA	Various	DNO
16	\$496.00	Locks for Sports/Athletics' Lockers	SDA Foundation - Athletics Council	Physical Education	SDA
17	\$2,275.35	Academic Support - "Midsummer Night's Dream"	SDA Foundation	Theater	SDA
18	*\$6,000.00	Home Plate Professional Pitching Machine	E. L. "Scott" Strom III	Athletics	SDA
	\$40,459.94	Monetary Donations			
	\$8,000.00	*Value of Donated Items			
	\$48,459.94	TOTAL VALUE			

San Dieguito Union High School District

INFORMATION REGARDING BOARD AGENDA ITEM

TO: BOARD OF TRUSTEES

DATE OF REPORT: January 10, 2013

BOARD MEETING DATE: January 17, 2013

PREPARED BY: Rick Schmitt
Associate Superintendent/Educational Services

SUBMITTED BY: Ken Noah, Superintendent

SUBJECT: APPROVAL / RATIFICATION OF FIELD
TRIP REQUESTS

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 attached 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.

FIELD TRIP REQUESTS
SDUHSD BOARD MEETING
January 17, 2013

Item #	Date	Sponsor, Last Name	First Name	School Team/Club	Total # Students	Total # Chaperones	Event Description / Name of Conference	City	State	Loss of Class Time	\$ Cost
1	04/05/13 - 04/06/13	Sisler	Bob	LCC Track Team	12	2	Arcadia Invitational Track Meet	Arcadia	CA	0	LCC Foundation
2	03/16/13	Sisler	Bob	LCC Track Team	50	2	Great Oaks Distance Invitational	Temecula	CA	0	LCC Foundation
3	06/11/13	Kortman	Tanner	CCA Seniors	430	10	Senior Disneyland Trip	Anahein	CA	1 Day	CCA ASB
4	04/26/13 - 04/28/13	Villanova	Amy	CCA Jazz Band	15	2	Reno Jazz Festival	Reno	NV	1 Day	CCA Foundation
5	04/07/13 - 04/12/13	Hill	Taria	CCA Theatre	30	5	New York Trip	North Bergen	NY	0	CCA Foundation
6	02/23/13 - 02/24/13	Zissi	Jon	TPHS Boys Lacrosse	35	4	Team Building Trip	Idyllwild	CA	0	TPHS Foundation

* 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: January 9, 2013

BOARD MEETING DATE: January 17, 2013

PREPARED BY: Torrie Norton
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
Leave of Absence
Resignation

Classified

Employment
Change in Assignment

RECOMMENDATION:

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

FUNDING SOURCE:

General Fund

PERSONNEL LIST

CERTIFICATED PERSONNEL

Employment

1. **Amanda Toothacre**, 100% Temporary Teacher (English) at Carmel Valley Middle School, for the remainder of the 2012-13 school year, effective 1/07/2013 through 6/14/2013.

Change in Assignment

1. **Michael Riese**, Temporary Teacher (Physical Education) at Carmel Valley Middle School, change in assignment from 40% to 60% for the remainder of the 2012-13 school year, effective 1/10/13 through 6/14/13.

Leave of Absence

1. **Miranda Oliphant**, Teacher (English/ELD) at Oak Crest Middle School, requests to rescind previously-approved 40% Unpaid Leave of Absence (60% assignment) for the 2012-13 school year, and requests approval for a 20% Unpaid Leave of Absence (80% assignment) for the remainder of the 2012-13 school year, effective 1/07/2013 through 6/14/2013.

PERSONNEL LIST

CLASSIFIED PERSONNEL

Change in Assignment

1. **Dubs, Debra**, from Secretary SR36, 48.75% FTE, La Costa Canyon HS to Accounting Assistant, SR40, 100% FTE, District Office-Finance Department, effective 12/10/12
2. **Secrest, Lauri**, from Secretary SR36, 48.75% FTE, Sunset/North Coast Alternative and Secretary SR36, 48.75% FTE, La Costa Canyon HS to Secretary SR36, 100% FTE, La Costa Canyon HS effective 1/07/13

Resignation

1. **Moore, Deanna**, Secretary - SDA, resignation for the purpose of retirement effective 12/31/12

San Dieguito Union High School District

INFORMATION REGARDING BOARD AGENDA ITEM

TO: BOARD OF TRUSTEES

DATE OF REPORT: January 7, 2013

BOARD MEETING DATE: January 17, 2013

PREPARED BY: Chuck Adams, Director of Special Education
Rick Schmitt, Associate Superintendent,
Educational Services

SUBMITTED BY: Ken Noah
Superintendent

SUBJECT: APPROVAL/RATIFICATION OF AGREEMENTS

EXECUTIVE SUMMARY

The attached Special Education Agreements report summarizes two agreements and three MOU's. The MOU's are for San Dieguito Union High School District to provide Encinitas Union School District (2) and Solana Beach School District (1) special education instruction and services to 6th grade students enrolled in Diegueno Middle School's Social and Emotional Academic Success (SEAS) program.

RECOMMENDATION:

The administration recommends that the Board approve and/or ratify the contracts as shown on the attached Special Education Agreements report.

FUNDING SOURCE:

As noted on the attached report.

SAN DIEGUITO UNION HIGH SCHOOL DISTRICT BOARD MEETING

ITEM 14A

SPECIAL EDUCATION AGREEMENTSDATE: 01-17-13

<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>
08/28/12 – 06/30/13	Dependable Nursing, LLC NPA	Provide health and nursing services	General Fund/ Restricted 06-00	\$39.00/Hour
07/01/12 – 06/30/13	Encinitas Union School District – MOU	SDUHSD to provide special education instruction/services to two EUSD elementary school students who have been placed in SDUHSD's middle school SEAS Program.	General Fund/ Restricted 06-00	N/A
07/01/12 – 06/30/13	Solana Beach School District – MOU	SDUHSD to provide special education instruction/service to one elementary school student who has been placed in SDUHSD's middle school SEAS Program.	General Fund/ Restricted 06-00	N/A
11/01/12 – 06/30/13	Psychological & Educational Consulting Services, ICA	Provide psychological assessments & consultations	General Fund/ Restricted 06-00	\$125.00/Hour

San Dieguito Union High School District

INFORMATION REGARDING BOARD AGENDA ITEM

TO: BOARD OF TRUSTEES

DATE OF REPORT: January 8, 2013

BOARD MEETING DATE: January 17, 2013

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 two 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: 01-17-13

<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>
12/27/12 – 12/29/12	Cathedral Catholic High School	Lease of facilities for the Torrey Pines High School Girl's Water Polo Team	Torrey Pines High School Foundation	Estimated amount of \$576.00
01/18/13 until terminated by either party	DLA Piper, LLP	Provide legal representation and advice to the San Dieguito Union High School District and the San Dieguito Public Facilities Authority	Fund to which the service is charged	Either an agreed upon fixed fee or at the current hourly rates now at \$572.00 to \$739.00 discounted 7%

San Dieguito Union High School District

INFORMATION REGARDING BOARD AGENDA ITEM

TO: BOARD OF TRUSTEES

DATE OF REPORT: January 8, 2013

BOARD MEETING DATE: January 17, 2013

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

SUBMITTED BY: Ken Noah
Superintendent

SUBJECT: APPROVAL/RATIFICATION OF
AMENDMENTS TO AGREEMENTS

EXECUTIVE SUMMARY

The attached Amendment to Agreements Report summarizes one amendment to agreements.

RECOMMENDATION:

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

FUNDING SOURCE:

As noted on attached list

SAN DIEGUITO UNION HIGH SCHOOL DISTRICT

BUSINESS SERVICES - AMENDMENT TO AGREEMENTS REPORT

Date: 01-17-13

<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>
02/16/13 – 02/16/16	Blackboard Connect, Inc.	Extending the contract three years to February 16, 2016 at a reduced rate	General Fund 03-00	\$1.50 per parent, administrator, faculty, staff, or board member

San Dieguito Union High School District

INFORMATION REGARDING BOARD AGENDA ITEM

TO: BOARD OF TRUSTEES

DATE OF REPORT: December 21, 2012

BOARD MEETING DATE: January 17, 2013

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

SUBMITTED BY: Ken Noah
Superintendent

SUBJECT: AUTHORIZATION TO EXECUTE & FILE THE
NOTICES OF EXEMPTION FOR TRACK &
FIELD RECONSTRUCTION AT CANYON
CREST ACADEMY & SAN DIEGUITO
ACADEMY

EXECUTIVE SUMMARY

In preparation for the 2013 summer capital projects related to the field and track stadium improvements at Canyon Crest Academy and San Dieguito Academy, a Notice of Exemption concerning the California Environmental Quality Act should be filed.

The attached Notices of Exemption indicates that these projects are not subject to the provisions of the California Environmental Quality Act for the reasons noted. After Board approval of the Notice, it will be filed at the County Recorder starting a 30 day challenge period. If the determination is challenged it would be brought back to the Board for further action.

RECOMMENDATION:

It is recommended that the Board authorize Eric Dill, Associate Superintendent, Business Services, to execute and file the Notices of Exemption for Track and Field Reconstruction at Canyon Crest Academy and San Dieguito Academy, as shown in the attached supplements.

FUNDING SOURCE: Not applicable.

Print Form

ITEM 15E

Notice of Exemption

Appendix E

To: Office of Planning and Research
P.O. Box 3044, Room 113
Sacramento, CA 95812-3044
County Clerk
County of: San Diego

From: (Public Agency): San Dieguito U.H.S.D.
710 Encinitas Blvd., Ste. 201
Encinitas, CA 92024
(Address)

Project Title: Canyon Crest Academy Track & Field Reconstruction

Project Applicant: San Dieguito Union High School District

Project Location - Specific:

Existing track and field site - 5951 Village Center Loop Road

Project Location - City: San Diego Project Location - County: San Diego

Description of Nature, Purpose and Beneficiaries of Project:

Reconstruct Academy stadium including artificial turf and track, bleachers, concession stand and restrooms - to increase safety to students and public, provide ADA compliance and reduce water use.

Name of Public Agency Approving Project: San Dieguito Union High School District

Name of Person or Agency Carrying Out Project: John Addleman, Director of Planning and Financial Mgmt

Exempt Status: (check one):

- Ministerial (Sec. 21080(b)(1); 15268);
- Declared Emergency (Sec. 21080(b)(3); 15269(a));
- Emergency Project (Sec. 21080(b)(4); 15269(b)(c));
- Categorical Exemption. State type and section number: Class 2-15302, Class 3-15303, see below
- Statutory Exemptions. State code number: _____

Reasons why project is exempt:

Categorical Exemption cont'd: Class 4-15304, Class 14-15314

Replacing/reconstructing an existing facility, with construction of limited small structures with minimal alteration to land. Involves minor addition to an existing school within existing grounds with no increase in student capacity.

Lead Agency
Contact Person: John Addleman Area Code/Telephone/Extension: 760-753-6491

If filed by applicant:

1. Attach certified document of exemption finding.
2. Has a Notice of Exemption been filed by the public agency approving the project? Yes No

Signature: _____ Date: _____ Title: _____

Signed by Lead Agency Signed by Applicant

Authority cited: Sections 21083 and 21110, Public Resources Code.
Reference: Sections 21108, 21152, and 21152.1, Public Resources Code.

Date Received for filing at OPR: _____

Print Form

ITEM 15E

Notice of Exemption

Appendix E

To: Office of Planning and Research
P.O. Box 3044, Room 113
Sacramento, CA 95812-3044
County Clerk
County of: San Diego

From: (Public Agency): San Dieguito U.H.S.D.
710 Encinitas Blvd., Ste. 201
Encinitas, CA 92024

(Address)

Project Title: San Dieguito Academy Track & Field Reconstruction

Project Applicant: San Dieguito Union High School District

Project Location - Specific:
Existing track and field site - 800 Santa Fe Drive

Project Location - City: Encinitas Project Location - County: San Diego

Description of Nature, Purpose and Beneficiaries of Project:
Reconstruct Academy stadium including artificial turf and track, bleachers, and concession stands - to increase safety to students and public, provide ADA compliance and reduce water use.

Name of Public Agency Approving Project: San Dieguito Union High School District

Name of Person or Agency Carrying Out Project: John Addleman, Director of Planning and Financial Mgmt

Exempt Status: (check one):

- Ministerial (Sec. 21080(b)(1); 15268);
- Declared Emergency (Sec. 21080(b)(3); 15269(a));
- Emergency Project (Sec. 21080(b)(4); 15269(b)(c));
- Categorical Exemption. State type and section number: Class 2-15302, Class 3-15303, see below
- Statutory Exemptions. State code number: _____

Reasons why project is exempt:
Categorical Exemption cont'd: Class 4-15304, Class 14-15314
Replacing/reconstructing an existing facility, with construction of limited small structures with minimal alteration to land. Involves minor addition to an existing school within existing grounds with no increase in student capacity.

Lead Agency
Contact Person: John Addleman Area Code/Telephone/Extension: 760-753-6491

If filed by applicant:

1. Attach certified document of exemption finding.
2. Has a Notice of Exemption been filed by the public agency approving the project? Yes No

Signature: _____ Date: _____ Title: _____

Signed by Lead Agency Signed by Applicant

Authority cited: Sections 21083 and 21110, Public Resources Code.
Reference: Sections 21108, 21152, and 21152.1, Public Resources Code.

Date Received for filing at OPR: _____

San Dieguito Union High School District

INFORMATION REGARDING BOARD AGENDA ITEM

TO: BOARD OF TRUSTEES

DATE OF REPORT: January 8, 2013

BOARD MEETING DATE: January 17, 2013

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:

1. Purchase Orders
2. Membership Listing (None Submitted)
3. Replacement Warrant

RECOMMENDATION:

It is recommended that the Board approve the following business reports: 1) Purchase Orders, 2) Membership Listings (None Submitted), and 3) Replacement Warrant.

FUNDING SOURCE:

Not applicable

PO/BOARD/REPORT

SAN DIEGUITO UNION HIGH
FROM 12/04/12 THRU 01/07/131
ITEM 15F

PO NBR	DATE	FUND	VENDOR	LOC	DESCRIPTION	AMOUNT
231503	12/04/12	03	TECHSMITH CORPORATIO	024	COMPUTER LICENSING	\$399.80
231504	12/04/12	03	NEBRASKA SCIENTIFIC	013	MATERIALS AND SUPPLI	\$2,172.22
231505	12/04/12	13	MISSION FEDERAL CRED	031	PURCHASES FOOD	\$5,000.00
231506	12/04/12	11	AMAZON.COM	009	MATERIALS AND SUPPLI	\$359.13
231507	12/04/12	03	APPALACHIAN MULTIMED	012	MATERIALS AND SUPPLI	\$377.13
231508	12/04/12	13	WINDANSEA DELI PROVI	031	PURCHASES FOOD	\$1,000.00
231509	12/04/12	13	ECONOMY RESTAURANT S	031	MATERIALS AND SUPPLI	\$262.92
231510	12/04/12	03	PROCURETECH	005	NON-CAPITALIZED TECH	\$2,021.39
231511	12/04/12	06	PROED CO	030	MATERIALS AND SUPPLI	\$221.37
231512	12/05/12	03	PROCURETECH	035	MATERIALS AND SUPPLI	\$1,025.70
231513	12/05/12	03	TROXELL COMMUNICATIO	035	COMPUTER SUPPLIES	\$1,221.85
231514	12/05/12	03	PACIFIC SALES	004	MATERIALS AND SUPPLI	\$1,228.31
231515	12/05/12	03	MISSION FEDERAL CRED	005	MATERIALS AND SUPPLI	\$215.45
231516	12/06/12	06	SCRIPPS HEALTH	013	MATERIALS AND SUPPLI	\$1,620.00
231517	12/06/12	06	NAMETAGCOUNTRY.COM	030	MATERIALS AND SUPPLI	\$91.31
231518	12/06/12	03	XEROX CORPORATION	014	DUPLICATING SUPPLIES	\$413.76
231519	12/06/12	06	CUTTING EDGE SYSTEMS	013	EQUIPMENT	\$18,023.36
231520	12/07/12	06	MISSION FEDERAL CRED	040	MATERIALS AND SUPPLI	\$107.75
231521	12/07/12	03	OFFICE DEPOT	022	OFFICE SUPPLIES	\$25.85
231522	12/07/12	06	ONE STOP TONER AND I	028	OFFICE SUPPLIES	\$43.09
231523	12/07/12	03	S B F ATHLETICS, INC	003	MATERIALS AND SUPPLI	\$479.49
231524	12/07/12	03	PROJECTOR SUPERSTORE	010	MATERIALS AND SUPPLI	\$280.15
231525	12/07/12	03	CONSTITUTION RIGHTS	005	MATERIALS AND SUPPLI	\$272.17
231526	12/07/12	03	SEHI-PROCOMP COMPUTE	003	MATERIALS AND SUPPLI	\$292.50
231527	12/07/12	03	SEHI-PROCOMP COMPUTE	005	MATERIALS AND SUPPLI	\$423.33
231528	12/10/12	21-09	NEOPOST USA INC	001	EQUIPMENT REPLACEMEN	\$11,763.07
231529	12/10/12	03	NEOPOST USA INC	001	OTHER SERV.& OPER.EX	\$2,550.15
231530	12/11/12	03	COMM USA INC	014	MATERIALS AND SUPPLI	\$57.49
231531	12/11/12	03	STAPLES ADVANTAGE	040	PRINTING	\$59.37
231532	12/11/12	25-19	DIVISION OF STATE AR	036	NEW CONSTRUCTION	\$750.00
231533	12/13/12	06	SNAP ON TOOLS CORPOR	028	OTHER TRANSPORT.SUPP	\$795.53
231534	12/13/12	06	SNAP ON TOOLS CORPOR	028	OTHER TRANSPORT.SUPP	\$784.39
231535	12/13/12	03	DOVETAIL MARKETING C	025	MATERIALS AND SUPPLI	\$852.33
231536	12/13/12	06	PATON GROUP, THE	013	MATERIALS AND SUPPLI	\$1,466.63
231537	12/13/12	03	SPANKY'S PORTABLE S	025	RENTS & LEASES	\$4,750.06
231538	12/13/12	03	MUSIC MART	013	MATERIALS AND SUPPLI	\$900.00
231539	12/13/12	06	SCHOOL OUTFITTERS	004	MATERIALS AND SUPPLI	\$299.76
231540	12/13/12	03	CITY TREASURER	021	OTHER SERV.& OPER.EX	\$36,053.26
231541	12/13/12	03	SIMPLEX -GRINNELL L	025	REPAIRS BY VENDORS	\$434.00
231542	12/13/12	03	BIDDLE CONSULTING GR	023	COMPUTER SOFTWARE	\$459.00
231543	12/13/12	03	AMAZON.COM	024	MATERIALS AND SUPPLI	\$185.01
231544	12/13/12	03	ACCURATE LABEL DESIG	014	MATERIALS AND SUPPLI	\$158.70
231545	12/13/12	03	L B CONCRETE	025	REPAIRS BY VENDORS	\$1,100.00
231546	12/13/12	06	ROMAN'S TRUCK BODY &	028	REPAIRS-VEHICLES	\$861.81
231547	12/13/12	06	ROMAN'S TRUCK BODY &	028	REPAIRS-VEHICLES	\$3,178.00
231548	12/13/12	06	MINICK, STEVEN	030	MEDIATION SETTLEMENT	\$2,850.00
231549	12/13/12	03	RANCHO AUTO BODY	025	REPAIRS BY VENDORS	\$2,341.44
231550	12/13/12	03	HOME DEPOT	013	MATERIALS AND SUPPLI	\$641.11
231551	12/13/12	03	SIMPLEX -GRINNELL L	025	REPAIRS BY VENDORS	\$283.39
231552	12/13/12	03	SIMPLEX -GRINNELL L	025	REPAIRS BY VENDORS	\$512.00
231553	12/13/12	11	DAN LEVINE PRODUCTIO	009	OTHER SERV.& OPER.EX	\$68.90
231554	12/13/12	03	LCD PRESENTATION SYS	013	MATERIALS AND SUPPLI	\$479.22
231555	12/13/12	06	MINICK, KIM	030	OTHER SERV.& OPER.EX	\$900.00
231556	12/13/12	03	AMAZON.COM	008	MATERIALS AND SUPPLI	\$322.17
231557	12/13/12	06	MINICK, STEVEN	030	OTHER SERV.& OPER.EX	\$670.00

PO/BOARD/REPORT

SAN DIEGUITO UNION HIGH
FROM 12/04/12 THRU 01/07/13

2
ITEM 15F

PO NBR	DATE	FUND	VENDOR	LOC	DESCRIPTION	AMOUNT
231558	12/13/12	03	DATA MANAGEMENT INC	008	MATERIALS AND SUPPLI	\$357.56
231559	12/13/12	03	EXPLORE LEARNING	013	COMPUTER LICENSING	\$799.00
231560	12/13/12	03	J AND R KEY HARDWARE	013	MATERIALS AND SUPPLI	\$495.18
231561	12/14/12	03	STAPLES ADVANTAGE	023	MATERIALS AND SUPPLI	\$29.69
231562	12/14/12	03	XEROX CORPORATION	005	RENTS & LEASES	\$10,286.07
231563	12/14/12	25-18	NEWEST CONSTRUCTION	025	LAND IMPROVEMENTS	\$7,009.00
231567	12/14/12	03	NEWEST CONSTRUCTION	025	REPAIRS BY VENDORS	\$3,806.00
231568	12/14/12	06	PACIFIC ACADEMY	030	MEDIATION SETTLEMENT	\$9,000.00
231569	12/14/12	06	A + PROFESSIONAL TUT	030	MEDIATION SETTLEMENT	\$5,000.00
231570	12/14/12	03	ONE STOP TONER AND I	005	MATERIALS AND SUPPLI	\$344.71
231571	12/17/12	03	APPERSON EDUCATION P	005	MATERIALS AND SUPPLI	\$632.91
231572	12/17/12	03	B&H PHOTO-VIDEO-PRO	014	MATERIALS AND SUPPLI	\$79.21
231573	12/17/12	03	CA AIR COMPRESSOR CO	025	REPAIRS BY VENDORS	\$1,232.13
231574	12/17/12	06	CHALLENGE DAY	040	PROF/CONSULT./OPER E	\$9,600.00
231575	12/17/12	03	AMAZON.COM	014	MATERIALS AND SUPPLI	\$504.21
231576	12/17/12	03	ACCUVANT, INC.	035	COMPUTER LICENSING	\$15,480.00
231577	12/17/12	03	DELL COMPUTER CORPOR	035	COMPUTER LICENSING	\$10,175.13
231578	12/17/12	03	AMAZON.COM	012	MATERIALS AND SUPPLI	\$23.93
231579	12/17/12	03	APPLE COMPUTER INC	035	NON-CAPITALIZED TECH	\$1,666.75
231580	12/17/12	03	MISSION FEDERAL CRED	012	MATERIALS AND SUPPLI	\$184.12
231582	12/17/12	03	ONE STOP TONER AND I	014	MATERIALS AND SUPPLI	\$64.65
231583	12/17/12	03	AMERICAN CHEMICAL &	014	MATERIALS AND SUPPLI	\$155.16
231584	12/18/12	03	STAPLES ADVANTAGE	012	MATERIALS AND SUPPLI	\$51.92
231585	12/18/12	03	STAPLES ADVANTAGE	012	MATERIALS AND SUPPLI	\$257.41
231586	12/18/12	03	MISSION FEDERAL CRED	013	MATERIALS AND SUPPLI	\$4,387.58
231587	12/19/12	03	PROCURETECH	014	MATERIALS AND SUPPLI	\$3,047.09
231588	12/19/12	03	BLICK, DICK (DICK BL	014	MATERIALS AND SUPPLI	\$1,446.46
231589	12/19/12	03	RUBIO'S	014	OPEN	\$200.42
231590	12/19/12	21-09	PROCURETECH	035	MATERIALS AND SUPPLI	\$162.81
231591	12/19/12	21-09	AREY JONES EDUCATION	035	NON-CAPITALIZED TECH	\$8,756.60
231592	12/19/12	25-19	DIVISION OF STATE AR	036	NEW CONSTRUCTION	\$500.00
231593	12/19/12	25-19	DIVISION OF STATE AR	036	NEW CONSTRUCTION	\$500.00
231594	12/06/12	03	XEROX CORPORATION	014	DUPLICATING SUPPLIES	\$413.76
231595	12/20/12	11	OFFICE DEPOT	009	PRINTING	\$190.00
231596	12/20/12	06	ENCINITAS LEARNING C	030	MEDIATION SETTLEMENT	\$5,000.00
231597	12/20/12	06	LINDAMOOD BELL LEARN	030	MEDIATION SETTLEMENT	\$10,710.00
231598	12/20/12	11	SEHI-PROCOMP COMPUTE	009	MATERIALS AND SUPPLI	\$312.49
231599	12/21/12	03	FRONTIER CLEANERS	013	OTHER SERV.& OPER.EX	\$50.00
231600	12/21/12	03	AXIOM ADVISORS & CON	022	PROF/CONSULT./OPER E	\$8,335.00
231601	12/21/12	25-19	J P B L A, INC.	025	PROF/CONSULT./OPER E	\$820.00
231602	12/21/12	03	NEWMIND GROUP, INC.	035	COMPUTER SUPPLIES	\$279.00
231603	12/21/12	03	MISSION FEDERAL CRED	013	MATERIALS AND SUPPLI	\$19.16
231610	12/21/12	03	TROXELL COMMUNICATIO	010	MATERIALS AND SUPPLI	\$484.86
231612	01/07/13	03	AMAZON.COM	012	MATERIALS AND SUPPLI	\$158.60
231613	01/07/13	03	OFFICE DEPOT	023	MATERIALS AND SUPPLI	\$49.66
231614	01/07/13	03	EN POINTE TECHNOLOGI	035	COMPUTER LICENSING	\$246.44
231615	01/07/13	03	LOGICAL CHOICE TECHN	035	NON-CAPITALIZED TECH	\$2,116.32
830035	12/07/12	03	SAN DIEGO COUNTY OFF	022	CONFERENCE,WORKSHOP,	\$175.00
830036	12/11/12	03	C A S B O	022	CONFERENCE,WORKSHOP,	\$295.00
830037	12/20/12	03	EAGLE SOFTWARE	022	CONFERENCE,WORKSHOP,	\$800.00
REPORT TOTAL						\$240,795.81

Individual Membership Listings
For the Period of December 4, 2012 through January 7, 2013

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

San Diego County Office of Education

PETITION FOR ISSUANCE OF NEW WARRANT IN LIEU OF VOID WARRANT
(Government Code Section 29802, Warrants
Becoming Void After September 20, 1963)

1. TO THE BOARD OF EDUCATION OF THE San Dieguito Union High School District: I, the undersigned, declare that I am the payee of original warrant number 10-087614 dated 2/29/2012, in the amount of One Hundred Twenty-One And 15/100 dollars (\$ 121.15) attached hereto and presented to your Board pursuant to Section 29802 of the Government Code. I hereby request that you adopt an order instructing the County Auditor to draw a new warrant in favor of me for the same amount as the original warrant.

Executed at Encinitas, CA on 1/7 20 13.

I certify under penalty of perjury that the foregoing is true and correct.

DONNA FULKERSON
Name of Payee

[Signature]
Signature of Payee

7307 Boala Pl. Carlsbad, CA 92009
Address of Payee

2. ORDER OF THE BOARD OF San Dieguito Union High TO DRAW WARRANT:

It is ORDERED by the Board of Education of the San Dieguito Union High School District that the County Auditor of the County of San Diego draw a new warrant in favor of the same payee and in the same amount of the above described warrant.

Secretary
XXX
Clerk of the Board

Date _____ 20____ By _____ Deputy

3. DISTRICT'S REISSUE OF PAYROLL WARRANT:

On _____ 20____, the district issued commercial warrant number _____ to **DONNA FULKERSON**, payee, for **One Hundred Twenty-One And 15/100 dollars** to replace void warrant number 10-087614 described above.

San Dieguito Union High School District

INFORMATION REGARDING BOARD AGENDA ITEM

TO: BOARD OF TRUSTEES

DATE OF REPORT: January 8, 2013

BOARD MEETING DATE: January 17, 2013

PREPARED BY: Eric R. Dill
Associate Superintendent, Business

SUBMITTED BY: Ken Noah
Superintendent

SUBJECT: NEW BOARD POLICY & ADMINISTRATIVE
REGULATION, 7214 & AR-1, "General
Obligation Bonds"

EXECUTIVE SUMMARY

Now that Proposition AA has passed, the Board of Trustees must appoint an Independent Citizens' Oversight Committee (ICOC) within 60 days of certifying the election results. Staff presented the new board policy and administrative regulation at the December 13, 2012 board meeting for first read.

The purpose of the ICOC is to provide oversight of the District's use of bond proceeds and to report to the Board and public on their findings. Specifically, the ICOC will ensure that all funds are used in support of the projects included in the bond measure and not for unspecified projects, general operating expenses, or teacher salaries. The ICOC will also inspect facilities and grounds, review cost-saving measures, and review the annual independent audits that are required of general obligation bond funds.

The committee must have no fewer than seven members, at least comprised of individuals from the following categories:

- One member who is active in a business organization representing the business community located within the district
- One member who is active in a senior citizens organization
- One member who is in a bona fide taxpayers' organization
- One member who is a parent of a district student and is active in a parent-teacher organization
- One member who is a parent/guardian of a district student

ITEM 16

No employee, board member, vendor, contractor or consultant can be appointed to the ICOC. Members serve two-year terms without compensation for a maximum of two terms.

RECOMMENDATION:

It is recommended that the Board adopt the new Board Policy #7214, "*General Obligation Bonds*", (Policy and Administrative Regulation), as shown in the attached supplement(s).

NEW CONSTRUCTION

7214

GENERAL OBLIGATION BONDS

FACILITIES

The Governing Board recognizes that school facilities are an essential component of the educational program and that the Board has a responsibility to ensure that the district's facilities needs are met in the most cost-effective manner possible. When the Board determines that it is in the best interest of district students, it may order an election on the question of whether bonds shall be issued for school facilities.

The Board shall determine the appropriate amount of the bond in accordance with law.

BONDS REQUIRING 55 PERCENT APPROVAL BY LOCAL VOTERS

The Board may decide to pursue the authorization and issuance of bonds by approval of 55 percent majority of the voters pursuant to Article 13A, Section 1(b)(3) and Article 16, Section 18(b) of the California Constitution. If two-thirds of the Board agree to such an election, the Board shall vote to adopt a resolution to incur bonded indebtedness if approved by a 55 percent majority of the voters.

The bond election may only be ordered at a primary or general election, a statewide special election, or a regularly scheduled local election at which all of the electors of the school district are entitled to vote.

Bonded indebtedness incurred by the district shall be used only for the following purposes:

1. The construction, reconstruction, rehabilitation, or replacement of school facilities, including the furnishing and equipping of school facilities
2. The acquisition or lease of real property for school facilities

The proposition approved by the voters shall include the following accountability requirements:

1. A requirement that proceeds from the sale of the bonds be used only for the purposes specified in items #1-2 above, and not for any other purposes including teacher and administrative salaries and other school operating expenses
2. A list of specific school facility projects to be funded and certification that the Board has evaluated safety, class size reduction, and information technology needs in developing that list
3. A requirement that the Board conduct an annual, independent performance audit to ensure that the funds have been expended only on the specific projects listed
4. A requirement that the Board conduct an annual, independent financial audit of the proceeds from the sale of the bonds until all of those proceeds have been expended for the school facilities projects

If a district general obligation bond requiring a 55 percent majority is approved by the voters, the Board shall appoint an independent citizens' advisory oversight committee. This committee shall be appointed within 60 days of the date that the Board enters the election results in its minutes pursuant to Education Code 15274.

NEW CONSTRUCTION

7214

The Superintendent or designee shall ensure that the annual, independent performance and financial audits conducted pursuant to items #3 and #4 above are issued in accordance with the U.S. Comptroller General's Government Auditing Standards. He/she shall submit the audits to the citizens' oversight committee by March 31 of each year.

BONDS REQUIRING 66.67 PERCENT APPROVAL BY LOCAL VOTERS

Bonds shall be sold to raise money for any of the following purposes:

1. Purchasing school lots
2. Building or purchasing school buildings
3. Making alterations or additions to school building(s) other than as may be necessary for current maintenance, operation, or repairs
4. Repairing, restoring, or rebuilding any school building damaged, injured, or destroyed by fire or other public calamity
5. Supplying school buildings and grounds with furniture, equipment, or necessary apparatus of a permanent nature
6. Permanently improving school grounds
7. Refunding any outstanding valid indebtedness of the district, evidenced by bonds or state school building aid loans
8. Carrying out sewer or drain projects or purposes authorized in Education Code 17577
9. Purchasing school buses with a useful life of at least 20 years
10. Demolishing or razing any school building with the intent to replace it with another school building, whether in the same location or in any other location

Except for refunding any outstanding indebtedness, any of the purposes listed above may be united and voted upon as a single proposition by order of the Board and entered into the minutes.

The Board may appoint a citizens' oversight committee to review and report to the Board and the public as to whether the expenditure of bond revenues complies with the intended purposes of the bond.

CERTIFICATE OF RESULTS

If the certificate of election results received by the Board shows that the appropriate majority of the voters are in favor of issuing the bonds, the Board shall record that fact in its minutes. The Board shall then certify to the county board of supervisors all proceedings it had in connection with the election results.

RESOLUTION REGARDING SALE OF BONDS

Following passage of the bond measure by the appropriate majority of voters, the Board shall pass a resolution to issue the sale of bonds. The resolution shall prescribe the total amount of bonds to be sold

NEW CONSTRUCTION

7214

and may also prescribe the maximum acceptable interest rate, not to exceed eight percent, and the time(s) when the whole or any part of the principal of the bonds shall be payable, which shall not be more than 25 years from the date of the bonds.

Prior to the sale of bonds, the Board shall adopt, as an agenda item at a public meeting, another resolution, which includes all of the following items:

1. Express approval of the method of sale
2. Statement of the reasons for the method of sale selected
3. Disclosure of the identity of the bond counsel, and the identities of the bond underwriter and the financial adviser if either or both are utilized for the sale, unless these individuals have not been selected at the time the resolution is adopted, in which case the Board shall disclose their identities at the public meeting occurring after they have been selected
4. Estimates of the costs associated with the bond issuance

After the sale, the Board shall be presented with the actual cost information and shall disclose that information at the Board's next scheduled meeting. The Board shall ensure that an itemized summary of the costs of the bond sale and all necessary information and reports regarding the sale are submitted to the California Debt and Investment Advisory Commission.

LEGAL REFERENCE:

EDUCATION CODE

7054	Use of district property, campaign purposes
15100-15254	Bonds for school districts and community college districts
15264-15288	Strict Accountability in Local School Construction Bonds Act of 2000
17577	Sewers and drains
17584.1	Deferred maintenance, reports
47614	Charter school facilities

ELECTIONS CODE

324	General election
328	Local election
341	Primary election
348	Regular election
356	Special election
357	Statewide election
1302	School district election
15372	Elections official certificate

GOVERNMENT CODE

1090-1099	Prohibitions applicable to specified officers
1125-1129	Incompatible activities

NEW CONSTRUCTION

7214

8855 California Debt and Investment Advisory Commission
53580-53595.5 Bonds
54952 Definition of legislative body, Brown Act

CALIFORNIA CONSTITUTION

Article 13A, Section 1 Tax limitation
Article 16, Section 18 Debt limit

COURT DECISIONS

San Lorenzo Valley Community Advocates for Responsible Education v. San Lorenzo Valley Unified School District, (2006) 139 Cal.App.4th 1356

ATTORNEY GENERAL OPINIONS

88 Ops.Cal.Atty.Gen. 46 (2005)
87 Ops.Cal.Atty.Gen. 157 (2004)

Management Resources:

CSBA PUBLICATIONS

Legal Guidelines: Use of Public Resources for Ballot Measures and Candidates, Fact Sheet, February 2011

WEB SITES

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

California Debt and Investment Advisory Commission: <http://www.treasurer.ca.gov/cdiac>

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

California Office of Public School Construction: <http://www.opsc.dgs.ca.gov>

(7/01 11/06) 3/12

NEW CONSTRUCTION

7214/AR-1

GENERAL OBLIGATION BONDS

ELECTION NOTICE

Whenever the Governing Board orders an election on the question of whether general obligation bonds shall be issued for school facilities, the Superintendent or designee shall ensure that election notice and ballot requirements comply with Education Code 15120-15126 and 15272, as applicable.

CITIZENS' OVERSIGHT COMMITTEE

In the event that a bond is approved under the 55 percent majority threshold pursuant to Article 13A, Section 1(b)(3) and Article 16, Section 18(b) of the California Constitution, the district's citizens' oversight committee shall consist of at least seven members including, but not limited to:

1. One member active in a business organization representing the business community located within the district
2. One member active in a senior citizens organization
3. One member active in a bona fide taxpayers' organization
4. One member who is a parent/guardian of a child enrolled in the district
5. One member who is a parent/guardian of a district student and is active in a parent-teacher organization, such as the Parent Teacher Association or school site council

Members of the citizens' oversight committee shall be subject to prohibitions regarding incompatibility of office pursuant to Government Code 1125-1129 and financial interest in contracts pursuant to Government Code 1090-1099.

No employee, Board member, vendor, contractor, or consultant of the district shall be appointed to the citizens' oversight committee.

Members of the citizens' oversight committee shall serve for a term of two years without compensation and for no more than two consecutive terms.

The purpose of the citizens' oversight committee shall be to inform the public concerning the expenditure of bond revenues. The committee shall actively review and report on the proper expenditure of taxpayers' money for school construction and shall convene to provide oversight for, but not limited to, the following:

1. Ensuring that bond revenues are expended only for the purposes described in Article 13A, Section 1(b)(3) of the California Constitution including the construction, reconstruction, rehabilitation, or replacement of school facilities, including the furnishing and equipping of school facilities, or the acquisition or lease of real property for school facilities

NEW CONSTRUCTION

7214/AR-1

2. Ensuring that, as prohibited by Article 13A, Section 1(b)(3)(A) of the California Constitution, no funds are used for any teacher and administrative salaries or other school operating expenses

In furtherance of its purpose, the committee may engage in any of the following activities:

1. Receiving and reviewing copies of the annual, independent performance and financial audits required by Article 13A, Section 1(b)(3)(C) and (D) of the California Constitution
2. Inspecting school facilities and grounds to ensure that bond revenues are expended in compliance with the requirements of Article 13(A), Section 1(b)(3) of the California Constitution
3. Receiving and reviewing copies of any deferred maintenance proposals or plans developed by the district, including any reports required by Education Code 17584.1
4. Reviewing efforts by the district to maximize bond revenues by implementing cost-saving measures including, but not limited to, the following:
 - a. Mechanisms designed to reduce the costs of professional fees
 - b. Mechanisms designed to reduce the costs of site preparation
 - c. Recommendations regarding the joint use of core facilities
 - d. Mechanisms designed to reduce costs by incorporating efficiencies in school site design
 - e. Recommendations regarding the use of cost-effective and efficient reusable facility plans

The district shall, without expending bond funds, provide the citizens' oversight committee with any necessary technical assistance and shall provide administrative assistance in furtherance of the committee's purpose and sufficient resources to publicize the committee's conclusions.

All citizens' oversight committee proceedings shall be open to the public and noticed in the same manner as proceedings of the Board. Committee meetings shall be subject to the provisions of the Ralph M. Brown Act.

The oversight committee shall issue regular reports, at least once a year, on the results of its activities. Minutes of the proceedings and all documents received and reports issued shall be a matter of public record and shall be made available on the district's web site.

The citizens' oversight committee may be disbanded following its review of the final performance and financial audits.

REPORTS

Within 30 days after the end of each fiscal year, the district shall submit to the County Superintendent of Schools a report concerning any bond election(s) containing the following information:

1. The total amount of the bond issue, bonded indebtedness, or other indebtedness involved

NEW CONSTRUCTION

7214/AR-1

2. The percentage of registered electors who voted at the election
3. The results of the election, with the percentage of votes cast for and against the proposition

(11/06 11/10) 3/12

San Dieguito Union High School District

INFORMATION REGARDING BOARD AGENDA ITEM

TO: BOARD OF TRUSTEES

DATE OF REPORT: December 14, 2012

BOARD MEETING DATE: January 17, 2013

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

SUBMITTED BY: Ken Noah
Superintendent

SUBJECT: ADOPTION OF RESOLUTION/REPORT ON
STATUTORY SCHOOL FEES AND
FINDINGS 2011-2012

EXECUTIVE SUMMARY

Government Code Section 66006 provides that all school districts shall make available to the public certain information and shall adopt described findings relative to statutory school fees collected, pursuant to Government Code Sections 53080 *et seq.* and 65995 *et seq.*, and Mitigation Payments collectively. The described information and findings relate to Reportable Fees (Fund 25-19) received, expended or to be expended in connection with school facilities to accommodate additional students from new development if funded or partially funded with Reportable Fees. Reportable Fees have not been levied, collected or imposed for general revenue purposes.

The following Annual and Five Year Reports for fiscal year 2011-2012 include the information the District intends to review and adopt in accordance with Government Code Section 66006. These reports were made available to the public on December 14, 2012. No comments were received during the public review period.

The amount of \$560K of reportable fees collected in 2011-2012 was a 20% increase compared to the \$466K collected in the prior fiscal year. While still well below the activity seen prior to 2007-2008, this year reflects the second annual positive uptick of infill

residential construction and home remodels. The District was able to complete a number of projects in 2011-2012, including the completion of two 21st Century Classrooms, one located at Torrey Pines High School, and one at San Dieguito Academy, minor improvements to drainage at San Dieguito Academy along Melba in coordination with the City of Encinitas street improvements, as well as science classroom improvements at Canyon Crest Academy.

RECOMMENDATION:

It is recommended that the Board adopt the resolution regarding statutory school fees and report for fiscal year 2011-2012, and the findings in compliance with Government Code sections 66006 and 66001, as shown in the attached supplements.

FUNDING SOURCE:

Not applicable.

**RESOLUTION OF THE BOARD OF TRUSTEES OF THE
SAN DIEGUITO UNION HIGH SCHOOL DISTRICT RELATING TO
INFORMATION MADE AVAILABLE TO THE PUBLIC IN
THE FORM OF A STATUTORY SCHOOL FEES AND
MITIGATION PAYMENTS (“REPORTABLE FEES”)
REPORT FOR FISCAL YEAR 2011-2012
 (“REPORTABLE FEES REPORT”), AND FINDINGS THEREON, IN
COMPLIANCE WITH GOVERNMENT CODE SECTIONS 66006 AND 66001**

WHEREAS, San Dieguito Union High School District (“District”) has received and expended Reportable Fees in connection with school facilities (“School Facilities”) of the District for new development and these funds have been deposited in a capital facilities account as provided by Section 66006 (a) of the Government Code; and

WHEREAS, in accordance with Section 66006 (a) of the Government Code, the District has established and maintained a separate capital facilities account and maintained such capital facilities account in a manner to avoid any commingling of the Reportable Fees with other revenues and funds of the District, except for temporary investments, and has expended those Reportable Fees collected for the sole purpose for which they were collected; and

WHEREAS, Section 66006 (b)(1) of the Government Code provides that the District shall make available to the public within one hundred eighty (180) days after the last day of each fiscal year the following information in the form of a Reportable Fees Report:

- (A) A brief description of the type of Reportable Fee in the account.
- (B) The amount of the Reportable Fees.
- (C) The beginning and ending balance of the account.
- (D) The amount of the Reportable Fees collected and the interest earned.
- (E) An identification of each project (“Project”) of the District on which Reportable Fees were expended and the amount of the expenditures on each project, including the total percentage of the cost of the Project that was funded with Reportable Fees.

- (F) An identification of an approximate date by which the construction of a Project will commence if the District determines that sufficient funds have been collected to complete financing on an incomplete Project, as identified in paragraph (2) of subdivision (a) of Section 66001, and the Project remains incomplete.
- (G) A description of each interfund transfer or loan made from the account, including the Project on which the transferred or loaned Reportable Fees will be expended, and, in the case of an interfund loan, the date on which the loan will be repaid, and the rate of interest that the account will receive on the loan.
- (H) The amount of refunds made pursuant to subdivision (e) of Section 66001 and any allocations pursuant to subdivision (f) of Section 66001; and

WHEREAS, Section 66001 (d) of the Government Code provides that for the fifth fiscal year following the first deposit into the account, and every five years thereafter, the District shall make all of the following findings with respect to that portion of the account remaining unexpended, whether committed or uncommitted:

- (1) Identification of the purpose to which the Reportable Fees are to be put.
- (2) Demonstration of a reasonable relationship between the Reportable Fees and the purpose for which they are charged.
- (3) Identification of all sources and amounts of funding anticipated to complete financing of the Projects of the District.
- (4) Designation of the approximate dates on which the funding referred to in paragraph (3) is expected to be deposited into the appropriate account; and

WHEREAS, when findings are required by Section 66001 (d) of the Government Code, they shall be made in connection with the information required by Section 66006 of the Government Code; and

WHEREAS, Section 66006 (b)(2) of the Government Code requires the Board of Trustees (“Board”) to review the information made available to the public at a regularly scheduled public meeting and any other relevant information including, but not limited to, that certain Reportable Fees Report prepared for District entitled “SAN DIEGUITO UNION HIGH SCHOOL DISTRICT ANNUAL AND FIVE YEAR REPORTS FOR FISCAL YEAR 2011-2012 IN COMPLIANCE WITH GOVERNMENT CODE SECTIONS 66006 AND 66001” (“REPORTABLE FEES REPORT”) not less than fifteen (15) days after this Reportable Fees Report is made available to the public; and

WHEREAS, the District has complied with all of the foregoing provisions.

NOW, THEREFORE, ON BEHALF OF THE DISTRICT IT IS HEREBY RESOLVED, DETERMINED AND ORDERED AS FOLLOWS:

Section 1. That pursuant to Government Code Sections 66001 (d) and 66006 (b)(1) and (2), the District has made available to the public the requisite information and proposed findings concerning collection and expenditure of Reportable Fees related to School Facilities for new development within the District.

Section 2. That the Board of the District at a public meeting has reviewed the following information pursuant to Government Code Section 66006 (b)(1) as is required by Government Code Section 66006(b)(2):

- (A) A brief description of the type of Reportable Fee in the account.
- (B) The amount of the Reportable Fee.
- (C) The beginning and ending balance of the account.
- (D) The amount of Reportable Fees collected and the interest earned.

- (E) An identification of each Project on which Reportable Fees were expended and the amount of the expenditures on each Project, including the total percentage of the cost of the Project that was funded with Reportable Fees.
- (F) An identification of an approximate date by which the construction of the Project will commence if the District determines that sufficient funds have been collected to complete financing on an incomplete Project, as identified in paragraph (2) of subdivision (a) of Section 66001, and the Project remains incomplete.
- (G) A description of each interfund transfer or loan made from the account, including the Project on which the transferred or loaned Reportable Fees will be expended, and, in the case of an interfund loan, the date on which the loan will be repaid, and the rate of interest that the account will receive on the loan.
- (H) The amount of refunds made pursuant to subdivision (e) of Section 66001 and any allocations pursuant to subdivision (f) of Section 66001; and

Section 3. That the Board of the District at a public meeting has reviewed the proposed findings as required by Government Code Section 66001 (d):

- (1) Identification of the purpose to which the Reportable Fees are to be put.
- (2) Demonstration of a reasonable relationship between the Reportable Fees and the purpose for which they are charged.
- (3) Identification of all sources and amount of funding anticipated to complete financing of Projects of the District.
- (4) Designation of the approximate dates on which the funding referred to in paragraph (3) is expected to be deposited into the appropriate account.

Section 4. That the Board of the District hereby determines that all Reportable Fees, collections and expenditures have been received, deposited, invested and expended in compliance with the relevant sections of the Government Code and all other applicable laws.

Section 5. That the Board of the District hereby determines that no refunds and allocations of Reportable Fees, as required by Government Code Section 66001, are deemed payable at this time.

Section 6. That the Board of the District hereby determines that the District is in compliance with Government Code Section 66000 *et seq.* relative to receipt, deposit, investment, expenditure or refund of Reportable Fees received and expended relative to School Facilities for new development.

ADOPTED, SIGNED AND APPROVED, this 17th day of January, 2013.

BOARD OF TRUSTEES OF THE
SAN DIEGUITO UNION HIGH
SCHOOL DISTRICT

By: _____
President of the Board of Trustees of the
San Dieguito Union High School District

ATTEST:

By: _____
Clerk of the Board of Trustees of the
San Dieguito Union High School District

STATE OF CALIFORNIA)
) ss.
COUNTY OF SAN DIEGO)

I, Beth Hergesheimer, Clerk of the Board of Trustees of the San Dieguito Union High School District, do hereby, certify that the foregoing Resolution was duly adopted by the Board of Trustees of said District at a meeting of said Board held on the 17th day of January, 2013, by the following vote:

AYES: _____

NOES: _____

ABSTAIN: _____

ABSENT: _____

By: _____
Clerk of the Board of Trustees of the
San Dieguito Union High School District

STATE OF CALIFORNIA)
) ss.
COUNTY OF SAN DIEGO)

I, Beth Hergesheimer, Clerk of the Board of Trustees of the San Dieguito Union High School District, do hereby certify that the foregoing is a full, true and correct copy of the Resolution of said Board and that the same has not been amended or repealed.

Date: January 17, 2013

By: _____
Clerk of the Board of Trustees of the
San Dieguito Union High School District

**SAN DIEGUITO UNION HIGH SCHOOL DISTRICT
ANNUAL AND FIVE YEAR REPORTS
FOR FISCAL YEAR 2011-2012
IN COMPLIANCE WITH
GOVERNMENT CODE SECTIONS 66006 AND 66001**

Government Code Sections 66006 and 66001 provide that the San Dieguito Union High School District (“District”) shall make available to the public certain information and adopt described findings relative to statutory school fees (“Statutory School Fees”) collected pursuant to Government Code Sections 53080 et seq and 65995 et seq., Senate Bill 201 fees (“SB 201 Fees”) collected also pursuant to Government Code Section 65970 et seq., and Mitigation Payments collectively (“Reportable Fees”). The described information and findings relate to Reportable Fees received, expended or to be expended in connection with school facilities (“School Facilities”) to accommodate additional students from new development if funded or partially funded with Reportable Fees. The Reportable Fees do not include special tax proceeds, letters of credit, bonds, or other instruments to secure payment of Reportable Fees at a future date. The Reportable Fees have not been levied, collected, or imposed for general revenue purposes.

The following Annual and Five-Year Reports include the information and proposed findings the District intends to review and adopt in accordance with Government Code Sections 66006 and 66001.

I.

INFORMATION MADE AVAILABLE PURSUANT TO GOVERNMENT CODE SECTION 66006 FOR FISCAL YEAR 2011-2012:

1. In accordance with Government Code Section 66006(b)(1) and (2), the District provides the following information for fiscal year 2011-2012:

A. DESCRIPTION OF THE TYPE OF FEES IN THE ACCOUNT OF THE DISTRICT:

The Reportable Fees of the District for fiscal year 2011-2012 consist of Statutory School Fees.

B. AMOUNT OF THE REPORTABLE FEES:

The Statutory School Fee amounts for fiscal year 2011–2012 are set forth in Schedule A which is incorporated herein. These Statutory School Fee amounts were previously adopted on behalf of the District by the Board of Trustees (“Board”) of the District. The Statutory School Fee amounts only partially mitigate the impacts to the District caused by new residential development because the Statutory School Fees do not adequately fund School Facility needs resulting from additional development within the District.

C. BEGINNING AND ENDING BALANCE OF ACCOUNT :

	Reportable Fees
Beginning Balance (7/01/11)	\$1,017,172.88
Ending Balance (6/30/12)11	\$897,506.28

D. AMOUNT OF THE REPORTABLE FEES COLLECTED AND INTEREST EARNED:

Amount of Reportable Fees Collected	Amount of Interest Earned
\$560,822.44	\$3,418.06

E. IDENTIFICATION OF EACH PROJECT OF THE DISTRICT ON WHICH STATUTORY SCHOOL FEES WERE EXPENDED AND THE AMOUNT OF THE EXPENDITURES ON EACH PROJECT OF THE DISTRICT, INCLUDING THE TOTAL PERCENTAGE OF THE COST OF THE PROJECT OF THE DISTRICT THAT WAS FUNDED WITH STATUTORY SCHOOL FEES:

The foregoing information¹ is set forth in Schedule B, which are incorporated herein.

F. IDENTIFICATION OF AN APPROXIMATE DATE BY WHICH THE CONSTRUCTION OF PROJECT(S) OF THE DISTRICT WILL COMMENCE IF THE DISTRICT DETERMINES THAT SUFFICIENT FUNDS HAVE BEEN COLLECTED TO COMPLETE FINANCING ON AN INCOMPLETE PROJECT OF THE DISTRICT, AS IDENTIFIED IN PARAGRAPH (2) OF SUBDIVISION (A) OF SECTION 66001, AND THE PROJECT OF THE DISTRICT REMAINS INCOMPLETE:

The District determined that it had sufficient funds to initiate construction of the following in fiscal year 2010-2011:

Oak Crest Middle School – Reclaimed Water Installation

G. DESCRIPTION OF EACH INTERFUND TRANSFER OR LOAN MADE FROM THE ACCOUNT INCLUDING PROJECT(S) OF THE DISTRICT ON WHICH THE TRANSFERRED OR LOANED STATUTORY SCHOOL FEES WILL BE EXPENDED, AND, IN THE CASE OF AN INTERFUND LOAN, THE DATE ON WHICH THE LOAN WILL BE REPAYED, AND THE RATE OF INTEREST THAT THE ACCOUNT WILL RECEIVE ON THE LOAN:

Funds to Which Statutory School Fees Are Loaned	Amount	Date Loan To Be Repaid	Rate of Interest
N/A			

H. THE AMOUNT OF REFUNDS MADE OR REVENUES ALLOCATED FOR OTHER PURPOSES IF THE ADMINISTRATIVE COSTS OF REFUNDING UNEXPENDED REVENUES EXCEED THE AMOUNT TO BE REFUNDED:

No refunds of Reportable Fees were made in fiscal year 2011-2012, and no refunds are required under applicable law.

¹ The information will also include any Statutory School Fees spent for administrative costs associated with the adoption, collection, and reporting of the Statutory School Fees.

SCHEDULE A.

Statutory School Fees:

Residential Development \$1.22 per square foot of habitable living space should development reside in Rancho Santa Fe Elementary School District. \$1.68 per square foot of habitable living space all other areas.

Commercial/Industrial Development \$.19 per square foot of covered and enclosed space should development reside in Rancho Santa Fe Elementary School District. \$.27 per square foot of covered and enclosed space all other areas.

SCHEDULE B.

Improvement	Amount Expended	Percent Funded
Site Improvements	\$ 61,383.07	100%
New Construction/Building Improvements	\$ 425,354.05	100%
Consultants/Studies/Demographics	\$ 28,167.00	100%
Legal Advertising	\$ 337.84	100%
Furniture & Equipment	\$ 155,049.66	100%
Administrative Costs	\$ 13,615.48	100%
Total	\$ 683,907.10	

II. FIVE YEAR REPORT

In accordance with Government Code Section 66001, the District provides the following information with respect to that portion of the account or sub-account(s) remaining unexpended, whether committed or uncommitted:

A. IDENTIFICATION OF THE PURPOSE TO WHICH THE REPORTABLE FEES ARE TO BE PUT

The purpose of the Reportable Fees imposed and collected on new residential and commercial/industrial development within the District during fiscal year 2011-2012 was to fund the additional grade 7-12 School Facilities required to serve the grade 7-12 Project Students generated by new development within the District. Specifically, the Reportable Fees will be used for the construction and/or acquisition of additional School Facilities, improvements to existing School Facilities to add additional classrooms, sustainability, and technology, as well as acquiring and installing additional portable classrooms to accommodate Project Students.

B. DEMONSTRATION OF A REASONABLE RELATIONSHIP BETWEEN THE REPORTABLE FEES AND THE PURPOSES FOR WHICH THEY ARE CHARGED

There is a roughly proportional, reasonable relationship between the new development upon which the Reportable Fees are charged and the need for additional School Facilities by reason of the fact that additional students will be generated by additional development within the District and the District does not have student capacity in its existing School Facilities to accommodate these new students. Furthermore, the Reportable Fees charged on new development will be used to fund School Facilities that will be used to serve the students generated from new development and the Reportable Fees do not exceed the costs of providing such School Facilities for new students.

C. IDENTIFICATION OF ALL SOURCES AND AMOUNTS OF FUNDING ANTICIPATED TO COMPLETE FINANCING OF THE SCHOOL FACILITIES THE DISTRICT HAS IDENTIFIED IN THE DISTRICT'S REPORTS

Schedule C lists the proposed funding sources for all pending School Facility projects, as presently identified by the District:

D. IDENTIFICATION OF THE APPROXIMATE DATES ON WHICH THE FUNDING REFERRED TO IN SECTION C IS EXPECTED TO BE DEPOSITED INTO THE APPROPRIATE ACCOUNT OR FUND

Schedule D lists the approximate dates on which the funds are expected to be available for the School Facility Projects presently identified by the District

Schedule C - IDENTIFICATION OF ALL SOURCES AND AMOUNTS OF FUNDING ANTICIPATED TO COMPLETE FINANCING OF THE SCHOOL FACILITIES THE DISTRICT HAS IDENTIFIED IN THE DISTRICT'S REPORTS

5-Year Report (2011-2012)
Schedule C 11-12

Project	Est. Cost	State School Bldg. Program	Mello Roos	NCW	Reportable Fees	Other
Canyon Crest Academy						
2011 Facilities Action Plan*	\$37,860,995	unknown	unknown	unknown	unknown	unknown
Carmel Valley Middle School						
2011 Facilities Action Plan*	\$7,359,871	unknown	unknown	unknown	unknown	unknown
Diegueno Middle School						
2011 Facilities Action Plan*	\$27,871,704	\$3,057,943	unknown	unknown	unknown	unknown
Earl Warren Middle School						
Modernization*	\$3,101,014	\$1,860,608	unknown	unknown	unknown	unknown
2011 Facilities Action Plan*	\$32,021,866	\$119,132	unknown	unknown	unknown	unknown
La Costa Canyon High School						
2011 Facilities Action Plan*	\$35,341,079	unknown	unknown	unknown	unknown	unknown
La Costa Valley Middle School *						
	\$37,368,370	\$3,633,149 est.	unknown	unknown	unknown	unknown
Maintenance Mod. & Expansion *						
	unknown	unknown	unknown	unknown	unknown	unknown
Oak Crest Middle School						
2011 Facilities Action Plan*	\$21,760,029	\$789,709	unknown	unknown	unknown	unknown
Reclaimed Water Improvement	\$54,100	\$0.00	\$0.00	\$0.00	\$54,100	unknown
Pacific Highlands Ranch M.S.*						
	\$69,725,211	\$15,137,000 est.	unknown	unknown	unknown	unknown
San Dieguito Academy						
2011 Facilities Action Plan*	\$74,064,454	\$2,461,098	unknown	unknown	unknown	unknown
Sunset High School						
Modernization *	\$1,091,367	\$654,820	\$69,617	N/A	\$367,032	N/A
2011 Facilities Action Plan*	\$9,392,980	\$41,760	unknown	unknown	unknown	unknown
Torrey Pines High School						
2011 Facilities Action Plan*	\$72,847,986	6,709,282	unknown	unknown	unknown	unknown
Visual Performing Arts*	\$10,719,800	unknown	unknown	unknown	unknown	unknown
Energy Efficiency Improvements – Phase 4*	\$250,000	unknown	unknown	unknown	unknown	unknown
Transportation Facility Improvements*						
	11,600,000	unknown	unknown	unknown	unknown	unknown
Districtwide						
2011 Facilities Action Plan – Tech.*	\$20,640,000	unknown	unknown	unknown	unknown	unknown
TOTAL	\$472,890,826	\$34,464,501	\$69,617	\$0.00	\$54,100	\$0.00

(*) Projects in preliminary planning with no cost estimate and/or known completion date for financing. Facility Action Plans reflect multiple projects that reflect flexible, adaptable, sustainable, technology rich, and community centric projects, including new construction, classroom modernization, infrastructure improvements. Facility Action Plans are available for review in the Planning Department.

Schedule D - IDENTIFICATION OF THE APPROXIMATE DATES ON WHICH THE FUNDING REFERRED TO IN SECTION C IS EXPECTED TO BE DEPOSITED INTO THE APPROPRIATE ACCOUNT OR FUND

5-Year Report (2011-2012)
Schedule D 11-12

	State School			Reportable	
Project	Bldg. Program	Mello Roos	NCW	Fees	Other
Canyon Crest Academy					
2011 Facilities Action Plan*	unknown	unknown	unknown	unknown	unknown
Carmel Valley Middle School					
2011 Facilities Action Plan*	unknown	unknown	unknown	unknown	unknown
Diegueno Middle School					
2011 Facilities Action Plan*	unknown	unknown	unknown	unknown	unknown
Earl Warren Middle School					
Modernization*	unknown	unknown	unknown	unknown	unknown
2011 Facilities Action Plan*	unknown	unknown	unknown	unknown	unknown
La Costa Canyon High School					
2011 Facilities Action Plan*	unknown	unknown	unknown	unknown	unknown
La Costa Valley Middle School *	unknown	unknown	unknown	unknown	unknown
Maintenance Mod. & Expansion *	unknown	unknown	unknown	unknown	unknown
Oak Crest Middle School					
2011 Facilities Action Plan*	unknown	unknown	unknown	unknown	unknown
Reclaimed Water Improvement	N/A	N/A	N/A	10/11	unknown
Pacific Highlands Ranch M.S.*	unknown	unknown	unknown	unknown	unknown
San Dieguito Academy					
2011 Facilities Action Plan*	unknown	unknown	unknown	unknown	unknown
Sunset High School					
Modernization *	unknown	unknown	unknown	unknown	unknown
2011 Facilities Action Plan*	unknown	unknown	unknown	unknown	unknown
Torrey Pines High School					
2011 Facilities Action Plan*	unknown	unknown	unknown	unknown	unknown
Visual Performing Arts*	unknown	unknown	unknown	unknown	unknown
Energy Efficiency Improvements – Phase 4*	unknown	unknown	unknown	unknown	unknown
Transportation Facility Improvements*	unknown	unknown	unknown	unknown	unknown
Districtwide					
2011 Facilities Action Plan – Tech.*	unknown	unknown	unknown	unknown	unknown

(*) Projects in preliminary planning with no cost estimate and/or known completion date for financing.

San Dieguito Union High School District

INFORMATION REGARDING BOARD AGENDA ITEM

TO: BOARD OF TRUSTEES

DATE OF REPORT: January 9, 2013

BOARD MEETING DATE: January 17, 2013

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

SUBJECT: BOARD/SUPERINTENDENT WORKING
AGREEMENTS

EXECUTIVE SUMMARY

In the Spring of 2008, the Board of Trustees and Superintendent-elect, Ken Noah, met in a Board Workshop to review Board/Superintendent working agreements that would serve to guide District leadership during Mr. Noah's tenure. Those agreements were reviewed with Trustees following a Board election in November 2010. At the December 13, 2012 meeting of the Board of Trustees, these agreements were reviewed, with the following questions serving to guide Board input and discussion:

1. Do these agreements accurately reflect your goals and objectives as a Board member? If not, what would you change?
2. Are there areas that do reflect your goals and objectives but need a renewed focus by the Board and the Superintendent?
3. Are there "agreements" that are important to you that are not reflected in this document?

RECOMMENDATION:

It is recommended that the Board of Trustees approve the Board / Superintendent Working Agreements as presented.

FUNDING SOURCE:

Not applicable

San Dieguito Union High School District

January 17, 2013

Board & Superintendent's Working Agreements

Ken Noah
Superintendent



To Provide a
World-Class Education
for All Students

Engaged, Inspired, Prepared
San Dieguito Union High School District

SAN DIEGUITO UNION HIGH SCHOOL DISTRICT

Table of Contents

Table of Contents:

Purpose..... Page 1

Basic Tenets..... Page 2

Board Job Description..... Page 3

Board Meeting Operational Agreements..... Page 4

Communication Agreements..... Page 5

Annual Planning and Evaluation..... Page 6

Board’s Expectations of the Superintendent..... Page 7

Superintendent’s Expectations of the Board..... Page 8

SAN DIEGUITO UNION HIGH SCHOOL DISTRICT

Purpose

Purpose:

The board of trustees is the educational policy making body for the San Dieguito Union High School District.

To effectively meet the district's challenges, the school board and superintendent must function together as a leadership team to:

1. Establish a long-term vision for the district.
2. Establish and maintain a basic organizational structure for the district, including selection of the superintendent and adoption of policies, curriculum, the budget and the collective bargaining agreement.
3. Ensure accountability to the local community, including personnel, programmatic and fiscal accountability and service as a judicial and appeals body as needed.
4. Provide community leadership and advocacy at the local, state and national levels on behalf of children, district programs and public education. ■

SAN DIEGUITO UNION HIGH SCHOOL DISTRICT

Basic Tenets

Basic Tenets:

- Be respectful to each other, all citizens, and all staff.
- Offer each other time and opportunity to speak, and listen intently. Share your opinions honestly and solicit others' opinions.
- Remember that what we are doing is for students. Set aside personal agendas and politics.
- Agree to disagree with respect. Keep issues on the topic and in perspective. Maintain a sense of humor and don't be defensive.
- Work for consensus and as a team. Do your homework before responses and decisions are made.
- Speak with one voice. Unanimous support is important. Once decisions are made, we collectively support them and move to implementation.
- Be responsible to all board commitments.
- Continue to clearly define our goals and roles.
- Follow communication protocols. No surprises. Issues and inquiries brought to board members should go to the superintendent. ■

SAN DIEGUITO UNION HIGH SCHOOL DISTRICT

Board Job Description

Board Job Description:

1. Work together as a team.
2. Focus on policy making, planning and evaluation, rather than day-to-day operations.
3. Make decisions as a whole board only at properly called meetings. Board members recognize that individual members have no authority to take individual action in policy or district and school administrative matters.
4. Support decisions of the majority after honoring the right of individual members to express opposing viewpoints and vote their convictions.
5. Recognize and respect the superintendent's responsibility to manage the school district and to direct employees in district and school matters.
6. Give careful consideration to all issues brought to you by individuals and special interests. Actively solicit input and listen to all perspectives. We will operate as representatives and make decisions in the best interest of the whole district.
7. Value the role we play in the community and represent the district, when possible, by attending school and community functions.
8. Be an advocate for public education in the district, region and state level by speaking up for, and on behalf of, public education whenever required. ■

SAN DIEGUITO UNION HIGH SCHOOL DISTRICT

Board Meeting Operational Agreements

Board Meeting Operational Agreements:

1. Uphold the legal requirement for confidentiality on all matters arising from the board meeting in closed session.
2. Start and end meetings on time.
3. Attend regularly scheduled board meetings and workshops unless a situation occurs that makes attendance impossible.
4. Cooperate in scheduling special meetings and/or workshops for planning and training purposes.
5. Cast a vote on all matters except when a conflict of interest arises.

Role of the President:

1. Recognize the role of the president to speak for and about the board, and to describe the board's process and positions. Recognize the role of the president to convene meetings, develop the agenda with the superintendent, and execute documents as appropriate. ■

SAN DIEGUITO UNION HIGH SCHOOL DISTRICT

Communication Agreements

Communication Agreements:

Individual board members should . . .

1. Communicate directly with the superintendent when a question arises, or a concern is voiced by a staff member, student, parent or community member.
2. Communicate directly with the superintendent or board president prior to meetings of the board to address questions and/or concerns about agenda items.
3. Communicate one-on-one, when an individual concern arises, with the superintendent or other board members as appropriate.
4. Give the superintendent a courtesy call or email before visiting a school.
5. Exercise care to speak on behalf of their own viewpoint or perspective as an individual board member.

The purpose of this agreement is to help ensure that no board member will receive any information regarding a pending matter that is not available to all board members prior to the time the decision is made. Examples of such decisions include personnel matters, official land use decisions, and charter school applications. ■

SAN DIEGUITO UNION HIGH SCHOOL DISTRICT

Annual Planning and Evaluation

Annual Planning and Evaluation:

1. Set priorities as a board for board professional development annually.
2. Participate in annual self-assessment of the board's performance.
3. Participate in establishing annual expectations and goals for the superintendent.
4. Evaluate the superintendent's performance objectively and provide appropriate feedback. ■

SAN DIEGUITO UNION HIGH SCHOOL DISTRICT

Board's Expectations of the Superintendent

Board's Expectations of the Superintendent:

1. Work toward becoming a team with board members.
2. Respect and acknowledge the board's role in setting policy and overseeing the performance of the superintendent.
3. Work with the board to establish a clear vision for the school district.
4. Prepare preliminary goals annually for the board's considerations.
5. Provide data to the board members so that data-driven decisions can be made.
6. Possess a working knowledge of all legal and local policies.
7. Inform the board of all critical information including relevant trends, anticipated adverse media coverage, or critical external or internal change.
8. Distribute appropriate information to all board members.
9. Communicate with board members promptly and effectively.
10. Respect the confidentiality requirement of closed sessions.
11. Treat all board members professionally.
12. Communicate to individual board members if a problem or issue is observed developing with an individual board member.
13. Conduct a self-assessment prior to the board's evaluation of the superintendent's job performance.
14. Represent the school district by being visible in the community.
15. Provide follow-up information to board members on concerns and issues they have referred to the superintendent—close the communication loop. ■

SAN DIEGUITO UNION HIGH SCHOOL DISTRICT

Superintendent's Expectations of the Board

Superintendent's Expectations of the Board:

1. Recognize the superintendent as the educational leader of the school district.
2. Share the successes and failures of the school system with the superintendent.
3. Assist in gaining acceptance and support in the community.
4. Abide by its own rules, policies and code of ethical conduct.
5. Provide the superintendent with adequate staff and clerical assistance, within budget constraints.
6. Acknowledge and follow the chain of command of the school district.
7. Respect the confidentiality requirement of board meeting closed sessions.
8. Avoid seeking personal privilege.
9. Participate in professional development activities at the local, state and national levels.
10. Foster unity, harmony and open communications within the board.
11. Understand the relative or complimentary role of the superintendent and board in policy making.
12. Consider each recommendation made by the superintendent.
13. Insist on all available facts and data before making a decision.
14. Study and evaluate educational issues affecting the school district.
15. Avoid surprise items at board meetings.
16. Uphold integrity of the highest order. ■

San Dieguito Union High School District

INFORMATION REGARDING BOARD AGENDA ITEM

TO: BOARD OF TRUSTEES

DATE OF REPORT: January 7, 2013

BOARD MEETING DATE: January 17, 2013

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

SUBJECT: ASSOCIATE SUPERINTENDENT
CONTRACTS, RENEWALS & REVISIONS

.....

EXECUTIVE SUMMARY

Attached are employment contracts for the Associate Superintendents of Human Resources (Terry King), Educational Services, (Rick Schmitt), and Business Services (Eric Dill).

I. Contract Amendment - Associate Superintendent of Human Resources (Terry King)

Background:

Board Policy 4343 provides that "A management employee with ten (10) or more years of satisfactory service with the San Dieguito Union High School District and eligible to retire according to STRS or PERS may continue to have his/her share of the group medical insurance paid by the district at a cost not to exceed the current group rate for single employee's coverage for the year of retirement for a period of ten (10) years or until age 65/eligibility for Medicare, whichever occurs first. Spouse medical participation will be optional at the retiree's expense. The retiree may continue to participate in the district dental program at his/her expense."

Recommendation:

This item proposes to amend the contract of Terry King, Associate Superintendent of Human Resources, to include dental insurance coverage to both the coverage and terms as stated above in Board Policy. The maximum cost to the district would be at \$1,300 per year for a total of \$4,550 for the three-and-a-half years of coverage.

II. Contract Annual Extension, Associate Superintendent of Business Services (Eric Dill)

Background:

Attached is a revised employment contract for the Associate Superintendent of Business Services. This contract, along with those of the other two Associate Superintendents, is typically submitted for renewal on an annual basis. The contract is for a period of four years, commencing August 1, 2012, and continuing through June 30, 2016.

Recommendation:

It is recommended that the Board approve the extension of this contract for a period of four years, commencing August 1, 2012, and continuing through June 30, 2016.

III. Contract Reclassification, Associate Superintendent of Educational Services

Background:

The reclassification of the Associate Superintendent of Educational Services, Rick Schmitt, to the position of Deputy Superintendent will allow for the assumption of all responsibilities associated with the former position, but will include additional responsibilities to be assigned. These additional responsibilities will include some that are normally assumed by the Superintendent as more time of that position will be focused on oversight and implementation efforts relative to the recently approved capital construction bond. In addition, the Deputy Superintendent will serve as the second-in-command to the Superintendent and be "Acting Superintendent" during the absence of the Superintendent. The Deputy Superintendent will have increased responsibility to direct efforts that ensure that the education and educational operations sides of the organization are fully coordinated, supported and synchronized with Human Resources and Business Services.

Recommendation:

It is recommended that Mr. Rick Schmitt be reclassified as the Deputy Superintendent of the San Dieguito Union High School District for a period of three years and five months, commencing February 1, 2013, and continuing through June 30, 2016.

FUNDING SOURCE: General Fund

KN/bb

AGREEMENT

THIS AGREEMENT made and entered into this ~~18th day of August, 2011~~ 17th day of January, 2013, by and between the SAN DIEGUITO UNION HIGH SCHOOL DISTRICT OF SAN DIEGO COUNTY, STATE OF CALIFORNIA, acting by and through the Board of Trustees of the district, and TERRY KING, hereinafter referred to as the Associate Superintendent of Human Resources, supersedes any and all prior agreements between the parties hereto for the purposes hereof.

WITNESSETH

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

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

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

5. That the Associate Superintendent of Human Resources shall, under the direction of the District Superintendent, carry out all responsibilities outlined in the Board-adopted job description for the Associate Superintendent of Human Resources.
6. That the Associate Superintendent of Human Resources shall devote her full time to the performance of the duties of Associate Superintendent of Human Resources; provided, however, that the Associate Superintendent of Human Resources Shall be allowed an annual vacation of twenty-four(24) days with full pay exclusive of holidays to be taken at any time agreeable to both parties. Upon termination, the Associate Superintendent of Human Resources shall be compensated for all unused vacation up to forty-eight (48) days at the rate of compensation earned by the Associate Superintendent of Human Resources at the time of termination.

In addition, the Associate Superintendent will receive dental insurance coverage as part of the district-provided post-provided health insurance coverage until the age of 65, not to exceed \$4,550 for the three-and-a-half years of coverage.

7. That the District shall evaluate the Associate Superintendent of Human Resources performance not later than December of each year of this agreement and advise the Associate Superintendent of Human Resources of the result thereof.
8. That the terms of this agreement are subject to change by mutual agreement of the parties hereto.

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

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

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

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

By: _____
Terry King

AGREEMENT

THIS AGREEMENT made and entered into this ~~18th day of August, 2011~~ 17th day of January, 2013, by and between the SAN DIEGUITO UNION HIGH SCHOOL DISTRICT OF SAN DIEGO COUNTY, STATE OF CALIFORNIA, acting by and through the Board of Trustees of the district, and ERIC R. DILL, hereinafter referred to as the Associate Superintendent of Business Services, supersedes any and all prior agreements between the parties hereto for the purposes hereof.

WITNESSETH

The District agrees to employ, and does hereby employ Mr. ERIC R. DILL as Associate Superintendent of Business Services for said district for a term of four (4) years, the term of said employment to commence on August 1, ~~2011~~2012, and to continue until June 30, ~~2015~~2016, a basic yearly compensation of One Hundred Sixty Two Thousand, Two Hundred Sixty Five Dollars (\$162,265.00) which is inclusive of no longevity increments. Additional compensation may be granted for future school years under this agreement as may be agreed upon by the parties hereto. Compensation shall be paid in monthly installments on the last working day of each calendar month (except March which will be March 30th or the last working day of March, and December which will be the last working day before schools of the District close to observe the Winter Break).

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

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

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

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

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

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

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

By: _____
Eric R. Dill

AGREEMENT

THIS AGREEMENT made and entered into this ~~18th day of August, 2011~~, 17th day of January, 2013 by and between the SAN DIEGUITO UNION HIGH SCHOOL DISTRICT OF SAN DIEGO COUNTY, STATE OF CALIFORNIA, acting by and through the Board of Trustees of the district, and RICK SCHMITT, hereinafter referred to as the ~~Associate Superintendent of Educational Services~~ Deputy Superintendent of the San Dieguito Union High School District, supersedes any and all prior agreements between the parties hereto for the purposes hereof.

WITNESSETH

The District agrees to employ, and does hereby employ Mr. RICK SCHMITT as ~~Associate Superintendent of Educational Services~~ Deputy Superintendent of the San Dieguito Union High School District for said district for a term of ~~four~~ three (43) years and five (5) months, the term of said employment to commence on ~~August 1, 2011~~ February 1, 2013, and to continue until June 30, ~~2015~~ 2016, a basic yearly compensation of One Hundred ~~Sixty Two~~ Eighty Thousand, ~~Two Hundred Sixty Five~~ Dollars (\$~~162,265.00~~ 180,000) which is inclusive of no longevity increments. Additional compensation may be granted for future school years under this agreement as may be agreed upon by the parties hereto. Compensation shall be paid in monthly installments on the last working day of each calendar month (except March which will be March 30th or the last working day of March, and December which will be the last working day before schools of the District close to observe the Winter Break).

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

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

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

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

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

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

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

By: _____
Rick Schmitt

San Dieguito Union High School District

INFORMATION REGARDING BOARD AGENDA ITEM

TO: BOARD OF TRUSTEES

DATE OF REPORT: January 7, 2013

BOARD MEETING DATE: January 17, 2013

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

SUBJECT: **ADOPTION OF NEW BOARD POLICY, JOB
DESCRIPTION, #4160.35 AND 4160.35/AR-1,
“DEPUTY SUPERINTENDENT”**

.....

EXECUTIVE SUMMARY

The retirement of the associate Superintendent of Human Resources coupled with the recent passage of the district’s General Obligation Bond and the reorganization of the Educational Services Department supports the need for a reorganization of the Superintendent’s Executive Cabinet. That reorganization will result in the reassignment of the new position of Deputy Superintendent.

The position of Deputy Superintendent will assume all responsibilities associated with the Associate Superintendent of Educational Services but will include additional responsibilities normally assumed by the Superintendent as responsibilities associated with Bond oversight and implementation consume more time of that position. The Deputy Superintendent will officially serve as the second-in-command to the Superintendent and as “Acting Superintendent” during any absence of the Superintendent from the district. The Deputy Superintendent will have increased responsibility to direct efforts to ensure that the educational operations of the organization are fully coordinated, supported and synchronized with Human Resources and Business Services.

RECOMMENDATION

It is recommended that the Board adopt Board Policy Job Description #4160.35 and #4160.35/AR-1, “Deputy Superintendent”, as shown in the attached supplement(s).

FUNDING SOURCE: General Fund

KN/bb

PERSONNEL

4160.35

DEPUTY SUPERINTENDENT

Primary Function:	Assist in the overall organization and general administration of the district schools.
Directly Responsible To:	Superintendent of Schools.
Directly Supervises:	Certain assigned certificated and classified staff.
Functional Responsibilities:	Under the direction of the Superintendent, the Deputy Superintendent shall provide leadership in planning and organizing the district's curriculum / instruction, student achievement, educational technology, special education, attendance, alternative education, student information systems, parent & community leadership and relevant budgeting.

QUALIFICATIONS

I. Education

- A. Advanced degree with a major emphasis on curriculum and educational administration
- B. Appropriate administrative credential

II. Experience

Successful experience in coordination, supervision and / or administration of educational programs.

APPOINTMENT

The candidate shall be elected by the Board of Trustees on the recommendation of the Superintendent.

OPERATIONAL RESPONSIBILITIES

The Superintendent is authorized to develop a job description for Deputy Superintendent that will define specific areas of responsibility.

PERSONNEL

4160.35/AR-1

DEPUTY SUPERINTENDENT

The operational responsibilities of the Deputy Superintendent shall include but not be limited to the following:

1. Interact with a wide range of stakeholders, including representatives from the District, community, county and state.
2. Monitor budgets required by the schools, programs and Educational Services in order to maintain a program of high quality and effectiveness based on supporting student achievement.
3. Coordinate with Business Services and Human Resources to financially support the educational mission of the San Dieguito Union High School District.
4. Assume responsibility for all curriculum, instruction and student achievement.
5. Participate in deliberating on various matters relating to business, finance, human resources, and operational issues.
6. Provide leadership in curricular innovations, research, and educational technology.
7. Direct the organization and evaluation of the instructional program, including assessment, counseling, credit recovery, Adult Education, Alternative Education, Library & Media services, Special Education, calendars and bell schedules, Career & Technical Education and Pupil Services.
8. Assist in the development of inservice training programs for certificated and classified staff.
9. Review and make recommendations for adoption of new instructional materials, both basic and supplementary.
10. Chair special community task force and ad hoc committees as assigned by the Superintendent.
11. Coordinate work of district parent and community committees.
12. Supervise development of federal and state funded programs included in the consolidated application (Chapter I and II, Vocational Education, Migrant Education, Program Improvement, Disproportionality, SIP, EIA, GATE, Common Core, etc.
13. Assist in preparation of reports or supporting data, and perform other duties as may be assigned by the District Superintendent.
14. Supervise all extra-curricular programs including Athletics.
15. Inform the Board and Superintendent of educational matters related to long-range planning and necessary policy and protocol changes.
16. Manage enrollment projections, and school choice and boundary programs.
17. Provide leadership to assist in containing costs and enhancing efficiency.
18. Direct the preparation and maintenance of a variety of narrative and statistical reports, records and files related to assigned duties.
19. Act in a support role to the Superintendent, coordinating inter-divisional projects and activities and assisting the Superintendent with communications with members of Cabinet.

PERSONNEL

4160.35/AR-1

20. Assist the Superintendent with ongoing communications, providing briefings on operational and policy issues as necessary, coordinating district-related activities and responding to community questions and issues.
21. Respond to and represent the Superintendent to internal and external constituents or community groups, as assigned.
22. Oversee all accreditation programs, including *Accrediting Commissions for Schools, Western Association of Schools and Colleges, (WASC)*, and Uniform Complaints.
23. Perform other duties as assigned by the Superintendent.

San Dieguito Union High School District

INFORMATION REGARDING BOARD AGENDA ITEM

TO: BOARD OF TRUSTEES

DATE OF REPORT: January 9, 2013

BOARD MEETING DATE: January 17, 2013

PREPARED BY: Frederick Labib-Wood
Director of Classified Personnel

SUBMITTED BY: Ken Noah
Superintendent

SUBJECT: **Approval and Adoption of Proposed New Board Policies 4216.3-77.1 Construction Projects Information Technician; 4216.3-65.6 Construction & Facility Projects Coordinator; and Revised Board Policies 4216.3-60.1 Facilities Planning Analyst; and 4216.3-69.6 Construction Contracts Analyst**

EXECUTIVE SUMMARY

The voters of the San Dieguito Union High School District passed Proposition AA in November 2012 authorizing the District to raise school construction funds through the sale of general obligation bonds of nearly \$450 million over the next eight to ten years. The construction and renovation projects that will be carried out with these funds are extensive, complex, and far-reaching.

Based on the District's successful experiences and staff expertise accrued during a series of site construction and renovation projects from the mid-1990's through the mid-2000's (e.g., La Costa Canyon High School, San Dieguito Academy Performing Arts Center and Library Media Center, Carmel Valley Middle School, Earl Warren Joint Use Library, and Canyon Crest Academy), an in-house team will be assembled to oversee and manage the financing and construction of the bond-approved projects.

As part of the staffing of the project team, two new job classifications have been proposed, and two existing job classifications are being revised and updated. The job titles and salary range recommendations are displayed on the next page. The job classification descriptions are attached herewith.

TITLE	HOURS / FTE / CALENDAR	BU-SALARY RANGE	COMMENTS
Facilities Planning Analyst	8 hrs. (1.0000 FTE) 12 mos.	SR-62 \$66,197-\$84,633/yr (\$5,516-\$7,053/mo)	update of previous 2001 classification
Construction Contracts Analyst	8 hrs. (1.0000 FTE) 12 mos.	SR-62 \$66,197-\$84,633/yr (\$5,516-\$7,053/mo)	update of previous 2001 classification
Construction Projects Information Technician	8 hrs. (1.0000 FTE) 12 mos.	SR-48 \$47,022-\$60,016/yr (3,919-\$5,001/mo)	proposed new classification and salary allocation
Construction & Facility Projects Coordinator	8 hrs. (1.0000 FTE) 12 mos.	SR-44 \$42,535-\$54,345/yr (\$3,545-\$4529/mo)	proposed new classification and salary allocation

The class descriptions and salary range recommendations were approved by the San Dieguito Union High School District Personnel Commission at its regular meeting on Tuesday, January 8, 2012. District Administration and CSEA both provided input to the Commission and supported the proposed new and revised class descriptions and salary recommendations.

RECOMMENDATION:

It is recommended that the Board review and adopt the two new and two revised class description policies at the proposed salary ranges:

- 4216.3-77.1 Construction Projects Information Technician, SR-48 (new);
- 4216.3-65.6 Construction & Facility Projects Coordinator, SR-44 (new);
- 4216.3-60.1 Facilities Planning Analyst, SR-62 (revised);
- 4216.3-69.5 Construction Contracts Analyst, SR-62 (revised).

FUNDING SOURCE:

General Obligation Bonds.

Attachment

CONSTRUCTION PROJECTS INFORMATION TECHNICIAN

OVERALL JOB PURPOSE STATEMENT

Under the supervision of an assigned manager, the job of Construction Projects Information Technician is performed for the purposes of: designing, scheduling and tracking highly complex school construction activities, tasks, milestones and deadlines across multiple concurrent projects from pre-construction through close-out; coordinating and expediting the flow of work and materials according to productions schedules; and establishing and maintaining a comprehensive document control and retrieval process to ensure rapid availability of current status and changes to active projects for information and decision-making by District managers, construction engineers and supervisors, architects, and vendors.

DISTINGUISHING CHARACTERISTICS

This class is a specialized class requiring a general knowledge of the construction industry including plans, schematics, and contracts; specific knowledge of construction project management including documentation of work orders, scheduling changes, and verification of submittals; and familiarity and experience with specialized construction project scheduling software. This job is distinguished from other technical and assistant classes by its responsibility to support and assist construction project planners, managers and administrators with their responsibility for coordinating, overseeing and directing the evolution of single and multiple large and small school construction projects occurring simultaneously through ensuring the integrity and accuracy of project planning and management systems that capture and report on data and documents related to project activities and deadlines.

ESSENTIAL JOB FUNCTIONS

- Identifies critical path method schedule for each project for the purpose of ensuring reasonable activity durations and sequences.
- Examines/Reviews documents, materials, work orders, activity reports, drawings, specifications, contractor's baseline cost loaded schedule or schedule of values to reflect the scope of work, deadlines, and milestones that need accurate tracking for multiple, concurrent projects.
- Oversees quality control processes intended to ensure that contractors and other vendors schedule submittals conform to program master schedule, codes, and construction contracts.
- Reviews documents such as schedules, work orders, delivery timelines, and change orders, to determine that all relevant materials and activities will conform to project requirements and approved schedule timelines.
- Reviews, organizes, monitors status of Requests for Information (RFI's), Requests for Proposals (RFP'S), and Change Orders to ensure timely responses, submittals, and processing from responsible parties (e.g., construction contractors, vendors, suppliers, etc.).
- Types/enters data to scheduling system to support ongoing information needs and decision-making processes of project managers.

CLASSIFIED

4216.3-77.1

- Revises and updates project schedules as needed to reflect design changes, labor or material shortages, backlogs, or other interruptions, collaborating with management and operations personnel to maintain accurate records of change decisions and timetables.
- Record construction activity data and requisition data from superiors, vendors, suppliers, contractors, architects, and engineers, to ensure integrity of the information necessary to meet construction timeline demands.
- Reviews and prepares periodic (monthly/weekly) reports regarding contractor progress, changes in priority sequencing, critical path issues, manpower usage, status of major milestones, projection, cost projections, and monthly progress of billing.
- Reviews monthly updates and prepares reports regarding contractor progress, change in logic and durations, critical path issues, manpower usage, status of major milestones, projections, cost loading and earned values, and status of monthly progress billing..
- Supports assigned project managers and administrators for the purpose of assisting them in carryout their functional responsibilities for successful deliver of construction projects.
- Operates a variety of software applications and office equipment and enters data to planning database to support ongoing information and decision-making process of project managers.

OTHER JOB FUNCTIONS

- Performs other related duties as assigned

JOB REQUIREMENTS – MINIMUM QUALIFICATIONS

Knowledge, Skills and Abilities

KNOWLEDGE of facilities planning and scheduling processes; building construction practices and sequence of operations; methods, materials, procedures and policies involved in the completion of construction projects; terminology and techniques used in building plans and construction; and construction contract administration. Required to perform basic math; read a variety of manuals; write documents following prescribed formats; analyze situations to define issues and draw conclusions. Specific knowledge is required to perform satisfactorily the function of the job and includes: use of computer software and hardware to design and maintain construction schedules.

SKILLS are required to perform multiple technical tasks with an occasional need to upgrade skills due to changing job conditions. Specific skills required to satisfactorily perform the functions of the job include speed and accuracy of data entry for recording, modifying and reporting schedule information (e.g. spreadsheet, word-processing, and data bases); adjusting priorities quickly to respond to new situations; learning and implementing database software for entering, storing, retrieving and reporting data..

ABILITY to demonstrate proficiency in project management scheduling software (e.g. Microsoft Project, Primavera, E-Builder or similar); interpret and analyze technical materials such as construction contracts, drawings and specifications; analyze critical path and cost loading, resource

CLASSIFIED

4216.3-77.1

loading, global changes and filtering and report layouts; recognize critical elements of problems, determine solutions and make logical recommendations. Flexibility is required to work with others under a wide variety of circumstances, analyze data using defined and similar processes; and operate equipment using various methods of operation. Ability is also required to work with a diversity of individuals and/or groups; work with data of different types and/or purposes; and utilize a variety of job-related equipment in working with others; problems solving required to analyze issues, create plans of action, and reach solutions with data and with equipment is moderate.

Responsibility

Responsibilities include: working under standardized instructions and/or routines focusing primarily on results; and operating within a defined budget and/or financial guidelines. There is a continual opportunity to positively affect the organization's services.

Working Environment

The usual and customary methods of performing the job's functions requires the following physical demands: some lifting, carrying, pushing and/or pulling; some climbing and balancing; some stooping, kneeling, crouching and/or crawling; significant reaching, handling, fingering and/or feeling. Generally the job requires 70% sitting, 15% walking and 15% standing. Most of the time the job is performed in an office environment under minimal temperature variations, a generally hazard free environment, and in a clean atmosphere. As required, the job is also performed at construction sites and incumbent will be subjected to ambient outside weather conditions and hazards found at building construction sites requiring use of safety hat, shoes, and other protective equipment as may be required at a site.

EDUCATION

Associate degree or higher in construction project management, project management, engineering, or business administration or equivalent. Additional qualifying experience of the type described below can be substituted for the education requirement on the basis of one year of additional experience for each 24 semester/45 quarter credits.

EXPERIENCE

Two years of experience in construction scheduling, preferably on large public works projects.

REQUIRED TESTING

Pre-employment testing and assessment to demonstrate minimum qualifications required for the position.

LICENSES AND CERTIFICATES

California Class C Driver's License; record of driving history issued by the California DMV on its Form H-6 less than 30 days prior to applying for the position.

CONTINUING EDUCATION/TRAINING

None Specified.

CLEARANCES

Fingerprint Clearances issued by the California Department of Justice and the Federal Bureau of Investigation (FBI); TB Clearance. Pre-employment physical examination including negative drug screen.

CONSTRUCTION & FACILITY PROJECTS COORDINATOR

OVERALL JOB PURPOSE STATEMENT

Under the direction of an assigned manager, the job of Construction & Facility Projects Coordinator is done for the purpose of supporting the program directors, managers and staff in carrying out their functional responsibilities, and serving on behalf of the administrators; ensuring and maintaining efficiency of office operations and productivity of personnel; coordinating work schedules, meetings, planning and construction master calendars; documenting and communicating information, activities and actions; providing interpretations, comparisons and/or recommendations; providing confidentiality and system of access to information; directing correspondence for prompt action; determining appropriate action to achieve resolution; coordinating and directing inquiries to appropriate parties.

DISTINGUISHING CHARACTERISTICS

This job is a single position class in the Facilities Planning and Construction Department distinguished from similar jobs by the following characteristics: Positions in the secretarial/administrative/technical family provide progressively more responsible technical, secretarial, administrative support to district or program administrators and programs, in the collection, compiling, processing and reporting of program data and in the day-to-day organization and implementation of program functions and activities. The class of Construction & Facility Projects Coordinator applies knowledge and understanding of the facility planning and construction process to perform a variety of responsible duties to coordinate the people and events of the program, the office and other activities in relieving multiple directors of administrative duties. Supervision is general and the incumbent frequently initiates actions on behalf of the administrators in accordance with general directions, existing policy and standard facility planning and construction activities. This class differs from the Administrative Assistant which performs a variety of complex secretarial and administrative duties to coordinate program, office and other activities that are the responsibility of an assigned district administrator.

ESSENTIAL JOB FUNCTIONS

- Performs a variety of technical duties (e.g. create, edit, integrate graphics, text, video; convert files between various formats; etc.) for the purpose of updating and maintaining the construction bond website and related web pages.
- Coordinates input from bond program office staff to determine the proper artistic and visual layout for the construction bond web site and pages for the purpose of ensuring conformance to applicable District standards, maintaining a cohesive and quality appearance, effective design, and ease of access to web site information and links.
- Compiles information from various sources (databases, construction deadlines, program assessments, funds, contract requirements) for the purpose of organizing information for report preparation or data entry.
- Assists the Construction Projects Information Technician in maintaining and producing reports from the program's critical path method project planning and construction database.

CLASSIFIED

4216.3-65.6

- Ensures distribution of information, materials, and documents as needed to prepare for meetings and negotiations between department managers and staff with architects, contractors, vendors regarding construction projects.
- Assist department managers in coordinating all projects and updating staff and project calendars as needed to ensure timeliness of meetings and implementation of decisions.
- Check reports, forms, correspondence, records and other data for the purpose of verifying their accuracy, completeness and compliance with established standards and making corrections as necessary.
- Coordinates various program and office functions, activities, communication and documentation (e.g., meetings, presentation of materials, master schedules, appointments, calendars, etc.) for the purpose of maintaining efficiency of office operations and productivity of personnel, bond office functions, activities, communication and document management (e.g. meetings, presentation of materials, master schedules, appointments, calendars, etc.) for the purpose of maintaining efficiency of office operations and productivity of personnel.
- Designs/produces a variety of materials (e.g. reports, presentations, memoranda, letters, spreadsheets, records, forms, schedules, etc.) for the purpose of communicating information to the board of trustees, bond oversight committee, state, county and/or other agencies.
- Maintains records and files for the purpose of preventing assessment of penalties, ensuring compliance with financial, legal and/or administrative requirements.
- Prepares a variety of documents of varying levels of complexity (e.g. correspondence, agendas, minutes of meetings, executive summaries, board policy revisions, reports, memoranda, etc.) for the purpose of documenting and communicating bond program activities and actions to other staff, various outside agency representatives and/or community groups.
- Oversees assigned bond program activities and department workload for the purpose of providing appropriate orientation, training and/or supervision to other personnel; coordinating activities, identifying potential additional resources and/or possible intervention required to ensure that departmental services are provided efficiently in accordance with bond program objectives.
- Prepares/composes/disseminates a variety of documents (e.g. correspondence, agendas, minutes of meetings, lists, reports, memoranda, etc.) for the purpose of documenting and communicating bond program activities and actions.
- Receives/screens/processes visitors, telephone calls and mail for the purpose of coordinating and directing inquiries to appropriate parties.
- Responds to inquiries and/or concerns for the purpose of evaluating and determining the appropriate action/referral.
- Support assigned bond program managers for the purpose of assisting them in carrying out their functional responsibilities and relieving them of administrative detail.

OTHER JOB FUNCTIONS

- Performs other related duties as assigned

JOB REQUIREMENTS – MINIMUM QUALIFICATIONS

Knowledge, Skills and Abilities

KNOWLEDGE is required to perform basic math including calculation of fractions, percents and/or ratios; read technical information, compose a variety of documents and/or facilitate group discussions; and solve practical problems. Specific knowledge required to satisfactorily perform the functions of the job includes: concepts of grammar and punctuation; construction terminology and scheduling; accounting/bookkeeping principles; office productivity software including spreadsheets, word processing, presentation, project management, and web system.

SKILLS are required to perform multiple non-technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: operating standard office equipment including computer applications software such as word processing, spreadsheets, presentations, project management and web design; preparing and maintaining accurate records; maintaining schedules for a team engaged in multiple major and complex facility construction projects; using a variety of pertinent software applications; planning and managing projects.

ABILITY is required to schedule a significant number of activities and interrelated calendars; routinely gather, collate and/or classify data; and use basic, job-related equipment. Flexibility is required to work with others under a variety of circumstances; analyze data utilizing defined, but different processes; and operate equipment using standards methods of operation. Ability is also required to work with a significant diversity of individuals and/or groups; work with data of different types and/or purposes; and utilize job-related equipment. In working with others, problem solving is required to analyze issues and create plans of action and reach solutions; with data it is moderate; and with equipment it is limited. Specific abilities required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups; maintaining confidentiality and working with discretion; meeting deadlines and schedules; working as part of a team; maintaining good public relations; learning, interpreting and applying rules, regulations and policies; performing basic first aid; working with constant interruptions; and type at 55 words net per minute from clear copy.

Responsibility

Responsibilities include: working under limited supervision focusing primarily on results; directing other persons within a small work unit; and monitoring the use of funds. Utilization of resources from other work units is often required to perform the job's functions. There is a continual opportunity to impact the organization's services.

Working Environment

The usual and customary methods of performing the job's functions requires the following physical demands: some lifting, carrying, pushing and/or pulling; some climbing and balancing; some stooping, kneeling, crouching and/or crawling; significant reaching, handling, fingering and/or feeling. Generally the job requires 70% sitting, 15% walking and 15% standing. Most of the time the

CLASSIFIED

4216.3-65.6

job is performed in an office environment under minimal temperature variations, a generally hazard free environment, and in a clean atmosphere. As required, the job is also performed at construction sites and incumbent will be subjected to ambient outside weather conditions and hazards found at building construction sites requiring use of safety hat, shoes, and other protective equipment as may be required at a site.

EDUCATION

High School Diploma or equivalent supplemented by college courses in secretarial science, construction management, or related field.

EXPERIENCE

Three years of increasingly responsible secretarial, administrative and or technical experience involving frequent contact with the public and at least one year of the experience must have been in a construction/trades/maintenance setting

REQUIRED TESTING

Pre-employment testing and assessment to demonstrate minimum qualifications required for the position.

LICENSES AND CERTIFICATES

California Class C Driver's License; record of driving history issued by the California DMV on its Form H-6 less than 30 days prior to applying for the position.

CONTINUING EDUCATION/TRAINING

None specified

CLEARANCES

Fingerprint Clearances issued by the California Department of Justice and the Federal Bureau of Investigation (FBI); TB Clearance. Pre-employment physical examination including negative drug screen.

CLASSIFIED

4216.3-60.1

FACILITIES PLANNING ANALYST

OVERALL JOB PURPOSE STATEMENT/S:

Under the direction of an assigned manager ~~Director of Planning Services~~, the job of Facilities Planning Analyst is done for the purpose/s of coordinating ~~construction contracting and~~ financing and planning of school construction and renovation projects, administering community facility districts, negotiating with public agencies on requests for easements, providing financing recommendations for the development of contracts for professional services, establishing and maintaining a system to administer maintain, and account for all bond program funds, including General Obligation bonds, Community Facilities Districts, statutory school fees and state school building program ~~and developing contracts for professional services.~~

DISTINGUISHING CHARACTERISTICS:

This job is distinguished from similar jobs by the following characteristics: The Facilities Planning Analyst is an advance-level and highly technical specialized classification responsible for analysis and decision-making in a variety complex and significant aspects of such district-wide programs as facility financing, construction and contracting, project planning and scheduling, and real estate. The scope of assignments includes managing, analyzing, coordinating and assessing information from source and secondary documents, including statutes, policies, rules, regulations, program guidelines and contract terms and conditions, and the development and application of financial accounting and forecasting principles, systems and techniques to the management of facilities and technology systems and projects. Positions in this classification attend meetings for the purpose of negotiating agreements and making decisions on behalf of the district when appropriate.

ESSENTIAL JOB FUNCTIONS:

- Develop and monitor construction contracts, agreements and related project documents (e.g. new facilities, remodel projects, relocatable classrooms) for the purpose of maintaining the integrity of the contract and ensuring the availability of appropriate funds. ~~providing recommendations to Director of Planning Services and Assistant Superintendent/Business Services with alternatives to assist them in decision making regarding contract requirements, terms and conditions, and application of funds.~~
- Prepare/analyze/monitor contract finances, terms and conditions for the purpose of informing and recommending to assigned managers ~~other members of construction team of~~ the financial and/or regulatory legal implications for consideration and action during the project decision-making process.
- Prepare funding applications in collaboration with project team (e.g. District administrators, department staff, legal counsel, architect, engineer, contractor, etc.) for the purpose of ensuring that new construction and ~~renovation~~ modernization projects are completed in accordance with established schedules and approved ~~project~~ budgets.
- Collaborate with property owners, developers, municipalities, utility companies and district consultants on real estate transactions for the purpose of finalizing purchase agreements, easements, deeds, title insurance and other documents.
- Collaborate with assigned managers, department ~~other~~ staff and consultants to negotiate

CLASSIFIED

4216.3-60.1

contract terms and conditions **with consultants** for the purpose of developing, coordinating, and finalizing agreements for submittal for Board action.

- Collaborate with the **program directors** ~~Mello-Roos program administrator~~ and **project consultants** ~~with the management of~~ **in managing** Community Facility Districts for the purpose of processing annexations of property to existing Community Facility Districts, forming new districts, analyzing and interpreting agreements and enabling terms and conditions, establishing accounts, collecting assessments, developing financial reports; and maintaining official files and records.
- Develop, implement, and maintain financial and information accounting and modeling systems to manage multiple projects and funding sources, including analyzing enrollment projections for determining implications for district facilities and technology requirements.
- Monitor/reconcile contract expenditures against approved contract and established funding for the purpose of verifying accuracy of payment requests, ensuring availability of funding for potential project costs and/or charges.
- **Assists/O**rients/trains assigned staff for the purpose of ensuring their ability to carry out their assigned functions and duties
- Prepares a wide variety of written materials (e.g. Notices of Exemption, Notices of Determination, board agenda items financial reports) for the purpose of providing documentation for reference to others, initiating/recommending specific actions, providing recordation of project details for future reference, and/or addressing regulatory requirements.
- Research/develop/implement **and maintain** manual and automated systems for the purpose of maintaining complex, technical and financial records and accounts and for reporting information on activities and costs associated with **all bond program funds** ~~such financing sources as North City West School Facilities Financing Authority, State of California Office of Public School Construction, Community Facility Districts.~~
- **Review/R**esearch/**analyze** laws, regulations, legislation and policies for the purpose of assessing their potential impact on assigned program areas.
- Maintain a variety of files and records for the purpose of providing historical information for future reference, audit, and/or adherence to District and regulatory requirements.

OTHER JOB FUNCTIONS:

- ~~Assist the Director of Planning Services as assigned for the purpose of selecting and training staff to support assigned programs and for researching alternatives for organizing and designing facilities planning programs.~~
- Performs other related duties as assigned.

ESSENTIAL JOB REQUIREMENTS – MINIMUM QUALIFICATIONS

Skills, Knowledge and Abilities

KNOWLEDGE is required to perform advanced math; review and interpret highly technical information, write technical materials and/or speak persuasively to implement desired actions; and analyze situations to define issues and draw conclusions. Specific knowledge required to satisfactorily perform the functions of the job includes: principles and practices used in school

CLASSIFIED

4216.3-60.1

construction contracting and financing, real estate transactions, insurance, accounting and contracting with independent consultants; state codes and regulations and district policies related to school construction contracting, real estate transaction, insurance, contracting with independent consultants; methods and terminology used in contracting, real estate transactions, insurance and accounting; accounting and reporting on facility financing; budgeting and financial reporting; establish procedures and guidelines for gathering data to complete complex reports; modern office organization systems, practices, procedures, and equipment; district organization, operations, policies and objectives; correct English usage, grammar, spelling, punctuation and vocabulary.

SKILLS are required to perform multiple technical tasks with a need to periodically upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: interpreting public codes and policies; preparing formal documents of a financial and legal nature; planning and administering activities; problem solving; oral and written communications; operating standard office equipment including using pertinent software applications; performing accounting procedures; analyzing information from varied sources, and preparing and maintaining accurate records; applying tact, patience and courtesy during interactions with a wide range of different people from various organizations as well as the public.

ABILITY is required to schedule a significant number of activities; routinely gather, collate, and/or classify data; and use basic job related equipment. Flexibility is required to work with others under a wide variety of circumstances; analyze data utilizing various processes, some of which may be undefined; and operate equipment using standard methods of operation. Ability is also required to work with a significant diversity of individuals and/or groups; work with data of different types and/or purposes; and utilize job related reference materials. In working with others, problem solving is required to analyze issues, create plans of action and reach solutions; with data it is significant; and with equipment it is limited. Specific abilities required to satisfactorily perform the functions of the job include: analyzing information to reach decisions, adapting to changing work priorities; communicating both orally and in writing with individuals and groups with diverse backgrounds and agendas; maintaining confidentiality; meeting deadlines and schedules; setting priorities; collaborating with individuals with varied technical background as part of a larger team, working in both indoor and outdoor environments, and working with detailed information/data. preparing and monitoring construction contracts and agreements; preparing specifications, procedures manuals, accounting and financial tracking systems correspondence and other written material; scheduling construction activities; conferring with architects, school and district administrators, contractors, government agencies and others; planning, organizing and maintaining complex technical record keeping, accounting and reporting systems for various district facility financing sources; preparing, organizing and conducting research and compiling data to complete complex reports; analyzing laws and regulations and recommending to managers revisions in policies; scheduling, organizing, and managing facility planning systems; understanding and using complex software programs; reading, interpreting, applying and explaining rules, regulations, policies, procedures, agreements, contracts and insurance policies; analyzing situations accurately and adopt an effective course of action; reading, understanding interpreting and applying agreements, contracts and insurance policies; working independently with little direction; planning and organize work, including the work of a small clerical staff; meeting schedules and time lines; establishing and maintaining cooperative and effective working relationships with others; maintaining records and preparing reports; operating a computer terminal, including spreadsheets, accounting programs, and databases.

CLASSIFIED

4216.3-60.1

Responsibility

Responsibilities include working under limited supervision; directing other persons within a small work unit; and monitoring the use of funds. Utilization of resources from other work units is often required to perform the job's functions. There is a continual opportunity to impact the Organization's services.

Working Environment

The usual and customary methods of performing the job's functions requires the following physical demands: some lifting, carrying, pushing and/or pulling; some climbing and balancing; some stooping, kneeling, crouching and/or crawling; significant reaching, handling, fingering and/or feeling. Generally the job requires 80% sitting, 10% walking and 10% standing. Most of the time the job is performed in an office environment under minimal temperature variations, a generally hazard free environment, and in a clean atmosphere. As required, the job is also performed at construction sites and incumbent will be subjected to ambient outside weather conditions and hazards found at building construction sites requiring use of safety hat, shoes, and other protective equipment as may be required at a site.

Knowledge of:

- Principles and practices used in school construction contracting and financing, real estate transactions, insurance, accounting and contracting with independent consultants.
- State codes and regulations and district policies related to school construction contracting, real estate transaction, insurance, contracting with independent consultants.
- Methods and terminology used in contracting, real estate transactions, insurance and accounting.
- Accounting and reporting on facility financing.
- Budgeting and financial reporting.
- Establishing procedures and guidelines for gathering data to complete complex reports.
- Office organization systems.
- District organization, operations, policies and objectives.
- Interpersonal skills using tact, patience and courtesy.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Oral and written communication skills.
- Modern office practices, procedures and equipment.
- Operation of computer terminal

Ability to:

- Prepare and monitor construction contracts and agreements.
- Prepare specifications, procedures manuals, accounting and financial tracking systems correspondence and other written material.
- Schedule construction activities.

CLASSIFIED

4216.3-60.1

- ~~Confer with architect(s), school and district administrators, contractors, government agencies and others.~~
- ~~Plan, organize and maintain complex technical record keeping, accounting and reporting for various district facility financing sources (NCW, Mello-Roos, Proposition 39 General Obligation Bond, etc.)~~
- ~~Prepare, organize and conduct research and compile data to complete complex reports.~~
- ~~Analyze laws and regulations and recommend revisions in policies.~~
- ~~Plan, organize and manage facility planning systems.~~
- ~~Understand and use complex software programs.~~
- ~~Read, interpret, apply and explain rules, regulations, policies, procedures, agreements, contracts and insurance policies.~~
- ~~Analyze situations accurately and adopt an effective course of action.~~
- ~~Read, understand and interpret agreements, contracts and insurance policies.~~
- ~~Work independently with little direction.~~
- ~~Plan and organize work, including the work of a small clerical staff.~~
- ~~Meet schedules and time lines.~~
- ~~Establish and maintain cooperative and effecting working relationships with others.~~
- ~~Maintain records and prepare reports.~~
- Operate a computer terminal.

EDUCATION:

Bachelors degree from a recognized college with a major in business, public administration, urban planning, real estate, architecture, finance, accounting, or closely related field. Additional qualifying experience may be substituted for the required education on the basis of 30 semester or 45 quarter units of education for each additional year of experience.

EXPERIENCE:

~~Three~~Two years of professional experience, preferably in a California public school district, requiring the analysis, research and review of **financial**, administrative and **financial facility planning** support systems that include **ing** experience in urban planning, real estate finance, construction project management, or architectural planning, and experience in establishing and maintaining automated financial and management information and reporting systems.

REQUIRED TESTING:

Pre-employment testing and assessment to demonstrate minimum qualifications required for the position.

LICENSES AND CERTIFICATES

California Class C Driver's License; record of driving history issued by the California DMV on its Form H-6 less than 30 days prior to applying for the position.

CLASSIFIED

4216.3-60.1

CONTINUING EDUCATION/TRAINING

None specified

CLEARANCES

Fingerprint Clearances issued by the California Department of Justice and the Federal Bureau of Investigation (FBI); TB Clearance. Pre-employment physical examination including negative drug screen.

~~GENERAL WORKING CONDITIONS:~~

~~Typical office environment.~~

CLASSIFIED

4216.3-69.6

CONSTRUCTION CONTRACTS ANALYST

OVERALL JOB PURPOSE STATEMENT

Under the direction of an assigned manager and in coordination with the Director of Purchasing and Risk Management, ~~The job of the~~ Construction Contract Analyst, ~~under the direction of the Director of Planning Services,~~ oversees the ~~procurement~~ ~~financial~~ aspects of construction and construction-related contracts; plans, organizes, and directs the activities of procurement and contracting for school construction, architectural and engineering professional services, and labor compliance relating to acquisition and construction of facilities; ~~provides assistance in the administration of facility financing, directs actions necessary for providing variances, easements and encroachment permits, prepares and evaluates contracts for professional services relating to construction and facilities,~~ participates in the negotiation of contract amendments and change orders; and as directed provides assistance in the administration of facility financing.

DISTINGUISHING CHARACTERISTICS

This job is distinguished from similar jobs by the following characteristics: ~~Positions in the fiscal series ensure proper processing of accounting and budgeting data and provide necessary financial information to management. They provide for timely delivery of checks, payroll, billing invoices and other accounting related records, reports and materials and provide audit trails and assist in resolving accounting related issues and disputes.~~ The Construction Contract Analyst is ~~a journey-level~~ ~~an advanced-level~~ and highly technical specialized classification responsible for a variety of complex and significant aspects of district-wide programs as facility, construction and contracting, project planning and scheduling, real estate transactions. The scope of assignments includes monitoring, analyzing, coordinating information from source and secondary documents, including statutes, policies, rules, regulations, and contract terms and conditions, and the development and application of financial accounting and forecasting principles, and projects. Positions in this classification attend various meetings for the purpose of negotiating agreements, providing financial analyses, and making recommendations on behalf of the district as appropriate. The scope of assignments for this position frequently requires providing recommendations and coordinating activities with upper level administrators.

ESSENTIAL JOB FUNCTIONS

- Plans, organizes directs and coordinates strategic implementation of planning and acquisition efforts for facilities contracts administration, labor compliance, and professional service contracts associated with existing facilities modernization and new construction.
- Researches new products, contractors, suppliers, equipment and regulations for the purpose of identifying those which will enhance efficiency, effectiveness and/or safety of various operations inside and outside the classroom and for ensuring conformity to regulations and budgetary guidelines.
- Develops and recommends policies and procedures for contracting for shared risk management between the District and performing contractors.
- Directs the monitoring and investigation of claims and labor practices of contractors involved in District construction projects with oversight by the Director of Purchasing and Risk Management.

CLASSIFIED

4216.3-69.6

- Develops specific implementation plans to achieve strategic and operational goals associated with contracting and procurement methods in support of public school construction and renovation projects.
- Directs the facilities contractor pre-qualification process in coordination with the Director of Purchasing and Risk Management.
- Represents the District in meetings with outside legal counsel, project managers, and contractors in coordination with the Director of Purchasing and Risk Management.
- Acts as hearing officer while conducting and rendering decisions regarding the procurement and enforcement of facilities contracts, including bid protest, bid appeals, and subcontractor substitution.
- Analyzes agreements and enabling terms and conditions for the purpose of providing direction, making recommendations and/or implementing modifications to construction contracts.
- Assists ~~the Director of Planning Services~~ project directors as assigned for the purpose of selecting, orienting and training staff to provide the technical support (e.g. contract format, technical correctness, procedures, etc.) for their assigned program responsibilities as well as researching effective alternatives for the delivery of the services of the ~~bond program~~ Planning Department.
- Collaborates with property owners, developers, municipalities, utility companies and district consultants on real estate related matters for the purpose of finalizing purchase agreements, easements, deeds, title insurance and other similar documents required in the scope of a project.
- Develops/monitors construction contracts, agreements and related project documents (e.g. new facilities, Coastal Commission, EIR reports, Notices of Exemption, remodel projects, relocatable classrooms, etc.) for the purpose of providing recommendations to the program directors ~~Director and Assistant Superintendent of Business~~ with alternatives to assist them in decision-making regarding contract requirements, terms and conditions and application of funds.
- Maintains a variety of files and records for the purpose of providing historical information for future reference, audit and/or adhering to District and regulatory requirements.
- Monitors contract expenditures against approved contract and established funding for the purpose of verifying accuracy of payment requests, evaluating financial feasibility of potential changes to project, etc.
- ~~Monitors contract finances, terms and conditions for the purpose of informing other members of construction team of financial and/or legal ramifications for consideration in the decision-making process.~~
- Participates in the negotiation of contract terms and conditions in collaboration with other staff and consultants for the purpose of developing, coordinating and finalizing agreements for submission for board action.
- Participates with other staff and contract consultants (administrators, department staff, legal counsel, architect, engineer, etc.) in the preparation of funding applications, development of coop/joint use agreements, administration of Mello-Roos districts, and/or monitoring of construction contract performance for the purpose of ensuring that new construction and renovations of District facilities are completed in accordance the established schedules and within budget.

CLASSIFIED

4216.3-69.6

- Prepares a wide variety of written materials, some of significant complexity (e.g. bid packages, contract documents, Environmental Impact Reports, notices of exemption, stop notices, board agenda items, change orders, financial reports, recommendation for action, etc.) for the purpose of providing documentation for reference to others for follow-up, initiating specific actions such as the bid process, providing historical records of projects for future reference, and/or addressing regulatory requirements.
- Researches laws, regulations, legislation and policies for the purpose of assessing their potential impact on assigned program areas, recommending appropriate revisions to District policies, and procedures and for assisting other staff in coordinating the updating and maintenance of appropriate policies and regulations **to enhance efficiency and minimize procurement-related litigation.**

OTHER JOB FUNCTIONS:

- Assists other office personnel for the purpose of supporting them in the completion of their work assignments.
- Performs other related duties as assigned for the purposes of accomplishing work unit tasks, projects, priorities.

JOB REQUIREMENTS – MINIMUM QUALIFICATIONS

Knowledge, Skills and Abilities

KNOWLEDGE is required to perform advanced math; review and interpret highly technical information, write technical materials and/or speak persuasively to implement desired actions; and analyze situations to define issues and draw conclusions. Specific knowledge required to satisfactorily perform the functions of the job includes: principals of accounting/bookkeeping including fund accounting, construction contracting, and standard office software applications.

SKILLS are required to perform multiple technical tasks with a need to periodically upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: interpreting public codes and policies, preparing formal documents of a financial and legal nature, planning and administering activities, problem solving, oral and written communications, operating standard office equipment including using pertinent software applications; performing accounting procedures; analyzing information from varied sources, and preparing and maintaining accurate records.

ABILITY is required to schedule a significant number of activities; routinely gather, collate, and/or classify data; and use basic job related equipment. Flexibility is required to work with others under a wide variety of circumstances; analyze data utilizing various processes some of which may be undefined; and operate equipment using standard methods of operation. Ability is also required to work with a significant diversity of individuals and/or groups; work with data of different types and/or purposes; and utilize job related reference materials. In working with others, problem solving is required to analyze issues, create plans of action and reach solutions; with data it is significant; and with equipment it is limited. Specific abilities required to satisfactorily perform the functions of the job include: analyzing information to reach decisions, adapting to changing work priorities; communicating both orally and in writing with individuals and groups with diverse

backgrounds and agendas; maintaining confidentiality; meeting deadlines and schedules; setting priorities; collaborating with individuals with varied technical background as part of a larger team, working in both indoor and outdoor environments, and working with detailed information/data.

Responsibility

Responsibilities include working under limited supervision; directing other persons within a small work unit; and monitoring the use of funds. Utilization of resources from other work units is often required to perform the job's functions. There is a continual opportunity to impact the Organization's services.

Working Environment

The usual and customary methods of performing the job's functions requires the following physical demands: some lifting, carrying, pushing and/or pulling; some climbing and balancing; some stooping, kneeling, crouching and/or crawling; significant reaching, handling, fingering and/or feeling. Generally the job requires 70% sitting, 15% walking and 15% standing. Most of the time the job is performed in an office environment under minimal temperature variations, a generally hazard free environment, and in a clean atmosphere. As required, the job is also performed at construction sites and incumbent will be subjected to ambient outside weather conditions and hazards found at building construction sites requiring use of safety hat, shoes, and other protective equipment as may be required at a site.

EDUCATION

Bachelor's degree from a recognized college with a major in construction or project management, business administration, public administration, urban planning, or closely related field. Additional qualifying experience may be substituted for the education on the basis of 30 semester or 45 quarter units of education for each additional year of qualifying experience.

EXPERIENCE

Three years of increasingly responsible experience and training in contracting, procurement and purchasing in support of large public works or school construction and building renovation projects.

REQUIRED TESTING

Pre-employment testing and assessment to demonstrate minimum qualifications required for the position.

LICENSES AND CERTIFICATES

California Class C Driver's License; record of driving history issued by the California DMV on its Form H-6 less than 30 days prior to applying for the position.

CONTINUING EDUCATION/TRAINING

None specified

CLEARANCES

Fingerprint Clearances issued by the California Department of Justice and the Federal Bureau of Investigation (FBI); TB Clearance; Pre-employment physical examination including a negative drug screen.

San Dieguito Union High School District

INFORMATION REGARDING BOARD AGENDA ITEM

TO: BOARD OF TRUSTEES

DATE OF REPORT: January 9, 2013

BOARD MEETING DATE: January 17, 2013

PREPARED BY: Eric Dill, Associate Superintendent, Business

SUBMITTED BY: Ken Noah, Superintendent

SUBJECT: APPROVAL OF MEMORANDUM OF UNDERSTANDING WITH THE SAN DIEGO COUNTY OFFICE OF EDUCATION FOR INCLUSION IN THE PROCUREMENT, CONFIGURATION AND IMPLEMENTATION OF A COUNTYWIDE ENTERPRISE RESOURCE PLANNING SOLUTION

EXECUTIVE SUMMARY

The San Diego County Office of Education (SDCOE) currently provides various non-integrated software systems to 56 school districts, community colleges, and charter schools in San Diego County. These systems include payroll, personnel, financial, budgeting, purchasing and inventory. Some of these legacy systems are over 30 years old, are becoming very costly to maintain, and need to be replaced. In January 2011, SDCOE began the Modernization, Improvement, and Transformation Initiative (MITI) to develop requirements for a request for proposal (RFP) to replace the aging systems. After a lengthy process, SDCOE is in contract negotiations with CherryRoad Technologies and Oracle which provide integrated systems that will allow for more efficient and effective use of financial and employee data. Implementation will begin following successful negotiations and planning with each participating district. Once the implementation is complete, the SDCOE's existing legacy systems will be retired.

The SDCOE will fund at least 50% of the cost to procure, configure, and implement the new Enterprise Resource Planning solution. The County Superintendent is requesting a commitment in the form of a Memorandum of Understanding from participating districts and community colleges so that the contract for the ERP solution is scaled appropriately. SDCOE is requesting that participating districts contribute proportionately toward the remaining implementation costs.

The District currently contracts with SDCOE for Payroll, Finance and other peripheral systems. The District contracts with Digital Schools of California for Human Resources & budgeting software that would be discontinued once the SDCOE system is implemented. The estimated one-time implementation costs for the District, based on existing countywide participation in county systems, is \$1,021,700 or approximately \$85/ADA. This is for the procurement, configuration, and implementation only and is in addition to the annual support and maintenance fee charged by the SDCOE. The District's share of the one-time costs would be incurred in the 2014-15 fiscal year.

The SDCOE recognizes the current constraints on district budgets may preclude a district's ability to pay their pro-rata share without financing options. To that end, the SDCOE is willing to provide financing options for district participation (each district bearing its' own debt service cost) such as a consortium or joint powers arrangement. The district will need to notify the SDCOE by October 1, 2013 if the district needs financing assistance.

RECOMMENDATION:

It is recommended that the Board approve entering into a Memorandum of Understanding with the San Diego County Office of Education for inclusion in the procurement, configuration and implementation of a countywide Enterprise Resource Planning solution and authorize Ken Noah, Eric Dill, or Christina Bennett to execute the memorandum of understanding.

FUNDING SOURCE:

General Fund 03-00

San Dieguito Union High School District

INFORMATION REGARDING BOARD AGENDA ITEM

TO: BOARD OF TRUSTEES

DATE OF REPORT: December 20, 2012

BOARD MEETING DATE: January 17, 2013

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

SUBMITTED BY: Ken Noah
Superintendent

SUBJECT: ACCEPTANCE OF THE 2011-12 ANNUAL
AUDIT REPORT

EXECUTIVE SUMMARY

The District entered into an agreement for the annual audit of all funds with Wilkinson, Hadley, King, & Co. LLP – Certified Public Accountants. The audit has been completed in accordance with state law. Wilkinson, Hadley, King, & Co. LLP now present the audit report for your review and acceptance. Copies have been forwarded to the County Superintendent and the California Department of Education within the time frame required by law.

Findings and recommendations are noted on pages 68 through 70 of the audit report. The report does not contain any negative findings or identify any material weaknesses in the District's internal controls.

You will note on page 70 that all recommendations from the 2010-11 audit were implemented to the auditors' satisfaction.

RECOMMENDATION:

It is recommended that the Board accept the 2011-12 annual audit of the San Dieguito Union High School District, as prepared by Wilkinson, Hadley, King, & Co. LLP, as shown in the attached supplement.

FUNDING SOURCE:

Not applicable.

**SAN DIEGUITO UNION HIGH SCHOOL DISTRICT
COUNTY OF SAN DIEGO
ENCINITAS, CALIFORNIA**

AUDIT REPORT

JUNE 30, 2012

**Wilkinson Hadley King & Co. LLP
CPA's and Advisors
218 W. Douglas Ave.
El Cajon, California**

Introductory Section

San Dieguito Union High School District
 Audit Report
 For The Year Ended June 30, 2012

TABLE OF CONTENTS

	<u>Page</u>	<u>Exhibit/Table</u>
FINANCIAL SECTION		
Independent Auditor's Report on Financial Statements.....	1	
Management's Discussion and Analysis (Required Supplementary Information).....	3	
<u>Basic Financial Statements</u>		
Government-wide Financial Statements:		
Statement of Net Assets.....	13	Exhibit A-1
Statement of Activities.....	14	Exhibit A-2
Fund Financial Statements:		
Balance Sheet - Governmental Funds.....	15	Exhibit A-3
Reconciliation of the Governmental Funds		
Balance Sheet to the Statement of Net Assets.....	16	Exhibit A-4
Statement of Revenues, Expenditures, and Changes in		
Fund Balances - Governmental Funds.....	17	Exhibit A-5
Reconciliation of the Statement of Revenues, Expenditures, and Changes in		
Fund Balances of Governmental Funds to the Statement of Activities.....	18	Exhibit A-6
Statement of Net Assets - Internal Service Fund.....	19	Exhibit A-7
Statement of Revenues, Expenses, and Changes in		
Fund Net Assets - Internal Service Fund.....	20	Exhibit A-8
Statement of Cash Flows - Proprietary Funds.....	21	Exhibit A-9
Statement of Fiduciary Net Assets - Fiduciary Funds.....	22	Exhibit A-10
Notes to the Financial Statements	23	
<u>Required Supplementary Information:</u>		
Budgetary Comparison Schedules:		
General Fund.....	41	Exhibit B-1
Schedule of Funding Progress - Healthcare Plan.....	42	
Notes to Required Supplementary Information.....	43	
<u>Combining Statements as Supplementary Information:</u>		
Combining Balance Sheet - All Nonmajor Governmental Funds.....	44	Exhibit C-1
Combining Statement of Revenues, Expenditures and Changes in		
Fund Balances - All Nonmajor Governmental Funds.....	45	Exhibit C-2
Special Revenue Funds:		
Combining Balance Sheet - Nonmajor Special Revenue Funds.....	46	Exhibit C-3
Combining Statement of Revenues, Expenditures and Changes		
in Fund Balances - Nonmajor Special Revenue Funds.....	48	Exhibit C-4
Capital Projects Funds:		
Combining Balance Sheet - Nonmajor Capital Projects Funds.....	50	Exhibit C-5
Combining Statement of Revenues, Expenditures and Changes		
in Fund Balances - Nonmajor Capital Projects Funds.....	52	Exhibit C-6

San Dieguito Union High School District
 Audit Report
 For The Year Ended June 30, 2012

TABLE OF CONTENTS

	<u>Page</u>	<u>Exhibit/Table</u>
OTHER SUPPLEMENTARY INFORMATION SECTION		
Local Education Agency Organization Structure.....	54	
Schedule of Average Daily Attendance.....	55	Table D-1
Schedule of Instructional Time.....	56	Table D-2
Schedule of Financial Trends and Analysis.....	57	Table D-3
Reconciliation of Annual Financial and Budget Report With Audited Financial Statements.....	58	Table D-4
Schedule of Charter Schools.....	59	Table D-5
Schedule of Expenditures of Federal Awards	60	Table D-6
Notes to the Schedule of Expenditures of Federal Awards.....	61	
Report on Internal Control over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with <i>Government Auditing Standards</i>	62	
Report on Compliance with Requirements That Could Have a Direct and Material Effect on each Major Program and on Internal Control over Compliance In Accordance With OMB Circular A-133.....	64	
Independent Auditor's Report on State Compliance.....	66	
Schedule of Findings and Questioned Costs	68	
Summary Schedule of Prior Audit Findings.....	70	

Financial Section

Wilkinson Hadley King & Co. LLP
CPA's and Advisors
218 W. Douglas Ave.
El Cajon, California

Independent Auditor's Report on Financial Statements

Board of Trustees
San Dieguito Union High School District
Encinitas, California

Members of the Board of Trustees:

We have audited the accompanying financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of San Dieguito Union High School District as of and for the year ended June 30, 2012, which collectively comprise the District's basic financial statements as listed in the table of contents. These financial statements are the responsibility of San Dieguito Union High School District's management. Our responsibility is to express opinions on these financial statements based on our audit.

We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and the significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audit provides a reasonable basis for our opinions.

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, each major fund, and the aggregate remaining fund information of San Dieguito Union High School District as of June 30, 2012, and the respective changes in financial position, and cash flows, where applicable, thereof for the year then ended in conformity with accounting principles generally accepted in the United States of America.

In accordance with *Government Auditing Standards*, we have also issued our report dated December 13, 2012, on our consideration of San Dieguito Union High School District's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* and should be considered in assessing the results of our audit.

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis and budgetary comparison information identified as Required Supplementary Information in the table of contents be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the San Dieguito Union High School District's financial statements as a whole. The combining financial statements are presented for purposes of additional analysis and are not a required part of the financial statements. The accompanying schedule of expenditures of federal awards is presented for purposes of additional analysis as required by U. S. Office of Management and Budget Circular A-133, *Audits of States, Local Governments, and Non-Profit Organizations*, and is also not a required part of the financial statements. The accompanying other supplementary information is presented for purposes of additional analysis as required by the State's audit guide, *Standards and Procedures for Audits of California K-12 Local Education Agencies 2011-12*, published by the Education Audit Appeals Panel, and is also not a required part of the financial statements. The combining financial statements and other supplementary information and the schedule of expenditures of federal awards are the responsibility of management and were derived from and relate directly to the underlying accounting and other records used to prepare the financial statements. The information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the information is fairly stated in all material respects in relation to the financial statements as a whole.

Wilkinson Hadley King & Co., LLP

El Cajon, California
December 13, 2012

**SAN DIEGUITO UNION HIGH SCHOOL DISTRICT
MANAGEMENT'S DISCUSSION AND ANALYSIS
For the Fiscal Year Ended June 30, 2012
(Unaudited)**

This section of San Dieguito Union High School District's (District) annual financial report presents management's discussion and analysis of the District's financial performance during the year ending June 30, 2012. The intent of this discussion and analysis is to look at the District's financial performance as a whole. Readers should also review the financial statements and notes to the basic financial statements included in the audit report to enhance their understanding of the District's financial performance.

OVERVIEW OF THE FINANCIAL STATEMENTS

This discussion and analysis is intended to serve as an introduction to the District's basic financial statements. The District's basic financial statements comprise three components: 1) government-wide financial statements; 2) fund financial statements; and 3) notes to the financial statements. The statements are organized so the reader can understand the District as a complex financial entity. The statements then proceed to provide an increasingly detailed look at specific financial activities.

The Statement of Net Assets and Statement of Activities provide information about the activities of the whole district, presenting both an aggregate view of the District's finances and a longer-term view of those finances. Fund financial statements provide the next level of detail.

FINANCIAL HIGHLIGHTS

Key financial highlights for 2012 are as follows:

- Total governmental fund net assets are \$116,683,265
- The state wide average for the cost of living adjustment was 2.24%

Government-wide financial statements

The *government-wide financial statements* are designed to provide readers with a broad overview of the District's finances, in a manner similar to a private-sector business.

The *statement of net assets* presents information on all of the assets and liabilities of the District, with the difference between the two reported as net assets. Over time, increases or decreases in net assets may serve as a useful indicator of whether the financial position of the District is improving or deteriorating.

The *statement of activities* presents information showing how the net assets of the District changed during the most recent fiscal year. All changes in net assets are reported as soon as the underlying event giving rise to the change occurs, regardless of the timing of related cash flows. Thus, revenues and expenses are reported in this statement for some items that will only result in cash flows in future fiscal periods (e.g., uncollected taxes and earned but unused vacation leave).

Fund financial statements

A *fund* is a group of related accounts that is used to maintain control over resources that have been segregated for specific activities or objectives. The District, like other state and local governments, uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements. All of the funds of the District can be divided into two categories: governmental funds and proprietary funds.

- **Governmental funds.** *Governmental funds* are used to account for essentially the same functions reported as *governmental activities* in the government-wide financial statements. However, unlike the government-wide financial statements, governmental fund financial statements focus on near-term inflows and outflows of spendable resources, as well as on balances of spendable resources available at the end of the fiscal year. Such information may be useful in evaluating the government's near-term financing requirements. Because the focus of governmental funds is narrower than that of the government-wide financial statements, it is useful to compare the information presented for *governmental funds* with similar information presented for *governmental activities* in the government-wide financial statements. By doing so, readers may better understand the long-term impact of the government's near-term financing decisions. Both the governmental fund balance sheet and the governmental fund statement of revenues, expenditures, and changes in fund balances provide a reconciliation to facilitate this comparison between governmental funds and governmental activities.

The District maintains twelve individual governmental funds. Information is presented separately in the governmental fund balance sheet and in the governmental fund statement of revenues, expenditures, and changes in fund balances for the general fund, the county school facilities fund, and the capital projects fund for blended component units, each of which are considered to be major funds. Data from the other nine governmental funds are combined into a single, aggregated presentation. Individual data for each of these non-major funds is provided in the form of combining statements elsewhere in this report.

The District adopts an annual appropriated budget for its general fund. A budgetary comparison statement has been provided for the general fund to demonstrate compliance with this budget.

- **Proprietary funds.** The District maintains one proprietary fund type, an internal service fund.

Internal service funds are an accounting device used to accumulate and allocate costs internally among the District's various functions. The District uses three internal service funds to account for services provided to all the other funds of the District: Insurance premium reduction fund, other post-employment benefits fund and deductible insurance loss fund. The internal service funds have been included within *governmental activities* in the government-wide financial statements. The three internal service funds are combined into a single, aggregated presentation in the proprietary fund financial statements.

Government-wide Financial Analysis

As noted earlier, net assets may serve over time as a useful indicator of a government's financial position. In the case of the District, assets exceeded liabilities by \$116.7 million at the close of the most recent fiscal year.

SAN DIEGUITO UNION HIGH SCHOOL DISTRICT 2011-12 NET ASSETS (In Millions of Dollars)

	Governmental Activities		2011-12 % of Total	Total % Change over 10-11
	2010-2011	2011-2012		
Current and Other Assets	33.9	33.7	15%	-0.6%
Capital Assets	200.5	194.2	85%	-3.1%
Total Assets	\$ 234.4	\$ 227.9		-2.8%
Long Term Debt Outstanding	101.2	103.0	93%	1.8%
Other Liabilities	8.2	8.2	7%	0.0%
Total Liabilities	\$ 109.4	\$ 111.2		1.6%
<u>Net Assets</u>				
Invested in Capital Assets, Net of Related Debt	98.9	94.6	81%	-4.3%
Restricted	26.1	22.1	19%	-15.3%
Total Net Assets	\$ 125.0	\$ 116.7		-6.6%

- The resources in capital assets, less related debt, is 85% of total net assets. Capital assets include land, site improvements, buildings, equipment, and work in progress, less a reduction for accumulated depreciation.
- The restricted portion of the District's net assets (19%), are reserved for capital projects, debt service and educational programs. The majority of the restricted balance consists of bond proceeds through the Community Facilities District (CFD) or Mello-Roos.

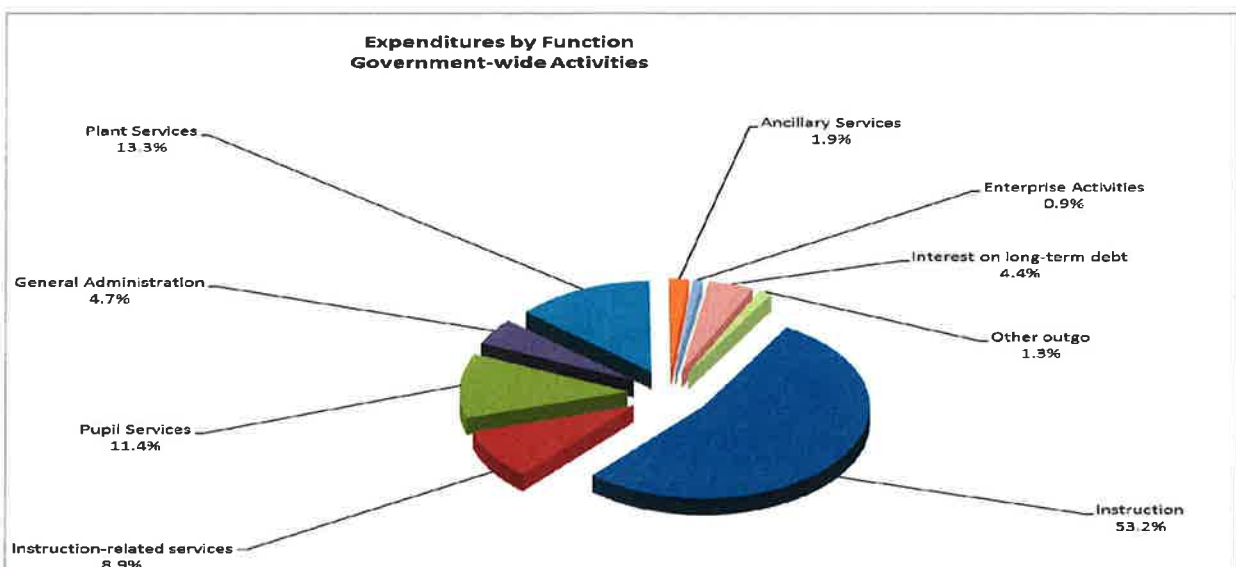
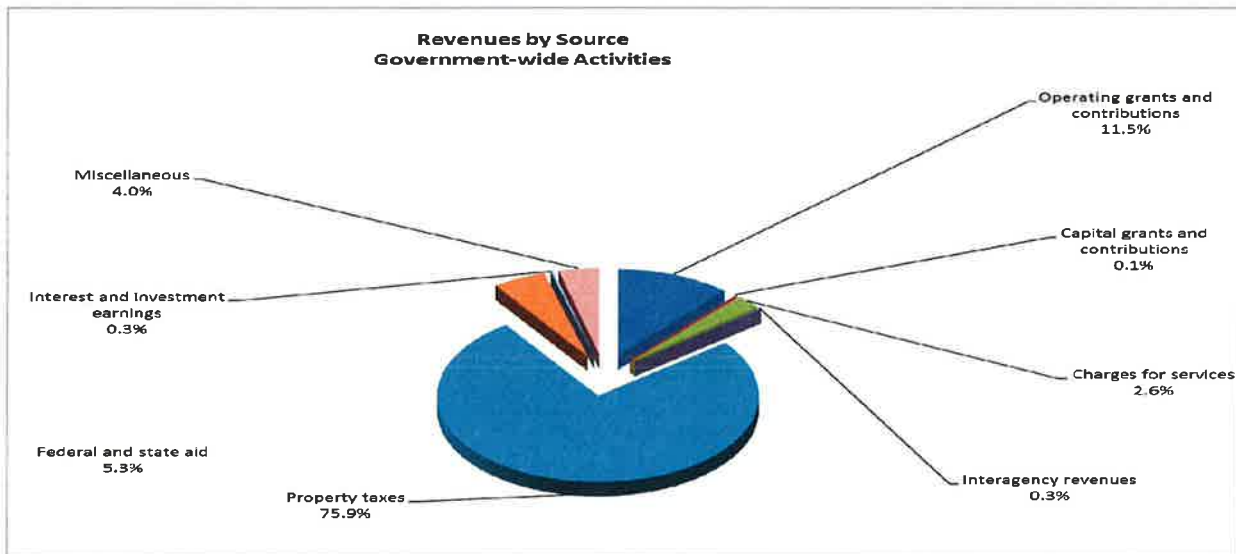
Governmental activities. The key elements of the District’s net assets for the year ended June 30, 2012 are as follows:

**SAN DIEGUITO UNION HIGH SCHOOL DISTRICT
GOVERNMENT-WIDE STATEMENT OF ACTIVITIES**

	Governmental Activities		% of Total 2011-2012	% change over 10-11
	2010-2011	2011-2012		
<u>Revenues</u>				
Program revenues				
Charges for services	4,463,603	2,896,711	2.58%	-35.1%
Operating grants and contributions	12,244,268	12,898,212	11.49%	5.3%
Capital grants and contributions	1,876,342	128,330	0.11%	-93.2%
General revenues				
Property taxes	83,808,941	85,113,345	75.85%	1.6%
Federal and state aid not restricted to specific purposes	3,924,967	5,996,512	5.34%	52.8%
Interest and investment earnings	385,690	335,425	0.30%	-13.0%
Interagency revenues	237,009	296,775	0.26%	25.2%
Miscellaneous	4,742,330	4,544,290	4.05%	-4.2%
Total revenues	<u>\$ 111,683,150</u>	<u>\$ 112,209,600</u>	<u>100.00%</u>	<u>0.5%</u>
<u>Expenditures by Function</u>				
Governmental activities				
Instruction	61,639,003	64,068,100	53.15%	3.9%
Instruction-related services	12,303,983	10,696,444	8.87%	-13.1%
Pupil Services	12,459,693	13,751,992	11.41%	10.4%
General Administration	6,624,375	5,666,796	4.70%	-14.5%
Plant Services	15,683,544	16,076,404	13.34%	2.5%
Ancillary Services	2,072,062	2,293,104	1.90%	10.7%
Enterprise Activities	0	1,096,319	0.91%	1096.0%
Interest on long-term debt	4,892,618	5,324,505	4.42%	8.8%
Other outgo	952,941	1,567,850	1.30%	64.5%
Depreciation (unallocated)	-	-	-	-
	<u>\$ 116,628,219</u>	<u>\$ 120,541,514</u>	<u>100.00%</u>	<u>3.4%</u>
Increase (decrease) in net assets	<u>\$ (4,945,069)</u>	<u>\$ (8,331,914)</u>		
Net Assets - beginning	<u>\$ 129,940,248</u>	<u>\$ 124,995,179</u>		
Net assets - ending	<u>\$ 124,995,179</u>	<u>\$ 116,663,265</u>		

- **Charges for Services:** Decrease of \$1.6 Mil (-35.1%) – due to accounting changes in ROP revenue.
- **Operating Grants & Contributions:** Increase of \$654K (+5.3%) – due to an increase in the Special Education contribution.
- **Capital Grants & Contributions:** Decrease of \$1.7 Mil (-93.2%) – due to receipt of a State School Building New Construction Grant for the San Dieguito Academy Performing Arts Building received in 2010-11 only.
- **Federal and State Aid not Restricted to Specific Purposes:** Increase of \$2.1 Mil (+52.8%) – due to a reduction in the Basic Aid Fair Share Contribution, capped at the district’s excess taxes, and an increase in solar energy rebates due to completed solar projects.

- **Interest and Investment Earnings:** Decrease of \$50K (-13.0%) – decrease in interest rates, as well as cash balances.
- **Interagency Revenues:** Increase of \$60K (+25.2%) – as a result of accounting changes in ROP lottery funding.
- **Instruction Related Services:** Decrease of \$1.6 Mil (-13.1%) – due to reductions, attrition, and retirement savings in school site administrative costs.
- **Pupil Services:** Increase of \$1.3 Mil (+10.4%) – as a result of additional transportation expenses for a bus purchased with grant funds, and increased mental health expenses.
- **Enterprise Activities:** Increase of \$1.1 Mil (+1096.0%) – due to changes in Other Post Employment Benefits (OPEB) liabilities based on an updated actuarial report.
- **Other Outgo:** Increase \$615K (+64.5%) – increase in Debt Services Expenses.

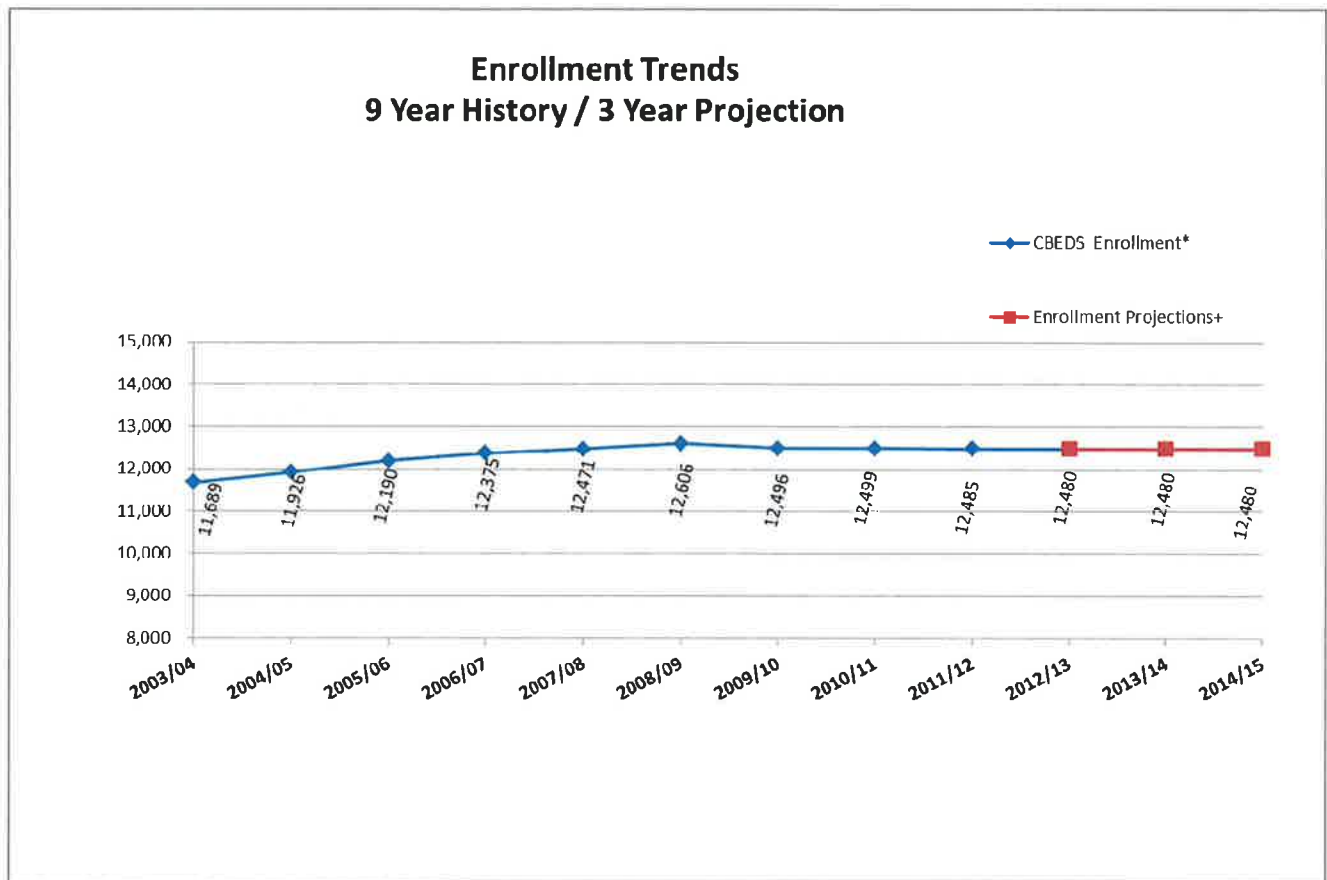


- The District is currently classified as a “Basic Aid” district. This means the local property taxes collected exceed the funded revenue limit entitlement provided by the state. The District became a Basic Aid district in 2008/09 following state funding cuts to the revenue limit. In 2011/12, the state funded approximately 79% of the base revenue limit.
- Depending on the level of local property tax revenue, the District might transition back to Revenue Limit and receive state aid in the future should the state fully restore education funding to its statutory requirement. State aid is based primarily on average daily attendance (ADA) and other appropriations. If a student is in attendance a full 180 days, the state awards the District one ADA. The state guarantees that if local taxes do not provide money equal to the base revenue limit guarantee it will make up the difference with state funding. The value of the base revenue limit decreased by 1.14% during the year ended June 30, 2012.

	<u>SDUHSD</u>	<u>% Increase</u>	<u>State Average</u>	<u>Difference</u>
2003-04	5,485	1.89%	5,587	(102)
2004-05	5,654	3.08%	5,742	(88)
2005-06	5,897	4.30%	5,986	(89)
2006-07	6,350	7.68%	6,400	(50)
2007-08	6,640	4.57%	6,690	(50)
2008-09	7,019	5.71%	7,069	(50)
2009-10	7,319	4.27%	7,369	(50)
2010-11	7,298	-0.29%	7,340	(42)
2011-12	7,463	2.26%	7,504	(41)

School Year	CBEDS Enrollment	Enrollment Projections	P2 ADA
2001/02	10,930		10,356
2002/03	11,302		10,806
2003/04	11,689		11,269
2004/05	11,926		11,525
2005/06	12,190		11,731
2006/07	12,375		11,950
2007/08	12,471		12,027
2008/09	12,606		11,882
2009/10	12,496		12,150
2010/11	12,499		11,989
2011/12	12,485		12,019
2012/13*		12,480	
2013/14*		12,480	
2014/15*		12,480	

*estimated



Financial Analysis of the District's Funds

As noted earlier, the District uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements.

Governmental funds. The focus of the District's *governmental funds* is to provide information on near-term inflows, outflows, and balances of spendable resources. Such information is useful in assessing the District's financing requirements. As the District completed the year, its governmental funds reported a combined fund balance of \$29.6 million; only a slight increase over the previous year. The general fund had a fund balance decrease of approximately \$1.6 million with the depletion of reserves. In addition, the following expenditures should be noted:

- General fund salaries totaled \$64.8 million while the associated employee benefits of retirement, social security, Medicare, insurance (medical, dental, life, and accident), workers' compensation, and unemployment added \$19.9 million to arrive at 83% of total general fund expenditures.

Governmental funds report the differences between their assets and liabilities as fund balance, which is divided into non-spendable, restricted, designated, assigned and unassigned portions. Non-spendable amounts represent items such as inventory and revolving cash. Restricted fund balances are those associated with restricted funding sources. Designated and assigned portions of the District's fund balances indicate the amounts that are not available for appropriation, but are

reserved for District determined purposes. Fund balances of debt service, capital projects, and other governmental funds are restricted by state law to be spent for the purpose of the fund and are not available for spending at the District's discretion. The \$13.7 million fund balance of the general fund is primarily designated for the following purposes:

Reserve for economic uncertainty. As required by state law, the District has established an unassigned reserve within the unrestricted general fund. This reserve is required to be at least 3% of general fund expenditures set aside for contingencies or possible reductions in state funding and is not to be used in the negotiation or settlement of contract salaries.

In addition, the District's Board of Trustees requires a minimum reserve of 4.5%, as well as a Basic Aid Reserve of 3%. As of June 2012, the \$8.6 million held in reserve meets the combined 7.5% requirement. The maintenance of a sufficient reserve is a key credit consideration in garnering excellent short-term and long-term bond ratings.

Non-Spendable reserve for revolving cash fund. The District maintains a \$30,000 revolving cash fund for expediting emergency and small purchase reimbursement to employees. In addition, the District maintains a Purchasing Card fund to provide a timely alternative for needed purchases. The cash fund to cover the card purchases is \$150,000; increasing the total reserve for revolving funds to \$180,000.

Non-Spendable reserve for stores inventories. Two departments, purchasing and nutrition services maintain perpetual inventories to expedite and reduce cost through volume purchasing. The total valuation as of June 30, 2012 was \$23,149.

General Fund Budgetary Highlights

During the year, the Board revised the District's budget. Budget amendments were to reflect changes in programs and related funding. The most significant differences may be summarized as follows:

- The difference between the original budget and the actual expenditures was an increase of \$2.6 million or 2.6% in total general fund expenditures -- mainly in Books and Supplies due to additional local received throughout the year.
- During the year, actual revenue received exceeded original budgetary estimates by \$5.9 million, or 5.9%, to account for carryover balances, increases in property taxes, as well as increases in federal and state revenues and local donations.
- After adjustments, actual revenues were \$5,848 above final budgeted amounts and expenditures were \$2.5 million below final budgeted amounts. The significant variance in expenditures was a positive \$1.8 million in Books and Supplies expenses. Positive variances indicate the actuals were better than expected.
- Variances primarily result from expenditure-driven federal and state grants that are included

in the budgets at their full amounts. Such grants are recognized as revenue when the qualifying expenditures have been incurred and all other grant requirements have been met; unspent grant amounts are carried forward and included in the succeeding year's budget. Therefore, actual grant revenues and expenditures are normally less than the original budget amounts.

Capital Asset and Debt Administration

Capital Assets: The State School Facilities Fund (Fund 35-00) is used to account for the costs incurred in acquiring and improving sites, constructing and remodeling facilities, and procuring equipment necessary for providing educational programs for all students within the District.

The Capital Facilities Fund 25-18 consists of school facilities impact fees that assure school facilities and services will be available to meet the needs of residents of new developments. Capital Facilities Fund 25-19 contains fees imposed and collected on new residential and commercial/industrial development within the District to fund additional school facilities required to serve additional grade 7-12 students generated by the new development. The fees are used for construction and/or acquisition of additional school facilities, remodeling existing school facilities to add additional classrooms and technology, and acquiring and installing additional portable classrooms to accommodate an increase in student population. The projects in 2011-2012 included the completion of prior year's ongoing projects: Carmel Valley Middle School Classroom Conversion, District Office Computer Server Room, as well as the completion of the San Dieguito Performing Arts Center. In addition to the projects, expenditures included equipment purchases: maintenance equipment for maintaining new facilities, and District-wide technology equipment to support expanded or new facilities.

Capital assets at June 30, 2011 and 2012 are outlined below:

	June 30, 2011	June 30, 2012	Total Change
Land	\$ 54,522,725	\$ 54,522,725	\$ -
Improvement of Sites	21,156,042	21,168,604	12,562
Buildings	156,571,616	165,595,654	9,024,038
Equipment	12,255,125	12,516,567	261,442
Work in Progress	20,823,917	12,953,805	(7,870,112)
Accumulated depreciation	(64,811,712)	(72,555,800)	(7,744,088)
Total Capital Assets	\$ 200,517,713	\$ 194,201,555	\$ (6,316,158)

Debt Administration: The District has no general obligation bonds outstanding; however, in August 2006, the District issued through the San Dieguito Public Facilities Authority the 2006 Revenue Refunding Bonds (the "Original Bonds") to prepay and annul the outstanding 1998 and 2004 Revenue Bonds.

In connection with a conversion of interest on the Original Bonds from an auction rate to a long term rate on May 18, 2008, the Authority completed a remarketing of Series 2006A and 2006B bonds,

and a third series of remarketed Original Bonds, 2006C, for the purpose of providing funds, along with other monies available to the Authority, to purchase the outstanding Original Bonds, pursuant to the provisions of the Indenture. The outstanding Original Bonds were required to be tendered in connection with the conversion of interest on the Original Bonds from an auction rate to a long term rate.

The 2006 Bonds have been remarketed in the aggregate principal amount of \$89,130,000, and will mature on August 1, 2041, subject to redemption prior to maturity.

Interest on the bonds is payable semiannually each February 1 and August 1, and bear rates of 4% - 7%.

The 2006 Bonds are insured by a financial guaranty insurance policy by Ambac Assurance Corporation.

The Series 2006A bonds are rated AAA (A underlying) by Standard & Poor's and Aaa (A3 underlying) by Moody's. The Series 2006B subordinate bonds are rated AAA (A- underlying). The Series 2006C super subordinate bonds are non-rated. The San Dieguito Public Facilities Authority assumes all debt service responsibility for the revenue bonds consistent with California law. The San Dieguito Union High School District is not obligated for any debt repayment in the event of default.

In 2012, the District issued Lease Revenue Bonds in the amount of \$2.5 Mil to fund projects at Torrey Pines related to Stadium renovations, and HVAC related to energy management programs.

Requests for Information

This financial report is designed to provide our citizens, taxpayers, investors, and creditors with a general overview of the San Dieguito Union High School District's finances. Questions concerning any of the information provided in this report or requests for additional financial information should be addressed to the Office of the Associate Superintendent of Business Services, San Dieguito Union High School District, 710 Encinitas Blvd., Encinitas, CA 92024.

Basic Financial Statements

SAN DIEGUITO UNION HIGH SCHOOL DISTRICT
 STATEMENT OF NET ASSETS
 JUNE 30, 2011

	<u>Governmental</u> <u>Activities</u>
ASSETS:	
Cash	\$ 28,171,184
Receivables	4,811,936
Stores	23,149
Prepaid Debt Issue Costs	699,701
Capital Assets:	
Land	54,522,725
Improvements	21,168,604
Buildings	165,595,654
Equipment	12,516,567
Work in Progress	12,953,805
Less Accumulated Depreciation	(72,555,800)
Total Assets	<u>227,907,525</u>
LIABILITIES:	
Accounts Payable	4,822,934
Deferred Revenue	4,179
Long-Term Liabilities:	
Due Within One Year	3,350,487
Due in More Than One Year	103,046,660
Total Liabilities	<u>111,224,260</u>
NET ASSETS:	
Invested in Capital Assets, Net of Related Debt	94,561,027
Restricted for:	
Capital Projects	12,790,919
Educational Programs	601,114
Other Purposes (Expendable)	633,135
Other Purposes (Nonexpendable)	199,529
Unrestricted	7,897,541
Total Net Assets	<u>\$ 116,683,265</u>

The accompanying notes are an integral part of this statement.

SAN DIEGUITO UNION HIGH SCHOOL DISTRICT
 STATEMENT OF ACTIVITIES
 FOR THE YEAR ENDED JUNE 30, 2012

Functions	Expenses	Program Revenues			Net (Expense) Revenue and Changes in Net Assets
		Charges for Services	Operating Grants and Contributions	Capital Grants and Contributions	
Governmental Activities:					Governmental Activities
Instruction	\$ 64,068,100	\$ 326,856	\$ 8,865,876	\$ 128,330	\$ (54,747,038)
Instruction-Related Services:					
Instructional Supervision and Administration	1,881,227	9,047	565,597	-	(1,306,583)
Instructional Library, Media and Technology	1,625,941	-	-	-	(1,625,941)
School Site Administration	7,189,276	13,360	235,591	-	(6,940,325)
Pupil Services:					
Home-to-School Transportation	4,253,097	501,607	650,418	-	(3,101,072)
Food Services	2,662,788	1,913,946	568,211	-	(180,631)
All Other Pupil Services	6,836,107	7,987	1,030,789	-	(5,797,331)
General Administration:					
Centralized Data Processing	1,118,540	-	-	-	(1,118,540)
All Other General Administration	4,548,256	122,741	342,656	-	(4,082,859)
Plant Services	16,076,404	1,167	15,196	-	(16,060,041)
Ancillary Services	2,293,104	-	-	-	(2,293,104)
Enterprise Activities	1,096,319	-	-	-	(1,096,319)
Interest on Long-Term Debt	5,324,505	-	-	-	(5,324,505)
Transfers Between Agencies	1,242,592	-	623,878	-	(618,714)
Debt Issue Costs	325,258	-	-	-	(325,258)
Total Expenses	\$ 120,541,514	\$ 2,896,711	\$ 12,898,212	\$ 128,330	\$ (104,618,261)

General Revenues:	
Taxes and Subventions:	
Taxes Levied for General Purposes	78,679,079
Taxes Levied for Other Specific Purposes	6,434,266
Federal and State Aid Not Restricted to Specific Programs	5,996,512
Interest and Investment Earnings	355,425
Interagency Revenues	296,775
Miscellaneous	4,544,290
Total General Revenues	\$ 96,306,347
Change in Net Assets	(8,311,914)
Net Assets Beginning	124,995,179
Net Assets Ending	\$ 116,683,265

The accompanying notes are an integral part of this statement.

SAN DIEGUITO UNION HIGH SCHOOL DISTRICT
 BALANCE SHEET - GOVERNMENTAL FUNDS
 JUNE 30, 2012

	General Fund	Capital Projects Fund For Blended Component Units	Other Governmental Funds	Total Governmental Funds
ASSETS:				
Cash in County Treasury	\$ 13,848,477	\$ -	\$ 3,821,793	\$ 17,670,270
Cash on Hand and in Banks	2,771	4,311,246	27,790	4,341,807
Cash in Revolving Fund	176,381	-	-	176,381
Cash with a Fiscal Agent/Trustee	-	5,260,231	-	5,260,231
Accounts Receivable	4,437,219	166,698	207,354	4,811,271
Due from Other Funds	236,632	-	-	236,632
Stores Inventories	235	-	22,913	23,148
Total Assets	\$ 18,701,715	\$ 9,738,175	\$ 4,079,850	\$ 32,519,740
LIABILITIES AND FUND BALANCE:				
Liabilities:				
Accounts Payable	\$ 2,531,915	\$ -	\$ 131,298	\$ 2,663,213
Due to Other Funds	-	-	236,632	236,632
Deferred Revenue	4,179	-	-	4,179
Total Liabilities	2,536,094	-	367,930	2,904,024
Fund Balance:				
Nonspendable Fund Balances:				
Revolving Cash	176,381	-	-	176,381
Stores Inventories	235	-	22,913	23,148
Restricted Fund Balances	601,114	-	1,661,107	2,262,221
Committed Fund Balances	-	-	3,126	3,126
Assigned Fund Balances	3,787,971	9,738,175	2,024,774	15,550,920
Unassigned:				
Reserve for Economic Uncertainty	11,599,920	-	-	11,599,920
Total Fund Balance	16,165,621	9,738,175	3,711,920	29,615,716
Total Liabilities and Fund Balances	\$ 18,701,715	\$ 9,738,175	\$ 4,079,850	\$ 32,519,740

The accompanying notes are an integral part of this statement.

SAN DIEGUITO UNION HIGH SCHOOL DISTRICT
 RECONCILIATION OF THE GOVERNMENTAL FUNDS BALANCE SHEET
 TO THE STATEMENT OF NET ASSETS
 JUNE 30, 2012

Total fund balances - governmental funds balance sheet		\$ 29,615,716
<p>Amounts reported for assets and liabilities for governmental activities in the statement of net assets are different from amounts reported in governmental funds because:</p>		
<p>Capital assets: In governmental funds, only current assets are reported. In the statement of net assets, all assets are reported, including capital assets and accumulated depreciation.</p>		
Capital assets relating to governmental activities, at historical cost:	266,757,355	
Accumulated depreciation:	<u>(72,555,800)</u>	
	Net:	194,201,555
<p>Unamortized costs: In governmental funds, debt issue costs are recognized as expenditures in the period they are incurred. In the government-wide statements, debt issue costs are amortized over the life of the debt. Unamortized debt issue costs included in prepaid expense on the statement of net assets are:</p>		
		699,701
<p>Unmatured interest on long-term debt: In governmental funds, interest on long-term debt is not recognized until the period in which it matures and is paid. In the government-wide statement of activities, it is recognized in the period that it is incurred. The additional liability for unamatured interest owing at the end of the period was:</p>		
		(2,072,533)
<p>Long-term liabilities: In governmental funds, only current liabilities are reported. In the statement of net assets, all liabilities, including long-term liabilities, are reported. Long-term liabilities relating to governmental activities consist of:</p>		
	State school building loans payable	2,700,000
	Compensated absences payable	1,200,487
	Lease revenue bonds payable	15,236,788
	Special tax bonds payable	<u>81,703,740</u>
	Total:	(100,841,015)
<p>Internal service funds: Internal service funds are used to conduct certain activities for which costs are charged to other funds on a full cost-recovery basis. Because internal service funds are presumed to operate for the benefit of governmental activities, assets and liabilities of internal service funds are reported with governmental activities in the statement of net assets. Net assets for internal service funds are:</p>		
		<u>(4,920,159)</u>
Net assets of governmental activities - Statement of Net Assets		<u>\$ 116,683,265</u>

The accompanying notes are an integral part of this statement.

SAN DIEGUITO UNION HIGH SCHOOL DISTRICT
 STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES
 IN FUND BALANCES - GOVERNMENTAL FUNDS
 FOR THE YEAR ENDED JUNE 30, 2012

	General Fund	Capital Projects Fund For Blended Component Units	Other Governmental Funds	Total Governmental Funds
Revenues:				
Revenue Limit Sources:				
State Apportionments	\$ (40,226)	\$ -	\$ -	\$ (40,226)
Local Sources	78,679,381	-	-	78,679,381
Federal Revenue	5,138,676	736,649	632,094	6,507,419
Other State Revenue	7,015,366	-	160,109	7,175,475
Other Local Revenue	9,787,396	6,424,057	3,696,098	19,907,551
Total Revenues	<u>100,580,593</u>	<u>7,160,706</u>	<u>4,488,301</u>	<u>112,229,600</u>
Expenditures:				
Instruction	61,142,141	-	500,842	61,642,983
Instruction - Related Services	10,283,178	-	405,028	10,688,206
Pupil Services	10,788,504	-	2,806,934	13,595,438
Ancillary Services	2,284,307	-	-	2,284,307
General Administration	5,355,614	-	183,629	5,539,243
Plant Services	9,544,048	1,098,227	1,731,290	12,373,565
Other Outgo	499,552	743,041	-	1,242,593
Debt Service:				
Debt Issue Costs	322,798	-	-	322,798
Principal	765,588	-	2,080,000	2,845,588
Interest	840,639	-	4,002,806	4,843,445
Total Expenditures	<u>101,826,369</u>	<u>1,841,268</u>	<u>11,710,529</u>	<u>115,378,166</u>
Excess (Deficiency) of Revenues Over (Under) Expenditures	<u>(1,245,776)</u>	<u>5,319,438</u>	<u>(7,222,228)</u>	<u>(3,148,566)</u>
Other Financing Sources (Uses):				
Transfers In	-	-	6,167,616	6,167,616
Transfers Out	(326,531)	(5,738,824)	(122,261)	(6,187,616)
Proceeds From Sale of Bonds	-	2,573,142	-	2,573,142
Other Sources	-	765,588	-	765,588
Other Uses	-	(150,675)	-	(150,675)
Total Other Financing Sources (Uses)	<u>(326,531)</u>	<u>(2,550,769)</u>	<u>6,045,355</u>	<u>3,168,055</u>
Net Change in Fund Balance	(1,572,307)	2,768,669	(1,176,873)	19,489
Fund Balance, July 1	17,737,928	6,969,506	4,888,793	29,596,227
Fund Balance, June 30	<u>\$ 16,165,621</u>	<u>\$ 9,738,175</u>	<u>\$ 3,711,920</u>	<u>\$ 29,615,716</u>

The accompanying notes are an integral part of this statement.

SAN DIEGUITO UNION HIGH SCHOOL DISTRICT
 RECONCILIATION OF THE STATEMENT OF REVENUES, EXPENDITURES,
 AND CHANGES IN FUND BALANCES OF GOVERNMENTAL FUNDS
 TO THE STATEMENT OF ACTIVITIES
 FOR THE YEAR ENDED JUNE 30, 2012

Net change in fund balances - total governmental funds \$ 19,489

Amounts reported for governmental activities in the statement of activities are different from amounts reported in governmental funds because:

Capital outlay: In governmental funds, the costs of capital assets are reported as expenditures in the period when the assets are acquired. In the statement of activities, costs of capital assets are allocated over their estimated useful lives as depreciation expense. The difference between capital outlay expenditures and depreciation expense for the period is:

Expenditures for capital outlay:	1,427,930	
Depreciation expense:	<u>(7,744,088)</u>	
Net:		(6,316,158)

Debt service: In governmental funds, repayments of long-term debt are reported as expenditures. In the government-wide statements, repayments of long-term debt are reported as reductions of liabilities. Expenditures for repayment of the principal portion of long-term debt were: 2,845,588

Debt proceeds: In governmental funds, proceeds from debt are recognized as Other Financing Sources. In the government-wide statements, proceeds from debt are reported as increases to liabilities. Amounts recognized in governmental funds as proceeds from debt, net of issue premium or discount, were: (3,188,052)

Debt issue costs: In governmental funds, debt issue costs are recognized as expenditures in the period they are incurred. In the government-wide statements, issue costs are amortized over the life of the debt. The difference between debt issue costs recognized in the current period and issue costs amortized for the period is: (2,463)

Unmatured interest on long-term debt: In governmental funds, interest on long-term debt is recognized in the period that it becomes due. In the government-wide statement of activities, it is recognized in the period that it is incurred. Unmatured interest owing at the end of the period, less matured interest paid during the period but owing from the prior period, was: (408,190)

Compensated absences: In governmental funds, compensated absences are measured by the amounts paid during the period. In the statement of activities, compensated absences are measured by the amounts earned. The difference between compensated absences paid and compensated absences earned was: (112,938)

Amortization of debt issue premium or discount: In governmental funds, if debt is issued at a premium or at a discount, the premium or discount is recognized as an Other Financing Source or an Other Financing Use in the period it is incurred. In the government-wide statements, the premium or discount is amortized as interest over the life of the debt. Amortization of premium or discount for the period is: (72,871)

Internal Service Funds: Internal service funds are used to conduct certain activities for which costs are charged to other funds on a full cost-recovery basis. Because internal service funds are presumed to benefit governmental activities, internal service activities are reported as governmental in the statement of activities. The net increase or decrease in internal service funds was: (1,076,319)

Change in net assets of governmental activities - Statement of Activities \$ (8,311,914)

The accompanying notes are an integral part of this statement.

SAN DIEGUITO UNION HIGH SCHOOL DISTRICT
 STATEMENT OF NET ASSETS
 INTERNAL SERVICE FUND
 JUNE 30, 2012

	Nonmajor Internal Service Fund	Self-Insurance Fund
ASSETS:		
Current Assets:		
Cash in County Treasury	\$ 722,493	
Accounts Receivable	668	
Total Current Assets	<u>723,161</u>	
Total Assets	<u>\$ 723,161</u>	
LIABILITIES:		
Current Liabilities:		
Accounts Payable	\$ 87,187	
Total Current Liabilities	<u>87,187</u>	
Noncurrent Liabilities:		
Other Postemployment Benefits	5,556,132	
Total Noncurrent Liabilities	<u>5,556,132</u>	
Total Liabilities	<u>5,643,319</u>	
NET ASSETS:		
Unrestricted Net Assets	(4,920,158)	
Total Net Assets	<u>\$ (4,920,158)</u>	

The accompanying notes are an integral part of this statement.

SAN DIEGUITO UNION HIGH SCHOOL DISTRICT
 STATEMENT OF REVENUES, EXPENSES, AND CHANGES
 IN FUND NET ASSETS - INTERNAL SERVICE FUND
 FOR THE YEAR ENDED JUNE 30, 2012

	Nonmajor Internal Service Fund
	Self-Insurance Fund
Operating Revenues:	
Local Revenue	\$ 948,147
Total Revenues	<u>948,147</u>
Operating Expenses:	
Services and Other Operating Expenses	2,044,466
Total Expenses	<u>2,044,466</u>
Operating Income (Loss)	<u>(1,096,319)</u>
Income (Loss) before Contributions and Transfers	(1,096,319)
Interfund Transfers In	20,000
Change in Net Assets	<u>(1,076,319)</u>
Total Net Assets - Beginning	(3,843,839)
Total Net Assets - Ending	<u>\$ (4,920,158)</u>

The accompanying notes are an integral part of this statement.

SAN DIEGUITO UNION HIGH SCHOOL DISTRICT
 STATEMENT OF CASH FLOWS
 PROPRIETARY FUNDS
 FOR THE YEAR ENDED JUNE 30, 2012

	Nonmajor Internal Service Fund
	Self-Insurance Fund
Cash Flows from Operating Activities:	
Cash Received from Customers	971,769
Cash Payments to Other Suppliers for Goods and Services	(678,104)
Net Cash Provided (Used) by Operating Activities	<u>293,665</u>
Cash Flows from Investing Activities:	
Interest and Dividends on Investments	2,358
Net Cash Provided (Used) for Investing Activities	<u>2,358</u>
Net Increase (Decrease) in Cash and Cash Equivalents	296,023
Cash and Cash Equivalents at Beginning of Year	426,470
Cash and Cash Equivalents at End of Year	<u><u>722,493</u></u>
Reconciliation of Operating Income to Net Cash Provided by Operating Activities:	
Operating Income (Loss)	(1,076,319)
Change in Assets and Liabilities:	
Decrease (Increase) in Receivables	5,980
Increase (Decrease) in Accounts Payable	87,188
Increase (Decrease) in Due To Other Funds	(12,892)
Increase (Decrease) in Net OPEB Obligation	1,292,066
Total Adjustments	<u>1,372,342</u>
Net Cash Provided (Used) by Operating Activities	<u><u>296,023</u></u>

The accompanying notes are an integral part of this statement.

SAN DIEGUITO UNION HIGH SCHOOL DISTRICT
 STATEMENT OF FIDUCIARY NET ASSETS
 FIDUCIARY FUNDS
 JUNE 30, 2012

	Agency Fund	Student Body Fund
	<u> </u>	<u> </u>
ASSETS:		
Cash on Hand and in Banks	\$ 1,342,204	
Equipment	4,588	
Total Assets	<u>1,346,792</u>	
LIABILITIES:		
Accounts Payable		3,629
Due to Student Groups		1,343,163
Total Liabilities		<u>1,346,792</u>
NET ASSETS:		
Total Net Assets	<u>\$ -</u>	

SAN DIEGUITO UNION HIGH SCHOOL DISTRICT
NOTES TO THE FINANCIAL STATEMENTS
YEAR ENDED JUNE 30, 2012

A. Summary of Significant Accounting Policies

San Dieguito Union High School District (District) accounts for its financial transactions in accordance with the policies and procedures of the Department of Education's "California School Accounting Manual". The accounting policies of the District conform to accounting principles generally accepted in the United States of America (GAAP) as prescribed by the Governmental Accounting Standards Board (GASB) and the American Institute of Certified Public Accountants (AICPA).

1. Reporting Entity

The District's combined financial statements include the accounts of all its operations. The District evaluated whether any other entity should be included in these financial statements. The criteria for including organizations as component units within the District's reporting entity, as set forth in GASB Statement No. 14, "The Financial Reporting Entity," include whether:

- the organization is legally separate (can sue and be sued in its name)
- the District holds the corporate powers of the organization
- the District appoints a voting majority of the organization's board
- the District is able to impose its will on the organization
- the organization has the potential to impose a financial benefit/burden on the District
- there is fiscal dependency by the organization on the District

The District also evaluated each legally separate, tax-exempt organization whose resources are used principally to provide support to the District to determine if its omission from the reporting entity would result in financial statements which are misleading or incomplete. GASB Statement No. 14 requires inclusion of such an organization as a component unit when: 1) The economic resources received or held by the organization are entirely or almost entirely for the direct benefit of the District, its component units or its constituents; and 2) The District or its component units is entitled to, or has the ability to otherwise access, a majority of the economic resources received or held by the organization; and 3) Such economic resources are significant to the District.

Based on these criteria, the District has one component unit, the San Dieguito Public Facilities Financing Authority. This component unit is shown as a blended component unit in the accompanying financial statements. Additionally, the District is not a component unit of any other reporting entity as defined by the GASB Statement.

2. Basis of Presentation, Basis of Accounting

a. Basis of Presentation

Government-wide Statements: The statement of net assets and the statement of activities include the financial activities of the overall government, except for fiduciary activities. Eliminations have been made to minimize the double-counting of internal activities. Governmental activities generally are financed through taxes, intergovernmental revenues, and other nonexchange transactions.

The statement of activities presents a comparison between direct expenses and program revenues for each function of the District's governmental activities. Direct expenses are those that are specifically associated with a program or function and, therefore, are clearly identifiable to a particular function. The District does not allocate indirect expenses in the statement of activities. Program revenues include (a) fees, fines, and charges paid by the recipients of goods or services offered by the programs and (b) grants and contributions that are restricted to meeting the operational or capital requirements of a particular program. Revenues that are not classified as program revenues, including all taxes, are presented as general revenues.

Fund Financial Statements: The fund financial statements provide information about the District's funds, with separate statements presented for each fund category. The emphasis of fund financial statements is on major governmental funds, each displayed in a separate column. All remaining governmental funds are aggregated and reported as nonmajor funds.

SAN DIEGUITO UNION HIGH SCHOOL DISTRICT
NOTES TO THE FINANCIAL STATEMENTS
YEAR ENDED JUNE 30, 2012

Proprietary fund operating revenues, such as charges for services, result from exchange transactions associated with the principal activity of the fund. Exchange transactions are those in which each party receives and gives up essentially equal values. Nonoperating revenues, such as subsidies and investment earnings, result from nonexchange transactions or ancillary activities.

The District reports the following major governmental funds:

General Fund. This is the District's primary operating fund. It accounts for all financial resources of the District except those required to be accounted for in another fund.

Capital Projects Fund for Blended Component Units. This fund accounts for the activities of the District's Public Facilities Financing Authority and is used to provide resources for capital outlay projects.

County School Facilities Fund. This fund is used to account for apportionments received from the State School Facilities Fund authorized by the State Allocation Board for new school facility construction, modernization projects, and facility hardship grants.

In addition, the District reports the following fund types:

Special Revenue Funds: These funds are used to account for the proceeds of specific revenue sources that are legally restricted to expenditures for specific purposes.

Capital Projects Funds: These funds account for the acquisition and/or construction of all major governmental general fixed assets.

Debt Service Funds. These funds account for the accumulation of resources for, and the payment of general long-term debt principal, interest, and related costs.

Internal Service Funds: These funds are used to account for revenues and expenses related to services provided to parties inside the District. These funds facilitate distribution of support costs to the users of support services on a cost-reimbursement basis. Because the principal users of the internal services are the District's governmental activities, this fund type is included in the "Governmental Activities" column of the government-wide financial statements.

Agency Funds: These funds are used to report student activity funds and other resources held in a purely custodial capacity (assets equal liabilities). Agency funds typically involve only the receipt, temporary investment, and remittance of fiduciary resources to individuals, private organizations, or other governments.

Fiduciary funds are reported in the fiduciary fund financial statements. However, because their assets are held in a trustee or agent capacity and are therefore not available to support District programs, these funds are not included in the government-wide statements.

b. Measurement Focus, Basis of Accounting

Government-wide, Proprietary, and Fiduciary Fund Financial Statements: These financial statements are reported using the economic resources measurement focus. The government-wide and proprietary fund financial statements are reported using the accrual basis of accounting. Revenues are recorded when earned and expenses are recorded at the time liabilities are incurred, regardless of when the related cash flows take place. Nonexchange transactions, in which the District gives (or receives) value without directly receiving (or giving) equal value in exchange, include property taxes, grants, entitlements, and donations. On an accrual basis, revenue from property taxes is recognized in the fiscal year for which the taxes are levied. Revenue from grants, entitlements, and donations is recognized in the fiscal year in which all eligibility requirements have been satisfied.

SAN DIEGUITO UNION HIGH SCHOOL DISTRICT
NOTES TO THE FINANCIAL STATEMENTS
YEAR ENDED JUNE 30, 2012

Governmental Fund Financial Statements: Governmental funds are reported using the current financial resources measurement focus and the modified accrual basis of accounting. Under this method, revenues are recognized when measurable and available. The District does not consider revenues collected after its year-end to be available in the current period. Revenues from local sources consist primarily of property taxes. Property tax revenues and revenues received from the State are recognized under the susceptible-to-accrual concept. Miscellaneous revenues are recorded as revenue when received in cash because they are generally not measurable until actually received. Investment earnings are recorded as earned, since they are both measurable and available. Expenditures are recorded when the related fund liability is incurred, except for principal and interest on general long-term debt, claims and judgments, and compensated absences, which are recognized as expenditures to the extent they have matured. General capital asset acquisitions are reported as expenditures in governmental funds. Proceeds of general long-term debt and acquisitions under capital leases are reported as other financing sources.

When the District incurs an expenditure or expense for which both restricted and unrestricted resources may be used, it is the District's policy to use restricted resources first, then unrestricted resources.

Under GASB Statement No. 20, "Accounting and Financial Reporting for Proprietary Funds and Other Governmental Entities That Use Proprietary Fund Accounting," all proprietary funds will continue to follow Financial Accounting Standards Board ("FASB") standards issued on or before November 30, 1989. However, from that date forward, proprietary funds will have the option of either 1) choosing not to apply future FASB standards (including amendments of earlier pronouncements), or 2) continuing to follow new FASB pronouncements unless they conflict with GASB guidance. The District has chosen to apply future FASB standards.

3. Encumbrances

Encumbrance accounting is used in all budgeted funds to reserve portions of applicable appropriations for which commitments have been made. Encumbrances are recorded for purchase orders, contracts, and other commitments when they are written. Encumbrances are liquidated when the commitments are paid. All encumbrances are liquidated as of June 30.

4. Assets, Liabilities, and Equity

a. Deposits and Investments

Cash balances held in banks and in revolving funds are insured to \$250,000 by the Federal Depository Insurance Corporation. All cash held by the financial institutions is fully insured or collateralized. For purposes of the statement of cash flows, highly liquid investments are considered to be cash equivalents if they have a maturity of three months or less when purchased.

In accordance with Education Code Section 41001, the District maintains substantially all its cash in the San Diego County Treasury. The county pools these funds with those of other districts in the county and invests the cash. These pooled funds are carried at cost, which approximates market value. Interest earned is deposited quarterly into participating funds, except for the Tax Override Funds, in which interest earned is credited to the general fund. Any investment losses are proportionately shared by all funds in the pool.

The county is authorized to deposit cash and invest excess funds by California Government Code Section 53648 et seq. The funds maintained by the county are either secured by federal depository insurance or are collateralized.

Information regarding the amount of dollars invested in derivatives with San Diego County Treasury was not available.

SAN DIEGUITO UNION HIGH SCHOOL DISTRICT
 NOTES TO THE FINANCIAL STATEMENTS
 YEAR ENDED JUNE 30, 2012

b. Stores Inventories and Prepaid Expenditures

Inventories are recorded using the purchases method in that the cost is recorded as an expenditure at the time individual inventory items are purchased. Inventories are valued at average cost and consist of expendable supplies held for consumption. Reported inventories are equally offset by a fund balance reserve, which indicates that these amounts are not "available for appropriation and expenditure" even though they are a component of net current assets.

The District has the option of reporting an expenditure in governmental funds for prepaid items either when purchased or during the benefiting period. The District has chosen to report the expenditure when incurred.

c. Capital Assets

Purchased or constructed capital assets are reported at cost or estimated historical cost. Donated fixed assets are recorded at their estimated fair value at the date of the donation. The cost of normal maintenance and repairs that do not add to the value of the asset or materially extend assets' lives are not capitalized. A capitalization threshold of \$5,000 is used.

Capital assets are being depreciated using the straight-line method over the following estimated useful lives:

<u>Asset Class</u>	<u>Estimated Useful Lives</u>
Infrastructure	30
Buildings	50
Building Improvements	20
Vehicles and Equipment	5-15

d. Compensated Absences

Accumulated unpaid employee vacation benefits are recognized as liabilities of the District. The current portion of the liabilities is recognized in the general fund at year end.

Accumulated sick leave benefits are not recognized as liabilities of the District. The District's policy is to record sick leave as an operating expense in the period taken since such benefits do not vest nor is payment probable; however, unused sick leave is added to the creditable service period for calculation of retirement benefits when the employee retires.

e. Deferred Revenue

Deferred revenue arises when potential revenue does not meet both the "measurable" and "available" criteria for recognition in the current period or when resources are received by the District prior to the incurrence of qualifying expenditures. In subsequent periods, when both revenue recognition criteria are met, or when the District has a legal claim to the resources, the liability for deferred revenue is removed from the combined balance sheet and revenue is recognized.

f. Interfund Activity

Interfund activity results from loans, services provided, reimbursements or transfers between funds. Loans are reported as interfund receivables and payables as appropriate and are subject to elimination upon consolidation. Services provided, deemed to be at market or near market rates, are treated as revenues and expenditures or expenses. Reimbursements occur when one fund incurs a cost, charges the appropriate benefiting fund and reduces its related cost as a reimbursement. All other interfund transactions are treated as transfers. Transfers In and Transfers Out are netted and presented as a single "Transfers" line on the government-wide statement of activities. Similarly, interfund receivables and payables are netted and presented as a single "Internal Balances" line of the government-wide statement of net assets.

SAN DIEGUITO UNION HIGH SCHOOL DISTRICT
NOTES TO THE FINANCIAL STATEMENTS
YEAR ENDED JUNE 30, 2012

g. Property Taxes

Secured property taxes attach as an enforceable lien on property as of March 1. Taxes are payable in two installments on November 15 and March 15. Unsecured property taxes are payable in one installment on or before August 31. The County of San Diego bills and collects the taxes for the District.

h. Fund Balances - Governmental Funds

Fund balances of the governmental funds are classified as follows:

Nonspendable Fund Balance - represents amounts that cannot be spent because they are either not in spendable form (such as inventory or prepaid insurance) or legally required to remain intact (such as notes receivable or principal of a permanent fund).

Restricted Fund Balance - represents amounts that are constrained by external parties, constitutional provisions or enabling legislation.

Committed Fund Balance - represents amounts that can only be used for a specific purpose because of a formal action by the District's governing board. Committed amounts cannot be used for any other purpose unless the governing board removes those constraints by taking the same type of formal action. Committed fund balance amounts may be used for other purposes with appropriate due process by the governing board. Commitments are typically done through adoption and amendment of the budget. Committed fund balance amounts differ from restricted balances in that the constraints on their use do not come from outside parties, constitutional provisions, or enabling legislation.

Assigned Fund Balance - represents amounts which the District intends to use for a specific purpose, but that do not meet the criteria to be classified as restricted or committed. Intent may be stipulated by the governing board or by an official or body to which the governing board delegates the authority. Specific amounts that are not restricted or committed in a special revenue, capital projects, debt service or permanent fund are assigned for purposes in accordance with the nature of their fund type or the fund's primary purpose. Assignments within the general fund conveys that the intended use of those amounts is for a specific purpose that is narrower than the general purposes of the District itself.

Unassigned Fund Balance - represents amounts which are unconstrained in that they may be spent for any purpose. Only the general fund reports a positive unassigned fund balance. Other governmental funds might report a negative balance in this classification because of overspending for specific purposes for which amounts had been restricted, committed or assigned.

When an expenditure is incurred for a purpose for which both restricted and unrestricted fund balance is available, the District considers restricted funds to have been spent first. When an expenditure is incurred for which committed, assigned, or unassigned fund balances are available, the District considers amounts to have been spent first out of committed funds, then assigned funds, and finally unassigned funds.

i. Minimum Fund Balance Policy

The District is committed to maintaining a prudent level of financial resources to protect against the need to reduce the service levels because of temporary revenue shortfalls or unpredicted expenses. The District minimum fund balance policy requires a reserve for economic uncertainties, consisting of unassigned amounts equal to 4.5% of general fund operating expenses and other financing uses. This reserve may be increased from time to time in order to address specific anticipated revenue shortfalls.

SAN DIEGUITO UNION HIGH SCHOOL DISTRICT
NOTES TO THE FINANCIAL STATEMENTS
YEAR ENDED JUNE 30, 2012

j. GASB 54 Fund Presentation

Consistent with fund reporting requirements established by GASB Statement No. 54, Fund 17 (Special Reserve Fund for Other Than Capital Outlay) has been combined with the General Fund for purposes of presentation in the audit report.

k. Use of Estimates

The preparation of financial statements in conformity with GAAP requires the use of management's estimates. Actual results could differ from those estimates.

B. Compliance and Accountability

1. Finance-Related Legal and Contractual Provisions

In accordance with GASB Statement No. 38, "Certain Financial Statement Note Disclosures," violations of finance-related legal and contractual provisions, if any, are reported below, along with actions taken to address such violations:

Violation	Action Taken
None reported	Not applicable

2. Deficit Fund Balance or Fund Net Assets of Individual Funds

Following are funds having deficit fund balances or fund net assets at year end, if any, along with remarks which address such deficits:

Fund Name	Deficit Amount
Self-Insurance Fund	\$ 4,920,158

Remarks

Consistent with the requirements in GASB Statement No. 45 the district has recorded the liability for Other Post Employment Benefits; however, the district has elected not to fund the liability at this time as a result of the volatile economy and state budget.

C. Cash and Investments

1. Cash in County Treasury:

In accordance with Education Code Section 41001, the District maintains substantially all of its cash in the San Diego County Treasury as part of the common investment pool (\$18,392,763 as of June 30, 2012). The fair value of the District's portion of this pool as of that date, as provided by the pool sponsor, was \$. Assumptions made in determining the fair value of the pooled investment portfolios are available from the County Treasurer.

2. Cash on Hand, in Banks, and in Revolving Fund

Cash balances on hand and in banks (\$5,684,011 as of June 30, 2012) and in the revolving fund (\$176,381) are insured up to \$250,000 by the Federal Depository Insurance Corporation. All cash held by the financial institution is fully insured or collateralized.

SAN DIEGUITO UNION HIGH SCHOOL DISTRICT
NOTES TO THE FINANCIAL STATEMENTS
YEAR ENDED JUNE 30, 2012

3. Investments:

The District's investments at June 30, 2012 are shown below.

<u>Investment or Investment Type</u>	<u>Maturity</u>	<u>Fair Value</u>
Money Market Funds	<30 Days	\$ 5,260,231
Total Investments		\$ <u>5,260,231</u>

4. Analysis of Specific Deposit and Investment Risks

GASB Statement No. 40 requires a determination as to whether the District was exposed to the following specific investment risks at year end and if so, the reporting of certain related disclosures:

a. Credit Risk

Credit risk is the risk that an issuer or other counterparty to an investment will not fulfill its obligations. The county is restricted by Government Code Section 53635 pursuant to Section 53601 to invest only in time deposits, U.S. government securities, state registered warrants, notes or bonds, State Treasurer's investment pool, bankers' acceptances, commercial paper, negotiable certificates of deposit, and repurchase or reverse repurchase agreements. The ratings of securities by nationally recognized rating agencies are designed to give an indication of credit risk. The San Diego County Investment Pool is rated AA+ by Standard & Poors.

b. Custodial Credit Risk

Deposits are exposed to custodial credit risk if they are not covered by depository insurance and the deposits are uncollateralized, collateralized with securities held by the pledging financial institution, or collateralized with securities held by the pledging financial institution's trust department or agent but not in the District's name.

Investment securities are exposed to custodial credit risk if the securities are uninsured, are not registered in the name of the government, and are held by either the counterparty or the counterparty's trust department or agent but not in the District's name. At year end, the District was not exposed to custodial credit risk.

c. Concentration of Credit Risk

This risk is the risk of loss attributed to the magnitude of a government's investment in a single issuer. At year end, the District was not exposed to concentration of credit risk.

d. Interest Rate Risk

This is the risk that changes in interest rates will adversely affect the fair value of an investment. Generally, the longer the maturity of an investment, the greater the sensitivity of its fair value to changes in market interest rates. The District manages its exposure to interest rate risk by investing in the County Treasury. The District maintains an investment with the San Diego Investment Pool with a fair value of \$18,446,923 and a book value of \$18,392,763. The weighted average days to maturity for this investment pool is 370 days.

e. Foreign Currency Risk

This is the risk that exchange rates will adversely affect the fair value of an investment. At year end, the District was not exposed to foreign currency risk.

SAN DIEGUITO UNION HIGH SCHOOL DISTRICT
NOTES TO THE FINANCIAL STATEMENTS
YEAR ENDED JUNE 30, 2012

5. Investment Accounting Policy

The District is required by GASB Statement No. 31 to disclose its policy for determining which investments, if any, are reported at amortized cost. The District's general policy is to report money market investments and short-term participating interest-earning investment contracts at amortized cost and to report nonparticipating interest-earning investment contracts using a cost-based measure. However, if the fair value of an investment is significantly affected by the impairment of the credit standing of the issuer or by other factors, it is reported at fair value. All other investments are reported at fair value unless a legal contract exists which guarantees a higher value. The term "short-term" refers to investments which have a remaining term of one year or less at time of purchase. The term "nonparticipating" means that the investment's value does not vary with market interest rate changes. Nonnegotiable certificates of deposit are examples of nonparticipating interest-earning investment contracts.

The District's investments in external investment pools are reported at an amount determined by the fair value per share of the pool's underlying portfolio, unless the pool is 2a7-like, in which case they are reported at share value. A 2a7-like pool is one which is not registered with the Securities and Exchange Commission ("SEC") as an investment company, but nevertheless has a policy that it will, and does, operate in a manner consistent with the SEC's Rule 2a7 of the Investment Company Act of 1940.

D. Accounts Receivable

Accounts receivable at June 30, 2012 consisted of:

	<u>General Fund</u>	<u>Special Revenue Funds</u>	<u>Capital Projects Funds</u>	<u>Other Funds</u>	<u>Total</u>
Federal Government:					
Federal programs	\$ 748,278	\$ 199,188	-	\$ -	\$ 947,466
State Government:					
Lottery	956,358	-	-	-	956,358
Other state programs	1,731,191	2,909	-	-	1,734,100
Local Sources:					
Property taxes	166,698	-	-	-	166,698
Interest	24,644	719	171,227	668	197,258
Other local sources	810,048	-	-	-	810,048
Totals	<u>\$ 4,437,217</u>	<u>\$ 202,816</u>	<u>\$ 171,227</u>	<u>\$ 668</u>	<u>\$ 4,811,928</u>

SAN DIEGUITO UNION HIGH SCHOOL DISTRICT
NOTES TO THE FINANCIAL STATEMENTS
YEAR ENDED JUNE 30, 2012

E. Capital Assets

Capital asset activity for the year ended June 30, 2012 was as follows:

	Beginning Balances	Increases	Decreases	Ending Balances
<u>Governmental activities:</u>				
Capital assets not being depreciated:				
Land	\$ 54,522,725	\$ -	\$ -	\$ 54,522,725
Work in progress	20,823,917	68,950	7,939,062	12,953,805
Total capital assets not being depreciated	75,346,642	68,950	7,939,062	67,476,530
Capital assets being depreciated:				
Buildings	156,571,616	9,024,038	-	165,595,654
Improvements	21,156,042	12,562	-	21,168,604
Equipment	12,255,125	261,442	-	12,516,567
Total capital assets being depreciated	189,982,783	9,298,042	-	199,280,825
Less accumulated depreciation for:				
Buildings	(43,050,397)	(6,140,623)	-	(49,191,020)
Improvements	(12,736,380)	(773,834)	-	(13,510,214)
Equipment	(9,024,935)	(829,631)	-	(9,854,566)
Total accumulated depreciation	(64,811,712)	(7,744,088)	-	(72,555,800)
Total capital assets being depreciated, net	125,171,071	1,553,954	-	126,725,025
Governmental activities capital assets, net	\$ 200,517,713	\$ 1,622,904	\$ 7,939,062	\$ 194,201,555

Depreciation was charged to functions as follows:

Instruction	\$ 2,424,679
Instruction-Related Services	26,683
Pupil Services	261,023
General Administration	122,641
Plant Services	4,909,062
	\$ 7,744,088

F. Interfund Balances and Activities

1. Due To and From Other Funds

Balances due to and due from other funds at June 30, 2012 consisted of the following:

Due To Fund	Due From Fund	Amount	Purpose
General Fund	Adult Education Fund	\$ 110,099	Short term loan
General Fund	Cafeteria Fund	126,533	Indirect costs
	Total	\$ 236,632	

All amounts due are scheduled to be repaid within one year.

SAN DIEGUITO UNION HIGH SCHOOL DISTRICT
NOTES TO THE FINANCIAL STATEMENTS
YEAR ENDED JUNE 30, 2012

2. Transfers To and From Other Funds

Transfers to and from other funds at June 30, 2012 consisted of the following:

Transfers From	Transfers To	Amount	Purpose
General Fund	Self Insurance Fund	\$ 20,000	Contribution to fund
General Fund	Adult Education Fund	153,382	Contribution to fund
General Fund	Pupil Transportation Fund	153,149	Contribution to fund
County School Facilities Fund	Building Fund	122,261	Close out building project
Capital Projects Fund	Debt Service Fund	5,738,824	Debt service
Total		<u>\$ 6,187,616</u>	

G. Accounts Payable

Accounts payable at June 30, 2012 consisted of:

	General Fund	Special Revenue Funds	Capital Projects Funds	Other Funds	Total
Vendor payables	\$ 872,793	\$ 68,949	\$ 17,125	\$ 87,187	\$ 1,046,054
Payroll and related benefits	1,659,122	41,513	3,711	-	1,704,346
Totals	<u>\$ 2,531,915</u>	<u>\$ 110,462</u>	<u>\$ 20,836</u>	<u>\$ 87,187</u>	<u>\$ 2,750,400</u>

H. Short-Term Debt Activity

The District accounts for short-term debts for maintenance purposes through the General Fund. The proceeds from loans are shown in the financial statements as Other Resources.

In July 2011, the District entered into the County of San Diego and San Diego County School Districts 2011 Pooled Tax and Revenue Anticipation Notes (TRANS) in the amount of \$16,540,000. The notes matured on April 30, 2012 and bore an interest rate of 2.00%. The notes were sold to supplement the District's cash flows.

Description	Beginning Balance	Issued	Redeemed	Ending Balance
Tax anticipation notes	\$ -	\$ 16,540,000	\$ 16,540,000	\$ -

SAN DIEGUITO UNION HIGH SCHOOL DISTRICT
NOTES TO THE FINANCIAL STATEMENTS
YEAR ENDED JUNE 30, 2012

I. Long-Term Obligations

1. Long-Term Obligation Activity

Long-term obligations include debt and other long-term liabilities. Changes in long-term obligations for the year ended June 30, 2012 are as follows:

	Beginning Balance	Increases	Decreases	Ending Balance	Amounts Due Within One Year
<u>Governmental activities:</u>					
Special tax bonds	\$ 84,850,000	\$ -	\$ 1,780,000	\$ 83,070,000	\$ 1,850,000
Unamortized discount	(1,411,802)	-	(45,542)	(1,366,260)	-
Lease revenue bonds	13,015,000	2,500,000	-	15,515,000	-
Unamortized discount	(409,933)	-	(27,329)	(382,604)	-
Unamortized premium	-	104,392	-	104,392	-
Net OPEB Obligation	4,264,066	1,937,676	645,611	5,556,131	-
Compensated absences *	1,087,549	112,938	-	1,200,487	1,200,487
State loan payable	3,000,000	-	300,000	2,700,000	300,000
Total governmental activities	\$ 104,394,880	\$ 4,655,006	\$ 2,652,740	\$ 106,397,146	\$ 3,350,487

* Other long-term liabilities

The funds typically used to liquidate other long-term liabilities in the past are as follows:

Liability	Activity Type	Fund
Compensated absences	Governmental	General

2. Debt Service Requirements

Debt service requirements on long-term debt, net of unamortized discount, unamortized premium, and Net OPEB obligation, at June 30, 2012, are as follows:

Year Ending June 30,	Governmental Activities		
	Principal	Interest	Total
2013	\$ 3,350,487	\$ 4,861,401	\$ 8,211,888
2014	2,225,000	4,795,345	7,020,345
2015	2,325,000	4,715,970	7,040,970
2016	2,895,000	4,631,645	7,526,645
2017	2,995,000	4,524,745	7,519,745
2018-2022	15,235,000	20,805,729	36,040,729
2023-2027	28,420,000	17,377,087	45,797,087
2028-2032	19,360,000	8,967,775	28,327,775
2033-2037	18,770,000	3,882,250	22,652,250
2038-2042	6,910,000	662,514	7,572,514
Totals	\$ 102,485,487	\$ 75,224,461	\$ 177,709,948

SAN DIEGUITO UNION HIGH SCHOOL DISTRICT
NOTES TO THE FINANCIAL STATEMENTS
YEAR ENDED JUNE 30, 2012

3. Special Tax Bonds

Special tax bonds at June 30, 2012 consisted of the following:

	Date of Issue	Interest Rate	Maturity Date	Amount of Original Issue
2008 Special Tax Bonds	05/13/2008	4.00-5.00%	08/01/2041	\$ 89,130,000
	Beginning Balance	Increases	Decreases	Ending Balance
2008 Special Tax Bonds	\$ 84,850,000	\$ -	\$ 1,780,000	\$ 83,070,000
Unamortized Discount	(1,411,802)	-	(45,542)	(1,366,260)
Total Special Tax Bonds	<u>\$ 83,438,198</u>	<u>\$ -</u>	<u>\$ 1,734,458</u>	<u>\$ 81,703,740</u>

The annual requirements to amortize the bonds outstanding at June 30, 2012 are as follows:

Year Ending June 30.	Principal	Interest	Total
2013	\$ 1,850,000	\$ 3,886,224	\$ 5,736,224
2014	1,925,000	3,810,724	5,735,724
2015	2,025,000	3,731,349	5,756,349
2016	2,135,000	3,647,024	5,782,024
2017	2,215,000	3,558,524	5,773,524
2018-2022	12,475,000	16,300,208	28,775,208
2023-2027	15,405,000	13,173,892	28,578,892
2028-2032	19,360,000	8,967,775	28,327,775
2033-2037	18,770,000	3,882,250	22,652,250
2038-2042	6,910,000	662,514	7,572,514
Totals	<u>\$ 83,070,000</u>	<u>\$ 61,620,484</u>	<u>\$ 144,690,484</u>

4. Lease Revenue Bonds

Lease revenue bonds at June 30, 2012 consisted of the following:

	Date of Issue	Interest Rate	Maturity Date	Amount of Original Issue
Lease revenue series 2010A	05/10/2010	6.46%	05/01/2027	\$ 13,015,000
Lease revenue series 2012A	03/30/2012	4%	03/01/2020	2,500,000
Total Lease Revenue Bonds				<u>15,515,000</u>
	Beginning Balance	Increases	Decreases	Ending Balance
Lease revenue series 2010A	\$ 13,015,000	\$ -	\$ -	\$ 13,015,000
Unamortized discount	(409,933)	-	(27,329)	(382,604)
Lease revenue series 2012A	-	2,500,000	-	2,500,000
Unamortized premium	-	104,392	-	104,392
Total Special Tax Bonds	<u>\$ 12,605,067</u>	<u>\$ 2,604,392</u>	<u>\$ (27,329)</u>	<u>\$ 15,236,788</u>

SAN DIEGUITO UNION HIGH SCHOOL DISTRICT
NOTES TO THE FINANCIAL STATEMENTS
YEAR ENDED JUNE 30, 2012

The annual requirements to amortize the bonds outstanding at June 30, 2012 are as follows:

<u>Year Ending June 30.</u>	<u>Principal</u>	<u>Interest</u>	<u>Total</u>
2013	\$ -	\$ 931,195	\$ 931,195
2014	-	940,639	940,639
2015	-	940,639	940,639
2016	460,000	940,639	1,400,639
2017	480,000	922,239	1,402,239
2018-2022	1,560,000	4,329,595	5,889,595
2023-2027	13,015,000	4,203,195	17,218,195
Totals	<u>\$ 15,515,000</u>	<u>\$ 13,208,141</u>	<u>\$ 28,723,141</u>

In May 2010, the District entered into a facility lease agreement with the San Dieguito Public Facilities Authority to execute and deliver Lease Revenue Bonds, Series 2010A (Qualified School Construction Bonds - Direct Subsidy) in the amount of \$13,015,000 with an interest rate of 6.46% for various capital projects and public school improvements. Through the facility lease, the District is obligated to make semi-annual base revenue payments to a principal account beginning April 2011 and continuing through April 2027. An annual base rental deposit to the principal account of \$2,005,030 is due in 2011 with remaining base rental deposits of \$1,606,227 due annually thereafter through April 2027. Interest on the lease revenue bonds is to be paid annually from the principal account beginning May 2011 with the entire principal balance of \$13,015,000 on the bonds due at the maturity date of May 1, 2027. Interest is subsidized by the Internal Revenue Service annually.

In March 2012, the District entered into a facility lease agreement with the San Dieguito Public Facilities Authority to execute and deliver Lease Revenue Bonds, Series 2012A in the amount of \$2,500,000 with an interest rate of 4% for various capital projects and public school improvements. Through the facility lease, the District is obligated to make semi-annual base revenue payments to a principal amount beginning March 2016 and continuing annually through March 2020. Interest on the lease revenue bonds is to be paid semi-annually on September 1 and March 1 beginning on September 1, 2012 and continuing through March 1, 2020.

5. Unamortized Premium/Discount

Bonds issued in the year ended June 30, 2008 were sold at a discount, meaning that the market rate of interest was higher than the stated rate of interest on the bonds; therefore, they were sold for less than the face value. Bonds issued in the year ended June 30, 2012 were sold at a premium, meaning that the market rate of interest was lower than the stated rate of interest on the bonds; therefore, they were sold for more than the face value. Generally Accepted Accounting Principles (GAAP) requires that premiums and discounts be amortized over the life of the debt. The carrying value reported on the government-wide balance sheet was presented in accordance with GAAP and was the face value of the debt plus the unamortized premium or less the unamortized discount. The total discount for the 2008 special tax bonds was \$1,548,444. This amount is being amortized over 33 years or the life of the bonds. The total discount for the lease revenue bonds series 2010A was \$437,262. This amount is being amortized over 16 years or the life of the bonds. The premium for lease revenue bonds 2012A was \$104,392. This amount is being amortized over 8 years, the life of the bonds.

SAN DIEGUITO UNION HIGH SCHOOL DISTRICT
 NOTES TO THE FINANCIAL STATEMENTS
 YEAR ENDED JUNE 30, 2012

6. State School Building Loan

Effective December 10, 2008 the district entered into a loan agreement with the California Office of School Construction for a loan of \$3,000,000 bearing an interest rate of 2.568%. The loan is to be repaid in ten equal annual installments commencing July 1, 2011. The loan was made as a part of the Career Technical Education Facilities Program in accordance with School Facility Program Regulation Section 1859.194. Future payment requirements are as follows:

<u>Year Ending June 30.</u>	<u>Principal</u>	<u>Interest</u>	<u>Total</u>
2013	\$ 300,000	\$ 43,982	\$ 343,982
2014	300,000	43,982	343,982
2015	300,000	43,982	343,982
2016	300,000	43,982	343,982
2017	300,000	43,982	343,982
2018-2022	1,200,000	175,926	1,375,926
Totals	\$ <u>2,700,000</u>	\$ <u>395,836</u>	\$ <u>3,095,836</u>

J. Joint Ventures (Joint Powers Agreements)

The District participates in one joint powers agreement (JPA) entity, the San Diego County Schools Risk Management (SDCSRМ). The relationship between the District and the JPA is such that the JPA is not a component unit of the District.

The JPA arranges for and provides for various types of insurances for its member districts as requested. The JPA is governed by a board consisting of a representative from each member district. The board controls the operations of the JPA, including selection of management and approval of operating budgets, independent of any influence by the member districts beyond their representation on the board. Each member district pays a premium commensurate with the level of coverage requested and shares surpluses and deficits proportionate to their participation in the JPA.

Combined condensed audited financial information of the District's share of the JPA for the year ended June 30, 2012 is as follows:

Total Assets	\$	3,675,370
Total Liabilities		2,280,412
Total Fund Balance		1,394,958
Total Cash Receipts		1,705,117
Total Cash Disbursements		2,377,165
Net Change in Fund Balance		(672,048)

SAN DIEGUITO UNION HIGH SCHOOL DISTRICT
NOTES TO THE FINANCIAL STATEMENTS
YEAR ENDED JUNE 30, 2012

K. Employee Retirement Systems

Qualified employees are covered under multiple-employer defined benefit pension plans maintained by agencies of the State of California. Certificated employees are members of the State Teachers' Retirement System (STRS), and classified employees are members of the Public Employees' Retirement System (PERS).

PERS:

Plan Description

The District contributes to the School Employer Pool under the California Public Employees' Retirement System (CalPERS), a cost-sharing multiple-employer public employee retirement system defined benefit pension plan administered by CalPERS. The plan provides retirement and disability benefits, annual cost-of-living adjustments, and death benefits to plan members and beneficiaries. Benefit provisions are established by state statutes, as legislatively amended, within the Public Employees' Retirement Law. CalPERS issues a separate comprehensive annual financial report that includes financial statements and required supplementary information. Copies of the CalPERS annual financial report may be obtained from the CalPERS Executive Office, 400 P Street, Sacramento, California 95814.

Funding Policy

Active plan members are required to contribute 7% of their salary and the District is required to contribute an actuarially determined rate. The actuarial methods and assumptions used for determining the rate are those adopted by the CalPERS Board of Administration. The required employer contribution rate for fiscal year 2011-12 was 10.923% of annual payroll. The contribution requirements of the plan members are established by state statute. The District's contributions to CalPERS for the fiscal year ending June 30, 2012, 2011 and 2010 were \$1,721,302, \$1,717,631 and \$1,642,133, respectively, and equal 100% of the required contributions for each year.

STRS:

Plan Description

The District contributes to the State Teachers' Retirement System (STRS), a cost-sharing multiple-employer public employee retirement system defined benefit pension plan administered by STRS. The plan provides retirement, disability, and survivor benefits to beneficiaries. Benefit provisions are established by state statutes, as legislatively amended, within the State Teachers' Retirement Law. STRS issues a separate comprehensive annual financial report that includes financial statements and required supplementary information. Copies of the STRS annual financial report may be obtained from the STRS, 7667 Folsom Boulevard, Sacramento, California 95826.

Funding Policy

Active plan members are required to contribute 8% of their salary and the District is required to contribute an actuarially determined rate. The actuarial methods and assumptions used for determining the rate are those adopted by the STRS Teachers' Retirement Board. The required employer contribution rate for fiscal year 2011-12 was 8.25% of annual payroll. The contribution requirements of the plan members are established by state statute. The District's contributions to STRS for the fiscal year ending June 30, 2012, 2011 and 2010 were \$4,416,291, \$4,427,966 and \$4,530,389, respectively, and equal 100% of the required contributions for each year. The amount contributed by the State on behalf of the District was \$2,593,454.

SAN DIEGUITO UNION HIGH SCHOOL DISTRICT
NOTES TO THE FINANCIAL STATEMENTS
YEAR ENDED JUNE 30, 2012

L. Postemployment Benefits Other Than Pension Benefits

Plan Description

The San Dieguito Union School District (District) administers a single-employer healthcare plan (Plan). The plan provides medical benefits to eligible retirees and their eligible dependents to age 65. Eligibility for retiree health benefits requires retirement from the District with at least 10 years of eligible service. The District's contribution for medical coverage is 100% of the cost for retiree only medical coverage up to a maximum based on the highest employee only medical premium in effect in the year of retirement. The retiree is responsible for any cost above the maximum or for cost associated with the election of dependent medical coverage and/or dental coverage. Membership of the plan consists of approximately 892 eligible active employees and 114 eligible retirees.

Contribution Information

The contribution requirements of Plan members and the District are established and amended by the District and the Teachers Association (SDFA) and the local California School Employees Association (CSEA). The required contribution is based on projected pay-as-you-go financing requirements. For fiscal year 2011-12, the District contributed \$645,611 to the Plan, all of which was used for current premiums.

Annual OPEB Cost and Net OPEB Obligation

The District's annual other post employment benefit (OPEB) cost (expense) is calculated based on the annual required contribution of the employer (ARC), an amount actuarially determined in accordance with the parameters of GASB Statement No. 45. The ARC represents a level of funding that, if paid on an ongoing basis, is projected to cover normal cost each year and amortize any unfunded actuarial accrued liabilities (UAAL) (or funding excess) over a period not to exceed thirty years. The following table shows the components of the District's annual OPEB cost of the year, the amount actually contributed to the plan and changes in the District's net obligation to the Plan:

Annual required contribution	\$ 2,202,052
Interest on net OPEB obligation	19,998
Adjustment to annual required contribution	<u>(284,374)</u>
Annual OPEB cost (expense)	1,937,676
Contribution made	<u>(645,611)</u>
Decrease in net OPEB obligation	1,292,065
Net OPEB obligation, beginning of year	4,264,066
Net OPEB obligation, end of year	<u><u>\$ 5,556,131</u></u>

The annual OPEB cost, the percentage of annual OPEB cost contributed to the Plan, and the net OPEB obligation was as follows:

<u>Year Ended</u> <u>June 30,</u>	<u>Annual OPEB</u> <u>Cost</u>	<u>Percentage</u> <u>Contributed</u>	<u>Net OPEB</u> <u>Obligation</u>
2009	\$ 1,932,402	23.95%	\$ 1,469,597
2010	2,002,109	21.46%	3,042,132
2011	1,891,739	35.41%	4,264,066
2012	1,937,676	33.32%	5,556,131

SAN DIEGUITO UNION HIGH SCHOOL DISTRICT
NOTES TO THE FINANCIAL STATEMENTS
YEAR ENDED JUNE 30, 2012

Funding Status and Funding Progress

Actuarial valuations of an ongoing plan involve estimates of the value of reported amounts and assumptions about the probability of occurrence of events far into the future. Examples include assumptions about future employment, mortality, and the healthcare cost trend. Amounts determined regarding the funded status of the plan and the annual required contributions of the employer are subject to continual revision as actual results are compared with past expectations and new estimates are made about the future. The schedule of funding progress, presented as required supplementary information following the notes to the financial statements, presents multiyear trend information about whether the actuarial value of plan assets is increasing or decreasing over time relative to the actuarial accrued liabilities for benefits. Since this is the first year of implementation, only the current year is presented.

Actuarial Methods and Assumptions

Projections of benefits for financial reporting purposes are based on the substantive plan (the Plan as understood by the employer and the Plan members) and include the types of benefits provided at the time of each valuation and the historical pattern of sharing benefit costs between the employer and Plan members to that point. The actuarial methods and assumptions used include techniques that are designed to reduce the effects of short-term volatility in actuarial accrued liabilities and the actuarial value of assets, consistent with the long-term perspective of the calculations.

In the June 30, 2011 actuarial valuation, the actuarial cost method used was Projected Unit Credit with service prorated. Under this method, the Actuarial Accrued Liability is the present value of projected benefits multiplied by the ratio of benefit service as of the valuation date to the projected benefit service at retirement, termination, disability or death. The Normal Cost for a plan year is the expected increase in the Accrued Liability during the plan year. All employees eligible as of the measurement date in accordance with the provisions of the Plan listed in the data provided by the Employer were included in the valuation.

Medical cost trend rates ranged from an initial rate of 8.5% reduced to a rate of 5.0% after ten years. The UAAL is being amortized at a level dollar method with the remaining amortization period at June 30, 2012 of 26 years. The actuarial value of assets was not determined in this actuarial valuation; however, any assets of the plan to be determined will be on a market basis.

M. Commitments and Contingencies

Litigation

The District is involved in various litigation. In the opinion of management and legal counsel, the disposition of all litigation pending will not have a material effect on the financial statements.

State and Federal Allowances, Awards, and Grants

The District has received state and federal funds for specific purposes that are subject to review and audit by the grantor agencies. Although such audits could generate expenditure disallowances under terms of the grants, it is believed that any required reimbursement will not be material.

SAN DIEGUITO UNION HIGH SCHOOL DISTRICT
 NOTES TO THE FINANCIAL STATEMENTS
 YEAR ENDED JUNE 30, 2012

N. Construction Commitments

As of June 30, 2011 the District had the following commitments with respect to unfinished capital projects:

	Commitment	*Expected Date of Final Completion	Percentage Complete
Construction in Process:			
Solar Project-Canyon Crest/La Costa Canyon	\$ 459,659	August 2012	5%
Performing Arts Center-San Dieguito High School Academy	939,144	August 2011	89%

* Expected date of final completion subject to change

O. Subsequent Events

Tax Revenue Anticipation Notes

In July 2012, the District entered into the County of San Diego and San Diego County School Districts 2012 Pooled Tax and Revenue Anticipation Notes (TRANS) in the amount of \$18,225,000. The notes mature on April 30, 2012 and bear an interest rate of 2.00%. The notes were sold to supplement the District's cash flows.

Required Supplementary Information

Required supplementary information includes financial information and disclosures required by the Governmental Accounting Standards Board but not considered a part of the basic financial statements.

SAN DIEGUITO UNION HIGH SCHOOL DISTRICT

GENERAL FUND
BUDGETARY COMPARISON SCHEDULE
FOR THE YEAR ENDED JUNE 30, 2012

	Budgeted Amounts		Actual	Variance with Final Budget Positive (Negative)
	Original	Final		
Revenues:				
Revenue Limit Sources:				
State Apportionments	\$ (22,848)	\$ (22,848)	\$ (40,226)	\$ (17,378)
Local Sources	77,963,978	78,653,007	78,679,381	26,374
Federal Revenue	3,714,871	5,429,022	5,138,676	(290,346)
Other State Revenue	5,724,953	6,922,762	7,015,366	92,604
Other Local Revenue	7,292,898	9,581,399	9,775,993	194,594
Total Revenues	<u>94,673,852</u>	<u>100,563,342</u>	<u>100,569,190</u>	<u>5,848</u>
Expenditures:				
Current:				
Certificated Salaries	48,546,701	48,296,616	48,286,097	10,519
Classified Salaries	15,833,404	16,725,232	16,545,134	180,098
Employee Benefits	19,768,991	19,888,857	19,888,137	720
Books And Supplies	3,092,883	6,118,847	4,364,314	1,754,533
Services And Other Operating Expenditures	10,364,883	10,891,551	10,754,029	137,522
Other Outgo	45,000	854,863	499,552	355,311
Direct Support/Indirect Costs	(179,588)	(148,697)	(170,014)	21,317
Capital Outlay	111,100	52,922	52,893	29
Debt Service:				
Principal	765,588	765,588	765,588	-
Interest	840,639	840,639	840,639	-
Total Expenditures	<u>99,189,601</u>	<u>104,286,418</u>	<u>101,826,369</u>	<u>2,460,049</u>
Excess (Deficiency) of Revenues Over (Under) Expenditures	<u>(4,515,749)</u>	<u>(3,723,076)</u>	<u>(1,257,179)</u>	<u>2,465,897</u>
Other Financing Sources (Uses):				
Transfers Out	(44,600)	(44,600)	(326,531)	(281,931)
Total Other Financing Sources (Uses)	<u>(44,600)</u>	<u>(44,600)</u>	<u>(326,531)</u>	<u>(281,931)</u>
Net Change in Fund Balance	<u>(4,560,349)</u>	<u>(3,767,676)</u>	<u>(1,583,710)</u>	<u>2,183,966</u>
Fund Balance, July 1	15,311,186	15,311,186	15,311,186	-
Fund Balance, June 30	<u>\$ 10,750,837</u>	<u>\$ 11,543,510</u>	<u>\$ 13,727,476</u>	<u>\$ 2,183,966</u>

SAN DIEGUITO UNION HIGH SCHOOL DISTRICT
 REQUIRED SUPPLEMENTARY INFORMATION
 SCHEDULE OF FUNDING PROGRESS
 YEAR ENDED JUNE 30, 2012

Actuarial Valuation Date	Actuarial Value of Assets (a)	Actuarial Accrued Liability (AAL) - Entry Age (b)	Unfunded AAL (UAAL) (b-a)	Funded Ratio (a/b)	Covered Payroll (c)	UAAL as a Percentage of Covered Payroll ((b-a)/c)
6/30/09	\$ -	\$ 13,005,147	\$ 13,005,147	-	\$ 71,991,005	18.1%
6/30/11	-	15,210,567	15,210,567	-	60,639,000	25.1%

SAN DIEGUITO UNION HIGH SCHOOL DISTRICT
NOTES TO REQUIRED SUPPLEMENTARY INFORMATION
FOR THE YEAR ENDED JUNE 30, 2012

Budgetary Comparison Schedule - General Fund

As described in Note A to these financial statements, for purposes of reporting in conformity with GASB Statement No. 54, the District's Special Reserve Fund for Other Than Capital Outlay (Fund 17) was included with the General Fund for financial reporting purposes. The Budgetary Comparison Schedule included in the Required Supplementary Information is based on the legally adopted budget for the General Fund only.

Combining Statements and Budget Comparisons as Supplementary Information

This supplementary information includes financial statements and schedules not required by the Governmental Accounting Standards Board, nor a part of the basic financial statements, but are presented for purposes of additional analysis.

SAN DIEGUITO UNION HIGH SCHOOL DISTRICT

COMBINING BALANCE SHEET
 NONMAJOR GOVERNMENTAL FUNDS
 JUNE 30, 2012

	Special Revenue Funds	Capital Projects Funds	Total Nonmajor Governmental Funds (See Exhibit A-3)
ASSETS:			
Cash in County Treasury	\$ 752,749	\$ 3,069,044	\$ 3,821,793
Cash on Hand and in Banks	27,790	-	27,790
Accounts Receivable	202,816	4,538	207,354
Stores Inventories	22,913	-	22,913
Total Assets	<u>\$ 1,006,268</u>	<u>\$ 3,073,582</u>	<u>\$ 4,079,850</u>
LIABILITIES AND FUND BALANCE:			
Liabilities:			
Accounts Payable	\$ 110,462	\$ 20,836	\$ 131,298
Due to Other Funds	236,632	-	236,632
Total Liabilities	<u>347,094</u>	<u>20,836</u>	<u>367,930</u>
Fund Balance:			
Nonspendable Fund Balances:			
Stores Inventories	22,913	-	22,913
Restricted Fund Balances	599,214	1,061,893	1,661,107
Committed Fund Balances	3,126	-	3,126
Assigned Fund Balances	33,921	1,990,853	2,024,774
Total Fund Balance	<u>659,174</u>	<u>3,052,746</u>	<u>3,711,920</u>
Total Liabilities and Fund Balances	<u>\$ 1,006,268</u>	<u>\$ 3,073,582</u>	<u>\$ 4,079,850</u>

SAN DIEGUITO UNION HIGH SCHOOL DISTRICT

COMBINING STATEMENT OF REVENUES, EXPENDITURES,
 AND CHANGES IN FUND BALANCES
 NONMAJOR GOVERNMENTAL FUNDS
 FOR THE YEAR ENDED JUNE 30, 2012

	Special Revenue Funds	Debt Service Fund Blended Component Unit	Capital Projects Funds	Total Nonmajor Governmental Funds (See Exhibit A-5)
Revenues:				
Federal Revenue	\$ 632,094	\$ -	\$ -	\$ 632,094
Other State Revenue	37,848	-	122,261	160,109
Other Local Revenue	2,727,935	-	968,163	3,696,098
Total Revenues	<u>3,397,877</u>	<u>-</u>	<u>1,090,424</u>	<u>4,488,301</u>
Expenditures:				
Instruction	500,842	-	-	500,842
Instruction - Related Services	405,028	-	-	405,028
Pupil Services	2,806,934	-	-	2,806,934
General Administration	170,014	-	13,615	183,629
Plant Services	14,982	-	1,716,308	1,731,290
Debt Service:				
Principal	-	1,780,000	300,000	2,080,000
Interest	-	3,958,824	43,982	4,002,806
Total Expenditures	<u>3,897,800</u>	<u>5,738,824</u>	<u>2,073,905</u>	<u>11,710,529</u>
Excess (Deficiency) of Revenues Over (Under) Expenditures	<u>(499,923)</u>	<u>(5,738,824)</u>	<u>(983,481)</u>	<u>(7,222,228)</u>
Other Financing Sources (Uses):				
Transfers In	306,531	5,738,824	122,261	6,167,616
Transfers Out	-	-	(122,261)	(122,261)
Total Other Financing Sources (Uses)	<u>306,531</u>	<u>5,738,824</u>	<u>-</u>	<u>6,045,355</u>
Net Change in Fund Balance	(193,392)	-	(983,481)	(1,176,873)
Fund Balance, July 1	852,566	-	4,036,227	4,888,793
Fund Balance, June 30	<u>\$ 659,174</u>	<u>\$ -</u>	<u>\$ 3,052,746</u>	<u>\$ 3,711,920</u>

SAN DIEGUITO UNION HIGH SCHOOL DISTRICT
 COMBINING BALANCE SHEET
 NONMAJOR SPECIAL REVENUE FUNDS
 JUNE 30, 2012

	Adult Education Fund	Cafeteria Fund
	<u> </u>	<u> </u>
ASSETS:		
Cash in County Treasury	\$ 9,386	\$ 706,332
Cash on Hand and in Banks	8,878	18,912
Accounts Receivable	112,914	89,886
Stores Inventories	-	22,913
Total Assets	<u>\$ 131,178</u>	<u>\$ 838,043</u>
LIABILITIES AND FUND BALANCE:		
Liabilities:		
Accounts Payable	\$ 21,079	\$ 89,383
Due to Other Funds	110,099	126,533
Total Liabilities	<u>131,178</u>	<u>215,916</u>
Fund Balance:		
Nonspendable Fund Balances:		
Stores Inventories	-	22,913
Restricted Fund Balances	-	599,214
Committed Fund Balances	-	-
Assigned Fund Balances	-	-
Total Fund Balance	<u>-</u>	<u>622,127</u>
Total Liabilities and Fund Balances	<u>\$ 131,178</u>	<u>\$ 838,043</u>

<u>Deferred Maintenance Fund</u>	<u>Public Transportation Equipment</u>	<u>Total Nonmajor Special Revenue Funds (See Exhibit C-1)</u>
\$ 3,120	\$ 33,911	\$ 752,749
-	-	27,790
6	10	202,816
-	-	22,913
<u>\$ 3,126</u>	<u>\$ 33,921</u>	<u>\$ 1,006,268</u>
\$ -	\$ -	\$ 110,462
-	-	236,632
<u>-</u>	<u>-</u>	<u>347,094</u>
-	-	22,913
-	-	599,214
3,126	-	3,126
-	33,921	33,921
<u>3,126</u>	<u>33,921</u>	<u>659,174</u>
<u>\$ 3,126</u>	<u>\$ 33,921</u>	<u>\$ 1,006,268</u>

SAN DIEGUITO UNION HIGH SCHOOL DISTRICT
 COMBINING STATEMENT OF REVENUES, EXPENDITURES,
 AND CHANGES IN FUND BALANCES
 NONMAJOR SPECIAL REVENUE FUNDS
 FOR THE YEAR ENDED JUNE 30, 2012

	Adult Education Fund	Cafeteria Fund
	<u> </u>	<u> </u>
Revenues:		
Federal Revenue	\$ 142,804	\$ 489,290
Other State Revenue	-	37,848
Other Local Revenue	653,165	2,073,328
Total Revenues	<u>795,969</u>	<u>2,600,466</u>
Expenditures:		
Instruction	500,842	-
Instruction - Related Services	405,028	-
Pupil Services	-	2,654,664
General Administration	43,481	126,533
Plant Services	-	-
Total Expenditures	<u>949,351</u>	<u>2,781,197</u>
Excess (Deficiency) of Revenues Over (Under) Expenditures	<u>(153,382)</u>	<u>(180,731)</u>
Other Financing Sources (Uses):		
Transfers In	153,382	-
Total Other Financing Sources (Uses)	<u>153,382</u>	<u>-</u>
Net Change in Fund Balance	-	(180,731)
Fund Balance, July 1	-	802,858
Fund Balance, June 30	<u>\$ -</u>	<u>\$ 622,127</u>

<u>Deferred Maintenance Fund</u>	<u>Public Transportation Equipment</u>	<u>Total Nonmajor Special Revenue Funds (See Exhibit C-2)</u>
\$ -	\$ -	\$ 632,094
-	-	37,848
74	1,368	2,727,935
<u>74</u>	<u>1,368</u>	<u>3,397,877</u>
-	-	500,842
-	-	405,028
-	152,270	2,806,934
-	-	170,014
14,982	-	14,982
<u>14,982</u>	<u>152,270</u>	<u>3,897,800</u>
<u>(14,908)</u>	<u>(150,902)</u>	<u>(499,923)</u>
-	153,149	306,531
<u>-</u>	<u>153,149</u>	<u>306,531</u>
(14,908)	2,247	(193,392)
18,034	31,674	852,566
<u>\$ 3,126</u>	<u>\$ 33,921</u>	<u>\$ 659,174</u>

SAN DIEGUITO UNION HIGH SCHOOL DISTRICT
 COMBINING BALANCE SHEET
 NONMAJOR CAPITAL PROJECTS FUNDS
 JUNE 30, 2012

	Building Fund	Capital Facilities Fund
ASSETS:		
Cash in County Treasury	\$ 279,122	\$ 1,702,343
Accounts Receivable	235	3,296
Total Assets	<u>\$ 279,357</u>	<u>\$ 1,705,639</u>
LIABILITIES AND FUND BALANCE:		
Liabilities:		
Accounts Payable	\$ -	\$ 20,836
Total Liabilities	<u>-</u>	<u>20,836</u>
Fund Balance:		
Nonspendable Fund Balances:		
Restricted Fund Balances	-	-
Assigned Fund Balances	<u>279,357</u>	<u>1,684,803</u>
Total Fund Balance	<u>279,357</u>	<u>1,684,803</u>
Total Liabilities and Fund Balances	<u>\$ 279,357</u>	<u>\$ 1,705,639</u>

County School Facilities Fund	Special Reserve for Capital Outlay Fund	Total Nonmajor Capital Projects Funds (See Exhibit C-1)
\$ 1,060,910	\$ 26,669	\$ 3,069,044
983	24	4,538
<u>\$ 1,061,893</u>	<u>\$ 26,693</u>	<u>\$ 3,073,582</u>
<u>\$ -</u>	<u>\$ -</u>	<u>\$ 20,836</u>
<u>-</u>	<u>-</u>	<u>20,836</u>
1,061,893	-	1,061,893
-	26,693	1,990,853
<u>1,061,893</u>	<u>26,693</u>	<u>3,052,746</u>
<u>\$ 1,061,893</u>	<u>\$ 26,693</u>	<u>\$ 3,073,582</u>

SAN DIEGUITO UNION HIGH SCHOOL DISTRICT
 COMBINING STATEMENT OF REVENUES, EXPENDITURES,
 AND CHANGES IN FUND BALANCES
 NONMAJOR CAPITAL PROJECTS FUNDS
 FOR THE YEAR ENDED JUNE 30, 2012

	<u>Building Fund</u>	<u>Capital Facilities Fund</u>
Revenues:		
Other State Revenue	\$ -	\$ -
Other Local Revenue	6,190	955,792
Total Revenues	<u>6,190</u>	<u>955,792</u>
Expenditures:		
General Administration	-	13,615
Plant Services	79,793	715,121
Debt Service:		
Principal	-	300,000
Interest	-	43,982
Total Expenditures	<u>79,793</u>	<u>1,072,718</u>
Excess (Deficiency) of Revenues Over (Under) Expenditures	<u>(73,603)</u>	<u>(116,926)</u>
Other Financing Sources (Uses):		
Transfers In	122,261	-
Transfers Out	-	-
Total Other Financing Sources (Uses)	<u>122,261</u>	<u>-</u>
Net Change in Fund Balance	48,658	(116,926)
Fund Balance, July 1	230,699	1,801,729
Fund Balance, June 30	<u>\$ 279,357</u>	<u>\$ 1,684,803</u>

County School Facilities Fund	Special Reserve for Capital Outlay Fund	Total Nonmajor Capital Projects Funds (See Exhibit C-2)
\$ 122,261	\$ -	\$ 122,261
6,069	112	968,163
<u>128,330</u>	<u>112</u>	<u>1,090,424</u>
-	-	13,615
921,394	-	1,716,308
-	-	300,000
-	-	43,982
<u>921,394</u>	<u>-</u>	<u>2,073,905</u>
(793,064)	112	(983,481)
-	-	122,261
<u>(122,261)</u>	<u>-</u>	<u>(122,261)</u>
<u>(122,261)</u>	<u>-</u>	<u>-</u>
(915,325)	112	(983,481)
1,977,218	26,581	4,036,227
<u>\$ 1,061,893</u>	<u>\$ 26,693</u>	<u>\$ 3,052,746</u>

Other Supplementary Information

This section includes financial information and disclosures not required by the Governmental Accounting Standards Board and not considered a part of the basic financial statements. It may, however, include information which is required by other entities.

Supplementary Information Section

SAN DIEGUITO UNION HIGH SCHOOL DISTRICT

LOCAL EDUCATION AGENCY
 ORGANIZATION STRUCTURE
 JUNE 30, 2012

The San Dieguito Union School District was established in 1936 and is comprised of an area of approximately 81 square miles in San Diego County. There were no changes in the boundaries of the district during the current fiscal year. The district is currently operating four comprehensive middle schools for grades seven through eight, and four comprehensive high schools for grades nine through twelve and one continuation high school. The district also operates an adult education program.

Governing Board

<u>Name</u>	<u>Office</u>	<u>Term and Term Expiration</u>
Joyce Delessandro	President	Four Year Term Expires December 2012
Barbara Groth	Vice President	Four Year Term Expires December 2014
Amy Herman	Clerk	Four Year Term Expires December 2014
Beth Hergesheimer	Trustee	Four Year Term Expires December 2012
John Salazar	Trustee	Four Year Term Expires December 2014

Administration

Ken Noah
 Superintendent

Terry King
 Associate Superintendent
 Human Resources

Richard Schmitt
 Associate Superintendent
 Education Services

Eric Dill
 Associate Superintendent
 Business Services

SAN DIEGUITO UNION HIGH SCHOOL DISTRICT
SCHEDULE OF AVERAGE DAILY ATTENDANCE
YEAR ENDED JUNE 30, 2012

	Second Period Report		Annual Report	
	Original	Revised	Original	Revised
Elementary:				
Grades 7 and 8	3,657.48	N/A	3,650.72	N/A
Home and hospital	1.59	N/A	2.65	N/A
Special education	92.83	N/A	93.34	N/A
Elementary totals	<u>3,751.90</u>	<u>N/A</u>	<u>3,746.71</u>	<u>N/A</u>
High School:				
Grades 9 through 12, regular classes	7,910.45	N/A	7,845.71	N/A
Home and hospital	15.74	N/A	18.02	N/A
Special education	202.33	N/A	199.53	N/A
Continuation education	139.01	N/A	137.94	N/A
High school totals	<u>8,267.53</u>	<u>N/A</u>	<u>8,201.20</u>	<u>N/A</u>
ADA totals	<u>12,019.43</u>	<u>N/A</u>	<u>11,947.91</u>	<u>N/A</u>

Note: There were no audit findings which resulted in revisions to the second period or annual reports of attendance.

Average daily attendance is a measurement of the number of pupils attending classes of the district. The purpose of attendance accounting from a fiscal standpoint is to provide the basis on which apportionments of state funds are made to school districts. This schedule provides information regarding the attendance of students at various grade levels and in different programs.

SAN DIEGUITO UNION HIGH SCHOOL DISTRICT
 SCHEDULE OF INSTRUCTIONAL TIME
 YEAR ENDED JUNE 30, 2012

Grade Level	1982-83 Actual Minutes	1982-83 Adjusted & Reduced	1986-87 Minutes Requirement	1986-87 Adjusted & Reduced	2011-12 Actual Minutes	Number of Days Traditional Calendar	Number of Days Multitrack Calendar	Status
Grade 7	50,327	46,972	54,000	50,400	62,895	179	-	Complied
Grade 8	50,327	46,972	54,000	50,400	62,895	179	-	Complied
Grade 9	64,800	60,480	64,800	60,480	64,680	179	-	Complied
Grade 10	64,800	60,480	64,800	60,480	64,680	179	-	Complied
Grade 11	64,800	60,480	64,800	60,480	64,680	179	-	Complied
Grade 12	64,800	60,480	64,800	60,480	64,680	179	-	Complied

Districts, including basic aid districts, must maintain their instructional minutes at either the 1982-83 actual minutes or the 1986-87 requirements, whichever is greater, as required by Education Code Section 46201. This schedule is required of all districts, including basic aid districts.

The district has received incentive funding for increasing instructional time as provided by the Incentives for Longer Instructional Day. This schedule presents information on the amount of instruction time offered by the district and whether the district complied with the provisions of Education Code Sections 46200 through 46206.

SAN DIEGUITO UNION HIGH SCHOOL DISTRICT
SCHEDULE OF FINANCIAL TRENDS AND ANALYSIS
YEAR ENDED JUNE 30, 2012

General Fund	Budget 2013 (See Note 1)	2012	2011	2010
Revenues and other financial sources	\$ 94,447,362	\$ 100,569,190	\$ 98,859,076	\$ 98,671,061
Expenditures, other uses and transfers out	100,499,075	102,152,900	100,075,061	100,866,131
Change in fund balance (deficit)	(6,051,713)	(1,583,710)	(1,215,985)	(2,195,070)
Ending fund balance	\$ 7,675,763	\$ 13,727,476	\$ 15,311,186	\$ 16,527,171
Available reserves (see note 2)	\$ 7,074,648	\$ 12,949,745	\$ 14,492,160	\$ 16,476,034
Available reserves as a percentage of total outgo (see note 3)	7.0%	12.7%	14.5%	16.3%
Total long-term debt	\$ 103,073,989	\$ 106,397,147	\$ 104,394,880	\$ 104,856,140
Average daily attendance at P-2	11,906	12,019	11,964	12,150

This schedule discloses the district's financial trends by displaying past years' data along with current year budget information. These financial trend disclosures are used to evaluate the district's ability to continue as a going concern for a reasonable period of time.

The general fund fund balance has decreased by \$4,994,765 (26.68%) over the past three years. The fiscal year 2012-2013 budget projects a decrease of \$6,051,713 (44.08%). For a district of this size, the State recommends available reserves of at least 3% of total general fund expenditures, transfers out and other uses (total outgo).

Total long-term debt has increased by \$17,417,591 over the past three years.

Average daily attendance has decreased by 349 over the past three years.

NOTES:

- 1 Budget 2013 is included for analytical purposes only and has not been subjected to audit.
- 2 Available reserves consist of all assigned fund balances, unassigned fund balances and all funds reserved for economic uncertainties contained within the General Fund.
- 3 GASB Statement No. 54 requires the inclusion of the Special Reserve Fund for Other Than Capital Outlay (Fund 17) with the General Fund for reporting purposes only. This schedule has been prepared without the inclusion of Fund 17.

SAN DIEGUITO UNION HIGH SCHOOL DISTRICT
RECONCILIATION OF ANNUAL FINANCIAL AND BUDGET
REPORT WITH AUDITED FINANCIAL STATEMENTS
YEAR ENDED JUNE 30, 2012

	General Fund	Special Reserve Fund for Other Than Capital Outlay (Fund 17)
June 30, 2012, annual financial and budget report fund balances	\$ 13,727,476	\$ 2,438,145
Adjustments and reclassifications:		
Increasing (decreasing) the fund balance:		
Inclusion for reporting purposes under GASB 54	2,438,145	(2,438,145)
Net adjustments and reclassifications	2,438,145	(2,438,145)
June 30, 2012, audited financial statement fund balances	\$ 16,165,621	\$ -

This schedule provides the information necessary to reconcile the fund balances of all funds and the total liabilities balance of the general long-term debt account group as reported on the SACS report to the audited financial statements. Funds that required no adjustment are not presented.

SAN DIEGUITO UNION HIGH SCHOOL DISTRICT
SCHEDULE OF CHARTER SCHOOLS
YEAR ENDED JUNE 30, 2012

No charter schools are chartered by San Dieguito Union High School District.

<u>Charter Schools</u>	<u>Included In Audit?</u>
None	N/A

SAN DIEGUITO UNION HIGH SCHOOL DISTRICT
SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS
YEAR ENDED JUNE 30, 2012

Federal Grantor/ Pass-Through Grantor/ Program Title	Federal CFDA Number	Pass-Through Entity Identifying Number	Federal Expenditures
<u>U. S. DEPARTMENT OF TREASURY</u>			
Direct Program:			
QZAB Interest Subsidy	21.XXX	-	\$ 736,649
Total U. S. Department of Treasury			<u>736,649</u>
<u>U. S. DEPARTMENT OF HOMELAND SECURITY</u>			
Direct Program:			
Citizenship Education and Training	97.010	-	29,962
Total U. S. Department of Homeland Security			<u>29,962</u>
<u>U. S. DEPARTMENT OF EDUCATION</u>			
Passed Through State Department of Education:			
Adult Education	84.002	14109	112,843
Title I Part A	84.010	14109	566,557
Special Education	84.027	14329	1,977,722
Special Education Mental Health	84.027A	14468	363,367
ARRA Special Education	84.391	15003	61,503
Total Special Education Cluster			<u>2,402,592</u>
Vocational Education	84.048	13924	90,174
Workability	84.158	10006	141,887
Title II Technology	84.318	14334	1,856
Advanced Placement Testing	84.330	14363	12,629
Title III Limited English Proficiency	84.365	10084	57,563
Title III Immigrant Education	84.365	14346	6,569
Total Title III			<u>64,132</u>
Title II Teacher Quality	84.367	14341	182,959
ARRA Education Jobs Fund	84.410	25152	939,241
Total Passed Through State Department of Education			<u>4,514,870</u>
Total U. S. Department of Education			<u>4,514,870</u>
<u>U. S. DEPARTMENT OF AGRICULTURE</u>			
Passed Through State Department of Education:			
School Breakfast Program	10.553	13526	108,146
National School Lunch Section 4	10.555	13391	77,055
National School Lunch Section 11	10.555	13396	304,088
Total Child Nutrition Cluster			<u>489,289</u>
Commodities	10.565	13396	107,751
Total Passed Through State Department of Education			<u>597,040</u>
Total U. S. Department of Agriculture			<u>597,040</u>
TOTAL EXPENDITURES OF FEDERAL AWARDS			<u>\$ 5,878,521</u>

* Indicates noncash expenditure

The accompanying notes are an integral part of this schedule.

SAN DIEGUITO UNION HIGH SCHOOL DISTRICT
NOTES TO THE SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS
FOR THE YEAR ENDED JUNE 30, 2012

Basis of Presentation

The accompanying schedule of expenditures of federal awards includes the federal grant activity of San Dieguito Union High School District and is presented on the modified accrual basis of accounting. The information in this schedule is presented in accordance with the requirements of OMB Circular A-133, *Audits of States, Local Governments, and Non-Profit Organizations*. Therefore, some amounts presented in this schedule may differ from amounts presented in, or used in the preparation of, the general purpose financial statements.

Other Independent Auditor's Reports

Wilkinson Hadley King & Co. LLP
CPA's and Advisors
218 W. Douglas Ave.
El Cajon, California

Report on Internal Control over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with Government Auditing Standards

Board of Trustees
San Dieguito Union High School District
Encinitas, California

Members of the Board of Trustees:

We have audited the financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of San Dieguito Union High School District as of and for the year ended June 30, 2012, which collectively comprise the San Dieguito Union High School District's basic financial statements and have issued our report thereon dated December 13, 2012. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States.

Internal Control Over Financial Reporting

Management of San Dieguito Union High School District is responsible for establishing and maintaining effective internal control over financial reporting. In planning and performing our audit, we considered San Dieguito Union High School District's internal control over financial reporting as a basis for designing our auditing procedures for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the San Dieguito Union High School District's internal control over financial reporting. Accordingly, we do not express an opinion on the effectiveness of the San Dieguito Union High School District's internal control over financial reporting.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis.

Our consideration of internal control over financial reporting was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control over financial reporting that might be deficiencies, significant deficiencies, or material weaknesses. We did not identify any deficiencies in internal control over financial reporting that we consider to be material weaknesses, as defined above.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether San Dieguito Union High School District's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

This report is intended solely for the information and use of management, others within the entity, the Board of Trustees, and federal awarding agencies and pass-through entities and is not intended to be and should not be used by anyone other than these specified parties.

Wilkinson Hadley King & Co., LLP

El Cajon, California
December 13, 2012

Wilkinson Hadley King & Co. LLP
CPA's and Advisors
218 W. Douglas Ave.
El Cajon, California

Independent Auditor's Report

Report on Compliance with Requirements That Could Have a Direct and Material Effect on each Major Program and on Internal Control Over Compliance In Accordance With OMB Circular A-133

Board of Trustees
San Dieguito Union High School District
Encinitas, California

Members of the Board of Trustees:

Compliance

We have audited San Dieguito Union High School District's compliance with the types of compliance requirements described in the *OMB Circular A-133 Compliance Supplement* that could have a direct and material effect on each of San Dieguito Union High School District's major federal programs for the year ended June 30, 2012. San Dieguito Union High School District's major federal programs are identified in the summary of auditor's results section of the accompanying schedule of findings and questioned costs. Compliance with the requirements of laws, regulations, contracts, and grants applicable to each of its major federal programs is the responsibility of San Dieguito Union High School District's management. Our responsibility is to express an opinion on San Dieguito Union High School District's compliance based on our audit.

We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and OMB Circular A-133, *Audits of States, Local Governments, and Non-Profit Organizations*. Those standards and OMB Circular A-133 require that we plan and perform the audit to obtain reasonable assurance about whether noncompliance with the types of compliance requirements referred to above that could have a direct and material effect on a major federal program occurred. An audit includes examining, on a test basis, evidence about San Dieguito Union High School District's compliance with those requirements and performing such other procedures as we considered necessary in the circumstances. We believe that our audit provides a reasonable basis for our opinion. Our audit does not provide a legal determination of San Dieguito Union High School District's compliance with those requirements.

In our opinion, San Dieguito Union High School District complied, in all material respects, with the compliance requirements referred to above that could have a direct and material effect on each of its major federal programs for the year ended June 30, 2012.

Internal Control Over Compliance

Management of San Dieguito Union High School District is responsible for establishing and maintaining effective internal control over compliance with the requirements of laws, regulations, contracts, and grants applicable to federal programs. In planning and performing our audit, we considered San Dieguito Union High School District's internal control over compliance with the requirements that could have a direct and material effect on a major federal program to determine the auditing procedures for the purpose of expressing our opinion on compliance and to test and report on internal control over compliance in accordance with OMB Circular A-133, but not for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, we do not express an opinion on the effectiveness of San Dieguito Union High School District's internal control over compliance.

A *deficiency in internal control over compliance* exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, noncompliance with a type of compliance requirement of a federal program on a timely basis. A *material weakness in internal control over compliance* is a deficiency, or combination of deficiencies, in internal control over compliance, such that there is a reasonable possibility that material noncompliance with a type of compliance requirement of a federal program will not be prevented, or detected and corrected, on a timely basis.

Our consideration of internal control over compliance was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control over compliance that might be deficiencies, significant deficiencies, or material weaknesses. We did not identify any deficiencies in internal control over compliance that we considered to be material weaknesses, as defined above.

This report is intended solely for the information and use of management, others within the entity, the Board of Trustees, federal awarding agencies and pass-through entities and is not intended to be and should not be used by anyone other than these specified parties.

Wilkinson Hadley King & Co., LLP

El Cajon, California
December 13, 2012

Wilkinson Hadley King & Co. LLP

CPA's and Advisors
218 W. Douglas Ave.
El Cajon, California

Independent Auditor's Report on State Compliance

Board of Trustees
San Dieguito Union High School District
Encinitas, California

Members of the Board of Trustees:

We have audited the basic financial statements of the San Dieguito Union High School District ("District") as of and for the year ended June 30, 2012 and have issued our report thereon dated December 13, 2012. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States. We have also audited the District's compliance with the requirements specified in the State's audit guide, *Standards and Procedures for Audits of California K-12 Local Education Agencies 2011-12*, published by the Education Audit Appeals Panel, applicable to the District's statutory requirements identified below for the year ended June 30, 2012. Compliance with the requirements referred to above is the responsibility of the District's management. Our responsibility is to express an opinion on the District's compliance based on our audit.

The auditing standards referred to above require that we plan and perform the audit to obtain reasonable assurance about whether noncompliance with the compliance requirements referred to above that could have a material effect on the state laws and regulations applicable to the items in the schedule below occurred. An audit includes examining, on a test basis, evidence about the District's compliance with those requirements and performing such other procedures as we considered necessary in the circumstances. We believe that our audit provides a reasonable basis for our opinion. Our audit does not provide a legal determination of the District's compliance with those requirements.

In connection with the audit referred to above, we selected and tested transactions and records to determine the District's compliance with the state laws and regulations applicable to the following items:

<u>Description</u>	<u>Procedures In Audit Guide</u>	<u>Procedures Performed</u>
Attendance Accounting:		
Attendance Reporting	6	Yes
Teacher Certification and Misassignments	3	Yes
Kindergarten Continuance	3	N/A
Independent Study	23	N/A
Continuation Education	10	Yes
Instructional Time:		
School Districts	6	Yes
County Offices of Education	3	N/A
Instructional Materials, General Requirements	8	Yes
Ratios of Administrative Employees to Teachers	1	Yes
Classroom Teacher Salaries	1	Yes
Early Retirement Incentive Program	4	N/A
GANN Limit Calculation	1	Yes
School Accountability Report Card	3	Yes
Public Hearing Requirement - Receipt of Funds	1	Yes
Juvenile Court Schools	8	N/A

Exclusion of Pupils - Pertussis Immunization	2	Yes
Class Size Reduction Program (Including In Charter Schools):		
General Requirements	7	N/A
Option One Classes	3	N/A
Option Two Classes	4	N/A
Only One School Serving Grades K-3	4	N/A
After School Education and Safety Program:		
General Requirements	4	N/A
After School	5	N/A
Before School	6	N/A
Contemporaneous Records of Attendance, For Charter Schools	3	N/A
Mode of Instruction, For Charter Schools	1	N/A
Nonclassroom-Based Instruction/Independent Study, For Charter Schools	15	N/A
Determination of Funding for Nonclassroom-Based		
Instruction, For Charter Schools	3	N/A
Annual Instructional Minutes - Classroom Based, For Charter Schools	4	N/A

The term "N/A" is used above to mean either the District did not offer the program during the current fiscal year or the program applies to a different type of local education agency.

In our opinion, San Dieguito Union High School District complied, in all material respects, with the compliance requirements referred to above that are applicable to the statutory requirements listed in the schedule above for the year ended June 30, 2012.

This report is intended solely for the information and use of the Board of Trustees, management, State Controller's Office, Department of Finance, Department of Education, and pass-through entities, and is not intended to be and should not be used by anyone other than these specified parties.

Wilkinson Haddley King & Co., LLP

El Cajon, California
 December 13, 2012

Findings and Recommendations Section

SAN DIEGUITO UNION HIGH SCHOOL DISTRICT
 SCHEDULE OF FINDINGS AND QUESTIONED COSTS
 FOR THE YEAR ENDED JUNE 30, 2012

A. Summary of Auditor's Results

1. Financial Statements

Type of auditor's report issued: Unqualified

Internal control over financial reporting:

One or more material weaknesses identified? Yes X No

One or more significant deficiencies identified that are are not considered to be material weaknesses? Yes X None Reported

Noncompliance material to financial statements noted? Yes X No

2. Federal Awards

Internal control over major programs:

One or more material weaknesses identified? Yes X No

One or more significant deficiencies identified that are not considered to be material weaknesses? Yes X None Reported

Type of auditor's report issued on compliance for major programs: Unqualified

Any audit findings disclosed that are required to be reported in accordance with section 510(a) of Circular A-133? Yes X No

Identification of major programs:

<u>CFDA Number(s)</u>	<u>Name of Federal Program or Cluster</u>
10.553, 10.555	Child Nutrition Cluster
84.027, 84.027A, 84.391	Special Education Cluster
84.158	Workability

Dollar threshold used to distinguish between type A and type B programs: \$300,000

Auditee qualified as low-risk auditee? Yes X No

3. State Awards

Any audit findings disclosed that are required to be reported in accordance with Standards and Procedures for Audits of California K-12 Local Education Agencies. Yes X None Reported

Type of auditor's report issued on compliance for state programs: Unqualified

SAN DIEGUITO UNION HIGH SCHOOL DISTRICT
SCHEDULE OF FINDINGS AND QUESTIONED COSTS
FOR THE YEAR ENDED JUNE 30, 2012

B. Financial Statement Findings

NONE

C. Federal Award Findings and Questioned Costs

NONE

D. State Award Findings and Questioned Costs

NONE

SAN DIEGUITO UNION HIGH SCHOOL DISTRICT
 SUMMARY SCHEDULE OF PRIOR AUDIT FINDINGS
 FOR THE YEAR ENDED JUNE 30, 2012

Finding/Recommendation	Current Status	Management's Explanation If Not Implemented
<p>Finding 2011-1 (30000) Associated Student Body Accounts</p> <p>Cash transmittal forms were not being completed, some deposits were missing supporting documentation, some check request forms did not have appropriate approval signatures, and some expenditures did not have supporting documentation.</p> <p>We recommended the district implement procedures tightening controls at sites with student body funds. In addition, we recommended the district provide oversight and review of controls established to ensure they are being followed.</p>	Implemented	
<p>Finding 2011-2 (30000) District Purchase Cards</p> <p>We noted that some purchase cards were not being reviewed and approved on a timely basis. Expense reports were not being submitted timely and in some instances proper authorization was not evident. In addition, supporting invoice documentation was not being reviewed consistently.</p> <p>We recommended the district establish and monitor internal control procedures to ensure that purchases were for authorized and allowable expenditures and to ensure that supporting documentation be maintained for audit purposes.</p>	Implemented	
<p>Finding 2011-3 (50000) Federal Time Certification</p> <p>The district did not have procedures to collect time certifications for extra duty performed in Title III.</p> <p>We recommended the district implement procedures to collect time certifications for all employees charged to federal programs, including extra duty work.</p>	Implemented	

San Dieguito Union High School District

INFORMATION REGARDING BOARD AGENDA ITEM

TO: BOARD OF TRUSTEES

DATE OF REPORT: December 20, 2012

BOARD MEETING DATE: January 17, 2013

PREPARED BY: Rick Ayala,
Director, Pupil Services

SUBMITTED BY: Ken Noah, Superintendent

SUBJECT: BOARD POLICY REVISION
PROPOSAL #5131, (BP) ***“CONDUCT”***

EXECUTIVE SUMMARY

These revisions address student conduct as well as Seth’s Law (AB-9), which mandates that public school districts adopt a policy to prohibit discrimination, harassment, intimidation and bullying based on actual or perceived characteristics. Reviewed by Stutz, Artiano, Shinoff & Holtz (District attorneys), a recommendation was made to include language in District Board Policy No. 5131 as an example of “prohibited conduct”.

RECOMMENDATION:

These policies are being presented for a first read and will be resubmitted for board action on February 7, 2013.

FUNDING SOURCE:

Not applicable.

STUDENTS

5131

CONDUCT

The Board of Trustees believes that all students have the right to be educated in a positive learning environment free from disruptions. To maintain such an environment, students, parents/guardians, staff and the Board all must understand and fulfill their responsibilities related to student conduct.

STUDENT RESPONSIBILITIES

The Board believes that it is important for students to understand that they have a choice to make regarding their actions and that appropriate conduct benefits both themselves and others. Students are encouraged to freely express their individuality as long as this expression does not infringe upon the rights of others or interfere with the instructional program. Behavior is considered appropriate when students are diligent in study, neat and clean, careful with school property, respectful towards their teachers, and courteous to other students, staff and volunteers. Students are expected to be punctual and regular in attendance and to remain on school premises in accordance with school rules. They are further expected to refrain from profane, vulgar or abusive language.

Students shall receive regular instruction in district and school rules and regulations related to conduct. Students who violate these rules and regulations may be subject to discipline, suspension, exclusion, expulsion or transfer to alternative programs.

Students who violate district or school rules and regulations may be subject to discipline including, but not limited to, suspension, expulsion, transfer to alternative programs, or denial of the privilege of participation in extracurricular or co-curricular activities in accordance with Board policy and administrative regulation. The Superintendent or designee shall notify local law enforcement as appropriate.

PARENT/GUARDIAN RESPONSIBILITIES

Parents/guardians are expected to comply with laws governing the conduct and education of their student's and to cooperate with school authorities regarding their student's behavior.

California law holds parents/guardians liable for any willful student misconduct which results in the death or injury of any student or persons employed by or volunteering for the district. Parents/guardians are also liable for any defacement, injury or loss of property belonging to the district or to a school employee.

The Superintendent or designee shall ensure that parents/guardians are annually informed of their liability for death, personal injury or district property damage resulting from willful student misconduct.

Parents/guardians shall also be informed that the district will not be responsible for damage caused by any student to any item of personal property which another student brings to school.

DISTRICT RESPONSIBILITIES

The Board is responsible for prescribing behavioral and disciplinary guidelines for students. The Board shall give certificated staff all reasonable support with respect to student conduct and discipline.

The Superintendent or designee shall establish procedures necessary to enforce the Board's conduct

STUDENTS

5131

and discipline policies and shall notify parents/guardians of the availability of these policies and procedures at the beginning of each school year.

The Superintendent or designee shall ensure that each school site develops standards of conduct and discipline consistent with district policies and administrative regulations. Students and parents/guardians shall be notified of district and school rules related to conduct.

The school principal shall establish and enforce school rules that conform with district procedures and that foster safety and good citizenship. He/she shall ensure that students are informed of these rules when they enroll and at the beginning of each school year.

Teachers shall establish and enforce classroom rules that facilitate safety and effective learning. They shall cooperate with other certificated staff in enforcing general school rules and helping students to understand the benefits of choosing behaviors that show respect for other people and property.

Prohibited student conduct includes, but is not limited to:

1. Conduct that endangers students, staff, or others
2. Conduct that disrupts the orderly classroom or school environment
3. **Discrimination, harassment, intimidation, and bullying based on actual or perceived characteristics of disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sexual orientation, association with a person or group with one or more of these actual or perceived characteristics, or any other characteristic that is contained in the definition of hate crimes.**
- ~~3~~.4. Harassment or bullying of students or staff, including, but not limited to, cyberbullying, intimidation, hazing or initiation activity, extortion, or any other verbal, written, or physical conduct that causes or threatens to cause violence, bodily harm, or substantial disruption, in accordance with the section entitled "Bullying/Cyberbullying" below:

Cyberbullying includes the transmission of communications, posting of harassing messages, direct threats, or other harmful texts, sounds, or images on the Internet, social networking sites, or other digital technologies using a telephone, computer, or any wireless communication device. Cyberbullying also includes breaking into another person's electronic account and assuming that person's identity in order to damage that person's reputation.
- ~~4~~.5. Damage to or theft of property belonging to students, staff, or the district
- ~~5~~.6. Possession or use of a laser pointer, unless used for a valid instructional or other school-related purpose, including employment (Penal Code 417.27)
- ~~6~~.7. Use of profane, vulgar, or abusive language
- ~~7~~.8. Plagiarism or dishonesty on school work or tests
- ~~8~~.9. Inappropriate attire
- ~~9~~.10. Tardiness or unexcused absence from school
- ~~10~~.11. Failure to remain on school premises in accordance with school rules
- ~~11~~.12. Possession, use, or being under the influence of tobacco, alcohol, or other prohibited drugs

STUDENTS

5131

Students may possess or use on school campus personal electronic signaling devices including, but not limited to, pagers and cellular/digital telephones, as well as other mobile communications devices including, but not limited to, digital media players, personal digital assistants (PDAs), compact disc players, portable game consoles, cameras, digital scanners, and laptop computers, provided that such devices do not disrupt the educational program or school activity and are not used for illegal or unethical activities such as cheating on assignments or tests.

If a disruption occurs or a student uses any mobile communications device for improper activities, a school employee shall direct the student to turn off the device and/or shall confiscate it. If the school employee finds it necessary to confiscate the device, he/she shall return it at the end of the class period or school day.

In accordance with BP/AR 5145.12 - Search and Seizure, a school official may search a student's mobile communications device, including, but not limited to, reviewing messages or viewing pictures.

Students shall not use mobile communications devices, even in hands-free mode, while driving on school grounds or to and from a school-related activity.

A student who violates this policy may be prohibited from possessing a mobile communications device at school or school-related events and/or may be subject to further discipline in accordance with Board policy and administrative regulation.

BULLYING/CYBERBULLYING

The Board desires to prevent bullying by establishing a positive, collaborative school climate and clear rules for student conduct.

Discrimination, harassment, intimidation, and bullying based on actual or perceived characteristics of disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sexual orientation, association with a person or group with one or more of these actual or perceived characteristics, or any other characteristic that is contained in the definition of hate crimes is prohibited.

This policy applies to all acts related to school activity or school attendance occurring within a school under the jurisdiction of the superintendent of the school district.

The district may provide students with instruction, in the classroom or other educational settings, that promotes communication, social skills, and assertiveness skills and educates students about appropriate online behavior and strategies to prevent and respond to bullying and cyberbullying.

School staff shall receive related professional development, including information about early warning signs of harassing/intimidating behaviors and effective prevention and intervention strategies. Parents/guardians, students, and community members also may be provided with similar information.

If school personnel witness an act of discrimination, harassment, intimidation, or bullying, he or she shall take immediate steps to intervene when safe to do so.

Students may submit a verbal or written complaint of conduct they consider to be bullying to a teacher or administrator. Complaints of bullying shall be investigated and resolved in accordance with site-level grievance procedures specified in AR 5145.7 - Sexual Harassment.

STUDENTS

5131

Should the complainant disagree with the resolution of the complaint of discrimination, harassment, intimidation, or bullying made pursuant to the procedures specified in AR 5145.7 – Sexual Harassment, the complainant may appeal the decision, in writing, to the Assistant Superintendent/Human Resources, or in writing to the Superintendent if the Assistant Superintendent/Human Resources has already evaluated and resolved the complaint to his or her satisfaction.

When a student is suspected of or reported to be using electronic or digital communications to engage in cyberbullying against other students or staff, or to threaten district property, the investigation shall include documentation of the activity, identification of the source, and specific facts or circumstances that explain the impact or potential impact on school activity, school attendance, or the targeted student's educational performance.

Students shall be encouraged to save and print any messages sent to them that they feel constitute cyberbullying and to notify a teacher, the principal, or other employee so that the matter may be investigated.

Any student who engages in cyberbullying on school premises, or off campus in a manner that causes or is likely to cause a substantial disruption of a school activity or school attendance, shall be subject to discipline in accordance with district policies and regulations. If the student is using a social networking site or service that has terms of use that prohibit posting of harmful material, the Superintendent or designee also may file a complaint with the Internet site or service to have the material removed.

LEGAL REFERENCE

CALIFORNIA EDUCATION CODE

35181	Governing board policy on responsibilities of students
35291	Rules
200-262.4	Prohibition of discrimination
32261	Bullying
35291-35291.5	Rules
44807	Duty concerning conduct of students
48900-48925	Suspension or expulsion
48908	Duties of pupils
48980-48981	Notification of parent or guardian
51512	Prohibition against electronic listening or recording device in classroom without permission

PENAL CODE

288.2	Harmful matter with intent to seduce
313	Harmful matter
417.25-417.27	Laser scope
647	Use of camera or other instrument to invade person's privacy; misdemeanor
647.7	Use of camera or other instrument to invade person's privacy; punishment
653.2	Electronic communication devices, threats to safety

STUDENTS

5131

VEHICLE CODE

23124 Use of cellular phones provisional license holders

CIVIL CODE

1714.1 Liability of parents and guardians for willful misconduct of minor

CODE OF REGULATIONS, TITLE 5

300-307 Duties of pupils

UNITED STATES CODE, TITLE 42

2000h-2 et seq. Title IX, 1972 Education Act Amendments