



**BOARD OF TRUSTEES  
REGULAR BOARD MEETING**

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

**Superintendent**  
Rick Schmitt

**Union High School District**

**THURSDAY, JANUARY 16, 2014  
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](http://www.sduhsd.net) and/or at the district office. Please contact the [Office of the Superintendent](#) for more information.

**CONSENT CALENDAR**

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

**CLOSED SESSION**

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

**CELL PHONES / ELECTRONIC DEVICES**

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

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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 16, 2014  
6:30 PM**

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

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

- 1. CALL TO ORDER; PUBLIC COMMENTS REGARDING CLOSED SESSION ITEMS ..... 6:00 PM
- 2. **CLOSED SESSION** ..... **6:01 PM**
  - A. To consider personnel issues, pursuant to Government Code Sections 11126 and 54957; limited to consideration of the appointment, employment, evaluation of performance, discipline /release, dismissal of a public employee or to hear complaints or charges brought against such employee by another person or employee unless the employee requests a public session. (1 Issue)
  - B. To conference with Labor Negotiators, pursuant to Government Code Section 54957.8.  
Agency Negotiators: Superintendent and Associate Superintendents  
Employee Organizations: San Dieguito Faculty Association / California School Employees Association

**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 ORGANIZATIONAL BOARD MEETING OF DECEMBER 12, 2013  
Motion by \_\_\_\_\_, second by \_\_\_\_\_, to approve Minutes of the December 12, 2013 Organizational Meeting, 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, & LEGISLATIVE UPDATES ... RICK SCHMITT, SUPERINTENDENT
- 10. UPDATE, COMMUNITY EDUCATION & CTE ..... MANUEL ZAPATA, COORDINATOR

**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**

Acceptance of Gifts and Donations as shown in the attached supplement(s).

B. FIELD TRIP REQUESTS

Approval of Field Trip Requests 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).

B. APPROVAL/RATIFICATION OF AGREEMENTS

(None Submitted)

**13. EDUCATIONAL SERVICES**

A. APPROVAL/RATIFICATION OF AGREEMENTS

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

1. Document Tracking Services, LLC (DTS), to provide a license to use DTS proprietary web-based application, during the period January 1, 2014 through December 31, 2014, for an amount not to exceed \$2,495.00, to be expended from the General Fund/Restricted 06-00.

B. APPROVAL/RATIFICATION OF AMENDMENT TO AGREEMENTS

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

1. CTB/McGraw-Hill LLC, amending the LAS Links Online English language proficiency contract to add additional users, during the period December 19, 2013 through October 18, 2015, for an estimated annual amount not to exceed \$21,837.31, to be expended from the General Fund/Restricted 06-00.
2. Walroux Enterprises, amending the contract for grant writing, research, and reporting services to include up to 50 hours of service at \$75.00 per hour assisting the district to write a grant for the Workforce Investment Act (WIA) Title II Adult Education and Family Literacy Act (AEFLA) Section 231 and English Literacy and Civics Education grant for 2014-2015, during the period December 12, 2013 until project completion, for a not to exceed amount of \$3,750.00, to be expended from the Adult Education Fund 11-00.

**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. Autism Spectrum Consultants (NPA), to provide autism related services to special education students, during the period July 1, 2013 through June 30, 2014, at the rates shown on the attachment, to be expended from the General Fund/Restricted 06-00.
2. ACES (NPA), to provide autism related services to special education students, during the period June 1, 2013 through June 30, 2014, at the rates shown on the attachment, to be expended from the General Fund/Restricted 06-00.
3. Susan Berkowitz, MS (ICA), to provide evaluations and reports in the areas of receptive and expressive language, articulation and other related services, during the period July 1,

2013 through June 30, 2014, at the rates shown on the attachment, to be expended from the General Fund/Restricted 06-00.

4. Vista Unified School District, to provide Intra-SELPA specialized education and counseling and guidance to a San Dieguito Union High School District special education student, during the period July 1, 2013 through June 30, 2014, for an estimated not to exceed amount of \$11,896.36, 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**

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, as shown in the attached supplement:

1. Student ID No. 2037232045, for speech and language services, in the amount of \$150.00/hour not to exceed \$1,050.00.
2. Student ID No. 3161783687, for reimbursement of NPA services at Banyon Tree Learning Center, in the amount of \$855.00.

**PUPIL SERVICES**

**D. APPROVAL/RATIFICATION OF AGREEMENTS**

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

1. Vincent Fall and Associates, to provide residency check services and support to the Director of Pupil Services and Alternative Programs by participating in School Attendance Review Board (SARB) and administrative hearing panels on an as needed basis, during the period December 9, 2013 through June 30, 2014, at the rate of \$200.00 per hour, to be expended from the General Fund 03-00.
2. Rachel's Challenge, to provide a Rachel's Challenge Event at Earl Warren Middle School, on February 2, 2014, in the amount of \$3,600.00, to be expended from the General Fund/Restricted 06-00.

**15. BUSINESS / PROPOSITION AA**

**BUSINESS**

**A. APPROVAL/RATIFICATION OF AGREEMENTS**

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

1. 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, 2014 through December 31, 2014, for an amount not to exceed \$3,900.00 plus expenses, to be expended from the General Fund 03-00.
2. Corporation for Education Network Initiatives in California (CENIC), under contract with the Imperial County Office of Education, adding San Dieguito Union High School District to a consortium, via the signing of a letter of agency (LOA), for the purpose of securing possible E-rate discounts on eligible telecommunications products and services on behalf of K-12 California school districts and offices of education, during the period July 1, 2014 through June 30, 2017, at no cost to the district.

**B. APPROVAL/RATIFICATION OF AMENDMENT TO AGREEMENTS**

(None Submitted)

- C. AWARD/RATIFICATION OF CONTRACTS  
(None Submitted)
- D. APPROVAL OF CHANGE ORDERS  
(None Submitted)
- E. ACCEPTANCE OF CONSTRUCTION PROJECTS  
(None Submitted)
- F. APPROVAL OF BUSINESS REPORTS  
Approve the following business reports:
  - 1. Purchase Orders
  - 2. Membership Listing

**PROPOSITION AA**

- G. APPROVAL/RATIFICATION OF AGREEMENTS  
Approve/ratify entering into the following agreements and authorize Christina M. Bennett, Eric R. Dill, or Rick Schmitt to execute the agreements and all related pertinent documents:
  - 1. Geocon Inc., geotechnical investigation at Torrey Pines High School for the weight room building, during the period of January 17, 2014 through July 17, 2014, in an amount not to exceed \$6,800.00, to be expended from Building Fund-Prop 39 Fund 21-39.
  - 2. Digital Networks Group, Inc., La Costa Canyon High School technology upgrade to install short throw projectors and multimedia controls in 81 classrooms, during the period January 17, 2014 through January 17, 2015, in an amount not to exceed \$680,984.74, to be expended from Building Fund-Prop 39 Fund 21-39.
  - 3. Wilkinson Hadley King & Co., LLP, financial and performance audit of Proposition AA Building Fund of San Dieguito Union High School District as of June 30, 2013, during the period of January 17, 2014 through July 17, 2014, in an amount not to exceed \$3,700.00 including all reimbursable expenses, to be expended from the General Fund 03-00.
  - 4. SubSurface Surveys & Associates, Inc., utility locating at San Dieguito Academy for interim housing, during the period of January 17, 2014 through July 17, 2014 in an amount not to exceed \$4,555.00 including all reimbursable expenses, to be expended from Building Fund – Prop 39 Fund 21-39.
  - 5. Erickson-Hall Construction Company, construction management services at Oak Crest Middle School field access ramp/Art and Technology Building Modernization project, during the period of January 17, 2014 through September 30, 2014 in an amount not to exceed \$238,276.00, to be expended from Building Fund- Prop 39 Fund 21-39.
  - 6. American Fence and Security, Inc., interim fence installation at San Dieguito Academy for the field project, during the period of December 27, 2013 through June 27, 2014, in an amount not to exceed \$1,753.66, to be expended from Building Fund-Prop 39 Fund 21-39.
  - 7. El Camino Rental, rental of temporary stadium lights at Canyon Crest Academy, during the period of November 16, 2013 through March 16, 2014, in an amount not to exceed \$21,093.60, to be expended from Building Fund-Prop 39 Fund 21-39 and the Canyon Crest Academy Athletic Foundation.
  - 8. Spankys Portable Services, rental of porta-potty at Canyon Crest Academy construction trailer, during the period of December 23, 2013 through June 30, 2014, in an amount not to exceed \$721.54, to be expended from Building Fund-Prop 39 Fund 21-39.
- H. APPROVAL/RATIFICATION OF AMENDMENT TO AGREEMENTS  
(None Submitted)

I. ADOPTION OF RESOLUTION / LEASE-LEASEBACK

Adopt the resolution approving and authorizing execution of site lease, sublease agreement, and construction services agreement for the lease-leaseback agreement with Gilbane Building Company for the construction of the San Dieguito Academy Stadium Phase 2, Interim Housing, and Tennis Court Replacement projects, to be expended from Building Fund-Prop 39 Fund 21-39, as shown in the attached supplement.

J. ADOPTION OF RESOLUTION / COOPERATIVE BID

Adopt the attached resolution authorizing contracting pursuant to cooperative bid and award documents from Franklin-McKinley School District for the lease of modular buildings, per the pricing structure, terms, and conditions stated in the bid documents, to be expended from the Building Fund-Prop 39 Fund 21-39 and Capital Facilities Fund 25-19 or from the fund to which the purchases are charged and authorize Christina M. Bennett or Eric R. Dill to execute all necessary documents.

K. APPROVAL OF CHANGE ORDERS

(None Submitted)

L. ACCEPTANCE OF CONSTRUCTION PROJECTS

(None Submitted)

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

- Motion by \_\_\_\_\_, second by \_\_\_\_\_, to approve Consent Agenda Items 11-15 as shown in the attached supplement(s)

- Roll Call:

Joyce Dalessandro  
 Barbara Groth  
 Beth Hergesheimer  
 Amy Herman  
 John Salazar

Amy Atun, Canyon Crest Academy  
 Jourdan Johnson, Torrey Pines High School  
 Noel Kildiszew, La Costa Canyon High School  
 Mary Hope Liesegang, San Dieguito Academy  
 Madison MacKenzie, Sunset High School

**DISCUSSION / ACTION ITEMS..... (ITEMS 16 - 20)**

16. ADOPTION OF RESOLUTION / REPORT ON STATUTORY SCHOOL FEES & FINDINGS, 2012-13

- Motion by \_\_\_\_\_, second by \_\_\_\_\_, to adopt the resolution regarding Statutory School Fees Report for fiscal year 2012-13, and Findings in compliance with Government Codes sections 66006 and 66001, as shown in the attached supplements.

- Roll Call

17. ADOPTION OF RESOLUTION OF INTENTION TO CONVEY INTEREST IN REAL PROPERTY & RIGHT-OF-WAY

- Motion by \_\_\_\_\_, second by \_\_\_\_\_, to adopt the Resolution of Intention to Convey Interest in Real Property and Right-of-Way to the City of San Diego, for the purpose of access to construct, reconstruct, maintain, operate and repair water facilities on the Canyon Crest Academy campus, as described in the attachment.

- Roll Call

18. ACCEPTANCE OF 2012-13 ANNUAL AUDIT

Accept the 2012-13 annual audit of the San Dieguito Union High School District, as prepared by Wilkinson, Hadley, King, & Co. LLP, as shown in the attached supplement(s).

- 19. APPROVAL AND ADOPTION OF PROPOSED NEW BOARD POLICY JOB DESCRIPTIONS (3): #4216.3-10.7 “CONSTRUCTION PROJECTS MANAGER – I”; #4216.3-10.8, “CONSTRUCTION PROJECTS MANAGER – II”; #4216.3-77.2, “FACILITIES CONSTRUCTION PLANNER” AND SALARY RANGE SCHEDULES & DEFINITIONS
  - Motion by \_\_\_\_\_, second by \_\_\_\_\_, to approve the proposed new board policy job descriptions (3), #4216.3-10.7 “Construction Projects Manager – I”; #4216.3-10.8, “Construction Projects Manager – II”; #4216.3-77.2, “Facilities Construction Planner”, and #4341.1 Attachment A, Management Salary Schedule, and #4231/Appendix A, Salary Range Definitions, as shown in the attached supplements.
  - Roll Call
- 20. APPROVAL AND ADOPTION OF BOARD POLICY REVISIONS: #4216.3-02.3, “DIRECTOR OF HUMAN RESOURCES”
  - Motion by \_\_\_\_\_, second by \_\_\_\_\_, to approve revisions to board policy #4216.3-02.3, “Director of Human Resources”, as shown in the attached supplements.
  - Roll Call

**INFORMATION ITEMS..... (ITEMS 21 - 29)**

- 21. UNIFORM COMPLAINT REPORT, 2<sup>ND</sup> QUARTER (OCTOBER– DECEMBER, 2013)  
This item is being submitted as information only, for the second quarter, October-December 2013, as shown in the attached supplements.
- 22. BUSINESS SERVICES UPDATE..... ERIC DILL, ASSOCIATE SUPERINTENDENT
- 23. HUMAN RESOURCES UPDATE ..... TORRIE NORTON, ASSOCIATE SUPERINTENDENT
- 24. EDUCATIONAL SERVICES UPDATE ..... MIKE GROVE, ED.D., ASSOCIATE SUPERINTENDENT
- 25. 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)
- 26. FUTURE AGENDA ITEMS
- 27. ADJOURNMENT TO CLOSED SESSION .....(AS REQUIRED)
  - A. To consider personnel issues, pursuant to Government Code Sections 11126 and 54957; limited to consideration of the appointment, employment, evaluation of performance, discipline /release, dismissal of a public employee or to hear complaints or charges brought against such employee by another person or employee unless the employee requests a public session. (1 Issue)
  - B. To conference with Labor Negotiators, pursuant to Government Code Section 54957.8.  
Agency Negotiators: Superintendent and Associate Superintendents  
Employee Organizations: San Dieguito Faculty Association / California School Employees Association
- 28. REPORT FROM CLOSED SESSION (AS NECESSARY)
- 29. MEETING ADJOURNED

*The next regularly scheduled Board Meeting will be held on [Thursday, February 6, 2014, 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

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

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

**DECEMBER 12, 2013**

**THURSDAY, DECEMBER 12, 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  
President Groth called the meeting to order at 6:00 PM to receive public comments on Closed Session agenda items. No public comments were presented.
- 2. **CLOSED SESSION** ..... **6:01 PM**  
The Board convened to Closed Session at 6:01 PM to discuss the following:
  - A. Consideration and/or deliberation of student discipline matters (2 cases)
  - 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.* (1 issue)
  - C. To conference with Labor Negotiators, pursuant to Government Code Section 54957.8.  
Agency Negotiators: Superintendent and Associate Superintendents  
Employee Organizations: San Dieguito Faculty Association / California School Employees Association
  - D. To conference with legal counsel to discuss current and/or potential litigation, pursuant to Government Codes 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).*

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

ATTENDANCE

BOARD OF TRUSTEES AND STUDENT BOARD REPRESENTATIVES

Joyce Dalessandro	Morgan Patterson for Amy Atun, Canyon Crest Academy
Barbara Groth	Jourdan Johnson, Torrey Pines High School
Beth Hergesheimer	Noel Kildiszew, La Costa Canyon High School
Amy Herman	Mary Hope Liesegang, San Dieguito Academy
John Salazar	Madison MacKenzie, Sunset High School

DISTRICT ADMINISTRATORS / STAFF

Rick Schmitt, Superintendent  
 Eric Dill, Associate Superintendent, Business  
 Michael Grove, Ed.D., Associate Superintendent, Educational Services  
 Torrie Norton, Associate Superintendent, Human Resources  
 Bryan Marcus, Principal, Diegueno Middle School  
 Jason Vilorio, Executive Director, Educational Services  
 Lesley Rhodes, Executive Assistant, Educational Services / Recording Secretary



- 3. RECONVENE REGULAR MEETING / CALL TO ORDER ..... (ITEM 3)  
The regular meeting of the Board of Trustees was called to order at 6:33 PM by President Barbara Groth.
- 4. PLEDGE OF ALLEGIANCE ..... (ITEM 4)  
President Groth led the Pledge of Allegiance.
- 5. REPORT OUT OF CLOSED SESSION ..... (ITEM 5)  
The Board met in closed session and approved the recommended expulsion of Student #1001087 (stipulated expulsion). Ayes: 4; Noes: 1; Motion carried.  
The Board met in closed session and approved the recommended expulsion of Student #1206020 (expulsion). Ayes: 4; Noes: 1; Motion carried.
- 6. APPROVAL OF MINUTES OF THE REGULAR BOARD MEETING OF NOVEMBER 14, 2013  
It was moved by Ms. Dalessandro, seconded by Madison MacKenzie, to approve the Minutes of the November 14, 2013 board meeting, as presented. Motion unanimously carried.

**ORGANIZATION OF THE BOARD ..... (ITEM 7)**

- 7a. NOMINATION / ELECTION OF BOARD PRESIDENT  
It was moved by Ms. Herman, seconded by Ms. Hergesheimer, that nominations be closed and that Ms. Dalessandro be elected President of the Board for 2014. Motion unanimously carried.
- 7b. PASSING OF THE GAVEL TO THE NEWLY ELECTED PRESIDENT OF THE BOARD  
Current President Groth passed the gavel to the newly elected president.
- 7c. RECOGNITION OF OUTGOING PRESIDENT  
Superintendent Schmitt acknowledged Ms. Barbara Groth by presenting her with a gift and a bouquet of flowers.
- 7d. ELECTION OF VICE PRESIDENT  
It was moved by Ms. Hergesheimer, seconded by Ms. Groth, that nominations be closed and that Ms. Herman be elected as Vice-President of the Board for 2014. Motion unanimously carried.
- 7e. ELECTION OF CLERK  
It was moved by Ms. Herman seconded by Mr. Salazar, that nominations be closed and that Ms. Hergesheimer be elected as Clerk of the Board for 2014. Motion unanimously carried.
- 7f. APPOINTMENT OF BOARD REPRESENTATIVE / NORTH CITY WEST JOINT POWERS AUTHORITY  
It was moved by Ms. Groth, seconded by Ms. Herman, that Eric Dill, Associate Superintendent of Business Services, be appointed to serve as Board Representative to the North City West Joint Powers Authority, for 2014. Motion unanimously carried.
- 7g. APPOINTMENT OF ALTERNATE BOARD REPRESENTATIVE / NORTH CITY WEST JOINT POWERS AUTHORITY  
It was moved by Ms. Groth, seconded by Ms. Hergesheimer, that Superintendent Rick Schmitt be appointed to serve as Alternate Board Representative to the North City West Joint Powers Authority, for 2014. Motion unanimously carried.
- 7h. ESTABLISH DATE, TIME AND PLACE OF REGULAR MEETINGS OF THE BOARD FOR 2014  
It was moved by Ms. Groth, seconded by Ms. Hergesheimer, that the San Dieguito Union High School District Board Meetings be scheduled as shown in the attached supplement(s). Motion unanimously carried.
- 7i. APPOINTMENT OF BOARD SECRETARY AND RE-ADOPTION OF BOARD POLICIES  
It was moved by Ms. Groth, seconded by Mr. Salazar, 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 2014 were as follows:

Career Technical Education	Mr. Salazar / Ms. Groth
Encinitas City/School Liaison Committee	Ms. Hergesheimer / Ms. Groth
Legislative Action Network, Local/Regional	Ms. Herman / Ms. Hergesheimer
North Coastal Consortium for Special Education	Mr. Salazar
San Diego City Council/School Liaison	Ms. Herman / Ms. Dalessandro
Solana Beach City/School Liaison Committee	Ms. Herman / Ms. Dalessandro

*\*IMMEDIATELY FOLLOWING ACTION :ON THIS ITEM, AT 6:42 PM, THE BOARD TEMPORARILY ADJOURNED AND SUMMONED A MEETING OF THE SAN DIEGUITO PUBLIC FACILITIES AUTHORITY, THEN RECONVENED THE REGULAR MEETING AT 6:44 PM.*

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

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

A. STUDENT UPDATES

Students gave updates on events and highlights at their schools.

B BOARD OF TRUSTEES

Ms. Joyce Dalessandro attended CSBA (sessions included Common Core, Solana Beach School Liaison Committee Meeting,

Ms. Barbara Groth attended TedX at CCA, CIF Coordinating Council Meeting, and the AGTF Strategy Meeting (Common Core),

Ms. Beth Hergesheimer attended Diegueño Coffee with the Principal, and the CSBA Conference

Ms. Amy Herman attended TedX at CCA, Parent Site Rep Council, CSBA, Solana Beach School Liaison Committee Meeting

Mr. John Salazar attended TedX at CCA, gave a presentation to the TP Marketing, visited OC

9. SUPERINTENDENT’S REPORTS, BRIEFINGS, LEGISLATIVE UPDATES

Superintendent Schmitt gave an update on CSBA (his first CSBA Conference & the first conference he has attended since 2006) His session priorities were Common Core, Financing, Bonds, Local Control Funding. Another session he attended was presented by Linda Darling Hammond, a nationally renowned expert with the Common Core State Standards.

Mr. Schmitt also reported that last week the district received the demographic enrollment projection report, and added that boundaries now being considered.

10. UPDATE, DIEGUENO MIDDLE SCHOOL ..... BRYAN MARCUS, PRINCIPAL

Principal Marcus celebrated highlights at Diegueño Middle School., including progress being made with new bell schedule, and academic success, and professional development activities at the school. Mr. Marcus reported that the new bell schedule includes 0 period and 8 classes to offer kids choice flexibility. He added that four block days per week instead of 2 block days per week provides kids and teachers the opportunity to go deeper with curriculum and work in cooperative groups. This also gives families the opportunity to evaluate the block schedule.

Mr. Marcus explained that instructional teaching at the school ceases at 2:35 and the last 30 minutes is spent with students starting their homework, when they may visit teachers for help. Kids have 120 minutes per week to do homework before they go home.

Since 2009 Diegueño has increased 75 points in its API score. Mr. Marcus described the work at the school to improve the achievement of subgroups, including a mentoring program, Power in Pairs which uses peer mentors and is showing positive results.

Mr. Marcus wanted to thank the Diegueño PTSA for providing 100 Chromebooks to the school. His goal is to prepare students with 21<sup>st</sup> Century skills. He also commended Corey Bess, his Assistant Principal, for his hard work and success in relating with students.

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

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

**11. SUPERINTENDENT**

A. GIFTS AND DONATIONS

Acceptance of Gifts and Donations as presented.

B. FIELD TRIP REQUESTS

Approval of Field Trip Requests 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. LRP Publications, Inc., to provide an electronic subscription for a Title 1 report, during the period November 1, 2013 through October 31, 2014 and then renewing automatically unless either party provides 60 day prior written notice of its intent to terminate the agreement, for an amount not to exceed \$235.00, to be expended from Title 1 General Fund/Restricted 06-00.
2. ! MathWiz, to provide Supplemental Educational Provider (SES) services for the Title 1 program, during the period December 13, 2013 through June 13, 2014, for an amount not to exceed \$568.29 per student, to be expended from Title 1 General Fund/Restricted 06-00.
3. ! # 1 Touch-Screen Tablet Computer Tutoring, to provide Supplemental Educational Provider (SES) services for the Title 1 program, during the period December 13, 2013 through June 13, 2014, for an amount not to exceed \$568.29 per student, to be expended from Title 1 General Fund/Restricted 06-00.
4. ! A+ C A T (Computer Assisted Tutoring), to provide Supplemental Educational Provider (SES) services for the Title 1 program, during the period December 13, 2013 through June 13, 2014, for an amount not to exceed \$568.29 per student, to be expended from Title 1 General Fund/Restricted 06-00.
5. ! ACE Tutoring Services, Inc., to provide Supplemental Educational Provider (SES) services for the Title 1 program, during the period December 13, 2013 through June 13, 2014, for an amount not to exceed \$568.29 per student, to be expended from Title 1 General Fund/Restricted 06-00.
6. iAlpha! Innovation through Education, to provide Supplemental Educational Provider (SES) services for the Title 1 program, during the period December 13, 2013 through June 13, 2014, for an amount not to exceed \$568.29 per student, to be expended from Title 1 General Fund/Restricted 06-00.
7. 1 2 3 MATH AND READING, INC, to provide Supplemental Educational Provider (SES) services for the Title 1 program, during the period December 13, 2013 through June 13,

- 2014, for an amount not to exceed \$568.29 per student, to be expended from Title 1 General Fund/Restricted 06-00.
8. Advanced Reading Solutions LLC dba UROK Learning Institute, to provide Supplemental Educational Provider (SES) services for the Title 1 program, during the period December 13, 2013 through June 13, 2014, for an amount not to exceed \$568.29 per student, to be expended from Title 1 General Fund/Restricted 06-00.
  9. Alternatives Unlimited, Inc., to provide Supplemental Educational Provider (SES) services for the Title 1 program, during the period December 13, 2013 through June 13, 2014, for an amount not to exceed \$568.29 per student, to be expended from Title 1 General Fund/Restricted 06-00.
  10. Club Z! In-Home Tutoring Services, Inc., to provide Supplemental Educational Provider (SES) services for the Title 1 program, during the period December 13, 2013 through June 13, 2014, for an amount not to exceed \$568.29 per student, to be expended from Title 1 General Fund/Restricted 06-00.
  11. Friendly Community Outreach Center (FCOC), to provide Supplemental Educational Provider (SES) services for the Title 1 program, during the period December 13, 2013 through June 13, 2014, for an amount not to exceed \$568.29 per student, to be expended from Title 1 General Fund/Restricted 06-00.
  12. Leading Edge Learning Center, to provide Supplemental Educational Provider (SES) services for the Title 1 program, during the period December 13, 2013 through June 13, 2014, for an amount not to exceed \$568.29 per student, to be expended from Title 1 General Fund/Restricted 06-00.
  13. Professional Tutors of America Inc., to provide Supplemental Educational Provider (SES) services for the Title 1 program, during the period December 13, 2013 through June 13, 2014, for an amount not to exceed \$568.29 per student, to be expended from Title 1 General Fund/Restricted 06-00.
  14. Total Education Solutions, to provide Supplemental Educational Provider (SES) services for the Title 1 program, during the period December 13, 2013 through June 13, 2014, for an amount not to exceed \$568.29 per student, to be expended from Title 1 General Fund/Restricted 06-00.

#### **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. New Bridge School (NPS), to provide non-public school services for autistic special education students, during the period July 1, 2013 through June 30, 2014, at the rates of \$118.60 per diem, to be expended from the General Fund/Restricted 06-00.
2. Solana Beach Physical Therapy (ICA), to provide physical therapy assessments and direct therapy, during the period July 1, 2013 through June 30, 2014, at the rates of \$105.00 per hour for therapy and \$170.00 per assessment, to be expended from the General Fund/Restricted 06-00.
3. EduCLIME, LLC (ICA), to provide comprehensive brain injury assessments, consultations, reviews and interpretation of records, and attendance at IEP meetings, during the period July 1, 2013 through June 30, 2014, at the rate of \$155.00 per hour, to be expended from the General Fund/Restricted 06-00.
4. Lindamood Bell Learning Processes (NPA), to provide sensory-cognitive instruction to special education students, during the period July 1, 2013 through June 30, 2014, at the rate of \$84.00 per hour, to be expended from the General Fund/Restricted 06-00.

5. Interpreters Unlimited (ICA), for language interpreting services, during the period of July 1, 2013 through June 30, 2014, at the rates shown on the attachment, to be expended from the General Fund/Restricted 06-00.
6. Nancy E. Markel, Ph.D. (ICA), to provide neurological assessments, consultations with students, staff, and attorneys as necessary, during the period July 1, 2013 through June 30, 2014, at the rate of \$225.00 per hour, to be expended from the General Fund/Restricted 06-00.
7. Schloyer Audiology (ICA), to provide comprehensive auditory processing assessment services, during the period July 1, 2013 through June 30, 2014, at the rates shown on the attachment, to be expended from the General Fund/Restricted 06-00.
8. Spencer R. Wetter, Ph.D. (ICA), to provide school neuropsychological evaluations, observations, parent/teacher/student interviews, review of records, assessment of students, interpretations of results, and attendance at IEP meetings to discuss findings and recommendations, during the period July 1, 2013 through June 30, 2014, at the rates shown on the attachment, to be expended from the General Fund/Restricted 06-00.
9. Banyan Tree Learning Center (NPA) and Banyan Tree Foundations Academy (NPS), Banyan Tree Learning Center to provide memory, attention, executive functioning, auditory or visual processing, thinking skills, sensory processing, or language non-public agency services and Banyan Tree Foundations Academy to provide a full day, special education school program offering the same interventions and methods as the Learning Center, but more intensively, for students having significant challenges including dyslexia, attention, communication, sensory processing, social problems, or previous school failure, during the period July 1, 2013 through June 30, 2014, at the rates shown on the attachment, to be expended from the General Fund/Restricted 06-00.
10. San Diego Center for Vision Care (NPA), to provide consultative vision care non-public agency services, during the period July 1, 2013 through June 30, 2014, at the rates shown on the attachment, to be expended from the General Fund/Restricted 06-00.
11. Sierra Academy (NPS), to provide non-public school services for moderate/severe severely handicapped (FLS – functional life skills) special education students, during the period July 1, 2013 through June 30, 2014, at the rates shown on the attachment, 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 / PROPOSITION AA**

**BUSINESS**

A. APPROVAL/RATIFICATION OF AGREEMENTS

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

1. Custodial Plus Services, to provide gym and dance floor scrubbing and recoating services throughout the District, during the period December 13, 2013 until terminated by 30 day written notice, for an amount not to exceed \$45,000.00 per year, to be expended from the fund to which the project is charged.
2. The Regents of the University of California, for the lease of facilities at the University of California, San Diego, for the Torrey Pines High School Girls Water Polo, practices and

games, during the period November 16, 2013 through March 1, 2014, for an amount not to exceed \$6,774.72, to be paid for by the Torrey Pines High School Foundation.

3. Allie's Party Equipment Rental, Inc., to provide rental chairs, table skirts and linens, including delivery, setup, and pick up, for the Canyon Crest Academy graduation, during the period June 12, 2014 through June 13, 2014, for an amount not to exceed \$6,386.13, to be expended from the Capital Facilities Fund 25-19.
4. Facili-Serv, to provide bleacher service and inspection services at Carmel Valley Middle School, La Costa Canyon High School, Torrey Pines High School, Canyon Crest Academy, and San Dieguito Academy, as well as basketball backboard service and inspection services at Carmel Valley Middle School, Diegueño Middle School, La Costa Canyon High School, Torrey Pines High School, and San Dieguito Academy, not including costs for replacement parts and labor which will be quoted separately, during the period November 18, 2013 until project completion, for an amount not to exceed \$25,467.00 for service and inspection services, to be expended from the General Fund 03-00.

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

**C. AWARD/RATIFICATION OF CONTRACTS**

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

1. EDCO Waste & Recycling Services for district wide recycling and waste disposal services, during the period January 1, 2014 through December 31, 2017, with options to renew two additional one-year periods, at the rates shown in the attachment, to be expended from the General Fund 03-00.

**D. APPROVAL OF CHANGE ORDERS**  
(None Submitted)

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

**F. APPROVAL OF BUSINESS REPORTS**

Approve the following business reports:

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

**PROPOSITION AA**

**G. APPROVAL/RATIFICATION OF AGREEMENTS**

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

1. MVE Inc., Architectural services at San Dieguito Academy replacement tennis courts and interim housing, during the period December 13, 2013 through completion, in an amount not to exceed \$121,415.00 not including reimbursable expenses, to be expended from Building Fund-Prop 39 Fund 21-39.
2. Rancho Santa Fe Security Systems, Inc., upgrade security control panels at Carmel Valley Middle School, during the period December 13, 2013 through June 13, 2014, in an amount not to exceed \$5,990.00, to be expended from Building Fund-Prop 39 Fund 21-39.

**H. 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:

ITEM 6

1. Balfour Beatty Construction Inc., to amend the Construction Manager Services contract, A2013-169 dated April 4, 2013, to provide additional services for the Canyon Crest Academy and San Dieguito Academy field projects, in the amount of \$42,153.00, for additional services through completion, to be expended from Building Fund—Prop 39 Fund 21-39.

I. AWARD/RATIFICATION OF CONTRACTS  
(None Submitted)

J. 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. Field Turf Contract CA2013-12 – Canyon Crest Academy, entered into with Field Turf USA, Inc., extending the contract 102 calendar days.

K. ACCEPTANCE OF CONSTRUCTION PROJECTS

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

1. Canyon Crest Academy Field Turf, contract entered into with Field Turf USA, Inc.

L. REJECTION OF BIDS

Reject all bids received for Canyon Crest Academy Perimeter Restoration Project CB2014-06 due to price exceeding budget.

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

16. CSBA DELEGATE ASSEMBLY NOMINATIONS, 2014

It was moved by Ms. Hergesheimer, second by Ms. Herman, to nominate Ms. Groth as candidate for CSBA Delegate Assembly, 2014.

17. ADOPTION OF 2013-14 DISTRICT GENERAL FUND / FIRST INTERIM BUDGET

It was moved by Ms. Hergesheimer, seconded by Ms. Herman, to adopt the 2013-14 District General Fund, First Interim Budget and Certification, as shown in the attached supplement(s). Motion unanimously carried.

18. APPROVAL OF PROPOSED NEW BOARD POLICY JOB DESCRIPTION, #4216.3-08.02, DIRECTOR OF INFORMATION TECHNOLOGY

It was moved by Ms. Herman, seconded by Ms. Hergesheimer, to approve proposed new board policy job description, #4216.3-08.02, Director of Information Technology, and the Management Salary Schedule, #4341.1 Attachment A, as shown in the attached supplements. Motion unanimously carried.

19. COMMUNITY FACILITIES DISTRICT 95-2 / ANNEXATION NO. 20 / ADOPTION OF RESOLUTION CERTIFYING ELECTION RESULTS / FIORE / ANNEXATION NO. 20 / FIORE / A 26-UNIT SINGLE FAMILY SUBDIVISION DEVELOPMENT / LENNAR

- PUBLIC HEARING – The hearing was opened at 7:39 PM. There being no public comment, the hearing was closed at 7:40 PM.
- It was moved by Ms. Herman, seconded by Ms. Groth, to adopt the Resolution of the Board of Trustees of the San Dieguito Union High School District Acting as the Legislative Body of the San Dieguito Union High School District Community Facilities District No. 95-2, as shown in the attached supplements. Motion unanimously carried.

20. ADOPTION OF LAYOFF RESOLUTION, CLASSIFIED EMPLOYEE, 2013-14

It was moved by Ms. Groth, seconded by Ms. Herman, to adopt the layoff resolution for one classified employee, as shown in the attached supplement(s). Motion unanimously carried.

21. RATIFICATION OF EMPLOYEE APPOINTEE TO THE PERSONNEL COMMISSION

It was moved by Ms. Groth, seconded by Ms. Hergesheimer, to ratify the employees' appointment of John Baird to the Personnel Commission for the three-year term of December 1, 2013 to December 1, 2016. Motion unanimously carried.

**INFORMATION ITEMS..... (ITEMS 22 - 32)**

22. COMMON CORE STATE STANDARDS TRANSITION UPDATE, JASON VILORIA, EXECUTIVE DIRECTOR / MIKE GROVE, ASSOCIATE SUPERINTENDENT

Dr. Viloria gave an update on Common Core. He explained that the focus is on the four core subject areas, yet all electives and counseling are included. For Math we have decided on integrated course approach, and work has included course sequencing and textbooks and instructional materials review process. ToSAs are working with Math teachers, looking at content standards and standards for mathematical practice. This has been helpful to math teachers. Trying to expose teachers to new experiences; how to teach a common core lesson. They have had the opportunity to be students, with ToSAs giving them lessons, and showing them a complete unit of study. Dr. Viloria added that all teachers should have the opportunity to see the information.

Dr. Viloria explained that the ELA Social Studies & Science process is similar, with a focus on literacy, writing in class, and critical thinking. 21<sup>st</sup> century skills are being emphasized, with peer lesson demonstrations. ToSAs are working with site principals and department chairs and are going out to sites and support staff, using that feedback to design the next professional development days. The plan moving forward with Social Studies is to continue developing units of study and refining the uploaded collection to make it more easily navigable and user friendly. Focusing on 4 C's; critical thinking, Collaboration, Communication and Creativity.

Dr. Grove is working closely with feeder districts, which has included identifying areas of collaboration, e.t., we are providing 5<sup>th</sup> and 6<sup>th</sup> grade teachers around math content. We will continue communicating with all feeder districts throughout the Common Core process.

Communication to families is occurring through media newsletters, Superintendent newsletters, etc. After Winter Break, all decisions about the math sequence will have been made, so we will begin parent meetings and Common Core information nights in different subject areas at our schools and then at the feeder districts. Superintendent Schmitt will be visiting feeder schools to allay fears and answer questions. We are prepared for a 3-5 year transition time until we are fully implemented.

23. LOCAL CONTROL ACCOUNTABILITY PLAN IMPLEMENTATION ..... ERIC DILL/MIKE GROVE, ASSOC. SUPTS.

Dr. Grove and Mr. Dill gave an update. Mr. Dill reported that the Governor introduced the Local Control Funding Formula, then the Legislature wanted more control and a strong desire to see that funding that came from supplemental and concentrated grants went directly used to support those kids, fearing that the funding would not be used to improve success of subgroups. The LCAP was created to make districts accountable and to determine goals to improve those subgroups' achievement. Mr. Dill commented that it is revolutionary for general fund unrestricted funds to be linked to student achievement. He added that we are in the regulatory phase of LCAP. We can move forward with community stakeholder communication. We will need to bring back LCAP in June tied to district budget. Mr. Dill added that the three parameters districts will have are 1) to focus on providing more programs and services, continue and maintain existing programs and services, or achieve more.

Our question is what does accountability mean for LCFF funding when we are a Basic Aid district? The intent of LCAP is to have a plan. Goals for all students as well as goals for all subgroups will be created, outlining specific actions we will take to achieve those goals at the district and site level. Mr. Dill added that this Master Plan will overarch all other plans, and will address conditions of learning, state standards, Common Core, course access & curriculum... what we are already doing. Mr. Dill assured the Board that they will be regularly updated on this progress.



24. PUBLIC NOTICE – 2012-2013 REPORT ON STATUTORY SCHOOL FEES AND FINDINGS

This item was submitted for first read and will be resubmitted for action on January 16, 2013.

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

Mr. Dill had nothing further to report.

26. HUMAN RESOURCES UPDATE ..... TORRIE NORTON, ASSOCIATE SUPERINTENDENT

Ms. Norton had nothing further to report.

27. EDUCATIONAL SERVICES UPDATE ..... MIKE GROVE, ED.D, ASSOCIATE SUPERINTENDENT

Dr. Grove had nothing further to report.

28. PUBLIC COMMENTS – None presented.

29. FUTURE AGENDA ITEMS – None discussed.

30. ADJOURNMENT TO CLOSED SESSION – No closed session was necessary.

31. REPORT FROM CLOSED SESSION - Nothing further to report out of closed session.

32. ADJOURNMENT OF MEETING – Meeting adjourned at 8:34 PM.

\_\_\_\_\_  
Beth Hergesheimer, Board Clerk

\_\_\_\_\_  
Date

\_\_\_\_\_  
Rick Schmitt, Superintendent

\_\_\_\_\_  
Date

# San Dieguito Union High School District

## INFORMATION REGARDING BOARD AGENDA ITEM

**TO:** BOARD OF TRUSTEES

**DATE OF REPORT:** January 6, 2014

**BOARD MEETING DATE:** January 16, 2014

**PREPARED AND  
SUBMITTED BY:** Rick Schmitt, Superintendent

**SUBJECT:** ACCEPTANCE OF GIFTS AND DONATIONS

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### 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

**GIFTS AND DONATIONS**  
**SDUHSD BOARD MEETING**  
**January 16, 2014**

ITEM 11A

Item #	Donation	Description	Donor	Department	School Site
1	\$2,000.00	Chrome Books Donation	Price Family Charitable Fund	Technology	EWMS
2	\$557.63	Music Coaches Donation	Earl Warren PTSA	Music	EWMS
3	\$20.00	Science Supplies Donation	Michael and Andrea Hoyt	Science	EWMS
4	\$550.00	Duplicating for Social Science Donation	Earl Warren PTSA	Social Science	EWMS
5	\$72.69	Student Enrichment Donation	Wells Fargo Matching Gift (Eric Lee)	Administration	OCMS
6	\$40.00	Student Enrichment Donation	Peter and Terry Lang	Administration	OCMS
7	\$72.69	Student Enrichment Donation	Wells Fargo Matching Gift (Eric Lee)	Administration	OCMS
8	\$20.00	Math Copy Donation	Anonymous Parent	Math	DNO
9	\$40.00	Math Copy Donation	Rachel Rodas	Math	DNO
10	\$5,009.00	Mini Grant Program Donation	Diegueno Middle Schoo PTSA	Various	DNO
11	\$2,378.35	Mini Grant Program Donation	Diegueno Middle Schoo PTSA	Various	DNO
12	\$25.00	Math Copy Donation	Anonymous Parent	Math	DNO
13	\$20.00	Math Copy Donation	Alison Oden	Math	DNO
14	\$49.04	Student Enrichment Donation	TRUIST	Administration	CVMS
15	\$12,500.00	Chrome Books and Shared Vision Donation	San Dieguito Academy Foundation	Technology	SDA
16	\$2,123.66	Theater Technician Fall/Winter Show Donation	San Dieguito Academy Foundation	Theater	SDA
17	\$10,000.00	Parent Resource Cntr & Shared Vision	San Dieguito Academy Foundation	Administration	SDA
18	\$250.00	ACT Test Scoring Donation	Canyon Crest Academy Foundation	Administration	CCA
19	\$3,304.80	Communication Radios Donation	Canyon Crest Academy Foundation	Administration	CCA
20	\$85.00	Printer Repair Donation	Canyon Crest Academy Foundation	Administration	CCA
21	\$195.66	Quest Supplies Donation	Canyon Crest Academy Foundation	Science	CCA
22	\$25.00	District Donation: Membership Campaign	Mission Federal Credit Union	Administration	Dist. Office
23	\$20.00	Math Copy Donation	Anonymous Parent	Math	DNO
24	\$5,000.00	Yearbook Donation	Yearbook Tech, Inc.	Yearbook	SDA
25	\$100.00	Donation: Music Program Strip Bass	SDAF Music Council	Music	SDA
	<b>\$44,458.52</b>	<b>Total</b>			

# San Dieguito Union High School District

## INFORMATION REGARDING BOARD AGENDA ITEM

**TO:** BOARD OF TRUSTEES

**DATE OF REPORT:** January 9, 2014

**BOARD MEETING DATE:** January 16, 2014

**PREPARED BY:** Michael Grove, Ed.D.  
Associate Superintendent of  
Educational Services

**SUBMITTED BY:** Rick Schmitt, Superintendent

**SUBJECT:** **Approval / Ratification of Field Trip  
Requests**

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### **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:**

It is recommended 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 16, 2014**

## ITEM 11B

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	02-15-14 - 02-16-14	Jaffe	David	TPHS Jr. State of America	6	1	Junior State of America Winter Congress Conference	Torrance	CA	None	TPHS Foundation / Parent Donations
2	03-06-14 - 03-09-14	Chang Liu	Katherine	TPHS Model United Nations Club	20	1	Model UN Conference	Berkeley	CA	1 Day	TPHS Foundation / Parent Donations
3	03-21-14	Willcox	Amy	TPHS Jazz Band	22	2	Fullerton College Jazz Festival	Fullerton	CA	None	TPHS Foundation / Parent Donations
4	03-15-14	Willcox	Amy	TPHS Jazz Band	22	2	Irvine Jazz Festival	Irvine	CA	None	TPHS Foundation / Parent Donations
5	05-30-14 - 05-31-14	Willcox	Amy	TPHS Bands & Orchestras	200	8	Six Flags Music Festival	Valencia	CA	None	TPHS Foundation / Parent Donations
6	04-24-14 - 04-27-14	Willcox	Amy	TPHS Jazz Band	22	3	New Orleans Jazz Festival Trip	New Orleans	LA	2 Days	TPHS Foundation / Parent Donations
7	04-10-14 - 04-13-14	Wuertz	Jeremy	SDA Band	20	4	Reno Jazz Festival	Reno	NV	None	SDA Foundation / Parent Donations
8	03-28-14	Yaeger	Julie	EW Band	30	3	Forum Music Festival	Yorba Linda	CA	1 Day	EW Parent Donations
9	03-29-14 - 03-29-14	Kaye	Sarah	TPHS Dance Team	42	8	National Dance Competition	Anaheim	CA	1 Day	TPHS Foundation / Parent Donations
10	03-14-14 - 03-15-14	Zissi	Jon	TPHS Varsity Boys Lacrosse	35	5	Lacrosse Tournament	Pasadena	CA	None	TPHS Foundation / Parent Donations

\* 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 7, 2014

**BOARD MEETING DATE:** January 16, 2014

**PREPARED BY:** Torrie Norton  
Associate Superintendent/Human Resources

**SUBMITTED BY:** Rick Schmitt  
Superintendent

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

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### EXECUTIVE SUMMARY

Please find the following Personnel actions attached for Board Approval:

#### Certificated

Employment  
Change in Assignment  
Leave of Absence  
Resignation

#### Classified

Employment  
Change in Assignment  
Resignation

#### RECOMMENDATION:

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

#### FUNDING SOURCE:

General Fund

## PERSONNEL LIST

### CERTIFICATED PERSONNEL

#### Employment

1. **Dawn Durkot**, 100% Temporary Teacher (Spanish) at Torrey Pines High School for Semester II/2013-14 school year, effective 1/27/14 through 6/13/14.

#### Change in Assignment

1. **Amanda Toothacre**, Temporary Teacher (English) at San Dieguito Academy and Carmel Valley Middle School, Change in Assignment from 60% to 93% (continuing 33% at SDA) for Semester II/2013-14 school year, effective 1/27/14 through 6/13/14.
2. **Jeffrey Tyler**, Temporary Teacher (mathematics) at Diegueno Middle School, Change in Assignment from 60% to 80% for Semester II/2013-14 school year, effective 1/27/14 through 6/13/14.

#### Leave of Absence

1. **Jacqueline Powers**, Teacher (mathematics) at Diegueno Middle School requests a 20% Unpaid Leave of Absence (80% assignment) for Semester II/2013-14 school year, effective 1/27/14 through 6/13/14.

#### Resignation

1. **Burton Blackwell**, Teacher (physical education) at Torrey Pines High School, resignation for retirement purposes, effective 6/13/14.
2. **John Brennan**, Teacher (physical education) at San Dieguito Academy, resignation for retirement purposes, effective 6/13/14.
3. **Patricia Cameron**, Teacher (science) at La Costa Canyon High School, resignation for retirement purposes, effective 6/13/14.
4. **Mark Embree**, Teacher (English/work experience) at La Costa Canyon High School, resignation for retirement purposes, effective 6/13/14.
5. **AnneMarie Godfrey**, Teacher (French) at Torrey Pines High School, resignation for retirement purposes, effective 6/13/14.
6. **Simeon Greenstein**, Teacher (social science) at Torrey Pines High School, resignation for retirement purposes, effective 1/31/14.
7. **MaryJane Palmer**, Speech/Language Therapist at Torrey Pines High School, resignation for retirement purposes, effective 6/13/14.
8. **Julie Rais**, Teacher (Art) at Earl Warren Middle School, resignation from employment, effective 1/24/14.

## ITEM 12A

## PERSONNEL LIST

**CLASSIFIED PERSONNEL****Employment**

1. **Anderson, Lara**, Instructional Assistant-SpEd(NS), SR34, 48.75% FTE, Torrey Pines High School, effective 1/08/14
2. **Franco, Andrea**, Instructional Assistant-SpEd(NS), SR34, 37.50% FTE, Earl Warren Middle School, effective 01/04/14
3. **Ocampo, Rocio**, Nutrition Services Assistant I, SR25, 31.25% FTE, San Dieguito Academy, effective 01/06/14

**Change in Assignment**

1. **Castaneda, Christina**, from Instructional Assistant-SpEd(SH), SR36, 48.75% FTE, Torrey Pines High School to 75.00% FTE, effective 01/06/14
2. **Gunnarsson, Louise**, from Instructional Assistant-SpEd(NS), SR34, 48.75% FTE, Torrey Pines High School to Instructional Assistant-SpEd(SH), SR36, 75.00% FTE, effective 12/17/13
3. **Magana, Norma**, from Nutrition Services Assistant I, SR25, 31.25% FTE, Carmel Valley Middle School to 37.50% FTE, effective 12/16/13
4. **Peterson, Tina**, from Human Resources Technician, SR42, 100.00% FTE, to Human Resources Information Systems Analyst, SR52, 100.00% FTE, District Office-Human Resources Department, effective 01/01/14.
5. **Prado, Cesar**, from Nutrition Services Assistant I, SR25, 40.63% FTE, Earl Warren Middle School to Nutrition Services Assistant II, SR27, 48.75% FTE, Diegueno Middle School, effective 12/06/13
6. **Schultz, Joann**, from Executive Assistant, Confidential G8,R1, 100.00% FTE, District Office-Business Services to Executive Assistant to the Superintendent, Confidential G8,R2, 100.00% FTE, District Office-Office of Superintendent, effective 12/16/13
7. **Zeller, Shaylee**, from Instructional Assistant-SpEd(SH), SR36, 48.75% FTE, Torrey Pines High School to 75.00% FTE, La Costa Canyon High School, effective 01/06/14

**Resignation**

1. **Goodspeed, Diane**, Nutrition Services Assistant I, SR25, 37.50% FTE, Carmel Valley Middle School, resignation effective 12/06/13
2. **Koehnen, Susan**, Director of Human Resources, G5,R2, 100.00% FTE, District Office-Human Resources Department, resignation for the purpose of retirement effective 02/28/14



# San Dieguito Union High School District

## INFORMATION REGARDING BOARD AGENDA ITEM

**TO:** BOARD OF TRUSTEES

**DATE OF REPORT:** January 9, 2014

**BOARD MEETING DATE:** January 16, 2014

**PREPARED BY:** Jason Vilorio, Executive Director of Educational Services  
Michael Grove, Associate Superintendent of Educational Services

**SUBMITTED BY:** Rick Schmitt  
Superintendent

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

-----

### EXECUTIVE SUMMARY

The attached Professional Services Report/Educational Services summarizes one contract.

### RECOMMENDATION:

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

### FUNDING SOURCE:

As noted on attached list

ITEM 13A

**SAN DIEGUITO UNION HIGH SCHOOL DISTRICT**

**EDUCATIONAL SERVICES - PROFESSIONAL SERVICES REPORT**

**Board Meeting Date: 01-16-14**

<u>Contract Effective Dates</u>	<u>Consultant/ Vendor</u>	<u>Description of Services</u>	<u>School/ Department Budget</u>	<u>Fee Not to Exceed</u>
01/01/14 – 12/31/14	Document Tracking Services, LLC (DTS)	Provide a license to use DTS proprietary web-based application	General Fund /Restricted 06-00	\$2,495.00

# San Dieguito Union High School District

## INFORMATION REGARDING BOARD AGENDA ITEM

**TO:** BOARD OF TRUSTEES

**DATE OF REPORT:** January 9, 2014

**BOARD MEETING DATE:** January 16, 2014

**PREPARED BY:** Jason Vilorio, Executive Director of Educational Services  
Michael Grove, Associate Superintendent of Educational Services

**SUBMITTED BY:** Rick Schmitt  
Superintendent

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

-----

### EXECUTIVE SUMMARY

The attached Professional Services Report/Educational Services summarizes two amendments to agreements.

### RECOMMENDATION:

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

### FUNDING SOURCE:

As noted on attached list

ITEM 13B

**SAN DIEGUITO UNION HIGH SCHOOL DISTRICT**

**EDUCATIONAL SERVICES - AMENDMENT TO AGREEMENTS REPORT**

**Board Meeting Date: 01-16-14**

<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>
12/19/13 – 10/18/15	CTB/McGraw-Hill LLC	Amending the LAS Links Online English language proficiency contract to add additional users	General Fund/ Restricted 06-00	\$21,837.31
12/12/13 until project completion	Walroux Enterprises	Amending the contract for grant writing, research, and reporting services to include up to 50 hours of service at \$75.00 per hour assisting the district write a grant for the Workforce Investment Act (WIA) Title II Adult Education and Family Literacy Act (AEFLA) Section 231 and English Literacy and Civics Education grant for 2014-2015	Adult Education Fund 11-00	\$3,750.00

# San Dieguito Union High School District

## INFORMATION REGARDING BOARD AGENDA ITEM

**TO:** BOARD OF TRUSTEES

**DATE OF REPORT:** January 9, 2014

**BOARD MEETING DATE:** January 16, 2014

**PREPARED BY:** Chuck Adams, Director of Special Education  
Michael Grove, Associate Superintendent of Educational Services

**SUBMITTED BY:** Rick Schmitt  
Superintendent

**SUBJECT:** APPROVAL/RATIFICATION OF AGREEMENTS

-----

### EXECUTIVE SUMMARY

The attached Special Education Agreements report summarizes four contracts.

### 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 AGREEMENTSBOARD MEETING DATE: 01-16-14

<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>
07/01/13 – 06/30/14	Autism Spectrum Consultants (NPA)	Provide autism related services to special education students	General Fund/ Restricted 06-00	Rates shown on the attachment
07/01/13 – 06/30/14	ACES (NPA)	Provide autism related services to special education students	General Fund/ Restricted 06-00	Rates shown on the attachment
07/01/13 – 06/30/14	Susan Berkowitz, MS (ICA)	Provide evaluations and reports in the areas of receptive and expressive language, articulation and other related services	General Fund/ Restricted 06-00	Rates shown on the attachment
07/01/13 – 06/30/14	Vista Unified School District	Provide Intra-SELPA specialized education and counseling and guidance to a San Dieguito Union High School District special education student	General Fund/ Restricted 06-00	\$11,896.36

**Autism Spectrum Consultants (NPA)**

**ITEM 14A**

c. Student Injury

The CONTRACTOR agrees to notify the LEA case manager on the same day of injury when a student has suffered a Medical Emergency (requires doctor attention) while under the NPS supervision and complete and submit a written accident report to LEA within 48 hours.

The CONTRACTOR agrees to submit an incident report to the LEA case manager by the end of the following school day, in cases of injury resulting from physical restraint or the death of a student. The CONTRACTOR agrees to reasonably participate in any communications between a pupil's parents and the LEA regarding any injuries resulting from physical restraint.

d. Behavioral Emergency Reports

A summary of Behavioral Emergency Reports shall be submitted at least monthly to the LEA and the Director of the Special Education Local Plan Area of which the LEA is a member.

**F. FINANCIAL**

41. RATE SCHEDULE for CONTRACT YEAR: 2013-2014  
 CONTRACTOR: Autism Spectrum Consultants  
 CONTRACTOR NUMBER: 1A-37-142

Education service(s) offered by the CONTRACTOR, and the charges for such service(s) during the term of this contract, shall be as follows: IEP participation will be reimbursed at rates 2-9.

A. <u>Related Services</u>	<u>Rate</u>	<u>Period</u>
(1) a. ABA Service Behavior Intervention to include: Discrete Trial, Applied Behavior Analysis based strategies, implementation of Behavior plans, PRT/Floor Time, Structured TEACCH, Direct Instruction, Adaptive skills, data collection, Social skill groups, other 1:1 or small group intervention, attendance at progress meetings	<u>\$46.45</u>	<u>Per Hour</u>
b. ABA Service Supervision to include: IEP meetings, FAA/BIP writing Assessments, writing/implementation of Behavior Support Plans, Data collection and analysis, supervision of CONTRACTOR staff, Progress meetings, Parent counseling and training, psychological services <i>Excludes: Notes, material preparation, report writing and staff training and other Non-contact time with the student</i>	<u>\$110.35</u>	<u>Per Hour</u>
(2) a. Ed. Counseling - Individual	<u>\$83.30</u>	<u>Per Hour</u>
b. Ed. Counseling - Group	<u>                    </u>	<u>                    </u>

ITEM 14A

(3) a. Language/Speech Therapy-Individual	_____	_____
b. Language/Speech Therapy-Group	_____	_____
(4) Occupational Therapy	_____	_____
(5) Music Therapy	_____	_____
(6) Adapted Physical Education	_____	_____
(7) Orientation/Mobility Training	_____	_____
(8) Physical Therapy	_____	_____
(9) Nursing Services	_____	_____
(10) Consultation to include: <u>Psychoeducational/Neuropsychological Assessments, Professional Development, Independent Evaluation</u>	\$125	Per Hour
(11) a. Transportation	_____	_____
b. Transportation--Parent *	_____	_____
(12) Other _____	_____	_____
(13) Other _____	_____	_____

\* Parent transportation reimbursement rates to be set forth in Individual Service Agreements.

**42. ATTENDANCE**

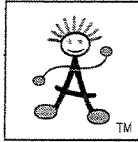
The CONTRACTOR shall keep original records of services provided to each pupil in a register, report or record with the pupil's absences clearly indicated. The CONTRACTOR shall file the signed copies of such service logs with monthly invoices to the LEA within thirty (30) days of the close of the school month. The documents and reports identified in this section shall be provided to LEA pursuant to the provisions in Section 9 (Notices) of this contract. The CONTRACTOR is responsible for verifying accuracy of the service logs and for informing subcontractors of their personal responsibility for the completion and accuracy of said forms. A unit of service for payment purposes is one session as specified in the pupil's IEP/IFSP.

If a pupil's absences exceed more than ten days, the CONTRACTOR may notify the LEA of the intent to terminate the Individual Services Agreement and if it does, at the same time it shall request an IEP/IFSP meeting. Said notice shall be provided pursuant to Section 9 (Notices) of this contract. Upon receipt of this request, the LEA shall convene an IEP/IFSP meeting as soon as possible to review the placement, modify the IEP/IFSP if appropriate, or determine another appropriate placement option for the student.

If a CONTRACTOR attempts to provide services for 5 consecutive days or sessions, and the student is not available for the service, the CONTRACTOR may suspend the Individual Services Agreement and notify the district of the need to convene a meeting of the IEP/IFSP team to attempt to resolve the problem. If a pupil's absences exceed more than ten unreimbursed days, the CONTRACTOR may notify the LEA of the intent to terminate the Individual Services Agreement and if it does, at



## ITEM 14A

**ACES Rate Schedule 2013-2014**

<i>Service</i>	<i>Rate for 2013-2014 (per hour)</i>
Supervision – BID	\$125.00
Tutoring – BII	\$50.00
Occupational Therapy	\$90.00
Speech & Language	\$90.00
Physical Therapy	\$90.00
Social Skills Groups -- Dyad	\$60.00
Triad	\$50.00
Quad	\$40.00
Psychological Services	\$150.00
Psychological Evaluations	\$150.00

ITEM 14A



4-13

Susan Berkowitz, M.S.,  
M.Ed  
Speech-Language Pathologist

Fee Schedule 2013-14 School Years

**OFFICE**  
11298 Duenda Rd  
San Diego, Ca 92127

**PHONE**  
619 980 0347

**FAX**  
866-512-0474

**EMAIL**  
berkowitzs@hotmail.com

**WEB**  
<http://susanberkowitzslp.com>

Assessments, consultation, and IEP meeting attendance.....	\$130./hr**
Due Process Hearing testimony .....	\$150./hr

\*\* please note mileage reimbursement of \$.55 per mile in addition to hourly fee for services provided more than 40miles from office.

# San Dieguito Union High School District

## INFORMATION REGARDING BOARD AGENDA ITEM

**TO:** BOARD OF TRUSTEES

**DATE OF REPORT:** January 6, 2014

**BOARD MEETING DATE:** January 16, 2014

**PREPARED BY:** Chuck Adams, Director of Special Education  
Michael Grove, Associate Superintendent,  
Educational Services

**SUBMITTED BY:** Rick Schmitt  
Superintendent

**SUBJECT:** APPROVAL OF PARENT SETTLEMENT  
AND RELEASE AGREEMENT

-----

### EXECUTIVE SUMMARY

The attached Special Education Agreement report for Parent Settlement and Release Agreement summarizes two Settlement Agreements that provided services for Special Education Students.

### RECOMMENDATION:

The administration recommends that the Board approve and/or ratify the contract 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 14C

SPECIAL EDUCATION AGREEMENTS

DATE: 01/16/14

Student SSID #	Description of Services	Date Executed	Budget #	Amount
2037232045	<b>Parent Settlement Agreement</b> Speech and Language Services	10/30/13	General Fund Special Ed 06-00	\$150.00/hr Not to exceed \$1,050.00
3161783687	<b>Parent Settlement Agreement</b> Reimbursement of NPA services at Banyan Tree Learning Center	12/18/13	General Fund Special Ed 06-00	\$855.00

# San Dieguito Union High School District

## INFORMATION REGARDING BOARD AGENDA ITEM

**TO:** BOARD OF TRUSTEES

**DATE OF REPORT:** January 9, 2014

**BOARD MEETING DATE:** January 16, 2014

**PREPARED BY:** Rick Ayala, Director  
Pupil Services and Alternative Programs  
Mike Grove, Associate Superintendent of  
Educational Services

**SUBMITTED BY:** Rick Schmitt  
Superintendent

**SUBJECT:** APPROVAL/RATIFICATION OF AGREEMENTS

-----

### EXECUTIVE SUMMARY

The attached Pupil Services Agreements report summarizes two agreements.

### RECOMMENDATION:

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

### FUNDING SOURCE:

As noted on the attached report.

## ITEM 14D

## SAN DIEGUITO UNION HIGH SCHOOL DISTRICT BOARD MEETING

**PUPIL SERVICES AGREEMENTS****Board Meeting Date: 01-16-14**

<b><u>Contract Effective Dates</u></b>	<b><u>Contractor/Vendor</u></b>	<b><u>Description of Services</u></b>	<b><u>School/ Department Budget</u></b>	<b><u>Fee Not to Exceed</u></b>
12/09/13 – 06/30/14	Vincent Fall and Associates	Provide residency check services and support to the Director of Pupil Services and Alternative Programs by participating in School Attendance Review Board (SARB) and administrative hearing panels on an as needed basis	General Fund 03-00	\$200.00 per hour
02/02/14	Rachel's Challenge	Provide a Rachel's Challenge Event at Earl Warren Middle School	General Fund/ Restricted 06-00	\$3,600.00

# San Dieguito Union High School District

## INFORMATION REGARDING BOARD AGENDA ITEM

**TO:** BOARD OF TRUSTEES

**DATE OF REPORT:** January 9, 2014

**BOARD MEETING DATE:** January 16, 2014

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

**SUBMITTED BY:** Rick Schmitt  
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.

## ITEM 15A

**SAN DIEGUITO UNION HIGH SCHOOL DISTRICT****BUSINESS - PROFESSIONAL SERVICES REPORT****Board Meeting Date: 01-16-14**

<b><u>Contract Effective Dates</u></b>	<b><u>Contractor/ Vendor</u></b>	<b><u>Description of Services</u></b>	<b><u>School/ Department Budget</u></b>	<b><u>Fee Not to Exceed</u></b>
01/01/14 – 12/31/14	School Services of California, Inc.	Provide the District with fiscal and mandated cost claims services and the CADIE and SABRE reports	General Fund 03-00	\$3,900.00 plus expenses
07/01/14 – 06/30/17	Corporation for Education Network Initiatives in California (CENIC), under contract with the Imperial County Office of Education	Adding San Dieguito Union High School District to a consortium, via the signing of a letter of agency (LOA), for the purpose of securing possible E-rate discounts on eligible telecommunications products and services on behalf of K-12 California school districts and offices of education	NA	NA



# San Dieguito Union High School District

## **INFORMATION REGARDING BOARD AGENDA ITEM**

**TO:** BOARD OF TRUSTEES

**DATE OF REPORT:** January 10, 2014

**BOARD MEETING DATE:** January 16, 2014

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

**SUBMITTED BY:** Rick Schmitt  
Superintendent

**SUBJECT:** APPROVAL OF BUSINESS REPORTS

-----

### **EXECUTIVE SUMMARY**

Please find the following business reports submitted for your approval:

1. Purchase Orders
2. Membership Listing

### **RECOMMENDATION:**

It is recommended that the Board approve the following business reports: 1) Purchase Orders, and 2) Membership Listings.

### **FUNDING SOURCE:**

Not applicable

PO/BOARD/REPORT

SAN DIEGUITO UNION HIGH  
FROM 12/03/13 THRU 01/06/14ITEM 15F<sup>1</sup>

PO NBR	DATE	FUND	VENDOR	LOC	DESCRIPTION	AMOUNT
241446	12/03/13	03	D A D ASPHALT	025	REPAIRS BY VENDORS	\$996.00
241447	12/03/13	21-39	GEOCON INCORPORATED	036	NEW CONSTRUCTION	\$12,500.00
241448	12/03/13	21-39	DEPT OF GENERAL SERV	036	NEW CONSTRUCTION	\$36,250.00
241450	12/03/13	03	SCHOOL SPECIALTY, IN	008	MATERIALS AND SUPPLI	\$51.33
241451	12/03/13	03	AVID CENTER	024	PROF/CONSULT./OPER E	\$22,155.00
241452	12/03/13	06	FAMILY LIFE CENTER	030	SUB/ROOM & BOARD	\$145,179.10
241453	12/03/13	03	ONE STOP TONER AND I	012	DUPLICATING SUPPLIES	\$91.79
241454	12/04/13	03	SOUTHWEST SCHOOL/OFF	008	MATERIALS AND SUPPLI	\$59.94
241455	12/04/13	21-39	SAN DIEGO DAILY TRAN	036	NEW CONSTRUCTION	\$428.00
241456	12/04/13	25-19	DIVISION OF STATE AR	036	NEW CONSTRUCTION	\$500.00
241457	12/04/13	21-39	FREDRICKS ELECTRIC I	036	LAND IMPROVEMENTS	\$36,340.00
241458	12/04/13	25-19	DAVIS DEMOGRAPHICS &	036	PROF/CONSULT./OPER E	\$26,080.00
241459	12/04/13	21-39	FREDRICKS ELECTRIC I	036	IMPROVEMENT	\$2,236.00
241460	12/04/13	21-39	BOBBY RIGGS TENNIS C	036	NEW CONSTRUCTION	\$450.00
241461	12/04/13	21-39	AZTEC TECHNOLOGY COR	036	LAND IMPROVEMENTS	\$1,652.40
241462	12/04/13	03	NASCO MODESTO	008	MATERIALS AND SUPPLI	\$191.29
241463	12/04/13	03	RASIX COMPUTER CENTE	014	MATERIALS AND SUPPLI	\$103.14
241464	12/04/13	06	BAKER, DAVID &/OR	030	MEDIATION SETTLEMENT	\$2,475.00
241465	12/04/13	03	AMAZON.COM	035	MATERIALS AND SUPPLI	\$290.52
241466	12/04/13	03	VIRCO MANUFACTURING	012	MATERIALS AND SUPPLI	\$699.84
241467	12/04/13	06	LAWSON PRODUCTS INC	028	MATERIALS-VEHICLE PA	\$4,000.00
241468	12/04/13	03	STAPLES ADVANTAGE	012	MATERIALS AND SUPPLI	\$530.28
241469	12/04/13	03	AMAZON.COM	012	MATERIALS AND SUPPLI	\$153.25
241470	12/05/13	21-39	MARK'S BOBCAT & SERV	036	IMPROVEMENT	\$950.00
241471	12/05/13	21-39	FREDRICKS ELECTRIC I	036	IMPROVEMENT	\$102,644.00
241472	12/05/13	21-39	TWINING, INC.	036	NEW CONSTRUCTION	\$8,510.00
241473	12/05/13	03	STAPLES ADVANTAGE	012	MATERIALS AND SUPPLI	\$45.75
241474	12/05/13	06	T E R I INC	030	OTHER CONTR-N.P.S.	\$61,757.44
241475	12/05/13	06	T E R I INC	030	OTHER CONTR-N.P.S.	\$61,757.44
241476	12/05/13	06	T E R I INC	030	OTHER CONTR-N.P.S.	\$61,757.44
241477	12/05/13	06	T E R I INC	030	OTHER CONTR-N.P.S.	\$61,757.44
241478	12/05/13	06	T E R I INC	030	OTHER CONTR-N.P.S.	\$48,489.24
241479	12/05/13	06	T E R I INC	030	OTHER CONTR-N.P.S.	\$48,489.24
241480	12/05/13	06	T E R I INC	030	OTHER CONTR-N.P.S.	\$61,757.44
241481	12/05/13	06	T E R I INC	030	OTHER CONTR-N.P.S.	\$61,757.44
241482	12/05/13	06	T E R I INC	030	OTHER CONTR-N.P.S.	\$61,757.44
241483	12/05/13	03	FOLLETT EDUCATIONAL	003	MATERIALS AND SUPPLI	\$207.16
241484	12/05/13	03	SIMPLEX -GRINNELL L	025	REPAIRS BY VENDORS	\$628.00
241485	12/05/13	03	SIMPLEX -GRINNELL L	025	REPAIRS BY VENDORS	\$425.00
241486	12/05/13	03	SIMPLEX -GRINNELL L	025	REPAIRS BY VENDORS	\$342.00
241487	12/05/13	03	AMAZON.COM	035	MATERIALS AND SUPPLI	\$271.74
241488	12/05/13	25-19	ENCINITAS GLASS COMP	025	NON-CAPITALIZED IMPR	\$5,601.00
241489	12/05/13	03	APPLE COMPUTER INC	004	MATERIALS AND SUPPLI	\$535.68
241490	12/05/13	06	DATAPORT SYSTEMS INC	009	MATERIALS AND SUPPLI	\$202.86
241491	12/05/13	06	AMAZON.COM	009	NON CAPITALIZED EQUI	\$1,170.44
241492	12/05/13	03	BARNES & NOBLE BOOKS	008	MATERIALS AND SUPPLI	\$300.00
241493	12/05/13	03	AMAZON.COM	008	MATERIALS AND SUPPLI	\$49.60
241494	12/05/13	03	COMM USA INC	008	MATERIALS AND SUPPLI	\$544.44
241496	12/06/13	03	RASIX COMPUTER CENTE	013	OFFICE SUPPLIES	\$76.68
241497	12/06/13	03	MARKERBOARD PEOPLE,	008	MATERIALS AND SUPPLI	\$124.70
241498	12/06/13	03	AMAZON.COM	008	MATERIALS AND SUPPLI	\$71.94
241499	12/06/13	03	RASIX COMPUTER CENTE	008	MATERIALS AND SUPPLI	\$184.36
241500	12/06/13	03	RASIX COMPUTER CENTE	008	MATERIALS AND SUPPLI	\$92.18
241502	12/06/13	03	PAXTON/PATTERSON	008	NON CAPITALIZED EQUI	\$669.60
241503	12/06/13	03	BLICK, DICK (DICK BL	013	MATERIALS AND SUPPLI	\$150.00

PO/BOARD/REPORT

SAN DIEGUITO UNION HIGH  
FROM 12/03/13 THRU 01/06/14ITEM 15F<sup>2</sup>

PO NBR	DATE	FUND	VENDOR	LOC	DESCRIPTION	AMOUNT
241504	12/06/13	03	DOVETAIL MARKETING	C 021	MATERIALS AND SUPPLI	\$50.23
241505	12/06/13	03	I A S C O	013	MATERIALS AND SUPPLI	\$333.26
241506	12/06/13	03	U S GAMES	004	MATERIALS AND SUPPLI	\$3,581.99
241507	12/06/13	11	KALES, JAMIE	009	MATERIALS AND SUPPLI	\$1,000.00
241508	12/06/13	06	ANDYMARK INC.	009	NON CAPITALIZED EQUI	\$777.04
241509	12/06/13	03	MISSION FEDERAL CRED	004	MATERIALS AND SUPPLI	\$296.47
241510	12/06/13	03	MISSION FEDERAL CRED	014	MATERIALS AND SUPPLI	\$34.30
241511	12/09/13	03/06	C D W G.COM	035	COMPUTER SUPPLIES	\$28,113.00
241512	12/09/13	03	PARK IT BIKE RACKS	C 014	MATERIALS AND SUPPLI	\$1,203.86
241513	12/09/13	03	COMM USA INC	008	MATERIALS AND SUPPLI	\$140.40
241514	12/09/13	03	SCHOOL OUTFITTERS	014	MATERIALS AND SUPPLI	\$349.22
241515	12/09/13	11	COWARD, KELLY	009	MATERIALS AND SUPPLI	\$500.00
241516	12/09/13	06	L R P PUBLICATIONS	024	MATERIALS AND SUPPLI	\$138.33
241517	12/09/13	21-39	BYROM-DAVEY, INC.	036	NEW CONSTRUCTION	\$951,000.00
241518	12/09/13	21-39	DIVISION OF STATE AR	036	IMPROVEMENT	\$6,000.00
241519	12/09/13	21-39	LATITUDE 33 PLANNING	036	IMPROVEMENT	\$3,500.00
241520	12/10/13	21-39	BREVIG PLUMBING	036	IMPROVEMENT	\$14,267.00
241521	12/10/13	03	XEROX CORPORATION	004	RENTS & LEASES	\$1,368.32
241522	12/10/13	03	C D W G.COM	035	COMPUTER SUPPLIES	\$7,871.64
241523	12/10/13	03	AMAZON.COM	003	MATERIALS AND SUPPLI	\$38.97
241524	12/10/13	03	XEROX CORPORATION	003	RENTS & LEASES	\$4,395.71
241525	12/10/13	03	APPLE COMPUTER INC	013	NON-CAPITALIZED TECH	\$2,303.64
241526	12/11/13	03	AMAZON.COM	014	MATERIALS AND SUPPLI	\$213.84
241527	12/11/13	03	SCHOOL SPECIALTY, IN	003	MATERIALS AND SUPPLI	\$66.46
241528	12/11/13	03	GALE - A CENGAGE LEA	005	COMPUTER LICENSING	\$50.00
241529	12/11/13	03	COLLEGE BOARD	005	DUES AND MEMBERSHIPS	\$325.00
241530	12/11/13	06	AMAZON.COM	035	MATERIALS AND SUPPLI	\$48.57
241531	12/11/13	03	COMM USA INC	014	MATERIALS AND SUPPLI	\$925.20
241532	12/11/13	03	RASIX COMPUTER CENTE	014	MATERIALS AND SUPPLI	\$50.22
241533	12/11/13	06	TORREY PINES HIGH SC	030	MATERIALS AND SUPPLI	\$60.00
241534	12/11/13	06	P A R, INC.	030	MATERIALS AND SUPPLI	\$319.00
241535	12/11/13	06	WORLEY, TERESA	030	FEES - ADMISSIONS, T	\$138.00
241536	12/11/13	06	ZAVALA, REINA	030	FEES - ADMISSIONS, T	\$138.00
241537	12/12/13	06	RASIX COMPUTER CENTE	030	MATERIALS AND SUPPLI	\$97.64
241538	12/12/13	03	22ND DISTRICT AGRICU	024	RENTS & LEASES	\$59,200.00
241539	12/13/13	03	RASIX COMPUTER CENTE	030	MATERIALS AND SUPPLI	\$50.22
241540	12/16/13	21-39	AMERICAN WRECKING, I	036	IMPROVEMENT	\$6,300.00
241541	12/16/13	21-39	ROESLING NAKAMURA	036	NEW CONSTRUCTION	\$178,400.00
241542	12/16/13	06	WINSTON SCHOOL OF SA	030	OTHER CONTR-N.P.S.	\$27,566.70
241543	12/16/13	06	WINSTON SCHOOL OF SA	030	OTHER CONTR-N.P.S.	\$27,566.70
241544	12/16/13	06	WINSTON SCHOOL OF SA	030	OTHER CONTR-N.P.S.	\$27,566.70
241545	12/16/13	06	WINSTON SCHOOL OF SA	030	OTHER CONTR-N.P.S.	\$27,566.70
241546	12/16/13	06	WINSTON SCHOOL OF SA	030	OTHER CONTR-N.P.S.	\$27,566.70
241547	12/16/13	06	WINSTON SCHOOL OF SA	030	OTHER CONTR-N.P.S.	\$27,566.70
241548	12/16/13	06	WINSTON SCHOOL OF SA	030	OTHER CONTR-N.P.S.	\$27,566.70
241549	12/16/13	06	WINSTON SCHOOL OF SA	030	OTHER CONTR-N.P.S.	\$27,566.70
241550	12/16/13	06	WINSTON SCHOOL OF SA	030	OTHER CONTR-N.P.S.	\$27,566.70
241551	12/16/13	21-39	FURNITURE25.COM	035	EQUIPMENT	\$3,674.98
241552	12/16/13	21-39	C D W G.COM	035	EQUIPMENT	\$16,867.80
241553	12/16/13	06	SIERRA ACADEMY OF SA	030	OTHER CONTR-N.P.S.	\$29,995.60
241554	12/16/13	06	SIERRA ACADEMY OF SA	030	OTHER CONTR-N.P.S.	\$29,995.60
241555	12/16/13	06	SIERRA ACADEMY OF SA	030	OTHER CONTR-N.P.S.	\$29,995.60
241556	12/16/13	21-39	MONOPRICE, INC	036	EQUIPMENT REPLACEMEN	\$3,085.44
241557	12/16/13	06	LINDAMOOD BELL LEARN	030	OTHER CONTR-N.P.A.	\$33,600.00
241558	12/16/13	06	LINDAMOOD BELL LEARN	030	OTHER CONTR-N.P.A.	\$33,600.00

PO/BOARD/REPORT

SAN DIEGUITO UNION HIGH  
FROM 12/03/13 THRU 01/06/143  
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PO NBR	DATE	FUND	VENDOR	LOC	DESCRIPTION	AMOUNT
241559	12/16/13	06	EDUCLIME LLC	030	PROF/CONSULT./OPER E	\$25,000.00
241560	12/16/13	03	STAPLES ADVANTAGE	003	MATERIALS AND SUPPLI	\$32.40
241561	12/17/13	21-39	GEOCON INCORPORATED	036	IMPROVEMENT	\$12,500.00
241562	12/17/13	06	SCHOOL HEALTH CORPOR	030	COMPUTER SUPPLIES	\$74.24
241563	12/17/13	03	SAN DIEGUITO UHSD CA	003	REFRESHMENTS	\$140.40
241564	12/17/13	03/06	CA EMBROIDERY	005	MATERIALS AND SUPPLI	\$1,697.76
241565	12/17/13	03	SCHOOL OUTFITTERS	014	MATERIALS AND SUPPLI	\$349.22
241566	12/17/13	03	MISSION FEDERAL CRED	005	MATERIALS AND SUPPLI	\$251.17
241567	12/17/13	06	AMAZON.COM	013	NON CAPITALIZED EQUI	\$943.92
241568	12/17/13	03	PROCURETECH	035	COMPUTER SUPPLIES	\$431.09
241569	12/18/13	03	ONE STOP TONER AND I	012	MATERIALS AND SUPPLI	\$388.70
241570	12/18/13	03	C D W G.COM	035	NON-CAPITALIZED TECH	\$13,494.24
241571	12/18/13	03	STAPLES ADVANTAGE	030	MEDICAL SUPPLIES	\$10.59
241572	12/18/13	06	STAPLES ADVANTAGE	030	MATERIALS AND SUPPLI	\$16.76
241573	12/18/13	03	STANDARD ELECTRONICS	025	REPAIRS BY VENDORS	\$364.90
241574	12/18/13	13	SAN DIEGO RESTAURANT	031	NON CAPITALIZED EQUI	\$3,410.64
241575	12/18/13	13	RASIX COMPUTER CENTE	031	OFFICE SUPPLIES	\$97.63
241576	12/18/13	13	C S N A	031	DUES AND MEMBERSHIPS	\$55.00
241577	12/18/13	11	OFFICE DEPOT	009	PRINTING	\$200.00
241578	12/18/13	11	AMAZON.COM	009	OFFICE SUPPLIES	\$16.19
241579	12/18/13	06	AMAZON.COM	009	MATERIALS AND SUPPLI	\$372.44
241580	12/18/13	03	HERFF JONES	010	PRINTING	\$3,000.00
241582	12/18/13	06	AMAZON.COM	009	NON CAPITALIZED EQUI	\$1,563.07
241583	12/18/13	11	CONSTANT CONTACT INC	009	PROF/CONSULT./OPER E	\$384.00
241584	12/18/13	11	RED RIVER PRESS, INC	009	COMPUTER LICENSING	\$55.00
241585	12/18/13	06	AREY JONES EDUCATION	035	NON-CAPITALIZED TECH	\$1,113.49
241586	12/18/13	03	AMAZON.COM	004	MATERIALS AND SUPPLI	\$47.47
241587	12/18/13	03	EN POINTE TECHNOLOGI	035	COMPUTER LICENSING	\$1,082.11
241588	12/18/13	03	AVID CENTER	008	COMPUTER LICENSING	\$525.00
241589	12/18/13	03	TCR SERVICES	004	MATERIALS AND SUPPLI	\$56.48
241590	12/18/13	03	APPERSON EDUCATION P	004	MATERIALS AND SUPPLI	\$175.05
241591	12/18/13	03	STAPLES ADVANTAGE	004	MATERIALS AND SUPPLI	\$16.95
241592	12/18/13	06	STAPLES ADVANTAGE	008	MATERIALS AND SUPPLI	\$30.60
241593	12/18/13	06	C T B / MCGRAW-HILL	009	COMPUTER LICENSING	\$21,837.31
241594	12/19/13	21-39	ROESLING NAKAMURA	036	IMPROVEMENT	\$112,000.00
241595	12/19/13	21-39	ROESLING NAKAMURA	036	EQUIPMENT REPLACEMEN	\$29,000.00
241596	12/19/13	21-39	GEOCON INCORPORATED	036	NEW CONSTRUCTION	\$15,000.00
241597	12/19/13	21-39	FREDRICKS ELECTRIC I	036	IMPROVEMENT	\$855.00
241598	12/19/13	06	BAKER, BRIAN &/OR CO	030	OTHER SERV.& OPER.EX	\$1,170.00
241599	12/19/13	06	FISHER, LISA	030	PAY IN LIEU OF TRANS	\$4,740.00
241600	12/19/13	06	SAN DIEGO CTR FOR VI	030	OTHER CONTR-N.P.A.	\$3,454.00
241601	12/20/13	06	CLAPP, CAMERON	040	PROF/CONSULT./OPER E	\$1,250.00
241602	12/20/13	03	ROYAL BUSINESS GROUP	001	MATERIALS AND SUPPLI	\$54.78
241603	12/20/13	06	MISSION FEDERAL CRED	013	MATERIALS AND SUPPLI	\$3,879.36
241604	12/20/13	06	FULSTON, JENNIFER &/	030	OTHER SERV.& OPER.EX	\$550.00
241605	12/20/13	06	FULSTON, JENNIFER &/	030	OTHER SERV.& OPER.EX	\$2,000.00
241606	12/20/13	06	FONS, PETER AND/OR B	030	OTHER SERV.& OPER.EX	\$500.00
241607	12/20/13	06	MILNE, BEATRIZ	030	PAY IN LIEU OF TRANS	\$280.00
241608	12/20/13	06	HELLER, MR & MRS GEO	030	FEES - ADMISSIONS, T	\$1,500.00
241611	12/20/13	06	APPERSON EDUCATION P	024	MATERIALS AND SUPPLI	\$314.17
241612	12/20/13	06	AREY JONES EDUCATION	013	NON-CAPITALIZED TECH	\$1,746.04
241613	12/20/13	03	BREVIG PLUMBING	025	NON-CAPITALIZED IMPR	\$1,846.00
241614	12/20/13	25-18	QUALITY FLOORS BY GE	025	IMPROVEMENT	\$7,395.00
241615	12/20/13	06	HOME DEPOT	013	MATERIALS AND SUPPLI	\$250.00
241616	12/20/13	03	SOUTHWEST SCHOOL/OFF	008	MATERIALS AND SUPPLI	\$37.25

## PO/BOARD/REPORT

SAN DIEGUITO UNION HIGH  
FROM 12/03/13 THRU 01/06/14ITEM 15F<sup>4</sup>

PO NBR	DATE	FUND	VENDOR	LOC	DESCRIPTION	AMOUNT
241617	12/20/13	03	HOME DEPOT	008	MATERIALS AND SUPPLI	\$199.76
241619	12/20/13	03	RASIX COMPUTER CENTE	008	MATERIALS AND SUPPLI	\$90.72
241620	12/20/13	03	AMAZON.COM	008	MATERIALS AND SUPPLI	\$64.75
241621	12/20/13	03	TEACHER'S DISCOVERY	008	MATERIALS AND SUPPLI	\$223.92
241623	12/20/13	03	RASIX COMPUTER CENTE	008	MATERIALS AND SUPPLI	\$90.72
241624	12/20/13	03	STAPLES ADVANTAGE	008	MATERIALS AND SUPPLI	\$57.35
241625	12/20/13	25-19	HYDROSCAPE PRODUCTS	025	LAND IMPROVEMENTS	\$364.60
241626	12/20/13	25-19	EL CAMINO RENTAL	025	LAND IMPROVEMENTS	\$622.51
241627	12/20/13	25-18	STANDARD DRYWALL,	025	IMPROVEMENT	\$4,700.00
241628	12/20/13	03	RASIX COMPUTER CENTE	008	MATERIALS AND SUPPLI	\$90.72
241629	12/20/13	03	GEARY PACIFIC SUPPLY	025	NON CAPITALIZED EQUI	\$887.50
241630	12/20/13	06	APPERSON EDUCATION P	024	MATERIALS AND SUPPLI	\$47.85
241634	01/06/14	03	AMAZON.COM	035	MATERIALS AND SUPPLI	\$602.67
241635	01/06/14	06	RATTS, JOHN	030	OTHER SERV.& OPER.EX	\$1,250.00
241636	01/06/14	06	AMAZON.COM	030	MATERIALS AND SUPPLI	\$237.59
241637	01/06/14	25-19	UNION TRIBUNE	036	ADVERTISING	\$198.36
241638	01/06/14	21-39	AZTEC TECHNOLOGY COR	036	LAND IMPROVEMENTS	\$1,652.40
241639	01/06/14	03	SCHOOL SPECIALTY, IN	012	MATERIALS AND SUPPLI	\$132.93
241640	01/06/14	06	STAPLES ADVANTAGE	012	MATERIALS AND SUPPLI	\$98.97
241641	01/06/14	03	AMAZON.COM	036	MATERIALS AND SUPPLI	\$425.19
740007	12/20/13	06	CLEAN ENERGY	028	REPAIRS BY VENDORS	\$1,000.00
840059	12/04/13	03	SCHOOL SERVICES OF C	022	CONFERENCE,WORKSHOP,	\$350.00
840061	12/04/13	06	SD COUNTY SUPT OF SC	022	CONFERENCE,WORKSHOP,	\$225.00
840062	12/04/13	03	CUE CONFERENCE REGIS	022	CONFERENCE,WORKSHOP,	\$1,260.00
840063	12/04/13	03	SDCUE	022	CONFERENCE,WORKSHOP,	\$805.00
840064	12/10/13	06	ORANGE COUNTY DEPT O	022	CONFERENCE,WORKSHOP,	\$125.00
840065	12/16/13	03	CUE CONFERENCE REGIS	022	CONFERENCE,WORKSHOP,	\$290.00
840066	12/19/13	06	ORANGE COUNTY DEPT O	022	CONFERENCE,WORKSHOP,	\$250.00
840067	12/19/13	03	C A S H	022	CONFERENCE,WORKSHOP,	\$806.00
840068	01/06/14	03	SAN DIEGO COUNTY OFF	022	CONFERENCE,WORKSHOP,	\$50.00
840069	01/06/14	06	ORANGE COUNTY DEPT O	022	CONFERENCE,WORKSHOP,	\$225.00
REPORT TOTAL						\$2,944,031.35

ITEM 15F

Individual Membership Listings  
For the Period of December 3, 2013 through January 6, 2014

<u>Staff Member Name</u>	<u>Organization Name</u>	<u>Amount</u>
Richard Mariam	California School Nutrition Association	\$55.00

# San Dieguito Union High School District

## INFORMATION REGARDING BOARD AGENDA ITEM

**TO:** BOARD OF TRUSTEES

**DATE OF REPORT:** January 7, 2014

**BOARD MEETING DATE:** January 16, 2014

**PREPARED BY:** John Addleman, Director of Planning Services  
Eric Dill, Assoc. Superintendent, Business

**SUBMITTED BY:** Rick Schmitt, Superintendent

**SUBJECT:** APPROVAL/RATIFICATION OF AGREEMENTS /  
PROPOSITION AA

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### EXECUTIVE SUMMARY

The attached Proposition AA – Agreements report summarizes eight agreements.

One contract, Digital Networks Group, Inc., will provide services at La Costa Canyon High School for the technology upgrade to install short throw projectors and multimedia controls in 81 classrooms. The services and products will be procured pursuant to District Board Policies 3310 and 3311/AR-1, Purchasing Procedures and Bids, respectively, and to ensure these policies are being followed, the Board has adopted a Resolution on May 19, 2011 authorizing contracting pursuant to cooperative bid and award documents from California Multiple Award Schedules (CMAS). CMAS offers a wide variety of commodities, non-IT services and information technology products and services at prices which have been assessed to be fair, reasonable and competitive based on best value criteria pursuant to Public Contract Code 12100.7.

Wilkinson Hadley King & Co., LLP will perform a financial and performance audit of Proposition AA Building Fund of San Dieguito Union High School District as of June 30, 2013. An annual independent audit is a requirement of Proposition 39 Proposition AA General Obligation Bonds.

One contract pertains to construction management services by Erickson-Hall Construction Company at Oak Crest Middle School for the Field Access Ramp/Art and Technology Building Modernization Project currently scheduled to start the summer of 2014. Erickson-Hall Construction Company is one of the three construction management firms awarded a contract related to preconstruction services and master planning by the Board at the June 16, 2011 board meeting. At that time, District staff presented the results and recommendation from a RFQ for construction services with this goal in mind. The three firms were of ten firms responding to that request. The services performed by Erickson-Hall Construction Company continue to be outstanding and therefore it is staff's recommendation that Erickson-Hall

## ITEM 15G

Construction Company continue to provide construction management services to the District. Future phases will be subject to the ongoing positive performance of the firms, and the availability of funding.

One contract pertains to the rental of temporary stadium lights at Canyon Crest Academy to allow for extended play on the new all-weather track and artificial turf field during the short daylight winter season. The Canyon Crest Academy Athletic Foundation will share in the cost of the temporary lights.

### **RECOMMENDATION:**

It is recommended that the Board approve and/or ratify the professional services contracts, and authorize Christina M. Bennett, Eric R. Dill, or Rick Schmitt to execute the agreements, as noted in the attached supplement.

### **FUNDING SOURCE:**

Building Fund-Prop 39 Fund 21-39, General Fund 03-00, and Canyon Crest Academy Athletic Foundation



## ITEM 15G

## SAN DIEGUITO UNION HIGH SCHOOL DISTRICT

**PROPOSITION AA – AGREEMENTS**  
**FACILITIES PLANNING & CONSTRUCTION****Board Meeting Date: 01-16-14**

<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>
January 17, 2014 through July 17, 2014	Geocon Inc.	Geotechnical investigation at Torrey Pines High School for the weight room building.	Fund–Prop 39 Fund 21-39	\$6,800.00
January 17, 2014 through January 17, 2015	Digital Networks Group, Inc.	La Costa Canyon High School technology upgrade to install short throw projectors and multimedia controls in 81 classrooms.	Fund–Prop 39 Fund 21-39	\$680,984.74
January 17, 2014 through July 17, 2014	Wilkinson Hadley King & Co., LLP.	Financial and performance audit of Proposition AA Building Fund of San Dieguito Union High School District as of June 30, 2013.	General Fund 03-00	\$3,700.00 including all reimbursable expenses
January 17, 2014 through July 17, 2014	SubSurface Surveys & Associates, Inc.	Utility locating at San Dieguito Academy for interim housing.	Fund–Prop 39 Fund 21-39	\$4,555.00 including all reimbursable expenses
January 17, 2014 through September 30, 2014	Erickson-Hall Construction Company	Construction management services at Oak Crest Middle School field access ramp/Art and Technology Building Modernization project	Fund–Prop 39 Fund 21-39	\$238,276.00

## ITEM 15G

December 27, 2013 through June 27, 2014	American Fence and Security, Inc.	Fence installation at San Dieguito Academy for the field project	Fund–Prop 39 Fund 21-39	\$1,753.66
November 16, 2013 through March 16, 2014	El Camino Rental	Rental of temporary stadium lights at Canyon Crest Academy through Spring 2014 (time change).	Fund–Prop 39 Fund 21-39 and Canyon Crest Academy Athletic Foundation	\$21,093.60
December 23, 2013 through June 30, 2014	Spankys Portable Services	Rental of porta-potty at Canyon Crest Academy construction trailer through the end of Fiscal year 2013-14	Fund–Prop 39 Fund 21-39	\$721.54

# San Dieguito Union High School District

## INFORMATION REGARDING BOARD AGENDA ITEM

**TO:** BOARD OF TRUSTEES

**DATE OF REPORT:** January 7, 2014

**BOARD MEETING DATE:** January 16, 2014

**PREPARED BY:** John Addleman, Director of Planning Services  
Eric Dill, Assoc. Superintendent, Business

**SUBMITTED BY:** Rick Schmitt, Superintendent

**SUBJECT:** ADOPTION OF RESOLUTION / LEASE-  
LEASEBACK

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### EXECUTIVE SUMMARY

On June 16, 2011, District staff presented the results and recommendation from a request for qualifications for construction services. Gilbane Building Company is one of the three firms selected to provide construction services. The three firms were of ten firms responding to that request. The services performed by Gilbane continue to be outstanding and therefore it is staff's recommendation that Gilbane continue to provide construction services to the District under a lease-leaseback contractual arrangement for the construction of the balance of the stadium project, including the replacement of the tennis courts, and the interim housing project necessary for the construction of the new Math and Science Building at San Dieguito Academy.

Lease/Leaseback projects are constructed pursuant to the provisions set forth in Education Code Section 17406, which authorizes school district governing boards, without advertising for bids, to lease property currently owned by a school district to any person, firm, or corporation for a minimum of \$1 per year as long as such lease requires the other party to construct (or provide for the construction) of a building or buildings upon the subject property and that title to the subject property and the buildings vest in the school district at the expiration of the lease. This statutory language requires that school districts first lease its property to a chosen builder. This delivery method to construction has been recognized by the State Legislature as a proven method to deliver school facilities on time, on budget, and with a reduced level risk associated with design issues, delays, and cost overruns.

The Lease/Leaseback arrangement includes three documents:

- A Site Lease that leases the District's property to the Builder,
- A Sublease Agreement that leases the District's property from the Builder back to the District, and
- A Construction Services Agreement for Lease-Leaseback.

## ITEM 15I

Administration, staff, and district counsel have been working with Gilbane Building Company to develop a Site Lease, Sublease Agreement, and Construction Services Agreement for Lease-Leaseback. The total cost of the project is expected to cost approximately \$6.578 million, including soft costs. As it pertains to the Construction Services Agreement, Gilbane has provided a preliminary Guaranteed Maximum Price (GMP) of \$5,381,685 for the project at San Dieguito Academy. The GMP includes a construction management fee of \$99,116, general conditions of \$653,197, and a construction contingency of \$302,856 as reflected in the attached Preliminary GMP. At project completion, any unused portion of the construction contingency will be returned to the District.

In order to establish the final GMP, Gilbane Building Company will conduct bids under the supervision of the District. Gilbane will seek a minimum of three bids, and if possible a minimum of seven bidders requested for all portions of non-specialized work to ensure the best pricing and bidding environment for the District. After the bid, the final GMP will be presented to the Board at a future meeting for approval to amend the agreement.

The district previously used the lease-leaseback delivery method for the San Dieguito Academy Performing Arts Center. The project was successfully completed on time and within budget.

**RECOMMENDATION:**

It is recommended that the Board adopt the attached Resolution Approving and Authorizing Execution of Site Lease, Sublease Agreement, and Construction Services Agreement for Lease-Leaseback with Gilbane Building Company for the construction of the San Dieguito Academy Stadium Phase 2, Interim Housing, and Tennis Court Replacement projects, and authorize Christina M. Bennett or Eric R. Dill to execute the necessary documents.

**FUNDING SOURCE:**

Building Fund-Prop 39 Fund 21-39

ITEM 15I

Preliminary GMP: SDA Bleacher, Tennis Courts, and Interim Housing Project  
**San Dieguito Academy**  
800 Santa Fe Drive Encinitas California  
1/7/2014



12671 High Bluff Drive Suite #100  
San Diego, California. 92130  
Ph. 858-658-6700 Fax 858-658-6701

## ITEM 15I



## Preliminary GMP: SDA Bleacher, Tennis Courts, and Interim Housing Project

Date: 1/7/14

<b>Project Cost</b>		<b>Current Budget</b>
<b>Item</b>	Existing Conditions & Demolition	\$113,668
	Concrete	\$341,650
	Masonry	\$21,848
	Metals	\$40,523
	Rough Carpentry	\$60,153
	Finish Carpentry	\$2,577
	Thermal & Moisture	\$10,367
	Doors & Windows	\$5,855
	Plaster & Stucco	\$25,966
	Drywall & ACT	\$23,538
	Ceramic Tile	\$20,151
	Paint & Coatings	\$6,328
	Div. #10 Specialties	\$13,072
	Equipment	\$676,294
	Furnishings	\$0
	Fire Suppression	\$0
	Plumbing	\$71,925
	Hvac	\$6,236
	Electrical	\$144,073
	Low Voltage-Com /Data	\$19,488
	Low Voltage-Security	\$4,821
	Earth & Excavation	\$152,019
	Site Work	\$206,379
	Wet Utilities	\$182,043
	Dry Utilities	\$29,364
	Rentals and Equipment	\$69,117
<b>Subtotal Direct Costs</b>		<b>\$2,247,455</b>
	Im Infrastructure Alternate Allowance	\$730,054
	Tennis Courts Alternate Allowance	\$1,124,759
	Detention Basin Alternate Allowance	\$149,248
	Retaining Wall Allowance	\$75,000
	Construction contingency	7% \$302,856
	CM Service Costs	\$653,197
	CM Fees	\$99,116
<b>Total Project Cost</b>		<b>\$5,381,685</b>

## ITEM 15I



### San Dieguito Union High School District

SDA Bleacher, Tennis Courts and Interim Housing Project  
800 Santa Fe Drive, Encinitas CA 92024

#### Construction Management Service Preliminary Costs and Fee Breakdown

<b>Preconstruction Services</b>	\$73,500
General plan review and cost analysis. Bid, Purchase and Award	
<b>Personnel Cost</b>	\$288,348
Full Time Project Manager (approx. 1,240MH)	
Full Time Field Superintendent (approx. 1,200MH)	
Part Time Project Engineer (approx. 680MH)	
Project Executive (approx. 144MH)	
Regional Safety Engineer (approx. 24 MH)	
<b>Field Support Cost</b>	\$ 73,339
Field office, Misc printing, and consumables – 8 Months	
<b>Bonds and Insurance</b>	\$218,010
Builders Risk, GL Insurance and P/P Bonds. Non-OCIP estimate. Formal Quotes with final GMP.	
 <b>TOTAL</b>	 <b>\$     653,197</b>
 <b>Lease Leaseback Fee</b>	 <b>\$     99,116</b>
Office overhead and Fee	

ITEM 15I

**Qualifications: "Preliminary: SDA Bleacher, Tennis Courts and Interim Housing Project"**

Bleachers & Restrooms-

- 1) Estimates based on DSA submittal set with specifications dated September 16, 2013.
- 2) Existing bleachers and foundations to be removed and hauled off to recycling plant if applicable.
- 3) Imported Structural fill is included up to 3227, based on plans as provided. (Existing contours not clear).
- 4) Pervious concrete slab was included under the entire bleacher area per civil plans.
- 5) Utility points of connections are included per plan and or assumed to be in place on site as it exists now.
- 6) Based on work area as shown there will be no work in the parking lot other than utility extending and or tie ins.
- 7) Dry utility work (Electrical) is intended to use all existing conduits as noted per plan, and assumed locations per plan to be correct.

Tennis Courts and Interim Housing Work-

- 8) Allowances based on the single sheet schematic design document
- 9) Figured -18' over excavation and re compaction under tennis courts with PT reinforcing.
- 10) Figured -12" over excavation under all other site areas.
- 11) Tennis court surface to be Plexi-Pave system or equal.
- 12) Wet utilities allowance for proposed building from preliminary grading exhibit, with a poc near the gym.
- 13) Dry Utilities given as a "total" footage allowance, no specific POC considered.
- 14) All budgets based on the "Tennis Courts preliminary grading exhibit", and are without knowledge of existing soils conditions and or geotechnical report.
- 15) Detention basin provided with fabric, 12" drain rock and turf block at bottom.
- 16) Detention basin slope to have mesh and receive hydro seeding.
- 17) Landscape repair and pipe tie in allowances included.

General Items-

- 18) Schedule based on a substantial completion of August 25, 2014 and a milestone of bleachers ready for graduation June 9, 2014 contingent of DSA approval of plans.
- 19) Our general conditions and fees are based on the assumption that DSA will approve all plans approximately in March 2014 for continuous construction.
- 20) Preconstruction services are limited to general review of the plans and purchase and award activities.



**RESOLUTION**

**APPROVING AND AUTHORIZING EXECUTION OF SITE LEASE, SUBLEASE AGREEMENT AND CONSTRUCTION SERVICES AGREEMENT FOR LEASE-LEASEBACK AGREEMENT FOR THE CONSTRUCTION OF THE SAN DIEGUITO ACADEMY STADIUM PHASE 2, INTERIM HOUSING, AND TENNIS COURT REPLACEMENTS PROJECTS**

**ON MOTION** of Member \_\_\_\_\_, seconded by Member \_\_\_\_\_, the governing board of the San Dieguito Union High School District (the "District") hereby resolves as follows:

**WHEREAS**, in November, 2012, the Voters approved Proposition AA to finance the work of the District for the next several years (the "Prop AA Bonds"); and

**WHEREAS**, the District has identified priority projects of school facilities which will include Phase 2 construction of the stadium, interim housing, and tennis court replacements (the "Project") at San Dieguito Academy (the "Site"), with the work to be substantially completed in August 2014; and

**WHEREAS**, the project is expected to cost approximately \$6.578 million, with approximately eighty-eight percent (88%) of the funding from Prop AA Bonds and twelve percent (12%) from District funds, including, but not limited to, revenue from developer fees and mitigation; and

**WHEREAS**, Education Code Section 17406 provides authority for the Governing Board of any school district, without advertising for bids to lease property currently owned by a school district to any person, firm, or corporation as long as such lease requires the other party to construct (or provide for the construction) of a building or buildings upon the subject property and that title to the subject property and the buildings vest in the school district at the expiration of the lease; and

**WHEREAS**, this Board has determined it to be in the best interest of the District and the citizens it serves to enter into a lease-leaseback agreement for the construction of the Project in order to ensure execution and completion of the Project within the short timelines for construction, to obtain a guaranteed maximum price to ensure the Project will be completed within the District's budget for the Project, optimizing funds available for construction; and

**WHEREAS**, the District established a committee to select firms to provide construction services for the Project through a competitive request for qualifications, of which Gilbane Building Company (the "Builder") is one of the three firms selected; and

**WHEREAS**, Builder is licensed and qualified to perform the work; and

**WHEREAS**, pursuant to an agreement with Builder entitled Construction Services Agreement for Lease-Leaseback, the District will award the contract for construction of the Project to Builder and Builder will construct the Project; and

ITEM 15I

**WHEREAS**, pursuant to a site lease agreement (the “Site Lease”) by and between the District and the Builder, the District will lease to the Builder the Site in order for Builder to construct the Project; and

**WHEREAS**, the Builder will lease the Project back to the District pursuant to a Sublease Agreement (the “Sublease”), under which the District will be required to make Sublease Payments, as such term is defined in the Sublease, to the Builder for the use and occupancy of the Project;

**NOW, THEREFORE, BE IT RESOLVED**, by the Board of Trustees of the San Dieguito Union High School District, that the Site Lease, Sublease Agreement, and Construction Services Agreement for Lease-Leaseback by and between the District and Builder be approved and that Christina M. Bennett, or Eric R. Dill is hereby authorized to execute the necessary documents.

**PASSED AND ADOPTED** by the San Dieguito Union High School District Board of Trustees at Encinitas, California, on January 16, 2014, by the following vote:

Ayes:

Noes:

Abstain:

Absent:

State of California )

County of San Diego )

I, Beth Hergesheimer, Clerk of the Board of Trustees, do hereby certify that the foregoing is a full, true, and correct copy of a resolution accepted by said Board at a regular meeting held at its regular place of meeting by the vote above stated, which resolution is on file in the office of the said Board.

---

Clerk of the Board of Trustees

# San Dieguito Union High School District

## INFORMATION REGARDING BOARD AGENDA ITEM

**TO:** BOARD OF TRUSTEES

**DATE OF REPORT:** January 7, 2014

**BOARD MEETING DATE:** January 16, 2014

**PREPARED BY:** John Addleman, Director of Planning Services  
Eric Dill, Assoc. Superintendent, Business

**SUBMITTED BY:** Rick Schmitt, Superintendent

**SUBJECT:** ADOPTION OF RESOLUTION / COOPERATIVE BID

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### EXECUTIVE SUMMARY

In order to proceed with securing the modular buildings for San Dieguito Academy to temporarily replace the classrooms lost in the demolition this summer of Building 81, and the 90's and 100's classroom buildings to make way for the new Math and Science Building, District staff reviewed contract documents from other school districts that allow purchasing items from that bid. The Franklin-McKinley School District has a cooperative bid and award of contract with Mobile Modular for leasing of DSA approved modular buildings with the best value of those reviewed.

The thirty-six month lease would include the delivery, set-up and eventual removal of twelve interim classrooms and one toilet building to be placed at the lower north-west parking lot of San Dieguito Academy, as highlighted in Exhibit A. The total cost of the lease is \$551,411.64 as detailed in Exhibit B.

The balance of the interim housing for San Dieguito Academy, including the interim housing for both the Arts and Culinary Arts classrooms, as well as the relocation of the Adult Ed modular buildings to be used as interim housing will be brought under separate agreements at a future meeting.

### RECOMMENDATION:

It is recommended that the Board adopt the attached resolution authorizing contracting pursuant to bid and award documents from Franklin-McKinley School District for the lease of modular buildings, per the pricing structure, terms, and conditions stated in the bid documents, and authorize Christina M. Bennett or Eric R. Dill to execute all necessary documents.

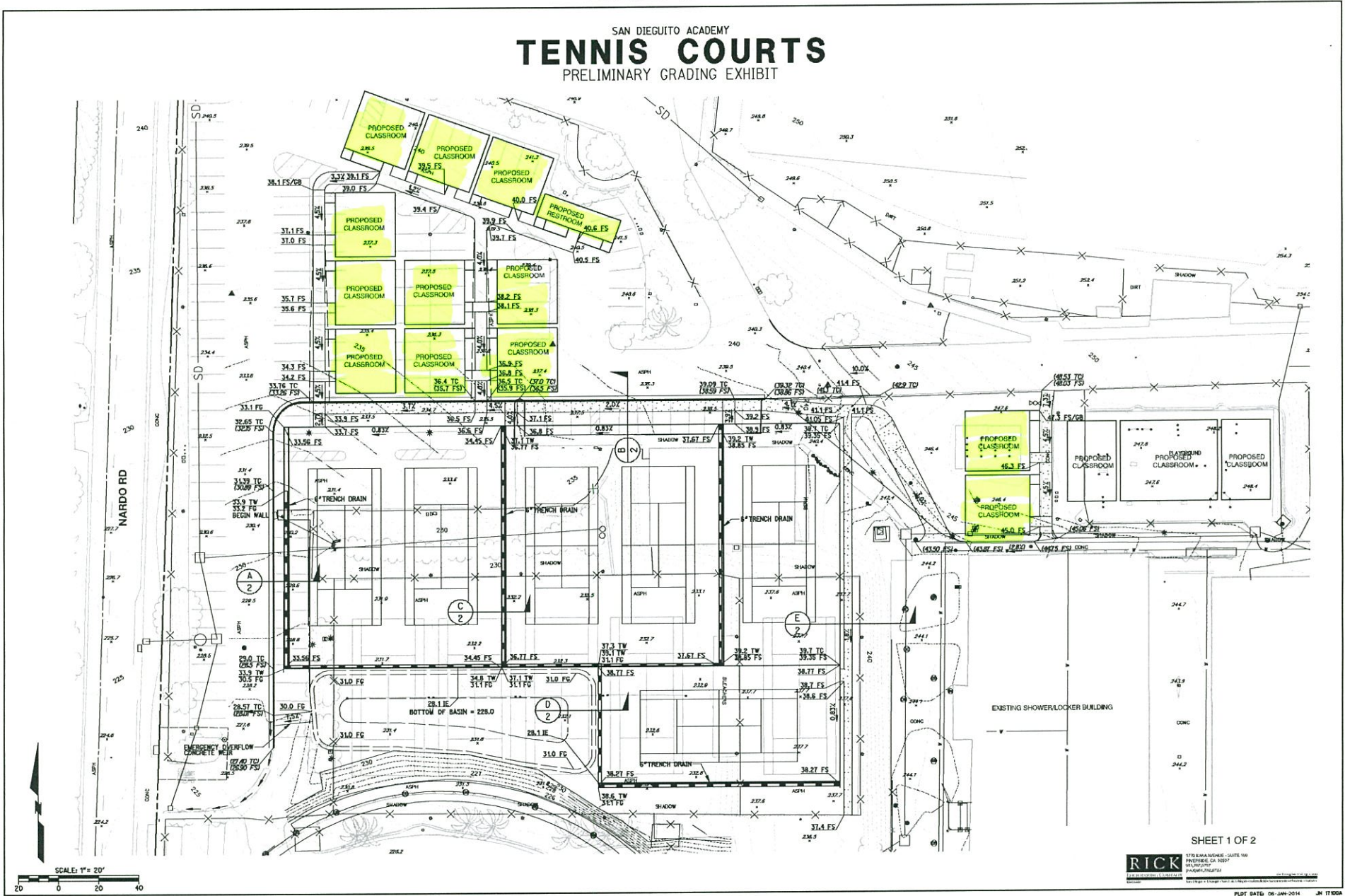
### FUNDING SOURCE:

Building Fund-Prop 39 Fund 21-39, Capital Facilities Fund 25-19 or from the fund to which the purchases are charge.

ITEM 15J

Exhibit A

SAN DIEGUITO ACADEMY  
**TENNIS COURTS**  
PRELIMINARY GRADING EXHIBIT



SHEET 1 OF 2

**RICK**  
1770 KAWA AVENUE - SUITE 100  
PACIFIC PALMS, CA 90707  
PH: (909) 441-1111  
WWW.RICKCORPORATION.COM

PLUT 04/16 06-JAN-2014

## ITEM 15J

## Exhibit B

## Product Information pursuant to Franklin-McKinley School District Cooperative Bid

<u>Building Type</u>	<u>Quantity</u>	<u>Monthly Rent</u>	<u>Term</u>	<u>Cost</u>
Item 1117, Classroom, 30 x 32 DSA*	12	\$859.16	36 mos.	\$371,157.12
Item 1004, Restroom, 12 x 40 DSA**	1	\$1,090.00	36 mos.	\$39,240.00

<u>Building Type</u>	<u>Quantity</u>	<u>Delivery Charge (incl. block and level)</u>	<u>Cost</u>
Item 1117, Classroom, 30 x 32 DSA	12	\$6,265.00	\$75,180.00
Item 1004, Restroom, 12 x 40 DSA	1	\$5,110.00	\$5,110.00

<u>Building Type</u>	<u>Quantity</u>	<u>Return Charges</u>	<u>Cost</u>
Item 1117, Classroom, 30 x 32 DSA	12	\$4,245.00	\$50,940.00
Item 1004, Restroom, 12 x 40 DSA	1	\$4,325.00	\$4,325.00

Bond Premium (1% of \$545,952.12) \$5,459.52

Total Cost: \$551,411.64

\*Bid Group B (New) Page 00400-5

\*\*Bid Group C (Used) Page 00400-10

**RESOLUTION**

**AUTHORIZING CONTRACTING PURSUANT TO COOPERATIVE BID AND AWARD DOCUMENTS FROM THE FRANKLIN-MCKINLEY SCHOOL DISTRICT**

**ON MOTION** of Member \_\_\_\_\_, seconded by Member \_\_\_\_\_, the following resolution is adopted:

**WHEREAS**, the Board of Trustees of San Dieguito Union High School District of San Diego County, State of California, has determined that the District is in need of temporary DSA approved modular buildings to facilitate the construction of new buildings throughout the District in support of Proposition AA; and

**WHEREAS**, Public Contract Code provides authority for the Governing Board of any school district to lease data-processing equipment, purchase materials, supplies, equipment, automotive vehicles, tractors, and other personal property for the District without advertising for bids through another agency if the purchase is made in the manner in which the public agency is authorized by law to make the leases or purchases; and

**WHEREAS**, the Franklin-McKinley School District has conducted a cooperative bid process which named the San Dieguito Union High School District as a district which may utilize the contract under the same prices, terms, and conditions for the lease of DSA approved modular buildings, and related items as the Franklin-McKinley School District pursuant to Public Contract Code Section 20118; and

**WHEREAS**, sealed bids were timely filed at the Business Office, Franklin-McKinley School District, 645 Wool Creek Drive, San Jose, California, and

**WHEREAS**, said bids were opened and publicly read aloud at the time and place specified in Notice to Bidders, and it was determined that the low bidder for the lease of DSA approved modular buildings was Mobile Modular Management Corporation who was thereafter awarded the bid, and

**WHEREAS**, the San Dieguito Union High School District wishes to lease DSA approved modular buildings as needed in support of Proposition AA, and

**WHEREAS**, this Board has determined it to be in the best interests of the District to lease or contract for the above-stated items using the bid awarded by the Franklin-McKinley School District, and

**NOW, THEREFORE, BE IT RESOLVED, ORDERED AND DECLARED** that the lease or contract for DSA approved modular buildings, is hereby authorized and approved and is subject to all terms, conditions and documents as specified in the Franklin-McKinley School District's bid and award documents.

**BE IT FURTHER RESOLVED, ORDERED AND DECLARED** that Christina M. Bennett, Director of Purchasing, or Eric R. Dill, Associate Superintendent of Business Services is hereby authorized to execute the necessary contract documents with Mobile Modular Management Corporation, naming the District as the contracting party.

ITEM 15J

**PASSED AND ADOPTED** by the San Dieguito Union High School District Board of Trustees at Encinitas, California, on January 16, 2014, by the following vote:

Ayes:

Noes:

Abstain:

Absent:

State of California )

County of San Diego )

I, Beth Hergesheimer, Clerk of the Board of Trustees, do hereby certify that the foregoing is a full, true, and correct copy of a resolution accepted by said Board at a regular meeting held at its regular place of meeting by the vote above stated, which resolution is on file in the office of the said Board.

---

Clerk of the Board of Trustees

# San Dieguito Union High School District

## INFORMATION REGARDING BOARD AGENDA ITEM

**TO:** BOARD OF TRUSTEES

**DATE OF REPORT:** January 3, 2014

**BOARD MEETING DATE:** January 16, 2014

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

**SUBMITTED BY:** Rick Schmitt  
Superintendent

**SUBJECT:** ADOPTION OF RESOLUTION/REPORT ON  
STATUTORY SCHOOL FEES AND  
FINDINGS 2012-2013

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### 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 2012-2013 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 13, 2013. No comments were received during the public review period.

The amount of \$600K of reportable fees collected in 2011-2012 was a 7% increase compared to the \$560K collected in the prior fiscal year. While still well below the activity seen prior to 2007-2008, this year reflects the third annual positive uptick of infill residential construction and home remodels. Using statutory school fees, the District was able to



ITEM 16

complete in 2012-2013, the installation of reclaimed water at Oak Crest Middle school, and to begin the network upgrade of district support facilities not covered under Prop AA.

**RECOMMENDATION:**

It is recommended that the Board adopt the resolution regarding statutory school fees and report for fiscal year 2012-2013, 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 2012-2013  
 (“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.

ITEM 16

- (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 2012-2013 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.

ITEM 16

- (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 16th day of January, 2014.

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

ITEM 16

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 16<sup>th</sup> day of January, 2014, by the following vote:

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

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

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

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

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

ITEM 16

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 16, 2014

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 2012-2013  
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 2012-2013:**

1. In accordance with Government Code Section 66006(b)(1) and (2), the District provides the following information for fiscal year 2012-2013:

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

The Reportable Fees of the District for fiscal year 2012-2013 consist of Statutory School Fees.

**B. AMOUNT OF THE REPORTABLE FEES:**

The Statutory School Fee amounts for fiscal year 2012–2013 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 (7/01/12)	\$897,506.28
Ending Balance (6/30/13)	\$1,043,499.79

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

Amount of Reportable Fees Collected	Amount of Interest Earned
\$599,820.77	\$2,678.34

## ITEM 16

**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 information<sup>1</sup> 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 2012-2013:

District Support Facilities – Network Infrastructure Improvements

**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 2012-2013, and no refunds are required under applicable law.

<sup>1</sup> 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.

## ITEM 16

**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.**

<b>Improvement</b>	<b>Amount Expended</b>	<b>Percent Funded</b>
Site Improvements	\$ 19,436.78	100%
New Construction/Building Improvements	\$ 373,799.90	100%
Consultants/Studies/Demographics	\$ 41,321.82	100%
Legal Advertising	\$ 200.40	100%
Furniture & Equipment	\$ 4,922.03	100%
Administrative Costs	\$ 16,824.67	100%
<b>Total</b>	\$ 456,505.60	

## **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 2012-2013 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

## ITEM 16

**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 (2012-2013)  
Schedule C 12-13

Project	Est. Cost	State School	Mello Roos	NCW	Reportable	Prop AA/Other <sup>4</sup>
		Bldg. Program <sup>3</sup>			Fees	
<b>Canyon Crest Academy</b>						
Field & Track, Baseball Fields	\$20,093,631	N/A	\$30,898	N/A	N/A	\$20,062,733
2011 Facilities Action Plan <sup>1</sup>	\$17,798,262 <sup>2</sup>	unknown	unknown	unknown	unknown	unknown
<b>Carmel Valley Middle School</b>						
2011 Facilities Action Plan <sup>1</sup>	\$7,359,871	unknown	unknown	unknown	unknown	unknown
<b>Diegueno Middle School</b>						
HVAC and Front Entry Improvements	\$3,326,521	N/A	N/A	N/A	N/A	\$3,326,521
2011 Facilities Action Plan <sup>1</sup>	\$24,545,183 <sup>2</sup>	\$3,462,249	unknown	N/A	unknown	unknown
<b>Earl Warren Middle School</b>						
2011 Facilities Action Plan <sup>1</sup>	\$32,021,866	\$2,710,191	unknown	N/A	unknown	unknown
<b>La Costa Canyon High School</b>						
HVAC, Media Center, Field House	\$13,402,973	N/A	N/A	N/A	N/A	\$13,402,973
2011 Facilities Action Plan <sup>1</sup>	\$21,938,106 <sup>2</sup>	unknown	unknown	N/A	unknown	unknown
<b>La Costa Valley School Site<sup>1</sup></b>						
Fields, Multi-Purpose Bldg	\$15,531,957	N/A	N/A	N/A	N/A	\$15,531,957
<b>Oak Crest Middle School</b>						
HVAC, Field Imp. & Access	\$5,151,609	N/A	N/A	N/A	N/A	\$5,151,609
2011 Facilities Action Plan <sup>1</sup>	\$16,608,420 <sup>2</sup>	\$1,113,317	unknown	N/A	unknown	unknown
<b>Middle School #5<sup>1</sup></b>						
Phase 1 - Construction 2015/2016	\$52,529,244	\$15,137,000	unknown	unknown	unknown	\$52,529,244
<b>San Dieguito Academy</b>						
Field & Track, Math & Science Bldg, Interim Housing	\$28,367,811	\$2,664,301	unknown	N/A	\$651,508	\$27,716,303
2011 Facilities Action Plan <sup>1</sup>	\$46,348,151 <sup>2</sup>	unknown	unknown	N/A	unknown	unknown
<b>Sunset High School</b>						
Network Upgrade	\$122,783	N/A	N/A	N/A	N/A	\$122,783
2011 Facilities Action Plan <sup>1</sup>	\$9,392,980	\$761,273	unknown	N/A	unknown	unknown
<b>Torrey Pines High School</b>						
HVAC, Science Classrooms, Bldg B	\$13,651,928	N/A	unknown	N/A	unknown	\$13,651,928
2011 Facilities Action Plan <sup>1</sup>	\$69,915,857	10,835,355	unknown	unknown	unknown	unknown
<b>Transportation Facility Imp.<sup>1</sup></b>						
	11,600,000	unknown	unknown	N/A	unknown	unknown
<b>Maintenance Mod. &amp; Expansion<sup>1</sup></b>						
	unknown	unknown	unknown	N/A	unknown	unknown
<b>Districtwide – Tech Infrastructure</b>						
2013-2015 Tech Infra Imp.	\$5,423,508	N/A	N/A	N/A	N/A	\$5,423,508 <sup>4</sup>
2011 Facilities Action Plan – Tech. <sup>1</sup>	\$15,266,492	unknown	unknown	N/A	unknown	unknown
<b>TOTAL</b>	<b>\$469,429,533</b>	<b>\$40,316,835</b>	<b>\$30,898</b>	<b>\$0.00</b>	<b>\$651,508</b>	<b>\$156,919,559</b>

(1) Projects in preliminary planning with no cost estimate and/or known completion date for financing. Where referenced, 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 and Construction Department.

(2) Revised to reflect estimated amount remaining after 2013 Prop AA Bond funding. Future phases subject to availability of Prop AA funding.

(3) Subject to availability of State Funding.

(4) Amount includes \$50,000 from Other Building Fund 21-09 for improvements not related to Prop AA.

**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 (2012-2013)  
Schedule D 12-13

Project	State School	Mello Roos	NCW	Reportable	Prop AA/Other
	Bldg. Program			Fees	
<b>Canyon Crest Academy</b>					
Field & Track, Baseball Fields	N/A	12/13	N/A	N/A	12/13
2011 Facilities Action Plan*	unknown	unknown	unknown	unknown	unknown
<b>Carmel Valley Middle School</b>					
2011 Facilities Action Plan*	unknown	unknown	unknown	unknown	unknown
<b>Diegueno Middle School</b>					
HVAC and Front Entry Improvements	N/A	N/A	N/A	N/A	12/13
2011 Facilities Action Plan*	unknown	unknown	N/A	unknown	unknown
<b>Earl Warren Middle School</b>					
2011 Facilities Action Plan*	unknown	unknown	N/A	unknown	unknown
<b>La Costa Canyon High School</b>					
HVAC, Media Center, Field House	N/A	N/A	N/A	N/A	12/13
2011 Facilities Action Plan*	unknown	unknown	N/A	unknown	unknown
<b>La Costa Valley School Site *</b>					
Fields, Multi-Purpose Bldg	N/A	N/A	N/A	unknown	12/13
<b>Oak Crest Middle School</b>					
HVAC, Field Imp. & Access	N/A	N/A	N/A	N/A	12/13
2011 Facilities Action Plan*	unknown	unknown	N/A	unknown	unknown
<b>Middle School #5*</b>					
Phase 1 – Construction 2015/16	unknown	unknown	unknown	unknown	12/13
<b>San Dieguito Academy</b>					
Field & Track, Math & Science Bldg, Interim Housing	unknown	unknown	N/A	12/13-15/16	12/13
2011 Facilities Action Plan*	unknown	unknown	N/A	unknown	unknown
<b>Sunset High School</b>					
Network Upgrade	N/A	N/A	N/A	N/A	12/13
2011 Facilities Action Plan*	unknown	unknown	N/A	unknown	unknown
<b>Torrey Pines High School</b>					
HVAC, Science Classrooms, Bldg B	N/A	N/A	N/A	N/A	12/13
2011 Facilities Action Plan*	unknown	unknown	unknown	unknown	unknown
<b>Transportation Facility Imp.*</b>					
Maintenance Mod. & Expansion *	unknown	unknown	N/A	unknown	unknown
<b>Districtwide – Tech Infrastructure</b>					
2013-2015 Tech Infra Imp.	N/A	N/A	N/A	N/A	12/13
2011 Facilities Action Plan – Tech.*	unknown	unknown	N/A	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 3, 2014

**BOARD MEETING DATE:** January 16, 2014

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

**SUBMITTED BY:** Rick Schmitt  
Superintendent

**SUBJECT:** RESOLUTION OF INTENTION TO CONVEY  
INTEREST IN REAL PROPERTY AND RIGHT-  
OF-WAY

-----

### EXECUTIVE SUMMARY

As part of the stadium improvements at Canyon Crest Academy, a new water connection is required to be installed to service the restrooms, concession building, and water fountains. The new water meter must be located in a public easement, and in order to keep it at the sidewalk area of the lower student parking lot and not in the middle of the parking lot, the City of San Diego requires a small water easement and right-of-way to construct as well as operate and maintain the water meter moving forward.

Specifically, the City of San Diego requires an easement of 10' wide and approximately 29' in length at the south-east corner of the student parking lot adjacent to the public path of travel, as illustrated in Exhibit B to the draft Grant Deed –Water Easement.

The adoption of the Resolution of Intention to Convey Interest in Real Property and Right-of-Way is the first step in granting an easement. The final steps will require a public hearing and adoption of a Resolution Conveying an Interest in Real Property and Right-of-Way at the February 6, 2014 board meeting.

ITEM 17

**RECOMMENDATION:**

It is recommended that the Board adopt the Resolution of Intention to Convey Interest in Real Property and Right-of-Way to the City of San Diego over water facilities constructed on the Canyon Crest Academy campus, as described in the attachment.

**FUNDING SOURCE:**

Not applicable.



ITEM 17

Resolution of Intention to Convey Interest )  
in Real Property and Right-of-Way )  
\_\_\_\_\_)

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

WHEREAS, City of San Diego, a municipal corporation, has requested this Board to convey an interest in real property and right-of-way to said applicant for purposes set forth below; and

WHEREAS, in the judgment of this Board public convenience makes it expedient that said request be granted; NOW THEREFORE

BE IT RESLOVED AND ORDERED pursuant to the provisions of the Education Code, Section 17556, et seq., that the Governing Board of the San Dieguito Union High School District of the County of San Diego, State of California, hereby declares that it is the intention of this Board to convey to the City of San Diego, a municipal corporation, upon the terms and conditions that are set forth in that certain form entitled "Grant Deed – Water Easement", a copy of which is attached hereto, marked Exhibit "A" and by this reference made a part hereof, a permanent easement in real property and right-of-way belonging to said District and more particularly described in said Exhibit "A" for access to construct, reconstruct, maintain, operate and repair water facilities, including any or all appurtenances thereto, together with the right of ingress and egress, over, under, along and across all that real property described in Exhibit "A".

BE IT RESLOVED AND ORDERED that a public meeting be held by this Board at its regular place of meeting, San Dieguito Union High School District, 710 Encinitas Boulevard, Encinitas, California, on February 6, 2014 at 6:30 p.m., at which time all persons interested may appear and show cause, if any they have, why said conveyance should not be made.

BE IT RESOLVED AND ORDERED that a notice of the adoption of this resolution and of the time and place of holding said meeting shall be given by posting copies of said resolution, signed by the members of this Board, or by a majority thereof, in three (3) public places in said District not less than (10) days before the date of the meeting and by publishing the notice attached hereto, marked Exhibit "B", once not less than (5) days before the date of the meeting in U-T San Diego, a newspaper of general circulation published in the District in which this District is located and having a general circulation in the District.

ITEM 17

Resolution of Intention to Convey Interest  
in Real Property and Right-of-Way  
(Continued)

PASSED AND ADOPTED by the Governing Board of the San Dieguito Union  
High School District of San Diego County, California, this 16th day of January 2014.

---

Joyce Dalessandro

---

Amy Herman

---

Beth Hergesheimer

---

Barbara Groth

---

John Salazar

Members of the Governing Board of the San Dieguito  
Union High School District

ITEM 17

**Exhibit “A”**

“Grant Deed – Water Easement”

RECORDING REQUESTED BY:

**THE CITY OF SAN DIEGO**

AND WHEN RECORDED MAIL TO:

CITY CLERK  
CITY OF SAN DIEGO  
MAIL STATION 2A

Originating Dept – DSD/LDR – M.S. 501

(THIS SPACE FOR RECORDER'S USE ONLY)

## GRANT DEED - WATER EASEMENT

J.O. NO: \_\_\_\_\_

ASSESSOR'S PARCEL NO: 305-031-26

PTS NO: 353363

DWG NO: \_\_\_\_\_

NO DOCUMENT TAX DUE  
R & T CODE 11922

NO FEE FOR GOVT. AGENCY  
GOVERNMENT CODE 27383

For valuable consideration, receipt of which is hereby acknowledged, San Dieguito Union High School District of San Diego County,  
California

HEREBY GRANT(S) to the City of San Diego, a municipal corporation, in the County of San Diego, State of California, a permanent easement and a right-of-way for access to construct, reconstruct, maintain, operate and repair **water facilities**, including any or all appurtenances thereto, together with the right of ingress and egress, over, under, along and across all that real property situated in the City of San Diego, County of San Diego, State of California, described as follows:

**See exhibit "A" attached hereto and exhibit "B" attached for illustration purposes**

Reserving unto the Grantor herein, heirs and assigns the continued use of the above described parcel of land subject to the following conditions: The erecting of buildings, masonry walls, and other permanent structures; the planting of trees; the changing of the surface grade; and the installation of privately owned pipe lines shall be prohibited except by an Encroachment Maintenance and Removal Agreement issued by the City Engineer.

Date: \_\_\_\_\_

Grantor: *(type or print)* \_\_\_\_\_

By: *(signature)* \_\_\_\_\_  
*(type or print name)*

This is to certify that the interest in real property conveyed by this instrument to the City of San Diego, a municipal corporation, is hereby accepted by the undersigned officer on behalf of the City of San Diego, pursuant to authority conferred by the Municipal Code, and the grantee consents to recordation thereof by its duly authorized officer.

Date: \_\_\_\_\_

For City Engineer  
By: \_\_\_\_\_

**NOTE: NOTARY ACKNOWLEDGMENTS FOR ALL SIGNATURES MUST BE ATTACHED, PER CIVIL CODE SEC. 1180 ET. SEQ.**

# EXHIBIT 'A'

## LEGAL DESCRIPTION WATER EASEMENT

### PARCEL 'A'

A PORTION OF PARCEL 1 OF PARCEL MAP 19841 FILED IN THE OFFICE OF THE SAN DIEGO COUNTY RECORDER ON SEPTEMBER 19, 2005 AS FILE NO. 2005-0806588 IN THE CITY OF SAN DIEGO, COUNTY OF SAN DIEGO, STATE OF CALIFORNIA AND MORE PARTICULARLY DESCRIBED AS FOLLOWS:

**BEGINNING** AT THE SOUTHWEST CORNER OF PARCEL 1 OF SAID PARCEL MAP 19841; THENCE

- |                         |             |   |
|-------------------------|-------------|---|
| 1. NORTH 59°44'19" EAST | 323.80 FEET | TO THE <b>TRUE POINT OF BEGINNING</b> ;<br>THENCE   |
| 2. NORTH 03°12'22" WEST | 28.82 FEET  | TO A POINT ON THE SOUTHERLY LINE OF<br>AN EXISTING 30 FEET WIDE WATER<br>EASEMENT GRANTED PER SAID PARCEL<br>MAP 19841; THENCE ALONG SAID<br>SOUTHERLY LINE |
| 3. NORTH 86°47'38" EAST | 10.00 FEET; | THENCE LEAVING SAID SOUTHERLY LINE  |
| 4. SOUTH 03°12'22" EAST | 28.82 FEET; | THENCE  |
| 5. SOUTH 86°47'38" WEST | 10.00 FEET  | TO THE <b>TRUE POINT OF BEGINNING</b> .   |

SAID EASEMENT CONTAINS 0.007 ACRES MORE OR LESS.

ATTACHED HERETO IS A DRAWING NO. XXXXX-B LABELED EXHIBIT 'B' AND BY THIS REFERENCE MADE A PART HEREOF.

BY: \_\_\_\_\_  
JOHN EARDENSOHN, L.S. 5278  
(MY LICENSE EXPIRES 12-31-15)

DATED: \_\_\_\_\_

J.O. NO.  
DWG. NO.  
PTS. NO.





ITEM 17

**Exhibit “B”**

“Notice of Public Meeting”



ITEM 17

NOTICE OF INTENTION TO CONVEY

AN INTEREST IN REAL PROPERTY AND RIGHT-OF-WAY

NOTICE IS HEREBY GIVEN that the Governing board of the San Dieguito Union High School District on January 16, 2014, adopted a Resolution of Intention to Convey Interest in Real Property and Right-of-Way to dedicate to the City of San Diego, a municipal corporation, a permanent easement and right-of-way across property of this District located at Canyon Crest Academy, 5951 Village Center Loop Road, San Diego, County of San Diego, State of California, for access to construct, reconstruct, maintain, operate and repair water facilities, including any or all appurtenances thereto, together with the right of ingress and egress, over, under, along and across all that real property (a description of the purposes of the easement, of the route therein and other particulars of the dedication are on file and may be examined in the office of the Director of Planning Services of the San Dieguito Union High School District located at 684 Requeza Drive, Encinitas, CA) and has set 6:30 o'clock, p.m., February 6, 2014, at San Dieguito Union High School District, 710 Encinitas Blvd., Encinitas, California for a public hearing upon the question of making such conveyance, at which time interested parties may appear and protest.

SAN DIEGUITO UNION HIGH SCHOOL DISTRICT

By: Beth Hergesheimer  
Clerk

ITEM 18

# San Dieguito Union High School District

## INFORMATION REGARDING BOARD AGENDA ITEM

**TO:** BOARD OF TRUSTEES

**DATE OF REPORT:** January 6, 2014

**BOARD MEETING DATE:** January 16, 2014

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

**SUBMITTED BY:** Rick Schmitt  
Superintendent

**SUBJECT:** ACCEPTANCE OF THE 2012-13 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 81 through 84 of the audit report. The report does not contain any negative findings or identify any material weaknesses in the District's internal controls.

Wilkinson, Hadley, King & Co. will conduct audits of Proposition AA funds in January according to Proposition 39 requirements. The results of that audit will be presented to the Board of Trustees and the Independent Oversight Committee.

### RECOMMENDATION:

It is recommended that the Board accept the 2012-13 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.

ITEM 18

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

**AUDIT REPORT**

**JUNE 30, 2013**

**Wilkinson Hadley King & Co. LLP  
CPAs and Advisors  
218 W. Douglas Ave  
El Cajon, CA 92020**

ITEM 18

Introductory Section

## ITEM 18

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ITEM 18

Financial Section

ITEM 18

**Wilkinson Hadley King & Co. LLP**  
CPAs and Advisors  
218 W. Douglas Ave  
El Cajon, CA 92020

**Independent Auditor's Report**

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

**Report on the Financial Statements**

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 ("the District") as of and for the year ended June 30, 2013, and the related notes to the financial statements, which collectively comprise the District's basic financial statements as listed in the table of contents.

**Management's Responsibility for the Financial Statements**

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

**Auditor's Responsibility**

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 involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the District's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the District's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

**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, 2013, and the respective changes in financial position, and, where applicable, cash flows thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.



## ITEM 18

**Emphasis of Matter**

As described in Note A to the financial statements, in 2013, San Dieguito Union High School District adopted new accounting guidance, Government Accounting Standards Board Statement No. 63, *Financial Reporting of Deferred Outflows of Resources, Deferred Inflows of Resources, and Net Position*. Our opinion is not modified with respect to this matter.

**Other Matters**

## Required Supplementary Information

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.

## Other Information

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 basic financial statements. The combining financial statements are presented for purposes of additional analysis and are not required parts of the basic financial statements. The 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 basic 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 2012-13*, published by the Education Audit Appeals Panel, and is also not a required part of the basic 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 basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the combining financial statements and other supplementary information and the schedule of expenditures of federal awards are fairly stated in all material respects in relation to the basic financial statements as a whole.

ITEM 18

**Other Reporting Required by *Government Auditing Standards***

In accordance with *Government Auditing Standards*, we have also issued our report dated December 5, 2013 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* in considering San Dieguito Union High School District's internal control over financial reporting and compliance.

*Wilkinson Hadley King & Co., LLP*

El Cajon, California  
December 5, 2013

## ITEM 18

**SAN DIEGUITO UNION HIGH SCHOOL DISTRICT  
MANAGEMENT'S DISCUSSION AND ANALYSIS  
For the Fiscal Year Ended June 30, 2013  
(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, 2013. 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 Position 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 2013 are as follows:

- Total governmental fund net position is \$109,672,033
- The state wide average for the cost of living adjustment was 3.24%
- The passage of a general obligation bond in November 2012

#### **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 position* presents information on all of the assets and liabilities of the District, with the difference between the two reported as net position. Over time, increases or decreases in net position 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 position of the District changed during the most recent fiscal year. All changes in net position 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).

## ITEM 18

**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 eleven 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 and the building fund, 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.

## ITEM 18

**Government-wide Financial Analysis**

As noted earlier, net position may serve over time as a useful indicator of a government's financial position. In the case of the District, assets exceeded liabilities by \$109.7 million at the close of the most recent fiscal year.

**SAN DIEGUITO UNION HIGH SCHOOL DISTRICT**  
**2012-13 NET POSITION**  
*(In Millions of Dollars)*

	<b>Governmental Activities</b>		<b>2012-13 % of Total</b>	<b>Total % Change over 11-12</b>
	2011-2012	2012-13		
Current and Other Assets	33.7	199.5	51%	492.0%
Capital Assets	194.2	193.3	49%	-0.5%
<b>Total Assets</b>	<b>\$ 227.9</b>	<b>\$ 392.8</b>		<b>72.4%</b>
Long Term Debt Outstanding	103.0	269.8	95%	161.9%
Other Liabilities	8.2	13.3	5%	62.2%
<b>Total Liabilities</b>	<b>\$ 111.2</b>	<b>\$ 283.1</b>		<b>154.6%</b>
<u>Net Position</u>				
Net Investment in Capital Assets	94.6	92.5	84%	-2.2%
Restricted	22.1	17.2	16%	-22.2%
<b>Total Net Position</b>	<b>\$ 116.7</b>	<b>\$ 109.7</b>		<b>-6.0%</b>

- The resources in capital assets, less related debt, are 49% of total net position. 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 position (16%) is 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.

## ITEM 18

**Governmental activities.** The key elements of the District's net position for the year ended June 30, 2013 are as follows:

	Governmental Activities		% of Total	% change
	2011-2012	2012-2013	2012-2013	over 11-12
<b>Revenues</b>				
Program revenues				
Charges for services	2,896,711	2,820,522	2.47%	-2.6%
Operating grants and contributions	12,898,212	11,397,758	9.97%	-11.6%
Capital grants and contributions	128,330	3,849	0.00%	-97.0%
General revenues				
Property taxes	85,113,345	87,067,667	76.20%	2.3%
Federal and state aid not restricted to specific purposes	5,996,512	7,603,117	6.65%	26.8%
Interest and investment earnings	335,425	486,710	0.43%	45.1%
Interagency revenues	296,775	218,892	0.19%	-26.2%
Miscellaneous	4,544,290	4,668,112	4.09%	2.7%
Total revenues	\$ 112,209,600	\$ 114,266,627	100.00%	1.8%
<b>Expenditures by Function</b>				
Governmental activities				
Instruction	64,068,100	64,100,015	52.85%	0.0%
Instruction-related services	10,696,444	10,112,419	8.34%	-5.5%
Pupil Services	13,751,992	14,202,393	11.71%	3.3%
General Administration	5,666,796	5,423,481	4.47%	-4.3%
Plant Services	16,076,404	16,084,886	13.26%	0.1%
Ancillary Services	2,293,104	2,404,291	1.98%	4.8%
Enterprise Activities	1,096,319	1,130,155	0.93%	3.1%
Interest on long-term debt	5,324,505	6,641,943	5.48%	24.7%
Other outgo	1,567,850	1,178,274	0.97%	-24.8%
Depreciation (unallocated)	-	-	-	-
	\$ 120,541,514	\$ 121,277,857	100.00%	0.6%
Increase (decrease) in net position	\$ (8,331,914)	\$ (7,011,230)		
Net position - beginning	\$ 124,995,179	\$ 116,663,263		
Net position - ending	\$ 116,663,265	\$ 109,652,033		

- **Operating Grants & Contributions:** Decrease of \$1.5 Mil (-11.6%) – due to a decrease in Federal grants.
- **Capital Grants & Contributions:** Decrease of \$124K (-97.0%) – due to the final payment of a State School Building New Construction Grant for the San Dieguito Academy Performing Arts Building received in 2011-12 only.
- **Federal and State Aid not Restricted to Specific Purposes:** Increase of \$1.6 Mil (+26.8%) – 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.

## ITEM 18

- Interest and Investment Earnings: Increase of \$151K (-45.1%) – increase in interest earned on bond proceeds.
- Interagency Revenues: Decrease of \$78K (+26.2%) – as a result of surplus equity paid in 2011-12 from the Joint Public Agency (JPA) for insurance.
- Instruction Related Services: Decrease of \$584K (-5.5%) – due to reductions, attrition, and retirement savings in school site support costs.
- Pupil Services: Increase of \$450K (+3.3%) – as a result of increased mental health expenses.
- Interest on Long-term Debt: Increase of \$1.3 Mil (+24.7%) – due to debt service costs associated with the first issuance of a voter-approved General Obligation bond.
- Other Outgo: Decrease \$390K (-24.8%) – decrease 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 2012/13, the state funded approximately 79% of the base revenue limit.
- Depending on the growth level of local property tax revenue, the District might transition back to Revenue Limit/Local Control Funding Formula (LCFF) and receive state aid when the LCFF is fully implemented. 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.

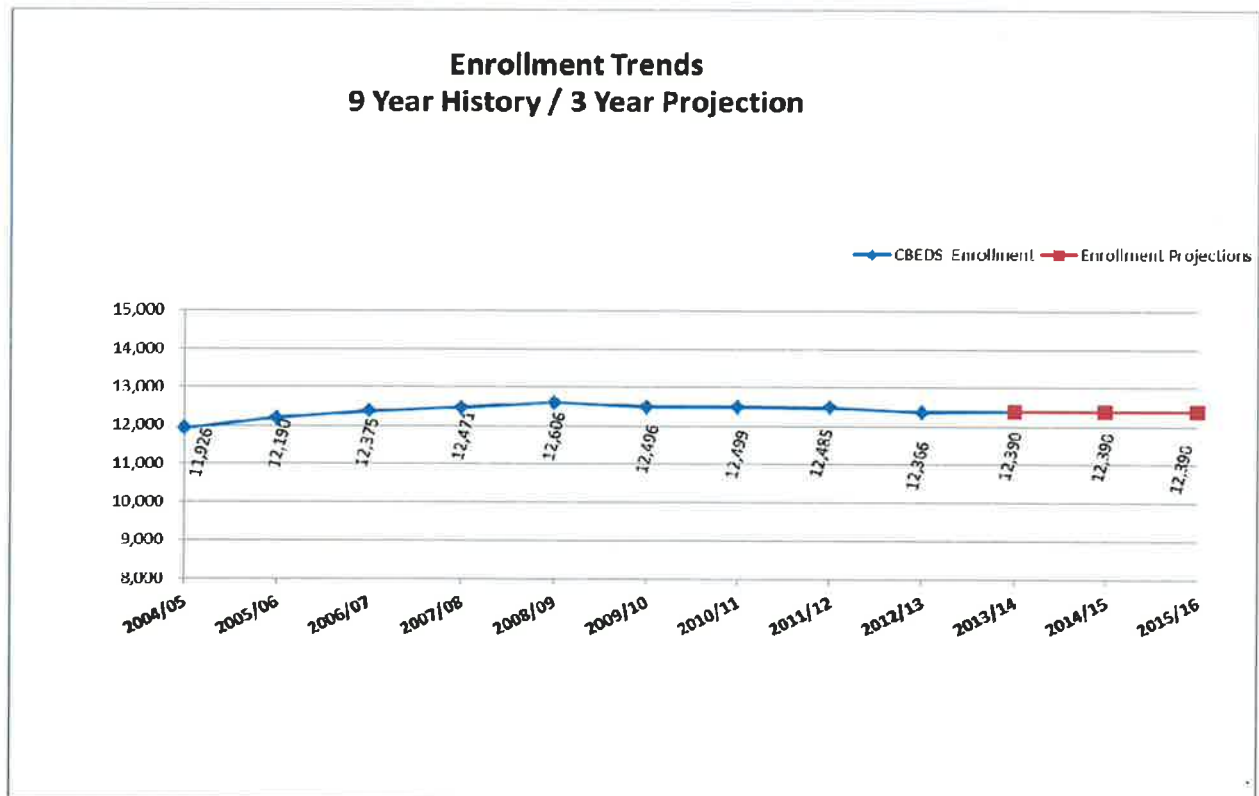
REVENUE LIMIT TABLE				
	<u>SDUHSD</u>	<u>% Increase</u>	<u>State Average</u>	<u>Difference</u>
2003-04	5,485	1.89%	5,587	(102)
2004-05	5,654	3.08%	5,742	(88)
2005-06	5,897	4.30%	5,986	(89)
2006-07	6,350	7.68%	6,400	(50)
2007-08	6,640	4.57%	6,690	(50)
2008-09	7,019	5.71%	7,069	(50)
2009-10	7,319	4.27%	7,369	(50)
2010-11	7,298	-0.29%	7,340	(42)
2011-12	7,463	2.26%	7,504	(41)
2012-13	7,706	3.26%	7,747	(41)

ITEM 18

**Enrollment, Enrollment Projections, and ADA**

School Year	CBEDS Enrollment	Enrollment Projections	P2 ADA
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	12,366		11,832
2013/14*		12,390	
2014/15*		12,390	
2015/16*		12,390	

\*estimated





## ITEM 18

**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 \$190.4 million; an increase of \$160.8 million over the previous year due to the first issuance of a voter-approved general obligation bond. The general fund had a fund balance increase of approximately \$479,000 due to additional property tax and other revenue received at the end of the fiscal year. In addition, the following expenditures should be noted:

- General fund salaries totaled \$64.5 million while the associated employee benefits of retirement, social security, Medicare, insurance (medical, dental, life, and accident), workers' compensation, and unemployment added \$20.3 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 \$14.2 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 2013, the \$12.1 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 \$145,000; increasing the total reserve for revolving funds to \$175,000.

*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, 2013 was \$55,394.

## ITEM 18

**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 \$2.2 million or 2.1% in total general fund expenditures -- mainly in Books and Supplies due to additional local revenue received throughout the year.
- During the year, actual revenue received exceeded original budgetary estimates by \$8.0 million, or 7.8%, to account for carryover balances, increases in property taxes, including the Education Protection Account (EPA) that became law in 2012-13, as well as increases in federal and state revenues and local donations.
- After adjustments, actual revenues were \$1.6 million below final budgeted amounts and expenditures were \$3.3 million below final budgeted amounts. The revenue variance was due to revenue that will be deferred to 2013-14. The significant variance in expenditures was a positive \$2.3 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.

## ITEM 18

The projects in 2012-2013 included the completion of prior year's ongoing projects: Final improvements for the Solar Project at La Costa Canyon High School, and closeout of several prior year projects at the Division of State Architects (DSA).

The Building Fund – Proposition 39 (Fund 21-39) was established by the board on February 7, 2013. On November 6, 2012, the voters of the San Dieguito Union High School District community voted to approve Proposition AA to authorize the District to issue up to \$449 million of general obligation bonds to finance certain specified capital projects and facilities. In April 2013, the district issued the first series of those bonds, in the amount of \$160 million to fund projects. The projects in 2012-2013, included: Torrey Pines High School field improvements as well as the early work on many large projects, at all school sites, to take place in the next several years.

Capital assets at June 30, 2012 and 2013 are outlined below:

	June 30, 2012	June 30, 2013	Total Change
Land	\$ 54,522,725	\$ 54,522,725	\$ -
Improvement of Sites	21,168,604	34,939,979	13,771,375
Buildings	165,595,654	166,296,923	701,269
Equipment	12,516,567	12,649,700	133,133
Work in Progress	12,953,805	5,867,665	(7,086,140)
Accumulated depreciation	(72,555,800)	(80,947,667)	(8,391,867)
Total Capital Assets	<u>\$ 194,201,555</u>	<u>\$ 193,329,325</u>	<u>\$ (872,230)</u>

**Debt Administration:** 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.

## ITEM 18

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 \$2,500,000 to fund projects at Torrey Pines related to stadium renovations, and HVAC related to energy management programs.

On November 6, 2012, the voters of the San Dieguito Union High School District community voted to approve Proposition AA to authorize the District to issue up to \$449 million of general obligation bonds to finance certain specified capital projects and facilities. In April 2013, the district issued the first series of those bonds, in the amount of \$160 million to fund projects. The District currently has \$167.6 million outstanding in general obligation bonds.

### **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.

ITEM 18

Basic Financial Statements

## ITEM 18

## EXHIBIT A-1

**SAN DIEGUITO UNION HIGH SCHOOL DISTRICT**  
STATEMENT OF NET POSITION  
JUNE 30, 2013

	<u>Governmental</u> <u>Activities</u>
<b>ASSETS:</b>	
Cash	\$ 192,022,540
Receivables	6,205,159
Stores	55,394
Prepaid Expenses	1,176,276
Capital Assets:	
Land	54,522,725
Improvements	34,939,979
Buildings	166,296,923
Equipment	12,649,700
Work in Progress	5,867,665
Less Accumulated Depreciation	<u>(80,947,667)</u>
Total Assets	<u>392,788,694</u>
<b>LIABILITIES:</b>	
Accounts Payable	9,718,854
Deferred Revenue	311,928
Long-Term Liabilities:	
Due Within One Year	3,243,643
Due in More Than One Year	<u>269,842,236</u>
Total Liabilities	<u>283,116,661</u>
<b>NET POSITION</b>	
Net Investment in Capital Assets	92,509,675
Restricted for:	
Capital Projects	9,866,152
Educational Programs	931,227
Unrestricted	6,364,979
Total Net Position	<u>\$ 109,672,033</u>

The accompanying notes are an integral part of this statement.

## ITEM 18

## EXHIBIT A-2

**SAN DIEGUITO UNION HIGH SCHOOL DISTRICT**  
STATEMENT OF ACTIVITIES  
FOR THE YEAR ENDED JUNE 30, 2013

Functions	Expenses	Program Revenues			Net (Expense)
		Charges for Services	Operating Grants and Contributions	Capital Grants and Contributions	Revenue and Changes in Net Position
					Governmental Activities
Governmental Activities:					
Instruction	\$ 64,100,015	\$ 173,491	\$ 8,518,048	\$ 3,849	\$ (55,404,627)
Instruction-Related Services:					
Instructional Supervision and Administration	1,852,445	4,910	469,953	-	(1,377,582)
Instructional Library, Media and Technology	1,069,922	-	-	-	(1,069,922)
School Site Administration	7,190,052	21	271,926	-	(6,918,105)
Pupil Services:					
Home-to-School Transportation	4,234,331	535,995	13,550	-	(3,684,786)
Food Services	2,496,499	1,987,564	619,791	-	110,856
All Other Pupil Services	7,471,563	59	954,878	-	(6,516,626)
General Administration:					
Centralized Data Processing	897,678	-	-	-	(897,678)
All Other General Administration	4,525,803	111,233	267,045	-	(4,147,525)
Plant Services	16,084,886	45	897	-	(16,083,944)
Ancillary Services	2,404,291	-	-	-	(2,404,291)
Enterprise Activities	1,130,155	-	-	-	(1,130,155)
Interest on Long-Term Debt	6,641,943	-	-	-	(6,641,943)
Other Outgo	1,178,274	7,204	281,670	-	(889,400)
Total Expenses	\$ 121,277,857	\$ 2,820,522	\$ 11,397,758	\$ 3,849	\$ (107,055,728)
General Revenues:					
Taxes and Subventions:					
Taxes Levied for General Purposes					80,437,753
Taxes Levied for Other Specific Purposes					6,629,914
Federal and State Aid Not Restricted to Specific Programs					7,603,117
Interest and Investment Earnings					486,710
Interagency Revenues					218,892
Miscellaneous					4,668,112
Total General Revenues					\$ 100,044,498
Change in Net Position					(7,011,230)
Net Position Beginning					116,683,263
Net Position Ending					\$ 109,672,033

The accompanying notes are an integral part of this statement.

## ITEM 18

## EXHIBIT A-3

**SAN DIEGUITO UNION HIGH SCHOOL DISTRICT**

## BALANCE SHEET - GOVERNMENTAL FUNDS

JUNE 30, 2013

	General Fund	Building Fund	Other Governmental Funds	Total Governmental Funds
<b>ASSETS:</b>				
Cash in County Treasury	\$ 13,585,220	\$ 161,517,860	\$ 3,249,482	\$ 178,352,562
Cash on Hand and in Banks	2,771	-	4,898,963	4,901,734
Cash in Revolving Fund	175,187	-	-	175,187
Cash with a Fiscal Agent/Trustee	-	3,589,642	4,119,325	7,708,967
Accounts Receivable	5,487,562	114,964	582,868	6,185,394
Due from Other Funds	210,024	-	199,540	409,564
Stores Inventories	258	-	55,136	55,394
<b>Total Assets</b>	<b><u>19,461,022</u></b>	<b><u>165,222,466</u></b>	<b><u>13,105,314</u></b>	<b><u>197,788,802</u></b>
<b>LIABILITIES AND FUND BALANCE:</b>				
Liabilities:				
Accounts Payable	\$ 2,574,813	\$ 3,764,799	\$ 368,359	\$ 6,707,971
Due to Other Funds	25	199,515	200,024	399,564
Unearned Revenue	241,432	-	70,496	311,928
<b>Total Liabilities</b>	<b><u>2,816,270</u></b>	<b><u>3,964,314</u></b>	<b><u>638,879</u></b>	<b><u>7,419,463</u></b>
Fund Balance:				
Nonspendable Fund Balances:				
Revolving Cash	175,187	-	-	175,187
Stores Inventories	258	-	55,136	55,394
Restricted Fund Balances	931,227	-	1,727,594	2,658,821
Committed Fund Balances	-	-	3,137	3,137
Assigned Fund Balances	7,254,892	161,258,152	10,680,568	179,193,612
Unassigned:				
Reserve for Economic Uncertainty	8,283,188	-	-	8,283,188
<b>Total Fund Balance</b>	<b><u>16,644,752</u></b>	<b><u>161,258,152</u></b>	<b><u>12,466,435</u></b>	<b><u>190,369,339</u></b>
<b>Total Liabilities and Fund Balances</b>	<b><u>\$ 19,461,022</u></b>	<b><u>\$ 165,222,466</u></b>	<b><u>\$ 13,105,314</u></b>	<b><u>\$ 197,788,802</u></b>

The accompanying notes are an integral part of this statement.



## ITEM 18

## EXHIBIT A-4

**SAN DIEGUITO UNION HIGH SCHOOL DISTRICT**  
 RECONCILIATION OF THE GOVERNMENTAL FUNDS BALANCE SHEET  
 TO THE STATEMENT OF NET POSITION  
 JUNE 30, 2013

Fund balances, governmental funds \$ 190,369,339

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

Capital assets: In governmental funds, only current assets are reported. In the statement of net position, all assets are reported, including capital assets and accumulated depreciation.

Capital assets relating to governmental activities, at historical cost:	274,276,992	
Accumulated depreciation:	(80,947,667)	
Net:		193,329,325

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 position are: 1,176,276

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: (3,010,884)

Long-term liabilities: In governmental funds, only current liabilities are reported. In the statement of net position, all liabilities, including long-term liabilities, are reported. Long-term liabilities relating to governmental activities consist of:

General obligation bonds payable	167,592,717	
State school building loans payable	2,400,000	
Compensated absences payable	1,018,643	
Lease revenue bonds payable	15,251,068	
Other general long-term debt	79,899,282	
Total:		(266,161,710)

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 position. Net position for internal service funds are: (6,030,313)

Total net position, governmental activities \$ 109,672,033

The accompanying notes are an integral part of this statement.

## ITEM 18

## EXHIBIT A-5

**SAN DIEGUITO UNION HIGH SCHOOL DISTRICT**  
**STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES**  
**IN FUND BALANCES - GOVERNMENTAL FUNDS**  
**FOR THE YEAR ENDED JUNE 30, 2013**

	General Fund	Building Fund	Other Governmental Funds	Total Governmental Funds
<b>Revenues:</b>				
<b>Revenue Limit Sources:</b>				
State Apportionments	\$ 2,314,039	\$ -	\$ -	\$ 2,314,039
Local Sources	80,438,033	-	-	80,438,033
Federal Revenue	4,081,236	-	642,568	4,723,804
Other State Revenue	5,735,578	-	34,417	5,769,995
Other Local Revenue	9,865,186	115,136	10,375,181	20,355,503
<b>Total Revenues</b>	<b>102,434,072</b>	<b>115,136</b>	<b>11,052,166</b>	<b>113,601,374</b>
<b>Expenditures:</b>				
Instruction	61,389,763	-	406,920	61,796,683
Instruction - Related Services	9,741,492	-	408,896	10,150,388
Pupil Services	11,517,024	-	2,555,858	14,072,882
Ancillary Services	2,405,112	-	-	2,405,112
General Administration	5,272,644	-	129,483	5,402,127
Plant Services	9,774,115	6,707,470	2,946,759	19,428,344
Other Outgo	896,231	-	-	896,231
<b>Debt Service:</b>				
Principal	765,588	-	2,150,000	2,915,588
Interest	840,567	-	4,020,834	4,861,401
<b>Total Expenditures</b>	<b>102,602,536</b>	<b>6,707,470</b>	<b>12,618,750</b>	<b>121,928,756</b>
<b>Excess (Deficiency) of Revenues Over (Under) Expenditures</b>	<b>(168,464)</b>	<b>(6,592,334)</b>	<b>(1,566,584)</b>	<b>(8,327,382)</b>
<b>Other Financing Sources (Uses):</b>				
Transfers In	765,588	-	5,924,844	6,690,432
Transfers Out	(117,992)	(765,588)	(5,826,852)	(6,710,432)
Proceeds From Sale of Bonds	-	160,000,000	-	160,000,000
Other Sources	-	8,336,717	765,588	9,102,305
Other Uses	-	-	(1,300)	(1,300)
<b>Total Other Financing Sources (Uses)</b>	<b>647,596</b>	<b>167,571,129</b>	<b>862,280</b>	<b>169,081,005</b>
<b>Net Change in Fund Balance</b>	<b>479,132</b>	<b>160,978,795</b>	<b>(704,304)</b>	<b>160,753,623</b>
Fund Balance, July 1	16,165,620	279,357	13,170,739	29,615,716
Fund Balance, June 30	<u>\$ 16,644,752</u>	<u>\$ 161,258,152</u>	<u>\$ 12,466,435</u>	<u>\$ 190,369,339</u>

The accompanying notes are an integral part of this statement.

## ITEM 18

## EXHIBIT A-6

**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, 2013

Total change in fund balances, governmental funds	\$ 160,753,623
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:	7,519,637
Depreciation expense:	(8,391,867)
Net:	(872,230)
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:	2,915,588
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:	(169,102,305)
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:	2,002,945
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:	(938,348)
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:	181,844
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:	(842,192)
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:	(1,110,155)
Change in net position of governmental activities	\$ <u>(7,011,230)</u>

The accompanying notes are an integral part of this statement.

## ITEM 18

## EXHIBIT A-7

**SAN DIEGUITO UNION HIGH SCHOOL DISTRICT**  
**STATEMENT OF NET POSITION**  
**INTERNAL SERVICE FUND**  
**JUNE 30, 2013**

	Nonmajor Internal Service Fund	Self-Insurance Fund
<b>ASSETS:</b>		
Current Assets:		
Cash in County Treasury	\$ 884,092	
Accounts Receivable	19,764	
Total Current Assets	<u>903,856</u>	
Total Assets		<u>903,856</u>
<b>LIABILITIES:</b>		
Current Liabilities:		
Due to Other Funds	\$ 10,000	
Total Current Liabilities	<u>10,000</u>	
Noncurrent Liabilities:		
Other Postemployment Benefits	<u>6,924,169</u>	
Total Noncurrent Liabilities	<u>6,924,169</u>	
Total Liabilities		<u>6,934,169</u>
<b>NET POSITION:</b>		
Unrestricted		<u>(6,030,313)</u>
Total Net Position		<u>\$ (6,030,313)</u>

The accompanying notes are an integral part of this statement.

## ITEM 18

## EXHIBIT A-8

**SAN DIEGUITO UNION HIGH SCHOOL DISTRICT**  
**STATEMENT OF REVENUES, EXPENSES, AND CHANGES**  
**IN FUND NET POSITION - INTERNAL SERVICE FUND**  
**FOR THE YEAR ENDED JUNE 30, 2013**

	Nonmajor Internal Service Fund
	Self-Insurance Fund
Operating Revenues:	
Local Revenue	\$ 897,962
Total Revenues	<u>897,962</u>
Operating Expenses:	
Services and Other Operating Expenses	2,028,117
Total Expenses	<u>2,028,117</u>
Income (Loss) before Contributions and Transfers	(1,130,155)
Interfund Transfers In	20,000
Change in Net Position	<u>(1,110,155)</u>
Total Net Position - Beginning	(4,920,158)
Total Net Position - Ending	<u>\$ (6,030,313)</u>

The accompanying notes are an integral part of this statement.

## ITEM 18

## EXHIBIT A-9

**SAN DIEGUITO UNION HIGH SCHOOL DISTRICT**  
**STATEMENT OF CASH FLOWS**  
**PROPRIETARY FUNDS**  
**FOR THE YEAR ENDED JUNE 30, 2013**

	Nonmajor Internal Service Fund
	Self-Insurance Fund
<b>Cash Flows from Operating Activities:</b>	
Cash Received from Customers	895,125
Cash Payments to Other Suppliers for Goods and Services	(736,362)
Net Cash Provided (Used) by Operating Activities	<u>158,763</u>
<b>Cash Flows from Investing Activities:</b>	
Interest and Dividends on Investments	2,836
Net Cash Provided (Used) for Investing Activities	<u>2,836</u>
Net Increase (Decrease) in Cash and Cash Equivalents	161,599
Cash and Cash Equivalents at Beginning of Year	722,493
Cash and Cash Equivalents at End of Year	<u>884,092</u>
<b>Reconciliation of Operating Income to Net Cash     Provided by Operating Activities:</b>	
Operating Income (Loss)	(1,110,155)
Change in Assets and Liabilities:	
Decrease (Increase) in Receivables	(19,096)
Increase (Decrease) in Accounts Payable	(87,187)
Increase (Decrease) in Due To Other Funds	10,000
Increase (Decrease) in Net OPEB Obligation	1,368,037
Total Adjustments	<u>1,271,754</u>
Net Cash Provided (Used) by Operating Activities	<u>161,599</u>

The accompanying notes are an integral part of this statement.

ITEM 18

EXHIBIT A-10

**SAN DIEGUITO UNION HIGH SCHOOL DISTRICT**  
STATEMENT OF FIDUCIARY NET POSITION  
FIDUCIARY FUNDS  
JUNE 30, 2013

	Agency Fund	Student Body Fund
<b>ASSETS:</b>		
Cash on Hand and in Banks	\$ 1,412,577	
Equipment		4,588
Total Assets	<u>1,417,165</u>	
<b>LIABILITIES:</b>		
Due to Student Groups	\$ 1,417,165	
Total Liabilities	<u>1,417,165</u>	
<b>NET POSITION:</b>		
Total Net Position	<u>\$ -</u>	

## ITEM 18

**SAN DIEGUITO UNION HIGH SCHOOL DISTRICT**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**YEAR ENDED JUNE 30, 2013**

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 position 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.



## ITEM 18

**SAN DIEGUITO UNION HIGH SCHOOL DISTRICT**  
NOTES TO THE FINANCIAL STATEMENTS  
YEAR ENDED JUNE 30, 2013

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.

**Building Fund.** This fund accounts for the acquisition of major governmental capital facilities and buildings from the sale of bond proceeds.

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.

## ITEM 18

**SAN DIEGUITO UNION HIGH SCHOOL DISTRICT**  
NOTES TO THE FINANCIAL STATEMENTS  
YEAR ENDED JUNE 30, 2013

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.

## ITEM 18

**SAN DIEGUITO UNION HIGH SCHOOL DISTRICT**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**YEAR ENDED JUNE 30, 2013**

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	5-15
Office Equipment	5-15
Other 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.

## ITEM 18

**SAN DIEGUITO UNION HIGH SCHOOL DISTRICT**  
NOTES TO THE FINANCIAL STATEMENTS  
YEAR ENDED JUNE 30, 2013f. 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 position.

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.

## ITEM 18

**SAN DIEGUITO UNION HIGH SCHOOL DISTRICT**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**YEAR ENDED JUNE 30, 2013**

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.

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.

l. GASB 63 Implementation

The District has implemented GASB Statement Number 63, Financial Reporting of Deferred Outflows of Resources, Deferred Inflows of Resources, and Net Position. The purpose of this pronouncement is to improve financial reporting by standardizing the presentation of deferred inflows and outflows of resources and their effects on a government's net position. Transactions that result in consumption or acquisition of net assets in one period that are applicable to future periods as deferred outflows and inflows of resources are distinguished from assets and liabilities. Net position is the difference between 1) assets and deferred outflows of resources; and 2) liabilities and deferred inflows of resources. For the year ended June 30, 2013 the District did not have any items which would be considered deferred outflows and inflows of resources.

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:

<u>Violation</u>	<u>Action Taken</u>
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:

<u>Fund Name</u>	<u>Deficit Amount</u>
Self-Insurance Fund	\$ 6,030,313

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.

## ITEM 18

**SAN DIEGUITO UNION HIGH SCHOOL DISTRICT**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**YEAR ENDED JUNE 30, 2013**

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 (\$179,236,652 as of June 30, 2013). The fair value of the District's portion of this pool as of that date, as provided by the pool sponsor, was \$179,236,652. 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 (\$6,314,311 as of June 30, 2013) and in the revolving fund (\$175,187) are insured up to \$250,000 by the Federal Depository Insurance Corporation. All cash held by the financial institution is fully insured or collateralized.

3. Investments:

The District's investments at June 30, 2013 are shown below.

<u>Investment or Investment Type</u>	<u>Fair Value</u>
Money Market Funds	\$ 2,792,390
U.S. Treasury Bonds	4,916,577
Total Investments	<u>\$ 7,708,967</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.

## ITEM 18

**SAN DIEGUITO UNION HIGH SCHOOL DISTRICT**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**YEAR ENDED JUNE 30, 2013**

## 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 \$179,236,652 and a book value of \$179,236,652. 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.

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, 2013 consisted of:

	General Fund	Special Revenue Funds	Capital Projects Funds	Other Funds	Total
Federal Government:					
Federal programs	\$ 1,791,673	\$ 107,973	-	\$ -	\$ 1,899,646
State Government:					
Lottery	995,108	-	-	-	995,108
Other state programs	591,222	1,612	-	-	592,834
Local Sources:					
Interest	16,974	653	116,412	718	134,757
Other local sources	2,092,585	1,686	469,496	19,046	2,582,813
Totals	<u>\$ 5,487,562</u>	<u>\$ 111,924</u>	<u>\$ 585,908</u>	<u>\$ 19,764</u>	<u>\$ 6,205,158</u>

## ITEM 18

**SAN DIEGUITO UNION HIGH SCHOOL DISTRICT**  
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E. Capital Assets

Capital asset activity for the year ended June 30, 2013 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	12,953,805	5,415,597	12,501,737	5,867,665
Total capital assets not being depreciated	<u>67,476,530</u>	<u>5,415,597</u>	<u>12,501,737</u>	<u>60,390,390</u>
Capital assets being depreciated:				
Buildings	165,595,654	701,269	-	166,296,923
Improvements	21,168,604	13,771,375	-	34,939,979
Equipment	12,516,567	133,133	-	12,649,700
Total capital assets being depreciated	<u>199,280,825</u>	<u>14,605,777</u>	<u>-</u>	<u>213,886,602</u>
Less accumulated depreciation for:				
Buildings	(49,191,020)	(6,373,823)	-	(55,564,843)
Improvements	(13,510,214)	(1,285,968)	-	(14,796,182)
Equipment	(9,854,566)	(732,076)	-	(10,586,642)
Total accumulated depreciation	<u>(72,555,800)</u>	<u>(8,391,867)</u>	<u>-</u>	<u>(80,947,667)</u>
Total capital assets being depreciated, net	<u>126,725,025</u>	<u>6,213,910</u>	<u>-</u>	<u>132,938,935</u>
Governmental activities capital assets, net	<u>\$ 194,201,555</u>	<u>\$ 11,629,507</u>	<u>\$ 12,501,737</u>	<u>\$ 193,329,325</u>

Depreciation was charged to functions as follows:

Instruction	\$ 2,338,930
Instruction-Related Services	21,312
Pupil Services	257,496
General Administration	128,136
Plant Services	5,645,993
	<u>\$ 8,391,867</u>

F. Interfund Balances and Activities

## 1. Due To and From Other Funds

Balances due to and due from other funds at June 30, 2013 consisted of the following:

Due To Fund	Due From Fund	Amount	Purpose
General Fund	Adult Education Fund	\$ 86,830	Short term loan
General Fund	Cafeteria Fund	113,195	Indirect costs
General Fund	Self Insurance Fund	10,000	Insurance reimbursement
Capital Facilities Fund	Building Fund	199,515	Salaries reimbursement
Adult Education Fund	General Fund	25	Expense reimbursement
	Total	<u>\$ 409,565</u>	

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



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## 2. Transfers To and From Other Funds

Transfers to and from other funds at June 30, 2013 consisted of the following:

Transfers From	Transfers To	Amount	Purpose
General Fund	Self Insurance Fund	\$ 20,000	Insurance reimbursement
General Fund	Adult Education Fund	83,180	Temporary loan
General Fund	Pupil Transportation Fund	14,812	Transportation expenses
Building Fund	General Fund	765,588	Prop 39 debt service
Component Units (52)	Component Units (49)	5,826,852	Debt service
	Total	\$ 6,710,432	

## G. Accounts Payable

Accounts payable at June 30, 2013 consisted of:

	General Fund	Special Revenue Funds	Capital Projects Funds	Other Funds	Total
Vendor payables	\$ 1,450,371	\$ 3,052	\$ 3,769,990	\$ -	\$ 5,223,413
Payroll and related benefits	1,124,442	31,276	328,840	-	1,484,558
Totals	\$ 2,574,813	\$ 34,328	\$ 4,098,830	\$ -	\$ 6,707,971

## 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 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 matured on April 30, 2013 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	\$ -	\$ 18,225,000	\$ 18,225,000	\$ -

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**SAN DIEGUITO UNION HIGH SCHOOL DISTRICT**  
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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, 2013 are as follows:

	Beginning Balance	Increases	Decreases	Ending Balance	Amounts Due Within One Year
<b>Governmental activities:</b>					
General obligation bonds	\$ -	\$ 160,000,000	\$ -	\$ 160,000,000	\$ -
Unamortized discount	-	(744,000)	-	(744,000)	-
Unamortized premium	-	8,336,717	-	8,336,717	-
Special tax bonds	83,070,000	-	1,850,000	81,220,000	1,925,000
Unamortized discount	(1,366,260)	-	(45,542)	(1,320,718)	-
Lease revenue bonds	15,515,000	-	-	15,515,000	-
Unamortized discount	(382,604)	-	(27,329)	(355,275)	-
Unamortized premium	104,392	-	13,049	91,343	-
Net OPEB Obligation	5,556,131	1,995,956	627,918	6,924,169	-
Compensated absences *	1,200,487	-	181,844	1,018,643	1,018,643
State loan payable	2,700,000	-	300,000	2,400,000	300,000
<b>Total governmental activities</b>	<b>\$ 106,397,146</b>	<b>\$ 169,588,673</b>	<b>\$ 2,899,940</b>	<b>\$ 273,085,879</b>	<b>\$ 3,243,643</b>

## \* 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, 2013, are as follows:

Year Ending June 30,	Governmental Activities		
	Principal	Interest	Total
2014	\$ 3,243,643	\$ 9,757,827	\$ 13,001,470
2015	12,570,000	10,831,331	23,401,331
2016	8,430,000	10,674,370	19,104,370
2017	2,995,000	10,539,795	13,534,795
2018	3,105,000	10,428,695	13,533,695
2019-2023	23,820,000	49,498,544	73,318,544
2024-2028	51,065,000	41,485,627	92,550,627
2029-2033	56,735,000	27,317,500	84,052,500
2034-2038	77,490,000	12,747,300	90,237,300
2039-2043	20,700,000	689,600	21,389,600
<b>Totals</b>	<b>\$ 260,153,643</b>	<b>\$ 183,970,589</b>	<b>\$ 444,124,232</b>

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## 3. General Obligation Bonds

General obligation bonds at June 30, 2013 consisted of the following:

	Date of Issue	Interest Rate	Maturity Date	Amount of Original Issue
2012 Series A-1 Taxable	4/10/2013	0.46%	8/1/2014	\$ 2,320,000
2012 Series A-2 Tax-Exempt	4/10/2013	1.00-5.00%	8/1/2038	157,680,000
Total GO Bonds				<u>\$ 160,000,000</u>

	Beginning Balance	Increases	Decreases	Ending Balance
2012 Series A-1 Taxable	\$ -	\$ 2,320,000	\$ -	\$ 2,320,000
2012 Series A-2 Tax-Exempt	-	157,680,000	-	157,680,000
Unamortized Discount	-	(744,000)	-	(744,000)
Unamortized Premium	-	8,336,717	-	8,336,717
Total GO Bonds	<u>\$ -</u>	<u>\$ 167,592,717</u>	<u>\$ -</u>	<u>\$ 167,592,717</u>

The annual requirements to amortize the bonds outstanding at June 30, 2013 are as follows:

Year Ending June 30,	Principal	Interest	Total
2014	\$ -	\$ 4,962,482	\$ 4,962,482
2015	10,245,000	6,115,361	16,360,361
2016	5,535,000	6,042,725	11,577,725
2017	-	6,015,050	6,015,050
2018	-	6,015,050	6,015,050
2019-2023	8,875,000	29,349,125	38,224,125
2024-2028	21,940,000	25,695,000	47,635,000
2029-2033	36,505,000	19,340,500	55,845,500
2034-2038	60,930,000	9,752,800	70,682,800
2039-2043	15,970,000	319,400	16,289,400
Totals	<u>\$ 160,000,000</u>	<u>\$ 113,607,493</u>	<u>\$ 273,607,493</u>

## 4. 2013 General Obligation Bonds

In April 2013, the District issued \$2,320,000 taxable, 2012 Election, Series A-1, General Obligation Bonds and \$157,680,000 tax-exempt, 2012 Election, Series A-2 General Obligation Bonds. The issue consisted of \$93,035,000 of current interest bonds with interest rates ranging from 1.00% to 5.00% with annual maturities from August 2014 through August 2033 and \$66,965,000 in a term bond with an interest rate of 4.00% with an annual maturity date of August 1, 2038. Interest on the bonds accrues from the date of delivery and is payable semiannually on February 1 and August 1 of each year, commencing February 1, 2014. The bonds were authorized at an election of the registered voters held on November 6, 2012 at which 55% or more of the persons voting on the proposition voted to authorize the issuance and sale of the bonds in order to finance specific construction, acquisition and modernization projects approved by the voters including lease payments with respect to such facilities in addition to purchasing the San Dieguito Public Facilities Authority's interest in and pay and prepay lease payments due on the Torrey Pines High School Projects.

## ITEM 18

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## 5. Special Tax Bonds

Special tax bonds at June 30, 2013 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	\$ 83,070,000	\$ -	\$ 1,850,000	\$ 81,220,000
Unamortized Discount	(1,366,260)	-	(45,542)	(1,320,718)
Total Special Tax Bonds	\$ 81,703,740	\$ -	\$ 1,804,458	\$ 79,899,282

The annual requirements to amortize the bonds outstanding at June 30, 2013 are as follows:

Year Ending June 30,	Principal	Interest	Total
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	2,305,000	3,466,624	5,771,624
2019-2023	12,985,000	15,750,279	28,735,279
2024-2028	16,110,000	12,428,072	28,538,072
2029-2033	20,230,000	7,977,000	28,207,000
2034-2038	16,560,000	2,994,500	19,554,500
2039-2043	4,730,000	370,200	5,100,200
Totals	\$ 81,220,000	\$ 57,734,296	\$ 138,954,296

## 6. Lease Revenue Bonds

Lease revenue bonds at June 30, 2013 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				15,515,000
	Beginning Balance	Increases	Decreases	Ending Balance
Lease revenue series 2010A	\$ 13,015,000	\$ -	\$ -	\$ 13,015,000
Unamortized discount	(382,604)	-	(27,329)	(355,275)
Lease revenue series 2012A	2,500,000	-	-	2,500,000
Unamortized premium	104,392	-	13,049	91,343
Total Lease Revenue Bonds	\$ 15,236,788	\$ -	\$ (14,280)	\$ 15,251,068

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The annual requirements to amortize the bonds outstanding at June 30, 2013 are as follows:

<u>Year Ending June 30,</u>	<u>Principal</u>	<u>Interest</u>	<u>Total</u>
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	500,000	903,039	1,403,039
2019-2023	1,060,000	4,267,194	5,327,194
2024-2028	13,015,000	3,362,555	16,377,555
Totals	\$ 15,515,000	\$ 12,276,944	\$ 27,791,944

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.

7. 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.

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## 8. 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>
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	300,000	43,982	343,982
2019-2023	900,000	131,946	1,031,946
Totals	<u>\$ 2,400,000</u>	<u>\$ 351,856</u>	<u>\$ 2,751,856</u>

J. Joint Ventures (Joint Powers Agreements)

The District participates in one joint powers agreement (JPA) entity, the San Diego County Schools Risk Management (SDCSR). 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, 2013 is as follows:

Total Assets	\$ 3,459,400
Total Liabilities	2,667,589
Total Fund Balance	791,811
Total Cash Receipts	2,119,331
Total Cash Disbursements	2,257,512
Net Change in Fund Balance	(131,181)

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).

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## 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 2012-13 was 11.417% 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, 2013, 2012 and 2011 were \$1,768,694, \$1,721,302 and \$1,717,631, 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 2012-13 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, 2013, 2012 and 2011 were \$4,464,266, \$4,416,291 and \$4,427,966, respectively, and equal 100% of the required contributions for each year. The amount contributed by the State on behalf of the District was \$2,794,084.

L. Postemployment Benefits Other Than Pension BenefitsPlan 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.

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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 2012-13, the District contributed \$627,918 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	\$ 2,260,217
Interest on net OPEB obligation	20,113
Adjustment to annual required contribution	<u>(284,374)</u>
Annual OPEB cost (expense)	1,995,956
Contribution made	<u>(627,918)</u>
Decrease in net OPEB obligation	1,368,038
Net OPEB obligation, beginning of year	5,556,131
Net OPEB obligation, end of year	<u>\$ 6,924,169</u>

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

Year Ended June 30,	Annual OPEB Cost	Percentage Contributed	Net OPEB Obligation
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	1,995,956	31.46%	5,556,131
2013	1,995,956	31.45%	6,924,169

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.

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.



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**NOTES TO THE FINANCIAL STATEMENTS**  
**YEAR ENDED JUNE 30, 2013**

In the June 30, 2011 actuarial valuation, the actuarial cost method used was Projected Unit Credit with service prorate. 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, 2013 of 25 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.

N. Construction Commitments

As of June 30, 2013 the District had the following commitments with respect to unfinished capital projects:

	Commitment	*Expected Date of Final Completion	Percentage Complete
Construction in Process:			
Canyon Crest Academy Field & Track Phase 1	\$ 3,200,998	08/28/2013	21%
Diegueno Middle School HVAC Phase 1A	2,247,977	08/29/2013	9%
La Costa Canyon HVAC Phase 1A	2,653,639	11/01/2013	-
Oak Crest Middle School HVAC/Lower Field Phase 1	1,976,146	08/29/2013	19%
San Dieguito Academy Field & Track Phase 1A	3,914,405	11/01/2013	-
Sunset High School Network Upgrades	122,783	08/27/2013	-
Torrey Pines High School Building E HVAC	790,813	08/29/2013	40%
District Wide Technology Infrastructure Projects	2,129,661	08/27/2013	1%

\* Expected date of final completion subject to change

ITEM 18

**SAN DIEGUITO UNION HIGH SCHOOL DISTRICT**  
NOTES TO THE FINANCIAL STATEMENTS  
YEAR ENDED JUNE 30, 2013

O. Subsequent Events

In July 2013, the District entered into the County of San Diego and San Diego County School Districts 2013 Pooled Tax and Revenue Anticipation Notes (TRANS) in the amount of \$13,250,000. The notes mature on April 30, 2014 and bear an interest rate of 2.00%. The notes were sold to supplement the District's cash flows.

Effective for the fiscal year beginning July 1, 2013 the District is implementing GASB Statement Number 65, Items Previously Reported as Assets and Liabilities. The purpose of this pronouncement is to improve financial reporting by clarifying the appropriate use of the financial statement elements of deferred inflows and outflows of resources to ensure consistency in financial reporting. With implementation of this pronouncement, the District will recognize certain items previously reported as assets or liabilities as outflows of resources or inflows of resources.

## ITEM 18

### 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****ITEM 18****EXHIBIT B-1**GENERAL FUND  
BUDGETARY COMPARISON SCHEDULE  
FOR THE YEAR ENDED JUNE 30, 2013

	Budgeted Amounts		Actual	Variance with Final Budget Positive (Negative)
	Original	Final		
Revenues:				
Revenue Limit Sources:				
State Apportionments	\$ (39,236)	\$ 1,984,039	\$ 2,314,039	\$ 330,000
Local Sources	79,043,656	80,768,033	80,438,033	(330,000)
Federal Revenue	4,251,389	4,607,461	4,081,236	(526,225)
Other State Revenue	3,623,118	5,750,918	5,735,578	(15,340)
Other Local Revenue	7,568,435	10,894,206	9,856,348	(1,037,858)
Total Revenues	<u>94,447,362</u>	<u>104,004,657</u>	<u>102,425,234</u>	<u>(1,579,423)</u>
Expenditures:				
Current:				
Certificated Salaries	48,499,536	48,644,705	48,513,586	131,119
Classified Salaries	15,965,452	16,040,888	15,966,531	74,357
Employee Benefits	20,375,494	20,443,783	20,260,338	183,445
Books And Supplies	2,962,375	5,935,985	3,625,376	2,310,609
Services And Other Operating Expenditures	11,131,621	12,315,974	11,782,060	533,914
Other Outgo	60,000	910,546	896,231	14,315
Direct Support/Indirect Costs	(162,730)	(109,495)	(111,001)	1,506
Capital Outlay	16,500	64,941	63,260	1,681
Debt Service:				
Principal	765,588	765,588	765,588	-
Interest	840,639	840,639	840,567	72
Total Expenditures	<u>100,454,475</u>	<u>105,853,554</u>	<u>102,602,536</u>	<u>3,251,018</u>
Excess (Deficiency) of Revenues Over (Under) Expenditures	<u>(6,007,113)</u>	<u>(1,848,897)</u>	<u>(177,302)</u>	<u>1,671,595</u>
Other Financing Sources (Uses):				
Transfers In	-	-	765,588	765,588
Transfers Out	(44,600)	(117,998)	(117,992)	6
Total Other Financing Sources (Uses)	<u>(44,600)</u>	<u>(117,998)</u>	<u>647,596</u>	<u>765,594</u>
Net Change in Fund Balance	<u>(6,051,713)</u>	<u>(1,966,895)</u>	<u>470,294</u>	<u>2,437,189</u>
Fund Balance, July 1	<u>13,727,475</u>	<u>13,727,475</u>	<u>13,727,475</u>	<u>-</u>
Fund Balance, June 30	<u>\$ 7,675,762</u>	<u>\$ 11,760,580</u>	<u>\$ 14,197,769</u>	<u>\$ 2,437,189</u>

## ITEM 18

**SAN DIEGUITO UNION HIGH SCHOOL DISTRICT**  
 REQUIRED SUPPLEMENTARY INFORMATION  
 SCHEDULE OF FUNDING PROGRESS-HEALTHCARE PLAN  
 YEAR ENDED JUNE 30, 2013

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, 2013

ITEM 18

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.

## ITEM 18

### 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.

## ITEM 18

## EXHIBIT C-1

**SAN DIEGUITO UNION HIGH SCHOOL DISTRICT**COMBINING BALANCE SHEET  
NONMAJOR GOVERNMENTAL FUNDS  
JUNE 30, 2013

	Special Revenue Funds	Debt Service Fund Blended Component Unit	Capital Projects Funds	Total Nonmajor Governmental Funds (See Exhibit A-5)
<b>ASSETS:</b>				
Cash in County Treasury	\$ 876,424	\$ -	\$ 2,373,058	\$ 3,249,482
Cash on Hand and in Banks	30,346	-	4,868,617	4,898,963
Cash with a Fiscal Agent/Trustee	-	-	4,119,325	4,119,325
Accounts Receivable	111,924	-	470,944	582,868
Due from Other Funds	25	-	199,515	199,540
Stores Inventories	55,136	-	-	55,136
<b>Total Assets</b>	<u>1,073,855</u>	<u>-</u>	<u>12,031,459</u>	<u>13,105,314</u>
<b>LIABILITIES AND FUND BALANCE:</b>				
Liabilities:				
Accounts Payable	\$ 34,328	\$ -	\$ 334,031	\$ 368,359
Due to Other Funds	200,024	-	-	200,024
Unearned Revenue	70,496	-	-	70,496
<b>Total Liabilities</b>	<u>304,848</u>	<u>-</u>	<u>334,031</u>	<u>638,879</u>
Fund Balance:				
Nonspendable Fund Balances:				
Stores Inventories	55,136	-	-	55,136
Restricted Fund Balances	661,852	-	1,065,742	1,727,594
Committed Fund Balances	3,137	-	-	3,137
Assigned Fund Balances	48,882	-	10,631,686	10,680,568
<b>Total Fund Balance</b>	<u>769,007</u>	<u>-</u>	<u>11,697,428</u>	<u>12,466,435</u>
<b>Total Liabilities and Fund Balances</b>	<u>\$ 1,073,855</u>	<u>\$ -</u>	<u>\$ 12,031,459</u>	<u>\$ 13,105,314</u>



## ITEM 18

## EXHIBIT C-2

**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, 2013

	Special Revenue Funds	Debt Service Fund Blended Component Unit	Capital Projects Funds	Total Nonmajor Governmental Funds (See Exhibit A-7)
<b>Revenues:</b>				
Federal Revenue	\$ 642,568	\$ -	\$ -	\$ 642,568
Other State Revenue	34,417	-	-	34,417
Other Local Revenue	2,817,531	-	7,557,650	10,375,181
Total Revenues	<u>3,494,516</u>	<u>-</u>	<u>7,557,650</u>	<u>11,052,166</u>
<b>Expenditures:</b>				
Instruction	406,920	-	-	406,920
Instruction - Related Services	408,896	-	-	408,896
Pupil Services	2,555,858	-	-	2,555,858
General Administration	111,001	-	18,482	129,483
Plant Services	-	-	2,946,759	2,946,759
Debt Service:				
Principal	-	1,850,000	300,000	2,150,000
Interest	-	3,976,852	43,982	4,020,834
Total Expenditures	<u>3,482,675</u>	<u>5,826,852</u>	<u>3,309,223</u>	<u>12,618,750</u>
Excess (Deficiency) of Revenues Over (Under) Expenditures	<u>11,841</u>	<u>(5,826,852)</u>	<u>4,248,427</u>	<u>(1,566,584)</u>
<b>Other Financing Sources (Uses):</b>				
Transfers In	97,992	5,826,852	-	5,924,844
Transfers Out	-	-	(5,826,852)	(5,826,852)
Other Sources	-	-	765,588	765,588
Other Uses	-	-	(1,300)	(1,300)
Total Other Financing Sources (Uses)	<u>97,992</u>	<u>5,826,852</u>	<u>(5,062,564)</u>	<u>862,280</u>
Net Change in Fund Balance	109,833	-	(814,137)	(704,304)
Fund Balance, July 1	659,174	-	12,511,565	13,170,739
Fund Balance, June 30	<u>\$ 769,007</u>	<u>\$ -</u>	<u>\$ 11,697,428</u>	<u>\$ 12,466,435</u>

## ITEM 18

**SAN DIEGUITO UNION HIGH SCHOOL DISTRICT**  
**COMBINING BALANCE SHEET**  
**NONMAJOR SPECIAL REVENUE FUNDS**  
**JUNE 30, 2013**

	Adult Education Fund	Cafeteria Fund
<b>ASSETS:</b>		
Cash in County Treasury	\$ 13,362	\$ 811,081
Cash on Hand and in Banks	6,135	24,211
Accounts Receivable	86,984	24,902
Due from Other Funds	25	-
Stores Inventories	-	55,136
<b>Total Assets</b>	<u>106,506</u>	<u>915,330</u>
<b>LIABILITIES AND FUND BALANCE:</b>		
Liabilities:		
Accounts Payable	\$ 19,677	\$ 14,651
Due to Other Funds	86,829	113,195
Unearned Revenue	-	70,496
<b>Total Liabilities</b>	<u>106,506</u>	<u>198,342</u>
Fund Balance:		
Nonspendable Fund Balances:		
Stores Inventories	-	55,136
Restricted Fund Balances	-	661,852
Committed Fund Balances	-	-
Assigned Fund Balances	-	-
<b>Total Fund Balance</b>	<u>-</u>	<u>716,988</u>
<b>Total Liabilities and Fund Balances</b>	<u>\$ 106,506</u>	<u>\$ 915,330</u>

ITEM 18 EXHIBIT C-3

Deferred Maintenance Fund	Pupil Transportation Equipment Fund	Total Nonmajor Special Revenue Funds (See Exhibit C-1)
\$ 3,135	\$ 48,846	\$ 876,424
-	-	30,346
2	36	111,924
-	-	25
-	-	55,136
<u>3,137</u>	<u>48,882</u>	<u>1,073,855</u>
\$ -	\$ -	\$ 34,328
-	-	200,024
-	-	70,496
<u>-</u>	<u>-</u>	<u>304,848</u>
-	-	55,136
-	-	661,852
3,137	-	3,137
-	48,882	48,882
<u>3,137</u>	<u>48,882</u>	<u>769,007</u>
\$ <u>3,137</u>	\$ <u>48,882</u>	\$ <u>1,073,855</u>

## ITEM 18

**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, 2013

	Adult Education Fund	Cafeteria Fund
Revenues:		
Federal Revenue	\$ 127,016	\$ 515,552
Other State Revenue	-	34,417
Other Local Revenue	605,620	2,211,751
Total Revenues	<u>732,636</u>	<u>2,761,720</u>
Expenditures:		
Instruction	406,920	-
Instruction - Related Services	408,896	-
Pupil Services	-	2,555,858
General Administration	-	111,001
Total Expenditures	<u>815,816</u>	<u>2,666,859</u>
Excess (Deficiency) of Revenues Over (Under) Expenditures	<u>(83,180)</u>	<u>94,861</u>
Other Financing Sources (Uses):		
Transfers In	83,180	-
Total Other Financing Sources (Uses)	<u>83,180</u>	<u>-</u>
Net Change in Fund Balance	-	94,861
Fund Balance, July 1	-	622,127
Fund Balance, June 30	<u>\$ -</u>	<u>\$ 716,988</u>

ITEM 18 EXHIBIT C-4

Deferred Maintenance Fund	Pupil Transportation Equipment Fund	Total Nonmajor Special Revenue Funds (See Exhibit C-2)
\$ -	\$ -	\$ 642,568
-	-	34,417
11	149	2,817,531
<u>11</u>	<u>149</u>	<u>3,494,516</u>
-	-	406,920
-	-	408,896
-	-	2,555,858
-	-	111,001
<u>-</u>	<u>-</u>	<u>3,482,675</u>
11	149	11,841
<u>-</u>	<u>14,812</u>	<u>97,992</u>
-	<u>14,812</u>	<u>97,992</u>
11	14,961	109,833
3,126	33,921	659,174
<u>\$ 3,137</u>	<u>\$ 48,882</u>	<u>\$ 769,007</u>

## ITEM 18

**SAN DIEGUITO UNION HIGH SCHOOL DISTRICT**  
 COMBINING BALANCE SHEET  
 NONMAJOR CAPITAL PROJECTS FUNDS  
 JUNE 30, 2013

	Capital Facilities Fund	County School Facilities Fund
	<u>                    </u>	<u>                    </u>
<b>ASSETS:</b>		
Cash in County Treasury	\$ 1,281,390	\$ 1,064,899
Cash on Hand and in Banks	-	-
Cash with a Fiscal Agent/Trustee	-	-
Accounts Receivable	362,958	843
Due from Other Funds	199,515	-
Total Assets	<u>1,843,863</u>	<u>1,065,742</u>
 <b>LIABILITIES AND FUND BALANCE:</b>		
Liabilities:		
Accounts Payable	\$ 12,587	\$ -
Total Liabilities	<u>12,587</u>	<u>-</u>
 Fund Balance:		
Nonspendable Fund Balances:		
Restricted Fund Balances	-	1,065,742
Assigned Fund Balances	1,831,276	-
Total Fund Balance	<u>1,831,276</u>	<u>1,065,742</u>
 Total Liabilities and Fund Balances	<u>\$ 1,843,863</u>	<u>\$ 1,065,742</u>

ITEM 18 EXHIBIT C-5

Special Reserve For Capital Outlay Fund	Capital Projects Fund For Blended Component Units	Total Nonmajor Capital Projects Funds (See Exhibit C-1)
\$ 26,769	\$ -	\$ 2,373,058
-	4,868,617	4,868,617
-	4,119,325	4,119,325
21	107,122	470,944
-	-	199,515
<u>26,790</u>	<u>9,095,064</u>	<u>12,031,459</u>
\$ -	\$ 321,444	\$ 334,031
-	<u>321,444</u>	<u>334,031</u>
-	-	1,065,742
26,790	8,773,620	10,631,686
<u>26,790</u>	<u>8,773,620</u>	<u>11,697,428</u>
<u>\$ 26,790</u>	<u>\$ 9,095,064</u>	<u>\$ 12,031,459</u>

## ITEM 18

**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, 2013

	Capital Facilities Fund	County School Facilities Fund
Revenues:		
Other Local Revenue	\$ 934,920	\$ 3,849
Total Revenues	<u>934,920</u>	<u>3,849</u>
Expenditures:		
General Administration	18,482	-
Plant Services	425,984	-
Debt Service:		
Principal	300,000	-
Interest	43,982	-
Total Expenditures	<u>788,448</u>	<u>-</u>
Excess (Deficiency) of Revenues Over (Under) Expenditures	<u>146,472</u>	<u>3,849</u>
Other Financing Sources (Uses):		
Transfers Out	-	-
Other Sources	-	-
Other Uses	-	-
Total Other Financing Sources (Uses)	<u>-</u>	<u>-</u>
Net Change in Fund Balance	146,472	3,849
Fund Balance, July 1	1,684,804	1,061,893
Fund Balance, June 30	<u>\$ 1,831,276</u>	<u>\$ 1,065,742</u>



ITEM 18 EXHIBIT C-6

Special Reserve For Capital Outlay Fund	Capital Projects Fund For Blended Component Units	Total Nonmajor Capital Projects Funds (See Exhibit C-2)
\$ 97	\$ 6,618,784	\$ 7,557,650
<u>97</u>	<u>6,618,784</u>	<u>7,557,650</u>
-	-	18,482
-	2,520,775	2,946,759
-	-	300,000
-	-	43,982
<u>-</u>	<u>2,520,775</u>	<u>3,309,223</u>
97	4,098,009	4,248,427
-	(5,826,852)	(5,826,852)
-	765,588	765,588
-	(1,300)	(1,300)
<u>-</u>	<u>(5,062,564)</u>	<u>(5,062,564)</u>
97	(964,555)	(814,137)
26,693	9,738,175	12,511,565
<u>\$ 26,790</u>	<u>\$ 8,773,620</u>	<u>\$ 11,697,428</u>

## ITEM 18

### 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.

ITEM 18

Supplementary Information Section

**SAN DIEGUITO UNION HIGH SCHOOL DISTRICT**  
 LOCAL EDUCATION AGENCY  
 ORGANIZATION STRUCTURE  
 JUNE 30, 2013

**ITEM 18**

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.

<u>Governing Board</u>		
<u>Name</u>	<u>Office</u>	<u>Term and Term Expiration</u>
Barbara Groth	President	Four Year Term Expires December 2014
Amy Herman	Vice President	Four Year Term Expires December 2014
Beth Hergesheimer	Clerk	Four Year Term Expires December 2016
Joyce Delassandro	Trustee	Four Year Term Expires December 2016
John Salazar	Trustee	Four Year Term Expires December 2014

<u>Administration</u>
Ken Noah Superintendent
Torrie Norton 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, 2013**

ITEM 18

TABLE D-1

	Second Period Report		Annual Report	
	Original	Revised	Original	Revised
Elementary:				
Grades 7 and 8	3,688.01	N/A	3,682.14	N/A
Home and hospital	4.60	N/A	5.72	N/A
Special education	90.79	N/A	92.57	N/A
Elementary totals	<u>3,783.40</u>	<u>N/A</u>	<u>3,780.43</u>	<u>N/A</u>
High School:				
Grades 9 through 12, regular classes	7,684.49	N/A	7,613.28	N/A
Home and hospital	14.62	N/A	19.50	N/A
Special education	218.60	N/A	214.86	N/A
Continuation education	130.78	N/A	132.76	N/A
High school totals	<u>8,048.49</u>	<u>N/A</u>	<u>7,980.40</u>	<u>N/A</u>
ADA totals	<u>11,831.89</u>	<u>N/A</u>	<u>11,760.83</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, 2013

ITEM 18

TABLE D-2

Grade Level	1982-83 Actual Minutes	1982-83 Adjusted & Reduced	1986-87 Minutes Requirement	1986-87 Adjusted & Reduced	2012-13 Actual Minutes	Number of Days Traditional Calendar	Number of Days Multitrack Calendar	Status
Grade 7	50,327	48,929	54,000	52,500	63,235	180	-	Complied
Grade 8	50,327	48,929	54,000	52,500	63,235	180	-	Complied
Grade 9	64,800	63,000	64,800	63,000	65,052	180	-	Complied
Grade 10	64,800	63,000	64,800	63,000	65,052	180	-	Complied
Grade 11	64,800	63,000	64,800	63,000	65,052	180	-	Complied
Grade 12	64,800	63,000	64,800	63,000	65,052	180	-	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, 2013

ITEM 18

TABLE D-3

General Fund	Budget 2014 (See Note 1)	2013	2012	2011
Revenues and other financial sources	\$ 98,373,222	\$ 103,190,822	\$ 100,569,190	\$ 98,859,076
Expenditures, other uses and transfers out	102,985,959	102,720,528	102,152,900	100,075,061
Change in fund balance (deficit)	(4,612,737)	470,294	(1,583,710)	(1,215,985)
Ending fund balance	\$ 9,585,032	\$ 14,197,769	\$ 13,727,475	\$ 15,311,185
Available reserves (see note 2)	\$ 8,472,806	\$ 13,091,097	\$ 12,949,745	\$ 14,492,160
Available reserves as a percentage of total outgo (see note 3)	8.2%	12.7%	12.7%	14.5%
Total long-term debt	\$ 269,842,236	\$ 273,085,879	\$ 106,397,147	\$ 104,394,880
Average daily attendance at P-2	11,804	11,832	12,019	11,964

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 balance has decreased by \$3,384,937 (20.55%) over the past three years. The fiscal year 2013-14 budget projects a decrease of \$4,612,737 (32.49%). 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 \$160,650,071 over the past three years.

Average daily attendance has decreased by 318 over the past three years.

Notes:

- 1 Budget 2014 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, 2013

ITEM 18

TABLE D-4

	General Fund	Special Reserve Fund for Other Than Capital Outlay (Fund 17)
	<u>                    </u>	<u>                    </u>
June 30, 2013, annual financial and budget report fund balances	\$ 14,197,769	\$ 2,446,983
Adjustments and reclassifications:		
Increasing (decreasing) the fund balance:		
Inclusion for reporting purposes under GASB 54	<u>2,446,983</u>	<u>(2,446,983)</u>
Net adjustments and reclassifications	<u>2,446,983</u>	<u>(2,446,983)</u>
June 30, 2013, audited financial statement fund balances	<u>\$ 16,644,752</u>	<u>\$ -</u>

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, 2013

**ITEM 18**

**TABLE D-5**

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

Charter Schools

Included In  
Audit?

None

N/A

**SAN DIEGUITO UNION HIGH SCHOOL DISTRICT**  
**SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS**  
**YEAR ENDED JUNE 30, 2013**

ITEM 18

TABLE D-6

Federal Grantor/ Pass-Through Grantor/ Program Title	Federal CFDA Number	Pass-Through Entity Identifying Number	Federal Expenditures
<b>U. S. DEPARTMENT OF TREASURY</b>			
Direct Program:			
QZAB Interest Subsidy	21.XXX	-	\$ 704,695
Total U. S. Department of Treasury			<u>704,695</u>
<b>U. S. DEPARTMENT OF EDUCATION</b>			
Passed Through State Department of Education:			
Adult Education	84.002	14109	127,016
Title I Part A *	84.010	14109	615,834
Special Education *	84.027	14329	1,595,390
Special Education Early Intervention *	84.027	10119	108,974
Special Education Private Schools *	84.027	10115	172,628
Special Education Mental Health *	84.027A	14468	307,220
Vocational Education	84.048	13924	117,509
Workability	84.158	10006	134,966
Advanced Placement Testing	84.330	14363	4,287
Title III Limited English Proficiency	84.365	10084	98,332
Title III Immigrant Education	84.365	14346	28,965
Title II Teacher Quality	84.367	14341	192,527
Total Passed Through State Department of Education			<u>3,503,648</u>
Total U. S. Department of Education			<u>3,503,648</u>
<b>U. S. DEPARTMENT OF AGRICULTURE</b>			
Passed Through State Department of Education:			
School Breakfast Program *	10.553	13526	71,934
National School Lunch Section 4 *	10.555	13391	73,375
National School Lunch Section 11 *	10.555	13396	297,737
Commodities *	10.555	13396	72,507
Total Passed Through State Department of Education			<u>515,553</u>
Total U. S. Department of Agriculture			<u>515,553</u>
<b>TOTAL EXPENDITURES OF FEDERAL AWARDS</b>			<u>\$ 4,723,896</u>

\* Indicates clustered program under OMB Circular A-133 Compliance Supplement

The accompanying notes are an integral part of this schedule.

ITEM 18

**SAN DIEGUITO UNION HIGH SCHOOL DISTRICT**  
NOTES TO THE SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS  
FOR THE YEAR ENDED JUNE 30, 2013

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.

ITEM 18

Other Independent Auditor's Reports

ITEM 18

**Wilkinson Hadley King & Co. LLP**  
CPAs and Advisors  
218 W. Douglas Ave  
El Cajon, CA 92020

Independent Auditor's 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, in accordance with the 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, 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, 2013, and the related notes to the financial statements, which collectively comprise San Dieguito Union High School District's basic financial statements, and have issued our report thereon dated December 5, 2013.

**Internal Control Over Financial Reporting**

In planning and performing our audit of the financial statements, we considered San Dieguito Union High School District's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of San Dieguito Union High School District's internal control. Accordingly, we do not express an opinion on the effectiveness of San Dieguito Union High School District's internal control.

*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. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies and therefore, material weaknesses or significant deficiencies may exist that were not identified. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

**Compliance and Other Matters**

As part of obtaining reasonable assurance about whether San Dieguito Union High School District's financial statements are free from 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*.

ITEM 18

**Purpose of this Report**

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

*Wilkinson Hadley King & Co., LLP*

El Cajon, California  
December 5, 2013

ITEM 18

**Wilkinson Hadley King & Co. LLP**  
CPAs and Advisors  
218 W. Douglas Ave  
El Cajon, CA 92020

Independent Auditor's Report on Compliance for Each Major Program and on Internal Control Over Compliance Required by OMB Circular A-133

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

Members of the Board of Trustees:

**Report on Compliance for Each Major Federal Program**

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, 2013. 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.

**Management's Responsibility**

Management is responsible for compliance with the requirements of laws, regulations, contracts, and grants applicable to its federal programs.

**Auditor's Responsibility**

Our responsibility is to express an opinion on compliance for each of San Dieguito Union High School District's major federal programs based on our audit of the types of compliance requirements referred to above. 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 on compliance for each major federal program. However, our audit does not provide a legal determination of San Dieguito Union High School District's compliance.

**Opinion on Each Major Federal Program**

In our opinion, San Dieguito Union High School District complied, in all material respects, with the types of compliance requirements referred to above that could have a direct and material effect on each of its major federal programs identified in the summary of auditor's results section of the accompanying schedule of findings and questioned costs for the year ended June 30, 2013.

## ITEM 18

**Report on 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 types of compliance requirements referred to above. In planning and performing our audit of compliance, we considered San Dieguito Union High School District's internal control over compliance with the types of requirements that could have a direct and material effect on each major federal program to determine the auditing procedures that are appropriate in the circumstances for the purpose of expressing an opinion on compliance for each major federal program 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. *A significant deficiency in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance with a type of compliance requirement of a federal program that is less severe than a material weakness in internal control over compliance, yet important enough to merit attention by those charged with governance.

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 material weaknesses or significant deficiencies. We did not identify any deficiencies in internal control over compliance that we considered to be material weaknesses. However, material weaknesses may exist that have not been identified.

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of OMB Circular A-133. Accordingly, this report is not suitable for any other purpose.

*Wilkinson Hadley King & Co., LLP*

El Cajon, California  
December 5, 2013



ITEM 18

**Wilkinson Hadley King & Co. LLP**  
 CPAs and Advisors  
 218 W. Douglas Ave  
 El Cajon, CA 92020

**Independent Auditor's Report on State Compliance**

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

Members of the Board of Trustees:

**Report on State Compliance**

We have audited the District's compliance with the types of compliance requirements described in the *Standards and Procedures for Audits of California K-12 Local Education Agencies 2012-13*, published by the California Education Audit Appeals Panel that could have a direct and material effect on each of the District's state programs identified below for the fiscal year ended June 30, 2013.

**Management's Responsibility for State Compliance**

Management is responsible for compliance with the requirements of laws, regulations, contracts, and grants applicable to its state programs.

**Auditor's Responsibility**

Our responsibility is to express an opinion on compliance for each applicable program as identified in the State's audit guide, *Standards and Procedures for Audits of California K-12 Local Education Agencies 2012-13* published by the Education Audit Appeals Panel. 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 the State's audit guide *Standards and Procedures for Audits of California K-12 Local Education Agencies 2012-13* published by the Education Audit Appeals Panel. Those standards and audit guide 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 direct and material effect on the state programs noted below. 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	No
Continuation Education	10	Yes

## ITEM 18

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	4	N/A
GANN Limit Calculation	1	Yes
School Accountability Report Card	3	Yes
Juvenile Court Schools	8	N/A
Class Size Reduction (Including Charter Schools):		
General Requirements	7	N/A
Option One	3	N/A
Option Two	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
Charter Schools		
Contemporaneous Records of Attendance	1	N/A
Mode of Instruction	1	N/A
Nonclassroom-Based Instruction/Independent Study	15	N/A
Determination of Funding for Nonclassroom-Based Instruction	3	N/A
Annual Instructional Minutes - Classroom Based	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.

We did not perform testing for Independent Study. The procedure was not required to be performed since the ADA was below the level that requires testing.

### Opinion on State Compliance

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, 2013.

### Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance outside of the items tested as noted above. This report is an integral part of an audit performed in accordance with *Standards and Procedures for Audits of California K-12 Local Education Agencies*, published by the Education Audit Appeals Panel in considering the entity's compliance. Accordingly, this communication is not suitable for any other purpose.

*Wilkinson Hadley King & Co., LLP*

El Cajon, California  
December 5, 2013

ITEM 18

Findings and Recommendations Section

ITEM 18

**SAN DIEGUITO UNION HIGH SCHOOL DISTRICT**  
SCHEDULE OF FINDINGS AND QUESTIONED COSTS  
FOR THE YEAR ENDED JUNE 30, 2013

**A. Summary of Auditor's Results**

1. Financial Statements

Type of auditor's report issued: Unmodified

Internal control over financial reporting:

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

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: Unmodified

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>
84.010	Title I, Part A
84.027, 84.027A, 84.391	Special Education Cluster
84.367	Title II Teacher Quality
84.048	Vocational Education

Dollar threshold used to distinguish between type A and type B programs: \$300,000

Auditee qualified as low-risk auditee?   X   Yes      No

ITEM 18

**SAN DIEGUITO UNION HIGH SCHOOL DISTRICT**  
SCHEDULE OF FINDINGS AND QUESTIONED COSTS  
FOR THE YEAR ENDED JUNE 30, 2013

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  No

Type of auditor's report issued on compliance for state programs:

Unmodified

**B. Financial Statement Findings**

None

**C. Federal Award Findings and Questioned Costs**

None

**D. State Award Findings and Questioned Costs**

None

ITEM 18

**SAN DIEGUITO UNION HIGH SCHOOL DISTRICT**  
SUMMARY SCHEDULE OF PRIOR AUDIT FINDINGS  
FOR THE YEAR ENDED JUNE 30, 2013

<u>Finding/Recommendation</u>	<u>Current Status</u>	<u>Management's Explanation If Not Implemented</u>
There were no findings in the 2011-12 audit report.		

# San Dieguito Union High School District

## INFORMATION REGARDING BOARD AGENDA ITEM

**TO:** BOARD OF TRUSTEES

**DATE OF REPORT:** January 8, 2014

**BOARD MEETING DATE:** January 16, 2014

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

**SUBMITTED BY:** Rick Schmitt  
Superintendent

**SUBJECT:** **Approval and Adoption of Proposed New Board Policy Job Descriptions (3): 4216.3-10.7 “Construction Projects Manager – I”; 4216.3-10.8, “Construction Projects Manager – II”; 4216.3-77.2, “Facilities Construction Planner” and Salary Range Schedules & Definitions**

-----

### EXECUTIVE SUMMARY

The District has proposed the establishment of three new job classifications (copies attached) to be added to the department that is managing and supporting the increasing number of Proposition AA general obligation bond projects now underway in the first phase of the bond construction program. One position will be in the bargaining unit and two positions will be management. All three will be involved in supporting or directly managing various Proposition AA construction projects.

The table below summarizes the three job titles and the recommended salary allocations on their respective salary schedules (copies attached):

Policy #	Class Title	Schedule	Range Allocation	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
4216.3-10.7	Construction Projects Manager I	Mgt.	Group 5 Range 9*	\$68,876	\$72,319	\$75,934	\$79,730	---	---
4216.3-10.8	Construction Projects Manager II	Mgt.	Group 5 Range 3	\$79,168	\$83,125	\$87,281	\$91,644	---	---
4216.3-77.2	Facilities Construction Planner	B.U.	SR-52	\$51,744	\$54,345	\$57,119	\$60,016	\$63,065	\$66,197

\*Range 9 is a new range being added to the Management Salary Schedule.

The District’s Personnel Commission is scheduled to review and approve the job descriptions and salary range allocations in the Classification Plan at its next regular meeting on January 14, 2014.

ITEM 19

**RECOMMENDATION:**

It is recommended that the Board approve the proposed new Board Policy job descriptions (3), #4216.3-10.7, Construction Projects Manager-I"; #4216.3-10.8 "Construction Projects Manager-II"; #4216.3-77.2, "Facilities Construction Planner", and #4341.1 Attachment A, Management Salary Schedule, and #4231/Appendix A, Salary Range Definitions, as shown in the attached supplements.

**FUNDING SOURCE:**

District General Obligation Bond Fund.

Attachments



**CLASSIFIED****4216.3-10.7****CONSTRUCTION PROJECTS MANAGER – I****OVERALL JOB PURPOSE STATEMENT:**

Under the close direction of the Chief Facilities Officer and in coordination with the Director of Planning Services, the classification of "Construction Projects Manager I" is established for the purposes of performing project coordination and liaison duties for various architectural construction and remodeling projects; planning organizing and supervising the functions of construction projects and construction contracts for various program services; coordinating construction management and inspection of construction sites and projects; providing recommendations for adjustments as needed during the project and conveying approved changes to vendors and contractors for implementation; and serving as liaison with school site administrators and other District staff including the District's Maintenance Department.

**DISTINGUISHING CHARACTERISTICS:**

The Construction Projects Manager series is responsible for performing project coordination and liaison duties required for the successful construction and/or remodeling of school site facilities with a range of complexity, including managing multiple projects simultaneously. The primary work goals and objectives are to ensure that the District's interests in the quality, consistency, and reliability of work performed by contractors is within scope and standards of planned project specifications. By contrast, small, single focus projects, such as replacement of several HVAC units on a roof, erection of interior temporary walls, or upgrades to existing security/access systems, would be carried out by the District's Maintenance Department.

The Construction Projects Manager–I is responsible for smaller to moderately sized projects that typically encompass replacement or major renovation of an existing structure (e.g. science labs, a math wing with one or more classrooms), acquisition and placement of portable classrooms, or an infrastructure upgrade such as the renovation of a site's sidewalk and/or drainage and grading system. Such projects typically range between \$1 million to \$4 million in projected costs with the expectation that as variances and changes are required during the project, the incumbent will propose solutions to higher level department directors for review and approval to initiate a modification/change to the project especially when such changes will impact project costs or timelines. Knowledge of construction theory and practices and experience with construction projects coupled with problem-centered research provide the foundation for the recommended solutions.

By contrast, the Construction Projects Manager–II is the more experienced and knowledgeable level in the series and is responsible for more complex projects, usually of longer duration and spanning several different functions at a site. An example would be the simultaneous construction at a site of a media center and a gymnasium, or a multi-purpose facility and an administration complex. Such projects consistently carry cost projections in excess of \$5 million and may require from 12 to 24 months to complete. The greater knowledge of construction theory and practices and the more extensive experience on commercial and public projects allow the seasoned incumbent greater scope of independent and on-the-spot decision making within established cost and time frame parameters in order to expedite necessary changes to minimize delay and cost increases.

**ESSENTIAL JOB FUNCTIONS:**

- Provides project coordination and liaison duties for various projects, including the planning,

**CLASSIFIED****4216.3-10.7**

design, construction and warranty of construction/moving of portable classrooms, turfed fields, site walkway/drainage removal, redesign, and reinstallation.

- Assist in the preparation of plans, specification, calculations and cost estimates, including contacting designated site administrators and teaching staff to obtain data for inclusion in drawings and specifications as required.
- Monitor, as assigned, the preparation of construction related documents by architects, project consultants, manufacturing firms, and/or district personnel working on various projects.
- Coordinate/attend meetings involving District staff, outside consultants, material and equipment manufacturers, various agencies involved with District facilities projects.
- Establish/maintain contact with site administrators, staff, parents, and community groups involved with construction projects for the purpose of ensuring clear understanding of project status, parameters, and priorities.
- Visit construction sites to observe work in progress, conduct site analysis and surveying, and monitor work progress in terms of completion deadlines.
- Monitor costs and progress of ongoing construction activities for the purpose of recommending corrective actions as required to manage and maintain schedules and budgets for the project.
- Provide continuous and ongoing coordination among all project stakeholders.
- Assist with the development and implementation of district standards and practices for construction and maintenance.
- Assist higher level managers during negotiations with architects, contractors and vendors to correct identified discrepancies or to adopt and implement necessary changes to approved construction projects.
- Review engineering analyses for the purpose of making recommendations affecting project costs and timelines.
- Coordinate construction site inspections and related engineering programs with city, county and state departments as required.
- Participate in the procurement of construction management and testing laboratory services.
- Reviews a variety of administrative reports on assigned projects for the purpose of assisting in providing analysis and making recommendations.

**OTHER JOB FUNCTIONS:**

- Performs other related duties as assigned to ensure the efficiency and effectiveness of the work unit.

**ESSENTIAL JOB REQUIREMENTS – QUALIFICATIONS:****SKILLS, KNOWLEDGE AND/OR ABILITIES REQUIRED:****Knowledge of:**

- School facility design and construction.
- State codes and regulations and district policies related to school construction design and contracting.

- Uniform building codes.
- Interpretation of working drawings.
- Methods and terminology used in school site design and contracting.
- Various forms of electronic technology suitable for educational applications.
- Operational characteristics and requirements of personal computer systems and networks.
- The use of a wide variety of computer systems and software and their application to District needs.
- Reporting on construction progress, costs, and change orders.
- 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, including proficiency with standard computer software and project planning and management software.

**Ability to:**

- Monitor the work of consultants, professional experts, contractors and vendors for adherence to contracts and agreements.
- Analyze and solve problems relating to facility construction.
- Monitor schedule of construction activities and recommend corrective action to ensure adherence to schedule.
- Confer with architect(s), engineers, planners, school and district administrators, contractors, government agencies and others.
- Understand and use complex software programs.
- Read, interpret, apply and explain plans, specifications, construction drawings and related documents.
- Analyze situations accurately and recommend an effective course of action.
- Plan, initiate and complete assignments independently with minimum direction.
- Collaborate planning activities with Business Services staff, site staff and others.
- Communicate/coordinate activities and projects with other agencies and District staff.
- Plan and organize work; assign, supervise and evaluate the work of subordinates, contractors, architects, vendors, and others on project teams.
- Establish and maintain cooperative and effective working relationships with a wide variety of staff, consultants, contractors and vendors.
- Maintain records and prepare reports.

**RESPONSIBILITY**

Perform project coordination and liaison duties required for the successful construction and/or remodeling of school site facilities with a range of complexity and time duration, including managing multiple projects simultaneously. The primary work goals and objectives are to ensure that the District's interests in the quality, consistency, and reliability of work performed by contractors is within scope and standards of planned project specifications and requirements.

**GENERAL WORKING CONDITIONS:**

Positions in this class most commonly work at a facility construction site and the on-site job trailer and/or work out of an automobile at job sites. The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or

**CLASSIFIED**

**4216.3-10.7**

pulling (often up to 50 pounds and occasionally up to 75 pounds); some stooping, kneeling, crouching, and/or crawling; climbing ladders and walking on pitched roofs; significant fine finger dexterity. Generally the job requires 30% sitting, 50% walking, and 20% standing. The job is performed under some temperature extremes with occasional exposure to dust, fumes, frequent loud noise, bright lights and other distractions and other moderate exposure to risks typical of a building construction site.

**EXPERIENCE:**

At least two years of professional-level experience in working on new or renovation construction of commercial/public structures and programs including schools, hospitals, city or county public works, large office buildings, etc.

**EDUCATION**

A Bachelor's degree in construction management, business, public or educational administration, or related field. (Note: Up to four years of additional full-time qualifying experience may substitute for the education requirement on the basis of one year of experience for each 24 semester/45 quarter units of education leading to one of the preferred degrees.)

**REQUIRED TESTING**

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

**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.

**FLSA Status**

Exempt

**Salary Range**

Management

**CLASSIFIED****4216.3-10.8****CONSTRUCTION PROJECTS MANAGER – II****OVERALL JOB PURPOSE STATEMENT:**

Under the direction of the Chief Facilities Officer and in coordination with the Director of Planning Services, the classification of "Construction Projects Manager–II" is established for the purposes of performing project coordination and liaison duties for various architectural construction and remodeling projects; planning organizing and supervising the functions of construction projects and construction contracts for various program services; coordinating construction management and inspection of construction sites and projects; directing vendors, contractors, and architect to make changes as required based on inspection findings; and serving as liaison with school site administrators, other District staff including the District's Maintenance Department.

**DISTINGUISHING CHARACTERISTICS:**

The Construction Projects Manager series is responsible for performing project coordination and liaison duties required for the successful construction and/or remodeling of school site facilities with a range of complexity and time duration, including managing multiple projects simultaneously. The primary work goals and objectives are to ensure that the District's interests in the quality, consistency, and reliability of work performed by contractors is within scope and standards of planned project specifications. By contrast, small, single focus projects, such as replacement of several HVAC units on a roof, erection of interior temporary walls, or upgrades to existing security/access systems, would be carried out by the District's Maintenance Department.

The Construction Projects Manager–II is the more experienced and knowledgeable level in the series and is responsible for more complex projects, usually of longer duration and spanning several different functions at a site. An example would be the simultaneous construction at a site of a media center and a gymnasium, or a multi-purpose facility and an administration complex. Such projects consistently carry cost projections in excess of \$5 million and may require from 12 to 24 months to complete. The greater knowledge of construction theory and practices and the more extensive experience on commercial and public projects allow the seasoned incumbent greater scope of independent and on-the-spot decision making within established cost and time frame parameters in order to expedite necessary changes to minimize delay and cost increases.

By contrast, the Construction Projects Manager–I is responsible for smaller to moderately sized projects that typically encompass replacement or major renovation of an existing structure (e.g. science labs, a math wing with one or more classrooms), acquisition and placement of portable classrooms, or an infrastructure upgrade such as the renovation of a site's sidewalk and/or drainage and grading system. Such projects typically range between \$1 million to \$4 million in projected costs with the expectation that as variances and changes are required during the project, the incumbent will propose solutions to higher level department directors for review and approval to initiate a modification/change to the project especially when such changes will impact project costs or timelines. Knowledge of construction theory and practices and experience with construction projects coupled with problem-centered research provide the foundation for the recommended solutions.

**CLASSIFIED****4216.3-10.8****ESSENTIAL JOB FUNCTIONS:**

- Provides project coordination and liaison duties for various projects, including the planning, design, construction and warranty of construction/moving of portable classrooms, turfed fields, site walkway/drainage removal, redesign, and reinstallation.
- Assist in the preparation of plans, specification, calculations and cost estimates, including contacting designated site administrators and teaching staff to obtain data for inclusion in drawings and specifications as required.
- Monitor, as assigned, the preparation of construction related documents by architects, project consultants, manufacturing firms, and/or district personnel working on various projects.
- Coordinate/attend meetings involving District staff, outside consultants, material and equipment manufacturers, various agencies involved with District facilities projects.
- Establish/maintain contact with site administrators, staff, parents, and community groups involved with construction projects for the purpose of ensuring clear understanding of project status, parameters, and priorities.
- Visit construction sites to observe work in progress, conduct site analysis and surveying, and monitor work progress in terms of completion deadlines.
- Monitor costs and progress of ongoing construction activities for the purpose of initiating corrective action as required and within authorized levels to manage and maintain schedules and budgets for the project.
- Negotiate with architects, contractors and vendors to correct identified discrepancies or to adopt and implement necessary changes to approved construction projects within established parameters.
- Provide continuous and ongoing coordination among all project stakeholders.
- Assist with the development and implementation of district standards and practices for construction and maintenance.
- Review engineering analyses for the purpose of making recommendations affecting project costs and timelines.
- Coordinate construction site inspections and related engineering programs with city, county and state departments as required.
- Participate in the procurement of construction management and testing laboratory services.
- Prepares a variety of administrative reports on assigned projects for the purpose of providing analysis and making recommendations.

**OTHER JOB FUNCTIONS:**

- Performs other related duties as assigned to ensure the efficiency and effectiveness of the work unit.

**ESSENTIAL JOB REQUIREMENTS – QUALIFICATIONS:****SKILLS, KNOWLEDGE AND/OR ABILITIES REQUIRED:**

**Knowledge of:**

- School facility design and construction.
- State codes and regulations and district policies related to school construction design and contracting.
- Uniform building codes.
- Interpretation of working drawings.
- Methods and terminology used in school site design and contracting.
- Various forms of electronic technology suitable for educational applications.
- Operational characteristics and requirements of personal computer systems and networks.
- The use of a wide variety of computer systems and software and their application to District needs.
- Reporting on construction progress, costs, and change orders.
- 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, including proficiency with standard computer software and project planning and management software.

**Ability to:**

- Monitor the work of consultants, professional experts, contractors and vendors for adherence to contracts and agreements.
- Analyze and solve problems relating to facility construction.
- Monitor schedule of construction activities and take corrective action to ensure adherence to schedule.
- Confer with architect(s), engineers, planners, school and district administrators, contractors, government agencies and others.
- Understand and use complex software programs.
- Read, interpret, apply and explain plans, specifications, construction drawings and related documents.
- Analyze situations accurately and adopt an effective course of action.
- Plan, initiate and complete assignments independently with minimum direction.
- Collaborate planning activities with Business Services staff, site staff and others.
- Communicate/coordinate activities and projects with other agencies and District staff.
- Plan and organize work; assign, supervise and evaluate the work of subordinates, contractors, architects, vendors, and others on project teams.
- Establish and maintain cooperative and effective working relationships with a wide variety of staff, consultants, contractors and vendors.
- Maintain records and prepare reports.

**RESPONSIBILITIES:**

Perform project coordination and liaison duties required for the successful construction and/or remodeling of school site facilities with a range of complexity and time duration, including managing multiple projects simultaneously. The primary work goals and objectives are to ensure that the

**CLASSIFIED**

**4216.3-10.8**

District's interests in the quality, consistency, and reliability of work performed by contractors is within scope and standards of planned project specifications and requirements.

**GENERAL WORKING CONDITIONS:**

Positions in this class most commonly work at a facility construction site and the on-site job trailer and/or work out of an automobile at job sites. The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling (often up to 50 pounds and occasionally up to 75 pounds); some stooping, kneeling, crouching, and/or crawling; climbing ladders and walking on pitched roofs; significant fine finger dexterity. Generally the job requires 30% sitting, 50% walking, and 20% standing. The job is performed under some temperature extremes with occasional exposure to dust, fumes, frequent loud noise, bright lights and other distractions and other moderate exposure to risks typical of a building construction site.

**EXPERIENCE:**

At least four years of progressively responsible, professional-level experience in working on new or renovation construction of commercial/public structures and programs including schools, hospitals, city or county public works, large office buildings, etc., and coordinating and monitoring multiple trades and vendors.

**EDUCATION**

A Bachelor's degree in construction management, business, public or educational administration, or related field. (Note: Up to four years of additional full-time qualifying experience may substitute for the education requirement on the basis of one year of experience for each 24 semester/45 quarter units of education leading to one of the preferred degrees.)

**REQUIRED TESTING**

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

**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.

**FLSA Status**

Exempt

**Salary Range**

Management



**CLASSIFIED****4216.3-77.2****FACILITIES CONSTRUCTION PLANNER****OVERALL JOB PURPOSE STATEMENT:**

Under the supervision of the Director of Planning Services, the classification of Facilities Construction Planner is established for the purposes of preparing initial data gathering and analysis to support projected and pending facility construction and renovation projects; assisting in the planning, gathering and statistical analyses of data related to facilities inventory and utilization, school site capacities, and school construction design; conducting long and short-range planning projects for the district and in collaboration with other government agencies, schools and community groups; ensuring that necessary coordination with various local agencies occurs in a timely manner (e.g. city or county construction planning agencies); assisting in setting and adhering to standards for items and services needed for occupancy of new construction; coordinating, monitoring and ensuring implementation of diverse activities necessary to support building projects (e.g., securing procurement of temporary classrooms structures, fixtures, furniture and equipment for new structures, etc.).

**DISTINGUISHING CHARACTERISTICS:**

The Facilities Construction Planner is a class that coordinates, monitors and assists in implementation of decision-making and adherence to project standards including data collection and analysis and project planning steps leading to the start of facilities construction and the subsequent preparations for final occupancy of completed construction. The activities require significant scheduling and monitoring of planned project dates ensuring adherence to, or needed adjustments to, established schedule and timelines. This includes: the compiling and reporting on data about facilities inventory and utilization; capacities of existing sites; projected future school population demographics; coordinating permitting steps and processes with other local agencies; assisting in setting and adhering to project standards and specifications during the procurement of fixtures, furniture and equipment (FF&E) to be installed by end of construction; coordinating information and actions with architects and affected site and district staff.

In contrast, the Facilities Planning Analyst is 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.

**ESSENTIAL JOB FUNCTIONS:**

- Participate in activities related to the collection, maintenance and analysis of information required for enrollment projections and school site development; prepare reports, projections and analyses of demographic and building trends.
- Assist in the compilation, analysis and preparation of data required for school facilities reporting and projects (e.g. statistical demographic research; preparation of applications and reports for the State School Building Program).
- Assist in the establishment and adherence to standards relating to facility fixtures, furniture and equipment (FF&E) during procurement and installation phases.

**CLASSIFIED**

**4216.3-77.2**

- Analyze local, state, and federal policies and legislation to identify their impact and budget implications to district programs and organization.
- Attend meetings and conferences and serves on committees as directed; attend and provide background information at various meetings and planning sessions.
- Represent the department at workshops and conferences.
- Establish and maintain a master schedule of planned projects and cost estimates, ensuring that FF&E planned phases remain linked to the appropriate projected milestones.
- Review current literature on educational reform and identify implications affecting current and future planning for District projects.
- Prepare or assist in preparing grant proposals for assigned programs.
- Compile data, apply computerized statistical models and prepare reports on facilities inventory, site utilization and school capacities, with recommendations for management decision making.
- Provide liaison to community advisory committees and planning groups for short and long-range planning goals and objectives; meet with community advisory committees regarding planning standards; review architectural plans and interpret to others as needed.
- Establish and maintain liaison with appropriate city, county, state and federal agencies to coordinate school planning with public agencies.
- Visit school sites to obtain facilities data and determine effective use of facilities; evaluate facility needs and recommend solutions.
- Assist in preparing documentation related to permitting and conformance to various government regulations such as environmental reports, school site utilization patterns, and demographic projections affecting future school site needs.
- Prepare applications and reports related to obtaining funding for facilities.

**OTHER JOB FUNCTIONS:**

- Performs other related duties as assigned.

**ESSENTIAL JOB REQUIREMENTS – QUALIFICATIONS:**

**SKILLS, KNOWLEDGE AND/OR ABILITIES REQUIRED:**

**Knowledge of:**

- School facility design and construction.
- State codes and regulations and district policies related to school construction design and contracting.
- Uniform building codes.
- Interpretation of working drawings.

- Methods and terminology used in school site design and contracting.
- Various forms of electronic technology suitable for educational applications.
- Reporting on construction planning, progress, costs, and change orders.
- Establishing procedures and guidelines for gathering data to complete complex reports and statistical analyses.
- Types of fixtures, furniture, equipment and other physical components of a facility to enhance educational and learning activities at a school site.
- 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, including proficiency with standard computer software.

**Skill 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: read, interpret, apply and explain plans, specifications, construction drawings and related documents.; planning and administering activities; problem solving; oral and written communications; meet schedules and time lines; 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 to:**

- Represent the District at meetings with local agencies and community groups involved in facility planning.
- Assist in the presentation of complex information to a general audience concerned about schools.
- Analyze and solve problems relating to construction planning.
- Monitor construction contracts and agreements.
- Prepare specifications, procedures manuals, schedules, correspondence and other written material.
- Schedule activities related to planning for, and follow up with, school facility construction.
- Confer with architect(s), engineers, planners, school and district administrators, contractors, government agencies and others during construction planning and later phases of projects.
- Monitor the work of consultants and professional experts.
- Read and understand demographic and other complex statistical data and reports.
- Conduct analytical studies.
- Plan, organize and maintain complex technical record keeping, accounting and reporting for various district facility financing sources (NCW, Mello-Roos, OLA, etc.)
- Prepare, organize and conduct research and compile data to complete complex reports.
- Analyze laws and regulations and recommend revisions in policies.
- Understand and use complex software programs.
- Read, interpret, apply and explain rules, regulations, policies, procedures, agreements and contracts.
- Analyze situations accurately and adopt an effective course of action.

- Read, understand and interpret agreements, contracts and construction bids.
- Plan, initiate and complete assignments independently with minimum direction.
- Collaborate planning activities with Business Services staff, site staff and others.
- Analyze legislation to determine the impact on the district.
- Assist in developing and recommending a large range facility and financing master plan for District consideration.
- Represent the District with state and local officials and the community regarding complex and controversial facility issues.
- Communicate/coordinate activities and projects with other agencies and District staff.
- Negotiate with architects, contractors and vendors to correct identified discrepancies or to adopt and implement necessary changes to approved construction projects.
- Plan and organize work, and assign, supervise and evaluate the work of subordinates, contractors, architects, and vendors.
- Meet schedules and time lines.
- Establish and maintain cooperative and effecting working relationships with a wide variety of staff, consultants, contractors and vendors.
- Maintain records and prepare reports.

**RESPONSIBILITY**

Responsibilities include working under limited supervision; coordinating with other persons within a small work unit in other work units; and monitoring the use of resources and schedule deadlines. 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.

**GENERAL WORKING CONDITIONS:**

Typical office environment and facility construction project sites. The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling (up to 50 pounds); some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 40% sitting, 30% walking, and 30% standing. The job is performed under some temperature extremes with moderate exposure to risks typical of a building construction site. This job is performed in a generally clean and healthy environment, with occasional exposure to construction site conditions involving dust, fumes, noise, and outside atmospheric variances.

**EXPERIENCE**

At least two years of professional-level experience responsible for systems and procedures to support the planning and monitoring of commercial or public works projects such as schools, hospitals, large office buildings, major public infrastructure, etc.

**EDUCATION**

Bachelor's degree in architecture, engineering, public administration planning, construction management, business administration/management, or closely related field. (Note: Up to four years of additional full-time qualifying experience may substitute for the education requirement on the basis of one year of experience for each 24 semester/45 quarter units of education leading to one of the preferred degrees.)

**REQUIRED TESTING**

**CLASSIFIED**

**4216.3-77.2**

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

**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.

**FLSA Status**

Non-exempt

**Salary Range**

Bargaining Unit

**PERSONNEL / MANAGEMENT****ITEM 19**  
**4341.1 Attachment A****MANAGEMENT SALARY SCHEDULE**  
(Effective ~~12/12/13~~01/16/14)**DISTRICT SUPERINTENDENT / ASSOCIATE SUPERINTENDENTS**

GROUP	RANGE	TITLE	BASE				WORK DAYS
4	1	Superintendent	220,000				223
4	2	Associate Superintendent-Educational Services	162,265				223
4	9	Associate Superintendent-Human Resources	162,265				223
5	7	Associate Superintendent-Business	162,265				12 MO

**CERTIFICATED MANAGEMENT**

GROUP	RANGE	TITLE	STEP 1	STEP 2	STEP 3	STEP 4	WORK DAYS
4	3	Principal, Sr. High School	122,012	127,963	134,205	140,768	220
4	4	Principal, Middle School	110,693	116,097	121,768	127,720	220
4	5	Asst. Principal, Sr. High School	103,714	108,785	114,113	119,708	210
4	6	Asst. Principal, Middle School	92,829	97,402	102,198	107,236	200
4	7	Director of CTE, EL and Community Programs	103,714	108,785	114,113	119,708	215
4	8	Executive Director of Educational Services	125,059	131,313	137,878	144,772	222
4	10	Director of PPS and Alternative Programs	114,297	119,877	125,670	131,878	220
4	13	Coordinator of Special Education	101,390	106,461	111,780	117,365	220
4	17	Director of Special Education	110,693	116,097	121,768	127,720	220

**CLASSIFIED MANAGEMENT**

GROUP	RANGE	TITLE	STEP 1	STEP 2	STEP 3	STEP 4	WORK YEAR
5	2	Director of Classified Personnel	102,209	107,137	112,313	117,750	12 MO
5	2	Director of Human Resources	102,209	107,137	112,313	117,750	12 MO
5	2	Director of Planning Services	102,209	107,137	112,313	117,750	12 MO
5	2	Director of Technology Project Management	102,209	107,137	112,313	117,750	12 MO
5	2	Director of Maintenance, Operations & Trans.	102,209	107,137	112,313	117,750	12 MO
5	2	Director of Information Technology	102,209	107,137	112,313	117,750	12 MO
5	3	Director of Student Information Services	79,168	83,125	87,281	91,644	12 MO
5	3	Construction Project Manager – II	79,168	83,125	87,281	91,644	12 MO
5	4	Director of Financial Services	88,035	92,435	97,057	101,908	12 MO
5	4	Director of Nutrition Services	88,035	92,435	97,057	101,908	12 MO
5	4	Director of Purchasing & Risk Management	88,035	92,435	97,057	101,908	12 MO
5	8	Chief Facilities Officer	122,012	127,963	134,205	140,768	12 MO
5	9	Construction Project Manager – I	68,876	72,319	75,934	79,730	12 MO

Credit for previous management experience will be given consideration toward initial placement on the management salary schedule. Twelve days of sick leave for each year shall be allowed each full-time manager during the period of time under active contract with the District.

All classified managers shall be governed by the Classified Merit System Rules and Regulations.

**LONGEVITY BENEFITS**

An increment of \$2,737 for a 12 month, 8 hours per day, full-time employee at the end of 10, 15, 20, 25 and 30 years in the district, shall be added to the employee's annual salary. The longevity increment of those employees employed less than 12 months or less than 8 hours per day will be prorated in accordance with the number of months and/or hours or regular employment.

**PERSONNEL / CLASSIFIED****ITEM 19  
4231 – APPENDIX A****SALARY RANGE DEFINITIONS**

Accounting Specialist – 52	Locksmith – 47
Accounting Assistant – 40	Loss Control Analyst – 60
Accounting Assistant-ASB – 40	Maintenance Worker I – 34
Accounting Technician – 42	Maintenance Worker II – 40
Administrative Assistant – 42	Media Technician/Web Technician – 44
Administrative Assistant-High School – 44	Network Technician – 57
Administrative Secretary – 40	Nutrition Services Assistant I – 25
Administrative Secretary-Bilingual (Spanish) – 40	Nutrition Services Assistant II – 27
Administrative Secretary-Middle School – 38	Nutrition Services Assistant III – 29
Budget Analyst – 52	Nutrition Services Assistant-Floater – 26
Bus Driver Trainer – 44	Nutrition Services Transporter-I – 27
Buyer – 40	Nutrition Services Transporter-II – 29
Campus Supervisor-High School – 32	Nutrition Services Catering Assistant – 29
Campus Supervisor-Middle School – 29	Nutrition Services Production Assistant – 33
Computer Support Technician – 51	Occupational Therapist – 60
Construction & Facility Projects Coordinator – 44	Office Assistant – 30
Construction Contracts Analyst – 62	Painter – 48
Construction Projects Information Technician – 48	Payroll Analyst – 52
Contracts Analyst – 62	Payroll Technician – 44
Custodian – 32	Planning Finance Technician – 45
Custodian Crew Leader – 38	Plumber/Irrigation Specialist – 49
Custodian-Floater – 33	Purchasing Assistant – 38
Electrician – 49	Receptionist – 32
<b>Facilities Construction Planner – 52</b>	Receptionist-Bilingual (Spanish) – 33
Facilities Planning Analyst – 62	Registrar – 40
Grounds/Maintenance Equipment Operator – 41	Risk Management Technician – 42
Grounds/Maintenance Worker I – 35	School Bus Attendant – 29
Grounds/Maintenance Worker II – 39	School Bus Driver – 38
Grounds/Maintenance Worker-Applicator – 40	School Plant Supervisor-Middle School – 39
Health Technician – 35	School Plant Supervisor-High School – 41
HR Information Systems Support Analyst – 52	Secretary – 36
Human Resources Assistant – 40	Senior Buyer – 44
Human Resources Benefits Analyst – 52	Skilled Maintenance Worker – 49
Human Resources Technician – 42	Speech/Language Pathology Assistant – 47
HVAC Technician – 49	Telecommunications Technician – 51
Information Systems Support Analyst – 52	Testing Assistant-Bilingual (Spanish) – 34
Information Systems Support Specialist – 54	Theatre Technician – 41
Information Systems Support Technician – 44	Translator/Interpreter (Spanish) – 41
Instructional Assistant – 29	Transportation Dispatcher – 41
Instructional Assistant-Bilingual – 31	Transportation Router/Scheduler – 43
Instructional Assistant-SpEd (Non-SH) – 34	Tutoring Center Specialist – 40
Instructional Assistant-SpEd (SED) – 36	Vehicle & Equipment Mechanic – 49
Instructional Assistant-SpEd (SH) – 36	Vehicle & Equipment Service Worker – 41
Interpreter for the Hearing Impaired – 54	Vehicle & Equipment Supervisor – 52
Interpreter for the Hearing Impaired (NIC) – 57	Warehouse Supervisor – 44
Interpreter for the Hearing Impaired (NIC Adv.) – 60	Warehouse/Delivery Worker – 37
Interpreter for the Hearing Impaired (NIC Master)-63	Warehouse/Stores Worker – 39
Job Placement Assistant – 35	
Lead Grounds Worker – 44	
Lead Library Media Technician – 40	
Lead Maintenance Worker – 52	
Lead School Bus Driver – 41	
Library/Media Technician – 37	
Locker Room Attendant/Custodian – 34	

# San Dieguito Union High School District

## INFORMATION REGARDING BOARD AGENDA ITEM

**TO:** BOARD OF TRUSTEES

**DATE OF REPORT:** January 8, 2014

**BOARD MEETING DATE:** January 16, 2014

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

**SUBMITTED BY:** Rick Schmitt  
Superintendent

**SUBJECT:** Approval and Adoption of Revisions to  
Board Policy 4216.3-02.3 Director of  
Human Resources

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### EXECUTIVE SUMMARY

The Director of Human Resources position will become vacant when current incumbent Sue Koehnen retires at the end of February 2014. Minor revisions to the policy are recommended to be made in connection with opening a recruitment to find a new Director.

### RECOMMENDATION:

It is recommended that the Board approve the proposed revisions to Board Policy class description #4216.3-02.3 Director of Human Resources.

### FUNDING SOURCE:

District General Fund.

Attachment



## CLASSIFIED PERSONNEL

## ITEM 20 4216.3-02.3

### DIRECTOR OF HUMAN RESOURCES

#### OVERALL JOB PURPOSE STATEMENT

Under the direction of the Associate Superintendent/~~of~~ Human Resources, the ~~job of~~classification Director of Human Resources is ~~done~~ established for the purpose/s of ensuring that departmental work goals are met and that all services are provided in an efficient and effective manner; ensuring that staff utilizes appropriate procedures and safe practices; complying with State and Federal program mandates and health requirements; and ensuring optimal utilization of personnel and other resources.

#### DISTINGUISHING CHARACTERISTICS

This job is distinguished from similar jobs by the following characteristics: The position manages assigned human resource support activities such as collective bargaining contract negotiations, grievance resolution, specialized training for supervisory personnel, and other human resource program activities for the Associate Superintendent/Human Resources.

#### ESSENTIAL JOB FUNCTIONS

- Develops budget requirements and estimates for the purpose of providing funding to sustain adequate and appropriate **classified staffing** levels ~~of human resources support~~throughout District **programs**.
- Represents the district in collective bargaining contract negotiations for the purpose of developing, receiving, reviewing, preparing and presenting management proposals and counter proposals.
- Directs the development of long and short range plans/programs for the purpose of ensuring that the District's resources are effectively utilized.
- Investigates/analyzes/addressed employee grievances arising out of the application or interpretation of collective bargaining agreements for the purpose of resolving, interpreting, and/or applying agreement terms and conditions.
- Maintains current information about relevant decisions of the Public Employment Relations Board, administrative rulings, legislation, and economic trends affecting labor relations for the purpose of advising management and supervisory employees of current issues and developing solutions to problems.
- Develops and implements human resources programs for the purpose of supporting district operations and activities.
- **Assists site administrators and District managers to maintain a system of timely and relevant performance evaluations**~~Evaluates personnel~~ for the purpose of ensuring that standards are achieved and performance is maximized.
- **Assists site administrators and District managers to develop and prepare progressive discipline documentation for the purpose of redirecting employee performance to established objectives and standards and if necessary for supporting the application of further disciplinary actions.**

## CLASSIFIED PERSONNEL

- Prepares various documents (e.g., requisitions, time studies, productivity assessments evaluation reports) for the purpose of providing necessary information to State/Federal agencies and appropriate district personnel and/or developing collective bargaining contract specifications and other human resource programs.
- Recommends new hires, promotions, termination and transfers for the purpose of maintaining staffing needs and productivity of the work force.
- Presents various human resource programs for the purpose of informing staff of appropriate procedures and practices.
- Attends various meetings for the purpose of addressing program concerns, providing and receiving information.
- Researches new products, laws, regulations, etc. for the purpose of recommending purchases, contracts and maintaining District-wide services.
- Performs a variety of personnel functions (e.g., interviewing, hiring, evaluating, training, staffing, scheduling, motivating, supervising) for the purpose of providing an efficient and effective human resources service and ensuring department and individual performance objectives are met.
- Assists other personnel as may be required for the purpose of supporting them in the completion of their work activities

### JOB REQUIREMENTS – QUALIFICATIONS

#### KNOWLEDGE, SKILLS AND ABILITIES

KNOWLEDGE is required to ~~perform advanced math;~~ review and interpret highly technical information such as state and federal regulations pertaining to public school employees; direct and apply processes, principles, practices, procedures, and information sources of school district labor relations, training, supervision, administration, organizational planning, and statistics; school district organization; California Education Code as it applies to classified human resources; write technical materials, and/or speak persuasively to implement desired actions; and analyze situations to define issues, ~~and~~ draw conclusions and recommend appropriate actions. Specific knowledge required to satisfactorily perform the functions of the job include: progressive discipline documentation model, current office productivity software including Microsoft Office Suite and Google Apps, HR database systems, and personnel budgeting and position control procedures.

SKILLS are required to perform multiple, highly complex, 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: to administer personnel policies and practices; represent the District in negotiating collective bargaining contracts; investigate bargaining unit contract grievances and develop resolutions; direct the application of progressive discipline to obtain desired employee performance objectives and/or to sustain disciplinary actions such as suspensions and terminations; apply pertinent codes, policies, regulations and laws including those of State and Federal occupational health and safety; communicate with

## CLASSIFIED PERSONNEL

persons of varied cultural and educational backgrounds; operate **standard office** equipment including utilizing pertinent software applications **such as Microsoft Office Suite, Google Apps, HR database systems**; perform standard **bookkeeping/accounting-management analysis and data development** procedures; plan and manage projects; prepare and maintain accurate records; prepare budget and financial plans; and human resource programs.

ABILITY is required to schedule a number of activities, meetings, and/or events; routinely gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to independently work with others in a wide variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using a variety of standardized methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with data of widely varied types and/or purposes; and utilize a variety of types of job-related equipment. In working with others, independent problem solving is required to analyze issues and create action plans. Problem solving with data requires analysis based on organizational objectives; and problem solving with equipment is significant. Specific abilities required to satisfactorily perform the functions of the job include adhering to safety practices; being attentive to details; meeting deadlines and schedules; **and working** under time constraints; **negotiating labor contracts**; **applying contract provisions to the resolution of grievance issues**; **managing an employee development program**; **applying principles of progressive discipline to achieve desired employee performance goals and/or sustain further disciplinary action such as suspensions and terminations.**

### RESPONSIBILITY

Responsibilities include: working independently under limited supervision using standardized practices and/or methods; directing other persons within a department, large work unit, and/or across several small work units; and directing the use of budgeted funds within a work unit. Utilization of significant resources from other work units is sometimes required to perform the job's functions. There is continual opportunity to significantly impact the organization's services.

### WORKING ENVIRONMENT

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 80% sitting, 10% walking, and 10% standing. The job is performed **under some temperature extremes in a normal office school district setting** and a generally hazard free, **clean and healthy** environment. **This job is performed in a generally clean and healthy environment.**

### EXPERIENCE

**Job related experience within the specialized field with increasing levels of responsibility is required.** Sufficient experience and training to possess the knowledge, skills and abilities necessary to perform the duties of the class. Typical qualifying experience would be at least four years service in a public agency, preferably in a school district, that included responsibility for human resource issues relevant to applying progressive discipline, ensuring employee performance evaluations, resolving labor relations issues in a union environment, budgeting, HR data systems and position control. Two years of experience must be at a supervisory or management level.

### EDUCATION

**Bachelor's degree in job related area.** Education equivalent to a Bachelor's Degree in business, public or

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educational administration, human resources, organizations/industrial psychology, or related field. Up to four years of additional full-time qualifying experience may substitute for the education requirement on the basis of one year of experience for each 24 semester/45 quarter units of education leading to one of the degrees.

### REQUIRED TESTING

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

### CERTIFICATES

~~Valid driver's license and evidence of insurability.~~ 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. ~~Criminal Justice Fingerprint/Background Clearance and Tuberculosis (TB) Clearance~~

### FLSA Status

Exempt

### Salary Range

Management

# San Dieguito Union High School District

## INFORMATION REGARDING BOARD AGENDA ITEM

**TO:** BOARD OF TRUSTEES

**DATE OF REPORT:** January 6, 2014

**BOARD MEETING DATE:** January 16, 2014

**PREPARED BY:** Michael Grove, Ed. D.  
Associate Superintendent / Ed. Services

**SUBMITTED BY:** Rick Schmitt, Superintendent

**SUBJECT:** Uniform Complaint Report

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### EXECUTIVE SUMMARY

State law requires school districts to submit reports to the San Diego County Office of Education (SDCOE) and the district governing board on the number of complaints each district has received related to the Williams Settlement, i.e., instructional materials, emergency facilities issues, and teacher vacancies and misassignments. Secondary districts that receive CAHSEE Intensive Instruction and Services funding must also submit data on uniform complaints related to the Valenzuela Settlement, ( i.e., the provision of intensive instruction and services).

Attached is the report for the second quarter, 2013-14, from October through December, 2013.

### RECOMMENDATION:

Review and acceptance of the attached Uniform Complaint Report is recommended.

### FUNDING SOURCE:

Not applicable.

