



Union High School District

**BOARD OF TRUSTEES
REGULAR BOARD MEETING**

Board of Trustees
Joyce Dalessandro
Kristin Gibson
Beth Hergesheimer
Melisse Mossy
Maureen "Mo" Muir

Superintendent
Robert A. Haley, Ed.D.

**THURSDAY, APRIL 4, 2019
6:00 PM / OPEN SESSION AT 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.

The members of the San Dieguito Union High School District Board of Trustees are locally elected officials, serve four-year terms of office, and are responsible for the schools' educational programs, in grades seven through twelve. The Board is a policy-making body whose actions are guided by the District's vision, mission, and goals. Administration of the District is delegated to a professional administrative staff led by the Superintendent. Board Members are required to conduct the programs of the schools in accordance with the Constitution of the State of California, the California Education Code, and other laws relating to schools enacted by the Legislature, in addition to policies and procedures adopted by the Board of Trustees.

PUBLIC COMMENTS

Members of the public are entitled to comment on items listed on the agenda for Board consideration or deliberation. 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. At the discretion of the Board President, members of the public are entitled to speak on agenda items either immediately after the item is called or following background information provided related to the item. Members of the public are entitled to comment on an agenda item only once at any meeting. Although the Board President may seek additional information, participation in debate on any item before the Board shall be limited to the Board and staff. The Board President shall determine the order of speakers, when the Board President calls a member of the public to the podium they are asked, but not required, to provide their names prior to making comments.

Members of the public are entitled to speak on matters within the jurisdiction of the Board, but not on the agenda during the public comment portion of the meeting. The Board President may acknowledge receipt of the information, refer to staff for further study, or refer the matter to a future agenda, but there shall be no discussion or action taken by the Board.

Please note the meeting is video recorded and will be published online. Comments are limited to three (3) minutes per person and may not be increased through donations of time by other members of the public. The total public comment time for agenda and non-agenda items shall not exceed twenty (20) minutes.

PUBLIC INSPECTION OF DOCUMENTS

In compliance with Government Code 54957.5, agenda-related documents that have been distributed to the Board less than 72 hours prior to the Board Meeting will be available for review on the district website, www.sduhsd.net and/or at the district office. Please contact the [Office of the Superintendent](#) for more information.

CONSENT CALENDAR

All matters listed under Consent are those on which the Board has previously deliberated or which can be classified as routine items of business. Members of the public are entitled to comment on items on the consent agenda. Trustees may ask for additional information regarding items on the consent agenda. Items on the consent agenda will be voted on in one motion unless a member of the board, staff or public requests that the item be removed and voted on separately, in which case the Board President will determine when it will be called and considered for action.

CLOSED SESSION

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

CELL PHONES / ELECTRONIC DEVICES

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

In compliance with the Americans with Disabilities Act if you need special assistance, disability-related modifications, or accommodations, including auxiliary aids or services, in order to participate in the public meetings of the District's Governing Board, please contact the [Office of the Superintendent](#). Notification 72 hours prior to the meeting will enable the District to make reasonable arrangements to ensure accommodation and accessibility to this meeting. Upon request the District shall also make available this agenda and all other public records associated with the meeting in appropriate alternative formats for persons with a disability.

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

AGENDA

1. CALL TO ORDER

2. APPROVAL OF AGENDA

Motion by _____, second by _____, to approve the agenda of April 4, 2019, Regular Board Meeting of the San Dieguito Union High School District, as presented.

3. CLOSED SESSION – public comment, if any

- a. PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE
- b. CONFERENCE WITH LABOR NEGOTIATORS (GOVERNMENT CODE SECTION 54957.6)
Agency Designated Representatives: Superintendent and Associate Superintendents (4)
Employee Organizations: San Dieguito Faculty Association / California School Employees Association / Unrepresented Employees

4. RECONVENE TO OPEN SESSION

- a. WELCOME / MEETING PROTOCOL REMARKS
- b. PLEDGE OF ALLEGIANCE
- c. REPORT OUT OF CLOSED SESSION

5. REPORTS

- a. STUDENT BOARD MEMBERS
- b. BOARD OF TRUSTEES
- c. SUPERINTENDENT

6. RECOGNITION – SPECIAL EDUCATION DEPARTMENT

7. PRESENTATION

- a. CARMEL VALLEY MIDDLE SCHOOL – VICKI KIM, PRINCIPAL

8. PUBLIC COMMENT – NON-AGENDA ITEMS

In accordance with the Brown Act, no discussion or action may be taken by the Board of Trustees on non-agenda items; however, the Board may 1) acknowledge receipt of the information; 2) refer the matter to staff for further study; or 3) refer the matter to a future agenda. (*See Board Agenda Cover Sheet for further information on public comments.*)

9. CONSENT AGENDA – public comment, if any

Members of the public are entitled to comment on items on the consent agenda. Trustees may ask for additional information regarding items on the consent agenda. Items on the consent agenda will be voted on in one motion unless a member of the board, staff or public requests that the item be removed and voted on separately, in which case the Board President will determine when it will be called and considered for action.

Motion by _____, second by _____, to approve the following Consent Agenda Items a-k, as shown in the attached supplements.

- a. APPROVAL OF MINUTES / MARCH 7, 2019 REGULAR BOARD MEETING
- b. ACCEPTANCE OF GIFTS & DONATIONS

- c. APPROVAL/RATIFICATION OF FIELD TRIPS
- d. APPROVAL/RATIFICATION OF PERSONNEL REPORTS
- e. APPROVAL/RATIFICATION OF AGREEMENTS & AMENDMENTS TO AGREEMENTS
- f. APPROVAL/RATIFICATION OF PARENT SETTLEMENT AND RELEASE AGREEMENTS
- g. APPROVAL OF CHANGE ORDERS
- h. ACCEPTANCE OF CONSTRUCTION PROJECTS
- i. RATIFICATION OF PURCHASE ORDERS LISTING
- j. RATIFICATION OF WARRANTS REPORT LISTING
- k. APPROVAL OF LOW PERFORMING STUDENTS BLOCK GRANT

DISCUSSION / ACTION ITEMS

10. ADOPTION OF RESOLUTION DECLARING MAY 6-10, 2019, AS “TEACHER APPRECIATION WEEK” & MAY 7, 2019 AS “DAY OF THE TEACHER” - public comment, if any

Motion by _____, second by _____, to adopt the Resolution declaring May 6-10, 2019, as “Teacher Appreciation Week”, and May 7, 2019, as “Day of the Teacher”, as shown in the attached supplement.

11. ADOPTION OF RESOLUTION DECLARING MAY 19-25, 2019, “CLASSIFIED SCHOOL EMPLOYEES WEEK” - public comment, if any

Motion by _____, second by _____, to adopt the resolution declaring May 19-25, 2019, as “Classified School Employees Week”, as shown in the attached supplement.

12. APPROVAL OF DELETION OF CURRENT BOARD POLICY SERIES 0000, PHILOSOPHY, GOALS, OBJECTIVES & COMPREHENSIVE PLANS; SERIES 1000, COMMUNITY RELATIONS; & SERIES 2000, ADMINISTRATION, AND REPLACE WITH ADOPTION OF REVISED BOARD POLICY SERIES 0000, 1000 & 2000 – public comment, if any

- a. Motion by _____, second by _____, to approve deleting the current Board Policy Series 0000, Philosophy, Goals, Objectives and Comprehensive Plans, and replace with adoption of the revised Board Policy Series 0000, as shown in the attached supplement.
- b. Motion by _____, second by _____, to approve deleting the current Board Policy Series 1000, Community Relations, and replace with adoption of the revised Board Policy Series 1000, as shown in the attached supplement.
- c. Motion by _____, second by _____, to approve deleting the current Board Policy Series 2000, Administration, and replace with adoption of the revised Board Policy Series 2000, as shown in the attached supplement.

13. ACCEPTANCE OF THE 2018 ANNUAL PROPOSITION AA BUILDING FUND AUDIT REPORT – public comment, if any

Motion by _____, second by _____, to accept the 2018 Annual Proposition AA Building Fund Audit Report, as shown in the attached supplement.

INFORMATION ITEMS

14. THE RALPH M. BROWN ACT

15. RESULTS OF RFQ FOR ARCHITECTURAL SERVICES

16. UPDATES

- a. BUSINESS SERVICES – TINA DOUGLAS, ASSOCIATE SUPERINTENDENT

- b. EDUCATIONAL SERVICES – BRYAN MARCUS, ASSOCIATE SUPERINTENDENT
- c. ADMINISTRATIVE SERVICES – MARK MILLER, ASSOCIATE SUPERINTENDENT
- d. HUMAN RESOURCES – CINDY FRAZEE, ASSOCIATE SUPERINTENDENT
- e. SUPERINTENDENT/DISTRICT – ROBERT A. HALEY, ED.D., SUPERINTENDENT
 - STUDENT SUMMIT
 - DRAFT BOARD GOVERNANCE HANDBOOK

17. FUTURE AGENDA ITEMS

18. ADJOURNMENT TO CLOSED SESSION (AS NECESSARY)

- a. PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE
- b. CONFERENCE WITH LABOR NEGOTIATORS (GOVERNMENT CODE SECTION 54957.6)
Agency Designated Representatives: Superintendent and Associate Superintendents (4)
Employee Organizations: San Dieguito Faculty Association / California School Employees Association / Unrepresented Employees

19. RECONVENE TO OPEN SESSION

- c. REPORT FROM CLOSED SESSION (AS NECESSARY)
- d. ADJOURNMENT

The next regularly scheduled Board Meeting is scheduled on [Thursday, May 9, 2019, at 6:00 PM](#) in the SDUHSD District Office Board Room 101. The District Office is located at 710 Encinitas Blvd., Encinitas, CA, 92024.

San Dieguito Union High School District

INFORMATION REGARDING BOARD AGENDA ITEM

TO: BOARD OF TRUSTEES

DATE OF REPORT: March 26, 2019

BOARD MEETING DATE: April 4, 2019

**PREPARED &
SUBMITTED BY:** Robert A. Haley, Ed.D., Superintendent

SUBJECT: APPROVAL OF MINUTES / March 7, 2019
Regular Board Meeting

EXECUTIVE SUMMARY

The minutes of the March 7, 2019 Regular Board meeting are recommended for approval, as attached.

RECOMMENDATION:

It is recommended that the Board approve the minutes of the March 7, 2019 Regular Board meeting, as shown in the attached supplement.

FUNDING SOURCE:

Not applicable



Union High School District

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

Board of Trustees
Joyce Dalessandro
Kristin Gibson
Beth Hergesheimer
Melisse Mossy
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Superintendent
Robert A. Haley, Ed.D.

MARCH 7, 2019

THURSDAY, MARCH 7, 2019
6:00 PM

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

ATTENDANCE

BOARD OF TRUSTEES AND STUDENT BOARD REPRESENTATIVES

Joyce Dalessandro	Arie Bialostozky, Torrey Pines High School
<i>Kristin Gibson (Absent)</i>	Katie Eliceiri, San Dieguito Academy
Beth Hergesheimer	Melody Li, Canyon Crest Academy
Melisse Mossy	Olivia Stephens, La Costa Canyon High School
Maureen "Mo" Muir	<i>Sarah Trigg, Sunset High School (Absent)</i>

DISTRICT ADMINISTRATORS / STAFF

Robert A. Haley, Ed.D., Superintendent
Tina Douglas, Associate Superintendent, Business Services
Cindy Frazee, Associate Superintendent, Human Resources
Bryan Marcus, Associate Superintendent, Educational Services
Mark Miller, Associate Superintendent, Administrative Services
Cara Dolnik, Principal, Diegueno Middle School
Adam Camacho, Principal, San Dieguito Academy
Dawn Campbell, Director of Fiscal Services
Bernard Steinberger, Assistant Principal, Canyon Crest Academy
Julie Goldberg, Teacher on Special Assignment
Manuel Zapata, Director of Accountability & Special Programs
Joann Schultz, Executive Assistant to the Superintendent / Recording Secretary

1. CALL TO ORDER

President Hergesheimer called the meeting to order at 6:00 p.m.

2. APPROVAL OF AGENDA

Motion by Ms. Muir, seconded by Ms. Mossy, to approve the agenda of March 7, 2019, Regular Board Meeting of the San Dieguito Union High School District, with revised Item 15f, Purchase Orders, and as presented. BOARD Ayes: Dalessandro, Hergesheimer, Mossy, Muir; Noes: None; Abstain: None; Absent: Gibson.

Motion unanimously carried.

3. CLOSED SESSION

The Trustees convened to Closed Session in the Technology Lab/Suite 206 to discuss the following:

- a. PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE
- b. CONFERENCE WITH LABOR NEGOTIATORS (GOVERNMENT CODE SECTION 54957.6)
Agency Designated Representatives: Superintendent and Associate Superintendents (4)
Employee Organizations: San Dieguito Faculty Association / California School Employees Association

4. RECONVENE TO OPEN SESSION

- a. WELCOME / MEETING PROTOCOL REMARKS

President Beth Hergesheimer reconvened the meeting at 6:30 p.m.

b. PLEDGE OF ALLEGIANCE

Melodi Li led in the Pledge of Allegiance.

c. REPORT OUT OF CLOSED SESSION / ACTION

There was nothing to report.

5. APPROVAL OF MINUTES / FEBRUARY 7, 2019 REGULAR MEETING

Motion by Ms. Muir, seconded by Ms. Dalessandro, to approve the minutes of the February 7, 2019 Regular Meeting, as presented.

ADVISORY VOTE Ayes: Bialostozky, Eliceiri, Li, Stephens; Noes: None; Abstain: None; Absent: Trigg. BOARD Ayes: Dalessandro, Hergesheimer, Mossy, Muir; Noes: None; Abstain: None; Absent: Gibson.

Motion unanimously carried.

6. UPDATES

a. STUDENT BOARD MEMBERS

Students in attendance gave an update on the highlights and events at their schools.

b. BOARD OF TRUSTEES

All Board members attended agenda review meetings with the superintendent and executive team.

Ms. Mossy toured Pacific Trails MS & Carmel Valley MS with Dr. Haley, attended the Special Education Strategic Planning Advisory meeting, the coffee with the principal at Torrey Pines HS, and the City of Solana Beach School Relations Committee meeting.

Ms. Dalessandro attended the Safety & Wellness Committee meeting, the Solana Beach Library meeting, reviewed ICOC applications with staff, attended the San Dieguito Academy WASC committee kickoff meeting, toured Earl Warren MS (EWMS) with Dr. Haley, attended the Del Mar Regional Robotics Competition, and the City of Solana Beach School Relations Committee meeting, and reported on the district Stormwater Pollution Prevention Plan.

Ms. Muir will be attending the robotics competition this weekend, the College Night and Fair, has been assisting students with essays, does interviews with UCSD.

Ms. Hergesheimer also toured EWMS with Dr. Haley and joined staff at lunch, attended the ACSA Superintendents Recognition dinner, and reported that Casa di Amistad will be honored at the ACSA and SDSBA sponsored Honoring Our Own Awards Dinner as well as Joann Schultz as the Confidential/Administrative Staff Employee of the Year.

c. SUPERINTENDENT

Dr. Haley reported on the services be provided by the communication specialist consultant, Glenn Jones, regarding social media and the website design, met with Jerry Schniepp, the CIF Commissioner, shared his appreciation of Dr. Paul Gothold and the County Office of Education for their support, attended 3 of the 4 high school information nights, the Leadership Academy started by Mark Miller, and the athletic directors meeting. He also toured three school sites with Board Members, attended school site staff meetings, the San Dieguito Academy WASC Entrance & Exit meetings, the Superintendent's Recognition dinner, the Coalition for Adequate School Housing where he made a presentation on school safety and also presented it to the Leadership Team and will be presenting it at the next Parent Site Representative Council, and attended the recent principal's meeting. Dr. Haley announced that the Classified Employee of the Year is Debbie Johnson, Administrative Assistant in the Information Technology department.

7. RECOGNITION – CCA CAMPUS SUPERVISORS TEAM

Dr. Haley introduced Mr. Steinberger who recognized Jackie Busch and Hector Gutierrez, Canyon Crest Academy Campus Supervisors, for their outstanding performance, dedication and contribution to students, staff and families, and presented them with certificates.

8. PRESENTATIONS

a. DIEGUENO MIDDLE SCHOOL – CARA DOLNIK, PRINCIPAL

Principal Cara Dolnik provided an update on Cougar Community, Stranger's Project, monthly meetings with the parent board, parent information nights, newsletters, community involvement on campus, SWPPP, guest artists, band performance, the dual language immersion program, and student CPR training. The school is supporting students in learning in all classes including enrichment and support opportunities. The staff's number one priority is a safe learning environment for students. They will be the first school to be trained in Multi-Tiered System of Support (MTSS).

b. SAN DIEGUITO ACADEMY – ADAM CAMACHO, PRINCIPAL

Principal Adam Camacho gave an update on WASC (Western Association of Schools and Colleges) visit and shared the report out from the visiting team, thanked teacher Kerry Koda, SDA Teacher of the Year, for her leadership in the WASC process, and shared that Luis Tolento, Custodian, was selected as SDA Classified Employee of the Year. Mr. Camacho provided an update on the 33-classroom building under construction expected to open next fall and thanked the Facilities Planning & Construction Department staff. SDA is excited to welcome the Seaside Prep program to SDA next fall and thanked his administrative team and the foundation staff for the passion, dedication, commitment, and service to the SDA learning community. Mr. Camacho thanked the Board for their support.

9. PUBLIC COMMENT – NON-AGENDA ITEMS

Comments were made by Garrett Evashko and Julie Bronstein.

*Link to [video-recording](#) of this meeting.

10. CONSENT AGENDA

PUBLIC COMMENTS: Comments were made by Wendy Gumb (*handout available in the Superintendent's Office upon request*).

Motion by Ms. Muir, seconded by Ms. Dalessandro, to approve Consent Agenda Items 11-15, with revised Item 15f, Purchase Orders listing (*available in the Superintendent's Office upon request*), and as presented. ADVISORY VOTE Ayes: Bialostozky, Eliceiri, Li, Stephens; Noes: None; Abstain: None; Absent: Trigg. BOARD Ayes: Dalessandro, Hergesheimer, Mossy, Muir; Noes: None; Abstain: None; Absent: Gibson.

Motion unanimously carried.

11. SUPERINTENDENT

a. GIFTS AND DONATIONS

Accept the gifts and donations, as presented.

b. FIELD TRIP REQUESTS

Accept the 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 shown in the attached supplements.

b. APPROVAL/RATIFICATION OF AGREEMENTS

(None Submitted)

13. EDUCATIONAL SERVICES

- a. APPROVAL/RATIFICATION OF AGREEMENTS
(None Submitted)
- b. APPROVAL/RATIFICATION OF AMENDMENT TO AGREEMENTS
(None Submitted)

14. ADMINISTRATIVE SERVICES

- a. APPROVAL/RATIFICATION OF AGREEMENTS
(None Submitted)
- b. APPROVAL/RATIFICATION OF AMENDMENT TO AGREEMENTS
(None Submitted)

SPECIAL EDUCATION

- c. 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 Tina Douglas or Robert A. Haley to execute all pertinent documents:
 - 1. Devereux Treatment League - City, Tx (RTC), to provide twenty-four-hour residential treatment for diploma bound students with severe social, emotional, and mental health issues, during the period February 21, 2019 through June 30, 2019, at the daily rates of \$223.34 for residential, \$134.58 for educational, and \$179.25 for mental health, to be expended from the General Fund/Restricted 01-00.
 - 2. Deaf Community Services of San Diego, Inc. (DCS) (NPA), to provide interpretation services for special education students, during the period February 22, 2019 through June 30, 2019, at the rate of \$76.88 per hour, to be expended from the General Fund/Restricted 01-00.
 - 3. Rady Children's Hospital Department of Audiology (ICA), to provide audiological assessments and IEP support in evaluating binaural integration, temporal processing, auditory closure, auditory figure ground and sound blending, during the period March 8, 2019 through June 30, 2019, at the rates shown on the attachment, to be expended from the General Fund/Restricted 01-00.
- d. APPROVAL/RATIFICATION OF AMENDMENT TO AGREEMENTS
(None Submitted)
- e. APPROVAL/RATIFICATION OF PARENT SETTLEMENT AND RELEASE AGREEMENTS
(None Submitted)

PUPIL SERVICES

- f. APPROVAL/RATIFICATION OF AGREEMENTS
Approve/ratify entering into the following agreements and authorize Tina Douglas or Robert A. Haley to execute the agreements:
 - 1. Dr. Adria O'Donnell, to provide two anxiety coping skills speaker assemblies to 7th and 8th grade students and a parent/principal presentation at Pacific Trails Middle School for Wellness Week, during the period March 8, 2019 through March 9, 2019, in an amount not to exceed \$750.00, to be expended from the General Fund/Restricted 01-00.
 - 2. Wheels of Freestyle, Inc., to provide an anti-drug, anti-smoking BMX bike assembly at Oak Crest Middle School for Wellness Week, on March 8, 2019, in an amount not to exceed \$1,297.00, to be expended from the General Fund/Restricted 01-00.
- g. APPROVAL/RATIFICATION OF AMENDMENTS TO AGREEMENTS
(None Submitted)

h. APPROVAL OF READMISSION FROM EXPULSION

Approve the request for early readmission from expulsion of Case #2018-074SD, effective March 8, 2019.

15. BUSINESS SERVICES

a. APPROVAL/RATIFICATION OF AGREEMENTS

Approve/ratify entering into the following agreements and authorize Tina Douglas or Robert A. Haley to execute the agreements:

1. National Center for Education Research and Technology, Inc. (NCERT), to provide professional development, which will include a minimum of the Superintendent's attendance at two symposiums annually, other District professional development opportunities, various education and management services and access to research topics, during the period January 1, 2019 through December 31, 2021 and then continuing with automatic annual renewals unless terminated with advance 90-day notice, in an amount not to exceed \$8,750.00 in year one with possible increases up to 6% per year in following years, to be expended from the General Fund/ Unrestricted 01-00.
2. En Pointe Technologies Sales, LLC, to provide volume licensing for the Microsoft Education Solutions Master Agreement, starting on the date the Master Agreement is executed by Microsoft and continuing for three years after, in an amount not to exceed \$51,043.70 per year, to be expended from the General Fund/Unrestricted 01-00.
3. Trebron Company, Inc., to provide Lightspeed Relay computer filtering, management, protection and monitoring, software license, during the period February 1, 2019 through January 31, 2022, in an annual amount of \$44,767.44, to be expended from the General Fund/Unrestricted 01-00.
4. Diverse Network Associates, Inc., dba Catapult K12 to provide Web Hosting services district wide, during the period July 1, 2018 through June 30, 2020, in an amount not to exceed \$9,979.20 per year, to be expended from the General Fund/Unrestricted 01-00.
5. School Services of California, Inc., to provide consultation services, during the period February 22, 2019 until project completion, at the rate of \$310.00 per hour, plus expenses, to be expended from the General Fund/Unrestricted 01-00.
6. Ferandell Tennis Courts, Inc., to provide runway track cleaning services, during the period March 8, 2019 through March 7, 2020 and then continuing with annual renewals unless terminated with advance 30-day notice, at the rate of \$1,350.00 per service, to be expended from the General Fund/Unrestricted 01-00.

b. APPROVAL/RATIFICATION OF AMENDMENT TO AGREEMENTS

Approve/ratify amending the following agreements and authorize Tina Douglas or Robert A. Haley to execute the agreements:

1. Naumann Hobbs Material Handling Corp II, Inc., dba Hawthorne Lift Systems, amending the agreement for preventative maintenance to lifts (forklifts, articulating lifts, scissor lifts) throughout the District, increasing the annual not to exceed amount by \$5,000.00 for a new total of \$15,000.00, to be expended from the General Fund/Unrestricted 01-00.
2. Varsity Brands Holding Company, Inc., dba BSN Sports, LLC., amending the contract for preventative maintenance and inspection services to motorized bleachers and ten-point basketball backboard services, increasing the annual not to exceed amount by \$3,000.00 for a new total of \$18,000.00, to be expended from the General Fund/Unrestricted 01-00.

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, *as revised (available in the Superintendent's Office upon request)*
2. Change Orders
3. Purchasing Orders Increase/Decrease
4. Membership Listing
5. Warrants
6. Revolving Cash Fund

FACILITIES PLANNING & CONSTRUCTION

g. APPROVAL/RATIFICATION OF AGREEMENTS

Approve/ratify entering into the following agreements and authorize Tina Douglas or Robert A. Haley to execute the agreements:

1. Culver Newlin, Inc., to provide furnishings for the Pacific Trails Middle School 2nd Classroom Building Phase 2, during the period March 8, 2019 through completion, in an amount not to exceed \$55,000.00, to be expended from Building Fund Prop 39 – Fund 21-39.
2. Roesling Nakamura Terada Architects, for architectural/engineering services for the new food service lobby/café and digital arts classrooms project at Torrey Pines High School, during the period March 8, 2019 through completion, in an amount not to exceed \$430,525.00, to be expended from Mello-Roos Funds.

h. APPROVAL/RATIFICATION OF AMENDMENT TO AGREEMENTS

Approve/ratify amending the following agreements and authorize Tina Douglas or Robert A. Haley to execute the agreements:

1. SVA Architects, Inc., to amend contract CA2018-13 for architectural/engineering services at Sunset High School Campus Reconstruction Project, increasing the amount by \$8,480.00 for a new total of \$1,022,710.00 to be expended from Building Fund Prop 39 – Fund 21-39.
2. Peltzer Plumbing, Inc., to amend contract CB2017-17, Bid Package #6 for site utilities & plumbing, at the Oak Crest Middle School Science Classroom Quad, Crest Hall & Site Improvements Project, increasing the amount by \$108,752.00 for unforeseen conditions for a new total of \$1,048,593.00, to be expended from Building Fund Prop 39 – Fund 21-39 and State School Building Funds.
3. Linscott Law & Greenspan Engineers, to amend contract CA2019-20 for traffic engineering services at Sunset High School Campus Reconstruction Project, increasing the amount by \$500.00 for a new total of \$4,500.00, to be expended from Building Fund Prop 39 – Fund 21-39.
4. Roesling Nakamura Terada Architects, to amend contract A2013-165 for architectural/engineering services at Torrey Pines High School, to expand the funding source to include Mello-Roos funds, to be expended from Building Fund Prop 39 – Fund 21-39 and Mello-Roos Funds.
5. Olivenhain Municipal Water District, to amend contract CA2019-24 for Construction of Water Facilities to be Dedicated to the Olivenhain Municipal Water District, for the Diegueno Middle School New Classroom Building P Project, increasing the amount by \$6,420.00 for a new total of \$17,000.00, to be expended from Building Fund Prop 39 – Fund 21-39.
6. MTGL, Inc., to renew contract CB2017-05 for specialty inspection services district wide, at the rates established in the revised fee schedule, to be expended from the fund to which the project is charged.
7. Ninyo & Moore, to renew contract CB2017-05 for specialty inspection services district wide, at the rates established in the revised fee schedule, to be expended from the fund to which the project is charged.

8. Nova Services, Inc., to renew contract CB2017-05 for specialty inspection services district wide, at the rates established in the revised fee schedule, to be expended from the fund to which the project is charged.
 9. Blue Coast Consulting, to renew contract CB2017-04 for Division of State Architect (DSA) Inspector of Record services district wide, at the rates established in the revised fee schedule, to be expended from the fund to which the project is charged.
 10. Consulting & Inspection Services, LLC, to renew contract CB2017-04 for Division of State Architect (DSA) Inspector of Record services district wide, at the rates established in the revised fee schedule, to be expended from the fund to which the project is charged.
- i. AWARD/RATIFICATION OF CONTRACTS
- Approve/ratify the following contracts and authorize Tina Douglas or Robert A. Haley to execute all the pertinent documents:
1. GEM Industrial, Inc., Maintenance & Operations Tenant Improvements Project CB2019-14, during the period March 8, 2019 through June 1, 2019, in the amount of \$1,249,000.00, plus reimbursement for permit fees as defined in the bid documents, to be expended from Other Building Fund 21-09.
- j. APPROVAL OF CHANGE ORDERS
- Approve Change Orders to the following projects, and Tina Douglas or Robert A. Haley to execute the change orders:
1. Elljay Acoustics, Inc., Bid Package #11, Pacific Trails Middle School 2nd Classroom Building Project CB2017-18, extending the contract date by 205 days, to be expended from Building Fund Prop 39 – Fund 21-39, Mello-Roos Funds and State School Building Funds.
 2. SWCS, Inc., dba Southwest Construction Services, Inc., Bid Package #13, Pacific Trails Middle School 2nd Classroom Building CB2017-18, decreasing the amount by \$9,879.00 for a new total of \$197,239.00, and extending the contract date by 205 days, to be expended from Building Fund Prop 39 – Fund 21-39, Mello-Roos Funds and State School Building Funds.
 3. Peltzer Plumbing, Inc., Bid Package #6 Site Utilities & Plumbing, Oak Crest Middle School Science Classroom Quad, Crest Hall & Site Improvements Project, increasing the amount by \$8,549.00 for a new total of \$1,057,142.00, to be expended from Building Fund Prop 39 – Fund 21-39 and State School Building Funds.
- k. ACCEPTANCE OF CONSTRUCTION PROJECTS
- Accept the following construction project as complete, and authorize the administration to file Notices of Completion with the County Records' Office administration and release final retention:
1. Pacific Trails Middle School 2nd Classroom Building Project CB2017-18, Bid Package #11, contract entered into with Elljay Acoustics, Inc.
 2. Pacific Trails Middle School 2nd Classroom Building Project CB2017-18, Bid Package #13, contract entered into with SWCS, Inc., dba Southwest Construction Services, Inc.

DISCUSSION / ACTION ITEMS

16. REAPPOINTMENT / APPOINTMENT OF INDEPENDENT CITIZENS OVERSIGHT COMMITTEE MEMBERS

Motion by Ms. Muir, seconded by Ms. Mossy, to reappoint Robin Duveen, Amy Flicker, Jerilyn Larson, Kristina Leyva and appoint new applicants, Diane Chau, Peter Chu, Lucienne McCauley, Adam Peck and John Wood to the Independent Citizens Oversight Committee beginning April 1, 2019, as presented.

ADVISORY VOTE Ayes: Bialostozky, Eliceiri, Li, Stephens; Noes: None; Abstain: None; Absent: Trigg. BOARD Ayes: Dalessandro, Hergesheimer, Mossy, Muir; Noes: None; Abstain: None; Absent: Gibson.

Motion unanimously carried.

17. APPROVAL AND CERTIFICATION OF THE 2018-19 GENERAL FUND 2ND INTERIM BUDGET

Ms. Douglas provided information regarding the 2nd Interim General Fund Budget. (*Presentation available in the Superintendent's Office upon request.*)

Motion by Ms. Muir, seconded by Ms. Dalessandro, to approve and certify the 2018-19 2nd Interim General Fund Budget and approve the positive certification regarding the District's ability to meet its financial obligations the remainder of this fiscal year and two subsequent years, and supporting documents as required by AB 2861, Chapter 1150, Statutes of 1986, as presented.

ADVISORY VOTE Ayes: Bialostozky, Eliceiri, Li, Stephens; Noes: None; Abstain: None: Absent: Trigg. BOARD Ayes: Dalessandro, Hergesheimer, Mossy, Muir; Noes: None; Abstain: None; Absent: Gibson.

Motion unanimously carried.

18. APPROVAL OF TENTATIVE AGREEMENT / SAN DIEGUITO FACULTY ASSOCIATION (SDFA) AND ADOPTION OF REVISED BP #4141 ATTACHMENT AND APPENDIX A, CERTIFICATED SALARY SCHEDULE & REVISED BP #4143/AR-1, EXTRA CURRICULAR SALARIES

PUBLIC COMMENTS: Comments were made by Tim Staycer.

Motion by Ms. Muir, seconded by Ms. Dalessandro, to approve the Tentative Agreement with the San Dieguito Faculty Association for a three-year contract for the period July 1, 2018 through June 30, 2021, and revised BP #4141 Attachment and Appendix A, Certificated Salary Schedule, and BP #4143 AR-1, Extra-Curricular Salaries, as presented.

ADVISORY VOTE Ayes: Bialostozky, Eliceiri, Li, Stephens; Noes: None; Abstain: None: Absent: Trigg. BOARD Ayes: Dalessandro, Hergesheimer, Mossy, Muir; Noes: None; Abstain: None; Absent: Gibson.

Motion unanimously carried.

INFORMATION ITEMS

19. UPDATES

a. BUSINESS SERVICES – TINA DOUGLAS, ASSOCIATE SUPERINTENDENT

Ms. Douglas reported on Diegueno students who will present SWPPP presentation to the City of Encinitas. She also reported on a data breach of directory information which is being investigated by the district and law enforcement.

b. EDUCATIONAL SERVICES– BRYAN MARCUS, ASSOCIATE SUPERINTENDENT

a. FEDERAL PROGRAM MONITORING

Mr. Marcus, Ms. Goldberg and Mr. Zapata provided an update on the Federal Program Monitoring audit recently completed. (*Presentation available in the Superintendent's Office upon request.*)

c. ADMINISTRATIVE SERVICES– MARK MILLER, ASSOCIATE SUPERINTENDENT

Mr. Miller reported on the Safety and Wellness Committee meeting, the Special Education Strategic Planning Advisory Group, and is participating on the ACSA State Mental Wellness Advisory Group.

d. HUMAN RESOURCES– CINDY FRAZEE, ASSOCIATE SUPERINTENDENT

Ms. Frazee reported on the vacant positions postings, and will be attending a ACSA Legislative Policy meeting.

e. SUPERINTENDENT/DISTRICT– ROBERT A. HALEY, ED.D., SUPERINTENDENT

Dr. Haley reported on the Safety & Wellness and Special Education Strategic Planning Advisory Group, and recognized the work of Tiffany Hazlewood, Director of School and Student Services, shared information on the process for updating board policies, and the draft board governance handbook, and reported that the Student Summit will be held on March 20th.

20. FUTURE AGENDA ITEMS – None presented.

21. ADJOURNMENT TO CLOSED SESSION – Not necessary.

22. RECONVENE TO OPEN SESSION

- a. REPORT FROM CLOSED SESSION – Not necessary.
- b. ADJOURNMENT - The meeting adjourned at 8:42 p.m.

Kristin Gibson, Board Clerk

Date

Robert A. Haley, Ed.D., Superintendent

Date

MINUTES ADOPTED: _____, 2019

San Dieguito Union High School District

INFORMATION REGARDING BOARD AGENDA ITEM

TO: BOARD OF TRUSTEES

DATE OF REPORT: March 26, 2019

BOARD MEETING DATE: April 4, 2019

PREPARED AND SUBMITTED BY: Robert A. Haley, Ed.D., Superintendent

SUBJECT: ACCEPTANCE OF GIFTS AND DONATIONS

EXECUTIVE SUMMARY

The district administration is requesting acceptance of gifts and donations to the district, as shown on the following report.

RECOMMENDATION:

It is recommended that the Board accept the gifts and donations to the district, as shown on the attached report.

FUNDING SOURCE:

Not applicable

**GIFTS AND DONATIONS
SDUHSD BOARD MEETING**

ITEM 9b

April 04, 2019

Item #	Donation	Description	Donor	Department	School Site
1	\$80.00	Supplemental Support Costs	Pacific Trails Middle School PTSA	Administration	PTMS
2	\$56.09	Music Support Costs	Pacific Trails Middle School Music Foundation	Music	PTMS
3	\$698.20	Math equipment	San Dieguito Academy Foundation	Math	SDHSA
4	\$7,166.69	Theater equipment	San Dieguito Academy Foundation	Drama	SDHSA
5	\$153.55	Music Support Costs	Diegueño Middle School PTSA	Music	DMS
6	\$76.78	Music Support Costs	Diegueño Middle School PTSA	Music	DMS
7	\$211.14	Music Support Costs	Oak Crest Middle School Band Boosters	Music	OCMS
8	\$95.97	Music Support Costs	Oak Crest Middle School Band Boosters	Music	OCMS
9	\$397.61	Music Support Costs	Pacific Trails Middle School Music Foundation	Music	PTMS
10	\$836.32	Music Support Costs	Pacific Trails Middle School Music Foundation	Music	PTMS
11	\$200.00	Supplemental Support Costs	Wells Fargo	Administration	OCMS
12	\$800.00	Art Support Costs	Oak Crest Middle School PTSA	Arts	OCMS
13	\$500.00	Adaptive PE equipment	Oak Crest Middle School PTSA	Athletics	OCMS
14	\$750.00	Commons/Media Support Costs	San Dieguito Academy Foundation	Commons/Media	SDHSA
15	\$16,442.79	Athletic Support Costs	San Dieguito Academy Foundation	Athletics	SDHSA
16	\$160.00	Music Support Costs	San Diego Gulls Hockey Club	Music	CVMS
17	\$16,386.62	Supplemental Support Costs	Carmel Valley Middle School PTSA	Administration	CVMS
18	\$293.84	Supplemental Support Costs	Earl Warren Middle School PTSA	Administration	EWMS
19	\$12.00	Supplemental Support Costs	Your cause.com	Administration	EWMS
20	\$600.00	College Night/Community Business Partner	Cambridge Educational Center, C2 Education	College Night	All Sites
21	\$2,028.16	Supplemental Support Costs	La Costa Canyon High School Foundation	Administration	LCC
22	\$2,401.11	Supplemental Support Costs	La Costa Canyon High School Foundation	Administration	LCC
23	\$140.30	Supplemental Support Costs	Pacific Trails Middle School PTSA	Administration	PTMS
24	\$140.30	Supplemental Support Costs	Pacific Trails Middle School PTSA	Administration	PTMS
25	\$80.44	Athletic Support Costs	La Costa Canyon High School Foundation	Athletics	LCC
26	\$210.60	Supplemental Support Costs	La Costa Canyon High School Foundation	Administration	LCC

**GIFTS AND DONATIONS
SDUHSD BOARD MEETING**

ITEM 9b

April 04, 2019

27	\$1,741.17	Supplemental Support Costs	San Dieguito Academy Foundation	ENGLISH	SDA
28	\$187.14	Supplemental Support Costs	San Dieguito Academy Foundation	Math	SDA
29	\$27.03	Supplemental Support Costs	San Dieguito Academy Foundation	SPEECH	SDA
30	\$177.83	Supplemental Support Costs	La Costa Canyon High School Foundation	Administration	LCC
		*Donated Items:			
	\$53,051.68	Monetary Donations			
	\$0.00	*Value of Donated Items			
	\$53,051.68	TOTAL VALUE			

San Dieguito Union High School District

INFORMATION REGARDING BOARD AGENDA ITEM

TO: BOARD OF TRUSTEES

DATE OF REPORT: March 8, 2019

BOARD MEETING DATE: April 4, 2019

PREPARED BY: Bryan Marcus, Associate Superintendent of Educational Services

SUBMITTED BY: Robert A. Haley, Ed.D., Superintendent

SUBJECT: APPROVAL / RATIFICATION OF FIELD TRIP REQUESTS

EXECUTIVE SUMMARY

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

RECOMMENDATION:

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
April 4, 2019

ITEM 9c

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	Total Cost Estimate	Funding Source
1	04-26-19 - 04-29-19	Orfield	Michael	CCA Speech & Debate	4	1	Tournament of Champions	Lexington	KY	2 Days	\$1,500.00	CCA Foundation
2	04-17-19 - 04-20-19	Tator / Kirkconnell	Jon Klint	TPHS Robotics Club (Engineering)	15	3	FIRST Robotics World Championships	Houston	TX	3 Days	\$4,000 entry fee + Travel	CCA Foundation and Corporate Sponsors
3	09-06-19 - 09-07-19	Ratekin	Nicholas	CCA Boys Water Polo	30	4	Water Polo Tournament	Thousand Oaks	CA	1 Day	\$900.00	CCA Foundation
4	04-25-19 - 04-28-19	Gelb	Amy	TPHS Jazz Band	18	12	Jazz Fest	New Orleans	LA	1 Day	\$1,020.00	TPHS Foundation
5	05-03-19 - 05-05-19	Galace / Orfield	Gherty / Michael	CCA Speech & Debate	2	2	CHSSA State Championship	Long Beach	CA	1 Day	\$1,100.00	CCA Foundation

San Dieguito Union High School District

INFORMATION REGARDING BOARD AGENDA ITEM

TO: BOARD OF TRUSTEES

DATE OF REPORT: March 19, 2019

BOARD MEETING DATE: April 4, 2019

PREPARED BY: Cindy Frazee
Associate Superintendent/Human Resources

SUBMITTED BY: Robert A. Haley, Ed.D.
Superintendent

SUBJECT: APPROVAL OF CERTIFICATED and
CLASSIFIED PERSONNEL

EXECUTIVE SUMMARY

Please find the following Personnel actions attached for Board approval:

Certificated

Employment
Change in Assignment
Resignation

Classified

Employment
Change in Assignment
Leave of Absence
Resignation

RECOMMENDATION:

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

FUNDING SOURCE:

General Fund

PERSONNEL LIST

CERTIFICATED PERSONNEL

Employment

1. **Claudia Hailwood**, 100% Temporary Teacher (mild/moderate) at Torrey Pines High School, for the 2018-19 school year, effective 3/04/2019 through 6/14/2019.
2. **Madhuri Agashe**, 80% Temporary Teacher (physics) at Torrey Pines High School, for the 2018-19 school year, effective 3/7/2019 through 6/14/2019.
3. **Kristina Tea**, 20% Temporary Teacher (chemistry) at Torrey Pines High School, for the 2018-19 school year, effective 3/4/2019 through 6/14/2019.
4. **Kristin Sandy**, 100% Temporary Teacher (math) at San Dieguito High School Academy, for the 2018-19 school year, effective 3/25/19 through 6/14/19.
5. **Andrea Clark**, 100% Temporary Teacher (English) at Torrey Pines High School, for the 2018-19 school year, effective 1/29/19 through 6/14/19.

Change In Assignment

Leave of Absence

Resignation

1. **Erika Munoz**, Program Supervisor, Special Education, resignation from employment, effective 6/30/2019.
2. **Ryan Cardenas**, Teacher (physics) at San Dieguito Academy, resignation from employment, effective 6/14/2019.
3. **Estefania Hernandez**, Teacher (math) at San Dieguito Academy, resignation from employment effective 3/23/2019.

PERSONNEL LIST

CLASSIFIED PERSONNEL

Employment

1. **Suarez, Jose**, Custodian, R32, 100.00% FTE, La Costa Canyon High School, effective 03/25/19.

Change in Assignment

1. **Fisher, Jill**, from Nutrition Services Assistant I, SR25, 25.00% FTE, Earl Warren Middle School to 28.12% FTE, effective 03/13/19.
2. **Gevorgazy, Piere**, from Nutrition Services Assistant I, SR25, 31.25% FTE, Torrey Pines High School to 25.00% FTE, Oak Crest Middle School, effective 03/07/19.
3. **Munson, Christi**, from Receptionist, SR32, 100.00% FTE, La Costa Canyon High School to Health Technician, SR35, 75.00% FTE, Diegueno Middle School, effective 02/27/19.
4. **Thomsen, Gail**, from Instructional Assistant-SpEd (S), SR36, 75.00% FTE, Torrey Pines High School to unpaid status and 39 month re-employment list, effective 03/20/19.

Leave of Absence

1. **Schleining, Natalie**, from 100.00% Unpaid Leave of Absence to Instructional Assistant-SpEd (NS), SR34, 75.00% FTE, La Costa Canyon High School-ATP, effective 04/01/19.

Resignation

1. **Dewitt, Donovan**, Nutrition Services Assistant I position only, SR25, 28.12% FTE, Earl Warren Middle School, effective 02/28/19.
2. **Eddings, Deborah**, School Bus Driver, SR38, 85.37% FTE, Transportation Department, resignation for the purpose of retirement, effective 03/08/19.
3. **Martin, Brittany**, Nutrition Services Assistant I, SR25, 37.50% FTE, Carmel Valley Middle school, effective 03/22/19.
4. **Shoecraft, Katherine**, Vocational Developer, SR37, 100.00% FTE, District Office-Special Education, resignation for the purpose of retirement, effective 03/04/19.

San Dieguito Union High School District

INFORMATION REGARDING BOARD AGENDA ITEM

TO: BOARD OF TRUSTEES

DATE OF REPORT: March 25, 2019

BOARD MEETING DATE: April 4, 2019

PREPARED BY: Debra Kelly, Director of Purchasing
Tina Douglas, Associate Superintendent,
Business Services

SUBMITTED BY: Robert A. Haley, Ed.D., Superintendent

SUBJECT: APPROVAL / RATIFICATION OF
PROFESSIONAL SERVICES AGREEMENTS
& AMENDMENTS TO AGREEMENTS

EXECUTIVE SUMMARY

The attached Report summarizes agreements & amendments to agreements from district departments.

RECOMMENDATION:

It is recommended that the Board approve/ratify entering into the agreements and amendments to agreements, and authorize Tina Douglas or Robert A. Haley to execute the agreements, as shown in the attached reports.

FUNDING SOURCE:

As noted on the attached report.

2018-19 Approval/Ratification of Agreements Amendments to Agreements
April 4, 2019 Board Meeting

ITEM 9e

Agreements Recommended for Board Approval

#	DEPARTMENT	AGREEMENT VENDOR	DESCRIPTION OF SERVICES	FUNDING SOURCE	AMOUNT NOT TO EXCEED	START DATE	END DATE
1	Administrative Services	Committee for Children	Provide all five San Dieguito Union High School middle schools license access to the Second Step program social-emotional learning (SEL) tools that help teachers and staff provide more supportive, successful learning environments uniquely equipped to encourage children to thrive.	General Fund/ Restricted 01-00 – College Readiness Grant	\$35,995.50	04/05/19	07/31/24
2	Pupil Services	Wheels of Freestyle, Inc.	Provide an anti-drug, anti-smoking, anti-vape BMX bike assembly at Carmel Valley Middle School.	General Fund/ Restricted 01-00	\$1,197.00	04/23/19	04/23/19
3	Business Services	City of Encinitas Parks & Recreation Department (City)	Establishing a joint use agreement with San Dieguito Union High School District (District) for the purpose of sharing facilities between the two entities in order to enhance community recreation programs sponsored by the City using school facilities owned and operated by the District and enhance District programs through the District use of City facilities owned and operated by the City.	Fund to which the program is charged	At the then current internal direct cost of the providing entity	Upon execution of the agreement by both parties and continuing until terminated with 6 month advance written notice	NA
4	Facilities Planning & Construction	Vector Resources, Inc., dba VectorUSA	Provide and install video surveillance system at Earl Warren Middle School.	Mello-Roos Funds	\$49,670.14	04/05/19	Completion
5	Facilities Planning & Construction	PBK Architects	Provide architectural/engineering services at Canyon Crest Academy for gate hardware.	Mello-Roos Funds	\$15,000.00	03/01/19	Completion
6	Facilities Planning & Construction	SWCS, Inc., dba Southwest Construction Services, Inc.	Custodial Warehouse at Torrey Pines High School Project CB2019-19	Mello-Roos Funds	\$595,729.00	04/05/19	06/28/19
7	Facilities Planning & Construction	Western Rim Constructors, Inc.	Carmel Valley Middle School Field Improvements & Shade Structures Project CB2019-17	Mello-Roos Funds	\$1,643,000.00	04/05/19	09/16/19

2018-19 Approval/Ratification of Agreements Amendments to Agreements
April 4, 2019 Board Meeting

ITEM 9e

Amendments to Agreements Recommended for Board Approval

#	DEPARTMENT	AGREEMENT VENDOR	DESCRIPTION OF SERVICES	FUNDING SOURCE	ADDITIONAL AMOUNT	AMOUNT NOT TO EXCEED	START DATE	END DATE
1	Human Resources	Network Deposition Services, Inc.	Amending the contract to include interpreting services	General Fund/ Unrestricted 01-00	Rates of \$345.00 for up to three hours, \$565.00 for three to six hours, and \$125.00 per hour for any additional hours beyond a 6 hour day	NA	NA	NA
2	Special Education	Rady Children's Hospital Department of Audiology (ICA)	Increasing the Contract effective end date from June 30, 2019 to June 30, 2020 with no other changes to the contract	NA	NA	NA	N/A	06/30/20
3	Facilities Planning & Construction	Bert's Trailers	Amending contract CA2017-49 for lease of office trailer for temporary custodial offices at Torrey Pines High School, extending the lease on a month-to-month basis.	Building Fund Prop 39 -- Fund 21-39	\$1,202.48	\$9,003.36	05/24/17	07/01/19

San Dieguito Union High School District

INFORMATION REGARDING BOARD AGENDA ITEM

TO: BOARD OF TRUSTEES

DATE OF REPORT: March 28, 2019

BOARD MEETING DATE: April 4, 2019

PREPARED BY: Tiffany Hazlewood, Director of School & Student Services
Mark Miller, Associate Superintendent, Administrative Services

SUBMITTED BY: Robert A. Haley, Ed.D., Superintendent

SUBJECT: APPROVAL OF PARENT SETTLEMENT AND RELEASE AGREEMENT

EXECUTIVE SUMMARY

The attached Special Education Agreement report for Parent Settlement and Release Agreements summarizes two Settlement Agreements that provide services for two special education student.

RECOMMENDATION:

It is recommended that the Board approve and/or ratify the Parent Settlement and Release Agreements, and authorize the Director of School and Student Services to execute the agreements, as shown in the attached supplement.

FUNDING SOURCE:

As noted on the attached report.

SAN DIEGUITO UNION HIGH SCHOOL DISTRICT BOARD MEETING

ITEM 9f

SPECIAL EDUCATION AGREEMENTSBoard Meeting Date: 04/04/19

<u>Student #</u>	<u>Description of Services</u>	<u>Date Executed</u>	<u>Budget #</u>	<u>Amount</u>
2019-113PS	Pursuant to the Settlement Agreement, a negotiated agreement has been reached between the San Dieguito Union High School District and student #2019-113PS for educationally related services from the date of the executed agreement through 06/30/19	03/18/19	General Fund/ Restricted 01-00	\$575.00
2019-114PS	Pursuant to the Settlement Agreement, a negotiated agreement has been reached between the San Dieguito Union High School District and student #2019-114PS for educationally related services from October 12, 2018 through June 12, 2020	02/20/19	General Fund/ Restricted 01-00	Approximate settlement amount for duration of settlement: \$169,361.00

San Dieguito Union High School District

INFORMATION REGARDING BOARD AGENDA ITEM

TO: BOARD OF TRUSTEES

DATE OF REPORT: March 22, 2019

BOARD MEETING DATE: April 4, 2019

PREPARED BY: John Addleman, Exec. Director, Planning Services
Tina Douglas, Associate Superintendent,
Business Services

SUBMITTED BY: Robert A. Haley, Ed.D., Superintendent

SUBJECT: APPROVAL OF CHANGE ORDERS / FACILITIES
PLANNING & CONSTRUCTION

EXECUTIVE SUMMARY

The contract for Bid Package #7 Flashing & Sheet Metal for the New Performing Arts Center at Torrey Pines High School was awarded on October 12, 2017.

Staff is presenting a change order totaling \$13,557.00 for approval this date, to accommodate certain design changes which became apparent during the course of construction. Rain events and subsequent testing verified that water was infiltrating the cement masonry walls at the point where they meet the roof line. It was determined the addition of metal coping would seal and alleviate the problem. In addition, improvements identified by the Division of State Architect (DSA) during the deferred submittal review for the curtain wall at the ticket both required the addition of an expansion joint around the ticket booth. Those changes are also incorporated herewith.

RECOMMENDATION:

It is recommended that the Board approve the following change order and authorize Tina Douglas or Robert A. Haley to execute same:

1. Buxcon Sheet Metal, Bid Package #7 Flashing & Sheet Metals, Torrey Pines High School Phase 3 New Performing Arts Center Project, increasing the amount by \$13,557.00 for a new total of \$533,307.00, to be expended from Building Fund Prop 39 – Fund 21-39, Mello-Roos Funds and State School Building Funds.

FUNDING SOURCE:

The fund to which the project is charged.

San Dieguito Union High School District

INFORMATION REGARDING BOARD AGENDA ITEM

TO: BOARD OF TRUSTEES

DATE OF REPORT: March 22, 2019

BOARD MEETING DATE: April 4, 2019

PREPARED BY: John Addleman, Exec. Director, Planning Services
Tina Douglas, Associate Superintendent,
Business Services

SUBMITTED BY: Robert A. Haley, Ed.D., Superintendent

SUBJECT: ACCEPTANCE OF CONSTRUCTION PROJECTS

EXECUTIVE SUMMARY

The contract for construction of the Canyon Crest Academy B Building Landscape & Pathway Enhancements Project CB2018-14R was awarded on June 7, 2018. The project was a hard-bid general contractor project, with district staff serving as project manager.

The project was completed on budget and is presented for acceptance this date.

RECOMMENDATION:

It is recommended that the Board accept the Project as complete, and authorize the administration to file the Notice of Completion with the County Recorders' Office and release final retention for the following trade contractor:

1. Canyon Crest Academy Building B Landscape & Pathway Enhancements Project CB2018-14R, contract entered into with Blue Pacific Engineering & Construction.

FUNDING SOURCE:

Not Applicable.

Recordation Requested by and]
When Recorded Return to:]
San Dieguito Union High School District]
Attn: Caroline Roberts]
710 Encinitas Blvd.]
Encinitas, CA 92024]

**ACCEPTANCE OF WORK
AND
NOTICE OF COMPLETION**

1. San Dieguito Union High School District In Fee 710 Encinitas Blvd., Encinitas, CA 92024
(Name of School District)

2. Blue Pacific Engineering & Construction
(Name of Contractor)

3. North American Specialty Insurance Company
(Name of Surety)

4. Description of Public Work Involved Sufficient for Identification:

Canyon Crest Academy
CB2018-14R B Building Landscape & Pathway Enhancements
5951 Village Center Loop Road
San Diego, CA 92130

as provided in contract specified herein which is on file with the Clerk of the Governing Board of the above named School District.

5. Date of Contract] 6. Acceptance of the work and materials is recommended
6/07/18]
] _____ April 4, 2019
] (Signature of Recommending Person) (Date)

7. Acceptance of Work and Materials

NOTICE IS HEREBY GIVEN that the above referenced contract and public work to which Chapter 3 of Division 5 of Title 1 of the Government Code (commencing with Section 4200) applies were completed by acceptance by the Governing Board of the above named school district on the 4th day of April, 2019; No. _____

The Contractor on said contract and public work and the name of the surety on the Contractor's Bond of said Contractor are as set forth above.

San Dieguito Union High School District

By _____
Robert A. Haley, Ed.D

[Code of Civil Procedure Section 1192.1]
[Government Code Section 27361.6]

VERIFICATION

The undersigned declares that he is an officer, namely, the Secretary of the Governing Board of the San Dieguito Union High School District, which is the owner of the public work described in the within Notice of Completion executed by said district; that he has read the same and knows the contents thereof and that the facts therein stated are true of his own knowledge; and that he makes this verification for and on behalf of said school district.

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

Executed on April 4, 2019, of San Diego, California

Robert A. Haley, Ed.D

San Dieguito Union High School District

INFORMATION REGARDING BOARD AGENDA ITEM

TO: BOARD OF TRUSTEES

DATE OF REPORT: March 12, 2019

BOARD MEETING DATE: April 4, 2019

PREPARED BY: Tina Douglas, Assoc. Supt. of Business Services

SUBMITTED BY: Robert A. Haley, Ed.D., Superintendent

SUBJECT: RATIFICATION OF PURCHASE ORDERS LISTING

EXECUTIVE SUMMARY

Please find the following purchase orders listing submitted for your ratification:

1. Purchase Orders
2. Purchase Orders Increase/Decrease

RECOMMENDATION:

It is recommended that the Board ratify the purchase orders listing, as shown in the attached supplement.

FUNDING SOURCE:

Not applicable.

ITEM 9i

PO REPORT FEBRUARY 25, 2019 THOUGH MARCH 24, 2019						
PO NBR	DATE	FUND	VENDOR	LOC	DESCRIPTION	AMOUNT
0000012077	2/25/2019	0100	XEROX CORPORATION	011	Rents & Leases	\$1,521.73
				500	Copy Charges	\$771.45
0000012079	2/25/2019	0100	CDW GOVERNMENT	017	Non-Capitalized Tech Equipment	\$31,305.83
0000012080	2/25/2019	0100	ONE DAY SIGNS	500	Materials and Supplies	\$222.91
0000012081	2/25/2019	0100	VERDUGO TESTING CO., INC.	013	Repairs & Maintenance	\$3,096.99
0000012082	2/25/2019	0100	ACDC LEADERSHIP & CONSULTING	500	Computer Licensing	\$140.00
0000012083	2/25/2019	0100	PHI DELTA KAPPA	015	Conference,Wokshop,Sem.	\$78.00
0000012084	2/25/2019	0100	NCTM	001	Conference,Wokshop,Sem.	\$507.00
				500	Conference,Wokshop,Sem.	\$507.00
				600	Conference,Wokshop,Sem.	\$507.00
0000012085	2/25/2019	0100	AP* By The Sea	(blank)	Prepaid Expenditures (Expenses)	\$795.00
0000012086	2/26/2019	0100	SALISBURY INDUSTRIES	600	Materials and Supplies	\$4,726.66
0000012087	2/26/2019	0100	FISHER SCIENTIFIC EMD	500	Materials and Supplies	\$252.57
0000012088	2/26/2019	0100	BSN SPORTS LLC	012	Repairs & Maintenance	\$1,050.00
0000012089	2/26/2019	0100	AMAZON CAPITAL SERVICES, INC.	010	Dues And Memberships	\$499.00
0000012090	2/26/2019	0100	SIERRA ACADEMY	002	Other Contr-N.P.S.	\$15,636.05
0000012091	2/26/2019	0100	JOHNSTON INDUSTRIAL SUPPLY	600	Materials and Supplies	\$208.42
0000012092	2/26/2019	0100	AMAZON CAPITAL SERVICES, INC.	500	Materials and Supplies	\$92.64
0000012093	2/26/2019	0100	DANNIS WOLIVER KELLEY	021	Legal Exp-Business	\$770.00
0000012094	2/27/2019	0100	AMERICAN ACADEMY OF PROTECTIVE TRAINING	020	Conference,Wokshop,Sem.	\$85.00
0000012095	2/27/2019	0100	COSA FOUNDATION	003	Conference,Wokshop,Sem.	\$1,425.00
0000012096	2/27/2019	0100	REGENTS OF THE UNIV. OF CA.	001	Conference,Wokshop,Sem.	\$80.00
0000012097	2/27/2019	0100	SAN DIEGO COUNTY OFFICE OF EDUCATION	021	Conference,Wokshop,Sem.	\$60.00
0000012098	2/27/2019	0100	RICE UNIVERSITY	001	Conference,Wokshop,Sem.	\$890.00
0000012099	2/27/2019	0100	EAGLE SOFTWARE	017	Conference,Wokshop,Sem.	\$875.00
0000012100	2/27/2019	0100	CDW GOVERNMENT	017	Non-Capitalized Tech Equipment	\$9,733.00
0000012101	2/27/2019	0100	NORTHSTAR AV LLC	017	Materials and Supplies	\$344.80
0000012102	2/27/2019	0100	AREY JONES ED SOLUTIONS	017	Non-Capitalized Tech Equipment	\$18,937.80
0000012103	2/27/2019	0100	AMAZON CAPITAL SERVICES, INC.	500	Materials and Supplies	\$152.92
0000012104	2/27/2019	0100	AMAZON CAPITAL SERVICES, INC.	017	Materials and Supplies	\$2,172.74
					Non-Capitalized Tech Equipment	\$2,154.99
0000012105	2/27/2019	0100	STAPLES ADVANTAGE	500	Materials and Supplies	\$28.51
0000012106	2/27/2019	0100	AMAZON CAPITAL SERVICES, INC.	017	Non-Capitalized Tech Equipment	\$120.59
0000012107	2/27/2019	0100	AMAZON CAPITAL SERVICES, INC.	500	Materials and Supplies	\$129.27
0000012108	2/27/2019	0100	BLICK, DICK (DICK BLICK)	500	Materials and Supplies	\$81.09
0000012109	2/27/2019	0100	AMAZON CAPITAL SERVICES, INC.	500	Materials and Supplies	\$80.77
0000012110	2/27/2019	0100	SWEETWATER	500	Materials and Supplies	\$2,510.58
0000012111	2/27/2019	0100	TEACHER'S DISCOVERY	500	Materials and Supplies	\$53.18
0000012112	2/27/2019	0100	C.A.S.H.	015	Conference,Wokshop,Sem.	\$614.00
0000012113	2/27/2019	0100	AREY JONES ED SOLUTIONS	003	Non-Capitalized Tech Equipment	\$4,398.65
0000012114	2/27/2019	0100	WAYNE STATE UNIVERSITY	001	Textbooks	\$1,985.62
0000012115	2/28/2019	0100	SSID #1173692013	002	Pay In Lieu Of Transp>	\$1,346.76
0000012116	2/28/2019	0100	AMAZON CAPITAL SERVICES, INC.	600	Materials and Supplies	\$500.00
0000012117	2/28/2019	0100	AMAZON CAPITAL SERVICES, INC.	600	Materials and Supplies	\$800.00
0000012118	2/28/2019	0100	UNITY SCHOOL BUS PARTS	013	Other Transport.Supplies	\$192.18
0000012119	2/28/2019	0100	CDW GOVERNMENT	017	Non-Capitalized Tech Equipment	\$17,052.28
				600	Non-Capitalized Tech Equipment	\$5,333.63
0000012120	2/28/2019	0100	BLICK, DICK (DICK BLICK)	600	Materials and Supplies	\$506.10
0000012121	2/28/2019	0100	FREE FORM CLAY & SUPPLY	500	Materials and Supplies	\$274.81
0000012122	2/28/2019	0100	B AND H PHOTO-VIDEO	017	Non-Capitalized Tech Equipment	\$5,486.72
0000012123	3/1/2019	0100	SAFE SCHOOLS CONFERENCE	(blank)	Prepaid Expenditures (Expenses)	\$399.00
0000012124	3/1/2019	0100	CDW GOVERNMENT	003	Non-Capitalized Tech Equipment	\$3,893.20
0000012125	3/1/2019	0100	BRANDING 365	003	Materials and Supplies	\$661.59
0000012126	3/1/2019	1300	SAN DIEGO COUNTY OFFICE OF EDUCATION	014	Conference,Wokshop,Sem.	\$140.00
0000012127	3/5/2019	0100	HERFF JONES, INC	500	Materials and Supplies	\$3,347.05
0000012128	3/5/2019	0100	XEROX CORPORATION	011	Rents & Leases	\$645.25
					Copy Charges	\$175.76
0000012129	3/5/2019	0100	XEROX CORPORATION	011	Rents & Leases	\$2,365.45
				500	Copy Charges	\$1,157.15
0000012130	3/5/2019	0100	PC & MACEXCHANGE	017	Non-Capitalized Tech Equipment	\$4,134.37
0000012131	3/5/2019	0100	Natl Center for Ed Research & Tech, Inc.	015	Dues And Memberships	\$8,750.00
0000012132	3/5/2019	0100	STAPLES ADVANTAGE	500	Materials and Supplies	\$905.10
0000012133	3/5/2019	0100	TCR SERVICES	500	Materials and Supplies	\$124.88
0000012134	3/5/2019	0100	STAPLES ADVANTAGE	600	Materials and Supplies	\$74.05
0000012135	3/6/2019	0100	OXFORD UNIVERSITY PRESS	003	Materials and Supplies	\$176.64
0000012136	3/6/2019	0100	WIZARD SPORTS EQUIP INC	600	Materials and Supplies	\$399.95
0000012137	3/6/2019	0100	COSTCO CARLSBAD	500	Materials and Supplies	\$500.00
0000012138	3/6/2019	0100	TCR SERVICES	500	Materials and Supplies	\$82.54
0000012139	3/6/2019	0100	VONS INC.	500	Materials and Supplies	\$1,100.00
0000012140	3/6/2019	0100	STAPLES ADVANTAGE	500	Materials and Supplies	\$250.00
0000012141	3/6/2019	0100	AMAZON CAPITAL SERVICES, INC.	500	Materials and Supplies	\$500.00

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0000012142	3/6/2019	0100	FREE FORM CLAY & SUPPLY	600	Materials and Supplies	\$329.76
0000012143	3/6/2019	0100	UKRANIAN GIFT SHOP INC	600	Materials and Supplies	\$300.00
0000012144	3/6/2019	0100	HAMEL INTERIORS INC	600	Materials and Supplies	\$3,985.89
0000012145	3/7/2019	0100	TCR SERVICES	500	Materials and Supplies	\$86.19
0000012146	3/7/2019	0100	AMAZON CAPITAL SERVICES, INC.	600	Materials and Supplies	\$516.12
0000012147	3/7/2019	0100	STAPLES ADVANTAGE	500	Materials and Supplies	\$107.49
0000012148	3/7/2019	0100	STAPLES ADVANTAGE	500	Materials and Supplies	\$102.86
0000012149	3/7/2019	0100	PERMA BOUND	500	Books Other Than Textbooks	\$1,166.93
0000012150	3/7/2019	0100	COLLEGE BOARD	600	Materials and Supplies	\$6,632.00
0000012151	3/7/2019	0100	SAN DIEGO PROJECT HEART BEAT	018	Professional/Consult Svs	\$455.00
0000012152	3/7/2019	0100	STAPLES ADVANTAGE	600	Materials and Supplies	\$194.97
0000012153	3/7/2019	0100	SUPPLY MASTER INC	017	Materials and Supplies	\$1,280.07
0000012154	3/7/2019	0100	AMAZON CAPITAL SERVICES, INC.	017	Materials and Supplies	\$135.73
0000012155	3/7/2019	0100	AMAZON CAPITAL SERVICES, INC.	017	Materials and Supplies	\$135.73
0000012156	3/7/2019	0100	CULVER-NEWLIN INC	600	Materials and Supplies	\$982.62
0000012157	3/7/2019	0100	HOME DEPOT CREDIT SERVICES	600	Materials and Supplies	\$80.00
0000012158	3/7/2019	0100	COLLEGE BOARD	600	Materials and Supplies	\$5,244.00
0000012159	3/8/2019	0100	1 WORLD GLOBES & MAPS	600	Materials and Supplies	\$308.90
0000012160	3/8/2019	0100	BLICK, DICK (DICK BLICK)	600	Materials and Supplies	\$404.06
0000012161	3/8/2019	0100	RACK PERFORMANCE LLC	500	Materials and Supplies	\$500.00
0000012162	3/11/2019	0100	STAPLES ADVANTAGE	600	Materials and Supplies	\$172.40
0000012163	3/11/2019	0100	CA ASSOCIATION FOR BILINGUAL EDUCATION	003	Conference,Wokshop,Sem.	\$8,775.00
0000012164	3/11/2019	0100	SAN DIEGO COUNTY OFFICE OF EDUCATION	003	Conference,Wokshop,Sem.	\$75.00
0000012165	3/11/2019	0100	CASBO	004	Conference,Wokshop,Sem.	\$255.00
0000012166	3/11/2019	0100	ATKINSON, ANDELSON, LOYA, RUUD & ROMO	004	Conference,Wokshop,Sem.	\$95.00
0000012167	3/11/2019	0100	ORANGE COUNTY DEPT OF ED	003	Conference,Wokshop,Sem.	\$175.00
0000012168	3/11/2019	0100	QPI EDUCATION	003	Conference,Wokshop,Sem.	\$300.00
0000012169	3/11/2019	0100	COLLEGE BOARD	600	Materials and Supplies	\$8,148.00
0000012170	3/11/2019	0100	AMAZON CAPITAL SERVICES, INC.	500	Materials and Supplies	\$200.00
0000012171	3/11/2019	0100	MUSICK, PEELER & GARRETT LLP	016	Legal Expense	\$5,073.00
0000012172	3/11/2019	0100	COSTCO CARLSBAD	600	Materials and Supplies	\$538.75
0000012173	3/11/2019	0100	AMAZON CAPITAL SERVICES, INC.	600	Materials and Supplies	\$57.67
0000012174	3/11/2019	0100	SOUTHWEST SCHOOL/OFFICE SUPPLY	500	Materials and Supplies	\$57.11
0000012175	3/11/2019	0100	PACIFIC PLUMBING SPECIALTIES INC	012	Non-Capitalized Equipment	\$6,564.14
0000012176	3/11/2019	0100	B AND H PHOTO-VIDEO	500	Materials and Supplies	\$140.08
0000012177	3/11/2019	0100	AMAZON CAPITAL SERVICES, INC.	500	Books Other Than Textbooks	\$87.12
0000012178	3/11/2019	0100	CAROLINA BIOLOGICAL SUPPLY CO	600	Materials and Supplies	\$267.43
0000012179	3/11/2019	0100	CLARIDGE PRODUCTS & EQUIP INC	500	Materials and Supplies	\$751.68
0000012180	3/11/2019	0100	Network Deposition Services, Inc.	016	Professional/Consult Svs	\$10,000.00
0000012182	3/12/2019	2139	SAN DIEGUITO WATER DISTRICT	007	New Construction	\$1,350.00
0000012183	3/12/2019	0100	HOME DEPOT CREDIT SERVICES	017	Materials and Supplies	\$269.96
0000012184	3/12/2019	0100	FLORIDA ASSOC OF 18 WORLD SCHOOLS	001	Conference,Wokshop,Sem.	\$925.00
0000012185	3/12/2019	0100	VERDUGO TESTING CO., INC.	013	Non-Capitalized Tech Equipment	\$4,584.57
					Repairs & Maintenance	\$1,737.95
0000012186	3/12/2019	0100	REGENTS OF THE UNIV. OF CA.	001	Conference,Wokshop,Sem.	\$40.00
0000012187	3/12/2019	0100	TCR SERVICES	500	Materials and Supplies	\$75.41
0000012188	3/12/2019	0100	AMAZON CAPITAL SERVICES, INC.	003	Materials and Supplies	\$107.73
0000012189	3/12/2019	2519	CDW GOVERNMENT	007	Non-Capitalized Tech Equipment	\$19,466.00
0000012190	3/12/2019	2519	PC & MACEXCHANGE	007	Non-Capitalized Tech Equipment	\$2,756.25
0000012191	3/12/2019	2519	CDW GOVERNMENT	007	Non-Capitalized Tech Equipment	\$29,199.00
0000012192	3/12/2019	0100	SAN DIEGO COUNTY OFFICE OF EDUCATION	010	Materials and Supplies	\$200.00
0000012193	3/12/2019	0100	TCR SERVICES	500	Materials and Supplies	\$385.64
0000012194	3/12/2019	2519	PC & MACEXCHANGE	007	Non-Capitalized Tech Equipment	\$4,134.37
0000012195	3/12/2019	2519	CDW GOVERNMENT	007	Non-Capitalized Tech Equipment	\$19,466.00
0000012196	3/12/2019	2519	PC & MACEXCHANGE	007	Non-Capitalized Tech Equipment	\$2,756.25
0000012197	3/12/2019	0100	BLICK, DICK (DICK BLICK)	600	Materials and Supplies	\$674.84
0000012198	3/12/2019	0100	ADA BADMINTON & TENNIS	500	Materials and Supplies	\$144.30
0000012199	3/12/2019	0100	PROCURETECH	017	Non-Capitalized Tech Equipment	\$12,761.91
0000012200	3/12/2019	0100	HINTZ, MARCIE	500	Professional/Consult Svs	\$1,000.00
0000012201	3/13/2019	2139	SAN DIEGO GAS & ELECTRIC CO	007	New Construction	\$3,138.00
0000012203	3/13/2019	2139	CULVER-NEWLIN INC	007	Equipment	\$51,670.11
0000012204	3/13/2019	0100	PIONEER DRAMA SERVICE	500	Materials and Supplies	\$304.15
0000012205	3/13/2019	0100	AMAZON CAPITAL SERVICES, INC.	600	Materials and Supplies	\$129.17
0000012206	3/13/2019	0100	NORTHSTAR AV LLC	017	Materials and Supplies	\$5,613.80
0000012207	3/13/2019	0100	AMAZON CAPITAL SERVICES, INC.	017	Non-Capitalized Tech Equipment	\$1,796.87
0000012208	3/13/2019	0100	APPERSON	500	Materials and Supplies	\$1,035.23
0000012209	3/13/2019	0100	AMAZON CAPITAL SERVICES, INC.	500	Materials and Supplies	\$33.78
0000012210	3/13/2019	0100	FLINN SCIENTIFIC INC	500	Materials and Supplies	\$802.51
0000012211	3/13/2019	0100	WHEELS OF FREESTYLE INC	004	Professional/Consult Svs	\$1,297.00
0000012212	3/14/2019	2139	EDCO DISPOSAL CORPORATION	007	New Construction	\$1,206.54
0000012214	3/14/2019	0100	Dr. Adria O'Donnell	004	Professional/Consult Svs	\$750.00
0000012215	3/14/2019	0100	FLINN SCIENTIFIC INC	500	Materials and Supplies	\$313.07
0000012216	3/14/2019	0100	BANG, DAVE ASSOCIATES INC	600	Non-Capitalized Equipment	\$9,920.40

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0000012217	3/14/2019	0100	Follett School Solutions	001	Textbooks	\$2,256.29
0000012218	3/14/2019	0100	AZTEC TECHNOLOGY CORP	012	Equipment	\$6,001.68
0000012219	3/14/2019	0100	HOME DEPOT CREDIT SERVICES	500	Materials and Supplies	\$213.35
0000012220	3/14/2019	0100	NORTHSTAR AV LLC	017	Materials and Supplies	\$2,954.50
0000012221	3/14/2019	0100	AMAZON CAPITAL SERVICES, INC.	017	Materials and Supplies	\$481.64
0000012222	3/14/2019	0100	AMAZON CAPITAL SERVICES, INC.	500	Materials and Supplies	\$219.24
0000012223	3/14/2019	0100	WORKPARTNERS OHS	020	Conference,Wokshop,Sem.	\$79.00
0000012224	3/14/2019	1300	AMAZON CAPITAL SERVICES, INC.	014	Materials and Supplies	\$84.84
0000012225	3/15/2019	0100	TCR SERVICES	500	Duplicating Supplies	\$646.28
0000012226	3/15/2019	0100	PROCURETECH	017	Materials and Supplies	\$571.90
0000012227	3/15/2019	0100	PERMA BOUND	001	Books Other Than Textbooks	\$2,793.96
0000012228	3/15/2019	0100	STAPLES ADVANTAGE	500	Materials and Supplies	\$280.12
0000012229	3/15/2019	0100	AMAZON CAPITAL SERVICES, INC.	500	Materials and Supplies	\$44.39
0000012230	3/15/2019	0100	STAPLES ADVANTAGE	500	Materials and Supplies	\$294.06
0000012231	3/15/2019	0100	TROKELL COMMUNICATIONS INC	003	Materials and Supplies	\$766.10
0000012232	3/15/2019	0100	SWEETWATER	500	Non-Capitalized Tech Equipment	\$1,118.45
0000012233	3/15/2019	0100	STAPLES ADVANTAGE	500	Materials and Supplies	\$179.64
0000012234	3/15/2019	0100	AMAZON CAPITAL SERVICES, INC.	500	Materials and Supplies	\$24.77
0000012235	3/15/2019	0100	AMAZON CAPITAL SERVICES, INC.	500	Materials and Supplies	\$48.46
0000012236	3/15/2019	0100	STAPLES ADVANTAGE	011	Office Supplies	\$135.74
0000012237	3/15/2019	0100	SAN DIEGO COUNTY OFFICE OF EDUCATION	001	Conference,Wokshop,Sem.	\$95.00
0000012238	3/15/2019	0100	RUDY'S TACO SHOP	015	Refreshments	\$579.15
0000012239	3/15/2019	0100	AMERICAN SANITARY SUPPLY	600	Materials and Supplies	\$4,627.80
0000012240	3/18/2019	0100	LENOVO (US) INC	600	Materials and Supplies	\$107.69
0000012241	3/18/2019	0100	SCHOOL HEALTH CORPORATION	004	Materials and Supplies	\$212.11
					Non-Capitalized Equipment	\$2,127.06
0000012242	3/18/2019	0100	THE MASTER TEACHER	500	Office Supplies	\$121.18
0000012243	3/18/2019	0100	ETR	004	Materials and Supplies	\$262.28
0000012244	3/19/2019	0100	CDW GOVERNMENT	017	Non-Capitalized Tech Equipment	\$4,729.88
0000012245	3/19/2019	0100	STAPLES ADVANTAGE	017	Materials and Supplies	\$678.72
0000012246	3/19/2019	0100	PROVO CANYON SCHOOL	002	Sub/Room & Board	\$15,397.00
					Room & Board	\$25,000.00
					Mental Health Svcs	\$19,900.00
					Other Contr-N.P.S.	\$21,546.00
0000012247	3/19/2019	0100	HOME DEPOT CREDIT SERVICES	017	Materials and Supplies	\$353.44
0000012248	3/19/2019	0100	AMAZON CAPITAL SERVICES, INC.	017	Materials and Supplies	\$1,400.64
0000012249	3/19/2019	0100	ETR	004	Materials and Supplies	\$358.75
0000012250	3/19/2019	0100	SMART AND FINAL STORES CORP	500	Materials and Supplies	\$50.00
0000012251	3/11/2019	2139	OLIVENHAIN MUNICIPAL WATER DST	007	New Construction	\$17,000.00
0000012252	3/19/2019	0100	AMAZON CAPITAL SERVICES, INC.	500	Books Other Than Textbooks	\$432.51
0000012253	3/19/2019	0100	STAPLES ADVANTAGE	001	Materials and Supplies	\$74.48
0000012254	3/19/2019	0100	JOURNEYWORKS PUBLISHING	004	Materials and Supplies	\$419.20
0000012255	3/19/2019	0100	SAN DIEGUITO TROPHY	500	Office Supplies	\$70.04
0000012256	3/20/2019	0100	HEALTH EDCO	004	Materials and Supplies	\$1,049.50
0000012257	3/20/2019	0100	AMAZON CAPITAL SERVICES, INC.	004	Materials and Supplies	\$504.96
0000012258	3/20/2019	0100	GOPHER SPORT	600	Materials and Supplies	\$942.27
0000012259	3/20/2019	0100	CASBO	011	Conference,Wokshop,Sem.	\$255.00
0000012260	3/20/2019	0100	SAN DIEGO COUNTY OFFICE OF EDUCATION	003	Conference,Wokshop,Sem.	\$225.00
0000012261	3/20/2019	0100	SAN DIEGO COUNTY OFFICE OF EDUCATION	001	Conference,Wokshop,Sem.	\$50.00
0000012262	3/20/2019	0100	WORKABILITY I REGION 5	002	Conference,Wokshop,Sem.	\$80.00
0000012263	3/20/2019	0100	SDCSBA,	015	Conference,Wokshop,Sem.	\$680.00
0000012264	3/20/2019	0100	TCR SERVICES	022	Materials and Supplies	\$41.27
0000012265	3/20/2019	0100	RASIX COMPUTER CENTER INC	500	Materials and Supplies	\$74.35
0000012266	3/21/2019	0100	SSID #7065160356	002	Mediation Settlements	\$86,841.00
0000012267	3/21/2019	0100	SSID #7138514586	002	Other Serv.&Oper.Exp.	\$2,250.00
0000012268	3/21/2019	0100	SSID #2065349362	002	Other Serv.&Oper.Exp.	\$2,250.00
0000012269	3/21/2019	0100	BILL LANE & ASSOCIATES, INC.	002	Professional/Consult Svs	\$10,000.00
0000012270	3/21/2019	0100	EFR ENVIRONMENTAL SERVICES	013	Hazardous Waste Disposal	\$300.00
0000012271	3/21/2019	0100	AMAZON CAPITAL SERVICES, INC.	500	Materials and Supplies	\$125.07
0000012272	3/21/2019	0100	CDW GOVERNMENT	600	Materials and Supplies	\$412.14
0000012273	3/21/2019	0100	SAN DIEGO FITNESS SERVICES	500	Materials and Supplies	\$2,948.50
0000012274	3/21/2019	0100	ALTA COPY, PRINT, DESIGN	500	Printing	\$1,150.00
0000012275	3/21/2019	0100	The Mark Costello Company	012	Repairs & Maintenance	\$1,065.58
0000012276	3/21/2019	0100	SCHOOL DATEBOOKS INC	600	Materials and Supplies	\$2,511.17
0000012277	3/21/2019	0100	DIGITAL NETWORKS GROUP, INC.	017	Repairs & Maintenance	\$405.00
0000012278	3/21/2019	0100	TEACHER'S DISCOVERY	500	Books Other Than Textbooks	\$818.88
0000012279	3/21/2019	0100	SCHOOL NURSE SUPPLY COMPANY	500	Materials and Supplies	\$131.73
0000012280	3/21/2019	0100	AMAZON CAPITAL SERVICES, INC.	003	Materials and Supplies	\$118.53
0000012281	3/21/2019	0100	INTERNATIONAL BACCALAUREATE ORGANIZATION	001	Fees - Business, Admission,Etc	\$2,037.00
0000012282	3/21/2019	0100	AMAZON CAPITAL SERVICES, INC.	500	Materials and Supplies	\$1,300.00
0000012283	3/21/2019	0100	TCR SERVICES	500	Materials and Supplies	\$409.34
0000012284	3/21/2019	0100	AMAZON CAPITAL SERVICES, INC.	003	Books Other Than Textbooks	\$52.11
0000012285	3/21/2019	0100	AMAZON CAPITAL SERVICES, INC.	500	Materials and Supplies	\$43.96

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0000012286	3/21/2019	0100	AMAZON CAPITAL SERVICES, INC.	500	Materials and Supplies	\$410.17
0000012287	3/22/2019	0100	SSID #9068783581	002	Mediation Settlements	\$25,000.00
0000012288	3/22/2019	0100	FISHER SCIENTIFIC EMD	600	Materials and Supplies	\$468.39
0000012289	3/22/2019	0100	Verbal Behavior Associates	002	Other Contr-N.P.A.	\$800.00
0000012290	3/22/2019	0100	AMAZON CAPITAL SERVICES, INC.	500	Books Other Than Textbooks	\$53.85
0000012291	3/22/2019	0100	A1 GOLF CARS, INC	600	Repairs & Maintenance	\$161.33
0000012292	3/22/2019	0100	New Haven Youth & Family Services	002	Other Contr-N.P.A.	\$3,903.23
0000012293	3/22/2019	0100	New Haven Youth & Family Services	002	Other Contr-N.P.A.	\$12,774.19
0000012294	3/22/2019	0100	STAPLES ADVANTAGE	500	Materials and Supplies	\$14.02
0000012295	3/22/2019	0100	HERFF JONES, INC	600	Materials and Supplies	\$5,505.34
0000012296	3/22/2019	0100	AMAZON CAPITAL SERVICES, INC.	500	Materials and Supplies	\$116.37
0000012297	3/22/2019	0100	SO CAL GRAPHICS	500	Printing	\$673.38
0000012298	3/22/2019	0100	AMAZON CAPITAL SERVICES, INC.	003	Materials and Supplies	\$355.94
0000012299	3/22/2019	0100	WESTERN STATES AWNING	013	Non-Capitalized Equipment	\$2,800.00
0000012300	3/22/2019	0100	SWEETWATER	500	Materials and Supplies	\$474.10
					Non-Capitalized Equipment	\$1,336.10

SUBTOTAL NEW PURCHASES

\$724,258.84

PURCHASE ORDER INCREASE/DECREASE FEBRUARY 25, 2019 THOUGH MARCH 24, 2019						
PO NBR	DATE	FUND	VENDOR	LOC	DESCRIPTION	AMOUNT
000007245	3/13/2019	2139	TWINING, INC.	007	New Construction	\$10,174.70
000008212	3/13/2019	2139	CW DRIVER LLC	007	New Construction	-\$3,980.00
0000010185	3/18/2019	0100	STAPLES ADVANTAGE	020	Materials And Supplies	\$300.00
0000010245	3/18/2019	0100	STAPLES ADVANTAGE	500	Materials And Supplies	\$400.00
0000010264	3/1/2019	0100	KELLY PAPER	500	Duplicating Supplies	\$2,125.00
0000010273	3/11/2019	0100	TCR SERVICES	500	Duplicating Supplies	\$1,000.00
0000010324	3/1/2019	0100	STAPLES ADVANTAGE	500	Materials And Supplies	\$500.00
0000010330	3/1/2019	0100	STAPLES ADVANTAGE	600	Materials And Supplies	\$400.00
0000010351	3/1/2019	0100	THE FRUTH GROUP, INC	500	Rents & Leases	\$234.00
0000010363	3/15/2019	0100	INTERSTATE BATTERY	013	Materials-Vehicle Parts	\$2,250.00
0000010447	3/13/2019	2139	ERICKSON-HALL CONSTRUCTION CO	007	New Construction	-\$20,000.00
0000010573	3/19/2019	0100	AMAZON CAPITAL SERVICES, INC.	003	Materials And Supplies	\$686.00
0000010648	3/19/2019	0100	KELLY PAPER	500	Materials And Supplies	\$500.00
0000010678	3/22/2019	0100	SOL TRANSPORTATION, INC.	013	Spec.Ed.Transportation	\$175,000.00
0000010842	3/11/2019	0100	SMART AND FINAL STORES CORP	003	Materials And Supplies	\$3,500.00
0000010914	3/15/2019	0100	NCTD	002	Fees - Business, Admission,Etc	\$10,120.00
0000010929	3/22/2019	0100	ARTIANO SHINOFF	021	Legal Exp-Business	-\$12,000.00
0000010936	3/19/2019	0100	FREE FORM CLAY & SUPPLY	500	Materials And Supplies	\$1,525.00
0000010979	3/11/2019	0100	COSTCO CARLSBAD	500	Materials And Supplies	\$300.00
0000011814	3/7/2019	0100	WEST SHIELD ADOLESCENT SERVICE	002	Professional/Consult Svs	-\$10,000.00
0000011943	3/22/2019	0100	AMS.NET, Inc.	017	Computer Licensing	\$3,833.19
0000012019	3/11/2019	0100	AMAZON CAPITAL SERVICES, INC.	500	Materials And Supplies	\$300.00

SUB TOTAL PO CHANGES

\$167,167.89

REPORT TOTAL

\$891,426.73

San Dieguito Union High School District

INFORMATION REGARDING BOARD AGENDA ITEM

TO: BOARD OF TRUSTEES

DATE OF REPORT: March 12, 2019

BOARD MEETING DATE: April 4, 2019

PREPARED BY: Tina Douglas, Assoc. Supt. of Business Services

SUBMITTED BY: Robert A. Haley, Ed.D., Superintendent

SUBJECT: RATIFICATION OF WARRANTS REPORTS LISTING

EXECUTIVE SUMMARY

Please find the following warrants reports listing submitted for your ratification:

1. Warrants
2. Revolving Cash Fund

RECOMMENDATION:

It is recommended that the Board ratify the warrants reports listing, as shown in the attached supplements.

FUNDING SOURCE:

Not applicable.

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WARRANT REPORT FROM 02/25/19 THROUGH 03/22/19

WARRANT NBR	DATE	VENDOR	FUND	DESCRIPTION	AMOUNT
14512877	25-Feb	NANCY A. BENBOW	0100	Mileage	\$ 16.24
14512878	25-Feb	LESLIE LUNA	0100	Materials And Supplies	\$ 45.15
14512879	25-Feb	THE FRUTH GROUP INC	0100	Rents & Leases	\$ 118.44
14512880	25-Feb	Harbottle Law Group	0100	Legal Expense	\$ 4,951.20
14512881	25-Feb	C D L SERVICES INC	0100	Custodial Materials	\$ 1,201.41
14512882	25-Feb	HALEY MACKENZIE	0100	Refreshments	\$ 44.32
14512883	25-Feb	Erickson Law Firm	0100	Legal Expense	\$ 1,109.95
14512884	25-Feb	Community Transition Academy	0100	Other Contr-N.P.S.	\$ 4,794.00
				Sub/Other Contr-Nps	\$ 4,512.00
14512885	25-Feb	A-Z BUS SALES, INC. - COLTON	0100	Materials-Vehicle Parts	\$ 316.80
14512886	25-Feb	JOHN ADDLEMAN	0100	Mileage	\$ 168.95
14512887	25-Feb	ATKINSON, ANDELSON, LOYA, RUUD & ROMO	0100	Legal Expense	\$ 316.10
14512888	25-Feb	BANYAN TREE EDUCATIONAL SERVICES, INC.	0100	Sub/Other Contr-Nps	\$ 15,175.49
14512889	25-Feb	CDW GOVERNMENT	0100	Materials And Supplies	\$ 30.17
				Non-Capitalized Tech Equipment	\$ 41,166.10
14512890	25-Feb	C E D	0100	Bldg.-Repair Materials	\$ 200.20
14512891	25-Feb	CITY OF CARLSBAD	0100	Professional/Consult Svs	\$ 2,625.00
14512892	25-Feb	CENGAGE LEARNING	0100	Books Other Than Textbooks	\$ 1,127.15
				Materials And Supplies	\$ 265.50
14512893	25-Feb	COMMUNITY SCHOOL OF SD, THE	0100	Sub/Other Contr-Nps	\$ 17,043.00
14512894	25-Feb	CHERYL COOPER	0100	Mileage	\$ 9.28
14512895	25-Feb	ERICKSON-HALL CONSTRUCTION CO	2139	New Construction	\$ 474,481.37
14512896	25-Feb	ERICKSON-HALL CONSTRUCTION CO	2139	New Construction	\$ 356,250.86
14512897	25-Feb	ERICKSON-HALL CONSTRUCTION CO	2139	New Construction	\$ 1,156,769.74
14512898	25-Feb	FEDEX	0100	Communications-Postage	\$ 29.56
14512899	25-Feb	FISHER SCIENTIFIC	0100	Materials And Supplies	\$ 1,149.10
14512900	25-Feb	FREDRICKS ELECTRIC INC	0100	Other Serv.& Oper.Exp.	\$ 5,600.00
			2519	Improvements	\$ 6,985.00
14512901	25-Feb	FREE FORM CLAY & SUPPLY	0100	Materials And Supplies	\$ 267.61
14512902	25-Feb	INTERSTATE BATTERY	0100	Materials-Vehicle Parts	\$ 907.14
				Other Transport.Supplies	\$ 133.02
14512903	25-Feb	MCCARTHY BUILDING COMPANY, INC	2109	New Construction	\$ 40,732.34
14512904	25-Feb	NOVA SERVICES	2139	New Construction	\$ 21,798.00
14512905	25-Feb	SAN DIEGO COUNTY OFFICE OF EDUCATION	0100	Conference,Workshop,Sem.	\$ 260.00
14512906	25-Feb	STAPLES ADVANTAGE	0100	Materials And Supplies	\$ 368.42
14512907	25-Feb	TWINING, INC.	2139	New Construction	\$ 1,610.00
14512908	25-Feb	WILLDAN FINANCIAL SERVICES	0100	Bank Charges	\$ 3,800.00
14513441	26-Feb	MARTHA HUTCHINSON	0100	Refreshments	\$ 106.04
14513442	26-Feb	MARY COURTNEY	0100	Mileage	\$ 35.38
14513443	26-Feb	SITEONE LANDSCAPE SUPPLY	0100	Grounds Materials	\$ 70.74
14513444	26-Feb	ELLEN DICRISTINA	0100	Conference,Workshop,Sem.	\$ 53.43
14513445	26-Feb	C&D TOWING	0100	Other Serv.& Oper.Exp.	\$ 875.00
14513446	26-Feb	RENEE MITCHELL	0100	Repairs & Maintenance	\$ 271.03
14513447	26-Feb	Alliance for African Assistance	0100	Professional/Consult Svs	\$ 430.75
14513448	26-Feb	SOLAR CARE INC	0100	Other Serv.& Oper.Exp.	\$ 525.00
14513449	26-Feb	MAUL, KELLIE	0100	Mileage	\$ 59.16
14513450	26-Feb	ALL AMERICAN PLASTIC	1300	Purchases Supplies	\$ 177.47
14513451	26-Feb	Ro Health, Inc.	0100	Professional/Consult Svs	\$ 410.00
14513452	26-Feb	DVORA CELNIKER	0100	Materials And Supplies	\$ 19.27
14513453	26-Feb	A1 GOLF CARS, INC	0100	Repairs & Maintenance	\$ 2,747.79
14513454	26-Feb	A1 GOLF CARS, INC	1300	Repairs & Maintenance	\$ 65.00
14513455	26-Feb	ADVANCED WEB OFFSET	0100	Printing	\$ 1,080.55
14513456	26-Feb	APPERSON	0100	Materials And Supplies	\$ 103.66
14513457	26-Feb	JOHN BAIRD	0100	Conference,Workshop,Sem.	\$ 90.94
14513458	26-Feb	BANYAN TREE EDUCATIONAL SERVICES, INC.	0100	Other Contr-N.P.S.	\$ 3,525.25
				Sub/Other Contr-Nps	\$ 1,628.69
14513459	26-Feb	CA ASSN OF SCHOOL BUSINESS OFFICIALS	0100	Conference,Workshop,Sem.	\$ 855.00
14513460	26-Feb	DEBRA CRUSE	0100	Mileage	\$ 152.54
14513461	26-Feb	TONI DECARLO	1300	Refreshments	\$ 60.00
14513462	26-Feb	DIGITAL NETWORKS GROUP, INC.	0100	Repairs & Maintenance	\$ 844.64
14513463	26-Feb	KELLY DUNN	0100	Mileage	\$ 287.12

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WARRANT REPORT FROM 02/25/19 THROUGH 03/22/19

WARRANT NBR	DATE	VENDOR	FUND	DESCRIPTION	AMOUNT
14513464	26-Feb	FARONICS	0100	Repairs & Maintenance	\$ 42.00
14513465	26-Feb	FLINN SCIENTIFIC INC	0100	Materials And Supplies	\$ 164.23
14513466	26-Feb	FREE FORM CLAY & SUPPLY	0100	Materials And Supplies	\$ 672.75
14513467	26-Feb	KRISTINE GOTTA	0100	Mileage	\$ 85.40
14513468	26-Feb	IXL LEARNING	0100	Computer Licensing	\$ 479.00
14513469	26-Feb	JACQUELYN KARNEY	0100	Dues And Memberships	\$ 54.00
14513470	26-Feb	BRETT KILLEEN	0100	Mileage	\$ 244.78
14513471	26-Feb	HEATHER LUTZ	0100	Mileage	\$ 135.72
14513472	26-Feb	JENNIFER MCCLUAN	0100	Materials And Supplies	\$ 22.77
14513473	26-Feb	New Haven Youth & Family Services	0100	Other Contr-N.P.A.	\$ 3,477.42
				Other Contr-N.P.S.	\$ 2,956.20
14513474	26-Feb	P C S REVENUE CONTROL SYSTEMS	1300	Computer Software	\$ 325.00
14513475	26-Feb	PROCURETECH	0100	Non-Capitalized Tech Equipment	\$ 26.28
14513476	26-Feb	SAN DIEGO SCENIC TOURS, INC.	0100	Fld. Trips By Prv. Contr	\$ 2,703.90
14513477	26-Feb	LaserCycle USA	0100	Duplicating Supplies	\$ 324.65
14514079	27-Feb	PC & MAC EXCHANGE	0100	Non-Capitalized Tech Equipment	\$ 1,140.00
14514080	27-Feb	Carrie Weisenberger	1300	Food Service Sales Tp	\$ 235.25
14514081	27-Feb	MIRANDAH M. OLIPHANT	0100	Conference,Workshop,Sem.	\$ 909.34
14514082	27-Feb	Tina Peterson	0100	Materials And Supplies	\$ 220.00
14514083	27-Feb	RANCHO SANTA FE SEC SYSTEMS	0100	Other Serv.& Oper.Exp.	\$ 512.00
14514084	27-Feb	SAN DIEGO SCENIC TOURS, INC.	0100	Fld. Trips By Prv. Contr	\$ 2,343.82
14514085	27-Feb	ARTIANO SHINOFF	0100	Legal Exp-Business	\$ -
				Legal Expense	\$ 902.93
14514086	27-Feb	LaserCycle USA	0100	Materials And Supplies	\$ 50.29
14514087	27-Feb	VERDUGO TESTING CO., INC.	0100	Repairs & Maintenance	\$ 3,096.99
14514654	28-Feb	PC & MAC EXCHANGE	0100	Non-Capitalized Tech Equipment	\$ 1,140.00
14514655	28-Feb	MISSION VALLEY PIPE & SUPPLY INC	0100	Bldg.-Repair Materials	\$ 3,499.94
14514656	28-Feb	BLICK ART MATERIALS	0100	Materials And Supplies	\$ 1,851.28
14514657	28-Feb	CDW GOVERNMENT	0100	Non-Capitalized Tech Equipment	\$ 7,299.75
14514658	28-Feb	C I F	0100	Dues - CIF	\$ 500.00
14514659	28-Feb	COX COMMUNICATIONS	0100	Communications-Telephone	\$ 424.82
14514660	28-Feb	D. A. D. ASPHALT, INC.	0100	Repairs & Maintenance	\$ 5,700.00
14514661	28-Feb	RIO GRANDE	0100	Materials And Supplies	\$ 282.25
14514662	28-Feb	STAPLES ADVANTAGE	0100	Materials And Supplies	\$ 2,088.36
14514664	28-Feb	WESTERN PSYCHOLOGICAL SERVICES	0100	Materials And Supplies	\$ 12.28
14515303	1-Mar	COSTCO CARMEL MTN RANCH	0100	Refreshments	\$ 87.02
14515304	1-Mar	TIFFANY HAZLEWOOD	0100	Conference,Workshop,Sem.	\$ 1,280.44
14515305	1-Mar	CORONADO ARTS EDUCATION FOUNDATION	0100	Conference,Workshop,Sem.	\$ 1,425.00
14515306	1-Mar	Chelsea Pest & Termite Control	0100	Pest Control	\$ 1,000.00
14515307	1-Mar	CW DRIVER LLC	2139	New Construction	\$ 168,438.61
14515308	1-Mar	JOHNSTONE SUPPLY	0100	Bldg.-Repair Materials	\$ 103.55
14515309	1-Mar	AMERICAN ACADEMY OF PROTECTIVE TRAINING	0100	Conference,Workshop,Sem.	\$ 85.00
14515310	1-Mar	AP* BY THE SEA	0100	Prepaid Expenditures (Expenses	\$ 795.00
14515311	1-Mar	AT&T	0100	Communications-Telephone	\$ 14,508.42
14515312	1-Mar	AMERICAN SANITARY SUPPLY	0100	Custodial Materials	\$ 253.32
14515313	1-Mar	AZTEC TECHNOLOGY CORP	0100	Non-Capitalized Equipment	\$ 3,857.45
14515314	1-Mar	BLUEBEAM SOFTWARE, INC.	0100	Computer Licensing	\$ 1,490.00
14515315	1-Mar	C.A.S.H.	0100	Conference,Workshop,Sem.	\$ 614.00
14515316	1-Mar	C E D	0100	Bldg.-Repair Materials	\$ 400.66
14515317	1-Mar	CENGAGE LEARNING	0100	Textbooks	\$ 576.04
14515318	1-Mar	COSTCO CARLSBAD	0100	Materials And Supplies	\$ 216.92
14515319	1-Mar	DIGITAL NETWORKS GROUP, INC.	2139	New Construction	\$ 990.72
14515320	1-Mar	EDCO DISPOSAL CORPORATION	0100	Rubbish Disposal	\$ 9,198.45
14515321	1-Mar	ERICKSON-HALL CONSTRUCTION CO	2139	New Construction	\$ 18,252.03
14515322	1-Mar	FRONTIER FENCE COMPANY INC	2519	Sites	\$ 6,100.00
14515323	1-Mar	GEM INDUSTRIAL, INC.	2139	Improvements	\$ 16,078.03
14515324	1-Mar	JOSTENS	0100	Materials And Supplies	\$ 25.86
14515325	1-Mar	MOBILE MODULAR MANAGEMENT CORP	0100	Rents & Leases	\$ 1,501.00
			2139	New Construction	\$ 1,278.00
14515326	1-Mar	SAN DIEGO CITY TREASURER	0100	Sewer Charges	\$ 1,317.56
				Water	\$ 4,399.91

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WARRANT REPORT FROM 02/25/19 THROUGH 03/22/19

WARRANT NBR	DATE	VENDOR	FUND	DESCRIPTION	AMOUNT
14515327	1-Mar	SHELL CAR WASH & EXPRESS LUBE	0100	All Other Local Revenue	\$ 1,448.98
14515328	1-Mar	WESTERN ENVIRONMENTAL & SAFETY	2109	Improvements	\$ 1,867.00
14515329	1-Mar	XEROX CORPORATION	0100	Copy Charges	\$ 1,743.36
				Rents & Leases	\$ 6,388.74
14515805	4-Mar	DAVID SAMUELSON	0100	Mileage	\$ 56.74
14515806	4-Mar	Gordon Plotzke III	0100	Conference,Workshop,Sem.	\$ 784.52
14515807	4-Mar	ROBIN ROSS	0100	Conference,Workshop,Sem.	\$ 688.68
14515808	4-Mar	DEIRDRE SHANNON	0100	Mileage	\$ 97.83
14515809	4-Mar	Network Deposition Services, Inc.	0100	Professional/Consult Svs	\$ 3,272.80
14515810	4-Mar	AMAZON CAPITAL SERVICES, INC.	0100	Books Other Than Textbooks	\$ 84.28
				Dues And Memberships	\$ 537.67
				Materials And Supplies	\$ 3,851.24
14515812	4-Mar	LAB AIDS	0100	Professional/Consult Svs	\$ 8,750.00
14515813	4-Mar	ANN NEBOLON	0100	Conference,Workshop,Sem.	\$ 25.75
14515814	4-Mar	PARRINGTON, ROBERT A.	0100	Mileage	\$ 54.61
14515815	4-Mar	Specialized Education of Ca, Inc.	0100	Other Contr-N.P.S.	\$ 3,620.98
14515816	4-Mar	VERDUGO TESTING CO., INC.	0100	Fees - Business, Admission,Etc	\$ 180.00
				Repairs & Maintenance	\$ 2,451.85
14515817	4-Mar	XEROX CORPORATION	0100	Computer Licensing	\$ 61.72
				Copy Charges	\$ 2,919.45
				Rents & Leases	\$ 6,376.28
14516355	5-Mar	UNITED REFRIGERATION INC	0100	Bldg.-Repair Materials	\$ 251.37
14516356	5-Mar	TWO WAY RADIO SUPPLY	0100	Materials And Supplies	\$ 102.07
14516357	5-Mar	AUSTIN OLSON	0100	Conference,Workshop,Sem.	\$ 316.64
14516358	5-Mar	BANYAN TREE EDUCATIONAL SERVICES, INC.	0100	Sub/Other Contr-Nps	\$ 170.00
14516359	5-Mar	BERT'S OFFICE TRAILERS	0100	Rents & Leases	\$ 203.65
14516360	5-Mar	BLICK ART MATERIALS	0100	Materials And Supplies	\$ 1,319.99
14516361	5-Mar	ERICKSON-HALL CONSTRUCTION CO	2139	New Construction	\$ 3,710.00
14516362	5-Mar	CORELOGIC SOLUTIONS, LLC	0100	Computer Licensing	\$ 257.50
14516363	5-Mar	FREDRICKS ELECTRIC INC	0100	Other Serv.& Oper.Exp.	\$ 1,995.00
14516364	5-Mar	HOME DEPOT CREDIT SERVICES	0100	Bldg.-Repair Materials	\$ 1,142.81
				Custodial Materials	\$ 16.10
				Grounds Materials	\$ 799.97
				Materials And Supplies	\$ 530.46
14516366	5-Mar	MOBILE MODULAR MANAGEMENT CORP	2139	New Construction	\$ 117.13
14516367	5-Mar	Neopost USA Inc.	0100	Materials And Supplies	\$ 420.23
14516368	5-Mar	OGGI'S PIZZA	0100	Refreshments	\$ 452.39
14516369	5-Mar	PREMIER AGENDAS INC	0100	Materials And Supplies	\$ 12.74
14516370	5-Mar	SAN DIEGO FITNESS SERVICES	0100	Repairs & Maintenance	\$ 195.00
14516371	5-Mar	MARITZA SANTANDER	0100	Conference,Workshop,Sem.	\$ 126.44
14516372	5-Mar	Specialized Education of Ca, Inc.	0100	Other Contr-N.P.S.	\$ 987.54
14516373	5-Mar	SUNDANCE STAGE LINES INC	0100	Fld. Trips By Prv. Contr	\$ 2,177.30
14516374	5-Mar	SVA ARCHITECTS, INC.	2139	New Construction	\$ 60,793.54
14516375	5-Mar	LaserCycle USA	0100	Materials And Supplies	\$ 443.93
14516376	5-Mar	WAXIE SANITARY SUPPLY	0100	Custodial Materials	\$ 1,619.80
14516979	6-Mar	DANNIS WOLIVER KELLEY	0100	Legal Exp-Business	\$ 770.00
14516980	6-Mar	ACDC LEADERSHIP & CONSULTING	0100	Computer Licensing	\$ 140.00
14516981	6-Mar	Mano A Mano Foundation	0100	Professional/Consult Svs	\$ 1,500.00
14516982	6-Mar	PHI DELTA KAPPA	0100	Conference,Workshop,Sem.	\$ 78.00
14516983	6-Mar	BRAINPOP LLC	0100	Computer Licensing	\$ 1,895.00
14516984	6-Mar	CDW GOVERNMENT	0100	Materials And Supplies	\$ 174.68
14516985	6-Mar	SPARKLETTES	0100	Materials And Supplies	\$ 560.86
14516986	6-Mar	DIGITAL SCHOOLS, LLC	0100	Consultants-Computer	\$ 13,344.12
14516987	6-Mar	FAGEN FRIEDMAN & FULFROST, LLP	0100	Legal Exp-Business	\$ 6,019.50
14516988	6-Mar	MEDCO SUPPLY CO.	0100	Materials And Supplies	\$ 1,584.20
14516989	6-Mar	SAFE SCHOOLS CONFERENCE	0100	Prepaid Expenditures (Expenses	\$ 399.00
14516990	6-Mar	SMART AND FINAL STORES CORP	0100	Materials And Supplies	\$ 1,434.76
				Refreshments	\$ 78.97
14516991	6-Mar	ALBERTSONS SAFEWAY	0100	Materials And Supplies	\$ 187.94
14517626	7-Mar	Daily Journal Corporation	0100	Advertising	\$ 132.60
14517627	7-Mar	KELLY PAPER	0100	Duplicating Supplies	\$ 4,959.30

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WARRANT REPORT FROM 02/25/19 THROUGH 03/22/19

WARRANT NBR	DATE	VENDOR	FUND	DESCRIPTION	AMOUNT
14517628	7-Mar	BURNHAM BENEFITS INSURANCE SERVICES	0100	Professional/Consult Svs	\$ 7,083.33
14517629	7-Mar	W WOOD & ASSOCIATES DEVELOPMENT, INC	2519	Professional/Consult Svs	\$ 110.00
14517630	7-Mar	Dawn Campbell,Custodian of Revolvng Cash	0100	Bank Charges	\$ 141.36
				Bus Drivers Salaries	\$ 900.00
				Extra Curricular Act.	\$ 850.00
				Instr.Aides-Classroom	\$ 1,375.00
				Materials And Supplies	\$ 47.55
				Spec Ed Student Stipends	\$ 1,053.00
				Teacher Sal-Regular	\$ 6,892.33
			1300	Clerical And Office Salaries	\$ 6,498.43
14517631	7-Mar	Glenn Jones Media	0100	Consultants-Computer	\$ 25,000.00
14517632	7-Mar	Natl Center for Ed Research & Tech, Inc.	0100	Dues And Memberships	\$ 8,750.00
14517633	7-Mar	AFFORDABLE DRAIN SERVICE INC	0100	Repairs & Maintenance	\$ 975.00
14517634	7-Mar	CDW GOVERNMENT	0100	Non-Capitalized Tech Equipment	\$ 63,424.74
14517635	7-Mar	FULL COMPASS	0100	Materials And Supplies	\$ 2,410.50
				Non-Capitalized Equipment	\$ 4,240.72
14517636	7-Mar	HERFF JONES, INC	0100	Printing	\$ 93.42
14517637	7-Mar	LINKEDIN CORPORATION	0100	Computer Licensing	\$ 3,400.00
14517638	7-Mar	SCHOOL FACILITY CONSULTANTS	2519	Professional/Consult Svs	\$ 313.75
14517639	7-Mar	SCHOOL SERVICES OF CALIFORNIA, INC.	0100	Professional/Consult Svs	\$ 305.00
14517640	7-Mar	SHELL CAR WASH & EXPRESS LUBE	0100	Gasoline Supplies	\$ 567.93
14517641	7-Mar	SUNDANCE STAGE LINES INC	0100	Fld. Trips By Prv. Contr	\$ 2,869.30
				Subagreements For Services	\$ 12,873.47
14517643	7-Mar	T E R I INC	0100	Sub/Other Contr-Nps	\$ 41,539.08
14517644	7-Mar	TRIMARK ASSOCIATES, INC.	0100	Data Processing Contract	\$ 236.00
14517645	7-Mar	22ND DIST AGRICULTURAL ASSN	0100	Rents & Leases	\$ 3,310.00
14517646	7-Mar	UC Regents	0100	Rents & Leases	\$ 14,093.75
14518339	8-Mar	SARA GILLETTE	0100	Conference,Workshop,Sem.	\$ 122.00
14518340	8-Mar	BARBARA BASS	0100	Conference,Workshop,Sem.	\$ 81.78
				Refreshments	\$ 26.75
14518341	8-Mar	KRISTA BALDWIN	0100	Materials And Supplies	\$ 186.60
14518342	8-Mar	MARTHA HUTCHINSON	0100	Refreshments	\$ 33.90
14518343	8-Mar	MARY COURTNEY	0100	Mileage	\$ 41.97
14518344	8-Mar	MARK MILLER	0100	Conference,Workshop,Sem.	\$ 82.93
14518345	8-Mar	CLASSROOM PRODUCTS LLC	0100	Materials And Supplies	\$ 191.20
14518346	8-Mar	RALF BERNARD	0100	Mileage	\$ 383.59
14518347	8-Mar	RUHNAU CLARKE ARCHITECTS	2109	Improvements	\$ 5,109.18
14518348	8-Mar	KELLIE MAUL	0100	Refreshments	\$ 263.94
14518349	8-Mar	SPV Associates, Inc.	2519	Consultants-Computer	\$ 15,675.00
14518350	8-Mar	DEBBIE KELLY	0100	Mileage	\$ 89.32
14518351	8-Mar	KRISTEN BANKS	0100	Conference,Workshop,Sem.	\$ 432.62
14518352	8-Mar	SIU CHAN	1300	Materials And Supplies	\$ 50.00
14518353	8-Mar	RICKY MA	1300	Materials And Supplies	\$ 50.00
14518354	8-Mar	MICHELLE HORSLEY	0100	Materials And Supplies	\$ 75.99
14518356	8-Mar	KIMBERLY BRASWELL	0100	Mileage	\$ 100.74
14518357	8-Mar	LINDA JUNGE	0100	Materials And Supplies	\$ 570.32
14518358	8-Mar	LINDA JUNGE	0100	Mileage	\$ 128.30
14518359	8-Mar	AT&T	0100	Communications-Telephone	\$ 15.92
14518360	8-Mar	RICHARD AYALA	0100	Mileage	\$ 73.08
14518361	8-Mar	COX COMMUNICATIONS	0100	Communications-Telephone	\$ 389.10
14518362	8-Mar	MICHAEL COY	0100	Mileage	\$ 922.20
14518363	8-Mar	VICKI DE JESUS	0100	Conference,Workshop,Sem.	\$ 26.68
14518364	8-Mar	ERICKSON-HALL CONSTRUCTION CO	2139	New Construction	\$ 50,414.50
14518365	8-Mar	SCOTT FROESE	0100	Mileage	\$ 92.80
14518366	8-Mar	CAROLYN LEE	0100	Conference,Workshop,Sem.	\$ 26.68
14518367	8-Mar	MCCARTHY BUILDING COMPANY, INC	2139	New Construction	\$ 70,800.43
14518368	8-Mar	MUSIC MART	0100	Materials And Supplies	\$ 435.53
14518369	8-Mar	PROVO CANYON SCHOOL	0100	Mental Health Svcs	\$ 7,900.00
				Other Contr-N.P.S.	\$ 9,072.00
				Sub/Room & Board	\$ 16,037.00
14518370	8-Mar	SAN DIEGO CITY TREASURER	0100	Sewer Charges	\$ 262.16

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WARRANT REPORT FROM 02/25/19 THROUGH 03/22/19

WARRANT NBR	DATE	VENDOR	FUND	DESCRIPTION	AMOUNT
14518370	8-Mar	SAN DIEGO CITY TREASURER	0100	Water	\$ 488.43
14518371	8-Mar	SAN DIEGUITO WATER DISTRICT	0100	Water	\$ 5,641.17
14518372	8-Mar	DUDE SOLUTIONS, INC.	0100	Computer Licensing	\$ 15,762.36
14518373	8-Mar	TURF STAR INC	2519	Equipment	\$ 84,117.20
14519063	11-Mar	Leah Ryan-Sonnich	0100	Materials And Supplies	\$ 22.67
				Refreshments	\$ 240.90
14519064	11-Mar	Jacqueline Niddrie	0100	Materials And Supplies	\$ 168.09
14519065	11-Mar	LAUNDRY LADIES, INC.	0100	Other Serv.& Oper.Exp.	\$ 102.50
14519066	11-Mar	CURRIER & HUDSON	0100	Legal Expense	\$ -
				Legal Exp-Personnel	\$ 8,170.50
14519067	11-Mar	KELLY PAPER	0100	Duplicating Supplies	\$ 1,497.30
14519068	11-Mar	AMY R. HURST	0100	Mileage	\$ 91.64
14519069	11-Mar	GEORGE MONGE	0100	Mileage	\$ 110.66
14519070	11-Mar	Parminder Singh	0100	Mileage	\$ 119.25
14519071	11-Mar	Scott William Richards, Jr	0100	Mileage	\$ 64.79
14519072	11-Mar	KRISTIN LIKINS	1300	Food Service Sales Lcc	\$ 156.25
14519073	11-Mar	AMAZON CAPITAL SERVICES, INC.	0100	Books Other Than Textbooks	\$ 840.45
				Materials And Supplies	\$ 2,565.14
				Non-Capitalized Tech Equipment	\$ 2,184.33
14519074	11-Mar	AREY JONES ED SOLUTIONS	0100	Non-Capitalized Tech Equipment	\$ 18,937.80
14519075	11-Mar	CA DEPT OF EDUCATION	1300	Purchases Food	\$ 156.77
14519076	11-Mar	THE COLLEGE BOARD	0100	Materials And Supplies	\$ 5,244.00
14519077	11-Mar	EN POINTE TECHNOLOGIES SALES LLC	0100	Computer Licensing	\$ 38,121.00
14519078	11-Mar	KAREN GEASLIN	0100	Mileage	\$ 69.60
14519079	11-Mar	HOME DEPOT CREDIT SERVICES	0100	Bldg.-Repair Materials	\$ 1,786.64
				Materials And Supplies	\$ 435.77
14519080	11-Mar	INDIAN PRODUCT	0100	Materials And Supplies	\$ 742.50
14519081	11-Mar	JENNIFER MCCLUAN	0100	Mileage	\$ 48.14
14519082	11-Mar	RALPHS CUSTOMER CHARGES	0100	Materials And Supplies	\$ 200.95
				Refreshments	\$ 22.51
14519083	11-Mar	MARITZA SANTANDER	0100	Conference,Workshop,Sem.	\$ 77.72
14519084	11-Mar	SMART AND FINAL STORES CORP	0100	Materials And Supplies	\$ 522.53
14519085	11-Mar	AMERICAN EXPRESS	0100	Communications-Telephone	\$ 1,263.55
14519789	12-Mar	Stein Education Center	0100	Sub/Other Contr-Nps	\$ 4,651.92
14519790	12-Mar	Specialized Education of CA	0100	Other Contr-N.P.S.	\$ 6,270.66
				Sub/Other Contr-Nps	\$ 5,462.86
14519791	12-Mar	RICE UNIVERSITY	0100	Conference,Workshop,Sem.	\$ 890.00
14519792	12-Mar	Ro Health, Inc.	0100	Professional/Consult Svs	\$ 944.63
14519793	12-Mar	COAST MUSIC THERAPY INC	0100	Other Contr-N.P.A.	\$ 250.00
14519794	12-Mar	Fred Finch Youth Center	0100	Sub/Other Contr-Nps	\$ 11,283.30
14519795	12-Mar	NCTD	0100	Fees - Business, Admission,Etc	\$ 1,348.00
14519796	12-Mar	PACWEST AIR FILTER	0100	Bldg.-Repair Materials	\$ 137.42
14519797	12-Mar	VISTA HILL	0100	Sub/Mental Health Svcs	\$ 25,126.00
14519798	12-Mar	WINSTON SCHOOL OF SAN DIEGO	0100	Other Contr-N.P.S.	\$ 11,888.01
14520449	13-Mar	SOUL CHARTER SCHOOL	0100	Trfr To Cht Sch In Lieu Proptx	\$ 159,066.17
14520450	13-Mar	WANG, CHIH TING	0100	Instr.Aides-Tutors	\$ 466.83
14520451	13-Mar	Cathy Shope	0100	Conference,Workshop,Sem.	\$ 40.00
14520452	13-Mar	Lisa Boschma	0100	Mileage	\$ 95.64
14520453	13-Mar	RALPHS CUSTOMER CHARGES	0100	Materials And Supplies	\$ 10.15
14520454	13-Mar	CAROLINE ROBERTS	0100	Mileage	\$ 49.16
14520455	13-Mar	SAROYAN LUMBER	0100	Materials And Supplies	\$ 1,968.91
14520456	13-Mar	SMART AND FINAL STORES CORP	0100	Materials And Supplies	\$ 514.38
14520457	13-Mar	STAPLES ADVANTAGE	0100	Materials And Supplies	\$ 156.37
			1300	Office Supplies	\$ 200.10
14520458	13-Mar	DAYNE TSUDA	0100	Mileage	\$ 113.10
14520459	13-Mar	22ND DIST AGRICULTURAL ASSN	0100	Rents & Leases	\$ 18,180.50
14520460	13-Mar	UC Regents	0100	Conference,Workshop,Sem.	\$ 80.00
14520461	13-Mar	AMERICAN EXPRESS	0100	Repairs & Maintenance	\$ 14,641.54
14521228	14-Mar	CAST, Inc.	0100	Professional/Consult Svs	\$ 15,500.00
14521229	14-Mar	BERT'S OFFICE TRAILERS	2139	New Construction	\$ 144.39
14521230	14-Mar	BLUE COAST CONSULTING	2139	New Construction	\$ 27,104.00

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WARRANT REPORT FROM 02/25/19 THROUGH 03/22/19

WARRANT NBR	DATE	VENDOR	FUND	DESCRIPTION	AMOUNT
14521231	14-Mar	DIGITAL NETWORKS GROUP, INC.	2109	New Construction	\$ 10,876.18
14521232	14-Mar	ERICKSON-HALL CONSTRUCTION CO	2139	New Construction	\$ 123,892.00
14521233	14-Mar	ERICKSON-HALL CONSTRUCTION CO	0100	Improvements	\$ -
			2139	New Construction	\$ 424,140.64
14521234	14-Mar	ERICKSON-HALL CONSTRUCTION CO	2139	New Construction	\$ 17,100.00
14521235	14-Mar	ERICKSON-HALL CONSTRUCTION CO	2139	New Construction	\$ 1,373,926.21
14521236	14-Mar	NINYO & MOORE	2139	New Construction	\$ 8,865.50
14521237	14-Mar	Tina Peterson	0100	Materials And Supplies	\$ 190.00
14521238	14-Mar	ROESLING NAKAMURA	2139	New Construction	\$ 17,292.27
14521239	14-Mar	SAN DIEGO GAS & ELECTRIC CO	2139	New Construction	\$ 3,138.00
14521240	14-Mar	SAN DIEGUITO WATER DISTRICT	0100	Water	\$ 708.96
14521241	14-Mar	SAN DIEGUITO WATER DISTRICT	2139	New Construction	\$ 1,350.00
14521242	14-Mar	SAROYAN LUMBER	0100	Materials And Supplies	\$ 1,875.02
14521243	14-Mar	SUN DIEGO CHARTER COMPANY	0100	Subagreements For Services	\$ 10,055.97
14521244	14-Mar	TWINING, INC.	2139	New Construction	\$ 6,555.00
14521245	14-Mar	AMERICAN EXPRESS	0100	Non-Capitalized Equipment	\$ 3,085.96
14521246	14-Mar	CHERYL YOSHIDA	0100	Conference,Workshop,Sem.	\$ 91.04
14521738	15-Mar	HOFMAN PLANNING & ENGINEERING	2139	New Construction	\$ 1,402.50
14521739	15-Mar	DAVIS DEMOGRAPHICS & PLANNING	0100	Computer Licensing	\$ 1,000.00
			2519	Professional/Consult Svs	\$ 2,400.00
14521740	15-Mar	NO CTY STUDENT TRANSPORTATION	0100	Subagreements For Services	\$ 8,178.04
14521741	15-Mar	SAN DIEGO GAS & ELECTRIC CO	0100	Compressed Natrl Gas (Cng)	\$ 13.00
				Gas & Electric	\$ 161,268.67
14521742	15-Mar	SCHOLASTIC INC	0100	Materials And Supplies	\$ 215.85
14521743	15-Mar	SOCO GROUP, INC.	0100	Fuel	\$ 37,878.10
14522316	18-Mar	ANTHEM BLUE CROSS	6717	Retiree Vendor Pmts	\$ 27.92
14522317	18-Mar	VEBA KAISER	0100	Health & Welfare Benefits, cla	\$ 1,186.00
14522318	18-Mar	DELTA DENTAL INSURANCE CO.	0100	Health & Welfare Benefits, cla	\$ 190.64
14522319	18-Mar	FBC DENTAL	0100	Health & Welfare Benefits, cla	\$ 108.34
14522320	18-Mar	ANTHEM DENTAL	0100	Health & Welfare Benefits, cer	\$ 204.52
14522321	18-Mar	KAISER	0100	Health & Welfare Benefits, cer	\$ 2,052.60
14522322	18-Mar	MESVision	0100	Health & Welfare Benefits, cla	\$ 20.44
14522323	18-Mar	EMILY MORAN	0100	Conference,Workshop,Sem.	\$ 172.18
14522324	18-Mar	TIFFANY HAZLEWOOD	0100	Conference,Workshop,Sem.	\$ 608.41
14522325	18-Mar	BRIEAHNA WEATHERFORD	0100	Conference,Workshop,Sem.	\$ 27.43
14522326	18-Mar	PC & MAC EXCHANGE	0100	Non-Capitalized Tech Equipment	\$ 4,228.11
14522327	18-Mar	SITONE LANDSCAPE SUPPLY	0100	Grounds Materials	\$ 111.29
14522328	18-Mar	MARK MILLER	0100	Conference,Workshop,Sem.	\$ 216.00
14522329	18-Mar	Marley Nelms	1300	Conference,Workshop,Sem.	\$ 194.30
14522330	18-Mar	FLIBS	0100	Conference,Workshop,Sem.	\$ 925.00
14522331	18-Mar	Mike Ramirez	0100	Athletic Post-Season Travel	\$ 244.00
14522332	18-Mar	SSID #9974341980	0100	Mediation Settlements	\$ 900.00
14522333	18-Mar	ROBERT A. HALEY	0100	Mileage	\$ 143.26
14522334	18-Mar	NUTRIEN AG SOLUTIONS INC	0100	Grounds Materials	\$ 629.78
14522335	18-Mar	MASUDA, AMY	0100	Conference,Workshop,Sem.	\$ 47.54
14522336	18-Mar	PEREZ, ANTONIO	0100	Athletic Post-Season Travel	\$ 244.00
14522337	18-Mar	HANSEN, SCOTT	0100	Athletic Post-Season Travel	\$ 244.00
14522338	18-Mar	STRASSER, KRISTIN	0100	Conference,Workshop,Sem.	\$ 19.49
14522339	18-Mar	BALDWIN, WAYNE	0100	Conference,Workshop,Sem.	\$ 149.00
14522340	18-Mar	BERT'S OFFICE TRAILERS	2139	New Construction	\$ 300.62
14522341	18-Mar	JOY BISCHKE	0100	Mileage	\$ 170.52
14522342	18-Mar	DWAYNE BUTH	0100	Athletic Post-Season Travel	\$ 3,860.00
14522343	18-Mar	CA ASSN OF SCHOOL BUSINESS OFFICIALS	0100	Conference,Workshop,Sem.	\$ 255.00
14522344	18-Mar	CONSULTING & INSPECTION SVCS	2139	New Construction	\$ 35,616.00
14522345	18-Mar	CHERYL COOPER	0100	Mileage	\$ 74.24
14522346	18-Mar	CARA C. DOLNIK	0100	Conference,Workshop,Sem.	\$ 13.92
14522347	18-Mar	DEBRA CRUSE	0100	Mileage	\$ 45.24
14522348	18-Mar	ROBIN ETHERIDGE	0100	Conference,Workshop,Sem.	\$ 130.62
14522349	18-Mar	FREEMAN, KATHRYN	0100	Conference,Workshop,Sem.	\$ 564.38
14522350	18-Mar	HEATHER LUTZ	0100	Mileage	\$ 100.92
14522351	18-Mar	MOBILE MODULAR MANAGEMENT CORP	2139	New Construction	\$ 13,190.00

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WARRANT REPORT FROM 02/25/19 THROUGH 03/22/19

WARRANT NBR	DATE	VENDOR	FUND	DESCRIPTION	AMOUNT
14522352	18-Mar	OFFICE SOLUTIONS BUSINESS	0100	Materials And Supplies	\$ 47.41
14522353	18-Mar	OLIVENHAIN MUNICIPAL WATER DST	2139	New Construction	\$ 17,000.00
14522354	18-Mar	RALPHS CUSTOMER CHARGES	0100	Materials And Supplies	\$ 41.53
14522355	18-Mar	RASIX COMPUTER CENTER INC	0100	Materials And Supplies	\$ 37.98
14522356	18-Mar	CAROLINE ROBERTS	0100	Conference,Workshop,Sem.	\$ 262.23
14522357	18-Mar	MELISSA SAGE	0100	Conference,Workshop,Sem.	\$ 107.74
14522358	18-Mar	SAN DIEGO SCENIC TOURS, INC.	0100	Fld. Trips By Prv. Contr	\$ 2,850.79
				Subagreements For Services	\$ 25.61
14522359	18-Mar	ROBERT SHOCKNEY	0100	Conference,Workshop,Sem.	\$ 277.86
14522360	18-Mar	SMART AND FINAL STORES CORP	0100	Materials And Supplies	\$ 15.51
14522361	18-Mar	SUNDANCE STAGE LINES INC	0100	Subagreements For Services	\$ 1,307.45
14522362	18-Mar	SUN DIEGO CHARTER COMPANY	0100	Subagreements For Services	\$ 4,667.93
14522795	19-Mar	PATRICIA STOREY	0100	Materials And Supplies	\$ 29.12
14522796	19-Mar	Harbottle Law Group	0100	Legal Expense	\$ 3,962.42
14522797	19-Mar	BEACHSIDE MIRROR AND GLASS INC	0100	Repairs & Maintenance	\$ 642.00
14522798	19-Mar	HAMEL INTERIORS INC	0100	Materials And Supplies	\$ 338.05
			1300	Office Supplies	\$ 261.60
14522799	19-Mar	SSID #9139393361	0100	Pay In Lieu Of Transp>	\$ 1,220.30
14522800	19-Mar	DIGILENT, INC	0100	Materials And Supplies	\$ 882.67
14522801	19-Mar	QPI EDUCATION	0100	Conference,Workshop,Sem.	\$ 300.00
14522802	19-Mar	ANNA DOROTHY CHAPPELL	0100	Other Classified Salaries	\$ 1,613.97
14522803	19-Mar	AT&T	0100	Communications-Telephone	\$ 53.82
14522804	19-Mar	ADVANCED TOOLWARE, LLC	0100	Computer Licensing	\$ 7,564.24
14522805	19-Mar	ADVANTAGE PAYROLL SERVICES	0100	Other Serv.& Oper.Exp.	\$ 159.35
14522806	19-Mar	ATKINSON, ANDELSON, LOYA, RUUD & ROMO	0100	Conference,Workshop,Sem.	\$ 95.00
14522807	19-Mar	CDW GOVERNMENT	0100	Non-Capitalized Tech Equipment	\$ 3,893.20
14522808	19-Mar	TCG ADMINISTRATORS/CALSTRS	0100	Professional/Consult Svs	\$ 696.00
14522809	19-Mar	ERICKSON-HALL CONSTRUCTION CO	2139	New Construction	\$ 291,693.12
14522810	19-Mar	FEDEX	0100	Communications-Postage	\$ 37.80
14522811	19-Mar	GRAINGER	0100	Bldg.-Repair Materials	\$ 2,690.43
				Custodial Materials	\$ 932.93
14522813	19-Mar	MOBILE MODULAR MANAGEMENT CORP	2139	New Construction	\$ 554.90
14522814	19-Mar	LORI MUSEL	0100	Conference,Workshop,Sem.	\$ 180.28
14522815	19-Mar	MUSICK, PEELER & GARRETT LLP	0100	Legal Expense	\$ 5,073.00
14522816	19-Mar	NAPA AUTO PARTS	0100	Materials-Vehicle Parts	\$ 2,743.28
				Other Transport.Supplies	\$ 17.22
14522817	19-Mar	NCTD	0100	Fees - Business, Admission,Etc	\$ 1,325.00
14522818	19-Mar	OLIVENHAIN MUNICIPAL WATER DST	0100	Water	\$ 4,570.92
14522819	19-Mar	SANTA FE IRRIGATION DISTRICT	0100	Water	\$ 2,550.81
14522820	19-Mar	TWINING, INC.	2139	New Construction	\$ 2,185.00
14522821	19-Mar	AMERICAN EXPRESS	0100	Other Serv.& Oper.Exp.	\$ 1,649.63
				Rents & Leases	\$ 1,039.95
14523475	20-Mar	KELLY CASASSA	0100	Materials And Supplies	\$ 312.99
14523476	20-Mar	COSTCO CARMEL MTN RANCH	0100	Refreshments	\$ 64.89
14523477	20-Mar	Samantha Thacker	0100	Conference,Workshop,Sem.	\$ 22.04
14523478	20-Mar	SITONE LANDSCAPE SUPPLY	0100	Grounds Materials	\$ 28.61
14523479	20-Mar	MARK MILLER	0100	Mileage	\$ 358.54
14523480	20-Mar	MISSION VALLEY PIPE & SUPPLY INC	0100	Bldg.-Repair Materials	\$ 1,094.73
14523481	20-Mar	KELLY PAPER	0100	Aeries Supplies	\$ 50.36
				Duplicating Supplies	\$ 4,363.66
				Materials And Supplies	\$ 270.20
14523482	20-Mar	SSID #5154707632	0100	Mediation Settlements	\$ 8,580.00
14523483	20-Mar	ROBERT A. HALEY	0100	Conference,Workshop,Sem.	\$ 27.26
14523484	20-Mar	MARCIE HINTZ	0100	Professional/Consult Svs	\$ 1,000.00
14523485	20-Mar	MUNOZ, ERIKA	0100	Mileage	\$ 235.22
14523486	20-Mar	CECIL, RITA	0100	Mileage	\$ 22.62
14523487	20-Mar	CAMPBELL, DAWN	0100	Mileage	\$ 97.90
14523488	20-Mar	CA AGRI CONTROL INC	0100	Pest Control	\$ 700.00
14523489	20-Mar	CINGLETREE LEARNING	0100	Materials And Supplies	\$ 270.00
14523490	20-Mar	COSTCO CARLSBAD	0100	Materials And Supplies	\$ 172.27
14523491	20-Mar	KASEY GALIK	0100	Materials And Supplies	\$ 135.63

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WARRANT REPORT FROM 02/25/19 THROUGH 03/22/19

WARRANT NBR	DATE	VENDOR	FUND	DESCRIPTION	AMOUNT
14523492	20-Mar	LLOYD PEST CONTROL	1300	Other Serv.& Oper.Exp.	\$ 812.00
14523493	20-Mar	MISSION LINEN SUPPLY	0100	Other Serv.& Oper.Exp.	\$ 674.84
14523494	20-Mar	NO CTY STUDENT TRANSPORTATION	0100	Subagreements For Services	\$ 4,590.69
14523495	20-Mar	PROCURETECH	0100	Computer Supplies	\$ 345.34
				Non-Capitalized Tech Equipment	\$ 126.76
14523496	20-Mar	SAN DIEGO CITY TREASURER	0100	Sewer Charges	\$ 1,408.14
				Water	\$ 3,576.50
14523497	20-Mar	SAN DIEGO COUNTY OFFICE OF EDUCATION	0100	Advertising	\$ 125.00
14523498	20-Mar	SCHOOL SPECIALTY, INC.	0100	Materials And Supplies	\$ 137.26
14523499	20-Mar	RUSSELL SIGLER INC	0100	Bldg.-Repair Materials	\$ 1,206.17
14523500	20-Mar	STATE INDUSTRIAL PRODUCTS	0100	Other Serv.& Oper.Exp.	\$ 2,000.00
14523501	20-Mar	TWINING, INC.	2139	New Construction	\$ 8,090.00
14524136	21-Mar	THE FRUTH GROUP INC	0100	Rents & Leases	\$ 118.44
14524137	21-Mar	DIANA BRANDIN	0100	Professional/Consult Svs	\$ 1,860.00
14524138	21-Mar	BARBARA REUER	0100	Professional/Consult Svs	\$ 858.42
14524139	21-Mar	TAMARA REY	0100	Materials And Supplies	\$ 13.03
14524140	21-Mar	KELLY PAPER	0100	Duplicating Supplies	\$ 638.58
				Materials And Supplies	\$ 2.53
14524141	21-Mar	Cinnamon Hills	0100	Mental Health Svcs	\$ 1,646.88
				Other Contr-N.P.S.	\$ 2,245.92
				Sub/Room & Board	\$ 7,362.72
14524142	21-Mar	Ro Health, Inc.	0100	Professional/Consult Svs	\$ 1,235.48
14524143	21-Mar	CAMPISANO, CRISTINA	0100	Professional/Consult Svs	\$ 2,000.00
14524144	21-Mar	FILLMORE, CURTIS	0100	Professional/Consult Svs	\$ 2,000.00
14524145	21-Mar	MINNICK, MICHAEL	0100	Professional/Consult Svs	\$ 1,350.00
14524146	21-Mar	FRED BOBREK	1300	Food Service Sales Lcc	\$ 75.00
14524147	21-Mar	Dinah Walkins	1300	Food Service Sales Tp	\$ 50.00
14524148	21-Mar	ALPHAGRAPHICS SAN MARCOS & CARLSBAD	0100	Printing	\$ 684.23
14524149	21-Mar	COUNTY OF SAN DIEGO	0100	Fees - Business, Admission,Etc	\$ 937.00
14524150	21-Mar	AERIES SOFTWARE	0100	Conference,Workshop,Sem.	\$ 1,400.00
14524151	21-Mar	MELISSA HAIDER, MPT	0100	Professional/Consult Svs	\$ 3,760.50
14524152	21-Mar	MISSION FEDERAL CREDIT UNION	0100	Bldg.-Repair Materials	\$ 3,154.81
				Communications-Postage	\$ 50.00
				Materials And Supplies	\$ 3,722.59
				Rents & Leases	\$ 626.15
14524153	21-Mar	New Haven Youth & Family Services	0100	Other Contr-N.P.S.	\$ 2,364.96
14524154	21-Mar	PROCURETECH	0100	Computer Supplies	\$ 442.18
				Non-Capitalized Tech Equipment	\$ 624.00
14524155	21-Mar	PROVO CANYON SCHOOL	0100	Mental Health Svcs	\$ 4,900.00
				Other Contr-N.P.S.	\$ 5,022.00
				Room & Board	\$ 9,947.00
14524156	21-Mar	SAN DIEGO COUNTY OFFICE OF EDUCATION	0100	Printing	\$ 34.48
14524157	21-Mar	UC Regents	0100	Conference,Workshop,Sem.	\$ 40.00
14524158	21-Mar	WAXIE SANITARY SUPPLY	0100	Custodial Materials	\$ 541.72
14524159	21-Mar	WONG, CAROLYN	0100	Professional/Consult Svs	\$ 2,000.00
14524764	22-Mar	KELLY PAPER	0100	Duplicating Supplies	\$ 1,240.85
14524765	22-Mar	LUNCH ASSIST, INC.	1300	Other Serv.& Oper.Exp.	\$ 750.00
14524766	22-Mar	Dr. Adria O'Donnell	0100	Professional/Consult Svs	\$ 750.00
14524767	22-Mar	A1 GOLF CARS, INC	0100	Repairs & Maintenance	\$ 769.41
14524768	22-Mar	A1 GOLF CARS, INC	1300	Repairs & Maintenance	\$ 1,025.45
14524769	22-Mar	AREY JONES ED SOLUTIONS	0100	Non-Capitalized Tech Equipment	\$ 45,086.17
14524770	22-Mar	ATKINSON, ANDELSON, LOYA, RUUD & ROMO	0100	Legal Expense	\$ 3,014.81
14524771	22-Mar	B AND H PHOTO-VIDEO	0100	Materials And Supplies	\$ 130.00
				Non-Capitalized Tech Equipment	\$ 5,092.08
14524772	22-Mar	BLICK ART MATERIALS	0100	Materials And Supplies	\$ 2,429.00
14524773	22-Mar	CA DEPT OF EDUCATION	1300	Purchases Food	\$ 42.75
14524774	22-Mar	FREE FORM CLAY & SUPPLY	0100	Materials And Supplies	\$ 1,110.27
				Repairs & Maintenance	\$ 0.27
14524775	22-Mar	GOLD STAR FOODS	1300	Purchases Food	\$ 47,753.35
14524776	22-Mar	INST FOR EFFECTIVE EDUCATION	0100	Other Contr-N.P.S.	\$ 14,928.04
14524777	22-Mar	JERSEY MIKE'S SUBS 20172	0100	Refreshments	\$ 282.37

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WARRANT REPORT FROM 02/25/19 THROUGH 03/22/19

WARRANT NBR	DATE	VENDOR	FUND	DESCRIPTION	AMOUNT
14524778	22-Mar	OPTIMUM FLOORCARE	0100	Repairs & Maintenance	\$ 2,015.33
14524779	22-Mar	SHELL	1300	Fuel	\$ 169.74
14524780	22-Mar	SOL TRANSPORTATION, INC.	0100	Spec.Ed.Transportation	\$ 86,476.25
14524781	22-Mar	T E R I INC	0100	Sub/Other Contr-Nps	\$ 34,301.21
14524782	22-Mar	WAXIE SANITARY SUPPLY	0100	Custodial Materials	\$ 1,172.23
14524783	22-Mar	WESELOH CHEVROLET CO	0100	Materials-Vehicle Parts	\$ 293.10

Report Total \$ 6,521,561.07

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RCF REPORT FROM 02/25/19 THROUGH 03/22/19

CK NBR	DATE	NAME/VENDOR	DESCRIPTION	AMOUNT
11705	02/25/2019	CAROLYN WONG	PETTY CASH REIMBURSEMENT	47.55
11706	02/27/2019	Anthony Pavlovich	Payroll: January 2019	6,800.00
11707	02/28/2019	Suzanne Caillo Chodorow	Payroll: February 2019	1,375.00
11708	02/28/2019	Deborah J. Eddings	Payroll: February 2019	900.00
11709	03/11/2019	JAYA RUBINSTEIN	PETTY CASH REIMBURSEMENT	72.26
11710	03/11/2019	MARIANNE RATHER	PETTY CASH REIMBURSEMENT	71.86
11711	03/11/2019	SAN DIEGUITO UHSD	WORKABILITY, TPP, BANK FEE	1,614.41
11712	03/12/2019	CURTIS FILLMORE	PETTY CASH REIMBURSEMENT	58.22
11713	03/15/2019	ZACHARY PONDER	PETTY CASH REIMBURSEMENT	61.98
11714	03/15/2019	GINGER GOLDIE	IRS REFUND - SS WITHHOLDINGS	1,697.61

Report Total

12,698.89

San Dieguito Union High School District

INFORMATION REGARDING BOARD AGENDA ITEM

TO: BOARD OF TRUSTEES

DATE OF REPORT: March 22, 2019

BOARD MEETING DATE: April 4, 2019

PREPARED BY: Manuel Zapata, Director of Accountability and Special Programs
Bryan Marcus, Associate Superintendent/Educational Services

SUBMITTED BY: Robert A. Haley, Ed.D., Superintendent

SUBJECT: Approval of the Low Performing Students Block Grant

EXECUTIVE SUMMARY

The Low Performing Students Block Grant (LPSBG) provides funds for local educational agencies (LEAs) serving students identified as low-performing on state English language arts (ELA) or mathematics assessments, who are not otherwise identified for supplemental grant funding under the Local Control Funding Formula (LCFF), or eligible for special education services. These funds are designated to address the persistent achievement gap in California's public schools, and to provide resources and evidence-based practices to initiate and sustain authentic systemic change. This is a new state grant program established by Assembly Bill 1808 in June, 2018. Funding for the grant is allocated in the 2018-19 school year and is available for expenditure or encumbrance through the 2020-21 fiscal year.

As a condition of apportionment, SDUHSD will develop a plan describing how the funds will be used to increase or improve evidenced-based services for identified students to accelerate increases in academic achievement, and how the effectiveness of these services will be measured. The plan will include information regarding how the services align with, and are described in SDUHSD's Local Control Accountability Plan (LCAP).

Plan Goals and Objectives

SDUHSD will utilize the LPBG funds to work with school teams to evaluate our math curriculum, literacy programs, course placement practices for English, math, and intervention courses, as well as to refine and enhance our assessment practices in the classroom. SDUHSD will research and implement professional development for core content teachers on implementing the principles of Universal Design for Learning in all core content classes. We will also continue our work to evaluate and enhance our academic Multi-Tiered Systems of Support (MTSS) and our practices for identifying individual student learning needs.

Alignment with LCAP

SDUHSD LCAP Goal 1: Annual increase in student achievement for all students in English Language Arts and Math with focus on accelerating student learning outcomes for students performing below grade level. Planned actions and services for identified students will be included in the LCAP, and outcomes will be reviewed annually to identify and address achievement gaps. Additional details regarding specific actions and services will be included in the district's 2019-20 LCAP annual update which will be presented to the Board of Trustees for approval in June, 2019.

RECOMMENDATION:

It is recommended that the Board approve the Low Performing Students Block Grant.

FUNDING SOURCE:

N/A

San Dieguito Union High School District

INFORMATION REGARDING BOARD AGENDA ITEM

TO: BOARD OF TRUSTEES

DATE OF REPORT: March 19, 2019

BOARD MEETING DATE: April 4, 2019

PREPARED BY: Cindy Frazee,
Associate Superintendent, Human Resources

SUBMITTED BY: Robert A. Haley, Ed.D., Superintendent

SUBJECT: RESOLUTION DECLARING May 6-10,
2019, "TEACHER APPRECIATION
WEEK", AND MAY 7, 2019, "DAY OF
THE TEACHER"

EXECUTIVE SUMMARY

On behalf of nearly 620 certificated employees in the San Dieguito Union High School District, this is an opportunity to join other school boards nationwide to honor the important services of the districts' certificated employees by adopting a resolution declaring May 6-10, 2019, "Teacher Appreciation Week", and May 7, 2019, "Day of the Teacher". A resolution is attached for adoption by the Board of Trustees.

RECOMMENDATION:

It is recommended that the Board of Trustees adopt the Resolution declaring May 6-10, 2019, as "Teacher Appreciation Week", and May 7, 2019, as "Day of the Teacher", as shown in the attached supplement.

FUNDING SOURCE: N/A

Attachment

*San Dieguito Union High School District
Resolution
Teacher Appreciation Week, 2019*

Resolution

*Designating May 6-10, 2019 as Teacher Appreciation Week
And May 7, 2019, as Day of the Teacher*

WHEREAS, education is the most vital activity that we as a society undertake to ensure the well-being of the nation; and

WHEREAS, education is in large measure the result of the talent and commitment of teachers; and

WHEREAS, teaching is a profession characterized by skill, knowledge, discipline, tenacity and creativity in the delivery of instruction; and

WHEREAS, teachers are a source of caring, concern, counseling, empathy, warmth and love; and

WHEREAS, teachers deserve widespread recognition and gratitude for their performance; and

WHEREAS, teachers in the San Dieguito Union High School District have made a crucial difference in the lives of students in the District;

NOW, THEREFORE, BE IT RESOLVED that the San Dieguito Union High School District Board of Trustees joins with the California Parent Teacher Association in declaring May 6 – 10, 2019, "Teacher Appreciation Week", and May 7, 2019, "Day of the Teacher."

PASSED AND ADOPTED this 4th day of April, 2019, at the regular meeting of the Board of Trustees of the San Dieguito Union High School District.

Beth Hergesheimer, President

Maureen "Mo" Muir, Vice-President

Kristin Gibson, Clerk

Joyce Dalessandro, Trustee

Melisse Mossy, Trustee

San Dieguito Union High School District

INFORMATION REGARDING BOARD AGENDA ITEM

TO: BOARD OF TRUSTEES

DATE OF REPORT: March 19, 2019

BOARD MEETING DATE: April 4, 2019

PREPARED BY: Susan Dixon, Director of Classified Personnel
Cindy Frazee, Associate Superintendent, Human Resources

SUBMITTED BY: Robert A. Haley, Ed.D., Superintendent

SUBJECT: **ADOPTION OF RESOLUTION DECLARING MAY 19 - 25, 2019, "CLASSIFIED SCHOOL EMPLOYEES WEEK"**

EXECUTIVE SUMMARY

The California State Legislature adopted the third full week in May of each year as Classified School Employees Week by passage of SB 1552 (Campbell) in 1986.

Classified employees include administrative, clerical, custodial, nutrition service, instructional, grounds, maintenance, secretarial, technical, transportation, warehouse and many other workers in our District.

On behalf of the more than 400 classified employees in the San Dieguito Union High School District, this is an opportunity to join the State Legislature and other school boards to honor the important services the District receives from its Classified Service by adopting a resolution declaring the week of May 19-25, 2019 as Classified School Employees Week. A resolution is attached for your adoption.

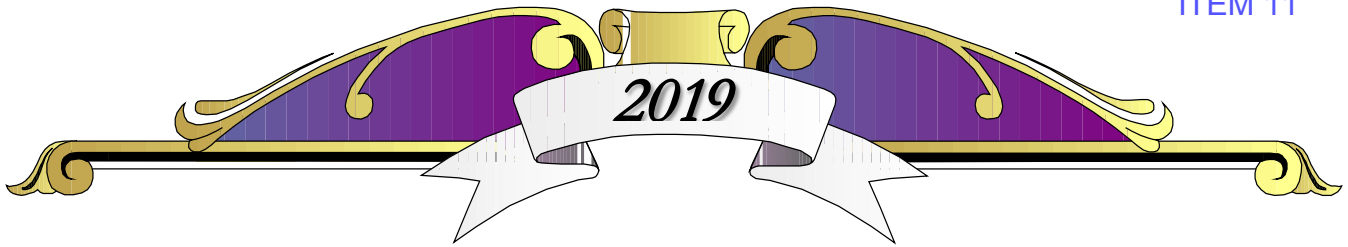
RECOMMENDATION:

It is recommended that the Board adopt the resolution declaring May 19-25, 2019, as "Classified School Employees Week", as shown in the attached supplement.

FUNDING SOURCE:

N/A

Attachment



SAN DIEGUITO UNION HIGH SCHOOL DISTRICT

RESOLUTION DESIGNATING MAY 19 – 25, 2019 AS
CLASSIFIED SCHOOL EMPLOYEES WEEK

WHEREAS, classified employees serve the people of the community through their work in the San Dieguito Union High School District; and

WHEREAS, classified employees continually assist the San Dieguito Union High School District in its commitment to provide quality educational programs and services to the children, youth and adults in the District; and

WHEREAS, classified employees, individually and collectively, set an exemplary standard of performance and commitment; and

WHEREAS, classified employees provide knowledge, skills, and expertise that are relied upon by staff throughout the organization:

NOW, THEREFORE, BE IT RESOLVED that the San Dieguito Union High School District Board of Trustees expresses its gratitude and commends all classified employees for their service to the San Dieguito Union High School District and joins the California State Legislature in designating the week of May 19 – 25, 2019 as “Classified School Employees Week.”

PASSED AND ADOPTED this 4th day of April 2019 at the regular meeting of the Board of Trustees of the San Dieguito Union High School District.

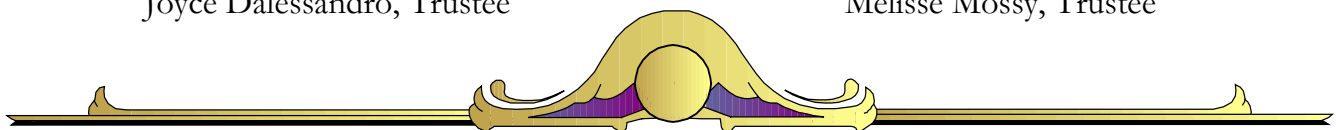
Beth Hergesheimer, President

Maureen “Mo” Muir, Vice-President

Kristin Gibson, Clerk

Joyce Dalessandro, Trustee

Melisse Mossy, Trustee



San Dieguito Union High School District

INFORMATION REGARDING BOARD AGENDA ITEM

TO: BOARD OF TRUSTEES

DATE OF REPORT: March 25, 2019

BOARD MEETING DATE: April 4, 2019

PREPARED & SUBMITTED BY: Robert A. Haley, Ed.D., Superintendent

SUBJECT: APPROVAL OF DELETION OF CURRENT BOARD POLICY SERIES 0000, PHILOSOPHY, GOALS, OBJECTIVES & COMPREHENSIVE PLANS; SERIES 1000, COMMUNITY RELATIONS; & SERIES 2000, ADMINISTRATION; AND REPLACE WITH ADOPTION OF REVISED BOARD POLICY SERIES 0000, 1000 & 2000

EXECUTIVE SUMMARY

San Dieguito Union High School District is a member of the California School Boards Association (CSBA). CSBA provides guidance and board policy templates for member districts. The SDUHSD Board Policy Series 0000-Philosophy, Goals, Objectives and Comprehensive Plans, Series 1000-Community Relations, and Series 2000-Administration were reviewed based on those templates and guidance. It is recommended that Board delete the current Board policies series and replace with adoption of the entire revised series 0000, 1000, and 2000, as presented. This action will remove the old policies and replace them with the new ones. The policies have, in some cases, been renumbered and retitled to be consistent with CSBA. Some of the policies in the Series are optional and of those some are not recommended for adoption. The polices are shown in an editing format consistent with CSBA guidance, red strikeouts denote deletions and red italics denote insertions.

RECOMMENDATION:

It is recommended that the Board:

- a. Approve deleting the current Board Policy Series 0000, Philosophy, Goals, Objectives and Comprehensive Plans, and replace with adoption of the revised Board Policy Series 0000, as shown in the attached supplement.

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- b. Approve deleting the current Board Policy Series 1000, Community Relations, and replace with adoption of the revised Board Policy Series 1000, as shown in the attached supplement.
- c. Approve deleting the current Board Policy Series 2000, Administration, and replace with adoption of the revised Board Policy Series 2000, as shown in the attached supplement.

FUNDING SOURCE:

N/A

Board Policy

Vision

BP 0000

Philosophy, Goals, Objectives and Comprehensive Plans

The Governing Board believes that a clearly stated purpose and direction for the district provide the foundation for continuous improvement and accountability. The Board shall adopt a long-range vision for district programs and activities that focuses on the achievement and well-being of all students and reflects the importance of preparing students for the future academically, professionally, and personally. The vision shall recognize the unique role of students, parents/guardians, staff, and community partners in contributing to a high-quality education for all students. The district's vision may be incorporated into its mission or purpose statement, philosophy or motto, long-term goals, short-term objectives, and comprehensive plans such as the local control and accountability plan (LCAP).

The Superintendent or designee shall recommend an appropriate process, with clearly defined procedures, timelines, and responsibilities, for establishing, reviewing, and updating the district's vision statements. This process shall include a review of relevant district documents and data including, but not limited to, information about student demographics, student achievement, current programs, and emerging educational issues. The process shall incorporate an analysis and identification of district strengths and areas in which growth is needed. Input shall be solicited from parents/guardians, students, staff, and community members through methods such as surveys, focus groups, advisory committees, and/or public meetings and forums.

The Board shall review the district's vision statements annually, in conjunction with the update to the LCAP, to ensure consistency among all documents that set direction for the district. Following these reviews, the Board may revise or reaffirm the direction it has established for the district.

The Superintendent or designee shall communicate the district's vision to staff, parents/guardians, and the community.

Board decisions regarding curriculum, policies, the budget, collective bargaining agreements, and other district operations shall be aligned with the district's vision. In addition, the Superintendent or designee shall ensure that staff's implementation of district programs and activities supports attainment of the district's vision.

The Superintendent or designee shall regularly report to the Board regarding district progress toward the vision.

Legal Reference:

EDUCATION CODE

52060-52077 Local control and accountability plan

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Management Resources:

CSBA PUBLICATIONS

The School Board Role in Creating the Conditions for Student Achievement: A Review of the Research, May 2017

Governing to Achieve: A Synthesis of Research on School Governance to Support Student Achievement, August 7, 2014

Defining Governance, Issue 4: Governance Decisions, Governance Brief, June 2014

Defining Governance, Issue 3: Governance Practices, Governance Brief, April 2014

WEB SITES

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

(2/98) 7/17

Board Policy

Philosophy

BP 0100

Philosophy, Goals, Objectives and Comprehensive Plans

In order to establish and support a guiding vision for the district, the Governing Board shall develop, articulate, and regularly review an overarching set of fundamental principles which describe the district's core beliefs, values, and tenets. The Board and district staff shall incorporate these principles into all programs, activities, and operations of the district.

It is the philosophy of the district that:

1. All students can learn and succeed.
2. Every student should have an opportunity to receive a quality education regardless of his/her social, cultural, or economic background.
3. Every student in the district has a right to be free from discrimination, harassment, intimidation, and bullying, as prohibited by law or district policy.
4. The future of our nation and community depends on students possessing the skills to be lifelong learners, collaborative and creative problem solvers, and effective, contributing members of a global and technologically advanced society.
5. Highly skilled and dedicated teachers and educational support staff have the capacity to guide students toward individual achievement and growth, and have a direct and powerful influence on student learning and life experiences.
6. A safe, nurturing environment and positive school climate are necessary for learning, academic achievement, and student development.
7. Parents/guardians have a right and an obligation to be engaged in their child's education and to be involved in the intellectual, physical, emotional, and social development and well-being of their child.
8. The needs of the whole child must be addressed, as the ability of children to learn is affected by social, health, and economic conditions and other factors outside the classroom.
9. Early identification of learning and behavioral difficulties and timely and appropriate support and intervention contribute to student success.
10. Students and staff are encouraged and motivated by high expectations and recognition for their accomplishments.

ITEM 12a

11. School improvement is a dynamic process requiring flexibility and innovation to meet the needs of students in a changing world.
12. Professional development for the Board and district staff is essential for the growth and success of the district and its students.
13. The diversity of the student body and school staff enriches the learning experience, promotes cultural awareness and acceptance, and serves as a model for citizenship in a global society.
14. A common set of norms and protocols is crucial to effective governance.
15. Communication, trust, respect, collaboration, and teamwork strengthen the relationship among Board members and between the Board and Superintendent, and contribute to the effectiveness of the governance team.
16. The community and district are inextricably connected partners, wherein the community's engagement in issues that impact the schools enhances the district's programs and student learning.
17. Two-way communication with all stakeholders is essential for establishing continuity, support, and shared goals both within the district and with the surrounding community.
18. The Board has a responsibility to advocate on behalf all students, keep current on legislative issues affecting education, and build positive relationships with local, state, and federal representatives.
19. A fiscally sound budget which is reflective of the district's vision is imperative to the financial stability of the district and to the attainment of its goals.
20. Responsibility for district programs and operations is shared by the entire educational community, with ultimate accountability resting with the Board as the basic embodiment of representative government.

Legal Reference:

EDUCATION CODE

51002 Local development of programs based on stated philosophy and goals

51019 Definition of philosophy

51100-51101 Parental involvement

Management Resources:

CSBA PUBLICATIONS

The School Board Role in Creating the Conditions for Student Achievement: A Review of the Research, May 2017

ITEM 12a

Governing to Achieve: A Synthesis of Research on School Governance to Support Student Achievement, August 7, 2014

Defining Governance, Issue 2: Governing Commitments, Governance Brief, February 2014

WEB SITES

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

National School Climate Center: <http://schoolclimate.org>

(11/86 2/98) 7/17

Board Policy

Goals For The School District

BP 0200

Philosophy, Goals, Objectives and Comprehensive Plans

As part of the Governing Board's responsibility to set direction for the school district, the Board shall adopt long-term goals focused on the achievement of all district students. The district's goals shall be aligned with the district's vision, mission, philosophy, and priorities.

In developing goals and identifying strategies to achieve those goals, the Board and Superintendent shall solicit input and review from key stakeholders. The Board shall also review and consider quantitative and/or qualitative data, including data disaggregated by student subgroup and school site, to ensure that district goals are aligned with student needs.

Goals shall be established for all students and each numerically significant subgroup as defined in Education Code 52052, which may include ethnic subgroups, socioeconomically disadvantaged students, English learners, students with disabilities, foster youth, and homeless students and shall address each of the state priorities identified in Education Code 52060 and any additional local priorities established by the Board. These goals shall be incorporated into the district's local control and accountability plan (LCAP).

The LCAP shall include a clear description of each goal, one or more of the state or local priorities addressed by the goal, any student subgroup(s) or school site(s) to which the goal is applicable, and expected progress toward meeting the goal for the term of the LCAP and in each year.

Each year the district's update to the LCAP shall review progress toward the goals and describe any changes to the goals.

In addition to the goals identified in the LCAP, and consistent with those goals, the district and each school site may establish goals for inclusion in another district or school plan or for any other purpose. Such goals may address the improvement of governance, leadership, fiscal integrity, facilities, community involvement and collaboration, student wellness and other conditions of children, and/or any other areas of district or school operations. As appropriate, each goal shall include benchmarks or short-term objectives that can be used to determine progress toward meeting the goal.

Legal Reference:

EDUCATION CODE

17002 State School Building Lease-Purchase Law, including definition of good repair

42238.01-42238.07 Local control funding formula

44258.9 County superintendent review of teacher assignment

51002 Local development of programs based on stated philosophy and goals

51020 Definition of goal

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51021 Definition of objective
51041 Evaluation of the educational program
51210 Course of study for grades 1-6
51220 Course of study for grades 7-12
52050-52077 Public Schools Accountability Act, especially:
52052 Accountability; numerically significant student subgroups
52060-52077 Local control and accountability plan
60119 Sufficiency of textbooks and instructional materials; hearing and resolution
64000-64001 Consolidated application process
UNITED STATES CODE, TITLE 20
6311 State plan
6312 Local educational agency plan

Management Resources:

CSBA PUBLICATIONS

State Priorities for Funding: The Need for Local Control and Accountability Plans, Fact Sheet,
August 2013

WEB SITES

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

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

(7/08 4/14) 10/15

Board Policy

Comprehensive Plans

BP 0400

Philosophy, Goals, Objectives and Comprehensive Plans

The Governing Board believes that careful planning is essential to effective implementation of district programs and policies. Comprehensive plans shall identify cohesive strategies for school improvement, provide stability in district operations, and be aligned to ensure consistency among district approaches for student academic growth and achievement.

Comprehensive plans adopted by the district shall include the local control and accountability plan (LCAP) and other plans required by law or determined by the Board to be in the best interest of the district. Such plans may describe anticipated short- and long-term needs, measurable outcomes, priorities, activities, available resources, timelines, staff responsibilities, and strategies for internal and external communications regarding the plan.

The process for developing comprehensive plans shall include broad participation of school and community representatives. Committees may, and when required by law shall, be appointed to assist in the development of such plans. District comprehensive plans are subject to review and approval by the Board.

School-level plans may be developed to meet the unique circumstances of individual school sites, provided that they are consistent with law, Board policies, district administrative regulations, the district vision, the LCAP, and other districtwide plans. School plans shall be subject to review and approval of the Superintendent or designee, except when law or Board policy requires Board approval of the plan.

Comprehensive plans shall be available to the public, and shall be reviewed and updated at regular intervals as specified within the plan or required by law.

Legal Reference:

EDUCATION CODE

32280-32289 School safety plans

35035 Powers and duties of the superintendent

35291 Rules (power of governing board)

39831.3 Transportation safety plan

52060-52077 Local control and accountability plan

56195-56195.10 Comprehensive local plans for special education

56205-56208 Requirements for special education plan

64001 Single school plan for student achievement, consolidated application programs

CODE OF REGULATIONS, TITLE 5

560 Civil defense and disaster preparedness plans

UNITED STATES CODE, TITLE 20

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6312 Local educational agency plan

Management Resources:

WEB SITES

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

(6/85 2/98) 10/17

Board Policy

Nondiscrimination In District Programs And Activities

BP 0410

Philosophy, Goals, Objectives and Comprehensive Plans

The Governing Board is committed to providing equal opportunity for all individuals in district programs and activities. District programs, activities, and practices shall be free from unlawful discrimination, including discrimination against an individual or group based on race, color, ancestry, nationality, national origin, immigration status, ethnic group identification, ethnicity, age, religion, marital status, pregnancy, parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, gender expression, or genetic information; a perception of one or more of such characteristics; or association with a person or group with one or more of these actual or perceived characteristics.

All individuals shall be treated equitably in the receipt of district and school services. Personally identifiable information collected in the implementation of any district program, including, but not limited to, student and family information for the free and reduced-price lunch program, transportation, or any other educational program, shall be used only for the purposes of the program, except when the Superintendent or designee authorizes its use for another purpose in accordance with law. Resources and data collected by the district shall not be used, directly or by others, to compile a list, registry, or database of individuals based on race, gender, sexual orientation, religion, ethnicity, national origin, or immigration status or any other category identified above.

District programs and activities shall be free of any racially derogatory or discriminatory school or athletic team names, mascots, or nicknames. The Superintendent or designee shall annually review district programs and activities to ensure the removal of any derogatory or discriminatory name, image, practice, or other barrier that may unlawfully prevent an individual or group in any of the protected categories stated above from accessing district programs and activities. He/she shall take prompt, reasonable actions to remove any identified barrier. The Superintendent or designee shall report his/her findings and recommendations to the Board after each review.

All allegations of unlawful discrimination in district programs and activities shall be investigated and resolved in accordance with the procedures specified in AR 1312.3 - Uniform Complaint Procedures.

Pursuant to 34 CFR 104.8 and 34 CFR 106.9, the Superintendent or designee shall notify students, parents/guardians, employees, employee organizations, applicants for admission and employment, and sources of referral for applicants about the district's policy on nondiscrimination and related complaint procedures. Such notification shall be included in the annual parental notification distributed pursuant to Education Code 48980 and, as applicable, in announcements, bulletins, catalogs, handbooks, application forms, or other materials distributed by the district. The notification shall also be posted on the district's web site and social media and in district schools and offices, including staff lounges, student government meeting rooms, and other prominent locations as appropriate.

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In addition, the annual parental notification shall inform parents/guardians of their children's right to a free public education regardless of immigration status or religious beliefs, including information on educational rights issued by the California Attorney General. Alternatively, such information may be provided through any other cost-effective means determined by the Superintendent or designee.

The district's nondiscrimination policy and related informational materials shall be published in a format that parents/guardians can understand. In addition, when 15 percent or more of a school's students speak a single primary language other than English, those materials shall be translated into that other language.

Access for Individuals with Disabilities

District programs and facilities, viewed in their entirety, shall be in compliance with the Americans with Disabilities Act (ADA) and any implementing standards and/or regulations. When structural changes to existing district facilities are needed to provide individuals with disabilities access to programs, services, activities, or facilities, the Superintendent or designee shall develop a transition plan that sets forth the steps for completing the changes.

The Superintendent or designee shall ensure that the district provides appropriate auxiliary aids and services when necessary to afford individuals with disabilities equal opportunity to participate in or enjoy the benefits of a service, program, or activity. These aids and services may include, but are not limited to, qualified interpreters or readers, assistive listening devices, assistive technologies or other modifications to increase accessibility to district and school web sites, notetakers, written materials, taped text, and Braille or large-print materials. Individuals with disabilities shall notify the Superintendent or principal if they have a disability that requires special assistance or services. Reasonable notification should be given prior to a school-sponsored function, program, or meeting.

~~The individual identified in AR 1312.3—Uniform Complaint Procedures~~ The Superintendent or Designee is identified as the employee responsible for coordinating the district's response to complaints and for complying with state federal civil rights laws is hereby designated as the district's ADA coordinator. He/she shall receive and address requests for accommodation submitted by individuals with disabilities, and shall investigate and resolve complaints regarding their access to district programs, services, activities, or facilities.

Superintendent or Designee
710 Encinitas Boulevard
Encinitas, CA 92024
(760) 753-6491
superintendent@sduhsd.net

Legal Reference:
EDUCATION CODE

ITEM 12a

200-262.4 Prohibition of discrimination

48980 Parental notifications

48985 Notices to parents in language other than English

51007 Legislative intent: state policy

GOVERNMENT CODE

8310.3 California Religious Freedom Act

11000 Definitions

11135 Nondiscrimination in programs or activities funded by state

12900-12996 Fair Employment and Housing Act

54953.2 Brown Act compliance with Americans with Disabilities Act

PENAL CODE

422.55 Definition of hate crime

422.6 Interference with constitutional right or privilege

CODE OF REGULATIONS, TITLE 5

4600-4670 Uniform complaint procedures

4900-4965 Nondiscrimination in elementary and secondary education programs

UNITED STATES CODE, TITLE 20

1400-1482 Individuals with Disabilities in Education Act

1681-1688 Discrimination based on sex or blindness, Title IX

2301-2414 Strengthening Career and Technical Education for the 21st Century Act

6311 State plans

6312 Local education agency plans

UNITED STATES CODE, TITLE 29

794 Section 504 of the Rehabilitation Act of 1973

UNITED STATES CODE, TITLE 42

2000d-2000d-7 Title VI, Civil Rights Act of 1964

2000e-2000e-17 Title VII, Civil Rights Act of 1964 as amended

2000h-2000h-6 Title IX

12101-12213 Americans with Disabilities Act

CODE OF FEDERAL REGULATIONS, TITLE 28

35.101-35.190 Americans with Disabilities Act

36.303 Auxiliary aids and services

CODE OF FEDERAL REGULATIONS, TITLE 34

100.1-100.13 Nondiscrimination in federal programs, effectuating Title VI

104.1-104.39 Section 504 of the Rehabilitation Act of 1973

106.1-106.61 Discrimination on the basis of sex, effectuating Title IX, especially:

106.9 Dissemination of policy

Management Resources:

CSBA PUBLICATIONS

Updated Legal Guidance: Protecting Transgender and Gender Nonconforming Students
Against Sex Discrimination, July 2016

CALIFORNIA OFFICE OF THE ATTORNEY GENERAL PUBLICATIONS

Promoting a Safe and Secure Learning Environment for All: Guidance and Model Policies to
Assist California's K-12 Schools in Responding to Immigration Issues, April 2018

CALIFORNIA DEPARTMENT OF FAIR EMPLOYMENT AND HOUSING PUBLICATIONS

ITEM 12a

California Law Prohibits Workplace Discrimination and Harassment

U.S. DEPARTMENT OF EDUCATION, OFFICE FOR CIVIL RIGHTS PUBLICATIONS

Examples of Policies and Emerging Practices for Supporting Transgender Students, May 2016

Dear Colleague Letter: Title IX Coordinators, April 2015

Dear Colleague Letter, May 26, 2011

Dear Colleague Letter: Harassment and Bullying, October 2010

Notice of Non-Discrimination, Fact Sheet, August 2010

Dear Colleague Letter: Electronic Book Readers, June 29, 2010

Nondiscrimination in Employment Practices in Education, August 1991

U.S. DEPARTMENT OF JUSTICE PUBLICATIONS

2010 ADA Standards for Accessible Design, September 2010

Accessibility of State and Local Government Websites to People with Disabilities, June 2003

WORLD WIDE WEB CONSORTIUM PUBLICATIONS

Web Content Accessibility Guidelines, December 2008

WEB SITES

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

California Office of the Attorney General: <http://oag.ca.gov>

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

California Department of Fair Employment and Housing: <http://www.dfeh.ca.gov>

Safe Schools Coalition: <http://www.casafeschools.org>

Pacific ADA Center: <http://www.adapacific.org>

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

U.S. Department of Justice, Civil Rights Division, Americans with Disabilities Act:

<http://www.ada.gov>

U.S. Equal Employment Opportunity Commission: <http://www.eeoc.gov>

World Wide Web Consortium, Web Accessibility Initiative: <http://www.w3.org/wai>

(2/14 10/16) 5/18

Board Policy

Equity

BP 0415

Philosophy, Goals, Objectives and Comprehensive Plans

Deleted/Not Included Optional Policy

Board Policy

School Plans/Site Councils

BP 0420

Philosophy, Goals, Objectives and Comprehensive Plans

Administrative Regulation

School Plans/Site Councils

AR 0420

Philosophy, Goals, Objectives and Comprehensive Plans

Deleted/Not Included Optional Policy and Administrative Regulation

Board Policy

Charter School Authorization

BP 0420.4

Philosophy, Goals, Objectives and Comprehensive Plans

Administrative Regulation

Charter School Authorization

AR 0420.4

Philosophy, Goals, Objectives and Comprehensive Plans

Deleted/Not Included Optional Policy and Administrative Regulation

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Board Policy
Charter School Oversight

BP 0420.41

Philosophy, Goals, Objectives and Comprehensive Plans

Deleted/Not Included Optional Policy

Board Policy

Charter School Renewal

BP 0420.42

Philosophy, Goals, Objectives and Comprehensive Plans

Deleted/Not Included Optional Policy

Board Policy

Charter School Revocation

BP 0420.43

Philosophy, Goals, Objectives and Comprehensive Plans

Deleted/Not Included Optional Policy

Board Policy

Comprehensive Local Plan For Special Education

BP 0430

Philosophy, Goals, Objectives and Comprehensive Plans

The Governing Board desires to provide a free appropriate public education to all individuals with disabilities, aged 3 to 21 years, who reside in the district, including children who have been suspended or expelled or placed by the district in a nonpublic, nonsectarian school.

Students shall be referred for special education instruction and services only after the resources of the regular education program have been considered, and where appropriate, utilized.

The special education local plan area (SELPA) shall administer a local plan and administer the allocation of funds.

In order to meet the needs of individuals with disabilities and employ staff with adequate expertise for this purpose, the district participates as a member of the SELPA.

The Superintendent or designee shall extend the district's full cooperation to the SELPA. The policies and procedures of the SELPA shall be applied as policies and regulations of this district, with the exception of those that apply to complaints, unless the SELPA plan specifically authorizes the district to operate under its own policies and regulations.

~~OPTION 2: (Single district SELPA)~~

~~In order to meet the needs of individuals with disabilities and employ staff with adequate expertise for this purpose, the district shall serve as a SELPA.~~

~~The Superintendent or designee shall develop a local plan for the education of individuals with disabilities residing in the district. The plan shall be approved by the Board.~~

Legal Reference:

EDUCATION CODE

56000-56001 Education for individuals with exceptional needs

56020-56035 Definitions

56040-56046 General provisions

56048-56050 Surrogate parents

56055 Foster parents

56060-56063 Substitute teachers

56170-56177 Children enrolled in private schools

56190-56194 Community advisory committees

56195-56195.10 Local plans

ITEM 12a

- 56205-56208 Local plan requirements
- 56213 Special education local plan areas with small or sparse populations
- 56240-56245 Staff development
- 56300-56385 Identification and referral, assessment, instructional planning
- 56440-56447.1 Programs for individuals between the ages of three and five years
- 56500-56508 Procedural safeguards, including due process rights
- 56520-56524 Behavioral interventions
- 56600-56606 Evaluation, audits and information
- 56836-56836.05 Administration of local plan
- GOVERNMENT CODE
- 7579.5 Surrogate parent, appointment, qualifications, liability
- 95000-95029 California Early Intervention Services Act
- WELFARE AND INSTITUTIONS CODE
- 361 Limitations on parental control
- 726 Limitations on parental control
- CODE OF REGULATIONS, TITLE 5
- 3000-3089 Regulations governing special education
- UNITED STATES CODE, TITLE 20
- 1400-1482 Individuals with Disabilities Education Act
- UNITED STATES CODE, TITLE 29
- 794 Rehabilitation Act of 1973, Section 504
- UNITED STATES CODE, TITLE 42
- 12101-12213 Americans with Disabilities Act
- CODE OF FEDERAL REGULATIONS, TITLE 34
- 99.10-99.22 Inspection, review and procedures for amending education records
- 104.1-104.39 Section 504 of the Rehabilitation Act of 1973
- 300.1-300.818 Assistance to states for the education of children with disabilities, including:
- 300.500-300.520 Due process procedures for parents and children
- 303.1-303.654 Early intervention program for infants and toddlers with disabilities

Management Resources:

WEB SITES

California Department of Education, Special Education: <http://www.cde.ca.gov/sp/se>

U.S. Department of Education, Office of Special Education Programs:

<http://www.ed.gov/about/offices/list/osers/osep>

(2/98 7/03) 11/06

Administrative Regulation

Comprehensive Local Plan For Special Education

AR 0430

Philosophy, Goals, Objectives and Comprehensive Plans

Definitions

Free appropriate public education (FAPE) means special education and related services that are provided at public expense, under public supervision and direction, and without charge; meet the standards of the California Department of Education, including the requirements of 34 CFR 300.1-300.818; include appropriate preschool, elementary school, or secondary school education for individuals between the ages of 3 and 21; and are provided in conformity with an individualized education program (IEP) that meets the requirements of 34 CFR 300.320-300.324.

FAPE applies to students who are suspended or expelled or placed by the district in a nonpublic, nonsectarian school.

Least restrictive environment means that, to the maximum extent appropriate, students with disabilities, including individuals in public or private institutions or other care facilities, be educated with individuals who are nondisabled, including the provision of nonacademic and extracurricular services and activities. Special classes, separate schooling, or other removal of students with disabilities from the regular educational environment occurs only if the nature or severity of the disability is such that education in the regular classes with the use of supplementary aids and services cannot be achieved satisfactorily.

Special education means specially designed instruction, provided at no cost to the parent/guardian, to meet the unique needs of individuals with disabilities including a full continuum of program options including instruction conducted in the classroom, in the home, in hospitals and institutions, and other settings, and instruction in physical education to meet the educational and service needs in the least restrictive environment.

Special education may include each of the following if the services otherwise meet the definition in the above paragraph:

1. Speech language pathology services, or any other designated instruction and service or related service, pursuant to Education Code 56363, if the service is considered special education rather than designated instruction and service or related service under state standards
2. Travel training
3. Career technical education
4. Transition services for students with disabilities in accordance with 34 CFR 300.43 if provided as specially designed instruction, or a related service, if required to assist a student with

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disabilities to benefit from special education

Specially designed instruction means adapting the content, methodology, or delivery of instruction to address the unique needs of the student that result from the student's disability and to ensure access of the student to the general curriculum, so that the student can meet the educational standards that apply to all students in the district.

Surrogate parent means an individual assigned to act as a surrogate for the parent/guardian. The surrogate may represent an individual with disabilities in matters relating to identification, assessment, instructional planning and development, educational placement, reviewing and revising the IEP, and in other matters relating to the provision of FAPE to the individual with disability.

Elements of the Local Plan

The local plan developed by the special education local plan area (SELPA) shall include, but not be limited to, the following:

1. Assurances that policies, procedures, and programs, consistent with state law, regulation, and policy, are in effect as specified in Education Code 56205(a)(1-22) and in conformity with 20 USC 1412(a), 20 USC 1413(a)(1), and 34 CFR 300.201
2. An annual budget plan and annual service plan adopted at a public hearing held by the SELPA
3. A description of programs for early childhood special education from birth through five years of age
4. A description of the method by which members of the public, including parents/guardians of individuals with disabilities who are receiving services under the plan, may address questions or concerns pursuant to Education Code 56205
5. A description of a dispute resolution process
6. Verification that the plan has been reviewed by the community advisory committee in accordance with Education Code 56205
7. A description of the process being utilized to refer students for special education instruction pursuant to Education Code 56303
8. A description of the process being utilized to oversee and evaluate placements in nonpublic, nonsectarian schools and the method for ensuring that all requirements of each student's IEP are being met
9. A description of how specialized equipment and services will be distributed within the local plan area in a manner that minimizes the necessity to serve students in isolated sites and

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maximizes the opportunities to serve students in the least restrictive environment

The local plan, annual budget plan, and annual service plan shall be written in language that is understandable to the general public.

Each entity providing special education shall adopt policies for the programs and services it operates, consistent with agreements adopted pursuant to Education Code 56195.1 and 56195.7.

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Board Policy

District Technology Plan

BP 0440

Philosophy, Goals, Objectives and Comprehensive Plans

Administrative Regulation

District Technology Plan

AR 0440

Philosophy, Goals, Objectives and Comprehensive Plans

Deleted/Not Included Optional Policy and Administrative Regulation

Board Policy

Comprehensive Safety Plan

BP 0450

Philosophy, Goals, Objectives and Comprehensive Plans

The Governing Board recognizes that students and staff have the right to a safe and secure campus where they are free from physical and psychological harm. The Board is fully committed to maximizing school safety and to creating a positive learning environment that includes strategies for violence prevention and high expectations for student conduct, responsible behavior, and respect for others.

The school site council at each district school shall develop a comprehensive school safety plan relevant to the needs and resources of that particular school. New school campuses shall develop a safety plan within one year of initiating operations.

The school safety plan shall take into account the school's staffing, available resources, and building design, as well as other factors unique to the site.

~~OPTION 2: (Districts with 2,500 or less ADA that choose to develop a districtwide plan)~~

~~The Superintendent or designee shall oversee the development of a districtwide comprehensive safety plan that is applicable to each school site. (Education Code 32281)~~

The comprehensive safety plan(s) shall be reviewed and updated by March 1 of each year and forwarded to the ~~Board~~ *District* for approval.

The Board shall *periodically* review the comprehensive safety plan(s) in order to ensure compliance with state law, Board policy, and administrative regulation. ~~and shall approve the plan(s) at a regularly scheduled meeting.~~

By October 15 of each year, the Superintendent or designee shall notify the California Department of Education of any schools that have not complied with the requirements of Education Code 32281.

Tactical Response Plan

Notwithstanding the process described above, any portion of a comprehensive safety plan that addresses tactical responses to criminal incidents that may result in death or serious bodily injury at the school site, including steps to be taken to safeguard students and staff, secure the affected school premises, and apprehend the criminal perpetrator(s), shall be developed by district administrators in accordance with Education Code 32281. In developing such strategies, district administrators shall consult with law enforcement officials and with representative(s) of employee bargaining unit(s), if they choose to participate.

~~When reviewing the tactical response plan, the Board may meet in closed session to confer with-~~

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~~law enforcement officials, provided that any vote to approve the tactical response plan is announced in open session following the closed session. (Education Code 32281)~~

Access to Safety Plan(s)

The Superintendent or designee shall ensure that an updated file of all safety-related plans and materials is readily available for inspection by the public.

However, those portions of the comprehensive safety plan that include tactical responses to criminal incidents shall not be publicly disclosed.

The Superintendent or designee shall share the comprehensive safety plans and any updates to the plans with local law enforcement, the local fire department, and other first responder entities.

Legal Reference:

EDUCATION CODE

200-262.4 Prohibition of discrimination

32260-32262 Interagency School Safety Demonstration Act of 1985

32270 School safety cadre

32280-32289 School safety plans

32290 Safety devices

35147 School site councils and advisory committees

35183 School dress code; uniforms

35291 Rules

35291.5 School-adopted discipline rules

41020 Annual audits

48900-48927 Suspension and expulsion

48950 Speech and other communication

49079 Notification to teacher; student act constituting grounds for suspension or expulsion

67381 Violent crime

GOVERNMENT CODE

54957 Closed session meetings for threats to security

PENAL CODE

422.55 Definition of hate crime

626.8 Disruptions

11164-11174.3 Child Abuse and Neglect Reporting Act

CALIFORNIA CONSTITUTION

Article 1, Section 28(c) Right to Safe Schools

CODE OF REGULATIONS, TITLE 5

11987-11987.7 School Community Violence Prevention Program requirements

11992-11993 Definition, persistently dangerous schools

UNITED STATES CODE, TITLE 20

7111-7122 Student Support and Academic Enrichment Grants

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7912 Transfers from persistently dangerous schools
UNITED STATES CODE, TITLE 42
12101-12213 Americans with Disabilities Act

Management Resources:

CSBA PUBLICATIONS

Updated Legal Guidance: Protecting Transgender and Gender Nonconforming Students
Against Sex Discrimination, July 2016

Providing a Safe, Nondiscriminatory School Environment for Transgender and Gender-
Nonconforming Students, Policy Brief, February 2014

Safe Schools: Strategies for Governing Boards to Ensure Student Success, rev. 2011

Community Schools: Partnerships Supporting Students, Families and Communities, Policy
Brief, October 2010

Cyberbullying: Policy Considerations for Boards, Policy Brief, July 2010

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

Safe Schools: A Planning Guide for Action, 2002

FEDERAL BUREAU OF INVESTIGATION PUBLICATIONS

Uniform Crime Reporting Handbook, 2004

U.S. DEPARTMENT OF EDUCATION PUBLICATIONS

Practical Information on Crisis Planning: A Guide for Schools and Communities, January 2007

U.S. SECRET SERVICE AND U.S. DEPARTMENT OF EDUCATION PUBLICATIONS

Threat Assessment in Schools: A Guide to Managing Threatening Situations and to Creating
Safe School Climates, 2004

WEB SITES

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

California Department of Education, Safe Schools: <http://www.cde.ca.gov/ls/ss>

California Governor's Office of Emergency Services: <http://www.caloes.ca.gov>

California Healthy Kids Survey: <http://chks.wested.org>

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

Federal Bureau of Investigation: <http://www.fbi.gov>

National Center for Crisis Management: <http://www.schoolcrisisresponse.com>

National School Safety Center: <http://www.schoolsafety.us>

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

U.S. Secret Service, National Threat Assessment Center:

<http://www.secretservice.gov/protection/ntac>

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Administrative Regulation

Comprehensive Safety Plan

AR 0450

Philosophy, Goals, Objectives and Comprehensive Plans

Development and Review of Comprehensive School Safety Plan

Deleted/Not Included Optional Administrative Regulation

Board Policy

Local Control And Accountability Plan

BP 0460

Philosophy, Goals, Objectives and Comprehensive Plans

The Governing Board desires to ensure the most effective use of available funding to improve outcomes for all students. A comprehensive, data-driven planning process shall be used to identify annual goals and specific actions which are aligned with the district budget and facilitate continuous improvement of district practices.

The Board shall adopt a districtwide local control and accountability plan (LCAP), based on the template adopted by the State Board of Education (SBE), that addresses the state priorities in Education Code 52060 and any local priorities adopted by the Board. The LCAP shall be updated on or before July 1 of each year and, like the district budget, shall cover the next fiscal year and two subsequent fiscal years.

The LCAP shall focus on improving outcomes for all students, particularly those who are "unduplicated students" or are part of any numerically significant student subgroup that is at risk of or is underperforming.

Unduplicated students include students who are eligible for free or reduced-price meals, English learners, and foster youth, as defined in Education Code 42238.01 for purposes of the local control funding formula (LCFF).

Numerically significant student subgroups include ethnic subgroups, socioeconomically disadvantaged students, English learners, students with disabilities, foster youth, and homeless students, when there are at least 30 students in the subgroup or at least 15 foster youth or homeless students.

The Superintendent or designee shall review the school plan for student achievement (SPSA) submitted by each district school pursuant to Education Code 64001 to ensure that the specific actions included in the LCAP are consistent with strategies included in the SPSA.

The LCAP shall also be aligned with other district and school plans to the extent possible in order to minimize duplication of effort and provide clear direction for program implementation.

As part of the LCAP adoption and annual update to the LCAP, the Board shall separately adopt an LCFF budget overview for parents/guardians, based on the template developed by the SBE, which includes specified information relating to the district's budget. The budget overview shall be adopted, reviewed, and approved in the same manner as the LCAP and the annual update.

Any complaint that the district has not complied with legal requirements pertaining to the LCAP may be filed pursuant to AR 1312.3 - Uniform Complaint Procedures.

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Plan Development

The Superintendent or designee shall gather data and information needed for effective and meaningful plan development and present it to the Board and community. Such data and information shall include, but not be limited to, data regarding the number of students in student subgroups, disaggregated data on student achievement levels, and information about current programs and expenditures.

The Board shall consult with teachers, principals, administrators, other school personnel, employee bargaining units, parents/guardians, and students in developing the LCAP. Consultation with students shall enable unduplicated students and other numerically significant student subgroups to review and comment on LCAP development and may include surveys of students, student forums, student advisory committees, and/or meetings with student government bodies or other groups representing students.

Public Review and Input

The Board shall establish a parent advisory committee to review and comment on the LCAP. The committee shall be composed of a majority of parents/guardians and shall include parents/guardians of unduplicated students as defined above.

Whenever district enrollment includes at least 15 percent English learners, with at least 50 students who are English learners, the Board shall establish an English learner parent advisory committee composed of a majority of parents/guardians of English learners to review and comment on the LCAP.

The Superintendent or designee shall present the LCAP to the committee(s) before it is submitted to the Board for adoption, and shall respond in writing to comments received from the committee(s).

The Superintendent or designee shall notify members of the public of the opportunity to submit written comments regarding the specific actions and expenditures proposed to be included in the LCAP. The notification shall be provided using the most efficient method of notification possible, which may not necessarily include producing printed notices or sending notices by mail. All written notifications related to the LCAP shall be provided in the primary language of parents/guardians when required by Education Code 48985.

As part of the parent/guardian and community engagement process, the district shall solicit input on effective and appropriate instructional methods, including, but not limited to, establishing language acquisition programs to enable all students, including English learners and native English speakers, to have access to the core academic content standards and to become proficient in English.

The Superintendent or designee shall consult with the administrator(s) of the special education local plan area of which the district is a member to ensure that specific actions for students with

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disabilities are included in the LCAP and are consistent with strategies included in the annual assurances support plan for the education of students with disabilities.

The Board shall hold at least one public hearing to solicit the recommendations and comments of members of the public regarding the specific actions and expenditures proposed to be included in the LCAP. The public hearing shall be held at the same meeting as the budget hearing required pursuant to Education Code 42127 and AR 3100 - Budget.

Adoption of the Plan

The Board shall adopt the LCAP prior to adopting the district budget, but at the same public meeting. This meeting shall be held after the public hearing described above, but not on the same day as the hearing.

The Board may adopt revisions to the LCAP at any time during the period in which the plan is in effect, provided the Board follows the process to adopt the LCAP pursuant to Education Code 52062 and the revisions are adopted in a public meeting.

Submission of Plan to County Superintendent of Schools

Not later than five days after adoption of the LCAP, the district budget, and the budget overview for parents/guardians, the Board shall file the LCAP, the budget, and the budget overview with the County Superintendent of Schools.

If the County Superintendent sends, by August 15, a written request for clarification of the contents of the LCAP, the Board shall respond in writing within 15 days of the request. If the County Superintendent then submits recommendations for amendments to the LCAP within 15 days of receiving the Board's response, the Board shall consider those recommendations in a public meeting within 15 days of receiving the recommendations.

If the County Superintendent does not approve the district's LCAP, the Board shall accept technical assistance from the County Superintendent focused on revising the plan so that it can be approved.

Monitoring Progress

The Superintendent or designee shall report to the Board, at least annually in accordance with the timeline and indicators established by the Superintendent and the Board, regarding the district's progress toward attaining each goal identified in the LCAP. Evaluation shall include, but not be limited to, an assessment of district and school performance reported on the California School Dashboard. Evaluation data shall be used to recommend any necessary revisions to the LCAP.

Technical Assistance/Intervention

At its discretion, the Board may submit a request to the County Superintendent for technical

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assistance, including, but not limited to:

1. Assistance in identifying district strengths and weaknesses in regard to state priorities, which includes the review of performance data on the state and local indicators included in the Dashboard and other relevant local data, and in identifying effective, evidence-based programs or practices that address any areas of weakness.
2. Assistance from an academic, programmatic, or fiscal expert, or team of experts, in identifying and implementing effective programs and practices that are designed to improve performance in any identified areas of weakness. The district may engage other service providers, including, but not limited to, other school districts, county offices of education, or charter schools, to provide such assistance.

In the event that the County Superintendent requires the district to receive technical assistance based on one or more numerically significant student subgroups meeting the criteria established pursuant Education Code 52064.5, the Board shall work with the County Superintendent, or another service provider at district expense, and shall provide the County Superintendent timely documentation of the district's completion of the activities listed in items #1-2 above or substantially similar activities.

If referred to the California Collaborative for Educational Excellence by either the County Superintendent or the Superintendent of Public Instruction (SPI), the district shall implement the recommendations of that agency in order to accomplish the goals set forth in the district's LCAP.

If the SPI identifies the district as needing intervention, the district shall cooperate with any action taken by the SPI or any academic advisor appointed by the SPI, which may include one or more of the following:

1. Revision of the district's LCAP
2. Revision of the district's budget in accordance with changes in the LCAP
3. A determination to stay or rescind any district action that would prevent the district from improving outcomes for all student subgroups, provided that action is not required by a collective bargaining agreement

Legal Reference:

EDUCATION CODE

305-306 English language education

17002 State School Building Lease-Purchase Law, including definition of good repair

33430-33436 Learning Communities for School Success Program; grants for LCAP implementation

41020 Audits

41320-41322 Emergency apportionments

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42127 Public hearing on budget adoption
42238.01-42238.07 Local control funding formula
44258.9 County superintendent review of teacher assignment
48985 Parental notices in languages other than English
51210 Course of study for grades 1-6
51220 Course of study for grades 7-12
52052 Numerically significant student subgroups
52059.5 Statewide system of support
52060-52077 Local control and accountability plan
52302 Regional occupational centers and programs
52372.5 Linked learning program
54692 Partnership academies
60119 Sufficiency of textbooks and instructional materials; hearing and resolution
60605.8 California Assessment of Academic Achievement; Academic Content Standards Commission
64001 Single plan for student achievement
99300-99301 Early Assessment Program
WELFARE AND INSTITUTIONS CODE
300 Dependent child of the court
CODE OF REGULATIONS, TITLE 5
15494-15497 Local control and accountability plan and spending requirements
UNITED STATES CODE, TITLE 20
6312 Local educational agency plan
6826 Title III funds, local plans

Management Resources:

CSBA PUBLICATIONS

The California School Dashboard and Small Districts, October 2018

Promising Practices for Developing and Implementing LCAPs, Governance Brief, November 2016

LCFF Rubrics, Issue 1: What Boards Need to Know About the New Rubrics, Governance Brief, rev. October 2016

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

California School Accounting Manual

California School Dashboard

LCFF Frequently Asked Questions

Local Control and Accountability Plan and Annual Update (LCAP) Template

Family Engagement Framework: A Tool for California School Districts, 2014

California Career Technical Education Model Curriculum Standards, 2013

California Common Core State Standards: English Language Arts and Literacy in History/Social Studies, Science, and Technical Subjects, rev. 2013

California Common Core State Standards: Mathematics, rev. 2013

California English Language Development Standards, 2012

WEB SITES

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

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

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California School Dashboard: <http://www.caschooldashboard.org>

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Administrative Regulation

Local Control And Accountability Plan

AR 0460

Philosophy, Goals, Objectives and Comprehensive Plans

Goals and Actions Addressing State and Local Priorities

The district's local control and accountability plan (LCAP) and annual updates shall include, for the district and each district school:

1. A description of the annual goals established for all students and for each numerically significant subgroup as defined in Education Code 52052, including ethnic subgroups, socioeconomically disadvantaged students, English learners, students with disabilities, foster youth, and homeless students. The LCAP shall identify goals for each of the following state priorities:
 - a. The degree to which district teachers are appropriately assigned in accordance with Education Code 44258.9 and fully credentialed in the subject areas and for the students they are teaching; every district student has sufficient access to standards-aligned instructional materials as determined pursuant to Education Code 60119; and school facilities are maintained in good repair as specified in Education Code 17002
 - b. Implementation of the academic content and performance standards adopted by the State Board of Education (SBE), including how the programs and services will enable English learners to access the Common Core State Standards and the English language development standards for purposes of gaining academic content knowledge and English language proficiency
 - c. Parent/guardian involvement and family engagement, including efforts the district makes to seek parent/guardian input in district and school site decision making and how the district will promote parent/guardian participation in programs for unduplicated students, as defined in Education Code 42238.02 and Board policy, and students with disabilities
 - d. Student achievement, as measured by all of the following as applicable:
 - (1) Statewide assessments of student achievement
 - (2) The percentage of students who have successfully completed courses that satisfy the requirements for entrance to the University of California and the California State University, or career technical education sequences or programs of study that align with SBE-approved career technical education standards and frameworks, including, but not limited to, those described in Education Code 52302, 52372.5, or 54692
 - (3) The percentage of English learners who make progress toward English proficiency as measured by the SBE-certified assessment of English proficiency

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- (4) The English learner reclassification rate
- (5) The percentage of students who have passed an Advanced Placement examination with a score of 3 or higher
- (6) The percentage of students who demonstrate college preparedness in the Early Assessment Program pursuant to Education Code 99300-99301
 - e. Student engagement, as measured by school attendance rates, chronic absenteeism rates, middle school dropout rates, high school dropout rates, and high school graduation rates, as applicable
 - f. School climate, as measured by student suspension and expulsion rates and other local measures, including surveys of students, parents/guardians, and teachers on the sense of safety and school connectedness, as applicable
 - g. The extent to which students have access to and are enrolled in a broad course of study that includes all of the subject areas described in Education Code 51210 and 51220, as applicable, including the programs and services developed and provided to unduplicated students and students with disabilities, and the programs and services that are provided to benefit these students as a result of supplemental and concentration grant funding pursuant to Education Code 42238.02 and 42238.03
 - h. Student outcomes, if available, in the subject areas described in Education Code 51210 and 51220, as applicable
2. Any goals identified for any local priorities established by the Board.
3. A description of the specific actions the district will take during each year of the LCAP to achieve the identified goals, including the enumeration of any specific actions necessary for that year to correct any deficiencies in regard to the state and local priorities specified in items #1-2 above. Such actions shall not supersede provisions of existing collective bargaining agreements within the district.

For purposes of the descriptions required by items #1-3 above, the Board may consider qualitative information, including, but not limited to, findings that result from any school quality review conducted pursuant to Education Code 52052 or any other reviews.

For any local priorities addressed in the LCAP, the Board and Superintendent or designee shall identify and include in the LCAP the method for measuring the district's progress toward achieving those goals.

To the extent practicable, data reported in the LCAP shall be reported in a manner consistent with how information is reported on the California School Dashboard.

Increase or Improvement in Services for Unduplicated Students

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The LCAP shall demonstrate how the district will increase or improve services for unduplicated students at least in proportion to the increase in funds apportioned on the basis of the number and concentration of unduplicated students.

When the district expends supplemental and/or concentration grant funds on a districtwide or schoolwide basis during the year for which the LCAP is adopted, the district's LCAP shall:

1. Identify those services that are being funded and provided on a districtwide or schoolwide basis
2. Describe how such services are principally directed towards, and are effective in, meeting the district's goals for unduplicated students in the state priority areas and any local priority areas
3. If the enrollment of unduplicated students is less than 55 percent of district enrollment or less than 40 percent of school enrollment, describe how these services are the most effective use of the funds to meet the district's goals for its unduplicated students in the state priority areas and any local priority areas. The description shall provide the basis for this determination, including, but not limited to, any alternatives considered and any supporting research, experiences, or educational theory.

Availability of the Plan

The Superintendent or designee shall prominently post the LCAP, any updates or revisions to the LCAP, and the LCFF budget overview for parents/guardians on the homepage of the district's web site.

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Board Policy

Accountability

BP 0500

Philosophy, Goals, Objectives and Comprehensive Plans

The Governing Board recognizes its responsibility to ensure accountability to the public for the performance of the district and each district school. The Board shall regularly review the effectiveness of district programs, personnel, and fiscal operations, with a focus on the capacity to improve student achievement. The Board shall establish appropriate processes and measures to monitor results and to evaluate progress toward accomplishing the district's vision and goals set forth in the local control and accountability plan (LCAP).

District and school performance shall be annually evaluated based on multiple measures specified in the California Accountability and Continuous Improvement System as reported on the California School Dashboard.

The district's alternative schools serving high-risk student populations, including continuation high schools, opportunity schools, community day schools, and nonpublic, nonsectarian schools pursuant to Education Code 56366, shall be subject to an alternative accountability system established by the Superintendent of Public Instruction.

The district and each district school shall demonstrate comparable improvement in academic achievement for all numerically significant student subgroups. Numerically significant subgroups include ethnic subgroups, socioeconomically disadvantaged students, English learners, students with disabilities, foster youth, and homeless students, when the subgroup consists of at least 30 students with a valid test score or 15 foster youth or homeless students.

The Superintendent shall provide regular reports to the Board and the public regarding district and school performance. Opportunities for feedback from students, parents/guardians, staff, and community members shall be made available as part of any review and evaluation of district programs and operations and as part of the development or annual update of the LCAP.

Evaluation results may be used as a basis for revising district or school goals, updating the LCAP or other comprehensive plans, identifying and developing strategies to address disparities in achievement among student subgroups, implementing programmatic changes, determining the need for additional support and assistance, awarding incentives or rewards, and establishing other performance-based consequences.

Legal Reference:

EDUCATION CODE

33127-33129 Standards and criteria for fiscal accountability

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33400-33407 California Department of Education evaluation of district programs
44660-44665 Evaluation of certificated employees
51041 Evaluation of the educational program
52052 Accountability; numerically significant student subgroups
52060-52077 Local control and accountability plan
56366 Nonpublic, nonsectarian schools
60640-60649 California Assessment of Student Performance and Progress
CODE OF REGULATIONS, TITLE 5
1068-1074 Alternative schools accountability model, assessments
15440-15464 Standards and criteria for fiscal accountability
UNITED STATES CODE, TITLE 20
6311 Accountability, state plan
6312 Local educational agency plan
CODE OF FEDERAL REGULATIONS, TITLE 34
200.12-200.24 State accountability system
200.30-200.48 State and LEA report cards and plans

Management Resources:

WEB SITES

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

California Department of Education, Accountability: <http://www.cde.ca.gov/ta/ac>

California School Dashboard: <http://www.caschooldashboard.org>

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

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Board Policy

School Accountability Report Card

BP 0510

Philosophy, Goals, Objectives and Comprehensive Plans

The Governing Board recognizes its responsibility to inform parents/guardians and the community about the conditions, needs, and progress at each district school and to provide data by which parents/guardians can make meaningful comparisons between schools. The process of gathering and analyzing data also provides opportunities for school and district staff to review achievements and identify areas for improvement.

The Board shall annually issue a school accountability report card (SARC) for each school site.

In preparing the district's report cards, the Superintendent or designee may choose to use or adapt the model template provided by the California Department of Education. If the model template is not used, the Superintendent or designee shall ensure that data are reported in a manner that is consistent with the definitions for school conditions as provided in the template. At least every three years, the Board shall compare the content of the district's report cards to the state's model template, recognizing that variances are allowed by law as necessary to meet local needs.

The Board shall annually approve the SARCs for all district schools and shall evaluate the data contained in the SARCs as part of the Board's regular review of the effectiveness of the district's programs, personnel, and fiscal operations.

The Superintendent or designee shall develop strategies for communicating the information contained in the SARCs to all stakeholders, including opportunities for staff and the community to discuss their content.

Notification and Dissemination of SARCs

The Superintendent or designee shall annually publicize the issuance of the SARCs and notify parents/guardians that a paper copy will be provided upon request. On or before February 1 of each year, the Superintendent or designee shall make the SARCs available in paper copy and on the Internet.

Legal Reference:

EDUCATION CODE

- 1240 County superintendent, general duties
- 17002 Definition, including good repair
- 17014 Plan for building maintenance
- 17032.5 Portable classroom maintenance
- 17070.15 School Facilities Act; definitions

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17089 Portable classroom maintenance
33126 School Accountability Report Card
33126.1 School Accountability Report Card model template
33126.15 School Accountability Report Card template
33126.2 Secretary of Education school accountability report card study
35256 School Accountability Report Card
35256.1 Information required in the School Accountability Report Card
35258 Internet access to the School Accountability Report Card
41409 Calculation of statewide averages
41409.3 Salary information required in the School Accountability Report Card
46112 Minimum school day for grades 1 through 3
46113 Minimum school day for grades 4 through 8
46117 Minimum kindergarten school day
46141 Minimum school day (high school)
51225.3 Requirements for graduation
52052 Accountability; numerically significant student subgroups
60119 Textbook sufficiency
60600-60618 General provisions
60640-60649 California Assessment of Student Performance and Progress
60800 Physical fitness testing
CALIFORNIA CONSTITUTION
Article 16, Section 8.5(e) Allocations to State School Fund
UNITED STATES CODE, TITLE 20
6311 State plans, including local educational agency report cards

Management Resources:

U.S. DEPARTMENT OF EDUCATION GUIDANCE
Report Cards, September 12, 2003

WEB SITES

CSBA, SARC Select: <http://www.csba.org/Services/Services/DistrictServices/SARC.aspx>

California Department of Education, School Accountability Report Card:

<http://www.cde.ca.gov/ta/ac/sa>

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

(11/03 3/05) 3/08

Board Policy

Concepts And Roles

BP 1000

Community Relations

The Governing Board desires to represent the community and provide leadership in addressing community issues related to education. In order to identify community concerns and enlist support for the schools, the Board shall establish effective two-way communication systems between schools and the community.

Schools, parents/guardians, community members and local organizations must continually collaborate as partners. The Board and the Superintendent or designee shall work together with city and county agencies and organizations to promote and facilitate coordinated services for children, and shall seek to develop partnerships with local businesses.

The Board recognizes that schools are an important community resource and encourages community members to make appropriate use of school facilities. Community members are also encouraged to attend Board meetings, participate in school activities, and take an active interest in issues that affect the schools. The Board and Superintendent or designee shall keep community members well informed about district needs and accomplishments and shall ensure that they have opportunities to share in developing educational policies, programs and evaluation processes.

The Board recognizes that its ability to fulfill the community's expectations for a high-quality educational program depends on the level of support provided by the state and federal government as well as the community. The Board therefore shall study legislative processes and issues, establish ongoing relationships with state and local leaders and the media, adopt positions on key issues, set priorities for advocacy, and collaborate with other organizations and coalitions in legislative and legal advocacy efforts.

Legal Reference:

EDUCATION CODE

35160 Authority of governing boards

35172 Promotional activities

(6/85) 10/96

Board Policy

Communication With The Public

BP 1100

Community Relations

The Governing Board recognizes the district's responsibility to keep the public informed regarding the goals, programs, achievements, and needs of the schools and district and to be responsive to the concerns and interests of the community. The Superintendent or designee shall establish strategies for effective two-way communications between the district and the public and shall consult with the Board regarding the role of Board members as advocates for the district's students, programs, and policies.

The Superintendent or designee shall provide the Board and staff with communications protocols and procedures to assist the district in presenting a consistent, unified message on district issues. Such protocols and procedures may include, but are not limited to, identification of the spokesperson(s) authorized to speak to the media on behalf of the district, strategies for coordinating communications efforts and activities, and legal requirements pertaining to confidentiality as well as the public's right to access records.

The Superintendent or designee shall utilize a variety of methods to provide information to the public with access to information. Such methods may include, but are not limited to, district and school newsletters, web sites, social media, electronic communications, mailings, notices sent home with students, recorded telephone messages for parent/guardian information, community forums and public events, news releases, meetings with education reporters and editorial boards, presentations at parent organization meetings, and meetings with representatives of local governments, community organizations, and businesses.

In developing communications strategies, the Superintendent or designee shall take into account the needs of all members of the public, including individuals with disabilities and those whose primary language is not English.

The Superintendent or designee may provide staff members with professional development to assist them in effectively responding to requests for information or assistance by parents/guardians or members of the public.

The Superintendent or designee shall provide multiple avenues and opportunities for members of the public to give input on district and school issues and operations. Community members are encouraged to become involved in school activities, participate on district and school committees, provide input at Board meetings, submit suggestions to district staff, and use the district's complaint procedures as appropriate.

Mass Mailings at Public Expense

Newsletters or mass mailings regarding ballot measures, candidates, legislative activities, or any other campaign activities shall be sent and distributed in accordance with law and Board policy.

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A mass mailing is prohibited if all of the following criteria are met:

1. The mailing involves sending a tangible item, such as a videotape, record, button, or written document, which is delivered by any means to recipients at their residence, place of employment or business, or post office box.
2. The item features a Board member or includes the name, office, photograph, or other reference to a Board member and is prepared or sent in cooperation, consultation, coordination, or concert with the Board member.
3. The costs of distribution, or any costs of design, production, and printing exceeding \$50, are paid with district funds.
4. More than 200 substantially similar items, as defined in Government Code 89002, are sent in a single calendar month.

The above prohibition does not apply to the types of mass mailings specified in Government Code 89002(b), including, but not limited to:

1. An item in which the Board member's name appears only in a roster containing the names of all Board members or in the letterhead or logotype of the stationery, forms, and envelopes of the district, a district committee, or the Board member
2. An announcement including only a single mention of the Board member's name which concerns a public meeting related to the Board member's duties or any official district event(s) for which the district is providing the use of its facilities, staff, or other financial support
3. A business card that contains only one mention of the Board member's name and no photograph of the Board member

However, any of the excepted mailings listed in items #1-3 above that meets the criteria for prohibited mass mailings shall not be sent within 60 days preceding an election in which a Board member to whom the mailing relates will appear on the ballot as a candidate.

Comprehensive Communications Plan

The Superintendent or designee ~~shall~~ *may* develop a written communications plan which establishes priorities for proactive community outreach to build support for district programs and issues. The plan shall identify specific communications goals aligned with the district's vision and goals for student learning. For each communications goal, the plan shall identify key messages, individuals or groups that can help the district achieve its goal, strategies tailored to each target audience, timelines, persons responsible for each activity, and budget implications.

As appropriate for each issue, target audiences may include parents/guardians, the media, local governmental agencies, businesses, community organizations and civic groups, postsecondary institutions, health care professionals, child care providers, community leaders, state or federal

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legislators or agencies, and/or other segments of the public.

~~The plan shall incorporate strategies for effective communications during a crisis or other emergency situation that may arise.~~

The Superintendent or designee shall periodically evaluate the implementation and effectiveness of the district's communications plan and recommend to the Board whether the goals and key issues identified in the plan need to be revised to meet changing circumstances or priorities.

Legal Reference:

EDUCATION CODE

7054 Use of district property or funds re: ballot measures and candidates

35145.5 Board meetings, public participation

35172 Promotional activities

38130-38138 Civic Center Act

48980-48985 Parental notifications

GOVERNMENT CODE

54957.5 Meeting agendas and materials

82041.5 Mass mailing

89001-89003 Newsletter or mass mailing

CODE OF REGULATIONS, TITLE 2

18901.1 Campaign-related mailings sent at public expense

CODE OF FEDERAL REGULATIONS, TITLE 28

35.101-35.190 Americans with Disabilities Act

Management Resources:

WEB SITES

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

California School Public Relations Association: <http://www.calspra.org>

Fair Political Practices Commission: <http://www.fppc.ca.gov>

(3/08 3/11) 10/18

Board Policy

Media Relations

BP 1112

Community Relations

The Governing Board respects the public's right to information and recognizes that the media significantly influence the community's understanding of school programs. In order to develop and maintain positive media relations, the Board and the Superintendent desire to reasonably accommodate media requests for information and to provide accurate, reliable and timely information.

Media representatives are welcome at all Board meetings and shall receive meeting agendas upon request.

Media representatives, like all other visitors, shall register immediately upon entering any school building or grounds when school is in session.

Staff may provide the media with student directory information, including, but not limited to, the name of a student, school of attendance, grade level, honors, and activities, unless the student's parent/guardian has submitted a written request that such information not be disclosed. The district shall not release information that is private or confidential as required by law, Board policy or administrative regulation. No other access to student records or personally identifiable student information may be provided without written parent/guardian permission.

Interviewing and Photographing Students

The district shall not impose restraints on students' right to speak freely with media representatives at those times which do not disrupt students' educational program. However, interviews of students may not create substantial disorder or impinge on the rights of others. Therefore, in order to minimize possible disruption, media representatives who wish to interview students at school are strongly encouraged to make prior arrangements with the principal. At their discretion, parents/guardians may instruct their children not to communicate with media representatives.

In order to protect the privacy and safety of students, a media representative who wishes to photograph students on school grounds should first make arrangements with the principal or designee.

When interviewing or photographing a special education student, he/she shall not be identified as a special education student without prior, written parent/guardian permission.

Media Communications Plan

In order to help develop strong relations with the media, the Superintendent or designee shall

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may develop a proactive media communications plan. This plan may include, but not be limited to, information related to district programs and needs, student awards, school accomplishments and events of special interest.

The plan ~~shall~~ *may* specify the district's and/or site's primary media contact to whom all media inquiries shall be routed. Spokespersons designated to speak to the media on behalf of the district include the Board president, Superintendent *and/or designee*, ~~and public information officer~~. Other Board members and staff may be asked by the Superintendent or designee to speak to the media on a case-by-case basis, depending on their expertise on an issue.

The Superintendent or designee shall provide training on effective media relations to all designated spokespersons.

Crisis Communications Plan

During a disturbance or crisis situation, the first priority of school staff is to assure the safety of students and staff. However, the Board recognizes the need to provide timely and accurate information to parents/guardians and the community during a crisis. The Board also recognizes that the media have an important role to play in relaying this information to the public. In order to help ensure that the media and district work together effectively, the Superintendent or designee ~~shall~~ *may* develop a crisis communications plan to identify communication strategies to be taken in the event of a crisis.

The crisis communications plan may include but not be limited to identification of a media center location, development of both internal and external notification systems, and strategies for press conference logistics.

The Superintendent or designee ~~shall~~ *may* include local law enforcement and media representatives in the crisis planning process.

Legal Reference:

EDUCATION CODE

32210-32212 Willful disturbance of public school or meeting

35144 Special meetings

35145 Public meetings

35160 Authority of governing boards

35172 Promotional activities

EVIDENCE CODE

1070 Refusal to disclose news source

PENAL CODE

627-627.10 Access to school premises

COURT DECISIONS

Lopez v. Tulare Joint Union High School District, (1995) 34 Cal.App.4th 1302

ATTORNEY GENERAL OPINIONS

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95 Ops.Cal.Atty.Gen. 509 (1996)

Management Resources:

WEB SITES

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

(9/92 10/96) 7/01

Board Policy

District And School Web Sites

BP 1113

Community Relations

To enhance communication with students, parents/guardians, staff, and community members, the Governing Board encourages the Superintendent or designee to develop and maintain district and school web sites. The use of district and school web sites shall support the district's vision and goals and shall be coordinated with other district communications strategies.

Design Standards

The Superintendent or designee shall establish design standards for district and school web sites in order to maintain a consistent identity, professional appearance, and ease of use.

The district's design standards shall address the accessibility of district and school web sites to individuals with disabilities, including compatibility with commonly used assistive technologies.

Web Site Content

The Superintendent or designee shall develop content guidelines for district and school web sites. ~~and assign staff to review and approve content prior to posting.~~

Board policy pertaining to advertising in district and school publications, as specified in BP 1325 - Advertising and Promotion, shall also apply to advertising on district and school web sites.

Privacy Rights

The Superintendent or designee shall ensure that the privacy rights of students, parents/guardians, staff, Board members, and other individuals are protected on district and school web sites.

Telephone numbers and home and email addresses of students and/or their parents/guardians shall not be published on district or school web sites.

The district regards photographs as a category of directory information that would not generally be considered harmful or an invasion of privacy if disclosed. Therefore, a student's photograph, together with his/her name, may be published on district or school web sites unless the student's parent/guardian has notified the district in writing to not release the student's photograph without prior written consent, in accordance with BP/AR 5125.1 - Release of Directory Information.

~~OPTION 2: —Photographs of individual students shall not be published on district or school web sites accompanied by the student's name or other personally identifiable information without the prior written consent of the student's parent/guardian.~~

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If students' names are not included, photographs of individual students or groups of students, such as at a school event, may be published on school or district web sites.

Employees' home addresses, personal telephone numbers, and personal email addresses shall not be posted on district or school web sites.

The home address or telephone number of any elected or appointed official including, but not limited to, a Board member or public safety official, shall not be posted on district or school web sites without the prior written permission of that individual.

~~No public safety official shall be required to consent to the posting on the Internet of his/her photograph or identity as a public safety officer for any purpose if that officer reasonably believes that the disclosure may result in a threat, harassment, intimidation, or harm to the officer or his/her family.—(Government Code 3307.5)~~

Legal Reference:

EDUCATION CODE

- 35182.5 Contracts for advertising
- 35258 Internet access to school accountability report cards
- 48907 Exercise of free expression; rules and regulations
- 48950 Speech and other communication
- 49061 Definitions, directory information
- 49073 Release of directory information
- 60048 Commercial brand names, contracts or logos

BUSINESS AND PROFESSIONS CODE

- 22580-22582 Digital privacy
- 22584-22585 Student Online Personal Information Protection Act
- 22586 Preschool and prekindergarten privacy

GOVERNMENT CODE

- 3307.5 Publishing identity of public safety officers
- 6254.21 Publishing addresses and telephone numbers of officials
- 6254.24 Definition of public safety official
- 11135 Nondiscrimination; accessibility to state web sites

PENAL CODE

- 14029.5 Prohibition against publishing personal information of person in witness protection program

UNITED STATES CODE, TITLE 17

- 101-122 Subject matter and scope of copyright
- 504 Penalties for copyright infringement

UNITED STATES CODE, TITLE 20

- 1232g Federal Family Educational Rights and Privacy Act

UNITED STATES CODE, TITLE 29

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705 Definitions; Vocational Rehabilitation Act
794 Section 503 of the Rehabilitation Act of 1973; accessibility to federal web sites
UNITED STATES CODE, TITLE 42
12101-12213 Americans with Disabilities Act
CODE OF FEDERAL REGULATIONS, TITLE 16
312.1-312.12 Children's Online Privacy
CODE OF FEDERAL REGULATIONS, TITLE 34
99.1-99.67 Family Educational Rights and Privacy
104.1-104.61 Nondiscrimination on the basis of disability
COURT DECISIONS
City of San Jose v. Superior Court, (2017) 2 Cal.5th 608
Aaris v. Las Virgenes Unified School District, (1998) 64 Cal.App.4th 1112

Management Resources:

U.S. DEPARTMENT OF EDUCATION OFFICE FOR CIVIL RIGHTS PUBLICATIONS
Dear Colleague Letter, May 26, 2011
Joint Dear Colleague Letter: Electronic Book Readers, June 2010
U.S. DEPARTMENT OF JUSTICE PUBLICATIONS
Accessibility of State and Local Government Websites to People with Disabilities, June 2003
WORLD WIDE WEB CONSORTIUM PUBLICATIONS
Web Content Accessibility Guidelines, December 2008
WEB SITES
CSBA: <http://www.csba.org>
California Department of Education, Web Accessibility Standards:
<http://www.cde.ca.gov/re/di/ws/webaccessstds.asp>
California School Public Relations Association: <http://www.calspra.org>
U.S. Department of Education, Office for Civil Rights:
<http://www2.ed.gov/about/offices/list/ocr>
U.S. Department of Justice, Americans with Disabilities Act: <http://www.ada.gov>
World Wide Web Consortium, Web Accessibility Initiative: <http://www.w3.org/wai>

(7/07 7/11) 10/17

Administrative Regulation

District And School Web Sites

AR 1113

Community Relations

Design Standards

The Superintendent or designee shall develop design standards for district and school web sites that include, but are not limited to, guidelines to ensure the clear organization of the material, readability of the font type and size, and simplicity of the navigation structure linking the content on the web site. Such standards shall take into consideration the ease of use on a wide range of devices.

In accordance with the requirements of the Americans with Disabilities Act and Section 504 of the federal Rehabilitation Act of 1973, district and school web sites shall contain features that ensure accessibility for individuals with disabilities, which may include, but are not limited to, captions for videos and multimedia presentations, text alternatives to images, provision of sufficient time to use the content, avoidance of flashing images, adequate contrast in visual presentations, and/or other features that meet applicable standards for web site accessibility. The Superintendent or designee shall regularly review district and school web sites and modify them as needed to ensure legal compliance with accessibility standards.

Web Site Content

As applicable, district and school web sites shall provide current information regarding the district's mission and goals, district/school programs and operations, district/school news, agendas and minutes of Governing Board meetings, School Accountability Report Cards, school calendars, and links to educational resources.

With approval of the principal, individual teachers may create web pages linked to the district or school web site to provide information pertaining to class assignments, expectations, and activities.

Student work may be published on district or school web sites provided that both the student and his/her parent/guardian provide written permission or the work is part of an existing publication such as a school newspaper.

Any copyrighted material to be posted on a district or school web site shall be submitted to the Superintendent or designee together with the permission of the copyright owner to reprint the material. Any copyrighted material submitted without the copyright owner's permission shall only be posted on a district or school web site if the Superintendent or designee determines that the material is in the public domain or that the intended use meets the criteria for fair use or another exception pursuant to 17 USC 107-122. When any copyrighted material is posted, the web site shall include a notice crediting the copyright owner and, as necessary, shall note that

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permission to reprint the material was granted.

~~Whenever a district or school web site includes links to external web sites, it shall include a disclaimer that the district is not responsible for the content of external web sites.~~

Roles and Responsibilities

Any employee assigned as a district or school webmaster shall be responsible for the uploading of material to the web site(s) upon approval of the Superintendent or designee. He/she shall review district and school web sites to ensure consistency with district standards, regularly check links for accuracy and appropriateness, keep the web server free of outdated or unused files, and provide technical assistance as needed.

The Superintendent or designee may assign additional staff members to conduct editorial reviews of all materials submitted for publication on district or school web sites and to make corrections as needed in spelling, grammar, or accuracy of content.

The Superintendent or designee ~~shall~~ *may* provide staff development opportunities related to district content guidelines, design standards, and accessibility laws and standards to district communications and technology staff, district and school webmasters, and/or other appropriate staff.

Security

The Superintendent or designee shall establish security procedures for the district's computer network to prevent unauthorized access and changes to district and school web sites. ~~To the extent possible, the host computer(s) shall be in a lockable room with restricted access.~~

(3/00 7/11) 10/17

Board Policy

District-Sponsored Social Media

BP 1114

Community Relations

The Governing Board recognizes the value of technology such as social media platforms in promoting community involvement and collaboration. The purpose of any official district social media platform shall be to further the district's vision and mission, support student learning and staff professional development, and enhance communication with students, parents/guardians, staff, and community members.

The Superintendent or designee shall develop content guidelines and protocols for official district social media platforms to ensure the appropriate and responsible use of these resources and compliance with law, Board policy, and regulation.

Guidelines for Content

Official district social media platforms shall be used only for their stated purposes and in a manner consistent with this policy and administrative regulation. By creating these official sites and allowing for public comment, the Board does not intend to create a limited public forum or otherwise guarantee an individual's right to free speech.

~~The Superintendent or designee shall ensure that the limited purpose of the official district social media platforms is clearly communicated to users. Each site shall contain a statement that specifies the site's purposes along with a statement that users are expected to use the site only for those purposes. Each site shall also contain a statement that users are personally responsible for the content of their posts.~~

Official district social media platforms may not contain content that is obscene, libelous, or so incites students as to create a clear and present danger of the commission of unlawful acts on school premises, violation of school rules, or substantial disruption of the school's orderly operation.

Staff or students who post prohibited content shall be subject to discipline in accordance with district policies and administrative regulations.

Users of official district social media platforms should be aware of the public nature and accessibility of social media and that information posted may be considered a public record subject to disclosure under the Public Records Act. The Board expects users to conduct themselves in a respectful, courteous, and professional manner.

Privacy

The Superintendent or designee shall ensure that the privacy rights of students,

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parents/guardians, staff, Board members, and other individuals are protected on official district social media platforms.

Board policy pertaining to the posting of student photographs and the privacy of telephone numbers, home addresses, and email addresses, as specified in BP 1113 - District and School Web Sites, shall also apply to official district social media platforms.

Social media and networking sites and other online platforms shall not be used by district employees to transmit confidential information about students, employees, or district operations.

Legal Reference:**EDUCATION CODE**

32261 School safety, definitions of bullying and electronic act

35182.5 Contracts for advertising

48900 Grounds for suspension and expulsion

48907 Exercise of free expression; rules and regulations

48950 Speech and other communication

49061 Definitions, directory information

49073 Release of directory information

60048 Commercial brand names, contracts or logos

GOVERNMENT CODE

3307.5 Publishing identity of public safety officers

6250-6270 Public Records Act, especially:

6254.21 Publishing addresses and phone numbers of officials

6254.24 Definition of public safety official

54952.2 Brown Act, definition of meeting

UNITED STATES CODE, TITLE 17

101-1101 Federal copyright law

UNITED STATES CODE, TITLE 20

1232g Federal Family Educational Rights and Privacy Act

UNITED STATES CODE, TITLE 29

157 Employee rights to engage in concerted, protected activity

794 Section 503 of the Rehabilitation Act of 1973; accessibility to federal web sites

CODE OF FEDERAL REGULATIONS, TITLE 34

99.1-99.67 Family Educational Rights and Privacy

COURT DECISIONS

Page v. Lexington County School District, (2008, 4th Cir.) 531 F.3d 275

Downs v. Los Angeles Unified School District, (2000) 228 F.3d 1003

Aaris v. Las Virgenes Unified School District, (1998) 64 Cal.App.4th 1112

Perry Education Association v. Perry Local Educators' Association, (1983) 460 U.S. 37

Board of Education, Island Trees Union Free School District, et.al. v. Pico, (1982) 457 U.S. 853

NATIONAL LABOR RELATIONS BOARD DECISIONS

18-CA-19081 Sears Holdings, December 4, 2009

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Management Resources:

FACEBOOK PUBLICATIONS

Facebook for Educators Guide, 2011

WEB SITES

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

California School Public Relations Association: <http://www.calspra.org>

Facebook in Education: <http://www.facebook.com/education>

Facebook for Educators: <http://facebookforeducators.org>

Facebook, privacy resources: <http://www.facebook.com/fbprivacy>

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Administrative Regulation

District-Sponsored Social Media

AR 1114

Community Relations

Definitions

Social media means any online platform for collaboration, interaction, and active participation, including, but not limited to, social networking sites such as Facebook, Twitter, YouTube, LinkedIn, or blogs.

Official district social media platform is a site authorized by the Superintendent or designee. Sites that have not been authorized by the Superintendent or designee but that contain content related to the district or comments on district operations, such as a site created by a parent-teacher organization, booster club, or other school-connected organization or a student's or employee's personal site, are not considered official district social media platforms.

Authorization for Official District Social Media Platforms

The Superintendent or designee shall authorize the development of any official district social media platform. Teachers and coaches shall obtain approval from the principal before creating an official classroom or team social media platform.

Guidelines for Content

The Superintendent or designee shall ensure that official district social media platforms provide current information regarding district programs, activities, and operations, consistent with the goals and purposes of this policy and regulation. Official district social media platforms shall contain content that is appropriate for all audiences.

The Superintendent or designee shall ensure that copyright laws are not violated in the use of material on official district social media platforms.

The Superintendent or designee shall ensure that official district social media platforms are regularly monitored. Staff members responsible for monitoring content may remove posts based on viewpoint-neutral considerations, such as lack of relation to the site's purpose or violation of the district's policy, regulation, or content guidelines.

~~Each official district social media platform shall prominently display:~~

~~1. The purpose of the site along with a statement that users are expected to use the site only for those intended purposes.~~

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- ~~2. Information on how to use the security settings of the social media platform.~~
- ~~3. A statement that the site is regularly monitored and that any inappropriate post will be promptly removed. Inappropriate posts include those that:
 - ~~a. Are obscene, libelous, or so incite students as to create a clear and present danger of the commission of unlawful acts on school premises, violation of school rules, or substantial disruption of the school's orderly operation~~
 - ~~b. Are not related to the stated purpose of the site, including, but not limited to, comments of a commercial nature, political activity, and comments that constitute discrimination or harassment~~~~
- ~~4. Protocols for users, including expectations that users will communicate in a respectful, courteous, and professional manner.~~
- ~~5. A statement that users are personally responsible for the content of their posts and that the district is not responsible for the content of external online platforms.~~
- ~~6. A disclaimer that the views and comments expressed on the site are those of the users and do not necessarily reflect the views of the district.~~
- ~~7. A disclaimer that any user's reference to a specific commercial product or service does not imply endorsement or recommendation of that product or service by the district.~~
- ~~8. The individual(s) to contact regarding violation of district guidelines on the use of official district social media platforms.~~

District employees who participate in official district social media platforms shall adhere to all applicable district policies and procedures, including, but not limited to, professional standards related to interactions with students.

When appropriate, employees using official district social media platforms shall identify themselves by name and district title and include a disclaimer stating that the views and opinions expressed in their post are theirs alone and do not necessarily represent those of the district or school.

All staff ~~shall~~ *may* receive information about appropriate use of the official district social media platforms.

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Board Policy

Commendations And Awards

BP 1150

Community Relations

To encourage community involvement in district programs and activities, the Governing Board may publicly recognize and commend parents/guardians, community members, businesses, and organizations that make outstanding contributions or provide longstanding service to the district or district students.

Any Board member, employee, parent/guardian, student, or community member may recommend an individual or organization for Board recognition. He/she shall submit to the Superintendent or designee the name of the individual or organization and a description of the outstanding contribution or service.

At the Board's discretion, the Board may present a letter of recognition, Board resolution, plaque, or other award at a public Board meeting or may hold a reception or informal recognition activity. The Board also may designate a day, week, or month for special recognition of volunteers.

The Board encourages similar forms of recognition for achievement or services as part of school-level commendation programs.

Legal Reference:

EDUCATION CODE

35160 Authority of governing boards

35160.1 Broad authority of school districts

44015 Awards to employees and students

CALIFORNIA CONSTITUTION

Article 16, Section 6 Gifts of public funds

(1/85 12/91) 7/10

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Board Policy
Political Processes

BP 1160

Community Relations

Deleted/Not Included Optional Policy

Board Policy
Citizen Advisory Committees

BP 1220

Community Relations

Deleted/Not Included Optional Policy and Administrative Regulation

Board Policy

School-Connected Organizations

BP 1230

Community Relations

The Governing Board recognizes that parents/guardians and community members may wish to organize parent organizations and/or booster clubs for the purpose of supporting the district's educational and extracurricular programs. The Board appreciates the contributions made by such organizations toward the Board's vision for student learning and for providing all district students with high-quality educational opportunities.

Persons proposing to establish a school-connected organization shall submit a request to the Board for authorization to operate within the district or at a district school.

A school-connected organization, including a booster club, parent-teacher association or organization, or other organization that does not include an associated student body or other student organization, shall be established and maintained as a separate entity from the school or district. Each school-connected organization shall be subject to its own bylaws and operational procedures or to the rules or bylaws of its affiliated state or national organization, as applicable.

In addition, activities by school-connected organizations shall be conducted in accordance with law, Board policies, administrative regulations, and any rules of the sponsoring school.

The Superintendent or designee shall establish appropriate rules for the relationship between school-connected organizations and the district.

A school-connected organization shall obtain the written approval of the Superintendent or designee prior to soliciting funds upon the representation that the funds will be used wholly or in part for the benefit of a district school or the students at that school.

A school-connected organization ~~may~~ *shall* consult with the principal to determine school needs and priorities.

Any participation in fundraising activities by students and their parents/guardians and/or any donation of funds or property shall be voluntary.

Legal Reference:

EDUCATION CODE

200-262.4 Prohibition of discrimination on the basis of sex

35160 Authority of governing boards

38130-38138 Civic Center Act, use of school property for public purposes

48931 Authorization for sale of food by student organization

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48932 Authorization for fund-raising activities by student organization
49011 Student fees
49431-49431.7 Nutritional standards
51520 Prohibited solicitation on school premises
51521 Fund-raising project
BUSINESS AND PROFESSIONS CODE
17510-17510.95 Solicitations for charitable purposes
25608 Alcohol on school property; use in connection with instruction
GOVERNMENT CODE
12580-12599.7 Fundraisers for Charitable Purposes Act
PENAL CODE
319-329 Lottery, raffle
CODE OF REGULATIONS, TITLE 5
4900-4965 Nondiscrimination in elementary and secondary education programs
15500 Food sales in elementary schools
15501 Food sales in high schools and junior high schools
15575-15578 Requirements for foods and beverages outside the federal meals program
CODE OF REGULATIONS, TITLE 11
300-312.1 Fundraising for charitable purposes
UNITED STATES CODE, TITLE 20
1681-1688 Discrimination based on sex or blindness, Title IX
CODE OF FEDERAL REGULATIONS, TITLE 7
210.11 Competitive food services
220.12 Competitive food services
COURT DECISIONS
Serrano v. Priest, (1976) 18 Cal. 3d 728

Management Resources:

FISCAL CRISIS AND MANAGEMENT ASSISTANCE TEAM PUBLICATIONS

2015 ASB Accounting Manual, Fraud Prevention Guide and Desk Reference

WEB SITES

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

California Office of the Attorney General, charitable trust registry:

<http://caag.state.ca.us/charities>

California State PTA: <http://www.capta.org>

Fiscal Crisis and Management Assistance Team (FCMAT); <http://www.fcmat.org>

Administrative Regulation

School-Connected Organizations

AR 1230

Community Relations

A school-connected organization's request for authorization to operate within the district or at a district school shall contain, as appropriate:

1. The name and purpose of the organization
2. The date of application
3. Bylaws, rules, and procedures under which the organization will operate, including procedures for maintaining the organization's finances, membership qualifications, if any, and an agreement that the group will not engage in unlawful discrimination
4. The names, addresses, and phone numbers of all officers
5. A list of specific objectives
6. An agreement to grant the district the right to audit the group's financial records, either by district personnel or a certified public accountant, whenever any concern is raised regarding the use of the funds
7. The name of the bank where the organization's account will be located and the names of those authorized to withdraw funds
8. The signature of the principal of the supporting school
9. Planned use for any money remaining at the end of the year if the organization is not continued or authorized to continue in the future
10. An agreement to provide evidence of liability and/or directors and officers insurance when and in the manner required by law

Requests for subsequent authorization shall be annually submitted to the Superintendent or designee, along with a financial statement showing all income and expenditures from fundraisers. If the Superintendent or designee proposes to deny the request for reauthorization, he/she shall present his/her recommendation to the Governing Board for approval.

When deemed necessary by the Board or the Superintendent or designee, the authorization for a school-connected organization to conduct activities in the district may be revoked at any time.

Each school-connected organization shall abide by the following rules:

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1. The organization shall not act as an agent of the district or school.
2. The organization shall not use the district's tax-exempt status and identification number. It shall be responsible for its own tax status, accounting, internal controls, financial reporting, retention of records, and other operations.
3. The organization shall use a separate name and logo. Any use of a name or logo affiliated with the district, a district school, or a school team shall require the prior consent of the Superintendent or designee.
4. Funds of the school-connected organization shall not be co-mingled with district funds, including associated student body funds.
5. The organization shall not hire or directly pay any district employee. If a school-connected organization wishes to pay for additional and/or extracurricular services, the person to provide the services shall be hired through the district's personnel department, provided the Board approves the position. At their discretion, employees may volunteer to perform activities for school-connected organizations during nonworking hours.

(12/90 7/07) 5/16

Board Policy

Volunteer Assistance

BP 1240

Community Relations

The Governing Board recognizes that volunteer assistance in schools can enrich the educational program, increase supervision of students, and contribute to school safety while strengthening the schools' relationships with the community. The Board encourages parents/guardians and other members of the community to share their time, knowledge, and abilities with students.

The Superintendent or designee shall develop and implement a plan for recruiting, screening, and placing volunteers, including strategies for reaching underrepresented groups of parents/guardians and community members. He/she may also recruit community members to serve as mentors to students and/or make appropriate referrals to community organizations.

The Board prohibits harassment of any volunteer on the basis of race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation, or military and veteran status.

As appropriate, the Superintendent or designee shall provide volunteers with information about school goals, programs, and practices and an orientation or other training related to their specific responsibilities. Employees who supervise volunteers shall ensure that volunteers are assigned meaningful responsibilities that utilize their skills and expertise and maximize their contribution to the educational program.

Volunteer work shall be limited to those projects that do not replace the normal duties of classified staff. The Board nevertheless encourages volunteers to work on short-term projects to the extent that they enhance the classroom or school and comply with employee negotiated agreements.

The Superintendent or designee shall establish procedures for determining whether volunteers possess the qualifications, if any, required by law and administrative regulation for the types of duties they will perform.

Volunteers shall act in accordance with district policies, regulations, and school rules. The Superintendent or designee shall be responsible for investigating and resolving complaints regarding volunteers.

The Board encourages principals to develop a means for recognizing the contributions of each school's volunteers.

The Superintendent or designee shall periodically report to the Board regarding the district's volunteer assistance program.

ITEM 12b

Workers' Compensation Insurance

The Board desires to provide a safe environment for volunteers and minimize the district's exposure to liability.

Upon the adoption of a resolution by the Board, volunteers shall be entitled to workers' compensation benefits for any injury sustained while engaged in the performance of service for the district.

Legal Reference:

EDUCATION CODE

8482-8484.6 After School Education and Safety program

8484.7-8484.9 21st Century Community Learning Center program

35021 Volunteer aides

35021.1 Automated records check

35021.3 Registry of volunteers for before/after school programs

44010 Sex offense; definition

44814-44815 Supervision of students during lunch and other nutrition periods

45125 Fingerprinting requirements

45125.01 Interagency agreements for criminal record information

45340-45349 Instructional aides

45360-45367 Teacher aides

48981 Parental notifications

49024 Activity Supervisor Clearance Certificate

49406 Examination for tuberculosis

GOVERNMENT CODE

3543.5 Prohibited interference with employees' rights

12940 Prohibited discrimination and harassment

HEALTH AND SAFETY CODE

1596.7995 Immunization requirements for volunteers in child care center or preschool

1596.871 Fingerprints of individuals in contact with child day care facility clients

LABOR CODE

1720.4 Public works; exclusion of volunteers from prevailing wage law

3352 Workers' compensation; definitions

3364.5 Authority to provide workers' compensation insurance for volunteers

PENAL CODE

290 Registration of sex offenders

290.4 Information re: sex offenders

290.95 Disclosure by person required to register as sex offender

626.81 Sex offender; permission to volunteer at school

CODE OF REGULATIONS, TITLE 22

101170 Criminal record clearance

101216 Health screening, volunteers in child care centers

ITEM 12b

PUBLIC EMPLOYMENT RELATIONS BOARD DECISIONS
Whisman Elementary School District, (1991) PERB Decision No. 868

Management Resources:

WEB SITES

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

California Department of Education, Parents/Family and Community:

<http://www.cde.ca.gov/ls/pf>

California Department of Justice, Megan's Law: <http://www.meganslaw.ca.gov>

California Parent Teacher Association: <http://www.capta.org>

Commission on Teacher Credentialing: <http://www.ctc.ca.gov>

(3/10 7/10) 12/14

Administrative Regulation

Volunteer Assistance

AR 1240

Community Relations

Duties of Volunteers

The Superintendent or designee may assign volunteers to:

1. Assist certificated personnel in the performance of their duties, including in the supervision of students and in the performance of instructional tasks which, in the judgment of the certificated personnel to which the volunteer is assigned, may be performed by a person not licensed as a classroom teacher
2. Serve as nonteaching aides under the immediate supervision and direction of certificated personnel to perform noninstructional work which assists certificated personnel in the performance of teaching and administrative responsibilities
3. Supervise students during lunch, breakfast, or other nutritional periods
4. Work on short-term facilities projects pursuant to the section below entitled "Volunteer Facilities Projects"
5. Perform other duties in support of district or school operations as approved by the Superintendent or designee

Volunteers shall not be authorized to assign grades to students, and shall not be used to assist certificated staff in performing teaching or administrative responsibilities in place of regularly authorized classified employees who have been laid off.

Basic Skills Proficiency Requirement

Volunteers who supervise or provide instruction to students pursuant to Education Code 45349 shall submit evidence of basic skills proficiency to the Superintendent or designee.

Criminal Background Check

Prior to assuming a volunteer position working with students in a district-sponsored student activity program, a volunteer shall obtain fingerprint clearance through the Department of Justice and Federal Bureau of Investigation. At his/her discretion, the volunteer may choose to meet this requirement by obtaining an Activity Supervisor Clearance Certificate from the Commission on Teacher Credentialing. Student activity programs include, but are not limited to, scholastic programs, interscholastic programs, and extracurricular activities sponsored by the district or a school booster club, such as cheer team, drill team, dance team, and marching band.

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The Superintendent or designee shall determine which volunteer positions in the district are subject to the above requirement.

The criminal background check requirement shall not apply to volunteer supervisors for breakfast, lunch, or other nutritional periods or to volunteer nonteaching aides under the immediate supervision and direction of certificated personnel pursuant to Education Code 35021, including parents/guardians volunteering in a classroom or on a field trip or community members providing noninstructional services.

Registered Sex Offenders

The Superintendent or designee *may shall* require all volunteers to disclose whether they are a registered sex offender and/or to provide the district with sufficient information in order to allow verification of this status on the Department of Justice's Megan's Law web site.

The principal may grant a registered sex offender, who is not the parent/guardian of a student at the school, permission to come into a school building or upon school grounds to volunteer at the school. At least 14 days prior to the first date for which permission has been granted, the principal or designee shall notify the parent/guardian of each student at the school, using one of the methods specified in Education Code 48981, that a person who is required to register as a sex offender pursuant to Penal Code 290 has been granted permission to come into a school building or upon school grounds, the date(s) and times for which permission has been granted, and the parent/guardian's right to obtain information regarding the person from a designated law enforcement agency.

However, no person who is required to register as a sex offender pursuant to Penal Code 290 shall be assigned as a volunteer to assist certificated personnel in the performance of their duties; supervise students during lunch, breakfast, or other nutritional period; or serve as a nonteaching aide to perform noninstructional tasks. In addition, a person who is required to register as a sex offender because of a conviction for a crime where the victim was a minor under age 16 shall not serve as a volunteer in any capacity in which he/she would be working directly and in an unaccompanied setting with minors on more than an incidental and occasional basis or have supervision or disciplinary power over minors.

Tuberculosis Assessment/Examination

Upon initial volunteer assignment, a volunteer shall have on file with the school a certificate showing that he/she has submitted to a tuberculosis risk assessment and, if tuberculosis risk factors were identified, was examined and found to be free of infectious tuberculosis.

The Superintendent or designee may exempt from the tuberculosis risk assessment and/or examination those volunteers whose functions do not require frequent or prolonged contact with students.

Volunteer Facilities Projects

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All volunteer facilities projects shall have approximate start and completion dates and shall be approved by the principal in advance. Projects also shall be approved in advance by the Superintendent or designee if they involve the following types of work:

1. Alterations, additions, or repairs to buildings and grounds
2. Construction involving wall or roof penetration, drilling, or nailing
3. Structural modifications
4. Electrical, electronic, plumbing, or heating and cooling work
5. Painting
6. Installation of carpet, playground equipment, benches, sprinkler systems, marquees or signs
7. Paving
8. Tree planting, pruning, or removal

The Superintendent or designee shall ensure that volunteers possess the appropriate license and/or have sufficient expertise required for the project. He/she shall also ensure that such projects comply with building and safety codes and other applicable laws and collective bargaining agreements. The district shall provide on-site assistance and supervision for such projects as necessary.

(3/10 7/10) 12/14

Board Policy

Visitors/Outsiders

BP 1250

Community Relations

The Governing Board believes that it is important for parents/guardians and community members to take an active interest in the issues affecting district schools and students. Therefore, the Board encourages interested parents/guardians and community members to visit the schools and participate in the educational program.

To ensure the safety of students and staff and minimize interruption of the instructional program, the Superintendent or designee shall establish procedures which facilitate visits during regular school days. Visits during school hours should be arranged with the principal or designee. When a visit involves a conference with a teacher or the principal, an appointment should be scheduled during noninstructional time.

~~OPTION 1: Any person who is not a student or staff member shall register immediately upon entering any school building or grounds when school is in session.~~

OPTION 2: All outsiders, as defined in law and administrative regulation, shall register immediately upon entering any school building or grounds when school is in session.

The principal or designee may provide a visible means of identification for all individuals who are not students or staff members while on school premises.

No electronic listening or recording device may be used by any person in a classroom without the teacher's and principal's permission.

The Board encourages all individuals to assist in maintaining a safe and secure school environment by behaving in an orderly manner while on school grounds and by utilizing the district's complaint processes if they have concerns with any district program or employee. In accordance with Penal Code 626.7, the principal or designee may request that any individual who is causing a disruption, including exhibiting volatile, hostile, aggressive, or offensive behavior, immediately leave school grounds.

Presence of Sex Offender on Campus

Any person who is required to register as a sex offender pursuant to Penal Code 290, including a parent/guardian of a district student, shall request written permission from the principal before entering the school campus or grounds. As necessary, the principal shall consult with local law enforcement authorities before allowing the presence of any such person at school or other school activity. The principal also shall report to the Superintendent or designee anytime he/she gives such written permission.

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The principal shall indicate on the written permission the date(s) and times for which permission has been granted.

Legal Reference:

EDUCATION CODE

- 32210 Willful disturbance of public school or meeting
- 32211 Threatened disruption or interference with classes; misdemeanor
- 32212 Classroom interruptions
- 35160 Authority of governing boards
- 35292 Visits to schools (board members)
- 49091.10 Parental right to inspect instructional materials and observe school activities
- 51101 Parent Rights Act of 2002
- 51512 Prohibited use of electronic listening or recording device

EVIDENCE CODE

- 1070 Refusal to disclose news source

LABOR CODE

- 230.8 Discharge or discrimination for taking time off to participate in child's educational activities

PENAL CODE

- 290 Sex offenders
- 626-626.10 Schools
- 626.81 Misdemeanor for registered sex offender to come onto school grounds
- 627-627.10 Access to school premises, especially:
 - 627.1 Definitions
 - 627.2 Necessity of registration by outsider
 - 627.7 Misdemeanors; punishment

COURT DECISIONS

Reeves v. Rocklin Unified School District, (2003) 109 Cal.App.4th 652

ATTORNEY GENERAL OPINIONS

95 Ops.Cal.Atty.Gen. 509 (1996)

(7/10 3/12) 12/14

Administrative Regulation

Visitors/Outsiders

AR 1250

Community Relations

The Superintendent or designee shall post at every entrance to each school and school grounds a notice describing registration requirements, school hours or hours during which registration is required, the registration location, the route to take to that location, and the penalties for violation of registration requirements.

Unless otherwise directed by the principal or designee, a staff member shall accompany visitors/outsideers while they are on school grounds.

Outsider Registration

Outsiders shall register upon entering school premises during school hours. Any person other than the following is considered an outsider:

1. A student of the school, unless currently under suspension
2. A parent/guardian of a student of the school
3. A Governing Board member or district employee
4. A public employee whose employment requires being on school grounds, or any person who is on school grounds at the school's request
- ~~5. A representative of a school employee organization who is engaged in activities related to the representation of school employees~~
- ~~6. An elected public official~~
- ~~7. A publisher, editor, reporter, or other person connected with or employed by a newspaper, magazine, other periodical publication, press association or wire service, radio station, or television station~~

Registration Procedure

In order to register, an outsider shall, upon request, furnish the principal or designee with the following information:

1. His/her name, address, and occupation
2. His/her age, if less than 21

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3. His/her purpose for entering school grounds
4. Proof of identity
5. Other information consistent with the provisions of law

Principal's Registration Authority

The principal or designee may refuse to register any outsider if he/she reasonably concludes that the individual's presence or acts would disrupt the school, students, or employees; would result in damage to property; or would result in the distribution or use of a controlled substance. The principal or designee or school security officer may revoke any outsider's registration if he/she has a reasonable basis for concluding that the individual's presence on school grounds would interfere or is interfering with the peaceful conduct of school activities or would disrupt or is disrupting the school, students, or staff.

When an outsider fails to register, or when the principal or designee denies or revokes an outsider's registration privileges, the principal or designee may request that the individual promptly leave school grounds. When an outsider is directed to leave, the principal or designee shall inform him/her that if he/she reenters the school within seven days he/she may be guilty of a misdemeanor subject to a fine and/or imprisonment.

Appeal Procedure

Any person who is denied registration or whose registration is revoked may appeal to the Superintendent or principal by submitting, within five days after the person's departure from school, a written request for a hearing. This request must state why he/she believes the denial or revocation was improper and must provide an address to which the hearing notice may be sent. Upon receipt of the request for a hearing, the Superintendent or principal shall promptly mail a notice of the hearing to the person requesting it. A hearing before the Superintendent or principal shall be held within seven days after receipt of the request.

(6/96 10/96) 7/10

Board Policy

Educational Foundation

BP 1260

Community Relations

The Governing Board recognizes the importance of community support of district programs, including voluntary financial contributions, to assist the district in achieving its goals for student learning.

The Board desires to work cooperatively with the educational foundation in determining the purposes for which funds may be used to meet the changing needs of the district and its students. The Board recognizes that an educational foundation is a separate legal entity, independent of the district. However, the foundation is encouraged to provide regular reports to the Board on the status of its work and to communicate ways that the district can help support the foundation's activities.

With the consent of the Superintendent or designee, the educational foundation, as appropriate, may use the district's name, a school's name, a school team's name, or any logo attributable to a school or the district.

~~The Board supports foundation allocations that serve all district schools equitably.~~

Legal Reference:

EDUCATION CODE

38130-38138 Civic Center Act, use of school property for public purposes

BUSINESS AND PROFESSIONS CODE

12580-12599.7 Fundraisers for Charitable Purposes Act

17510-17510.95 Solicitations for charitable purposes

25608 Alcohol on school property; use in connection with instruction

PENAL CODE

319-329 Lottery, raffle

CODE OF REGULATIONS, TITLE 11

300-312.1 Fundraising for charitable purposes

COURT DECISIONS

Serrano v. Priest, (1976) 18 Cal. 3d 728

Management Resources:

WEB SITES

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

California Consortium of Education Foundations: <http://www.cceflink.org>

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California Office of the Attorney General, charitable trust registry:
<http://caag.state.ca.us/charities>

(9/91) 7/07

Board Policy

Complaints Concerning District Employees

BP 1312.1

Community Relations

The Governing Board accepts responsibility for providing a means by which the public can hold employees accountable for their actions. The Board desires that complaints be resolved expeditiously without disrupting the educational process.

The Superintendent or designee shall develop regulations which permit the public to submit complaints against district employees in an appropriate way. These regulations shall protect the rights of involved parties. The Board may serve as an appeals body if the complaint is not resolved.

The Board prohibits retaliation against complainants. The Superintendent or designee at his/her discretion may keep a complainant's identity confidential, except to the extent necessary to investigate the complaint. The district will not investigate anonymous complaints unless it so desires.

Legal Reference:

EDUCATION CODE

33308.1 Guidelines on procedure for filing child abuse complaints

35146 Closed sessions

44031 Personnel file contents and inspection

44811 Disruption of public school activities

44932-44949 Resignation, dismissal and leaves of absence (rights of employee; procedures to follow)

48987 Child abuse guidelines

GOVERNMENT CODE

54957 Closed session; complaints re employees

54957.6 Closed session; salaries or fringe benefits

PENAL CODE

273 Cruelty or unjustifiable punishment of child

11164-11174.3 Child Abuse and Neglect Reporting Act

WELFARE AND INSTITUTIONS CODE

300 Minors subject to jurisdiction of juvenile court

Management Resources:

CDE LEGAL ADVISORIES

0910.93 Guidelines for parents to report suspected child abuse by school district employees or other persons against a pupil at school site (LO:4-93)

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(6/92 6/93) 6/94
Errata changes 10/96

Administrative Regulation

Complaints Concerning District Employees

AR 1312.1

Community Relations

The Superintendent or designee shall determine whether a complaint should be considered a complaint against the district and/or an individual employee, and whether it should be resolved by the district's process for complaints concerning personnel and/or other district procedures.

To promote prompt and fair resolution of the complaint, the following procedures shall govern the resolution of complaints against district employees:

1. Every effort should be made to resolve a complaint at the earliest possible stage. Whenever possible, the complainant should communicate directly to the employee in order to resolve concerns.
2. If a complainant is unable or unwilling to resolve the complaint directly with the employee, he/she may submit an oral or written complaint to the employee's immediate supervisor or the principal.
3. All complaints related to district personnel other than administrators shall be submitted in writing to the principal or immediate supervisor. If the complainant is unable to prepare the complaint in writing, administrative staff shall help him/her to do so. Complaints related to a principal or central office administrator shall be initially filed in writing with the Superintendent or designee. Complaints related to the Superintendent shall be initially filed in writing with the Board.
- ~~4. When a written complaint is received, the employee shall be notified within five days or in accordance with collective bargaining agreements.~~
- ~~5. A written complaint shall include:
 - ~~a. The full name of each employee involved~~
 - ~~b. A brief but specific summary of the complaint and the facts surrounding it~~
 - ~~c. A specific description of any prior attempt to discuss the complaint with the employee and the failure to resolve the matter~~~~
- ~~6. Staff responsible for investigating complaints shall attempt to resolve the complaint to the satisfaction of the parties involved within 30 days.~~
- ~~7. Both the complainant and the employee against whom the complaint was made may appeal a decision by the principal or immediate supervisor to the Superintendent or designee.~~

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~~who shall attempt to resolve the complaint to the satisfaction of the person involved within 30 days. Parties should consider and accept the Superintendent or designee's decision as final. However, the complainant, the employee, or the Superintendent or designee may ask to address the Board regarding the complaint.~~

~~8. Before any Board consideration of a complaint, the Superintendent or designee shall submit to the Board a written report concerning the complaint, including but not limited to:~~

~~a. The full name of each employee involved~~

~~b. A brief but specific summary of the complaint and the facts surrounding it, sufficient to inform the Board and the parties as to the precise nature of the complaint and to allow the parties to prepare a response~~

~~c. A copy of the signed original complaint~~

~~d. A summary of the action taken by the Superintendent or designee, together with his/her specific finding that the problem has not been resolved and the reasons~~

~~9. The Board may uphold the Superintendent's decision without hearing the complaint.~~

~~10. All parties to a complaint may be asked to attend a Board meeting in order to clarify the issue and present all available evidence.~~

~~11. A closed session may be held to hear the complaint in accordance with law.~~

~~(cf. 9321—Closed Session Purposes and Agendas)~~

~~(cf. 9323—Meeting Conduct)~~

~~12. The decision of the Board shall be final.~~

Any complaint of child abuse or neglect alleged against a district employee shall be reported to the appropriate local agencies in accordance with law, Board policy and administrative regulation.

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Board Policy

Complaints Concerning Instructional Materials

BP 1312.2

Community Relations

Deleted/Not Included Optional Policy and Administrative Regulation

Board Policy

Uniform Complaint Procedures

BP 1312.3

Community Relations

The Governing Board recognizes that the district has the primary responsibility to ensure compliance with applicable state and federal laws and regulations governing educational programs. The Board encourages early resolution of complaints whenever possible. To resolve complaints which may require a more formal process, the Board adopts the uniform system of complaint processes specified in 5 CCR 4600-4670 and the accompanying administrative regulation.

Complaints Subject to the UCP

The district's uniform complaint procedures (UCP) shall be used to investigate and resolve the following complaints:

1. Any complaint alleging district violation of applicable state or federal law or regulations governing adult education programs, After School Education and Safety programs, agricultural vocational education, American Indian education centers and early childhood education program assessments, bilingual education, peer assistance and review programs for teachers, career technical and technical education and training programs, child care and development programs, child nutrition programs, compensatory education, consolidated categorical aid programs, Economic Impact Aid, English learner programs, federal education programs in Title I-VII, migrant education, Regional Occupational Centers and Programs, school safety plans, special education programs, State Preschool Programs, Tobacco-Use Prevention Education programs, and any other district-implemented program which is listed in Education Code 64000(a)
2. Any complaint alleging the occurrence of unlawful discrimination (such as discriminatory harassment, intimidation, or bullying) against any student, employee, or other person participating in district programs and activities, including, but not limited to, those programs or activities funded directly by or that receive or benefit from any state financial assistance, based on the person's actual or perceived characteristics of race or ethnicity, color, ancestry, nationality, national origin, immigration status, ethnic group identification, age, religion, marital status, pregnancy, parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, gender expression, or genetic information, or any other characteristic identified in Education Code 200 or 220, Government Code 11135, or Penal Code 422.55, or based on his/her association with a person or group with one or more of these actual or perceived characteristics
3. Any complaint alleging district noncompliance with the requirement to provide reasonable accommodation to a lactating student on school campus to express breast milk, breastfeed an infant child, or address other breastfeeding-related needs of the student

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4. Any complaint alleging district noncompliance with the prohibition against requiring students to pay fees, deposits, or other charges for participation in educational activities
5. Any complaint alleging district noncompliance with legal requirements related to the implementation of the local control and accountability plan
6. Any complaint, by or on behalf of any student who is a foster youth, alleging district noncompliance with any legal requirement applicable to the student regarding placement decisions, the responsibilities of the district's educational liaison to the student, the award of credit for coursework satisfactorily completed in another school or district, school transfer, or the grant of an exemption from Board-imposed graduation requirements
7. Any complaint, by or on behalf of a homeless student as defined in 42 USC 11434a, a former juvenile court school student, or a child of a military family as defined in Education Code 49701 who transfers into the district after his/her second year of high school, alleging district noncompliance with any requirement applicable to the student regarding the award of credit for coursework satisfactorily completed in another school or district or the grant of an exemption from Board-imposed graduation requirements
8. Any complaint alleging district noncompliance with the requirements of Education Code 51228.1 and 51228.2 that prohibit the assignment of a student in grades 9-12 to a course without educational content for more than one week in any semester or to a course the student has previously satisfactorily completed, without meeting specified conditions
- ~~9. Any complaint alleging district noncompliance with the physical education instructional minutes requirement for students in elementary school (Education Code 51210, 51223)~~
10. Any complaint alleging retaliation against a complainant or other participant in the complaint process or anyone who has acted to uncover or report a violation subject to this policy
11. Any other complaint as specified in a district policy

The Board recognizes that alternative dispute resolution (ADR) can, depending on the nature of the allegations, offer a process to reach a resolution to the complaint that is acceptable to all parties. ADR such as mediation may be offered to resolve complaints that involve more than one student and no adult. However, mediation shall not be offered or used to resolve any complaint involving sexual assault or where there is a reasonable risk that a party to the mediation would feel compelled to participate. The Superintendent or designee shall ensure that the use of ADR is consistent with state and federal laws and regulations.

The district shall protect all complainants from retaliation. In investigating complaints, the confidentiality of the parties involved shall be protected as required by law. For any complaint alleging retaliation or unlawful discrimination (such as discriminatory harassment, intimidation, or bullying), the Superintendent or designee shall keep the identity of the complainant, and/or the subject of the complaint if he/she is different from the complainant, confidential when

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appropriate and as long as the integrity of the complaint process is maintained.

When an allegation that is not subject to the UCP is included in a UCP complaint, the district shall refer the non-UCP allegation to the appropriate staff or agency and shall investigate and, if appropriate, resolve the UCP-related allegation(s) through the district's UCP.

The Superintendent or designee shall provide training to district staff to ensure awareness and knowledge of current law and related requirements, including the steps and timelines specified in this policy and the accompanying administrative regulation.

The Superintendent or designee shall maintain records of all UCP complaints and the investigations of those complaints in accordance with applicable law and district policy.

Non-UCP Complaints

The following complaints shall not be subject to the district's UCP but shall be referred to the specified agency:

1. Any complaint alleging child abuse or neglect shall be referred to the County Department of Social Services, the County Protective Services Division, and the appropriate law enforcement agency.
2. Any complaint alleging health and safety violations by a child development program shall, for licensed facilities, be referred to Department of Social Services and shall, for licensing-exempt facilities, be referred to the appropriate Child Development regional administrator.
3. Any complaint alleging fraud shall be referred to the Legal, Audits and Compliance Branch of the California Department of Education.

Any complaint alleging employment discrimination or harassment shall be investigated and resolved by the district in accordance with the procedures specified in AR 4030 - Nondiscrimination in Employment.

Any complaint related to sufficiency of textbooks or instructional materials, emergency or urgent facilities conditions that pose a threat to the health or safety of students or staff, or teacher vacancies and misassignments shall be investigated and resolved in accordance with the procedures in AR 1312.4 - Williams Uniform Complaint Procedures.

Legal Reference:

EDUCATION CODE

- 200-262.4 Prohibition of discrimination
- 222 Reasonable accommodations; lactating students
- 8200-8498 Child care and development programs
- 8500-8538 Adult basic education

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18100-18203 School libraries
32280-32289 School safety plan, uniform complaint procedures
33380-33384 California Indian Education Centers
35186 Williams uniform complaint procedures
44500-44508 California Peer Assistance and Review Program for Teachers
48853-48853.5 Foster youth
48985 Notices in language other than English
49010-49013 Student fees
49060-49079 Student records
49069.5 Rights of parents
49490-49590 Child nutrition programs
49701 Interstate Compact on Educational Opportunity for Military Children
51210 Courses of study grades 1-6
51223 Physical education, elementary schools
51225.1-51225.2 Foster youth, homeless children, former juvenile court school students, and military-connected students; course credits; graduation requirements
51226-51226.1 Career technical education
51228.1-51228.3 Course periods without educational content
52060-52077 Local control and accountability plan, especially:
52075 Complaint for lack of compliance with local control and accountability plan requirements
52160-52178 Bilingual education programs
52300-52462 Career technical education
52500-52616.24 Adult schools
54000-54029 Economic Impact Aid
54400-54425 Compensatory education programs
54440-54445 Migrant education
54460-54529 Compensatory education programs
56000-56865 Special education programs
59000-59300 Special schools and centers
64000-64001 Consolidated application process
GOVERNMENT CODE
11135 Nondiscrimination in programs or activities funded by state
12900-12996 Fair Employment and Housing Act
HEALTH AND SAFETY CODE
104420 Tobacco-Use Prevention Education
PENAL CODE
422.55 Hate crime; definition
422.6 Interference with constitutional right or privilege
CODE OF REGULATIONS, TITLE 2
11023 Harassment and discrimination prevention and correction
CODE OF REGULATIONS, TITLE 5
3080 Application of section
4600-4687 Uniform complaint procedures
4900-4965 Nondiscrimination in elementary and secondary education programs
UNITED STATES CODE, TITLE 20

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1221 Application of laws
1232g Family Educational Rights and Privacy Act
1681-1688 Title IX of the Education Amendments of 1972
6301-6576 Title I basic programs
6801-7014 Title III language instruction for limited English proficient and immigrant students
7101-7184 Safe and Drug-Free Schools and Communities Act
7201-7283g Title V promoting informed parental choice and innovative programs
7301-7372 Title V rural and low-income school programs
12101-12213 Title II equal opportunity for individuals with disabilities
UNITED STATES CODE, TITLE 29
794 Section 504 of Rehabilitation Act of 1973
UNITED STATES CODE, TITLE 42
2000d-2000e-17 Title VI and Title VII Civil Rights Act of 1964, as amended
2000h-2-2000h-6 Title IX of the Civil Rights Act of 1964
6101-6107 Age Discrimination Act of 1975
CODE OF FEDERAL REGULATIONS, TITLE 28
35.107 Nondiscrimination on basis of disability; complaints
CODE OF FEDERAL REGULATIONS, TITLE 34
99.1-99.67 Family Educational Rights and Privacy Act
100.3 Prohibition of discrimination on basis of race, color or national origin
104.7 Designation of responsible employee for Section 504
CODE OF FEDERAL REGULATIONS, TITLE 34
106.8 Designation of responsible employee for Title IX
106.9 Notification of nondiscrimination on basis of sex
110.25 Notification of nondiscrimination on the basis of age

Management Resources:

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

Sample UCP Board Policies and Procedures

U.S. DEPARTMENT OF EDUCATION, OFFICE FOR CIVIL RIGHTS PUBLICATIONS

Dear Colleague Letter: Title IX Coordinators, April 2015

Dear Colleague Letter: Bullying of Students with Disabilities, August 2013

Dear Colleague Letter: Harassment and Bullying, October 2010

Revised Sexual Harassment Guidance: Harassment of Students by School Employees, Other Students, or Third Parties, January 2001

U.S. DEPARTMENT OF JUSTICE PUBLICATIONS

Guidance to Federal Financial Assistance Recipients Regarding Title VI Prohibition Against National Origin Discrimination Affecting Limited English Proficient Persons, 2002

WEB SITES

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

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

Family Policy Compliance Office: <http://familypolicy.ed.gov>

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

U.S. Department of Justice: <http://www.justice.gov>

Administrative Regulation

Uniform Complaint Procedures

AR 1312.3

Community Relations

Except as the Governing Board may otherwise specifically provide in other district policies, these uniform complaint procedures (UCP) shall be used to investigate and resolve only the complaints specified in BP 1312.3.

Compliance Officers

The district designates the individual(s) identified below as the employee(s) responsible for coordinating the district's response to complaints and for complying with state and federal civil rights laws. ~~The individual(s) also serve as the compliance officer(s) specified in AR 5145.3—Nondiscrimination/Harassment as the responsible employee(s) to handle complaints regarding unlawful discrimination (such as discriminatory harassment, intimidation, or bullying).~~ The individual(s) shall receive and coordinate the investigation of complaints and shall ensure district compliance with law.

Associate Superintendent, Educational Services
710 Encinitas Blvd.
Encinitas, CA 92024
(760) 753-6491 Ext 5550
ucp@sduhsd.net

The compliance officer who receives a complaint may assign another compliance officer to investigate and resolve the complaint. The compliance officer shall promptly notify the complainant and respondent, if applicable, if another compliance officer is assigned to the complaint.

In no instance shall a compliance officer be assigned to a complaint in which he/she has a bias or conflict of interest that would prohibit him/her from fairly investigating or resolving the complaint. Any complaint against a compliance officer or that raises a concern about the compliance officer's ability to investigate the complaint fairly and without bias shall be filed with the Superintendent or designee who shall determine how the complaint will be investigated.

The Superintendent or designee shall ensure that employees assigned to investigate and resolve complaints receive training and are knowledgeable about the laws and programs at issue in the complaints to which they are assigned. Training provided to such employees shall cover current state and federal laws and regulations governing the program, applicable processes for investigating and resolving complaints, including those alleging unlawful discrimination (such as discriminatory harassment, intimidation, or bullying), applicable standards for reaching decisions on complaints, and appropriate corrective measures. Assigned employees may have access to legal counsel as determined by the Superintendent or designee.

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The compliance officer or, if necessary, any appropriate administrator shall determine whether interim measures are necessary during and pending the result of an investigation. If interim measures are determined to be necessary, the compliance officer or the administrator shall consult with the Superintendent, the Superintendent's designee, or, if appropriate, the site principal to implement one or more interim measures. The interim measures shall remain in place until the compliance officer determines that they are no longer necessary or until the district issues its final written decision, whichever occurs first.

Notifications

The district's UCP policy and administrative regulation shall be posted in all district schools and offices, including staff lounges and student government meeting rooms.

The Superintendent or designee shall annually provide written notification of the district's UCP to students, employees, parents/guardians of district students, district advisory committee members, school advisory committee members, appropriate private school officials or representatives, and other interested parties. The notification shall include information regarding the prohibition of discrimination, harassment, intimidation, and bullying; unlawful student fees; local control and accountability plan (LCAP) requirements; and requirements related to the educational rights of foster youth, homeless students, former juvenile court school students, and children of military families.

The notice shall:

1. Identify the person(s), position(s), or unit(s) responsible for receiving complaints
2. Advise the complainant of any civil law remedies that may be available to him/her under state or federal antidiscrimination laws, if applicable
3. Advise the complainant of the appeal process, including, if applicable, the complainant's right to take a complaint directly to the California Department of Education (CDE) or to pursue remedies before civil courts or other public agencies, such as the U.S. Department of Education's Office for Civil Rights (OCR) in cases involving unlawful discrimination (such as discriminatory harassment, intimidation, or bullying).
4. Include statements that:
 - a. The district has the primary responsibility to ensure compliance with applicable state and federal laws and regulations governing educational programs.
 - b. The complaint review shall be completed within 60 calendar days from the date of receipt of the complaint unless the complainant agrees in writing to an extension of the timeline.
 - c. A complaint alleging retaliation or unlawful discrimination (such as discriminatory harassment, intimidation, or bullying) must be filed not later than six months from the date it occurred, or six months from the date the complainant first obtained knowledge of the facts of

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the alleged unlawful discrimination. The time for filing may be extended for up to 90 days by the Superintendent or designee for good cause upon written request by the complainant setting forth the reasons for the extension.

d. Complaints should be filed in writing and signed by the complainant. If a complainant is unable to put his/her complaint in writing, for example, due to conditions such as a disability or illiteracy, district staff shall assist him/her in the filing of the complaint.

e. If a complaint is not filed in writing but the district receives notice of any allegation that is subject to the UCP, the district shall take affirmative steps to investigate and address the allegations, in a manner appropriate to the particular circumstances.

If the allegation involves retaliation or unlawful discrimination (such as discriminatory harassment, intimidation, or bullying) and the investigation confirms that discrimination has occurred, the district will take steps to prevent recurrence of discrimination and correct its discriminatory effects on the complainant, and on others, if appropriate.

f. A student enrolled in a public school shall not be required to pay a fee for his/her participation in an educational activity that constitutes an integral fundamental part of the district's educational program, including curricular and extracurricular activities.

g. The Board is required to adopt and annually update the LCAP in a manner that includes meaningful engagement of parents/guardians, students, and other stakeholders in the development and/or review of the LCAP.

h. A foster youth shall receive information about educational rights related to his/her educational placement, enrollment in and checkout from school, as well as the responsibilities of the district liaison for foster youth to ensure and facilitate these requirements and to assist the student in ensuring proper transfer of his/her credits, records, and grades when he/she transfers between schools or between the district and another district.

i. A foster youth, homeless student, former juvenile court school student, or child of a military family who transfers into a district high school or between district high schools as applicable shall be notified of the district's responsibility to:

(1) Accept any coursework or part of the coursework that the student has satisfactorily completed in another public school, juvenile court school, or a nonpublic, nonsectarian school or agency, and to issue full or partial credit for the coursework completed

(2) Not require the student to retake any course or a portion of a course which he/she has satisfactorily completed in another public school, juvenile court school, or a nonpublic, nonsectarian school or agency

(3) If the student has completed his/her second year of high school before the transfer, provide the student information about district-adopted coursework and Board-imposed graduation requirements from which he/she may be exempted pursuant to Education Code

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j. The complainant has a right to appeal the district's decision to CDE by filing a written appeal within 15 calendar days of receiving the district's decision.

In any complaint alleging unlawful discrimination (such as discriminatory harassment, intimidation, or bullying), the respondent also shall have the right to file an appeal with CDE in the same manner as the complainant, if he/she is dissatisfied with the district's decision.

k. The appeal to CDE must include a copy of the complaint filed with the district and a copy of the district's decision.

l. Copies of the district's UCP are available free of charge.

The annual notification, complete contact information of the compliance officer(s), and information related to Title IX as required pursuant to Education Code 221.61 shall be posted on the district web site and may be provided through district-supported social media, if available.

The Superintendent or designee shall ensure that all students and parents/guardians, including students and parents/guardians with limited English proficiency, have access to the relevant information provided in the district's policy, regulation, forms, and notices concerning the UCP.

If 15 percent or more of students enrolled in a particular district school speak a single primary language other than English, the district's policy, regulation, forms, and notices concerning the UCP shall be translated into that language, in accordance with Education Code 234.1 and 48985. In all other instances, the district shall ensure meaningful access to all relevant UCP information for parents/guardians with limited English proficiency.

District Responsibilities

All UCP-related complaints shall be investigated and resolved within 60 calendar days of the district's receipt of the complaint unless the complainant agrees in writing to an extension of the timeline.

For complaints alleging unlawful discrimination (such as discriminatory harassment, intimidation, or bullying), the district shall inform the respondent when the complainant agrees to an extension of the timeline for investigating and resolving the complaint.

The compliance officer shall maintain a record of each complaint and subsequent related actions, including steps taken during the investigation and all information required for compliance with 5 CCR 4631 and 4633.

All parties involved in the allegations shall be notified when a complaint is filed and when a decision or ruling is made. However, the compliance officer shall keep all complaints or allegations of retaliation or unlawful discrimination (such as discriminatory harassment, intimidation, or bullying) confidential except when disclosure is necessary to carry out the

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investigation, take subsequent corrective action, conduct ongoing monitoring, or maintain the integrity of the process.

All complainants shall be protected from retaliation.

Filing of Complaints

The complaint shall be presented to the compliance officer who shall maintain a log of complaints received, providing each with a code number and a date stamp.

All complaints shall be filed in writing and signed by the complainant. If a complainant is unable to put a complaint in writing due to conditions such as a disability or illiteracy, district staff shall assist him/her in the filing of the complaint.

Complaints shall also be filed in accordance with the following rules, as applicable:

1. A complaint alleging district violation of applicable state or federal law or regulations governing the programs specified in the accompanying Board policy (item #1 of the section "Complaints Subject to the UCP") may be filed by any individual, public agency, or organization.
2. Any complaint alleging noncompliance with law regarding the prohibition against requiring students to pay student fees, deposits, and charges or any requirement related to the LCAP may be filed anonymously if the complaint provides evidence, or information leading to evidence, to support an allegation of noncompliance. A complaint about a violation of the prohibition against the charging of unlawful student fees may be filed with the principal of the school or with the Superintendent or designee. However, any such complaint shall be filed no later than one year from the date the alleged violation occurred.
3. A complaint alleging unlawful discrimination (such as discriminatory harassment, intimidation, or bullying) may be filed only by a person who alleges that he/she personally suffered the unlawful discrimination or by a person who believes that an individual or any specific class of individuals has been subjected to it. The complaint shall be initiated no later than six months from the date when the alleged unlawful discrimination occurred, or six months from the date when the complainant first obtained knowledge of the facts of the alleged unlawful discrimination. The time for filing may be extended for up to 90 days by the Superintendent or designee for good cause upon written request by the complainant setting forth the reasons for the extension.
4. When a complaint alleging unlawful discrimination (such as discriminatory harassment, intimidation, or bullying) is filed anonymously, the compliance officer shall pursue an investigation or other response as appropriate, depending on the specificity and reliability of the information provided and the seriousness of the allegation.
5. When the complainant of unlawful discrimination (such as discriminatory harassment, intimidation, or bullying) or the alleged victim, when he/she is not the complainant, requests

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confidentiality, the compliance officer shall inform him/her that the request may limit the district's ability to investigate the conduct or take other necessary action. When honoring a request for confidentiality, the district shall nevertheless take all reasonable steps to investigate and resolve/respond to the complaint consistent with the request.

Mediation

~~Within three business days after the compliance officer receives the complaint, he/she may informally discuss with all the parties the possibility of using mediation. Mediation shall be offered to resolve complaints that involve more than one student and no adult. However, mediation shall not be offered or used to resolve any complaint involving an allegation of sexual assault or where there is a reasonable risk that a party to the mediation would feel compelled to participate. If the parties agree to mediation, the compliance officer shall make all arrangements for this process.~~

~~Before initiating the mediation of a complaint alleging retaliation or unlawful discrimination (such as discriminatory harassment, intimidation, or bullying), the compliance officer shall ensure that all parties agree to make the mediator a party to relevant confidential information. The compliance officer shall also notify all parties of the right to end the informal process at any time.~~

~~If the mediation process does not resolve the problem within the parameters of law, the compliance officer shall proceed with his/her investigation of the complaint.~~

~~The use of mediation shall not extend the district's timelines for investigating and resolving the complaint unless the complainant agrees in writing to such an extension of time. If mediation is successful and the complaint is withdrawn, then the district shall take only the actions agreed upon through the mediation. If mediation is unsuccessful, the district shall then continue with subsequent steps specified in this administrative regulation.~~

Investigation of Complaint

Within 10 business days after the compliance officer receives the complaint, the compliance officer shall begin an investigation into the complaint.

Within one business day of initiating the investigation, the compliance officer shall provide the complainant and/or his/her representative with the opportunity to present the information contained in the complaint to the compliance officer and shall notify the complainant and/or his/her representative of the opportunity to present the compliance officer with any evidence, or information leading to evidence, to support the allegations in the complaint. Such evidence or information may be presented at any time during the investigation.

In conducting the investigation, the compliance officer shall collect all available documents and review all available records, notes, or statements related to the complaint, including any additional evidence or information received from the parties during the course of the investigation. He/she shall individually interview all available witnesses with information

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pertinent to the complaint, and may visit any reasonably accessible location where the relevant actions are alleged to have taken place. At appropriate intervals, the compliance officer shall inform both parties of the status of the investigation.

To investigate a complaint alleging retaliation or unlawful discrimination (such as discriminatory harassment, intimidation, or bullying), the compliance officer shall interview the alleged victim(s), any alleged offenders, and other relevant witnesses privately, separately, and in a confidential manner. As necessary, additional staff or legal counsel may conduct or support the investigation.

A complainant's refusal to provide the district's investigator with documents or other evidence related to the allegations in the complaint, failure or refusal to cooperate in the investigation, or engagement in any other obstruction of the investigation may result in the dismissal of the complaint because of a lack of evidence to support the allegation. Similarly, a respondent's refusal to provide the district's investigator with documents or other evidence related to the allegations in the complaint, failure or refusal to cooperate in the investigation, or engagement in any other obstruction of the investigation may result in a finding, based on evidence collected, that a violation has occurred and in the imposition of a remedy in favor of the complainant.

In accordance with law, the district shall provide the investigator with access to records and other information related to the allegation in the complaint and shall not in any way obstruct the investigation. Failure or refusal of the district to cooperate in the investigation may result in a finding based on evidence collected that a violation has occurred and in the imposition of a remedy in favor of the complainant.

The compliance officer shall apply a "preponderance of the evidence" standard in determining the veracity of the factual allegations in a complaint. This standard is met if the allegation is more likely to be true than not.

Report of Findings

OPTION 1:

Unless extended by written agreement with the complainant, the compliance officer shall prepare and send to the complainant, and respondent if there is one, a written report, as described in the section "Final Written Decision" below, within 60 calendar days of the district's receipt of the complaint.

~~OPTION 2:~~

~~Unless extended by written agreement with the complainant, a final decision shall be sent to the complainant within 60 calendar days of the district's receipt of the complaint. Within 30 calendar days of receiving the complaint, the compliance officer shall prepare and send to the complainant a written report, as described in the section "Final Written Decision" below. If the complainant is dissatisfied with the compliance officer's decision, he/she may, within five business days, file his/her complaint in writing with the Board.~~

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~~The Board may consider the matter at its next regular Board meeting or at a special Board meeting convened in order to meet the 60-day time limit within which the complaint must be answered. When required by law, the matter shall be considered in closed session. The Board may decide not to hear the complaint, in which case the compliance officer's decision shall be final.~~

~~If the Board hears the complaint, the compliance officer shall send the Board's decision to the complainant within 60 calendar days of the district's initial receipt of the complaint or within the time period that has been specified in a written agreement with the complainant. (5 CCR 4631)~~

~~In resolving any complaint alleging unlawful discrimination (such as discriminatory harassment, intimidation, and bullying), the respondent also shall be sent the district's decision and, in the same manner as the complainant, may file a complaint with the Board if dissatisfied with the decision.~~

Final Written Decision

The district's decision on how it will resolve the complaint shall be in writing and shall be sent to the complainant and respondent.

In consultation with district legal counsel, information about the relevant part of a decision may be communicated to a victim who is not the complainant and to other parties who may be involved in implementing the decision or are affected by the complaint, as long as the privacy of the parties is protected. In a complaint alleging unlawful discrimination (such as discriminatory harassment, intimidation, and bullying), notice of the district's decision to the alleged victim shall include information about any sanction to be imposed upon the respondent that relates directly to the alleged victim.

If the complaint involves a limited-English-proficient student or parent/guardian and the student involved attends a school at which 15 percent or more of the students speak a single primary language other than English, then the decision shall also be translated into that language. In all other instances, the district shall ensure meaningful access to all relevant information for parents/guardians with limited English proficiency.

For all complaints, the decision shall include:

1. The findings of fact based on the evidence gathered. In reaching a factual determination, the following factors may be taken into account:
 - a. Statements made by any witnesses
 - b. The relative credibility of the individuals involved
 - c. How the complaining individual reacted to the incident

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- d. Any documentary or other evidence relating to the alleged conduct
- e. Past instances of similar conduct by any alleged offenders
- f. Past false allegations made by the complainant
2. The conclusion(s) of law
3. Disposition of the complaint
4. Rationale for such disposition

For complaints of retaliation or unlawful discrimination (such as discriminatory harassment, intimidation, or bullying), the disposition of the complaint shall include a determination for each allegation as to whether retaliation or unlawful discrimination has occurred.

The determination of whether a hostile environment exists may involve consideration of the following:

- a. The manner in which the misconduct affected one or more students' education
- b. The type, frequency, and duration of the misconduct
- c. The relationship between the alleged victim(s) and offender(s)
- d. The number of persons engaged in the conduct and at whom the conduct was directed
- e. The size of the school, location of the incidents, and context in which they occurred
- f. Other incidents at the school involving different individuals
5. Corrective action(s), including any actions that have been taken or will be taken to address the allegations in the complaint and including, with respect to a student fees complaint, a remedy that comports with Education Code 49013 and 5 CCR 4600

For complaints of unlawful discrimination (such as discriminatory harassment, intimidation, or bullying), the decision may, as required by law, include:

- a. The corrective actions imposed on the respondent
- b. Individual remedies offered or provided to the complainant or another person who was the subject of the complaint, but this information should not be shared with the respondent.
- c. Systemic measures the school has taken to eliminate a hostile environment and prevent recurrence

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6. Notice of the complainant's and respondent's right to appeal the district's decision to CDE within 15 calendar days, and procedures to be followed for initiating such an appeal

The decision may also include follow-up procedures to prevent recurrence or retaliation and for reporting any subsequent problems.

For complaints alleging unlawful discrimination based on state law (such as discriminatory harassment, intimidation, and bullying), the decision shall also include a notice to the complainant that:

1. He/she may pursue available civil law remedies outside of the district's complaint procedures, including seeking assistance from mediation centers or public/private interest attorneys, 60 calendar days after the filing of an appeal with CDE.
2. The 60 days moratorium does not apply to complaints seeking injunctive relief in state courts or to discrimination complaints based on federal law.
3. Complaints alleging discrimination based on race, color, national origin, sex, gender, disability, or age may also be filed with the U.S. Department of Education, Office for Civil Rights at www.ed.gov/ocr within 180 days of the alleged discrimination.

Corrective Actions

When a complaint is found to have merit, the compliance officer shall adopt any appropriate corrective action permitted by law. Appropriate corrective actions that focus on the larger school or district environment may include, but are not limited to, actions to reinforce district policies; training for faculty, staff, and students; updates to school policies; or school climate surveys.

For complaints involving retaliation or unlawful discrimination (such as discriminatory harassment, intimidation, or bullying), appropriate remedies that may be offered to the victim but not communicated to the respondent may include, but are not limited to, the following:

1. Counseling
2. Academic support
3. Health services
4. Assignment of an escort to allow the victim to move safely about campus
5. Information regarding available resources and how to report similar incidents or retaliation
6. Separation of the victim from any other individuals involved, provided the separation does not penalize the victim

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7. Restorative justice
8. Follow-up inquiries to ensure that the conduct has stopped and there has been no retaliation
9. Determination of whether any past actions of the victim that resulted in discipline were related to the treatment the victim received and described in the complaint

For complaints involving retaliation or unlawful discrimination (such as discriminatory harassment, intimidation, or bullying), appropriate corrective actions that focus on a student offender may include, but are not limited to, the following:

1. Transfer from a class or school as permitted by law
2. Parent/guardian conference
3. Education regarding the impact of the conduct on others
4. Positive behavior support
5. Referral to a student success team
6. Denial of participation in extracurricular or co-curricular activities or other privileges as permitted by law
7. Disciplinary action, such as suspension or expulsion, as permitted by law

When an employee is found to have committed retaliation or unlawful discrimination (such as discriminatory harassment, intimidation, or bullying), the district shall take appropriate disciplinary action, up to and including dismissal, in accordance with applicable law and collective bargaining agreement.

The district may also consider training and other interventions for the larger school community to ensure that students, staff, and parents/guardians understand the types of behavior that constitute unlawful discrimination (such as discriminatory harassment, intimidation, or bullying), that the district does not tolerate it, and how to report and respond to it.

When a complaint is found to have merit, an appropriate remedy shall be provided to the complainant or other affected person.

If a complaint alleging noncompliance with the laws regarding student fees, deposits, and other charges, physical education instructional minutes for students in elementary schools, or any requirement related to the LCAP is found to have merit, the district shall provide a remedy to all affected students and parents/guardians subject to procedures established by regulation of the State Board of Education.

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For complaints alleging noncompliance with the laws regarding student fees, the district shall attempt in good faith, by engaging in reasonable efforts, to identify and fully reimburse all affected students and parents/guardians who paid the unlawful student fees within one year prior to the filing of the complaint.

Appeals to the California Department of Education

Any complainant who is dissatisfied with the district's final written decision of a complaint regarding any specified federal or state educational program subject to the UCP may file an appeal in writing with CDE within 15 calendar days of receiving the district's decision.

When a respondent in any complaint alleging unlawful discrimination (such as discriminatory harassment, intimidation, and bullying) is dissatisfied with the district's final written decision, he/she, in the same manner as the complainant, may file an appeal with CDE.

The complainant or respondent shall specify the basis for the appeal of the decision and how the facts of the district's decision are incorrect and/or the law has been misapplied. The appeal shall be sent to CDE with a copy of the original locally filed complaint and a copy of the district's decision in that complaint.

Upon notification by CDE that the complainant or respondent has appealed the district's decision, the Superintendent or designee shall forward the following documents to CDE:

1. A copy of the original complaint
2. A copy of the written decision
3. A summary of the nature and extent of the investigation conducted by the district, if not covered by the decision
4. A copy of the investigation file including, but not limited to, all notes, interviews, and documents submitted by the parties and gathered by the investigator
5. A report of any action taken to resolve the complaint
6. A copy of the district's uniform complaint procedures
7. Other relevant information requested by CDE

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Administrative Regulation

Williams Uniform Complaint Procedures

AR 1312.4

Community Relations

Types of Complaints

The district shall use the procedures described in this administrative regulation only to investigate and resolve the following:

1. Complaints regarding the insufficiency of textbooks and instructional materials, including any complaint alleging that:
 - a. A student, including an English learner, does not have standards-aligned textbooks or instructional materials or state- or district-adopted textbooks or other required instructional materials to use in class.
 - b. A student does not have access to textbooks or instructional materials to use at home or after school. This does not require two sets of textbooks or instructional materials for each student.
 - c. Textbooks or instructional materials are in poor or unusable condition, have missing pages, or are unreadable due to damage.
 - d. A student was provided photocopied sheets from only a portion of a textbook or instructional materials to address a shortage of textbooks or instructional materials.
2. Complaints regarding teacher vacancy or misassignment, including any complaint alleging that:
 - a. A semester begins and a teacher vacancy exists.
 - b. A teacher who lacks credentials or training to teach English learners is assigned to teach a class with more than 20 percent English learners in the class.
 - c. A teacher is assigned to teach a class for which the teacher lacks subject matter competency.

Teacher vacancy means a position to which a single designated certificated employee has not been assigned at the beginning of the year for an entire year or, if the position is for a one-semester course, a position to which a single designated certificated employee has not been assigned at the beginning of the semester for an entire semester.

Beginning of the year or semester means the first day classes necessary to serve all the students enrolled are established with a single designated certificated employee assigned for the duration

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of the class, but not later than 20 working days after the first day students attend classes for that semester.

Misassignment means the placement of a certificated employee in a teaching or services position for which the employee does not hold a legally recognized certificate or credential or the placement of a certificated employee in a teaching or services position that the employee is not otherwise authorized by statute to hold.

3. Complaints regarding the condition of school facilities, including any complaint alleging that:

a. A condition poses an emergency or urgent threat to the health or safety of students or staff.

Emergency or urgent threat means structures or systems that are in a condition that poses a threat to the health and safety of students or staff while at school, including, but not limited to, gas leaks; nonfunctioning heating, ventilation, fire sprinklers, or air-conditioning systems; electrical power failure; major sewer line stoppage; major pest or vermin infestation; broken windows or exterior doors or gates that will not lock and that pose a security risk; abatement of hazardous materials previously undiscovered that pose an immediate threat to students or staff; structural damage creating a hazardous or uninhabitable condition; or any other condition deemed appropriate.

b. A school restroom has not been cleaned, maintained, or kept open in accordance with Education Code 35292.5.

Clean or maintained school restroom means a school restroom has been cleaned or maintained regularly, is fully operational, or has been stocked at all times with toilet paper, soap, or paper towels or functional hand dryers.

Open restroom means the school has kept all restrooms open during school hours when students are not in classes and has kept a sufficient number of restrooms open during school hours when students are in classes. This does not apply when the temporary closing of the restroom is necessary for student safety or to make repairs.

Filing of Complaint

A complaint alleging any condition(s) specified in the section "Types of Complaints" above shall be filed with the principal or designee at the school in which the complaint arises. The principal or designee shall forward a complaint about problems beyond his/her authority to the Superintendent or designee in a timely manner, but not to exceed 10 working days.

Investigation and Response

The principal or designee shall make all reasonable efforts to investigate any problem within his/her authority. He/she shall remedy a valid complaint within a reasonable time period not to

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exceed 30 working days from the date the complaint was received.

Complaints may be filed anonymously. If the complainant has indicated on the complaint form that he/she would like a response to the complaint, the principal or designee shall report the resolution of the complaint to him/her at the mailing address indicated on the complaint form within 45 working days of the initial filing of the complaint. At the same time, the principal or designee shall report the same information to the Superintendent or designee.

When Education Code 48985 is applicable and the complainant has requested a response, the response shall be written in English and in the primary language in which the complaint was filed.

If a complainant is not satisfied with the resolution of a complaint, he/she has the right to describe the complaint to the Governing Board at a regularly scheduled meeting.

For any complaint concerning a facilities condition that poses an emergency or urgent threat to the health or safety of students or staff as described in item #3a in the section "Types of Complaints" above, a complainant who is not satisfied with the resolution proffered by the principal or Superintendent or designee may file an appeal to the Superintendent of Public Instruction within 15 days of receiving the district's response. The complainant shall comply with the appeal requirements specified in 5 CCR 4632.

All complaints and written responses shall be public records.

Reports

On a quarterly basis, the Superintendent or designee shall report, to the Board at a regularly scheduled public Board meeting and to the County Superintendent of Schools, summarized data on the nature and resolution of all complaints. The report shall include the number of complaints by general subject area with the number of resolved and unresolved complaints.

Forms and Notices

The Superintendent or designee shall ensure a Williams complaint form is available at each school. However, complainants need not use the district's complaint form in order to file a complaint.

The Superintendent or designee shall ensure that the district's complaint form contains a space to indicate whether the complainant desires a response to his/her complaint and specifies the location for filing a complaint. A complainant may add as much text to explain the complaint as he/she wishes.

The Superintendent or designee shall ensure that a notice is posted in each classroom in each school containing the components specified in Education Code 35186.

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Legal Reference:

EDUCATION CODE

- 234.1 Prohibition of discrimination, harassment, intimidation, and bullying
 - 1240 County superintendent of schools, duties
 - 17592.72 Urgent or emergency repairs, School Facility Emergency Repair Account
 - 33126 School accountability report card
 - 35186 Williams uniform complaint procedures
 - 35292.5 Restrooms, maintenance and cleanliness
 - 48985 Notice to parents in language other than English
 - 60119 Hearing on sufficiency of instructional materials
- CODE OF REGULATIONS, TITLE 5
- 4600-4670 Uniform complaint procedures
 - 4680-4687 Williams uniform complaint procedures

Management Resources:

WEB SITES

- CSBA: <http://www.csba.org>
- California County Superintendents Educational Services Association: <http://www.ccsesa.org>
- California Department of Education, Williams case: <http://www.cde.ca.gov/eo/ce/wc>
- State Allocation Board, Office of Public School Construction: <http://www.opsc.dgs.ca.gov>

(11/07 11/10) 8/14

Exhibit

Williams Uniform Complaint Procedures

E 1312.4

Community Relations

NOTICE TO PARENTS/GUARDIANS, STUDENTS, AND TEACHERS: COMPLAINT RIGHTS

Parents/Guardians, Students, and Teachers:

Pursuant to Education Code 35186, you are hereby notified that:

1. There should be sufficient textbooks and instructional materials. That means each student, including an English learner, must have a textbook or instructional materials, or both, to use in class and to take home.
2. School facilities must be clean, safe, and maintained in good repair.
3. There should be no teacher vacancies or misassignments. There should be a teacher assigned to each class and not a series of substitutes or other temporary teachers. The teacher should have the proper credential to teach the class, including the certification required to teach English learners, if present.

Misassignment means the placement of a certificated employee in a teaching or services position for which the employee does not hold a legally recognized certificate or credential or the placement of a certificated employee in a teaching or services position that the employee is not otherwise authorized by statute to hold.

Teacher vacancy means a position to which a single designated certificated employee has not been assigned at the beginning of the year for an entire year or, if the position is for a one-semester course, a position to which a single designated certificated employee has not been assigned at the beginning of a semester for an entire semester.

4. A complaint form may be obtained at the school office or district office, or downloaded from the school or district web site. You may also download a copy of the California Department of Education complaint form from the following web site: <http://www.cde.ca.gov/re/cp/uc>. However, a complaint need not be filed using either the district's complaint form or the complaint form from the California Department of Education.

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Exhibit(2) 1312.4

WILLIAMS UNIFORM COMPLAINT PROCEDURES

COMPLAINT FORM: WILLIAMS UNIFORM COMPLAINT PROCEDURES

Education Code 35186 creates a procedure for the filing of complaints concerning deficiencies related to instructional materials, conditions of facilities that are not maintained in a clean or safe manner or in good repair, or teacher vacancy or misassignment. The complaint and response are public documents as provided by law. Complaints may be filed anonymously. However, if you wish to receive a response to your complaint, you must provide the contact information below.

Response requested? _____ Yes _____ No

Contact information: (if response is requested)

Name: _____

Address: _____

Phone number: Day: _____ Evening: _____

E-mail address, if any: _____

Date problem was observed: _____

Location of the problem that is the subject of this complaint:

School name/address: _____

Course title/grade level and teacher name: _____

Room number/name of room/location of facility: _____

Only the following issues may be the subject of this complaint process. If you wish to complain about an issue not specified below, please contact the school or district for the appropriate district complaint procedure.

Specific issue(s) of the complaint: (Please check all that apply. A complaint may contain more than one allegation.)

1. Textbooks and instructional materials:

A student, including an English learner, does not have standards-aligned textbooks or instructional materials or state- or district-adopted textbooks or other required instructional materials to use in class.

A student does not have access to textbooks or instructional materials to use at home or after school. This does not require two sets of textbooks or instructional materials for each student.

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Textbooks or instructional materials are in poor or unusable condition, have missing pages, or are unreadable due to damage.

A student was provided photocopied sheets from only a portion of a textbook or instructional materials to address a shortage of textbooks or instructional materials.

2. Teacher vacancy or misassignment:

A semester begins and a teacher vacancy exists. A teacher vacancy is a position to which a single designated certificated employee has not been assigned at the beginning of the school year for an entire year or, if the position is for a one-semester course, a position to which a single designated certificated employee has not been assigned at the beginning of a semester for an entire semester.

A teacher who lacks credentials or training to teach English learners is assigned to teach a class with more than 20 percent English learners in the class.

A teacher is assigned to teach a class for which the teacher lacks subject matter competency.

3. Facilities conditions:

A condition exists that poses an emergency or urgent threat to the health or safety of students or staff including gas leaks; nonfunctioning heating, ventilation, fire sprinklers, or air-conditioning systems; electrical power failure; major sewer line stoppage; major pest or vermin infestation; broken windows or exterior doors or gates that will not lock and that pose a security risk; abatement of hazardous materials previously undiscovered that pose an immediate threat to students or staff; structural damage creating a hazardous or uninhabitable condition; and any other condition deemed appropriate by the district.

A school restroom has not been cleaned or maintained regularly, is not fully operational, or has not been stocked at all times with toilet paper, soap, or paper towels or functional hand dryers.

The school has not kept all restrooms open during school hours when students are not in classes and has not kept a sufficient number of restrooms open during school hours when students are in classes. This does not apply when temporary closing of the restroom is necessary for student safety or to make repairs.

Please describe the issue of your complaint in detail. You may attach additional pages and include as much text as necessary to fully describe the situation. For complaints regarding facilities conditions, please describe the emergency or urgent facilities condition and how that condition poses a threat to the health or safety of students or staff.

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Please file this complaint at the following location:

(principal or title of designee of the Superintendent)

(address)

Please provide a signature below. If you wish to remain anonymous, a signature is not required. However, all complaints, even anonymous ones, should be dated.

(Signature)

(Date)

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Board Policy

Solicitation Of Funds From And By Students

BP 1321

Community Relations

The Governing Board recognizes that student participation in fund-raising activities for the schools and nonprofit, nonpartisan charitable organizations can help develop a sense of social responsibility in students, enhance the relationship between the school and community, and contribute to the improvement of the school program.

Whether solicitations are made on behalf of the school or on behalf of a charitable organization, students shall not be barred from an event or activity because they did not participate in fund-raising. Potential donors, including parents/guardians and members of the community, should not be unduly pressured to contribute to the school system or charitable organizations. Staff is expected to emphasize the fact that donations are always voluntary.

The Superintendent or designee shall ensure that parents/guardians are informed of the purpose of fund-raisers.

Solicitations on Behalf of the School

With the prior written approval of the Superintendent or designee, official school-related organizations may organize fund-raising events involving students.

~~After the fund-raiser has been held, parents/guardians shall be informed how much money was raised and how it was spent.—~~

~~Solicitations on Behalf of Charities~~

~~When approved in advance by the Superintendent or designee, nonprofit, nonpartisan organizations that are properly chartered or licensed by state or federal law may solicit students on school grounds during school hours and within one hour before school has opened and one hour after school has closed.—(Education Code 51520)~~

Legal Reference:

EDUCATION CODE

51520 Prohibited solicitations on school premises

51521 Unlawful solicitations of contribution or purchase of personal property for benefit of public school or student body; exception

BUSINESS AND PROFESSIONS CODE

17510-17510.95 Charitable solicitations

PENAL CODE

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319-329 Raffles

REVENUE AND TAX CODE

6361 Sales tax exemption for certain sales

CODE OF REGULATIONS, TITLE 8

11706 Dangerous activities and occupations

Management Resources:

CSBA PUBLICATIONS

Healthy Food Policy Resource Guide, 2003

WEB SITES

Office of the Attorney General: <https://oag.ca.gov>

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Administrative Regulation

Solicitation Of Funds From And By Students

AR 1321

Community Relations

The Superintendent or designee shall approve all fund-raising activities at least 15 days before the activity. If the event involves a contract with a commercial vendor, the Superintendent or designee shall review the contract.

In order to minimize interruptions to the educational program, staff shall limit fund-raising activities to appropriate time periods designated by the principal.

No student shall be required to raise a specified amount of money in order to participate in an activity sponsored by a school-related organization.

Students engaged in fund-raising activities on behalf of the school or for school-related projects are expected to be courteous and respectful towards all individuals and businesses.

~~Door to Door Sales~~

~~Students under 16 years old may engage in door to door sales of newspaper or magazine subscriptions, candy, cookies, flowers or other merchandise only under the following conditions:~~

- ~~1. The students shall work in pairs, as a team, on the same or opposite side of the street. (8 CCR 11706)~~
- ~~2. The students shall be supervised by an adult, with one adult for every crew of 10 or fewer students. (8 CCR 11706)~~
- ~~3. The students must be within the sight or sound of their adult supervisor at least once every 15 minutes. (8 CCR 11706)~~
- ~~4. The students shall be returned to their respective homes or meeting places after each day's work. (8 CCR 11706)~~
- ~~5. The students shall not engage in door to door sales after dark.~~
- ~~6. The students shall not work outside of their immediate neighborhood.~~
- ~~7. Students in grades _____ shall not be involved in any door to door sales or solicitations.~~

(9/87 9/90) 7/03

Board Policy

Advertising And Promotion

BP 1325

Community Relations

The Governing Board establishes this policy to ensure effective and consistent standards for advertisements and promotions by nonschool groups in school-sponsored publications, on district and school web sites and social media, and on school facilities and grounds. Student speech shall be regulated in accordance with BP/AR 5145.2 - Freedom of Speech/Expression.

~~OPTION 1: Nonpublic Forum~~

~~The Board believes that in order to maintain focus on academic achievement in district schools, students' exposure to the persuasive influence of marketing should be minimized. The Superintendent or designee shall not allow any advertisement from any nonschool group to be included in any district or school sponsored publication, web site, or social media, or to be posted on any school property such as school buildings, athletic fields, scoreboards, or billboards. In addition, no nonschool group's announcement, flyer, or other promotional material shall be disseminated by the district or distributed at any school facility or on school grounds.~~

OPTION 2: Limited Public Forum

The Board desires to promote positive relationships between district schools and the community in order to enhance community partnerships, support, and involvement in the schools. The Superintendent or designee may, consistent with the criteria established in this policy, approve:

1. Distribution of noncommercial materials that publicize services, special events, public meetings, or other gatherings of interest to students or parents/guardians
2. Distribution of promotional materials of a commercial nature to students or parents/guardians
3. Paid advertisements on school property, including, but not limited to, advertisements on school buildings, athletic fields, scoreboards, and billboards
4. Paid advertisements in school-sponsored publications, yearbooks, announcements, and other school communications, including web sites and social media
5. Products and materials donated by commercial enterprises for educational use, including those that bear the name and/or logo of the donor, as long as they do not unduly promote the donor or any commercial activity or product

Prior to the distribution, posting, or publishing of any nonschool group's promotional materials

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or advertisement, the Superintendent, principal, or designee shall review the materials or advertisement based on the criteria listed below. He/she may not disapprove materials or advertisement in an arbitrary or capricious manner or in a way that discriminates against a particular viewpoint on a subject that is otherwise allowed by Board policy.

All materials to be distributed shall bear the name and contact information of the sponsoring entity.

As necessary, the Superintendent, principal, or designee shall require a disclaimer on any nonschool group's promotional materials to be distributed, posted, or published, stating that the distribution, posting, or publishing of the materials does not imply district endorsement of the group's activities, products, or services. District- and school-sponsored publications shall include a disclaimer stating that the district or school does not endorse any advertised products or services.

Criteria for Approval

The Superintendent, principal, or designee shall not accept for distribution, or allow on school property, any materials or advertisements that:

1. Are lewd, obscene, libelous, or slanderous
2. Incite students to commit unlawful acts, violate school rules, or disrupt the orderly operation of the schools
3. Promote any particular political interest, candidate, party, or ballot measure, unless the candidates or advocates from all sides are provided the opportunity to present their views to the students during school hours or during events scheduled pursuant to the Civic Center Act
4. Contain prayer or proselytizing language
5. Position the district on any side of a controversial issue
6. Discriminate against, attack, or denigrate any group on account of any unlawful consideration
7. Promote the use or sale of materials or services that are illegal or inconsistent with school objectives, including, but not limited to, materials or advertisements for tobacco, intoxicants, and movies or products unsuitable for children
8. Promote during the school day any food or beverage that does not comply with state nutritional standards pursuant to Education Code 49430-49434, including a corporate incentive program that offers free or discounted foods or beverages that do not meet nutritional standards as rewards for students who reach certain academic goals. This prohibition does not include advertising on clothing with brand images worn on school grounds, advertising contained in product packaging, or advertising of infrequent school fundraising events involving food or

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beverages that do not meet the nutritional standards.

9. Solicit funds or services for an organization, with the exception of solicitations authorized in Board policy

10. Distribute unsolicited merchandise for which an ensuing payment is requested

The Superintendent or designee may also consider the educational value of the materials or advertisements, the age or maturity of the students in the intended audience, and whether the materials or advertisements support the basic educational mission of the district, directly benefit the students, or are of intrinsic value to the students or their parents/guardians.

Schools may establish additional criteria pertaining to the content of advertisements in school publications and yearbooks, as deemed appropriate by the Superintendent or designee in accordance with law and Board policy.

Legal Reference:

EDUCATION CODE

7050-7058 Political activities of school officers and employees

35160 Authority of governing boards

35160.1 Broad authority of school districts

35172 Promotional activities

38130-38139 Civic Center Act

49430-49434 The Pupil Nutrition, Health, and Achievement Act of 2001, especially:

49431.9 Advertisement of non-nutritious foods

BUSINESS AND PROFESSIONS CODE

25664 Advertisements encouraging minors to drink

CALIFORNIA CONSTITUTION

Article 1, Section 2 Free speech rights

U.S. CONSTITUTION

Amendment 1, Freedom of speech and expression

UNITED STATES CODE, TITLE 42

1751-1769j School Lunch Program

1773 School Breakfast Program

COURT CASES

Hills v. Scottsdale Unified School District, (2003) 329 F.3d 1044

DiLoreto v. Downey Unified School District, (1999) 196 F.3d 958

Yeo v. Town of Lexington, (1997) 131 F.3d 241

Henry v. School Board of Colorado Springs, (D.Col. 1991) 760 F.Supp. 856

Bright v. Los Angeles Unified School District, (1976) 18 Cal. 3d 450

Lehman v. Shaker Heights, (1974) 418 U.S. 298

Management Resources:

WEB SITES

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

(11/01 4/13) 12/17

Board Policy

Use Of School Facilities

BP 1330

Community Relations

The Governing Board believes that school facilities and grounds are a vital community resource which should be used to foster community involvement and development. Therefore, the Board authorizes the use of school facilities by district residents and community groups for purposes specified in the Civic Center Act, to the extent that such use does not interfere with school activities or other school-related uses.

The Superintendent or designee shall give priority to school-related activities in the use of school facilities and grounds. Other uses authorized under the Civic Center Act shall be on a first-come, first-served basis.

For the effective management and control of school facilities and grounds, the Superintendent or designee shall maintain procedures and regulations that:

1. Aid, encourage, and assist groups desiring to use school facilities for approved activities
2. Preserve order in school facilities and on school grounds and protect school facilities, designating a person to supervise this task, if necessary
3. Ensure that the use of school facilities or grounds is not inconsistent with their use for school purposes and does not interfere with the regular conduct of school work

Subject to prior approval by the Board, the Superintendent or designee may grant the use of school facilities or grounds on those days on which district schools are closed.

There shall be no advertising on school facilities and grounds except as allowed by district policy specified in BP 1325 - Advertising and Promotion.

As necessary to ensure efficient use of school facilities, the Superintendent or designee may, with the Board's approval, enter into an agreement for the joint use of any school facilities or grounds. The Board shall approve any such agreement only if it determines that it is in the best interest of the district and the community.

Fees

The Board shall adopt a comprehensive schedule of fees to be charged for community use of school facilities and grounds, including, but not limited to, the multipurpose room(s), playing or athletic field(s), track and field venue(s), tennis court(s), and outdoor basketball court(s). The schedule of fees shall be prepared in accordance with 5 CCR 14037-14041.

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~~OPTION 1: (Amount not exceeding direct costs to all community groups)~~

~~The Board believes that the use of school facilities or grounds should not result in an expense to the district. The Superintendent or designee shall charge all groups granted the use of school facilities or grounds under the Civic Center Act an amount not exceeding direct costs determined in accordance with 5 CCR 14037-14041. (Education Code 38134)~~

~~OPTION 2: (No charge to nonprofit organizations and youth and school-oriented groups)~~

~~***Note: This option reflects the common practice among districts to allow free use of school facilities by nonprofit organizations and clubs and associations that promote youth and school activities pursuant to Education Code 38134. Districts that wish to allow free use by some groups but charge other groups should proceed cautiously and ensure that such free use or discount is granted on a reasonable and nondiscriminatory basis. It is strongly recommended that districts consult legal counsel before deciding which groups will or will not be charged and, based upon legal counsel's advice, decide whether it would be appropriate to specifically name in the district's policy the community groups that will or will not be charged.***~~

~~The Board authorizes the use of school facilities or grounds, without charge, by nonprofit organizations and by clubs or associations organized to promote youth and school activities, including, but not limited to, Girl Scouts, Boy Scouts, Camp Fire USA, YMCA, parent teacher associations, school community advisory councils, and recreational youth sports leagues that charge participants no more than an average of \$60 per month. Other groups that request the use of school facilities under the Civic Center Act shall be charged an amount not exceeding direct costs determined in accordance with 5 CCR 14037-14041. (Education Code 38134)~~

OPTION 3: (No charge to school-related organizations)

The Board authorizes the use of school facilities or grounds without charge to school-related organizations whose activities are directly related to or for the benefit of district schools. All other groups requesting the use of school facilities under the Civic Center Act shall be charged an amount not exceeding direct costs determined in accordance with 5 CCR 14037-14041.

Additionally, when any use of school facilities or grounds is for religious services, the district shall charge an amount at least equal to the district's direct costs.

Groups shall be charged fair rental value when using school facilities or grounds for entertainment or meetings where admission is charged or contributions solicited and net receipts are not to be expended for charitable purposes or for the welfare of the district's students.

Calculating Direct Costs

Direct costs to be charged for community use of each, or each type of, school facility or grounds shall be calculated in accordance with 5 CCR 14038 and may reflect the community's proportionate share of the following costs:

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1. Capital direct costs calculated in accordance with 5 CCR 14039, including the estimated costs of maintenance, repair, restoration, and refurbishment of non-classroom space school facilities or grounds
2. Operational direct costs calculated in accordance with 5 CCR 14040, including estimated costs of supplies, utilities, janitorial services, other services performed by district employees and/or contracted workers, and salaries and benefits paid to district employees directly associated with the administration of the Civic Center Act to operate and maintain school facilities and grounds

~~Direct cost fees shall not be discounted to any group or organization except when the discount is specifically authorized in the adopted fee schedule.—~~

Expending Funds Collected as Capital Direct Costs

Any funds collected as capital direct costs shall be deposited into a special fund to be used only for capital maintenance, repair, restoration, and refurbishment of school facilities and grounds.

Use of School Facility as Polling Place

The Board may authorize the use of school buildings as polling places on any election day, and may also authorize the use of school buildings, without cost, for the storage of voting machines and other vote-tabulating devices. However, if a city or county elections official specifically requests the use of a school building as a polling place, the Board shall allow its use for such purpose. If school will be in session, the Superintendent or designee shall identify to elections officials the specific areas of the school buildings not occupied by school activities that will be allowed for use as polling places.

When a school is used as a polling place, the Superintendent or designee shall provide the elections official a site with an adequate amount of space that will allow the precinct board to perform its duties in a manner that will not impede, interfere, or interrupt the normal process of voting and shall make a telephone line for Internet access available for use by local elections officials if so requested. He/she shall make a reasonable effort to ensure that the site is accessible to persons with disabilities.

The Superintendent or designee shall establish procedures to ensure student safety and minimize disruptions whenever school is in session while the facilities are being used as a polling place.

Legal Reference:

EDUCATION CODE

10900-10914.5 Community recreation programs

32282 School safety plan

37220 School holidays

38130-38138 Civic Center Act, use of school property for public purposes

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BUSINESS AND PROFESSIONS CODE

25608 Alcoholic beverage on school premises

ELECTIONS CODE

12283 Polling places: schools

GOVERNMENT CODE

54950-54963 The Ralph M. Brown Act

MILITARY AND VETERANS CODE

1800 Definitions

CODE OF REGULATIONS, TITLE 5

14037-14042 Proportionate direct costs for use of school facilities and grounds

UNITED STATES CODE, TITLE 20

7905 Equal access to public school facilities

COURT DECISIONS

Good News Club v. Milford Central School, (2001) 533 U.S. 98

Lamb's Chapel v. Center Moriches Union Free School District, (1993) 508 U.S. 384

Cole v. Richardson, (1972) 405 U.S. 676

Connell v. Higgenbotham, (1971) 403 U.S. 207

ACLU v. Board of Education of Los Angeles, (1961) 55 Cal .2d 167

Ellis v. Board of Education, (1945) 27 Cal.2d 322

ATTORNEY GENERAL OPINIONS

82 Ops.Cal.Atty.Gen. 90 (1999)

79 Ops.Cal.Atty.Gen. 248 (1996)

Management Resources:

CSBA PUBLICATIONS

Maximizing Opportunities for Physical Activity Through Joint Use of Facilities, Policy Brief, February 2010

Building Healthy Communities: A School Leader's Guide to Collaboration and Community Engagement, 2009

WEB SITES

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

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

Administrative Regulation

Use Of School Facilities

AR 1330

Community Relations

Application for Use of Facilities

Any person applying for the use of any school facilities or grounds on behalf of any society, group, or organization shall present written authorization from the group or organization to make the application.

~~Persons or organizations applying for the use of school facilities or grounds shall submit a facilities use statement indicating that they uphold the state and federal constitutions and do not intend to use school premises or facilities to commit unlawful acts.~~

Civic Center Use

Subject to district policies and regulations, school facilities and grounds shall be available to citizens and community groups as a civic center for the following purposes:

1. Public, literary, scientific, recreational, educational, or public agency meetings
2. The discussion of matters of general or public interest
3. The conduct of religious services for temporary periods, on a one-time or renewable basis, by any church or religious organization
4. Child care programs to provide supervision and activities for children of preschool and elementary school age
5. The administration of examinations for the selection of personnel or the instruction of precinct board members by public agencies
6. Supervised recreational activities, including, but not limited to, sports league activities that are arranged for and supervised by entities, including religious organizations or churches, and in which youth may participate regardless of religious belief or denomination
7. A community youth center
8. Mass care and welfare shelters during disasters or other emergencies affecting the public health and welfare
9. A ceremony, patriotic celebration, or related educational assembly conducted by a veterans' organization

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A veterans' organization means the American Legion, Veterans of Foreign Wars, Disabled American Veterans, United Spanish War Veterans, Grand Army of the Republic, or other duly recognized organization of honorably discharged soldiers, sailors, or marines of the United States, or any of their territories.

10. Other purposes deemed appropriate by the Governing Board

Restrictions

School facilities or grounds shall not be used for any of the following activities:

1. Any use by an individual or group for the commission of any crime or any act prohibited by law
2. Any use which is inconsistent with the use of school facilities for school purposes or which interferes with the regular conduct of school or school work
3. Any use which involves the possession, consumption, or sale of drugs or any restricted substances, including tobacco
4. Any use which involves the possession, consumption, or sale of alcoholic beverages, except for special events approved by the Superintendent or designee pursuant to Business and Professions Code 25608 which are covered by a special events permit pursuant to Division 9 of the Business and Professions Code and which will occur at a time when students are not on the grounds. Any such use of school facilities shall be subject to any limitations that may be necessary to reduce risks to the district and ensure the safety of participants, as determined by the Superintendent or designee. Applicable limitations shall be clearly stated in the facility use agreement to be signed by the user's representative.

The district may exclude certain school facilities from nonschool use for safety or security reasons.

Damage and Liability

Groups, organizations, or persons using school facilities or grounds shall be liable for any property damage caused by the activity. The district may charge the amount necessary to repair the damages and may deny the group further use of school facilities or grounds.

Any group or organization using school facilities or grounds shall be liable for any injuries resulting from its negligence during the use of district facilities or grounds. The group shall bear the cost of insuring against this risk and defending itself against claims arising from this risk.

Groups or organizations shall provide the district with evidence of insurance against claims arising out of the group's own negligence when using school facilities.

As permitted, the Superintendent or designee may require a hold harmless agreement and

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indemnification when warranted by the type of activity or the specific facilities being used.

(cf. 3515.21 - Unmanned Aircraft Systems (Drones))

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Exhibit

Use Of School Facilities

E-1330-

Community Relations

~~***Note: The following exhibit is provided for the management and control of school facilities pursuant to Education Code 38133 and may be modified to reflect other district requirements such as specific restrictions and insurance documents.***~~

SCHOOL DISTRICT

FACILITIES USE STATEMENT

The undersigned, _____, is duly authorized by _____ (name of organization) _____, to act on its behalf in requesting the use of school facilities, including, but not limited to, executing any agreement or undertaking required by law and district policy and regulations governing the use of the facilities.

The organization shall comply with all restrictions placed on the use of the school facilities by law or district policy or regulations.

The organization recognizes that, in accordance with Education Code 38134, it is liable for any damage to the school facilities or for any injury to any person due to the organization's negligence in using the school facilities.

(Signed) _____ (Date)

(Organization)

Board Policy

Joint Use Agreements

BP 1330.1

Community Relations

In order to ensure the efficient use of public resources and increase access to needed services, the Governing Board may enter into an agreement with any public agency, public institution, and/or community organization to use community facilities for school programs or to make school facilities or grounds available for use by those entities. Such an agreement shall be based on an assessment of student and community needs and may be designed to increase access to spaces for recreation and physical activity, library services, school health centers, preschool programs, child care centers, before- or after-school programs, or other programs that benefit students and the community.

When it is determined that joint use of facilities is in the best interest of the district and community, the Superintendent or designee shall identify a potential partner agency, institution, or organization. He/she shall involve that partner, appropriate district and school staff, and community members in establishing planning processes, goals and priorities for joint use, locations where programs or facilities are most needed, and protocols for ongoing communication and coordination between the partners.

The Superintendent or designee shall work with the partner agency, institution, or organization to develop a written site-specific joint use agreement that delineates the terms and conditions for joint use of the district or community facilities and the responsibilities of all parties. As appropriate, the agreement may address:

1. The underlying philosophy or reasons for entering into the joint use agreement
2. The specific district or community facilities or grounds that will be made available to the other party and areas that will be restricted
3. Priorities for use of the property
4. Hours that the property will be available for use by the district, the partner, or other parties
5. Projected capital costs, if any, and operating costs
6. Resources to be allocated by the district and the partner
7. Rental or other fees, if any, to be charged to either party or third parties using the facilities
8. Responsibilities for management, scheduling, maintenance, on-site supervision, accounting, and other operations

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9. Procedures and timelines for requesting use of the facilities
10. Code of conduct for users of the facilities and consequences for violations of the code
11. Provision for regular inspection and notification of damage, as well as restitution and repair of property
12. Safety and security measures
13. Liability, insurance, and risk management issues
14. Duration of the agreement, process for amending the agreement, and the bases for cancelling or terminating the agreement before the expiration date
15. Process for resolving disputes regarding any aspect of the agreement
16. How any equipment purchased or other investments made through the agreement will be disposed of at the termination of the agreement

The agreement shall be reviewed by legal counsel and approved by the Board.

The Superintendent or designee ~~shall~~ *may* provide regular reports to the Board regarding progress toward project goals, including, but not limited to, levels of participation in joint use programs held at school or community facilities, feedback from program participants, and any report of damage to property or harm to individuals resulting from the joint use. As needed, the Superintendent or designee shall recommend amendments to the joint use agreement.

Legal Reference:

EDUCATION CODE

8482-8484.6 After School Education and Safety Program

8484.7-8484.9 21st Century Community Learning Centers

10900-10914.5 Community recreation programs

17051-17052 Joint use

17077.40-17077.45 Eligibility for joint use funding

17565-17592 Board duties re property maintenance and control

35200-35214 Liabilities

37220 School holidays; use of facilities when school is closed

38130-38138 Civic Center Act, use of school property for public purposes

44808 Exemption from liability when students not on school property

BUSINESS AND PROFESSIONS CODE

25608 Alcoholic beverages on school premises

GOVERNMENT CODE

814-825.6 Liability of public entities and employees

ITEM 12b

830-840.6 Liability; dangerous conditions on property
895-895.8 Liability; agreement between public entities
989-991.2 Local public entity insurance
UNITED STATES CODE, TITLE 20
7171-7176 21st Century Community Learning Centers
7905 Equal access to public facilities

Management Resources:

CSBA PUBLICATIONS

Maximizing Opportunities for Physical Activity Through Joint Use of Facilities, Policy Brief, rev. February 2010

Building Healthy Communities: A School Leader's Guide to Collaboration and Community Engagement, 2009

NATIONAL POLICY AND LEGAL ANALYSIS NETWORK TO PREVENT CHILDHOOD OBESITY PUBLICATIONS

Model California Joint Use Agreements

Liability for Use of School Property After Hours: An Overview of California Law, July 2009

Checklist for Developing Joint Use Agreements, March 2009

PUBLIC HEALTH LAW AND POLICY PUBLICATIONS

Opening School Grounds to the Community After Hours: A Toolkit for Increasing Physical Activity Through Joint Use Agreements, 2010

WEB SITES

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

California Project LEAN (Leaders Encouraging Activity and Nutrition):

<http://www.californiaprojectlean.org>

Cities Counties and Schools Partnership: <http://www.ccspartnership.org>

Joint Use Statewide Task Force: <http://www.jointuse.org>

National Policy and Legal Analysis Network: <http://www.nplan.org>

Public Health Law and Policy: <http://www.phpnet.org>

Board Policy

Access To District Records

BP 1340

Community Relations

The Governing Board recognizes the right of citizens to have access to public records of the district. The Board intends the district to provide any person reasonable access to the public records of the schools and district during normal business hours and within the requirements of law. Public access shall not be given to records listed as exempt from public disclosure in the California Public Records Act and other state or federal law.

In response to a public records request, the Superintendent or designee shall make reasonable efforts to locate the requested records. ~~including, but not limited to, any electronic communication substantively related to the records, such as email, text messages, instant messages, and other electronic communications, regardless of whether they are transmitted through a district provided device or account or through an employee's or Board member's personal device or account.~~

The district may charge for copies of public records or other materials requested by individuals or groups. The charge shall be based on actual costs of duplication, as determined by the Superintendent or designee and as specified in administrative regulation.

~~If required in order~~ to help maintain the security of district records, members of the public granted access shall examine records in the presence of a district staff member.

Legal Reference:

EDUCATION CODE

- 35145 Public meetings
- 35170 Authority to secure copyrights
- 35250 Duty to keep certain records and reports
- 41020 Requirement for annual audit
- 42103 Publication of proposed budget; hearing
- 44031 Personnel file contents and inspections
- 44839 Medical certificates; periodic medical examination
- 49060-49079 Student records
- 49091.10 Parental review of curriculum and instruction

GOVERNMENT CODE

- 3547 Proposals relating to representation
- 6250-6270 California Public Records Act
- 6275-6276.48 Other exemptions from disclosure
- 53262 Employment contracts
- 54957.2 Minute book record of closed sessions

ITEM 12b

54957.5 Agendas and other writings distributed for discussion or consideration

81008 Political Reform Act, public records; inspection and reproduction

CALIFORNIA CONSTITUTION

Article 1, Section 3 Right of access to governmental information

CODE OF REGULATIONS, TITLE 5

430-438 Individual student records

COURT DECISIONS

City of San Jose v. Superior Court (2017) 2 Cal.5th 608

Los Angeles County Board of Supervisors v. Superior Court (2016) 2 Cal.5th 282

International Federation of Professional and Technical Engineers v. The Superior Court of Alameda County, (2007) 42 Cal.4th 319

Los Angeles Times v. Alameda Corridor Transportation Authority, (2001) 88 Cal.App.4th 1381

Kleitman v. Superior Court, (1999) 74 Cal.App. 4th 324

Fairley v. Superior Court, (1998) 66 Cal.App. 4th 1414

North County Parents Organization for Children with Special Needs v. Department of Education, (1994) 23 Cal.App. 4th 144

ATTORNEY GENERAL OPINIONS

71 Ops.Cal.Atty.Gen. 235 (1988)

64 Ops.Cal.Atty.Gen. 186 (1981)

Management Resources:

CSBA PUBLICATIONS

Legal Alert: Tips for Governing Boards in Response to Public Records Act Ruling on Electronic Communications, March 2017

ATTORNEY GENERAL PUBLICATIONS

Summary of the California Public Records Act, 2004

LEAGUE OF CALIFORNIA CITIES PUBLICATIONS

The People's Business: A Guide to the California Public Records Act, 2008

WEB SITES

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

California Attorney General's Office: <http://oag.ca.gov>

Institute for Local Government: <http://www.cacities.org>

State Bar of California: <http://www.calbar.ca.gov>

Administrative Regulation

Access To District Records

AR 1340

Community Relations

Definitions

Public records include any writing containing information relating to the conduct of the district's business prepared, owned, used, or retained by the district regardless of physical form or characteristics.

Writing means any handwriting, typewriting, printing, photostating, photographing, photocopying, transmitting by electronic mail or facsimile, and every other means of recording upon any tangible thing any form of communication or representation, including letters, words, pictures, sounds, or symbols or combinations thereof, and any record thereby created, regardless of the manner in which the record has been stored.

Member of the public means any person, except a member, agent, officer, or employee of the district or a federal, state, or other local agency acting within the scope of his/her membership, agency, office, or employment.

Public Records

~~***Note: While not specifically enumerated in Government Code 6252, items #1-15 below are items which fall within the definition of "public records."***~~

~~Public records to which members of the public shall have access include, but are not limited to:~~

- ~~1. Proposed and approved district budgets and annual audits (Education Code 41020, 42103)~~
- ~~2. Statistical compilations~~
- ~~3. Reports and memoranda~~
- ~~4. Notices and bulletins~~
- ~~5. Minutes of public meetings (Education Code 35145)~~
- ~~6. Meeting agendas (Government Code 54957.5)~~
- ~~7. Official communications between the district and other government agencies~~
- ~~8. School based program plans (Education Code 52850)~~

ITEM 12b

- ~~9. Information and data relevant to the evaluation and modification of district plans~~
- ~~10. Initial proposals of exclusive employee representatives and of the district (Government Code 3547)~~
- ~~11. Records pertaining to claims and litigation against the district which have been adjudicated or settled (Government Code 6254, 6254.25)~~
~~(cf. 3320 Claims and Actions Against the District)~~
- ~~12. Statements of economic interests required by the Conflict of Interest Code (Government Code 81008)~~
- ~~13. Documents containing names, salaries, and pension benefits of district employees~~
- ~~14. Employment contracts and settlement agreements (Government Code 53262)~~
- ~~15. Instructional materials including, but not limited to, textbooks (Education Code 49091.10)~~

Access to public records of the district shall be granted to Governing Board members on the same basis as any other member of the public. When Board members are authorized to access public records in the administration of their duties, the Superintendent or designee shall not discriminate among any of the Board members as to which record, or portion of the record, will be made available, or when it will be made available.

When disclosing to a member of the public any record that contains personal information, including, but not limited to, an employee's home address, home telephone number, social security number, personal cell phone number, or birth date, the Superintendent or designee shall ensure that such personal information is redacted from that record.

Confidential Public Records

Records to which the members of the public shall not have access include, but are not limited to:

1. Preliminary drafts, notes, interagency or intradistrict memoranda that are not retained by the district in the ordinary course of business, provided that the public interest in withholding these records clearly outweighs the public interest in disclosure
2. Records specifically generated in connection with or prepared for use in litigation to which the district is a party or to respond to claims made against the district pursuant to the Tort Claims Act, until the litigation or claim has been finally adjudicated or otherwise settled, or beyond, if the records are protected by some other provision of law
3. Personnel records, medical records, or similar materials, the disclosure of which would

ITEM 12b

constitute an unwarranted invasion of personal privacy

The home addresses, home telephone numbers, personal cell phone numbers, or birth date of employees may only be disclosed as follows:

- a. To an agent or a family member of the employee
- b. To an officer or employee of a state agency or another school district or county office of education when necessary for the performance of official duties
- c. To an employee organization pursuant to regulations and decisions of the Public Employment Relations Board, except that the home address and any telephone number for an employee who performs law enforcement-related functions, or the birth date of any employee, shall not be disclosed

Upon written request of any employee, the district shall not disclose the employee's home address, home telephone number, personal cell phone number, or birth date, and the district shall remove this information from any mailing list of the district except a list used exclusively to contact the employee.

- d. To an agent or employee of a health benefit plan providing health services or administering claims for health services to district employees and their enrolled dependents, for the purpose of providing the health services or administering claims for employees and their enrolled dependents
4. Student records, except directory information and other records to the extent permitted under the law, when disclosure is authorized by law
5. Test questions, scoring keys, and other examination data except as provided by law
6. Without affecting the law of eminent domain, the contents of real estate appraisals or engineering or feasibility estimates and evaluations made for or by the district relative to the acquisition of property, or to prospective public supply and construction contracts, until all of the property has been acquired or all of the contract agreement obtained
7. Information required from any taxpayer in connection with the collection of local taxes that is received in confidence and the disclosure of the information to other persons would result in unfair competitive disadvantage to the person supplying the information (Government Code 6254)
8. Library circulation and patron use records of a borrower or patron including, but not limited to, his/her name, address, telephone number, email address, borrowing information, or use of library information resources, except when disclosure is to a person acting within the scope of his/her duties in the administration of the library, to a person authorized in writing by the individual to whom the records pertain, or by court order

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9. Records for which the disclosure is exempted or prohibited pursuant to state or federal law, including, but not limited to, provisions of the Evidence Code relating to privilege
10. Documents prepared by or for the district to assess its vulnerability to terrorist attack or other criminal acts intended to disrupt district operations and that are for distribution or consideration in closed session
11. Recall petitions, petitions for special elections to fill Board vacancies, or petitions for the reorganization of the school district
12. Minutes of Board meetings held in closed session
13. Computer software developed by the district
14. Information security records, the disclosure of which would reveal vulnerabilities to, or otherwise increase potential for an attack on, the district's information technology system
15. Records that contain individually identifiable health information, including records that may be exempt pursuant to physician-patient privilege, the Confidentiality of Medical Information Act, and the Health Insurance Portability and Accountability Act
16. Any other records listed as exempt from public disclosure in the California Public Records Act or other statutes
17. Any other records for which the district can demonstrate that, based on the particular facts of the case, the public interest served by not disclosing the record clearly outweighs the public interest served by disclosure of the record

Inspection of Records and Requests for Copies

Any person may request a copy or inspection of any district record that is open to the public and not exempt from disclosure.

Within 10 days of receiving any request to inspect or copy a district record, the Superintendent or designee shall determine whether the request seeks release of a disclosable public record in the district's possession. The Superintendent or designee shall promptly inform the person making the request of his/her determination and the reasons for the decision.

In unusual circumstances, the Superintendent or designee may extend the 10-day limit for up to 14 days by providing written notice to the requester and setting forth the reasons for the extension and the date on which a determination is expected to be made. Unusual circumstances include the following, but only to the extent reasonably necessary to properly process the request:

1. The need to search for and collect the requested records from field facilities or other establishments that are separate from the office processing the request

ITEM 12b

2. The need to search for, collect, and appropriately examine a voluminous amount of separate and distinct records which are demanded in a single request
3. The need for consultation, which shall be conducted with all practicable speed, with another agency (e.g., a state agency or city) having a substantial interest in the determination of the request or among two or more components of the district (e.g., two different school sites) with substantial interest in the request
4. In the case of electronic records, the need to compile data, write programming language or a computer program, or construct a computer report to extract data

If the Superintendent or designee determines that the request seeks disclosable public records, the determination shall state the estimated date and time when the records will be made available.

Public records shall be open to inspection at all times during district office hours. Any reasonably segregable portion of a record shall be made available for inspection by any person requesting the record after deletion of the portions that are exempted by law.

Upon request for a copy that reasonably describes an identifiable record, an exact copy shall be promptly provided unless it is impracticable to do so.

The Superintendent or designee shall charge an amount for copies that reflects the direct costs of duplication. Written requests to waive the fee shall be submitted to the Superintendent or designee.

In addition to maintaining public records for public inspection during district office hours, the district may comply with public records requests by posting any public record on the district's web site and, in response to a public records request, directing the member of the public to the location on the web site where the record can be found. However, if the member of the public is unable to access or reproduce the record from the web site, the district shall promptly provide an exact copy of the public record upon payment of duplication fees, if applicable, unless it is impracticable to provide an exact copy.

If any person requests that a public record be provided in an electronic format, the district shall make that record available in any electronic format in which it holds the information. The district shall provide a copy of the electronic record in the format requested as long as the requested format is one that has been used by the district to create copies for its own use or for use by other agencies.

The cost of duplicating an electronic record shall be limited to the direct cost of producing a copy of the record in electronic format. However, the requester shall bear the cost of producing the copy of the electronic record, including the cost to construct the record and the cost of programming and computer services necessary to produce the copy, under the following circumstances:

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1. The electronic record is one that is produced only at otherwise regularly scheduled intervals.
2. The request would require data compilation, extraction, or programming to produce the record.

Assistance in Identifying Requested Records

If the Superintendent or designee denies a request for disclosable records, he/she shall assist the requester in making a focused and effective request that reasonably describes an identifiable record. To the extent reasonable under the circumstances, the Superintendent or designee shall do all of the following:

1. Assist in identifying records and information responsive to the request or the purpose of the request, if specified

If, after making a reasonable effort to elicit additional clarifying information from the requester to help identify the record, the Superintendent or designee is still unable to identify the information, this requirement shall be deemed satisfied.

2. Describe the information technology and physical location in which the records exist
3. Provide suggestions for overcoming any practical basis for denying access to the records or information sought

Provisions of the Public Records Act shall not be construed so as to delay or obstruct the inspection or copying of public records. Any notification denying a request for public records shall state the name and title of each person responsible for the denial.

(11/08 11/11) 12/16

ITEM 12b

Board Policy

Relations Between Other Governmental Agencies And The Schools

BP 1400

Community Relations

Deleted/Not Included Optional Policy

Board Policy

Waivers

BP 1431

Community Relations

Deleted/Not Included Optional Policy

Board Policy

Relations Between Private Industry And The Schools

BP 1700

Community Relations

Deleted/Not Included Optional Policy

Board Policy

Concepts And Roles

BP 2000

Administration

The Governing Board recognizes that district administration performs essential roles and functions in support of student learning, including the provision of instructional support and services to schools as well as the responsible management of noninstructional operations. The Superintendent or designee may make decisions concerning district operations within the parameters of law and Board policy.

The Superintendent shall provide leadership in developing administrative regulations and organizational structures, decision-making processes, and staff action plans that allow the district to fulfill its vision and goals. The Board also expects the Superintendent to help shape the culture and environment of the district in a manner that focuses district operations on enhancing student achievement, encourages positive relationships within the community, and instills confidence in district schools.

The Board and Superintendent shall work together as a team in the exercise of district governance. The Board and Superintendent shall establish protocols that describe how the governance team will operate, including, but not limited to, agreements regarding Board meeting operations and communications between the Superintendent and the Board.

Because the Superintendent is the only district employee who is directly selected and evaluated by the Board, the Board has a responsibility to ensure that the Superintendent possesses the skills and attributes that best meet the needs of the district.

The Board and Superintendent shall agree upon a system for evaluating the Superintendent, including the evaluation criteria, method, evaluation instrument, process, and timeline.

The Superintendent may delegate to other district staff any duties imposed upon him/her by the Board. This delegation shall not relieve the Superintendent of responsibility for actions taken by his/her designees.

Legal Reference:

EDUCATION CODE

- 35020 Duties of employees fixed by governing board
- 35026 Employment of district superintendent by certain district
- 35028 Qualifications for employment
- 35029 Waiver of credential requirements
- 35031 Term of employment
- 35033 District superintendent for certain districts

ITEM 12c

- 35034 District superintendent of certain districts
- 35035 Powers and duties of superintendent
- 35160 Authority of governing boards
- 35160.1 Broad authority of school districts
- 35161 Powers and duties generally

Management Resources:

CSBA PUBLICATIONS

Superintendent Governance Standards, 2001

CSBA Professional Governance Standards, 2000

WEB SITES

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

American Association of School Administrators: <http://www.aasa.org>

Association of California School Administrators: <http://www.acsa.org>

(9/89 7/01) 7/06

Board Policy

Superintendent Responsibilities And Duties

BP 2110

Administration

The Governing Board desires to establish a productive working relationship with the Superintendent and to ensure that the work of the Superintendent is focused on student learning and achievement and the attainment of the district's vision and goals. The Board also desires to provide a fair basis for holding the Superintendent accountable. The responsibilities of the Superintendent are detailed in law, in the Superintendent's contract, and throughout Board policies and administrative regulations.

The Board shall clarify expectations and goals for the Superintendent at the beginning of every evaluation year.

As the chief executive officer of the district, the Superintendent shall implement all Board decisions and manage the instructional and noninstructional operations of the schools. The Superintendent also serves as a member of the district's governance team and has responsibilities to support Board operations and decision making.

The Superintendent may delegate any of his/her responsibilities and duties to other district staff, but he/she remains accountable to the Board for all areas of operation under the Superintendent's authority.

Legal Reference:

EDUCATION CODE

17604 Delegation of powers to agents

17605 Delegation of authority to purchase supplies, equipment and services

35020-35046 Powers and duties of superintendent

48900 Authority of superintendent to recommend suspension or expulsion

Management Resources:

CSBA PUBLICATIONS

Superintendent Governance Standards, 2001

WEB SITES

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

American Association of School Administrators: <http://www.aasa.org>

Association of California School Administrators: <http://www.acsa.org>

(10/94 7/01) 7/05

Board Policy

Superintendent Governance Standards

BP 2111

Administration

The Governing Board recognizes that effective district governance requires strong collaboration and teamwork with the Superintendent. Because the Board and Superintendent each have their unique roles and responsibilities, both contribute to the responsible governance of the district and the quality of education provided to the community's students.

The Superintendent is expected to hold himself/herself to the highest standards of ethical conduct and professionalism.

To support the Board in the governance of the district, the Superintendent:

1. Promotes the success of all students and supports the efforts of the Board to keep the district focused on learning and achievement
2. Values, advocates and supports public education and all stakeholders
3. Recognizes and respects the differences of perspective and style on the Board and among staff, students, parents/guardians and the community and ensures that the diverse range of views inform Board decisions
4. Acts with dignity, treats everyone with civility and respect, and understands the implications of demeanor and behavior
5. Serves as a model for the value of lifelong learning and supports the Board's continuous professional development
6. Works with the Board as a "governance team" and assures collective responsibility for building a unity of purpose, communicating a common vision and creating a positive organizational culture
7. Recognizes that the Board/Superintendent governance relationship is supported by the management team in the district
8. Understands the distinctions between Board and staff roles, and respects the role of the Board as the representative of the community
9. Understands that authority rests with the Board as a whole; provides guidance to the Board to assist in decision-making; and provides leadership based on the direction of the Board as a whole

ITEM 12c

10. Communicates openly with trust and integrity, including providing all members of the Board with equal access to information and recognizing the importance of both responsive and anticipatory communications

11. Accepts leadership responsibility and accountability for implementing the vision, goals and policies of the district

Legal Reference:

EDUCATION CODE

35020 Duties of employees set by governing board

Management Resources:

CSBA PUBLICATIONS

Superintendent Governance Standards, 2001

CSBA Professional Governance Standards, 2000

AASA PUBLICATIONS

Professional Standards for the Superintendency, 1993

WEB SITES

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

ACSA: <http://www.acsa.org>

American Association of School Administrators: <http://www.aasa.org>

ITEM 12c

Board Policy

Superintendent Recruitment And Selection

BP 2120

Administration

Deleted/Not Included Optional Policy

Board Policy

Superintendent's Contract

BP 2121

Administration

Deleted/Not Included Optional Policy

Board Policy

Evaluation Of The Superintendent

BP 2140

Administration

The Governing Board recognizes its responsibility to establish an evaluation system that enables a fair assessment of the Superintendent's effectiveness in leading the district toward established goals, serves to support his/her continued growth in leadership and management skills, and provides a basis for Board decisions regarding contract extension and compensation. The Board shall annually conduct a formal evaluation of the Superintendent's performance and may provide additional opportunities throughout the year to review the Superintendent's progress toward meeting established goals.

The Board shall determine, with the Superintendent's input, the criteria, schedule, method(s), and instrument(s) to be used for the Superintendent's evaluation. Evaluation criteria shall include, but are not limited to, district goals and success indicators; educational, management, and community leadership skills; and the Superintendent's professional relationship with the Board.

Prior to the evaluation, the Superintendent shall provide to the Board for its review a report of progress toward district goals, the Superintendent's self-appraisal of accomplishments and performance, and a statement of actions taken to address any Board recommendations from the previous evaluation.

Each Board member shall independently evaluate the Superintendent's performance based upon the evaluation criteria, after which the Board shall produce a single document that integrates the individual evaluations and represents the consensus of the Board.

The evaluation ~~shall~~ *may* provide commendations in areas of strength and achievement and recommendations for improving effectiveness in any areas of need, concern, or unsatisfactory performance.

The Board shall meet in closed session with the Superintendent to discuss the evaluation.

At this meeting, the Superintendent shall have an opportunity to ask questions, respond verbally and in writing to the evaluation, and present additional information regarding his/her performance or district progress.

The discussion ~~shall~~ *may* include the establishment of performance goals for the next year and may identify professional development opportunities for the Superintendent and/or the entire governance team to address areas of concern, strengthen the relationship between the Superintendent and Board, or enhance the Superintendent's knowledge of current educational issues and leadership and management skills.

After the Board and Superintendent have discussed the evaluation, the Board president and

ITEM 12c

Superintendent shall sign the evaluation and it shall be placed in the Superintendent's personnel file. The evaluation, including personal performance goals, shall be confidential to the extent permitted by law.

Legal Reference:

GOVERNMENT CODE

6254.8 Public Records Act; employment contracts

54957 Closed session, personnel matters

COURT DECISIONS

Versaci v. Superior Court, (2005) 127 Cal.App.4th 805

Duval v. Board of Trustees, (2001) 93 Cal.App.4th 902

Management Resources:

WEB SITES

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

Association of California School Administrators: <http://www.acsa.org>

(7/04 3/11) 7/17

Board Policy

Administrative Discretion Regarding Board Policy

BP 2210

Administration

The Governing Board desires to be proactive in communicating its philosophy, priorities, and expectations for the district; clarifying the roles and responsibilities of the Board, Superintendent, and other senior administrators; and setting direction for the district through written policies. However, the Board recognizes that, in the course of operating district schools or implementing district programs, situations may arise which may not be addressed in written policies. In such situations, or when immediate action is necessary to avoid any risk to the safety or security of students, staff, or district property or to prevent disruption of school operations, the Superintendent or designee shall have the authority to act on behalf of the district in a manner that is consistent with law and Board policies.

As necessary, the Superintendent or designee shall consult with other district staff, including legal counsel and/or the chief business official, regarding the exercise of this authority.

Any exercise of administrative authority shall be nondiscriminatory and demonstrate the district's commitment to equity in district programs and activities.

The Superintendent shall be accountable to the Board for all areas of operation under his/her authority. As appropriate, the Superintendent or designee shall notify the Board as soon as practicable after he/she exercises the authority granted under this policy. The Board president and the Superintendent shall schedule a review of the action at the next regular Board meeting. If the action indicates the need for additions or revisions to Board policies, the Superintendent or designee shall make the necessary recommendations to the Board.

Legal Reference:

EDUCATION CODE

- 35010 Control of district, prescription and enforcement of rules
- 35035 Powers and duties of superintendent
- 35160 Authority of governing boards
- 35161 Powers and duties; authority to delegate
- 35163 Official actions, minutes and journal

Management Resources:

WEB SITES

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

Board Policy

Representative And Deliberative Groups

BP 2230

Administration

The Governing Board believes that broad input on district operations and policy from staff, parents/guardians, students and members of the public can provide the district with a diversity of viewpoints and expertise, help build a sense of ownership of the schools, enhance district efficiency and assist district communications. As desired, the Superintendent or designee may establish a management team, administrative councils, task forces, cabinets or committees in accordance with law.

The membership, composition and responsibilities of these groups shall be defined by the Superintendent or designee. The Superintendent or designee may establish, change or dissolve these groups at his/her discretion.

Groups established by the Superintendent or designee shall act in an advisory capacity unless specifically authorized to act on behalf of the Superintendent or designee. Advisory groups shall submit their recommendations to the Superintendent or designee, who may report the recommendations to the Board as appropriate.

Expenses incurred for consulting services, materials, travel or other related operations shall be approved by the Superintendent or designee in advance.

Legal Reference:

EDUCATION CODE

35160.1 Broad authority of school districts

45100.5 Senior classified management positions

45256.5 Designation of certain senior classified management positions

GOVERNMENT CODE

3540.1 Definitions

54952 Legislative body, definition

(9/89) 7/01

San Dieguito Union High School District

INFORMATION REGARDING BOARD AGENDA ITEM

TO: BOARD OF TRUSTEES

DATE OF REPORT: March 22, 2019

BOARD MEETING DATE: April 4, 2019

PREPARED BY: Dawn Campbell, Director of Fiscal Svcs.
John Addleman, Exec. Dir. of Planning Svcs.
Tina Douglas, Assoc. Supt. Business Svcs.

SUBMITTED BY: Robert A. Haley, Ed.D., Superintendent

SUBJECT: ACCEPTANCE OF THE 2018 ANNUAL
PROPOSITION AA BUILDING FUND AUDIT
REPORT

EXECUTIVE SUMMARY

In November 2012, the San Dieguito community approved the passage of Proposition AA, a General Obligation Bond initiative. Proposition 39 General Obligation bonds require an independent performance audit to ensure that funds have been expended only on the specific projects listed in the ballot measure and a financial audit of the bond proceeds. The audit also includes an evaluation of procedures including internal controls and the formation, composition and purpose of the Independent Citizens Oversight Committee.

The District entered into an agreement for the annual Proposition AA audit 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.

Findings and recommendations are noted on page 48 of the audit report. The report does not contain any negative findings or identify any material weaknesses in the District's internal controls. In addition, review of the Proposition AA procedures and Independent Citizens Oversight Committee compliance requirements revealed no areas of noncompliance.

The audit was presented to the Independent Citizens Oversight Committee for their review at their March 19, 2019, Special Meeting.

RECOMMENDATION:

It is recommended that the Board accept the 2018 annual Proposition AA Building Fund audit of the San Dieguito Union High School District, as prepared by Wilkinson Hadley King & Co. LLP, as shown in the attached supplement.

FUNDING SOURCE:

Not applicable.

SAN DIEGUITO UNION HIGH SCHOOL DISTRICT

PROPOSITION AA

**BUILDING FUND (21-39)
GENERAL OBLIGATION BONDS**

**FINANCIAL STATEMENTS AND
SUPPLEMENTAL INFORMATION**

YEAR ENDED JUNE 30, 2018

SAN DIEGUITO UNION HIGH SCHOOL DISTRICT
PROPOSITION AA
BUILDING FUND (21-39)
GENERAL OBLIGATION BONDS
Financial Statements and Supplemental Information
Year Ended June 30, 2018

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INTRODUCTION

**SAN DIEGUITO UNION HIGH SCHOOL DISTRICT
PROPOSITION AA BUILDING FUND (21-39)
GENERAL OBLIGATION BONDS**

Introduction And Citizens' Oversight Committee Member Listing

On November 6, 2012 the San Dieguito Union High School District was successful under Proposition AA in obtaining District voters to issue up to \$449,000,000 in General Obligation Bonds pursuant to a 55% vote in a bond election. The General Obligation Bonds are considered Proposition 39 bonds. The passage of Proposition 39 in November 2000 amended the California Constitution to include accountability measures. Specifically, the District must conduct an annual, independent performance audit to ensure that funds have been expended only on the specific projects listed as well as an annual, independent audit of the proceeds from the sale of the bonds until all of the proceeds have been expended.

Upon passage of Proposition 39, an accompanying piece of legislation, AB 1908 was also enacted, which amended the Education Code to establish additional procedures which must be followed if a District seeks approval of a bond measure pursuant to the 55% majority authorized in Proposition 39 including formation, composition and purpose of the Independent Citizens' Oversight Committee, and authorization for injunctive relief against improper expenditure of bond revenues.

The San Dieguito Union High School District Proposition AA Independent Citizens' Oversight Committee as of June 30, 2018 was comprised of the following members:

<u>Name</u>	<u>Position</u>	<u>Term Expiration</u>
Robin Duveen	President-Taxpayer Association Member	April 2019
Jerilyn Larson	Representative-Member-At-Large	April 2019
Kristina Leyva	Secretary-Parent of SDUHSD Student	April 2019
Robert Nascenzi	Member-Business Organization	April 2019
Mary Farrell	Member-Senior Citizen Organization	April 2019
Amy Flicker	Teacher-Parent Organization	April 2019
Jeffery Thomas	Member-At-Large	April 2019
Rhea Stewart	Member-At-Large	April 2019
Kim Bybee	Member-At-Large	April 2019
Clarke Caines	Member-At-Large	April 2019

P. Robert Wilkinson, CPA
Brian K. Hadley, CPA



Aubrey W. Mann, CPA
Kevin A. Sproul, CPA

Independent Auditor's Report

Governing Board Members and Citizens' Oversight Committee San Dieguito Union High School District Encinitas, California

Report on the Financial Statements

We have audited the accompanying financial statements of Proposition AA Building Fund (21-39) of San Dieguito Union High School District, which comprise the balance sheet as of June 30, 2018, and the related statement of revenues, expenditures, and changes in fund balance for the year then ended, and the related notes to the financial statements.

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 an opinion 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 from 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 entity'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 entity'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 opinion.

Opinion

As discussed in Note B, the financial statements present only the Building Fund (21-39) which is specific to Proposition AA and is not intended to present fairly the financial position and results of operations of San Dieguito Union High School District in conformity with accounting principles generally accepted in the United States of America. Our opinion is not modified with respect to this matter.

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of Proposition AA Building Fund (21-39) of San Dieguito Union High School District as of June 30, 2018, and the results of its operations for the year then ended in conformity with accounting principles generally accepted in the United States of America.

Other Matters

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the Management's Discussion and Analysis, schedule of the District's proportionate share of the net pension liability and schedule of District pension contributions 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 an opinion on the financial statements as a whole. The accompanying supplementary information, as required by the *2017-18 Guide for Annual Audits of K-12 Local Education Agencies and State Compliance Reporting*, prescribed in Title 5, *California Code of Regulations*, Section 19810 is presented for purposes of additional analysis and is not a required part of the financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the financial statements. The information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the information is fairly stated, in all material respects, in relation to the financial statements as a whole.

Other Reporting Required by Government Auditing Standards

In accordance with *Government Auditing Standards*, we have also issued our report dated March 15, 2019, 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.

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Report on Other Legal and Regulatory Requirements

In accordance with the requirements of Proposition 39, as incorporated in California Constitution Article 13A, we have also issued our performance audit report dated March 15, 2019 on our consideration of the District's compliance with the requirements of Proposition 39 with regards to the Proposition AA Building Fund (21-39). That report is an integral part of our audit of the District's Proposition AA Building Fund (21-39) for the fiscal year ended June 30, 2018 and should be considered in assessing the results of our financial audit.

Wilkinson-Hadley King + Co LLP

El Cajon, California

March 15, 2019

**SAN DIEGUITO UNION HIGH SCHOOL DISTRICT
PROPOSITION AA BUILDING FUND (21-39)
GENERAL OBLIGATION BONDS**

Management's Discussion and Analysis
For the Fiscal Year Ended June 30, 2018
(Unaudited)

This section of San Dieguito Union High School District's (District) Proposition AA Building Fund annual financial and performance audit report presents management's discussion and analysis of the Proposition AA Bond Program during the year ending June 30, 2018. 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 Proposition AA Bond Program's financial and program performance.

OVERVIEW OF THE FINANCIAL STATEMENTS

This discussion and analysis is intended to serve as an introduction to the District's Proposition AA Building Fund basic financial statements. The Fund's financial statements comprise three components: 1) management's discussion and analysis; 2) the Proposition AA Building Fund's financial statements; and 3) the performance audit required by law.

The District accounts for Proposition AA General Obligation Bond activity in the District's Building Fund. The Building Fund is a governmental fund type accounted for on a modified accrual basis of accounting that does not include fixed assets or long-term liabilities.

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 second series of those bonds were issued in April 2015, in the amount of \$117 million. The third series of those bonds were issued in July 2016, in the amount of \$62 million. The latest series of bonds, in the amount of \$25 million, were issued in May 2018. The District currently has \$352.9 million outstanding in general obligation bonds, as of June 30, 2018.

FINANCIAL HIGHLIGHTS

Key financial highlights for 2018 are as follows:

- The fund balance for Proposition AA Building Fund is \$81.2 million, as of June 30, 2018, which is \$19.4 million lower than June 2017 as projects continue.
- Revenues consisted of other state income, interest earned, and other local income. Revenue totaled \$5.4 million as of June 30, 2018, as compared to \$63.8 million as of June 30, 2017.
- Expenditures and other outgo as of June 30, 2018, totaled \$49.2 million, as compared to \$57.6 million in June 2017.

FINANCIAL ANALYSIS OF THE PROPOSITION AA BUILDING FUND**Balance Sheet**

The District's Proposition AA Building Fund balance as of June 30, 2018 was \$81.2 million (see Table A-1 below).

Table A-1

SAN DIEGUITO UNION HIGH SCHOOL DISTRICT PROPOSITION AA BUILDING FUND GENERAL OBLIGATION BONDS June 30, 2018			
	Building Fund		Total % Change over 16-17
	2016-17	2017-18	
Cash	102,662,062	87,238,548	-15.0%
Accounts Recievable	866,669	365,549	-57.8%
Total Assets	\$ 103,528,731	\$ 87,604,097	-15.4%
Accounts Payable	2,818,289	6,372,837	126.1%
Due to Other Funds	-	-	
Total Liabilities	\$ 2,818,289	\$ 6,372,837	126.1%
Fund Balance	100,710,442	81,231,260	-19.3%
Total Liabilities and Fund Balance	\$ 103,528,731	\$ 87,604,097	-15.4%

Fund Balance

The interest income reported represents funds earned on the cash held by the San Diego County Treasurer. The total expenditures of \$49.2 million are only for Proposition AA voter authorized expenses (see Table A-2 below).

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Table A-2

**SAN DIEGUITO UNION HIGH SCHOOL DISTRICT
PROPOSITION AA BUILDING FUND
GENERAL OBLIGATION BONDS
June 30, 2018**

<u>Revenues</u>	<u>Building Fund</u>		<u>% change over 16-17</u>
	<u>2016-17</u>	<u>2017-18</u>	
Other State Income	11,844	12,990	9.7%
Interest Income	1,300,563	1,309,003	0.6%
Other Local Income	301,803	4,097,084	1257.5%
Total revenues	\$ 1,614,210	\$ 5,419,077	235.7%
<u>Expenditures</u>	<u>Building Fund</u>		<u>% change over 16-17</u>
	<u>2016-17</u>	<u>2017-18</u>	
Classified Salaries	815,973	723,649	-11.3%
Employee Benefits	247,284	243,993	-1.3%
Operating Expenses	485,799	195,524	-59.8%
Capital Outlay:			
Architect Fees			
Land Improvements	(37,036)	83,339	-325.0%
New Construction	46,672,316	46,897,648	0.5%
Construction Improvement	6,505,595	103,571	-98.4%
Equipment	804,174	1,003,845	24.8%
Equipment Replacement	1,384,691	32,630	-
	\$ 56,878,796	\$ 49,284,199	-13.4%
<u>Other Financing Sources (Uses)</u>			
Proceeds from Sales of Bonds	62,000,000	25,000,000	
Bond Premium	229,274	939,590	
Cost of Issuance	-	(788,062)	
Interfund Transfer to General Fund	(765,589)	(765,589)	
	\$ 61,463,685	\$ 24,385,939	
Net Change in Fund Balance	\$ 6,199,099	\$ (19,479,183)	-414.2%
Fund Balance, Beginning	\$ 94,511,344	\$ 100,710,443	
Fund Balance, Ending	\$ 100,710,443	\$ 81,231,260	-19.3%

Long-Term Debt: At the end of the year, San Dieguito Union High School District had \$336,955,000 in long-term debt outstanding. This is an increase of \$20,705,000 from the prior year.

	<u>Building Fund</u>		<u>% change over 16-17</u>
	<u>2016-17</u>	<u>2017-18</u>	
General Obligation Bonds Payable			
Due within one year	\$ 4,295,000	\$ 3,035,000	-29.3%
Due in more than one year	311,955,000	333,920,000	7.0%
Total General Obligation Bonds Payable	\$ 316,250,000	\$ 336,955,000	6.5%

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PROPOSITION AA BUILDING FUND PLANNING AND CONSTRUCTION YEAR IN REVIEW

The 2017-2018 fiscal year began with the following nine school construction projects underway throughout the San Dieguito Union High School District:

- Canyon Crest Academy – Building B
- Earl Warren Middle School – Campus Re-Construction, Phase I
- San Dieguito High School Academy – Math & Science Building
- Oak Crest Middle School – Interim Housing
- Oak Crest Middle School – New Science Classrooms/Quad
- Torrey Pines High School – Culinary Arts Classroom and Interim Housing (Arts)
- Carmel Valley Middle School – Performing Arts Center and Drama Classroom Modernization and New Music Classroom Building
- San Dieguito High School Academy – Culinary Arts Classroom
- La Costa Canyon – Media Center Landscaping

In addition, planning was in progress at the start of 2017-2018 for construction of the upcoming school projects:

- La Costa Canyon High School – 200s Building and Courtyard Renovation
- Pacific Trails Middle School – Second Classroom Building
- San Dieguito High School Academy – Arts and Humanities Building
- Torrey Pines High School – Performing Arts Center Complex

By the end of fall of 2017-2018, six of the nine construction projects were complete or nearly complete:

- Canyon Crest Academy – Building B
- Oak Crest Middle School – Interim Housing
- Earl Warren Middle School – Campus Reconstruction, Phase I
- La Costa Canyon High School – Media Center Landscaping
- San Dieguito High School Academy – Math & Science Building
- Torrey Pines High School – Culinary Arts Classroom and Interim Housing (Arts)

Also in the fall, construction had begun on Torrey Pines High School – Performing Arts Center Complex, and Pacific Trails Middle School – Second Classroom Building.

Planning also began in the fall of 2017-18 on:

- Diegueno Middle School – Buildings B & G Renovation, New Building P Construction
- Earl Warren Middle School – Campus Reconstruction Phase 2
- Oak Crest Middle School – Administration Building Reconstruction
- Canyon Crest Academy – Building B Landscape & Pathway Enhancements

Over the winter of 2017-2018, the San Dieguito High School Academy – Culinary Arts Classroom project was completed, and construction on the San Dieguito High School Academy – Arts and Humanities Building had begun.

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In the spring of 2017-2018, construction had started on Earl Warren Middle School – Campus Reconstruction Phase 2, joining the remaining five construction projects still underway:

- Oak Crest Middle School – New Science Classrooms/Quad
- Carmel Valley Middle School – Performing Arts Center and Drama Classroom Modernization and New Music Classroom Building
- Torrey Pines High School – Performing Arts Center Complex
- Pacific Trails Middle School – Second Classroom Building
- San Dieguito High School Academy – Arts and Humanities Building

At the close of 2017-2018, three school projects originally under planning earlier in the year started construction:

- Diegueno Middle School – Buildings B & G Renovation
- Canyon Crest Academy – Building B Landscape & Pathway Enhancements
- La Costa Canyon High School – 200s Building and Courtyard Renovation

Joining the remaining six construction projects still underway:

- Earl Warren Middle School – Campus Reconstruction Phase 2
- Oak Crest Middle School – New Science Classrooms/Quad
- Carmel Valley Middle School – Performing Arts Center and Drama Classroom Modernization and New Music Classroom Building
- Torrey Pines High School – Performing Arts Center Complex
- Pacific Trails Middle School – Second Classroom Building
- San Dieguito High School Academy – Arts and Humanities Building

In looking forward to the 2018-2019 year, planning was nearing completion on two school projects for construction start dates in 2018-2019:

- Oak Crest Middle School – Administration Building Reconstruction
- Diegueno Middle School – New Building P

Planning for construction starts in the 2019-2020 year was also underway for the Sunset High School – Campus Reconstruction, and Torrey Pines High School – I Building and Custodial Warehouse Renovation projects.

Overall, the seven school construction projects completed in 2017-2018 were delivered on time and under budget, with a projected savings of \$1.517 million to be used towards other voter-approved Prop AA projects.

FACTORS BEARING ON THE DISTRICT'S FUTURE

At the time these financial statements were prepared and audited, the District was aware of the existing circumstances that could affect its financial health in the future:

- Possible increases in building costs during construction

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 Proposition AA Building Fund finances and to demonstrate the District's accountability for the money it receives. 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 13

FINANCIAL STATEMENTS

**SAN DIEGUITO UNION HIGH SCHOOL DISTRICT
PROPOSITION AA BUILDING FUND (21-39)
GENERAL OBLIGATION BONDS**

Balance Sheet
June 30, 2018

ASSETS

Current Assets

Cash and cash equivalents	\$ 87,238,548
Accounts receivable	365,549
Total Current Assets	<u>87,604,097</u>

TOTAL ASSETS \$ 87,604,097

LIABILITIES AND FUND BALANCE

Current Liabilities

Accounts payable	\$ 6,372,837
Total Current Liabilities	<u>6,372,837</u>

Fund Balance

Restricted for capital projects	<u>81,231,260</u>
Total Fund Balance	<u>81,231,260</u>

TOTAL LIABILITIES AND FUND BALANCE \$ 87,604,097

The accompanying notes are an integral part of this statement.

**SAN DIEGUITO UNION HIGH SCHOOL DISTRICT
PROPOSITION AA BUILDING FUND (21-39)
GENERAL OBLIGATION BONDS**

Statement of Revenues, Expenditures, and Changes in Fund Balance
Year Ended June 30, 2018

REVENUES	
Other state income	\$ 12,990
Interest income	1,309,003
Other local income	4,097,084
TOTAL REVENUES	<u>5,419,077</u>
EXPENDITURES	
Classified salaries	723,649
Employee benefits and taxes	243,993
Professional and consulting services	195,524
Capital Outlay:	
Land improvements	83,339
New construction	46,897,648
Construction improvement	103,571
Equipment	1,003,845
Equipment replacement	32,630
TOTAL EXPENDITURES	<u>49,284,199</u>
EXCESS (DEFICIENCY) OF REVENUES OVER (UNDER) EXPENDITURES	(43,865,122)
OTHER FINANCING SOURCES (USES):	
Interfund transfer to General Fund	(765,589)
Proceeds from sale of bonds	25,000,000
Bond premium	939,590
Cost of issuance	(788,062)
TOTAL OTHER FINANCING SOURCES (USES)	<u>24,385,939</u>
NET CHANGE IN FUND BALANCE	(19,479,183)
FUND BALANCE, BEGINNING OF YEAR	<u>100,710,443</u>
FUND BALANCE, END OF YEAR	<u><u>\$ 81,231,260</u></u>

The accompanying notes are an integral part of this statement.

SAN DIEGUITO UNION HIGH SCHOOL DISTRICT
PROPOSITION AA BUILDING FUND (21-39)
GENERAL OBLIGATION BONDS

Notes to the Financial Statements
Year Ended June 30, 2018

A. Definition of the Fund

The Building Fund (21-39) was formed to account for property acquisition and construction of new schools as well as renovation of current schools for San Dieguito Union High School District (District), through expenditures of general obligation bonds issued under the General Obligation Bonds Election of 2012. Fund (21-39) is one of the Building Funds of the District.

B. Summary of Significant Policies

Basis of Presentation

The District accounts for its financial transactions in accordance with the policies and procedures of the Department of Education's School Accounting Manual. The accompanying financial statements have been prepared in conformity with accounting principles generally accepted in the United States of America, as prescribed by the Governmental Accounting Standards Board (GASB) and *Audits of State and Local Governmental Units* issued by the American Institute of Certified Public Accountants.

Fund Structure

The accompanying financial statements are used to account for the transactions of the Building Fund specific to Proposition AA Building Fund (21-39) as defined in Note A and are not intended to present fairly the financial position and results of operations of San Dieguito Union High School District in conformity with accounting principles generally accepted in the United States of America.

Basis of Accounting

Basis of accounting refers to when revenues and expenditures or expenses are recognized in the accounts and reported in the financial statements. Basis of accounting relates to the timing of measurement made, regardless of the measurement focus applied.

The Building Fund (21-39) is maintained on the modified accrual basis of accounting. Revenues are recognized in the accounting period in which they become both measurable and available to finance expenditures of the current fiscal period. Expenditures are recognized in the accounting period in which the liability is incurred (when goods are received or services rendered). With this measurement focus, only current assets and current liabilities generally are included on the balance sheet. The statement of revenues, expenditures, and changes in fund balance reports on the sources (revenues and other financing sources) and uses (expenditures and other financing uses) of current financial resources.

Budgets and Budgetary Accounting

The Board of Trustees adopts an operating budget no later than July 1 in accordance with state law. This budget is revised by the Board of Trustees during the year to give consideration to unanticipated revenue and expenditures primarily resulting from events unknown at the time of budget adoption. The District employs budget control by minor object and by individual appropriation accounts. Expenditures cannot legally exceed appropriations by major object account.

SAN DIEGUITO UNION HIGH SCHOOL DISTRICT
PROPOSITION AA BUILDING FUND (21-39)
GENERAL OBLIGATION BONDS

Notes to the Financial Statements (Continued)
Year Ended June 30, 2018

Encumbrances

The District utilizes an encumbrance accounting system under which purchase orders, contracts and other commitments for the expenditure of monies are recorded in order to reserve that portion of the applicable appropriation. Encumbrances are liquidated at June 30 since they do not constitute expenditures or liabilities.

Use of Estimates

The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and reported amounts of revenues and expenses during the reporting periods. Actual results could differ from those estimates.

Cash in County Treasury

In accordance with Education Code §41001, the District maintains a substantial amount of 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 fair value, in accordance with the requirements of GASB Statement No. 31.

Interest earned is deposited quarterly into participating funds. 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 §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.

Receivables and Payables

Transactions between funds that are representative of lending/borrowing arrangements outstanding at the end of the fiscal year are referred to as interfund receivables/payables. Accounts receivable are recorded net of estimated uncollectible amounts. There were no significant receivables that are not scheduled for collection within one year of year end.

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.

SAN DIEGUITO UNION HIGH SCHOOL DISTRICT
PROPOSITION AA BUILDING FUND (21-39)
GENERAL OBLIGATION BONDS

Notes to the Financial Statements (Continued)
Year Ended June 30, 2018

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.

Deferred Inflows and Deferred Outflows of Resources

Deferred outflows of resources is a consumption of net position that is applicable to a future reporting period. Deferred inflows of resources is an acquisition of net position that is applicable to a future reporting period. Deferred outflows of resources and deferred inflows of resources are recorded in accordance with GASB Statement numbers 63 and 65. At June 30, 2018 the Districts Proposition AA Building Fund (21-39) did not have any deferred inflows or deferred outflows of resources.

Pensions

For purposes of measuring the net pension liability, deferred outflows of resources and deferred inflows of resources related to pensions, pension expense, information about the fiduciary net position of the CalPERS Schools Pool Cost-Sharing Multiple-Employer Plan (CalPERS Plan) and CalSTRS Schools Pool Cost-Sharing Multiple Employer Plan (CalSTRS Plan) and additions to/deductions from the CalPERS Plan and CalSTRS Plan fiduciary net positions have been determined on the same basis as they are reported by the CalPERS Financial Office and CalSTRS Financial Office. For this purpose, benefit payments (including refunds of employee contributions) are recognized when currently due and payable in accordance with the benefit terms. Investments are reported at fair value.

SAN DIEGUITO UNION HIGH SCHOOL DISTRICT
PROPOSITION AA BUILDING FUND (21-39)
GENERAL OBLIGATION BONDS
Notes to the Financial Statements (Continued)
Year Ended June 30, 2018

GASB 68 requires that the reported results must pertain to liability and asset information within certain defined time frames. For this report, the following time frames are used:

Valuation Date (VD)	June 30, 2016
Measurement Date (MD)	June 30, 2017
Measurement Period (MP)	July 1, 2016 to June 30, 2017

Fair Value Measurements

The District categorizes its fair value measurements within the fair value hierarchy established by generally accepted accounting principles as defined by Governmental Accounting Standards Board (GASB) Statement No. 72. The hierarchy is based on the valuation inputs used to measure the fair value of the asset. The hierarchy is detailed as follows:

Level 1 Inputs: Quoted prices (unadjusted) in active markets for identical assets or liabilities that a government can access at the measurement date.

Level 2 Inputs: Inputs other than quoted prices included within Level 1 that are observable for an asset or liability, either directly or indirectly.

Level 3 Inputs: Unobservable inputs for an asset or liability.

For the current fiscal year the District did not have any recurring or nonrecurring fair value measurements.

Changes in Accounting Policies

The District has adopted accounting policies compliant with new pronouncements issued by the Government Accounting Standards Board (GASB) that are effective for the fiscal year ended June 30, 2018. Those newly implemented pronouncements are as follows:

GASB Statement No. 75 – Accounting and Financial Reporting for Postemployment Benefits Other than Pensions

The primary objective of this statement is to improve accounting and financial reporting by state and local governments for postemployment benefits other than pensions (OPEB). This statement replaces the requirements of GASB 45 and GASB 57. This statement establishes standards for recognizing and measuring OPEB liability, deferred outflows of resources, deferred inflows of resources, and OPEB expense. This statement also identifies the methods and assumptions that are required to be used to project benefit payments, discount projected benefit payments to their actuarial present value, and attribute that present value to periods of employee service for defined benefit OPEB.

The District provides a defined benefit OPEB plan that is not administered through a trust, but meets the criteria specified in GASB 75. As a result, the District has adjusted measurement of OPEB liability, OPEB expense, and related deferred outflows and inflows of resources in compliance with GASB 75. There were no District adjustments, OPEB transactions or expenses applicable to the Building Fund (21-39) for the fiscal year ended June 30, 2018.

**SAN DIEGUITO UNION HIGH SCHOOL DISTRICT
PROPOSITION AA BUILDING FUND (21-39)
GENERAL OBLIGATION BONDS**

Notes to the Financial Statements (Continued)
Year Ended June 30, 2018

C. Cash and Investments

Cash in County Treasury

The District maintains significantly all of its cash in the San Diego County Treasury as part of the common investment pool. As of June 30, 2018, the portion of cash in the San Diego County Treasury attributed to Building Fund (21-39) was \$87,228,081. The fair value of Building Fund (21-39)'s portion of this pool as of that date, as provided by the pool sponsor, was \$87,228,081. Assumptions made in determining the fair value of the pooled investment portfolios are available from the County Treasurer.

The District is considered to be an involuntary participant in an external investment pool as the District is required to deposit all receipts and collections of monies with their County Treasurer (Education Code Section 41001). The fair value of the District's investments in the pool is reported in the accounting financial statements as amounts based upon the District's pro-rata share of the fair value provided by the County Treasurer for the entire portfolio (in relation to the amortized cost of the portfolio). The balance available for withdrawal is based on the accounting records maintained by the County Treasurer, which is recorded on the amortized cost basis.

The San Diego County Treasury is not registered with the Securities and Exchange Commission (SEC) as an investment company; however, the County Treasury acts in accordance with investment policies monitored by a Treasury Oversight Committee consisting of members appointed by participants in the investment pool and up to five members of the public having expertise, or an academic background in, public finance. In addition, the County Treasury is audited annually by an independent auditor.

Cash with Fiscal Agent

The District's Building Fund (21-39) cash with fiscal agent at June 30, 2018 is shown below.

Account Type	Maturity	Fair Value
Principal Cash - Cost of Issuance Fund	< 30 Days	\$ 10,467

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. At year end the District was not exposed to credit risk.

**SAN DIEGUITO UNION HIGH SCHOOL DISTRICT
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Notes to the Financial Statements (Continued)
Year Ended June 30, 2018

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's Building Fund (21-39) 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's Building Fund (21-39) was not exposed to concentration of credit risk.

d. Interest Rate Risk

This is the risk that changes in interest rates will adversely affect the fair value of an investment. Generally, the longer the maturity of an investment, the greater the sensitivity of its fair value to changes in market interest rates. The District manages its exposure to interest rate risk by investing in the county pool.

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's Building Fund (21-39) was not exposed to foreign currency risk.

D. Accounts Receivable

As of June 30, 2018 accounts receivable consisted of:

	Accounts Receivable
Local Sources:	
Interest	\$ 363,205
Other local sources	2,344
Total Accounts Receivable	\$ 365,549

All receivables are expected to be collected within one year and as such, no allowance for doubtful accounts has been established.

SAN DIEGUITO UNION HIGH SCHOOL DISTRICT
PROPOSITION AA BUILDING FUND (21-39)
GENERAL OBLIGATION BONDS
Notes to the Financial Statements (Continued)
Year Ended June 30, 2018

E. Accounts Payable

As of June 30, 2018 accounts payable consisted of:

	Accounts Payable
Vendors payable	\$ 6,362,951
Payroll and related liabilities	289
Pension related benefits	9,449
Use tax payable	148
Total Accounts Payable	\$ 6,372,837

F. Interfund Balances and Activities

Interfund transfers to and from other funds at June 30, 2018 are as follows:

Transfer to General Fund	\$ 765,589
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The amount transferred to the General Fund represents the portion of lease principal payment due on the solar facilities project in accordance with the authorized purpose under the facility lease agreement with the San Dieguito Public Facilities Financing Authority in conjunction with the Bond Project List as listed in the full text of the Proposition AA Ballot Measure.

G. General Obligation Bonds**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 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.

SAN DIEGUITO UNION HIGH SCHOOL DISTRICT
PROPOSITION AA BUILDING FUND (21-39)
GENERAL OBLIGATION BONDS

Notes to the Financial Statements (Continued)
Year Ended June 30, 2018

2015 General Obligation Bonds

In April 2015, the District issued \$7,010,000 taxable, 2012 Election, Series B-1, General Obligation Bonds and \$110,030,000 tax-exempt, 2012 Election, Series B-2 General Obligation Bonds. The issue consisted of \$61,050,000 of current interest bonds with interest rates ranging from 0.60% to 4.50% with annual maturities from August 2016 through August 2036 and \$55,990,000 in a term bond with an interest rate of 4.00% with an annuity maturity date of February 1, 2040. 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, 2016. 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.

2016 General Obligation Bonds

In July 2016, the District issued \$795,000 taxable, 2012 Election, Series C-1, General Obligation Bonds and \$61,205,000 tax-exempt, 2012 Election, Series C-2 General Obligation Bonds. The issue consisted of \$14,000,000 of current interest bonds with interest rates ranging from 0.80% to 4.75% with annual maturities from August 2017 through August 2036 and \$48,000,000 in a term bond with an interest rate of 4.00% with an annuity maturity date of February 1, 2041. Interest on the bonds accrues from the date of delivery and is payable semiannually on February 1 and August 1 of each year, commencing August 1, 2017. 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.

2018 General Obligation Bonds

In May 2018, the District issued \$3,100,000 taxable, 2012 Election, Series D-1, General Obligation Bonds and \$21,900,000 tax-exempt, 2012 Election, Series D-2 General Obligation Bonds. The issue consisted of \$25,000,000 of current interest bonds with interest rates ranging from 2.59% to 4.00% with annual maturities from August 2019 through August 2042. 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, 2019. 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.

SAN DIEGUITO UNION HIGH SCHOOL DISTRICT
PROPOSITION AA BUILDING FUND (21-39)
GENERAL OBLIGATION BONDS

Notes to the Financial Statements (Continued)
Year Ended June 30, 2018

The outstanding bonded debt of Proposition AA Building Fund (21-39) is as follows:

Description	Date of Issuance	Interest Rate	Maturity Date	Original Issue Amount	Beginning Balance	Increases	Decreases	Ending Balance
Election 2012 Series A	03/27/13	1.00-5.00%	08/01/38	\$ 160,000,000	\$ 144,220,000	\$ -	\$ -	\$ 144,220,000
2012 A Premium	03/27/13		08/01/38	8,336,717	7,054,145	-	320,643	6,733,502
Total 2012 Series A				<u>\$ 168,336,717</u>	<u>\$ 151,274,145</u>	<u>\$ -</u>	<u>\$ 320,643</u>	<u>\$ 150,953,502</u>
Election 2012 Series B	04/15/15	3.00-4.50%	08/01/40	\$ 117,040,000	\$ 110,030,000	\$ -	\$ 3,500,000	\$ 106,530,000
2012 B Premium	04/15/15		08/01/40	6,379,386	5,805,242	-	255,175	5,550,067
Total 2012 Series B				<u>\$ 123,419,386</u>	<u>\$ 115,835,242</u>	<u>\$ -</u>	<u>\$ 3,755,175</u>	<u>\$ 112,080,067</u>
Election 2012 Series C	06/28/16	0.80-4.75%	08/01/41	\$ 62,000,000	\$ 62,000,000	\$ -	\$ 795,000	\$ 61,205,000
2012 C Premium	06/28/16		08/01/41	2,970,848	2,852,014	-	118,834	2,733,180
Total 2012 Series C				<u>\$ 64,970,848</u>	<u>\$ 64,852,014</u>	<u>\$ -</u>	<u>\$ 913,834</u>	<u>\$ 63,938,180</u>
Election 2012 Series D	05/16/18	2.59-4.00%	08/01/42	\$ 25,000,000	\$ -	\$ 25,000,000	\$ -	\$ 25,000,000
2012 D Premium	05/16/18		08/01/42	939,590	-	939,590	-	939,590
Total 2012 Series D				<u>\$ 25,939,590</u>	<u>\$ -</u>	<u>\$ 25,939,590</u>	<u>\$ -</u>	<u>\$ 25,939,590</u>
Total				<u>\$ 356,726,951</u>	<u>\$ 331,961,401</u>	<u>\$ 25,939,590</u>	<u>\$ 4,989,652</u>	<u>\$ 352,911,339</u>

The annual requirements to amortize the general obligation bonds payable outstanding as of June 30, 2018 is as follows:

Year Ended June 30	Principal	Interest	Total
2019	\$ 3,035,000	\$ 12,209,725	\$ 15,244,725
2020	3,590,000	13,228,794	16,818,794
2021	3,835,000	12,947,441	16,782,441
2022	4,645,000	12,808,225	17,453,225
2023	2,685,000	12,599,100	15,284,100
2024-2028	29,840,000	59,701,750	89,541,750
2029-2033	60,155,000	50,104,900	110,259,900
2034-2038	99,305,000	34,261,875	133,566,875
2039-2043	129,865,000	11,448,450	141,313,450
Total	<u>\$ 336,955,000</u>	<u>\$ 219,310,260</u>	<u>\$ 556,265,260</u>

SAN DIEGUITO UNION HIGH SCHOOL DISTRICT
PROPOSITION AA BUILDING FUND (21-39)
GENERAL OBLIGATION BONDS

ITEM 13

Notes to the Financial Statements (Continued)
Year Ended June 30, 2018

H. Bond Premium

Bond premium arises when the market rate of interest is lower than the stated interest rate on the bond. Generally Accepted Accounting Principles (GAAP) require that the premium increase the face value of the bond and then amortize the premium over the life of the bond.

The District has issued bonds at a premium. The premiums are being amortized over the life of the debt using the straight-line method.

Premiums issued on the debt resulted in an effective interest rate as follows:

	2013 Series A Bonds	2015 Series B Bonds	2016 Series C Bonds	2018 Series D Bonds
Total Interest Payments on Bonds	\$113,607,493	\$ 88,265,753	\$ 42,624,776	\$ 18,093,285
Less Bond Premium	<u>(8,336,717)</u>	<u>(6,379,386)</u>	<u>(2,852,014)</u>	<u>(939,590)</u>
Net Interest Payments	<u>\$105,270,776</u>	<u>\$ 81,886,367</u>	<u>\$ 39,772,762</u>	<u>\$ 17,153,695</u>
Par Amount of Bonds	\$160,000,000	\$117,040,000	\$ 62,000,000	\$ 25,000,000
Periods	25	25	25	25
Effective Interest Rate	2.630%	2.790%	2.560%	2.740%

I. Construction Commitments

As of June 30, 2018 the Building Fund (21-39) had the following commitments with respect to unfinished capital projects:

Project	Commitment	*Expected Date of Final Completion	Percentage Complete
Carmel Valley MS Drama/Music Classrooms	\$ 1,535,328	08/27/18	95%
Diegueno MS Modernization Phase 1	3,770,142	08/26/19	<5%
Earl Warren MS Campus Reconstruction Phase 2	1,005,759	10/30/18	<5%
La Costa Canyon HS 200's Renovation	419,500	08/27/18	<5%
Oak Crest MS Science Classrooms/Quad	12,691,847	08/27/18	54%
Pacific Trails MS 2nd Classroom Building	17,157,148	08/27/18	66%
San Dieguito HS Academy Arts & Humanities Building	28,365,319	08/26/19	12%
Torrey Pines HS Performing Arts Center	18,964,206	06/30/19	31%

*Expected date of final completion subject to change.

SAN DIEGUITO UNION HIGH SCHOOL DISTRICT
PROPOSITION AA BUILDING FUND (21-39)
GENERAL OBLIGATION BONDS

Notes to the Financial Statements (Continued)
Year Ended June 30, 2018

J. Pension Plans

The following information presented below is the District's government-wide pension plan amounts for CalPERS and CalSTRS. As of June 30, 2018, the Building Fund (21-39) or bond fund was 0.17% of the District's total State Teachers' Retirement System expenditures and 3.21% of the District's total Public Employee's Retirement System expenditures.

1. General Information About the Pension Plans

a. Plan Descriptions

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 California State Teachers Retirement System (CalSTRS) and classified employees are members of the California Public Employees' Retirement System (CalPERS). Benefit provisions under the Plans are established by State statute and Local Government resolution. Support by the State for the CalSTRS plan is such that the plan has a special funding situation as defined by GASB Statement No. 68. CalSTRS and CalPERS issue publicly available reports that include a full description of the pension plans regarding benefit provisions, assumptions and membership information that can be found on their respective websites.

b. Benefits Provided

CalSTRS and CalPERS provide service retirement and disability benefits, annual cost of living adjustments and death benefits to plan members. Benefits are based on years of credited service, equal to one year of full-time employment. Members with five years of total service are eligible to retire at age 62 for normal benefits or at age 55 with statutorily reduced benefits. Employees hired prior to January 1, 2013 are eligible to retire at age 60 for normal benefits or at age 55 with statutorily reduced benefits. All members are eligible for non-duty disability benefits after 10 years of service. All members are eligible for death benefits after one year of total service.

The Plan's provisions and benefits are in effect at June 30, 2018 are summarized as follows:

	CalSTRS	
	Before Jan. 1, 2013	On or After Jan. 1, 2013
Hire Date		
Benefit Formula	2% at 60	2% at 62
Benefit Vesting Schedule	5 Years	5 Years
Benefit Payments	Monthly for Life	Monthly for Life
Retirement Age	50-62	55-67
Monthly benefits, as a % of eligible compensation	1.1 - 2.4%*	1.0-2.4%*
Required Employee Contribution Rates (at June 30, 2018)	10.250%	9.205%**
Required Employer Contribution Rates (at June 30, 2018)	14.430%	14.430%
Required State Contribution Rates (at June 30, 2018)	7.429%	7.429%

*Amounts are limited to 120% of Social Security Wage Base.

**The rate imposed on CalSTRS 2% at 62 members is based on the normal cost of benefits.

**SAN DIEGUITO UNION HIGH SCHOOL DISTRICT
PROPOSITION AA BUILDING FUND (21-39)
GENERAL OBLIGATION BONDS**

Notes to the Financial Statements (Continued)
Year Ended June 30, 2018

	CalPERS	
	Before Jan. 1, 2013	On or After Jan. 1, 2013
Hire Date		
Benefit Formula	2% at 55	2% at 62
Benefit Vesting Schedule	5 Years	5 Years
Benefit Payments	Monthly for Life	Monthly for Life
Retirement Age	50-62	52-67
Monthly benefits, as a % of eligible compensation	1.1 - 2.5%*	1.0-2.5%*
Required Employee Contribution Rates (at June 30, 2018)	7.000%	6.500%
Required Employer Contribution Rates (at June 30, 2018)	15.531%	15.531%

*Amounts are limited to 120% of Social Security Wage Base.

c. Contributions

CalSTRS

For the measurement period ended June 30, 2017 (measurement date), Section 22950 of the California Education Code requires members to contribute monthly to the system 9.205% (if hired on or after January 1, 2013) or 10.250% (if hired before January 1, 2013) of the creditable compensation upon which members' contributions under this part are based. In addition the employer required rates established by the CalSTRS Board have been established at 12.58% of creditable compensation for the measurement period ended June 30, 2017 and 14.43% for the fiscal year ended June 30, 2018. Rates are defined in Section 22950.5 through measurement period ending June 30, 2021. Beginning in the fiscal year 2021-22 and for each fiscal year thereafter, the CalSTRS Board has the authority to increase or decrease percentages paid specific to reflect the contribution required to eliminate by June 30, 2046, the remaining unfunded actuarial obligation with respect to service credited to members before July 1, 2014, as determined by the Board based upon a recommendation from its actuary.

CalPERS

Section 20814(c) of the California Public Employees' Retirement Law requires that the employer contribution rates for all public employers be determined on an annual basis by the actuary and shall be effective on the July 1 following notice of a change in the rate. The CalPERS Board retains the authority to amend contribution rates. The total plan contributions are determined through CalPERS' annual actuarial valuation process. The actuarially determined rate is the estimated amount necessary to finance the costs of benefits earned by employees during the year, with an additional amount to finance any unfunded accrued liability. The employer is required to contribute the difference between the actuarially determined rate and the contribution rate of employees. For the measurement period ended June 30, 2017 (measurement date), employees hired prior to January 1, 2013 paid in 7.00%, employees hired on or after January 1, 2013 paid in 6.00%, and the employer's contribution rate was 13.88% of covered payroll. For the fiscal year ending June 30, 2018, employees hired prior to January 1, 2013 contributed 7.00%, employees hired on or after January 1, 2013 contributed 6.50% and the employer's contribution rate was 15.531%.

SAN DIEGUITO UNION HIGH SCHOOL DISTRICT
PROPOSITION AA BUILDING FUND (21-39)
GENERAL OBLIGATION BONDS

Notes to the Financial Statements (Continued)
Year Ended June 30, 2018

On Behalf Payments

Consistent with Section 22955.1 of the California Education Code, the State of California makes contributions to CalSTRS on behalf of employees working for the District. For the measurement period ended June 30, 2017 (measurement date) the State contributed 7.429% of salaries creditable to CalSTRS. In accordance with GASB 85 the District recorded these contributions as revenue and expense in the fund financial statements based on contributions made for the measurement period (current financial resources measurement focus). Contributions reported each fiscal year are based on the District's proportionate share of the State's contribution for the measurement period.

Contributions made by the State on behalf of the District's Building Fund (21-39) for the past three fiscal years is as follows:

Year Ended June 30,	Contribution Rate	Contribution Amount
2016	4.350%	\$ 4,012
2017	5.390%	5,462
2018	7.429%	11,857

The State's pension expense associated with the District's Building Fund (21-39) employees for the for the past three fiscal years is as follows:

Year Ended June 30,	On-Behalf Pension Expense
2016	\$ 7,664
2017	13,481
2018	7,205

d. Contributions Recognized

For the measurement period ended June 30, 2017 (fiscal year June 30, 2018), the contributions recognized for each plan were:

	District Share of CalSTRS	Bond Share of CalSTRS
Contributions - Employer	\$ 8,607,389	\$ 19,966
Contributions - State On Behalf Payments	5,111,403	46
Total Contributions	<u>\$ 13,718,792</u>	<u>\$ 20,012</u>
	District Share of CalPERS	Bond Share of CalPERS
Contributions - Employer	\$ 2,785,419	\$ 89,576
Contributions - State On Behalf Payments	-	-
Total Contributions	<u>\$ 2,785,419</u>	<u>\$ 89,576</u>

SAN DIEGUITO UNION HIGH SCHOOL DISTRICT
PROPOSITION AA BUILDING FUND (21-39)
GENERAL OBLIGATION BONDS

Notes to the Financial Statements (Continued)
Year Ended June 30, 2018

2. Pension Liabilities, Pension Expenses and Deferred Outflows/Inflows of Resources Related to Pensions

As of June 30, 2018, the District reported net pension liabilities for its proportionate shares of the net pension liability of each plan as follows:

	District Proportionate Share of Net Pension Liability	Bond Proportionate Share of Net Pension Liability
CalSTRS	\$ 119,674,988	\$ 442,453
CalPERS	37,278,559	1,198,884
Total Net Pension Liability	<u>\$ 156,953,547</u>	<u>\$ 1,641,337</u>

The District's net pension liability for each Plan is measured as the proportionate share of the net pension liability. The net pension liability of each of the Plans is measured as of June 30, 2017, and the total pension liability for each Plan used to calculate the net pension liability was determined by an actuarial valuation as of June 30, 2016 rolled forward to June 30, 2017 using standard update procedures. The District's proportion of the net pension liability was based on a projection of the District's long-term share of contributions to the pension plans relative to the projected contributions of all participating employers, actuarially determined.

The District's proportionate share of the net pension liability for each Plan as of June 30, 2017 and June 30, 2018 were as follows:

	District Share for CalSTRS			Bond Share for CalSTRS		
	District's Proportionate Share	State's Proportionate Share	Total For District Employees	Bond Proportionate Share	State's Proportionate Share	Total For Bond Employees
Proportion - June 30, 2017	0.1209%	0.0692%	0.1901%	0.0003%	0.0001%	0.0004%
Proportion - June 30, 2018	0.1294%	0.0768%	0.2062%	0.0005%	0.0002%	0.0007%
Change in Proportion	<u>0.0085%</u>	<u>0.0076%</u>	<u>0.0161%</u>	<u>0.0002%</u>	<u>0.0001%</u>	<u>0.0003%</u>

	District's Share CalPERS	Bond Share CalPERS
Proportion - June 30, 2017	0.1525%	0.0047%
Proportion - June 30, 2018	0.1562%	0.0050%
Change in Proportion	<u>0.0037%</u>	<u>0.0003%</u>

SAN DIEGUITO UNION HIGH SCHOOL DISTRICT
PROPOSITION AA BUILDING FUND (21-39)
GENERAL OBLIGATION BONDS
Notes to the Financial Statements (Continued)
Year Ended June 30, 2018

a. Pension Expense

For the measurement period ended June 30, 2017 (fiscal year June 30, 2018), pension expense was recognized as follows:

Pension expense for the CalSTRS plan was as follows:

	District Share of CalSTRS	Bond Share of CalSTRS
Change in Net Pension Liability (Asset)	\$ 21,877,683	\$ 214,712
State on Behalf Pension Expense	3,106,036	28
Employer Contributions to Pension Expense	9,928,410	38,222
Increase/(Decrease) in Deferred Outflows of Resources		
Employer Contributions Subsequent to Measurement Date	(1,254,278)	(18,256)
Differences between actual and expected experiences	(413,064)	(1,527)
Changes in assumptions	(20,692,537)	(76,503)
Changes in proportionate share	(5,320,417)	(127,351)
Net difference between projected and actual earnings	7,828	18
Increase/(Decrease) in Deferred Inflows of Resources		
Differences between actual and expected experiences	(7,328)	(18)
Changes in proportionate share	(775,732)	(2,969)
Net difference between projected and actual earnings	11,326,648	41,876
Total Pension Expense	<u>\$ 17,783,249</u>	<u>\$ 68,232</u>

Pension expense for the CalPERS plan was as follows:

	District Share of CalPERS	Bond Share of CalPERS
Change in Net Pension Liability (Asset)	\$ 7,152,214	\$ 271,758
Employer Contributions to Pension Expense	3,188,655	85,680
Increase/(Decrease) in Deferred Outflows of Resources		
Employer Contributions Subsequent to Measurement Date	(404,428)	3,896
Differences between actual and expected experiences	(214,385)	(6,569)
Changes in assumptions	(5,808,128)	(186,790)
Changes in proportionate share	(342,088)	(47,937)
Net difference between projected and actual earnings	2,096,111	66,823
Increase/(Decrease) in Deferred Inflows of Resources		
Changes in assumptions	(352,606)	(11,964)
Changes in proportionate share	(63,572)	(8,537)
Net difference between projected and actual earnings	1,385,776	45,144
Total Pension Expense	<u>\$ 6,637,549</u>	<u>\$ 211,504</u>

SAN DIEGUITO UNION HIGH SCHOOL DISTRICT
PROPOSITION AA BUILDING FUND (21-39)
GENERAL OBLIGATION BONDS
Notes to the Financial Statements (Continued)
Year Ended June 30, 2018

b. Deferred Outflows and Inflows of Resources

At June 30, 2018, the District reported deferred outflows of resources and deferred inflows of resources related to pensions from the following sources:

	District Share of Deferred Outflows of Resources			Bond Share of Deferred Outflows of Resources		
	CalSTRS	CalPERS	Total	CalSTRS	CalPERS	Total
Pension contributions subsequent to measurement date	\$ 9,928,410	\$ 3,188,655	\$ 13,117,065	\$ 38,222	\$ 85,680	\$ 123,902
Differences between actual and expected experience	413,064	1,686,569	2,099,633	1,527	-	1,527
Changes in assumptions	20,692,537	5,808,128	26,500,665	76,503	186,790	263,293
Changes in employer's proportionate share	6,015,783	1,260,330	7,276,113	127,441	63,295	190,736
Net difference between projected and actual earnings	19,561	5,412,262	5,431,823	46	172,539	172,585
Total Deferred Outflows of Resources	\$ 37,069,355	\$ 17,355,944	\$ 54,425,299	\$ 243,739	\$ 508,304	\$ 752,043

	District Share of Deferred Inflows of Resources			Bond Share of Deferred Inflows of Resources		
	CalSTRS	CalPERS	Total	CalSTRS	CalPERS	Total
Differences between actual and expected experience	\$ (11,677)	\$ -	\$ (11,677)	\$ (27)	\$ -	\$ (27)
Changes in assumptions	-	(705,212)	(705,212)	-	(23,929)	(23,929)
Changes in employer's proportionate share	(1,551,465)	(127,144)	(1,678,609)	(5,938)	(17,073)	(23,011)
Net difference between projected and actual earnings	(11,326,648)	(4,263,628)	(15,590,276)	(41,876)	(136,541)	(178,417)
Total Deferred Inflows of Resources	\$ (12,889,790)	\$ (5,095,984)	\$ (17,985,774)	\$ (47,841)	\$ (177,543)	\$ (225,384)

Pension contributions made subsequent to measurement date reported as deferred outflows of resources will be recognized as a portion of pension expense in the year ended June 30, 2019. The remaining amounts reported as deferred outflows or deferred inflows of resources will be recognized as an increase or decrease to pension expense over a five year period. Pension expense resulting from deferred outflows and deferred inflows of resources will be recognized as follows:

Year Ended	District Share of Deferred Outflows of Resources		District Share of Deferred Inflows of Resources		Net Effect On Expenses
	CalSTRS	CalPERS	CalSTRS	CalPERS	
June 30					
2019	\$ 16,760,045	\$ 7,725,418	\$ (3,614,721)	\$ (2,561,280)	\$ 18,309,462
2020	6,831,634	4,536,763	(3,611,087)	(1,122,354)	6,634,956
2021	6,827,711	3,332,713	(2,832,320)	(706,176)	6,621,928
2022	6,649,965	1,761,050	(2,831,662)	(706,174)	4,873,179
Total	\$ 37,069,355	\$ 17,355,944	\$ (12,889,790)	\$ (5,095,984)	\$ 36,439,525

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SAN DIEGUITO UNION HIGH SCHOOL DISTRICT
PROPOSITION AA BUILDING FUND (21-39)
GENERAL OBLIGATION BONDS
Notes to the Financial Statements (Continued)
Year Ended June 30, 2018

Year Ended June 30	Bond Share of Deferred Outflows of Resources		Bond Share of Deferred Inflows of Resources		Net Effect On Expenses
	CalSTRS	CalPERS	CalSTRS	CalPERS	
2019	\$ 89,615	\$ 181,146	\$ (13,455)	\$ (88,911)	\$ 168,395
2020	51,392	150,444	(13,446)	(43,211)	145,179
2021	51,384	111,731	(10,471)	(22,711)	129,933
2022	51,348	64,983	(10,469)	(22,710)	83,152
Total	\$ 243,739	\$ 508,304	\$ (47,841)	\$ (177,543)	\$ 526,659

c. Actuarial Assumptions

The total pension liabilities in the June 30, 2018 actuarial valuations were determined using the following actuarial assumptions:

	CalSTRS	CalPERS
Valuation Date	June 30, 2016	June 30, 2016
Measurement Date	June 30, 2017	June 30, 2017
Actuarial Cost Method	Entry Age Normal	Entry Age Normal
Actuarial Assumptions:		
Discount Rate	7.10%	7.15%
Inflation	2.75%	2.75%
Payroll Growth	3.50%	3.00%
Projected Salary Increase	0.5%-6.4% (1)	3.10-9.00% (1)
Investment Rate of Return	7.10% (2)	7.50% (2)
Mortality	0.073%-22.86% (3)	0.466%-32.54% (3)

(1) Depending on age, service and type of employment

(2) Net of pension plan investment expenses, including inflation

(3) RP2000 series tables adjusted to fit CalSTRS/CalPERS specific experience

d. Discount Rate

The discount rate used to measure the total pension liability was 7.10% for CalSTRS and 7.15% for CalPERS. The projection of cash flows used to determine the discount rate assumed the contributions from plan members, employers, and state contributing agencies will be made at statutory contribution rates. To determine whether the District bond rate should be used in the calculation of a discount rate for each plan, CalSTRS and CalPERS stress tested plans that would most likely result in a discount rate that would be different from the actuarially assumed discount rate. Based on the testing, none of the tested plans run out of assets. Therefore, the current discount rates are adequate and the use of the District bond rate calculation is not necessary for either plan. The stress test results are presented in a detailed report that can be obtained from the CalPERS and CalSTRS websites.

SAN DIEGUITO UNION HIGH SCHOOL DISTRICT
PROPOSITION AA BUILDING FUND (21-39)
GENERAL OBLIGATION BONDS

Notes to the Financial Statements (Continued)
Year Ended June 30, 2018

The CalPERS discount rate was increased from 7.50% to 7.65% at measurement date June 30, 2015 (Fiscal year June 30, 2016) to correct for an adjustment to exclude administrative expenses. Subsequently CalPERS discount rate was decreased from 7.65% to 7.15% at measurement date June 30, 2017 (Fiscal year June 30, 2018) to adjust for changes resulting from actuarially determined amounts.

The CalSTRS discount rate was adjusted from 7.60% to 7.10% for measurement date June 30, 2017 (Fiscal year June 30, 2018) to adjust for changes resulting from a new actuarial experience study.

According to Paragraph 30 of GASB Statement No. 68, the long-term discount rate should be determined without reduction for pension plan administrative expense. The investment return assumption used in the accounting valuations is net of administrative expenses. Administrative expenses are assumed to be 15 basis points. Using this lower discount rate has resulted in a slightly higher Total Pension Liability and Net Pension Liability. CalSTRS and CalPERS checked the materiality threshold for the difference in calculation and did not find it to be a material difference.

CalSTRS and CalPERS are scheduled to review all actuarial assumptions as part of their regular Asset Liability Management (ALM) review cycle that is scheduled to be completed in February 2018. Any changes to the discount rate will require board action and proper stakeholder outreach. For these reasons, CalSTRS and CalPERS expect to continue using a discount rate net of administrative expenses for GASB 67 and GASB 68 calculations through at least the 2017-18 fiscal year. CalSTRS and CalPERS will continue to check the materiality of the difference in calculation until such time as they have changed their methodology.

The long-term expected rate of return on pension plan investments was determined using a building-block method in which best-estimate ranges of expected future real rates of return (expected returns, net of pension plan investment expense and inflation) are developed for each major asset class.

In determining the long-term expected rate of return, CalSTRS and CalPERS took into account both short-term and long-term market return expectations as well as the expected pension fund cash flows. Using historical returns of all the funds' asset classes, expected compound returns were calculated over the short-term (first 10 years) and long-term (11-60 years) using a building-block approach. Using the expected nominal returns for both short-term and long-term, the present value of benefits was calculated for each fund. The expected rate of return was set by calculating the single equivalent expected return that arrived at the same present value of benefits for cash flows as the one calculated using both short-term and long-term returns. The expected rate of return was then set equivalent to the single equivalent rate calculated above and rounded down to the nearest quarter of one percent.

The tables below reflects the long-term expected real rate of return by asset class. The rate of return was calculated using the capital market assumptions applied to determine the discount rate and asset allocation. These rates of return are net of administrative expenses.

SAN DIEGUITO UNION HIGH SCHOOL DISTRICT
PROPOSITION AA BUILDING FUND (21-39)
GENERAL OBLIGATION BONDS

Notes to the Financial Statements (Continued)
Year Ended June 30, 2018

CalSTRS

Asset Class	Assumed Allocation 6/30/2016	Long Term Expected Return*
Global Equity	47.00%	6.30%
Fixed Income	12.00%	0.30%
Real Estate	13.00%	5.20%
Private Equity	13.00%	9.30%
Absolute Return	9.00%	2.90%
Inflation Sensitive	4.00%	3.80%
Cash/Liquidity	2.00%	-1.00%

*20 year geometric average used for long term expected real rate of return

CalPERS

Asset Class	Assumed Allocation 6/30/2016	Real Return Years 1-10(1)	Real Return Years 11+(2)
Global Equity	51.00%	5.25%	5.71%
Global Debt Securities	20.00%	0.99%	2.43%
Inflation Assets	6.00%	0.45%	3.36%
Private Equity	10.00%	6.83%	6.95%
Real Estate	10.00%	4.50%	5.13%
Infrastructure	2.00%	4.50%	5.09%
Liquidity	1.00%	-0.55%	-1.05%

(1) An expected inflation of 2.5% used for this period

(2) An expected inflation of 3.0% used for this period

e. Sensitivity to Proportionate Share of the Net Pension Liability to Changes in the Discount Rate

The following represents the District's proportionate share of the net pension liability for each Plan, calculated using the discount rate for each Plan, as well as what the District's proportionate share of the net pension liability would be if it were calculated using a discount rate that is 1 percentage point lower or 1 percentage point higher than the current rate:

	District Share		Bond Share	
	CalSTRS	CalPERS	CalSTRS	CalPERS
1% Decrease	6.10%	6.15%	6.10%	6.15%
Net Pension Liability	\$ 175,720,876	\$ 54,848,706	\$ 649,662	\$ 1,763,943
Current Discount Rate	7.10%	7.15%	7.10%	7.15%
Net Pension Liability	\$ 119,674,988	\$ 37,278,559	\$ 442,453	\$ 1,198,884
1% Increase	8.10%	8.15%	8.10%	8.15%
Net Pension Liability	\$ 74,189,952	\$ 22,702,651	\$ 274,289	\$ 730,121

SAN DIEGUITO UNION HIGH SCHOOL DISTRICT
PROPOSITION AA BUILDING FUND (21-39)
GENERAL OBLIGATION BONDS

Notes to the Financial Statements (Continued)
Year Ended June 30, 2018

f. Total Pension Liability, Pension Plan Fiduciary Net Position and Net Pension Liability

<u>CalSTRS - District Share</u>	Increase (Decrease)				
	Total Pension Liability (a)	Plan Fiduciary Net Position (b)	Net Pension Liability (a) - (b)	State's Share of Net Pension Liability (c)	District's Share of Net Pension Liability (a) - (b) - (c)
Balance at June 30, 2017	\$ 513,216,036	\$ 359,474,011	\$ 153,742,025	\$ 55,944,720	\$ 97,797,305
Changes for the year:					
Change in proportionate share	43,653,412	30,576,339	13,077,073	6,209,250	6,867,823
Service cost	12,507,121	-	12,507,121	4,659,941	7,847,180
Interest	41,718,592	-	41,718,592	15,543,640	26,174,952
Differences between expected and actual experience	822,945	-	822,945	306,616	516,329
Change in assumptions	41,225,650	-	41,225,650	15,359,978	25,865,672
Contributions - Employer	-	8,607,380	(8,607,380)	(3,206,964)	(5,400,416)
Contributions - Employee	-	7,096,890	(7,096,890)	(2,644,181)	(4,452,709)
Contributions - State On Behalf	-	5,111,398	(5,111,398)	(1,904,420)	(3,206,978)
Net investment income	-	51,903,687	(51,903,687)	(19,338,434)	(32,565,253)
Other income	-	148,512	(148,512)	(55,333)	(93,179)
Benefit payments, including refunds of employee contributions	(28,674,275)	(28,674,275)	-	-	-
Administrative expenses	-	(376,136)	376,136	140,142	235,994
Borrowing costs	-	(119,540)	119,540	44,538	75,002
Other expenses	-	(21,143)	21,143	7,877	13,266
Net Changes	<u>111,253,445</u>	<u>74,253,112</u>	<u>37,000,333</u>	<u>15,122,650</u>	<u>21,877,683</u>
Balance at June 30, 2018	<u>\$ 624,469,481</u>	<u>\$ 433,727,123</u>	<u>\$ 190,742,358</u>	<u>\$ 71,067,370</u>	<u>\$ 119,674,988</u>

SAN DIEGUITO UNION HIGH SCHOOL DISTRICT
PROPOSITION AA BUILDING FUND (21-39)
GENERAL OBLIGATION BONDS

Notes to the Financial Statements (Continued)
Year Ended June 30, 2018

<u>CalSTRS - Bond Share</u>	<u>Increase (Decrease)</u>				
	Total Pension Liability (a)	Plan Fiduciary Net Position (b)	Net Pension Liability (a) - (b)	State's Share of Net Pension Liability (c)	Bond's Share of Net Pension Liability (a) - (b) - (c)
Balance at June 30, 2017	\$ 1,036,885	\$ 726,270	\$ 310,615	\$ 82,874	\$ 227,741
Changes for the year:					
Change in proportionate share	736,130	515,610	220,520	61,302	159,218
Service cost	39,821	-	39,821	10,809	29,012
Interest	132,828	-	132,828	36,056	96,772
Differences between expected and actual experience	2,620	-	2,620	711	1,909
Change in assumptions	131,258	-	131,258	35,630	95,628
Contributions - Employer	-	27,405	(27,405)	(7,439)	(19,966)
Contributions - Employee	-	22,596	(22,596)	(6,134)	(16,462)
Contributions - State on Behalf	-	16,274	(16,274)	(4,418)	(11,856)
Net investment income	-	165,256	(165,256)	(44,858)	(120,398)
Other income	-	473	(473)	(128)	(345)
Benefit payments, including refunds of employee contributions	(91,296)	(91,296)	-	-	-
Administrative expenses	-	(1,198)	1,198	325	873
Borrowing costs	-	(381)	381	103	278
Other expenses	-	(67)	67	18	49
Net Changes	<u>951,361</u>	<u>654,672</u>	<u>296,689</u>	<u>81,977</u>	<u>214,712</u>
Balance at June 30, 2018	<u>\$ 1,988,246</u>	<u>\$ 1,380,942</u>	<u>\$ 607,304</u>	<u>\$ 164,851</u>	<u>\$ 442,453</u>

SAN DIEGUITO UNION HIGH SCHOOL DISTRICT
PROPOSITION AA BUILDING FUND (21-39)
GENERAL OBLIGATION BONDS

Notes to the Financial Statements (Continued)
Year Ended June 30, 2018

<u>CalPERS - District Share</u>	Increase (Decrease)		
	Total Pension Liability (a)	Plan Fiduciary Net Position (b)	Net Pension Liability (a) - (b)
Balance at June 30, 2017	\$ 115,414,852	\$ 85,288,507	\$ 30,126,345
Changes for the year:			
Change in proportionate share	2,737,504	2,022,943	714,561
Service cost	3,172,955	-	3,172,955
Interest	8,931,865	-	8,931,865
Differences between expected and actual experience	830,533	-	830,533
Changes in assumptions	7,260,160	-	7,260,160
Contributions - Employer	-	2,785,411	(2,785,411)
Contributions - Employee	-	1,401,404	(1,401,404)
Net plan to plan resource movement	-	(212)	212
Net investment income	-	9,700,069	(9,700,069)
Benefit payments, including refunds of employee contributions	(5,816,670)	(5,816,670)	-
Administrative expenses	-	(128,812)	128,812
Net Changes	<u>17,116,347</u>	<u>9,964,133</u>	<u>7,152,214</u>
Balance at June 30, 2018	<u>\$ 132,531,199</u>	<u>\$ 95,252,640</u>	<u>\$ 37,278,559</u>
<u>CalPERS - Bond Share</u>	Increase (Decrease)		
	Total Pension Liability (a)	Plan Fiduciary Net Position (b)	Net Pension Liability (a) - (b)
Balance at June 30, 2017	\$ 3,551,849	\$ 2,624,723	\$ 927,126
Changes for the year:			
Change in proportionate share	247,948	183,227	64,721
Service cost	102,043	-	102,043
Interest	287,250	-	287,250
Differences between expected and actual experience	26,710	-	26,710
Changes in assumptions	233,488	-	233,488
Contributions - Employer	-	89,579	(89,579)
Contributions - Employee	-	45,069	(45,069)
Net plan to plan resource movement	-	(7)	7
Net investment income	-	311,956	(311,956)
Benefit payments, including refunds of employee contributions	(187,065)	(187,065)	-
Administrative expenses	-	(4,143)	4,143
Net Changes	<u>710,374</u>	<u>438,616</u>	<u>271,758</u>
Balance at June 30, 2018	<u>\$ 4,262,223</u>	<u>\$ 3,063,339</u>	<u>\$ 1,198,884</u>

Detailed information about each pension plan's fiduciary position is available in the separately issued CalSTRS and CalPERS financial reports.

SAN DIEGUITO UNION HIGH SCHOOL DISTRICT
PROPOSITION AA BUILDING FUND (21-39)
GENERAL OBLIGATION BONDS
Notes to the Financial Statements (Continued)
Year Ended June 30, 2018

K. Compensated Absences

As of June 30, 2018, the District had a compensated absences liability associated with employees charged to Proposition AA Building Fund (21-39) as follows:

	Proposition AA Building Fund (21-39)
Accrued Vacation Balances	\$ 135,514

L. Subsequent Events*Implementation of New Accounting Guidance*

The District has adopted accounting policies compliant with new pronouncements issued by the Government Accounting Standards Board (GASB) that are effective for the fiscal year ended June 30, 2019. Those newly implemented pronouncements are as follows:

GASB Statement No. 88 – Certain Disclosures Related To Debt, Including Direct Borrowing and Direct Placements.

The primary objective of this statement is to improve the information that is disclosed in notes to government financial statements related to debt, including direct borrowings and direct placements. It also clarifies which liabilities governments should include when disclosing information related to debt.

This statement defines debt for purposes of disclosure in notes to financial statements as a liability that arises from a contractual obligation to pay cash (or other assets that may be used in lieu of cash) in one or more payments to settle an amount that is fixed at the date the contractual obligation is established. This statement requires that additional essential information related to debt be disclosed in notes to the financial statements, including unused lines of credit; assets pledged as collateral for the debt, and terms specified in debt agreements related to significant events of default with finance-related consequences, significant termination events with finance-related consequences, and significant subjective acceleration clauses.

For notes to financial statements related to debt, this statement also requires that existing and additional information be provided for direct borrowings and direct placements of debt separately from other debt.

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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
PROPOSITION AA BUILDING FUND (21-39)
GENERAL OBLIGATION BONDS**

Schedule of the Bond's Proportionate Share of the Net Pension Liability
California State Teachers' Retirement System (CalSTRS)
Last Ten Fiscal Years*

	Fiscal Year									
	2018	2017	2016	2015	2014	2013	2012	2011	2010	2009
District's proportion of the net pension liability (asset)	0.1294%	0.1209%	0.1196%	0.1263%	N/A	N/A	N/A	N/A	N/A	N/A
District's proportionate share of the net pension liability (asset)	\$ 119,674,988	\$ 97,797,306	\$ 80,535,333	\$ 73,782,939	N/A	N/A	N/A	N/A	N/A	N/A
State's proportion of the net pension liability (asset) associated with the District Total	<u>71,067,638</u>	<u>60,499,140</u>	<u>50,492,934</u>	<u>46,983,210</u>	<u>N/A</u>	<u>N/A</u>	<u>N/A</u>	<u>N/A</u>	<u>N/A</u>	<u>N/A</u>
	<u>\$ 190,742,626</u>	<u>\$ 158,296,446</u>	<u>\$ 131,028,267</u>	<u>\$ 120,766,149</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
District's covered-employee payroll	\$ 68,421,216	\$ 68,951,765	\$ 60,074,753	\$ 55,280,293	N/A	N/A	N/A	N/A	N/A	N/A
District's proportionate share of the net pension liability (asset) as a percentage of its covered-employee payroll	174.91%	141.83%	134.06%	133.47%	N/A	N/A	N/A	N/A	N/A	N/A
Plan fiduciary net position as a percentage of the total pension liability	69.46%	70.04%	74.02%	76.52%	N/A	N/A	N/A	N/A	N/A	N/A
Bond's proportion of the net pension liability (asset)	0.0005%	0.0003%	0.0003%	0.0003%	N/A	N/A	N/A	N/A	N/A	N/A
Bond's proportionate share of the net pension liability (asset)	\$ 442,453	\$ 227,743	\$ 189,457	\$ 179,292	N/A	N/A	N/A	N/A	N/A	N/A
State's proportion of the net pension liability (asset) associated with the Bond Total	<u>164,850</u>	<u>161,762</u>	<u>134,648</u>	<u>-</u>	<u>N/A</u>	<u>N/A</u>	<u>N/A</u>	<u>N/A</u>	<u>N/A</u>	<u>N/A</u>
	<u>\$ 607,303</u>	<u>\$ 389,505</u>	<u>\$ 324,105</u>	<u>\$ 179,292</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Bond's covered-employee payroll	\$ 158,712	\$ 158,712	\$ 139,897	\$ 130,045	N/A	N/A	N/A	N/A	N/A	N/A
Bond's proportionate share of the net pension liability (asset) as a percentage of its covered-employee payroll	178.78%	143.49%	135.43%	137.87%	N/A	N/A	N/A	N/A	N/A	N/A
Plan fiduciary net position as a percentage of the total pension liability	69.46%	70.04%	74.02%	76.52%	N/A	N/A	N/A	N/A	N/A	N/A

* This schedule is presented to illustrate the requirement to show information for 10 years; however, until a full ten year trend is compiled, this schedule provides the information only for those years for which information is available.

See accompanying notes to required supplementary information

**SAN DIEGUITO UNION HIGH SCHOOL DISTRICT
PROPOSITION AA BUILDING FUND (21-39)
GENERAL OBLIGATION BONDS**

Schedule of Bond's Contributions
California State Teachers' Retirement System (CalSTRS)
Last Ten Fiscal Years*

	Fiscal Year									
	2018	2017	2016	2015	2014	2013	2012	2011	2010	2009
District:										
Contractually required contribution	\$ 9,928,410	\$ 8,674,132	\$ 6,446,021	\$ 4,908,890	N/A	N/A	N/A	N/A	N/A	N/A
Contributions in relation to the contractually required contribution	(9,928,410)	(8,674,132)	(6,446,021)	(4,908,890)	N/A	N/A	N/A	N/A	N/A	N/A
Contribution deficiency (excess)	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
District's covered-employee payroll	\$ 68,803,950	\$ 68,951,765	\$ 60,074,756	\$ 55,280,293	N/A	N/A	N/A	N/A	N/A	N/A
Contributions as a percentage of covered-employee payroll	14.43%	12.58%	10.73%	8.88%	N/A	N/A	N/A	N/A	N/A	N/A
Bond Portion:										
Contractually required contribution	\$ 38,222	\$ 19,966	\$ 9,549	\$ 7,536	N/A	N/A	N/A	N/A	N/A	N/A
Contributions in relation to the contractually required contribution	(38,222)	(19,966)	(9,549)	(7,536)	N/A	N/A	N/A	N/A	N/A	N/A
Contribution deficiency (excess)	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Bond's covered-employee payroll	\$ 264,879	\$ 158,712	\$ 88,990	\$ 84,861	N/A	N/A	N/A	N/A	N/A	N/A
Contributions as a percentage of covered-employee payroll	14.43%	12.58%	10.73%	8.88%	N/A	N/A	N/A	N/A	N/A	N/A

* This schedule is presented to illustrate the requirement to show information for 10 years; however, until a full ten year trend is compiled, this schedule provides the information only for those years for which information is available.

See accompanying notes to required supplementary information

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**SAN DIEGUITO UNION HIGH SCHOOL DISTRICT
PROPOSITION AA BUILDING FUND (21-39)
GENERAL OBLIGATION BONDS**

Schedule of the Bond's Proportionate Share of the Net Pension Liability
California Public Employee Retirement System (CalPERS)
Last Ten Fiscal Years*

	Fiscal Year									
	2018	2017	2016	2015	2014	2013	2012	2011	2010	2009
District's proportion of the net pension liability (asset)	0.1562%	0.1525%	0.1448%	0.1476%	N/A	N/A	N/A	N/A	N/A	N/A
District's proportionate share of the net pension liability (asset)	\$ 37,278,559	\$ 30,126,345	\$ 21,336,448	\$ 16,750,628	N/A	N/A	N/A	N/A	N/A	N/A
District's covered-employee payroll	\$ 20,056,300	\$ 20,047,717	\$ 18,471,841	\$ 16,097,264	N/A	N/A	N/A	N/A	N/A	N/A
District's proportionate share of the net pension liability (asset) as a percentage of its covered-employee payroll	185.87%	150.27%	115.51%	104.06%	N/A	N/A	N/A	N/A	N/A	N/A
Plan fiduciary net position as a percentage of the total pension liability	71.87%	73.90%	79.43%	83.38%	N/A	N/A	N/A	N/A	N/A	N/A
Bond's proportion of the net pension liability (asset)	0.0050%	0.0047%	0.0049%	0.0047%	N/A	N/A	N/A	N/A	N/A	N/A
Bond's proportionate share of the net pension liability (asset)	\$ 1,198,884	\$ 927,127	\$ 723,958	\$ 531,976	N/A	N/A	N/A	N/A	N/A	N/A
Bond's covered-employee payroll	\$ 644,988	\$ 568,464	\$ 546,190	\$ 492,711	N/A	N/A	N/A	N/A	N/A	N/A
Bond's proportionate share of the net pension liability (asset) as a percentage of its covered-employee payroll	185.88%	163.09%	132.55%	107.97%	N/A	N/A	N/A	N/A	N/A	N/A
Plan fiduciary net position as a percentage of the total pension liability	71.87%	73.90%	79.43%	83.38%	N/A	N/A	N/A	N/A	N/A	N/A

* This schedule is presented to illustrate the requirement to show information for 10 years; however, until a full ten year trend is compiled, this schedule provides the information only for those years for which information is available.

See accompanying notes to required supplementary information

**SAN DIEGUITO UNION HIGH SCHOOL DISTRICT
PROPOSITION AA BUILDING FUND (21-39)
GENERAL OBLIGATION BONDS**

Schedule of the Bond's Proportionate Share of the Net Pension Liability
California Public Employee Retirement System (CalPERS)
Last Ten Fiscal Years*

	Fiscal Year									
	2018	2017	2016	2015	2014	2013	2012	2011	2010	2009
District:										
Contractually required contribution	\$ 3,188,655	\$ 2,784,227	\$ 2,188,359	\$ 1,894,809	N/A	N/A	N/A	N/A	N/A	N/A
Contributions in relation to the contractually required contribution	(3,188,655)	(2,784,227)	(2,188,359)	(1,894,809)	N/A	N/A	N/A	N/A	N/A	N/A
Contribution deficiency (excess)	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Bond's covered-employee payroll	\$ 20,530,906	\$ 20,047,717	\$ 18,471,841	\$ 16,097,264	N/A	N/A	N/A	N/A	N/A	N/A
Contributions as a percentage of covered-employee payroll	15.531%	13.888%	11.847%	11.771%	N/A	N/A	N/A	N/A	N/A	N/A
Bond Portion:										
Contractually required contribution	\$ 85,680	\$ 89,576	\$ 67,346	\$ 64,292	N/A	N/A	N/A	N/A	N/A	N/A
Contributions in relation to the contractually required contribution	(85,680)	(89,576)	(67,346)	(64,292)	N/A	N/A	N/A	N/A	N/A	N/A
Contribution deficiency (excess)	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Bond's covered-employee payroll	\$ 551,671	\$ 644,988	\$ 568,464	\$ 546,190	N/A	N/A	N/A	N/A	N/A	N/A
Contributions as a percentage of covered-employee payroll	15.531%	13.888%	11.847%	11.771%	N/A	N/A	N/A	N/A	N/A	N/A

* This schedule is presented to illustrate the requirement to show information for 10 years; however, until a full ten year trend is compiled, this schedule provides the information only for those years for which information is available.

See accompanying notes to required supplementary information

**SAN DIEGUITO UNION HIGH SCHOOL DISTRICT
PROPOSITION AA BUILDING FUND (21-39)
GENERAL OBLIGATION BONDS**

Notes to Required Supplementary Information
Year Ended June 30, 2018

Schedule of District's Proportionate Share - California State Teachers' Retirement System

- 1) Benefit Changes: In 2015, 2016, 2017 & 2018 there were no changes to benefits
- 2) Changes in Assumptions: In 2015, 2016 & 2017 there were no changes in assumptions. In 2018 there was a change in discount rate from 7.60% to 7.10%

Schedule of District's Contributions - California State Teachers' Retirement System

The total pension liability for California State Teachers' Retirement System was determined by applying update procedures to the financial reporting actuarial valuation as of June 30, 2013, 2014, 2015 & 2016 and rolling forward the total pension liabilities to the June 30, 2014, 2015, 2016 & 2017 (measurement dates). In determining the total pension liability, the financial reporting actuarial valuation used the following actuarial methods and assumptions:

Reporting Period	June 30, 2015	June 30, 2016	June 30, 2017	June 30, 2018
Measurement Date	06/30/14	06/30/15	06/30/16	06/30/17
Valuation date	06/30/13	06/30/14	06/30/15	06/30/16
Experience Study	07/01/06-06/30/10	07/01/06-06/30/10	07/01/06-06/30/10	07/01/10-06/30/15
Actuarial Cost Method	Entry Age Normal	Entry Age Normal	Entry Age Normal	Entry Age Normal
Investment Rate of Return	7.60%	7.60%	7.60%	7.10%
Consumer Price Inflation	3.00%	3.00%	3.00%	2.75%
Wage Growth (Average)	3.75%	3.75%	3.75%	3.50%
Post-Retirement Benefit Increase	2.00% Simple	2.00% Simple	2.00% Simple	2.00% Simple

CalSTRS changed the mortality assumptions based on the July 1, 2010 through June 30, 2015 experience study adopted by the CalSTRS board in February 2017. CalSTRS uses a generational mortality assumption, which involves the use of a base mortality table and projection scales to reflect expected annual reductions in mortality rates at each age, resulting in increases in life expectancies each year into the future. The base mortality tables are CalSTRS custom tables derived to best fit the patterns of mortality among CalSTRS members. The projection scale was set equal to 110 percent of the ultimate improvement factor from the Mortality Improvement Scale (MP-2016) table issued by the Society of Actuaries. Additional information can be obtained by reviewing the CalSTRS Actuarial Experience Study on CalSTRS website.

Schedule of District's Proportionate Share - California Public Employees' Retirement System

- 1) Benefit Changes: In 2015, 2016, 2017 & 2018 there were no changes to benefits
- 2) Changes in Assumptions: In 2015 & 2017 there were no changes in assumptions. In 2016 the discount rate was changed from 7.50% to 7.65%. In 2018 the discount rate was changed from 7.65% to 7.15%

Schedule of District's Contributions - California Public Employees' Retirement System

The total pension liability was determined by applying update procedures to a financial reporting actuarial valuation as of June 30, 2013, 2014, 2015, & 2016 and rolling forward the total pension liabilities to June 30, 2014, 2015, 2016 & 2017 (measurement dates). The financial reporting actuarial valuation as of June 30, 2014, June 30, 2015, June 30, 2016 & June 30, 2017 used the following actuarial methods and assumptions, applied to all prior periods included in the measurement:

Reporting Period	June 30, 2015	June 30, 2016	June 30, 2017	June 30, 2018
Measurement Date	06/30/14	06/30/15	06/30/16	06/30/17
Valuation date	06/30/13	06/30/14	06/30/15	06/30/16
Experience Study	07/01/97-06/30/11	07/01/97-06/30/11	07/01/97-06/30/11	07/01/97-06/30/11
Actuarial Cost Method	Entry Age Normal	Entry Age Normal	Entry Age Normal	Entry Age Normal
Investment Rate of Return	7.50%	7.65%	7.65%	7.15%
Consumer Price Inflation	2.75%	2.75%	2.75%	2.75%
Wage Growth (Average)	3.00%	3.00%	3.00%	3.00%
Post-Retirement Benefit Increase	2.00% Simple	2.00% Simple	2.00% Simple	2.00% Simple

The mortality table used was developed based on CalPERS specific data. The table includes 20 years of mortality improvements using Society of Actuaries Scale BB. For more details on this table please refer to the April 2014 experience study report (based on demographic data from 1997 to 2011) available on CalPERS website.

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SUPPLEMENTARY INFORMATION

**SAN DIEGUITO UNION HIGH SCHOOL DISTRICT
PROPOSITION AA BUILDING FUND (21-39)
GENERAL OBLIGATION BONDS**

General Obligation Bonds Project List
Year Ended June 30, 2018

Bond proceeds will be expended to modernize, replace, renovate, construct, acquire, equip, furnish and otherwise improve the facilities of the District located at the following locations:

Canyon Crest Academy	Carmel Valley Middle School
Diegueño Middle School	Earl Warren Middle School
La Costa Canyon High School	La Costa Valley Site
Pacific Trails Middle School	Oak Crest Middle School
San Dieguito Academy	Sunset High School
Torrey Pines High School	

<u>Project Name</u>	<u>Location of Project</u>	<u>Status of Project</u>
Building B Landscape/Pathway Enhancement	Canyon Crest Academy	In Progress
Performing Arts Center, Drama Classroom Modernization, and New Music Classroom Building	Carmel Valley Middle School	In Progress
Buildings B & G Modernization Phase 1	Diegueño Middle School	In Progress
Campus Reconstruction Phase 1	Earl Warren Middle School	Completed
Campus Reconstruction Phase 2	Earl Warren Middle School	In Progress
HVAC 200's/Gym/Performing Arts Center	La Costa Canyon High School	Completed
Media Center Landscaping	La Costa Canyon High School	Completed
200's Building Renovation	La Costa Canyon High School	In Progress
Interim Housing and Science Classrooms/Quad	Oak Crest Middle School	In Progress
Second Classroom Building	Pacific Trails Middle School	In Progress
Math and Science Building, Interim Housing	San Dieguito High School Academy	Completed
Technology Infrastructure Upgrade	San Dieguito High School Academy	Completed
Culinary Arts Classroom	San Dieguito High School Academy	Completed
Arts and Humanities Building	San Dieguito High School Academy	In Progress
Building B Science Wing Classrooms Renovation	Torrey Pines High School	Completed
Multi-media and Audio Visual Improvements - Buildings E and G	Torrey Pines High School	Completed
Interim Housing (Arts) and Culinary Arts	Torrey Pines High School	Completed
Performing Arts Center Complex	Torrey Pines High School	In Progress

ITEM 13

OTHER INDEPENDENT AUDITOR'S REPORTS

P. Robert Wilkinson, CPA
Brian K. Hadley, CPA



Aubrey W. Mann, CPA
Kevin A. Sproul, CPA

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*

**Governing Board Members and
Citizens' Oversight Committee
San Dieguito Union High School District
Encinitas, California**

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 Proposition AA Building Fund (21-39) of San Dieguito Union High School District, which comprise the balance sheet as of June 30, 2018, and the related statement of revenues, expenditures, and changes in fund balance for the year then ended, and the related notes to the financial statements, and have issued our report thereon dated March 15, 2019.

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 opinion 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. 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*.

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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 organization'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 organization's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

Wilkinson-Hadley King + Co LLP

El Cajon, California
March 15, 2019

P. Robert Wilkinson, CPA
Brian K. Hadley, CPA



Aubrey W. Mann, CPA
Kevin A. Sproul, CPA

Independent Auditor's Report on Performance

Governing Board Members and Citizens' Oversight Committee San Dieguito Union High School District Encinitas, California

We were engaged to conduct a performance audit of the San Dieguito Union High School District Proposition AA Building Fund (21-39) for the year ended June 30, 2018.

Management's Responsibility for Performance Compliance

Our audit was limited to the objectives listed with the report which includes the District's compliance with the performance requirements as referred to in Proposition 39 and outlined in Article XIII A, Section 1(b)(3)(C) of the California Constitution. Management is responsible for the District's compliance with those requirements.

Auditor's Responsibility

We conducted this performance audit in accordance with the standards applicable to performance 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 sufficient, appropriate evidence to provide a reasonable basis for our conclusions based on our audit objectives.

In planning and performing our performance audit, we obtained an understanding of the Fund's internal control in order to determine if the internal controls were adequate to help ensure the Fund's compliance with the requirements of Proposition 39 and outlined in Article XIII A, Section 1(b)(3)(C) of the California Constitution, but not for the purpose of expressing an opinion on the effectiveness of the Proposition AA Building Fund (21-39) San Dieguito Union High School District's internal control. Accordingly, we do not express an opinion on the effectiveness of the District's internal control.

In connection with our performance audit, we performed an audit for compliance as required in the performance requirements for the Proposition AA General Obligation Bond for the fiscal year ended June 30, 2017. The objective of the audit of compliance applicable to San Dieguito Union High School District is to determine with reasonable assurance that:

- The proceeds from the sale of the Proposition AA Bonds were only used for the purposes set forth in the ballot measure and not for any other purpose, such as teacher and administrative salaries.
- The Governing Board of the District, in establishing the approved projects set forth in the ballot measure to modernize, replace, renovate, construct, acquire, equip, furnish, and otherwise improve facilities of the District as noted in the bond project list.

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In performing our audit of compliance, we performed procedures including but not limited to those listed as follows:

Internal Control Evaluation

Procedure Performed

Inquiries were made of management regarding internal controls to:

- Prevent fraud, waste, or abuse regarding Proposition AA resources
- Prevent material misstatement in the Proposition AA Building Fund (21-39) financial statements
- Ensure all expenditures are properly allocated
- Ensure adequate separation of duties exists in the accounting of Proposition AA funds. All purchase requisitions are reviewed for proper supporting documentation. The Project Manager or the Executive Director of Planning Services gives directions and submits documentation to the Construction and Facilities Coordinator to initiate a purchase requisition. The budget is verified by the Facilities Planning Analyst (Budget) and supporting documents are reviewed by a second Facilities Planning Analyst (Contracts). This requisition is first forwarded to the Executive Director of Planning Services for an initial review and then forwarded to the finance office where the Budget Analyst verifies the budget string and the requisition is subsequently reviewed and approved by the Chief Financial Officer, Chief Facilities Officer, and the Director of Purchasing to ensure the requested purchase is an allowable project cost in accordance with the Proposition AA ballot measure initiative approved by local voters as well as the board approved budget, and by the Accounting Specialist that all expenditures are properly recorded by the project and expense category. Once the purchase requisition has gone through the approval process, the Facilities Planning Analyst (Contracts) creates a purchase order, which is provided to the vendor, who proceeds to provide the requested services or goods. Other copies of the purchase order are also submitted to the finance office, purchasing office, and the Facilities Planning Analyst (Budget) for monitoring and review.

When the invoice is received the Executive Director of Planning Services and Facilities Planning Analyst (Budget) verify that the charges are consistent with the amounts on the approved contract/purchase order, then the invoice is subsequently signed and approved by the Project Manager and Chief Facilities Officer and either e-mailed or scanned to the finance office for subsequent approval. Invoices are approved by the Accounting Technician and monitored by the Chief Financial Officer in the finance office and subsequently processed through the accounts payable system of the District for payment. The invoices and support documents are submitted to the San Diego County Office of Education's Commercial Warrant Unit for audit to ensure compliance with procurement regulations and business practices before payment is released. The commercial warrants are routed back to the District finance office where they are signed by the Chief Financial Officer and then forwarded to the Facilities Planning and Construction Office for appropriate distribution.

Results of Procedures Performed

The results of our audit determined the internal control procedures as implemented are sufficient to meet the financial and compliance objectives required by generally accepted accounting principles and applicable laws and regulations.

Tests of Expenditures

Procedures Performed

We tested expenditures to determine whether Proposition AA funds were spent solely on voter and Board approved school facilities projects as set forth in the Bond Project Lists and language of the Proposition AA ballot measure language. Our testing included \$46,655,940 of expenditures which was 94.7% of total bond expenditures for the year.

Results of Procedures Performed

We found no instances where expenditures tested were not in compliance with the terms of the Proposition AA ballot measure and applicable state laws and regulations.

Tests of Contracts and Bid Procedures

Procedures Performed

We reviewed the District's board minutes for approval of construction contracts and change orders, if any, to determine compliance with the District's policy and Public Contract Code provisions related to biddings and contracting.

Results of Procedures Performed

We noted no instances where the District was out of compliance with respect to contracts and bidding procedures.

Facilities Site Review

Procedures Performed

We reviewed the Independent Citizens' Oversight Committee minutes and agenda and other pertinent information on Proposition AA designated projects and determined the Proposition AA funds expended for the year ended June 30, 2018 were for valid facilities acquisition and construction purposes as stated in the Bond Project List. Auditors performed review of significant bond projects.

Results of Procedures Performed:

Based on our review of the minutes and agenda of the Independent Citizens' Oversight Committee, the documentation and pertinent information of the Proposition AA designated projects, and review of project sites, it appears the construction work performed was consistent with the Bond Project List.

Citizens' Oversight Committee

Procedures Performed

We have reviewed the minutes of the Citizens' Oversight Committee meetings to verify compliance with Education Code sections 15278 through 15282.

Results of Procedures Performed

We have determined the San Dieguito Union High School District's Proposition AA Building Fund (21-39) Citizens' Oversight Committee and its involvement is in compliance with Education Code sections 15278 through 15282.

Our audit of compliance made for the purposes set forth in the second and third paragraphs of this report above would not necessarily disclose all instances of noncompliance.

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Opinion on Performance

In our opinion, the District complied, in all material respects, with the compliance requirements of Proposition 39 outlined in Article XIII A, Section 1(b)(3)(c) of the California Constitution, and with Proposition AA approved by the voters in the San Dieguito Union High School District on November 9, 2013.

Purpose of the Report

This report is intended solely for the information and use of the District's Governing Board, the Proposition AA Citizens' Oversight Committee, management, others within the entity, and the taxpayers of San Dieguito Union High School District and is not intended to be and should not be used by anyone other than these specified parties.

Wilkinson Hadley King + Co LLP

El Cajon, California
March 15, 2019

ITEM 13

AUDITOR'S RESULTS, FINDINGS AND RECOMMENDATIONS

**SAN DIEGUITO UNION HIGH SCHOOL DISTRICT
PROPOSITION AA BUILDING FUND (21-39)
GENERAL OBLIGATION BONDS**

Schedule of Findings and Responses
Year Ended June 30, 2018

There were no findings to report.

**SAN DIEGUITO UNION HIGH SCHOOL DISTRICT
PROPOSITION AA BUILDING FUND (21-39)
GENERAL OBLIGATION BONDS**

Summary Schedule of Prior Audit Findings
Year Ended June 30, 2018

There were no audit findings noted for the fiscal year ended June 30, 2017.

San Dieguito Union High School District

INFORMATION REGARDING BOARD AGENDA ITEM

TO: BOARD OF TRUSTEES

DATE OF REPORT: March 25, 2019

BOARD MEETING DATE: April 4, 2019

**PREPARED &
SUBMITTED BY:** Robert A. Haley, Ed.D., Superintendent

SUBJECT: THE RALPH M. BROWN ACT – GOVERNMENT
CODE SECTION 54950

EXECUTIVE SUMMARY

The Superintendent will present to the Board of Trustees an overview of the Brown Act and answer questions as needed.

RECOMMENDATION:

This item is being presented as information only.

FUNDING SOURCE:

N/A

San Dieguito Union High School District

INFORMATION REGARDING BOARD AGENDA ITEM

TO: BOARD OF TRUSTEES

DATE OF REPORT: March 20, 2019

BOARD MEETING DATE: April 4, 2019

PREPARED BY: John Addleman, Exec. Director, Planning Services
Tina Douglas, Associate Superintendent,
Business Services

SUBMITTED BY: Robert A. Haley, Ed.D., Superintendent

SUBJECT: Results of RFQ for Architectural Services

EXECUTIVE SUMMARY

On March 8, 2019 the District received a robust response to its Request For Qualifications (RFQ) For Architecture Services, with 21 firms submitting Statements of Qualifications (SOQ) for review and consideration.

A committee was formed to evaluate the SOQ's based on the criteria established in the RFQ, and the resulting composite scores were used to rank the responding firms. From that ranking, the top 7 firms were invited to participate in the interview process, with the intent of qualifying 6 firms to provide architectural services district wide. Listed below in alphabetical order are the firms qualified through the RFQ process:

Harley Ellis Devereaux
Lionakis
Roesling Nakamura Terada Architects
Ruhnau Clarke Architects
SVA Architects
Westberg & White Architects

District staff will request proposals from among the architects included above for new projects, at which time individual contracts will be presented to the board for approval.

RECOMMENDATION:

This item is presented for information only.

FUNDING SOURCE:

Not Applicable.