



**BOARD OF TRUSTEES
REGULAR BOARD MEETING
REVISED AGENDA**

Board of Trustees
Joyce Dalessandro
Beth Hergesheimer
Amy Herman
Maureen "Mo" Muir
John Salazar

Superintendent
Robert A. Haley, Ed.D.

**THURSDAY, NOVEMBER 1, 2018
6:30 PM**

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

Welcome to the meeting of the San Dieguito Union High School District Board of Trustees.

PUBLIC COMMENTS

If you wish to speak regarding an item on the agenda, please complete a speaker slip located at the sign-in desk and present it to the Secretary to the Board prior to the start of the meeting. When the Board President invites you to the podium, please state your name before making your presentation.

Persons wishing to address the Board on any school-related issue not elsewhere on the agenda are invited to do so under the "Public Comments" item. If you wish to speak under Public Comments, please follow the same directions (above) for speaking to agenda items.

In the interest of time and order, presentations from the public are limited to three (3) minutes per person, per topic. The total time for agenda and non-agenda items shall not exceed twenty (20) minutes. An individual speaker's allotted time may not be increased by a donation of time from others in attendance.

In accordance with the Brown Act, unless an item has been placed on the published agenda, there shall be no discussion or action taken. The Board may 1) acknowledge receipt of the information, 2) refer to staff for further study, or 3) refer the matter to the next agenda.

PUBLIC INSPECTION OF DOCUMENTS

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

CONSENT CALENDAR

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

CLOSED SESSION

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

CELL PHONES / 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**

REVISED AGENDA
(Items 1A & 14A)

(Supporting Info: Items 14A & 18-pg 96 only)

**THURSDAY, NOVEMBER 1, 2018
6:30 PM**

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

PRELIMINARY FUNCTIONS (ITEMS 1 – 6)

- 1. CALL TO ORDER 6:00 PM
 - A. PUBLIC COMMENTS REGARDING CLOSED SESSION ITEMS (2A-D)
- 2. **CLOSED SESSION** **6:01 PM**
 - A. STUDENT DISCIPLINE / EXPULSIONS/SUSPENDED EXPULSIONS/READMITS
To consider and/or deliberate on student discipline matters. (Case #2018-039SD)
 - B. CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION
To conference with legal counsel to discuss existing litigation, pursuant to Government Code section 54956.9(a): Case No. 37-2018-00032698-CU-WM-CTL, San Dieguito Union High School District v. San Diego County Board of Education, S.L., a minor Real Party in Interest.
 - C. PUBLIC EMPLOYEE APPOINTMENT, EMPLOYMENT, PERFORMANCE EVALUATION, DISCIPLINE/DISMISSAL/RELEASE
To consider personnel issues, pursuant to Government Code sections 11126 and 54957; limited to consideration of the appointment, employment, evaluation of performance, discipline /release, dismissal of a public employee or to hear *complaints or charges brought against such employee by another person or employee unless the employee requests a public session.*
 - D. 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

REGULAR MEETING / OPEN SESSION 6:30 PM

- 3. RECONVENE REGULAR BOARD MEETING / CALL TO ORDER BOARD PRESIDENT
 - A. WELCOME / MEETING PROTOCOL REMARKS
 - B. PLEDGE OF ALLEGIANCE
- 4. REPORT OUT OF CLOSED SESSION / ACTION
 - A. REPORT OUT OF CLOSED SESSION
 - B. STUDENT DISCIPLINE / EXPULSIONS/SUSPENDED EXPULSIONS/READMITS
Consideration/action on student discipline matters. (Case #2018-039SD)
 - Roll Call / Board Members only
- 5. APPROVAL OF AGENDA
Motion by _____, second by _____, to approve the agenda of November 1, 2018, Regular Board Meeting of the San Dieguito Union High School District, as presented.
- 6. APPROVAL OF MINUTES / OCTOBER 11, 2018 REGULAR MEETING
Motion by _____, second by _____, to approve the minutes of the October 11, 2018 Regular Meeting, as shown in the attached supplement.

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

- 7. STUDENT UPDATES.....STUDENT BOARD REPRESENTATIVES
- 8. REPORTS AND UPDATES
 - A. BOARD OF TRUSTEES..... BOARD OF TRUSTEES
 - B. SUPERINTENDENT ROBERT A. HALEY, ED.D., SUPERINTENDENT
- 9. SCHOOL UPDATES
 - A. CANYON CREST ACADEMYBRETT KILLEEN, PRINCIPAL
 - B. CARMEL VALLEY MIDDLE SCHOOL..... VICKI KIM, PRINCIPAL

10. PUBLIC COMMENTS

In accordance with the Brown Act, unless placed on the published agenda, 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.*)

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

ROLL CALL VOTE FOR CONSENT AGENDA

Motion by _____, second by _____, to approve Consent Agenda Items 11-15, as shown in the attached supplements.

• Roll Call:

- | | |
|-------------------|--|
| Joyce Dalessandro | Arie Bialostozky, Torrey Pines High School |
| Beth Hergesheimer | Jamie Cruz, San Dieguito Academy |
| Amy Herman | Melody Li, Canyon Crest Academy |
| Maureen “Mo” Muir | Olivia Stephens, La Costa Canyon High School |
| John Salazar | Sarah Trigg, Sunset High School |

11. SUPERINTENDENT

- A. GIFTS AND DONATIONS
 - Accept the gifts and donations, as shown in the attached supplements.
- B. FIELD TRIP REQUESTS
 - Accept the field trip requests, as shown in the attached supplements.

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

1. San Diego County Office of Education (SDCOE), for reimbursement of teacher stipend for teacher (TOSA) participation in the Region 9 CA Environmental Phenomena Summit, during the period October 25, 2018 through November 20, 2018, in the total reimbursement amount of \$500.00 from SDCOE to the District to support the teacher stipend costs.

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

14. ADMINISTRATIVE 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. Sandy Hook Promise Foundation (SHPF) to educate SDUHSD middle and high school students about SHPF's 'Say Something Anonymous Reporting System (SS-ARS), **during the period January 1, 2019 through June 30, 2022**, at no cost to the District.
2. San Diego County Office of Education, (SDCOE), MOU to set forth the rights and responsibilities of SDCOE and District with respect to data collected or retained by the District and/or by SDCOE in the use of StudentTracker, a tool developed by the National Student Clearinghouse, during the period July 1, 2018 through June 30, 2019, at no cost to the District.
3. North County LGBTQ Resource Center, to provide LGBTQ student support group one day per week at Sunset High School, during the period November 5, 2018 through June 30, 2019, at no cost to the District.

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. New Haven Youth and Family Services (NPS), to provide Non-Public School services to Special Education students, during the period July 1, 2018 through June 30, 2019, at the NCCSE approved rates, to be expended from the General Fund/Restricted 01-00.
2. North Coastal Consortium for Special Education – North County Academy (NCCSE/MOU), to provide Education Related Mental Health Services (ERMHS) through North County Academy to Special Education students, during the period July 1, 2018 through June 30, 2019, for an estimated proportionally based amount of \$317,917.22 for educational costs, and \$77,939.47 for mental health costs, to be expended from the General Fund/Restricted 01-00.
3. North Coastal Consortium for Special Education – Case Management (NCCSE/MOU), to provide case management and support to residential Special Education students, during the period July 1, 2018 through June 30, 2019, for an estimated proportionally based amount of \$43,409.00, to be expended from the General Fund/Restricted 01-00.
4. North Coastal Consortium for Special Education – American Sign Language (ASL) Interpretation (NCCSE/MOU), to provide ASL interpreting and support for residential Special Education students, during the period July 1, 2018 through June 30, 2019, for an estimated proportionally based amount of \$1,370.68, 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

Approve/ratify the following Parent Settlement and Release Agreements, to be funded by the General Fund/Restricted 01-00, and authorize the Director of School & Student Services to execute the agreements:

1. Student Case No. 2018-105PS, for educationally related services from July 1, 2017 through August 31, 2019, in the amount of \$15,000.00.
2. Student Case No. 2018-106PS, for educationally related services through June 15, 2018, in the amount of \$130,000.00.
3. Student Case No. 2018-107PS, for special education related services through May 31, 2019, in the amount of \$21,800.00.
4. Student Case No. 2018-108PS, for special education related services through December 30, 2018, in the amount of \$8,200.00.

PUPIL SERVICES

F. APPROVAL/RATIFICATION OF AGREEMENTS

(None Submitted)

G. APPROVAL/RATIFICATION OF AMENDMENTS TO AGREEMENTS

(None Submitted)

15. BUSINESS SERVICES

BUSINESS

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. En Pointe Technologies Sales, Inc., for a District wide "VIP" Agreement for Adobe products, during the period November 30, 2018 through July 31, 2020, in an amount not to exceed \$60,000.00 per year, to be expended from the General Fund/Unrestricted 01-00.
2. Johnson Consulting Engineers, Inc., to provide engineering services and electrical design for the Canyon Crest Academy security system replacement, during the period November 2, 2018 through June 30, 2019, in an amount not to exceed \$1,800.00, 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. Total Online Protection, LLC dba TOP Electrical, to amend the contract increasing the annual not to exceed amount to \$40,000.00, to be expended from the General Fund/Unrestricted, with no other changes to the contract.

C. AWARD/RATIFICATION OF CONTRACTS

(None Submitted)

D. APPROVAL OF CHANGE ORDERS

(None Submitted)

E. ACCEPTANCE OF CONSTRUCTION PROJECTS

(None Submitted)

F. ADOPTION OF RESOLUTIONS & APPROVAL OF AUTHORIZED SIGNATURES

Adopt the following resolutions and approve authorized signatures, as shown in the attached supplements:

1. RESOLUTION DESIGNATING AGENT TO RECEIVE MAIL AND PICKUP WARRANTS AT THE COUNTY OFFICE OF EDUCATION
Designate Tina Douglas to receive mail and Robert A. Haley, Cindy Frazee, Tina Douglas, Delores L. Perley, Dawn Swanson Pearson, Courtney Fryt, and Barbara Crisostomo to pick up warrants at the County Office of Education, effective November 1, 2018 through June 30, 2019.
2. RESOLUTION FOR PAYROLL ORDER CERTIFICATION
Designate Robert A. Haley or Cindy Frazee and Susan Dixon to ascertain and certify that each employee has taken the oath of allegiance and designating Susan Dixon to certify classified service assignment, effective November 1, 2018 through June 30, 2019.
3. RESOLUTION AUTHORIZING THE COUNTY OFFICE OF EDUCATION CREDENTIALS DEPARTMENT TO RELEASE CREDENTIALS HELD WARRANTS TO EMPLOYEES
Authorize the County Office of Education Credentials Department to release credentials held warrants to employees who have provided the required credential paper work, effective November 1, 2018 through June 30, 2019.
4. RESOLUTION DESIGNATING AUTHORIZED AGENT TO SIGN SCHOOL ORDERS
Designate Robert A. Haley or Tina Douglas or Delores L. Perley to sign school orders, effective November 1, 2018 through June 30, 2019.
5. RESOLUTION IN SUPPORT OF APPLICATIONS FOR ELIGIBILITY DETERMINATION AND FUNDING & AUTHORIZATION TO SIGN APPLICATIONS AND ASSOCIATED DOCUMENTS
Designate Tina Douglas, Associate Superintendent of Business Services, and Robert A. Haley, Superintendent as District Representatives.
6. RESOLUTION REGARDING CHANGE OF REVOLVING CASH FUND CUSTODIAN
Designate Tina Douglas, Associate Superintendent of Business Services as the Custodian of the Revolving Cash Fund (EC section 42800-5).
7. AUTHORIZED SIGNATURES / DEVELOPER FEES & AGREEMENTS
Authorize Robert A. Haley or Tina Douglas or John Addleman to sign all documents pertaining to the collection of developer fees and/or agreements.

G. APPROVAL OF BUSINESS REPORTS

Approve the following business reports:

1. Purchase Orders
2. Change Orders
3. Purchasing Orders Increase/Decrease
4. Membership Listing (None Submitted)
5. Warrants
6. Revolving Cash Fund

FACILITIES PLANNING & CONSTRUCTION

H. APPROVAL/RATIFICATION OF AGREEMENTS

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

1. Borrego Solar Systems, Inc., for implementation of energy related improvements at Carmel Valley Middle School, during the period November 2, 2018, through completion, in an amount not to exceed \$1,063,384.06, to be expended from Mello-Roos Funds.

2. Digital Networks Group, Inc., to provide and install low voltage cabling in the New Performing Arts Center Project at Torrey Pines High School, during the period November 2, 2018 through completion, in an amount not to exceed \$88,686.38, to be expended from Building Fund Prop 39 – Fund 21-39, Mello-Roos Funds and Other Building Fund 21-09.
3. Building Forensics International, to provide consulting services for the Oak Crest Middle School Science Classroom Building Project, during the period October 17, 2018 through completion, in an amount not to exceed \$4,500.00 plus reimbursable expenses, to be expended from Capital Facilities Fund 25-19.
4. Peace Engineering, Inc., dba Stuart Engineering, to provide LIDAR surveying services for the Oak Crest Middle School Science Classroom Building Project, during the period October 23, 2018 through completion, in an amount not to exceed \$5,210.00 plus reimbursable expenses, to be expended from Capital Facilities Fund 25-19.

I. 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. BDS Engineering, Inc., to amend contract CA2018-28 for land survey services at Sunset High School, increasing the amount by \$2,750.00 for a new total of \$22,850.00, to be expended from Building Fund Prop 39 – Fund 21-39.

J. APPROVAL OF CHANGE ORDERS

Approve Change Orders to the following projects, and authorize Tina Douglas or Robert A. Haley to execute the change orders:

1. Western Rim Constructors, Inc., Bid Package #19 Landscaping & Irrigation, Oak Crest Middle School Science Classroom Quad, Crest Hall & Site Improvements Project CB2017-17, increasing the amount by \$13,841.00 for a new total of \$410,941.00, to be expended from Building Fund Prop 39 – Fund 21-39.
2. J.G. Tate Fire Protection Systems, Inc., Bid Package #15 Fire Sprinklers, Pacific Trails Middle School 2nd Classroom Building Project CB2017-18, decreasing the amount by \$23,380.00 for a new total of \$134,941.00, extending the contract date by 77 days, to be expended from Building Fund Prop 39 – Fund 21-39, Mello-Roos Funds and State School Building Funds.
3. Buxcon Sheet Metal, Inc., Bid Package #8 Sheet Metal, Pacific Trails Middle School 2nd Classroom Building Project CB2017-18, decreasing the amount by \$30,711.00 for a new total of \$356,434.00, extending the contract date by 77 days, to be expended from Building Fund Prop 39 – Fund 21-39, Mello-Roos Funds and State School Building Funds.
4. Chambers, Inc., dba Roof Construction, Bid Package #6 Roofing, Pacific Trails Middle School 2nd Classroom Building Project CB2017-18, decreasing the amount by \$30,760.00 for a new total of \$312,604.00, extending the contract date by 77 days, to be expended from Building Fund Prop 39 – Fund 21-39, Mello-Roos Funds 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 Recorders' Office administration and release final retention:

1. Pacific Trails Middle School 2nd Classroom Building Project CB2017-18, Bid Package #15 Fire Sprinklers, contract entered into with J.G. Tate Fire Protection Systems, Inc.
2. Pacific Trails Middle School 2nd Classroom Building Project CB2017-18, Bid Package #8 Sheet Metal, contract entered into with Buxcon Sheet Metal, Inc.
3. Pacific Trails Middle School 2nd Classroom Building Project CB2018-18, Bid Package #6 Roofing, contract entered into with Chambers, Inc., dba Roof Construction.

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

- 16. APPROVAL OF DATE OF ORGANIZATIONAL BOARD MEETING, 2018
Motion by _____, second by _____, to approve December 13, 2018, as the date of the Organizational Board Meeting, as shown in the attached supplement.
- 17. ADOPTION OF PROPOSED REVISED BOARD POLICIES / BUSINESS SERVICES
Motion by _____, second by _____, to adopt the proposed revised Board Policies, as shown in the attached supplements and as follows:
 - A. BP 3551, FOOD SERVICE OPERATIONS CAFETERIA FUND (REVISED)
 - B. BP 5030, STUDENT WELLNESS (REVISED)
- 18. ADOPTION OF RESOLUTION / REVISED BEST VALUE PROCEDURES AND GUIDELINES / LEASE-LEASEBACK
Motion by _____, second by _____, to adopt the resolution revising the Best Value Procedures and Guidelines in compliance with Education Code Section 17406 to undertake lease-leaseback projects, as shown in the attached supplement.
- 19. ADOPTION OF PROPOSED NEW / REVISED BOARD POLICIES / EDUCATIONAL SERVICES
Motion by _____, second by _____, to adopt the proposed new/revised Board Policies, as shown in the attached supplements and as follows:
 - A. BP 5020, PARENT RIGHTS AND RESPONSIBILITIES (NEW)
 - B. BP 6020, PARENT INVOLVEMENT (REVISED)
 - C. BP 6174, EDUCATION FOR ENGLISH LEARNERS (REVISED)
- 20. APPROVAL OF ANNUAL TITLE III LOCAL PLAN UPDATE
Motion by _____, second by _____, to approve the Annual Title III Local Plan Update, as shown in the attached supplements.
- 21. APPROVAL OF PROPOSITION 51 CTE GRANT APPLICATION
Motion by _____, second by _____, to approve the Proposition 51 CTE Grant Application, as shown in the attached supplements.

INFORMATION ITEMS..... (ITEMS 22 - 34)

- 22. PROPOSED BOARD MEETING SCHEDULE, 2019
This item is being submitted for Board consideration and will be resubmitted for action on December 13, 2018.
- 23. LCAP LOCAL INDICATORS RESULTS
This item is being presented as information only.
- 24. PROPOSED NEW / REVISED / DELETED BOARD POLICIES / EDUCATIONAL SERVICES
 - A. BP 1222.1, CITIZEN ADVISORY COMMITTEES (DELETED)
 - B. BP 1250, VISITORS /OUTSIDERS (REVISED)
 - C. BP 1260, PARENT/GUARDIAN PARTICIPATION IN FEDERAL PROGRAMS – TITLE I (DELETE)
 - D. AR 1260, PARENT/GUARDIAN PARTICIPATION IN FEDERAL PROGRAMS – TITLE I (DELETE)
 - E. BP 1312.3, UNIFORM COMPLAINT PROCEDURES (REVISED)
 - F. AR 1312.3, UNIFORM COMPLAINT PROCEDURES (REVISED)
 - G. ATT A 1312.3, UNIFORM COMPLAINT PROCEDURES (REVISED)
 - H. ATT B 1312.3, UNIFORM COMPLAINT PROCEDURES (REVISED)
 - I. ATT C 1312.3, UNIFORM COMPLAINT PROCEDURES (REVISED)

- J. AR 1312.4, WILLIAMS UNIFORM COMPLAINT PROCEDURES (NEW)
- K. EX 1312.4, WILLIAMS UNIFORM COMPLAINT PROCEDURES (NEW)
- L. BP 5145.7, SEXUAL HARASSMENT (REVISED)
- M. BP 6145, EXTRACURRICULAR AND COCURRICULAR ACTIVITIES
- N. AR 6145, EXTRACURRICULAR AND COCURRICULAR ACTIVITIES

This item is being presented for first read and will be resubmitted for action on December 13, 2018.

25. UNIFORM COMPLAINT QUARTERLY REPORT, 2018-19 1ST QUARTER, JULY-SEPTEMBER 2018

This item is being provided as information for the 1st quarter, July-September 2018.

- 26. BUSINESS SERVICES UPDATE TINA DOUGLAS, ASSOCIATE SUPERINTENDENT
- 27. EDUCATIONAL SERVICES UPDATE BRYAN MARCUS, INTERIM ASSOCIATE SUPERINTENDENT
- 28. HUMAN RESOURCES UPDATE CINDY FRAZEE, ASSOCIATE SUPERINTENDENT
- 29. ADMINISTRATIVE SERVICES UPDATE MARK MILLER, ASSOCIATE SUPERINTENDENT
- 30. SUPERINTENDENT/DISTRICT UPDATE ROBERT A. HALEY, ED.D., SUPERINTENDENT

31. FUTURE AGENDA ITEMS

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

A. STUDENT DISCIPLINE / EXPULSIONS/SUSPENDED EXPULSIONS/READMITS

To consider and/or deliberate on student discipline matters. (Case #2018-039SD)

B. CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION

To conference with legal counsel to discuss existing litigation, pursuant to Government Code section 54956.9(a): Case No. 37-2018-00032698-CU-WM-CTL, San Dieguito Union High School District v. San Diego County Board of Education, S.L., a minor Real Party in Interest.

C. PUBLIC EMPLOYEE APPOINTMENT, EMPLOYMENT, PERFORMANCE EVALUATION, DISCIPLINE/DISMISSAL/RELEASE

To consider personnel issues, pursuant to Government Code sections 11126 and 54957; limited to consideration of the appointment, employment, evaluation of performance, discipline /release, dismissal of a public employee or to hear *complaints or charges brought against such employee by another person or employee unless the employee requests a public session.*

D. 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

33. REPORT FROM CLOSED SESSION (AS NECESSARY)

34. ADJOURNMENT

The next regularly scheduled Board Meeting is scheduled on [Thursday, December 13, 2018, at 6:30 PM](#) in the SDUHSD District Office Board Room 101. The District Office is located at 710 Encinitas Blvd., Encinitas, CA, 92024.



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

Board of Trustees
Joyce Dalessandro
Beth Hergesheimer
Amy Herman
Maureen "Mo" Muir
John Salazar

Interim Superintendent
Larry Perondi

OCTOBER 11, 2018

THURSDAY, OCTOBER 11, 2018
6:30 PM

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

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

- 1. CALL TO ORDER..... 5:30 PM
President Hergesheimer called the meeting to order at 5:30 p.m.
A. PUBLIC COMMENTS REGARDING CLOSED SESSION ITEMS (2A-C)
None Presented.
- 2. CLOSED SESSION 5:31 PM
Board Members convened to Closed Session at 5:31 p.m. in the Technology Lab/Suite 206 to discuss the following:
 - A. PUBLIC EMPLOYEE APPOINTMENT, EMPLOYMENT, PERFORMANCE EVALUATION, DISCIPLINE/DISMISSAL/RELEASE
To consider personnel issues, pursuant to Government Code sections 11126 and 54957; limited to consideration of the appointment, employment, evaluation of performance, discipline /release, dismissal of a public employee or to hear *complaints or charges brought against such employee by another person or employee unless the employee requests a public session.*
TITLE: SUPERINTENDENT
 - B. CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION (GOVERNMENT CODE SECTION 54956.9(d)(1))
Significant Exposure to Litigation – Three Cases: OAH Case: 2017110183, OAH Case: 2018070717 & US District Court Case: 18CV2123 JAH WVG
 - C. 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

**Following this item, at 6:25 pm, the Board temporarily adjourned and summoned a meeting of the San Dieguito School Facilities Financing Authority; then reconvened the regular meeting at 6:30 pm.*

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

ATTENDANCE

BOARD OF TRUSTEES AND STUDENT BOARD REPRESENTATIVES

| | |
|-------------------|--|
| Joyce Dalessandro | Arie Bialostozky, Torrey Pines High School |
| Beth Hergesheimer | Jamie Cruz, San Dieguito Academy |
| Amy Herman | Melody Li, Canyon Crest Academy |
| Maureen "Mo" Muir | Olivia Stephens, La Costa Canyon High School |
| John Salazar | Sarah Trigg, Sunset High School |

DISTRICT ADMINISTRATORS / STAFF

Tina Douglas, Associate Superintendent, Business Services, Acting Board Secretary
Cindy Frazee, Associate Superintendent, Human Resources
Bryan Marcus, Interim Associate Superintendent, Educational Services
Mark Miller, Associate Superintendent, Administrative Services
Justin Conn, Interim Principal, Earl Warren Middle School
Joann Schultz, Executive Assistant to the Superintendent / Recording Secretary

3. RECONVENE REGULAR MEETING / CALL TO ORDER

A. WELCOME / MEETING PROTOCOL REMARKS

The regular meeting of the Board of Trustees was called to order at 6:30 p.m. by President Beth Hergesheimer. Arie Bialostozky read the meeting protocol instructions.

B. PLEDGE OF ALLEGIANCE

Sarah Trigg led in the Pledge of Allegiance.

4. REPORT OUT OF CLOSED SESSION / ACTION

Nothing to report.

5. APPROVAL OF AGENDA

Motion Ms. Muir, seconded by Ms. Herman, to approve the agenda of October 11, 2018, Regular Board meeting of the San Dieguito Union High School District, as presented, except for Items 11A, Gifts & Donations, 11B, Field Trips, & 13A-3, Agreements / Educational Services, were pulled from the Consent Agenda. ADVISORY VOTE Ayes: Bialostozky, Cruz, Li, Stephens, Trigg; Noes: None; Abstain: None. BOARD Ayes: Dalessandro, Hergesheimer, Herman, Muir, Salazar; Noes: None; Abstain: None.

Motion unanimously carried.

6. APPROVAL OF MINUTES (4) / SEPTEMBER 7 & 8, 2018 SPECIAL MEETINGS, SEPTEMBER 13, 2018 REGULAR MEETING & OCTOBER 3, 2018 PROP AA PROJECTS TOUR

Motion by Ms. Dalessandro, seconded by Ms. Herman, to approve the minutes of the (4) September 7 & 8, 2018 Special Meetings, September 13, 2018 Regular Meeting, and October 3, 2018 Prop AA Projects Tour, as presented. ADVISORY VOTE Ayes: Bialostozky, Cruz, Li, Stephens, Trigg; Noes: None; Abstain: None. BOARD Ayes: Dalessandro, Hergesheimer, Herman; Noes: None; Abstain: Mur, Salazar.

Motion unanimously carried.

NON-ACTION ITEMS(ITEMS 7 - 10)

7. STUDENT UPDATES..... STUDENT BOARD REPRESENTATIVES

All students gave an update on the highlights and events at their schools.

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

A. BOARD OF TRUSTEES

All Board members attended the October 3, 2018 Prop AA Projects tour except for Mr. Salazar. Ms. Dalessandro attended the Back To School Night at Torrey Pines HS (TPHS), the San Dieguito Alliance For Drug Free Youth luncheon, the farewell gathering for Larry Perondi, attended meetings with Dr. Haley, the Next Generation Science Standards (NGSS) Parent information at Earl Warren MS (EWMS), and the ENR Awards Ceremony held in Los Angeles with John Addleman and ICOC representative Rhea Stewart to receive an award for the EWMS architectural design. Mr. Salazar met with Dr. Haley and will be supporting him, and reported that the charter school located within our district will be requesting district facilities in the future.

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Ms. Herman attended BTSNs at La Costa Canyon HS (LCC) & TPHS, the farewell gathering for Mr. Perondi, met with Dr. Haley, and attended the NGSS Parent Information meeting at EWMS.

Ms. Muir attended BTSNs at LCC, TPHS & Oak Crest MS (OCMS), the farewell gathering for Mr. Perondi, met with Dr. Haley.

Ms. Hergesheimer attended the BTSNs at LCC & TPHS, the farewell gathering for Mr. Perondi, met with Dr. Haley, and attended the CSBA Delegate Assembly meeting regarding civil learning communities.

B. SUPERINTENDENT’S REPORTS, BRIEFINGS, LEGISLATIVE UPDATES.....
..... TINA DOUGLAS, ASSOCIATE SUPERINTENDENT, BUSINESS

Ms. Douglas reported on the Prop AA Projects Tour, that Prop AA project pictures will be hung in the hallway at the District Office, and that the new wing at Diegueno MS opened today.

9. EARL WARREN MIDDLE SCHOOL UPDATE.....JUSTIN CONN, INTERIM PRINCIPAL

Principal Justin Conn provided an update on the events and highlights at Earl Warren MS (EWMS) including the benefits to students as the recipients of the ENR award design. EWMS is focusing on the three principles of engagement, kindness and wellness. The three principles are being embraced by the teachers, classified staff, parent community and the students. They are going through a transition in terms of sharing information with students by implementing Channel 54, a student produced series of short videos and announcements. Mr. Conn also reported that the first dance is coming up this week. EWMS hosted the first NGSS Parent Information night, they will be hosting a Parent Information Forum in partnership with the PTSA on drugs & digital citizenship, the first English Learner Advisory Committee and A Title I meetings are also scheduled. A coffee with the principal meeting was held where the San Dieguito Alliance for Drug Free Youth made a presentation. The Seahawk Salute was held recognizing students who support other students and staff with kindness. Red Ribbon Week is next week where multiple assemblies will be held to share messages with the students as well as high school students will be speaking about K-12 drug free years, and homework-free unplug nights will be held next week. Mr. Conn thanked EWMS teachers and classified staff for their team work, thanked parents for their genuine partnership with the school administration while always keeping the focus on kids, and the students at EWMS.

10. PUBLIC COMMENTS

Duncan Brown commented on Mr. Salazar’s inaccurate representation of the 12.5% salary increase over a 10-year span, shared area school districts and county averages of percent increases correcting that representation, and commented on Mr. Salazar’s non-participation in school activities; Heather Dugdale shared examples of good character in the district, that the board is void of collaboration, there should be no dialogue with the public at a board meeting-this is a meeting of the board, not the public, and the district needs new board members who work collaboratively in the interest of students; Lea Wolf commented on Duncan Brown’s numbers being wrong, the leadership needs to be reshaped, there needs to be a shift from a union controlled board to an independent non-partisan board, a shift from secrecy to transparency, restore trust and confidence, and will continue to be a voice for students; Rita Raden gave advice to the student representatives, thanked Mr. Salazar and Ms. Muir for putting students first, and that Ms. Dalessandro, Ms. Herman and Ms. Hergesheimer are union-controlled board members, reported the average teacher’s and assistant superintendent’s salaries, requested a special meeting on the budget to address how \$5M was found, asked for clarification on the district reserve balance, commented on an article, and urged the board to shift the paradigm to more transparency.

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

*Items #11A, 11B, & 13A1-3 were pulled from the Consent Agenda, as shown above under Item #5, Approval of Agenda.

ITEM 6

Motion by Ms. Herman, seconded by Ms. Muir, to approve Consent Agenda Items #11-15, except for Items #11A, 11B & 13A1-3, excluding Larry Perondi as authorized signatory, as presented. ADVISORY VOTE Ayes: Bialostozky, Cruz, Li, Stephens, Trigg; Noes: None; Abstain: None. BOARD Ayes: Dalessandro, Hergesheimer, Herman, Muir, Salazar; Noes: None; Abstain: None.

Motion unanimously carried.

ITEM #11A - PUBLIC COMMENTS: Rita Raden made comments on the foundations' revenue balance sheets and the district's request for those balance sheets, and requested a forensic audit of the foundations' books.

ITEM #11A - Motion by Ms. Muir, seconded by Ms. Herman, to approve Consent Agenda Item #11A, as presented. ADVISORY VOTE Ayes: Bialostozky, Cruz, Li, Stephens, Trigg; Noes: None; Abstain: None. BOARD Ayes: Dalessandro, Hergesheimer, Herman, Muir, Salazar; Noes: None; Abstain: None.

Motion unanimously carried.

ITEM #11B - Motion by Ms. Muir, seconded by Ms. Herman, to approve Consent Agenda Item #11B, as revised (*handout available in the Superintendent's Office upon request*). ADVISORY VOTE Ayes: Bialostozky, Cruz, Li, Stephens, Trigg; Noes: None; Abstain: None. BOARD Ayes: Dalessandro, Hergesheimer, Herman, Muir, Salazar; Noes: None; Abstain: None.

Motion unanimously carried.

ITEM #13A1-3 - PUBLIC COMMENTS: Karen Rusnack commented about her daughter and her participation in the teaching and learning program, and the positive collaboration between parents and teachers for meaningful inclusion.

ITEM #13A1-3 - Motion by Ms. Herman, seconded by Ms. Dalessandro, to approve Consent Agenda Item #13A1-3, excluding Larry Perondi as authorized signatory, as presented. ADVISORY VOTE Ayes: Bialostozky, Cruz, Li, Stephens, Trigg; Noes: None; Abstain: None. BOARD Ayes: Dalessandro, Hergesheimer, Herman, Muir, Salazar; Noes: None; Abstain: None.

Motion unanimously carried.

11. SUPERINTENDENT

**Item #11A was pulled from the Consent Agenda and voted on separately, as shown above.*

A. GIFTS AND DONATIONS

Accept the gifts and donations, as presented.

**Item #11B was pulled from the Consent Agenda and voted on separately, as shown above.*

B. FIELD TRIP REQUESTS

Accept the field trips, *as revised*.

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 revised*.

B. APPROVAL/RATIFICATION OF AGREEMENTS

(None Submitted)

13. EDUCATIONAL SERVICES

**Item #13A1-3 was pulled from the Consent Agenda and voted on separately, as shown above.*

A. APPROVAL/RATIFICATION OF AGREEMENTS

Approve/ratify entering into the following agreement and authorize Douglas B. Gilbert or Tina Douglas to execute the agreement:

ITEM 6

1. Del Mar Union School District (DMUSD), to allow District students enrolled in the Teaching and Learning Program (TLP) to participate in work based learning experiences in the elementary school classroom, during the period January 1, 2019 through December 31, 2019, at no cost to the District.
2. Encinitas Union School District (EUSD), to allow District students enrolled in the Teaching and Learning Program (TLP) to participate in work based learning experiences in the elementary school classroom, during the period January 1, 2019 through December 31, 2019, at no cost to the District.
3. Solana Beach School District (SBSD), to allow District students enrolled in the Teaching and Learning Program (TLP) to participate in work based learning experiences in the elementary school classroom, during the period January 1, 2019 through December 31, 2019, at no cost to the District.

B. APPROVAL/RATIFICATION OF AMENDMENT TO AGREEMENTS

Approve/ratify amending the following agreements and authorize Douglas B. Gilbert or Tina Douglas to execute the agreements:

1. MIND Research Institute, for ST Math single student subscription license, increasing the amount by \$3,000.00 for a new annual amount not to exceed \$15,000.00, to be expended from the General Fund/Unrestricted 01-00.

14. ADMINISTRATIVE SERVICES

A. APPROVAL/RATIFICATION OF AGREEMENTS

Approve/ratify entering into the following agreements and authorize Douglas B. Gilbert or Tina Douglas to execute the agreements:

1. 22nd District Agricultural Association, to provide use of the Del Mar Fairgrounds for the San Dieguito Union High School District College Night and Fair on April 17, 2019, for an estimated amount of \$12,620.00 plus labor and equipment rental fees at the 22nd District reimbursable rates, to be expended from the General Fund/Unrestricted 01-00 and reimbursed by grant funding.
2. CVS Health, Inc., to provide work experience training to District students, during the period October 12, 2018 through October 11, 2019, at no cost to the District.

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 Douglas B. Gilbert or Tina Douglas to execute all pertinent documents:

1. Coast Music Therapy, (NPA), to provide non-public agency services to Special Education students, during the period July 1, 2018 through June 30, 2019, at the NCCSE approved rates shown on the attachment, to be expended from the General Fund/Restricted 01-00.
2. Community Transition Academy, (NPS), to provide non-public school services to Special Education students, during the period July 1, 2018 through June 30, 2019, at the NCCSE approved rates shown on the attachment, to be expended from the General Fund/Restricted 01-00.
3. Dependable Nursing, (NPA), to provide nursing services to Special Education students, during the period July 1, 2018 through June 30, 2019, at the NCCSE approved rates shown on the attachment, to be expended from the General Fund/Restricted 01-00.

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4. Maxim Healthcare, (NPA), to provide non-public agency services to Special Education students, during the period July 1, 2018 through June 30, 2019, at the NCCSE approved rates shown on the attachment, to be expended from the General Fund/Restricted 01-00.
5. Mira Costa Community College (MCCD), Memorandum of Understanding (MOU), to enable District staff (Instructional Aides) to attend MCCD classes in order to assist with the Adult Transition Program (ATP) students enrolled at MCCD, during the period October 12, 2018 through October 11, 2019, at no cost to the District.
6. RO Health, Inc., (NPA), to provide nursing services to Special Education students, during the period July 1, 2018 through June 30, 2019, at the NCCSE approved rates shown on the attachment, to be expended from the General Fund/Restricted 01-00.
7. Vista Unified School District, (MOU), for an Intra-SELPA MOU to provide Special Education and educationally related mental health services for one special education student, during the period July 1, 2018 through June 30, 2019, in an amount not to exceed \$61,833.14, 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

Approve/ratify the following Parent Settlement and Release Agreements, to be funded by the General Fund/Restricted 01-00, and authorize the Director of School & Student Services to execute the agreements:

1. Student Case No. 2018-102PS, for special education related services for the 2015-16 school year, in the amount of \$10,000.00.
2. Student Case No. 2018-103PS, for general education related services through September 7, 2019, in the amount of \$11,000.00.
3. Student Case No. 2018-104PS, for special education related services through August 31, 2018, in the amount of \$25,000.00.

PUPIL SERVICES

F. APPROVAL/RATIFICATION OF AGREEMENTS
(None Submitted)

G. APPROVAL/RATIFICATION OF AMENDMENTS TO AGREEMENTS
(None Submitted)

15. BUSINESS SERVICES

BUSINESS

A. APPROVAL/RATIFICATION OF AGREEMENTS

Approve/ratify entering into the following agreements and authorize Douglas B. Gilbert or Tina Douglas to execute the agreements:

1. Agency for Student Health Research, to provide InjureFree for Schools standard software license unlimited user annual subscription, during the period August 1, 2018 through July 30, 2019, and renewing annually for two additional years unless terminated in writing and subject to a \$495.00 early termination fee, in an amount not to exceed \$4,000.00 per year, to be expended from the General Fund/Unrestricted 01-00.
2. BCK Programs, LLC, to provide a Storm Water Pollution Prevention Program (SWPPP) Internship program at San Dieguito High School Academy, as well as recycling programs at Oak Crest Middle School and Diegueño Middle School, during the period July 1, 2018 through June 30, 2019, at no cost to the District.

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3. Michael R. Brogan, dba Angelic Appliance Repair, to provide small appliance repair services throughout the District, during the period October 12, 2018 through October 11, 2019, renewing automatically each year, until terminated with 30-day advance written notice, in an amount not to exceed \$5,000.00 per year, to be expended from the General Fund/Unrestricted 01-00.
4. Cosco Fire Protection, Inc., to provide tests and inspection of District fire suppression systems and perform any necessary or required repair work and adjustments, during the period October 12, 2018 through October 11, 2019, and renewing annually, in an amount not to exceed \$5,000.00 per year, to be expended from the General Fund/Unrestricted 01-00.
5. D-Tek Live Bee Removal, to provide bee removal services throughout the District, during the period October 12, 2018 through October 11, 2019, renewing automatically each year, until terminated with 30-day advance written notice, in an amount not to exceed \$10,000.00 per year, to be expended from the fund to which the project is charged.
6. Technical Safety Services, Inc. to provide fume hood and biosafety cabinet testing and certification services and minor repairs District-wide, during the period October 12, 2018 to October 11, 2017 and continuing until terminated by either party, in an estimated amount not to exceed \$2,500.00, to be expended from the General Fund/Unrestricted 01-00.
7. The Regents of the University of California, for the lease of facilities at the University of California, San Diego, for the Torrey Pines High School Girls' Water Polo tryouts, practices and games, during the period November 12, 2018 through February 28, 2019, in an amount not to exceed \$15,750.00, to be expended from the General Fund/Unrestricted 01-00.
8. San Diego Elevator, to provide elevator preventative maintenance and State load tests, during the period October 12, 2018 through October 11, 2019, renewing automatically each year, until terminated with 30-day advance written notice, in an annual amount not to exceed \$50,000.00, to be expended from the General Fund/Unrestricted 01-00.

B. APPROVAL/RATIFICATION OF AMENDMENT TO AGREEMENTS

(None Submitted)

C. AWARD/RATIFICATION OF CONTRACTS

(None Submitted)

D. APPROVAL OF CHANGE ORDERS

(None Submitted)

E. ACCEPTANCE OF CONSTRUCTION PROJECTS

(None Submitted)

F. APPROVAL OF BUSINESS REPORTS

Approve the following business reports:

1. Purchase Orders
2. Change Orders
3. Purchase Order Increase/Decrease
4. Membership Listing (None Submitted)
5. Warrants
6. Revolving Cash Fund

FACILITIES PLANNING & CONSTRUCTION

G. APPROVAL/RATIFICATION OF AGREEMENTS

Approve/ratify entering into the following agreements and authorize Douglas B. Gilbert or Tina Douglas to execute the agreements:

1. Geocon, Inc., to provide geotechnical/engineering services for the proposed stadium lights project at Canyon Crest Academy, during the period July 1, 2018 through completion, in an amount not to exceed \$10,500.00, to be expended from Mello-Roos Funds.

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2. AECOM Technical Services, Inc., to provide California Environmental Quality Act (CEQA) services for the proposed stadium lights project at Canyon Crest Academy, during the period October 12, 2018 through completion, in an amount not to exceed \$67,725.00, plus reimbursable expenses, to be expended from Mello-Funds.
3. Trace 3, to provide the network upgrade to the data and voice over internet protocol (VOIP) system at Diegueño Middle School New Classroom Building P and Modernization of Buildings B & G Project, during the period October 12, 2018 through completion, in an amount not to exceed \$63,622.32, to be expended from Building Fund Prop 39 – Fund 21-39.
4. Trace 3, to provide the network upgrade to the data and voice over internet protocol (VOIP) system at Oak Crest Middle School Science Classroom Building Project, during the period October 12, 2018 through completion, in an amount not to exceed \$55,864.88, to be expended from Building Fund Prop 39 – Fund 21-39 and Mello-Roos Funds.
5. Trace 3, to provide the network upgrade to the data and voice over internet protocol (VOIP) system at San Dieguito High School Academy Arts & Social Sciences Classroom Building Project, during the period October 12, 2018 through completion, in an amount not to exceed \$181,178.67, to be expended from Building Fund Prop 39 – Fund 21-39.
6. Trace 3, to provide the network upgrade to the data and voice over internet protocol (VOIP) system at Pacific Trails Middle School 2nd Classroom Building Project, during the period October 12, 2018 through completion, in an amount not to exceed \$89,803.94, to be expended from Building Fund Prop 39 – Fund 21-39 and Mello-Roos Funds.
7. Trace 3, to provide the network upgrade to the data and voice over internet protocol (VOIP) system at Torrey Pines High School New Performing Arts Center Project, during the period October 12, 2018 through completion, in an amount not to exceed \$55,259.50, to be expended from Building Fund Prop 39 – Fund 21-39 and Mello-Roos Funds.

H. APPROVAL/RATIFICATION OF AMENDMENT TO AGREEMENTS

Approve/ratify amending the following agreements and authorize Douglas B. Gilbert or Tina Douglas to execute the agreements:

1. United Site Services, to amend contract CA2017-44 for temporary fencing at Carmel Valley Middle School, extending the dates of service through October 30, 2018 with no other changes to the contract.
2. Bali Construction, Inc., to amend contract CB2018-09 for the backflow replacement project at La Costa Canyon High School, extending the dates of service through October 11, 2018 with no other changes to the contract.

I. APPROVAL OF CHANGE ORDERS

Approve Change Orders to the following projects, and authorize Douglas B. Gilbert or Tina Douglas to execute the change orders:

1. Baker Electric, Bid Package #18 Electrical, Pacific Trails Middle School 2nd Classroom Building Project, increasing the amount by \$111,955.78 for a new total of \$1,310,955.78, to be expended from Building Fund Prop 39 –Fund 21-39, Mello-Roos Funds and State School Building Funds with reimbursement from The Hartford Insurance Company.
2. USA Shade, Inc., Bid Package #20 Sunshade, Pacific Trails Middle School 2nd Classroom Building Project, decreasing the amount by \$33,000.00 for a new total of \$72,575.00, extending the contract date by 56 days, to be expended from Building Fund Prop 39 – Fund 21-39, Mello-Roos Funds and State School Building Funds.
3. Williams & Sons Masonry, Inc., Bid Package #4 Masonry, Pacific Trails Middle School 2nd Classroom Building Project, decreasing the amount by \$11,946.00 for a new total of \$354,400.00, extending the contract date by 56 days, to be expended from Building Fund Prop 39 – Fund 21-39, Mello-Roos Funds and State School Building Funds.
4. Whillock Contracting, Inc., Bid Package #1 Civil Trades, Carmel Valley Middle School Music Classroom Building & Site Improvements Project CB2017-10, extending the contract date by 121 days.

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- 5. Sylvester Roofing Company, Inc., Bid Package #9 Sheet Metal, Carmel Valley Middle School Music Classroom Building & Site Improvements Project CB2017-10, decreasing the amount by \$3,653.00 for a new total of \$467,347.00, and extending the contract date by 121 days, to be expended from Building Fund Prop 39 – Fund 21-39 and North City West School Facilities Financing Authority.
- 6. Western Rim Constructors, Inc., Bid Package #10 Landscape/Hardscape, Carmel Valley Middle School Music Classroom Building & Site Improvements Project CB2017-10, decreasing the amount by \$500.00 for a new total of \$365,040.67, and extending the contract date by 121 days, to be expended from Building Fund Prop 39 – Fund 21-39 and North City West School Facilities Financing Authority.

J. ACCEPTANCE OF CONSTRUCTION PROJECTS

Accept the following construction project as complete, and authorize the administration to file Notices of Completion with the County Recorders’ Office administration and release final retention:

- 1. Pacific Trails Middle School 2nd Classroom Building Project, CB2017-18, Bid Package #20 Sunshade, contract entered into with USA Shade, Inc.
- 2. Pacific Trails Middle School 2nd Classroom Building Project, CB2017-18, Bid Package #4 Masonry, contracted entered into with Williams & Sons Masonry.
- 3. Carmel Valley Middle School Music Classroom Building & Site Improvements Project CB2017-10, Bid Package #1 Civil Trades, contract entered into with Whillock Contracting, Inc.
- 4. Carmel Valley Middle School Music Classroom Building & Site Improvements Project CB2017-10, Bid Package #9 Sheet Metal, contract entered into with Sylvester Roofing Company, Inc.
- 5. Carmel Valley Middle School Music Classroom Building & Site Improvements Project CB2017-10, Bid Package #10 Landscape/Hardscape, contract entered into with Western Rim Constructors, Inc.
- 6. La Costa Canyon High School Backflow Replacement Project CB2018-09, contract entered into with Bali Construction, Inc.

DISCUSSION / ACTION ITEMS(ITEM 16 - 20)

16. ADOPTION OF RESOLUTION IN SUPPORT OF RED RIBBON WEEK & DECLARING OCTOBER 2018 AS DRUG AWARENESS MONTH

Student Board Representatives took turns reading the resolution out loud.

Motion by Ms. Dalessandro, seconded by Ms. Muir, to adopt the resolution in support of Red Ribbon Week & declaring October 2018 as drug awareness month, as presented.

ADVISORY VOTE Ayes: Bialostozky, Cruz, Li, Stephens, Trigg; Noes: None; Abstain: None. BOARD Ayes: Dalessandro, Hergesheimer, Herman, Muir, Salazar; Noes: None; Abstain: None.

Motion unanimously carried.

17. APPROVAL OF GUARANTEED MAXIMUM PRICE (GMP) / OAK CREST MIDDLE SCHOOL ADMINISTRATION BUILDING RECONSTRUCTION AND BUILDING F PROJECT

Motion by Ms. Herman, seconded by Ms. Dalessandro, to approve the final Guaranteed Maximum Price for the Lease-Leaseback contract CB2018-10 entered into with Erickson Hall Construction Company for preconstruction services and construction of the Oak Crest Middle School Administration Building Reconstruction Project and Building F Project, at the final Guaranteed Maximum Price (GMP) for Phase 2 of the project of \$2,644,497.00, to be expended from Building Fund 39 – Fund 21-39, General Fund/Unrestricted 01-00, Risk Management Joint Powers Authority, Capital Facilities Fund 25-19, Mello-Roos Funds and Other Building Fund 21-09.

ADVISORY VOTE Ayes: Bialostozky, Cruz, Li, Stephens, Trigg; Noes: None; Abstain: None. BOARD Ayes: Dalessandro, Hergesheimer, Herman, Muir, Salazar; Noes: None; Abstain: None.

Motion unanimously carried.

18. ADOPTION OF PROPOSED REVISED / DELETED BOARD POLICIES / ADMINISTRATIVE SERVICES

Motion by Ms. Dalessandro, seconded by Ms. Muir, to adopt the proposed revised / deleted Board Policies, as shown in the attached supplements and as follows:

- A. BP# 6173, EDUCATION FOR HOMELESS CHILDREN (REVISED)
- B. BP# 6173, HOME AND HOSPITAL INSTRUCTION (DELETED)

ADVISORY VOTE Ayes: Bialostozky, Cruz, Li, Stephens, Trigg; Noes: None; Abstain: None. BOARD Ayes: Dalessandro, Hergesheimer, Herman, Muir, Salazar; Noes: None; Abstain: None.

Motion unanimously carried.

19. APPROVAL OF EMPLOYMENT CONTRACT / SUPERINTENDENT / ROBERT HALEY, ED.D.

Motion by Ms. Muir, seconded by Ms. Dalessandro, to approve entering into a contract for employment of superintendent between San Dieguito Union High School District and Robert Haley, Ed.D., as presented.

ADVISORY VOTE Ayes: Bialostozky, Cruz, Li, Stephens, Trigg; Noes: None; Abstain: None. BOARD Ayes: Dalessandro, Hergesheimer, Herman, Muir, Salazar; Noes: None; Abstain: None.

Motion unanimously carried.

20. ADOPTION OF PROPOSED REVISED BP 4341.1 ATTACHMENT A, MANAGEMENT SALARY SCHEDULE

Motion by Ms. Muir, seconded by Ms. Herman, to adopt the proposed revised BP 4341.1 Attachment A, Management Salary Schedule, as presented.

ADVISORY VOTE Ayes: Bialostozky, Cruz, Li, Stephens, Trigg; Noes: None; Abstain: None. BOARD Ayes: Dalessandro, Hergesheimer, Herman, Muir, Salazar; Noes: None; Abstain: None.

Motion unanimously carried.

INFORMATION ITEMS.....(ITEMS 21 - 30)

21. PROPOSED REVISED/NEW BOARD POLICIES AND ADMINISTRATIVE REGULATIONS (2) / BUSINESS

- A. BP 3551, FOOD SERVICE OPERATIONS CAFETERIA FUND (REVISED)
- B. AR 3551, FOOD SERVICE OPERATIONS CAFETERIA FUND (NEW)
- C. BP 5030, STUDENT WELLNESS (REVISED)
- D. AR 5030, STUDENT WELLNESS (REVISED)

This item was submitted for 1st read and will be resubmitted for action on November 1, 2018

22. PROPOSED REVISED BOARD POLICY AND NEW ADMINISTRATIVE REGULATION / EDUCATIONAL SERVICES

PUBLIC COMMENTS: Rita Raden asked why parents haven't been consulted in a survey about policies A-D related to parent's rights and involvement.

- A. BP 5020, PARENT RIGHTS AND RESPONSIBILITIES (NEW)
- B. AR 5020, PARENT RIGHTS AND RESPONSIBILITIES (NEW)
- C. BP 6020, PARENT INVOLVEMENT (REVISED)
- D. AR 6020, PARENT INVOLVEMENT (NEW)
- E. BP 6174, EDUCATION FOR ENGLISH LEARNERS (REVISED)
- F. AR 6174, EDUCATION FOR ENGLISH LEARNERS (NEW)

This item was submitted for 1st read and will be resubmitted for action on November 1, 2018.

23. BUSINESS SERVICES UPDATE TINA DOUGLAS, ASSOCIATE SUPERINTENDENT

Ms. Douglas is looking forward to Dr. Haley taking his seat at the dais.

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- 24. EDUCATIONAL SERVICES UPDATEBRYAN MARCUS, INTERIM ASSOCIATE SUPERINTENDENT
Mr. Marcus reported on the recent NGSS Parent Information forum held at Earl Warren MS, and thanked the Board for their attendance and support. Future Parent Information Nights will be held on October 18th at PTMS & October 24th at OCMS. Mr. Marcus extended Dr. Haley a warm welcome to the district and looks forward to working with him.
- 25. HUMAN RESOURCES UPDATECINDY FRAZEE, ASSOCIATE SUPERINTENDENT
Ms. Frazee reported that Carmel Valley MS received the Blue Ribbon Award, and that the former and current principals will travel to Washington DC to receive the award. Ms. Frazee welcomed Dr. Haley to the district.
- 26. ADMINISTRATIVE SERVICES UPDATE MARK MILLER, ASSOCIATE SUPERINTENDENT
Mr. Miller attended the San Dieguito Alliance for Drug Free Youth luncheon and thanked Judy Strang and Nancy Logan for their continued leadership and dedication, and for their support of district programs. Mr. Miller will be attending the annual summit on Student Engagement conference tomorrow. Mr. Miller also welcomed Dr. Haley to the district.
- 27. FUTURE AGENDA ITEMS – None presented.
- 28. ADJOURNMENT TO CLOSED SESSION – Not necessary.
- 29. REPORT FROM CLOSED SESSION – None held.
- 30. ADJOURNMENT OF MEETING – The meeting adjourned at 7:50 p.m.

Joyce Dalessandro, Board Clerk

Date

Robert A. Haley, Ed.D., Superintendent

Date

San Dieguito Union High School District

INFORMATION REGARDING BOARD AGENDA ITEM

TO: BOARD OF TRUSTEES

DATE OF REPORT: October 23, 2018

BOARD MEETING DATE: November 1, 2018

**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
November 1, 2018**

ITEM 11A

| Item # | Donation | Description | Donor | Department | School Site |
|--------|--------------------|--------------------------------|-------------------------------------|----------------|-------------|
| 1 | \$29,449.98 | Supplemental Support Costs | Canyon Crest Academy Foundation | Administration | CCA |
| 2 | \$3,738.30 | Supplemental Support Costs | Torrey Pines High School Foundation | Administration | TPHS |
| 3 | \$435.00 | Supplemental Support Costs | Oak Crest Middle School Foundation | Administration | OCMS |
| 4 | \$8,000.00 | Supplemental Support Costs | Earl Warren Middle School PTSA | Administration | EWMS |
| 5 | \$3,071.20 | Music Support Costs | Rancho Santa Fe Foundation | Music | Multiple |
| 6 | \$2,550.49 | Athletic Support Costs | San Dieguito Academy Foundation | Athletics | SDHSA |
| | | | | | |
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| | | | | | |
| | | *Donated Items: | | | |
| | \$41.95 | 10 novels - Animal Farm | Heesu Lee | English | PTMS |
| | \$30.00 | Books | Kevin & Mariah Brumund | English | PTMS |
| | \$4,000.00 | Steel portable barriers | Torrey Pines HS ASB | Field | TPHS |
| | | | | | |
| | \$47,244.97 | Monetary Donations | | | |
| | \$4,071.95 | *Value of Donated Items | | | |
| | \$51,316.92 | TOTAL VALUE | | | |

San Dieguito Union High School District

INFORMATION REGARDING BOARD AGENDA ITEM

TO: BOARD OF TRUSTEES

DATE OF REPORT: October 12, 2018

BOARD MEETING DATE: November 1, 2018

PREPARED BY: Bryan Marcus
Interim 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
November 1, 2018**

ITEM 11B

| Item # | Date | Sponsor, Last Name | First Name | School Team/Club | Total # Students | Total # Chaperones | Event Description / Name of Conference | City | State | Loss of Class Time | Total Cost Estimate | Funding Source |
|--------|---------------------|--------------------|------------|-----------------------|------------------|--------------------|--|----------------|-------|--------------------|---------------------|---------------------------------------|
| 1 | 04-17-19 - 04-20-19 | Mauro | Anthony | CCA Robotics | 24 | 6 | Robotics Regional Competition | Houston | TX | 2 Days | \$ 15,000.00 | CCA Foundation |
| 2 | 03-21-19 - 03-24-19 | Mauro | Anthony | CCA Robotics | 24 | 6 | Robotics Regional Competition | Monterey Bay | CA | 2 Days | \$ 5,000.00 | CCA Foundation |
| 3 | 11-10-18 - 11-12-18 | Wuertz | Jeremy | SDHSA Wind Ensemble I | 20 | 1 | Leadership Campout | San Clemente | CA | None | \$ 800.00 | SDHSA Parent Donations |
| 4 | 12-29-18 - 01-02-19 | Acacio | Ray | TPHS Cheer | 17 | 1 | Sugar Bowl Performance | New Orleans | LA | None | \$ 1,000.00 | TPHS Parent Donations |
| 5 | 12-07-18 - 12-09-18 | Kaye | Sarah | TPHS Dance | 10 | 2 | Regional Dance Competition | Milwaukie | OR | None | \$ 6,390.00 | TPHS Parent Donations and fundraising |
| 6 | 03-01-19 - 03-03-19 | Buth | Dwayne | LCC Wrestling | 14 | 2 | Wrestling State Championships | Fresno | CA | None | \$ 800.00 | LCC Wrestling Program |
| 7 | 03-28-19 - 03-31-19 | Buth | Dwayne | LCC Wrestling | 6 | 2 | National Wrestling Championships | Virginia Beach | VA | 1 Day | \$ 900.00 | LCC Wrestling Program |
| 8 | 11-16-18 - 11-17-18 | Buth | Dwayne | LCC Wrestling | 14 | 2 | Wrestling Tournament | Rialto | CA | 1 Day | \$ 600.00 | LCC Wrestling Program |
| 9 | 12-20-18 - 12-23-18 | Buth | Dwayne | LCC Wrestling | 14 | 3 | Wrestling Tournament | Reno | NV | 1 Day | \$ 900.00 | LCC Wrestling Program |
| 10 | 12-21-18 - 12-22-18 | Buth | Dwayne | LCC Wrestling | 4 | 2 | Girls Wrestling Championships | Covina | CA | 1 Day | \$ 400.00 | LCC Wrestling Program |
| 11 | 01-11-19 - 01-12-19 | Buth | Dwayne | LCC Wrestling | 14 | 2 | Wrestling Tournament | Temecula | CA | 1 Day | \$ 600.00 | LCC Wrestling Program |
| 12 | 02-20-19 - 02-24-19 | Buth | Dwayne | LCC Wrestling | 8 | 2 | Wrestling State Tournament | Bakersfield | CA | 2 Days | \$ 900.00 | LCC Wrestling Program |
| 13 | 04-19-19 - 04-20-19 | Falcis-Stevens | Charlene | TPHS Track | 10 | 3 | Mt. Sac Track Invitational | Torrance | CA | None | \$ 500.00 | TPHS Foundation |

**FIELD TRIP REQUESTS
SDUHSD BOARD MEETING
November 1, 2018**

ITEM 11B

| Item # | Date | Sponsor, Last Name | First Name | School Team/Club | Total # Students | Total # Chaperones | Event Description / Name of Conference | City | State | Loss of Class Time | Total Cost Estimate | Funding Source |
|--------|---------------------|--------------------|------------|------------------------|------------------|--------------------|--|-----------|-------|--------------------|---------------------|------------------|
| 14 | 04-05-19 - 04-06-19 | Falcis-Stevens | Charlene | TPHS Track | 10 | 3 | Arcadia Track Invitational | Arcadia | CA | None | \$ 500.00 | TPHS Foundation |
| 15 | 11-30-18 - 12-01-18 | Kling | Scott | SDHSA Girls Water Polo | 20 | 10 | Water Polo Tournament | Claremont | CA | None | \$ 385.00 | SDHSA Foundation |

San Dieguito Union High School District

INFORMATION REGARDING BOARD AGENDA ITEM

TO: BOARD OF TRUSTEES

DATE OF REPORT: October 19, 2018

BOARD MEETING DATE: November 1, 2018

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
Resignation

Classified

Change in Assignment
Release
Resignation

RECOMMENDATION:

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

FUNDING SOURCE:

General Fund

PERSONNEL LIST

CERTIFICATED PERSONNEL

Employment

1. **Substitute Teachers**, for the 2018-19 school year, per attached supplement.
2. **Andrew Lasseter**, 100% Temporary School Psychologist for the remainder of the 2018-19 school year, revised effective date 10/30/2018 through 6/14/2019.
3. **William Raschke**, 20% Temporary Teacher (sheltered biology) at Torrey Pines High School for the remainder of the 2018-19 school year, effective 10/18/2018 through 6/14/2019.

Resignation

1. **Patty Arnold**, Teacher (English) at Diegueno Middle School, Resignation for Retirement purposes, at the end of Semester I/2018-19 school year, effective 1/28/2019.

ITEM 12A

PERSONNEL LIST

Substitute Teachers

Acacio II, Reynaldo, effective 10/01/2018
Adkins, Kyra, effective 10/05/2018
Cairelli, Julie, effective 10/08/2018
Dasko, Daniel, effective 10/05/2018
Dyer, Allison, effective 10/05/2018
Keller, Brandon, effective 10/09/2018
Leonard, Terry, effective 10/05/2018
McFadden Hacker, Rorye, effective 09/27/2018
McMillian, Kimberlee, effective 09/27/2018
Nam, Kyle, effective 10/09/2018
Smith, Jacob, effective 10/11/2018
Tavasci, Magdalene, effective 10/09/2018
Vargas, Fraline, effective 10/09/2018
Villa, Denis, effective 10/09/2018

PERSONNEL LIST

CLASSIFIED PERSONNEL

Employment

1. **Classified Artist in Residence**, employment for the 2018-19 school year per attached supplement through 06/30/19.
2. **Classified Substitutes**, per attached supplement.
3. **Coaches**, employment for the 2018-19 school year per attached supplement through 06/30/19.
4. **Classified A.V.I.D. Tutors**, employment for the 2018-19 school year per attached supplement through 06/30/19.

Change in Assignment

1. **Vijoe, Massie** from Instructional Assistant-SpEd (S), R36, 81.25% FTE, Torrey Pines High School, to 75.00% FTE, Oak Crest Middle School, effective 10/01/18.

Release of Probationary Employee

1. **Employee Number 620-035**, School Bus Driver, SR38, 75.00% FTE, Transportation Department, effective 10/17/18.
2. **Employee Number 476-744**, Campus Supervisor, SR32, 100.00% FTE, San Dieguito High School Academy, effective 10/08/18.

Resignation

1. **Burton, Darlene**, Secretary, SR36, 48.75% FTE, Canyon Crest Academy, resignation for the purpose of retirement, effective 12/28/18.
2. **Fulton, Gabriela**, Contracts Analyst, SR62, 100.00% FTE, Purchasing and Risk Management Department, resignation for the purpose of retirement, effective 11/26/18.
3. **Hansen, Susan**, Instructional Assistant-SpEd (NS), SR34, 48.75% FTE, Oak Crest Middle School, effective 10/12/18.
4. **McDermid, Selma**, Accounting Specialist, SR52, 100.00% FTE, District Office-Finance Department, effective 10/16/18.
5. **Perley, Delores**, Chief Financial Officer, Management G5,R2, 100.00% FTE, District Office-Finance Department, effective 11/30/18.
6. **Rowe, Debbie**, Executive Assistant, Confidential G8,R1, 100.00% FTE, District Office-Human Resources, resignation for the purpose of retirement, effective 12/28/18.

Classified Personnel Supplement, November 1, 2018

Avid Tutor

Rosales, Nohemia, effective 10/09/2018
Garcia Zavalza, Myrka, effective 10/09/2018

Classified Artist in Residence

Buss, Ian, Torrey Pines High School, Music with Amy Gelb, effective 10/04/2018
Jones, Joshua, Carmel Valley Middle School, Music with Scott Drechsel, effective 09/26/2018
Wang, Paul, Canyon Crest Academy, Envision with Amy Villanova, effective 09/26/2018

Classified Substitutes

DelleTorri, Alexandria, effective 10/12/2018
Stromberg, Michelle, effective 09/13/2018
Thompson, Chana, effective 09/26/2018

Coaches

CCA – Certificated

Baum, Brian, Boys Basketball, Varsity Head, Canyon Crest Academy, Winter Season, effective 10/18/2018
Dickinson, Kate, Girls Soccer, Varsity Assistant, Canyon Crest Academy, Winter Season, effective 10/18/18
Keenan, Sean, Boys Basketball, Junior Varsity Head, Canyon Crest Academy, Winter Season, effective 10/18/18
Lackey, Dustin, Boys Basketball, Junior Varsity Assistant, Canyon Crest Academy, Winter Season, effective 10/18/18
Lockhart, Tom, Boys Soccer, Varsity Head, Canyon Crest Academy, Winter Season, effective 10/18/18
Mikkonen, Ryan, Boys Basketball, Freshmen Head, Canyon Crest Academy, Winter Season, effective 10/18/18

CCA – Walk-on

Arnesen, Carl, Girls Soccer, Junior Varsity Head, Canyon Crest Academy, Winter Season, effective 10/18/18
Blackman, Larry, Boys Basketball, Varsity Assistant, Canyon Crest Academy, Winter Season, effective 10/18/18
Favor, Matt, Girls, Soccer, Varsity Head, Canyon Crest Academy, Winter Season, effective 10/18/18
Fleming, Ryan, Boys Basketball, Varsity Assistant, Canyon Crest Academy, Winter Season, effective 10/18/18
Fournier, Jaime, Boys Soccer, Junior Varsity Assistant, Canyon Crest Academy, Winter Season, effective 10/18/18
Higginson, Thomas, Girls Water Polo, Varsity Assistant, Canyon Crest Academy, Winter Season, effective 10/18/18
Lee, Paul, Girls Basketball, Junior Varsity Head, Canyon Crest Academy, Winter Season, effective 10/18/18

ITEM 12A

Macauley, Ian, Boys Soccer, Junior Varsity Head, Canyon Crest Academy, Winter Season, effective 10/18/18

Metz, Adam, Boys Soccer, Freshmen Head, Canyon Crest Academy, Winter Season, effective 10/18/18

Muranyi, Fred, Boys Soccer, Varsity Assistant, Canyon Crest Academy, Winter Season, effective 10/18/18

Ratekin, Nicolas, Girls Water Polo, Varsity Head, Canyon Crest Academy, Winter Season, effective 10/18/18

Torres, Jose, Girls Soccer, Freshmen Head, Canyon Crest Academy, Winter Season, effective 10/18/18

Tucker, Scott, Girls Basketball, Varsity Head, Canyon Crest Academy, Winter Season, effective 10/18/18

LCC – Certificated

Buth, Dwayne, Wrestling, Varsity Head, La Costa Canyon High School, Winter Season, effective 10/18/18

Cassaw, David, Boys Basketball, Varsity Head, La Costa Canyon, High School, Winter Season, effective 10/18/18

Eichlin, Caitlin, Girls Basketball, Varsity Head, La Costa Canyon High School, Winter Season, effective 10/05/2018

Overman, Morgan, Girls Basketball, Varsity Assistant, La Costa Canyon High School, Winter Season, effective 10/18/18

LCC – Walk-on

Aguirre, Evan, Boys Soccer, Freshmen Head, La Costa Canyon High School, Winter Season, effective 10/18/18

Dean, Craig, Boys Soccer, Varsity Head, La Costa Canyon High School, Winter Season, effective 10/18/18

Elkind, Natalie, Girls Soccer, Varsity Head, La Costa Canyon High School, Winter Season, effective 10/18/18

Espinoza, Johnny, Girls Soccer, Freshmen Head, La Costa Canyon High School, Winter Season, effective 10/18/18

Frausto, Sebastian, Boys Basketball, Freshmen Head, La Costa Canyon High School, Winter Season, effective 10/18/18

Gurley, Trent, Boys Soccer, Varsity Assistant, La Costa Canyon High School, Winter Season, effective 10/18/18

Hansen, Scott, Wrestling, Junior Varsity Head, La Costa Canyon High School, Winter Season, effective 10/18/18

Hershberger, Austin, Boys Basketball, Junior Varsity Head, La Costa Canyon High School, Winter Season, effective 10/18/18

Joy, Sean, Girls Water Polo, Varsity Head, La Costa Canyon High School, Winter Season, effective 10/18/18

Kitchens, Andrew, Boys Basketball, Varsity Assistant, La Costa Canyon High School, Winter Season, effective 10/18/18

Meeks, Tom, Boys Basketball, Varsity Assistant, La Costa Canyon High School, Winter Season, effective 10/18/18

Murphy, Sean, Boys Soccer, Freshmen Head, La Costa Canyon High School, Winter Season, effective 10/18/18

ITEM 12A

Owens, Erica, Girls Soccer, Varsity Assistant, La Costa Canyon High School, Winter Season, effective 10/18/18
 Perez, Tony, Wrestling, Junior Varsity Head, La Costa Canyon High School, Winter Season, effective 10/18/18
 Ramirez, Mike, Wrestling, Varsity Assistant, La Costa Canyon High School, Winter Season, effective 10/18/18
 Randall, Tim, Wrestling, Junior Varsity Assistant, La Costa Canyon High School, Winter Season, effective 10/18/18
 Samaniego, Corrie, Girls Soccer, Junior Varsity Head, La Costa Canyon High School, Winter Season, effective 10/18/18
 Turner, Chris, Boys Soccer, Freshmen Head, La Costa Canyon High School, Winter Season, effective 10/18/18
 Zambruski, Nicole, Girls Water Polo, Freshmen Head, La Costa Canyon High School, Winter Season, effective 10/18/18

TP – Certificated

Lona, Francisco, Boys Soccer, Freshmen Head, Torrey Pines High School, Winter Season, effective 10/17/18
 Moore, Jon, Boys Basketball, Junior Varsity Head, Torrey Pines High School, Winter Season, effective 10/17/18
 Nesseler, Connor, Wrestling, Varsity Head, Torrey Pines High School, Winter Season, effective 10/17/18
 Olive, John, Boys Basketball, Varsity Head, Torrey Pines High School, Winter Season, effective 10/17/18
 Wingate, Susan, Girls Soccer, Varsity Assistant, Torrey Pines High School, Winter Season, effective 10/17/18

TP – Walk-on

Allard, Clark, Boys Basketball, Varsity Assistant, Torrey Pines High School, Winter Season, effective 10/17/18
 Brown, Martin, Wrestling, Junior Varsity Head, Torrey Pines High School, Winter Season, effective 10/17/18
 Castro, Jacob, Girls Water Polo, Varsity Assistant, Torrey Pines High School, Winter Season, effective 10/17/18
 Carranza, Angel, Boys Soccer, Junior Varsity Head, Torrey Pines High School, Winter Season, effective 10/17/18
 Diaz, Nick, Boys Basketball, Junior Varsity Assistant, Torrey Pines High School, Winter Season, effective 10/17/18
 Georggin, Leslie, Girls Basketball, Junior Varsity Head, Torrey Pines High School, Winter Season, effective, 10/13/18
 Hansford, Martyn, Girls Soccer, Varsity Head, Torrey Pines High School, Winter Season, effective 10/17/18
 Hargreaves, Andrew, Boys Soccer, Varsity Head, Torrey Pines High School, Winter Season, effective 10/17/18
 Jasper, Elya, Girls Soccer, Freshmen Head, Torrey Pines High School, Winter Season, effective 10/17/18
 McClurg, David, Girls Basketball, Varsity Head, Torrey Pines High School, Winter Season, effective 10/17/2018

ITEM 12A

McEntee, Tanner, Boys Basketball, Freshmen Head, Torrey Pines High School, Winter Season, effective 10/17/18

Praino-Miller, Jeff, Girls Soccer, Junior Varsity Head, Torrey Pines High School, Winter Season, effective 10/17/18

Tower, Roger, Wrestling, Varsity Assistant, Torrey Pines High School, Winter Season, effective 10/17/18

Williams, Alex, Girls Water Polo, Varsity Head, Torrey Pines High School, Winter Season, effective 10/17/18

San Dieguito Union High School District

INFORMATION REGARDING BOARD AGENDA ITEM

TO: BOARD OF TRUSTEES

DATE OF REPORT: October 23, 2018

BOARD MEETING DATE: November 1, 2018

PREPARED BY: Bryan Marcus, Interim Associate Superintendent,
Educational Services

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

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

EXECUTIVE SUMMARY

The attached Professional Services Report/Educational Services summarizes one contract(s).

RECOMMENDATION:

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

FUNDING SOURCE:

As noted on attachment.

SAN DIEGUITO UNION HIGH SCHOOL DISTRICT

EDUCATIONAL SERVICES - PROFESSIONAL SERVICES REPORT

Board Meeting Date: 11-01-18

| <u>Contract Effective Dates</u> | <u>Consultant/ Vendor</u> | <u>Description of Services</u> | <u>School/ Department Budget</u> | <u>Fee Not to Exceed</u> |
|--|--|--|---|-----------------------------------|
| 10/25/18 – 11/20/18 | San Diego County Office of Education (SDCOE) | For reimbursement of teacher stipend for teacher (TOSA) participation in the Region 9 CA Environmental Phenomena Summit. | N/A | \$500.00 Reimbursement from SDCOE |

San Dieguito Union High School District

INFORMATION REGARDING BOARD AGENDA ITEM

TO: BOARD OF TRUSTEES

DATE OF REPORT: October 2, 2018

BOARD MEETING DATE: November 1, 2018

PREPARED BY: Mark Miller, Associate Superintendent,
Administrative Services

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

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

EXECUTIVE SUMMARY

The attached Professional Services Report/Administrative Services summarizes three contracts.

RECOMMENDATION:

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

FUNDING SOURCE:

As noted on attached report.

SAN DIEGUITO UNION HIGH SCHOOL DISTRICT

ITEM 14A REVISED

ADMINISTRATIVE SERVICES - PROFESSIONAL SERVICES REPORT**Board Meeting Date: 11-01-18**

| <u>Contract Effective Dates</u> | <u>Consultant/ Vendor</u> | <u>Description of Services</u> | <u>School/ Department Budget</u> | <u>Fee Not to Exceed</u> |
|--|---|---|---|---------------------------------|
| 01/01/19 – 06/30/22 | Sandy Hook Promise Foundation (SHPF) | To educate SDUHSD middle and high school students about SHPF's, 'Say Something Anonymous Reporting System (SS-ARS). | N/A | N/A |
| 07/01/18 – 06/30/19 | San Diego County Office of Education, (SDCOE) | MOU to set forth the rights and responsibilities of SDCOE and District with respect to data collected or retained by the District and/or by SDCOE in the use of StudentTracker, a tool developed by the National Student Clearinghouse, at no cost to the District. | N/A | N/A |
| 11/05/18 – 06/30/18 | North County LGBTQ Resource Center | To provide LGBTQ student support group one day per week at Sunset High School. | N/A | N/A |

San Dieguito Union High School District

INFORMATION REGARDING BOARD AGENDA ITEM

TO: BOARD OF TRUSTEES

DATE OF REPORT: October 24, 2018

BOARD MEETING DATE: November 1, 2018

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

EXECUTIVE SUMMARY

The attached Special Education Agreements Report summarizes four contracts.

RECOMMENDATION:

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

FUNDING SOURCE:

As noted on the attached report.

SAN DIEGUITO UNION HIGH SCHOOL DISTRICT BOARD MEETING

ITEM 14C

SPECIAL EDUCATION AGREEMENTSBoard Meeting Date: 11/01/18

| <u>Contract Effective Dates</u> | <u>Contract/Vendor</u> | <u>Description of Services</u> | <u>Department Budget</u> | <u>Current # of Students</u> | <u>Fee Not to Exceed</u> |
|---------------------------------|--|---|---------------------------------|------------------------------|--|
| 07/01/18 – 06/30/19 | New Haven Youth and Family Services (NPS) | To provide Non-Public School services to Special Education students. | General Fund / Restricted 01-00 | 5 | At the NCCSE approved rates |
| 07/01/18 – 06/30/19 | North Coastal Consortium for Special Ed – North County Academy (NCCSE / MOU) | To provide Education Related Mental Health Services (ERMHS) through North County Academy to Special Education students. | General Fund / Restricted 01-00 | 5 | \$317,917.22 for Educational costs and \$77,939.47 for mental health costs. Estimation based on proportionality. |
| 07/01/18 – 06/30/19 | North Costal Consortium for Special Ed – Case Management (NCCSE / MOU) | To provide case management and support to residential Special Education students. | General Fund / Restricted 01-00 | 6 | \$43,409.00 Estimation based on proportionality |
| 07/01/18 – 06/30/19 | North Costal Consortium for Special Ed – ASL Interpretation (NCCSE / MOU) | To provide American Sign Language (ASL) interpreting and support for residential Special Education students. | General Fund / Restricted 01-00 | 1 | \$1,370.68 Estimation based on proportionality. |

San Dieguito Union High School District

INFORMATION REGARDING BOARD AGENDA ITEM

TO: BOARD OF TRUSTEES

DATE OF REPORT: October 25, 2018

BOARD MEETING DATE: November 1, 2018

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

SUBMITTED BY: Robert A. Haley, E.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 four Settlement Agreements that provide services for four special education students.

RECOMMENDATION:

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

FUNDING SOURCE:

As noted on the attached report.

SAN DIEGUITO UNION HIGH SCHOOL DISTRICT BOARD MEETING

ITEM 14E

SPECIAL EDUCATION AGREEMENTSBoard Meeting Date: 11/01/18

| <u>Student #</u> | <u>Description of Services</u> | <u>Date Executed</u> | <u>Budget #</u> | <u>Amount</u> |
|------------------|--|----------------------|-------------------------------------|---------------|
| 2018-105PS | Pursuant to the Settlement Agreement, a negotiated agreement has been reached between the San Dieguito Union High School District and student #2018-105PS for educationally related services from 07/01/17 through 08/31/19. | 10/02/18 | General Fund/ Restricted 01-00 | \$15,000.00 |
| 2018-106PS | Pursuant to the Settlement Agreement, a negotiated agreement has been reached between the San Dieguito Union High School District and student #2018-106PS for educationally related services through 06/15/18. | 10/18/18 | General Fund/ Unrestricted 01-00 | \$130,000.00 |
| 2018-107PS | Pursuant to the Settlement Agreement, a negotiated agreement has been reached between the San Dieguito Union High School District and student #2018-107PS for special education related services through 05/31/19. | 10/05/18 | General Fund/ Restricted 01-00 | \$21,800.00 |
| 2018-108PS | Pursuant to the Settlement Agreement, a negotiated agreement has been reached between the San Dieguito Union High School District and student #2018-108PS for special education related services through 12/30/18. | 10/01/18 | General Fund/ Restricted 01-00 | \$8,200.00 |

San Dieguito Union High School District

INFORMATION REGARDING BOARD AGENDA ITEM

TO: BOARD OF TRUSTEES

DATE OF REPORT: October 24, 2018

BOARD MEETING DATE: November 1, 2018

PREPARED BY: Douglas B. Gilbert, Director of Purchasing
Tina Douglas, Associate Superintendent,
Business Services

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

SUBJECT: APPROVAL / RATIFICATION OF
PROFESSIONAL SERVICES CONTRACTS/
BUSINESS

EXECUTIVE SUMMARY

The attached Professional Services Report/Business summarizes two contract(s).

RECOMMENDATION:

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

FUNDING SOURCE:

As noted on the attached report.

SAN DIEGUITO UNION HIGH SCHOOL DISTRICT

BUSINESS - PROFESSIONAL SERVICES REPORT

Board Meeting Date: 11/01/18

| <u>Contract Effective Dates</u> | <u>Contractor/Vendor</u> | <u>Description of Services</u> | <u>School/ Department Budget</u> | <u>Fee Not to Exceed</u> |
|--|------------------------------------|---|---|---------------------------------|
| 11/30/18 – 07/31/20 | En Pointe Technologies Sales, Inc. | For a District wide "VIP" Agreement for Adobe products. | General Fund/ Unrestricted 01-00 | \$60,000.00 per year |
| 11/02/18 – 06/30/19 | Johnson Consulting Engineers, Inc. | To provide engineering services and electrical design for the Canyon Crest Academy security system replacement. | General Fund/ Unrestricted 01-00 | \$1,800.00 |

San Dieguito Union High School District

INFORMATION REGARDING BOARD AGENDA ITEM

TO: BOARD OF TRUSTEES

DATE OF REPORT: October 25, 2018

BOARD MEETING DATE: November 1, 2018

PREPARED BY: Douglas B. Gilbert, Director of Purchasing,
Tina Douglas, Associate Superintendent,
Business Services

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

SUBJECT: APPROVAL / RATIFICATION OF
AMENDMENTS TO AGREEMENTS

EXECUTIVE SUMMARY

The attached Amendment to Agreements Report summarizes one amendment to an agreement.

RECOMMENDATION:

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

FUNDING SOURCE:

As noted on the attached list.

SAN DIEGUITO UNION HIGH SCHOOL DISTRICT

ITEM 15B

BUSINESS SERVICES - AMENDMENT TO AGREEMENTS REPORT

Board Meeting Date: 11/01/18

| <u>Contract Effective Dates</u> | <u>Contractor/ Vendor</u> | <u>Description of Services</u> | <u>School/ Department Budget</u> | <u>Fee Not to Exceed</u> |
|--|--|---|---|---------------------------------|
| 09/14/18 – 09/13/19 | Total Online Protection, LLC, dba TOP Electrical | To amend the contract Increasing the annual not to exceed amount with no other changes to the contract. | General Fund/ Unrestricted 01-00 | \$40,000.00 |

San Dieguito Union High School District

INFORMATION REGARDING BOARD AGENDA ITEM

TO: BOARD OF TRUSTEES

DATE OF REPORT: October 24, 2018

BOARD MEETING DATE: November 1, 2018

PREPARED BY: Tina Douglas, Associate Superintendent,
Business Services

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

SUBJECT: ADOPTION OF RESOLUTIONS &
APPROVAL OF AUTHORIZED SIGNATURES

EXECUTIVE SUMMARY

With the arrival of Robert A. Haley, Superintendent, various accounts and organizations need to be updated authorizing appropriate personnel as representatives and to sign on various documents including, annual resolutions, state eligibility and funding applications, Revolving Cash Fund Custodian and developer fees and agreements. The following is a summary.

In order to maintain a current register of persons authorized to act on behalf of the school district, the attached resolutions are being updated to reflect the hiring of the new Superintendent. The first resolution enclosed designates authorized agents to receive mail and pickup warrants at the County Office of Education. The second resolution designates authorized agents to ascertain and certify that employees have taken the oath of allegiance and certification of classified service assignment. The third resolution allows the COE Credentials Department to release credentials held warrants to employees who have provided the required credential paper work. And the last resolution designates authorized agents to sign school orders. These four resolutions will be effective during the period November 1, 2018 through June 30, 2019.

The Office of Public School Construction (OPSC) requires a resolution be adopted to update authorized signers on all documents associated with applications for eligibility and funding. The resolution further authorizes the support of eligibility determination.

Tina Douglas, will be assigned the Custodian of the Revolving Cash Fund, as indicated in the attached resolution.

A replacement signature is needed regarding collection of developer fees and/or entering into agreements. It is requested that Robert A. Haley be added as an

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authorized signatory to sign all documents pertaining to the collection of developer fees and/or agreements.

RECOMMENDATION:

Adopt the following resolutions and approve authorized signatures/representatives, as shown in the attached supplements:

1. RESOLUTION DESIGNATING AGENT TO RECEIVE MAIL AND PICKUP WARRANTS AT THE COUNTY OFFICE OF EDUCATION
Designate Tina Douglas to receive mail and Robert A. Haley, Cindy Frazee, Tina Douglas, Delores L. Perley, Dawn Swanson Pearson, Courtney Fryt, and Barbara Crisostomo to pick up warrants at the County Office of Education, effective November 1, 2018 through June 30, 2019.
2. RESOLUTION FOR PAYROLL ORDER CERTIFICATION
Designate Robert A. Haley or Cindy Frazee and Susan Dixon to ascertain and certify that each employee has taken the oath of allegiance and designating Susan Dixon to certify classified service assignment, effective November 1, 2018 through June 30, 2019.
3. RESOLUTION AUTHORIZING THE COUNTY OFFICE OF EDUCATION CREDENTIALS DEPARTMENT TO RELEASE CREDENTIALS HELD WARRANTS TO EMPLOYEES
Authorize the County Office of Education Credentials Department to release credentials held warrants to employees who have provided the required credential paper work, effective November 1, 2018 through June 30, 2019.
4. RESOLUTION DESIGNATING AUTHORIZED AGENT TO SIGN SCHOOL ORDERS
Designate Robert A. Haley or Tina Douglas or Delores L. Perley to sign school orders, effective November 1, 2018 through June 30, 2019.
5. RESOLUTION IN SUPPORT OF APPLICATIONS FOR ELIGIBILITY DETERMINATION AND FUNDING & AUTHORIZATION TO SIGN APPLICATIONS AND ASSOCIATED DOCUMENTS
Designate Tina Douglas, Associate Superintendent of Business Services, and Robert A. Haley, Superintendent, as District Representatives.
6. RESOLUTION REGARDING CHANGE OF REVOLVING CASH FUND CUSTODIAN
Designate Tina Douglas, Associate Superintendent, Business Services as the Custodian of the Revolving Cash Fund (EC section 42800-5), as shown in the attached resolution.
7. AUTHORIZED SIGNATURES / DEVELOPER FEES & AGREEMENTS
Authorize Robert A. Haley or Tina Douglas or John Addleman to sign all documents pertaining to the collection of developer fees and/or agreements.

FUNDING SOURCE:

Not applicable.

**RESOLUTION DESIGNATING AUTHORIZED AGENT TO RECEIVE MAIL
AND PICK UP WARRANTS AT THE COUNTY OFFICE OF EDUCATION**

San Dieguito Union High School District, San Diego County ON MOTION
OF member _____, seconded by member _____
effective November 1, 2018 through June 30, 2019.

IT IS RESOLVED AND ORDERED that:

1. The authorized agent (**one person only**) to receive mail from the Accounting/Payroll Sections is Tina Douglas.
2. The authorized person(s) or district(s) to pick up warrants from the County Office (other than the mail addressee) are:
Cindy Frazee, Tina Douglas, Delores L. Perley, Dawn Pearson, Courtney Fryt, & Barbara Crisostomo

Robert A. Haley

- | | | | | | |
|----|-----------|--------------------------|-------------------------------------|--------------------------|---|
| | | mail | hold | consortium | |
| 3. | Check one | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | Monthly payroll warrants each and every month. |
| | Check one | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | Daily/Hourly payroll warrants each and every month. |

IT IS FURTHER RESOLVED that, this motion shall stand and that all additions and deletions shall be submitted in writing to the San Diego County Office of Education.

PASSED AND ADOPTED by said Governing Board on 11/1/18 by the following vote:
(date)

AYES: _____ MEMBERS

NOES: _____ MEMBERS

ABSENT: _____ MEMBERS

STATE OF CALIFORNIA)
COUNTY OF SAN DIEGO) SS

I, Joyce Dalessandro, Clerk of the Governing Board, do hereby certify that the foregoing is a full, true, and correct copy of a resolution duly passed and adopted by said Board at a regularly called and conducted meeting held on said date.

Secretary/Clerk of the Governing Board

Manual signature(s) of authorized person(s):

Facsimile signature(s), if applicable: (Rubber Stamp)

PAYMENT ORDER RESOLUTION

San Dieguito Union High School District, San Diego County ON MOTION
OF member _____, seconded by member _____
effective November 1, 2018 through June 30, 2019.

IT IS RESOLVED AND ORDERED that, in accordance with the provisions of Section 3100 et seq., Chapter 8, Division 4, Title I of the Government Code (**all districts**), the following person(s) be and is hereby designated to ascertain and certify that each employee of said district has taken the oath of allegiance.

Robert A. Haley or Cindy Frazee.

IT IS FURTHER RESOLVED AND ORDERED that, in accordance with the payroll procedure provided in Education Code Section 45310 (**merit system districts only**), no warrant shall be drawn by or on behalf of the governing board of this district for the payment of any salary or wage to any employee in the classified service unless the assignment bears the certification of the following person:

Susan Dixon, Personnel Director

IT IS FURTHER RESOLVED that this motion shall stand and that all additions and deletions shall be submitted in writing to the San Diego County Office of Education.

PASSED AND ADOPTED by said Governing Board on 11/1/18 by the following vote:
(date)

AYES: _____ MEMBERS

NOES: _____ MEMBERS

ABSENT: _____ MEMBERS

STATE OF CALIFORNIA)
COUNTY OF SAN DIEGO) SS

I, Joyce Dalessandro, Clerk of the Governing Board, do hereby certify that the foregoing is a full, true, and correct copy of a resolution duly passed and adopted by said Board at a regularly called and conducted meeting held on said date.

Secretary/Clerk of the Governing Board

Manual signature(s) of authorized person(s):

Facsimile signature(s), if applicable:
(Rubber Stamp) Gov Code Sec. 5501

**RESOLUTION AUTHORIZING THE COUNTY OFFICE OF EDUCATION CREDENTIALS
DEPARTMENT TO RELEASE CREDENTIAL HELD WARRANTS TO EMPLOYEES**

San Dieguito Union High School District, San Diego County ON MOTION
OF member _____, seconded by member _____
effective November 1, 2018 through June 30, 2019.

IT IS RESOLVED AND ORDERED that, The County Office of Education Credentials Department is authorized to release credentials held warrants to employees who have provided the required credential paper work.

PASSED AND ADOPTED by said Governing Board on 11/1/18 by the following vote:
(date)

AYES: _____ MEMBERS

NOES: _____ MEMBERS

ABSENT: _____ MEMBERS

STATE OF CALIFORNIA)
COUNTY OF SAN DIEGO) SS

I, Joyce Dalessandro, Clerk of the Governing Board, do hereby certify that the foregoing is a full, true, and correct copy of a resolution duly passed and adopted by said Board at a regularly called and conducted meeting held on said date.

Secretary/Clerk of the Governing Board

**RESOLUTION DESIGNATING AUTHORIZED AGENT TO SIGN SCHOOL ORDERS
(COMMERCIAL WARRANTS)**

San Dieguito Union High School District, San Diego County ON MOTION

OF member _____, seconded by member _____

effective November 1, 2018 through June 30, 2019.

IT IS RESOLVED AND ORDERED that, pursuant to the provisions of Education Code Section 42632 or 85232, Robert A. Haley or Tina Douglas or Delores Perley be and is hereby authorized to sign any and all orders in the name of said District, drawn on the funds of said District.

IT IS FURTHER RESOLVED that this motion shall stand and that all additions and deletions shall be submitted in writing to the San Diego County Office of Education.

PASSED AND ADOPTED by said Governing Board on 11/1/18 by the following vote:
(date)

AYES: _____ MEMBERS

NOES: _____ MEMBERS

ABSENT: _____ MEMBERS

STATE OF CALIFORNIA)
COUNTY OF SAN DIEGO) SS

I, Joyce Dalessandro, Clerk of the Governing Board, do hereby certify that the foregoing is a full, true, and correct copy of a resolution duly passed and adopted by said Board at a regularly called and conducted meeting held on said date.

Secretary/Clerk of the Governing Board

Manual signature(s) of authorized person(s):

Facsimile signature(s), if applicable:
(Rubber Stamp)

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

**SUPPORT OF APPLICATIONS FOR ELIGIBILITY DETERMINATION AND FUNDING
and AUTHORIZATION TO SIGN APPLICATIONS AND ASSOCIATED DOCUMENTS**

Whereas, the San Dieguito Union High School District intends to file applications for funding under the School Facility Program as provided in Chapter 12.5, Division 1, commencing with Section 17070.10. et seq. of the Education Code; and

Whereas, the San Dieguito Union High School District intends to file applications for funding under other State facility programs; and

Whereas, a condition of submitting various applications under the above-mentioned programs is a resolution in support of those applications from the San Dieguito Union High School District Board of Trustees and signatures of the San Dieguito Union High School District Administration; and

Whereas, the San Dieguito Union High School District wishes to submit eligibility applications and new construction and/or modernization funding applications for any new construction and/or modernization projects as necessary;

THEREFORE, BE IT HEREBY RESOLVED, that the San Dieguito Union High School District Board of Trustees is in support of necessary applications under the School Facility Program and any other State facility programs and that individuals identified below are authorized to sign all documents associated with the applications for eligibility and funding:

1. Robert A. Haley
2. Tina Douglas

Enacted this 1st day of November, 2018, by the San Dieguito Union High School District Board of Trustees.

Ayes:

Noes:

Absent

**RESOLUTION FOR CHANGE OF REVOLVING CASH FUND CUSTODIAN
(Education Code Sections 42800-5)**

On Motion of Member _____, second by Member _____,
the following resolution is adopted:

WHEREAS, the expeditious purchase of services and/or materials makes it necessary that a Revolving Cash Fund be established for the use of the chief accounting officer of the District; and

WHEREAS, a Revolving Cash Fund was established for use by the San Dieguito Union High School District Governing Board on August 18, 1994 and approved by the County Superintendent of Schools pursuant to Education Code Section 42800; and

WHEREAS, the approved amount of the established Revolving Cash Fund is twenty-five thousand dollars (\$25,000.00); and

WHEREAS, Tina Douglas, Associate Superintendent, Business Services accepts the revolving cash fund as being in good order and fully reconciled to her satisfaction;

NOW THEREFORE, BE IT RESOLVED, by the Governing Board of the San Dieguito Union High School District that pursuant to Education Code Sections 42800-5, a Revolving Cash Fund in the amount of \$25,000 is hereby authorized for use by Tina Douglas, subject to approval of the Superintendent of Schools, San Diego County.

PASSED AND ADOPTED by the Governing Board on November 1, 2018, by the following vote:

AYES:

NOES:

ABSENT:

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

I, Joann Schultz, Recording Secretary to the Governing Board, do hereby certify that the foregoing is a full, true, and correct copy of a resolution passed and adopted by the Governing Board at a regularly called and conducted meeting held on said date.

WITNESS my hand this _____ day of _____, 2018.

Joann Schultz
Recording Secretary to the Governing Board

San Dieguito Union High School District

INFORMATION REGARDING BOARD AGENDA ITEM

TO: BOARD OF TRUSTEES

DATE OF REPORT: October 24, 2018

BOARD MEETING DATE: November 1, 2018

PREPARED BY: Tina Douglas, Associate Superintendent,
Business Services

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

SUBJECT: APPROVAL OF BUSINESS REPORTS

EXECUTIVE SUMMARY

Please find the following business reports submitted for your approval:

1. Purchase Orders
2. Change Orders
3. Purchase Order Increase/Decrease
4. Membership Listings (None Submitted)
5. Warrants
6. Revolving Cash Fund

RECOMMENDATION:

It is recommended that the Board approve the following business reports: 1) Purchase Orders, 2) Change Orders, 3) Purchase Order Increase/Decrease, 4) Membership Listings, 5) Warrants, and 6) Revolving Cash Fund.

FUNDING SOURCE:

Not applicable.

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PO REPORT SEPTEMBER 29, 2018 THROUGH OCTOBER 21, 2018

| PO NBR | DATE | FUND | VENDOR | LOC | DESCRIPTION | AMOUNT |
|------------|----------------|------|--------------------------------------|-----|--------------------------|---------------|
| 0000011095 | 10/1/2018 4:00 | 0100 | ONE DAY SIGNS | 600 | PRINTING | \$ 1,221.89 |
| 0000011096 | 10/1/2018 4:00 | 0100 | MISSION FEDERAL CREDIT UNION | 500 | MATERIALS AND SUPPLIES | \$ 99.58 |
| 0000011097 | 10/1/2018 4:00 | 0100 | MISSION FEDERAL CREDIT UNION | 003 | MATERIALS AND SUPPLIES | \$ 54.91 |
| 0000011098 | 10/1/2018 4:00 | 0100 | MAKERGEAR LLC | 003 | MATERIALS AND SUPPLIES | \$ 133.14 |
| 0000011099 | 10/1/2018 4:00 | 0100 | MIND RESEARCH INSTITUTE | 004 | COMPUTER LICENSING | \$ 5,050.50 |
| 0000011100 | 10/1/2018 4:00 | 0100 | STAPLES ADVANTAGE | 500 | MATERIALS AND SUPPLIES | \$ 1,000.00 |
| 0000011101 | 10/1/2018 4:00 | 0100 | AMERICAN MEDICAL RESPONSE | 500 | OTHER SERV.& OPER.EXP. | \$ 300.00 |
| 0000011102 | 10/1/2018 4:00 | 0100 | OFFICE SOLUTIONS BUSINESS | 001 | MATERIALS AND SUPPLIES | \$ 23.71 |
| 0000011103 | 10/1/2018 4:00 | 0100 | SCHOLASTIC MAGAZINES | 500 | MATERIALS AND SUPPLIES | \$ 250.54 |
| 0000011104 | 10/1/2018 4:00 | 0100 | GOPHER SPORT | 500 | MATERIALS AND SUPPLIES | \$ 644.94 |
| 0000011105 | 10/1/2018 4:00 | 6730 | SOLBERG, KRISTIN | 018 | OTHER SERV.& OPER.EXP. | \$ 480.00 |
| 0000011106 | 10/1/2018 4:00 | 0100 | COLLEGE BOARD | 500 | DUES AND MEMBERSHIPS | \$ 400.00 |
| 0000011107 | 10/1/2018 4:00 | 0100 | AMERICAN CHEMICAL | 600 | MATERIALS AND SUPPLIES | \$ 168.09 |
| 0000011108 | 10/1/2018 4:00 | 0100 | ENGRAVING PLACE, THE | 500 | MATERIALS AND SUPPLIES | \$ 59.80 |
| 0000011109 | 10/2/2018 4:00 | 0100 | TURF STAR INC | 012 | REPAIRS BY VENDORS | \$ 4,031.41 |
| 0000011110 | 10/2/2018 4:00 | 0100 | AMAZON CAPITAL SERVICES, INC. | 001 | MATERIALS AND SUPPLIES | \$ 300.03 |
| 0000011111 | 10/2/2018 4:00 | 0100 | 2-D STAGE LIGHTING ELECTRIC | 012 | REPAIRS BY VENDORS | \$ 500.00 |
| 0000011112 | 10/2/2018 4:00 | 0100 | DEMCO INC | 500 | MATERIALS AND SUPPLIES | \$ 273.50 |
| 0000011113 | 10/2/2018 4:00 | 0100 | AMAZON CAPITAL SERVICES, INC. | 600 | MATERIALS AND SUPPLIES | \$ 320.99 |
| 0000011114 | 10/2/2018 4:00 | 0100 | JOHNSON CONTROLS FIRE PROTECTION LP | 012 | BLDG.-REPAIR MATERIALS | \$ 5,326.88 |
| 0000011115 | 10/2/2018 4:00 | 0100 | MISSION FEDERAL CREDIT UNION | 600 | MATERIALS AND SUPPLIES | \$ 30.13 |
| 0000011116 | 10/2/2018 4:00 | 0100 | BREVIG PLUMBING | 012 | REPAIRS BY VENDORS | \$ 3,420.00 |
| 0000011117 | 10/3/2018 4:00 | 0100 | AMAZON CAPITAL SERVICES, INC. | 500 | MATERIALS AND SUPPLIES | \$ 51.64 |
| 0000011118 | 10/3/2018 4:00 | 0100 | SCHOOL SERVICES OF CALIFORNIA, INC. | 021 | CONFERENCE,WORKSHOP,SEM. | \$ 225.00 |
| 0000011119 | 10/3/2018 4:00 | 0100 | SAN DIEGO COUNTY OFFICE OF EDUCATION | 001 | CONFERENCE,WORKSHOP,SEM. | \$ 750.00 |
| 0000011120 | 10/3/2018 4:00 | 0100 | HOME DEPOT CREDIT SERVICES | 600 | MATERIALS AND SUPPLIES | \$ 2,000.00 |
| 0000011121 | 10/3/2018 4:00 | 0100 | AMAZON CAPITAL SERVICES, INC. | 600 | MATERIALS AND SUPPLIES | \$ 1,000.00 |
| 0000011122 | 10/3/2018 4:00 | 0100 | AMERICAN CHEMICAL | 500 | MATERIALS AND SUPPLIES | \$ 300.00 |
| 0000011123 | 10/4/2018 4:00 | 0100 | VERITIV EXPRESS | 500 | DUPLICATING SUPPLIES | \$ 1,173.18 |
| 0000011124 | 10/4/2018 4:00 | 0100 | SAN DIEGO COUNTY OFFICE OF EDUCATION | 500 | CONFERENCE,WORKSHOP,SEM. | \$ 35.00 |
| 0000011125 | 10/4/2018 4:00 | 0100 | MISSION FEDERAL CREDIT UNION | 600 | MATERIALS AND SUPPLIES | \$ 449.89 |
| 0000011126 | 10/4/2018 4:00 | 0100 | SAN DIEGO COUNTY OFFICE OF EDUCATION | 500 | CONFERENCE,WORKSHOP,SEM. | \$ 50.00 |
| 0000011127 | 10/4/2018 4:00 | 0100 | BEYNON SPORTS SURFACES INC | 012 | REPAIRS BY VENDORS | \$ 4,863.00 |
| 0000011128 | 10/4/2018 4:00 | 0100 | AMAZON CAPITAL SERVICES, INC. | 500 | MATERIALS AND SUPPLIES | \$ 49.57 |
| 0000011129 | 10/4/2018 4:00 | 0100 | JOHNSON, JOURDAN | 500 | PROF/CONSULT./OPER EXP | \$ 30.00 |
| 0000011130 | 10/5/2018 4:00 | 0100 | Shaw HR Consulting, Inc. | 020 | CONFERENCE,WORKSHOP,SEM. | \$ 349.00 |
| 0000011131 | 10/5/2018 4:00 | 0100 | AMAZON CAPITAL SERVICES, INC. | 500 | MATERIALS AND SUPPLIES | \$ 142.23 |
| 0000011132 | 10/5/2018 4:00 | 0100 | HAMEL INTERIORS INC | 500 | NON CAPITALIZED EQUIP | \$ 651.18 |
| 0000011133 | 10/5/2018 4:00 | 0100 | TWO WAY RADIO SUPPLY | 500 | MATERIALS AND SUPPLIES | \$ 204.10 |
| 0000011134 | 10/5/2018 4:00 | 0100 | VIRCO MANUFACTURING CORP | 500 | MATERIALS AND SUPPLIES | \$ 219.36 |
| 0000011135 | 10/8/2018 4:00 | 0100 | SAN DIEGO COUNTY OFFICE OF EDUCATION | 022 | CONFERENCE,WORKSHOP,SEM. | \$ 65.00 |
| 0000011136 | 10/8/2018 4:00 | 0100 | AMAZON CAPITAL SERVICES, INC. | 500 | MATERIALS AND SUPPLIES | \$ 215.45 |
| 0000011137 | 10/8/2018 4:00 | 0100 | MRC360 AKA MR COPY | 500 | DUPLICATING SUPPLIES | \$ 1,800.00 |
| 0000011138 | 10/8/2018 4:00 | 0100 | LAKESHORE LEARNING | 600 | MATERIALS AND SUPPLIES | \$ 63.63 |
| 0000011139 | 10/8/2018 4:00 | 0100 | STAPLES ADVANTAGE | 010 | MATERIALS AND SUPPLIES | \$ 200.00 |
| 0000011140 | 10/8/2018 4:00 | 2139 | FRONTIER FENCE COMPANY INC | 007 | NEW CONSTRUCTION | \$ 2,140.00 |
| 0000011141 | 10/8/2018 4:00 | 0100 | DATA DISPOSAL INC | 010 | OTHER SERV.& OPER.EXP. | \$ 705.00 |
| 0000011142 | 10/8/2018 4:00 | 2109 | ROESLING NAKAMURA | 007 | IMPROVEMENT | \$ 118,710.00 |
| 0000011143 | 10/8/2018 4:00 | 0100 | T E R I INC | 002 | SUB/OTHER CONTR-NPS | \$ 48,952.15 |
| | | | | | OTHER CONTR-N.P.S. | \$ 25,000.00 |
| 0000011144 | 10/8/2018 4:00 | 0100 | T E R I INC | 002 | SUB/OTHER CONTR-NPS | \$ 48,952.15 |
| | | | | | OTHER CONTR-N.P.S. | \$ 25,000.00 |
| 0000011145 | 10/8/2018 4:00 | 0100 | T E R I INC | 002 | SUB/OTHER CONTR-NPS | \$ 48,952.15 |
| | | | | | OTHER CONTR-N.P.S. | \$ 25,000.00 |
| 0000011146 | 10/8/2018 4:00 | 0100 | T E R I INC | 002 | SUB/OTHER CONTR-NPS | \$ 48,952.15 |
| | | | | | OTHER CONTR-N.P.S. | \$ 25,000.00 |
| 0000011147 | 10/8/2018 4:00 | 0100 | T E R I INC | 002 | SUB/OTHER CONTR-NPS | \$ 48,952.15 |
| | | | | | OTHER CONTR-N.P.S. | \$ 25,000.00 |
| 0000011148 | 10/8/2018 4:00 | 0100 | T E R I INC | 002 | SUB/OTHER CONTR-NPS | \$ 37,938.00 |
| | | | | | OTHER CONTR-N.P.S. | \$ 25,000.00 |
| 0000011149 | 10/8/2018 4:00 | 0100 | T E R I INC | 002 | SUB/OTHER CONTR-NPS | \$ 37,938.00 |
| | | | | | OTHER CONTR-N.P.S. | \$ 25,000.00 |
| 0000011150 | 10/8/2018 4:00 | 0100 | T E R I INC | 002 | SUB/OTHER CONTR-NPS | \$ 37,938.00 |
| | | | | | OTHER CONTR-N.P.S. | \$ 25,000.00 |
| 0000011151 | 10/8/2018 4:00 | 0100 | T E R I INC | 002 | SUB/OTHER CONTR-NPS | \$ 37,938.00 |
| | | | | | OTHER CONTR-N.P.S. | \$ 25,000.00 |
| 0000011152 | 10/8/2018 4:00 | 0100 | A1 GOLF CARS, INC | 500 | REPAIRS BY VENDORS | \$ 185.00 |
| 0000011153 | 10/8/2018 4:00 | 0100 | WESS TRANSPORTATION | 013 | FLD. TRIPS BY PRV. CONTR | \$ 5,000.00 |

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PO REPORT SEPTEMBER 29, 2018 THROUGH OCTOBER 21, 2018

| PO NBR | DATE | FUND | VENDOR | LOC | DESCRIPTION | AMOUNT |
|------------|-----------------|------|--|-----|--------------------------|---------------|
| 0000011155 | 10/8/2018 4:00 | 0100 | SUNDANCE STAGE LINES INC | 013 | FLD. TRIPS BY PRV. CONTR | \$ 20,000.00 |
| 0000011156 | 10/8/2018 4:00 | 0100 | North Star Transportation | 013 | FLD. TRIPS BY PRV. CONTR | \$ 5,000.00 |
| 0000011157 | 10/8/2018 4:00 | 0100 | FERANDELL TENNIS COURTS INC | 012 | REPAIRS BY VENDORS | \$ 1,350.00 |
| 0000011159 | 10/8/2018 4:00 | 0100 | HAIDER, MELISSA L, MPT | 002 | SUB/PROF CONSULTNT | \$ 5,000.00 |
| | | | | | PROF/CONSULT./OPER EXP | \$ 25,000.00 |
| 0000011160 | 10/8/2018 4:00 | 0100 | ILLUMINATE EDUCATION, INC. | 004 | COMPUTER LICENSING | \$ 16,171.50 |
| 0000011161 | 10/8/2018 4:00 | 0100 | JOSTENS | 500 | MATERIALS AND SUPPLIES | \$ 111.67 |
| 0000011162 | 10/8/2018 4:00 | 0100 | HOME DEPOT CREDIT SERVICES | 500 | MATERIALS AND SUPPLIES | \$ 430.35 |
| 0000011163 | 10/8/2018 4:00 | 0100 | DEPT OF INDUSTRIAL RELATIONS | 012 | FEES - ADMISSIONS, TOURN | \$ 225.00 |
| 0000011164 | 10/9/2018 4:00 | 0100 | CITY OF SOLANA BEACH | 012 | SEWER CHARGES | \$ 8,986.55 |
| 0000011165 | 10/9/2018 4:00 | 0100 | MCLOGAN SUPPLY CO | 003 | MATERIALS AND SUPPLIES | \$ 2,000.00 |
| 0000011167 | 10/9/2018 4:00 | 0100 | FREE FORM CLAY & SUPPLY | 500 | MATERIALS AND SUPPLIES | \$ 1,223.01 |
| 0000011168 | 10/9/2018 4:00 | 0100 | FLINN SCIENTIFIC INC | 600 | MATERIALS AND SUPPLIES | \$ 212.20 |
| 0000011169 | 10/9/2018 4:00 | 0100 | AMAZON CAPITAL SERVICES, INC. | 500 | MATERIALS AND SUPPLIES | \$ 92.64 |
| 0000011170 | 10/9/2018 4:00 | 0100 | STAPLES ADVANTAGE | 500 | MATERIALS AND SUPPLIES | \$ 150.00 |
| 0000011171 | 10/9/2018 4:00 | 0100 | AMAZON CAPITAL SERVICES, INC. | 500 | MATERIALS AND SUPPLIES | \$ 123.65 |
| 0000011172 | 10/9/2018 4:00 | 0100 | SAN DIEGO CO LIBRARY | 004 | PROF/CONSULT./OPER EXP | \$ 30,043.00 |
| 0000011173 | 10/9/2018 4:00 | 0100 | BANYAN TREE EDUCATIONAL SERVICES, INC. | 002 | SUB/OTHER CONTR-NPS | \$ 35,129.30 |
| | | | | | OTHER CONTR-N.P.S. | \$ 25,000.00 |
| 0000011174 | 10/9/2018 4:00 | 0100 | BANYAN TREE EDUCATIONAL SERVICES, INC. | 002 | SUB/OTHER CONTR-NPS | \$ 36,659.30 |
| | | | | | OTHER CONTR-N.P.S. | \$ 25,000.00 |
| 0000011175 | 10/9/2018 4:00 | 0100 | BANYAN TREE EDUCATIONAL SERVICES, INC. | 002 | SUB/OTHER CONTR-NPS | \$ 35,129.30 |
| | | | | | OTHER CONTR-N.P.S. | \$ 25,000.00 |
| 0000011176 | 10/9/2018 4:00 | 0100 | BANYAN TREE EDUCATIONAL SERVICES, INC. | 002 | SUB/OTHER CONTR-NPS | \$ 35,129.30 |
| | | | | | OTHER CONTR-N.P.S. | \$ 25,000.00 |
| 0000011177 | 10/10/2018 4:00 | 2139 | MISSION JANITORIAL SUPPLIES | 007 | EQUIPMENT | \$ 2,256.88 |
| 0000011178 | 10/10/2018 4:00 | 2139 | RANCHO SANTA FE SEC SYSTEMS | 007 | NEW CONSTRUCTION | \$ 5,555.00 |
| 0000011179 | 10/10/2018 4:00 | 2519 | TMP SERVICES | 007 | IMPROVEMENT | \$ 29,362.95 |
| 0000011180 | 10/10/2018 4:00 | 0100 | CASBO | 011 | CONFERENCE,WORKSHOP,SEM. | \$ 700.00 |
| 0000011181 | 10/10/2018 4:00 | 0100 | FISHER SCIENTIFIC EMD | 600 | MATERIALS AND SUPPLIES | \$ 2,509.11 |
| 0000011182 | 10/10/2018 4:00 | 0100 | SSID #2173691845 | 002 | MEDIATION SETTLEMENTS | \$ 45,000.00 |
| 0000011183 | 10/10/2018 4:00 | 0100 | SSID #51547077632 | 002 | MEDIATION SETTLEMENTS | \$ 65,416.00 |
| 0000011184 | 10/10/2018 4:00 | 0100 | RALPHS CUSTOMER CHARGES | 600 | REFRESHMENTS | \$ 1,000.00 |
| 0000011185 | 10/10/2018 4:00 | 0100 | PAPA JOHN'S PIZZA | 600 | REFRESHMENTS | \$ 538.75 |
| 0000011186 | 10/10/2018 4:00 | 0100 | NORTHSTAR AV LLC | 017 | MATERIALS AND SUPPLIES | \$ 1,054.88 |
| 0000011187 | 10/11/2018 4:00 | 0100 | B AND H PHOTO-VIDEO | 500 | MATERIALS AND SUPPLIES | \$ 190.06 |
| 0000011188 | 10/11/2018 4:00 | 0100 | DRAMATIC PUBLISHING | 500 | MATERIALS AND SUPPLIES | \$ 164.28 |
| 0000011189 | 10/11/2018 4:00 | 0100 | PIONEER DRAMA SERVICE | 500 | MATERIALS AND SUPPLIES | \$ 88.90 |
| 0000011190 | 10/11/2018 4:00 | 0100 | FISHER SCIENTIFIC EMD | 600 | MATERIALS AND SUPPLIES | \$ 1,540.35 |
| 0000011191 | 10/11/2018 4:00 | 0100 | SAN DIEGO COUNTY OFFICE OF EDUCATION | 500 | CONFERENCE,WORKSHOP,SEM. | \$ 200.00 |
| 0000011192 | 10/11/2018 4:00 | 0100 | LEGOLAND | 002 | FEES - ADMISSIONS, TOURN | \$ 1,000.00 |
| 0000011194 | 10/11/2018 4:00 | 0100 | DIGITAL NETWORKS GROUP, INC. | 017 | REPAIRS BY VENDORS | \$ 430.76 |
| 0000011195 | 10/11/2018 4:00 | 0100 | WINSTON SCHOOL OF SAN DIEGO | 002 | SUB/OTHER CONTR-NPS | \$ 10,836.32 |
| | | | | | OTHER CONTR-N.P.S. | \$ 25,000.00 |
| 0000011196 | 10/11/2018 4:00 | 0100 | WINSTON SCHOOL OF SAN DIEGO | 002 | SUB/OTHER CONTR-NPS | \$ 10,836.32 |
| | | | | | OTHER CONTR-N.P.S. | \$ 25,000.00 |
| 0000011197 | 10/11/2018 4:00 | 0100 | LEGOLAND | 002 | FEES - ADMISSIONS, TOURN | \$ 720.00 |
| 0000011198 | 10/11/2018 4:00 | 0100 | WINSTON SCHOOL OF SAN DIEGO | 002 | SUB/OTHER CONTR-NPS | \$ 6,873.65 |
| | | | | | OTHER CONTR-N.P.S. | \$ 25,000.00 |
| 0000011199 | 10/11/2018 4:00 | 0100 | WINSTON SCHOOL OF SAN DIEGO | 002 | SUB/OTHER CONTR-NPS | \$ 10,836.32 |
| | | | | | OTHER CONTR-N.P.S. | \$ 25,000.00 |
| 000001200 | 10/11/2018 4:00 | 0100 | INST FOR EFFECTIVE EDUCATION | 002 | SUB/OTHER CONTR-NPS | \$ 21,101.30 |
| | | | | | OTHER CONTR-N.P.S. | \$ 25,000.00 |
| 000001201 | 10/11/2018 4:00 | 0100 | INST FOR EFFECTIVE EDUCATION | 002 | SUB/OTHER CONTR-NPS | \$ 21,101.30 |
| | | | | | OTHER CONTR-N.P.S. | \$ 25,000.00 |
| 000001202 | 10/11/2018 4:00 | 0100 | INST FOR EFFECTIVE EDUCATION | 002 | SUB/OTHER CONTR-NPS | \$ 21,101.30 |
| | | | | | OTHER CONTR-N.P.S. | \$ 25,000.00 |
| 000001203 | 10/11/2018 4:00 | 0100 | INST FOR EFFECTIVE EDUCATION | 002 | OTHER CONTR-N.P.S. | \$ 6,449.60 |
| 000001204 | 10/11/2018 4:00 | 0100 | INST FOR EFFECTIVE EDUCATION | 002 | SUB/OTHER CONTR-NPS | \$ 21,704.00 |
| | | | | | OTHER CONTR-N.P.S. | \$ 25,000.00 |
| 000001205 | 10/11/2018 4:00 | 0100 | REALLY GOOD STUFF INC | 002 | MATERIALS AND SUPPLIES | \$ 77.74 |
| 000001206 | 10/11/2018 4:00 | 0100 | ATKINSON, ANDELSON, LOYA, RUUD & ROMO | 002 | LEGAL EXPENSE | \$ 100,000.00 |
| | | | | 016 | LEGAL EXPENSE | \$ 5,000.00 |
| | | | | 021 | LEGAL EXP-PERSONNEL | \$ 15,000.00 |
| 000001207 | 10/11/2018 4:00 | 0100 | THAT'S GREAT NEWS LLC | 500 | MATERIALS AND SUPPLIES | \$ 218.90 |
| 000001208 | 10/11/2018 4:00 | 0100 | SCHOOL HEALTH CORPORATION | 004 | EQUIPMENT | \$ 8,625.40 |
| 000001209 | 10/12/2018 4:00 | 0100 | FREE FORM CLAY & SUPPLY | 600 | MATERIALS AND SUPPLIES | \$ 494.08 |
| 000001210 | 10/12/2018 4:00 | 0100 | BACH COMPANY | 600 | MATERIALS AND SUPPLIES | \$ 468.71 |

ITEM 15G

PO REPORT SEPTEMBER 29, 2018 THROUGH OCTOBER 21, 2018

| PO NBR | DATE | FUND | VENDOR | LOC | DESCRIPTION | AMOUNT |
|------------|-----------------|------|--------------------------------------|-----|--------------------------|---------------|
| 0000011211 | 10/12/2018 4:00 | 0100 | FRONTIER FENCE COMPANY INC | 012 | REPAIRS BY VENDORS | \$ 13,788.00 |
| 0000011212 | 10/12/2018 4:00 | 0100 | B AND H PHOTO-VIDEO | 600 | MATERIALS AND SUPPLIES | \$ 566.47 |
| 0000011213 | 10/12/2018 4:00 | 0100 | DEMCO INC | 600 | MATERIALS AND SUPPLIES | \$ 49.47 |
| 0000011214 | 10/12/2018 4:00 | 0100 | AMAZON CAPITAL SERVICES, INC. | 004 | MATERIALS AND SUPPLIES | \$ 438.72 |
| 0000011215 | 10/12/2018 4:00 | 0100 | TOTAL ONLINE PROTECTION LLC | 012 | REPAIRS BY VENDORS | \$ 2,526.79 |
| 0000011216 | 10/12/2018 4:00 | 0100 | AMAZON CAPITAL SERVICES, INC. | 004 | MATERIALS AND SUPPLIES | \$ 198.96 |
| 0000011217 | 10/12/2018 4:00 | 0100 | STAPLES ADVANTAGE | 004 | MATERIALS AND SUPPLIES | \$ 39.98 |
| 0000011218 | 10/12/2018 4:00 | 0100 | LEUCADIA PIZZERIA | 500 | REFRESHMENTS | \$ 100.00 |
| 0000011219 | 10/12/2018 4:00 | 0100 | STAPLES ADVANTAGE | 500 | MATERIALS AND SUPPLIES | \$ 485.00 |
| 0000011220 | 10/12/2018 4:00 | 0100 | BLICK, DICK (DICK BLICK) | 500 | MATERIALS AND SUPPLIES | \$ 400.00 |
| 0000011221 | 10/12/2018 4:00 | 0100 | TCR SERVICES | 500 | MATERIALS AND SUPPLIES | \$ 92.56 |
| 0000011222 | 10/12/2018 4:00 | 0100 | TCR SERVICES | 500 | MATERIALS AND SUPPLIES | \$ 317.59 |
| 0000011223 | 10/12/2018 4:00 | 0100 | TCR SERVICES | 500 | MATERIALS AND SUPPLIES | \$ 69.98 |
| 0000011224 | 10/12/2018 4:00 | 0100 | TCR SERVICES | 600 | MATERIALS AND SUPPLIES | \$ 227.29 |
| 0000011225 | 10/12/2018 4:00 | 0100 | BUSINESS PRODUCTS EXPRESS | 500 | DUPLICATING SUPPLIES | \$ 96.81 |
| 0000011226 | 10/12/2018 4:00 | 0100 | Community Transition Academy | 002 | SUB/OTHER CONTR-NPS | \$ 23,222.00 |
| | | | | | OTHER CONTR-N.P.S. | \$ 25,000.00 |
| 0000011227 | 10/12/2018 4:00 | 0100 | AMAZON CAPITAL SERVICES, INC. | 500 | MATERIALS AND SUPPLIES | \$ 142.07 |
| 0000011228 | 10/15/2018 4:00 | 0100 | CHOSEN ONE MARKETING | 600 | MATERIALS AND SUPPLIES | \$ 2,097.06 |
| 0000011229 | 10/15/2018 4:00 | 0100 | SAN DIEGO COUNTY OFFICE OF EDUCATION | 500 | CONFERENCE,WORKSHOP,SEM. | \$ 200.00 |
| 0000011230 | 10/15/2018 4:00 | 0100 | AMAZON CAPITAL SERVICES, INC. | 500 | MATERIALS AND SUPPLIES | \$ 286.48 |
| 0000011231 | 10/15/2018 4:00 | 0100 | AMAZON CAPITAL SERVICES, INC. | 500 | OTHER BOOKS-LIBRARY | \$ 133.11 |
| 0000011232 | 10/15/2018 4:00 | 0100 | SSID #9906054985 | 002 | MEDIATION SETTLEMENTS | \$ 29,500.00 |
| 0000011233 | 10/15/2018 4:00 | 0100 | SOUTHERN CA LAW OFFICE | 002 | MEDIATION SETTLEMENTS | \$ 6,000.00 |
| 0000011234 | 10/15/2018 4:00 | 0100 | OFFICE DEPOT, INC | 500 | MATERIALS AND SUPPLIES | \$ 30.67 |
| 0000011235 | 10/15/2018 4:00 | 0100 | LAKESHORE LEARNING | 600 | MATERIALS AND SUPPLIES | \$ 38.37 |
| 0000011236 | 10/15/2018 4:00 | 0100 | SAN DIEGO COUNTY OFFICE OF EDUCATION | 004 | CONFERENCE,WORKSHOP,SEM. | \$ 50.00 |
| 0000011237 | 10/16/2018 4:00 | 0100 | AMAZON CAPITAL SERVICES, INC. | 600 | MATERIALS AND SUPPLIES | \$ 161.46 |
| 0000011238 | 10/16/2018 4:00 | 0100 | AMAZON CAPITAL SERVICES, INC. | 600 | MATERIALS AND SUPPLIES | \$ 99.40 |
| 0000011239 | 10/16/2018 4:00 | 0100 | AMAZON CAPITAL SERVICES, INC. | 600 | MATERIALS AND SUPPLIES | \$ 274.39 |
| 0000011240 | 10/16/2018 4:00 | 0100 | NATIONAL AUTISM RESOURCES | 003 | MATERIALS AND SUPPLIES | \$ 20.10 |
| 0000011241 | 10/16/2018 4:00 | 0100 | SCHOOL SPECIALTY, INC. | 500 | MATERIALS AND SUPPLIES | \$ 132.11 |
| 0000011242 | 10/16/2018 4:00 | 0100 | PIONEER DRAMA SERVICE | 500 | MATERIALS AND SUPPLIES | \$ 263.38 |
| 0000011243 | 10/16/2018 4:00 | 0100 | AMAZON CAPITAL SERVICES, INC. | 003 | MATERIALS AND SUPPLIES | \$ 323.34 |
| 0000011244 | 10/16/2018 4:00 | 0100 | CART MART INC | 012 | EQUIPMENT | \$ 14,315.04 |
| 0000011245 | 10/16/2018 4:00 | 0100 | AMAZON CAPITAL SERVICES, INC. | 500 | MATERIALS AND SUPPLIES | \$ 107.60 |
| 0000011246 | 10/16/2018 4:00 | 0100 | AMAZON CAPITAL SERVICES, INC. | 001 | MATERIALS AND SUPPLIES | \$ 42.27 |
| 0000011249 | 10/16/2018 4:00 | 0100 | MISSION FEDERAL CREDIT UNION | 600 | FEES - ADMISSIONS, TOURN | \$ 160.00 |
| 0000011250 | 10/16/2018 4:00 | 0100 | AMAZON CAPITAL SERVICES, INC. | 500 | MATERIALS AND SUPPLIES | \$ 50.62 |
| 0000011251 | 10/17/2018 4:00 | 0100 | SCHOOL NURSE SUPPLY COMPANY | 500 | MATERIALS AND SUPPLIES | \$ 89.41 |
| 0000011252 | 10/17/2018 4:00 | 1300 | ALL AMERICAN PLASTIC | 014 | PURCHASES - SUPPLIES | \$ 3,000.00 |
| 0000011253 | 10/17/2018 4:00 | 0100 | TECHNICAL SAFETY SERVICES | 012 | REPAIRS BY VENDORS | \$ 2,500.00 |
| | | | | | OTHER SERV.& OPER.EXP. | \$ 2,500.00 |
| 0000011254 | 10/17/2018 4:00 | 0100 | BSN SPORTS LLC | 012 | REPAIRS BY VENDORS | \$ 11,823.55 |
| 0000011255 | 10/17/2018 4:00 | 0100 | TEACHER'S DISCOVERY | 500 | MATERIALS AND SUPPLIES | \$ 148.36 |
| 0000011256 | 10/17/2018 4:00 | 0100 | TOTAL ONLINE PROTECTION LLC | 012 | REPAIRS BY VENDORS | \$ 20,000.00 |
| | | | | | OTHER SERV.& OPER.EXP. | \$ 20,000.00 |
| 0000011258 | 10/17/2018 4:00 | 0100 | PIONEER DRAMA SERVICE | 500 | MATERIALS AND SUPPLIES | \$ 6.00 |
| 0000011259 | 10/17/2018 4:00 | 0100 | Downstream Services, Inc. | 012 | REPAIRS BY VENDORS | \$ 2,250.00 |
| 0000011260 | 10/17/2018 4:00 | 0100 | 22ND DIST AGRICULTURAL ASSN | 004 | RENTS & LEASES | \$ 12,620.00 |
| 0000011261 | 10/17/2018 4:00 | 0100 | ESCHOOL SOLUTIONS INC. | 017 | COMPUTER LICENSING | \$ 7,165.70 |
| 0000011262 | 10/17/2018 4:00 | 0100 | FREDRIC H JONES & ASSOC INC | 500 | MATERIALS AND SUPPLIES | \$ 341.81 |
| 0000011263 | 10/17/2018 4:00 | 0100 | MISSION FEDERAL CREDIT UNION | 600 | MATERIALS AND SUPPLIES | \$ 54.29 |
| 0000011264 | 10/18/2018 4:00 | 0100 | ROW-LOFF PRODUCTIONS | 500 | MATERIALS AND SUPPLIES | \$ 83.42 |
| 0000011265 | 10/18/2018 4:00 | 2139 | DIVISION OF THE STATE ARCHITECT | 007 | NEW CONSTRUCTION | \$ 163,250.00 |
| 0000011266 | 10/18/2018 4:00 | 0100 | AMAZON CAPITAL SERVICES, INC. | 003 | MATERIALS AND SUPPLIES | \$ 50.67 |
| 0000011267 | 10/18/2018 4:00 | 0100 | OFFICE SOLUTIONS BUSINESS | 500 | MATERIALS AND SUPPLIES | \$ 21.55 |
| 0000011269 | 10/18/2018 4:00 | 0100 | CONOVER COMPANY LLC | 002 | COMPUTER LICENSING | \$ 552.00 |
| 0000011270 | 10/19/2018 4:00 | 0100 | CART MART INC | 500 | REPAIRS BY VENDORS | \$ 126.04 |
| 0000011271 | 10/19/2018 4:00 | 0100 | CREATIVE BUS SALES | 013 | BUS REPLACEMENT | \$ 21,947.42 |
| 0000011272 | 10/19/2018 4:00 | 0100 | COSTCO CARLSBAD | 002 | MATERIALS AND SUPPLIES | \$ 60.00 |
| 0000011273 | 10/19/2018 4:00 | 0100 | SSID #6151662494 | 002 | PAY IN LIEU OF TRANSP | \$ 7,749.90 |
| 0000011274 | 10/19/2018 4:00 | 0100 | LEGO EDUCATION | 003 | MATERIALS AND SUPPLIES | \$ 2,219.38 |
| 0000011275 | 10/19/2018 4:00 | 0100 | SAN DIEGO COUNTY OFFICE OF EDUCATION | 001 | CONFERENCE,WORKSHOP,SEM. | \$ 750.00 |
| 0000011276 | 10/19/2018 4:00 | 0100 | SAN DIEGO COUNTY OFFICE OF EDUCATION | 001 | CONFERENCE,WORKSHOP,SEM. | \$ 300.00 |
| 0000011277 | 10/19/2018 4:00 | 0100 | FIREMASTER (FRANCHISE) | 013 | FEES - ADMISSIONS, TOURN | \$ 475.00 |
| 0000011279 | 10/19/2018 4:00 | 0100 | CENTRAL ORANGE COUNTY CTEP | 003 | CONFERENCE,WORKSHOP,SEM. | \$ 150.00 |
| 0000011280 | 10/19/2018 4:00 | 0100 | WAYNE GOSSETT FORD INC | 013 | REPAIRS-VEHICLES | \$ 3,478.08 |

ITEM 15G

PO REPORT SEPTEMBER 29, 2018 THROUGH OCTOBER 21, 2018

| PO NBR | DATE | FUND | VENDOR | LOC | DESCRIPTION | AMOUNT |
|--------------------------------|-----------------|------|-------------------------------|-----|------------------------|------------------------|
| 0000011281 | 10/19/2018 4:00 | 0100 | STAPLES ADVANTAGE | 600 | MATERIALS AND SUPPLIES | \$ 200.00 |
| 0000011282 | 10/19/2018 4:00 | 0100 | STAPLES ADVANTAGE | 500 | MATERIALS AND SUPPLIES | \$ 500.00 |
| 0000011284 | 10/19/2018 4:00 | 0100 | AMAZON CAPITAL SERVICES, INC. | 500 | MATERIALS AND SUPPLIES | \$ 172.36 |
| 0000011287 | 10/19/2018 4:00 | 0100 | AMAZON CAPITAL SERVICES, INC. | 002 | MATERIALS AND SUPPLIES | \$ 152.92 |
| 790008 | 10/10/2018 4:00 | 0100 | NEED DECALS.COM | 011 | MATERIALS AND SUPPLIES | \$ 1,711.20 |
| SUB-TOTAL NEW PURCHASES | | | | | | \$ 2,172,345.80 |

CHANGE ORDERS

| PO NBR | DATE | FUND | VENDOR | LOC | DESCRIPTION | AMOUNT |
|--------------------------------|------|------|--------|-----|-------------|-------------|
| NONE TO REPORT | | | | | | |
| SUB-TOTAL CHANGE ORDERS | | | | | | \$ - |

PURCHASE ORDER INCREASE/DECREASE

| PO NBR | DATE | FUND | VENDOR | LOC | DESCRIPTION | AMOUNT |
|-----------------------------|------------|------|---------------------------------|-----|------------------------|---------------------|
| 0000010787 | 9/18/2018 | 0100 | ERICKSON LAW FIRM | 022 | LEGAL EXPENSE | \$ 20,000.00 |
| 0000010929 | 9/18/2018 | 0100 | ARTIANO | 022 | LEGAL EXPENSE | \$ 20,000.00 |
| 0000020330 | 9/25/2018 | 0100 | STAPLES | 600 | MATERIALS AND SUPPLIES | \$ 1,000.00 |
| 0000010681 | 9/28/2018 | 0100 | HAZARD YOUNG ATTEA & ASSOCIATES | 015 | PROF/CONSULT./OPER EXP | \$ 1,600.00 |
| 0000009665 | 10/1/2018 | 2139 | ACCURATE SECURITY PRO | 007 | NEW CONSTRUCTION | \$ 60.00 |
| 0000004217 | 10/3/2018 | 2139 | JSFA | 007 | NEW CONSTRUCTION | \$ 499.40 |
| 0000010328 | 10/8/2018 | 0100 | STAPLES | 500 | MATERIALS AND SUPPLIES | \$ 250.00 |
| 0000011132 | 10/12/2018 | 0100 | HAMEL | 500 | NON CAPITALIZED EQUIP | \$ 604.34 |
| SUB-TOTAL PO CHANGES | | | | | | \$ 44,013.74 |

| | |
|---------------------|------------------------|
| REPORT TOTAL | \$ 2,216,359.54 |
|---------------------|------------------------|

Individual Membership Listings
For the Period of September 29, 2018 through October 21, 2018

| <u>Staff Member Name</u> | <u>Organization Name</u> | <u>Amount</u> |
|------------------------------|--------------------------|---------------|
|------------------------------|--------------------------|---------------|

None to Report

ITEM 15G

WARRANT REPORT FROM 10/01/18 THROUGH 10/18/18

| WARRANT NBR | DATE | VENDOR | FUND | DESCRIPTION | AMOUNT |
|-------------|-----------|---|------|--------------------------------|---------------|
| 14458063 | 10/1/2018 | US BANK NATIONAL ASSOC. | 2139 | New Construction | \$ 1,094.36 |
| 14458064 | 10/1/2018 | PC & MAC EXCHANGE | 0100 | Non-Capitalized Tech Equipment | \$ 1,378.12 |
| 14458065 | 10/1/2018 | SPORTLAND TEAM SPORTS | 0100 | Materials And Supplies | \$ 2,411.85 |
| 14458066 | 10/1/2018 | INTNL BACCALAUREATE ORGANIZATION | 0100 | Conference,Workshop,Sem. | \$ 1,488.00 |
| 14458067 | 10/1/2018 | DENNY MANUFACTURING CO, INC | 0100 | Materials And Supplies | \$ 3,476.00 |
| 14458068 | 10/1/2018 | Raptor Technologies, LLC | 0100 | Computer Licensing | \$ 5,940.00 |
| 14458069 | 10/1/2018 | AMERICAN ACADEMY OF PROTECTIVE TRAINING | 0100 | Fees - Business, Admission,Etc | \$ 680.00 |
| 14458070 | 10/1/2018 | VERITIV OPERATING COMPANY | 0100 | Duplicating Supplies | \$ 1,056.38 |
| 14458071 | 10/1/2018 | THERAPRO INC | 0100 | Materials And Supplies | \$ 633.60 |
| 14458072 | 10/1/2018 | AVID CENTER | 0100 | Conference,Workshop,Sem. | \$ 3,180.00 |
| 14458073 | 10/1/2018 | AMAZON CAPITAL SERVICES, INC. | 1300 | Materials And Supplies | \$ 139.97 |
| 14458074 | 10/1/2018 | AMERICAN TIME | 2139 | Equipment | \$ 6,214.73 |
| 14458075 | 10/1/2018 | BLICK ART MATERIALS | 0100 | Materials And Supplies | \$ 2,452.43 |
| 14458076 | 10/1/2018 | CULVER-NEWLIN INC | 2139 | Equipment | \$ 309.12 |
| 14458077 | 10/1/2018 | ERICKSON-HALL CONSTRUCTION CO | 2139 | New Construction | \$ 653,903.10 |
| 14458078 | 10/1/2018 | MOBILE MODULAR MANAGEMENT CORP | 0100 | Rents & Leases | \$ 1,501.00 |
| | | | 2519 | Rents & Leases | \$ 1,278.00 |
| 14458079 | 10/1/2018 | NORTH COUNTY CONFERENCE | 0100 | Dues - CIF | \$ 6,252.00 |
| 14458080 | 10/1/2018 | HOUGHTON MIFFLIN HARCOURT PUB. | 0100 | Professional/Consult Svs | \$ 120,332.09 |
| 14458081 | 10/1/2018 | SURPRISE SIGNS | 0100 | Materials And Supplies | \$ 284.46 |
| 14458542 | 10/2/2018 | ROXZANA SUDO | 0100 | Materials And Supplies | \$ 32.56 |
| 14458543 | 10/2/2018 | SDUHSDFCFD ADMIN | 0100 | Other Serv.& Oper.Exp. | \$ 4,250.00 |
| 14458544 | 10/2/2018 | NUNEZ, MELISSA | 0100 | Refreshments | \$ 100.10 |
| 14458545 | 10/2/2018 | SITEONE LANDSCAPE SUPPLY | 0100 | Grounds Materials | \$ 19.18 |
| 14458546 | 10/2/2018 | HAMEL INTERIORS INC | 0100 | Materials And Supplies | \$ 26,071.97 |
| | | | | Non-Capitalized Equipment | \$ 4,674.77 |
| 14458547 | 10/2/2018 | Jason Shanahan | 0100 | Materials And Supplies | \$ 96.49 |
| 14458548 | 10/2/2018 | NETSTYLE CORP | 0100 | Materials And Supplies | \$ 123.00 |
| 14458549 | 10/2/2018 | MOBILE AIR INC | 0100 | Repairs-Vehicles | \$ 1,876.23 |
| 14458550 | 10/2/2018 | SSID #5154707632 | 0100 | Mediation Settlements | \$ 12,964.00 |
| 14458551 | 10/2/2018 | LARRY PERONDI | 0100 | Refreshments | \$ 51.74 |
| 14458552 | 10/2/2018 | SSID #9974341980 | 0100 | Mediation Settlements | \$ 500.00 |
| 14458553 | 10/2/2018 | NAT'L CENTER FOR CONSTITUTIONAL RIGHTS | 0100 | Materials And Supplies | \$ 195.48 |
| 14458554 | 10/2/2018 | BRANDING 365 | 0100 | Materials And Supplies | \$ 471.08 |
| 14458555 | 10/2/2018 | TWO WAY RADIO SUPPLY | 0100 | Materials And Supplies | \$ 105.98 |
| 14458556 | 10/2/2018 | ONE DAY SIGNS | 0100 | Printing | \$ 1,221.89 |
| 14458557 | 10/2/2018 | A B C SCHOOL EQUIPMENT INC | 0100 | Materials And Supplies | \$ 926.92 |
| 14458558 | 10/2/2018 | A.N.D. TECHNOLOGIES | 0100 | Repairs & Maintenance | \$ 1,295.00 |
| 14458559 | 10/2/2018 | AT&T | 0100 | Communications-Telephone | \$ 20,304.18 |
| 14458560 | 10/2/2018 | AT&T | 0100 | Communications-Telephone | \$ 1,165.17 |
| 14458562 | 10/2/2018 | AT&T LONG DISTANCE | 0100 | Communications-Telephone | \$ 16.14 |
| 14458563 | 10/2/2018 | SSID #8097144658 | 0100 | Mediation Settlements | \$ 7,005.00 |
| 14458564 | 10/2/2018 | BERT'S OFFICE TRAILERS | 0100 | Rents & Leases | \$ 203.65 |
| 14458565 | 10/2/2018 | CA ASSN OF SCHOOL BUSINESS OFFICIALS | 0100 | Conference,Workshop,Sem. | \$ 700.00 |
| 14458566 | 10/2/2018 | FEDEX FREIGHT | 0100 | Communications-Postage | \$ 132.00 |
| 14458567 | 10/2/2018 | FISHER SCIENTIFIC | 0100 | Materials And Supplies | \$ 679.13 |
| 14458568 | 10/2/2018 | FLINN SCIENTIFIC INC | 0100 | Materials And Supplies | \$ 4,131.82 |
| 14458569 | 10/2/2018 | MELISSA HAIDER, MPT | 0100 | Professional/Consult Svs | \$ 57.50 |
| 14458570 | 10/2/2018 | EMS LINQ INC | 1300 | Computr Software Support | \$ 795.00 |
| 14458571 | 10/2/2018 | NOVA SERVICES | 2139 | New Construction | \$ 4,376.00 |
| | | | 2519 | Improvements | \$ 1,320.00 |
| 14458572 | 10/2/2018 | RACHEL PAGE | 0100 | Refreshments | \$ 320.87 |
| 14458573 | 10/2/2018 | Tina Peterson | 0100 | Conference,Workshop,Sem. | \$ 553.76 |
| 14458574 | 10/2/2018 | ROESLING NAKAMURA | 2139 | Improvements | \$ 2,875.00 |
| | | | | New Construction | \$ 16,533.50 |
| | | | 2519 | Improvements | \$ 3,180.00 |
| 14458575 | 10/2/2018 | SAN DIEGO CITY TREASURER | 0100 | Sewer Charges | \$ 7,036.46 |
| | | | | Water | \$ 30,793.08 |
| 14458576 | 10/2/2018 | SAN DIEGO COUNTY OFFICE OF EDUCATION | 0100 | Dues And Memberships | \$ 11,348.10 |
| 14458577 | 10/2/2018 | SAN DIEGO SCENIC TOURS, INC. | 0100 | Fld. Trips By Prv. Contr | \$ 2,317.13 |

ITEM 15G

WARRANT REPORT FROM 10/01/18 THROUGH 10/18/18

| WARRANT NBR | DATE | VENDOR | FUND | DESCRIPTION | AMOUNT |
|-------------|-----------|----------------------------------|------|--------------------------------|---------------|
| 14458578 | 10/2/2018 | SAN DIEGUITO WATER DISTRICT | 0100 | Water | \$ 195.05 |
| 14458579 | 10/2/2018 | JOANN SCHULTZ | 0100 | Refreshments | \$ 92.61 |
| 14458580 | 10/2/2018 | STATE INDUSTRIAL PRODUCTS | 0100 | Other Serv.& Oper.Exp. | \$ 2,000.00 |
| 14458581 | 10/2/2018 | TCR SERVICES | 0100 | Duplicating Supplies | \$ 188.40 |
| 14458582 | 10/2/2018 | TRIMARK ASSOCIATES, INC. | 0100 | Data Processing Contract | \$ 236.00 |
| 14458583 | 10/2/2018 | TURF STAR INC | 0100 | Materials-Vehicle Parts | \$ 442.27 |
| 14458584 | 10/2/2018 | URBAN TREE CARE, INC. | 0100 | Other Serv.& Oper.Exp. | \$ 46,575.00 |
| 14458585 | 10/2/2018 | JOEL VAN HOOSER | 0100 | Mileage | \$ 244.16 |
| 14458586 | 10/2/2018 | VERDUGO TESTING CO., INC. | 0100 | Fees - Business, Admission,Etc | \$ 180.00 |
| 14458587 | 10/2/2018 | WESELOH CHEVROLET CO | 0100 | Materials-Vehicle Parts | \$ 78.65 |
| 14458588 | 10/2/2018 | WestEd | 0100 | Professional/Consult Svs | \$ 750.00 |
| 14458589 | 10/2/2018 | WESTBERG & WHITE, INC. | 0100 | Professional/Consult Svs | \$ 5,347.50 |
| 14458590 | 10/2/2018 | SAN DIEGO FRICTION PRODUCTS | 0100 | Materials-Vehicle Parts | \$ 1,241.43 |
| 14458591 | 10/2/2018 | WOOD, KAITLIN | 0100 | Materials And Supplies | \$ 196.20 |
| | | | | Refreshments | \$ 37.33 |
| 14459187 | 10/3/2018 | A&S Flooring | 0100 | Repairs & Maintenance | \$ 6,318.00 |
| 14459188 | 10/3/2018 | Harbottle Law Group | 0100 | Legal Expense | \$ 4,165.50 |
| 14459189 | 10/3/2018 | SOUL CHARTER SCHOOL | 0100 | Trfr To Cht Sch In Lieu Proptx | \$ 121,062.89 |
| 14459190 | 10/3/2018 | UNITED REFRIGERATION INC | 0100 | Bldg.-Repair Materials | \$ 245.35 |
| 14459191 | 10/3/2018 | Kristin Solberg | 6730 | Other Serv.& Oper.Exp. | \$ 480.00 |
| 14459192 | 10/3/2018 | B AND H PHOTO-VIDEO | 0100 | Materials And Supplies | \$ 106.81 |
| | | | | Non-Capitalized Equipment | \$ 1,103.54 |
| 14459193 | 10/3/2018 | BLICK ART MATERIALS | 0100 | Materials And Supplies | \$ 315.23 |
| 14459194 | 10/3/2018 | COMMUNITY SCHOOL OF SD, THE | 0100 | Other Contr-N.P.S. | \$ 34,420.50 |
| 14459195 | 10/3/2018 | CULVER-NEWLIN INC | 2139 | Equipment | \$ 1,532.31 |
| 14459196 | 10/3/2018 | DIGITAL SCHOOLS OF CA, LLC | 0100 | Conference,Workshop,Sem. | \$ 525.00 |
| 14459197 | 10/3/2018 | EDCO DISPOSAL CORPORATION | 0100 | Rubbish Disposal | \$ 9,546.43 |
| 14459198 | 10/3/2018 | ERICKSON-HALL CONSTRUCTION CO | 2139 | New Construction | \$ 123,892.00 |
| 14459199 | 10/3/2018 | INTERSTATE BATTERY | 0100 | Materials-Vehicle Parts | \$ 1,048.24 |
| | | | | Other Transport.Supplies | \$ 74.89 |
| 14459200 | 10/3/2018 | SSID #8626601395 | 0100 | Mediation Settlements | \$ 7,500.00 |
| 14459201 | 10/3/2018 | MATHESON TRI-GAS INC | 0100 | Materials And Supplies | \$ 870.46 |
| 14459202 | 10/3/2018 | MCCARTHY BUILDING COMPANY, INC | 2139 | New Construction | \$ 220,574.96 |
| 14459203 | 10/3/2018 | OFFICE SOLUTIONS BUSINESS | 0100 | Materials And Supplies | \$ 21.55 |
| 14459204 | 10/3/2018 | PROCURETECH | 0100 | Materials And Supplies | \$ 247.47 |
| | | | | Non-Capitalized Tech Equipment | \$ 6,555.08 |
| 14459205 | 10/3/2018 | RANCHO SANTA FE SEC SYSTEMS | 0100 | Other Serv.& Oper.Exp. | \$ 896.00 |
| | | | | Security Guard Contract | \$ 157.78 |
| 14459206 | 10/3/2018 | SAROYAN LUMBER | 0100 | Materials And Supplies | \$ 2,471.50 |
| 14459207 | 10/3/2018 | SCHOOL HEALTH CORPORATION | 0100 | Materials And Supplies | \$ 441.96 |
| 14459208 | 10/3/2018 | SHELL CAR WASH & EXPRESS LUBE | 0100 | Gasoline Supplies | \$ 270.43 |
| 14459209 | 10/3/2018 | JOHNSON CONTROLS | 0100 | Repairs & Maintenance | \$ 4,516.07 |
| 14459210 | 10/3/2018 | SOUTHWEST SCHOOL/OFFICE SUPPLY | 0100 | Materials And Supplies | \$ 180.72 |
| 14459211 | 10/3/2018 | STAPLES ADVANTAGE | 0100 | Materials And Supplies | \$ 1,616.64 |
| | | | | Office Supplies | \$ 28.12 |
| 14459212 | 10/3/2018 | TCR SERVICES | 0100 | Materials And Supplies | \$ 103.33 |
| 14459213 | 10/3/2018 | AMERICAN EXPRESS | 0100 | Other Serv.& Oper.Exp. | \$ 2,025.00 |
| 14459214 | 10/3/2018 | WAXIE SANITARY SUPPLY | 0100 | Custodial Materials | \$ 1,237.97 |
| 14459792 | 10/4/2018 | PC & MAC EXCHANGE | 0100 | Non-Capitalized Tech Equipment | \$ 570.00 |
| 14459793 | 10/4/2018 | PACIFIC PLUMBING SPECIALTIES INC | 0100 | Bldg.-Repair Materials | \$ 630.30 |
| 14459794 | 10/4/2018 | NO CTY STUDENT TRANSPORTATION | 0100 | Fld. Trips By Prv. Contr | \$ 2,837.66 |
| 14459795 | 10/4/2018 | RALPHS CUSTOMER CHARGES | 0100 | Materials And Supplies | \$ 29.25 |
| 14459796 | 10/4/2018 | SMART AND FINAL STORES CORP | 0100 | Materials And Supplies | \$ 1,262.95 |
| | | | | Refreshments | \$ 23.33 |
| 14459797 | 10/4/2018 | AMERICAN EXPRESS | 0100 | Communications-Telephone | \$ 2,282.78 |
| 14459798 | 10/4/2018 | TURF STAR INC | 0100 | Repairs & Maintenance | \$ 4,031.41 |
| 14459799 | 10/4/2018 | URBAN TREE CARE, INC. | 0100 | Other Serv.& Oper.Exp. | \$ 3,555.00 |
| 14460404 | 10/5/2018 | ECRA GROUP, INC. | 0100 | Professional/Consult Svs | \$ 1,525.10 |
| 14460405 | 10/5/2018 | ADVANCED CHEMICAL TRANSPORT | 0100 | Hazardous Waste Disposal | \$ 658.59 |
| 14460406 | 10/5/2018 | CA DEPT OF EDUCATION | 1300 | Purchases Food | \$ 378.40 |

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WARRANT REPORT FROM 10/01/18 THROUGH 10/18/18

| WARRANT NBR | DATE | VENDOR | FUND | DESCRIPTION | AMOUNT |
|-------------|-----------|--------------------------------|------|--------------------------------|--------------|
| 14460407 | 10/5/2018 | MISSION FEDERAL CREDIT UNION | 0100 | Bldg.-Repair Materials | \$ 12,682.71 |
| | | | | Custodial Materials | \$ 1,040.70 |
| | | | | Grounds Materials | \$ 2,250.46 |
| | | | | Materials And Supplies | \$ 1,060.92 |
| | | | | Materials-Vehicle Parts | \$ 2,069.99 |
| | | | | Non-Capitalized Tech Equipment | \$ 1,302.69 |
| | | | | Other Transport.Supplies | \$ 239.27 |
| | | | | Refreshments | \$ 265.04 |
| | | | | Rents & Leases | \$ 2,661.65 |
| 14460408 | 10/5/2018 | MOBILE MODULAR MANAGEMENT CORP | 2139 | New Construction | \$ 117.13 |
| 14460409 | 10/5/2018 | NO CTY STUDENT TRANSPORTATION | 0100 | Fld. Trips By Prv. Contr | \$ 8,873.21 |
| 14460411 | 10/5/2018 | SCHOOL FACILITY CONSULTANTS | 2519 | Professional/Consult Svs | \$ 3,416.25 |
| 14460412 | 10/5/2018 | STAPLES ADVANTAGE | 0100 | Printing | \$ 7,613.01 |
| 14461007 | 10/8/2018 | ANNA WEIRATHER | 0100 | Mileage | \$ 191.30 |
| 14461008 | 10/8/2018 | OXFORD UNIVERSITY PRESS | 0100 | Materials And Supplies | \$ 1,444.31 |
| 14461009 | 10/8/2018 | NANCY A. BENBOW | 0100 | Mileage | \$ 30.52 |
| 14461010 | 10/8/2018 | RYAN EDDINGFIELD | 0100 | Materials And Supplies | \$ 21.94 |
| 14461011 | 10/8/2018 | LAUREN AGUIAR | 0100 | Conference,Workshop,Sem. | \$ 21.25 |
| 14461012 | 10/8/2018 | RALF BERNARD | 0100 | Mileage | \$ 228.36 |
| 14461013 | 10/8/2018 | TIFFANY GILSON | 0100 | Materials And Supplies | \$ 52.82 |
| 14461014 | 10/8/2018 | CINDY FRAZEE | 0100 | Conference,Workshop,Sem. | \$ 585.64 |
| 14461015 | 10/8/2018 | WARD, PETER | 0100 | Athletic Post-Season Travel | \$ 652.61 |
| 14461016 | 10/8/2018 | LEISA GRACIANO | 1300 | Food Service Sales Tp | \$ 50.75 |
| 14461017 | 10/8/2018 | A1 GOLF CARS, INC | 0100 | Repairs & Maintenance | \$ 49.57 |
| 14461018 | 10/8/2018 | AT&T | 0100 | Communications-Telephone | \$ 591.19 |
| 14461019 | 10/8/2018 | AT&T | 0100 | Communications-Telephone | \$ 1,169.49 |
| 14461020 | 10/8/2018 | AT&T | 0100 | Communications-Telephone | \$ 52.88 |
| 14461021 | 10/8/2018 | A-Z BUS SALES, INC. - COLTON | 0100 | Materials-Vehicle Parts | \$ 1,255.16 |
| 14461022 | 10/8/2018 | AFFORDABLE DRAIN SERVICE INC | 0100 | Repairs & Maintenance | \$ 966.00 |
| 14461023 | 10/8/2018 | ALLIED REFRIGERATION INC. | 0100 | Bldg.-Repair Materials | \$ 396.58 |
| 14461024 | 10/8/2018 | E3 DIAGNOSTICS | 0100 | Repairs & Maintenance | \$ 1,160.00 |
| 14461025 | 10/8/2018 | RICHARD AYALA | 0100 | Mileage | \$ 68.13 |
| 14461026 | 10/8/2018 | CARMEN BLUM | 0100 | Mileage | \$ 49.05 |
| 14461027 | 10/8/2018 | BURNHAM, CATHY | 1300 | Office Supplies | \$ 94.81 |
| 14461028 | 10/8/2018 | CDW GOVERNMENT | 0100 | Non-Capitalized Tech Equipment | \$ 1,614.31 |
| 14461029 | 10/8/2018 | COX COMMUNICATIONS | 0100 | Communications-Telephone | \$ 469.31 |
| 14461030 | 10/8/2018 | KRISTINE GOTTA | 0100 | Mileage | \$ 40.98 |
| 14461031 | 10/8/2018 | NCTD | 0100 | Fees - Business, Admission,Etc | \$ 185.00 |
| 14461032 | 10/8/2018 | PIONEER DRAMA SERVICE | 0100 | Materials And Supplies | \$ 50.75 |
| 14461033 | 10/8/2018 | PROCURETECH | 0100 | Non-Capitalized Tech Equipment | \$ 1,267.14 |
| 14461034 | 10/8/2018 | PROJECT LEAD THE WAY, INC | 0100 | Materials And Supplies | \$ 339.95 |
| 14461035 | 10/8/2018 | SAN DIEGO FITNESS SERVICES | 0100 | Repairs & Maintenance | \$ 195.00 |
| 14461036 | 10/8/2018 | SAN DIEGO SCENIC TOURS, INC. | 0100 | Fld. Trips By Prv. Contr | \$ 2,238.15 |
| 14461037 | 10/8/2018 | MARITZA SANTANDER | 0100 | Conference,Workshop,Sem. | \$ 103.55 |
| 14461038 | 10/8/2018 | MARITZA SANTANDER | 0100 | Conference,Workshop,Sem. | \$ 32.70 |
| 14461039 | 10/8/2018 | SCHOOL HEALTH CORPORATION | 0100 | Materials And Supplies | \$ 1,105.86 |
| 14461040 | 10/8/2018 | SMART AND FINAL STORES CORP | 0100 | Materials And Supplies | \$ 850.08 |
| | | | | Refreshments | \$ 26.87 |
| 14461041 | 10/8/2018 | SUN DIEGO CHARTER COMPANY | 0100 | Fld. Trips By Prv. Contr | \$ 15,247.90 |
| 14461042 | 10/8/2018 | TCR SERVICES | 0100 | Materials And Supplies | \$ 589.07 |
| 14461043 | 10/8/2018 | TOP OF THE BAGEL | 1300 | Purchases Food | \$ 277.20 |
| 14461044 | 10/8/2018 | DAYNE TSUDA | 0100 | Mileage | \$ 110.64 |
| 14461045 | 10/8/2018 | ROSA VELAZQUEZ | 0100 | Conference,Workshop,Sem. | \$ 51.01 |
| 14461046 | 10/8/2018 | AMERICAN EXPRESS | 0100 | Communications-Telephone | \$ 1,286.41 |
| 14461492 | 10/9/2018 | MARTHA HUTCHINSON | 0100 | Refreshments | \$ 410.81 |
| 14461493 | 10/9/2018 | TRACY YATES | 0100 | Conference,Workshop,Sem. | \$ 1,988.40 |
| 14461494 | 10/9/2018 | TINA DOUGLAS | 0100 | Conference,Workshop,Sem. | \$ 74.12 |
| 14461495 | 10/9/2018 | AMY R. HURST | 0100 | Mileage | \$ 81.21 |
| 14461496 | 10/9/2018 | HECTOR GUTIERREZ | 0100 | Mileage | \$ 38.25 |
| 14461497 | 10/9/2018 | COLLEEN HAAS | 0100 | Mileage | \$ 4.91 |

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| WARRANT NBR | DATE | VENDOR | FUND | DESCRIPTION | AMOUNT |
|-------------|------------|--|--------------|---|----------------------------|
| 14461498 | 10/9/2018 | AMAZON CAPITAL SERVICES, INC. | 0100 | Materials And Supplies | \$ 436.97 |
| 14461499 | 10/9/2018 | DEBRA CRUSE | 0100 | Mileage | \$ 64.31 |
| 14461500 | 10/9/2018 | EN POINTE TECHNOLOGIES SALES LLC | 0100 | Repairs & Maintenance | \$ 20,525.59 |
| 14461501 | 10/9/2018 | SCOTT FROESE | 0100 | Mileage | \$ 98.65 |
| 14461502 | 10/9/2018 | OLIVENHAIN MUNICIPAL WATER DST | 0100 | Water | \$ 27,504.68 |
| 14461503 | 10/9/2018 | PROCURETECH | 0100 | Non-Capitalized Tech Equipment | \$ 833.45 |
| 14461504 | 10/9/2018 | RALPHS CUSTOMER CHARGES | 0100 | Materials And Supplies | \$ 4.98 |
| 14461505 | 10/9/2018 | SANTA FE IRRIGATION DISTRICT | 0100 | Water | \$ 241.22 |
| 14461506 | 10/9/2018 | STAPLES ADVANTAGE | 0100 | Materials And Supplies Office Supplies | \$ 1,327.08 \$ 402.48 |
| 14461507 | 10/9/2018 | AMERICAN EXPRESS | 2518 | Improvements | \$ 1,144.13 |
| 14461508 | 10/9/2018 | AMERICAN EXPRESS | 2139 | New Construction | \$ 13,169.05 |
| 14462131 | 10/10/2018 | BEACHSIDE MIRROR AND GLASS INC | 0100 | Repairs & Maintenance | \$ 1,477.97 |
| 14462132 | 10/10/2018 | ACE COOLERS INC | 0100 | Other Serv.& Oper.Exp. | \$ 350.00 |
| 14462133 | 10/10/2018 | CAMBRIDGE UNIVERSITY PRESS | 0100 | Materials And Supplies | \$ 1,447.24 |
| 14462134 | 10/10/2018 | ROBERT HALEY | 0100 | Conference,Workshop,Sem. | \$ 1,452.30 |
| 14462136 | 10/10/2018 | BERT'S OFFICE TRAILERS | 2139 | New Construction | \$ 144.39 |
| 14462137 | 10/10/2018 | CHENG & TSUI COMPANY | 0100 | Textbooks | \$ 5,222.03 |
| 14462138 | 10/10/2018 | DESIGN SCIENCE INC | 0100 | Computer Licensing | \$ 2,282.52 |
| 14462139 | 10/10/2018 | ERIC ARMIN INC | 0100 | Materials And Supplies | \$ 46.56 |
| 14462140 | 10/10/2018 | EXPLORE LEARNING | 0100 | Materials And Supplies | \$ 1,965.00 |
| 14462141 | 10/10/2018 | CORELOGIC SOLUTIONS, LLC | 0100 | Computer Licensing | \$ 257.50 |
| 14462142 | 10/10/2018 | HORIZON LIGHTING INC | 0100 | Repairs & Maintenance | \$ 6,729.43 |
| 14462143 | 10/10/2018 | J AND R KEY HARDWARE | 0100 | Materials And Supplies | \$ 159.11 |
| 14462144 | 10/10/2018 | MULTI HEALTH SYSTEMS, INC(MHS) | 0100 | Materials And Supplies | \$ 1,275.00 |
| 14462145 | 10/10/2018 | MEDCO SUPPLY CO. | 0100 | Materials And Supplies | \$ 985.68 |
| 14462146 | 10/10/2018 | MODULAR SPACE CORPORATION | 0100 | Rents & Leases | \$ 540.99 |
| 14462147 | 10/10/2018 | PROJECT LEAD THE WAY, INC | 0100 | Non-Capitalized Equipment | \$ 1,724.00 |
| 14462148 | 10/10/2018 | RANCHO SANTA FE SEC SYSTEMS | 0100 | Other Serv.& Oper.Exp. | \$ 448.00 |
| 14462149 | 10/10/2018 | S&S BAKERY INC | 1300 | Purchases Food | \$ 1,397.93 |
| 14462150 | 10/10/2018 | SAN DIEGUITO WATER DISTRICT | 0100 | Water | \$ 6,437.28 |
| 14462151 | 10/10/2018 | SHELL CAR WASH & EXPRESS LUBE | 0100 | Fuel Gasoline Supplies | \$ 113.80 \$ 220.13 |
| 14462152 | 10/10/2018 | SOL TRANSPORTATION, INC. | 0100 | Spec.Ed.Transportation | \$ 37,099.75 |
| 14462153 | 10/10/2018 | T E R I INC | 0100 | Other Contr-N.P.S. | \$ 59,161.72 |
| 14462155 | 10/10/2018 | AMERICAN EXPRESS | 0100 | Other Serv.& Oper.Exp. Rents & Leases | \$ 1,649.63 \$ 1,039.95 |
| 14462156 | 10/10/2018 | WAXIE SANITARY SUPPLY | 0100 | Custodial Materials | \$ 213.31 |
| 14462903 | 10/11/2018 | THE FRUTH GROUP, INC | 0100 | Repairs & Maintenance | \$ 690.77 |
| 14462904 | 10/11/2018 | THE FRUTH GROUP INC | 0100 | Rents & Leases | \$ 118.44 |
| 14462905 | 10/11/2018 | MIND RESEARCH INSTITUTE | 0100 | Computer Licensing | \$ 5,050.50 |
| 14462906 | 10/11/2018 | SSID #5154707632 | 0100 | Mediation Settlements | \$ 4,558.50 |
| 14462907 | 10/11/2018 | ADVANTAGE PAYROLL SERVICES | 0100 | Other Serv.& Oper.Exp. | \$ 247.64 |
| 14462908 | 10/11/2018 | APPERSON | 0100 | Materials And Supplies | \$ 1,276.56 |
| 14462909 | 10/11/2018 | BANYAN TREE EDUCATIONAL SERVICES, INC. | 0100 | Other Contr-N.P.S. | \$ 24,910.71 |
| 14462910 | 10/11/2018 | CA ASSN OF SCHOOL BUSINESS OFFICIALS | 0100 | Conference,Workshop,Sem. | \$ 700.00 |
| 14462911 | 10/11/2018 | AERIES SOFTWARE | 0100 | Conference,Workshop,Sem. | \$ 1,197.00 |
| 14462912 | 10/11/2018 | FERANDELL TENNIS COURTS INC | 0100 | Repairs & Maintenance | \$ 1,350.00 |
| 14462913 | 10/11/2018 | MELISSA HAIDER, MPT | 0100 | Professional/Consult Svs | \$ 373.75 |
| 14462914 | 10/11/2018 | P AND R PAPER SUPPLY CO. | 1300 | Purchases Supplies | \$ 3,360.24 |
| 14462915 | 10/11/2018 | SAN DIEGO CO LIBRARY | 0100 | Professional/Consult Svs | \$ 15,021.50 |
| 14462916 | 10/11/2018 | JOHNSON CONTROLS | 0100 | Bldg.-Repair Materials | \$ 5,326.88 |
| 14462917 | 10/11/2018 | SMART AND FINAL STORES CORP | 0100 1300 | Materials And Supplies Purchases Food | \$ 654.28 \$ 19.48 |
| 14462918 | 10/11/2018 | CITY OF SOLANA BEACH | 0100 | Sewer Charges | \$ 8,986.55 |
| 14462919 | 10/11/2018 | SOCO GROUP, INC. | 0100 | Fuel | \$ 31,260.27 |
| 14462920 | 10/11/2018 | SUNDANCE STAGE LINES INC | 0100 | Fld. Trips By Prv. Contr | \$ 6,873.57 |
| 14462921 | 10/11/2018 | UC REGENTS | 0100 | Professional/Consult Svs | \$ 19,091.91 |
| 14463569 | 10/12/2018 | HOFMAN PLANNING & ENGINEERING | 2139 | New Construction | \$ 882.50 |
| 14463570 | 10/12/2018 | M A Engineers Inc. | 2139 | New Construction | \$ 4,000.00 |

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| WARRANT NBR | DATE | VENDOR | FUND | DESCRIPTION | AMOUNT |
|-------------|------------|-------------------------------|------|--|--------------------------|
| 14463571 | 10/12/2018 | SSID #2173691845 | 0100 | Mediation Settlements | \$ 26,300.00 |
| 14463572 | 10/12/2018 | US BANK NATIONAL ASSOC. | 2139 | New Construction | \$ 1,094.36 |
| 14463573 | 10/12/2018 | BISSIRI STUDIO | 2519 | New Construction | \$ 3,062.50 |
| 14463574 | 10/12/2018 | EduLink Systems, Inc. | 0100 | Computer Licensing | \$ 12,800.00 |
| 14463575 | 10/12/2018 | SOLAR CARE INC | 0100 | Repairs & Maintenance | \$ 2,460.00 |
| 14463576 | 10/12/2018 | Shaw HR Consulting, Inc. | 0100 | Conference, Workshop, Sem. | \$ 349.00 |
| 14463577 | 10/12/2018 | A1 GOLF CARS, INC | 0100 | Repairs & Maintenance | \$ 1,901.60 |
| 14463578 | 10/12/2018 | ADVANCED CHEMICAL TRANSPORT | 0100 | Hazardous Waste Disposal | \$ 287.54 |
| 14463579 | 10/12/2018 | BERT'S OFFICE TRAILERS | 2139 | New Construction | \$ 300.62 |
| 14463580 | 10/12/2018 | BLUE COAST CONSULTING | 2139 | New Construction | \$ 26,232.00 |
| 14463581 | 10/12/2018 | CA AGRI CONTROL INC | 0100 | Pest Control | \$ 700.00 |
| 14463582 | 10/12/2018 | CAROLINA BIOLOGICAL SUPPLY CO | 0100 | Materials And Supplies | \$ 110.55 |
| 14463583 | 10/12/2018 | CONSULTING & INSPECTION SVCS | 2139 | Improvements New Construction | \$ 754.00 \$ 2,614.00 |
| 14463584 | 10/12/2018 | IPROMOTEU | 0100 | Materials And Supplies | \$ 3,654.70 |
| 14463585 | 10/12/2018 | DRAMATIC PUBLISHING | 0100 | Materials And Supplies | \$ 164.28 |
| 14463586 | 10/12/2018 | LDP ASSOCIATES, INC. | 0100 | Repairs & Maintenance | \$ 13,415.00 |
| 14463587 | 10/12/2018 | LIONAKIS | 2139 | New Construction | \$ 25,890.45 |
| 14463588 | 10/12/2018 | MCMaster-CARR SUPPLY CO. | 0100 | Materials And Supplies | \$ 32.02 |
| 14463589 | 10/12/2018 | MISSION LINEN SUPPLY | 0100 | Other Serv. & Oper. Exp. | \$ 114.59 |
| 14463590 | 10/12/2018 | NAPA AUTO PARTS | 0100 | Materials-Vehicle Parts Other Transport. Supplies | \$ 4,924.05 \$ 731.59 |
| 14463591 | 10/12/2018 | NEED DECALS.COM | 0100 | Materials And Supplies | \$ 1,711.20 |
| 14463592 | 10/12/2018 | NINYO & MOORE | 2519 | Improvements | \$ 844.25 |
| 14463593 | 10/12/2018 | NOVA SERVICES | 2139 | New Construction | \$ 35,678.00 |
| 14463594 | 10/12/2018 | OFFICE SOLUTIONS BUSINESS | 0100 | Materials And Supplies | \$ 21.55 |
| 14463595 | 10/12/2018 | School Specialty | 0100 | Materials And Supplies | \$ 9,919.90 |
| 14463596 | 10/12/2018 | PROCURETECH | 0100 | Non-Capitalized Tech Equipment | \$ 446.70 |
| 14463597 | 10/12/2018 | ROESLING NAKAMURA | 2139 | New Construction | \$ 8,528.00 |
| 14463598 | 10/12/2018 | SO-CAL DOMINOIDS | 1300 | Purchases Food | \$ 16,809.25 |
| 14463599 | 10/12/2018 | STAPLES ADVANTAGE | 0100 | Materials And Supplies Office Supplies | \$ 514.36 \$ 248.59 |
| 14463600 | 10/12/2018 | DEPT OF INDUSTRIAL RELATIONS | 0100 | Fees - Business, Admission, Etc | \$ 225.00 |
| 14463601 | 10/12/2018 | SUNRISE PRODUCE | 1300 | Purchases Food | \$ 10,340.25 |
| 14463602 | 10/12/2018 | PERSEUS ASSOCIATES, LLC | 0100 | Computer Licensing | \$ 400.00 |
| 14463603 | 10/12/2018 | ALBERTSONS SAFEWAY | 0100 | Materials And Supplies | \$ 250.42 |
| 14463604 | 10/12/2018 | WESELOH CHEVROLET CO | 0100 | Materials-Vehicle Parts | \$ 317.60 |
| 14464160 | 10/15/2018 | DANIELLE MACRORIE | 0100 | Mileage | \$ 120.99 |
| 14464161 | 10/15/2018 | FRANCISCO FLORES | 0100 | Other Transport. Supplies | \$ 145.45 |
| 14464162 | 10/15/2018 | MARY COURTNEY | 0100 | Mileage | \$ 79.03 |
| 14464163 | 10/15/2018 | MAKERGEAR LLC | 0100 | Materials And Supplies | \$ 125.00 |
| 14464164 | 10/15/2018 | SALLY GERVASINI | 0100 | Conference, Workshop, Sem. | \$ 1,399.38 |
| 14464165 | 10/15/2018 | RAUL LARA | 0100 | Other Transport. Supplies | \$ 145.44 |
| 14464166 | 10/15/2018 | VELASCO, JULIANNE | 0100 | Conference, Workshop, Sem. | \$ 624.96 |
| 14464167 | 10/15/2018 | DANNIS WOLIVER KELLEY | 0100 | Legal Expense | \$ 5,714.88 |
| 14464168 | 10/15/2018 | TERESITA LENCIONI | 1300 | Mileage | \$ 68.67 |
| 14464169 | 10/15/2018 | MAUL, KELLIE | 0100 | Materials And Supplies Mileage | \$ 45.46 \$ 60.50 |
| 14464170 | 10/15/2018 | Community Transition Academy | 0100 | Other Contr-N.P.S. | \$ 5,076.00 |
| 14464171 | 10/15/2018 | MIRA COSTA COLLEGE | 0100 | Bldg/Field Use-Lcc Leases And Rentals | \$ 18.00 \$ 27.00 |
| 14464172 | 10/15/2018 | JON MOORE | 0100 | Rents & Leases | \$ 47.00 |
| 14464173 | 10/15/2018 | SUSAN BOTTOMLEY | 0100 | Mileage | \$ 3.27 |
| 14464174 | 10/15/2018 | SUSAN BOTTOMLEY | 0100 | Other Serv. & Oper. Exp. | \$ 18.00 |
| 14464175 | 10/15/2018 | RITA CECIL | 0100 | Mileage | \$ 5.45 |
| 14464176 | 10/15/2018 | ADAN CERVANTES | 0100 | Mileage | \$ 5.45 |
| 14464177 | 10/15/2018 | DANA DAVIS | 0100 | Mileage | \$ 5.45 |
| 14464178 | 10/15/2018 | MARIA DIAS | 0100 | Mileage | \$ 5.45 |
| 14464179 | 10/15/2018 | FRANCISCO GURROLA | 0100 | Mileage | \$ 4.91 |
| 14464180 | 10/15/2018 | KAREN LAKE | 0100 | Mileage | \$ 5.45 |

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| WARRANT NBR | DATE | VENDOR | FUND | DESCRIPTION | AMOUNT |
|-------------|------------|--|------|--------------------------------|-----------------|
| 14464181 | 10/15/2018 | SELENA MARTINEZ | 0100 | Mileage | \$ 4.91 |
| 14464182 | 10/15/2018 | LINDA MEALY | 0100 | Mileage | \$ 5.45 |
| 14464183 | 10/15/2018 | PAIGE MOSBY | 0100 | Mileage | \$ 5.45 |
| 14464184 | 10/15/2018 | ALEXANDER MUCKLE | 0100 | Mileage | \$ 2.73 |
| 14464185 | 10/15/2018 | LOUISE GUNNARSSON | 0100 | Mileage | \$ 2.73 |
| 14464186 | 10/15/2018 | TARA MARQUARDT | 0100 | Mileage | \$ 5.45 |
| 14464187 | 10/15/2018 | AT&T | 0100 | Communications-Telephone | \$ 1,165.17 |
| 14464188 | 10/15/2018 | AT&T | 0100 | Communications-Telephone | \$ 53.86 |
| 14464189 | 10/15/2018 | AMERICAN MEDICAL RESPONSE | 0100 | Other Serv.& Oper.Exp. | \$ 300.00 |
| 14464190 | 10/15/2018 | BANYAN TREE EDUCATIONAL SERVICES, INC. | 0100 | Other Contr-N.P.S. | \$ 21,188.42 |
| 14464191 | 10/15/2018 | GUENEVERE BUTLER | 0100 | Mileage | \$ 58.86 |
| 14464192 | 10/15/2018 | CHERYL COOPER | 0100 | Mileage | \$ 33.25 |
| 14464193 | 10/15/2018 | COX COMMUNICATIONS | 0100 | Communications-Telephone | \$ 396.89 |
| 14464194 | 10/15/2018 | DEBRA CRUSE | 0100 | Mileage | \$ 84.48 |
| 14464195 | 10/15/2018 | ELIZABETH DELVAL | 0100 | Mileage | \$ 75.76 |
| 14464196 | 10/15/2018 | BRETT KILLEEN | 0100 | Mileage | \$ 92.92 |
| 14464197 | 10/15/2018 | HEATHER LUTZ | 0100 | Mileage | \$ 80.66 |
| 14464198 | 10/15/2018 | JENNIFER MAGRUDER | 0100 | Conference,Workshop,Sem. | \$ 1,459.38 |
| 14464199 | 10/15/2018 | JENNIFER MCCLUAN | 0100 | Mileage | \$ 18.53 |
| 14464200 | 10/15/2018 | NATHAN MOLINA | 0100 | Conference,Workshop,Sem. | \$ 706.66 |
| 14464201 | 10/15/2018 | Tina Peterson | 0100 | Mileage | \$ 443.63 |
| 14464202 | 10/15/2018 | XEROX CORPORATION | 0100 | Computer Licensing | \$ 7.92 |
| | | | | Copy Charges | \$ 654.09 |
| | | | | Rents & Leases | \$ 1,675.01 |
| 14464820 | 10/16/2018 | CW DRIVER LLC | 2139 | New Construction | \$ 80,788.13 |
| 14464821 | 10/16/2018 | ACCURATE SECURITY PROS, INC. | 2139 | New Construction | \$ 28,505.73 |
| 14464822 | 10/16/2018 | BALI CONSTRUCTION, INC. | 2519 | Land Improvements | \$ 67,925.00 |
| 14464823 | 10/16/2018 | 2-D STAGE LIGHTING ELECTRIC | 0100 | Repairs & Maintenance | \$ 500.00 |
| 14464824 | 10/16/2018 | APRIL MANISCALCO | 0100 | Conference,Workshop,Sem. | \$ 104.83 |
| 14464825 | 10/16/2018 | Laura Romero | 0100 | Conference,Workshop,Sem. | \$ 18.00 |
| 14464826 | 10/16/2018 | AREY JONES ED SOLUTIONS | 0100 | Non-Capitalized Tech Equipment | \$ 32,276.44 |
| 14464827 | 10/16/2018 | ATKINSON, ANDELSON, LOYA, RUUD & ROMO | 0100 | Legal Expense | \$ 13,237.88 |
| | | | | Legal Exp-Personnel | \$ 63.00 |
| 14464828 | 10/16/2018 | ERICKSON-HALL CONSTRUCTION CO | 2139 | New Construction | \$ 1,107,868.01 |
| 14464829 | 10/16/2018 | ERICKSON-HALL CONSTRUCTION CO | 2139 | New Construction | \$ 213,136.94 |
| 14464830 | 10/16/2018 | JENNIFER MCCLUAN | 0100 | Dues And Memberships | \$ 114.00 |
| 14464831 | 10/16/2018 | PACIFIC BACKFLOW, INC | 0100 | Other Serv.& Oper.Exp. | \$ 60.00 |
| 14464832 | 10/16/2018 | PICK UP STIX CATERING | 1300 | Purchases Food | \$ 9,486.40 |
| 14464833 | 10/16/2018 | RANCHO SANTA FE SEC SYSTEMS | 0100 | Other Serv.& Oper.Exp. | \$ 448.00 |
| 14464834 | 10/16/2018 | SAN DIEGO GAS & ELECTRIC CO | 0100 | Compressed Natrl Gas (Cng) | \$ 13.00 |
| | | | | Gas & Electric | \$ 175,511.48 |
| 14464835 | 10/16/2018 | SHELL CAR WASH & EXPRESS LUBE | 0100 | Gasoline Supplies | \$ 374.91 |
| 14464836 | 10/16/2018 | SIEMENS INDUSTRY, INC. | 0100 | Other Serv.& Oper.Exp. | \$ 16,950.50 |
| 14464837 | 10/16/2018 | STANDARD ELECTRONICS | 0100 | Bldg.-Repair Materials | \$ - |
| | | | | Repairs & Maintenance | \$ 795.00 |
| 14464838 | 10/16/2018 | AMERICAN EXPRESS | 0100 | Other Serv.& Oper.Exp. | \$ 1,450.97 |
| 14465522 | 10/17/2018 | Harbottle Law Group | 0100 | Legal Expense | \$ 9,275.38 |
| 14465523 | 10/17/2018 | John Sergio Fisher & Associates, Inc. | 2139 | New Construction | \$ 5,225.00 |
| 14465524 | 10/17/2018 | ECRA GROUP, INC. | 0100 | Professional/Consult Svs | \$ 9,049.33 |
| 14465525 | 10/17/2018 | Community Transition Academy | 0100 | Other Contr-N.P.S. | \$ 1,974.00 |
| 14465526 | 10/17/2018 | CHEVRON & TEXACO BUSINESS | 0100 | Fuel | \$ 95.60 |
| 14465527 | 10/17/2018 | COMMUNITY SCHOOL OF SD, THE | 0100 | Other Contr-N.P.S. | \$ 17,672.00 |
| 14465528 | 10/17/2018 | MCCARTHY BUILDING COMPANY, INC | 2139 | New Construction | \$ 1,192,821.31 |
| 14465529 | 10/17/2018 | T E R I INC | 0100 | Other Contr-N.P.S. | \$ 52,553.23 |
| 14465530 | 10/17/2018 | JUAN MANUEL ZAPATA | 0100 | Conference,Workshop,Sem. | \$ 217.25 |
| 14466141 | 10/18/2018 | UNITED TIRE CENTERS, LLC | 0100 | Repairs-Vehicles | \$ - |
| | | | | Tires | \$ 2,214.99 |
| 14466142 | 10/18/2018 | DATA DISPOSAL INC | 0100 | Other Serv.& Oper.Exp. | \$ 705.00 |
| 14466143 | 10/18/2018 | NORTHSTAR AV LLC | 0100 | Materials And Supplies | \$ 1,083.97 |
| 14466144 | 10/18/2018 | SSID #4109801220 | 0100 | Mediation Settlements | \$ 6,000.00 |

ITEM 15G

WARRANT REPORT FROM 10/01/18 THROUGH 10/18/18

| WARRANT NBR | DATE | VENDOR | FUND | DESCRIPTION | AMOUNT |
|-------------|------------|-------------------------------------|------|--------------------------|--------------|
| 14466145 | 10/18/2018 | VERITIV OPERATING COMPANY | 0100 | Duplicating Supplies | \$ 1,173.18 |
| 14466146 | 10/18/2018 | SSID #9906054985 | 0100 | Mediation Settlements | \$ 14,535.00 |
| 14466147 | 10/18/2018 | NO CTY STUDENT TRANSPORTATION | 0100 | Fld. Trips By Prv. Contr | \$ 10,626.22 |
| 14466149 | 10/18/2018 | SAN DIEGO GAS & ELECTRIC CO | 0100 | Gas & Electric | \$ 28,654.70 |
| 14466150 | 10/18/2018 | SCHOOL SERVICES OF CALIFORNIA, INC. | 0100 | Professional/Consult Svs | \$ 305.00 |
| 14466151 | 10/18/2018 | WESELOH CHEVROLET CO | 0100 | Materials-Vehicle Parts | \$ 89.56 |
| 14466152 | 10/18/2018 | AMERICAN EXPRESS | 0100 | Other Transport.Supplies | \$ - |
| | | | | Rents & Leases | \$ 150.45 |

Report Total \$ 5,392,386.73

ITEM 15G

RCF REPORT FROM 10/01/18 THROUGH 10/18/18

| CK NBR | DATE | NAME/VENDOR | DESCRIPTION | AMOUNT |
|--------|------------|-------------------|---|----------|
| 11666 | 10/03/2018 | CASBO | Conference: CASBO Navigating Your Success | 120.00 |
| 11667 | 10/09/2018 | SAN DIEGUITO UHSD | Workability, TPP, Bank Fee | 1,033.61 |
| 11668 | 10/16/2018 | MARIANNE RATHER | PETTY CASH REIMBURSEMENT | 53.79 |
| 11669 | 10/16/2018 | SUSAN WINGATE | PETTY CASH REIMBURSEMENT | 56.28 |
| 11670 | 10/16/2018 | CURTIS FILLMORE | PETTY CASH REIMBURSEMENT | 49.86 |

Report Total

1,313.54

San Dieguito Union High School District

INFORMATION REGARDING BOARD AGENDA ITEM

TO: BOARD OF TRUSTEES

DATE OF REPORT: October 11, 2018

BOARD MEETING DATE: November 1, 2018

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

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

SUBJECT: APPROVAL / RATIFICATION OF AGREEMENTS /
FACILITIES PLANNING & CONSTRUCTION

EXECUTIVE SUMMARY

The attached report summarizes four (4) agreements:

On June 8, 2017, the Board held a public hearing to receive comments regarding entering into an agreement for energy related services for implementation of energy related improvements at Carmel Valley Middle School; subsequently adopting a resolution authorizing district staff to enter into an agreement with Borrego Solar Systems, Inc., ("Borrego").

Since that date, staff has worked closely with Borrego on their proposed design to install, monitor and maintain a photovoltaic fixed tilt carport canopy structure (298 kW) in the south parking lot of the campus. These improvements will be made in conjunction with the upcoming field renovations project. The anticipated cost savings in energy consumption for the campus is 67%.

An agreement with Digital Networks Group, Inc., to provide and install low voltage cabling in the New Performing Arts Center Project at Torrey Pines High School. The services and products will be procured pursuant to District Board Policies 3310 and 3311/AR-1, Purchasing Procedures and Bids, respectively, and to ensure these policies are being followed, the Board has adopted a Resolution on May 19, 2011 authorizing contracting pursuant to cooperative bid and award documents from California Multiple Award Schedules (CMAS). CMAS offers a wide variety of commodities, non-IT services and information technology products and services at prices which have been assessed to be fair, reasonable and competitive based on best value criteria pursuant to Public Contract Code 12100.7.

An agreement is with Building Forensics International, to provide consulting services on the condition of the concrete, materials and standards of workmanship, at the Oak Crest Middle School Science Classroom Building Project.

ITEM 15H

The final agreement is with Peace Engineering, Inc., to provide LIDAR scanning and surveying services at the Oak Crest Middle School Science Classroom Building Project. LIDAR is a pulsed-laser surveying method used to make a 3D representation of the surveyed area, and is the most accurate way of surveying for slope. The purpose of this service is to determine if new areas of concrete installed at the project are ADA compliant.

RECOMMENDATION:

It is recommended that the Board approve and/or ratify the professional services contracts and authorize Tina Douglas, or Robert A. Haley to execute the agreements, as noted in the attached supplement.

FUNDING SOURCE:

As noted on the attached chart.

SAN DIEGUITO UNION HIGH SCHOOL DISTRICT**FACILITIES PLANNING & CONSTRUCTION – AGREEMENTS****Board Meeting Date: 11-1-18**

| <u>Contract Effective Dates</u> | <u>Consultant/ Vendor</u> | <u>Description of Services</u> | <u>School/ Department Budget</u> | <u>Fee Not to Exceed</u> |
|---------------------------------|---|---|--|---------------------------------------|
| 11/2/18 – Completion | Borrego Solar Systems, Inc. | For implementation of energy related improvements at Carmel Valley Middle School. | Mello-Roos Funds | \$1,063,384.06 |
| 11/2/18 – Completion | Digital Networks Group, Inc. | To provide and install low voltage cabling in the New Performing Arts Center Project at Torrey Pines High School. | Building Fund Prop 39 – Fund 21-39, Mello-Roos Funds and Other Building Fund 21-09 | \$88,686.38 |
| 10/17/18 – Completion | Building Forensics International | To provide consulting services for the Oak Crest Middle School Science Classroom Building Project. | Capital Facilities Fund 25-19 | \$4,500.00 plus reimbursable expenses |
| 10/23/18 – Completion | Peace Engineering, Inc., dba Stuart Engineering | To provide LIDAR surveying services for the Oak Crest Middle School Science Classroom Building Project. | Capital Facilities Fund 25-19 | \$5,210.00 plus reimbursable expenses |

San Dieguito Union High School District

INFORMATION REGARDING BOARD AGENDA ITEM

TO: BOARD OF TRUSTEES

DATE OF REPORT: October 18, 2018

BOARD MEETING DATE: November 1, 2018

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

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

SUBJECT: APPROVAL / RATIFICATION OF AMENDMENTS
TO PROFESSIONAL SERVICES CONTRACTS /
FACILITIES PLANNING & CONSTRUCTION

EXECUTIVE SUMMARY

The attached Professional Services Report summarizes amendment to one (1) agreement:

An agreement with BDS Engineering, Inc., to provide additional topographic survey services for the Sunset High School Campus reconstruction project.

RECOMMENDATION:

It is recommended that the Board approve and/or ratify the amendment to professional services contract and authorize Tina Douglas or Robert A. Haley to execute the agreement, as noted in the attached supplement.

FUNDING SOURCE:

As noted on the attached chart.

SAN DIEGUITO UNION HIGH SCHOOL DISTRICT

FACILITIES PLANNING & CONSTRUCTION – AMENDMENTS

Board Meeting Date: 11/1/18

| <u>Contract Effective Dates</u> | <u>Consultant/ Vendor</u> | <u>Description of Services</u> | <u>School/ Department Budget</u> | <u>Fee Not to Exceed</u> |
|---------------------------------|---------------------------|---|------------------------------------|--|
| 4/20/18 - Completion | BDS Engineering, Inc. | To amend contract CA2018-28 for land survey services at Sunset High School. | Building Fund Prop 39 – Fund 21-39 | Additional \$2,750.00 for a new total of \$22,850.00 |

San Dieguito Union High School District

INFORMATION REGARDING BOARD AGENDA ITEM

TO: BOARD OF TRUSTEES

DATE OF REPORT: October 18, 2018

BOARD MEETING DATE: November 1, 2018

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

Contracts for construction of the Oak Crest Middle School Science Classroom Quad and Site Improvements Project were awarded on June 8, 2017. The project was bid as a multi-prime project and Erickson Hall Construction Company is acting as Construction Manager.

Grading permit changes by the City of Encinitas required additional bio-filtration basins be added to the project scope, which also required added scope for the landscape and irrigation of those basins, resulting in the change order for Western Rim Constructors presented this date for approval.

Contracts for construction of the Pacific Trails Middle School 2nd Classroom Building Project were awarded on June 6, 2017; July 31, 2017 and November 29, 2017. The project was bid as a multi-prime project, with 20 trade contracts awarded and C.W. Driver acting as Construction Manager.

As the project close-out continues, staff is presenting (3) deductive change orders totaling \$84,851 for trade contracts whose scope of work has been completed and recommended for board acceptance. Combined with the (2) deductive change orders presented at the board's October 11th meeting, the total savings to date equals \$129,797 with final resolution of (15) trade packages remaining.

RECOMMENDATION:

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

ITEM 15J

1. Western Rim Constructors, Inc., Bid Package #19 Landscaping & Irrigation, Oak Crest Middle School Science Classroom Quad, Crest Hall & Site Improvements Project CB2017-17, increasing the amount by \$13,841.00 for a new total of \$410,941.00, to be expended from Building Fund Prop 39 – Fund 21-39.
2. J.G. Tate Fire Protection Systems, Inc., Bid Package #15 Fire Sprinklers, Pacific Trails Middle School 2nd Classroom Building Project CB2017-18, decreasing the amount by \$23,380.00, for a new total of \$134,941.00, extending the contract date by 77 days, to be expended from Building Fund Prop 39 – Fund 21-39, Mello-Roos Funds and State School Building Funds.
3. Buxcon Sheet Metal, Bid Package #8 Sheet Metal, Pacific Trails Middle School 2nd Classroom Building Project CB2017-18, decreasing the amount by \$30,711.00, for a new total of \$356,434.00, extending the contract date by 77 days, to be expended from Building Fund Prop 39 – Fund 21-39, Mello-Roos Funds and State School Building Funds.
4. Chambers, Inc., dba Roof Construction, Bid Package #6 Roofing, Pacific Trails Middle School 2nd Classroom Building Project CB2017-18, decreasing the amount by \$30,760.00, for a new total of \$312,604.00, extending the contract date by 77 days, 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: October 19, 2018

BOARD MEETING DATE: November 1, 2018

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

Contracts for construction of the Pacific Trails Middle School 2nd Classroom Building Project were awarded on June 6, 2017; July 31, 2017 and November 29, 2017. The project was bid as a multi-prime project, with C.W. Driver acting as Construction Manager. Three (3) contracts are presented for acceptance this date, with the work of these trade packages completed on time and under budget.

RECOMMENDATION:

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

1. Pacific Trails Middle School 2nd Classroom Building Project CB2017-18, Bid Package #15 Fire Sprinklers, contract entered into with J.G. Tate Fire Protection Systems, Inc.
2. Pacific Trails Middle School 2nd Classroom Building Project CB2017-18, Bid Package #8 Sheet Metal, contract entered into with Buxcon Sheet Metal, Inc.
3. Pacific Trails Middle School 2nd Classroom Building Project CB2018-18, Bid Package #6 Roofing, contract entered into with Chambers, Inc., dba Roof 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. J. G. Tate Fire Protections Systems, Inc.
(Name of Contractor)

3. International Fidelity Insurance Company
(Name of Surety)

4. Description of Public Work Involved Sufficient for Identification:

Pacific Trails Middle School 2nd Classroom Building Project
CB2017-18 Bid Package #15 Fire Sprinklers
5975 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
08/03/17]
] _____ November 1, 2018
] (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 1st day of November, 2018; 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

[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 November 1, 2018, of San Diego, California

Robert A. Haley

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. Buxcon Sheet Metal, Inc.
(Name of Contractor)

3. United Fire & Casualty Company
(Name of Surety)

4. Description of Public Work Involved Sufficient for Identification:

Pacific Trails Middle School 2nd Classroom Building Project
CB2017-18 Bid Package #8 Sheet Metal
5975 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
08/03/17]
] _____ November 1, 2018
] (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 1st day of November, 2018; 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

[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 November 1, 2018, of San Diego, California

Robert A. Haley

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. Chambers, Inc., dba Roof Construction
 (Name of Contractor)

3. Philadelphia Indemnity Insurance Company
 (Name of Surety)

4. Description of Public Work Involved Sufficient for Identification:

Pacific Trails Middle School 2nd Classroom Building Project
 CB2017-18 Bid Package #6 Roofing
 5975 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
 08/03/17]
]
] _____ November 1, 2018
] (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 1st day of November, 2018; 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

[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 November 1, 2018, of San Diego, California

 Robert A. Haley

San Dieguito Union High School District

INFORMATION REGARDING BOARD AGENDA ITEM

TO: BOARD OF TRUSTEES

DATE OF REPORT: October 23, 2018

BOARD MEETING DATE: November 1, 2018

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

SUBJECT: ESTABLISHMENT OF DATE OF ORGANIZATIONAL MEETING, DECEMBER 13, 2018

EXECUTIVE SUMMARY

According to Education Code sections 35143 and 72000(c)(2), all Governing Boards shall hold an annual organizational meeting for the purpose of establishing future meeting dates and electing officers. This meeting must be held on a date between December 7 and December 21, 2018. The outcome of said meeting is then reported to the County Office of Education within a specific window of time.

RECOMMENDATION:

It is recommended that the Board establish December 13, 2018 as the date for the Organizational Board Meeting, as shown in the attached supplement.

FUNDING SOURCE:

Not applicable

**NOTICE OF DECEMBER 2018
ORGANIZATIONAL MEETING OF THE GOVERNING BOARD**

Complete and submit no later than **Nov. 21, 2018**, to:

Aaron McCalmont
Legal Services, Room 609
San Diego County Office of Education
Email: aaron.mccalmont@sdcoe.net
Fax: 858-541-0697

School/Community College District: San Dieguito Union High School

Date of Organizational Meeting: December 13, 2018
(Date between Dec. 7 and Dec. 21 inclusive)

Time of Meeting: 6:30 pm

Clerk/Secretary to the Governing Board

Date

San Dieguito Union High School District

INFORMATION REGARDING BOARD AGENDA ITEM

TO: BOARD OF TRUSTEES

DATE OF REPORT: October 25, 2018

BOARD MEETING DATE: November 1, 2018

PREPARED BY: Marley Nelms, Director Nutrition Services
Tina Douglas, Associate Superintendent,
Business Services

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

SUBJECT: **ADOPTION OF PROPOSED REVISED BOARD
POLICIES #3551 AND #5030**

EXECUTIVE SUMMARY

Nutrition Services Board Policies #3551, "Food Service Operations Cafeteria Fund" and #5030, "Federal Mandate for Wellness Policy", were brought to the Board for review/1st read at the October 11, 2018 board meeting and are currently being brought back for adoption. Language and content has been updated to reflect alignments with CSBA recommendations.

| Current Policy Number | New Policy Number | Title | Comments |
|-----------------------|-------------------|--|--|
| 3551 BP | | Food Service Operations/ Cafeteria Fund | Last revised on 9-14-17. Revisions include updates to align with CSBA recommendations. |
| 5030 BP | | Federal Mandate for Wellness Policy | Last revised on 6-27-06. Revisions include updates to align with CSBA recommendations. |

RECOMMENDATION:

It is recommended that the Board adopt the following proposed revised board policies, as shown in the attached supplements.

- A. BP #3551, FOOD SERVICE OPERATIONS/CAFETERIA FUND (REVISED)
- B. BP #5030, FEDERAL MANDATE FOR WELLNESS POLICY (REVISED)

FUNDING SOURCE:

Not Applicable.

BUSINESS

3551

~~NUTRITION SERVICES~~ FOOD SERVICE OPERATIONS/CAFETERIA FUND

The Governing Board intends that school nutrition services program shall be self-supporting, nonprofit program. To ensure program quality and increase cost effectiveness, the Superintendent or designee shall centralize and direct the purchasing of foods and supplies, the planning of menus, and the auditing of all food service accounts for the district.

The Superintendent or designee shall ensure that all food service personnel possess the required qualifications and receive ongoing professional development related to the effective management and implementation of the district's food service program in accordance with law.

At least once each year, food service administrators, other appropriate personnel who conduct or oversee administrative procedures, and other food service personnel shall receive training provided by the California Department of Education (CDE).

MEAL SALES

Meals may be sold to students, district employees, Board members, and employees or members of the fund or association maintaining the cafeteria.

In addition, meals may be sold to nonstudents, including parents/guardians, volunteers, students' siblings, or other individuals, who are on campus for a legitimate purpose. Any meals served to nonstudents shall not be subsidized by federal or state reimbursements, food service revenues, or U.S. Department of Agriculture (USDA) foods.

Meal prices, as recommended by the Superintendent or designee and approved by the Board, shall be based on the costs of providing food services and consistent with Education Code 38084 and 42 USC 1760.

~~Students who are enrolled in the free or reduced-price meal program shall receive meals free of charge or at a reduced price in accordance with law, Board policy, and administrative regulation. Such students shall not be overtly identified or treated differently from other students.~~

The Superintendent or designee shall establish strategies and procedures for the collection of meal payments, including delinquent meal payments. ~~Such procedures, and shall clearly communicate these procedures and related district policies to students and parents/guardians. The procedures adopted by the Superintendent or designee shall conform with 2 CFR 200.426 and any applicable CDE guidance.~~ **The Superintendent or designee shall clearly communicate these procedures to students and parents/guardians, and shall make this policy and the accompanying administrative regulation available to the public.**

~~The Superintendent or designee shall ensure that a student whose parent/guardian has unpaid school meal fees is not, and shall not overtly identified, shamed, treated differently, or served a meal that differs from the meal served to other students. students with unrecovered or delinquent debt or treat them differently than other students.~~

Students who are enrolled in the free or reduced-price meal program shall receive meals free of charge or at a reduced price in accordance with law, Board policy, and administrative regulation. Such students shall not be overtly identified or treated differently from other students.

CAFETERIA FUND

The Superintendent or designee shall establish a cafeteria fund independent of the district's general fund.

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~~All proceeds from food sales and other services offered in the Nutrition Services Department shall be deposited in the cafeteria fund as provided by law.~~

~~The cafeteria fund shall be used only for Board-authorized expenditures necessary for the operation of school cafeterias. These expenditures may include, but are not limited to expenditures for lease, purchase or installation of additional cafeteria equipment; vending machines and their installation and housing; computer equipment and related software; and the lease or purchase of vehicles used primarily in connection with centralized food service.~~

~~The District may alter the economic structures in place to encourage healthy eating by pupils and reduce dependency on generating profits for the school from the sale of unhealthy foods.~~

~~The District and Nutrition Services will work collaboratively to develop a financing plan to implement Nutrition Services policies.~~

The wages, salaries and benefits of nutrition services employees shall be paid from the cafeteria fund.

The Superintendent or designee shall ensure that state and federal funds provided through school meal programs are allocated only for purposes related to the operation or improvement of food services and reasonable and necessary indirect program costs as allowed by law.

CONTRACTS WITH OUTSIDE SERVICES

With Board approval, the district may enter into a contract for food service consulting services or management services in one or more district schools.

PROCUREMENT OF FOODS, EQUIPMENT AND SUPPLIES

To the maximum extent practicable, foods purchased for use in school meals by the district or by any entity purchasing food on its behalf shall be domestic commodities or products. Domestic commodity or product means an agricultural commodity that is produced in the United States and a food product that is processed in the United States substantially using agricultural commodities that are produced in the United States.

A nondomestic food product may be purchased for use in the district's food service program only as a last resort when the product is not produced or manufactured in the United States in sufficient and reasonable quantities of a satisfactory quality, or when competitive bids reveal the costs of a United States product are significantly higher than the nondomestic product. In such cases, the Superintendent or designee shall retain documentation justifying the ~~exception.~~ **use of the exception.**

Furthermore, the district shall accept a bid or price for an agricultural product grown in California before accepting a bid or price for an agricultural product grown outside the state, if the quality of the California-grown product is comparable and the bid or price does not exceed the lowest bid or price of a product produced outside the state.

Bid solicitations and awards for purchases of equipment, materials, or supplies in support of the district's child nutrition program, or for contracts awarded pursuant to Public Contract Code 2000, shall be consistent with the federal procurement standards in 2 CFR 200.318-200.326. Awards shall be let to the most responsive and responsible party. Price shall be the primary consideration, but not the only determining factor, in making such an award.

BUSINESS**3551****PROGRAM MONITORING AND EVALUATION**

The Superintendent or designee shall present to the Board, at least annually, financial reports regarding revenues and expenditures related to the food service program.

The Superintendent or designee shall provide all necessary documentation required for the Administrative Review conducted by the CDE to ensure compliance of the district's food service program with federal requirements related to maintenance of the nonprofit school food service account, meal charges, paid lunch equity, revenue from non-program goods, indirect costs, and USDA foods.

LEGAL REFERENCE:**EDUCATION CODE**

| | |
|---------------|--|
| 38080-38086 | Cafeteria, establishment and use |
| 38090-38095 | Cafeterias, funds and accounts |
| 38100-38103 | Cafeterias, allocation of charges |
| 42646 | Alternate payroll procedure |
| 45103.5 | Contracts for management consulting services; restrictions |
| 49490-49493 | School breakfast and lunch programs |
| 49500-49505 | School meals for pupils |
| 49554 | Contract for services |
| 49550-49562.5 | Meals for needy students |
| 49580-49581 | Food recovery program |

FOOD AND AGRICULTURE CODE

| | |
|-------|---|
| 58595 | Preference for California-grown agricultural products |
|-------|---|

HEALTH AND SAFETY CODE

| | |
|---------------|-----------------------------|
| 113700-114437 | California Retail Food Code |
|---------------|-----------------------------|

PUBLIC CONTRACT CODE

| | |
|-----------|--------------------|
| 2000-2002 | Responsive bidders |
| 20111 | Contracts |

CODE OF REGULATIONS, TITLE 5

| | |
|-------------|-------------------------------------|
| 15550-15565 | School lunch and breakfast programs |
|-------------|-------------------------------------|

UNITED STATES CODE, TITLE 42

| | |
|------------|-----------------------------|
| 1751-1769j | School lunch programs |
| 1771-1791 | Child nutrition, including: |
| 1773 | School breakfast program |

CODE OF FEDERAL REGULATIONS, TITLE 2

| | |
|------------------|----------------------------|
| 200.56 | Indirect costs, definition |
| 200.318-200.326 | Procurement standards |
| 200.400-200.475 | Cost principles |
| 200 Appendix VII | Indirect cost proposals |

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CODE OF FEDERAL REGULATIONS, TITLE 7

| | |
|--------------|-----------------------------------|
| 210.1-210.31 | National School Lunch Program |
| 220.1-220.21 | National School Breakfast Program |
| 250.1-250.70 | USDA foods |

STUDENTS**5030****FEDERAL MANDATE FOR WELLNESS POLICY STUDENT WELLNESS**

The ~~Governing Board of Trustees~~ recognizes the link between student health and learning and desires to provide a comprehensive program ~~to promoting e student healthy eating, and physical activity and wellness~~ for district students. The Superintendent or designee shall coordinate and align district efforts to support student wellness through health education, physical education and activity, health services, nutrition services, psychological and counseling services, and a safe and healthy school environment. In addition, the Superintendent or designee, shall develop strategies for promoting staff wellness and for involving parents/guardians and the community in reinforcing students' understanding and appreciation of the importance of a healthy lifestyle. ~~It is the Board's desire to encourage and facilitate programs that enhance student health. The policy includes the following:~~

- ~~1. Nutrition education goals.~~
- ~~2. Physical education goals and other school based activities designed to promote student wellness.~~
- ~~3. Nutrition guidelines for all food available on each school campus, with the objective of promoting student health and reducing childhood obesity.~~
- ~~4. Assurances that the District's guidelines for reimbursable school meals will not be less restrictive than federal regulations.~~
- ~~5. Implementation and ongoing evaluation of wellness program.~~

~~The Board shall involve parents/guardians, students, and school personnel in the development, implementation and monitoring of the District wellness policy. The District Parent Curriculum Advisory Council and the District Physical Education Academic Committee, the Life Skills Academic Committee and Coordinating Council shall be involved in the development, implementation and monitoring of the wellness policy.~~

The Superintendent or designee shall encourage parents/guardians, students, food service employees, physical education teachers, school health professionals, Board members, school administrators, stakeholders, and members of the public to participate in the development, implementation, and periodic review and update of the district's student wellness policy.

GOALS FOR NUTRITION, PHYSICAL ACTIVITY, AND OTHER WELLNESS ACTIVITIES

The Board shall adopt specific goals for nutrition promotion and education, physical activity, and other school-based activities that promote student wellness. In developing such goals, the Board shall review and consider evidence-based strategies and techniques.

The district's nutrition education and physical education programs shall be based on research, shall be consistent with the expectations established in the state's curriculum frameworks and content standards, and shall be designed to build the skills and knowledge that all students need to maintain a healthy lifestyle.

The nutrition education program shall include, but is not limited to, information about the benefits of healthy eating for learning, disease prevention, weight management, and oral health. Nutrition education shall be provided as part of the health education program and, as appropriate, shall be integrated into other academic subjects in the regular educational program, before- and after-school programs, and summer learning programs.

All students shall be provided opportunities to be physically active on a regular basis. Opportunities for

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moderate to vigorous physical activity shall be provided through physical education and may also be provided through school athletic programs, extracurricular programs, before- and after-school programs, summer learning programs, programs encouraging students to walk or bicycle to and from school, in-class physical activity breaks, and other structured and unstructured activities.

The Board may enter into a joint use agreement or memorandum of understanding to make district facilities or grounds available for recreational or sports activities outside the school day and/or to use community facilities to expand students' access to opportunity for physical activity.

Professional development may be regularly offered to the nutrition program director, managers, and staff, as well as health education teachers, physical education teachers, coaches, activity supervisors, and other staff as appropriate to enhance their knowledge and skills related to student health and wellness.

In order to ensure that students have access to comprehensive health services, the district may provide access to health services at or near district schools and/or may provide referrals to community resources.

The Board recognizes that a safe, positive school environment is also conducive to students' physical and mental health and thus prohibits bullying and harassment of all students, including bullying on the basis of weight or health condition.

The Superintendent or designee shall encourage staff to serve as positive role models for healthy eating and physical fitness. He/she shall promote work-site wellness programs and may provide opportunities for regular physical activity among employees.

NUTRITION GUIDELINES FOR ALL FOODS AVAILABLE AT SCHOOL

For all foods and beverages available on each campus during the school day, the district shall adopt nutrition guidelines which are consistent with 42 USC 1758, 1766, 1773, and 1779 and state and federal regulations and which support the objectives of promoting student health and reducing childhood obesity.

In order to maximize the district's ability to provide nutritious meals and snacks, all district schools shall participate in available federal school nutrition programs, including the National School Lunch and School Breakfast Programs and after-school snack programs, to the extent possible. When approved by the California Department of Education, the district may sponsor a summer meal program.

The Superintendent or designee shall provide access to free, potable water in the food service area during meal times in accordance with Education Code 38086 and 42 USC 1758, and shall encourage students' consumption of water by educating them about the health benefits of water and by serving water in an appealing manner.

The Board believes that all foods and beverages sold to students at district schools, including those available outside the district's reimbursable food services program, should support the health curriculum and promote optimal health. Nutrition standards adopted by the district for foods and beverages provided through student stores, vending machines, or other venues shall meet or exceed state and federal nutrition standards.

The Superintendent or designee shall require school organizations to use healthy food items that meet or exceed state and federal nutrition standards or other non-food items for fundraising purposes.

He/she also shall encourage school staff to avoid the use of non-nutritious foods as a reward for students' academic performance, accomplishments, or classroom behavior.

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School staff shall encourage parents/guardians or other volunteers to support the district's nutrition education program by considering nutritional quality when selecting any snacks which they may donate for occasional class parties. Class parties or celebrations shall be held after the lunch period when possible.

To reinforce the district's nutrition education program, the Board prohibits the marketing and advertising of foods and beverages that do not meet nutrition standards for the sale of foods and beverages on campus during the school day.

PROGRAM IMPLEMENTATION AND EVALUATION

The Superintendent designates the individual(s) identified below as the individual(s) responsible for ensuring that each school site complies with the district's wellness policy.

Marley Nelms, Director, Nutrition Services
760-753-6241 ext 3425
marley.nelms@sduhsd.net

The Superintendent or designee shall assess the implementation and effectiveness of this policy at least once every three years, with the first assessment report completed no later than June 30, 2020.

The assessment shall include the extent to which district schools are in compliance with this policy, the extent to which this policy compares to model wellness policies available from the U.S. Department of Agriculture, and a description of the progress made in attaining the goals of the wellness policy.

The Superintendent or designee shall invite feedback on district and school wellness activities from food service personnel, school administrators, the Student Wellness council, parents/guardians, students, teachers, before- and after-school program staff, and/or other appropriate persons.

The Board and the Superintendent or designee shall establish indicators that will be used to measure the implementation and effectiveness of the district activities related to student wellness. Such indicators may include, but are not limited to:

1. Descriptions of the district's nutrition education, physical education, and health education curricula and the extent to which they align with state academic content standards and legal requirements
2. An analysis of the nutritional content of school meals and snacks served in all district programs, based on a sample of menus and production records
3. Student participation rates in all school meal and/or snack programs, including the number of students enrolled in the free and reduced-price meals program compared to the number of students eligible for that program
4. Extent to which foods and beverages sold on campus outside the food services program, such as through vending machines, student stores, or fundraisers, comply with nutrition standards
5. Extent to which other foods and beverages that are available on campus during the school day, such as foods and beverages for classroom parties, school celebrations, and rewards/incentives, comply with nutrition standards
6. Results of the state's physical fitness test at applicable grade levels
7. Number of minutes of physical education offered at each grade span, and the estimated percentage of class time spent in moderate to vigorous physical activity
8. A description of district efforts to provide additional opportunities for physical activity outside of the physical education program

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9. A description of other districtwide or school-based wellness activities offered, including the number of sites and/or students participating, as appropriate

As feasible, the assessment report may include a comparison of results across multiple years, a comparison of district data with county, statewide, or national data, and/or a comparison of wellness data with other student outcomes such as academic indicators or student discipline rates.

In addition, the Superintendent or designee shall prepare and maintain the proper documentation and records needed for the administrative review of the district's wellness policy conducted by the California Department of Education (CDE) every three years.

The assessment results of both the district and state evaluations shall be submitted to the Board for the purposes of evaluating policy and practice, recognizing accomplishments, and making policy adjustments as needed to focus district resources and efforts on actions that are most likely to make a positive impact on student health and achievement.

NOTIFICATIONS

The Superintendent or designee shall inform the public about the content and implementation of the district's wellness policy and shall make the policy, and any updates to the policy, available the public on an annual basis. He/she shall also inform the public of the district's progress towards meeting the goals of the wellness policy, including the availability of the triennial district assessment.

The Superintendent or designee shall distribute this information through the most effective methods of communication, including district or school newsletters, handouts, parent/guardian meetings, district and school web sites, and other communications. Outreach to parents/guardians shall emphasize the relationship between student health and wellness and academic performance.

RECORDS

The Superintendent or designee shall retain records that document compliance with 7 CFR 210.31, including, but not limited to, the written student wellness policy, documentation of the triennial assessment of the wellness policy for each school site, and documentation demonstrating compliance with the community involvement requirements, including requirements to make the policy and assessment results available to the public.

NON-DISCRIMINATION STATEMENT

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877 - 8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](http://www.ascr.usda.gov/complaint_filing_cust.html), (AD - 3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any

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USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632 - 9992. Submit your completed form or letter to USDA by:

- (1) mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250 - 9410;
- (2) fax: (202) 690 - 7442; or
- (3) email: program.intake@usda.gov.

This institution is an equal opportunity provider.

LEGAL REFERENCE:**EDUCATION CODE**

| | |
|-----------------|--|
| 33350-33354 | CDE responsibilities re: physical education |
| 38086 | Free fresh drinking water |
| 49430-49434 | Pupil Nutrition, Health, and Achievement Act of 2001 |
| 49490-49494 | School breakfast and lunch programs |
| 49500-49505 | School meals |
| 49510-49520 | Nutrition |
| 49530-49536 | Child Nutrition Act |
| 49540-49546 | Child care food program |
| 49547-49548.3 | Comprehensive nutrition services |
| 49550-49562 | Meals for needy students |
| 49565-49565.8 | California Fresh Start pilot program |
| 49570 | National School Lunch Act |
| 51210 | Course of study, grades 1-6 |
| 51210.1-51210.2 | Physical education, grades 1-6 |
| 51210.4 | Nutrition education |
| 51220 | Course of study, grades 7-12 |
| 51222 | Physical education |
| 51223 | Physical education, elementary schools |
| 51795-51798 | School instructional gardens |
| 51880-51921 | Comprehensive health education |

CODE OF REGULATIONS, TITLE 5

| | |
|-------------|-------------------------------------|
| 15500-15501 | Food sales by student organizations |
| 15510 | Mandatory meals for needy students |
| 15530-15535 | Nutrition education |
| 15550-15565 | School lunch and breakfast programs |

UNITED STATES CODE, TITLE 42

| | |
|------------|--|
| 1751-1769j | National School Lunch Program, especially: |
| 1758b | Local wellness policy |

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| | |
|-----------|--|
| 1771-1793 | Child Nutrition Act, especially: |
| 1773 | School Breakfast Program |
| 1779 | Rules and regulations, Child Nutrition Act |

CODE OF FEDERAL REGULATIONS, TITLE 7

| | |
|--------------|--|
| 210.1-210.33 | National School Lunch Program, especially: |
| 210.31 | Wellness policy |
| 220.1-220.22 | National School Breakfast Program |

COURT DECISIONS

Frazer v. Dixon Unified School District, (1993) 18 Cal.App.4th 781

Management Resources:**CSBA PUBLICATIONS**

Integrating Physical Activity into the School Day, Governance Brief, April 2016
 Increasing Access to Drinking Water in Schools, Policy Brief, April 2013
 Monitoring for Success: A Guide for Assessing and Strengthening Student Wellness Policies, rev. 2012
 Nutrition Standards for Schools: Implications for Student Wellness, Policy Brief, rev. April 2012
 Student Wellness: A Healthy Food and Physical Activity Policy Resource Guide, rev. 2012
 Physical Activity and Physical Education in California Schools, Research Brief, April 2010
 Building Healthy Communities: A School Leader's Guide to Collaboration and Community Engagement, 2009
 Safe Routes to School: Program and Policy Strategies for School Districts, Policy Brief, 2009
 Physical Education and California Schools, Policy Brief, rev. October 2007
 School-Based Marketing of Foods and Beverages: Policy Implications for School Boards, Policy Brief, March 2006

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

Physical Education Framework for California Public Schools, Kindergarten Through Grade Twelve, 2009
 Health Framework for California Public Schools, Kindergarten Through Grade Twelve, 2003

CALIFORNIA PROJECT LEAN PUBLICATIONS

Policy in Action: A Guide to Implementing Your Local School Wellness Policy, October 2006

CENTER FOR COLLABORATIVE SOLUTIONS

Changing Lives, Saving Lives: A Step-by-Step Guide to Developing Exemplary Practices in Healthy Eating, Physical Activity and Food Security in Afterschool Programs, January 2015

CENTERS FOR DISEASE CONTROL AND PREVENTION PUBLICATIONS

School Health Index for Physical Activity and Healthy Eating: A Self-Assessment and Planning Guide, rev. 2012

FEDERAL REGISTER

Rules and Regulations, July 29, 2016, Vol. 81, Number 146, pages 50151-50170

NATIONAL ASSOCIATION OF STATE BOARDS OF EDUCATION PUBLICATIONS

Fit, Healthy and Ready to Learn, rev. 2012

U.S. DEPARTMENT OF AGRICULTURE PUBLICATIONS

Dietary Guidelines for Americans, 2016

San Dieguito Union High School District

INFORMATION REGARDING BOARD AGENDA ITEM

TO: BOARD OF TRUSTEES

DATE OF REPORT: October 19, 2018

BOARD MEETING DATE: November 1, 2018

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

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

SUBJECT: **ADOPTION OF RESOLUTION / TO ADOPT REVISED
BEST VALUE PROCEDURES AND GUIDELINES IN
COMPLIANCE WITH ED CODE §17406**

EXECUTIVE SUMMARY

Lease/Leaseback projects are constructed pursuant to the provisions set forth in Education Code Section 17406, which authorizes school district governing boards to lease property currently owned by a school district to any person, firm, or corporation for a minimum of \$1 per year as long as such lease requires the other party to construct (or provide for the construction) of a building or buildings upon the subject property and that title to the subject property and the buildings vest in the school district at the expiration of the lease.

On December 14, 2017, the board adopted a resolution adopting best value procedures and guidelines in compliance with Education Code Section 17406, which included the requirement that instruments by which the property is leased are awarded based on a competitive solicitation process to the proposer providing the best value to the District.

Since that date, the District's evaluation committee members identified additional areas it wished to evaluate and score, and other areas where the scoring should be modified. The revised best value procedures and guidelines submitted this date will allow for evaluating more fully, prospective builders and their ability to deliver projects on time and on budget.

Administration, staff, and district counsel have reviewed the revised procedures, guidelines and criteria and are recommending the board adopt the attached Resolution.

RECOMMENDATION:

It is recommended that the board adopt the attached Resolution to Adopt Revised Best Value Procedures and Guidelines in Compliance with Ed Code § 17406.

FUNDING SOURCE:

Not Applicable.

**RESOLUTION OF THE BOARD OF TRUSTEES OF THE
SAN DIEGUITO UNION HIGH SCHOOL DISTRICT TO
ADOPT REVISED BEST VALUE PROCEDURES AND GUIDELINES IN
COMPLIANCE WITH EDUCATION CODE SECTION 17406**

ON MOTION of Member _____, seconded by Member _____, the governing board of the San Dieguito Union High School District (the “District”) hereby resolves as follows:

WHEREAS, the District desires to undertake lease-leaseback projects (“LLB Projects”) in accordance with applicable law; and

WHEREAS, Education Code §17406 authorizes the governing board of a school district to let real property that belongs to the school district if the instrument by which the property is let requires the lessee therein to construct or provide for the construction of a building or buildings for use of the school district during the term of the lease and provides that title to that building shall vest in the school district at the expiration of the term; and

WHEREAS, the instrument created to let the property shall be awarded based on a competitive solicitation process to the proposer providing the best value to the school district, taking into consideration the proposer’s demonstrated competence and professional qualifications necessary for the satisfactory performance of the services required; and

WHEREAS, on December 14, 2017, this board approved, passed and adopted the Resolution To Adopt Best Value Procedures And Guidelines In Compliance With Education Code Section 17406 to undertake lease-leaseback projects; and

WHEREAS, staff has modified the Best Value Methodology previously adopted to better evaluate the qualifications of proposers for the District’s LLB Projects, attached hereto as Exhibit A and incorporated into this Resolution; and

WHEREAS, the District desires to adopt and publish the Revised Best Value Procedures And Guidelines In Compliance With Education Code Section 17406.

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of the San Dieguito Union High School District as follows:

1. The Best Value Methodology attached hereto is hereby adopted and published pursuant to Education Code §17406.

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2. The District Superintendent or his or her designee is hereby further authorized to implement Best Value Methodology when evaluating the qualification of proposers when awarding contracts for its LLB Projects and to take any action which is necessary to carry out, give effect to, and comply with the terms and intent of this Resolution.

APPROVED, PASSED AND ADOPTED this 1st day of November, 2018, by the following vote of the Board of Trustees of the San Dieguito Union High School District.

AYES:

NOES:

ABSTAIN:

ABSENT:

ATTEST:

Joyce Dalessandro
Clerk of the Board of Trustees

Beth Hergesheimer
President of the Board of Trustees

EXHIBIT A
BEST VALUE METHODOLOGY FOR LEASE-LEASEBACK PROJECTS

PROCEDURE FOR SOLICITING PROPOSALS

The District shall prepare requests for sealed proposals (“RFP”) from qualified proposers wishing to participate in lease-leaseback construction delivery projects. Sealed responses will be required to be delivered to the District on the date and time so indicated in the RFP. The RFP will contain the following elements:

1. An estimate of the price of the project; and
2. If pre-construction services are solicited, a clear, precise description of the preconstruction services that may be required will be included; and
3. A clear, precise description of the facilities to be constructed; and
4. The key elements of the instrument to be awarded; and
5. A description of the format that proposers shall follow, and the elements the proposals shall contain; and
6. The standards by which the District will evaluate proposals; and
7. The date on which the proposals are due; and
8. The timetable which the District will follow in reviewing and evaluating proposals.
9. The District shall give notice of the RFP by publishing the notice in the manner of notice provided in Public Contract Code § 20112 and in a trade paper of general circulation published San Diego County with the latest notice published at least ten (10) days before the date for receipt of the proposals; and
10. In order to submit a proposal, a proposer shall be prequalified in accordance with subdivisions (b) to (m), inclusive, of Public Contract Code § 20111.6; and
11. If used, electrical, mechanical, and plumbing subcontractors shall be subject to the same prequalification requirements for prospective bidders described in subdivisions (b) to (m), inclusive, of Section 20111.6 of the Public Contract Code, including the requirement for the completion and submission of a standardized prequalification questionnaire and financial statement that is verified under oath and is not a public record.

CONTENTS OF REQUESTS FOR PROPOSALS

1. The RFP shall identify all criteria the District will consider in evaluating the proposals and qualifications of the proposers, including relevant experience, safety record, price proposal, and other factors specified by the District.
2. The price portion of the proposal shall include, at the District’s discretion, either a lump-sum price for the instrument to be awarded or the proposer’s proposed fee to perform the services requested, including the proposer’s proposed fee to perform preconstruction services or any other work related to the facilities to be constructed, as requested by the District for the project.
3. The RFP shall specify whether each criterion will be evaluated pass-fail or will be scored as part of the best value score, and whether proposers must achieve any minimum qualification score for award of the instrument under this section. If minimum qualifications are required, the minimums will be published in the RFP.

ITEM 18 REVISED
(Page 96 only)**METHODOLOGY AND WEIGHTING SYSTEM**

For each scored criterion, the District shall identify the methodology and rating or weighting system that will be used by it in evaluating the criterion, including the weight assigned to the criterion and any minimum acceptable score. The District's rating system includes the following criteria:

| CRITERIA ITEM | EXPLANATION | MAXIMUM POINTS |
|---|---|-----------------------|
| Bonding Capacity | Must Have Single Project Bonding Capacity of 4 Times Construction Estimate. | Pass/Fail |
| Pre-Qualification Score | Based on District's 3 rd Party Pre-qualification System. | Pass/Fail |
| Locality | If proximity to District's Facilities Planning & Construction Office is within 20 road miles. | 5 |
| Conformance | SOQ/P conforms to RFQ/P. | 10 |
| Logistics Plan | Proposed detailed logistics plan. Address student/staff safety; campus circulation. | 30 |
| Schedule | Proposed detailed construction schedule. | 20 |
| Performance | References from last 3 jobs; stop notice history (list jobs where 10% of subcontractor costs received stop notices; if so, how resolved). | 30 |
| Compliance | License, DIR, insurance, EMR, trade contractors bid approach, skilled & trained workforce, certified payroll. | 10 |
| Disputes | Contract, termination for cause, debarment, litigation, violations, deficiency concealment, falsification, disregard. | 10 |
| Price | | 30 |
| No Exception | If no exceptions are taken to form of agreement. | 5 |
| Base Score | Maximum Possible | 150 |
| Top 3 Scored Proposers Invited to Interview | Up to 3 firms interviewed based on aggregate base score of 100. | |
| Interview | Mandatory attendance by proposed team including Project Manager, Project Engineer, Project Executive, Superintendent. | 50 |
| TOTAL / BEST VALUE | Total Possible Points | 200 |

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1. Bonding Capacity requirement is pass/fail. If the proposer does not have a single project bonding capacity of 4 times the construction estimate, the proposal will be rejected as non-responsive/non-responsible.
2. All proposers submitting a response to RFP's for Lease/Leaseback must be prequalified with the District in accordance with Public Contract Code §20111.6. The District is not responsible for late submissions, incomplete prequalification packets, or failure of proposers to prequalify prior to the statutory deadline.

EVALUATION AND AWARD

Proposals shall be evaluated and the instrument(s) for project(s) shall be awarded in the following manner:

1. All proposals received shall be reviewed to determine those that meet the format requirements and the standards specified in the RFP and are responsive and responsible.
2. The District's evaluation committee shall evaluate the qualifications of the responsive/responsible proposers based upon the criteria and evaluation methodology set forth in the RFP, and shall assign a Base Score to each proposal. Once the evaluation is complete, an aggregate score shall be computed and all responsive proposals shall be ranked from the highest best value to the lowest best value to the District.
3. Up to 3 will be invited to interview provided the proposers have received an aggregate minimum score of 100 points. If less than 3 proposers have received a minimum score of 100 points, the District reserves the right to interview only those firms scoring 100 points or more, or to reject all SOQ/P's. The interview points will be added to the Base Score for a total Best Value Score. The highest score will be ranked 1; the second highest score will be ranked 2, and the third highest score, if 3 firms are interviewed, will be ranked 3.
4. The Board of Trustees shall award the instrument for the project to the responsive proposer whose proposal is determined in writing by the District Board, based on the criteria established, to be the Best Value to the District.
5. If the selected proposer refuses or fails to execute the tendered instrument (proposed contract), the Board of Trustees may award the instrument to the proposer with the second highest Best Value Score if the Board of Trustees deems it to be in the best interest of the District. If the second selected proposer refuses or fails to execute the tendered instrument, the District Board may award the instrument to the proposer with the third highest best value score, if 3 firms were interviewed and if the governing board deems it to be for the best interest of the District
6. Notwithstanding any other law, upon issuance of a contract award, the District shall publicly announce its award, identifying the entity to which the award is made, along with a statement regarding the basis of the award. The statement regarding the District's

contract award and the contract file shall provide sufficient information to satisfy an external audit.

Discretion to Reject Proposals

The District's Board of Trustees, at its discretion, may reject all proposals and request new proposals.

Award of Instrument

Following the award of an instrument created pursuant to the District's Best Value Methodology, and if the price proposal is not a lump sum for the instrument awarded, the successful proposer shall provide the District with objectively verifiable information of its costs to perform the services requested under the instrument and shall select subcontractors as set forth in Education Code section 17406 subdivision (a)(4). Once any preconstruction services are completed and subcontractors are selected, and upon approval of the plans and specifications for work on the site by the Department of General Services' Division of the State Architect, if required, the successful proposer and the District shall finalize the price for the services to be provided under the instrument. The successful proposer shall provide the District with written rationale for the price, and the District shall approve or reject the final price at a public meeting before the successful proposer may proceed with any further work under the instrument. The contract file shall include documentation sufficient to support the final price determination.

Subcontractors

1. In the RFP, the District may identify specific types of subcontractors that must be included in the proposal. All subcontractors that are identified in the proposal shall be afforded the protections of the Subletting and Subcontracting Fair Practices Act (Chapter 4 (commencing with Section 4100) of Part 1 of Division 2 of the Public Contract Code).
2. Following the award of an instrument created pursuant to the District's Best Value Methodology and for subcontractors not identified in the proposal, the successful proposer shall proceed as follows in awarding construction subcontracts with a value exceeding one-half of 1 percent of the price allocable to construction work:
 - (i) Provide public notice of availability of work to be subcontracted in accordance with the publication requirements applicable to the competitive bidding process of the school district, including a fixed date and time on which qualifications statements, bids, or proposals will be due.
 - (ii) Establish reasonable qualification criteria and standards.
 - (iii) Award the subcontract either on a best value basis or to the lowest responsible bidder. The process may include prequalification or short-listing. The process shall not apply to subcontractors listed in the original proposal. Subcontractors awarded

construction subcontracts under this subdivision shall be afforded all the protections of the Subletting and Subcontracting Fair Practices Act (Chapter 4 (commencing with Section 4100) of Part 1 of Division 2 of the Public Contract Code).

Miscellaneous Provisions

1. Nothing herein shall preclude the District from segregating the request for proposals into a request for qualifications, followed by a request for proposals with price information from the proposers deemed most qualified by the District, provided that the procedures specified herein are otherwise followed.
2. Notwithstanding Education Code Sections 17297 and 17402, for purposes of utilizing preconstruction services, the District may enter into an instrument created before written approval by the Department of General Services' Division of the State Architect only if the instrument provides that no work for which a contractor is required to be licensed in accordance with Article 5 (commencing with Section 7065) of Chapter 9 of Division 3 of the Business and Professions Code and for which Division of the State Architect approval is required can be performed before receipt of the required Division of the State Architect approval.
3. Pursuant to Education Code section 17406, nothing in this Resolution waives the requirements of Education Code Section 17072.30 or Section 17074.16, or any other applicable requirements of Chapter 12.5 (commencing with Section 17070.10) of Part 10 of the California Education Code.
4. Pursuant to Education Code section 17406, a rental of property that complies with Education Code section 17406 as it reads on the day that the lease is entered into shall be deemed to have thereby required the payment of adequate consideration for purposes of Section 6 of Article XVI of the California Constitution.
5. These Best Value Procedures and Guidelines shall apply to a project for the construction, alteration, repair, or improvement of any structure, building, or other improvement of any kind that was leased through an instrument pursuant to Education Code section 17406 before July 1, 2015. If at any time the instrument is determined to be invalid by a court of competent jurisdiction because it fails to fall within the competitive bidding exception pursuant to paragraph (1) of subdivision (a), as it read on December 31, 2016, the contractor who entered into the instrument with the District may be paid the reasonable cost, specifically excluding profit, of the labor, equipment, materials, and services furnished by the contractor before the date of the determination that the instrument is invalid if all of the following conditions, as determined by the court, are met:
 - (A) The contractor proceeded with construction, alteration, repair, or improvement based upon a good faith belief that the instrument was valid; and
 - (B) The school district has reasonably determined that the work performed is satisfactory; and
 - (C) Contractor fraud did not occur in the obtaining or performance of the instrument; and

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- (D) The instrument does not otherwise violate state law related to the construction or leasing of public works of improvement.
6. In no event shall payment to the contractor pursuant to this section exceed either of the following:
- (A) The contractor's costs as included in the instrument plus the cost of any approved change orders.
 - (B) The lease payments made, less profit, at the point in time the instrument is determined to be invalid by a court of competent jurisdiction.

San Dieguito Union High School District

INFORMATION REGARDING BOARD AGENDA ITEM

TO: BOARD OF TRUSTEES

DATE OF REPORT: October 12, 2018

BOARD MEETING DATE: November 1, 2018

PREPARED BY: Bryan Marcus, Interim Associate Superintendent,
Educational Services

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

SUBJECT: **ADOPTION OF PROPOSED NEW AND REVISED
BOARD POLICIES / EDUCATIONAL SERVICES**

EXECUTIVE SUMMARY

As new and/or revised federal regulations and California Education Code become law and when legal cases affect board policies, the California School Boards Association (CSBA) provides school districts with samples of new or replacement policies to assist in maintaining updated policies.

The following Board Policies have been created new / revised to align with the CSBA recommendations:

| Current Policy Number | New Policy Number | Title | Comments |
|-----------------------|-------------------|------------------------------------|---|
| | 5020 | Parent Rights and Responsibilities | New policy to align with CSBA recommendations |
| 6020 | | Parent Involvement | Revised policy to align with CSBA recommendations |
| 6174 | | Education for English Learners | Revised policy to align with CSBA recommendations |

RECOMMENDATION:

This item was submitted for first read on October 11, 2018, and is now being submitted for action. It is recommended that the Board adopt the following proposed new / revised board policies, as shown in the attached supplements:

- A. BP 5020, PARENT RIGHTS AND RESPONSIBILITIES (NEW)
- B. BP 6020, PARENT INVOLVEMENT (REVISED)
- C. BP 6174, EDUCATION FOR ENGLISH LEARNERS (REVISED)

FUNDING SOURCE:

Not applicable.

STUDENTS**5020****PARENT RIGHTS AND RESPONSIBILITIES**

The Governing Board recognizes that parent/guardians of district students have certain rights as well as responsibilities related to the education of their children.

The Board believes that the education of the district's students is a shared responsibility. The Superintendent or designee shall work with parents/guardians, including parents/guardians of English learners, to determine appropriate roles and responsibilities of parents/guardians, school staff and students for continuing the intellectual, physical, emotional and social development and well-being of students at each school site, including the means by which the schools and parents/guardians can help students achieve academic and other standards of the school.

Within this framework, the school's primary responsibility shall be to provide a high-quality curriculum and instructional program in a supportive and effective learning environment that enables all students to meet the academic expectations of the school.

Parents/guardians shall have the opportunity to work with schools in a mutually supportive and respectful partnership and to help their children succeed in school.

The Superintendent or designee shall ensure that district staff understand the rights of parents/guardians afforded by law and Board policy and follow acceptable practices that respect those rights.

The Superintendent or designee shall ensure that parents/guardians receive notification regarding their rights in accordance with law.

The Superintendent or designee shall take all reasonable steps to ensure that all parents/guardians who speak a language other than English are properly notified in English, and in their home language of the rights and opportunities available to them pursuant to Education Code 48985.

LEGAL REFERENCES**EDUCATION CODE**

| | |
|-------------------|---|
| 33126 | School accountability report card |
| 35291 | Disciplinary rules |
| 48070.5 | Promotion and retention of students |
| 48985 | Notice to parent in language other than English |
| 49091.10-49091.19 | Parental review of curriculum and instruction |
| 49602 | Confidentiality of pupil information |
| 51100-51102 | Parent/guardian rights |
| 51513 | Personal beliefs |
| 60510 | Disposal of surplus instructional materials |

STUDENTS

5020

UNITED STATES CODE, TITLE 20

1232g Family Educational Rights and Privacy Act
1232h Protection of pupil rights

Management Resources:

WEB SITES

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

INSTRUCTION

PARENT INVOLVEMENT

The Governing Board recognizes that parents/guardians are their children's first and most influential teachers and that sustained parent/guardian involvement in the education of their children contributes greatly to student achievement and a positive school environment. The Superintendent or designee shall consult with parents/guardians and family members in the development of meaningful opportunities for them to be involved in district and school activities at all grade levels; advisory, decision-making, and advocacy roles; and activities to support learning at home.

Parents/guardians shall be notified of their rights to be informed about and to participate in their children's education and of the opportunities available to them to do so.

The district's local control and accountability plan shall include goals and strategies for parent/guardian involvement, including district efforts to seek parent/guardian input in district and school site decision making and to promote parent/guardian participation in programs for English learners, foster youth, students eligible for free and reduced-price meals, and students with disabilities.

The Superintendent or designee shall regularly evaluate and report to the Board on the effectiveness of the district's parent/guardian and family engagement efforts, including, but not limited to, input from parents/guardians, family members, and school staff on the adequacy of involvement opportunities and on barriers that may inhibit participation.

TITLE I SCHOOLS

The Superintendent or designee shall involve parents/guardians and family members in establishing district expectations and objectives for meaningful parent/guardian and family engagement in schools supported by Title I funding, developing strategies that describe how the district will carry out each activity listed in 20 USC 6318, as contained in the accompanying administrative regulation, and implementing and evaluating such programs, activities, and procedures. As appropriate, the Superintendent or designee shall conduct outreach to all parents/guardians and family members.

When the district's Title I, Part A allocation exceeds the amount specified in 20 USC 6318, the Board shall reserve at least one percent of the funding to implement parent/guardian and family engagement activities. The Superintendent or designee shall involve parents/guardians and family members of participating students in decisions regarding how the district's Title I funds will be allotted for parent/guardian and family engagement activities and shall ensure that priority is given to schools in high poverty areas in accordance with law.

Expenditures of such funds shall be consistent with the activities specified in this policy and shall include at least one of the following:

1. Support for schools and nonprofit organizations in providing professional development for district and school staff regarding parent/guardian and family engagement strategies, which may be provided jointly to teachers, principals, other school leaders, specialized instructional support

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personnel, paraprofessionals, early childhood educators, and parents/guardians and family members

2. Support for programs that reach parents/guardians and family members at home, in the community, and at school
3. Dissemination of information on best practices focused on parent/guardian and family engagement, especially best practices for increasing the engagement of economically disadvantaged parents/guardians and family members
4. Collaboration with community-based or other organizations or employers with a record of success in improving and increasing parent and family engagement
5. Any other activities and strategies that the district determines are appropriate and consistent with this policy

The Superintendent or designee shall ensure that each school receiving Title I funds develops a school-level parent/guardian and family engagement policy in accordance with 20 USC 6318.

NON-TITLE I SCHOOLS

The Superintendent or designee shall develop and implement strategies applicable to each school that does not receive federal Title I funds to encourage the involvement and support of parents/guardians in the education of their children, including, but not limited to, strategies describing how the district and schools will address the purposes and goals described in Education Code 11502.

Legal Reference:**EDUCATION CODE**

11500-11506 Programs to encourage parent involvement
48985 Notices in languages other than English
51101 Parent rights and responsibilities
52060-52077 Local control and accountability plan
54444.1-54444.2 Parent advisory councils, services to migrant children
56190-56194 Community advisory committee, special education
64001 Single plan for student achievement

LABOR CODE

230.8 Time off to visit child's school

CODE OF REGULATIONS, TITLE 5

18275 Child care and development programs, parent involvement and education

UNITED STATES CODE, TITLE 20

6311 State plan
6312 Local educational agency plan

INSTRUCTION

6314 Schoolwide programs

6318 Parent and family engagement

6631 Teacher and school leader incentive program, purposes and definitions

CODE OF FEDERAL REGULATIONS, TITLE 28

35.104 Definitions, auxiliary aids and services

35.160 Communications

Management Resources:**CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS**

Title I School-Level Parental Involvement Policy

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

U.S. DEPARTMENT OF EDUCATION PUBLICATIONS

Parental Involvement: Title I, Part A, Non-Regulatory Guidance, April 23, 2004

WEB SITES

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

California Department of Education, Family, School, Community

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

California Parent Center: <http://parent.sdsu.edu>

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

National Coalition for Parent Involvement in Education: <http://www.ncpie.org>

National PTA: <http://www.pta.org>

Parent Information and Resource Centers: <http://www.pirc-info.net>

Parents as Teachers National Center: <http://www.parentsasteachers.org>

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

~~The Governing Board recognizes that parents/guardians are their children's first and most influential teachers and that continued parental involvement in the education of children contributes greatly to student achievement and a positive school environment.~~

~~In order to engage parents/guardians positively in their children's education, the Superintendent or designee shall ensure that staff members at each school:~~

- ~~1. Help parents/guardians develop parenting skills and provide home environments that support their children's academic efforts and their development as responsible members of society~~
- ~~2. Inform parents/guardians that they can directly affect the success of their children's learning and provide the techniques and strategies that they may use to improve their children's academic success and help their children in learning at home~~
- ~~3. Initiate consistent and effective two-way communication between the home and school so that parents/guardians may know when and how to help their children in support of classroom learning activities~~

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4. ~~Receive training that fosters effective and culturally sensitive communication with the home, including training on how to communicate with non-English speakers and how to give parents/guardians opportunities to assist in the instructional process both at school and at home~~
5. ~~Encourage parents/guardians to serve as volunteers in the schools, attend student performances and school meetings, and participate in site councils, advisory councils and other activities in which they may undertake governance, advisory and advocacy roles~~

~~School plans shall delineate specific measures that shall be taken to increase parental involvement with their children's education, including measures designed to involve parents/guardians with cultural, language or other barriers which may inhibit such participation.~~

LEGAL REFERENCE

EDUCATION CODE

~~11500-11506—Programs to encourage parental involvement~~

LABOR CODE

~~230.8—Time off to visit child's school~~

MANAGEMENT RESOURCES

CDE PROGRAM ADVISORY

~~0928.90—Guidelines for the development of policies on parent involvement, SPB: 90/91-3~~

SBE POLICIES

~~Parent Involvement in the Education of Their Children, 1994~~

INSTRUCTION

EDUCATION FOR ENGLISH LANGUAGE LEARNERS

The Governing Board intends to provide English learners with challenging curriculum and instruction that maximize the attainment of high levels of proficiency in English, advance multilingual capabilities, and facilitate student achievement in the district's regular course of study.

The district shall identify in its local control and accountability plan (LCAP) goals and specific actions and services to enhance student engagement, academic achievement, and other outcomes for English learners.

The Superintendent or designee shall encourage parent/guardian and community involvement in the development and evaluation of programs for English learners.

English learners shall be provided differentiated English language development instruction which is targeted to their English proficiency level, integrated across all subject areas, and aligned with the state content standards. The district's program shall be based on sound instructional theory, use standards-aligned instructional materials, emphasize inquiry-based learning and critical thinking skills, and provide students with access to the full educational program.

The Superintendent or designee shall ensure that all staff employed to teach English learners possess the appropriate authorization from the Commission on Teacher Credentialing.

The district shall provide effective professional development to teachers (including teachers in classroom settings that are not the settings of language instruction educational programs), administrators, and other school or community-based organization personnel to improve the instruction and assessment of English learners and enhance staff's ability to understand and use curricula, assessment, and instructional strategies for English learners. Such professional development shall be of sufficient intensity and duration to produce a positive and lasting impact on teachers' performance in the classroom.

Staff development shall also address the sociocultural needs of English learners and provide opportunities for teachers to engage in supportive, collaborative learning communities.

To support students' English language development, the Superintendent or designee may provide an adult literacy training program that leads to English fluency for parents/guardians and community members.

IDENTIFICATION AND ASSESSMENT

The Superintendent or designee shall maintain procedures for the early identification of English learners and an assessment of their proficiency and needs in the areas of listening, speaking, reading, and writing in English.

Once identified as an English learner, a student shall be annually assessed for language proficiency until he/she is reclassified based on criteria specified in the accompanying administrative regulation.

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Immigrant students are identified as any student (ages 3 through 21), who were not born in any state in the U.S. and have not attended school in any state in the U.S. for more than three full academic years. If an immigrant student is also identified as an English Learner, he/she shall be annually assessed for language proficiency until he/she is reclassified based on criteria specified in the accompanying administrative regulation.

English learners' academic achievement in English language arts, mathematics, science, and any additional subject required by law shall be assessed using the California Assessment of Student Performance and Progress. As necessary, the test shall be administered with testing variations in accordance with 5 CCR 854.1-854.3. English learners who are in their first 12 months of attending a school in the United States shall be exempted from taking the English language arts assessment to the extent allowed by federal law.

Formative assessments may be utilized to analyze student performance and appropriately adapt teaching methodologies and instructions.

LANGUAGE ACQUISITION PROGRAMS

The district shall offer research-based language acquisition programs that are designed to ensure English acquisition as rapidly and as effectively as possible and that provide instruction to students on the state-adopted academic content standards, including the English language development standards.

At a minimum, the district shall offer a structured English immersion program which includes designated and integrated English language development. In the structured English immersion program, nearly all of the classroom instruction shall be provided in English, but with the curriculum and presentation designed for students who are learning English.

For the purpose of determining the amount of instruction to be conducted in English in the structured English immersion program, "nearly all" means that all classroom instruction shall be conducted in English except for clarification, explanation, and support as needed.

In addition, language acquisition programs offered by the district may include, but are not limited to, the following:

1. The district may offer a dual-language immersion program that provides integrated language learning and academic instruction for native speakers of English and native speakers of another language, with the goals of high academic achievement, first and second language proficiency, and cross-cultural understanding.
2. The district may offer a transitional or developmental program for English learners that provides literacy and academic instruction in English and a student's native language and that enables an English learner to achieve English proficiency and academic mastery of subject matter content and higher order thinking skills, including critical thinking, in order to meet state academic content standards.

In establishing the district's language acquisition programs, the Superintendent or designee shall consult with parents/guardians and the community during the LCAP development process. He/she shall also

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consult with administrators, teachers, and other personnel with appropriate authorizations and experience in establishing a language acquisition program.

At the beginning of each school year or upon a student's enrollment, parents/guardians shall be provided information on the types of language acquisition programs available to students enrolled in the district, including, but not limited to, a description of each program, the process to be followed in making a program selection, identification of any language to be taught in addition to English when the program includes instruction in another language, and the process to request establishment of a language acquisition program.

Parents/guardians of English learners may choose a language acquisition program that best suits their child. To the extent possible, any language acquisition program requested by the parents/guardians of 30 or more students at the school or by the parents/guardians of 20 or more students at any grade level shall be offered by the school.

RECLASSIFICATION

When an English learner is determined based on state and district reclassification criteria to have acquired a reasonable level of English proficiency pursuant to Education Code [313](#) and [52164.6](#), or upon request by the student's parent/guardian, the student shall be transferred from a language acquisition program into an English language mainstream classroom.

PROGRAM EVALUATION

To evaluate the effectiveness of the district's educational program for English learners, the Superintendent or designee shall report to the Board, at least annually, regarding:

1. Progress of English learners towards proficiency in English
2. The number and percentage of English learners reclassified as fluent English proficient
3. The number and percentage of English learners who are or are at risk of being classified as long-term English learners in accordance with Education Code [313.1](#)
4. The achievement of English learners on standards-based tests in core curricular areas
5. For any language acquisition program that includes instruction in a language other than English, student achievement in the non-English language in accordance with 5 CCR [11309](#)
6. Progress toward any other goals for English learners identified in the district's LCAP
7. A comparison of current data with data from at least the previous year in regard to items #1-6 above
8. A comparison of data between the different language acquisition programs offered by the district

The Superintendent or designee shall also provide the Board with regular reports from any district or schoolwide English learner advisory committees.

Legal Reference:

EDUCATION CODE

[300-340](#) English language education, especially:

[305-310](#) Language acquisition programs

INSTRUCTION

| | |
|--------------------------|--|
| <u>313-313.5</u> | Assessment of English proficiency |
| <u>430-446</u> | English Learner and Immigrant Pupil Federal Conformity Act |
| <u>33050</u> | State Board of Education waiver authority |
| <u>42238.02-42238.03</u> | Local control funding formula |
| <u>44253.1-44253.11</u> | Qualifications for teaching English learners |
| <u>48980</u> | Parental notifications |
| <u>48985</u> | Notices to parents in language other than English |
| <u>52052</u> | Numerically significant student subgroups |
| <u>52060-52077</u> | Local control and accountability plan |
| <u>52160-52178</u> | Bilingual Bicultural Act |
| <u>56305</u> | CDE manual on English learners with disabilities |
| <u>60603</u> | Definition, recently arrived English learner |
| <u>60640</u> | California Assessment of Student Performance and Progress |
| <u>60810-60812</u> | Assessment of language development |
| <u>62002.5</u> | Continuation of advisory committee after program sunsets |

CODE OF REGULATIONS, TITLE 5

| | |
|------------------------|---|
| 854.1-854.3 | CAASPP and universal tools, designated supports, and accommodations |
| 854.9 | CASSPP and unlisted resources for students with disabilities |
| <u>11300-11316</u> | English learner education |
| <u>11510-11517.5</u> | California English Language Development Test |
| <u>11517.6-11519.5</u> | English Language Proficiency Assessments for California |

UNITED STATES CODE, TITLE 20

| | |
|------------------|---|
| <u>1412</u> | Individuals with Disabilities Education Act; state eligibility |
| <u>1701-1705</u> | Equal Educational Opportunities Act |
| <u>6311</u> | Title I state plan |
| <u>6312</u> | Title I local education agency plans |
| 6801-7014 | Title III, language instruction for English learners and immigrant students |
| 7801 | Definitions |

CODE OF FEDERAL REGULATIONS, TITLE 34

| | |
|---------------|--------------------------------|
| <u>100.3</u> | Discrimination prohibited |
| <u>200.16</u> | Assessment of English learners |

COURT DECISIONS

| |
|---|
| Valeria O. v. Davis, (2002) 307 F.3d 1036 |
| California Teachers Association v. State Board of Education et al., (9th Circuit, 2001) 271 F.3d 1141 |
| McLaughlin v. State Board of Education, (1999) 75 Cal.App.4th 196 |
| Teresa P. et al v. Berkeley Unified School District et al, (1989) 724 F.Supp. 698 |

ATTORNEY GENERAL OPINIONS

| |
|--------------------------------|
| 83 Ops.Cal.Atty.Gen. 40 (2000) |
|--------------------------------|

Management Resources:

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6174

CSBA PUBLICATIONS

English Learners in Focus: The English Learner Roadmap: Providing Direction for English Learner Success, Governance Brief, February 2018

English Learners in Focus, Issue 4: Expanding Bilingual Education in California after Proposition 58, Governance Brief, March 2017

English Learners in Focus, Issue 1: Updated Demographic and Achievement Profile of California's English Learners, Governance Brief, rev. September 2016

English Learners in Focus, Issue 3: Ensuring High-Quality Staff for English Learners, Governance Brief, July 2016

English Learners in Focus, Issue 2: The Promise of Two-Way Immersion Programs, Governance Brief, September 2014

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

California English Learner Roadmap: Strengthening Comprehensive Educational Policies, Programs and Practices for English Learners, 2018

Matrix One: Universal Tools, Designated Supports, and Accommodations for the California Assessment of Student Performance and Progress for 2017-18, rev. August 2017

Reclassification Guidance for 2017-18, CDE Correspondence, April 28, 2017

Integrating the CA ELD Standards into K-12 Mathematics and Science Teaching and Learning, December 2015

Next Generation Science Standards for California Public Schools, Kindergarten through Grade Twelve, rev. March 2015

English Language Arts/English Language Development Framework for California Public Schools: Transitional Kindergarten Through Grade Twelve, 2014

Common Core State Standards for Mathematics, rev. 2013

English Language Development Standards for California Public Schools: Kindergarten Through Grade Twelve, 2012

THE EDUCATION TRUST- WEST PUBLICATIONS

Unlocking Learning II: Math as a Lever for English Learner Equity, March 2018

Unlocking Learning: Science as a Lever for English Learner Equity, January 2017

U.S. DEPARTMENT OF EDUCATION PUBLICATIONS

Accountability for English Learners Under the ESEA, Non-Regulatory Guidance, January 2017

Innovative Solutions for Including Recently Arrived English Learners in State Accountability Systems: A Guide for States, January 2017

English Learner Tool Kit for State and Local Educational Agencies (SEAs and LEAs), rev. November 2016

English Learners and Title III of the Elementary and Secondary Education Act (ESEA), as Amended by the Every Student Succeeds Act (ESSA), Non-Regulatory Guidance, September 23, 2016

Dear Colleague Letter: English Learner Students and Limited English Proficient Parents, January 7, 2015

WEB SITES

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

California Association for Bilingual Education: <http://www.gocabe.org>

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

National Clearinghouse for English Language Acquisition: <http://www.ncela.us>

INSTRUCTION

The Education Trust-West: <http://west.edtrust.org>
U.S. Department of Education: <http://www.ed.gov>

~~The Governing Board intends to provide English language learners with challenging curriculum and instruction that develops proficiency in English as effectively and efficiently as possible in order to assist students in accessing the full educational program and achieving the district's academic standards~~

~~The district shall identify in its local control and accountability plan (LCAP) specific actions and services to enhance student engagement, academic achievement, and other outcomes for English learners.~~

~~The Board encourages staff to exchange information with other districts and the County Office of Education about programs, options, and strategies for English language learners that succeed under various demographic conditions.~~

~~English learners shall be provided English language development instruction targeted to their English proficiency level and aligned with the state content standards and curriculum framework. The district's program shall be based on sound instructional theory, use standards-aligned instructional materials, and assist students in accessing the full educational program.~~

~~The Superintendent or designee shall ensure that all staff employed to teach English learners possess the appropriate authorization from the Commission on Teacher Credentialing.~~

~~The Superintendent or designee shall provide to teachers, administrators, and other school staff research-based professional development that is designed to improve the instruction and assessment of English learners and enhance staff's ability to understand and use curricula, assessment, and instructional strategies for English learners.~~

IDENTIFICATION AND ASSESSMENT

~~The Superintendent or designee shall maintain procedures which provide for the accurate identification of English learners and an assessment of their proficiency and needs in the areas of listening, speaking, reading, and writing in English. Once identified as an English learner, a student shall be annually assessed for language proficiency until he/she is reclassified based on criteria specified in the accompanying administrative regulation.~~

~~English learners' academic achievement in English language arts, mathematics, science, and any additional subject required by law shall be assessed using the California Assessment of Student Performance and Progress. As necessary, the test shall be administered with allowable testing variations in accordance with 5 CCR 853.5 and 853.7. English learners who are in their first 12 months of attending a school in the United States shall be exempted from taking the English language arts assessment to the extent allowed by federal law.~~

TYPE OF INSTRUCTION

~~Students who are English language learners shall be educated through "sheltered English Immersion" not normally intended to exceed one year. "Nearly all" of the classroom instruction in the district's sheltered English immersion program shall be in English, but with curriculum and presentation~~

INSTRUCTION

~~designed for students who are learning the language.~~

~~The district has defined the term “nearly all” as follows:~~

~~“Nearly all” as it pertains to the use of English in the sheltered immersion program is a minimum of seventy percent of the instructional day must be in English.~~

~~When an English language learner has acquired a reasonable level of English proficiency as measured by the California English Language Development Test (CELDT) he/she shall be transferred from a structured English immersion classroom to an English language mainstream classroom in accordance with the district master plan for English language learners. Instruction in the English language mainstream program is “overwhelmingly” in English.~~

~~An English language learner has acquired a “reasonable level of English proficiency” when he/she has achieved the following:~~

~~“Reasonable level of English proficiency” as it pertains to English language learners in the San Dieguito Union High School District is a California English Language Development Test (CELDT) overall proficiency level of Early Advanced and no lower than Intermediate in any one CELDT sub-test.~~

~~Upon request of her/his parent/guardian, a student shall be placed in an English language mainstream classroom.~~

PARENTAL EXCEPTION WAIVERS

~~At any time during the school year, the parent/guardian of an English language learner may have her/his child moved into an English language mainstream program. Parent/guardian requests for waivers from Education Code 305 regarding placement from a sheltered immersion program to placement in an alternative program shall be granted in accordance with the law and administrative regulation.~~

~~If the Superintendent or designee denies the waiver request, she/he shall provide a written justification to the parent/guardian describing the reasons for the denial. A parent/guardian may appeal the Superintendent’s decision in writing to the Board. The Board may consider the matter at its next regular Board meeting. If the Board hears the appeal, the Superintendent shall send the Board’s decision to the parent/guardian within seven working days.~~

PROGRAM EVALUATION

~~To evaluate the effectiveness of the district’s educational program for English learners, the Superintendent or designee shall report to the Board, at least annually, regarding:~~

- ~~1. Progress of English learners towards proficiency in English~~
- ~~2. The number and percentage of English learners reclassified as fluent English proficient~~
- ~~3. The number and percentage of English learners who are or are at risk of being classified as long-term English learners in accordance with Education Code 313.1~~

INSTRUCTION

4. The achievement of English learners on standards-based tests in core curricular areas
5. Progress toward any other goals for English learners identified in the district's LCAP
6. A comparison of current data with data from at least the previous year.

The Superintendent or designee also shall provide the Board with regular reports from any district or schoolwide English learner advisory committees.

LEGAL REFERENCE**CALIFORNIA EDUCATION CODE**

- 300-340 English language education
- 430-446 English Learner and Immigrant Pupil Federal Conformity Act
- 33050 State Board of Education waiver authority
- 42238.02-42238.03 Local control funding formula
- 44253.1-44253.11 Qualifications for teaching English learners
- 48985 Notices to parents in language other than English
- 52052 Academic Performance Index; numerically significant student subgroups
- 52060-52077 Local control and accountability plan
- 52130-52135 Impacted Languages Act of 1984
- 52160-52178 Bilingual Bicultural Act
- 60200.7 Suspension of state instructional materials adoptions
- 60605.87 Supplemental instructional materials, English language development
- 60640 California Assessment of Student Performance and Progress
- 60810-60812 Assessment of language development
- 62005.5 Continuation of advisory committee after program sunsets

CODE OF REGULATIONS, TITLE**5**

- 853.5-853.7 Test administration; universal tools, designated supports, and accommodations
- 11300-11305 English language education for immigrant children
- 11510-11516 California English Language Development Test

UNITED STATES CODE, TITLE**20**

- 1701-1705 Equal Educational Opportunities

PUBLIC LAW 107-110

- 6312 Local education agency plans
- 6801-6871 Title III, Language instruction for limited English proficient and immigrant

INSTRUCTION

students

COURT DECISIONS

Valeria G. v. Wilson, (9th Circuit) 2002 U.S. App. Lexis 20956
California Teachers Association et al. v. State Board of Education et al., (9th Circuit, 2001) 271 F.3d 1141
McLaughlin v. State Board of Education, (1999) 75 Cal. App. 4th 196
Teresa P. et al. v. Berkeley Unified School district et al., (1989) 724 F. Supp.698

ATTORNEY GENERAL OPINIONS

83 Ops. Cal. Atty. Gen. 40 (2000)

MANAGEMENT RESOURCES

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

Academic Criterion for Reclassification, CDE Correspondence, August 11, 2014
California English Language Development Test (CELDT): 2013-14 CELDT Information Guide, 2013
English Language Arts/English Language Development Framework for California Public Schools: Transitional Kindergarten Through Grade Twelve, 2014
English Language Development Standards for California Public Schools: Kindergarten Through Grade Twelve, 2012
Matrix of Test Variations, Accommodations, and Modifications for Administration of California Statewide Assessments

WEBSITES

CDE: <http://www.cde.ca.gov>
CSBA: <http://www.csba.org>

San Dieguito Union High School District

INFORMATION FOR BOARD OF TRUSTEES

TO: BOARD OF TRUSTEES

DATE OF REPORT: October 22, 2018

BOARD MEETING DATE: November 1, 2018

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

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

SUBJECT: APPROVAL OF ANNUAL TITLE III LOCAL
PLAN UPDATE

EXECUTIVE SUMMARY:

The overarching purpose of Title III funding is to ensure that English Learner (EL) students, including immigrant children and youth, attain English language proficiency and meet the same challenging state academic standards that other students are expected to meet. The Local Educational Agency (LEA) Plan must use Title III funds to supplement state language instruction educational programs designed to assist EL students' achievement goals.

On July 24, 2018, the California Department of Education (CDE) notified local educational agencies (LEA), charter schools and county offices of education, of a change in the due date for the submission of the Local Control Accountability Plan (LCAP) Federal Addendum. The due date, as stated in the letter, is on or about July 1, 2019. The U.S. Department of Education approved California's request to allow the 2018–19 school year to serve as a planning year.

Item four on the English Learner (EL) instrument (EL 04: Implementation, Monitoring and Revision of the Title III Plan) requires the "Current LCAP Federal Addendum" to be submitted to meet this evidence request. Since this is a planning year, LEA's will need to submit an Annual Title III Local Plan Update along with local board approval, as acceptable evidence for this item. The attached Title III Plan Update, along with the Consolidated Application and Reporting System report, will be used to verify acceptable activities under Title III for the Federal Program Monitoring (FPM) review process.

Executive Summary
Annual Title III Local Plan Update
Page 2 of 2

The SDUHSD Annual Title III Local Plan Update provides a descriptive summary of how the district plans to provide services for English Learner (EL) students.

RECOMMENDATION:

It is recommended that the Board approve the Annual Title III Plan Update, as shown in the attached supplement.

FUNDING SOURCE:

Federal Funding

Annual Title III Local Plan Update Template

California Department of Education
May 21, 2018

All English learners will become proficient in English and reach high academic standards, at a minimum attaining proficiency or better in reading/language arts and mathematics.

LEA Name: San Dieguito Union High School District CDS Code: 37-68346-0000000 Fiscal Year: 2018-19

Plan to Provide Services for English Learner (EL) Students

Please summarize information from district-operated programs and provide descriptions of how the LEA is meeting or plans to meet each requirement.

| LEA Questions and Answers | Persons Involved/Timeline (Optional) |
|---|--------------------------------------|
| <p>Provide effective professional development</p> <p>Data: SDUHSD reviews multiple measures to design, refine and enhance the professional development programs for teachers and other certificated staff. Staff have the flexibility to attend professional development hosted by the district or offered by outside agencies such as the county office of education and local experts. To identify professional learning needs, district and site leadership reviews:</p> <ol style="list-style-type: none"> 1. both formative and summative student achievement data, disaggregated by race, gender, and student group to identify performance gaps. 2. school climate data from the California Healthy Kids Survey as well as local climate survey data to identify students social, emotional, health and safety areas requiring increased educator knowledge and skill. 3. family and community members' feedback and input gathered through survey data, informal feedback at stakeholder meetings as well we public comments during Board meetings related to assisting teachers, counselors and other certificated staff in meeting students' needs. 4. perception data gathered from staff, parents, students, and community members through various district annual surveys to inform professional development programs. 5. feedback from teachers on the annual professional development needs assessment survey to identify priority areas in which teachers wish to receive additional training and education. | |

6. process and impact data to measure the effectiveness of current programs and identify areas for improvement.

Content and Pedagogy:

SDUHSD's professional development programs include:

1. district-wide inservice days twice per year which provide structured time for departments to collaborate on best practices, instructional strategies, develop essential learning outcomes, and improve vertical alignment.
2. district-wide professional development days held twice throughout the year for each department and grade span which provides structured time to build teachers capacity to:
 - use curriculum frameworks,
 - implement the state content standards,
 - develop and use instructional materials,
 - use instructional technology that supports the teaching and learning of subject-matter content,
 - implement strategies to support a diverse classroom including English learners, students with disabilities, economically disadvantaged students as well as other disparate populations,
 - modify and scaffold instruction based on data and knowledge of how students learn and develop,
 - build flexible learning pathways and implement the Universal Design for Learning framework,
 - implement strategies to increase student engagement and connection to school, and
 - develop a well-balanced and appropriately differentiated assessment system.
3. district-wide goal setting days offered to all departments which provides structured time for department teams to review progress on current goals and establish or refine growth goals for the following year which are aligned to district priorities and address the unique needs of each department.
4. In addition to the district-wide professional development program, workshops are offered to target departments throughout the year. Training and support is provided to teachers of English Learners in the designated English Language Development courses quarterly to review best practices for supporting EL students across all content areas, provide assessment updates, review student achievement and language proficiency data, review EL and Redesignated Fluent English Proficient (RFEP) student progress monitoring systems, provide updates on federal and state accountability related to ELs and RFEPs, and review reclassification criteria and process. Special Education teachers participate in district-wide core content department professional development days as well as Special Education specific professional learning days which provide

structured time to build Special Education teachers capacity to collect and analyze student data, plan and implement transition activities, share best practices for effective instruction, and develop consistency across all schools with regard to curriculum and instruction for Special Education services.

5. Principals meet monthly with district leadership as a Professional Learning Community to develop their instructional leadership knowledge and skills. Assistant Principals also meet monthly with district leadership to refine their leadership skills and build their capacity to lead initiatives and mandates at their schools.

6. As part of the California Scale Up Multi-Tiered Systems of Support statewide initiative, the district will also provide trainings and workshops for staff on the district's continuum of Multi-Tiered Systems of Support as well as appropriate tiered instruction and intervention to meet the holistic needs of all students within the most inclusive learning environment.

In addition to planning and delivering teacher professional development workshops in collaboration with department chairs and coordinators, district Teachers on Special Assignments (ToSAs) provide coaching support for teachers in the areas of: implementing standards, developing a balanced assessment system, differentiating instruction and assessment, lesson planning, data driven decision making, use of instructional technology, and progress monitoring to provide wrap around support for teachers' professional learning.

Equity:

The district allocates funding to provide equitable access for all teachers within the district to attend professional learning opportunities. SDUHSD ToSAs provide ongoing individualized professional learning and coaching for teachers on implementing the Universal Design for Learning framework, implementing evidence-based instructional strategies that are responsive to students' diverse backgrounds and needs, and creating a culturally responsive and inclusive classroom environment. In addition, English Learner (EL) Lead teachers are provided at 7 district sites to collaborate with content area teachers on strategies to support the unique needs of ELs as well as support core content area teachers to build their capacity to differentiate between language proficiency and academic content knowledge. EL Lead teachers also serve as an expert to build teacher's ability to deliver language development instruction in all core content classes. Site and district leadership meet monthly to review student achievement, language proficiency and school climate data disaggregated by race, gender, and student group to identify performance gaps and focus areas. The team also reviews data on programs in which target student groups are over or underrepresented. The team collaborates to explore root causes, systemic barriers to

progress, and engages in solution based discussions.

Design and Structure:

Teachers engage in professional learning to build capacity to better identify and meet the unique needs of all students through participation in district-wide professional development, professional learning opportunities provided by local agencies and experts, use of the Professional Learning Community process, coaching and mentorship from district ToSAs and EL Leads, coaching and support from site administrators, and intensive training through the New Teacher Induction Program for new teachers to the profession.

Collaboration and Shared Accountability:

Site and district leadership meet monthly to review student achievement, language proficiency and school climate data disaggregated by race, gender, and student group to identify performance gaps and focus areas. Site teams present similar data to their School Site Council and address the findings within their Single Plan for Student Achievement. The School Site Council gathers input from advisory groups representing English Learners, Students with Disabilities, and other disparate populations to inform a plan for addressing performance gaps and increasing student achievement. All site plans include professional learning and collaboration time for their teachers. At all district sites, teachers use the Professional Learning Community process to review evidence of student learning to inform instruction and assessment.

Resources:

The district utilizes multiple funding resources to develop a robust professional learning program for teachers and administrators which include federal, state, and grant allocations. Professional learning is recognized and prioritized in the district as an important practice for developing innovative and skilled teachers to improve student learning.

The district uses perception data gathered from annual stakeholder surveys as well as professional development surveys to identify priority focus areas and barriers to implementing effective Professional Learning (PL) programs. Funding is then allocated to meet staff needs and address barriers. Time has continually been identified as the biggest barrier based on staff feedback and progress monitoring of the current PL programs. To address this challenge, the district allocates funding per site based on enrollment and staffing to provide release time so teachers have time during the work day to collaborate with their colleagues, attend professional development workshops, and meet as Professional Learning Communities (PLC).

Resources are strategically allocated and monitored for use in target focus areas which are aligned to current district, state, and federal initiatives as well as staff professional learning needs.

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|---|--|
| <p>Resource allocations are evaluated each year to identify the impact on teachers’ professional growth and student learning.</p> <p>Effectiveness of the district’s professional learning programs is measured using both formative and summative data. Sources are listed below.</p> <ol style="list-style-type: none"> 1. Participants provide feedback through a self-assessment of their growth in knowledge or skills after each district hosted professional learning session. 2. Teachers provide feedback on the effectiveness of their PLC groups using the district PLC survey. 3. Staff provides feedback on the quality and availability of professional learning on target topics through the annual stakeholder survey. 4. Teachers provide feedback on their individual and department professional learning needs via the professional development needs assessment survey. 5. Leadership reviews student achievement data to evaluate the impact of teacher professional development on student learning. <p>Alignment and Coherence: The California Administrator Performance Expectations(CAPEs) and the California Teaching Performance Expectations (TPEs) are the standards by which all school leaders, district leaders and teachers are held. The district’s evaluation process, forms and procedures are aligned to these performance expectations.</p> <p>To further develop school leaders, principals meet as a Professional Learning Community group once per month. Their work most recently has focused on their development as instructional leaders by studying current research, receiving training from the county office experts and working collaboratively to create an instructional framework for what effective teaching looks like in the classroom as well as an instructional leadership framework to guide their work as the lead learner on each of their sites.</p> <p>To ensure alignment of department goals and district goals, all district teachers collaborate during district-wide goal setting days offered to all departments which provides structured time for department teams to review progress on current goals and establish or refine growth goals for the following year which are aligned to district priorities and address the unique needs of each department.</p> | |
| <p>Implement effective programs and activities</p> <p>Programs and services Integrated English Language Development (ELD) instruction is woven into all core content courses. Core content area teachers have experienced intensive training on implementing the</p> | |

ELD standards as well as using target instructional strategies to improve outcomes for ELs. Additionally, SDUHSD offers a variety of supplemental specialized programs to meet the needs of English learners which include; high school Newcomers Academy for students who are new to US Schools, designated English Language Development (ELD) courses offered in a sequence of level 1 up to level 4, ELD support courses, Sheltered courses, and a middle school Dual Language Immersion program.

Over the last few years, SDUHSD has seen an increase in enrollment of students who are new to US schools and have limited or no English language proficiency. To better support these students, the district provided bilingual instructional aides at two distinct sites. The bilingual Instructional Aides assist core content teachers to provide bilingual instructional support, implement lesson plans, translate instructional materials, interpret information and/or modify materials. Additionally, the majority of the district EL Lead teachers are bilingual which allows these teachers to communicate information about student progress and reclassification criteria in the student's primary language for Spanish speaking students and parents.

A specialized program called the Newcomers Academy is offered at La Costa Canyon (LCC) High School to support English Learners who are new to US Schools. The students enrolled in this program are provided more targeted English language development and academic support and are monitored by the site EL Lead to track their basic English and literacy skills.

Supplemental materials

SDUHSD continues to implement the Inside and Edge curriculum for all middle and high school English Language Development (ELD) courses. Consumable instructional materials for Inside and Edge are purchased each year to support ELD instruction and language acquisition skills. Supplemental materials such as Rosetta Stone licenses, Bilingual dictionaries, and Step Forward books are also purchased to support EL students with their progress towards learning English. A comprehensive review of student attendance data and feedback from stakeholders revealed that transportation was a barrier for students to access the Newcomers Academy and attend school regularly. To address this need, the district provided bus passes for 40+ students to help increase their attendance.

Progress Monitoring

The district implements a progress monitoring system for all English Learners and Redesignated students. Progress is monitored using grade data, state and local assessment data as well student connection measures such as attendance and discipline records. To further measure student progress towards learning English, the district administers the LAS Links assessment

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twice per year, once in the fall to all EL students and again in the spring to EL students who did not score within the Proficient to Advanced range. This assessment allows staff to monitor students' progress and evaluate the effectiveness of EL and immigrant programs, instruction, and supports within the year. EL Leads use the results to measure growth and identify interventions and supports as needed. EL Leads work in collaboration with site counselors to make course recommendations based on a comprehensive student data review including attendance records, grades, assessment scores and graduation status (HS only). This practice promotes more informed decision making about student course placement as well as intervention needs.

Starting in the 2018-19 school year, the district will begin using an innovative progress monitoring software called Ellevation which will allow site EL Leads to more closely monitor student's academic, language fluency, and reclassification progress. The Ellevation program will also allow for more effective and timely consultation and communication with teachers and parents. The district uses a progress monitoring checklist to define reasonable and sustainable progress for EL students. This color coded document includes multiple measures of student success with specific measurable outcomes which define reasonable progress and at-risk factors. Progress is reviewed with each EL student twice per year or more depending on each student's needs. Progress is also shared annually with the family unless there are additional at-risk factors which require more intensive interventions be implemented and communicated to families.

SDUHSD site EL Leads are trained each year on how to implement the EL/RFEP Monitoring System. EL Leads are responsible for meeting with all EL students at least twice per year to review progress and make course recommendations based on each student's language proficiency level. Students who demonstrate regression or failing scores in one or more areas are identified as at risk and are more closely monitored through an intervention plan developed by site EL Lead, student and parents. EL Leads are also available as a resource for teachers to answer questions, recommend strategies and develop interventions as needed.

Ensure English proficiency and academic achievement

One of the district's LCAP goals is to increase and improve outcomes for all English Learners. EL student progress towards obtaining English proficiency as well as academic progress are monitored through the LCAP. The district also tracks multiple other measures of student performance for ELs through the LCAP which include, graduation rates, discipline rates, and attendance rates. EL outcome data is disaggregated by site to identify high-needs schools. High needs schools are identified as those who demonstrate low and/or declining outcomes for ELs on the California School Dashboard as well as using a review of progress on LCAP metrics. School sites are allocated additional funding and staffing based on the percentage of EL and low

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income student enrollment. School sites conduct a comprehensive needs assessment to identify the most effective use of their additional funding and staffing allocations to improve language proficiency and academic progress for ELs and underperforming students. High needs schools are provided more intensive support from district leadership which includes:

- training and guidance on the most effective use of resource allocations,
- coaching for teachers and administrators on best practices and evidence based strategies to support ELs,
- training and support for administrators on data driven master schedule development,
- review and study of current research with teachers and administrators on program models, curriculum delivery, instructional strategies, parent involvement, trauma informed practices, and improving social-emotional learning.

High needs schools also offer a double block of English language development instruction for EL students who are new to US Schools or who are not making reasonable academic or language proficiency progress.

All sites are required to engage their stakeholders and their EL parent community to gather input and feedback on the development of the Single Plan for Student Achievement (SPSA). As one component of the site planning process, the School Site Council (SSC) annually reviews progress on SPSA goals as well as reviews multiple performance measures. Based on goal progress and multiple measures of student performance including student achievement data and language proficiency data, school leaders in collaboration with their SSC, evaluate the effectiveness of current programs, supports and services and make changes to their site plan as needed with the goal of improving outcomes for all students. District leadership provides ongoing training and support to site administrators on developing a data-driven and compliant SPSA as well as best practices for running an effective and compliant SSC. District leadership monitors SPSAs to ensure alignment with the district LCAP and evaluate district provided supplemental allocations to confirm they are being utilized with fidelity.

As mentioned above, the district and all schools utilize a monitoring process to evaluate EL and Redesignated Fluent English Proficient (RFEP) student progress periodically throughout the year. SDUHSD monitors student progress for ELs to ensure they are on track for meeting all reclassification criteria within 5 years of enrollment in US schools. Progress is monitored using the district EL Monitoring System which includes student data on; grades, graduation status (HS only), and multiyear assessment scores (CAASPP, LAS Links, CELDT/ELPAC). SDUHSD also monitors student progress for all RFEP students for at least four years after reclassification. Progress is monitored using the district RFEP Monitoring System which includes student data on; grades, attendance, graduation status (HS only), and assessment scores (CAASPP, local

| | |
|---|--|
| <p>assessments and informal class assessments). SDUHSD site EL Leads are trained each year by district leadership on how to implement the EL/RFEP Monitoring System. EL Leads are responsible for meeting with all EL students at least twice per year to review progress and make course recommendations based on each student’s language proficiency level. Students who demonstrate regression or failing scores in one or more areas are identified as at risk and are more closely monitored through an intervention plan developed by site EL Lead, student and parents. EL Leads are available as a resource for teachers to answer questions, recommend strategies and develop interventions as needed.</p> | |
| <p>Promote parent, family, and community engagement in the education of English learners</p> <p>Stakeholder Engagement The district engages all stakeholders to gather input and feedback related to Title III, Part A activities as well as services and supports for English learners, Redesignated Fluent English Proficient (RFEP) students and immigrant students. Input and feedback is gathered through face to face meetings and survey data from the following groups; ELAC, DELAC, district EL staff, site administrators, district leadership, community agencies, instructional support staff, San Diego County Office of Education, as well as experts around the county. Meetings are held after school hours and child care and translation services are provided to increase attendance and participation. Materials for face to face meetings and all stakeholder surveys are translated into Spanish. Additionally, all sites engage their EL parent community to gather feedback and approval of their site Single Plan for Student Achievement (SPSA). Feedback is used to guide the goals and supporting actions, services and activities in the SPSA to provide supplemental instruction and support to ELs, RFEPs and immigrant students. English Learner progress data is shared with SSC, ELAC, DELAC, and school leaders each year in the process of reviewing and evaluating current Title III, Part A programs and activities.</p> <p>Parent Training and Community Connections SDUHSD continues to collaborate with our 5 feeder elementary districts to increase vertical alignment of our EL and RFEP monitoring systems as well as our reclassification criteria. During the 17-18 year, SDUHSD’s EL team explored alternative options to improve our EL and RFEP student monitoring systems to better identify student’s strengths and intervention needs. SDUHSD shared these resources with several feeder districts and will continue to collaborate on improving our partnerships to support our community of learners and families. SDUHSD also partners with our feeder schools to host parent workshops on a variety of topics including;</p> <ul style="list-style-type: none"> -gang prevention and juvenile delinquency, -the power of education, -how to discuss delicate topics with your student, | |

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- drug, alcohol and addiction education,
- violence, bullying and dangers on the internet, and
- mental health, emotional intelligence and self-esteem.

The district uses feedback gathered from parents via the annual stakeholder survey to evaluate parent training events and identify future parent education and training needs.

Other Authorized Activities

LEAs receiving or planning to receive Title III EL funding may include authorized activities. Refer to the California Department of Education Title III Authorized Cost Web page at <https://www.cde.ca.gov/sp/el/t3/authorizedcosts.asp> for a list of authorized EL activities.

| Describe all authorized activities chosen by LEA relating to: Supplementary services as part of the language instruction program for English learners. | Persons Involved/Timeline (Optional) |
|---|---|
| <p>SDUHSD provides supplemental services for ELs, however, these services are not funded through Title III funds. Supplemental services available for English Learners are supported through LCAP supplemental funding and includes Social Worker support, designated EL counselor at most sites, intervention classes, tutoring programs, Newcomers Academy, Dual Immersion program, bilingual aide support, and transportation support.</p> | |

Plan to Provide Services for Immigrant Students

Please complete the table below if the LEA is receiving or planning to receive Title III immigrant funding. Refer to the California Department of Education Title III Authorized Cost Web page at <https://www.cde.ca.gov/sp/el/t3/authorizedcosts.asp> for a list of authorized immigrant activities.

| Describe all authorized activities chosen by LEA relating to: Enhanced instructional opportunities for immigrant children and youth. | Persons Involved/Timeline (Optional) |
|---|---|
| <p>SDUHSD consults with and gathers input from stakeholders through ELAC and DELAC meetings, EL department meetings, and survey data to identify the most effective use of funds to meet the needs of immigrant students. Title III, Part A immigrant funds are braided with Title III, Part A LEP funds as well as state funding to provide a comprehensive holistic support program for district English learners and immigrant students.</p> <p>Immigrant students make up a very small percentage of SDUHSD's student population. Students who are identified as immigrant are provided access to before and after school tutoring programs, summer remediation and enrichment programs, school social worker services, as well as school</p> | |

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counselor led support groups.

As the district has seen an increase in enrollment of students who are new to US Schools and transitioning out of immigration detention centers, SDUHSD offers a Newcomers Academy to meet the unique needs of these students. The vast majority of these students are unaccompanied minors who cross the border without parents or guardians and are apprehended by immigration officials. Having often experienced abuse, violence and hardship on their journey, these students require intensive and specialized services to meet their academic, social-emotional, and mental health needs. Additionally, most unaccompanied minors arrive to SDUHSD with very little or inconsistent schooling and with a gap in their formal education of three or more years. The newcomer program must therefore include intensive academic supports to address gaps in math and literacy.

The students enrolled in this program are provided more targeted English language development and academic support and are monitored by the site EL Lead to track their basic English and literacy skills. Targeted supports provided include:

- sheltered classes
- frequent meeting with site EL lead throughout the year,
- access to a Spanish speaking counselor,
- extended time on assignments,
- supplemental instructional materials,
- bilingual dictionaries for translations,
- support classes, and
- students are placed into a cohort so they may take many of their classes together.

Supplemental instructional materials are provided to increase immigrant and EL students' access to the core content curriculum as well as improve student's language proficiency. Funding is also utilized to support professional learning opportunities for teachers which includes membership to the California Association for Bilingual Educators as well as opportunities to attend local workshops related to immigrant and EL achievement.

San Dieguito Union High School District

INFORMATION FOR BOARD OF TRUSTEES

TO: BOARD OF TRUSTEES

DATE OF REPORT: October 22, 2018

BOARD MEETING DATE: November 1, 2018

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

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

SUBJECT: APPROVAL OF PROPOSITION 51 CTE
GRANT APPLICATION APPROVAL

EXECUTIVE SUMMARY:

The Career Technical Education Facilities Program (CTEFP) was established by Article 13 of the Kindergarten University Public Education Facilities Bond Act of 2006, Assembly Bill 127, Chapter 35, Statutes of 2006.

California Education Code (EC) Section 17078.72 authorizes the issuance and sale of state general obligation bonds to provide aid to local educational agencies (LEAs) to reconfigure, construct, or modernize Career Technical Education (CTE) facilities, and/or purchase equipment for CTE programs and to joint powers authorities (JPAs) to modernize CTE facilities and/or equipment.

The purpose of the CTE Facilities program is to reconfigure/modify a structure of any age that will enhance CTE educational programs that provide high schools (grades 9-12) students with the skills and knowledge necessary for high-demand technical careers and to purchase equipment with an average useful life expectancy of at least ten years.

RECOMMENDATION:

It is recommended that the Board approve the Grant application to the California CTE Facilities Program, as shown in the attached supplements.

FISCAL IMPACT:

None.



Career Technical Education Facilities ITEM 21 Program Application

Form A - Cover Page (Revised 3/18)

Section 1: California Department of Education Use Only

Application Log Number:

Reviewer Number:

Received Date:

Original Application and Three Copies: USB Flash Drive Included:

Section 2: Local Educational Agency Contact Information

Local Educational Agency (LEA) :

CDS Code:

Printed Name and Title of Contact:

Address:

City:

Zip Code:

County:

Telephone Number:

Fax Number:

Email Address:

Section 3: Project Information

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Type of Project:

New Construction (including equipment):

Modernization/Reconfiguration (including equipment):

Equipment Only:

School Name:

Name of Career Technical Education Industry Sector (Note: Only one industry sector per application will be accepted):

Career Technical Education Pathway(s):

Proposed Schematic Drawing Attached?: Yes No

School Site Plan Drawing Attached: Yes No

Estimated Total Cost of Project (See Form B):

Total Amount of State Funds Requested (See Form B):

Number of students occupying teaching stations or using equipment (per class period):

Number of Classrooms in Project:

Annual Number of Students Served:

Square Footage of Project:

Section 4: Approval

Date Governing Board Approved CTE Application (Board must approve project no later than October 19, 2018):

Section 5: Certification

The local educational agency (LEA) certifies that the Advisory Committee pursuant to Education Code Section 8070 has met and approved the CTE Plan, and the other requirements contained in Education Code Section 17078.72, including sections (i) (1 thru 7) have been accomplished, and minutes and other supporting documentation are on file at the LEA's Office. Further, the LEA certifies that the project is on a comprehensive high school site that meets the requirements of Education Code sections 51224, 51225.3, and 51228.

Authorized LEA Representative to initial each Education Code Section.

E.C. 8070

The governing board of each school district participating in a career technical education program shall appoint a career technical education advisory committee to develop recommendations on the program and to provide liaison between the district and potential employers.

The committee shall consist of one or more representatives of the general public knowledgeable about the disadvantaged, students, teachers, business, industry, school administration, and the field office of the Department of Employment Development.

E.C. 17078.72

(a) The Career Technical Education Facilities Program is hereby established to provide funding to qualifying local educational agencies for the purpose of constructing new facilities or reconfiguring existing facilities, including, but not limited to, purchasing equipment with an average useful life expectancy of at least 10 years, to enhance educational opportunities for pupils in existing high schools in order to provide them with the skills and knowledge necessary for the high-demand technical careers of today and tomorrow.

(b) The State Department of Education, in cooperation with the Chancellor's Office of the California Community Colleges, the Labor and Workforce Development Agency, and industry groups, shall develop criteria and pupil outcome measures to evaluate the program. The criteria shall ensure equity, program relevance to industry needs, and articulation with more advanced coursework at the partnering community colleges or private institutions.

(c) The program shall be based on grant applications administered by the board.

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- (d) Grants shall be allocated on a per-square-foot basis for the applicable type of construction proposed or deemed necessary by the board consistent with the approved application for the project.
- (e) New construction grants shall not exceed three million dollars (\$3,000,000) per project per schoolsite, inclusive of equipment, and shall only be allocated to comprehensive high schools that have an active Career Technical Advisory Committee pursuant to Section 8070, in either of the following methods:
- (1) For a stand-alone project on a per-square-foot basis for the applicable type of construction proposed, based on the criteria established pursuant to subdivision (b), consistent with the approved application for the project.
 - (2) For new school projects, as a supplement to the per pupil allocation pursuant to Section 17072.10. The supplement is intended to cover excess costs uniquely related to the facilities required to provide the career technical education program or programs.
- (f) Modernization grants shall not exceed one million five hundred thousand dollars (\$1,500,000) per project per schoolsite, inclusive of equipment and may be awarded to comprehensive high schools or joint power authorities currently operating career technical education programs that have an active Career Technical Advisory Committee pursuant to Section 8070 for the purpose of reconfiguration. For comprehensive high schools, the grant shall be supplemental to the per pupil allocation pursuant to Section 17074.10. The supplement is intended to cover excess costs uniquely related to the facilities required to provide the career technical education program or programs.
- (g)(1) A school district shall contribute from local resources a dollar amount that is equal to the amount of the grant of state funds awarded under subdivisions (d), (e), and (f). The required local contribution may be provided by private industry groups, the school district, or a joint powers authority.
- (2) A school district shall not be required to demonstrate that it has unhoused pupils or that a permanent school building is more than 25 years old in order to receive a grant under the program.
- (h) The program shall allow the required local contribution to be paid over time if sufficient local funds are not immediately available. The board may provide for a repayment schedule consistent with subparagraphs (C) and (D) of paragraph (1) of subdivision (a) of Section 17078.57. The board shall not waive the required local contribution on the basis of financial hardship or on any other basis.
- (i) Applications shall meet the criteria developed under subdivision (b) and shall require all of the following:
- (1) A clear and comprehensive career technical education plan for each course of study applicable to the instructional space.
 - (2) Projections of pupil enrollment.
 - (3) Identification of feeder schools, industry partners, and community colleges or other postsecondary schools participating in the development, articulation, and review of the educational program.
 - (4) Evidence of approval of the plan by the entities listed in paragraph (3).
 - (5) The method by which accountability for pupil enrollments and outcomes will be maintained. Outcomes shall include, but are not limited to, certificate completion, the successful entry of pupil to employment in the applicable industry, and successful transition to post-secondary institutions for work in the applicable industry or other areas of study.

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6) Evidence of coordination with all feeder schools, middle schools, and high schools within the area to ensure that the project and programs complement career technical education offerings in the area.

(7) Evidence that upon completion of the project the local educational agency will meet all of its obligations under Section 51228 relating to career technical education.

(j) Applications shall give weight to the number of pupils expected to attend, the cost per pupil, financial participation by industry partners in the construction and equipping of the facility, commitment to accountability for outcomes and participation, the strength and relevance of the educational plans to the needs of industry for qualified technical employees applicable to the economic development needs of the region in which the project will be located, and coordination and articulation with feeder schools, other high schools, and community colleges.

(k) The Office of Public School Construction shall develop and the board shall approve regulations to implement this article on or before April 19, 2007, and the board may promulgate those regulations first on an emergency basis, which shall be effective for no more than 12 months, after which any permanent regulations shall be promulgated in accordance with the Administrative Procedure Act (Chapter 3.5 (commencing with Section 11340) of Part 1 of Division 3 of Title 2 of the Government Code).

(l) Notwithstanding paragraphs (e) and (f), a project approved pursuant to this section is also eligible for an incentive grant from the funds specified in paragraph (8) of subdivision (a) of Section 101012 if the project meets the criteria prescribed in that section.

E.C. 51224

The governing board of any school district maintaining a high school shall prescribe courses of study designed to provide the skills and knowledge required for adult life for pupils attending the schools within its school district. The governing board shall prescribe separate courses of study, including, but not limited to, a course of study designed to prepare prospective pupils for admission to state colleges and universities and a course of study for career technical training.

E.C. 51225.3

(a) A pupil shall complete all of the following while in grades 9 to 12, inclusive, in order to receive a diploma of graduation from high school:

(1) At least the following numbers of courses in the subjects specified, each course having a duration of one year, unless otherwise specified:

(A) Three courses in English.

(B) Two courses in mathematics. If the governing board of a school district requires more than two courses in mathematics for graduation, the governing board of the school district may award a pupil up to one mathematics course credit pursuant to Section 51225.35.

(C) Two courses in science, including biological and physical sciences.

(D) Three courses in social studies, including United States history and geography; world history, culture, and geography; a one-semester course in American government and civics; and a one-semester course in economics.

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(E) One course in visual or performing arts or foreign language. For purposes of satisfying the requirement specified in this subparagraph, a course in American Sign Language shall be deemed a course in foreign language.

(F) Two courses in physical education, unless the pupil has been exempted pursuant to the provisions of this code.

(2) Other coursework requirements adopted by the governing board of the school district.

(b) The governing board, with the active involvement of parents, administrators, teachers, and pupils, shall adopt alternative means for pupils to complete the prescribed course of study that may include practical demonstration of skills and competencies, supervised work experience or other outside school experience, career technical education classes offered in high schools, courses offered by regional occupational centers or programs, interdisciplinary study, independent study, and credit earned at a postsecondary educational institution. Requirements for graduation and specified alternative modes for completing the prescribed course of study shall be made available to pupils, parents, and the public.

(c) If a pupil completed a career technical education course that met the requirements of subparagraph (E) of paragraph (1) of subdivision (a) of Section 51225.3, as amended by the act adding this section, before the inoperative date of that section, that course shall be deemed to fulfill the requirements of subparagraph (E) of paragraph (1) of subdivision (a) of this section.

(d) This section shall become operative upon the date that Section 51225.3, as amended by the act adding this section, becomes inoperative.

E.C. 51228

(a) Each school district maintaining any of grades 7 to 12, inclusive, shall offer to all otherwise qualified pupils in those grades a course of study fulfilling the requirements and prerequisites for admission to the California public institutions of postsecondary education and shall provide a timely opportunity to each of those pupils to enroll within a four-year period in each course necessary to fulfill those requirements and prerequisites prior to graduation from high school.

b) Each school district maintaining any of grades 7 to 12, inclusive, shall offer to all otherwise qualified pupils in those grades a course of study that provides an opportunity for those pupils to attain entry-level employment skills in business or industry upon graduation from high school. Districts are encouraged to provide all pupils with a rigorous academic curriculum that integrates academic and career skills, incorporates applied learning in all disciplines, and prepares all pupils for high school graduation and career entry.

(c) A school district that adopts a required curriculum that meets or exceeds the model standards developed and adopted by the state board pursuant to Section 51226 shall be deemed to have fulfilled its responsibilities pursuant to subdivision (b).

d) A school district that adopts a required curriculum pursuant to subdivision (c) that meets or exceeds the model standards developed by the state board pursuant to Section 51226, or that adopts alternative means for pupils to complete the prescribed course of study pursuant to subdivision (b) of Section 51225.3, may substitute pupil demonstration of competence in the prescribed subjects through a practical demonstration of these skills in a regional occupational center or program, work experience, interdisciplinary study, independent study, credit earned at a postsecondary institution, or other outside school experience, as prescribed by Section 51225.3.

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Print Name of Authorized L E A Representative:

Signature of Authorized L E A Representative:

Initials of Authorized L E A Representative:

Title:

Phone Number:

Date:

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Appendix A

Appendix B

Abstract**La Costa Canyon High School- Food Service and Hospitality Program**

La Costa Canyon High School (LCC) is a student-centered educational community located in south Carlsbad. Current enrollment is approximately 1900 students, in grades 9-12, who live within the San Dieguito Union High School District coastal communities of Cardiff, Encinitas, Leucadia, Olivenhain, and south Carlsbad. This year LCC has transitioned into an international baccalaureate school with renewed focus to “*develop internationally minded people who recognizing their common humanity and shared guardianship of the planet, help to create a better and more peaceful world.*”

La Costa Canyon currently offers an extensive Career Technical Education (CTE) program in seven pathways. The school opened in 1996 with a promising Home Economics program that has since transitioned to the Food Service and Hospitality Pathway extending its growth at the school site. Today the program demand has outgrown its facility which restricts the number of students who can participate. As such, the school administration and district leadership propose a building expansion and rebranded “farm to table” culinary concept.

This proposed state of the art facility will enhance the CTE opportunities for all students and also allow La Costa Canyon to meet the needs of its diverse student groups. Culinary Arts courses have grown to become some of the most popular courses among students, serving as a bridge between language and learning for our English learners and special education populations. And, the culinary arts classes have served as a welcoming environment for these diverse students including students in the Newcomer Academy who face a greater challenge because of their recent integration into the US school system often with both low academic skills and language proficiency. The Newcomer Academy is unique to LCC and provides a safe learning environment for this student population.

To conclude, the objective of this project is to update the existing culinary Arts facility and redesign the focus of the program to create a “farm to table” concept; this concept is embedded in the pathway curriculum. Additionally, this project aligns the pathway with the burgeoning San Diego County Speciality Foods and Microbreweries priority sector.

Part 1: Career Technical Education Plan

A. Please refer to Appendix A where we identify the proposed sector, pathway and sequence of courses.

All culinary teachers in the Food Service and Hospitality Pathway hold a CTE designated single subject credential. San Dieguito Union High School District supports the State-required two year Induction (Beginning Teacher Support Program) for teachers, including all CTE teachers. Specifically, this program provides teachers with subject area training and coaching to align with industry demands and to maintain course relevancy. The SDUHSD CTE Teacher on Special Assignment (ToSA) is the mentor to all new CTE teachers in our district and in this capacity she provides two observations (one per semester) followed by supportive meetings. In addition, SDUHSD has a rich professional development program for all of our staff, both certificated and classified.

The proposed CTE facility expansion addresses the trend in “farm to table” specialty food and microbrewery growth in San Diego County. Specifically, the [San Diego Workforce](#) Partnership has added [Specialty Foods and Microbreweries/Tourism](#) as an additional priority sector. The Tourism sector accounts for 10% of jobs in all of San Diego county, employing approximately 190,000 workers across the sector. It is estimated that Food and Beverage services will account for 140,451 workers by the year 2020.

La Costa Canyon High School is located in the city of Carlsbad, home to 38 hotels, 4,375 hotel rooms, and over 3.5 million annual visitors. Downtown Carlsbad Village is home to 75 restaurants, and the nearby Legoland California Resort attracts over 1.4 million visitors each year. Considering the abundance of tourism opportunities, specifically culinary destinations in North County San Diego, it is no surprise that the Carlsbad Economic Development lists [Hospitality and Tourism](#) as an emerging industry.

The rationale for this new CTE expansion is two-fold: to update existing culinary arts facilities and to connect those facilities to a garden. The garden is central to this proposal; it connects the high school culinary program with our feeder elementary school district “Farm Lab.” The vision is to create a culinary pathway that extends from our elementary feeder schools to La Costa Canyon High School.

Currently, the culinary facility is small, the equipment is outdated. In order to serve the number of students requesting courses within the pathway we need to provide them with an updated space that allows access for all students, and provides opportunities for

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students to engage in relevant, industry-specific instruction. For example, the current culinary facility at LCC contains electrical stoves and ovens in each workstation. Additionally there is no flexibility in the dated design of the classroom for the teacher to provide demonstrations or instruction where students can observe and participate. After consulting with two local restaurant owners, both have agreed that the updated classroom design should include both flexibility in the design space and gas stoves and ovens which correlate to industry standards.

Please refer to Appendix B to view the Food Service and Hospitality Advisory Committee members.

B. The proposed CTE program includes accessibility for all students. Traditionally, the LCC Food Service and Hospitality pathway has attracted a diverse population of students because the curriculum does not limit students due to their language proficiency or academic ability. Culinary programs tend to provide a bridge between language acquisition and content as instruction is heavily dependent upon visual learning cues.

La Costa Canyon has a diverse student body, where multiple student groups are represented on campus. During the 2016-2017 school year, the following student groups were reported to the CDE:

108 English Learners (5%), 3 Foster Youth, 1 Homeless, 7 Migrant Ed, 266 Students with Disabilities (14%), 202 Socioeconomically Disadvantaged (10.5%) (CDE dataquest).

SDUHSD and LCC are committed to ensuring that all students are given the opportunity to participate in all CTE programs, activities and experiences. Since 2005, SDUHSD has practiced open access enrollment where all students are able to request courses without the barrier of prerequisites.

C. The proposed culinary project at La Costa Canyon includes a commitment to meaningful professional development for our district culinary teachers to align with the current CTE standards in this industry sector. For example, during the past three summers, our SDUHSD culinary teachers have attended the [NAREF Summer Institutes](#). In this professional development opportunity, the teachers gained 99 hours of culinary training, with 33 hours spent at each of the following: [Le Cordon Bleu](#) (Florida); [The Chef's Academy](#) (North Carolina); and the [University of Delaware Department of Hotel, Restaurant and Institutional Management](#). The updated culinary classroom at LCC would provide an opportunity for culinary teachers to attend specific "farm to table" professional development to ensure the garden, culinary connection is a sustainable

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model. The culinary teachers plan to attend the [California Restaurant Association](#) (CRAF) Educator Conference in support of this facility expansion project. During this conference teachers will learn menu trends and connect with local industry advisors. Additionally, we are seeking opportunities to collaborate with our elementary school garden program: the [EUSD Farm Lab](#).

La Costa Canyon's new culinary facility is designed to engage students in classrooms that support curriculum in accordance with California CTE Model Curriculum Standards. This year the culinary arts teachers redesigned their course outlines for this pathway sequence to include essential CTE Model Curriculum Standards for each course of study to ensure relevance and connection to evolving industries.

This expansion project includes an industry recognized/validated certification. The students in the Food Service and Hospitality pathway at La Costa Canyon will be provided with an opportunity to receive [ServSafe](#) certifications. Culinary teachers at La Costa Canyon have collaborated with [eFoodHandlers](#), Inc to learn more about students training, testing and obtaining their food handling permit.

D. The La Costa Canyon's culinary arts program was established in 1996 during the opening of the school. Since its implementation, a variety of funding sources have been allocated to support the pathway growth and expansion. Improvements to current curriculum and equipment as well as development of new programs, pathways and courses is supported through the Carl D. Perkins Grant, Career Pathways Grant, CTE Incentive Grant, Community mini grants, site foundations, as well as general fund dollars. SDUHSD is committed to sustaining these efforts to meet the postsecondary goals for all students.

E. This proposed CTE project is supported and sustained through the SDUHSD Local Control Accountability (LCAP). SDUHSD articulates the use of its entire operating budget within the Local Control Accountability Plan (LCAP). This includes the use of grant funded programs, services and courses. SDUHSD's commitment to increasing and expanded CTE courses and pathways is part of the district LCAP goal to increase college and career readiness for all students. Stakeholder feedback continues to confirm expanding CTE pathways as a district priority as evidenced by responses on the district annual LCAP Stakeholder Survey.

LCC's new culinary arts project aligns to SDUHSD's LCAP Goal #3 that all district graduates will be college and career ready. As part of the continued effort to provide all students with a broad course of study, SDUHSD will continue to offer and expand CTE course pathways aligned to the growing industry sectors in the state and

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San Diego county (LCAP Goal 3, Action 3.A.1., 3.A.6). To support student postsecondary goals, SDUHSD will continue to work with CTE teachers to develop A-G aligned courses descriptions and course articulations with local community colleges as well as course curriculum aligned to ELA and Math California Content Standards (LCAP Goal 3, Action 3.A.4).

SDUHSD provides innovative teaching and modern learning to all of our students to ensure that they are ready for both college and a career after graduation. SDUHSD students are provided opportunities in a wide range of courses, beginning in our feeder elementary schools, as they transition to our middle schools and maintained through high school, in computer sciences, STEM, and Career Technical Education that provide our students a broad range of experiences (2017-20 LCAP, The story).

Part 2: Projections of Student Enrollment

A. We project that nearly 300 students will take courses in the Food Service and Hospitality pathway at La Costa Canyon each year (See table below). Each of these students will be supported with grant funds, as the funding purchases equipment for the classroom that each student will access, as well as a better designed workstation where students can view the teacher demonstrate, collaborate with one another and ultimately follow the culinary curriculum.

| LCC Course Enrollment | | | | | |
|------------------------------|--------------------|----------------|----------------|----------------|--------------------|
| Course ID | Course Name | 2015-16 | 2016-17 | 2017-18 | Grand Total |
| H7512 | Culinary Art P | 142 | 238 | 257 | 637 |
| H7518 | Intnl Foods | 15 | 40 | 41 | 96 |
| Grand Total | | 157 | 278 | 298 | 733 |

SDUHSD contracts with a professional demographer (Davis Demographics) to provide updated enrollment projections twice per year. Each spring we also consult with our feeder districts to compare the demographer's projections with the current enrollment of our district and our feeder districts. Additionally, we look at historical trends in inter and intra district transfers to inform our enrollment projections.

B. SDUHSD offers students who live within the boundaries of our school district an opportunity to attend one of four comprehensive high schools. We allow students to select to attend Canyon Crest Academy or San Dieguito Academy High School, which are both schools of choice. Students can also opt to attend their boundary school, La Costa Canyon and Torrey Pines, which are traditional high schools. In recent years, La Costa Canyon and Torrey Pines have had declining enrollment as more students have chosen to attend our academy focused high schools. We anticipate that the new La

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Costa culinary arts facility and expanded Food Service and Hospitality pathway will attract more students to attend.

All high schools participate in our district's open access practice. This approach to student course selection allows students to select courses of their choice, without prerequisites. Since the implementation of this practice in 2005, our district has seen significant growth in student test scores, AP scores, and CTE pathway completion due to student choice driving our master schedules. Additionally, enrollment in our district CTE pathway courses has either maintained or sustained growth.

La Costa Canyon Counselors conduct 2018-2019 course enrollment in February for current students in grades 9-11. Counselors present materials and information to students through English classes, including special education fundamental and ELD courses. Counselors then meet individually with each student to confirm their course selection meets high school graduation requirements and individual student post high school plan goals. In early March the counselors present information about student course selection including high school graduation and college admission requirements to incoming 9th grade students and their parents. This evening event is also paired with an elective fair to provide specific information about CTE pathway course offerings.

Once school administration and counselors determine student interest in these courses they design a master schedule that meets the needs of students and maximum facility occupancy. With the expansion of this facility and the addition of the outdoor garden, the Food Service and Hospitality pathway will be able to increase the number of capstone sections. The students in the capstone course will regularly access the outdoor garden as part of their farm to table curriculum. During this capstone

Additionally, counselors meet with students in grades 9-12 to develop a four year program of study that includes CTE pathway courses. All students in grades 9-12 also have an opportunity to attend the annual SDUHSD College and Career Night Fair. This event provides students with information about 4 year college/University, 2 year college, and trade specific colleges.

Part 3: Identification of Feeder Schools and Partners

A. Please refer to Appendix C to review the list of feeder schools and partners for the La Costa Canyon's Food Service and Hospitality pathway. Each partner listed has provided a letter of support for this project.

Within SDUHSD, three of our four high schools offer a Food Service and Hospitality pathway. The culinary facilities at San Dieguito Academy and Torrey Pines High School are currently undergoing a renovation with our Prop AA funding, leaving La Costa

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Canyon with the only original culinary facility remaining in our district. Additionally, many of our neighboring school districts also offer culinary courses, yet each of these programs vary from one another. The proposed remodel of the La Costa Canyon culinary facility would allow the program to transition to a “farm to table” focus, making La Costa Canyon the first site in SDUHSD to offer these types of classes. Our nearby school districts (Vista Unified School District, San Marcos Unified School District and Escondido Unified School District) teach traditional culinary curriculum and although they participate in projects that include locally grown produce and herbs, they do not have a garden on campus that sustains the ingredient supply. The projected plan for this project is to bridge that gap.

Part 4: The Accountability Plan

A. La Costa Canyon’s accountability plan for enrollment and expected outcomes for the proposed updated culinary facility is a key focus of this project. Twice a year we run a completer query to determine the number of students who are completers in each pathway. Students who complete all courses in the pathway and are deemed completers will earn a cord to wear during their graduation ceremony and have a distinguished symbol in the graduation program indicating they are a CTE pathway completer. We are working with our student information system, Aeries, to indicate CTE pathway completion on student transcripts as well. All students who successfully pass the capstone course in this pathway will have the opportunity to take the food handlers test, allowing them to work in the culinary industry as a paid employee.

SDUHSD and La Costa Canyon promote the NAVIANCE program for all students as a post high school and career planning tool. During their senior year, students take a senior survey and self-report their plans after graduation. This includes 2 year colleges, 4 year colleges, trade school, military and those directly entering the workforce. This survey includes questions about CTE pathway completion related to career goals. Additionally, La Costa Canyon will use the results of the NAVIANCE senior survey to share information and data with the school community, parents, students, industry partners and all key stakeholders.

Students in our community have several options to continue their education beyond high school. SDUHSD students often continue on to culinary programs at Mesa or Grossmont College; both are community colleges in San Diego county that offer extensive culinary programs of study. Students also have the opportunity to attend local 4 year universities to pursue culinary-related programs. For example, students can apply to the culinary program at Point Loma Nazarene University, which is ranked top 20% in the country, or students can opt to pursue the foods and nutrition major at San Diego State University. Additionally, students who wish to attend vocational training and

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directly enter the culinary industry can continue onto either San Diego Culinary Institute or the Art Institute of California- San Diego.

SDUHSD will continue to use CALPADS to submit data to CDE. The CTE Director presents annually to the SDUHSD school board to share progress of the CTE program and pathways. Additionally all CTE stakeholders meet twice annually to discuss labor market information, pathway development, industry partnerships and curriculum development.

B. This project will enhance and expand La Costa Canyon's efforts to meet and/or exceed its obligations pursuant to *EC* Section 51228. Students in the capstone course in this pathway will earn a food handler's certification, allowing them to obtain entry level employment in our local restaurants. A new culinary facility at La Costa Canyon will promote student interest in the concept of pathway selection and coursework that mirrors that of local industry. The curriculum in the Food Service and Hospitality pathway courses includes introductory culinary arts 1, which is a UC approved Area G elective course and fulfills the SDUHSD practical art graduation requirement. Through our partnership with the EUSD Farm Lab, students in this pathway will also have access to employment opportunities with the Farm Lab business partners. These companies include local grocery stores, nonprofit foundations, energy groups and local farms.

Counselors in SDUHSD meet with students each year to create, or revisit the previously created 4 year plan, or program of study to assist students in meeting their post-secondary education goals. This discussion takes into account high school graduation requirements, UC/CSU A-G requirements, NCAA student athlete requirements and CTE pathway completion opportunities.

Part 5: Educational Specifications and Equipment/Space Requirements

A. This project includes modernization of the existing interior of the culinary arts building. This includes: an HVAC upgrade; the modification of 7 existing student/teacher workstations; the addition of 2 new workstations; the expansion of gas and electrical capacity; new furnishings; new equipment and finishes. Additionally, this project includes the addition of 270 square feet to include a new storage facility added to the existing building, and the construction of an outdoor garden area which includes raised planter beds, new irrigation and patio area.

B. Please see attached school site plan for this project as well the culinary arts delivery path pdf which includes all delivery routes.

C. Please see attached schematic drawing of the floor plans with dimensions of the proposed space and location of equipment.

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D. In reference to the schematic drawing, instructional areas are denoted as: 8 student workstations; 1 teacher demonstration area. Support spaces on the schematic are: the teacher office, storage, and the outdoor garden area. In addition, with the updated room design, the teacher will be able to provide live, hands on demonstrations while students observe on flat screens making the instructional space much more student-friendly and aligned with industry standards.

The 8 new workstations will provide additional space for students to work and collaborate when creating recipes. Each workstation will include its own stove, microwave, oven and various industrial kitchen prep supplies. The additional storage included in the new design will provide storage for all the large quantity ingredients while also making the new space easier for the teacher to access while simultaneously supporting students in the classroom. The following instructional and support spaces will be added to adequately implement the Culinary Arts program: New storage addition (260 sf); Modernization of existing (1,335 sf classroom space); Modernization of existing (280 sf) clean-up/storage electrical room, dividing into a clean-up/storage room (190 sf) and separate IDF/Electric room (90 sf); Modernization of existing (150 sf) office; Landscape and hardscape improvements (2,870 sf) for garden/raised planter beds; change to domestic irrigation, and renovated patio area.

E. The design of this new facility was made in conjunction with SDUHSD planning services department, local industry partners, our local feeder elementary district, and our local post secondary institutions. We gathered feedback from two local business and industry on the space design and equipment needs. Brian Gruber is the owner and Head Chef of [Notorious Burgers](#) in Carlsbad, and Jim Cannon is the Vice President of Culinary for [Urban Plates](#), a local farm to table concept restaurant.

Both industry partners provided extensive feedback for the space design and equipment needs for the new facility. This new state of the art facility includes the conversion from electric to gas stoves and ovens. Other additions to modernize the space to meet industry standards include the addition of professional grade equipment such as reach-in refrigerators and freezers as well as updated microwaves. Currently, the La Costa Canyon demonstration space uses residential grade freezers and refrigeration units that do not meet industry specifications. Additionally, with the new equipment the teacher will be able to record classroom demonstrations and upload to the class website for easy student access.

This new facility will provide the students of the LCC Food Service and Hospitality pathway relevant opportunities that mirror that of our local industry, focusing on the farm to table culinary concept. Students will tend to the garden as part of the class. There are

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additional collaborative opportunities with the Encinitas elementary district for students in this pathway to work as mentors to the elementary students at the [EUSD Farm Lab](#).

F. The improvements on the existing culinary facility will support a variety of CTE program activities and improve the quality of the student coursework. With the inclusion of the updated facilities and new industry standard equipment, students will produce more sophisticated culinary recipes that mirror that of local restaurants. The new proposed culinary arts facility will hold 7 culinary classes each day. This includes the addition of 2-3 capstone courses that focus on the “farm to table” concept. We expect the space to serve about 40 students per class, which will allow 280-300 students to participate in the Food Service and Hospitality pathway each year. Students in the capstone courses will learn techniques and skills that will prepare them to transition into the local culinary industry.

With the expansion of the existing culinary facility, each class will include 8 students workstations that allow for 5 students in each station a time. Each class will hold 40 students. Students will be able to navigate the larger classroom more easily and safely, as the new plan includes 260 additional square feet.

Part 6: Budget Justification/ Detail Sheet

A. We collaborated with our finance department to determine the estimated annual capital cost per student. We arrived to this number by taking the total cost of the project (\$2,574, 022), and divided it by the age of the facility (50 years) which equals \$51,480. We then took this amount and divided it by the total number of students who could access the program courses (1,900 students), which equals \$27.09 per student.

B. SDUHSD CTE programs receive financial support (including donations) from multiple sources. [The Coastal Community Foundation](#) (CCF) is a 501(c) 3 organization that provides multiple mini grants to all CTE teachers in SDUHSD. During the current year, our Culinary Arts programs at San Dieguito received over \$20,000 to purchase equipment. In addition, the CCF just released the Educational Pathways grant for 24 CTE teachers totalling a donation of \$25,000. As for ongoing funds, SDUHSD provides financial support to all CTE programs through their LCFF Formula. In addition SDUHSD will continue to participate in state and federal grants that provide the necessary resources to purchase equipment, materials and supplies. At the site level, SDUHSD has strong parent foundation support to help with additional supplies, costs, guest speakers, trainers, etc. Lastly, the SDUHSD CTE program is part of the San Diego/Imperial County Strong Workforce Partnership that will be submitting an application for additional funds to sustain our farm to table program.

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C. In preparation we have consulted with two local business and industry partners to collaborate on the vision of the facility modernization including equipment needs. Brian Gruber, owner of [Notorious Burger](#) specializes in “farm to table” craft burgers, sandwiches and salads and Jim Cannon, Head Chef and Vice President of [Urban Plates](#) specializes in sustainable ingredients. Both business partners emphasized the importance of using local produce and herbs in the culinary dishes to sustain local farming industry as well as to provide healthy food choices for patrons. They agreed that the new outdoor garden addition to the La Costa Canyon facility is essential to truly implement the farm to table focus of the program.

D. All grant fund expenditures will be created by the “best value” method. This will include the life expectancy, warranty, safety, upkeep and maintenance for all equipment/expenditures. For example, architects will be selected through a competitive qualification process. Construction will be bid pursuant to District policy 3311 and supporting Administrative Regulations (AR). Additionally, furniture and equipment will either be bid pursuant to District policy 3311 or by District approved state or local consortium bids whichever will provide the District with greater value.

E. The SDUHSD CTE annual budget includes a specific line item budget for this project dedicated to maintenance and repairs of all CTE equipment, including the new culinary art facility. The district maintenance department has a schedule to maintain all equipment at SDUHSD school sites and they contract with outside vendors when they don’t have specific knowledge to repair equipment. For example, SDUHSD has contractual relationships with local maintenance vendors for commercial culinary arts equipment. As such one of our culinary sites has a preventative maintenance contract to upkeep, repair, maintain equipment to support our programs. The costs associated with this project will be sustained through Perkins, CTEIG, Strong Workforce, and the SDUSHD general fund after grant funds are no longer available.

Part 7: Unique Conditions

La Costa Canyon will offer a unique “farm to table” program as it’s the only one of its kind within the county of San Diego. Additionally, this “farm to table” concept will support partnership agreements with local restaurants and the feeder elementary garden program.

Appendix A

Identify the industry sector, pathway, sequence of courses being considered and the CALPADS numbering

Industry Sector:

Pathway 1:

Sequence of Courses

Introductory:

CALPADS #:

Concentrator 1:

CALPADS #:

Concentrator 2:

CALPADS #:

Capstone:

CALPADS #:

Pathway 2:

Sequence of Courses

Introductory:

CALPADS #:

Concentrator 1:

CALPADS #:

Concentrator 2:

CALPADS #:

Capstone:

CALPADS #:

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Pathway 3:

Sequence of Courses

Introductory:

CALPADS #:

Concentrator 1:

CALPADS #:

Concentrator 2:

CALPADS #:

Capstone:

CALPADS #:

Appendix B

ITEM 21

Identification of Feeder Schools and Partners

| Name | Title | Name of School/Organization | Phone Number | Feeder School/Middle School | High School/ROCP | Student | Parent | Counselor | Community Member | Business/Industry Member | Community College | Other Stakeholder | Participated in: | Development of CTE Project | Articulation/Dual/Concurrent Enrollment | Review and Approval of CTE Plan |
|------|-------|-----------------------------|--------------|-----------------------------|------------------|---------|--------|-----------|------------------|--------------------------|-------------------|-------------------|------------------|----------------------------|---|---------------------------------|
| | | | | | | | | | | | | | | | | |
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CAREER TECHNICAL EDUCATION FACILITIES PROGRAM APPLICATION

FORM B – BUDGET JUSTIFICATION/DETAIL SHEET (Rev. 3/18)

Local Education Agency:

Name of Industry Sector:

Name of Pathway(s):

Provide sufficient detail to justify the budget. The budget justification page(s) must provide all required information even if the items have already been identified and discussed in another section. For each expenditure type, list the associated costs. The scope and budget in this application must be consistent with the funding application submitted to Office of Public School Construction. Equipment without a 10 year life span are not eligible.

| Expenditure Type | Cost |
|---|------|
| Construction Cost Estimate: | |
| Equipment Total Cost** (list expenditures on a separate spreadsheet. See below) | |
| Site Development Cost Estimate: | |
| Estimated Total Cost of Project | |

ITEM 21

****For Equipment Expenditures:** On a separate piece of 8/12 by 11 paper, list each equipment item using the following format:

| Equipment Description | Make | Model | Quantity | Price | Subtotal |
|-----------------------|------|-------|----------|-------|----------|
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |

Equipment Total Cost:

State Funding Guidelines: Under Education Code Section 17078.72, the state grant maximum is \$3 million for new construction and \$1.5 million for modernization career technical education projects regardless of the total cost of the project.

Loan From the State: Under State Allocation Board Regulations Section 15859.194, LEAs may request a loan for their CTE projects from the Office of Public School Construction (OPSC). The loan repayment term will be ten years with interest. For more information, visit the OPSC website at <http://www.dgs.ca.gov/opsc/Programs/careertechnicaleducationfacilitiesprogram.aspx>

Career Technical Education Facilities Program Application
Form B - Budget Justification/Detail Sheet - Furniture and Equipment Summary Detail ITEM 21

San Dieguito Union High School District
La Costa Canyon High School
Culinary Arts Project - Food Service and Hospitality

| Quantity | Description | Unit Cost | Total |
|----------|---|------------|------------|
| 15 | GSW USA Model No. WT-P3060 Premium Work Table, 60"W x 30"D x 34"H (WITH CASTERS).16/304 stainless steel top , 18 gauge stainless steel undershelf & legs with plastic bullet feet, ETL Dimensions 35(h) x 60(w) x 30(d) 15 ea ECONOMY CST-SET Set of 5" Casters 2 with brake, 2 swivel. ASSEMBLED WITH CASTERS FOR AN OVERALL HEIGHT OF 34". | \$384.00 | \$5,760.00 |
| 36 | NPS Elephant Z Leg stool (backless) | \$74.90 | \$2,696.40 |
| 4 | NPS Elephant Z Leg stool (With Backs) | \$100.73 | \$402.92 |
| | Nine to Five Agents Teachers Chair 1660-B2-A4 | | |
| | Mid-Back Basic Control | | |
| | Swivel Tilt Control/Ratchet Back | | |
| 2 | 2 Way Adjustable Arms | \$173.06 | \$346.12 |
| | FLEETWOOD F1.6380.2 F1.6380.2 FLIP AND NEST TABLE, TFM TOP WITH ADJUSTABLE HEIGHT AND LOCKING 30D X 60W X 29H | | |
| 2 | LOCKING CASTERS 25-35"H | \$497.80 | \$995.60 |
| | Altra Princeton 3 drawer Mobile Pedestal File, White, Letter/Legal | | |
| 2 | 1522072 | \$109.39 | \$218.78 |
| | Traulsen G20010 52" G Series Two | | |
| | Section Solid Door Reach-In | | |
| | Refrigerator with Left / Right | | |
| | Hinged Doors - 46 cu. ft. - Item | | |
| | #: 882G20010 MFR #: G20010 | | |
| | Warranty 3 yr service/labor & 5 yr | | |
| 2 | compressor | \$3,435.00 | \$6,870.00 |
| | Traulsen G22010 52" G Series Two | | |
| | Section Solid Door Reach in | | |
| | Freezer with Left / Right Hinged | | |
| | Doors - 46 cu. ft. Item #: | | |
| | 882G22010 MFR #: G22010 | | |
| | Warranty 3 yr service/labor & 5 yr | | |
| 1 | compressor | \$4,222.00 | \$4,222.00 |
| | GE - 7.2 Cu. Ft. 1-Cycle Gas | | |
| | Dryer - White | | |
| | Catalog Open Market | | |
| | Item BB20005859 | | |
| | Manufacturer | | |
| 1 | GTD33GASKWW | \$490.88 | \$490.88 |
| | Smart Choice - Dryer Gas | | |
| | Line Required for Hook-Up -YellowCatalog | | |
| | Open Market | | |
| | Item BB20056902 | | |
| 1 | Manufacturer GENERIC DRY | \$29.36 | \$29.36 |

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| | | | |
|---|---|------------|-------------|
| | Maytag - 2.0 Cu. Ft. Over-the-Range Microwave with Sensor Cooking - Stainless steel | | |
| | Catalog Open Market | | |
| | Item BB20508348 | | |
| 8 | Manufacturer MMV4205FZ | \$302.50 | \$2,420.00 |
| | GE - 3.8 Cu. Ft. 11-Cycle Top-Loading Washer - White | | |
| | Catalog Open Market | | |
| | Item BB20005862 | | |
| | Manufacturer | | |
| 1 | GTW330ASKWW | \$359.99 | \$359.99 |
| | Smart Choice - 6'Stainless-Steel Washing Machine Fill Hose (2-Pack) | | |
| | Catalog Open Market | | |
| | Item BB10784913 | | |
| 1 | Manufacturer 5305516562 | \$24.23 | \$24.23 |
| | Smart Choice - Semi-Rigid Dryer Vent Kit Required for Hook-Up - Silver | | |
| | Catalog Open Market | | |
| | Item BB10970355 | | |
| 1 | Manufacturer 5304471400 | \$22.53 | \$22.53 |
| | Maytag - 5.8 Cu. Ft. Self-Cleaning Freestanding Gas Convection Range - Stainless steel | | |
| | Catalog Open Market | | |
| 8 | Item BB20458486 Manufacturer MGR8800FZ | \$824.44 | \$6,595.52 |
| | Smart Choice - Range Gas Line | | |
| | Catalog Open Market | | |
| | Item BB19582865 | | |
| | Manufacturer GENERIC | | |
| 8 | RANGE GAS LINE | \$30.00 | \$240.00 |
| | Maytag - 2.2 Cu. Ft. Full-Size Microwave - Stainless Steel | | |
| | Catalog Open Market | | |
| | Item BB20485480 | | |
| 1 | Manufacturer UMC5225DS | \$148.00 | \$148.00 |
| | Maytag - 5.8 Cu. Ft. Self-Cleaning Slide-In Gas Convection Range - Stainless steel | | |
| | Catalog Open Market | | |
| | Item BB20627609 | | |
| 2 | Manufacturer MGS8800FZ | \$1,399.99 | \$2,799.98 |
| 9 | Evolution Select 5/8 HP Continuous Feed Garbage Disposal | \$179.99 | \$1,619.91 |
| | Total | | \$36,262.22 |

ITEM 21



| | |
|----------------------------------|-----------------|
| Quote | 8/2/2017 |
| Project Number: AB# 26318 | |

La Costa Canyon HS- Culinary

Room AV Mike Stammire

San Dieguito Union High School District
 Mike Coy
 Director of Technology
 710 Encinitas Blvd
 Encinitas, CA 92024
 Tel: 760-753-6437

Ship To:

Digital Networks Group will provide the following at Torrey Pines High School - Culinary

- Scope of Work: Provide and install the following AV components**
- Qty 2 (70") Flat panel displays with full range articulating mounts.
 - Qty1 (80") Flat panel with flat tilt mount.
 - Qty1 Camera with a minimum focal point of 7' 3" and a max focal point of 14'
 - Qty 1 12" TLP with video preview for camera control(include swivel mount for table top)
 - Qty 4 surface mount speakers (shielded speaker wire needed)
 - Qty 1 IN1608
 - Qty 2 dual hdmi inputs
 - Qty 2 headset microphones with wireless receiver
 - Qty 1 cabinet
 - 2 days lift rental

Assumptions/Exclusions:
 -Electrical provided by others
 -Pathway provided by others

****Please reference CMAS Contract #3-16-70-2382B & 3-14-58-0215E on purchase order**

| Mfr-Part No. | Qty | Description | Unit Price | Extended |
|------------------------|-----|--|------------|----------|
| LG 70UW340C | 2 | 70" 4K LED FLAT PANEL | 2,651.16 | 5,302.32 |
| Premier Mounts-AM300-B | 2 | Swingout Mount for Flat-Panels up to 300 lb /136 kg | 383.37 | 726.74 |
| LG 79UX340C | 1 | 79" LED FLAT PANEL | 5,056.98 | 5,056.98 |
| Chief-XTM1U | 1 | Micro-Adjust Tilt Wall Mount, X-Large | 237.94 | 237.94 |
| DNG5000 | 1 | HARDWARE SUPPORT FOR MOUNTING FLAT PANELS | 43.60 | 43.60 |
| VADDIO 999-9990-000 | 1 | ROBOSHOT 10 CONFERENCE USB CAMERA | 1,156.98 | 1,156.98 |
| VADDIO 440-1005-025 | 1 | USB EXTENSION CABLE FOR CAMERA | 596.51 | 596.51 |
| VADDIO TBD | 1 | MOUNT FOR ABOVE CAMERA | 203.49 | 203.49 |
| Extron-60-1238-51 | 1 | Eight Input HDCP-Compliant Scaling Presentation Switcher with DTP Extension, DTP 330 | 2,039.38 | 2,039.38 |
| Extron-26-566-03 | 2 | VGA Micro HR with Audio Cable: 15-pin HD Male to Male Low-Profile Molded + 3.5mm Stereo Mini Plug Male to Male - 12' (3.6 m) | 38.37 | 76.74 |
| Extron-26-663-03 | 2 | 4K Premium High Speed HDMI Ultra-Flexible Cable - 3' (90 cm) | 29.07 | 58.14 |
| Extron-26-663-06 | 2 | 4K Premium High Speed HDMI Ultra-Flexible Cable - 6' (1.8 m) | 40.70 | 81.40 |
| Extron-60-1365-12 | 2 | Two Input DTP Transmitter for HDMI with Audio Embedding - Decorator-Style Wallplate, Black - 230 feet (70 m) | 636.94 | 1,273.88 |

Created on 8/2/2017

Page 1 of 3

Printed on 8/2/2017

Digital Networks Group, Inc. Project: 26318

20382 Hermana Cir. • Lake Forest, CA 92630 • Phone (949) 428-6333 • Fax (949) 428-6334

www.digitalnetworksgroup.com

California Contractors License # 822511



ITEM 21

| | | | | |
|-----------------------------|-----|---|----------|------------------|
| Extron-26-663-12 | 4 | 4K Premium High Speed HDMI Ultra-Flexible Cable - 12' (3.8 m) | 52.33 | 209.32 |
| Extron-26-702-35 | 1 | 35 (10.8 m) XTP DTP 24 non-plenum cable | 43.24 | 43.24 |
| Extron-26-702-50 | 4 | 50 (15.2 m) XTP DTP 24 non-plenum cable | 55.81 | 223.24 |
| Extron-26-663-09 | 1 | 4K Premium High Speed HDMI Ultra-Flexible Cable - 9' (2.7 m) | 46.51 | 46.51 |
| Extron-26-663-06 | 3 | 4K Premium High Speed HDMI Ultra-Flexible Cable - 6' (1.8 m) | 40.70 | 122.10 |
| Extron-60-1271-13 | 3 | HDMI Twisted Pair Receiver - 230 feet (70 m) | 274.64 | 823.92 |
| Extron-70-077-01 | 3 | 1/4 & 1/2 Rack Width, Under-Desk Mount Kit for Two-Piece Enclosure | 29.07 | 87.21 |
| Extron-60-1437-01 | 1 | HDMI to Four Output DTP Twisted Pair Distribution Amplifier - 230 feet (70 m) | 1,630.34 | 1,630.34 |
| Extron-60-190-01 | 1 | 1U 9.5 Deep Universal Rack Shelf Kit | 75.58 | 75.58 |
| Extron-60-1432-01 | 1 | IP Link Pro Control Processor | 1,854.65 | 1,854.65 |
| Extron-60-1341-02 | 1 | 12 Tabletop TouchLink Pro Touchpanel | 2,682.17 | 2,682.17 |
| Extron-70-747-01 | 1 | Swivel Mount Adapter | 111.03 | 111.03 |
| Extron-60-1361-01 | 1 | High Power Injector for 12, 15, and 17 TouchLink nk Pro Touchpanels | 169.46 | 169.46 |
| Extron-60-1308-13 | 2 | SpeedMount Two-Way Surface Mount Speakers with 6.5" Woofer and 70/100 V Transformer, Pair - White | 268.80 | 537.60 |
| Extron-60-850-01 | 1 | Mono 70 V Amplifier - 200 Watts | 401.16 | 401.16 |
| Extron-60-190-01 | 1 | 1U 9.5 Deep Universal Rack Shelf Kit | 75.58 | 75.58 |
| Extron-22-151-03 | 500 | 16 AWG Speaker Cable - 1,000 (305 m) spool | 261.63 | 130.82 |
| SHURE, IN-BLX14/SM31-H10 | 2 | BLX14 HEADSET SYSTEM W/SM31 | 248.06 | 496.12 |
| Extron-22-156-03 | 150 | Serial Control/Audio Cable - 1,000 (305 m) spool control wire - 1000' spool - NON-PLENUM | 156.98 | 23.55 |
| Liberty NC3FX | 2 | NEUTRIK XLR 3P CBL NKL | 6.26 | 12.52 |
| DNG4000 | 1 | MISC TIES, CONNECTORS AND CABLE SUPPORT | 145.35 | 145.35 |
| Middle Atlantic-DWR-21-22PD | 1 | 21SP/22D WALLRACK W/PLEXI FITS 20# DEEP EQUIP., BLACK FINISH | 677.52 | 677.52 |
| Middle Atlantic-PD-915R | 1 | 9OUT, 15A, RCKMNT POWER CEN PROTECTED RACKMOUNT POWER DISTRIBUTION W/9' CORD, BLACK POWDERCOAT FINISH | 85.15 | 85.15 |
| DNG5000 | 1 | MISC RACK SCREWS AND BLANKS | 319.77 | 319.77 |
| Middle Atlantic-FC-4-1CA | 1 | FAN CNTRL STANDALONE 1-15R RECEPTACLES, STAND-ALONE WITH 9' CORD | 147.76 | 147.76 |
| | | Equipment Sub-Total | | 27,985.77 |
| | | Installation Sub Total | | 14,094.54 |
| | 2 | LIFT RENTAL | 406.98 | 813.96 |

Pricing Summary

This Quote is Valid for 30 Days.
Legend: M=1000Ft

DNG PWC/DIR # 1000001928

Shipping & Handling:

CA Local Tax \$2,168.90

Lump Sum Project Total: \$45,063.17

DIR PROJECT ID # _____



Terms

NET 30

Design Criteria / Assumptions:

- | | |
|---|---|
| <p>1. Conduits/Electrical Work:</p> <ul style="list-style-type: none"> * All conduit is usable and free of obstructions * Conduit, backboxes and sleeves provided by others * 110 VAC outlets and circuits not included * Core drilling not included, unless otherwise noted * Power Supplies, surge suppressors, UPS not included * Site shall be accessible during scheduled work hours | <p>2. Pricing:</p> <ul style="list-style-type: none"> * All Pricing is confidential <p>3. Quality Assurance:</p> <ul style="list-style-type: none"> * All cabling complies with EIA-TIA 568/569B Standards * All work shall comply with applicable Building Codes * Changes to contract must be approved in writing |
|---|---|

System Maintenance Offerings:

Ask about DNG's other comprehensive *Preventative Maintenance and Support Services* programs intended to supplement manufacturer's limited equipment warranties, provide ongoing technical support, prioritized emergency site response repairs, and periodic system training sessions. All of these recurring preventative maintenance features will help protect your AV system and financial investment. Please take advantage of these programs and contact your Account Manager or DNG's Service Group for coverage options -

Basic Maintenance Package: Preventative Maintenance Visit, System Status Reports, Help Desk Support, Emergency Response Priority, User Refresh Training, Extended Equipment Warranty, Labor, Free Shipping and Supplies Discounts.

Notice to Proceed

This document may serve as a Notice to Proceed to Digital Networks Group (DNG) in advance of a customary Purchase Order or Contract. Alternatively, this document may serve as a formal Purchase Order to DNG only in the event the Customer does not or cannot generate a formal Purchase Order or Contract to DNG. In either event, this agreement creates a binding contract between Digital Networks Group and the Customer. By signing this document the Customer is approving DNG to procure materials and to provide the installation services as specified without reservation, and the customer agrees to pay the Total Project Cost within the terms stated above. DNG is acting in good faith that the individual signing this document on behalf of the Customer is duly authorized to enter into this binding agreement.

Cancellation: If for any reason the customer provides a written Notice of Cancellation to terminate a portion of this project or the entire project, the customer agrees to pay DNG for pro-rated services rendered and products purchased and received which may not be returned to the factory, or in the event product may be returned, the customer agrees to pay DNG applicable vendor restocking charges up to the date of cancellation.

Account Manager: _____ Date: _____

Customer: _____ Date: _____



San Dieguito Union High School District

INFORMATION REGARDING BOARD AGENDA ITEM

TO: BOARD OF TRUSTEES

DATE OF REPORT: October 22, 2018

BOARD MEETING DATE: November 1, 2018

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

SUBJECT: PROPOSED BOARD MEETING
SCHEDULE, 2019

EXECUTIVE SUMMARY

Attached is a proposed Board Meeting Schedule for 2019, in accordance with Education Code sections 35140 and 72000(c)(4), which requires that the Governing Board fix the time and place for its regular Governing Board meetings annually.

RECOMMENDATION:

This item is being submitted for Board consideration and will be resubmitted for Board action on December 13, 2018.

FUNDING SOURCE:

Not applicable



Union High School District

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

ITEM 22

Board of Trustees
Joyce Dalessandro
Beth Hergesheimer
Amy Herman
Maureen "Mo" Muir
John Salazar

Superintendent
Robert A. Haley, Ed.D.

Office of the Superintendent

San Dieguito Union High School District
School Board Meeting Dates, 2019

PROPOSED DRAFT

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

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

PROPOSED MEETING DATES, 2019

- January 17
- February 7
- March 7
- April 4
- May 9
- June 6
- June 20
- August 15
- September 19
- October 10
- November 7
- December 12

*No Board meeting scheduled in July.

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

San Dieguito Union High School District

INFORMATION FOR BOARD OF TRUSTEES

TO: BOARD OF TRUSTEES

DATE OF REPORT: October 22, 2018

BOARD MEETING DATE: November 1, 2018

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

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

SUBJECT: LCAP: LOCAL INDICATOR RESULTS

EXECUTIVE SUMMARY:

The new California School Dashboard and LCFF Evaluation Rubrics indicators are the foundation of the new accountability system for California districts and schools. They align with the eight state priorities that guide district LCAPs and the federal Every Student Succeeds Act accountability system.

The standards for the local performance indicators require the San Dieguito Union High School District to:

1. Measure its progress on the local performance indicator based on locally available information, and
2. Report the results to the SDSUHSD Board of Trustees at a regularly scheduled meeting of the local governing board and to stakeholders and the public through the evaluation rubrics.

SDUHSD determines for each applicable local performance indicator whether it has either “Met, Not Met, or Not Met for Two or More Years”. SDUHSD uses self-reflection tools included in the evaluation rubrics, to measure and report progress through the California School Dashboard.

For 2018-19 there is a new local indicator, “Access to a Broad Course of Study”. The results of this new local indicator are included in the attached report.

RECOMMENDATION:

This item is being presented for information only.

FISCAL IMPACT:

Not applicable.

ITEM 23

Appropriately Assigned Teachers, Access to Curriculum-Aligned Instructional Materials, and Safe, Clean and Functional School Facilities (Priority 1)

This is the submission form for the local educational agency (school district, charter school, and county office of education) to complete on the local performance indicator for appropriately assigned teachers, access to curriculum-aligned instructional materials, and safe, clean and functional school facilities (Priority 1).

Standard: Local educational agency annually measures its progress in meeting the Williams settlement requirements at 100% at all of its school sites, as applicable, and promptly addresses any complaints or other deficiencies identified throughout the academic year, as applicable; and provides information annually on progress meeting this standard to its local governing board and to stakeholders and the public through the evaluation rubrics.

Instructions: Local educational agency uses locally available information, including data currently reported through the School Accountability Report Card, and determines whether it report the results to its local governing board and through the self-reflection tool below. In the future, this information will be auto-populated within the web-based evaluation rubrics system (California School Dashboard) for local educational agencies that use the California Department of Education's School Accountability Report Card template. Currently, all local educational agencies will need to provide the following information:

All fields marked with an asterisk (*) are required

SDUHSD fall 2018 submission: data is reflective of the 2017-18 academic year

Number/percentage of misassignments of teachers of English learners: * 2, 0.4%

Total teacher misassignments: * 15, 2.6%

Vacant teacher positions * 0

Number/percentage of students without access to their own copies of standards-aligned instructional materials for use at school and at home: * 0

Number of identified instances where facilities do not meet the "good repair" standard (including deficiencies and extreme deficiencies): * 0

Self-Reflection Tool for Implementation of State Academic Standards (Priority 2)

This is the submission form for the local educational agency (school district, charter school, and county office of education) to complete on the local performance indicator for the implementation of state academic standards (Priority 2).

Standard: Local educational agency annually measures its progress implementing state academic standards and reports the results to its local governing board at a regularly scheduled meeting of the local governing board and to stakeholders and the public through the evaluation rubrics.

Instructions: Local educational agency measures its progress using one of the self-reflective tools below and reports the results to its local governing board at a regularly scheduled meeting and through the evaluation rubrics web-based system (California School Dashboard).

Local educational agencies may provide a narrative summary of their progress in the implementation of state academic standards based on locally selected measures or tools (Option 1). Alternatively, local educational agencies may complete the optional reflection tool (Option 2).

Option 2: Reflection Tool

SDUHSD fall 2018 submission:

Recently Adopted Academic Standards and/or Curriculum Frameworks

1. Rate the local educational agency's progress in providing professional learning for teaching to the recently adopted academic standards and/or curriculum frameworks identified below

Rating Scale (lowest to highest): 1 – Exploration and Research Phase; 2 – Beginning Development; 3 – Initial Implementation; 4 – Full Implementation; 5 – Full Implementation and Sustainability

English Language Arts – Common Core State Standards for English Language Arts

1 2 3 4 5

5

English Language Development (Aligned to English Language Arts Standards)

1 2 3 4 5

3

Mathematics – Common Core State Standards for Mathematics

1 2 3 4 5

5

Next Generation Science Standards

1 2 3 4 5

4

History-Social Science

1 2 3 4 5

2

2. Rate the local educational agency's progress in making instructional materials that are aligned to the recently adopted academic standards and/or curriculum frameworks identified below available in all classrooms where the subject is taught.

Rating Scale (lowest to highest): 1 – Exploration and Research Phase; 2 – Beginning Development; 3 – Initial Implementation; 4 – Full Implementation; 5 – Full Implementation and Sustainability

English Language Arts – Common Core State Standards for English Language Arts

1 2 3 4 5

5

English Language Development (Aligned to English Language Arts Standards)

1 2 3 4 5

3

Mathematics – Common Core State Standards for Mathematics

1 2 3 4 5

4

Next Generation Science Standards

1 2 3 4 5

2

History-Social Science

1 2 3 4 5

2

3. Rate the local educational agency's progress in implementing policies or programs to support staff in identifying areas where they can improve in delivering instruction aligned to the recently adopted academic standards and/or curriculum frameworks identified below (e.g., collaborative time, focused classroom walkthroughs, teacher pairing)

Rating Scale (lowest to highest): 1 – Exploration and Research Phase; 2 – Beginning Development; 3 – Initial Implementation; 4 – Full Implementation; 5 – Full Implementation and Sustainability

English Language Arts – Common Core State Standards for English Language Arts

1 2 3 4 5

4

English Language Development (Aligned to English Language Arts Standards)

1 2 3 4 5

4

Mathematics – Common Core State Standards for Mathematics

1 2 3 4 5

4

Next Generation Science Standards

1 2 3 4 5

4

History-Social Science

1 2 3 4 5

4

Other Adopted Academic Standards

4. Rate the local educational agency's progress implementing each of the following academic standards adopted by the State Board of Education for all students.

Rating Scale (lowest to highest): 1 – Exploration and Research Phase; 2 – Beginning Development; 3 – Initial Implementation; 4 – Full Implementation; 5 – Full Implementation and Sustainability

Career Technical Education

1 2 3 4 5

4

Health Education Content Standards

1 2 3 4 5

3

Physical Education Model Content Standards

1 2 3 4 5

3

Visual and Performing Arts

1 2 3 4 5

4

World Language

1 2 3 4 5

5

Support for Teachers and Administrators

5. During the 2017-18 school year (including summer 2017), rate the local educational agency's success at engaging in the following activities with teachers and school administrators?

Rating Scale (lowest to highest): 1 – Exploration and Research Phase; 2 – Beginning Development; 3 – Initial Implementation; 4 – Full Implementation; 5 – Full Implementation and Sustainability

Identifying the professional learning needs of groups of teachers or staff as a whole

1 2 3 4 5

5

Identifying the professional learning needs of individual teachers

1 2 3 4 5

3

Providing support for teachers on the standards they have not yet mastered

1 2 3 4 5

5

Self-Reflection Tool for Parent Engagement (Priority 3)

This is the submission form for the local educational agency (school districts, charter school, and county office of education) to complete on the local performance indicator for parent engagement (Priority 3).

Standard: Local educational agency annually measures its progress in: (1) seeking input from parents in decision making; and (2) promoting parental participation in programs, and reports the results to its local governing board at a regularly scheduled meeting of the local governing board and to stakeholders and the public through the evaluation rubrics.

Instructions: Local educational agency measures its progress using one of the self-reflection tools below and reports the results to its local governing board at a regularly scheduled meeting and through the evaluation rubrics web-based system (California School Dashboard).

Local educational agencies will provide a narrative summary of their progress toward (1) seeking input from parents/guardians in school and district decision making; and (2) promoting parental participation in programs.

The summary of progress must be based either on information collected through surveys of parents/guardians or other local measures. Under either option, the local educational agency briefly describes why it chose the selected measures, including whether the local educational agency expects that progress on the selected measure is related to goals it has established for other Local Control Funding Formula priorities in its Local Control and Accountability Plan.

Option 1: Survey

If the local educational agency administers a local survey to parents/guardians in at least one grade within each grade span that the local educational agency serves (e.g., K–5, 6–8, 9–12), summarize:

1. The key findings from the survey related to seeking input from parents/guardians in school and district decision making;
2. The key findings from the survey related to promoting parental participation in programs; and
3. Why the local educational agency chose the selected survey and whether the findings relate to the goals established for other Local Control Funding Formula priorities in the Local Control and Accountability Plan.

SDUHSD fall 2018 submission:

Each year, SDUHSD contracts with Hanover Research to design, administer and analyze the results of an annual Stakeholder Survey. The survey is emailed to SDUHSD parents/guardians, staff, students, and community members each spring. Results from the survey are reported within the District LCAP and used as one of multiple measures to identify district priorities as well as develop goals, actions, and services to address areas of need.

3,689 parents, students, staff, and community members participated in the 2017-18 SDUHSD Stakeholder survey. Survey results show that parents represent the majority of responses with 71% of responses from parents, followed by 19% from students, 5% from staff, and 2% from community members.

Results from the 2017-18 SDUHSD Stakeholder Survey show that 79% (similar to prior year) of parents/guardians agree that SDUHSD communicates effectively with parents/guardians, 68% (-2% from prior year) agree that SDUHSD encourages parents/guardians to participate in school activities and, 80% (similar to prior year) agree that the schools in SDUHSD are welcoming to parents.

The 2017-18 LCAP Stakeholder survey revealed the top forms that stakeholders prefer to receive communication is email (90%), district/school websites (43%), text messages (36%), and phone calls (25%). InTouch is a tool used to communicate with families through email and phone calls regarding a variety of topics including but not limited to: parent events, student events, emergencies, survey distribution, and many other reasons. In addition, the district and school sites maintain websites with the most up to date information. Each spring, information is updated on the district website with regard to school of choice, independent study physical education, and registration dates. School principals also maintain communication with families by sending out newsletters as well as by hosting morning meetings titled, Coffee with the Principal.

Survey responses showed that SDUHSD stakeholders believe the state priorities which represent the greatest need include student achievement, conditions of learning, school climate and course access. These priorities are addressed within the District's four LCAP goals to increase student achievement, appropriately support English Learners, promote a positive school climate, and ensure all SDUHSD graduates are prepared for college and a career.

School Climate (Priority 6)

This is the submission form for the local educational agency coordinator (school district, charter school, and county office) to complete on the local performance indicator for school climate (Priority 6).

Standard: Local educational agency administers a local climate survey at least every other year that provides a valid measure of perceptions of school safety and connectedness, such as the California Healthy Kids Survey, to students in at least one grade within the grade span(s) that the local educational agency serves (e.g., K-5, 6-8, 9-12), and reports the results to its local governing board at a regularly scheduled meeting of the local governing board and to stakeholders and the public through the evaluation rubrics.

Instructions: Local educational agency administers a survey as specified and reports the results to its local governing board. Local educational agency determines its progress by completing the self-reflection tool below. Local educational agencies will provide a narrative summary of the local administration as analysis of a local climate survey that captures a valid measure of student perceptions of school safety and connectedness in at least one grade within the grade span (e.g., K-5, 6-8, 9-12). Specifically, local educational agencies will have an opportunity to include differences among student groups, and for surveys that provide an overall score, such as the California Healthy Kids Survey report the overall score for all students and student groups. This summary may also include an analysis of a subset of specific items on a local survey that are particularly relevant to school safety and connectedness.

SDUHSD fall 2018 submission:

San Dieguito Union High School District (SDUHSD) administers the California Healthy Kids Survey (CHKS) every other year to 7th, 9th, and 11th grade students. The most recent administration was in the spring of 2017. SDUHSD will administer the survey again in the spring of 2019. The survey captures a valid measure of student perceptions of school safety, school connectedness, and other resiliency factors. The results are reviewed by the Board of Trustees, district leaders, administration, and school site staff as well as published on the district's website.

2017 results show positive ratings in all School Climate Subscales on CHKS. The following paragraphs summarize key indicators related to School Climate by grade.

Students reported a "high" response to the following indicators:

7th grade students: School connectedness (72%), School Safety (79%), Academic motivation (48%), Caring adult relationships (50%), High expectations (65%), Meaningful Participation (14%), School Supports (48%).

9th grade students: School connectedness (66%), School Safety (79%), Academic motivation (43%), Caring adult relationships (38%), High expectations (50%), Meaningful participation (14%), School Supports (35%).

11th grade students: School connectedness (69%), School Safety (84%), Academic motivation (38%), Caring adult relationships (49%), High expectations (57%), Meaningful participation (16%), School Supports (48%).

An analysis of the critical indicators of student mental and physical health are as follows:

Lifetime and Current Substance Use:

Students report low rates of cigarette smoking (7th=1%, 9th=2%, 11th=5%) and higher rates of electronic cigarette usage, particularly at the high school level (7th=1%, 9th=13%, 11th=23%).

Students report higher rates of current drug or alcohol use in 11th grade (38%) than in 7th (4%) or 9th (22%). Current drug or alcohol use is based on students self reporting of substance use within the last 30 days.

Mental Health:

Students report lower rates of chronic sadness/hopelessness (7th=15%, 9th=22%, 11th=27%) than statewide averages (7th=24%, 9th=30%, 11th=32%). Additionally, high school students report lower rates of considering suicide (9th=12%, 11th=13%) than statewide averages (9th=16%, 11th=15.5%). One protective factor for students' mental health is having caring relationships at school. SDUHSD students report much higher rates of caring adult relationships at school (7th=50%, 9th=38%, 11th=49%) than statewide averages (7th=32.1%, 9th=23.3%, 11th=27.7%) .

Overall, the key indicators reported in the California Healthy Kids survey demonstrate a positive school climate for students attending schools in the San Dieguito Union High School District.

Self-Reflection Tool (Priority 7) - Access to a Broad Course of Study

Standard: Local educational agencies (LEAs) annually measure their progress in the extent to which students have access to, and are enrolled in, a broad course of study that includes the adopted courses of study specified in the California Education Code for Grades 1-6 and Grades 7-12 , as applicable, including the programs and services developed and provided to unduplicated students and individuals with exceptional needs, and report the results to their local governing board at regularly scheduled meetings of the local governing board and to stakeholders and the public through the Dashboard.

Evidence: The LEA responds to the self-reflection tools as specified and reports the results to its local governing board and through the local data selection option in the Dashboard.

Approach for Self-Reflection Tool to Use as Evidence:

LEAs provide a narrative summary of the extent to which all students have access to and are enrolled in a broad course of study by addressing, at a minimum, the following four prompts:

SDUHSD fall 2018 submission:

1. Briefly identify the locally selected measures or tools that the LEA is using to track the extent to which all students have access to, and are enrolled in, a broad course of study, based on grade spans, unduplicated student groups, and individuals with exceptional needs served.

Every year, each student and parent/guardian receives course selection guidance and contracts with all grade level course offerings available to all students. SDUHSD has an “expanded access” course selection policy which means that students are not in tracks. To ensure this policy is meeting the needs of all students, the district annually reviews the following measures disaggregated by student group and ethnicity; UC/CSU admission eligibility rates, cohort graduation rates, CTE course enrollment, Advanced Placement and Honors course enrollment, as well as results on the College and Career Indicator on the CA School Dashboard. Throughout the year, counselors conduct transcripts and course schedule audits and meet with students to complete 4 and 6 year plans based on their post-secondary goals. The D/F grade list is reviewed every grade reporting period to monitor student progress and determine intervention needs. Individual student meetings to discuss course schedules or intervention needs are recorded in the Student Information System. The Special Education department at each site tracks course placement through the IEP process. SDUHSD requires 230 credits which is 100 credits more than the CA state minimum, which requires students to take 70 electives for graduation. Graduation requirements for eligible students who are military dependents, homeless, in juvenile court settings or foster care may be modified in compliance with CA law to meet the unique needs of these students.

2. Using the locally selected measures or tools, summarize the extent to which all students have access to, and are enrolled in, a broad course of study. The summary should identify any differences across school sites and student groups in access to, and enrollment in, a broad course of study. LEAs may describe progress over time in the extent to which all students have access to, and are enrolled in, a broad course of study.

Graduation rates, CCI, CSU/UC A-G eligibility rates:

SDUHSD students continue to graduate at a significantly higher rate (94%) than the state (86.6%) or county averages (85.3%) for all students and student groups. A review of multi-year cohort graduation rates indicates that English Learners (72.5%), socio-economically disadvantaged students (81.9%), Hispanic/Latino students (82.8%), and students with disabilities (78.7%) graduate at lower rates when compared to the district average (94%). Although the most recent cohort graduation rates (2016-17) indicate lower graduation rates for these students, each student group has a higher graduation rate than the county and statewide averages for their peers. Further investigation into student level data shows that a significant number of students are duplicated within the lower graduation rates for English Learners students, Hispanic/Latino students, and socio-economically disadvantaged students.

SDUHSD and all comprehensive district high schools reported a CCI in the High to Very High range during the fall 2017 dashboard release. Further review of CCI results by student group revealed lower CCI rates for English Learners (38%), socio-economically disadvantaged students (43%), Hispanic/Latino students (53%), and students with disabilities (30%).

SDUHSD students report high rates of UC/CSU eligibility with 77.2% of students meeting A-G course requirements. A review of multi-year UC/CSU eligibility rates indicates that English Learners (0%), socio-economically disadvantaged students (58.6%), Hispanic/Latino students (63.1%), and students with disabilities (33.7%) demonstrate lower rates when compared to the district average. Although the most recent UC/CSU eligibility rates (2016-17) indicates lower rates for these students, each student group has a higher rate than the county and statewide averages for their peers with exception of English Learners.

CTE and Advanced Placement course enrollment:

SDUHSD has expanded CTE course options and pathways over the last few years. As a result, CTE course enrollment has risen by 40% with over 6,000 students enrolled in CTE courses. An analysis of CTE enrollment by sector has revealed gender disproportionality in target CTE courses and pathways which include; Building and Construction Trades, Education, Child Development, and Family Services, Engineering and Architecture, Information and Communication Technologies, Transportation Manufacturing, and Product Development. Over the course of the last few years, SDUHSD saw shifts toward gender equity in CTE enrollment in target CTE sectors. The number of females enrolled in courses within these target sectors increased significantly (+422 students) in 2016-17.

Approximately 65% of SDUHSD students are enrolled in honors and Advanced Placement (AP) courses each year. Disaggregated data shows that Honors and AP course enrollment generally reflects the demographics of the district.

3. Given the results of the tool or locally selected measures, identify the barriers preventing the LEA from providing access to a broad course of study for all students.

English Learners demonstrate lower rates across all measures. The majority (70-80%) of English Learners meet the district criteria to be reclassified as Fluent English Proficient before they graduate or complete their 12th grade year. Upon further investigation into those students who do not meet the district reclassification criteria before the end of their 12th grade year, we discovered that there was a significant number of English Learner students who enroll within their 10th-12th grade year as a new student to the US with limited English proficiency and limited formal schooling from their home country. Although we offer the Newcomers Academy to provide intensive language development support for these students, it is sometimes not possible for them to meet SDUHSD high school graduation requirements before the end of their 12th grade year. The district's EL team collaborated with counselors and EL lead teachers to provide additional training for district counselors on options for students who will not graduate on time to finish their high school education which includes collaboration with Mira Costa Community College to support students transition to the Adult Education and English as a Second Language programs.

4. In response to the results of the tool or locally selected measures, what revisions, decisions, or new actions will the LEA implement, or has the LEA implemented, to ensure access to a broad course of study for all students?

SDUHSD maintains an "expanded access" policy which allows any student to enroll in the courses of their choosing with guidance from their counselors and teachers. There are no honors or other tracks. For all students, and the target student groups who report lower rates as noted above, the district offers several programs to promote access to a broad course of study and increase opportunities for struggling students. Programs and services to support struggling students include; a credit recovery program through Sunset Continuation High School, remediation opportunities through Independent Study Online Learning (ISOL), off campus coursework up to 30 credits, summer school opportunities for 11th/12th grade credit deficient students, summer school for math remediation and bridging between courses, and summer school for English Language Development. Additionally, counselors meet regularly with students to complete 4/6 years plans and the district continues to improve and expand CTE pathways as well as STEM courses.

San Dieguito Union High School District

INFORMATION REGARDING BOARD AGENDA ITEM

TO: BOARD OF TRUSTEES

DATE OF REPORT: October 12, 2018

BOARD MEETING DATE: November 1, 2018

PREPARED BY: Bryan Marcus, Interim Associate Superintendent of Educational Services

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

SUBJECT: PROPOSED NEW/REVISED/DELETED BOARD POLICIES / EDUCATIONAL SERVICES

EXECUTIVE SUMMARY

As new and/or revised federal regulations and California Education Code become law and when legal cases affect board policies, the California School Boards Association (CSBA) provides school districts with samples of new or replacement policies to assist in maintaining updated policies.

The following Board Policies have been created new / revised / deleted to align with CSBA recommendations:

| Current Policy Number | New Policy Number | Title | Comments |
|-----------------------|-------------------|---|--|
| 1222.1 | | Citizen Advisory Committees | Delete duplicate policy; see 1220 |
| 1250 | | Visitors/Outsiders | Revised to align with CSBA recommendations |
| 1260 | | Parent/Guardian Participation in Federal Programs – Title I | Delete policy; see 6171 |
| 1260 AR | | Parent/Guardian Participation in Federal Programs – Title I | Delete administrative regulation; see 6171 |
| 1312.3 | | Uniform Complaint Procedures | Revised to align with CSBA recommendations |
| 1312.3 AR | | Uniform Complaint Procedures | Revised to align with CSBA recommendations |
| 1312.3 Attach A | | Uniform Complaint Procedures | Revised to align with CSBA recommendations |
| 1312.3 Attach B | | Uniform Complaint Procedures | Revised to align with CSBA recommendations |

| | | | |
|-----------------|----------------|---|--|
| 1312.3 Attach C | | Uniform Complaint Procedures | Revised to align with CSBA recommendations |
| | 1312.4 AR | Williams Uniform Complaint Procedures | New administrative regulation to align with CSBA |
| | 1312.4 Exhibit | Williams Uniform Complaint Procedures | New exhibit to align with CSBA recommendations |
| 5145.7 | | Sexual Harassment | Revised to align with CSBA recommendations |
| 5131.1 | 6145 | Extracurricular and Cocurricular Activities | Revised to align with CSBA recommendations |
| 5131.1 AR | 6145 AR | Extracurricular and Cocurricular Activities | Revised to align with CSBA recommendations |

RECOMMENDATION:

- A. BP 1222.1, CITIZEN ADVISORY COMMITTEES (DELETE)
- B. BP 1250, VISITORS /OUTSIDERS (REVISED)
- C. BP 1260, PARENT/GUARDIAN PARTICIPATION IN FEDERAL PROGRAMS – TITLE I (DELETE)
- D. AR 1260, PARENT/GUARDIAN PARTICIPATION IN FEDERAL PROGRAMS – TITLE I (DELETE)
- E. BP 1312.3, UNIFORM COMPLAINT PROCEDURES (REVISED)
- F. AR 1312.3, UNIFORM COMPLAINT PROCEDURES (REVISED)
- G. ATT A 1312.3, UNIFORM COMPLAINT PROCEDURES (REVISED)
- H. ATT B 1312.3, UNIFORM COMPLAINT PROCEDURES (REVISED)
- I. ATT C 1312.3, UNIFORM COMPLAINT PROCEDURES (REVISED)
- J. AR 1312.4, WILLIAMS UNIFORM COMPLAINT PROCEDURES (NEW)
- K. EX 1312.4, WILLIAMS UNIFORM COMPLAINT PROCEDURES (NEW)
- L. BP 5145.7, SEXUAL HARASSMENT (REVISED)
- M. BP 6145, EXTRACURRICULAR AND COCURRICULAR ACTIVITIES (REVISED)
- N. AR 6145, EXTRACURRICULAR AND COCURRICULAR ACTIVITIES (REVISED)

This item is being presented for first read and will be resubmitted for action on December 13, 2018.

FUNDING SOURCE:

Not applicable.

COMMUNITY RELATIONS

1222.1

CITIZEN ADVISORY COMMITTEES

The Board of Trustees recognizes that citizen advisory committees enable both citizens and educators to better understand the beliefs, attitudes and opinions held by school and community members.

As the need arises, the Board may establish citizen advisory committees or when required by law, to strengthen the effectiveness of district and school operations, enhance student learning and to consider district problems, needs and issues. The purpose of any such committees shall be clearly defined and aligned to the district's vision, mission and goals.

With Board approval, the superintendent or designee may establish advisory committees which shall report to him/her in accordance with law, Board policy, and administrative regulations. Advisory committees shall serve in a strictly advisory capacity; they may make recommendations, but their actions shall not be binding on the Board or Superintendent. The Board shall have the sole power to dissolve any of its advisory committees not required by law when the committee has fulfilled its duties and may exercise this power at any time the Board deems it necessary.

Committee members shall represent a cross section of qualified people throughout the district and represent a diversity of viewpoints, except in those cases where a committee is established to address the needs of a particular segment of the school community.

Citizen advisory committees created by Board action shall provide public notice of their meetings and conduct these meetings in accordance with the Brown Act. The Superintendent or designee may create citizen advisory committees to advise the administration; such committees do not report to the Board and are not subject to open meeting laws.

Within budget allocations, the Superintendent or designee may approve requests for committee travel and may reimburse committee members for expenses at the same rates and under the same conditions as those provided for district employees.

LEGAL REFERENCE

EDUCATION CODE

- 8070 Career Technical education advisory committee
- 11503 Parent involvement program
- 15278-15282 Citizens' oversight committee
- 15359.3 School Facilities improvement districts
- 17387-17391 Advisory committees for use of excess school

COMMUNITY RELATIONS**1250****VISITORS / OUTSIDERS**

~~The Board of Trustees encourages parents/guardians and interested members of the community to visit the schools, view the educational program, and offer constructive comments to the Board.~~

~~Besides inviting parents/guardians and the community to open house activities and other special events, the Superintendent or designee shall develop procedures, which facilitate visits during regular school days when all visitors must first register at the school office.~~

~~The principal or designee may refuse to register any visitor whose acts or presence he/she judges would disrupt normal school operations, threaten the health and safety of students or staff, or cause property damage.~~

~~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.~~

~~To ensure minimum interruption of the regular classroom program, school visits should be first arranged with the teacher and principal or designee. If a conference is desired, an appointment should be set with the teacher for a time before school, after school, or during the teacher's preparation period.~~

~~For the purposes of school safety and security, the principal or designee may design a visible means of identification for visitors while on school premises.~~

~~The Board recognizes that under California law, any person whose conduct materially disrupts class work or extracurricular activities or cause a disturbance on school grounds may be guilty of a misdemeanor and subject to a fine, imprisonment, or both. When such conduct occurs, the Superintendent may take action leading to the imposition of these penalties.~~

~~Possession of unauthorized dangerous instruments, weapons or devices is prohibited on school premises, on any public right of way immediately adjacent to school property, or any other place where a teacher and student(s) are required to be in connection with assigned school activities. No electronic listening or recording device may be used in a classroom without the teacher and principals permission.~~

LEGAL REFERENCE**CALIFORNIA EDUCATION CODE**

~~32210 ————— Willful disturbance of public school or meeting: Misdemeanor~~

COMMUNITY RELATIONS

~~32211 ————— Threatened disruption or interference with classes: misdemeanor~~

~~35292 ————— Visits to schools (board members)~~

~~44810 ————— Willful interference with classroom conduct~~

COMMUNITY RELATIONS**1250**

- ~~44811 — Disruption of class work or extracurricular activities~~
- ~~49334 — Injurious objects — notice to law enforcement agency~~
- ~~5151.2 — Electronic devices~~

PENAL CODE

- ~~243.5 — Assault and battery on school grounds~~
- ~~290 — Sex offenders~~
- ~~415.5 — Disturbance of peace of school~~
- ~~626.4 — Notice of withdrawal or consent; report; action on report; reinstatement of consent; hearing; unlawful entry upon campus or facility; punishment~~
- ~~626.6 — Committing act, or entry upon campus or facility to commit act, likely to interfere with peaceful activities~~
- ~~626.8 — Disruptive presence at schools~~
- ~~626.9-626.10 — Bringing or possessing firearms or weapons on school grounds~~
- ~~627-627.3 — Access to school premises~~
- ~~627.4 — Refusal or revocation of registration~~
- ~~627.5 — Hearing request following denial or revocation of registration~~
- ~~627.6 — Posted signs~~
- ~~653 — Loitering about school or public places~~

VISITORS / OUTSIDERS

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 non-instructional time.

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.

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.

COMMUNITY RELATIONS**1250****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.

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)

COMMUNITY RELATIONS **1260**

PARENT / GUARDIAN PARTICIPATION IN FEDERAL PROGRAMS — TITLE 1

~~The district shall provide parents/guardians of children enrolled in Title 1 remedial instruction programs with regular opportunities to make recommendations of the educational needs of their children on ways by which they can assist their children in realizing the benefits to be derived from these education programs.~~

~~The Superintendent shall maintain procedures which assure opportunities for parent / guardian involvement through means which may include, but are not limited to; the regular dissemination of information pm Title 1 programs operated by the district, the scheduling of regular parent / guardian teacher conferences, and the participation of regular student progress reports.~~

LEGAL REFERENCE

EDUCATION CONSOLIDATION AND IMPROVEMENT ACT OF 1981

~~(Public Law 97-35) as amended by Public Law 98-211 (HR 1035)~~

FEDERAL REGISTER 34 CFR

~~200.53 — Consultation with parents and teachers~~

COMMUNITY RELATIONS **1260 / AR-1**

PARENT / GUARDIAN PARTICIPATION IN FEDERAL PROGRAMS — TITLE 1

All schools operating Title 1 programs will follow the procedures below to ensure adequate opportunity for parents to participate in the design and implementation of the program. Methods for carrying out each procedure will vary depending in each school's system for communicating with parents.

1. Notify each child's parents in a timely fashion that the child has been selected to participate in Title 1. The student criteria for participation should also be addressed.
2. Inform each child's parent of the specific instructional objectives for his/her child.
3. Report on student progress.
4. Establish conferences between individual parents and teachers.
5. Provide materials and suggestions to parents to assist them to promote the education of their children within the home.
6. Provide timely information concerning the Title 1 program including, for example, program plans and evaluations.
7. Solicit parents' suggestions in the planning, development, and operation of the program.
8. Facilitate volunteer or paid parent participation in school activities.
9. Designate parent representatives to the District Advisory Committee.
10. Convene an annual public meeting to which all parents of Title 1 students are invited. The purpose of the meeting will be:
 - a. To involve parents in discussion regarding the design and implementation of the Title 1 program and
 - b. To receive input from parents and
 - c. To provide parents an opportunity to establish mechanisms for maintaining ongoing communication among parents, teachers, and the district.

COMMUNITY RELATIONS

1312.3

UNIFORM COMPLAINT PROCEDURES

UNIFORM COMPLAINT PROCEDURES

~~The Board of Trustees recognizes that the District is primarily responsible for complying with applicable state and federal laws and regulations governing educational programs. The district shall investigate complaints alleging failure to comply with such laws and/or alleging discrimination and shall seek to resolve those complaints in accordance with the district's uniform complaint procedures.~~

~~The district shall use the uniform complaint procedures to resolve any complaint alleging unlawful discrimination, harassment, intimidation, or bullying in district programs and activities based on actual or perceived characteristics of race or ethnicity, color, ancestry, nationality, national origin, ethnic group identification, age, religion, marital or 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, Penal Code 422.55, or Government Code 11135, or based on association with a person or group with one or more of these actual or perceived characteristics.~~

~~Uniform complaint procedures shall also be used to address any complaint alleging the district's failure to comply with the prohibition against requiring students to pay fees, deposits, or other charges for participation in educational activities, the requirements for the development and adoption of a school safety plan, and state and/or federal laws in adult education programs, consolidated categorical aid programs, migrant education, career technical and technical education and training programs, child care and development programs, child nutrition programs, Local Control Funding Formula programs and the LCAP implementation process, and special education programs.~~

~~Complaints 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, and teacher vacancies and misassignments, or the lack of opportunity to receive intensive instruction and services to pupils who did not pass one or both parts of the high school exit examination by the end of grade 12, shall be investigated pursuant to the District's Uniform Complaint Procedure.~~

~~The Board of Trustees encourages the early, informal resolution of complaints at the site level whenever possible.~~

~~The Board of Trustees acknowledges and respects every individual's right to privacy. Discrimination complaints shall be investigated in a manner that protects the confidentiality of the parties and the integrity of the process. This may include keeping the identity of the complainant confidential, as appropriate and except to the extent necessary to carry out the investigation or proceedings, as determined by the Superintendent or designee, on a case-by-case basis.~~

~~The Board of Trustees prohibits any form of retaliation against any complainant in the complaint process, including but not limited to a complainant's filing of a complaint or the reporting of instances of discrimination. Such participation shall not in any way affect the status, grades, or work assignments of the complainant.~~

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The Board of Trustees recognizes that a neutral mediator can often suggest a compromise that is agreeable to all parties in a dispute. In accordance with uniform complaint procedures, whenever all parties to a complaint agree to try resolving their problem through mediation, the Superintendent or designee shall initiate that process. The Superintendent or designee shall ensure that the results are consistent with state and federal laws and regulations.

LEGAL REFERENCE**EDUCATION CODE**

Prohibition of discrimination

Child care and development programs

Adult basic education

| | |
|----------------|---|
| 200-262.4 | Prohibition of Discrimination |
| 8200-8498 | Child care and development programs |
| 8500-8538 | Adult basic education |
| 18100-18203 | School libraries |
| 32289 | School safety plan, uniform complaint procedures |
| 35160.5 | Requirement of school district policies: parental complaints re: employees |
| 35186 | Williams Uniform Complaint Procedures |
| 37254 | Intensive Instruction and services for students who have not passed exit exam |
| 41500-41513 | Categorical education block grants |
| 48985 | Notices in language other than English |
| 49010-49013 | Student Fees |
| 49060-49079 | Student Records |
| 49490-49590 | Child nutrition programs |
| 52160-52178 | Bilingual education programs |
| 52300-52499.6 | Career technical education |
| 52500-52616.24 | Adult schools |
| 52800-52870 | School-based coordinated programs |
| 54000-54041 | Economic impact aid programs |
| 54100-54145 | Miller-Unruh Basic Reading Act |
| 54400-54425 | Compensatory education programs |
| 54440-54445 | Migrant education |
| 54460-54529 | Compensatory education programs |
| 56000-56885 | Special education programs |
| 59000-59300 | Special schools and centers |
| 64000-64001 | Consolidated application process |

CODE OF REGULATIONS, TITLE 5

| | |
|-----------|--|
| 3080 | Application of section |
| 4600-4687 | Uniform Complaint Procedures |
| 4900-4965 | Nondiscrimination in elementary and secondary education programs |

COMMUNITY RELATIONS

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PENAL CODE

~~422.55~~ ————— ~~Hate crime; definition~~

~~422.6~~ ————— ~~Interference with constitutional right or privilege~~

GOVERNMENT CODE

~~CIVIL RIGHTS ACT OF 1964~~

~~42 U.S.C.A. Section 2000c et seq.~~

~~TITLE IX, EDUCATION AMENDMENTS OF 1972~~

~~20 U.S.C.A. Section 1231g, 1681 et seq.~~

~~SECTION 504, REHABILITATION ACT OF 1973~~

~~29 U.S.C.A. Section 721, 761~~

~~EDUCATION CONSOLIDATION AND IMPROVEMENT ACT OF 1981~~

~~20 U.S.C.A. Section 3801 et seq.~~

~~GENERAL EDUCATION PROVISIONS ACT~~

~~20 U.S.C.A. 1221 et seq., especially:~~

~~FAMILY EDUCATION AND PRIVACY RIGHTS ACT OF 1974~~

~~20 U.S.C.A. Section 1221, 1232 g~~

~~34 CODE OF FEDERAL REGULATIONS, Section 100.7(e)~~

~~SENATE BILL 6~~

~~SENATE BILL 550~~

~~ASSEMBLY BILL 1550~~

~~ASSEMBLY BILL 2727~~

~~ASSEMBLY BILL 3001~~

UNITED STATES CODE, TITLE 20

~~6301-6577~~ ——— ~~Title I basic programs~~

~~6601-6777~~ ——— ~~Title II preparing and recruiting high quality teachers and principals~~

~~6801-6871~~ ——— ~~Title III language instruction for limited English proficient and immigrant students~~

SAFE AND DRUG FREE SCHOOLS AND COMMUNITIES ACT

~~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~~

COMMUNITY RELATIONS

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MANAGEMENT RESOURCES

WEB SITES

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

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

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

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

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
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

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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 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
10. 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 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.

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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.

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
 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

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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

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

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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>

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UNIFORM COMPLAINT PROCEDURES

~~DESIGNATION OF PERSON TO RECEIVE COMPLAINT~~

~~The Board of Trustees designates the following compliance officer(s) to receive and investigate complaints and ensure district compliance with law:~~

~~Dr. Michael Grove, Associate Superintendent, Educational Services (760) 753-6491 ext 5569~~

~~Tina Douglas, Associate Superintendent, Business (760) 753-6491 ext 5505~~

~~Cindy Frazee, Associate Superintendent, Human Resources (760) 753-6491 ext 5506~~

~~710 Encinitas Boulevard, Encinitas, CA 92024~~

~~The Superintendent or designee shall ensure that employees designated to investigate complaints are knowledgeable about the laws and programs for which they are responsible. Designated employees may have access to legal counsel as determined by the Superintendent or designee.~~

~~For complaints concerning insufficiency of instructional materials, emergency or urgent facility conditions, and/or teacher vacancy or misassignment issues, the complaint shall be filed with the school principal or his or her designee at the school site where the complaint arises.~~

~~Uniform complaint procedures shall also be used to address any complaint alleging the district's failure to comply with the prohibition against requiring students to pay fees, deposits, or other charges for participation in educational activities, the requirements for the development and adoption of a school safety plan, and state and/or federal laws in adult education programs, consolidated categorical aid programs, migrant education, career technical and technical education and training programs, child care and development programs, child nutrition programs, Local Control Funding Formula programs and the LCAP implementation process, and special education programs.~~

~~NOTIFICATIONS~~

~~The compliance officers shall meet the notification requirements of California Code of Regulations Title 5, Section 4622, and all other applicable law, including the annual dissemination of District complaint procedures and information about available appeals, civil law remedies and conditions under which a complaint may be taken directly to the State Department of Education.~~

~~Additionally, the school principal is responsible for ensuring that each classroom has the required standardized notice posted to notify parents and guardians of the opportunity to complain about instructional materials and facility issues. The notice shall be conspicuously posted in each classroom.~~

~~PROCEDURES~~

~~The following procedures shall be used to address all complaints which allege that the district has violated federal or state laws or regulations governing educational programs. Compliance officers shall maintain a record of each complaint and subsequent related action, including all information required for compliance with 5 CCR 4631 and 4633.~~

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~~All parties involved in allegations shall be notified when a complaint is filed, when a complaint meeting or hearing is scheduled, and when a decision or ruling is made.~~

FILING OF COMPLAINT:

- ~~1. Any individual, public agency or organization may file a written complaint of alleged noncompliance by the district on the Uniform Complaint Form attached.~~
- ~~2. A complaint alleging unlawful discrimination shall be initiated no later than six months from the date when the alleged discrimination occurred, or six months from the date when the complainant acquired knowledge of the facts of the alleged discrimination. A complaint may be filed by a person who alleges that he/she personally suffered unlawful discrimination or by a person who believes that an individual or any specific class of individuals has been subject to unlawful discrimination.~~
- ~~3. A complaint alleging noncompliance with the law regarding the prohibition against requiring students to pay student fees, deposits, and charges may be filed anonymously if the complaint provides evidence or information leading to evidence to support an allegation of noncompliance.~~
- ~~4. 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.~~
- ~~5. 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.~~

MEDIATION:

~~Within three business days of receiving the complaint, the compliance officer may informally discuss with all the parties the possibility of using mediation. If the parties agree to mediation, the compliance officer shall make all arrangements for this process.~~

~~Before initiating the mediation of a complaint alleging discrimination, harassment, intimidation, or bullying, the compliance officer shall ensure that all parties agree to make the mediator a party to related confidential information.~~

~~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.~~

INVESTIGATION OF COMPLAINT:

~~The principal/designee or compliance officers shall make all reasonable efforts to investigate any problem within his or her authority. The investigation shall provide an opportunity for the~~

COMMUNITY RELATIONS**1312.3/AR-1**

~~complainant, or the complainant's representative, to present information relevant to the complaint. The investigation may include an opportunity for the parties to meet to discuss the complaint or to question each other or each other's witnesses.~~

~~A complainant's refusal to provide the district's investigator with documents or other evidence related to the allegations in the complaint, or his/her failure or refusal to cooperate in the investigation of his/her 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.~~

~~The district's refusal to provide the investigator with access to records and/or other information related to the allegation in the complaint, or its failure or refusal to cooperate in the investigation or its engagement in any other obstruction of the investigation, may result in a finding, based on evidence collected, that a violation has occurred and may result in the imposition of a remedy in favor of the complainant.~~

RESPONSE:

- ~~1. For complaints processed by the compliance officers, a written decision shall be issued to the complainant within thirty (30) calendar days of receiving the complaint. This decision shall contain the findings and disposition of the complaint, including corrective actions if any, the rationale for such disposition, notice of the complainant's right to appeal to the Board of Trustees and the right to further appeal to the Department of Education, and the procedures to be followed for initiating an appeal to the Department. If an employee is disciplined according to established District policy as a result of the complaint, this report shall simply state that effective action was taken and that the employee was informed of District expectations. The report shall not give any additional information as to the nature of the disciplinary action. This time period may be extended by written agreement between the complainant and the District.~~
- ~~2. For complaints processed by the principal or designee, valid complaints must be remedied within a reasonable time period but not to exceed thirty (30) working days from the date the complaint was received. If a response was requested in the complaint, the principal/designee shall prepare and send to the complainant a written report within forty five (45) working days of the initial filing of the complaint. This time period may be extended by written agreement between the complainant and the District.~~

FINAL WRITTEN DECISION

- ~~1. The district's decision shall be in writing and sent to the complainant.~~
- ~~2. The district's decision shall be written in English and in the language of the complainant whenever feasible or as required by law.~~
- ~~3. The decision shall include:
 - ~~a. The findings of fact based on the evidence gathered.~~
 - ~~b. The conclusion(s) of law.~~~~

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- ~~c.—Disposition of the complaint.~~
 - ~~d.—Rationale for such disposition.~~
 - ~~e.—Corrective actions, if any are warranted.~~
 - ~~f.—Notice of the complainant's right to appeal the district's decision with 15 days to the CDE and procedures to be followed for initiating such an appeal.~~
 - ~~g.—In addition, any decision concerning a discrimination, harassment, intimidation, or bullying complaint based on state law shall include a notice that the complainant must wait until 60 calendar days have elapsed from the filing of an appeal with the CDE before pursuing civil law remedies.~~
- 4.—If an employee is disciplined as a result of the complaint, the decision shall simply state that effective action was taken and that the employee was informed of the district expectations. The report shall not give any further information as to the nature of the disciplinary action. If a complaint alleging noncompliance with the laws regarding student fees, deposits, and other charges is found to have merit, the district shall provide a remedy to all affected students and parents/guardians, which, where applicable, shall include reasonable efforts to ensure full reimbursement to them.
- 5.—If dissatisfied with the district's decision, the complainant may appeal in writing to the CDE within 15 days of receiving the district's decision. When appealing to the CDE, the complainant must specify the basis for the appeal of the decision and whether the facts are incorrect and/or the law has been misapplied. The appeal shall be accompanied by a copy of the locally filed complaint and a copy of the district's decision.
- 6.—Upon notification by the CDE that the complainant has appealed the district's decision, the Superintendent or designee shall forward the following documents to the CDE.
- ~~a.—A copy of the original complaint.~~
 - ~~b.—A copy of the decision.~~
 - ~~c.—A summary of the nature and extent of the investigation conducted by the district, if not covered by the decision.~~
 - ~~d.—A copy of the investigation files, including but not limited to all notes, interviews, and documents submitted by the parties and gathered by the investigator.~~
 - ~~e.—A report of any action taken to resolve the complaint.~~
 - ~~f.—A copy of the district's complaint procedures.~~
 - ~~g.—Other relevant information requested by the CDE.~~
- 7.—The CDE may directly intervene in the complaint without waiting for action by the district when one of the conditions listed in 5 CCR 4650 exists; including cases in which the district has not taken action within 60 days of the date the complaint was filed with the

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~~district.~~

~~CIVIL LAW REMEDIES~~

~~A complainant may pursue available civil law remedies outside of the district's complaint procedures as provided by law. Complainants may seek assistance from mediation centers or public/private interest attorneys. Civil law remedies that may be imposed by a court include, but are not limited to, injunctions and restraining orders. Except as provided by law, for discrimination complaints, a complainant must wait until sixty (60) days have elapsed from the filing of an appeal with the California Department of Education before pursuing civil law remedies. The moratorium does not apply to injunctive relief and is applicable only if the district has appropriately, and in a timely manner, apprised the complainant of his/her right to file a complaint in accordance with 5 CCR 4622.~~

~~DIRECT STATE INTERVENTION~~

~~The California Department of Education may directly intervene in the complaint without waiting for action by the District when one of the conditions listed in 5 CCR 4650 and other applicable law exists. In addition, the California Department of Education may also intervene in those cases where the District has not taken action with sixty (60) calendar days of the date the complaint was first filed with the District.~~

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.

Bryan Marcus
Interim Associate Superintendent / Educational Services
710 Encinitas Blvd.
Encinitas, CA 92024
760-753-3860 x 5601
bryan.marcus@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

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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.

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

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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 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

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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 51225.1
- 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

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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 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

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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 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

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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 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

COMMUNITY RELATIONS**1312.3/AR-1**

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

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.

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
 - 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

COMMUNITY RELATIONS**1312.3/AR-1**

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
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.

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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
7. Restorative justice
8. Follow-up inquiries to ensure that the conduct has stopped and there has been no retaliation

COMMUNITY RELATIONS**1312.3/AR-1**

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.

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.

COMMUNITY RELATIONS**1312.3/AR-1****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

COMMUNITY RELATIONS

1312.3/AR-1, ATTACHMENT A

UNIFORM COMPLAINT FORM
(1312.3/AR-1, ATTACHMENT A)
(Revised, July 1, 2014)

Complaints may be filed anonymously. However, if you wish to receive a response to your complaint, you must provide contact information below.

Response requested: _____ Yes _____ No

Name, _____
(Last) (First)

Address: _____
(Street) (City / State) (Zip)

Phone Number(s): _____
(Home) (Cell) (Other)

Location of the problem that is the subject of this complaint:
School: _____ Rm # or Rm Name: _____

Course: _____ Teacher Name: _____

Date problem was observed: _____

Specific issue(s) of the complaint. Please check all that apply:

___ **Unlawful discrimination against a protected individual or group in any district program**

___ **Failure to comply with state/federal laws in one of the following programs:**

- Adult Education** Child Care / Development Consolidated Categorical Aid
- Child Nutrition Career Technical Education Special Education

___ **Textbooks and Instructional Materials**

- Student does not have standards-aligned or state/district-adopted textbooks or other required instructional materials to use in class
- Student does not have access to instructional materials to use at home or after school
- Textbooks/instructional materials are in poor or unusable condition

___ **Teacher Vacancy or Misassignment**

- Vacancy exists at beginning semester as defined in §35186 E.C.
- Teacher lacks credentials or training to teach English learners in assigned class with more than 20% English learners
- Teacher lacks subject matter competency

COMMUNITY RELATIONS

1312.3/AR-1, ATTACHMENT A

~~_____ Facility conditions pose an emergency or urgent threat to the health or safety of students or staff~~
~~_____ CAHSEE Intensive Instruction~~

~~_____ Failed to notify a student who did not pass one or both parts of the California High School Exit Exam (CAHSEE) of the opportunity to receive intensive instruction and services for up to two consecutive academic years after the completion of grade 12~~

~~_____ Failed to provide a student who did not pass one or both parts of the California High School Exit Exam (CAHSEE) the opportunity to receive intensive instruction and services for up to two consecutive years after the completion of grade 12~~

_____ **Student Fees**

_____ Pupil was required to pay a fee for participation in an educational activity. * "Pupil fee" means a fee, deposit, or other charge imposed on pupils, or a pupil's parents or guardians, in violation of California Education Code 49011 and of Article IX of the California Constitution.

_____ **Local Control Accountability Plan (LCAP)**

_____ Failure to comply with Legal Requirements Pertaining to LCAP

Please describe the issue of your complaint in detail. You may attach additional pages if necessary to fully describe the situation:

Please file this complaint with the following:

Principal (Name): _____ School: _____

Address: _____
(Street) (City/ST) (Zip)

~~Dr. Michael Grove~~ Bryan Marcus, Interim Associate Superintendent, Educational Services
San Dieguito Union High School District
710 Encinitas Blvd.
Encinitas, CA 92024

Please provide a signature below. If you wish to remain anonymous, a signature is not required. However, all complaints, even anonymous complaints, should be dated:

Signature

Date

COMMUNITY RELATIONS

1312.3/AR-1, ATTACHMENT B

UNIFORM COMPLAINT PROCEDURES NOTICE TO PARENTS/GUARDIANS COMPLAINT RIGHTS

Parents/Guardians:

Education Code 35186 requires that the following notice be posted in your child's classroom:

1. There should be sufficient textbooks and instructional materials. For there to be sufficient textbooks and instructional materials, each student, including English learners, must have a textbook or instructional material, or both, to use in class and to take home.
2. School facilities must be clean, safe, and maintained in good repair. Good repair means that the facility is maintained in a manner that assures that it is clean, safe and functional as determined by the Office of Public School Construction.
3. There should be no teacher vacancies or misassignments as defined in Education Code 35186(h)(1) and (2) and the district's administrative regulation AR 1312.4
4. ~~Pupils, including English learners, who have not passed one or both parts of the high school exit examination by the end of grade 12, are to be provided the opportunity to receive intensive instruction and services for up to two consecutive academic years after the completion of grade 12.~~
5. A District pupil shall not be required to pay a pupil fee for participation in an educational activity. All supplies, materials, and equipment needed to participate in educational activities shall be provided to pupils free of charge. * "Pupil fee" means a fee, deposit, or other charge imposed on pupils, or a pupil's parents or guardians, in violation of California Education Code 49011 and of Article IX of the California Constitution.
6. Failure to Comply with Legal Requirements Pertaining to LCAP
7. To file a complaint regarding any of the above matters, a complaint form can be obtained at the principal's office or district office, or downloaded from the district web site.

COMMUNITY RELATIONS

1312.3/AR-1, ATTACHMENT C

**UNIFORM COMPLAINT PROCEDURES
QUARTERLY UNIFORM COMPLAINT REPORT SUMMARY**

For submission to School District Governing Board and County Office of Education

District Name: _____

Quarter covered by this report (ex. Jan. – Mar. 2005): _____ through _____

Please fill in the following table; enter 0 in any cell that does not apply.

| DESCRIPTION | NUMBER OF COMPLAINTS RECEIVED IN QUARTER | NUMBER OF COMPLAINTS RESOLVED | NUMBER OF COMPLAINTS UNRESOLVED; EXPLANATION ATTACHED |
|--|--|-------------------------------|---|
| Instructional Materials | | | |
| Facilities | | | |
| Teacher Vacancy and Misassignment | | | |
| CAHSEE Intensive Instruction and Services | | | |
| Totals | | | |

Submitted by: _____ (Print Full Name) _____ (Title)

Signature: _____ Date: _____

COMMUNITY RELATIONS**1312.4/AR-1**

WILLIAMS UNIFORM COMPLAINT PROCEDURES**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 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.

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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 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,

COMMUNITY RELATIONS

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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. (Education Code 35186)

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

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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>

COMMUNITY RELATIONS

1312.4/Exhibit

WILLIAMS UNIFORM COMPLAINT PROCEDURES

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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1312.4/Exhibit

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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1312.4/Exhibit

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.

COMMUNITY RELATIONS

1312.4/Exhibit

Please file this complaint at the following location:

Bryan Marcus, Interim Associate Superintendent/Educational Services
710 Encinitas Blvd, Encinitas, CA 92024

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)

STUDENTS**4119.11; 4219.11; 4319.11; 4419.1; 4519.1; 5145.7****SEXUAL HARASSMENT**

It shall be the policy of this district to:

1. prohibit and discourage any person in the work or educational setting from sexually harassing any other person in the work or educational setting;
2. provide a harassment-free work and educational environment;
3. remedy in a speedy manner any consequences of sexual harassment;
4. provide on-going education and awareness of the problem of sexual harassment;
5. provide information about how to pursue claims of sexual harassment;
6. encourage teachers to discuss this policy with their students in age-appropriate ways and to assure students that they must not endure any form of sexual harassment;
7. require students or staff to immediately report incidents of sexual harassment.
8. The Superintendent shall develop administrative regulations to implement this policy.

DEFINITION OF SEXUAL HARASSMENT

"Sexual harassment" means unwelcome sexual advances, requests for sexual favors, and any other verbal, visual, or physical conduct of a sexual nature made by any person from or in the work or educational setting under any of the following conditions:

1. Submission to the conduct is explicitly or implicitly made a term or a condition of an individual's employment, academic status, or progress.
2. Submission to, or rejection of, the conduct by the individual is used as the basis of employment or academic decisions affecting the individual.
3. The conduct has the purpose or effect of having a negative impact upon the individual's work or academic performance, or of creating an intimidating, hostile, or offensive work or educational environment.
4. Submission to, or rejection of, the conduct by the individual is used as the basis for any decision affecting the individual regarding the benefits and services, honors, programs, or activities available at or through the educational institution.
5. As it relates to students, subjects any pupil to discrimination on the basis of sex, including sexual harassment, in any district program or activity.
6. Other types of conduct which are prohibited in the district and which may constitute sexual harassment include:
 - a. Unwelcome leering, sexual flirtations or propositions.
 - b. Unwelcome sexual slurs, epithets, threats, verbal abuse, derogatory comments or sexually degrading descriptions.
 - c. Graphic verbal comments about an individual's body, or overly personal conversation.
 - d. Sexual jokes, stories, drawings, pictures or gestures.
 - e. Spreading sexual rumors.
 - f. Teasing or sexual remarks about students enrolled in a predominately single sex class.
 - g. Touching an individual's body or clothes in a sexual way.
 - h. Purposefully limiting a student's access to educational tools.
 - i. Cornering or blocking of normal movements.
 - j. Displaying sexually suggestive objects in the educational environment.
 - k. Any act of retaliation against an individual who reports a violation of the district's sexual harassment policy or who participates in the investigation of a sexual harassment.

STUDENTS**4119.11; 4219.11; 4319.11; 4419.1; 4519.1; 5145.7**

complaint.

Sexual harassment is prohibited against members of the same sex as well as against members of the opposite sex.

PROHIBITED SUPERVISORY OR MANAGERIAL BEHAVIOR

1. No supervisor, manager, or other authority figure may condition any employment, employee benefit or continued employment in this district on an applicant's or employee's acquiescence to any of the sexual behavior defined above.
2. No supervisor, manager, or other authority figure may retaliate against any applicant, or employee, or student because that person has opposed a practice prohibited by Title VII or the California Fair Employment and Housing Act or has filed a complaint, testified, assisted or participated in any manner in an investigation, proceeding or hearing conducted by an authorized investigative agency.
3. No person shall destroy evidence relevant to an investigation of sexual harassment.

BEHAVIOR PROHIBITED BY ALL PERSONS:

1. No supervisor, manager, student, or any other person in this district shall create a hostile or offensive work environment for any other person by engaging in any sexual harassment or by tolerating it on the part of any employee or student.
2. No supervisor, manager, student, or any other person in the district shall assist any individual in doing any act which constitutes sexual harassment toward any employee or student of the district.

OBLIGATIONS OF SUPERVISORS/MANAGERS:**Preventive Action**

1. A copy of the sexual harassment policy and these regulations shall be provided to all employees, as well as displayed in prominent locations throughout the district.
2. All supervisors or managers shall make available to any new employees a copy of the sexual harassment policy and these regulations within one week of their employment.
3. A copy of the sexual harassment policy and these regulations as they pertain to students shall be provided as part of any orientation program conducted for new students at the beginning of each semester.
4. The district shall periodically notify employees and parents of pupils of the procedures for registering a complaint as well as available redress. Such notification shall occur through the normal channels of written communication.
5. The certificated and classified personnel offices shall make available information from the Department of Fair Employment and Housing and the Equal Employment Opportunity Commission about filing claims of sexual harassment with these entities.
6. A copy of the sexual harassment policy shall appear in any publication of the district which sets forth the comprehensive rules, regulations, procedures and standards of conduct for the district.
7. That notification of parents required pursuant Education Code 48980, et sequens, shall also include a copy of the district's policy on sexual harassment as it relates to pupils.

Investigative/Corrective Action

STUDENTS**4119.11; 4219.11; 4319.11; 4419.1; 4519.1; 5145.7**

1. ~~All persons shall immediately report any evidence of sexual harassment or complaints regarding sexual harassment made to them to their school principal, supervisor, or manager.~~
2. ~~All principals, supervisors, or managers shall, within three working days, investigate any incident of alleged sexual harassment reported to them.~~
3. ~~All principals, supervisors, or managers shall immediately report in writing the results of any investigation of sexual harassment, including corrective or disciplinary action taken, to the Assistant Superintendent/Human Resources and to the complaining applicant, employee, or student.~~
4. ~~All persons shall immediately report to the Assistant Superintendent/Human Resources any instances of sexual harassment which they have directly observed whether or not reported by the employee or student who is the object of the harassment.~~
5. ~~All principals, supervisors, or managers shall, at minimum, issue a written reprimand to any employee or student observed sexually harassing any other person. The principal, supervisor, or manager shall take any other disciplinary action which he or she determines is warranted.~~
6. ~~Under no circumstances shall an employee or student of the district who believes that he or she has been the victim of sexual harassment be required to first report that harassment to a supervisor or other authority figure if that person or authority figure is the individual who has done the harassing. A certificated/classified employee or student who has a claim of sexual harassment against an immediate supervisor or other authority figure shall contact the Assistant Superintendent/Human Resources.~~
7. ~~Under no circumstances shall a principal, supervisor, manager, or other authority figure retaliate in any way against an employee or student who has provided information as a witness to an incident of alleged sexual harassment.~~
8. ~~All principals, supervisors, and managers are required to maintain confidentiality in investigating any claims of alleged harassment.~~
9. ~~Any supervisor or manager or other authority figure who belatedly learns that a condition of employment, district program, or activity has already been withheld or denied as a consequence of sexual harassment shall immediately inform the Assistant Superintendent/Human Resources and shall take steps to rectify any harm suffered by the victim.~~
10. ~~All supervisors or managers shall follow up within one month and again in three months of any reported incident of sexual harassment to determine whether the victim has been subject to any further forbidden conduct.~~

OBLIGATIONS OF ALLEMPLOYEES

1. ~~All employees shall report any conduct, including that directed toward a student, which fits the definition of sexual harassment, to their immediate supervisor or appropriate authority figure. This includes conduct of non-employees, such as sales representatives or service vendors.~~
2. ~~All employees shall cooperate with any investigation of any alleged act of sexual harassment conducted by the District or by an appropriate State or Federal agency.~~
3. ~~No employee shall take any action to discourage a victim of alleged harassment from reporting such an instance or from attempting to use any internal grievance procedure.~~

STUDENTS**4119.11; 4219.11; 4319.11; 4419.1; 4519.1; 5145.7****CONSEQUENCES FOR VIOLATION OF POLICY**

Any employee or person who violates this policy will be subject to disciplinary action up to and including discharge, suspension, expulsion or other appropriate disciplinary measures.

LEGAL REFERENCE**CALIFORNIA EDUCATION CODE**

~~200 et al Prohibition of Discrimination on the Basis of Sex~~

~~212.5 Sexual Harassment, Defined~~

~~212.6 Notification Procedures~~

~~230 Particular Practices Prohibited, Including Sexual Harassment~~

TITLE VII, CIVIL RIGHTS ACT

~~As amended by Title IX, Equal Opportunity Employment Opportunity Act~~

MERITOR SAVINGS BANK

~~FSB v. Vinson et al: 86 Daily Journal D.A.R. 2130~~

CALIFORNIA GOVERNMENT CODE

~~12900-12996~~

CODE OF FEDERAL REGULATIONS

~~29-CSR Chapter XIV (1604.11)~~

SEXUAL HARASSMENT

The Governing Board is committed to maintaining a safe school environment that is free from harassment and discrimination. The Board prohibits, at school or at school-sponsored or school-related activities, sexual harassment targeted at any student by anyone. The Board also prohibits retaliatory behavior or action against any person who reports, files a complaint or testifies about, or otherwise supports a complainant in alleging sexual harassment.

The district strongly encourages any student who feels that he/she is being or has been sexually harassed on school grounds or at a school-sponsored or school-related activity by another student or an adult, or who has experienced off-campus sexual harassment that has a continuing effect on campus, to immediately contact his/her teacher, the principal, or any other available school employee. Any employee who receives a report or observes an incident of sexual harassment shall notify the principal or other school site administrator. Once notified, the principal or site administrator shall take the steps to investigate and address the allegation, as specified in the accompanying administrative regulation.

The Superintendent or designee shall take appropriate actions to reinforce the district's sexual harassment policy.

INSTRUCTION/INFORMATION

The Superintendent or designee shall ensure that all district students receive age-appropriate information on sexual harassment. Such instruction and information shall include:

STUDENTS**4119.11; 4219.11; 4319.11; 4419.1; 4519.1; 5145.7**

1. What acts and behavior constitute sexual harassment, including the fact that sexual harassment could occur between people of the same sex and could involve sexual violence
2. A clear message that students do not have to endure sexual harassment under any circumstance
3. Encouragement to report observed incidents of sexual harassment even where the alleged victim of the harassment has not complained
4. A clear message that student safety is the district's primary concern, and that any separate rule violation involving an alleged victim or any other person reporting a sexual harassment incident will be addressed separately and will not affect the manner in which the sexual harassment complaint will be received, investigated, or resolved
5. A clear message that, regardless of a complainant's noncompliance with the writing, timeline, or other formal filing requirements, every sexual harassment allegation that involves a student, whether as the complainant, respondent, or victim of the harassment, shall be investigated and prompt action shall be taken to stop any harassment, prevent recurrence, and address any continuing effect on students
6. Information about the district's procedure for investigating complaints and the person(s) to whom a report of sexual harassment should be made
7. Information about the rights of students and parents/guardians to file a civil or criminal complaint, as applicable, including the right to file a civil or criminal complaint while the district investigation of a sexual harassment complaint continues
8. A clear message that, when needed, the district will take interim measures to ensure a safe school environment for a student who is the complainant or victim of sexual harassment and/or other students during an investigation and that, to the extent possible, when such interim measures are taken, they shall not disadvantage the complainant or victim of the alleged harassment

COMPLAINT PROCESS AND DISCIPLINARY ACTIONS

Sexual harassment complaints by and against students shall be investigated and resolved in accordance with law and district procedures specified in AR 1312.3 - Uniform Complaint Procedures. Principals are responsible for notifying students and parents/guardians that complaints of sexual harassment can be filed under AR 1312.3 and where to obtain a copy of the procedures.

Upon investigation of a sexual harassment complaint, any student found to have engaged in sexual harassment or sexual violence in violation of this policy shall be subject to disciplinary action. For students in grades 4-12, disciplinary action may include suspension and/or expulsion, provided that, in imposing such discipline, the entire circumstances of the incident(s) shall be taken into account.

Upon investigation of a sexual harassment complaint, any employee found to have engaged in sexual harassment or sexual violence toward any student shall have his/her employment terminated in

STUDENTS~~4119.11; 4219.11; 4319.11; 4419.1; 4519.1; 5145.7~~

accordance with law and the applicable collective bargaining agreement.

RECORD-KEEPING

The Superintendent or designee shall maintain a record of all reported cases of sexual harassment to enable the district to monitor, address, and prevent repetitive harassing behavior in district schools.

LEGAL REFERENCE:**EDUCATION CODE**

| | |
|-----------|---|
| 200-262.4 | Prohibition of discrimination on the basis of sex |
| 48900 | Grounds for suspension or expulsion |
| 48900.2 | Additional grounds for suspension or expulsion; sexual harassment |
| 48904 | Liability of parent/guardian for willful student misconduct |
| 48980 | Notice at beginning of term |

CIVIL CODE

| | |
|--------|---|
| 51.9 | Liability for sexual harassment; business, service and professional relationships |
| 1714.1 | Liability of parents/guardians for willful misconduct of minor |

GOVERNMENT CODE

| | |
|---------|----------------------------|
| 12950.1 | Sexual harassment training |
|---------|----------------------------|

CODE OF REGULATIONS, TITLE 5

| | |
|-----------|--|
| 4600-4687 | Uniform complaint procedures |
| 4900-4965 | Nondiscrimination in elementary and secondary education programs |

UNITED STATES CODE, TITLE 20

| | |
|-----------|---|
| 1221 | Application of laws |
| 1232g | Family Educational Rights and Privacy Act |
| 1681-1688 | Title IX, discrimination |

UNITED STATES CODE, TITLE 42

| | |
|----------------|--|
| 1983 | Civil action for deprivation of rights |
| 2000d-2000d-7 | Title VI, Civil Rights Act of 1964 |
| 2000e-2000e-17 | Title VII, Civil Rights Act of 1964 as amended |

CODE OF FEDERAL REGULATIONS, TITLE 34

| | |
|--------------|---|
| 99.1-99.67 | Family Educational Rights and Privacy |
| 106.1-106.71 | Nondiscrimination on the basis of sex in education programs |

COURT DECISIONS

Donovan v. Poway Unified School District, (2008) 167 Cal.App.4th 567
 Flores v. Morgan Hill Unified School District, (2003, 9th Cir.) 324 F.3d 1130
 Reese v. Jefferson School District, (2001, 9th Cir.) 208 F.3d 736
 Davis v. Monroe County Board of Education, (1999) 526 U.S. 629
 Gebser v. Lago Vista Independent School District, (1998) 524 U.S. 274

STUDENTS

~~4119.11; 4219.11; 4319.11; 4419.1; 4519.1; 5145.7~~

Oona by Kate S. v. McCaffrey, (1998, 9th Cir.) 143 F.3d 473

Doe v. Petaluma City School District, (1995, 9th Cir.) 54 F.3d 1447

MANAGEMENT RESOURCES:

CSBA PUBLICATIONS

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, 2011

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

Q&A on Campus Sexual Misconduct, September 2017

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

Dear Colleague Letter: Title IX Coordinators, April 2015

Sexual Harassment: It's Not Academic, September 2008

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

WEB SITES

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

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

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

EXTRA-CURRICULAR ACTIVITIES**ELIGIBILITY REQUIREMENTS**

An extra-curricular activity is defined as that part of an extra-curricular/co-curricular program that involves students in competitive and/or performance activities that normally occur outside of the regular school day. Extra-curricular activities include, but are not limited to the following extra-curricular/co-curricular programs:

| | |
|-------------------|---------------------------|
| ASB Government | Interscholastic Athletics |
| Speech and Debate | Junior High Sports |
| Band | Drill Team |
| Drama | Cheerleading |
| | Academic Teams |

Extra-curricular activities are an integral part of school life, requiring careful planning and adequate supervision by school authorities. They are an extension of the regular school program, supplementing the actual courses of study, but not taking precedence in importance over subject matter areas.

SUPERVISION

Whenever or wherever held, when conducted in the name of the school or the school district or any class or organizations thereof, extra-curricular activities shall be under the general supervision of the school authorities. The principal or designee shall be responsible for providing adequate supervision of students at all school-sponsored extra-curricular activities.

ELIGIBILITY REQUIREMENTS

The following requirements are established to determine student eligibility for participation in extra-curricular activities:

A. Academic

The following standards determine academic eligibility:

1. The student is currently enrolled in at least 20 semester periods of work.
2. The student is maintaining minimum progress toward meeting the high school grade requirements as prescribed by the governing board.
3. The student has maintained at least a 2.0 grade point average during the previous grading period.
4. Students are allowed to apply for a one-time (9–12) grading period exemption from the 2.0 GPA eligibility requirement. Students who apply before a panel consisting of the athletic director (athletic cases only), an administrator, the student's counselor and coach/teacher. Exemptions may be granted by this panel after a remediation plan is designed to help the student improve in school and be eligible at the next grading period. This plan may include,

STUDENTS**5131.1 6145**

~~but is not limited to required attendance in a tutorial center. Students who fail to comply with the remediation plan return to ineligible status.~~

- ~~5. Students new to the district from outside the state of California will be allowed one grading period (nine weeks) to establish academic eligibility.~~

B. Citizenship

~~All students are expected to abide by the "Guidelines for Student Behavior" and other policies dealing with student conduct. Citizenship requirements apply to all conduct associated with school attendance, as well as off-campus behavior when that behavior is judged to have an adverse effect on student discipline or on the teaching or learning environment of the school.~~

~~Involvement in the "problem areas" identified in the "Guidelines for Student Behavior" is inappropriate and grounds for disciplinary action up to and including ineligibility to participate in an extra-curricular program.~~

C. Other

~~Students who participate in extra-curricular athletics must pass a medical examination and show proof of accident and accidental death insurance in order to establish eligibility.~~

~~Pupils have the right to due process of law. The Governing Board wishes to provide all the protection implicit in "due process" and all staff members are expected to accord due process rights to all students.~~

~~The superintendent is authorized to develop administrative regulations for defining eligibility for participation in all extra-curricular activities provided by the San Dieguito Union High School District.~~

EXTRACURRICULAR AND COCURRICULAR ACTIVITIES

The Governing Board recognizes that extracurricular and cocurricular activities enrich the educational and social development of students and enhance students' feelings of connectedness with the schools. The district shall encourage and support student participation in extracurricular and cocurricular activities without compromising the integrity and purpose of the educational program.

Prerequisites for student participation in extracurricular and cocurricular activities shall be limited to those that have been demonstrated to be essential to the success of the activity. No extracurricular or cocurricular program or activity shall be provided or conducted separately on the basis of any actual or perceived characteristic listed as a prohibited category of discrimination in state or federal law, nor shall any student's participation in an extracurricular or cocurricular activity be required or refused on those bases.

Any complaint alleging unlawful discrimination in the district's extracurricular or cocurricular programs or activities shall be filed in accordance with BP/AR 1312.3 - Uniform Complaint Procedures.

Unless specifically authorized by law, no student shall be charged a fee for his/her participation in educational activities, including extracurricular and cocurricular activities and materials or equipment related to such activities.

ELIGIBILITY REQUIREMENTS

STUDENTS~~5131.1~~ 6145

To be eligible to participate in extracurricular and cocurricular activities, students in grades 7-12 must demonstrate satisfactory educational progress in the previous grading period, including, but not limited to:

1. Maintenance of a minimum of 2.0 grade point average on a 4.0 scale in all enrolled classes
2. Maintenance of minimum progress toward meeting high school graduation requirements

The Superintendent or designee may grant ineligible students a probationary period not to exceed one semester. Students granted probationary eligibility must meet the required standards by the end of the probationary period in order to remain eligible for participation. (Education Code 35160.5)

Any decision regarding the eligibility of a homeless student, foster youth, or child of an active duty military family for extracurricular or cocurricular activities shall be made by the Superintendent or designee in accordance with Education Code 48850 and 49701.

The Superintendent or designee may revoke a student's eligibility for participation in extracurricular and cocurricular activities when the student's poor citizenship is serious enough to warrant loss of this privilege.

STUDENT CONDUCT AT EXTRACURRICULAR/COCURRICULAR EVENTS

When attending or participating in extracurricular and cocurricular activities on or off campus, district students are subject to district policies and regulations relating to student conduct. Students who violate district policies and regulations may be subject to discipline including, but not limited to, suspension, expulsion, transfer to alternative programs, or denial of participation in extracurricular or cocurricular activities in accordance with Board policy and administrative regulation. When appropriate, the Superintendent or designee shall notify local law enforcement.

ANNUAL POLICY REVIEW

The Board shall annually review this policy and implementing regulations.

LEGAL REFERENCE:**EDUCATION CODE**

| | |
|-------------|--|
| 35145 | Public meetings |
| 35160.5 | District policy rules and regulations; requirements; matters subject to regulation |
| 35179 | Interscholastic athletics; associations or consortia |
| 35181 | Students' responsibilities |
| 48850 | Participation of homeless students and foster youth in extracurricular activities and interscholastic sports |
| 48930-48938 | Student organizations |
| 49010-49013 | Student fees |
| 49024 | Activity Supervisor Clearance Certificate |
| 49700-49703 | Education of children of military families |

STUDENTS

5131.1 6145

CALIFORNIA CONSTITUTION

Article 9, Section 5 Common school system

CODE OF REGULATIONS, TITLE 5

350 Fees not permitted

4900-4965 Nondiscrimination in elementary and secondary education programs receiving state financial assistance

5531 Supervision of extracurricular activities of pupils

UNITED STATES CODE, TITLE 42

2000h-2-2000h-6 Title IX, 1972 Education Act Amendments

COURT DECISIONS

Hartzell v. Connell, (1984) 35 Cal. 3d 899

MANAGEMENT RESOURCES:

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

Pupil Fees, Deposits, and Other Charges, Fiscal Management Advisory 12-02, April 24, 2013

CALIFORNIA TASK FORCE REPORT TO THE LEGISLATURE

Compact on Educational Opportunity for Military Children: Preliminary Final Report, March 2009

COMMISSION ON TEACHER CREDENTIALING PUBLICATIONS

Information on Assembly Bill 346 Concerning the Activity Supervisor Clearance Certificate (ASCC), Coded Correspondence 10-11, July 20, 2010

WEB SITES

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

California Association of Directors of Activities: <http://www.cada1.org>

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

California Interscholastic Federation: <http://www.cifstate.org>

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

STUDENTS**5131.1/AR-1 6145/AR-1****EXTRA-CURRICULAR ACTIVITIES****CODE OF CONDUCT**

Extra-curricular activities in the San Dieguito Union High School District are an integral part of school life. They are an extension of the regular school program, supplementing the actual courses of study but not taking precedence in importance over subject matter areas.

Participants are expected to abide by all provisions of the Extra-Curricular Code of Conduct. This Code applies to all conduct associated with school attendance as well as to off-campus behavior when that behavior is judged to have an adverse effect on student discipline or the general welfare of the school. Any participant whose conduct is judged to have violated the Code will be subject to appropriate disciplinary action as determined by the school principal/designee. It is the intent that suspension from the activity or from school should constitute a positive measure for rehabilitation.

It is the responsibility of every student to be familiar with the provisions of this Code. It is the responsibility of each coach and/or sponsor to make certain that every participant along with the parent or guardian has been provided information on the S.D.U.H.S.D. regulations and/or any additional standards of conduct and performance pertaining to the student's extra-curricular activity.

**SAN DIEGUITO UNION HIGH SCHOOL DISTRICT
EXTRA-CURRICULAR/ATHLETIC
CODE OF CONDUCT**

The San Dieguito Union High School District offers students an opportunity to participate in extracurricular activities and athletics. Student participation on an athletic team and in extracurricular activities is a privilege that is extended to every eligible student. With every privilege comes responsibility.

It is the responsibility of every student to abide by the provisions of the District Discipline Guidelines as well as the Extracurricular Code of Conduct.

An athlete who participates in athletics agrees to abide by the combined rules developed by CIF-San Diego Section, San Dieguito Union High School District, and specific sport rules and regulations.

DISTRICT DISCIPLINE GUIDELINES

Students involved in any of the following problem areas will face disciplinary action ranging from an individual conference to expulsion from school:

PROBLEM AREAS

| | | |
|----------------------|--------------------------|---|
| Tardiness | Misuse of Auto on Campus | Sexual Harassment/Assault |
| Unexcused Absence | Forgery | Alcohol/Drugs/Paraphernalia/Look-Alikes |
| Threats/Intimidation | Hate/Violence | Gambling |
| Physical Assault | Defiance of Authority | Arson |
| Disruptive Behavior | Cheating | Smoking/Tobacco |

STUDENTS**5131.1/AR-1 6145/AR-1**

| | | |
|------------------------------------|--|---|
| Weapons/Facsimiles | Theft/Breaking & Entering | Robbery/Extortion |
| Destruction of Property | Obscenity/Profanity/Vulgarity | Fighting |
| Explosive Devices | Bus Referral/Misbehavior | Knowingly received stolen property |
| Hazing | Possession of laser pointer | |

~~Students suspended from school for 2 consecutive days or longer and those who choose our READI drug and alcohol program will be ineligible from all extra-curricular activities including athletics. The term of the suspension shall be 30 calendar days. The 30-calendar-day suspension will go into effect on the first day of the school suspension. During this period, students are prohibited from participating in all extra-curricular activities, athletics, team practices, team competition, athletic competition, school performances, rehearsals, etc. Try-outs will be permitted during this 30-daysuspension.~~

~~Violation of the San Dieguito Union High School District Discipline Guidelines may also result in the revoking of any awards for which the student might otherwise be eligible.~~

EXTRACURRICULAR AND COCURRICULAR ACTIVITIES**DEFINITIONS**

For purposes of applying eligibility criteria for student participation, extracurricular and cocurricular activities shall be defined as follows:

1. Extracurricular activities are not part of the regular school curriculum, are not graded, do not offer credit, do not take place during classroom time, and have all of the following characteristics:
 - a. The program is supervised or financed by the school district.
 - b. Students participating in the program represent the school district.
 - c. Students exercise some degree of freedom in the selection, planning, or control of the program.
 - d. The program includes both preparation for performance and performance before an audience or spectators.
2. Cocurricular activities are programs that may be associated with the curriculum in a regular classroom.

An activity is not an extracurricular or cocurricular activity if either of the following conditions applies:

1. It is a teacher-graded or required program or activity for a course which satisfies the entrance requirements for admission to the California State University or the University of California.
2. It is a program that has as its primary goal the improvement of academic or educational achievement of students.

ELIGIBILITY REQUIREMENTS

The grade point average (GPA) used to determine eligibility for extracurricular and cocurricular activities shall be based on grades of the last previous grading period during which the student attended class at least a majority of the time. If a student was not in attendance for all, or a majority of, the grading period due to absences excused by the school for reasons such as serious illness or injury, approved travel, or work, the GPA used to determine eligibility shall be the grading period immediately prior to the excluded grading period(s).

When a student becomes ineligible to participate in extracurricular or cocurricular activities in the upcoming grading period, or when he/she is subject to probation, the principal or designee shall provide written notice to the student and his/her parent/guardian.

SUPERVISION

All extracurricular activities conducted under the name or auspices of a district school or any class or organization of the school, regardless of where the activities are held, shall be under the direct supervision of certificated employees.

Any noncertificated person working with students in a district-sponsored extracurricular student activity program shall possess an Activity Supervisor Clearance Certificate from the Commission on Teacher Credentialing or shall have cleared a Department of Justice and Federal Bureau of Investigation criminal background check prior to beginning his/her duties, in accordance with BP 4127/4227/4327 - Temporary Athletic Team Coaches.

San Dieguito Union High School District

INFORMATION REGARDING BOARD AGENDA ITEM

TO: BOARD OF TRUSTEES

DATE OF REPORT: October 10, 2018

BOARD MEETING DATE: November 1, 2018

PREPARED BY: Bryan Marcus,
Interim Associate Superintendent / Educational
Services

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

SUBJECT: **UNIFORM COMPLAINT QUARTERLY REPORT,
2018-19, 1ST QUARTER, JULY – SEPTEMBER,
2018**

EXECUTIVE SUMMARY

State law requires school districts to submit reports to the San Diego County Office of Education (SDCOE) and to the district governing board on the number of complaints each district has received related to the Williams Settlement, i.e., instructional materials sufficiency, emergency facilities issues, and teacher vacancies and misassignments.

Attached is the report for the first quarter, 2018-19, from July through September, 2018.

RECOMMENDATION:

It is recommended that the Board review and accept the attached Uniform Complaint Report for the first quarter, from July through September, 2018, as shown in the attached supplement.

FUNDING SOURCE:

Not applicable.

COMMUNITY RELATIONS

1312.3/AR-1, ATTACHMENT C

**UNIFORM COMPLAINT PROCEDURES
QUARTERLY UNIFORM COMPLAINT REPORT SUMMARY**

For submission to School District Governing Board and County Office of Education

District Name: San Dieguito Union High School District

Quarter covered by this report (ex. Jan. – Mar. 2005): July through September, 2018

Please fill in the following table; enter 0 in any cell that does not apply.

| DESCRIPTION | NUMBER OF COMPLAINTS RECEIVED IN QUARTER | NUMBER OF COMPLAINTS RESOLVED | NUMBER OF COMPLAINTS UNRESOLVED EXPLANATION ATTACHED |
|---|--|-------------------------------|--|
| Instructional Materials | 0 | 0 | 0 |
| Facilities | 0 | 0 | 0 |
| Teacher Vacancy and Misassignment | 0 | 0 | 0 |
| CAHSEE Intensive Instruction and Services | 0 | 0 | 0 |
| Totals | 0 | 0 | 0 |

Submitted by: Bryan Marcus
(Print Full Name)

Interim Associate Superintendent / Educational Services

(Title)

Signature: 

Date: October 10, 2018