



Union High School District

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

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

JANUARY 16, 2014

THURSDAY, JANUARY 16, 2014
6:30 PM

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

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

- 1. CALL TO ORDER; PUBLIC COMMENTS REGARDING CLOSED SESSION ITEMS 6:00 PM
President Dalessandro called the meeting to order at 6:00 PM to receive public comments on Closed Session agenda items. No public comments were presented.
2. CLOSED SESSION 6:01 PM
The Board convened to Closed Session at 6:01 PM to discuss the following:
A. To consider personnel issues, pursuant to Government Code Sections 11126 and 54957; limited to consideration of the appointment, employment, evaluation of performance, discipline /release, dismissal of a public employee or to hear complaints or charges brought against such employee by another person or employee unless the employee requests a public session. (1 Issue)
B. To conference with Labor Negotiators, pursuant to Government Code Section 54957.8. Agency Negotiators: Superintendent and Associate Superintendents Employee Organizations: San Dieguito Faculty Association / California School Employees Association

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

ATTENDANCE

BOARD OF TRUSTEES AND STUDENT BOARD REPRESENTATIVES

- Joyce Dalessandro
Barbara Groth
Beth Hergesheimer
Amy Herman
John Salazar
Morgan Patterson, Canyon Crest Academy
Jourdan Johnson, Torrey Pines High School
Bridget Grubb, La Costa Canyon High School
Mary Hope Liesegang, San Dieguito Academy
Madison Mackenzie, Sunset High School

DISTRICT ADMINISTRATORS / STAFF

- Rick Schmitt, Superintendent
Eric Dill, Associate Superintendent, Business
Michael Grove, Ed.D., Associate Superintendent, Educational Services
Torrie Norton, Associate Superintendent, Human Resources
Jason Vilorio, Executive Director, Educational Services
Manuel Zapata, Coordinator, Technical Ed., EL, & Academic Intervention
Joann Schultz, Executive Assistant to the Superintendent / Recording Secretary

- 3. RECONVENE REGULAR MEETING / CALL TO ORDER (ITEM 3)
The regular meeting of the Board of Trustees was called to order at 6:31 PM by President Joyce Dalessandro.

4. PLEDGE OF ALLEGIANCE (ITEM 4)
President Dalessandro led the Pledge of Allegiance.
5. REPORT OUT OF CLOSED SESSION (ITEM 5)
The Board met in closed session; there was no reportable action taken.
6. APPROVAL OF MINUTES OF THE ORGANIZATIONAL BOARD MEETING OF DECEMBER 12, 2013
It was moved by Ms. Groth, seconded by Ms. Hergesheimer, to approve the Minutes of December 12th, as presented. Ayes: Dalessandro, Groth, Hergesheimer, Herman, Salazar; Noes: None. Motion unanimously carried.

NON-ACTION ITEMS (ITEMS 7 - 10)

7. STUDENT UPDATES STUDENT BOARD REPRESENTATIVES
Students gave updates on events and highlights at their schools. Mary Hope Liesegang introduced Ariel Michaelis and Jaycelin Bert, future student representatives, stating that Ms. Michaelis will begin at the next board meeting on February 6, 2014, and Ms. Bert will start in the fall. Superintendent Schmitt thanked Ms. Liesegang for her participation and presented her with a Certificate of Achievement.
8. BOARD REPORTS AND UPDATES BOARD OF TRUSTEES
All Board members attended the Common Core Board Workshop held prior to the Board meeting.
Ms. Groth attended CIF Coordinating Council meeting, San Diego School Boards Association meeting in San Diego which covered the topic of cyber-bullying.
Ms. Hergesheimer attended a Google workshop at the District Office, the ribbon cutting ceremony for the new San Dieguito Academy field turf, and reported that her husband was invited to attend the CCA Quest program event.
Ms. Herman, Mr. Salazar, Ms. Dalessandro had nothing further to report.
9. SUPERINTENDENT’S REPORTS, BRIEFINGS, LEGISLATIVE UPDATES RICK SCHMITT, SUPERINTENDENT
Superintendent Schmitt gave an update on his visits to the elementary school districts and their Parent/Foundation groups regarding Common Core and middle/high school selection. Upcoming workshops are scheduled on February 6th regarding budget planning and February 20th on Facilities, Middle School #5 and Technology updates. Mr. Schmitt also gave an update on classified staffing, and concerns over time lines hiring classified staff.
10. UPDATE, COMMUNITY EDUCATION & CTE MANUEL ZAPATA, COORDINATOR
Mr. Zapata identified the community education goals as to continue to offer the same quality programs/offerings without increasing class fees, to increase or maintain revenue while reducing the program costs by meeting with staff and sharing the vision, combining course offerings, reducing the number of brochures sent out, using an email marketing tool to communicate offerings, and marketing with local businesses. Staff is currently collaborating with MiraCosta College to create a regional plan to better serve the adults in our area.
Mr. Zapata reported that ROP funding is still unknown at this time. ROP/CTE enrollment is currently at 5,200 students, and they are aligning with CTE standards. He further reported that San Dieguito Academy & Torrey Pines High School participated in a county-wide culinary arts competition and that the San Dieguito Academy team came in 2nd place.
Mr. Zapata commended his staff for their support as well as the Board and administration.

CONSENT ITEMS (ITEMS 11 - 15)

It was moved by Ms. Groth, seconded by Ms. Hergesheimer, that all Consent Agenda Items 11-15, be approved as amended (*revised 12A1 attached*) and listed below. Ayes: Dalessandro, Groth, Hergesheimer, Herman, Salazar; Noes: None. Motion unanimously carried.

11. SUPERINTENDENT

A. GIFTS AND DONATIONS

Acceptance of Gifts and Donations as presented.

B. FIELD TRIP REQUESTS

Approval of Field Trip Requests as presented.

12. HUMAN RESOURCES

A. PERSONNEL REPORTS

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

1. Certificated and/or *Classified Personnel Reports, as amended.

**12A1 – revised Classified Report attached.*

B. APPROVAL/RATIFICATION OF AGREEMENTS

(None Submitted)

13. EDUCATIONAL SERVICES

A. APPROVAL/RATIFICATION OF AGREEMENTS

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

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

B. APPROVAL/RATIFICATION OF AMENDMENT TO AGREEMENTS

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

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

14. PUPIL SERVICES / SPECIAL EDUCATION

SPECIAL EDUCATION

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

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

1. Autism Spectrum Consultants (NPA), to provide autism related services to special education students, during the period July 1, 2013 through June 30, 2014, at the rates shown on the attachment, to be expended from the General Fund/Restricted 06-00.

2. ACES (NPA), to provide autism related services to special education students, during the period June 1, 2013 through June 30, 2014, at the rates shown on the attachment, to be expended from the General Fund/Restricted 06-00.
3. Susan Berkowitz, MS (ICA), to provide evaluations and reports in the areas of receptive and expressive language, articulation and other related services, during the period July 1, 2013 through June 30, 2014, at the rates shown on the attachment, to be expended from the General Fund/Restricted 06-00.
4. Vista Unified School District, to provide Intra-SELPA specialized education and counseling and guidance to a San Dieguito Union High School District special education student, during the period July 1, 2013 through June 30, 2014, for an estimated not to exceed amount of \$11,896.36, to be expended from the General Fund/Restricted 06-00.

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

C. APPROVAL/RATIFICATION OF PARENT SETTLEMENT AND RELEASE AGREEMENTS

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

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

PUPIL SERVICES

D. APPROVAL/RATIFICATION OF AGREEMENTS

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

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

15. BUSINESS / PROPOSITION AA

BUSINESS

A. APPROVAL/RATIFICATION OF AGREEMENTS

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

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

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

C. AWARD/RATIFICATION OF CONTRACTS
(None Submitted)

D. APPROVAL OF CHANGE ORDERS
(None Submitted)

E. ACCEPTANCE OF CONSTRUCTION PROJECTS
(None Submitted)

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

1. Purchase Orders
2. Membership Listing

PROPOSITION AA

G. APPROVAL/RATIFICATION OF AGREEMENTS

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

1. Geocon Inc., geotechnical investigation at Torrey Pines High School for the weight room building, during the period of January 17, 2014 through July 17, 2014, in an amount not to exceed \$6,800.00, to be expended from Building Fund-Prop 39 Fund 21-39.
2. Digital Networks Group, Inc., La Costa Canyon High School technology upgrade to install short throw projectors and multimedia controls in 81 classrooms, during the period January 17, 2014 through January 17, 2015, in an amount not to exceed \$680,984.74, to be expended from Building Fund-Prop 39 Fund 21-39.
3. Wilkinson Hadley King & Co., LLP, financial and performance audit of Proposition AA Building Fund of San Dieguito Union High School District as of June 30, 2013, during the period of January 17, 2014 through July 17, 2014, in an amount not to exceed \$3,700.00 including all reimbursable expenses, to be expended from the General Fund 03-00.
4. SubSurface Surveys & Associates, Inc., utility locating at San Dieguito Academy for interim housing, during the period of January 17, 2014 through July 17, 2014 in an amount not to exceed \$4,555.00 including all reimbursable expenses, to be expended from Building Fund – Prop 39 Fund 21-39.
5. Erickson-Hall Construction Company, construction management services at Oak Crest Middle School field access ramp/Art and Technology Building Modernization project, during the period of January 17, 2014 through September 30, 2014 in an amount not to exceed \$238,276.00, to be expended from Building Fund- Prop 39 Fund 21-39.
6. American Fence and Security, Inc., interim fence installation at San Dieguito Academy for the field project, during the period of December 27, 2013 through June 27, 2014, in an amount not to exceed \$1,753.66, to be expended from Building Fund-Prop 39 Fund 21-39.
7. El Camino Rental, rental of temporary stadium lights at Canyon Crest Academy, during the period of November 16, 2013 through March 16, 2014, in an amount not to exceed \$21,093.60, to be expended from Building Fund-Prop 39 Fund 21-39 and the Canyon Crest Academy Athletic Foundation.
8. Spankys Portable Services, rental of porta-potty at Canyon Crest Academy construction trailer, during the period of December 23, 2013 through June 30, 2014, in an amount not to exceed \$721.54, to be expended from Building Fund-Prop 39 Fund 21-39.

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

I. ADOPTION OF RESOLUTION / LEASE-LEASEBACK

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

J. ADOPTION OF RESOLUTION / COOPERATIVE BID

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

K. APPROVAL OF CHANGE ORDERS

(None Submitted)

L. ACCEPTANCE OF CONSTRUCTION PROJECTS

(None Submitted)

DISCUSSION / ACTION ITEMS (ITEMS 16 - 18)

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

Motion by Ms. Groth, seconded by Ms. Hergesheimer, to adopt the resolution regarding Statutory School Fees Report for fiscal year 2012-13, and Findings in compliance with Government Codes sections 66006 and 66001, as presented. Ayes: Dalessandro, Groth, Hergesheimer, Herman, Salazar; Noes: None. Motion unanimously carried.

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

Motion by Ms. Groth, seconded by Ms. Herman, to adopt the Resolution of Intention to Convey Interest in Real Property and Right-of-Way to the City of San Diego, for the purpose of access to construct, reconstruct, maintain, operate and repair water facilities on the Canyon Crest Academy campus, as presented. Ayes: Dalessandro, Groth, Hergesheimer, Herman, Salazar; Noes: None. Motion unanimously carried.

18. ACCEPTANCE OF 2012-13 ANNUAL AUDIT

Motion by Ms. Groth, seconded by Mr. Salazar, to accept the 2012-13 annual audit of the San Dieguito Union High School District, as prepared by Wilkinson, Hadley, King, & Co. LLP, as presented. Ayes: Dalessandro, Groth, Hergesheimer, Herman, Salazar; Noes: None. Motion unanimously carried.

19. APPROVAL AND ADOPTION OF PROPOSED NEW BOARD POLICY JOB DESCRIPTIONS (3): #4216.3-10.7 "CONSTRUCTION PROJECTS MANAGER – I"; #4216.3-10.8, "CONSTRUCTION PROJECTS MANAGER – II"; #4216.3-77.2, "FACILITIES CONSTRUCTION PLANNER" AND SALARY RANGE SCHEDULES & DEFINITIONS

Motion by Ms. Hergesheimer, seconded by Ms. Groth, to approve the proposed new board policy job descriptions (3), #4216.3-10.7 "Construction Projects Manager – I"; #4216.3-10.8, "Construction Projects Manager – II"; #4216.3-77.2, "Facilities Construction Planner", and #4341.1 Attachment A, Management Salary Schedule, and #4231/Appendix A, Salary Range Definitions, as presented. Ayes: Dalessandro, Groth, Hergesheimer, Herman, Salazar; Noes: None. Motion unanimously carried.

20. APPROVAL AND ADOPTION OF BOARD POLICY REVISIONS: #4216.3-02.3, "DIRECTOR OF HUMAN RESOURCES"

Motion by Ms. Herman, seconded by Ms. Hergesheimer, to approve revisions to board policy #4216.3-02.3, "Director of Human Resources", as presented. Ayes: Dalessandro, Groth, Hergesheimer, Herman, Salazar; Noes: None. Motion unanimously carried.

INFORMATION ITEMS..... (ITEMS 19 - 28)

21. UNIFORM COMPLAINT REPORT, 2ND QUARTER (OCTOBER– DECEMBER, 2013)

This item was submitted as information only, for the second quarter, October-December 2013, as presented.

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

Mr. Dill gave an update Governor's budget stating that no news was shared regarding basic aid districts and to expect to hear news soon regarding the Local Control Funding Formula (LCFF). Staff will be developing the 2014-15 budget, working with the tax assessor on property tax projections, and monitoring the LCFF. No new money is expected for Common Core implementation.

Mr. Dill also gave an update on Middle School #5 indicating that grading is ongoing and should be completed next month, and that plans are currently at DSA and expected back within three weeks. Staff is moving forward with preparing bid packages for construction and that contracts cannot be issued until DSA approval is received. Staff is hoping to be under construction by late May. More information will be shared at the upcoming February 20th board workshop.

Mr. Dill further reported that the lease-leaseback contract approved earlier with Gilbane, LLB will be the preferred method of delivery. He explained that the builder assumes the risk of managing all the subcontractors at a guaranteed maximum price based off of a low minimum price. The builder is required to bid subcontractors and that any savings during construction will be returned to the district. After bidding, the actual guaranteed maximum price will be returned to board for approval/review.

Mr. Dill also shared with the Board the selection of Joel Van Hooser as the Director of Information Technology and is looking forward to working with Mr. Van Hooser as the new director.

23. HUMAN RESOURCES UPDATE TORRIE NORTON, ASSOCIATE SUPERINTENDENT, HR

Ms. Norton gave an update on projected student enrollment, and formula staffing.

24. EDUCATIONAL SERVICES UPDATEMIKE GROVE, ED.D., ASSOCIATE SUPERINTENDENT, ED SVCS

Dr. Grove encouraged the Board to attend one of the Common Core Parent Information Nights scheduled in the next couple of weeks.

25. PUBLIC COMMENTS – None presented.

26. FUTURE AGENDA ITEMS – None presented.

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

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

29. ADJOURNMENT OF MEETING - Meeting adjourned at 7:26 PM.


Beth Hergesheimer, Board Clerk

2-6-14
Date


Rick Schmitt, Superintendent

2/6/14
Date

PERSONNEL LIST

CLASSIFIED PERSONNEL

Employment

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

Change in Assignment

1. **Castaneda, Christina**, from Instructional Assistant-SpEd(SH), SR36, 48.75% FTE, Torrey Pines High School to 75.00% FTE, effective 01/06/14
2. **Gunnarsson, Louise**, from Instructional Assistant-SpEd(NS), SR34, 48.75% FTE, Torrey Pines High School to Instructional Assistant-SpEd(SH), SR36, 75.00% FTE, effective 12/17/13
3. **Magana, Norma**, from Nutrition Services Assistant I, SR25, 31.25% FTE, Carmel Valley Middle School to 37.50% FTE, effective 12/16/13
4. **Peterson, Tina**, from Human Resources Technician, SR42, 100.00% FTE, to Human Resources Information Systems Analyst, SR52, 100.00% FTE, District Office-Human Resources Department, effective 01/01/14.
5. **Prado, Cesar**, from Nutrition Services Assistant I, SR25, 40.63% FTE, Earl Warren Middle School to Nutrition Services Assistant II, SR27, 48.75% FTE, Diegueno Middle School, effective 12/06/13
6. **Schultz, Joann**, from Executive Assistant, Confidential G8,R1, 100.00% FTE, District Office-Business Services to Executive Assistant to the Superintendent, Confidential G8,R2, 100.00% FTE, District Office-Office of Superintendent, effective 12/16/13
7. **Zeller, Shaylee**, from Instructional Assistant-SpEd(SH), SR36, 48.75% FTE, Torrey Pines High School to 75.00% FTE, La Costa Canyon High School, effective 01/06/14
8. ***Van Hooser, Joel**, from Technology Supervisor, SR9,R5, 100.00% FTE, District Office-Technology Department to Director of Information Technology, Management G5,R2, 100%, effective 01/17/14

Resignation

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