



Union High School District

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

Superintendent
Rick Schmitt

JUNE 16, 2016

THURSDAY, JUNE 16, 2016
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 PM in the Board Room to receive public comments on Closed Session agenda items 2A-C. No public comments were presented.
2. CLOSED SESSION 5:31 PM
Closed Session was held as follows:
A. To consider and/or deliberate on student discipline matters. (Case #2016-015SD & Case #2016-017SD)
B. To consider personnel issues, pursuant to Government Code Sections 11126 and 54957; limited to consideration of the appointment, employment, evaluation of performance, discipline / release, dismissal of a public employee or to hear complaints or charges brought against such employee by another person or employee unless the employee requests a public session.
C. To conference with legal counsel on pending litigation, pursuant to Government Code section 54956.9(a): Van Steenberg v San Dieguito Union High School District (case #37-2015-00013023-CU-OE-NC); and potential litigation pursuant to Government Code section 54956.9(b)(3)(C): 1 potential case.

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

ATTENDANCE

BOARD OF TRUSTEES AND STUDENT BOARD REPRESENTATIVES

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

DISTRICT ADMINISTRATORS / STAFF

Rick Schmitt, Superintendent
Eric Dill, Associate Superintendent, Business Services
Mike Grove, Ed.D., Associate Superintendent, Educational Services
Torrie Norton, Associate Superintendent, Human Resources
Jason Vilorio, Ed.D., Associate Superintendent, Administrative Services
Delores Perley, Chief Financial Officer
Joann Schultz, Executive Assistant to the Superintendent / Recording Secretary

3. RECONVENE REGULAR MEETING / CALL TO ORDER(ITEM 3)
 - A. The regular meeting of the Board of Trustees was called to order at 6:31 PM by President Beth Hergesheimer. Ms. Schultz read the meeting protocol instructions.
 - B. President Hergesheimer led the Pledge of Allegiance.
4. REPORT OUT OF CLOSED SESSION / ACTION(ITEM 4)
 - A. REPORT OUT OF CLOSED SESSION - There was nothing to report.
 - B. STUDENT DISCIPLINE
 1. Motion by Ms. Hergesheimer, seconded by Ms. Herman, to approve the expulsion of Case #2016-015SD for violation of Education Code sections 48900 (d) and 48915 (c)(3), during the period June 17, 2016 through June 17, 2017. BOARD Ayes: Dalessandro, Hergesheimer, Herman; Noes: Muir, Salazar; Abstain: None.
Motion carried.
 2. Motion by Ms. Herman, seconded by Ms. Dalessandro, to approve the expulsion of Case #2016-017SD, for violation of Education Code sections 48900 (c) & (j), during the period June 17, 2016 through June 17, 2017. BOARD Ayes: Dalessandro, Hergesheimer, Herman, Muir, Salazar; Noes: None; Abstain: None.
Motion unanimously carried.
5. APPROVAL OF AGENDA

Motion by Ms. Dalessandro, second by Ms. Herman, to approve the agenda of June 16, 2016, Regular Board meeting of the San Dieguito Union High School District, except for Item #14C10 pulled from the Consent Agenda by Ms. Hergesheimer. BOARD Ayes: Dalessandro, Hergesheimer, Herman, Muir, Salazar; Noes: None; Abstain: None.
Motion unanimously carried.
6. APPROVAL OF MINUTES (4) / SPECIAL MEETINGS OF MAY 10, 20 & JUNE 2, 2016, & REGULAR MEETING OF MAY 12, 2016
 - A. MAY 10, 2016, SPECIAL MEETING MINUTES

Motion by Ms. Herman, seconded by Ms. Dalessandro, to approve the minutes of the May 10, 2016, Special Meeting, as presented. BOARD Ayes: Dalessandro, Hergesheimer, Herman, Muir, Salazar; Noes: None; Abstain: None.
Motion unanimously carried.
 - B. MAY 12, 2016, REGULAR MEETING MINUTES

Motion by Ms. Herman, seconded by Ms. Dalessandro, to approve the minutes of the May 12, 2016, Regular Meeting, as revised. BOARD Ayes: Dalessandro, Hergesheimer, Herman, Muir; Noes: None; Abstain: Salazar.
Motion unanimously carried.
 - C. MAY 20, 2016, SPECIAL MEETING MINUTES

Motion by Ms. Herman, seconded by Ms. Dalessandro, to approve the minutes of the May 20, 2016, Special Meeting, as presented. BOARD Ayes: Dalessandro, Hergesheimer, Herman, Muir; Noes: None; Abstain: Salazar.
Motion unanimously carried.
 - D. JUNE 2, 2016, SPECIAL MEETING MINUTES

Motion by Mr. Salazar, seconded by Ms. Muir, to approve the minutes of the June 2, 2016, Special Meeting, as presented. BOARD Ayes: Dalessandro, Hergesheimer, Herman, Muir, Salazar; Noes: None; Abstain: None.
Motion unanimously carried.

NON-ACTION ITEMS(ITEMS 7 - 10)

- 7. STUDENT UPDATES.....NONE DURING SUMMER BREAK
- 8. BOARD REPORTS AND UPDATES BOARD OF TRUSTEES
All five board members attended the special board meetings on May 10 and June 2, 2016, and all except for Mr. Salazar attended the special board meeting on May 20, 2016.
Mr. Salazar attended the SDHSA graduation ceremony.
Ms. Herman attended the Canyon Crest Academy (CCA) Foundation fundraiser, the Torrey Pines HS (TPHS) Scholarship Fund reception, the Solana Beach School Relations Committee meeting, the San Dieguito Alliance for Drug Free Youth meeting, Canyon Crest Academy Bldg. B groundbreaking ceremony, the Earl Warren MS (EWMS) topping off ceremony and PTA luncheon, the Sunset HS graduation and Carmel Valley MS (CVMS) promotion ceremonies.
Ms. Dalessandro attended the CCA Foundation fundraiser, the TPHS Scholarship Fund reception, the Encinitas City/School Committee meeting, BTSA colloquium, the Ben Vereen Awards for musicals where a CCA student won the grand prize and San Dieguito HS Academy (SDHSA) theater teacher Stephanie Siers won an award, planning day at SDHSA, the Solana Beach School Relations Committee meeting, the San Dieguito Alliance networking luncheon, visited SDHSA teacher Blaze Newman’s classroom, attended the CCA Bldg. B groundbreaking ceremony, the EWMS topping off ceremony, and EWMS and TPHS promotion/graduation ceremonies.
Ms. Muir was appointed to a Dave Roberts committee, visited the La Costa Canyon HS Readiness program, the Salute to Teachers event, the golf night, and the LCC graduation ceremony.
Ms. Hergesheimer attended the Crystal Apples ceremony, the California School Boards Association Delegate Assembly meeting in Sacramento, the strategic planning meeting at EWMS, the BTSA Colloquium, the Encinitas City/District Committee meeting, EWMS topping off ceremony, and the Oak Crest MS and CCA promotion/graduation ceremonies.
- 9. SUPERINTENDENT’S REPORTS, BRIEFINGS, LEGISLATIVE UPDATES.....RICK SCHMITT, SUPERINTENDENT
Superintendent Schmitt gave an update on the promotion and graduations ceremonies held last week reporting that the district had 1,973 graduates with no graduation appeals for the first time in ten years and that summer school will begin June 17th.
- 10. SCHOOL / DEPARTMENT UPDATESNONE SCHEDULED

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

*Item #14C10, Winston School, was pulled from the consent agenda by Ms. Hergesheimer, under Item #5 above.

It was moved by Mr. Salazar, seconded by Ms. Dalessandro, that Consent Agenda Items 11-15, except for Item #14C10, be approved as presented. BOARD Ayes: Dalessandro, Hergesheimer, Herman, Muir, Salazar; Noes: None; Abstain: None.

Motion unanimously carried.

*It was moved by Mr. Salazar, seconded by Ms. Herman, that Consent Agenda Item #14C10, be approved as presented. BOARD Ayes: Dalessandro, Herman, Muir, Salazar; Noes: None; Abstain: Hergesheimer.

Motion unanimously carried.

11. SUPERINTENDENT

A. GIFTS AND DONATIONS

Accept the gifts and donations, as presented.

B. FIELD TRIP REQUESTS

Accept the field trips, as presented.

12. HUMAN RESOURCES

A. PERSONNEL REPORTS

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

1. Certificated and/or Classified Personnel Reports, as presented.

B. APPROVAL/RATIFICATION OF AGREEMENTS

(None Submitted)

C. APPROVAL OF CALIFORNIA INTERSCHOLASTIC FEDERATION (CIF) SAN DIEGO SECTION, CONTINUATION OF MEMBERSHIP AGREEMENT & AUTHORIZATION OF DESIGNATION OF SCHOOL REPRESENTATIVES TO LEAGUES / 2016-17

Approve the California Interscholastic Federation (CIF) Continuation Membership Agreement, and authorize the designation of CIF school representatives to leagues, for the 2016-17 school year, as presented.

13. EDUCATIONAL SERVICES

A. APPROVAL/RATIFICATION OF AGREEMENTS

Approve/ratify entering into the following agreement and authorize Eric R. Dill or Rick Schmitt to execute the agreement:

1. Phyllis Quan, dba Quan Consulting, to provide advice and counsel in fundraising for high school sports and other academic and extracurricular activities, during the period July 1, 2016 through June 30, 2017, at the hourly rate of \$130.00 for an estimated amount not to exceed \$5,400.00, to be expended from the General Fund/Unrestricted 01-00.
2. WestEd, for a Memorandum of Understanding (MOU) with San Dieguito Union High School District (SDUHSD) so SDUHSD can conduct and participate in research activities related to the SimScientists Assessments: Physical Science Links Project, during the period June 3, 2016 through June 30, 2017, at no direct cost to the district.

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 Eric R. Dill or Rick Schmitt to execute the agreements:

1. The Hanover Research Council, LLC, to provide unlimited, sequential research services (Fixed-Fee Partnership Model) for one fixed annual cost, including unlimited access to a team of researchers, survey experts, analysts and statisticians, and Hanover's Online Education Library, during the period June 20, 2016 through June 19, 2017, in the amount of \$42,500.00, to be expended from the General Fund/Restricted 01-00 Title I Funds.
2. AP Testing Service II, LLC to provide AP testing services for Torrey Pines High School, La Costa Canyon High School, San Dieguito High School Academy, and Canyon Crest Academy, during the 2016-2017 and 2017-2018 school years, to be expended directly from the test registration fees.
3. College Board, to provide PSAT/NMSQT test materials, products, and services related to the College Board's College Readiness and Success System, during the period July 1, 2016 through June 30, 2017, in the amount of \$42,140.00, to be expended from the General Fund/Unrestricted 01-00.
4. MiraCosta Community College District, to provide adult education classes at Sunset High School, during the period July 1, 2016 through June 30, 2017, and then automatically renewing for additional one year periods unless either party gives a 90 day advance written notice, at no direct cost to the district.

B. APPROVAL/RATIFICATION OF AMENDMENT TO AGREEMENTS

Approve/ratify amending the following agreements and authorize Eric R. Dill or Rick Schmitt to execute the agreements:

1. San Diego County Office of Education (SDCOE) and San Dieguito Union High School District (SDUHSD), amending the MOU for implementation of the California Career Pathways Trust Grant, increasing the allocation to SDUHSD an additional \$21,694.00, with no other changes to the MOU.
2. Blackboard, Inc., renewing the Blackboard Learn agreement an additional year and adding language to the contract to reflect changes in California code since the prior agreement was signed, during the period May 27, 2016 through May 26, 2017, in the amount of \$42,000.00, to be expended from the General Fund/Unrestricted 01-00.

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 Eric R. Dill or Rick Schmitt to execute all pertinent documents:

1. Community School of San Diego (NPS), to provide an alternative education model for non-diploma bound students with moderate to severe Autism and/or intellectual disabilities, during the period July 1, 2016 through June 30, 2017, at the rates shown on the attachment, to be expended from the General Fund/Restricted 01-00.
2. Community School of San Diego High School (NPS), to provide an alternative education model for non-diploma bound students with moderate to severe Autism and/or intellectual disabilities, during the period July 1, 2016 through June 30, 2017, at the rates shown on the attachment, to be expended from the General Fund/Restricted 01-00.
3. Fred Finch Youth Center (NPS), to provide alternative education and day treatment for diploma bound students with high functioning autism, moderate to severe learning disabilities, and/or social, emotional, and/or mental health issues, during the period July 1, 2016 through June 30, 2017, at the rates shown on the attachment, to be expended from the General Fund/Restricted 01-00.
4. New Bridge School (NPS), to provide an alternative education model for diploma bound students with high functioning Autism and/or moderate to severe learning disabilities, up to Grade 8, during the period July 1, 2016 through June 30, 2017, at the rates shown on the attachment, to be expended from the General Fund/Restricted 01-00.
5. New Haven Youth and Family Services, Inc. (NPA), to provide wrap around services for students transitioning to a less restrictive placement, during the period July 1, 2016 through June 30, 2017, at the rates shown on the attachment, to be expended from the General Fund/Restricted 01-00.
6. Sierra Academy (NPS), to provide an alternative education model for non-diploma bound students with moderate to severe Autism and/or intellectual disabilities, during the period July 1, 2016 through June 30, 2017, at the rates shown on the attachment, to be expended from the General Fund/Restricted 01-00.
7. Springall Academy (NPS), to provide an alternative education model for non-diploma bound students with moderate to severe Autism and/or intellectual disabilities, during the period July 1, 2016 through June 30, 2017, at the rates shown on the attachment, to be expended from the General Fund/Restricted 01-00.
8. Stein Education Center (NPS), to provide an alternative education model for non-diploma bound students with moderate to severe autism and/or intellectual disabilities, during the period July 1, 2016 through June 30, 2017, at the rates shown on the attachment, to be expended from the General Fund/Restricted 01-00.

9. TERI, Inc. (NPS), to provide an alternative education model for non-diploma bound students with moderate to severe Autism and/or intellectual disabilities, during the period July 1, 2016 through June 30, 2017, at the rates shown on the attachment, to be expended from the General Fund/Restricted 01-00.

**Item 14C10 was pulled from the consent agenda and voted on separately, as shown above.*

10. Winston School (NPS), to provide an alternative education model for diploma bound students with high functioning Autism and/or moderate to severe learning disabilities, during the period July 1, 2016 through June 30, 2017, at the rates shown on the attachment, to be expended from the General Fund/Restricted 01-00.

D. APPROVAL/RATIFICATION OF AMENDMENT TO AGREEMENTS

Approve/ratify amending the following agreements and authorize Eric R. Dill or Rick Schmitt to execute the agreements:

1. University of California San Diego School of Medicine (MOU), extending the contract for consultation and assessment services for an additional year, during the period July 1, 2016 through June 30, 2017, with no other changes to the MOU.

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 01-00/Special Education, and authorize the Director of Special Education to execute the agreements:

1. Student Case No. 2016-016PS, for special education related services, in the amount of \$2,000.00.

F. DESTRUCTION OF SPECIAL EDUCATION RECORDS

Approve the classification of Special Education records for SDUHSD Special Education students who graduated in 2011 as Class 3 (Special Education Records) disposable, and approve the destruction of such records, as presented.

PUPIL SERVICES

G. APPROVAL/RATIFICATION OF AGREEMENTS

(None Submitted)

H. APPROVAL/RATIFICATION OF AMENDMENTS TO AGREEMENTS

(None Submitted)

15. BUSINESS / PROPOSITION AA

BUSINESS

A. APPROVAL/RATIFICATION OF AGREEMENTS

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

1. 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 Men's Water Polo try outs, practices and games, during the period August 22, 2016 through November 25, 2016, in an estimated amount not to exceed \$12,772.50, to be paid for by the Torrey Pines High School Foundation.

B. APPROVAL/RATIFICATION OF AMENDMENT TO AGREEMENTS

Approve/ratify amending the following agreements and authorize Eric R. Dill or Rick Schmitt to execute the agreements:

1. John Sergio Fisher & Associates, Inc., amending the architectural and engineering services contract for design and documentation of a replacement rigging system and the widening of an existing gallery, including obtaining DSA approval, construction administration and closeout at Canyon Crest Academy Performing Arts Center, adding additional services, in an amount not to exceed \$18,400.00, to be expended from the Capital Facilities Fund 25-19.
2. Sol Transportation, Inc., for special education transportation services, extending the contract for a one year period from April 13, 2016 through April 12, 2017, with no other changes to the contract, to be expended from the General Fund/Restricted 01-00.

C. AWARD/RATIFICATION OF CONTRACTS

Award/ratify the following contracts and authorize Eric R. Dill or Rick Schmitt to execute all pertinent documents:

1. Fredericks Electric, Inc., for Electrical Services – District Wide, during the period June 17, 2016 through June 16, 2017, with options to renew two additional one year periods, at the unit prices listed on the attachment, to be expended from the fund to which the project is charged.

D. AUTHORIZATION TO ADVERTISE FOR BIDS / APPROVE CONTRACTS AND AGREEMENTS

Authorize and/or approve the following:

1. Authorize the Superintendent of Schools, Interim Superintendent, or designee to direct the administration to advertise for any necessary bids, during the period July 1, 2016 through June 30, 2017.
2. Authorize the Superintendent of Schools, Interim Superintendent, or designee to approve entering into all contracts/agreements, during the period June 17, 2016 through September 15, 2016, and that the contracts/agreements are presented to the Board of Trustees for ratification at the next regularly scheduled meeting.

E. ADOPTION OF RESOLUTIONS / AUTHORIZED SIGNATURES FOR MAIL, WARRANTS, PAYROLL, SCHOOL ORDERS, CREDENTIALS RELEASE

Adopt the following resolutions, effective July 1, 2016 through June 30, 2017, as presented:

1. RESOLUTION DESIGNATING AGENT TO RECEIVE MAIL AND PICKUP WARRANTS AT THE COUNTY OFFICE OF EDUCATION
Designating Eric R. Dill to receive mail and Torrie Norton, Eric R. Dill, Delores L. Perley, Dawn Pearson, Courtney Fryt and Barbara Crisostomo to pick up warrants at the County Office of Education.
2. RESOLUTION FOR PAYROLL ORDER CERTIFICATION
Designating Eric R. Dill or Torrie Norton to ascertain and certify that each employee has taken the oath of allegiance and designating Susan Dixon to certify classified service assignment.
3. RESOLUTION AUTHORIZING THE COUNTY OFFICE OF EDUCATION CREDENTIALS DEPARTMENT TO RELEASE CREDENTIALS HELD WARRANTS TO EMPLOYEES
Authorizing the County Office of Education Credentials Department to release credentials held warrants to employees who have provided the required credential paper work.
4. RESOLUTION DESIGNATING AUTHORIZED AGENT TO SIGN SCHOOL ORDERS
Designating Eric R. Dill or Delores L. Perley to sign school orders.

F. APPROVAL OF BUSINESS REPORTS

Approve the following business reports:

1. Purchase Orders
2. Membership Listing
3. Warrants
4. Revolving Cash Fund

PROPOSITION AA

G. APPROVAL/RATIFICATION OF AGREEMENTS

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

1. GeoCon, Inc., for geotechnical/engineering services for miscellaneous projects district-wide, on a time and materials basis, during the period June 17, 2016 through June 16, 2017, in an amount not to exceed \$60,000.00, to be expended from the fund to which the project is charged.

H. APPROVAL/RATIFICATION OF AMENDMENT TO AGREEMENTS

Approve/ratify amending the following agreements and authorize Eric R. Dill or Rick Schmitt to execute the agreements:

1. Lionakis, to amend contract CA2014-17, for additional architectural / engineering services at Earl Warren Middle School Replacement Campus, increasing the amount by \$76,320.00, for a new total of \$2,170,650.00, to be expended from Building Fund Prop 39 – Fund 21-39.
2. Consulting & Inspection Services, to renew contract B2013-11 for inspector of record services during the period July 1, 2016 through June 30, 2017, in an annual amount not to exceed \$800,000.00, to be expended from Building Fund Prop 39—Fund 21-39.
3. Blue Coast Consulting, to renew contract B2013-11 for inspector of record services during the period July 1, 2016 through June 30, 2017, in an annual amount not to exceed \$800,000.00 to be expended from Building Fund Prop 39—Fund 21-39.
4. Twining, Inc., to renew contract CB2013-31 for storm water pollution prevention plan services during the period July 1, 2016 through June 30, 2017, in an annual amount not to exceed \$300,000.00, to be expended from Building Fund Prop 39 – Fund 21-39.
5. Beckwith, to renew contract CB2013-31 for storm water pollution prevention plan services during the period July 1, 2016 through June 30, 2017, in an annual amount not to exceed \$100,000.00, to be expended from Building Fund Prop 39 – Fund 21-39.
6. URS Corporation, to renew contract CB2014-01 for California Environmental Quality Act (CEQA) services district wide, during the period July 1, 2016 through June 30, 2017, in the annual amount not to exceed \$100,000.00, to be expended from Building Fund Prop 39 – Fund 21-39.
7. LSA, to renew contract CB2014-01 for California Environmental Quality Act (CEQA) services district wide, during the period July 1, 2016 through June 30, 2017, in the annual amount not to exceed \$100,000.00, to be expended from Building Fund Prop 39 – Fund 21-39.
8. Placeworks, Inc., to renew contract CB2014-01 for California Environmental Quality Act (CEQA) services district wide, during the period July 1, 2016 through June 30, 2017, in the annual amount not to exceed \$100,000.00, to be expended from Building Fund Prop 39 – Fund 21-39.
9. Ninyo & Moore, to renew contract B2013-08 for material testing and special inspection services during the period July 1, 2016 through June 30, 2017, in the annual amount not to exceed \$500,000.00, to be expended from Building Fund Prop 39 – Fund 21-39.
10. Nova Services, to renew contract B2013-08 for material testing and special inspection services during the period July 1, 2016 through June 30, 2017, in the annual amount not to exceed \$500,000.00, to be expended from Building Fund Prop 39 – Fund 21-39
11. Southern California Soils & Testing, Inc., to renew contract B2013-08 for material testing and special inspection services during the period July 1, 2016 through June 30, 2017, in the annual amount not to exceed \$200,000.00, to be expended from Building Fund Prop 39 – Fund 21-39.
12. BDS Engineering, Inc., to renew contract CB2013-32 for land surveying services during the period July 1, 2016 through June 30, 2017, in the annual amount not to exceed \$200,000.00, to be expended from Building Fund Prop 39 – Fund 21-39.

I. ADOPTION OF RESOLUTION AUTHORIZING CONTRACTING PURSUANT TO COOPERATIVE BID AND AWARD DOCUMENTS FROM THE COOPERATIVE PURCHASING NETWORK (TCPN)

Adopt the Resolution Authorizing Contracting Pursuant to Cooperative Bid and Award Documents from The Cooperative Purchasing Network, to purchase musical instruments for the music program at Pacific Trails Middle School, as described in the attachment.

DISCUSSION / ACTION ITEMS (ITEMS 16 - 22)

16. APPROVAL OF RECEIPT AND EXPENDITURE OF 2016-17 EDUCATION PROTECTION ACCOUNT (EPA) FUNDING

Motion by Ms. Dalessandro, seconded by Mr. Salazar, to approve receipt and expenditure of 2016-17 Education Protection Account (EPA) funds, as presented. BOARD Ayes: Dalessandro, Hergesheimer, Herman, Muir, Salazar; Noes: None; Abstain: None.

Motion unanimously carried.

17. APPROVAL OF REVISED BOARD POLICY #4121/AR-2, "SUBSTITUTE TEACHER COMPENSATION SCHEDULE"

Motion by Ms. Dalessandro, seconded by Ms. Herman, to approve the revised Board Policy #4121/AR-2, "Substitute Teacher Compensation Schedule", as presented. BOARD Ayes: Dalessandro, Hergesheimer, Herman, Muir, Salazar; Noes: None; Abstain: None.

Motion unanimously carried.

18. APPROVAL OF REVISED BOARD POLICY #4241 ATTACHMENT A, "SUPERVISORY SALARY SCHEDULE"

Motion by Mr. Salazar, seconded by Ms. Dalessandro, to approve revised Board Policy #4241 Attachment A, "Supervisory Salary Schedule", as presented. BOARD Ayes: Dalessandro, Hergesheimer, Herman, Muir, Salazar; Noes: None; Abstain: None.

Motion unanimously carried.

19. ADOPTION OF REVISED 2016 BOARD MEETING SCHEDULE

Motion by Ms. Dalessandro, seconded by Ms. Herman, to adopt the revised 2016 Board Meeting Schedule, as presented. BOARD Ayes: Dalessandro, Hergesheimer, Herman, Muir, Salazar; Noes: None; Abstain: None.

Motion unanimously carried.

20. APPOINTMENT OF INTERIM SUPERINTENDENT AND ASSOCIATE SUPERINTENDENT OF ADMINISTRATIVE SERVICES / APPROVAL OF EMPLOYMENT CONTRACT & AMENDMENT TO EMPLOYMENT CONTRACTS, INTERIM SUPERINTENDENT & ASSOCIATE SUPERINTENDENTS

A. APPOINTMENT OF INTERIM SUPERINTENDENT / AMENDMENT TO EMPLOYMENT CONTRACT

Motion by Ms. Dalessandro, seconded by Ms. Herman, to appoint Eric R. Dill as Interim Superintendent, effective July 1, 2016, until a permanent Superintendent is employed, and to approve an amendment to employment contract, in the additional amount of \$2,000.00 per month, to be expended from the General Fund 01-00, as presented. BOARD Ayes: Dalessandro, Hergesheimer, Herman, Muir, Salazar; Noes: None; Abstain: None.

Motion unanimously carried.

B. APPROVAL OF AMENDMENT TO EMPLOYMENT CONTRACTS / ASSOCIATE SUPERINTENDENTS

Motion by Ms. Dalessandro, seconded by Ms. Herman, to approve an amendment to the employment contract for the Associate Superintendents of Educational Services and Human Resources, effective July 1, 2016, until a permanent Superintendent is employed, in the additional amount of \$1,000.00 per month, to be expended from the General Fund 01-00, as presented. BOARD Ayes: Dalessandro, Hergesheimer, Herman, Muir, Salazar; Noes: None; Abstain: None.

Motion unanimously carried.

C. APPROVAL OF APPOINTMENT AND EMPLOYMENT CONTRACT / ASSOCIATE SUPERINTENDENT OF ADMINISTRATIVE SERVICES, 2016-2020

Motion by Ms. Dalessandro, seconded by Ms. Herman, to appoint Mark Miller as the Associate Superintendent of Administrative Services, and approve an Employment Contract for the term commencing July 1, 2016 through June 30, 2020, to be expended from the General Fund 01-00, as presented. BOARD Ayes: Dalessandro, Hergesheimer, Herman; Noes: Muir, Salazar; Abstain: None.

Motion carried.

21. REVIEW OF 2016-19 DISTRICT LOCAL CONTROL ACCOUNTABILITY PLAN (LCAP)

This item was submitted for review and public hearing, and will be resubmitted for Board action on June 30, 2016.

PUBLIC HEARING - President Hergesheimer opened the public hearing at 7:19 pm. There being no public comment, the hearing was closed at 7:20 pm.

Mr. Vilorio provided a review of the 2016-19 District LCAP, as presented.

22. REVIEW OF 2016-17 DISTRICT PROPOSED BUDGET / GENERAL FUND & SPECIAL FUNDS

This item was submitted for review and public hearing, and will be resubmitted for Board action on June 30, 2016.

PUBLIC HEARING - President Hergesheimer opened the public hearing at 7:33 pm. There being no public comment, the hearing was closed at 7:34 pm.

Mr. Dill and Ms. Perley gave an update on the 2016-17 District proposed budget for the general fund and special funds, as presented.

INFORMATION ITEMS.....(ITEMS 23 - 34)

23. PERSONNEL COMMISSION / CLASS DESCRIPTION REPORT / CLASSIFIED

- A. Nutrition Services Supervisor
- B. Food Service Coordinator

This item was submitted as information only.

24. PROPOSED NEW BOARD POLICIES / BP #4119.23 THROUGH #4131; NEW JOB DESCRIPTIONS BP #4160.37; #4160.38; #4160.39; #4160.40 & PROPOSED REVISED BP #4341.1, "MANAGEMENT SALARY SCHEDULE" / HUMAN RESOURCES

- A. BP #4119.23; 4219.23; 4319.23, UNAUTHORIZED RELEASE OF CONFIDENTIAL/PRIVILEGED INFORMATION
- B. BP #4119.25; 4219.25; 4319.25, POLITICAL ACTIVITIES OF EMPLOYEES
- C. BP #4119.42; 4219.42; 4319.42, EXPOSURE CONTROL PLAN FOR BLOODBORNE PATHOGENS
- D. BP #4119.43; 4219.43; 4319.43, UNIVERSAL PRECAUTIONS
- E. BP #4121, TEMPORARY/SUBSTITUTE PERSONNEL (*as revised*)
- F. BP #4127; 4227; 4327, TEMPORARY ATHLETIC TEAM COACHES
- G. BP #4131, STAFF DEVELOPMENT
- H. BP #4160.37, DISTRICT MENTAL HEALTH SUPPORT PROVIDER
- I. BP #4160.38, SCHOOL SOCIAL WORKER
- J. BP #4160.39, DIRECTOR OF SCHOOL AND STUDENT SERVICES
- K. BP #4160.40, DIRECTOR OF ACCOUNTABILITY AND SPECIAL PROGRAMS
- L. BP #4341.1, MANAGEMENT SALARY SCHEDULE

This item was submitted as first read and will be resubmitted for action on June 30, 2016. (*The executive summary and BP #4121 were revised and are attached to the minutes.*)

25. 2016-17 EDUCATION PLAN: STRATEGIC THEMES UPDATE..... MIKE GROVE, ASSOC SUPERINTENDENT

Dr. Grove gave an update on the 2016-17 Education Plan: Strategic Themes which is updated every year to identify priorities for the next school year, seeking input from a stakeholder committee comprised of staff, parents, students and board members who met recently, to review data and past plans. The committee identified major themes to work on including student health and wellness, access to and use of technology, providing ongoing professional development, student engagement in school, engagement of parents, college & career readiness skills, closing the achievement gap, improving communication with the broader community, and achieving equitable opportunities for students. An updated plan will be presented to the Board for review and comment next month and action in August.

26. BUSINESS SERVICES UPDATE ERIC DILL, ASSOCIATE SUPERINTENDENT

Mr. Dill thanked the Board and his colleagues for their support in his appointment as the Interim Superintendent, and reported on the recent credit rating meetings for the general obligation bonds. The bond sale is tentatively planned for the end of June.

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

Dr. Grove had nothing to report.

28. HUMAN RESOURCES UPDATE TORRIE NORTON, ASSOCIATE SUPERINTENDENT

Ms. Norton had nothing to report.

29. ADMINISTRATIVE SERVICES UPDATE JASON VILORIA, Ed.D., ASSOCIATE SUPERINTENDENT

Dr. Vioria had nothing to report.

30. PUBLIC COMMENTS - None presented.

31. FUTURE AGENDA ITEMS:

Ms. Muir requested an update on the superintendent search and on the Board Governance Handbook and self-evaluation survey.

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

33. REPORT FROM CLOSED SESSION – Nothing further to report.

34. ADJOURNMENT OF MEETING – The meeting adjourned at 8:07 PM.



Amy Herman, Board Clerk



Date



Rick Schmitt, Superintendent



Date

**Approved at the June 30, 2016, SDUHSD Board of Trustees Meeting
Joann Schultz, Recording Secretary**

San Dieguito Union High School District

INFORMATION REGARDING BOARD AGENDA ITEM

TO: BOARD OF TRUSTEES

DATE OF REPORT: June 7, 2016

BOARD MEETING DATE: June 16, 2016

PREPARED BY: Torrie Norton
Associate Superintendent/Human Resources

SUBMITTED BY: Rick Schmitt
Superintendent

SUBJECT: **ADOPTION OF NEW BOARD POLICIES
BP'S #4119.23 through #4131
Human Resources**

EXECUTIVE SUMMARY

The existing San Dieguito Union High School District 4000 Series (Personnel) board policies are not aligned to the California School Boards Association (CSBA) board policies by either board policy numbers or content.

In an effort to continually update our board policies on a quarterly basis, the existing SDUHSD board policies must be deleted and the CSBA policies will need to be revised and adopted to meet our District practices. In order to streamline the process, staff will submit the proposed CSBA board policies in small batches over the next several months for Board action. After all policies have been adopted, a recommendation to delete the current SDUHSD board policies will be submitted and the new policies will be posted on the District website.

This Executive Summary includes a brief description of the proposed/new board policies starting with BP #4119.23 through #4131 presented for first read.

RECOMMENDATION:

This item is being submitted for first read and will be resubmitted for action on June 30, 2016.

- A. BP #4119.23; 4219.23; 4319.23, UNAUTHORIZED RELEASE OF CONFIDENTIAL/PRIVILEGED INFORMATION
- B. BP #4119.25; 4219.25; 4319.25, POLITICAL ACTIVITIES OF EMPLOYEES
- C. BP #4119.42; 4219.42; 4319.42, EXPOSURE CONTROL PLAN FOR BLOODBORNE PATHOGENS
- D. BP #4119.43; 4219.43; 4319.43, UNIVERSAL PRECAUTIONS
- E. BP #4121, TEMPORARY/SUBSTITUTE PERSONNEL
- F. BP #4127; 4227; 4327, TEMPORARY ATHLETIC TEAM COACHES
- G. BP #4131, STAFF DEVELOPMENT

Proposed CSBA Personnel Policies BP's #4119.23 through #4131

BP #4119.23; 4219.23; 4319.23: Unauthorized Release of Confidential/Privileged Information

An employee shall not disclose confidential information acquired by being present during a closed session to a person not **entitled** to receive such information, unless the Board authorizes the disclosure.

BP #4119.25; 4219.25; 4319.25: Political Activities of Employees

The Governing Board respects the right of school employees to engage in political discussions on their own time; however, it is prohibited during their work hours and on district property.

BP #4119.42; 4219.42; 4319.42: Exposure Control Plan for Bloodborne Pathogens

The District shall have an exposure control plan in accordance with state and federal standards for dealing with potentially infectious materials in the workplace to protect employees.

BP #4119.43; 4219.43; 4319.43: Universal Precautions

The Governing Board requires that universal precautions be observed throughout the District.

BP #4121: Temporary/Substitute Personnel & 4121/AR-2 Substitute Teacher Salary Schedule

The Governing Board recognizes that substitute and temporary personnel perform an essential role in promoting student achievement and desire to employ highly qualified, appropriately credentialed employees to fill such position.

BP #4127; 4227; 4327: Temporary Athletic Team Coaches

The superintendent or designee may employ a certificated or non-certificated employee to supervise or instruct interscholastic athletic activities as a temporary employee.

BP #4131: Staff Development

The superintendent or designee shall develop a program of ongoing professional development which includes opportunities for teachers to enhance their instructional and classroom management skills and become informed about changes in pedagogy and subject matter.

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TEMPORARY/SUBSTITUTE PERSONNEL

The Governing Board recognizes that substitute and temporary personnel perform an essential role in promoting student achievement and desires to employ highly qualified, appropriately credentialed employees to fill such positions.

HIRING

The Superintendent or designee shall recommend candidates for substitute or temporary positions for Board approval, and shall ensure that all substitute and temporary employees are assigned in accordance with law and the authorizations specified in their credential.

Substitute personnel may be employed on an on-call, day-to-day basis.

In addition, after September 1 of any school year, the Board may employ substitute personnel for the remainder of the school year for positions for which no regular employee is available. The district shall first demonstrate to the Commission on Teacher Credentialing the inability to acquire the services of a qualified regular employee.

Permanent or probationary certificated employees who were laid off pursuant to Education Code 44955 and who have a preferred right of reappointment shall be given priority for substitute service in the order of their original employment.

CLASSIFICATION

At the time of initial employment and each July thereafter, the Board shall classify substitute and temporary employees as such.

The Board may classify as substitute personnel a teacher hired to fill the position of a regularly employed person who is absent from service.

To address the need for additional certificated employees when regular district employees are absent due to leaves or long-term illness, the Board may classify a teacher who is employed for at least one semester and up to one complete school year as a temporary employee. Any person whose service begins in the second semester and before March 15 may be classified as a temporary employee even if employed for less than a semester. The Board shall determine the number of persons who shall be so employed, which shall not exceed the identified need based on the absence of regular employees.

The Board also shall classify as temporary employees those certificated persons, other than substitute employees, who are employed to:

1. Serve from day to day during the first three months of any school term to teach temporary classes which shall not exist after that time, or perform any other duties which do not last longer than the first three months of any school term

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2. Teach in special day and evening classes for adults or in schools of migratory population for not more than four months of any school term
3. Serve in a limited assignment supervising student athletic activities provided such assignments have first been made available to teachers presently employed in the district
4. Serve in a position for a period not to exceed 20 working days in order to prevent the stoppage of district business during an emergency when persons are not immediately available for probationary classification
5. Serve only for the first semester because the district expects a reduction in student enrollment during the second semester due to mid-year graduations

For purposes of classifying employees pursuant to item #1 or #2 above, the school year shall not be divided into more than two school terms.

Any employee hired to provide services in a categorically funded program or project may be employed for a period less than a full school year. He/she may be classified as a temporary employee if the period of employment will end at the expiration of that program or project.

SALARY AND BENEFITS

The Board shall adopt and make public a salary schedule setting the daily or pay period rate(s) for substitute employees for all categories or classes of certificated employees of the district.

Temporary employees shall participate in the health and welfare plans or other fringe benefits of the district.

PAID SICK LEAVE

Except for a retired annuitant who is not reinstated to the retirement system, any temporary or substitute employee who works for 30 or more days within a year of his/her employment shall be entitled to one hour of paid sick leave for every 30 hours worked. Accrued paid sick days shall carry over to the following year of employment, up to a maximum of 48 hours.

Any temporary or substitute employee may begin to use accrued paid sick days on the 90th day of his/her employment, after which he/she may use the sick days as they are accrued.

A temporary or substitute employee may use accrued sick leave for absences due to:

1. His/her own need or the need of a family member, as defined in Labor Code 245.5, for the diagnosis, care, or treatment of an existing health condition or for preventive care

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2. Need of the employee to obtain or seek any relief or medical attention specified in Labor Code 230(c) and 230.1(a) for the health, safety, or welfare of the employee, or his/her child, when the employee has been a victim of domestic violence, sexual assault, or stalking

No employee shall be denied the right to use accrued sick days and the district shall not in any manner discriminate or retaliate against an employee for using or attempting to use sick leave, filing a complaint with the Labor Commissioner, or alleging district violation of Labor Code 245-249. The Superintendent or designee shall display a poster containing required information, provide notice to eligible employees of their sick leave rights, keep records of employees' use of sick leave for three years, and comply with other requirements specified in Labor Code 245-249 and in AR 4161.1/4361.1 - Personal Illness/Injury Leave.

RELEASE FROM EMPLOYMENT/DISMISSAL

The Board may dismiss a substitute employee at any time at its discretion.

The Board may release a temporary employee at its discretion if the employee has served less than 75 percent of the number of days the regular schools of the district are maintained during one school year. After serving 75 percent of the number of days that district schools are maintained during one school year, a temporary employee may be released as long as he/she is notified, before the last day of June, of the district's decision not to reelect him/her for the following school year.

REEMPLOYMENT AS A PROBATIONARY EMPLOYEE

Vacant position means a position in which the employee is qualified to serve and which is not filled by a permanent or probationary employee. It shall not include a position which would be filled by a permanent or probationary employee except for the fact that such employee is on leave.

With the exception of on-call, day-to-day substitutes, any temporary or substitute employee who was released pursuant to Education Code 44954 but who has nevertheless served in a certificated position in the district for at least 75 percent of each of two consecutive school years shall receive first priority if the district fills a vacant position for the subsequent school year at the grade level at which the employee served during either year. In the case of a departmentalized program, the employee shall have taught the subject matter in which the vacant position occurs.

LEGAL REFERENCE:

EDUCATION CODE

- 22455.5 Provision of retirement plan information to potential members
- 22515 Irrevocable election to join retirement plan
- 37200 School calendar
- 44252.5 State basic skills assessment required for certificated personnel
- 44300 Emergency teaching or specialist permits
- 44830 Employment of certificated persons; requirements of proficiency in basic skills

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- 44839.5 Employment of retirant
- 44845 Date of employment
- 44846 Criteria for reemployment preferences
- 44909 Employees providing services through categorically funded programs
- 44914 Substitute and probationary employment computation for classification as permanent employee
- 44915 Classification of probationary employees
- 44916 Time of classification; statement of employment status
- 44917 Classification of substitute employees
- 44918 Substitute or temporary employee deemed probationary employee; reemployment rights
- 44919 Classification of temporary employees
- 44920 Employment of certain temporary employees; classifications
- 44921 Employment of temporary employees; reemployment rights (unified and high school districts)
- 44953 Dismissal of substitute employees
- 44954 Release of temporary employees
- 44955 Layoff of permanent and probationary employees
- 44956 Rights of laid-off permanent employees to substitute positions
- 44957 Rights of laid-off probationary employees to substitute positions
- 44977 Salary schedule for substitute employees
- 45030 Substitutes
- 45041 Computation of salary
- 45042 Alternative method of computation for less than one school year
- 45043 Compensation for employment beginning in the second semester
- 56060-56063 Substitute teachers in special education

GOVERNMENT CODE

- 3540.1 Educational Employment Relations Act, definitions

LABOR CODE

- 220 Sections inapplicable to public employees
- 230 Jury duty; legal actions by domestic violence, sexual assault and stalking victims, right to time off
- 230.1 Employers with 25 or more employees; domestic violence, sexual assault and stalking victims, right to time off
- 233 Illness of child, parent, spouse or domestic partner
- 234 Absence control policy
- 245-249 Healthy Workplaces, Healthy Families Act of 2014

CODE OF REGULATIONS, TITLE 5

- 5502 Filing of notice of physical examination for employment of retired person
- 5503 Physical examination for employment of retired persons
- 5590 Temporary athletic team coach
- 80025-80025.5 Emergency substitute teaching permits

COURT DECISIONS

McIntyre v. Sonoma Valley Unified School District (2012) 206 Cal.App.4th 170

Stockton Teachers Association CTA/NEA v. Stockton Unified School District (2012) 204 Cal.App.4th 446

Neily v. Manhattan Beach Unified School District, (2011) 192 Cal.App.4th 187

California Teachers Association v. Vallejo City Unified School District, (2007) 149 Cal.App.4th 135

Bakersfield Elementary Teachers Assn. v. Bakersfield City School District, (2006) 145 Cal.App.4th 1260, 1277

Kavanaugh v. West Sonoma Union High School District, (2003) 29 Cal.4th 911

MANAGEMENT RESOURCES:

WEB SITES

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

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