

October 20, 2005

**SAN DIEGUITO UNION HIGH SCHOOL DISTRICT**  
710 ENCINITAS BLVD., ENCINITAS, CA 92024  
**BOARD OF TRUSTEES MEETING**  
**BOARD AGENDA COVER SHEET**

*Welcome to the Board of Trustees Meeting . . .*

**COMMENTS ON AGENDA ITEMS**

If you wish to speak regarding an item on the agenda, please complete a blue 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, state your name, address, and organization before making your presentation.

**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*.

**PUBLIC COMMENTS**

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. In the interest of time and order, presentations from the public are limited to three (3) minutes per person and the total time for 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 members of the public in attendance. If you wish to speak under Public Comments, complete a blue speaker's slip and follow the directions for speaking to agenda items. Complaints or charges against an employee are not permitted in an open meeting of the Board of Trustees.

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

**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.

**AMERICANS WITH DISABILITIES ACT**

In compliance with the Americans with Disabilities Act, if you need special assistance, disability-related modifications, 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 district superintendent by sending a written request to the district office at 710 Encinitas Boulevard, Encinitas, California, 92024, or by faxing the request to (760) 943-3501. Notification by letter or fax 72 hours prior to the meeting will enable the district to make reasonable arrangement 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 this meeting in appropriate alternative formats for persons with a disability.

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

October 20, 2005

District Office/Board Conference Room 101

6:30 p.m. - Regular Meeting

710 Encinitas Blvd., Encinitas, CA

1. Call to Order – 6:00 p.m.
2. Public Comments Regarding Closed Session Items
3. **Closed Session – 6:05 p.m.**
  - 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").
  - b. To discuss potential litigation, pursuant to Government Code Sections 3549.1 and 54957.6.

**6:30 p.m. - REGULAR MEETING**

4. Pledge of Allegiance
5. Report Out of Action Taken in Closed Session
6. Approval of Minutes
  - 6A. Moved by \_\_\_\_\_, second by \_\_\_\_\_, that the minutes of the Special Budget Workshop/Special Meeting of September 27, 2005, be approved as written.
  - 6B. Moved by \_\_\_\_\_, second by \_\_\_\_\_, that the minutes of the Regular Meeting of October 6, 2005, be approved as written.

**NON-ACTION ITEMS**

- 7A. Correspondence - Communications received by the Board are available for public review at the District Office at 710 Encinitas Boulevard in Encinitas. Board correspondence is distributed to each Board member and the superintendent along with the agenda.
- 7B. Report/Student Board Members
- 7C. Trustee Reports
- 7D. Superintendent's Report and Legislative Update
- 7E. Student Achievement Report/Margie Bulkin

**ACTION AGENDA - CONSENT ITEMS (See supplements)**

Upon invitation by the President, anyone who wishes to discuss a Consent Item should come forward to the lectern, state his/her name, address and the Consent Item number.

**HUMAN RESOURCES**

8. PERSONNEL  
Approve matters pertaining to employment of personnel, salaries, leaves of absence, resignations, changes in assignments, extra duty assignments, and consultant services as listed in the attached supplement.

## **SUPERINTENDENT**

9. ACCEPTANCE OF GIFTS  
Accept gifts, as shown in the attached supplement.
10. APPROVAL OF FIELD TRIPS  
Approve field trips, as shown in the attached supplement.

## **INSTRUCTION**

11. APPROVAL OF APPLICATION FOR GRANT  
Approve the application for the Striving Readers Grant as authorized as part of the 2005 Fiscal Year Appropriation Act under the Title I demonstration authorship, as shown in the attached supplement.
12. APPROVAL/RATIFICATION OF AGREEMENTS  
Approve/ratify entering into the following agreements and authorize Simonetta March to execute the agreements:
  - a) School Wise Press to prepare a school accountability report card (SARC) for the 2005-2006 school year, during the period November 1, 2005 through June 30, 2006, for an amount not to exceed \$14,809.00, to be expended from the General Fund 03-00.
  - b) Plato Learning, Inc. for website service support, during the period October 23, 2005 through October 23, 2006, for an amount not to exceed \$25,733.00, to be expended from the General Fund/Restricted 06-00.

## **PUPIL SERVICES**

13. APPROVAL/RATIFICATION OF AGREEMENTS  
Approve/ratify entering into the following agreement and authorize Simonetta March to execute the agreement:
  - a) Carlsbad Unified School District to place a special education student in the North Coastal Consortium Regional Severely Handicapped Transition Class at Mira Costa College, San Elijo Campus, during the period August 30, 2004 through June 17, 2005, at the cost of \$17,171.30, to be reimbursed by the Carlsbad Unified School District.
  - b) San Dieguito Boys' & Girls' Club for lease of facilities for adaptive P.E. classes, during the period September 21, 2005 through June 30, 2006, for an amount not to exceed \$5,040.00, to be expended from the General Fund/Restricted 06-00.
  - c) Carmel Valley Swimming Pool for lease of facilities for adaptive P.E. classes during the period September 16, 2005 through June 30, 2006, for an amount not to exceed \$2,100.00, to be expended from the General Fund/Restricted 06-00.

## **BUSINESS**

14. APPROVAL/RATIFICATION OF AGREEMENTS  
Approve/ratify entering into the following agreements and authorize Simonetta March to execute the agreements:

- a) \_\_\_\_\_ to provide DSA Specialty Inspection Services and Materials Conformance Testing for the San Dieguito Academy Media Center project, during the period November 1, 2005 through September 30, 2006, for an estimated amount of \$\_\_\_\_\_, to be expended from the Mello Roos Fund and State Fund 35-00.
- b) \_\_\_\_\_ to provide DSA Resident Inspection Services for the San Dieguito Academy Media Center project, during the period November 1, 2005 through September 30, 2006, for an estimated amount of \$\_\_\_\_\_, to be expended from the Mello Roos Fund and State Fund 35-00.
- c) Parsons Brinkerhoff Construction Services, Inc. to provide labor compliance consulting services for the San Dieguito Academy Media Center project, during the period November 1, 2005 through September 30, 2006, for an amount not to exceed \$31,000.00, to be expended from the Mello Roos Fund and State Fund 35-00.
- d) Adobe Systems, Inc. for the District to participate in the Adobe Contractual Licensing Program, during the period October 1, 2005 through September 30, 2007, at no cost to the District.
- e) First American Real Estate Solutions to provide on-line property detail, comparable sales, and assessors maps, during the period November 1, 2005 through October 31, 2006, for an amount not to exceed \$1,896.00, to be expended from the General Fund 03-00.
- f) Encinitas Boxing, Inc. dba Encinitas Boxing and Fitness for lease of facilities for the Torrey Pines High School off campus PE classes, during the period August 29, 2005 through June 17, 2006, for an estimated amount of \$4,500.00, to be expended from the General Fund 03-00 and to be reimbursed by the Torrey Pines High School Foundation.

15. APPROVAL OF AGREEMENT

Approve entering into an agreement with Davis Demographics & Planning, Inc. to provide updated enrollment projections and report development for the 2005-2006 school year, during the period November 1, 2005 through June 30, 2006, for an amount not to exceed \$28,920.00, to be expended from the Capital Facilities Fund 25-19, Mello Roos Funds, with possible reimbursement from the North City West JPA, and authorize Simonetta March to execute the agreement.

16. APPROVAL OF AMENDMENT TO AGREEMENTS

Approve amending the following agreements and authorize Simonetta March to execute the agreements:

- a) Alliance Engineering of California, Inc. to provide additional DSA inspection services for the San Dieguito Academy MDF/Restroom project, increasing the amount \$3,600.00, to be expended from the Capital Facilities Fund 25-19.
- b) John Burnham and Company to provide insurance coverage utilizing the Owner Controlled Insurance Program for the San Dieguito Academy Media Center project, extending the agreement to August 31, 2006, and increasing the amount to \$\_\_\_\_\_, to be expended from the Mello Roos Fund and State Fund 35-00.

17. APPROVAL TO AWARD CONTRACTS

Approve/ratify entering into the following contracts and authorize Simonetta March to

execute all pertinent documents:

- a) Award contracts to the following bid packages for the San Dieguito Academy Media Center project, to be expended from the Mello Roos Fund and State Fund 35-00:
  - Bid Package #1 (Site Demolition, Grading, Paving, Reinforced Concrete, Masonry, Structural Steel, Fencing) – \_\_\_\_\_ - \$ \_\_\_\_\_
  - Bid Package #2 (Site Utilities, Plumbing) - \_\_\_\_\_ - \$ \_\_\_\_\_
  - Bid Package #3 (Landscape, Irrigation & Planting) - \_\_\_\_\_ - \$ \_\_\_\_\_
  - Bid Package #4 (Rough Carpentry, Exterior Finish Carpentry & Framing) - \_\_\_\_\_ - \$ \_\_\_\_\_
  - Bid Package #5 (Interior Finish Carpentry, Plastic Laminate and Wood Casework) - \_\_\_\_\_ - \$ \_\_\_\_\_
  - Bid Package #6 (Roofing, Sheet Metal & Roof Accessories) - \_\_\_\_\_ - \$ \_\_\_\_\_
  - Bid Package #7 (Interior and Exterior Finishes, Insulation, Doors, Frames, Hardware and Windows, Ceramic Tile and Paint) - \_\_\_\_\_ - \$ \_\_\_\_\_
  - Bid Package #8 (Specialties, Library Equipment) - \_\_\_\_\_ - \$ \_\_\_\_\_
  - Bid Package #9 (Heating, Ventilating, & Air Conditioning) - \_\_\_\_\_ - \$ \_\_\_\_\_
  - Bid Package #10 (Electrical) - \_\_\_\_\_ - \$ \_\_\_\_\_
- b) LA Gym Equipment for the purchase of weight room equipment for Canyon Crest Academy, at the unit prices as shown in the attachment, to be expended from the Other Building Fund 21-09.

18. APPROVAL OF CHANGE ORDERS

Approve change orders to the following projects and authorize Simonetta March to execute the change orders:

- a) Fordyce Construction for Refurbish Gymnasium Restroom at Torrey Pines High School project B2005-33, change order 1, increasing the contract time by 53 calendar days and decreasing the contract amount by \$1,722.00.
- b) Stevens Construction for San Dieguito Academy MDF/Restroom Modernization, change order 2, increasing the contract amount by \$14,862.00, to be expended from the Capital Facilities Fund 25-19.

19. ACCEPTANCE OF CONSTRUCTION PROJECTS

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

- a) Refurbish Gymnasium Restrooms at Torrey Pines High School B2005-33 project, contract entered into with Fordyce Construction.

20. BUSINESS REPORTS

Approve the following business reports:

- a) Purchase Orders
- b) Instant Money
- c) Membership Listing
- d) 2004 Bond Release

Moved by \_\_\_\_\_, second by \_\_\_\_\_, that the above Consent Agenda items be approved.  
A roll call vote is necessary.

-----END OF CONSENT AGENDA ITEMS-----

**DISCUSSION AGENDA/ACTION ITEMS**

POLICY 4216.3-51.7,  
"MULTI MEDIA TECHNICIAN,  
SR41  
21.

Moved by \_\_\_\_\_, second by \_\_\_\_\_, that the Board adopt Policy 4216.3-51.7, "Multi Media Technician", SR 41, as shown in the attached supplement.

POLICY 4216.3-66.3,  
FINANCIAL SERVICES  
ASSISTANT, SR 38  
22.

Moved by \_\_\_\_\_, second by \_\_\_\_\_, that the Board adopt Policy 4216.3-66.3, "Financial Services Assistant", SR 38, as shown in the attached supplement.

23. **CLOSED SESSION**

- 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").
- b. Conference with Labor Negotiators, pursuant to Government Code Sections 3549.1 and 54957.6.  
Agency negotiators: Superintendent  
Associate Superintendent/Instruction and  
Associate Superintendent/Human Resources  
Associate Superintendent/Business Services  
Employee organizations: San Dieguito Faculty Association/  
Classified School Employees Association
- c. To discuss potential litigation, pursuant to Government Code Sections 3549.1 and 54957.6.

**INFORMATION ITEMS (see supplements)**

- 24. Business Services Update
- 25. Curriculum and Instruction Update
- 26. Human Resources Update
- 27. DRAFT/Proposed Dates for 2006 SDUHSD Board Meetings
- 28. **PUBLIC COMMENTS**  
**(See Board Agenda Cover Sheet)**
- 29. Future Agenda Items
- 30. Adjournment

**SAN DIEGUITO UNION HIGH SCHOOL DISTRICT**  
710 ENCINITAS BLVD., ENCINITAS, CA 92024

**BOARD OF TRUSTEES**  
**SPECIAL BUDGET WORKSHOP**  
**MINUTES**

The Budget Workshop of the San Dieguito Union High School District Board of Trustees was called to order at 12:30 p.m. on Tuesday, September 27, 2005, by President Groth, in the District Office Board/Conference Room, 710 Encinitas Boulevard, Encinitas, California.

The Board recessed to Closed Session to discuss:

- a. To consider personnel issues, pursuant to Government Codes 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").

The Board returned to Open Session at 1:00 p.m. in the District Office Board Room.

CALL TO ORDER

President Groth called the Board Workshop to order at 1:00 p.m.

Members Present

Barbara Groth, President  
Linda Friedman, Vice President  
Deanna Rich, Clerk  
Joyce Dalessandro  
Beth Hergesheimer

Administrators Present

Peggy Lynch, Ed.D., Superintendent  
Eric Hall, Associate Superintendent/Business Services  
Steve Ma, Executive Director of Business Services  
Eric Dill, Director of Risk Management  
Denise Levine, Executive Director of Pupil Services  
Michael Taylor, Director of Financial Services  
Sue Koehnen, Director of Human Resources  
Susan Gleiforst, Recording Secretary

## DISCUSSION/ACTION ITEMS

REVIEW OF 2004-05 ACTUALS  
4.

Mr. Michael Taylor reviewed the comparison for 2004-05 between the General Fund Spring Budget Revision and Unaudited Actual balances for income, expenditures and the ending fund balance. The ending balance for 2004-05 is \$11 million. The numbers came in better than the administration had anticipated.

Mr. Hall reviewed the Special Funds 2004-05 Balance Summary.

REVIEW OF 2005-06  
DISTRICT GENERAL FUND /  
FALL REVISION  
5.

Mr. Hall also reviewed the General Fund Revenue and Expenditures for 2005-06 Fall Revision Budget. Since the budget was adopted on June 23, the Democrats dropped their demand for Proposition 98 funds and will focus on the special election in November. Since the state adopted the budget, things are somewhat better than we had expected in terms of the STRS shift, COLA, revenue limit and the deficit reduction limit.

The Board and administration have been talking for two years about the need to make-up the loss of Prop 98 money and the need to begin to increase enrollment. The district continues to pay deficits from the reserve.

Regarding income, the district is getting another \$14 per student beyond the revenue limit, a.37% increase from what we had budgeted, for a total of 5.61%. This is approximately \$200,000 of additional income for the district.

There is also an adjustment downward in the Other State Income category. The figure went from \$7.9 million to \$6.5 million. This is a consequence of over projecting the income when the budget was put together last spring and was based on the state's definition of the new grant programs. This is complicated by the fact that 85% of the district's budget is salaries and benefits. This is the first full year of state categorical grant programs and we overestimated our income in that area.



The enrollment projection for this year was 12,154 students, with actual enrollment of 12,176. This is a 22 student variance from what was projected. The administration is seeing a difference in the student population. The 12,154 number did not include the 180 additional students that we admitted into our district through interdistrict transfers. We should be looking at an enrollment of 12,334. The administration does not know if we are losing students between the 7<sup>th</sup> and 8<sup>th</sup> grades or the 8<sup>th</sup> and 9<sup>th</sup> grades. Mr. Ma will do some research regarding this. The administration will also be looking at the projections for each grade level and site and do a comparison of the before and after numbers.

Dr. Lynch reported that tomorrow Mr. Schmitt and Mr. Jaffe are going to Cathedral High School to meet with its principal and share enrollment projection information.

Mr. Hall reported that 18 months ago the administration talked about a potential increase in projected enrollment. Yet when we opened Canyon Crest the district did not see that increase. The administration feels that there should be a new demographic study to determine when maturity will occur and what the district enrollment projections will be. Mr. Hall stated that the elementary districts may be willing to share the cost because they would probably also be interested in their maturity numbers.

Mr. Hall reviewed the projected income for 2005-06 of \$86.5 million and expenditures of \$92.5 million, which gives the district a deficit of \$6.1 million. District income is not meeting expenditures; however, it is better than projected in June. This is a long-term issue. Staffing is the biggest piece of the puzzle, as well as what can be done to increase revenue for the district. The administration suggested an attendance incentive for students, as well as offering classes on Saturdays or after school for a fee.

Mrs. Dalessandro asked why the district was experiencing a decrease in enrollment at Adult Education. The administration stated that they would ask Mrs. Stanley if she had any insight. Mr. Hall stated that Adult Education is a separate fund and does not affect the general fund.

DISCUSSION OF BUDGET  
CHALLENGES

6.

Dr. Lynch stated that the administration has developed various ideas to help to close the budget gap. The staff discussed numerous ideas with the Board stating that they would like direction from the Trustees. Which areas to proceed with, items needing more data, and items needs more staff feedback.

- Options to adjust staffing:
  - Eliminate 9<sup>th</sup> grade class size reduction
  - Possible increase in class sizes
  - Provide the option for CCA/SDA students to take minimum of 3 classes
  - Evaluate Management/Supervisory ratios
  - Evaluate student support services
  - Evaluate Library/Media services
  - Evaluate Health services
  - Review Campus Supervisor/SRO services
  - Analyze clerical services district-wide
  - Evaluate effectiveness of new 05-06 custodial staffing plan
  - Evaluate effectiveness of new 05-06 grounds staffing plan
  - Identify funds for AVID tutors
  - Identify funds for ROP staffing
  - Identify funds for SRO positions
  - Staff new positions at CCA, for 06-07 with transfers
  - Consider possibility of voluntary reduced work day/year
  - Review all vacancies as they occur – only fill 'have to have' positions
- Options to reduce expenditures:
  - Reduce utility usage
  - Reduce security alarm fees
  - Further apply technology to improve efficiency
    - Staff web pages, reduce paper costs
    - copy centers, reduce printing costs
    - web based attendance
    - Digital Schools system
    - student data system
    - tighter budget controls

- Study to identify reductions in Spec Ed Transportation Costs
- Study to improve services in Purchasing/Warehousing
- Study to identify sources/uses of special ed funding
- Conference and workshops costs
- Review transportation services and costs
- Options to raise revenues:
  - Student attendance incentive
  - Parcel tax
  - After school enrichment program for a fee
  - Increase facility rental fees
  - Increase transportation use fees
  - Foundations to offset district expenditures
  - Lost/stolen textbook accountability

Dr. Lynch reported that if the district eliminated 9<sup>th</sup> grade class size reduction, it would save \$1.1 million. Another cost saving possibility would be to slightly increase class size, within contractual agreement with SDF, potentially saving approximately \$850,000. By providing the option for Canyon Crest and San Dieguito Academy students to take a minimum of three classes the district would recognize a \$17,000 to \$20,000 savings.

The evaluation of management and supervisory positions was discussed. One area of focus is dean services. The total salary for three deans is \$335,000.00.

The administration also suggested an evaluation of student support services and counseling services. If a position becomes vacant, it needs to be questioned if the position really needs to be filled. There are seven counselors at Torrey Pines and six at La Costa Canyon. There was a general discussion regarding counseling techs and what their roles could be, particularly in light of the new student data system the district will be installing.

Another area to be evaluated is the Library/Media services. Does the district need full-time librarians and library techs? Should the teacher of the class be in the library when their class goes to the library rather than the librarian? Could the textbook room be incorporated

into the media services? Another area to be reviewed is campus supervisor positions. The campus supervisor positions could be reduced from 10 months to 9½ months and the district would recognize a savings of \$23,000.

There was a discussion regarding identifying funds for AVID tutors and ROP programs. The cost to the district to cover the School Resource Officers at La Costa Canyon was discussed. The administration realizes that it will probably increase next year. It was mentioned that the staff could look into a grant to share the costs of the officers.

The administration stated that another idea is to evaluate the effectiveness of the 2005-06 custodial and grounds staffing plans as well as a review of clerical positions, including the possibility of staffing new positions at Canyon Crest Academy with transfers, rather than new-hires. Another possible idea would be a voluntary reduced workload. Classified employees could take one month off or perhaps work 6 or 7 hours per day. The staff is reviewing all vacancies, and only filling those that are needed.

Dr. Lynch reported that she and Mrs. Sue Koehnen will be reviewing these ideas with the principals and gather their input on what their thoughts are on the various budget cut ideas.

A suggestion brought up by the administration was to see if the district could get assistance from the parent groups to help out with money for instructional assistance, rather than athletic equipment, etc.

The administration brought up the reduction of utility usage, reduction of security alarm fees, reducing paper costs by using the website and intranet, web based attendance, digital school system, etc. There was also a discussion to have a study to identify possible cost reductions in the special education transportation costs, improve services in purchasing/warehousing, and identifying sources and uses of special education funding.

Dr. Lynch stated that the administration is reviewing transportation costs and services. The administration is having a FCMAT study to look into transportation staffing, number of bus drivers, check-in times, stand-by times, bell times, etc. The district experiences a very high cost per mile rate. The numbers for home-to-school transportation this year appear to be down and needs to be analyzed.

Dr. Lynch also shared ideas as to how to raise revenue such as student attendance incentive, after school enrichment programs, increase facility rental fees, etc.

After a discussion, the Trustees gave direction to the administration to move forward on the following areas:

- Eliminate 9<sup>th</sup> grade class size reduction
- Slight increase class size

The Trustees did not want any reductions in the Health Services area nor in the Grounds Department.

Dr. Lynch stated that the key issue is to determine what the dollar savings is along with what the impact is to the program, what are the pluses and minuses, what is the real savings and is it worth it? Ms. Koehnen suggested that the board and administration come up with the top ten cost savings ideas, determine what the total dollar amount of savings is, and come up with ten more if the deficit is not met. Ms. Koehnen will take these ideas to the school sites and review them. Dr. Lynch stated that some of it will have to be reassessed after the November election.

## ADJOURNMENT

There being no further business to come before the Board, the meeting was adjourned at 3:00 p.m.

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Deanna Rich, Clerk

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Peggy Lynch Ed.D., Superintendent

**SAN DIEGUITO UNION HIGH SCHOOL DISTRICT  
710 ENCINITAS BLVD., ENCINITAS, CA 92024**

**BOARD OF TRUSTEES MEETING**

**MINUTES**

The meeting of the Board of Trustees of the San Dieguito Union High School District was called to order at 6:00 p.m. on Thursday, October 6, 2005, by Vice President Friedman.

PUBLIC COMMENTS  
REGARDING  
CLOSED SESSION ITEMS

There were no public comments.

2

The Board recessed to Closed Session to discuss:

- 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").
- b. To discuss potential litigation, pursuant to Government Code Sections 3549.1 and 54957.6.

The Board returned to an Open Session in the District Office Board Room, 710 Encinitas Boulevard, Encinitas, California, at 6:30 p.m.

**CALL TO ORDER**

Vice President Friedman called the regular meeting to order at 6:30 p.m. Members and guests were led in the Pledge of Allegiance to the Flag.

**Members Present**

Linda Friedman, Vice President  
Deanna Rich, Clerk  
Beth Hergesheimer  
Deanna Rich

**Members Absent**

Barbara Groth, President

**Administrators Present**

Peggy Lynch, Ed.D., Superintendent  
Penny Cooper-Francisco, Asst. Superintendent/Instruction  
Eric Hall, Assistant Superintendent/Business  
Terry King, Assistant Superintendent/Human Resources  
Steve Ma, Executive Director of Business Services

Barbara Gauthier, Principal, San Dieguito Academy  
Sue Gleiforst, Recording Secretary

Student Board Members Present

Danny Belch, Torrey Pines High School  
Adelle Uhlmeier, Sunset High School

Student Board Members Absent

Kathy Rabii, San Dieguito High School Academy  
Robert Dowling, La Costa Canyon High School  
Kelly Kean, Canyon Crest Academy

Guest

Marty Liggett	Dana Garcia	Justin Goldberg
Bill Berrier	Barbara Berrier	Chelsea George
Lara Goldberg	Gabi Netter	Jarrold Goldberg
Dan Dalager	Marcia Garcia	Greg Liggett
Mark Liggett	Kathy Liggett	Gil Garcia
Sarah Wilkins	Phyllis Rosenbaum	Melissa Sweet
Jim Stewart	David Uhlmeier	

REPORT OF ACTION TAKEN  
IN CLOSED SESSION

5.

There was no action taken in closed session.

APPROVAL OF MINUTES

6A.

Moved by Mrs. Rich, seconded by Mrs. Hergesheimer, that the minutes of the Regular Meeting of September 15, 2005, be approved as written.

AYES: Rich, Stine, Dalessandro, Friedman

ABSENT: Groth

NOES: None

ADVISORY VOTE: Belch, A. Uhlmeier

ABSENT: None

Motion unanimously carried.

NAMING OF FACILITY/  
SAN DIEGUITO ACADEMY-  
VISUAL AND PERFORMING  
ARTS CENTER

21.

Vice President Friedman stated that this item would be addressed at this time due to members of the audience that were in attendance for this item.

Dr. Lynch reported that there has been a request to name the Performing Arts Center at the San Dieguito Academy after former San Dieguito High School teacher Clayton E. Liggett.

Motion by Mrs. Hergesheimer, second by Mrs. Dalessandro, that the Board approve the naming of the new theater at the San Dieguito Academy the Clayton E. Liggett Theater, after a former San Dieguito High School teacher.

Mr. Dan Dalager and Mr. Bill Berrier spoke to the board in support of naming the Performing Arts Center after Mr. Liggett.

Dr. Lynch reported that the committee not only wants to honor Mr. Liggett by naming the theater after him, but also doing something to specifically honor him in the theater.

Mrs. Marty Liggett introduced her two children, their spouses and two grandchildren.

Mrs. Rich thanked the Mayor of Encinitas for coming. She quoted Dr. Lynch when she stated that our greatest responsibility is our students and it is our greatest pleasure to name the theater after Mr. Liggett. Mrs. Friedman stated that naming a facility after a teacher sends a strong message to the community. Mr. Liggett was truly a teacher that helped students to connect to their school and community.

AYES: Rich, Stine, Dalessandro, Friedman  
ABSENT: Groth  
NOES: None  
ADVISORY VOTE: Belch, A. Uhlmeyer  
Motion carried.

## **NON-ACTION ITEMS**

Dr. Lynch administered the oath of office to Adelle Uhlmeyer, the Student Board Representative from Sunset High School.

REPORT/STUDENT  
BOARD MEMBER  
7C

Danny Belch, Torrey Pines High School, reported on:

- September 28 was Back to School Night.
- They are holding a blood drive on October 13. The blood will go to the victims of Hurricane Katrina.
- October 11<sup>th</sup> will be their first Human Relations Day.



- TP Players will be putting on a play "The Wings" the beginning of November.
- PSAT testing is next week.

Adelle Uhlmeier, Sunset High School, reported on:

- They are experiencing some overcrowding at Sunset
- A group of students are helping to make other kids feel a part of the school.
- A student is starting a recycling program – putting stuff in separate bins and delivering it.

TRUSTEE REPORTS  
7D.

Mrs. Rich reported on attending:

- Along with most of the Board, attended the San Dieguito Academy, Oak Crest and Torrey Pines Back to School Nights
- Budget Workshop
- San Dieguito Faculty Association Pizza Party
- San Dieguito Academy Fundraiser
- North City West JPA meeting that was today.

Mrs. Hergesheimer reported on attending:

- A two-day CSBA Masters in Governance on Financing and Human Resources.
- All of the Back to School Nights
- Parent Rep./Site Council meeting at the district office on September 26
- Budget Workshop
- SDFA Pizza Party event
- San Dieguito Academy Fundraiser

Mrs. Dalessandro reported:

- Was out of town for most of the events
- Did attend the three Back to School Nights
- Budget Workshop. She thanked the staff for holding workshops to keep the Trustees up to date.

Mrs. Friedman reported on attending:

- Attended all of the above
- Also some of the Trustees sent to the Mira Costa College signing ceremony for Shared Diploma Program

SUPERINTENDENT'S REPORT  
AND LEGISLATIVE UPDATE  
7E.

Dr. Lynch shared with the Trustees another letter that came regarding Mr. Ligget.

She also shared a letter from Senator Morrow in response to Dr. Lynch's letter opposing Senate Bill 767.

The Legislative analyst has come out with a report on the budget and state that the gap is not as bad as it was.

A Torrey Pines High School family that has donated significantly to the school, wants to name a wing after a member of their family.

Dr. Lynch shared a letter with the Trustees regarding the Torrey Pines drama department wanting to take a trip to Scotland. At this point, it is just for Trustee review.

Dr. Lynch reported to the Trustees on the following upcoming events:

- Friday, October 7, at noon is the San Dieguito Alliance meeting
- Salute to Teachers is Saturday evening, October 8.
- October 18<sup>th</sup> is the Sexual Harassment Training with Dan Shinoff
- October 18<sup>th</sup> is also the Torrey Pines Foundations' Sammy's Night
- October 24<sup>th</sup> is the Parent Rep/Site Council meeting
- October 25<sup>th</sup> is Sunset's Back to School Night

**ACTION AGENDA/  
CONSENT ITEMS**

Moved by Mrs. Rich, second by Mrs. Hergesheimer, that items #8-20 be approved as written.

AYES: Rich, Stine, Dalessandro, Friedman

ABSENT: Groth

NOES: None

ADVISORY VOTE: Belch, A. Uhlmeyer

ABSENT: None

Motion carried.

**PERSONNEL**

CERTIFICATED PERSONNEL  
8A.

There was no Certificated Personnel listing.

CLASSIFIED PERSONNEL  
8B.

Employment

Benson, Sonja, At-Will Employee, effective 9/1/05 through 03/06; Brown, Zachary, At-Will Employee, effective 9/12/05 through 6/16/06; Janelli, Michele, At-Will Employee, effective 9/05 through 6/06; Padilla, Alejandro, At-Will Employee, effective 9/1/05 through 6/16/06; Ramirez, John, At-will Employee, effective 9/05 through 6/06; Robison, Deanna, Nutrition Services Assistant I, effective 9/26/05; Soukup, Karl, At-Will Employee, effective 9/1/05 through 6/06; Weed, Mark, At-Will Employee, effective 9/2/05 through 6/16/06

Change in Assignment

Garcia, Zoila, from 48.75% Nutrition Services Assistant I to 100% Nutrition Services-Production, effective 9/6/05 through approximately 12/6/05; McGrath, Cam, from Instructional Assistant SpEd to Instructional Assistant SpEd (SH), effective 9/19/05; Ortenzo, Joanne, from Secretary to Administrative Secretary, effective 7/1/05 through 7/31/05 and from 8/8/05 through 8/22/05; Partain, Judy, from 100% Office Assistant to 50% Office Assistant and 50% Receptionist, effective 8/30/05 through 10/21/05

Resignation

Merrell, David, Grounds Maintenance Equipment Operator, resignation for the purpose of retirement, effective 9/5/05

**SUPERINTENDENT**

ACCEPTANCE OF GIFTS  
9.

The Board accepted the following gifts:

<u>Gift/ Donation</u>	<u>Donor's Intent for Gift</u>	<u>Site</u>
\$83,407 of architectural services	SDA Modernization Project	SDA
Purchase of 16 exterior fitness apparatus and create an outdoor fitness/training center	Create an outdoor fitness/training center for San Dieguito Academy's P.E. students, athletic teams and community members	SDA

Computer, monitor, mouse, keyboard, printer, USB cable	For student use for a student that otherwise may not have an opportunity to own/buy a computer-second language learner would be great	DNO
--	---	-----

**APPROVAL OF FIELD TRIPS**  
10.

The Board approved the following field trips:

<u>Date of Field Trip</u>	<u>School</u>	<u>Name of Sponsor Team/Club</u>	<u>Name and Purpose of Conference/Competition</u>	<u>Location</u>
10/14-10/15/05	TPHS	Anne Meigs Girls' Tennis	To attend the Girls' High School Tennis National Tournament	Newport Beach, CA
4/20-4/23/06	TPHS	Olaina Anderson & Mia Smith Journalism/Yearbook	Students will learn journalism skills from professionals & compete in individual and team contests	San Francisco, CA
11/9-11/13/05	TPHS	Olaina Anderson & Mia Smith Journalism/Yearbook	Students will learn journalism skills from professionals & compete in individual and team contests	Chicago, IL
9/30-10/2/05	SDA	Carrie Land Journalism/Yearbook	Students will learn/work on journalism writing, design principals, learn leadership skills, etc.	San Diego, CA
11/13-11/16/05	TPHS	Anastasia Kokkinis, Francisco Lona, & Junior Villegas AVID	Offers the students the opportunity to visit seven universities	Fresno, Sacramento, San Fran., CA
12/26-12/30/05	TPHS	Doug Gilbert Basketball	Invitation to Nike Tournament of Champions, athletics, enjoyment, etc.	Phoenix, AZ

**PUPIL SERVICES**

**APPROVAL OF CLASSIFICATION OF SPECIAL EDUCATION RECORDS AS CLASS 3 DISPOSABLE**

11.

The Board approved classifying Special Education records such as access log, health records, Special Education – tests, forms, IEPs, as Class 3 disposable, at which time they may be destroyed, according to the California Code of Regulations.

**APPROVAL/RATIFICATION OF AGREEMENTS**

12.

The Board approved/ratified entering into the following agreement and authorized Simonetta March to execute the agreement:

- a) Deaf Community Services of San Diego, Inc. to provide interpreting services for hearing impaired students, during the period September 20, 2005 through June 30, 2006, for an amount not to exceed \$10,000.00, to be expended from the General Fund 06-00/Special Education.

**INSTRUCTION**

APPROVAL OF COMMUNITY-BASED ENGLISH TUTORING (CBET) PROGRAM APPLICATION FORM  
13.

The Board approved the Community-Based English Tutoring (CBET) Program Application Form for the fiscal year 2005-2006.

**BUSINESS**

APPROVAL/RATIFICATION OF AGREEMENTS  
14.

The Board approved/ratified entering into the following agreements and authorized Simonetta March to execute the agreements:

- a) D. A. Hogan & Associates, Inc. to provide engineering and design services for the La Costa Canyon High School Track & Field Renovation, during the period July 1, 2005 through October 30, 2006, for an amount not to exceed \$102,750.00, to be expended from the General Fund 03-00 and reimbursed by the La Costa Canyon High School Foundation.
- b) Carmel Valley Recreation Center for lease of facilities for the San Dieguito Adult School, during the period September 7, 2005 through November 4, 2005, at no cost to the District.
- c) Carmel Valley Swimming Pool for lease of facilities for the Torrey Pines High School Boys Water Polo program, during the period September 7, 2005 through November 17, 2005, for an amount not to exceed \$1,716.00, to be expended from the General Fund 03-00 and be reimbursed by the Torrey Pines High School Foundation.
- d) Encinitas Community Center for lease of facilities for the San Dieguito Adult School, during the period September 1, 2005 through June 30, 2006, for an estimated amount of \$8,000.00, to be expended from the Adult Education Fund 11-00.

- e) Fiscal Crisis and Management Assistance Team to perform a study of the San Dieguito Transportation Cooperative, during the period November 7, 2005 through January 31, 2006, for an amount not to exceed \$10,000.00, to be expended from the General Fund/Restricted 06-00 (Transportation Coop).
- f) D. A. Hogan & Associates, Inc. to provide engineering and design services for the Canyon Crest Academy track and field, during the period September 28, 2005 through March 1, 2006, for an amount not to exceed \$31,000.00, to be expended from Mello Roos funds.

APPROVAL OF AMENDMENT TO AGREEMENTS

15.

The Board approved amending the following agreements and authorized Simonetta March to execute the agreements:

- a) NTDSStichler Architects to provide additional architectural services regarding the revision to the Theater Rigging, Catwalks, etc. at Canyon Crest Academy, for an amount not to exceed \$22,950.00, to be expended from the State School Building Fund 35-00 and Mello Roos funds.

APPROVAL OF CHANGE ORDER

16.

The Board approved change order number 1 to the following project and authorized Simonetta March to execute the change order:

- a) Fordyce Construction for Purchasing Facility Improvements at Sunset High School project B2005-31, increasing the contract time by 121 calendar days and increasing the contract amount by \$7,626.00, to be expended from Capital Facilities Fund 25-19.

ACCEPTANCE OF CONSTRUCTION PROJECT

17.

The Board accepted the following project as complete, pending the completion of a punch list, and authorized the administration to file a Notice of Completion with the County Recorders Office:

- a) Purchasing Facility Improvements at Sunset High School B2005-31 project, contract entered into with Fordyce Construction.

APPROVAL OF 2005-06  
BELL SCHEDULES  
18.

The Board approved the 2005-06 bell schedules for Carmel Valley, Diegueno, Earl Warren and Oak Crest Middle Schools, and Canyon Crest Academy, La Costa Canyon, Torrey Pines, San Dieguito Academy and Sunset Continuation High Schools.

CERTIFICATION OF 2004-05  
UNAUDITED ACTUAL INCOME &  
EXPENDITURES  
19.

The Board certified the 2004-05 unaudited actual income and expenditures.

APPROVAL OF BUSINESS  
REPORTS  
20.

The Board approved the following business reports:  
a) Purchase Orders – 261021-760045  
b) Instant Money – 10060-10064  
c) Membership Listing – 9/7/05-9/27/05  
d) 2004 Bond Release – 9/28/05

### **DISCUSSION AGENDA/ACTION ITEMS**

ADOPTION OF RESOLUTION IN  
OPPOSITION TO "THE  
CALIFORNIA LIVE WITHIN OUR  
MEANS ACT" – PROP. 76  
22.

Dr. Lynch reported that this was brought to the Trustees at the last meeting as an information item. The administration is asking for adoption of this resolution.

Motion by Mrs. Dalessandro, second by Mrs. Hergesheimer, that the Board adopt the Resolution in Opposition to "The California Live Within Our Means Act," (Proposition 76).

AYES: Rich, Stine, Dalessandro, Friedman  
ABSENT: Groth  
NOES: None  
ADVISORY VOTE: Belch, A. Uhlmeyer  
Motion carried.

APPROVAL OF APPOINTMENT/  
PERSONNEL COMMISSION  
23.

Dr. Lynch reported that this is for the appointment of Dr. Joyce Ross for the Personnel Commission. It is the administration's recommendation that she be appointed again through 2008.

Motion by Mrs. Hergesheimer, second by Mrs. Rich, that the Board approve the reappointment of Dr. Joyce Ross for service on the Personnel Commission for the three-year term from December 1, 2005 through November 30, 2008.

AYES: Rich, Stine, Dalessandro, Friedman  
ABSENT: Groth  
NOES: None  
ADVISORY VOTE: Belch, A. Uhlmeyer  
ABSENT: None  
Motion carried.

ADOPTION OF 2005-06 DISTRICT  
GENERAL FUND BUDGET /  
FALL REVISION  
24.

Dr.Lynch reported that the Trustees were given a preliminary version of this to review at the Budget Workshop. The administration is now asking for final action.

Motion by Mrs. Hergesheimer, second by Mrs. Rich, that the Board adopt the 2005-06 District General Fund Budget / Fall Revision.

AYES: Rich, Stine, Dalessandro, Friedman  
ABSENT: Groth  
NOES: None  
ADVISORY VOTE: Belch, A. Uhlmeyer  
ABSENT: None  
Motion carried.

Mrs. Rich wanted to compliment the staff that worked so hard to develop this budget with limited funds to make it work.

CLOSED SESSION  
25.

This will be held after item # 31.

### INFORMATION ITEMS

BUSINESS SERVICES UPDATE  
26.

There was no Business Services update.

CURRICULUM AND  
INSTRUCTION UPDATE  
27.

There was no Curriculum and Instruction update

HUMAN RESOURCES UPDATE  
28.

There was no Human Resources update.



POLICY 4216.3-51.7/  
MULTI MEDIA TECHNICIAN,  
SR – 41  
29.

Dr. Lynch reported that the following two policies are submitted for their first review. These policies are reflecting some of the changes that we are seeing in the technology department.

POLICY 4216.3-66.3/  
FINANCIAL SERVICES  
ASSISTANT, SR 38  
30.

Dr. Lynch reported that this policy is due to reorganization in the finance office.

NOVEMBER 10  
BOARD MEETING  
31.

Dr. Lynch requested that the board consider that the November 10 meeting a daytime meeting due to the Torrey Pines/La Costa Canyon football game and their intention is to have a staff barbeque starting at 5:30 p.m. The meeting could be begin at 3:00 p.m.

The Board concurred.

ORGANIZATIONAL MEETING  
OF THE GOVERNING BOARD  
32.

Dr. Lynch stated that this is an information item that the December 8 meeting will be set as the Organization Meeting of the Board. This item will return at the November 10 meeting for approval of the December 8 date as the Organizational Meeting.

Attached is a draft of meetings for the 2006 meeting schedule. A revision has been made and is in the packet for the Trustees. A change has been made to reflect that the meetings in March would be on the 9<sup>th</sup> and 23<sup>rd</sup>, instead of March 2 and 16.

If the Trustees see any concerns with the dates for Board meetings, please let Dr. Lynch know.

PUBLIC COMMENTS  
33.

There were no public comments.

FUTURE AGENDA ITEMS  
34.

Mrs. Friedman stated that she talked to Dr. Lynch about the possibility of having an update on the Vocational Education Program. Dr. Lynch stated that that could probably be done in February.

At the October 20 meeting, Mrs. Bulkin will give the Trustees an update on testing, etc.

The staff is also looking at holding a Facilities Workshop that would probably be held in December, along with the regular meeting.

CLOSED SESSION  
25.

There was no closed session.

ADJOURNMENT  
32.

Motion by Mrs. Rich, second by Mrs. Dalessandro, to adjourn the meeting.

There being no further business to come before the Board, the meeting was adjourned at 7:10 p.m.

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Deanna Rich, Clerk

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Peggy Lynch, Ed.D., Superintendent

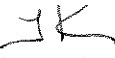
# San Dieguito Union High School District

## INFORMATION REGARDING BOARD AGENDA ITEM

TO: BOARD OF TRUSTEES

DATE OF REPORT: October 13, 2005

BOARD MEETING DATE: October 20, 2005

PREPARED BY: Terry King   
Associate Superintendent/Human Resources

SUBMITTED BY: Peggy Lynch, Ed.D.  
Superintendent

SUBJECT: APPROVAL OF CERTIFICATED AND  
CLASSIFIED PERSONNEL

-----

### EXECUTIVE SUMMARY

Please find the following Personnel actions attached for Board Approval:

#### Certificated

Employment	Contract Reduction
Approval of Resolution	Leave of Absence
Change in Status	Resignation
Change in Assignment	

#### Classified

Employment  
Resignation

#### RECOMMENDATION:

It is recommended that the Board approve the attached Certificated Personnel Actions.

#### FUNDING SOURCE:

General Fund

AGENDA ITEM: 8 A & B

## PERSONNEL LIST

### CERTIFICATED PERSONNEL

#### Employment

1. **Danielle Franco-Morrison**, 20% Temporary Teacher, effective 9/6/05 through 10/7/05; employment increased to 60% for the remainder of the 2005-06 school year, effective 10/10/05 through 6/16/06.
2. **Thomas Hedgepeth**, 80% Temporary Teacher for the remainder of the 2005-06 school year, effective 10/4/05 through 6/16/06.
3. **Travis Larson**, 60% Temporary Teacher for the remainder of the 2005-06 school year, effective 9/14/05 through 6/16/06.
4. **Julie Naested**, 60% Temporary Teacher for the remainder of the 2005-06 school year, effective 10/13/05 through 6/16/06.
5. **Joseph Olesky**, 100% Temporary School Psychologist for the remainder of the 2005-06 school year, effective 9/14/05 through 6/16/06.

**Approval of the attached Resolution for David Cassaw to teach one period of a competitive sport outside his credentialed area for the 2005-06 school year, as authorized by Education Code Section 44258.7(b).**

#### Change in Status

The following certificated employees' status changed from Probationary to **Tenured** in the 2005-06 school year, effective 8/22/05:

Ashley Adams	Bryn Faris	Linsy Maydole
Susan Atkinson	J. Speed Farris	Brooks Park
Jennifer Bjornstad (60%)	Kathryn Friedrichs	Paige Pennock
Elizabeth Calabretta	Ryan Giusta	David Pillsbury
Barbara Chernus-Monk (40%)	Carrie Hubbard	Tamara Roberts
Naomi Clum	Jennifer King	M. Victoria Sanchez
Lynn Cusey	Laura Krogh	Dierdre Shannon
John Danssaert	John Labeta	Helen Thow
Kristen Dennis	Bryan Marcus	Amy Villanova
Christopher Faist		

The following certificated employees' status changed from "1<sup>st</sup> Year Probationary to **2<sup>nd</sup> Year Probationary** in the 2005-06 school year, effective 8/22/05:

Carlos Baladez	Paula Gonzalez	Mary Sanchez-Allwein
Crystal Bejarano	Lisa Gregory	Michael Santos
Bethany Britt	Allan Gustafson	Cindi Schildhouse
Bryan Brockett	Ariel Haas	Leanne Schwartz
Lisa Caston	Shannon Hobbs	Eleanor Skaalen
Scott Chodorow	Francisco Lona	James Teague
Diane Dekker	Reno Medina	Marc Trocchio
Andrea Dement	Heidi Mellander	Suzanne VanSteenbergen

Nikki DiBartelo  
Nestor Elias  
Zakia Farouq  
Craig Fox  
Michael Freeman

Jesse Mindlin  
Sarah Morawa  
Erin Moriarty  
Angela Romano

Kimberly Walton  
Amy Wasserman  
Julianna Yaeger  
Lori Zimmer

Request approval to change status from "Temporary" to **Probationary** in the 2005-06 school year, effective 8/22/05 for the following certificated employees:

### **From Temporary to 1<sup>st</sup> Year Probationary**

Charles Adams  
Katherine Allard  
Joseph Arnold  
Melinda Danenhauer  
Allyson Dexter (80%)  
Charlenne Falcis-Stevens  
Laura Martin

Staci Ortiz  
Shelby Policastri  
Diana Spragg  
Mark VanOver  
Sarah Viviano  
Jeremy Wuertz  
Jennifer Zark-Peffley

### **From Temporary to 2<sup>nd</sup> Year Probationary**

Angelica Arellano  
Michael Ecker  
Ryan Eddingfield  
Jodi Edelmuth  
Robin Etheridge  
Dallas Hartley  
Naima Leal

Carolyn Lee  
Joy Nelson  
Tiffany Sejut  
Sato Umabe  
Michael Wilson

### **Change in Assignment**

1. **Jodi Edelmuth**, Temporary Teacher, change in assignment from 60% to 100% for the remainder of the 2005-06 school year, effective 9/12/05 through 6/16/06.
2. **David Main**, Permanent Teacher, change in assignment from 60% to 80% for the 2005-06 school year, effective 8/22/05 through 6/16/06.

### **Contract Reduction**

1. **Steven Saylor**, Temporary Teacher, Reduction in Temporary contract in the 2005-06 school year from 40% to 20%, effective 10/31/05 through 6/16/06.

### **Leave of Absence**

1. **Zakia Chowdhury**, Teacher, 100% Unpaid Leave of Absence for the remainder of Semester I/2005-06 school year for child-rearing purposes, effective 9/26/05 through 1/25/06.
2. **Lori Musel**, Counselor, 100% Unpaid Leave of Absence for child-rearing purposes, effective 9/14/05 through 11/25/05.

## Resignation

1. Mary Ann Minger, Library-Media Services Teacher, Resignation for Retirement purposes, effective 10/22/05.

dr  
10/20/05  
certbdagenda

**BOARD OF TRUSTEES  
of the  
San Dieguito Union High School District**

In the Matter of            )  
Teaching Outside        )  
Credentialed Area)

**BOARD RESOLUTION**

WHEREAS Education Code Section 44258.7(b) allows a full-time teacher who holds a credential in a subject other than physical education to coach a competitive sport for which the students receive physical education credit for one period a day, if that teacher has completed a minimum of 20 clock hours of first aid instruction appropriate to the specific sport; and

WHEREAS David Cassaw holds a California Single Subject teaching credential in Social Science, and has completed the minimum of 20 clock hours of first aid instruction appropriate to coaching the competitive sport of basketball; and

WHEREAS, David Cassaw has consented to coach/teach a basketball class for one period of his full-time assignment;

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of the San Dieguito Union High School District that it hereby authorizes David Cassaw to coach/teach one period of basketball for the 2005-06 school year pursuant to the provisions of California Education Code section 44258.7(b).

The foregoing resolution was adopted by the Board of Trustees of the San Dieguito Union High School District of San Diego County at its regular meeting on the 20th of October, 2005, by the following vote:

  
\_\_\_\_\_  
David Cassaw

Ayes: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Noes: \_\_\_\_\_  
Absent: \_\_\_\_\_

## CLASSIFIED PERSONNEL

### Employment

1. Marini, Abdulia, School Bus Driver, effective 9/30/05
2. Wishnuff, Jon, At-Will Employee, effective 9/19/05

### Resignation

1. Calcara, Stephanie, Budget Analyst, effective 10/31/05
2. Llamas, Luis, Instructional Assistant Bilingual, effective 10/7/05
3. Regis, Sue, Secretary, effective 10/14/05




# San Dieguito Union High School District

## INFORMATION REGARDING BOARD AGENDA ITEM

**TO:** BOARD OF TRUSTEES

**DATE OF REPORT:** October 11, 2005

**BOARD MEETING DATE:** October 20, 2005

**PREPARED AND  
SUBMITTED BY:** Peggy Lynch, Ed.D.,  
Superintendent 

**SUBJECT:** ACCEPTANCE OF GIFTS/DONATIONS

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### EXECUTIVE SUMMARY

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

### RECOMMENDATION:

The administration recommends that the Board accept the gifts/donations to the district, as shown on the attached list.

### FUNDING SOURCE:

Not applicable

PL/sg  
Attachments

**AGENDA ITEM:** 9

## SAN DIEGUITO UNION HIGH SCHOOL DISTRICT

### GIFTS/DONATIONS REPORT

Date: **October 20, 2005**

<u>Gift/ Donation</u>	<u>Name of Donor</u>	<u>Donor's Intent for Gift</u>	<u>Department/ Staff Member</u>	<u>Site</u>
One secretarial desk two 2-drawer file cabinets	Melanie Van Horn	For the administration office at Diegueno Middle School	Marilyn Pugh, Principal	DNO
\$5,800.00	Greater San Diego Tennis Council	For tennis court resurfacing	LCCHS	Main./LCC
\$1,750.00	Oak Crest Parent Foundation	\$750 to be applied to Req. 043018 \$1,000.00 to be applied to the 10/11 TKF assembly		OCMS
\$2,514.70	La Costa Athletic Boosters	For overtime for Nancy Wease		LCCHS
\$280.83	United Way Misc. Donors	TPHS - \$143.00; CCA - \$4.00; SDA - \$18.00; CVMS - \$115.00	Various schools	Various
\$1,716.00	TPHS Foundation	For pool use at Carmel Valley for P.E. class	P.E.	TPHSW
\$3,825.00	LCCHS Foundation	For tennis court resurfacing	P.E.	Main./LCC
\$2,003.00	LCC Athletic Boosters	For tennis court resurfacing	P.E.	Main./LCC
\$30.00	Edison International Employees Contributions	Miscellaneous donors	Administration	SDA

<u>Gift/ Donation</u>	<u>Name of Donor</u>	<u>Donor's Intent for Gift</u>	<u>Department/ Staff Member</u>	<u>Site</u>
\$1,000.00	The San Diego Foundation	For Ms. Sharon Dasho – San Diego Academy Theatre Library Project	Sharon Dasho/Drama	SDA
\$1,440.00	CCA Foundation	For pool usage at Frogs Club One	P.E.	CCA
\$56.84	Target "Take Charge of Education"		Sunset/North Coast	SS/NCA
\$1,000.00	The San Diego Foundation	Grant awarded for Ms. Susan Coppock's Imaging and Imagination Project	Susan Coppock	SDA
\$584.93	Target "Take Charge of Education"		SDA	SDA
\$1,560.00	LCC Athletic Boosters	For pool rental for Boys' Water Polo	P.E.	LCC
\$14,000.00	CVMS Music Boosters	For the purpose of creating a piano lab and providing curriculum instruction and supplies.	Music	CVMS
Pentium 4, 1.5 EHZ, 40 EBHD, 1 set of scissors, 2 dry erasers	David Golman		Admin.	SDA
Mobile Percussion Cabinet PC400#149202	Teri Nitta	For the Music Department	Music Dept.	DNO


# San Dieguito Union High School District

## INFORMATION REGARDING BOARD AGENDA ITEM

**TO:** BOARD OF TRUSTEES

**DATE OF REPORT:** October 11, 2005

**BOARD MEETING DATE:** October 20, 2005

**PREPARED AND  
SUBMITTED BY:** Peggy Lynch, Ed.D.,  
Superintendent 

**SUBJECT:** APPROVAL/RATIFICATION OF FIELD TRIPS

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### EXECUTIVE SUMMARY

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

### RECOMMENDATION:

The administration recommends that the Board approve/ratify the out-of-state and overnight field trips, as shown on the attached report.

### FUNDING SOURCE:

See attached report.

PL/sg  
Attachments

**AGENDA ITEM: 10**

## SAN DIEGUITO UNION HIGH SCHOOL DISTRICT

### FIELD TRIP REPORT

Date: October 20, 2005

<u>Date of Field Trip</u>	<u>School</u>	<u>Name of Sponsor and Team/Club, etc.</u>	<u>Number of Students/Chaperones</u>	<u>Name and Purpose of Conference/Competition</u>	<u>Location</u>	<u>Loss of Class Time</u>	<u>Cost *</u>
12/9 – 12/10/05	TPHS	Jesse Mindlin Wrestling	15/3	Wrestling Tournament	La Quinta, CA	none	N/A
12/19-12/20/05	TPHS	Jesse Mindlin Wrestling	10/3+	National level Wrestling competition	Reno, NV	None	N/A
11/10-11/13/05	CCA	Christopher Black Journalism	6/1	National Journalism Convention	Chicago, IL	1 day	N/A
8/5-8/16/06	TPHS	Marinee J. Payne Drama	25/7	Selected after National Competition to perform at the "Fringe" Festival, guided tours of historical sites,.	Edinburgh, Scotland	None	N/A


# San Dieguito Union High School District

## INFORMATION FOR BOARD OF TRUSTEES

**TO:** BOARD OF TRUSTEES

**DATE OF REPORT:** September 30, 2005

**BOARD MEETING DATE:** October 20, 2005

**PREPARED BY:** Penny Cooper-Francisco 

**SUBMITTED BY:** Peggy Lynch, Ed.D.  
Superintendent

**SUBJECT:** Striving Readers Program Grant

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### **ISSUE:**

The North County Professional Development Federation (NCPDF) asks the San Dieguito Union High School District to approve the submission of an application for the Striving Readers grant.

### **BACKGROUND:**

Striving Readers is a new discretionary grant program authorized as part of the 2005 Fiscal Year Appropriation Act under the Title I demonstration authorship. The purpose of the grant program is to raise the reading achievement levels of middle and high school-aged students in Title I eligible schools with students reading below grade level. The grant would provide services for eligible NCPDF member districts, and the five-year program will include:

1. School level strategies designed to increase reading achievement for students by improving the quality of literacy instruction across the curriculum, including a needs assessment, professional development, and a process for monitoring student performance.
2. Intensive, targeted intervention for struggling readers (i.e. student who read at least two years below grade level) including assessment to identify struggling readers, a supplementary literacy intervention designed to accelerate the literacy of these readers, professional development and a process for monitoring student progress.
3. A project evaluation that includes a rigorous experimental research evaluation of intensive targeted intervention for struggling readers including an independent evaluator.

The deadline for transmittal of applications is November 14, 2005, and notification of awards will take place after December 13, 2005.

**FISCAL IMPACT/FUNDING SOURCE:**

The North County Professional Development Federation could receive awards estimated from \$1,000,000 to \$5,000,000 per year for five years. By entering into the consortium for the grant through NCPDF, San Dieguito Union High School District would benefit from the resources available through this grant. This is a federal grant from the Office of Elementary and Secondary Education, U.S. Department of Education.

**RECOMMENDATION:**

Approve the submission of the application for the grant.

# San Dieguito Union High School District

## INFORMATION REGARDING BOARD AGENDA ITEM

**TO:** BOARD OF TRUSTEES

**DATE OF REPORT:** October 12, 2005

**BOARD MEETING DATE:** October 20, 2005

**PREPARED BY:** Simonetta March, Director of Purchasing/Whs.  
Steve Ma, Executive Director of Business Services  
Eric Hall, Associate Superintendent/Business

**SUBMITTED BY:** Peggy Lynch, Ed.D.,  
Superintendent

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

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### EXECUTIVE SUMMARY

The attached Professional Services Report/Instruction summarizes two contracts in an amount not to exceed \$40,542.00.

### RECOMMENDATION:

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

### FUNDING SOURCE:

As noted on attached list.

**AGENDA ITEM:** 12



## SAN DIEGUITO UNION HIGH SCHOOL DISTRICT

### INSTRUCTION - PROFESSIONAL SERVICES REPORT

**Date: 10-20-05**

<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>
11/01/05 – 6/30/06	School Wise Press	Prepare a school accountability report card (SARC) for the 2005-2006 school year	General Fund 03-00	\$14,809.00
10/23/05 – 10/23/06	Plato Learning, Inc.	Provide website service support	General Fund/Restricted 06-00	\$25,733.00

# San Dieguito Union High School District

## INFORMATION REGARDING BOARD AGENDA ITEM

TO: BOARD OF TRUSTEES

DATE OF REPORT: October 11, 2006

BOARD MEETING DATE: October 20, 2006

PREPARED BY: Denise Levine, Executive Director  
Pupil Services *DL*

SUBMITTED BY: Peggy Lynch, Ed.D.,  
Superintendent

SUBJECT: Approval/Ratification of Memorandum  
Of Understanding & Lease of Facilities  
Agreements

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### **EXECUTIVE SUMMARY**

The attached Memorandum of Understanding and Lease of Facilities Agreements summarizes three contracts that provide services for the Special Education Program and Special Education Students for the 2005-2006 school year.

### **RECOMMENDATION**

Approve/ratify entering into a Memorandum of Understanding and Facilities Lease Agreements as shown on the attached report and authorize Simonetta March to execute all pertinent documents pertaining to these agreements, contingent upon receipt of the signed documents and verification of insurance coverage.

### **FUNDING SOURCE**

General Fund Restricted 06-00/Special Education Budget

PL/ddb  
Attachment

AGENDA ITEM: 13

## SAN DIEGUITO UNION HIGH SCHOOL DISTRICT

### AGREEMENTS 2005-2006

Date: October 20, 2005

Contract Effective Dates	Agreement	Description of Services	Number of Students (Estimate)	Fee
8-30-04 to 6-17-05	Carlsbad Unified School District MOU	Reimbursed cost of providing 3.9 hours daily of special circumstances instructional assistance to a special education student	1	To be Reimbursed \$17,171.30
9-16-05 to 6-30-06	Carmel Valley Swimming Pool Lease of Facilities Agreement	Use of swimming pool, dressing rooms & showers for Adaptive Physical Education classes for Torrey Pines High School & Carmel Valley Middle School	10	\$2,100.00
9-21-05 to 6-30-06	San Dieguito Boys' & Girls' Club Lease of Facilities Agreement	Use of swimming pool, dressing rooms & showers for Adaptive Physical Education classes for Earl Warren Middle School & Oak Crest Middle School	8	\$5,040.00

# San Dieguito Union High School District

## INFORMATION REGARDING BOARD AGENDA ITEM

**TO:** BOARD OF TRUSTEES

**DATE OF REPORT:** October 12, 2005

**BOARD MEETING DATE:** October 20, 2005

**PREPARED BY:** Simonetta March, Director of Purchasing/Whs.  
Steve Ma, Executive Director of Business Services  
Eric Hall, Associate Superintendent/Business

**SUBMITTED BY:** Peggy Lynch, Ed.D.,  
Superintendent

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

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### EXECUTIVE SUMMARY

The attached Professional Services Report/Business summarizes six contracts totaling \$37,396.00, or as noted on the attachment.

### RECOMMENDATION:

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

### FUNDING SOURCE:

As noted on attached list.

**AGENDA ITEM:** 14

## SAN DIEGUITO UNION HIGH SCHOOL DISTRICT

### BUSINESS - PROFESSIONAL SERVICES REPORT

Date: 10-20-05

<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>
11/1/05 – 9/30/06	TBD by 10/20/05 Board Meeting	Provide DSA Specialty Inspection Services and Materials Conformance Testing for the San Dieguito Academy Media Center project	Mello Roos Fund State Fund 35-00	N/A
11/1/05 – 9/30/06	TBD by 10/20/05 Board Meeting	Provide DSA Resident Inspection Services for the San Dieguito Academy Media Center project	Mello Roos Fund State Fund 35-00	N/A
11/1/05 – 9/30/06	Parsons Brinkerhoff Construction Services, Inc.	Provide labor compliance consulting services for the San Dieguito Academy Media Center project	Mello Roos Fund State Fund 35-00	\$31,000.00
10/1/05 – 9/30/07	Adobe Systems, Inc.	District participation in the Adobe Contractual Licensing Program at no cost to the District	N/A	N/A
11/1/05 – 10/31/06	First American Real Estate Solutions	Provide on-line property detail, comparable sales, and assessors maps	General Fund 03-00	\$1,896.00
8/29/05 – 6/17/06	Encinitas Boxing, Inc., dba Encinitas Boxing and Fitness	Lease of facilities for the Torrey Pines High School off campus PE classes	General Fund 03-00 to be reimbursed by the TP Foundation	\$4,500.00


# San Dieguito Union High School District

## INFORMATION REGARDING BOARD AGENDA ITEM

**TO:** BOARD OF TRUSTEES

**DATE OF REPORT:** October 11, 2005

**BOARD MEETING DATE:** October 20, 2005

**PREPARED BY:** Eric J. Hall, Assoc. Supt. of Business  
Steve Ma, Exec. Director of Business Services  
John Addleman, Facilities Planning Analyst 

**SUBMITTED BY:** Peggy Lynch, Ed.D.  
Superintendent

**SUBJECT:** APPROVAL OF AGREEMENT/  
Davis Demographics & Planning, Inc.

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### EXECUTIVE SUMMARY

The District has received a proposal from Davis Demographics & Planning, Inc. to update demographic data for the 2005-2006 school year and prepare enrollment projections for the next seven years for the purpose of studying facilities' needs, boundaries, future development and financing.

Another consultant will conduct a separate maturity projection by attendance area. A proposal for this service will be presented at a future board meeting.

### RECOMMENDATION:

It is recommended that the Board approve entering into an agreement with Davis Demographics & Planning, Inc. to provide updated enrollment projections and report development for the 2005-2006 school year, during the period November 1, 2005 through June 30, 2006, for an amount not to exceed \$28,920.00, and authorize Simonetta March to execute the agreement.

### FUNDING SOURCE:

Capital Facilities Fund 25-19, and Mello Roos Fund with possible reimbursement from the North City West JPA

INDEPENDENT CONTRACTOR AGREEMENT  
A2006-89

This Agreement is hereby entered into between the **San Dieguito Union High School District**, hereinafter referred to as "District," and **Davis Demographics & Planning, Inc.**, Taxpayer ID # **33-0759263**, **357 N. Sheridan Street, Suite 100, Corona, CA 92880**, hereinafter referred to as "Contractor."

WHEREAS, District is authorized by Section 53060 of the California Government Code to contract with and employ any persons for the furnishing of special services and advice in financial, economic, accounting, engineering, legal or administrative matters, if such persons are specially trained and experienced and competent to perform the special services required; and

WHEREAS, District is in need of such special services and advice, and

WHEREAS, Contractor is specially trained and experienced and competent to perform the special services required by the District, and such services are needed on a limited basis;

NOW, THEREFORE, the parties agree as follows:

1. Services to be Provided by Contractor.

Update enrollment projections and report development per attached proposal dated August 16, 2005.

2. Term. Contractor shall commence providing services under this Agreement on November 1, 2005, and will diligently perform as required and complete performance by June 30, 2006.

3. Compensation. District agrees to pay the Contractor for services satisfactorily rendered pursuant to this Agreement a total fee not to exceed Twenty Eight Thousand Nine Hundred Twenty and no/Dollars (\$28,920.00). District shall pay Contractor according to the following terms and conditions:

Upon completion of work and submittal of an invoice.

4. Expenses. District shall not be liable to Contractor for any costs or expenses paid or incurred by Contractor in performing services for District.

5. Precedence of Agreement Over Exhibits. Should there be any ambiguity or inconsistency between any exhibits to this Agreement and the terms of this Agreement, the terms of this Agreement take precedence.

6. Standard of Performance. Contractor shall, in good and workmanlike manner and in accordance with the highest professional standards, at its own cost and expense, furnish all of the labor, technical, administrative, professional and all other personnel, all supplies and materials, equipment, printing, transportation, facilities and all other means whatsoever, except as herein otherwise expressly specified to be furnished by District, necessary or proper to perform and complete the work and provide the services required of Contractor by this Agreement.

7. Independent Contractor. Contractor, in the performance of this Agreement, shall be and shall act as an independent contractor. Contractor shall perform its obligations under this Agreement according to the Contractor's own means and methods of work which shall be in the exclusive charge and under the control of the Contractor, and which shall not be subject to control or supervision by District except as to the results of the work. Contractor understands and agrees that he/she and all of his/her employees shall not be considered officers, employees or agents of the District, and are not entitled to benefits of any kind or nature normally provided employees of the District or to which District's employees are normally entitled, including, but not limited to, State Unemployment Compensation or Worker's Compensation. Contractor assumes the full responsibility for the acts and/or omissions of his/her employees or agents as they relate to the service to be provided under this Agreement. Nothing in this Agreement shall give the Contractor authority with respect to any District decision beyond the rendition of information, advice, recommendation, or counsel. Contractor is not authorized to make any representation, contract or commitment on behalf of District.
8. Taxes. Contractor acknowledges and agrees that it is the sole responsibility of Contractor to make the requisite tax filings and payment to the appropriate federal, state or local tax authorities. No part of Contractor's compensation shall be subject to withholding by District for the payment of social security, unemployment, or disability insurance or any other similar state or federal tax obligation.
9. Materials. Contractor shall furnish, at his/her own expense, all labor, materials, equipment, supplies and other items necessary to complete the services to be provided pursuant to this Agreement.
10. Originality of Services. Contractor agrees that all technologies, formulae, procedures, processes, methods, writings, ideas, dialogue, compositions, recordings, teleplays, and video productions prepared for, written for, submitted to the District and/or used in connection with this Agreement, shall be wholly original to Contractor and shall not be copied in whole or in part from any other sources, except that submitted to Contractor by District as a basis for such services.
11. Confidentiality and Use of Information.
  - (a) Contractor shall hold in trust for the District, and shall not disclose to any person, any confidential information. Confidential information is information which is related to the District's research, development, trade secrets and business affairs; but does not include information which is generally known or easily ascertainable by nonparties through available public documentation.
  - (b) Contractor shall advise District of any and all materials used, or recommended for use by Contractor to achieve the project goals, that are subject to any copyright restrictions or requirements. In the event Contractor shall fail to so advise District and, as a result of the use of any programs or materials developed by Contractor under this Agreement, District should be found in violation of any copyright restrictions or requirements, or District should be alleged to be in violation of any copyright restrictions or requirements, Contractor agrees to indemnify, defend and hold harmless, District against any action or claim brought by the copyright holder.



12. Audit and Inspection of Records. At any time during the normal business hours and as often as District may deem necessary, Contractor shall make available to District for examination at District's primary administrative offices, all data, records, investigation reports and all other materials respecting matters covered by this Agreement and Contractor will permit the District to audit, and to make audits of all invoices, materials, payrolls, records of personnel and other data related to all matters covered by this Agreement.
13. Works for Hire/Copyright/Trademark/Patent. Contractor understands and agrees that all matters produced under this Agreement shall be works for hire and shall become the sole property of District and cannot be used without District's express written permission. District shall have all right, title and interest in said matters, including the right to secure and maintain the copyright, trademark and/or patent of said matter in the name of the District. Contractor consents to use of Contractor's name in conjunction with the sale, use, performance and distribution of the matters, for any purpose and in any medium.
14. Termination. District may at any time, with or without reason, terminate the Agreement and compensate Contractor only for services satisfactorily rendered to the date of termination. Written notice by District shall be sufficient to stop further performance of services by Contractor. Notice shall be deemed given when received by the Contractor or not later than five (5) days after the day of mailing, whichever is sooner.

District may terminate this Agreement upon giving of written notice of intention to terminate for cause. Cause shall include: (a) material violation of this Agreement by the Contractor; or (b) any act by Contractor exposing the District to liability to others for personal injury or property damage; (c) or if Contractor is adjudged a bankrupt, and Contractor makes a general assignment for the benefit of creditors or a receiver is appointed on account of Contractor's insolvency. Written notice by District of termination for cause shall contain the reasons for such intention to terminate, and unless within fifteen (15) days after service of such notice the condition or violation shall cease, or satisfactory arrangements for the correction thereof be made, this Agreement shall upon the expiration of the fifteen (15) days cease and terminate. In the event of such termination, the District may secure the required services from another contractor. If the cost to the District of obtaining the services from another contractor exceeds the cost of providing the service pursuant to this Agreement, the excess cost shall be charged to and collected from the Contractor. The foregoing provisions are in addition to and not a limitation of any other rights or remedies available to District. Written notice by District shall be deemed given when received by the other party, or no later than five (5) days after the day of mailing, whichever is sooner.

15. "DEFENSE AND INDEMNITY." (a) District shall not be liable for, and Contractor shall defend and indemnify District and its Board of Trustees, officers, agents, employees and volunteers (collectively "District Parties"), against any and all claims, deductibles, self-insured retentions, demands, liability, judgments, awards, fines, mechanics' liens or other liens, labor disputes, losses, damages, expenses, charges or costs of any kind or character, including attorneys' fees and court costs (hereinafter collectively referred to as "Claims"), which arise out of or are in any way connected to the work covered by this Agreement arising either directly or indirectly from any negligent or wrongful act, error, or omission of Contractor or its officers

employees, agents, contractors, licensees or servants, except claims caused by the negligent act or omission of District Parties.

(b) Contractor shall defend and indemnify the District and its Board of Trustees, officers, agents and employees from every claim or demand made and every liability, loss, damage or expense, of any nature whatsoever, which may be incurred by reason of any liability for damages which may arise from the furnishing or use of any copyrighted or uncopyrighted matter or patented or unpatented invention under this Agreement.

16. Insurance. As a material part of the consideration due the District, Contractor agrees to procure and maintain at its own expense for the duration of this agreement commercial general liability (including operations, products and completed operations) and automobile liability insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder and the results of that work by the Contractor, its agents, representatives, employees, or subcontractors. Such insurance shall maintain limits not less than one million dollars (\$1,000,000.00) per occurrence and \$2,000,000.00 project specific aggregate for bodily injury, personal injury, and property damage.

The "San Dieguito Union High School District, its Board of Trustees, officers, employees, and agents" shall be named as additional insured under the insurance policies required by this section with respect to liability arising out of work or operations performed by or on behalf of the Contractor including materials, parts or equipment furnished in connection with such work or operations; and with respect to liability arising out of automobiles owned, leased, hired or borrowed by or on behalf of the Contractor. Evidence of such coverage under the Contractor's policy shall be provided to the District in the form of an endorsement to the Contractor's insurance (ISO form CG 20 10 11 85 or similar) or as a separate owner's policy.

For any claims related to this project, the Contractor's insurance coverage shall be primary insurance as respects the District, its Board of Trustees, officer, employees, and agents. Any insurance or self-insurance maintained by the District shall be excess and shall not contribute with it.

Each insurance policy required by this clause shall be endorsed to state that coverage shall not be canceled by either party, except after thirty (30) days prior written notice by certified mail, return receipt requested, has been given to the District.

Contractor shall furnish the District with original certificates of insurance and amendatory endorsements affecting coverage required by this section.

17. Professional Errors and Omissions Insurance. Contractor agrees to procure and maintain at its own expense in full force and effect professional Errors and Omissions Insurance in the amount of one million dollars (\$1,000,000). No later than ten (10) working days after execution of this Agreement by both parties, Contractor shall provide District with copies of the policy or policies of insurance evidencing all coverages and endorsements required hereunder including a thirty (30) day written notice of cancellation or reduction in coverage.

18. Workers' Compensation Insurance. Contractor agrees to procure and maintain at its own expense in full force and effect Workers' Compensation Insurance covering its employees and agents while these persons are participating in the activities hereunder. In the event a claim under the provisions of the California Workers' Compensation Act is filed against District by a bona fide employee of Contractor participating under this Agreement, Contractor agrees to defend and hold harmless the District from such claim.
  
19. Inspection By District. The services completed herein must meet the approval of the District and shall be subject to the District's right of inspection to secure the satisfactory completion thereof. If any services performed by Contractor do not conform to the specifications and requirements of this Agreement, District may require Contractor to re-perform the services until they conform to said specifications and requirements, at no additional cost, and District may withhold payment for such services until Contractor correctly performs them. When the services to be performed are of such a nature that Contractor cannot correct its performance, the District shall have the right to (1) require the Contractor to immediately take all necessary steps to ensure future performance of services conforms to the requirements of this Agreement, and (2) reduce the contract price to reflect the reduced value of the services received by District. In the event Contractor fails to promptly re-perform the services or to take necessary steps to ensure that the future performance of the service conforms to the specifications and requirements of this Agreement, the District shall have the right to either (1) without terminating this Agreement, have the services performed by contract or otherwise, in conformance with the specifications of this Agreement and charge Contractor, and/or withhold from payment due to Contractor, any costs incurred by District that are directly related to the performance of such services, or (2) terminate this Agreement for default.
  
20. Hazardous Materials. Contractor shall comply with all Environmental Laws and all other laws, rules, regulations, and requirements regarding Hazardous Materials, health and safety, notices, and training. Contractor agrees that it will not store any Hazardous Materials at any District Facility without prior approval of District Administrator of Agreement or in violation of the applicable site storage limitations imposed by Environmental Law. Contractor agrees to take, at its expense, all action necessary to protect third parties, including, without limitation, employees, students, and agents of the District from any exposure to Hazardous Materials generated or utilized in its performance under this Agreement. Contractor agrees to report to the appropriate governmental agencies all discharges, releases, and spills of Hazardous Materials that are required to be reported by any Environmental Law and to immediately notify the District of it. As used in this section, the term "Environmental Laws" means any and all federal, state or local laws or ordinances, rules, decrees, orders, regulations or court decisions (including the so-called "common law"), including, but not limited to, the Resource Conservation and Recovery Act, relating to hazardous substances, hazardous materials, hazardous waste, toxic substances, environmental conditions or other similar substances or conditions. As used in this section the term "Hazardous Materials" means any chemical, compound, material, substance or other matter that (a) is a flammable, explosive, asbestos, radioactive nuclear medicine, vaccine, bacteria, virus, hazardous waste, toxic, overtly injurious or potentially injurious material, whether injurious or potentially injurious by itself or in combination with other materials; (b) is controlled, referred to, designated in or governed by any Environmental Laws; (c) gives rise to any reporting, notice or publication requirements under any

Environmental Laws, or (d) is any other material or substance giving rise to any liability, responsibility or duty upon the District with respect to any third person under any Environmental Laws.

21. Contact with Students. Contractor will not permit any of its employees who perform services under this Agreement to come in contact with pupils or communicate with pupils. In the event Contractor fails to prevent its employees from having contact with pupils or communicating with pupils and injury results from failure to prohibit pupil contact or communication, Contractor shall defend, indemnify, protect, and hold the District, its agents, officers and employees harmless from and against any and all claims, demands, liability, judgments, awards, losses, injury, damages, expenses, charges or costs of any kind or character whether to the District or to any person or property which arise from or are connected with or are caused or claimed to be caused by Contractor's failure to prohibit its employees, subcontractors or agents from having pupil contact or communication. Any subcontractors hired by Contractor shall be subject to and shall comply with this section, and it shall be the Contractor's responsibility to require compliance with this section. Contractor and subcontractor shall be jointly and severally liable for any injury that results from subcontractor's failure to comply with this provision. Based on the determination that neither Contractor nor any subcontractor of Contractor will have contact with pupils, no fingerprinting of Contractor or its agents, subcontractors or employees is required by this Agreement.
22. Assignment. The obligations of the Contractor pursuant to this Agreement shall not be assigned by the Contractor.
23. Compliance With Applicable Laws. Contractor agrees to comply with all federal, state and local laws, rules, regulations and ordinances that are now or may in the future become applicable to Contractor, Contractor's business, equipment and personnel engaged in operations covered by this Agreement, or occurring out of the performance of such operations.
24. Permits/Licenses. Contractor and all Contractor's employees or agents shall secure and maintain in force such permits and licenses as are required by law in connection with the furnishing of services pursuant to this Agreement.
25. Employment With Public Agency. Contractor, if an employee of another public agency, agrees that Contractor will not receive salary or remuneration, other than vacation pay, as an employee of another public agency for the actual time in which services are actually being performed pursuant to this Agreement.
26. Entire Agreement/Amendment. This Agreement and any exhibits attached hereto constitute the entire agreement among the parties to it and supersedes any prior or contemporaneous understanding or agreement with respect to the services contemplated, and may be amended only by a written amendment executed by both parties to the Agreement.
27. Nondiscrimination in Employment. Contractor agrees that it will not engage in unlawful discrimination in employment of persons because of race, color, religious creed, national origin, ancestry, physical disability, mental disability, medical condition, marital status, sex, age, or sexual orientation, or a perception that a person has or is associated with a person who has, or is perceived to have, any of these characteristics.

28. Non-Waiver. The failure of District or Contractor to seek redress for violation of, or to insist upon, the strict performance of any term or condition of this Agreement, shall not be deemed a waiver by that party of such term or condition, or prevent a subsequent similar act from again constituting a violation of such term or condition.
29. Administrator of Agreement. This Agreement shall be administered on behalf of, and any notice desired or required to be sent to a party hereunder shall be addressed to:
- For District: Simonetta March
- For Contractor: Scott J. Torlucci
30. Notice. All notices or demands to be given under this Agreement by either party to the other, shall be in writing and given either by: (a) personal service or (b) by U.S. Mail, mailed either by registered or certified mail, return receipt requested, with postage prepaid. Service shall be considered given when received if personally served or if mailed on the fifth day after deposit in any U.S. Post Office. The address to which notices or demands may be given by either party may be changed by written notice given in accordance with the notice provisions of this section. At the date of this Agreement, the addresses of the parties are as set forth above.
31. Severability. If any term, condition or provision of this Agreement is held by a court of competent jurisdiction to be invalid, void, or unenforceable, the remaining provisions will nevertheless continue in full force and effect and shall not be affected, impaired or invalidated in any way.
32. Successors. All terms of this Contract shall be binding upon, inure to the benefit of, and be enforceable by the parties hereto and their respective heirs, legal representatives, successors, and assigns.
33. Neither Party Considered Drafter. Despite the possibility that one party may have prepared the initial draft of this Contract or played the greater role in the physical preparation of subsequent drafts, neither party shall be deemed the drafter of this Contract. In construing this Contract in case of any claim that any provision hereof may be ambiguous, no such provision shall be construed in favor of one party on the ground that such provision was drafted by the other.
34. Conflicts of Interest. Contractor presently has no interest, including but not limited to other projects or independent contracts, and shall not acquire any such interest, direct or indirect, which would conflict in any manner or degree with the performance of services required to be performed under this contract. The Contractor shall not employ any person having any such interest in the performance of this Agreement.
35. Cartwright Act. Following receipt of final payment under the Agreement, Contractor assigns to the District all rights, title and interest in and to all causes of action it may have under Section 4 of the Clayton Act (15 U.S.C. Sec. 15) or under the Cartwright Act (Chapter 1)(commencing with Section 16700) of Part 2 of Division 7 of the Business and Professions Code), arising from purchases of goods, material, or services by the Contractor for sale to the District under this Agreement.

36. Governing Law. The terms and conditions of this Agreement shall be governed by the laws of the State of California with venue in San Diego County, California.
37. Board Ratification and Approval or Review. The Parties acknowledge and understand that this agreement is subject to ratification and approval or review in accordance with California law by the Board of Trustees of the San Dieguito Union High School District. In the event any work is performed or payment made prior to the ratification and approval or review of a final Agreement by the Board, all parties agree, the terms of this Agreement as set forth herein as of July 1, 2005, shall be binding and shall control the relationship of the parties and shall be the contract terms submitted to the Board for ratification and approval, or review.
38. Warranty of Authority. Each of the parties signing this Agreement warrants to the other that he or she has the full authority of the entity on behalf of which his or her signature is made.

This Agreement is entered into this \_\_\_\_ day of October, 2005.

SAN DIEGUITO UNION H. S. DISTRICT

Davis Demographics & Planning, Inc.

By: \_\_\_\_\_  
Signature

By: \_\_\_\_\_  
Signature

Simonetta March  
Typed Name

\_\_\_\_\_  
Typed Name

Director of Purchasing/Warehousing  
Title

\_\_\_\_\_  
Title  
33-0759265  
Social Security or  
Taxpayer Identification Number

1-0363

# San Dieguito Union High School District

## INFORMATION REGARDING BOARD AGENDA ITEM

**TO:** BOARD OF TRUSTEES

**DATE OF REPORT:** October 12, 2005

**BOARD MEETING DATE:** October 20, 2005

**PREPARED BY:** Simonetta March, Director of Purchasing/Whs.  
Steve Ma, Executive Director of Business Services  
Eric Hall, Associate Supt./Business

**SUBMITTED BY:** Peggy Lynch, Ed.D.  
Superintendent

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

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### EXECUTIVE SUMMARY

The attached Amendment to Agreements Report summarizes two amendments to agreements totaling \$3,600.00, or as listed on the attached reports.

### RECOMMENDATION:

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

### FUNDING SOURCE:

As noted on attached list.

**AGENDA ITEM:** 16

## SAN DIEGUITO UNION HIGH SCHOOL DISTRICT

### AMENDMENT TO AGREEMENTS REPORT

Date: 10-20-05

<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>
N/A	Alliance Engineering of California, Inc.	Provide additional DSA inspection services for the San Dieguito Academy MDF/Restroom project	Capital Facilities Fund 25-19	\$3,600.00
Extend to 8/31/06	John Burnham and Company	Provide insurance coverage utilizing the Owner Controlled Insurance Program for the San Dieguito Academy Media Center project	Mello Roos Fund State Fund 35-00	N/A – TBD after SDA Media Center bid opening



# San Dieguito Union High School District

## INFORMATION REGARDING BOARD AGENDA ITEM

**TO:** BOARD OF TRUSTEES

**DATE OF REPORT:** October 10, 2005

**BOARD MEETING DATE:** October 20, 2005

**PREPARED BY:** Simonetta March, Director of Purch./W/hs.  
Steve Ma, Executive Director of Business Services  
Eric Hall, Associate Superintendent/Business

**SUBMITTED BY:** Peggy Lynch, Ed.D.  
Superintendent

**SUBJECT:** AWARD OF CONTRACTS/SAN DIEGUITO ACADEMY  
MEDIA CENTER

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### EXECUTIVE SUMMARY

Bids for construction of the San Dieguito Academy Media Center project will be opened on Thursday, October 13, 2005. The bids will be reviewed by District Staff and the Construction Manager to determine the lowest responsive and responsible bidders. Recommendation of award will be made prior to the October 20<sup>th</sup> meeting.

### RECOMMENDATION:

It is recommended that the Board approve entering into the following contracts, and authorize Simonetta March to execute all pertinent documents:

- Bid Package #1 (Site Demolition, Grading, Paving, Reinforced Concrete, Masonry, Structural Steel, Fencing) - \_\_\_\_\_ - \$ \_\_\_\_\_
- Bid Package #2 (Site Utilities, Plumbing) - \_\_\_\_\_ - \$ \_\_\_\_\_
- Bid Package #3 (Landscape, Irrigation & Planting) - \_\_\_\_\_ - \$ \_\_\_\_\_
- Bid Package #4 (Rough Carpentry, Exterior Finish Carpentry & Framing) - \_\_\_\_\_ - \$ \_\_\_\_\_
- Bid Package #5 (Interior Finish Carpentry, Plastic Laminate and Wood Casework) - \_\_\_\_\_ - \$ \_\_\_\_\_
- Bid Package #6 (Roofing, Sheet Metal & Roof Accessories) - \_\_\_\_\_ - \$ \_\_\_\_\_
- Bid Package #7 (Interior and Exterior Finishes, Insulation, Doors, Frames, Hardware and Windows, Ceramic Tile and Paint) - \_\_\_\_\_ - \$ \_\_\_\_\_
- Bid Package #8 (Specialties, Library Equipment) - \_\_\_\_\_ - \$ \_\_\_\_\_
- Bid Package #9 (Heating, Ventilating, & Air Conditioning) - \_\_\_\_\_ - \$ \_\_\_\_\_
- Bid Package #10 (Electrical) - \_\_\_\_\_ - \$ \_\_\_\_\_

### FUNDING SOURCE:

Mello Roos, State Fund 35-00

AGENDA ITEM: 17 A

# San Dieguito Union High School District

## INFORMATION REGARDING BOARD AGENDA ITEM

**TO:** BOARD OF TRUSTEES

**DATE OF REPORT:** October 11, 2005

**BOARD MEETING DATE:** October 20, 2005

**PREPARED BY:** Simonetta March, Director of Purchasing/Whs.  
Steve Ma, Executive Director of Business Services  
Eric Hall, Associate Superintendent/Business

**SUBMITTED BY:** Peggy Lynch, Ed.D.  
Superintendent

**SUBJECT:** APPROVAL TO AWARD CONTRACT/LA GYM  
EQUIPMENT

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### EXECUTIVE SUMMARY

Two bids were received for the weight room equipment to be installed at Canyon Crest Academy. One bidder was not responsive to the bid requirements in that they did not provide the District with evidence of securing Disabled Veterans participation. This documentation is required in that the Canyon Crest Academy project is partially funded by the State School Facilities Fund. The total amount of the bid, which includes tax and freight, is \$79,829.74. Attached is a summary of the equipment to be ordered.

### RECOMMENDATION:

It is recommended that the Board award the contract for the purchase of weight room equipment for Canyon Crest Academy to LA Gym Equipment, at the unit prices as shown in the attachment, and authorize Simonetta March to execute all pertinent documents.

### FUNDING SOURCE:

Other Building Fund 21-09

WEIGHT ROOM EQUIPMENT FOR CANYON CREST ACADEMY  
#B2006-9

Item #	Model #	Description	Quantity	Unit Price	Total	Or Equal Item (state brand name, model #, etc.)	Delivery Time (calendar days) from receipt of order
1	LIF-TR-95TI-Tread	LIFE FITNESS 95TI TREADMILL	1	5513.00	5513.00	as specified	30-45 days
2	LIF-LC-95RI	LIFE FITNESS LIFECYCLE 95RI RECURBENT BIKE	1	2445.00	2445.00	as specified	30-45 days
3	HMR-FWDR2	HAMMER STRENGTH DOUBLE TIER DUMBELLI RACK	3	829.00	2487.00	as specified	60-75 days
4	HMR-FWDWT	HAMMER STRENGTH DELUXE WEIGHT TREE	1	369.00	369.00	as specified	60-75 days
5	MSC-N-LST	YORK RED OAK PLATFORM/OHDHALF RACK #553861	2	1840.00	3680.00	as specified	45-60 days
6	OLB-CAP-OB-86PB	CAP PWR BAR 1500 LB. TEST	5	129.40	647.00	as specified	30-45 days
7	IVA-RUB-EPR-5-50	IVANKO PRO-STYLE DUMPELL SET: RUBBER PLATE/RUBBER END CAP 5-50 LBS.	1	1269.00	1269.00	as specified	45-60 days
8	IVA-RUB-EPR-55-100	IVANKO PRO-STYLE DUMPELL SET: RUBBER PLATE/RUBBER END CAP 55-100 lbs.	1	2523.00	2523.00	as specified	45-60 days
9	IVA-20-110-RUB-BB-E	IVANKO FIXED RUBBER BARBELL SET 20-110 LBS. (10 LBS. INCREMENT)(EPR)	1	1020.00	1020.00	as specified	45-60 days
10	IVA-RUB-EPR-5	DB RUB.PLT/RUB END CAP/5#EA.	2	41.00	82.00	as specified	45-60 days
11	IVA-RUB-EPR-10	DB RUB.PLT/RUB.END CAP/10#EA.	2	41.00	82.00	as specified	45-60 days
12	IVA-RUB-EPR-15	DB RUB.PLT/RUB.END CAP/15#EA.	2	41.00	82.00	as specified	45-60 days
13	IVA-RUB-EPR-20	DB RUB.PLT/RUB.END CAP/20#EA.	2	71.00	142.00	as specified	45-60 days
14	IVA-RUB-EPR-25	DB RUB.PLT/RUB.END CAP/25#EA.	2	71.00	142.00	as specified	45-60 days
15	IVA-RUB-EPR-30	DB RUB.PLT/RUB.END CAP/30#EA.	2	71.00	142.00	as specified	45-60 days
16	OLP-IVA-RUBO-2.5	IVANKO 2.5#RUBBER ENCASEDOLY PLATE	10	2.80	28.00	as specified	30-45 days
17	OLP-IVA-RUBO-5	IVANKO 5# RUBBER ENCASED OLY PLATE	10	4.90	49.00	as specified	30-45 days
18	OLP-IVA-RUBO-10	IVANKO 10# RUBBER ENCASED OLY PLATE	20	9.70	194.00	as specified	30-45 days

WEIGHT ROOM EQUIPMENT FOR CANYON CREST ACADEMY  
#B2006-9

Sheet1

Item #	Model #	Description	Quantity	Unit Price	Total	Or Equal Item (state brand name, model #, etc.)	Delivery Time (calendar days) from receipt of order
19	OLP-IVA-RUBO-25	IVANKO 25# RUBBER ENCASED OLY PLATE	20	24.20	484.00	as specified	30-45 days
20	OLP-IVA-RUBO-35	IVANKO 35#RUBBER ENCASED OLY PLATE	10	33.80	338.00	as specified	30-45 days
21	OLP-IVA-RUBO-45	IVANKO 35# RUBBER ENCASED OLY PLATE	30	79.23	2376.90	as specified	30-45 days
22	OLB-CAP-OC-06B-1	SPRING OLLYMPIC COLLAR (PAIR)	5	6.40	32.00	as specified	30-45 days
23	SPR-R55VC-RES-BALL	55 CM. RESIST-A-BALL W/VIDEO AND PUMP	1	22.00	22.00	as specified	30-45 days
24	SPR-R65VC-RES-BALL	65 CM. RESIST-A-BALL W/VIDEO AND PUMP	1	22.00	22.00	as specified	30-45 days
25	SPR-R75VC-RES-BALL	75 CM. RESIST-A-BALL W/VIDEO & PUMP	1	22.00	22.00	as specified	30-45 days
26	MSC-N-LST	WEIGHT BELTS LEATHER XL L M S	12	26.67	320.04	as specified	30-45 days
27	HMR-OHDHR	HAMMER STRENGTH HEAVY-DUTY HALF RACK	2	1412.00	2844.00	as specified	45-60 days
28	HMR-PLSM	HAMMER STRENGTH SMITH MACHINE	2	3099.00	6198.00	as specified	60-75 days
29	HMR-FWMAB	HAMMR STRENGTH ADJUSTABE PRO BENCH	3	876.66	2629.98	as specified	60-75 days
30	HMR-BWABWS	HAMMER STRENGTH ABDOMINAL WORK STATION	1	1179.00	1179.00	as specified	60-75 days
31	HMR-BWBE	HAMMER STRENGTH BODY WEIGHT BACK EXTENSION	1	829.00	829.00	as specified	60-75 days
32	HMR-FWBAR	HAMMER STRENGTH BARBELL RACK	1	729.00	729.00	as specified	60-75 days
33	HMR-OFB	HAMMER STRENGTH OLYLMPIC FLAT BENCH	2	689.00	1378.00	as specified	60-75 days
34	HMR-FWDWT	HAMMER STRENGH DELUXE WEIGHT TREE	1	409.00	409.00	as specified	60-75 days
35	HMR-ISO-ILWC	HAMMER STRENGTH ISO-LATERAL WIDE CHEST	1	2129.00	2129.00	as specified	60-75 days
36	HMR-ISO-ILROW	HAMMER STRENGTH ISO-LATERAL ROWING	1	1929.00	1929.00	as specified	60-75 days
37	HMR-PLLL2	HAMMER STRENGTH LINEAR LEG PRESS	1	3129.00	3129.00	as specified	60-75 days
38	HMR-PLVsq	HAMMER STRENGTH PLATE LOADED V-SQUAT	1	3129.00	3129.00	as specified	60-75 days

WEIGHT ROOM EQUIPMENT FOR CANYON CREST ACADEMY  
#B2006-9

Item #	Model #	Description	Quantity	Unit Price	Total	Or Equal Item (state brand name, model #, etc.)	Delivery Time (calendar days) from receipt of order
39	HMR-PLCALF	HAMMER STRENGTH SEATED CALF RAISE	1	1329.00	1329.00	as specified	60-75 days
40	HMR-PLBI	HAMMER STRENGTH SEATED BICEP	1	1979.00	1979.00	as specified	60-75 days
41	LFS-SEPRO-PSDCSE	LIFE FITNESS PRO2 SE DIP/CHIN ASSIST	1	3249.00	3249.00	as specified	60-75 days
42	LFS-SEPRO-PSLESE	LIFE FITNESS PRO2 SE LEG EXTENSIOIN W/ADJUSTABLE START	1	3188.00	3188.00	as specified	60-75 days
43	LFS-SEPRO-PSLCSE	LIFE FITNESS PRO2 SE LEG CURL W/ADJUSTABLE START	1	2989.00	2989.00	as specified	60-75 days
44	LFS-SEPRO-PSFLYSE	LIFE FITNESS PRO2 SE PEC FLY/REAR DELTOID	1	2933.00	2933.00	as specified	60-75 days
45	LFS-CM-MJ4	LIFE FITNESS 4-STACK TOWER MULTI JUNGLE	1	840.00	840.00	as specified	60-75 days
46	LFS-CM-MJLP	LIFE FITNESS LAT PULLDOWN FOR MULTI-JUNGLE	1	1664.00	1664.00	as specified	60-75 days
47	LFS-CM-MJRW	LIFE FITNESS LOW ROW FOR MULTI-JUNGLE	1	1864.00	1864.00	as specified	60-75 days
48	LFS-CM-MJLPD	LIFE FITNESS DUAL PULLEY PULLDOWN FOR MULTI-JUNGLE	1	1864.00	1864.00	as specified	60-75 days
49	LFS-CM-MJTP	LIFE FITNESS TRICEP PUSHDOWN FOR MULTI-JUNGLE	1	1164.00	1164.00	as specified	60-75 days

# San Dieguito Union High School District

## INFORMATION REGARDING BOARD AGENDA ITEM

**TO:** BOARD OF TRUSTEES

**DATE OF REPORT:** October 10, 2005

**BOARD MEETING DATE:** October 20, 2005

**PREPARED BY:** Simonetta March, Director of Purch./Whs.  
Steve Ma, Executive Director of Business Services  
Eric Hall, Associate Superintendent/Business

**SUBMITTED BY:** Peggy Lynch, Ed.D.  
Superintendent

**SUBJECT:** APPROVAL OF CHANGE ORDER/FORDYCE  
CONSTRUCTION

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### EXECUTIVE SUMMARY

Fordyce Construction has completed Refurbishing the Gymnasium Restroom project at Torrey Pines High School. The project had a few unforeseen conditions come up that were covered in the contract allowances. Fortunately, the cost of these changes did not exceed the amount allowed and the contract amount will be reduced by \$1,722.00. Additionally, for administrative purposes, the completion date needs to be extended to coincide with the Board's acceptance date.

### RECOMMENDATION:

It is recommended that the Board approve Change Order Number 1 to the Refurbish Gymnasium Restroom at Torrey Pines High School project B2005-33, contract entered into with Fordyce Construction, increasing the contract time by 53 calendar days and decreasing the contract amount by \$1,722.00, and authorize Simonetta March to execute the change order.

### FUNDING SOURCE:

Not Applicable

# San Dieguito Union High School District

## INFORMATION REGARDING BOARD AGENDA ITEM

**TO:** BOARD OF TRUSTEES

**DATE OF REPORT:** October 10, 2005

**BOARD MEETING DATE:** October 20, 2005

**PREPARED BY:** Simonetta March, Director of Purch./Whs.  
Steve Ma, Executive Director of Business Services  
Eric Hall, Associate Superintendent/Business

**SUBMITTED BY:** Peggy Lynch, Ed.D.  
Superintendent

**SUBJECT:** APPROVAL OF CHANGE ORDER/STEVENS  
CONSTRUCTION

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### EXECUTIVE SUMMARY

The MDF/Restroom Modernization project at San Dieguito High School Academy has run into additional unforeseen conditions such as the need to relocate a door, extending a water line, roof framing modifications, and other minor changes. To keep the project moving, Stevens Construction was directed to make the necessary changes to the project. The cost of these changes is well below the allowable 10% change order limit.

### RECOMMENDATION:

It is recommended that the Board approve Change Order Number 2 to bid package B2005-21 MDF/Restroom Modernization at San Dieguito High School Academy, contract entered into with Stevens Construction, increasing the contract amount by \$14,862.00, and authorize Simonetta March to execute the change order.

### FUNDING SOURCE:

Capital Facilities Fund 25-19

# San Dieguito Union High School District

## INFORMATION REGARDING BOARD AGENDA ITEM

**TO:** BOARD OF TRUSTEES

**DATE OF REPORT:** October 10, 2005

**BOARD MEETING DATE:** October 20, 2005

**PREPARED BY:** Simonetta March, Director of Purch./Whs.  
Steve Ma, Executive Director of Business Services  
Eric Hall, Associate Superintendent/Business

**SUBMITTED BY:** Peggy Lynch, Ed.D.  
Superintendent

**SUBJECT:** ACCEPTANCE OF CONSTRUCTION  
PROJECT/FORDYCE CONSTRUCTION

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### EXECUTIVE SUMMARY

Fordyce Construction has completed Refurbishing the Gymnasium Restroom project at Torrey Pines High School. In order to file a Notice of Completion with the County Recorder's Office, Board of Trustees' acceptance of the project is required.

### RECOMMENDATION:

It is recommended that the Board accept the Refurbish Gymnasium Restroom at Torrey Pines High School B2005-33 project, contract entered into with Fordyce Construction, as complete, pending the completion of a punch list, and authorize the administration to file a Notice of Completion with the County Recorder's Office.

### FUNDING SOURCE:

Not applicable



# San Dieguito Union High School District

## INFORMATION REGARDING BOARD AGENDA ITEM

**TO:** BOARD OF TRUSTEES

**DATE OF REPORT:** October 12, 2005

**BOARD MEETING DATE:** October 20, 2005

**PREPARED BY:** Eric J. Hall, Associate Superintendent, Business <sup>EJH</sup>

**SUBMITTED BY:** Peggy Lynch, Ed.D., Superintendent

**SUBJECT:** APPROVAL OF BUSINESS REPORTS

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### EXECUTIVE SUMMARY

Please find the following business reports submitted for your approval:

- a) Purchase Orders
- b) Instant Money
- c) Membership Listing
- d) 2004 Bond Release

### RECOMMENDATION:

It is recommended that the Board approve the following business reports: a) Purchase Orders, b) Instant Money, c) Membership Listing, and d) 2004 Bond Release.

### FUNDING SOURCE:

Not applicable

jr  
Attachments

**AGENDA ITEM:** 20 A-D

SAN DIEGUITO UNION HIGH  
FROM 09/28/05 THRU 10/11/05

PO NBR	DATE	FUND	VENDOR	LOC	DESCRIPTION	AMOUNT
261360	09/28/05	03	EXPRESS PRINT	026	PRINTING	\$371.74
261361	09/28/05	03	XEROX CORPORATION	013	DUPLICATING SUPPLIES	\$1,000.00
261362	09/28/05	06	EDUCATIONAL TEXTBOOK	033	MATERIALS AND SUPPLI	\$58.43
261363	09/28/05	06	EDUCATIONAL TEXTBOOK	033	MATERIALS AND SUPPLI	\$676.50
261364	09/28/05	03	ROYAL BUSINESS CARDS	008	PRINTING	\$28.00
261365	09/28/05	03	INTERNATIONAL TRUMPE	008	DUES AND MEMBERSHIPS	\$40.00
261366	09/28/05	06	SCHOLASTIC INC	005	MATERIALS AND SUPPLI	\$187.65
261367	09/28/05	03	COSTCO CARLSBAD	008	MATERIALS AND SUPPLI	\$107.75
261368	09/28/05	03	TENCER LASER & COMPU	008	MATERIALS AND SUPPLI	\$70.04
261369	09/28/05	03	BARNES & NOBLE BOOKS	008	MATERIALS AND SUPPLI	\$1,000.00
261370	09/28/05	03	PERIPHERAL RESOURCES	013	OFFICE SUPPLIES	\$121.98
261371	09/28/05	03	ROYAL BUSINESS CARDS	001	MATERIALS AND SUPPLI	\$17.24
261372	09/28/05	03	ARENSON OFFICE FURNI	008	MATERIALS AND SUPPLI	\$80.81
261373	09/28/05	06	ORIENTAL TRADING COM	024	MATERIALS AND SUPPLI	\$50.51
261375	09/28/05	03	GREAT SCOTT TREE SER	025	OTHER SERV. & OPER. EX	\$1,180.00
261376	09/28/05	06	ELKS LODGE	024	RENTS & LEASES	\$125.00
261377	09/28/05	03	PARHAM & ASSOCIATES	026	LEGAL EXPENSE	\$37.75
261378	09/28/05	06	FREDRICKS ELECTRIC I	035	MATERIALS AND SUPPLI	\$3,989.69
261379	09/28/05	25-19	FREDRICKS ELECTRIC I	035	NEW CONSTRUCTION	\$873.48
261380	09/28/05	03	CHARIOT SOFTWARE GRO	005	LIC/SOFTWARE	\$995.00
261381	09/28/05	03	SAN DIEGO CO SUPERIN	013	CONFERENCE, WORKSHOP,	\$40.00
261382	09/28/05	03	OFFICE DEPOT	014	MATERIALS AND SUPPLI	\$305.78
261383	09/28/05	03	OFFICE DEPOT	014	MATERIALS AND SUPPLI	\$151.26
261384	09/28/05	21-09	FLINN SCIENTIFIC INC	014	MATERIALS AND SUPPLI	\$13,768.72
261385	09/29/05	06	SPANKY'S PORTABLE SE	028	RENTS & LEASES	\$1,700.00
261386	09/29/05	03	RISO INC	004	DUPLICATING SUPPLIES	\$1,630.42
261387	09/29/05	03	COASTAL BUSINESS MAC	035	REPAIRS BY VENDORS	\$524.04
261388	09/29/05	03	SPANKY'S PORTABLE SE	025	RENTS & LEASES	\$1,300.00
261389	09/29/05	03	COASTAL BUSINESS MAC	035	REPAIRS BY VENDORS	\$163.00
261390	09/29/05	03	COASTAL BUSINESS MAC	035	REPAIRS BY VENDORS	\$283.00
261391	09/29/05	03	DELL COMPUTER CORPOR	012	MAT/SUP/EQUIP TECHNO	\$1,038.26
261392	09/30/05	06	STAFF DEVELOPMENT FO	004	CONFERENCE, WORKSHOP,	\$175.00
261393	09/30/05	03	SIXTEN, INC.	022	CONFERENCE, WORKSHOP,	\$106.00
261394	09/30/05	03	PSYCHOLOGICAL ASSESS	005	MATERIALS AND SUPPLI	\$406.24
261395	09/30/05	06	DELL COMPUTER CORPOR	012	MAT/SUP/EQUIP TECHNO	\$3,141.41
261396	09/30/05	13	WAXIE SANITARY SUPPL	031	MATERIALS AND SUPPLI	\$28.07
261397	09/30/05	21-09	WENGER CORPORATION	014	EQUIPMENT	\$47,383.00
261398	09/30/05	03	OCEANSIDE, CITY OF	010	RENTS & LEASES	\$1,560.00
261399	09/30/05	03	OFFICE DEPOT	026	OFFICE SUPPLIES	\$183.27
261400	09/30/05	03	PSYCHKITS	014	MATERIALS AND SUPPLI	\$107.74
261401	09/30/05	03	CORPORATE EXPRESS	003	MATERIALS AND SUPPLI	\$3,224.86
261402	10/03/05	03	SPECIALTY DOORS & AU	025	REPAIRS BY VENDORS	\$867.27
261403	10/03/05	03	CORPORATE EXPRESS	001	MATERIALS AND SUPPLI	\$75.25
261404	10/03/05	03	GEARY PACIFIC SUPPLY	025	BLDG.-REPAIR MATERIA	\$3,528.62
261405	10/03/05	03	GRAINGER, WW INC	025	BLDG.-REPAIR MATERIA	\$2,580.50
261406	10/03/05	03	CA CLEANING SYSTEM	025	BLDG.-REPAIR MATERIA	\$267.30
261407	10/03/05	03	AMAZON.COM	010	BOOKS OTHER THAN TEX	\$210.81
261408	10/03/05	03	SAN DIEGO CO MUSIC E	004	MATERIALS AND SUPPLI	\$887.52
261409	10/03/05	03	WOODWIND & BRASSWIND	013	MATERIALS AND SUPPLI	\$839.05
261411	10/03/05	06	AMAZON.COM	010	TEXTBOOKS	\$532.39
261412	10/03/05	11	NASCO WEST INC	009	MATERIALS AND SUPPLI	\$75.53
261413	10/03/05	03	EXPRESS PRINT	004	PRINTING	\$431.00
261414	10/03/05	03	TROXELL COMMUNICATIO	013	MATERIALS AND SUPPLI	\$100.52
261415	10/03/05	03	APPLE COMPUTER INC	013	MATERIALS AND SUPPLI	\$192.87
261416	10/03/05	06	P C I ED PUBLISHING	004	MATERIALS AND SUPPLI	\$310.82

SAN DIEGUITO UNION HIGH  
FROM 09/28/05 THRU 10/11/05

PO NBR	DATE	FUND	VENDOR	LOC	DESCRIPTION	AMOUNT
261417	10/03/05	03	NASCO WEST INC	010	MATERIALS AND SUPPLI	\$2,086.26
261418	10/03/05	03	MAPS101.COM	008	LIC/SOFTWARE	\$249.00
261419	10/03/05	03	GALE GROUP	008	MATERIALS AND SUPPLI	\$1,891.01
261420	10/03/05	06	AMAZON.COM	004	MATERIALS AND SUPPLI	\$197.88
261421	10/03/05	06	BACH COMPANY	004	MATERIALS AND SUPPLI	\$393.11
261422	10/03/05	03	TENCER LASER & COMPU	010	MATERIALS AND SUPPLI	\$296.31
261423	10/03/05	03	I D A P INFO SYSTEMS	010	REPAIRS BY VENDORS	\$55.00
261424	10/03/05	03	SAX ARTS & CRAFTS	008	MATERIALS AND SUPPLI	\$111.95
261425	10/03/05	03	BLICK, DICK (DICK BL	008	MATERIALS AND SUPPLI	\$108.88
261426	10/03/05	11	FITNESS WHOLESALE	009	MATERIALS AND SUPPLI	\$119.67
261427	10/03/05	06	PRENTICE HALL/REGENT	014	TEXTBOOKS	\$5,648.47
261428	10/03/05	06	AMAZON.COM	010	MATERIALS AND SUPPLI	\$197.88
261429	10/03/05	03	BEST COMPUTER SUPPLI	013	MATERIALS AND SUPPLI	\$127.53
261430	10/03/05	03	PEPPER OF LOS ANGELE	013	MATERIALS AND SUPPLI	\$800.00
261431	10/03/05	03	WOODWIND & BRASSWIND	013	MATERIALS AND SUPPLI	\$900.00
261432	10/03/05	03	GREG LARSON SPORTS	013	MATERIALS AND SUPPLI	\$106.66
261433	10/03/05	03	EXPRESS PRINT	030	PRINTING	\$4,956.50
261434	10/03/05	03	EXPRESS PRINT	024	PRINTING	\$7,477.85
261435	10/03/05	03	SAN DIEGUITO UHSD CA	024	MATERIALS AND SUPPLI	\$3,424.75
261436	10/03/05	06	PRENTICE HALL/REGENT	010	TEXTBOOKS	\$5,648.47
261437	10/03/05	03	OFFICE DEPOT	004	MATERIALS AND SUPPLI	\$131.32
261438	10/03/05	21-09	WENGER CORPORATION	014	MATERIALS AND SUPPLI	\$32,067.00
261439	10/03/05	03	E A I EDUCATION	004	MATERIALS AND SUPPLI	\$82.95
261440	10/03/05	03	NASCO WEST INC	004	MATERIALS AND SUPPLI	\$382.30
261441	10/03/05	03	OFFICE DEPOT	004	MATERIALS AND SUPPLI	\$81.19
261442	10/03/05	06	OFFICE DEPOT	012	MATERIALS AND SUPPLI	\$51.18
261443	10/03/05	06	AMAZON.COM	024	MATERIALS AND SUPPLI	\$242.38
261444	10/03/05	06	PREVENTION PARTNERS	024	MATERIALS AND SUPPLI	\$811.76
261445	10/03/05	03	DISCOVERY EDUCATION	012	LIC/SOFTWARE	\$1,495.00
261446	10/03/05	03	FLINN SCIENTIFIC INC	005	MATERIALS AND SUPPLI	\$176.89
261447	10/03/05	03	OFFICE DEPOT	003	MEDICAL SUPPLIES	\$55.03
261448	10/03/05	03	BLICK, DICK (DICK BL	003	MATERIALS AND SUPPLI	\$490.37
261449	10/03/05	03	AMAZON.COM	012	MATERIALS AND SUPPLI	\$24.41
261450	10/03/05	03	SAX ARTS & CRAFTS	012	MATERIALS AND SUPPLI	\$26.50
261451	10/03/05	03	NASCO WEST INC	012	MATERIALS AND SUPPLI	\$232.40
261452	10/03/05	03	BLICK, DICK (DICK BL	012	MATERIALS AND SUPPLI	\$345.03
261453	10/03/05	06	CURRICULUM ASSOCIATE	012	MATERIALS AND SUPPLI	\$46.11
261455	10/03/05	03	OFFICE DEPOT	026	OFFICE SUPPLIES	\$24.10
261456	10/03/05	03	BEST COMPUTER SUPPLI	026	OFFICE SUPPLIES	\$199.51
261457	10/03/05	03	ROYAL BUSINESS CARDS	020	MATERIALS AND SUPPLI	\$8.62
261458	10/03/05	03	SAN DIEGUITO UHSD CA	020	MATERIALS AND SUPPLI	\$3,000.00
261459	10/03/05	03	M J'S DELI & CAFE	020	MATERIALS AND SUPPLI	\$32.86
261460	10/03/05	06	BROWN INDUSTRIES INC	028	OTHER TRANSPORT.SUPP	\$155.50
261461	10/03/05	03	OFFICE DEPOT	014	MATERIALS AND SUPPLI	\$62.84
261462	10/03/05	06	PEPPER OF LOS ANGELE	014	MATERIALS AND SUPPLI	\$51.72
261463	10/03/05	06	SOUNDTREE	014	NON CAPITALIZED EQUI	\$1,075.35
261464	10/03/05	03	CORPORATE EXPRESS	005	MATERIALS AND SUPPLI	\$255.37
261465	10/03/05	03	DISNEY EDUCATIONAL P	012	MATERIALS AND SUPPLI	\$252.14
261466	10/04/05	03	DEMCO INC	005	MATERIALS AND SUPPLI	\$488.48
261467	10/04/05	03	DELL COMPUTER CORPOR	035	MAT/SUP/EQUIP TECHNO	\$4,474.70
261468	10/04/05	25-18	LASALLE NATIONAL BAN	001	IMPROVEMENT	\$48,495.02
261469	10/04/05	03	ROYAL BUSINESS CARDS	014	MATERIALS AND SUPPLI	\$51.72
261470	10/04/05	03	COMPUSOURCE/ADB ENTE	035	SOFTWARE/DP SUPPLIES	\$58.67
261471	10/04/05	06	AREY JONES EDUCATION	030	MAT/SUP/EQUIP TECHNO	\$10,130.62
261472	10/04/05	03	VOCATIONAL TECHNOLOG	005	LIC/SOFTWARE	\$591.94

SAN DIEGUITO UNION HIGH  
FROM 09/28/05 THRU 10/11/05

PO NBR	DATE	FUND	VENDOR	LOC	DESCRIPTION	AMOUNT
261474	10/05/05	06	ACTIVE GRAPHIX	014	MATERIALS AND SUPPLI	\$454.92
261475	10/05/05	21-09	TROXELL COMMUNICATIO	014	MATERIALS AND SUPPLI	\$1,472.73
261476	10/05/05	03	TROXELL COMMUNICATIO	012	MATERIALS AND SUPPLI	\$518.29
261477	10/05/05	03	SAN DIEGO CO SUPERIN	023	CONFERENCE,WORKSHOP,	\$3,000.00
261478	10/05/05	03	COLLEGE BOARD	005	CONFERENCE,WORKSHOP,	\$175.00
261479	10/05/05	06	SAN DIEGO CO SUPERIN	013	CONFERENCE,WORKSHOP,	\$175.00
261480	10/05/05	03	SANDCASE	030	CONFERENCE,WORKSHOP,	\$315.00
261481	10/05/05	06	SAN DIEGO CO SUPERIN	032	CONFERENCE,WORKSHOP,	\$120.00
261482	10/06/05	03	MAGDALENA ECKE FAMIL	010	RENTS & LEASES	\$2,200.00
261483	10/06/05	25-18	ROESLING NAKAMURA	036	BUILDING & IMPROVMNT	\$8,500.00
261484	10/06/05	25-18	ROESLING NAKAMURA	025	BUILDING & IMPROVMNT	\$4,918.70
261485	10/06/05	03	RIVERSIDE PUBLISHING	003	MATERIALS AND SUPPLI	\$1,111.86
261486	10/06/05	03	HARCOURT ASSESSMENT	003	MATERIALS AND SUPPLI	\$440.39
261487	10/06/05	03	SAN DIEGO CO SUPERIN	020	CONFERENCE,WORKSHOP,	\$350.00
261488	10/06/05	03	BMI EDUCATIONAL SERV	005	BOOKS OTHER THAN TEX	\$25.00
261489	10/06/05	21-09	SEHI-PROCOMP COMPUTE	014	NON CAPITALIZED EQUI	\$19,129.37
261490	10/06/05	40	GEOCON INCORPORATED	025	IMPROVEMENT	\$587.00
261491	10/06/05	25-18	LASALLE NATIONAL BAN	001	EQUIPMENT	\$47,857.29
261492	10/06/05	03	OFFICE DEPOT	005	MATERIALS AND SUPPLI	\$129.29
261493	10/06/05	03	SAN DIEGO CO SUPERIN	020	CONFERENCE,WORKSHOP,	\$100.00
261494	10/06/05	03	SCIENCE KIT INC	005	MATERIALS AND SUPPLI	\$688.25
261495	10/06/05	03	SEHI-PROCOMP COMPUTE	014	MATERIALS AND SUPPLI	\$1,393.05
261496	10/07/05	21-09	TURFSTAR, INC	025	NON CAPITALIZED EQUI	\$3,975.15
261497	10/07/05	06	BANYAN TREE LEARNING	030	OTHER CONTR-N.P.S.	\$36,987.50
261498	10/07/05	03	ROYAL BUSINESS CARDS	005	PRINTING	\$36.47
261499	10/07/05	06	FREDRICKS ELECTRIC I	035	MATERIALS AND SUPPLI	\$1,406.25
261500	10/07/05	06	DEAF COMMUNITY SERVI	030	PROF/CONSULT./OPER E	\$10,000.00
261501	10/07/05	21-09	B S I CROWD CONTROL	014	MATERIALS AND SUPPLI	\$3,259.25
261502	10/07/05	21-09	OFFICE DEPOT	014	MATERIALS AND SUPPLI	\$1,378.77
261503	10/07/05	21-09	NASCO WEST INC	014	MATERIALS AND SUPPLI	\$143.61
261504	10/07/05	21-09	APPLE COMPUTER INC	035	MATERIALS AND SUPPLI	\$17,952.05
261505	10/07/05	21-09	PACIFIC GOLF CARS	014	EQUIPMENT	\$5,927.87
261506	10/07/05	03	OFFICE DEPOT	005	DUPLICATING SUPPLIES	\$102.77
261507	10/07/05	03	C D W G.COM	022	OFFICE SUPPLIES	\$82.51
261508	10/07/05	03	CYBERGUYS (E-FILLIAT	022	OFFICE SUPPLIES	\$80.65
261509	10/07/05	06	SOFTCHOICE CORPORATI	035	LIC/SOFTWARE	\$4,638.40
261510	10/07/05	03	NELLIE'S EXERCISE EQ	014	REPAIRS BY VENDORS	\$420.00
261512	10/07/05	06	SAN DIEGO COUNTY OF	028	FEES - ADMISSIONS, T	\$975.00
261513	10/10/05	03	OFFICE DEPOT	001	MATERIALS AND SUPPLI	\$30.81
261514	10/10/05	03	COUNTY OF SAN DIEGO	037	FEES - ADMISSIONS, T	\$415.50
261515	10/10/05	06	HOWARD, GREG OR ALLI	030	OTHER SERV.& OPER.EX	\$20,000.00
261516	10/10/05	06	ROMAN'S TRUCK BODY &	028	REPAIRS BY VENDORS	\$3,235.38
261517	10/10/05	06	ROMAN'S TRUCK BODY &	028	REPAIRS BY VENDORS	\$2,206.82
261518	10/10/05	03	GOLDEN RULE BINDERY	005	REPAIRS BY VENDORS	\$1,657.09
261519	10/10/05	03	L R P PUBLICATIONS	030	MATERIALS AND SUPPLI	\$177.00
261520	10/10/05	21-09	THOMSON/GALE	014	BKS&MEDIA 4 NEW OR E	\$45,644.27
261521	10/10/05	03	QUALITY FLOORS BY GE	025	BLDG.-REPAIR MATERIA	\$193.95
261522	10/10/05	06	ROMAN'S TRUCK BODY &	028	REPAIRS BY VENDORS	\$2,970.38
261523	10/10/05	03	CA AIR COMPRESSOR CO	025	REPAIRS BY VENDORS	\$4,271.88
261524	10/10/05	03	SETON - DEPT BW-3	025	BLDG.-REPAIR MATERIA	\$237.58
261525	10/10/05	25-19	PATHWAY COMMUNICATIO	012	NEW CONSTRUCTION	\$13,032.51
261526	10/10/05	03	PACE LIFT	025	REPAIRS BY VENDORS	\$538.75
261527	10/10/05	21-09	SAN DIEGO REFRIGERAT	025	MATERIALS AND SUPPLI	\$657.28
261528	10/10/05	11	THOMSON LEARNING DIS	009	BOOKS OTHER THAN TEX	\$550.48
261530	10/10/05	11	EASY ENGLISH TIMES	009	MATERIALS AND SUPPLI	\$29.86

SAN DIEGUITO UNION HIGH  
FROM 09/28/05 THRU 10/11/05

PO NBR	DATE	FUND	VENDOR	LOC	DESCRIPTION	AMOUNT
261531	10/10/05	21-09	PATHWAY COMMUNICATIO	014	NEW CONSTRUCTION	\$13,725.37
261532	10/10/05	06	FOLLETT EDUCATIONAL	024	TEXTBOOKS	\$1,848.99
261533	10/10/05	06	FOLLETT EDUCATIONAL	014	TEXTBOOKS	\$1,410.45
261534	10/10/05	06	PRENTICE HALL/REGENT	003	TEXTBOOKS	\$27.56
261535	10/10/05	03	SPIRAL BINDING CO IN	010	MATERIALS AND SUPPLI	\$107.66
261536	10/10/05	03	INGRAM	010	OTHER BOOKS-LIBRARY	\$1,000.00
261537	10/10/05	06	ROMAN'S TRUCK BODY &	028	REPAIRS BY VENDORS	\$2,870.38
261538	10/10/05	06	ROMAN'S TRUCK BODY &	028	REPAIRS BY VENDORS	\$2,920.38
261539	10/10/05	03	ROGERS, J P & ASSOCI	008	REPAIRS BY VENDORS	\$83.92
261540	10/10/05	21-09	DELL COMPUTER CORPOR	014	NON CAPITALIZED EQUI	\$494.18
261541	10/10/05	06	BLACKBOARD INC	035	MATERIALS AND SUPPLI	\$7,500.00
261542	10/10/05	03	FISHER SCIENTIFIC EM	008	NON CAPITALIZED EQUI	\$1,005.44
261543	10/10/05	03	SMITH, DANIEL ART SU	008	MATERIALS AND SUPPLI	\$1,157.26
261544	10/10/05	03	CAPITOL ENQUIRY	020	OFFICE SUPPLIES	\$44.63
261545	10/10/05	03	COMPUSOURCE/ADB ENTE	004	MATERIALS AND SUPPLI	\$74.99
261546	10/10/05	03	DELL COMPUTER CORPOR	035	SOFTWARE/DP SUPPLIES	\$80.00
261547	10/10/05	03	NORTH COUNTY CONFERE	014	DUES AND MEMBERSHIPS	\$300.00
261548	10/10/05	03/06	TARIQ KHAMISA FOUNDA	024	FEES - ADMISSIONS, T	\$2,000.00
261549	10/10/05	03	GRAYBAR ELECTRIC CO	035	MATERIALS AND SUPPLI	\$300.15
261550	10/10/05	03	COMPUSOURCE/ADB ENTE	004	SOFTWARE/DP SUPPLIES	\$155.97
261551	10/10/05	03	DELL COMPUTER CORPOR	013	MAT/SUP/EQUIP TECHNO	\$17,999.28
261552	10/10/05	03	CARMEL VALLEY POOL	005	RENTS & LEASES	\$1,716.00
261553	10/10/05	03	DELL COMPUTER CORPOR	010	MAT/SUP/EQUIP TECHNO	\$876.07
261554	10/10/05	06	OFFICE DEPOT	024	MATERIALS AND SUPPLI	\$38.79
261555	10/10/05	06	KINKO'S	024	PRINTING	\$291.12
261557	10/10/05	03	THYSSENKRUPP ELEVATO	025	REPAIRS BY VENDORS	\$412.00
261558	10/10/05	03	TOMARK SPORTS	025	REPAIRS BY VENDORS	\$400.64
261559	10/10/05	03	DELL COMPUTER CORPOR	010	MAT/SUP/EQUIP TECHNO	\$1,868.43
261560	10/10/05	06	PSYCHOLOGICAL & EDUC	013	MATERIALS AND SUPPLI	\$130.44
261561	10/10/05	06	A G S	013	MATERIALS AND SUPPLI	\$181.56
261562	10/10/05	03	DELL COMPUTER CORPOR	004	MAT/SUP/EQUIP TECHNO	\$15,178.46
261563	10/10/05	06	XEROX CORPORATION	030	REPAIRS BY VENDORS	\$2,765.86
261564	10/10/05	03	TOMARK SPORTS	010	NON CAPITALIZED EQUI	\$3,178.07
261565	10/10/05	03	FILE FAX	030	REPAIRS BY VENDORS	\$155.00
261566	10/10/05	03	AMAZON.COM	003	MATERIALS AND SUPPLI	\$294.32
261567	10/10/05	03	SAN DIEGUITO UHSD CA	026	CLASSIF.EMPL.RECOGNI	\$2,090.00
261568	10/10/05	03	SAN DIEGUITO UHSD CA	035	MATERIALS AND SUPPLI	\$500.00
261569	10/10/05	03	SUNDANCE STAGE LINES	028	FLD. TRIPS BY PRV. C	\$75,000.00
261570	10/10/05	03	OFFICE DEPOT	014	MATERIALS AND SUPPLI	\$304.72
261571	10/10/05	21-09	OFFICE DEPOT	014	NON CAPITALIZED EQUI	\$603.27
261572	10/10/05	03	OFFICE DEPOT	014	MATERIALS AND SUPPLI	\$408.93
261573	10/10/05	03	OFFICE DEPOT	014	MATERIALS AND SUPPLI	\$214.21
261574	10/10/05	03	OFFICE DEPOT	026	OFFICE SUPPLIES	\$46.30
261575	10/10/05	03	OFFICE DEPOT	014	MATERIALS AND SUPPLI	\$203.07
261576	10/10/05	03	OFFICE DEPOT	005	MATERIALS AND SUPPLI	\$34.47
261577	10/11/05	03	NORTH COUNTY EDUCATI	001	DUES AND MEMBERSHIPS	\$101.12
261578	10/11/05	03	NATL FORENSIC LEAGUE	010	MATERIALS AND SUPPLI	\$45.00
261579	10/11/05	03	SCHOOL SERVICES OF C	022	CONFERENCE,WORKSHOP,	\$155.00
261580	10/11/05	03	TOMARK SPORTS	025	REPAIRS BY VENDORS	\$2,523.12
261581	10/11/05	03	C A S B O	022	CONFERENCE,WORKSHOP,	\$195.00
261582	10/11/05	03	CERTIFIED TRANSPORTA	028	FLD. TRIPS BY PRV. C	\$20,000.00
261583	10/11/05	03	SAN DIEGO SCENIC TOU	028	FLD. TRIPS BY PRV. C	\$50,000.00
261584	10/11/05	06	CORPORATE EXPRESS	028	OFFICE SUPPLIES	\$88.89
261585	10/11/05	03	CORPORATE EXPRESS	005	MATERIALS AND SUPPLI	\$144.37
261586	10/11/05	25-18	FREDRICKS ELECTRIC I	036	NEW CONSTRUCTION	\$72,635.00

SAN DIEGUITO UNION HIGH  
FROM 09/28/05 THRU 10/11/05

PO NBR	DATE	FUND	VENDOR	LOC	DESCRIPTION	AMOUNT
261587	10/11/05	03	CORPORATE EXPRESS	022	OFFICE SUPPLIES	\$370.37
261588	10/11/05	06	LASALLE NATIONAL BAN	028	BUS REPLACEMENT	\$104,737.70
261589	10/11/05	06	SEHI-PROCOMP COMPUTE	030	MATERIALS AND SUPPLI	\$165.94
261590	10/11/05	06	BEST COMPUTER SUPPLI	010	MATERIALS AND SUPPLI	\$66.74
261591	10/11/05	03	SEHI-PROCOMP COMPUTE	005	MATERIALS AND SUPPLI	\$188.47
261592	10/11/05	03	DATEL SYSTEMS INC	003	MATERIALS AND SUPPLI	\$362.62
261593	10/11/05	03	DATEL SYSTEMS INC	003	MATERIALS AND SUPPLI	\$633.31
261594	10/11/05	25-18	FIFTH THIRD LEASING	001	EQUIPMENT	\$14,972.58
261596	10/11/05	06	FIFTH THIRD LEASING	028	NEW EQPT-BUS	\$9,981.72
261598	10/11/05	25-18	FIFTH THIRD LEASING	001	EQUIPMENT REPLACEMEN	\$23,902.73
261599	10/11/05	06	FIFTH THIRD LEASING	028	BUS REPLACEMENT	\$32,595.60
261600	10/11/05	21-09	CHALLENGE NEWS	001	ADVERTISING	\$50.00
261601	10/11/05	03	SEHI-PROCOMP COMPUTE	014	MATERIALS AND SUPPLI	\$155.46
261602	10/11/05	03	SEHI-PROCOMP COMPUTE	014	MATERIALS AND SUPPLI	\$169.90
261603	10/11/05	03	SAN DIEGO CO SUPERIN	037	CONFERENCE,WORKSHOP,	\$30.00
261604	10/11/05	03	CRYWOLF CONSULTING	035	CONFERENCE,WORKSHOP,	\$1,300.00
261605	10/11/05	03	SOFTCHOICE CORPORATI	005	LIC/SOFTWARE	\$3,330.49
261606	10/11/05	06	FISCAL CRISIS AND MA	028	PROF/CONSULT./OPER E	\$10,000.00
660041	09/28/05	03	XEROX CORPORATION	001	STORES	\$1,049.49
760019	10/10/05	06	VALENCIA'S	028	REPAIRS BY VENDORS	\$75.00
760043	10/10/05	06	SNAP-ON TOOLS	028	NON CAPITALIZED EQUI	\$1,658.13
760046	10/10/05	06	SO CAL FIRE & SAFETY	028	REPAIRS BY VENDORS	\$284.54
760047	10/10/05	03	ONE STOP TONER AND I	035	REPAIRS BY VENDORS	\$246.78
760049	10/10/05	06	WINDSHIELD PROS	028	THEFT/VANDALISM	\$125.00
760051	10/10/05	06	CREATIVE TEACHING SU	030	MATERIALS AND SUPPLI	\$83.24
760052	10/10/05	03	ONE STOP TONER AND I	035	REPAIRS BY VENDORS	\$266.79
REPORT TOTAL						\$1,031,644.62

*INSTANT MONEY REPORT FOR THE PERIOD 09/28/05 THROUGH 10/11/05*

<i>Check #</i>	<i>Vendor</i>	<i>Amount</i>
10065	COMMUNICATION ARTS	\$80.00
10066	SCHOOLARTS	\$46.95
10067	M C I RESIDENTIAL	\$9.57
10068	American Woodworker	\$24.98
10069	WOOD MAGAZINE	\$28.00
10070	House & Garden Magazine	\$15.00
10071	Architectual Digest	\$19.95
10072	HouseBeautiful Magazine	\$8.00
	<i>Total</i>	<hr/> \$232.45

**INDIVIDUAL MEMBERSHIP LISTINGS  
FOR THE PERIOD SEPTEMBER 28, 2005 – OCTOBER 11, 2005**

October 11, 2005

<u>Staff Member Name</u>	<u>Organization</u>	<u>Amount</u>
Sean Salehi, Diegueno Middle School	International Trumpet Guild	\$40.00
<b>TOTAL</b>		<b>\$40.00</b>



## San Dieguito Union High School District Special Tax History

Fiscal Year	CFD	Total Parcels Taxed	Total Levy Special Taxes	Special Taxes Collected	Amount Uncollected	Delinquency %
1995-96	94-1	8	\$6,400.00	\$6,400.00	\$0.00	0.00%
	94-2	94	\$37,600.00	\$37,600.00	\$0.00	0.00%
	<b>Total</b>	<b>102</b>	<b>\$44,000.00</b>	<b>\$44,000.00</b>		<b>0.00%</b>
1996-97	94-1	8	\$6,400.00	\$6,400.00	\$0.00	0.00%
	94-2	117	\$47,600.00	\$47,400.00	\$200.00	0.42%
	<b>Total</b>	<b>125</b>	<b>\$54,000.00</b>	<b>\$53,800.00</b>	<b>\$200.00</b>	<b>0.37%</b>
1997-98	94-1	8	\$6,400.00	\$6,400.00	\$0.00	0.00%
	94-2	332	\$162,800.00	\$160,600.00	\$2,200.00	1.35%
	94-3	15	\$17,158.00	\$15,522.00	\$1,636.00	9.53%
	95-1	118	\$162,450.00	\$115,425.00	\$47,025.00	28.95%
	<b>Total</b>	<b>473</b>	<b>\$348,808.00</b>	<b>\$297,947.00</b>	<b>\$50,861.00</b>	<b>14.58%</b>
1998-99	94-1	8	\$6,400.00	\$6,400.00	\$0.00	0.00%
	94-2	782	\$464,400.00	\$460,400.00	\$4,000.00	0.86%
	94-3	120	\$57,714.00	\$51,319.00	\$6,395.00	11.08%
	95-1	392	\$400,995.00	\$377,910.00	\$23,085.00	5.76%
	95-2	24	\$19,200.00	\$19,200.00	\$0.00	0.00%
	<b>Total</b>	<b>1326</b>	<b>\$948,709.00</b>	<b>\$915,229.00</b>	<b>\$33,480.00</b>	<b>3.53%</b>
1999-00	94-1	8	\$6,400.00	\$6,400.00	\$0.00	0.00%
	94-2	1,127	\$718,400.00	\$706,000.00	\$12,400.00	1.73%
	94-3	307	\$120,886.00	\$106,242.00	\$14,644.00	12.11%
	95-1	724	\$739,455.00	\$728,340.00	\$11,115.00	1.50%
	95-2	131	\$104,800.00	\$104,000.00	\$800.00	0.76%
	<b>Total</b>	<b>2,297</b>	<b>\$1,689,941.00</b>	<b>\$1,650,982.00</b>	<b>\$38,959.00</b>	<b>2.31%</b>
2000-01	94-1	8	\$6,400.00	\$6,400.00	\$0.00	0.00%
	94-2	1,449	\$973,600.00	\$957,600.00	\$16,000.00	1.64%
	94-3	455	\$173,686.00	\$169,069.00	\$4,617.00	2.66%
	95-1	1,143	\$1,325,256.00	\$1,317,561.00	\$7,695.00	0.58%
	95-2	159	\$128,000.00	\$124,000.00	\$4,000.00	3.13%
	99-1	8	\$3,420.00	\$3,420.00	\$0.00	0.00%
	99-3	19	\$10,830.00	\$10,830.00	\$0.00	0.00%
	<b>Total</b>	<b>3,241</b>	<b>\$2,621,192.00</b>	<b>\$2,588,880.00</b>	<b>\$32,312.00</b>	<b>1.23%</b>

## San Dieguito Union High School District Special Tax History

2001-02	94-1	8	\$6,400.00	\$6,400.00	\$0.00	0.00%
	94-2	1,712	\$1,184,000.00	\$1,161,800.00	\$22,200.00	1.88%
	94-3	509	\$218,886.00	\$215,251.00	\$3,635.00	1.66%
	95-1	1,534	\$1,653,804.00	\$1,632,001.50	\$21,802.50	1.32%
	95-2	220	\$176,800.00	\$172,000.00	\$4,800.00	2.71%
	99-1	24	\$23,940.00	\$20,092.50	\$3,847.50	16.07%
	99-2	8	\$4,560.00	\$3,990.00	\$570.00	12.50%
	99-3	69	\$39,330.00	\$38,475.00	\$855.00	2.17%
	<b>Total</b>	<b>4084</b>	<b>\$3,307,720.00</b>	<b>\$3,250,010.00</b>	<b>\$57,710.00</b>	<b>1.74%</b>
2002-03	94-1	8	\$6,400.00	\$6,400.00	\$0.00	0.00%
	94-2	1,794	\$1,249,600.00	\$1,226,400.00	\$23,200.00	1.86%
	94-3	702	\$366,704.00	\$362,668.00	\$4,036.00	1.10%
	95-1	1,696	\$1,747,260.00	\$1,722,037.50	\$25,222.50	1.44%
	95-2	268	\$214,400.00	\$211,200.00	\$3,200.00	1.49%
	99-1	153	\$135,456.00	\$133,104.75	\$2,351.25	1.74%
	99-2	10	\$5,700.00	\$5,700.00	\$0.00	0.00%
	99-3	85	\$48,450.00	\$47,310.00	\$1,140.00	2.35%
	<b>Total</b>	<b>4716</b>	<b>\$3,773,970.00</b>	<b>\$3,714,820.25</b>	<b>\$59,149.75</b>	<b>1.57%</b>
2003-04	94-1	8	\$6,400.00	\$6,400.00	\$0.00	0.00%
	94-2	1,956	\$1,379,200.00	\$1,369,000.00	\$10,200.00	0.74%
	94-3	855	\$492,704.00	\$483,868.00	\$8,836.00	1.79%
	95-1	1,775	\$1,813,095.00	\$1,795,567.50	\$17,527.50	0.97%
	95-2	283	\$226,400.00	\$222,000.00	\$4,400.00	1.94%
	99-1	283	\$249,019.50	\$244,317.00	\$4,702.50	1.89%
	99-2	12	\$6,840.00	\$6,840.00	\$0.00	0.00%
	99-3	88	\$50,160.00	\$48,450.00	\$1,710.00	3.41%
	<b>Total</b>	<b>5260</b>	<b>\$4,223,818.50</b>	<b>\$4,176,442.50</b>	<b>\$47,376.00</b>	<b>1.12%</b>
2004-05	94-1	8	\$6,400.00	\$6,000.00	\$400.00	6.25%
	94-2	2,169	\$1,549,600.00	\$1,534,600.00	\$15,000.00	0.97%
	94-3	877	\$536,246.00	\$528,683.00	\$7,563.00	1.41%
	95-1	1,853	\$1,872,945.00	\$1,755,232.50	\$117,712.50	6.28%
	95-2	285	\$240,800.00	\$233,600.00	\$7,200.00	2.99%
	99-1	294	\$257,569.50	\$252,867.00	\$4,702.50	1.83%
	99-2	21	\$11,970.00	\$11,400.00	\$570.00	4.76%
	99-3	90	\$51,300.00	\$50,160.00	\$1,140.00	2.22%
	03-1	161	\$163,254.00	\$161,733.00	\$1,521.00	0.93%
	<b>5,758</b>	<b>\$4,690,084.50</b>	<b>\$4,534,275.50</b>	<b>\$155,809.00</b>	<b>3.32%</b>	

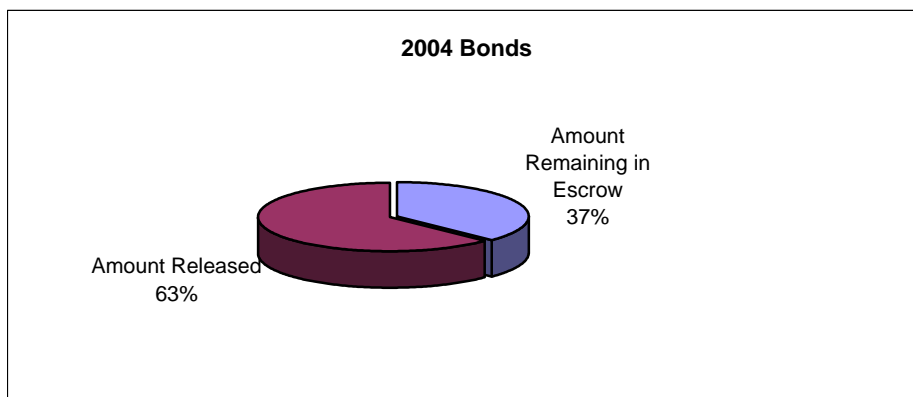
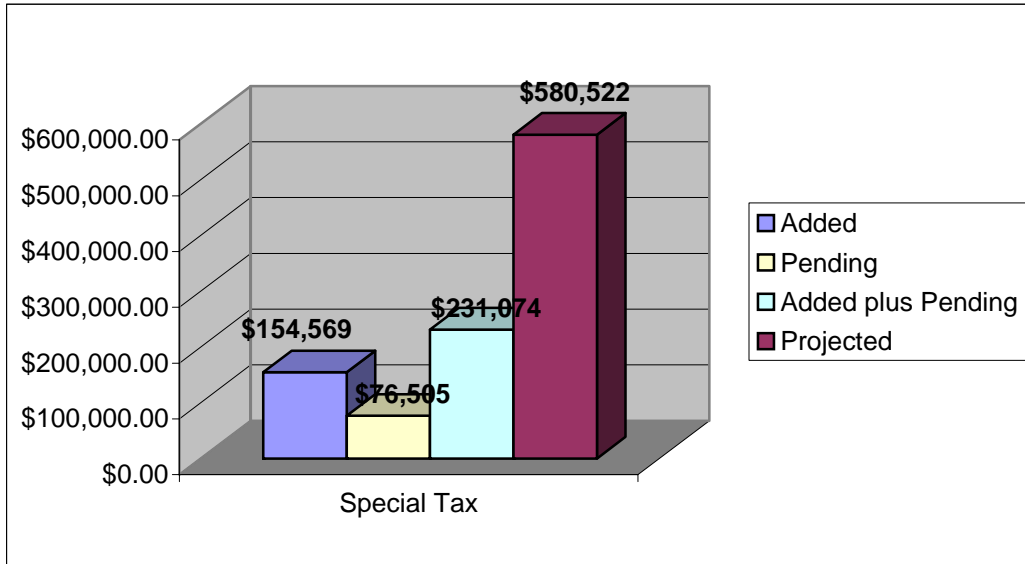
## 2004 Bond Release Update 9/28/2005

CFD	Number of Units Permitted <sup>1</sup>	Special Tax Revenue being added to tax roll in FY 05/06	Target Revenue Needed for Projected Draw of \$6.5M <sup>2</sup>	% Collected	Pending Permit Revenue <sup>3</sup>	Pending plus added Special Tax revenue
94-2	27	\$21,600.00	\$126,610.00	17.1%	\$21,600.00	\$43,200.00
94-3	0	\$0.00	\$2,858.00	0.0%	\$0.00	\$0.00
95-1	39	\$33,345.00	\$0.00	N/A	\$39,330.00	\$72,675.00
95-2	0	\$0.00	\$6,698.00	0.0%	\$5,600.00	\$5,600.00
99-1	0	\$0.00	\$0.00	N/A	\$7,695.00	\$7,695.00
99-2	0	\$0.00	\$29,070.00	0.0%	\$570.00	\$570.00
99-3	4	\$2,280.00	\$11,400.00	20.0%	\$1,710.00	\$3,990.00
03-1	96	\$97,344.00	\$403,886.00	24.1%	\$0.00	\$97,344.00
<b>Totals</b>	<b>166</b>	<b>\$154,569.00</b>	<b>\$580,522.00</b>	<b>26.6%</b>	<b>\$76,505.00</b>	<b>\$231,074.00</b>

<sup>1</sup>Includes multifamily

<sup>2</sup> Per Morgan Stanley/Meyers Group. Also, 95-1 & 99-1 have previously collected enough in 04/05 to meet target goals in 05/06, therefore their target revenue is \$0.00

<sup>3</sup>District signed off, but permit not yet pulled



Amount Remaining in Escrow	\$16,845,000.00
Amount Released	\$28,472,570.00

Amount Remaining in the Acquisition and Construction Fund	<b>\$9,126,008.02</b>
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# San Dieguito Union High School District

## INFORMATION REGARDING BOARD AGENDA ITEM

**TO:** BOARD OF TRUSTEES

**DATE OF REPORT:** October 7, 2005

**BOARD MEETING DATE:** October 20, 2005

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

**SUBMITTED BY:** Peggy Lynch, Ed.D.  
Superintendent

**SUBJECT:** Approval of proposed New Board  
Policy to establish the classification  
Multi-Media Technician, SR 41

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### EXECUTIVE SUMMARY

This item appeared for first reading at the Board's meeting of October 6, 2005.

Four positions in the District play an important facilitating role in the application and use of media content and technical skills in the educational programs at the high schools. In reviewing the needs for staffing the new position at Canyon Crest Academy, it was identified that jobs formerly assigned to different classifications more appropriately belong in the same classification. The work of the Media Production Specialists at La Costa Canyon and Torrey Pines, the work of the Multi-Media Information Technician at San Dieguito Academy, and the work proposed for the position at Canyon Crest Academy, a site whose programs include a significant technology emphasis, are merging to the point that a single classification of Multi-Media Technician would more adequately reflect the wide-ranging duties and responsibilities of this function at all sites. Additionally, the Safari media/broadcast system installed at Canyon Crest Academy and planned for the San Dieguito Academy is even farther along the continuum merging media with technology, warranting assignment of these positions to the technology program.

The recommendation is to establish the new classification Multi-Media Technician, salary range 41, staff the new position at Canyon Crest Academy with this class, and reclassify the two Media Production Specialists, SR 40, at La Costa Canyon and Torrey Pines, and the Multi-Media Information Technician, SR 41, at San Dieguito Academy to the proposed new classification. All positions will be part of the District Technology

department similar to the Computer Support Technicians currently assigned at various sites.

Development of the proposed job description included input from the affected departments. At its monthly meeting on September 12, 2005, the Personnel Commission reviewed and approved the recommended job description and salary placement of the Multi-Media Technician class within the classification plan. The District and CSEA have agreed to an effective date of July 1, 2005.

**RECOMMENDATION:**

That the Board approve Policy 4216.3-51.7 Multi-Media Technician, SR 41 effective July 1, 2005, retro.

**FUNDING SOURCE:**

District General Fund.

Attachment

**MULTI-MEDIA TECHNICIAN****OVERALL JOB PURPOSE STATEMENT:**

Under the direction of the Director of Educational Technology and in coordination with the assigned on-site supervisor, the job of Multi-Media Technician is for the purposes of operating, maintaining, and assisting with the instructional activities and applications relating to a variety of digital and analog equipment (e.g. Dynacom; Safari; music-midi lab; etc.); directing and producing a wide variety of instructional technology projects; providing technical guidance and assistance to students, faculty and staff; performing a variety of technical duties in the operation of specialized classroom display apparatus, video capture and distribution hardware, program content creation, etc.; performing skilled electronics and mechanical installation, repair and maintenance of audio/visual equipment and related electronic systems.

**DISTINGUISHING CHARACTERISTICS**

The Multi-Media Technician supports a wide variety of functions associated with site multi-media production and instruction activities, including systems such as Safari, Dynacom, multi-media music lab, and other specialized equipment. The specific equipment and type of support provided may vary by site, but the overall focus is on support of technical issues in the application of electronic/digital media to the instructional process. The class differs from Computer Support Technician which is responsible for the installation, maintenance, and repair of computer hardware, software and networks for both Intel-based and Macintosh-based installed technology and requires knowledge of operating tools and advanced electronic hardware and software analysis equipment for diagnosing, repairing and resolving computer hardware and software problems on individual workstations and peripheral equipment as well as network systems.

**ESSENTIAL FUNCTIONS**

- \* Assists students and faculty for the purpose of providing technical support, training, demonstration and supervision in the proper and potential application and use of equipment for a variety of applications.

MULTI-MEDIA TECHNICIAN

- \* Assesses, diagnoses and determines most efficient and cost effective modes for repair and maintenance of assigned equipment for the purpose of resolving problems and maintaining equipment in conformance with district contracts and within budget.
- \* Directs/produces a wide variety of specialized media projects in the TV studio, classroom or on location (e.g. videotape special events and classroom instruction, prepare slide-tape-DVD shows, etc.) for the purpose of providing technical expertise and/or instruction on use and operation of site media equipment.
- \* Installs/monitors/maintains a multi-channel closed-circuit television system (CCTV), color TV studio and editing systems for the purpose of ensuring the availability of equipment as needed.
- \* Performs a variety of responsible technical duties in the scheduling, operation and distribution of technologically advanced audio/visual, TV, and/or computer-based equipment and materials for the purpose of ensuring the effectiveness of media programs and services.
- \* Confers with administrators, faculty, staff and students for the purpose of providing technical expertise and information, planning and scheduling equipment use, training and supervising students and staff in the use of audio/visual, TV, and digital media equipment, and providing technical advice as needed in the selection and operation of all media equipment.
- \* Produces slide-tape programs, duplicates books-on-tape, performs camera copy work for the purpose of producing, duplicating, dubbing and editing audio and video programs in conformance to establish production standards and/or facilitating point-to-point live broadcast within campus.
- \* Maintains current knowledge of trends and developments in technical equipment for the purpose of making recommendations and preparing requisitions regarding audio/visual, TV, multi-media equipment and related software as directed.

MULTI-MEDIA TECHNICIAN

- \* Maintains circulation, production and inventory record control via computer system for the purpose of organizing and monitoring the videotape library and TV studio.
- \* Projects future audio/visual, TV, multi-media equipment and related software needs based on curriculum for the purpose of preparing the annual budget for submission and approval.
- \* Recommends selection and procurement of items upon collection of vendor bids for audio/visual, multi-media or other electronic equipment, videos and related materials for the purpose of maintaining AV and other systems at appropriate levels.
- \* Works with instructional staff on specific media titles and subjects to be purchased and added to the existing Media Center catalog.
- \* Communicates with school and district personnel, vendors, outside organizations and agencies for the purpose of coordinating work activities and to provide and receive technical information and services as required.
- \* Coordinates the collection of technical information for use by the Purchasing Department in relation to solicitations for bid proposals to construct, maintain and/or repair fiber optic and other components of closed circuit television system.
- \* Coordinates closely with the District Technology Department and with system vendors on new installation and on repair of proprietary fiber optics and television components. Coordinates repair and installation schedules with subcontractors involved with repair and new construction projects.
- \* Co-develops with teachers, curriculum projects relating to studied subject using current generation software (e.g. web-page development, graphic design, office applications, movie editing, etc.) for the purpose of providing practical applications that develop subject-matter understanding and expertise.



**MULTI-MEDIA TECHNICIAN**

- \* Establishes a system of preventive maintenance of media equipment for the purpose of ensuring equipment is in proper working condition.
- \* Performs minor maintenance and adjustments on assigned equipment for the purpose of maintaining equipment in proper working condition and/or arranging for repair of damaged or malfunctioning equipment.

## OTHER FUNCTIONS

- \* Performs other related duties as assigned.

**JOB REQUIREMENTS: Minimum Qualifications**Skills, Knowledge and Abilities

SKILLS are required to perform multiple, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: operating a variety of office and media equipment including, typewriters, calculators, copiers, microfiche reader/printer, audio-visual equipment, closed circuit broadcast and recording equipment; synthesizers; and related software.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read technical information, compose a variety of documents, and/or facilitate group discussions; and analyze situations to define issues and draw conclusions. Specific knowledge required to satisfactorily perform the functions of the job include: operating and performing maintenance on sophisticated and technologically advanced audio/visual, TV (excluding TV tubes) and Media Center equipment; audio/visual and TV production techniques; rules and regulations of the Federal Communications Commission concerning copyright laws; operation and maintenance of specialized and technologically advanced audio/visual, TV, and digital media equipment and materials; graphics production and television recording techniques; related electronic circuits and electrical wiring; record keeping techniques; principles and practices of supervision and training; technical aspects of field of specialty; oral written communication skills; scheduling, circulation and distribution of education media

MULTI-MEDIA TECHNICIAN

materials; methods, techniques, tools and equipment used in the repair, servicing and cleaning of audio/visual equipment; cable and audio systems; interpersonal skills using tact, patience and courtesy; safety regulations; various computer hardware and software programs.

ABILITY is required to schedule activities; gather and/or collate data; and consider a variety of factors when using equipment. Flexibility is required to independently work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and utilize equipment under a variety of conditions for multiple purposes. Ability is also required to work with a diversity of individuals and/or groups; work with a variety of data; and utilize a variety of types of job-related equipment. In working with others, independent problem solving is required to analyze issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is moderate to significant. Specific abilities required to satisfactorily perform the functions of the job include: training and supervising students and staff in the use and applications of audio/visual, TV, computer software and other media equipment and materials; providing technical assistance, editing expertise and advice to others; communicating effectively both orally and in writing; maintaining records and preparing reports; establishing and maintaining cooperative and effective working relationships with others; evaluating equipment repair needs; planning and organizing equipment repair, inventory and cost control techniques; analyzing situations accurately and adopting an effective course of action; and working independently.

Responsibility

Responsibilities include: working under limited supervision following standardized practices and/or methods; providing information and/or advising others; and operating within a defined budget. Utilization of some resources from other work units may be required to perform the job's functions. There is a continual opportunity to impact the organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling; some climbing and

MULTI-MEDIA TECHNICIAN

balancing; significant stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 60% sitting, 20% walking and 20% standing. The job is performed under minimal temperature variations, some hazardous conditions, and in a clean atmosphere.

**Experience**

Job-related experience within specialized field.

**Education**

Community College and/or Vocational School coursework with study in job-related area.

**Required Testing**

Pre-employment Proficiency Test field is required.

**Certificates**

Valid California driver's license.

**Continuing Education/Training**

None Specified.

**Clearances**

Criminal Justice Fingerprint/Background Clearance; TB Clearance.


# San Dieguito Union High School District

## INFORMATION REGARDING BOARD AGENDA ITEM

**TO:** BOARD OF TRUSTEES

**DATE OF REPORT:** October 7, 2005

**BOARD MEETING DATE:** October 20, 2005

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

**SUBMITTED BY:** Peggy Lynch, Ed.D.  
Superintendent

**SUBJECT:** Approval of proposed new Board  
Policy to establish the classification  
Financial Services Assistant, SR 38

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### EXECUTIVE SUMMARY

This item appeared for first reading at the Board's meeting of October 6, 2005.

Beginning January 3, 2005 one of the District's two Payroll Assistant positions was transferred from the Human Resources Department to the Finance Department.

The incumbent no longer performs the duties previously assigned. The new duties are not typical of those associated with the District's payroll functions, but do fall within the scope of the financial support area. Development of the proposed job description included input from the affected departments. At its monthly meeting on September 12, 2005, the Personnel Commission reviewed and approved the recommended job description and placement of the Financial Services Assistant within the classification plan. The recommended action changes the position title but not the salary range.

#### RECOMMENDATION:

That the Board approve Policy 4216.3-66.3 Financial Services Assistant, Salary Range 38 effective October 21, 2005.

#### FUNDING SOURCE:

District General Fund.

Attachment

FINANCIAL SERVICES ASSISTANT

**OVERALL JOB PURPOSE STATEMENT:**

Under the direction of the Director of Financial Services, the job of "Financial Services Assistant" is for the purpose of performing a range of accounting and purchasing clerical work preparing, checking, verifying and maintaining financial and vendor records, support documents necessary for processing vendor payments within clearly established policies and procedures and financial and statistical reports of purchasing activities; and assisting with a variety of financial, accounting, and budgeting activities in support of departmental operations.

**DISTINGUISHING CHARACTERISTICS:**

The Financial Services Assistant assists in the preparation, maintenance and processing of a variety of documents and records, the proper processing of accounting and budgeting data, and the necessary supporting information to ensure accurate and timely vendor payments and preparation of data and reports. This is a specialized class that performs a variety of standard and non-routine financial, budgeting, accounting and clerical duties of moderate complexity, processing and communicating data within established policies, procedures and guidelines in support of financial, budget and accounts payable functions. This class differs from the Accounting Assistant which is a journey-level classification that performs responsible and varied accounting and related clerical functions requiring independent judgment over District accounts and funds as assigned such as accounts payable. Accounting Assistants work directly with District department personnel to provide orientation in the collection, handling and processing of District funds.

**ESSENTIAL JOB FUNCTIONS:**

- \* Reviews outstanding invoices and purchase orders for the purpose of ensuring timely and accurate payments to vendors.
- \* Verifies encumbrances of daily purchase order activity to ensure

FINANCIAL SERVICES ASSISTANT

that adequate object account balances will be maintained to pay for purchases.

- \* Coordinates/maintains records, files, inventories and other financial, accounting, and budgeting records by assembling, matching, sorting, tabulating and checking data, for the purpose of ensuring proper processing of data and providing necessary information.
- \* Processes documents (e.g. purchase orders, receipts for delivery, invoices, salary and benefit documents), data, and payments, for the purpose of timely payment of invoices to vendors.
- \* Contacts vendors and district staff, as appropriate, for the purpose of identifying and researching problems and recommending solutions as appropriate.
- \* Assists in the preparation and completion of documents (e.g., spreadsheets, databases, charts, graphs, power point displays, memos, letters, etc.) as directed for the purpose of organizing and presenting financial and other departmental information.
- \* Assists in organizing and entering budget data (e.g., adjustments, benefit cost data, salary information, etc.) into the budgeting and financial systems as directed for the purpose of aiding in the collection, compilation, and preparation of accurate budget and financial details and reports.
- \* Assists individuals, school districts, county, state and others for the purpose of providing information and facilitating accounting operations (e.g. request for W-4's, direct deposit forms, copies of invoices, etc.).
- \* Documents activities/actions for the purpose of providing accurate record/s and an audit trail.
- \* Monitors files, purchase orders and invoices for the purpose of verifying computations, and assuring proper authorization and

FINANCIAL SERVICES ASSISTANT

appropriate accounting coding.

- \* Researches account and budget files, documents, records, etc., as assigned. for the purposes of obtaining, compiling and organizing data to assist in the development and presentation of information for decision-making.

OTHER JOB FUNCTIONS:

- \* Performs other related duties as assigned.

**ESSENTIAL JOB REQUIREMENTS - QUALIFICATIONS:**

Skills, Knowledge and/or Abilities Required:

Knowledge of:

- Basic accounting practices and procedures especially related to account payable functions.
- Modern office practices, procedures and equipment.
- Record keeping techniques.
- District organization, operations, policies and objectives.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Oral and written communication skills.
- Interpersonal skills using tact, patience and courtesy.
- Technical aspects of field of specialty.
- Basic math.
- Operation of a computer terminal and accounting/financial applications software.

Ability to

- Interpret applicable sections of State Education Codes.
- Apply purchasing bookkeeping principles to the maintenance of routine fiscal and purchasing records.
- Perform clerical work of average difficulty.
- Make arithmetic computations with speed and accuracy.
- Operate standard office machines such as typewriter, calculators, copiers computer terminals and purchasing/ accounting/financial applications software.

FINANCIAL SERVICES ASSISTANT

Learn office and district policies, rules and practices.  
Understand and follow oral and written directions.  
Type at 40 words net per minute from clear copy.  
Meet schedules and time lines.  
Plan and organize work.  
Establish and maintain cooperative and effective working relationships with others.  
Communicate effectively both orally and in writing.  
Work confidentially with discretion.  
Maintain records and prepare reports.

**Education and Experience:**

Any combination of education and experience to demonstrate ability to perform successfully the assigned duties (typically this would include the equivalent to one year clerical experience involving financial, statistical or purchasing record keeping).

**General Working Conditions:**

Typical office environment.




# San Dieguito Union High School District

## INFORMATION REGARDING BOARD AGENDA ITEM

**TO:** BOARD OF TRUSTEES

**DATE OF REPORT:** October 13, 2005

**BOARD MEETING DATE:** October 20, 2005

**PREPARED AND  
SUBMITTED BY:** Peggy Lynch, Ed.D.,  
Superintendent 

**SUBJECT:** DRAFT DATES FOR 2006  
SDUHSD BOARD MEETINGS

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### EXECUTIVE SUMMARY

Please find attached a draft of proposed dates for the 2006 San Dieguito Board of Trustees meeting dates.

### RECOMMENDATION:

It is recommended that the Board review the proposed dates for the 2006 Board of Trustees meeting.

PL/sg

**AGENDA ITEM: 27**

# DRAFT

## DATES FOR 2006 BOARD MEETINGS

### SAN DIEGUITO UNION HIGH SCHOOL DISTRICT BOARD OF TRUSTEES

Following are the dates for the regularly scheduled meetings of the Board of Trustees of the San Dieguito Union High School District for the 2006 calendar year:

January 19

February 2 and 23 (2/17 is Lincoln Day)

March 9 and 23

April 6 (Spring Break is 4/9 through 4/13)

May 4 and 18

June 8 and 29 or June 1 and 22

July 20

August 17

September 7 and 21

October 5 and 19

November 16

\* December 14 (CSBA is Nov. 30 to Dec. 2 in S.F.)

\* The December meeting is moved to accommodate the Annual CSBA Conference and the adoption of the First Interim Budget Report.