

June 8, 2006

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**

June 8, 2006

District Office/Board Conference Room 101

6:30 p.m. - Regular Meeting

710 Encinitas Blvd., Encinitas, CA

1. Call to Order – 5:45 p.m.
2. Public Comments Regarding Closed Session Items
3. **Closed Session – 5:50 p.m.**
 - a. Expulsion Hearing
 - b. To consider personnel issues, pursuant to Government Code Sections 11126 and 54957 (limited to consideration of the appointment, employment, evaluation of performance, discipline/release, dismissal of a public employee or to hear "complaints or charges brought against such employee by another person or employee unless the employee requests a public session").
 - c. To conference with legal counsel – Anticipated Litigation
Significant exposure to litigation pursuant to subdivision (b) of Section 54956.9:
(One case)

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 regular meeting of May 18, 2006, be approved as written.
 - 6B. Moved by _____, second by _____, that the minutes of the Board Facilities Workshop of May 18, 2006, 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
 - a) SDA DVD presentation
- 7C. Trustee Reports
- 7D. Superintendent's Report and Legislative Update
- 7E. Update/DELAC
- 7G. Middle School Task Force Report

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.
9. APPROVAL/RATIFICATION OF AGREEMENTS
Approve/ratify entering into the following agreements and authorize Simonetta March to execute the agreements:
 - a) University of Phoenix, San Diego Campus, for student teacher services, beginning May 1, 2006 until mutual termination.

INSTRUCTION

10. APPROVAL OF CBET 2006-2007 APPLICATION
Approve the Community-Based English Tutoring (CBET) Program Application form for the fiscal year 2006-2007, as shown in the attached supplement.
11. APPROVAL/RATIFICATION OF AGREEMENTS
Approve/ratify entering into the following agreement and authorize Simonetta March to execute the agreement:
 - a) Richard Santana of Homeboy Goes to Harvard, to give two presentations at the Having a Voice (HAV) Leadership Academy on June 21, 2006, for an amount not to exceed \$2,500.00, to be expended from the General Fund/Restricted 06-00.
12. APPROVAL OF WORK EXPERIENCE AGREEMENT
Approve entering into an agreement with Scripps Health for an exploratory work experience education program, and authorize Peggy Lynch to sign the agreement, as shown in the attached supplement.

PUPIL SERVICES

13. APPROVAL OF INTERDISTRICT ATTENDANCE AGREEMENTS
Approve the Interdistrict Attendance Agreement for the 2006-2007 school year with San Marcos Unified School District and Vista Unified School District, as shown in the attached supplement.
14. APPROVAL/RATIFICATION OF NON-PUBLIC AGENCY CONTRACTS
Approve entering into the following non-public school/non-public agency master contracts, to be funded by the General Fund/Restricted 06-00, and authorize Simonetta March to execute all pertinent documents pertaining to this contract, contingent upon receipt of the signed documents and verification of insurance coverage:
 - a) Excelsior Youth Center during the period May 17, 2006 through June 30, 2006.

15. APPROVAL/RATIFICATION OF AGREEMENTS

Approve/ratify entering into the following agreement and authorize Simonetta March to execute the agreement:

- a) Mira Costa Community College to provide classroom use for the North Coastal Consortium Regional Severely Handicapped Transition Class for students aged 18-22, during the period August 30, 2005 through August 4, 2006, for an amount not to exceed \$15,125.00, to be expended twenty-five percent from Capital Facilities Fund 25-19 and seventy-five percent reimbursed by North Coastal Consortium.
- b) Grossmont Cuyamaca Community College District (GCCCD) for students of GCCCD Speech-Language Pathology Assistant Program to use the service facilities of San Dieguito Union High School District for the students' field experience, during the period August 27, 2006 through June 30, 2007, with the option to renew in one year increments for a total contract term not to exceed five years.

SUPERINTENDENT

16. ACCEPTANCE OF GIFTS

Accept gifts, as shown in the attached supplement.

17. APPROVAL OF FIELD TRIPS

Approve field trips, as shown in the attached supplement.

BUSINESS

18. ADOPTION OF RESOLUTION / SUPPORT OF APPLICATIONS FOR ELIGIBILITY DETERMINATION AND FUNDING & AUTHORIZATION TO SIGN APPLICATIONS

Adopt the attached Resolution in Support of Applications for Eligibility Determination and Funding, and Authorization to Sign Applications and Associated Documents for the State of California and California Department of Education, designating Stephen G. Ma, Associate Superintendent, Business, and Peggy Lynch, Superintendent, as District Representatives.

19. ADOPTION OF RESOLUTIONS DESIGNATING AUTHORIZED AGENT TO RECEIVE MAIL & PICKUP WARRANTS / CERTIFY PAYROLL ORDER / SIGN SCHOOL ORDERS

a) RESOLUTION DESIGNATING AUTHORIZED AGENT TO RECEIVE MAIL & PICKUP WARRANTS AT COUNTY OFFICE OF EDUCATION

Designating Stephen G. Ma to receive mail and Peggy Lynch, Terry King, David R. Bevilaqua, Donna Corder, Dawn Pearson, Carol Clemons, Kay Bosko, Sandra Woodruff, Mireya Nelson, Cindy Cruz and Anni Mallison to pickup warrants at the County Office of Education.

b) RESOLUTION OF PAYROLL ORDER CERTIFICATION

Designating Peggy Lynch or Terry King and Frederick Labib-Wood to ascertain and certify that each employee has taken an oath of allegiance and designating Frederick Labib-Wood to certify classified service assignment.

c) RESOLUTION DESIGNATING AUTHORIZED AGENT TO SIGN SCHOOL ORDERS

Designating Peggy Lynch or David R. Bevilaqua or Stephen G. Ma to sign school orders.

20. APPROVAL/RATIFICATION OF AGREEMENTS

Approve/ratify entering into the following agreements and authorize Simonetta March or Eric Hall to execute the agreements:

- a) Sowards & Brown Engineering to prepare the map for annexation number 12 to Community Facilities District No. 95-1, for an amount not to exceed \$2,800.00, to be expended from Mello Roos Funds subject to reimbursement from the developer, and authorize Simonetta March to execute the agreement.
- b) Spectrum Environmental Solutions, Inc. to provide hazardous material pick-up at various District locations, during the period July 1, 2006 through June 30, 2007, for an amount not to exceed \$6,000.00, to be expended from the General Fund 03-00.
- c) Western Environmental & Safety Technologies, LLC (WEST) to provide Asbestos Hazard Emergency Response Act (AHERA) three year re-inspection, during the period July 1, 2006 through August 18, 2006, for an amount not to exceed \$1,725.00, to be expended from the General Fund 03-00.
- d) San Diego County Superintendent of Schools for release of confidential welfare information regarding student data match for Free/Reduced Lunch accountability, during the period July 1, 2006 through June 30, 2009, at a cost recovery rate based on the current fiscal year standard fee schedule, to be expended from the Cafeteria Fund 13-00.
- e) St. John the Evangelist for lease of facilities for Adult Education CO-OP Pre-school program, during the period September 5, 2006 through June 15, 2007, for an amount not to exceed \$5,000.00, to be expended from the Adult Ed Fund 11-00.
- f) Muscolino Inventory Service, Inc. to conduct an inventory of the District's assets, during the period September 15, 2006 through November 30, 2006, for an amount not to exceed \$24,000.00, to be expended from the General Fund 03-00.

21. APPROVAL OF AMENDMENT TO AGREEMENTS

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

- a) Goldfield Stage & Co., North County Student Transportation, Sundance Stage Lines, Inc., and Certified Transportation to extend extra curricular transportation services, during the period July 1, 2006 through June 30, 2007, with three companies, North County Student Transportation, Certified Transportation and Sundance Stage Lines, Inc., requesting a 5% increase on certain services, and no other changes in the terms and conditions of the contracts.
- b) Jeffrey S. Owen, Ph.D. for additional neuropsychological assessment services, increasing the amount to \$12,000.00, to be expended by the General Fund/Restricted 06-00.
- c) State of California's 22nd District Agricultural Association for the San Dieguito Union High School District to provide additional parking facility use at Canyon Crest Academy, during the period November 15, 2005 through December 31, 2007, at the current established rates posted in the SDUHSD Fee Schedule for Transportation and for General Facility Use.

22. APPROVAL TO AWARD CONTRACTS

Approve/ratify entering into the following contracts and authorize Simonetta March to execute all pertinent documents contingent upon receipt of health certificate and inspection documents, and verification of insurance coverage:

- a) B2006-19 Snack Supplies, to A & R Wholesale Distributing, Inc., during the period August 1, 2006 through July 31, 2007, with options to renew two additional years, at the unit prices shown in the attachment, to be expended from the Cafeteria Fund 13-00.
- b) B2006-20 Produce Supplies, to Maisano Produce Distributors, Inc., during the period August 1, 2006 through July 31, 2007, with options to renew two additional years, at the unit prices shown in the attachment, to be expended from the Cafeteria Fund 13-00.
- c) B2006-21 Bakery Supplies, to S & S Bakery, Inc., during the period August 1, 2006 through July 31, 2007, with options to renew two additional years, at the unit prices shown in the attachment, to be expended from the Cafeteria Fund 13-00.
- d) B2006-22 Bread Supplies, to The Bread Company, Inc., during the period August 1, 2006 through July 31, 2007, with options to renew two additional years, at the unit prices shown in the attachment, to be expended from the Cafeteria Fund 13-00.

23. APPROVAL TO AWARD CONTRACTS

Approve/ratify entering into the following contracts and authorize Simonetta March to execute all pertinent documents contingent upon receipt of the signed documents, bonds, and verification of insurance coverage:

- a) B2006-26 Replace Heating Unit at Bldg. 1200 at La Costa Canyon High School, to AMS America, Inc. dba Southcoast Heating and Air Conditioning, in the amount of \$51,840.00, to be expended from the Mello Roos Fund.
- b) B2006-27 Refurbish Restrooms at Earl Warren Middle School, to Fordyce Construction, Inc., in the amount of \$116,308.00, to be expended from the Deferred Maintenance Fund 14-00.

24. RATIFICATION OF CONTRACT(S)

- a) Ratify the action taken by the administration to enter into contracts for physics equipment and supplies for Canyon Crest Academy with the following companies, to be expended from the General Fund 03-00 and Other Building Fund 21-09:
 - 1) Carolina Biological Supply Company - \$17,682.60 plus tax
 - 2) Cynmar Corporation - \$1,377.94 plus tax
 - 3) Educational Innovations, Inc. - \$220.29 plus tax
 - 4) Examgen, Inc. - \$435.00 plus tax
 - 5) Fisher Science Education - \$5,617.96 plus tax
 - 6) Flinn Scientific, Inc. - \$2,900.00 plus tax
 - 7) Frey Scientific - \$1,661.81 plus tax
 - 8) Pasco Scientific - \$51,852.98 plus tax
 - 9) Science Kit, LLC - \$3,930.01 plus tax
 - 10) Vernier Software & Technology LLC - \$19,747.70 plus tax
- b) Ratify the action taken by the administration to enter into a contract with Ohno Construction Company, Inc. for the La Costa Canyon High School Field and Track Renovation project B2006-18 for an amount of \$1,166,915.00 (Base Bid \$1,158,515.00 and Alternate #1 \$8,400.00), to be funded by the La Costa Canyon High School Foundation.

25. AUTHORIZATION TO ADVERTISE FOR BIDS/APPROVE CONTRACTS AND AGREEMENTS
- a) Authorize the Superintendent of Schools to direct the administration to advertise for any necessary bids, during the period July 1, 2006 through June 30, 2007.
 - b) Authorize the Superintendent of Schools or designee to approve entering into all contracts/agreements, during the period June 21, 2006 through August 31, 2006, and that the contracts/agreements be presented to the Board of Trustees for ratification at the next regularly scheduled meeting.
26. RESOLUTION AUTHORIZING SALE OF SURPLUS PERSONAL PROPERTY AND INSTRUCTIONAL SUPPLIES
- Adopt the attached resolution authorizing the administration to sell surplus property on an as needed basis during the course of the 2006-07 fiscal year.
27. APPROVAL OF BUSINESS REPORTS
- a) Purchase Orders
 - b) Instant Money
 - c) 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

- | | |
|--|---|
| <p>ADOPTION OF SOCIAL SCIENCES TEXTBOOK
28.</p> | <p>Motion by _____, second by _____, to adopt the History/ Social Science textbooks, as shown in the attached supplement.</p> |
| <p>APPROVAL OF EMPLOYMENT CONTRACTS/ ASSOCIATE SUPERINTENDENTS
29.</p> | <p>Motion by _____, second by _____, that the Board approve the employment contracts for Terry King, Associate Superintendent/Human Resources, Richard Schmitt, Associate Superintendent/Instruction, and Stephen G. Ma, Associate Superintendent/Business Services, effective July 1, 2006, as shown in the attached supplement.</p> |
| <p>APPROVAL OF APPOINTMENT/ NORTH CITY WEST JPA
30.</p> | <p>Motion by _____, second by _____, that Mr. Stephen G. Ma be appointed to serve as the Board's representative to the North City West Joint Powers Authority, effective August 1, 2006.</p> |
| <p>ADOPTION OF BOARD POLICY 3260.1, "Student Parking Fees"
31.</p> | <p>Moved by _____, second by _____, to adopt Board Policy 3260.1, "Student Parking Fees", as shown in the attached supplement.</p> |

ADOPTION OF
TRANSPORTATION BOARD
POLICIES

32.

3250/AR-1, "Transportation
Fees/Home-to-School"

32a.

3541, "Transportation Routes
and Schedules"

32b.

3541.6, "Payment to Parents in
Lieu of Providing
Transportation"

32c.

3543.1, "School Bus
Conduct/Student Safety"

32d.

Moved by _____, second by _____, to adopt the following
Transportation Board Policies, as shown in the attached
supplements:

- a. 3250/AR-1, "Transportation Fees/Home-to-School"
- b. 3541, "Transportation Routes and Schedules"
- c. 3541.6, "Payment to Parents in Lieu of Providing
Transportation"
- d. 3543.1, "School Bus Conduct/Student Safety"

ADOPTION OF POLICY/
"Speech/Language
Pathology Assistant"

33.

Motion by _____, second by _____, to adopt Policy _____,
"Speech/Language Pathology Assistant," as shown in the
attached supplement.

ADOPTION OF POLICIES/
"Lead School Bus Driver" and
"Transportation Router/Scheduler"

34.

Moved by _____, second by _____, to adopt Policies
_____, "Lead School Bus Driver" and "Transportation
Router/Scheduler," as shown in the attached supplement.

COMMUNITY FACILITIES
DISTRICT 95-1 No. 12 /
ANNEXATION OF PROPERTY /
(Three Canyons Point / A 1-Lot
Single Family Residence / Three
Canyons, LLC - Del Mar Mesa)

35.

Motion by _____, second by _____, to adopt the attached
Resolution of Intention to Annex Territory to the San
Dieguito Union High School District Community Facilities
District No. 95-1, Authorizing the Levy of a Special Tax
and Calling an Election.

COMMUNITY FACILITIES
DISTRICT 95-2 No. 12 /
ADOPTION OF RESOLUTION
CERTIFYING ELECTION
RESULTS (Nantucket / A 16-Lot
Single Family Home Subdivision /
Barratt American - Leucadia) /

Motion by _____, second by _____, to adopt the attached
Resolution Certifying the Results of the Election with
Respect to Community Facilities District No. 95-2,
Annexation No. 12 of the San Dieguito Union High School
District.

(Quail Meadows / A 34-Lot Single Family Home Subdivision / Pacific Coast Communities - Encinitas)
36.

APPROVAL OF
RECOMMENDATION/
NAMING OF THE LA COSTA
CANYON HIGH SCHOOL FIELD
37.

Motion by _____, second by _____, to accept the recommendation of the committee and that the La Costa Canyon Track and Field Complex be named the *Robert Driver Sports Complex* and that the new field be named the *David K. Rippey Field*.

38. 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 54957.8.
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)

- 39. Business Services Update
- 40. Curriculum and Instruction Update
- 41. Human Resources Update
- 42. Review of 2006-07 Tentative General Fund Budget
- 43. Nutrition and Wellness Policies
 - a) Policy 3550 and AR-1, "Concepts and Purposes"
 - b) Policy 3552/AR-1, "Nutrition Standards"
 - c) Policy 3554 and AR-1, "Other Food Sales"
 - d) Policy 5030 and AR-1, "Federal Mandate for Wellness Policy"

44. Travel Policies
 - a) Policy 4133, "Travel"
 - b) Policy 4136, "Travel, (Events, Meetings and Conferences)"
45. Policy 5131.63 and 5131.64/AR-1, "Anabolic Steroids"
46. Policy 4216.3-73.1, "Executive Assistant to the Superintendent"
47. **PUBLIC COMMENTS**
(See *Board Agenda Cover Sheet*)
48. Future Agenda Items
49. Adjournment

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 4:40p.m. on Thursday, May 18, 2006, by President Friedman, in the District Office Board Room, 710 Encinitas Boulevard, Encinitas, California.

CALL TO ORDER

President Friedman called the regular meeting to order at 4:40 p.m. Members and guests were led in the Pledge of Allegiance to the Flag.

Members Present

Linda Friedman, President
Beth Hergesheimer, Clerk
Joyce Dalessandro
Barbara Groth

Member Absent

Deanna Rich, Vice President

Administrators Present

Peggy Lynch, Ed.D., Superintendent
Eric Hall, Associate Superintendent/Business Services
Terry King, Associate Superintendent/Human Resources
Don Rizzi, Principal, Sunset High School
Amy Carlin, Principal, La Costa Canyon High School
David Bevilaqua, Executive Director of Finance
Steve Ma, Executive Director of Business Services
Steve Levy, Coordinator of Pupil Services/ROP
Susan D. Gleiforst, Recording Secretary

Student Board Members Present

Maggie Roberts, San Dieguito High School Academy
Melissa Sweet, Torrey Pines High School
Petra Rackley (substitute for Katie Bendix),
La Costa Canyon High School
Kelly Kean, Canyon Crest Academy

Student Board Members Absent

David Uhlmeyer, Sunset High School
Adelle Uhlmeyer, Sunset High School

Guests

Joshua Goverman
Linda Kaisey
Barbara Cham
Lara Goldberg

Marc Trocchio
Joe McCormick
Jarrod Goldberg

APPROVAL OF MINUTES
6A.

Moved by Mrs. Dalessandro, seconded by Mrs. Hergesheimer, that the minutes of the Regular Meeting of May 4, 2006, be approved as written.

AYES: Dalessandro, Groth, Hergesheimer,
Friedman

ADVISORY VOTE: Sweet

NOES: None

ABSENT: Rich

Motion unanimously carried.

NON-ACTION ITEMS

REPORT/STUDENT
BOARD MEMBERS
7B.

Melissa Sweet, Torrey Pines High School, reported on:

- On May 13 they held "For Art's Sake"
- Culture and Ethics Day was held on May 12
- Prom elections are next week – seniors can go online and enter their prom court choices
- Prom is on May 27 from 8 to 11 p.m.
- Class council elections start next Monday
- Interviews for ASB appointed positions begin on Friday
- May 30 through June 2 is "Looks Like Me" week

TRUSTEE REPORTS
7C.

Mrs. Dalessandro reported:

- Attended an Envision Program at Canyon Crest
- Attended the Earl Warren Teacher Appreciation Breakfast
- Received a message from Abby Brown, Torrey Pines math teacher, who is doing an event on May 24 and wanted to send an invitation to the Board. Unfortunately, it is the same day and time as the Andy Garcia event. Ms. Brown does a Calculus CD on one or more algebra students every year.

Mrs. Groth reported:

- Visited Canyon Crest Academy/theater; toured La Costa Canyon and saw the STAR testing room, and in another

- room the BTSA; and toured the Media Center at San Dieguito Academy
- Attended a NCCSE meeting this week
- Attended a Delegate Assembly meeting in Sacramento

Mrs. Hergesheimer reported:

- Attended La Costa Canyons' fundraising gala.

Mrs. Friedman reported:

- Attended the Canyon Crest Academy Envision program with Mrs. Dalessandro
- Attended the Canyon Crest and La Costa Canyon galas
- Attended the LAN meeting; they talked about possibly reorganizing the legislative piece for next year
- Stopped by San Dieguito Academy Major Donor Appreciation Event

SUPERINTENDENT'S REPORT
AND LEGISLATIVE UPDATE
7D.

Dr. Lynch reported on the LAN meeting held on May 17 where they discussed possible ways to redo the process we use for the Legislative Breakfast and try to look at what is the best way to communicate with our legislators. They developed some strategies and ideas to look at for next year. Dr. Lynch will talk to Mrs. Groth regarding the possibility of forming a North Coastal Legislative Group.

Dr. Lynch reported that the Governor has made his proposals for the May Revise. The COLA is projected at 5.92% and elimination of the revenue limit deficits. There are additional funding areas that are on-going proposals in arts and music block grants, school counselors for grades 7-12, and a targeted preschool initiative. There are also some one-time monies for a variety of areas such as instructional materials, P.E. equipment, arts and music equipment and supplies, etc.

The Legislative Analyst has questioned giving the funds to districts for some of these items, such as equalization, until the debt is paid back. Dr. Lynch received a letter today from the Association of Low Wealth Schools suggesting that there are some attacks on it.

There is concern about the settlement agreement with the Governor for CTA. Dr. Lynch has talked with another superintendent who has drafted a letter and will forward it to all superintendents to use this as a sort of model to let them know that all districts took a hit, not just the deciles 1,2,3 schools.

A proposal has been made by the State Department of Education to the State Board of Education to change the testing window to a shorter period of five days before and five days after which 90% of the instructional calendar has been completed, (a change from ten days before and ten days after 85% of the instructional calendar has been completed). The challenge is that it would occur just about the time of A.P. testing. At the high school level, that is a problem. The A.P. testing for next year also was moved and that means that the A.P. would end May 24 and the STAR testing would end May 18. There would be an overlap of the two tests which would be difficult for our students. There will be a county-wide effort by superintendents, and Dr. Lynch is in charge of drafting a letter that will go to Gavin Payne at the State Department of Education and to other entities stating that this change would be detrimental and asking them not to accept the change. The theory was that if they did the testing within the new window the districts would get the results back faster, however it is only one week earlier in August. That does not make a huge difference for the district.

The California High School Exit Exam has been challenged and the judge has ruled that school districts have to give diplomas to all students who have met their academic requirements even though they did not pass the Exit Exam. This has been challenged by State Superintendent Jack O'Connell and he has now taken it to the Supreme Court. San Dieguito is prepared whichever way the ruling goes, however, the administration is not sure how fast we will get this ruling.

Dr. Lynch wanted to make two introductions. She introduced Marc Trocchio, the new assistant principal at La Costa Canyon High School.

Mrs. King introduced Detective Arnold Van Lingen and thanked him publicly. Detective Van Lingen has worked for us for 3½ years, and he is a great example of why the School Resource Program works so well, as well as our partnership with the City and the Sheriff's Department. The Trustees congratulated Arnold on his promotion and thanked him for his dedication and service to the students of San Dieguito High School District.

Dr. Lynch reported on the following upcoming activities:

- CCA has another Envision program this Saturday.
- Sunday is the Coastal Community Concert Band that is held in Carlsbad. There are seven or eight students from the district performing in this concert.
- Parent Rep./Site Council meeting will be on May 22.
- BTSA Colloquium will be on May 22.
- Employee Recognition will be held on May 24 from 4:00 to 6:00 p.m.
- "The Lost City" premiere at the La Paloma Theater on Wednesday night at 7:00 p.m.
- May 25th is the groundbreaking for the LCC field.
- Strategic Planning meeting on June 1.
- Retirement party for Mrs. Harrigan on June 2.
- Leadership Team Get-Together on June 5.
- NCCSE Awards program on June 5.
- North City West JPA meeting and a Board meeting on June 8.

SCHOOL REPORT/
LA COSTA CANYON
7E.

Ms. Amy Carlin, Principal of La Costa Canyon High School, provided the Trustees with an update on areas that the La Costa Canyon High School staff has been working on to assist students in the areas of curriculum, staff development, technology, citizenship and communication, and student connectedness and well being.

SCHOOL REPORT/
SUNSET HIGH SCHOOL
7F.

Mr. Don Rizzi also reported to the Board on programs, student support groups, clubs, and activities that are available to students at Sunset High School to help enable them to reach their fullest potential and to feel connected to their school and community.

The Trustees thanked Ms. Carlin and Mr. Rizzi for their reports.

UPDATE/
CAREER TECHNICAL
EDUCATION
7G.

Ms. Melissa Sweet left at 5:55 p.m.

Mr. Steve Levy introduced Mr. Marc Trocchio and Josh Goverman who are on the Career Tech Committee.

Mr. Levy shared with the Trustees the vision statement of Career Technical Education and provided input on the ways that it will be in keeping with the goals of the district's strategic plan.

Mr. Trocchio reported on the Career Technical Education vision as a key component in overall student growth and development. The district will also explore a professional development theme, based on the Career Technical Education vision, and commit resources to support teachers in academic/ technical integration.

Josh Goverman reported on the items that the Career Technical Education will do and the process by which they will do each of these steps at the high school and middle school levels.

They also reported on what has been done in 2005-2006 in the Career Technical Education area. These items would include the CTE vision and recommendation initiative, new and expanded ROP offerings for high school students for 2006-07, grants received for biotech and engineering exploration and development, retrofitting classrooms for technology and career preparation at the high school level, and middle school investigations into Tech-Prep elective wheel labs, hiring new personnel to teach areas of Career Tech, as well as other items.

They reported to the Trustees what they want Career Tech to look like during the 2006-2007 school year:

- a. Seed money secured for biotech program development and for expansion and direction of engineering curricula
- b. Development and expansion of our A-G CTE curricula offerings
- c. Further development and expansion of our 2 + 2 articulations with community colleges, and development of ROP curricula offerings

- d. Exploration of CTE graduation requirements from five to ten credits

They also see the 2006-07 school year including development of school site action plans; strengthening curricula offerings that are already in place; using the new CTE state standards to review each course offering to ensure rigor, relevance, and academic alignment; development and nurturing of business, professional, community and post-secondary ties; and to build momentum by securing additional fiscal resources.

After a period of discussion, the Trustees thanked Mr. Levy, Mr. Trocchio, and Mr. Goverman for their presentation.

**ACTION AGENDA/
CONSENT ITEMS**

Mrs. Hergesheimer asked that item # 15 be pulled for discussion and Dr. Lynch asked that item # 20_B also be pulled for discussion.

Moved by Mrs. Groth, seconded by Mrs. Hergesheimer, that items #8-14, #15-20_A, and # 21 be approved as written.

AYES: Dalessandro, Groth, Hergesheimer,
Friedman

ADVISORY VOTE: None

NOES: None

ABSENT: None

Motion unanimously carried.

Kelly Kean arrived at 6:40 p.m.

PERSONNEL

CERTIFICATED PERSONNEL
8A.

Employment

Patricia Brown, 100% Temporary Teacher for the 2006-07 school year, effective 8/21/06 through 6/15/07; Kim Bullock, 100% Temporary Teacher for the 2006-07 school year, effective 8/21/06 through 6/15/07; Thea Chadwick, 100% Temporary Teacher Temporary Teacher for the 2006-07 school year, effective 8/21/06 through 6/15/07; Rachel Edwards, 100% Temporary Teacher for the 2006-07 school year, effective 8/21/06 through 6/15/07; Deborah Elliott, 100% Temporary Teacher for the 2006-07 school year, effective 8/21/06 through 6/15/07; Masayo Isogai, 100% Temporary Teacher for the 2006-07 school year,

effective 8/21/06 through 6/15/07; Amy Johnson, 100% Temporary Teacher for the 2006-07 school year, effective 8/21/06 through 6/15/07; Brett Killeen, 100% Probationary High School Principal beginning in the 2006-07 school year, effective 7/01/06; Emily Lawrence, 100% Temporary Teacher for the 2006-07 school year, effective 8/21/06 through 6/15/07; Susan Lesan, 100% Temporary Teacher for the 2006-07 school year, effective 8/21/06 through 6/15/07; Dianna Little, 100% Probationary Student Services Specialist beginning in the 2006-07 school year, effective 7/01/06; Mirandah McNeill, 100% Temporary Teacher for the 2006-07 school year, effective 8/21/06 through 6/15/07; William Miller, 100% Temporary Teacher for the 2006-07 school year, effective 8/21/06 through 6/15/07; Jason Moldovan, 100% Temporary Teacher for the 2006-07 school year, effective 8/21/06 through 6/15/07; Suzanne Newman, 100% Temporary Teacher for the 2006-07 school year, effective 8/21/06 through 6/15/07; Jacquelyn Powers, 100% Permanent Teacher beginning in the 2006-07 school year, effective 8/21/06; Julie Rais, 100% Temporary Teacher for the 2006-07 school year, effective 8/21/06 through 6/15/07; Julie Rogers, 100% Temporary Teacher for the 2006-07 school year, effective 8/21/06 through 6/15/07; Kelly Shafer, 100% Temporary Teacher for the 2006-07 school year, effective 8/21/06 through 6/15/07; Jamie Swope, 100% Temporary Teacher for the 2006-07 school year, effective 8/21/06 through 6/15/07; Rosanne Valenzuela, 100% Temporary Teacher for the 2006-07 school year, effective 8/21/06 through 6/15/07; Sergio Villegas, 66.67% Temporary Teacher for Semester I/2006-07 school year, effective 8/21/06 through 1/24/07; 33.33% Temporary Teacher for Semester II/2006-07 school year, effective 1/25/07 through 6/15/07.

Change in Assignment

Juan Manuel Zapata, Change in Assignment from Teacher on Special Assignment to Adult School Assistant Principal, effective 7/01/06.

Leave of Absence

Guenevere Butler, Teacher, 100% Unpaid Leave of Absence for the 2006-07 school year, effective 8/21/06 through 6/15/07; Maura Leonard, Teacher, 40% Unpaid Leave of Absence (60% assignment) for the 2006-07 school year, effective 8/21/06 through 6/15/07.

CLASSIFIED PERSONNEL
8B.

Employment
Hall, Anastacia, Student Worker, Nutrition Services, effective 5/1/06 through 6/06.

Change in Assignment
Mendez, Mary, from 31.25% Nutrition Services Assistant to 48.75%. VanHooser, Sarah, from Office Assistant to Registrar, effective 4/7/06 through 5/31/06

Resignation
DelVal, Nicole, Health Technician, effective 6/20/06;
McKinzie, Kimberly, Instructional Assistant SpEd SH, effective 6/16/06; Zeller, Shaylee, Instructional Assistant SpEd SH, effective 5/31/06.

SUPERINTENDENT

ACCEPTANCE OF GIFTS
9.

The Board accepted the following gifts:

<u>Gift/Donation</u>	<u>Purpose of Gift</u>	<u>Department Staff Member</u>	<u>School Site</u>
\$56,546.98	Campus-wide wireless computer access system	Technology Dept.	TPHS
\$507.00	To purchase tests that will be administered to SH Autistic students	Special Education	TPHS
\$979.50	Donation to Visual and Performing Arts Dept.	Visual and Perf. Arts Dept.	LCCHS
\$200.00	For the Art Dept.	Art Dept.	EWMS
\$313.00	Awarded to Dalia D'Rozario for project "Biliterate" from the Coastal Community Foundation, to assist in purchasing books/supplies for the program	Dalia D'Rozario World Language Dept.	CVMS
\$900.00	For the Music Program	Music Dept.	CCA
\$855.00	For the purchase of density kits and dissecting materials.	Science Dept.	OCMS
\$1,200.00	For the purchase of gel electrophoresis setups.	Science Dept.	SDA
\$2,315.00	For the purchase of gel electrophoresis setups	Science Dept.	SDA
\$975.00	For payroll expenses specific to Luis Del Valle, Theater Tech.	Admin.	SDA

\$1,200.00	For the purchase of an anodizing kit	Science Dept.	SDA
\$20,000.00	For the purchase and installation of a Thin Client server and 30 Thin Clients for two computer mini labs to assist students and teachers with curriculum/instruction	Admin.	CVMS
\$733.11	To cover costs for PTSA copy usage from Sept. '05 through March '06	Admin.	CVMS
\$500.00	1) \$300 for purchase of nutritional supplies for the Before School Enrichment Program, 2) \$200 for purchase of supplies for "Bobcat Connection"	Admin.	CVMS
Football software and license	For the football program (Darrin Brown)	Darrin Brown P.E. Dept.	LCCHS
Four personal computers and bluetooth capabilities	For the football program (Darrin Brown)	Darrin Brown P.E. Dept.	LCCHS

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 and Team/Club, etc.</u>	<u>Name and Purpose Of Conference/Competition</u>	<u>Location</u>
6/17-6/23/06	LCC	Krista deBoer Speech & Debate Team	National Debate Tournament	Dallas, Texas

INSTRUCTION

APPROVAL OF NOT VALID PASSING CAHSEE SCORES FOR CLASS OF 2006
11.

The Board approved and validated the equivalent of a passing score for eligible students who used allowable modifications outlined in their IEP and ratified that, for these students, the CAHSEE requirement has been satisfied.

APPROVAL OF CARL D. PERKINS VOCATIONAL EDUCATION APPLICATION/PLAN FOR FUNDING
12.

The Board approved the Carl D. Perkins 2006-2007 Vocational Education Application/Plan for Funding.

APPROVAL/RATIFICATION OF AGREEMENTS
13

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

- a) Zulmara Cline, Ph.D. to provide EL Authorization (AB 2913) training to District certified staff, during the period July 10, 2006 through July 21, 2006, for an amount not to exceed \$5,000.00, to be expended from General Fund/Restricted 06-00.

BUSINESS

APPROVAL/RATIFICATION OF AGREEMENTS
14.

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

- a) San Diego County Superintendent of Schools/ San Diego County Office of Education to provide credential services for Adult Education teachers, during the period July 1, 2006 through June 30, 2007, for an amount not to exceed \$346.00, to be expended from the Adult Ed Fund 11-00.
- b) Decorative Plant Service, Inc. to provide plant maintenance at the District Office, during the period July 1, 2006 through June 30, 2007, for an amount not to exceed \$1,020.00, to be expended from the General Fund 03-00.
- c) Brown Bag Sandwich Company to provide cooked sushi packs, during the period July 1, 2006 through June 30, 2007, at the rate of \$1.60 per pack, to be expended from Cafeteria Fund 13-00.
- d) Circle Food Products, Inc. to provide 12" flour tortillas, during the period July 1, 2006 through June 30, 2007, at the rate of \$1.31 per dozen, to be expended from Cafeteria Fund 13-00.
- e) DataLogic International, Inc. for Web Sense maintenance renewal, during the period May 3, 2006 through May 2, 2007, for an amount not to exceed \$16,250.00, to be expended from the General Fund 03-00.

APPROVAL OF AMENDMENT TO AGREEMENTS
16.

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

- a) Pizza Hut, Inc. for personal pan pizza supply – north district, extending the contract period from July 1, 2006 through June 30, 2007, with no increase in the

unit pricing, to be expended from the Cafeteria Fund 13-00.

- a) Pizza Industries, dba Domino's Pizza for 8 cut pizza and personal pan pizza supply – south district, extending the contract period from July 1, 2006 through June 30, 2007, with no increase in the unit pricing, to be expended from the Cafeteria Fund 13-00.
- b) P & R Paper Supply, Inc. for paper supplies, extending the contract period from July 1, 2006 through June 30, 2007, with a 3.5% average increase in the unit pricing, to be expended from the Cafeteria Fund 13-00.
- c) John Burnham and Company to extend Builders Risk coverage for Canyon Crest Academy project, increasing the contract amount by \$7,133.00, to be expended from Mello Roos funds and Other Building Fund 21-09.

APPROVAL OF CHANGE ORDER
17.

The Board approved change orders to the following projects and authorized Simonetta March to execute the change orders:

- a) Telliard Construction for Replacement of Stadium Lighting at San Dieguito Academy project B2006-13, change order 1, increasing the contract time by 52 calendar days and decreasing the contract amount by \$16,606.00.

ACCEPTANCE OF
CONSTRUCTION PROJECTS
18.

The Board accepted the following projects 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) Replacement of Stadium Lighting at San Dieguito Academy B2006-13 project, contract entered into with Telliard Construction.

APPROVAL OF CHANGE
ORDERS/SDA MEDIA CENTER
19.

The Board approved Change Order Number 1 to the following bid packages for the San Dieguito Academy Media Center project, to be expended from Mello Roos funds, State School Building Fund 35-00, and authorized *Simonetta March to execute the change orders:*

- a) Bid Package #1 (Site Demolition, Grading, Paving, Reinforced Concrete, Masonry, Structural Steel, Fencing) – Echo Pacific Construction Co, Inc., increasing the contract amount by \$22,429.00.

- b) Combinations Bid Packages 2, 7, & 10 (Site Utilities, Plumbing, Interior and Exterior Finishes, Insulation, Doors, Frames, Hardware and Windows, Ceramic Tile and Paint, Electrical) – The Augustine Company, increasing the contract amount by \$24,159.00.

AUTHORIZATION TO ENTER INTO CONTRACT(S)
20a.

- a) Authorize the Superintendent of Schools or Designee to enter into contract(s) for physics equipment and supplies for Canyon Crest Academy and that the contract(s) be presented to the Board of Trustees for ratification at the next regularly scheduled meeting, to be expended from the General Fund 03-00 and Other Building Fund 21-09.

APPROVAL OF BUSINESS REPORTS
21.

The following business reports were approved:

- a) Purchase Orders 264181-760154
- b) Instant Money – 10149-10152
- c) Membership Listing – 4/16/06-5/8/06
- d) 2004 Bond Release – 5/10/06

NON-ACTION ITEMS

REPORT/STUDENT BOARD MEMBERS
7B.

Kelly Kean, Canyon Crest Academy, reported on:

- STAR testing is going on at this time
- June 6 there will be a “Java with Jaffe”
- ASB Spirit Week
- They will be holding a car wash at Earl Warren on Sunday, May 21, from 1 to 4 p.m.
- Raven Idol will be held next week
- Envision Visual Arts Show is May 20 in the Media Center
- Concert on the Green with a jazz concert and a choir concert on May 25 at 6:00 p.m.

Kelly Kean left at 6:50 p.m.

DISCUSSION AGENDA/ACTION ITEMS

APPROVAL OF AGREEMENT/ LCCHS FOUNDATION
15.

Dr. Lynch reported that this is the agreement with the Foundation for the construction of the track and the Trustees have received a lot of questions and comments regarding this. The administration thought it was best to separate this out since there are items to be discussed with the funding and the naming.

Motion by Mrs. Hergesheimer, second by Mrs. Groth, that the Board approved entering into an agreement with the La Costa Canyon High School Foundation for donating the design and construction of a new all-weather synthetic field and track at La Costa Canyon High School, pending finalization of the terms and conditions, and authorized Eric J. Hall to execute all pertinent documents.

Maggie Roberts and Petra Rackley arrived at 6: 55 p.m.

Mr. Hall reported that the staff is continuing to work with the LCC Foundation. He stated that with the success of the Foundation last year, they moved very quickly towards getting the field done. The new director has done a great job, especially toward generating interest and funding the project. The staff has had a couple of meetings with the director and they talked about where they are going with this project. There has been an issue with respect to making certain that they have the finances and to prove to the Board that they have the financial wherewithal for it. The district has requested cash and a letter of credit for the balance to secure the project.

They were thinking that this was unique for them and that we were treating them a little different than others and the staff explained to them that this is the way we do business. We have a contractual relationship with a contractor and a legal obligation to pay them, and the district needs to be able to pay that bill and we can't just wait for that money to come in.

There were also questions at the meetings regarding the naming of the fields. Mr. Hall stated that we have a Board policy that specifically outlines the procedure and criteria for naming a building, etc.

Mrs. Friedman stated that the executive director of the Foundation was advised of the appropriate procedure and the ramifications of proceeding with naming of facilities. There were things that were not being communicated to the parents. Now that the staff and LCC Foundation are on the same page, it's important to note that every project that this district does has the potential for somebody to step in and make a significant donation. Certainly in the past we have treated everyone *individually*, and we are going to have to look at the position we are in now not so much a precedent setting position. We have to treat this project *individually* as it has come to us.

Mrs. Friedman stated that the groundbreaking is slated for next week. In order to proceed and get the financial assurances that the district needs, we need to give approval for naming the field and sports complex as proposed tonight and then formally make the adoption upon the committee's recommendation in June.

Dr. Lynch stated that we don't have the funding without the Foundation. We want them to have it, they have worked really hard on it, have made a commitment to try and do this.

Mrs. Dalessandro and Mrs. Groth didn't see how we could avoid similar incidents happening in the future and *how this particular time could not set a precedent.*

Mr. Hall stated that when we have a significant contribution that is equal to 50% of the project, and another contribution that is 30% of the project, maybe we want to consider reviewing the board policy and then making some exclusions to naming facilities in instances where there are significant reasons. The Trustees may need to define significant in the policy.

Mrs. Groth stated that the right is always reserved to decide on these case by case, but she didn't see how we were going to avoid this in the future. Mr. Hall stated that in terms of fundraising, perhaps there could be an

Agreement with the Foundation that includes a number of provisions.

Mrs. Dalessandro recommended pulling together all of the Foundation presidents for a meeting to discuss these issues so that everyone is aware of what needs to be done and what steps must be taken, and to develop a policy that is fair to all of the Foundations with the district having some responsibility in what it looks like.

Dr. Lynch stated that she would call a meeting of the outgoing and incoming Foundation presidents and executive directors and will explain the appropriate procedures, as well as letting them know that the district will put together some sort of agreement.

Mrs. Friedman stated that she spoke to someone in the Foundation which has an attorney to help draft an agreement to provide the district the right to remove the donor's name from the facility under certain circumstances. The district's attorney will review the agreement. Mr. Hall stated that this would occur as soon possible.

The motion and second have been made.

AYES: Dalessandro, Groth,
Hergesheimer, Friedman

ADVISORY VOTE: Sweet

ABSENT: None

NOES: None

ABSTAIN: None

AUTHORIZATION TO ENTER INTO
CONTRACT(S)
20b.

Motion by Mrs. Hergesheimer, second by Mrs. Dalessandro, to:

b) Authorize the Superintendent of Schools or Designee to enter into a contract with Ohno Construction Company, Inc., for the La Costa Canyon High School field and track renovation project B2006-18 for an amount of \$1,166,915.00 (Base Bid \$1,158,515.00 and Alternate #1 \$8,400.00) provided that the La Costa Canyon High School Foundation has submitted proper documentation to the District that money is available to fund the project, and that the contract be presented to the Board of Trustees for ratification at

the next regularly scheduled meeting, to be expended from the General Fund 03-00 and reimbursed by the La Costa Canyon High School Foundation.

AYES: Dalessandro, Groth,
Hergesheimer, Friedman

ADVISORY VOTE: Sweet

ABSENT: None

NOES: None

ABSTAIN: None

NON-ACTION ITEMS

REPORT/STUDENT BOARD MEMBERS 7B.

Maggie Roberts, San Dieguito Academy, reported on:

- The prom is this Saturday at the San Diego Zoo. There was a \$750.00 donation made for the prom so the ASB has made centerpieces for the prom.
- Academy Film Festival is on May 23
- Blood Drive is May 23 also
- Exhibition Day is coming up
- Academy Awards is June 8
- They have started a movie night. They will hold this one on the field, they will have a barbeque, and will pass out the yearbooks so that everyone can sign them
- ASB is supporting a team for "Relay for Life"

Petra Rackley, sitting in for Katie Bendix, from La Costa Canyon High School, reported on:

- The art show just ended
- Finished with the A.P. testing
- To promote good attendance for the STAR test, they held a raffle to promote perfect attendance. If you had perfect attendance, they will raffle off a couple of IPODs, and other gift certificates during lunch tomorrow
- Dance Show today and tomorrow at 7:00 p.m.
- ASB had an effort to clean up the parking lot
- Yesterday there was a banner ceremony
- May 24 is "Make a Wish" day

- May 24 is Awards Night
- The Prom is June 3 at Sea World
- The Senior Boat Dance is June 10

Maggie Robert and Petra Rackley left at 7:15 p.m.

ADOPTION OF RESOLUTION/
EXCHANGING PROPERTY TAX
REVENUE
22.

Motion by Mrs. Dalessandro, second by Mrs. Groth, that the Board adopt the Resolution Exchanging Property Tax Revenue for Territory Transfer from San Marcos Unified School District to San Dieguito Union High School District.

AYES: Dalessandro, Groth,
Hergesheimer, Friedman

ADVISORY VOTE: None

NOES: None

ABSENT: None

Motion unanimously carried.

ADOPTION OF 2005-06 SPRING
REVISION DISTRICT BUDGET
23.

Moved by Mrs. Hergesheimer, second by Mrs. Groth, that the Board adopt the 2005-06 Spring Revision District Budget.

Mr. Hall stated that there are three significant changes in the budget: (1) revenue limit is up by about \$400,000; (2) expenses are up because we have a number of non-public school students that were not anticipated; and (3) \$1.5 million of unspent money. This budget is good, the next one will not be so good. The administration is very concerned about carrying over a deficit as we have been doing.

The staff has spent a great deal of time this week discussing how they will handle next year's budget adoption. The staff is looking at: (1) doing some transferring in of monies from another fund; (2) looking at the unrestricted balances because there is quite a bit of money in restricted (they want to look at taking some unrestricted expenditures in salaries and people and pay for those out of the restricted funds); (3) making cuts in all of the department budgets; and (4) looking at reducing the site formula budgets. The district is at the point where to get next year's budget adopted some radical moves will need to be taken in these four areas. During the next budget year, the

district will need to review level of services and programs to identify reductions. Appropriate level of program services will need to be reviewed to reduce expenditures. The staff has made cuts around the edges of programs, had some layoffs, with flat enrollment. As that continues from one year to the next, the only thing to live on is the increase in revenue limit funding from the state, however, we do have some contractual obligations for that funding.

A motion and a second have been made.

AYES: Dalessandro, Groth,
Hergesheimer, Friedman

ADVISORY VOTE: None

NOES: None

ABSENT: None

Motion unanimously carried.

CLOSED SESSION
24.

There will be no closed session after the regular meeting.

INFORMATION ITEMS

BUSINESS SERVICES UPDATE
25.

There was no business services update.

CURRICULUM AND
INSTRUCTION UPDATE
26.

Dr. Lynch reported that STAR testing is going very well and the staff has done a really good job.

HUMAN RESOURCES UPDATE
27.

Ms. King reported:

- ° Provided the Trustees with flyers for the Adult School's Second Annual Job Fair. They have over 28 different businesses that will be participating. It will be held on May 31 from 6:30 to 8:00 p.m. at Crest Hall

SOCIAL STUDIES
TEXTBOOK ADOPTION
28.

Dr. Lynch reported that the staff has been working on this textbook adoption all year. She reported that Mr. McCormick wanted to thank the Board for their participation. There was a meeting of the Parent Advisory/District Curriculum meeting Tuesday where the adoption was discussed and it was approved by the Coordinating Council yesterday. This will return to the Board for adoption at the June 8 meeting.

BOARD POLICY 3260.1,
"STUDENT PARKING FEES"
29.

This policy is for a first reading and will return for approval at a future meeting. There is a recommendation of a change from \$30 to \$40 per year for parking fees.

TRANSPORTATION
BOARD POLICIES.
30.

These are all for first review. The questions have been about the \$400 to \$450 part that was intended to give some flexibility should they have to raise those fees during the policy time.

3250/AR-1,
"TRANSPORTATION FEES/
HOME TO SCHOOL"
30a.

There was a discussion regarding parents paying who have more than two children. Mrs. Friedman stated her concern was that when you have two kids, you pay the regular price; and for additional students to have to pay the full amount for those students also would be a real burden.

3541, "TRANSPORTATION
ROUTES AND SCHEDULES"
30b.

It was suggested not to delete section G and leave it in the policy. That section states that parents with more than two students riding the bus would pay three-fourths of the amount if they have more than two bus riding students.

3541.6, 'PAYMENT TO
PARENTS IN LIEU OF
PROVIDING
TRANSPORTATION
30c.

3543.1, "SHOOL BUS
CONDUCT/
STUDENT SAFETY
30d.

These policies will return for adoption at the June 8 meeting.

CLASSIFIED PERSONNEL
BOARD POLICIES
31.

These policies are also for a first reading. Dr. Lynch provided information on the Speech/Language Pathology Assistant to clarify questions that the Trustees had.

4216.3-37.6, "SPEECH/
LANGUGE PATHOLOGY
ASSISTANT"
31a.

These policies will also return at the June 8 meeting for adoption.

4216.3-37.7, "LEAD SCHOOL
BUD DRIVER"
31b.

4216.3-37.8,
"TRANSPORTATION
ROUTER/SCHEDULES
31c.

SITE INSTRUCTIONAL
BELL SCHEDULES
32.

Dr. Lynch shared with the Trustees information on 2006-07 site calendars for Canyon Crest Academy, Carmel Valley Middle School, La Costa Canyon High School, Oak Crest Middle School and Torrey Pines High School. A cover memo was included by each of the principals that explained the changes. The calendars have been discussed with staff and parents and have been reviewed by the Business Services Department to insure that they meet all instructional minutes.

PUBLIC COMMENTS
33.

There were no public comments.

FUTURE AGENDA ITEMS
34.

There were no future agenda items.

CLOSED SESSION
24.

There was no closed session.

ADJOURNMENT
35.

The Board adjourned to go into a Special Closed Session meeting at 7:17 p.m.

Beth Hergesheimer, Clerk

Peggy Lynch, Ed.D., Superintendent

INFORMATION ITEMS

UPDATE ON REFUNDING PLAN OF 1998 AND 2004 MELLO ROOS BONDS

1.

Dr. Lynch introduced Craig Underwood and Glenn Casterline from Bond Logistx. Mr. Underwood reported that this is a continuation of the workshop held on April 4. Approximately a week after that workshop, long-term rates increased, which meant the economics of the fixed rate structure has become more expensive. During the past three or four weeks, the bond team has been working to narrow down the options available and they will spend some time talking about one of the alternative financing vehicles.

Entering into an "interest rate swap" would allow the district to achieve and enhance financial objectives discussed during the April 4 workshop. Using the interest rate swap will mean that approximately \$17.9 million will be immediately available for facilities and the district will save approximately \$4.4 million in present value savings.

Mr. Underwood explained that an interest rate swap is a contract between two parties to exchange cash flows. Cash flows are calculated based on the product of fixed and floating rates, and a set notional amount. The issuer would be the school district; the counterparty would most likely be Morgan Stanley. The district will pay the counterparty the fixed rate and the counterparty will pay the district back the floating rate to be matched against the variable floating rate provided to the bond holders.

Mr. Underwood reviewed and explained examples of swap cash flows to the Trustees. One party agrees to pay the notional amount multiplied by the LIBOR index. The other party agrees to pay the notional amount multiplied by the fixed 3.77%. The party paying the least of the two amounts pays the other party the difference. Swaps are generally not used for speculative purposes; neither party enters into the transaction expecting to receive more than they pay. The district would want the floating payment swap to match, as best it can, the district's floating payments on the bonds. Mr. Underwood also reviewed how swap dealers make money. The counterparty profit comes from the hedge it places with other investment banks.

The risk the counterparty pays to hedge is slightly less than the rate paid to the insurer, therefore, a profit is gained. There are two sides to any hedge.

The district would be on the “offered side” of the transaction. When the counterparty states that the rate will be 3.77%, and the district accepts, the trade instantly locks in the “bid side” at 3.70%. As long as the district does not default on their obligation, the counterparty will have a guaranteed profit.

Mr. Underwood explained the most common derivative application otherwise known as a synthetic fixed rate structure. There is one fixed rate leg and two variable rate legs. The issuer pays the fixed swap rate of 3.77%, plus the administrative costs of .26% and the variable swap rate (LIBOR formula). The issuer receives the variable swap rate (LIBOR formula). The all-in cost is 4.03% in this particular example.

He explained the fixed rate bonds vs. the synthetic fixed-rate swap. In the synthetic fixed-rate scenario, there are two options the district would have:

- (1) A swap where the floating payment is based on the BMA (Bond Market Association) floating index. This is a tax-exempt index that is very likely to replicate the bond rate. The problem with a BMA swap is the fixed rate the district would have to pay, factoring in all cost rates, is 5%. So, this is more costly than a fixed rate bond.
- (2) A variable swap rate based on LIBOR is a taxable rate. 100% of LIBOR is going to be substantially more than the district's tax exempt floating rate. Whoever would buy the bond would accept roughly 65% of LIBOR because the district would be issuing tax exempt bonds. If LIBOR is 5%, and the district bond is going to trade at 3.3% or 65% of LIBOR. These percentages are based on a compilation of data from a period of ten to 30 years to determine where LIBOR has been relative to the tax-exempt floating rate debt. They determine what percentage would be the best representation of the floating rate debt; in this case it is 65%.

Mr. Underwood reviewed understanding swap risk factors and quantifying basis risk for the Trustees. The issuer is not immediately worse off if bonds exceed swap receipts because of initial 56 basis point advantage over fixed rate bond alternative. A high rate/high ratio scenario such as 8% and 80% of LIBOR is unprecedented. It is generally believed that only a significant change in the value of tax exemption could cause such an outcome.

Mr. Underwood reviewed potential for early termination and termination considerations.

He also reviewed the Swap Termination Payments, which indicated termination values based on certain future market conditions. The actual swap unwind values would depend on Insurer, Issuer, and counterparty credit situations, and other factors.

Mr. Ma reported that the bond deal is on hold right now. The administration needs direction from the Trustees as to what the staff should do now. Mr. Ma and Mr. Underwood concurred that the "interest rate swap" transaction is the method the district should use subject to the Board's adoption of a swap policy regulating the use of such financing structure.

The Board concurred that the administration move forward with the "interest rate swap." Staff would bring back a swap policy for adoption at the June 8 meeting.

ADJOURNMENT
2.

There being no further business to come before the Board, the meeting was adjourned at 4:15 p.m.

Beth Hergesheimer, Clerk

Peggy Lynch, Ed.D., Superintendent and
Secretary to the Board

**San Dieguito Union High School District
Middle School Task Force
June 2006**

**Report from Facilitators:
Fran Fenical and Jennifer Jeffries**

The work of the Middle School Task Force took place in two phases. The first phase involved the Vision Group, comprised of 18 individuals representing parents, teachers, and administrators. The second phase involved the Earl Warren Educators Group, comprised of 11 individuals representing administrators and teachers. A list of the participants is attached.

Phase 1: The Vision Group

During this phase, the participants read *This We Believe*, received information from students and parents about what they value in middle schools, and identified exemplary elements of a middle school program that the participants recommend be considered for inclusion and/or continued development in District middle schools. The Task Force used a future orientation, describing an exemplary program from the perspective of 2010, as if it had been in place since 2007. The result of this work is in the *Final Report of the Vision Group*, which is attached. The report begins with a narrative and ends with a list of elements of an exemplary middle school.

Phase 2: Earl Warren Educators Group

During this phase, the participants read *This We Believe*, received information from students and parents about what they value in middle schools, and reviewed the *Final Report of the Vision Group*. During their discussion, the Earl Warren Educators Group identified an additional six elements for consideration.

While all the identified elements of an exemplary middle school are worthy of attention, the Earl Warren Educator Group selected eight elements to embed in their program. They believe that, in combination, these elements will attract additional students to Earl Warren. The result of this work is in the *Earl Warren Educators Group Recommendations*, which is attached. In it you will find three options for your consideration. All three options address the structure of the school day.

Concluding remarks: In a short period of time, the combined efforts of the Vision Group and the Earl Warren Educators Group have provided the District with recommendations that are based on sound research and wise practice. The combined level of experience of the teachers and administrators and the extensive volunteer involvement of the parent members in multiple school efforts provided a “think tank” of significant depth. Out of their conversations and deliberations the District has a basis for future program and school culture development in the middle school setting.

The facilitators would like to thank the members of both groups for their diligent and productive work on this project. In addition, the support of Barbara Stanton was invaluable to the facilitators.

If we can be of further service regarding this report, please contact us.

**San Dieguito Union High School District
Middle School Task Force**

List of Participants

The Vision Group

Teachers:

Anne Briscoe (Oak Crest)
Suzanne Brown (Earl Warren)
Bob Croft (Earl Warren)
Janet Davis (Earl Warren)
Melissa Griffen (Carmel Valley)
Sharon Senese (Oak Crest)
Adrienne St. George (Diegueño)
Julia Van Cleave (Diegueño)
Cherie Wall (Carmel Valley)

Administrators:

Margie Bulkin (District Office)
Anna Pedroza (Earl Warren)
Marilyn Pugh (Diegueño)

Parents:

Stephanie Carnow (92009)
Amy Herman (92130)
Chris Jaczko (92014)
Patti Malmuth (92130)
Ellen Mitgang (92014)
Leslie O'Leary (92014)

The Earl Warren Educators Group

Teachers:

Suzanne Brown (Social Science)
Bob Croft (Physical Education)
Janet Davis (Science)
Lisa Ebner (Special Education)
Michael Ecker (English, ASB)
Hedieh Naraghi (Spanish, English Learners)
Kelli Noonan (Math)
Eric Schaller (Technology, Science)

Administrators:

Margie Bulkin
Anna Pedroza
Marilyn Pugh

**San Dieguito Union High School District
Middle School Task Force**

**Final Report of the Vision Group
April 2006**

During deliberations, the Task Force referred to the National Middle School Association research-based publication *This We Believe* in which the following middle school ideals are articulated.

Effective middle schools have:

- Educators committed to young adolescents;
- A shared vision;
- High expectations for all;
- An adult advocate for every student;
- Family and community partnerships; and
- A positive school climate.

Programs in effective middle schools have six critical program characteristics:

- Curriculum that is relevant, challenging, integrative, and exploratory;
- Varied teaching and learning approaches;
- Assessment and evaluation that promote learning;
- Flexible organizational structures;
- Programs and policies that foster health, wellness, and safety; and
- Comprehensive guidance and support services.

The Task Force identified middle school elements that, if present, would create an exemplary middle school setting and program. The Task Force used a future orientation, describing an exemplary program from the perspective of 2010, as if it had been in place since 2007 and was now being reported upon in *Time* magazine.

A Strong Start

The beginning of the middle school experience for students is critical to future success. Great care is taken to strengthen the transition between elementary and middle school. Each spring 6th grade students and parents have multiple opportunities to learn about middle school and how to be successful during the 7th and 8th grade.

The first month of the middle school focuses on the transition into middle school. Extra care is taken to provide clarity of expectations, parent-teacher contact in person or through the web, formation of student partnerships and contact with counselors. Parents and students start the year well-versed in middle school academic and social responsibilities and expectations.

The transition is expertly orchestrated by an attentive, understanding, approachable and accessible faculty and staff. They create a nurturing environment. They know how to balance high expectations with developmentally appropriate incentives and consequences that lead to a positive school climate for all students.

Shoot for the Stars

High expectations is the guiding attitude at this middle school. Academic and behavioral excellence is the goal.

Within this culture of excellence, there is recognition that each student brings his or her own strengths and challenges to the work of learning. In recognizing each child as an individual, the school provides the opportunities and support needed to attain their “personal best.” Students and parents know how to access these opportunities and support, which include:

- Opportunities for accelerated and advanced learning.
- Tutoring and extra assistance.
- Advice and counseling to solve problems and reduce barriers to fulfilling high expectations.

Students can get assistance in a timely manner because they have a “designated adult” on campus (e.g., homeroom, advisory, etc.). This one-on-one contact point provides students with a quick reference guide for routine questions, as well as a way to get direction for assistance on more unusual situations.

Counselors are experts in adolescent development, parenting skills, and academic guidance. Counselors deliver a guidance curriculum which addresses developmental issues for young adolescents, engage students in individual student planning, respond to the immediate needs of students and provide parent education.

The Learning Place

The school day is structured in order to provide for learning experiences that are integrative and exploratory. This may take the form of [interdisciplinary teaming, block scheduling, 4x4 schedule or other flexible structures] which allow for participation in several electives and the ability to organize students according to instructional need and interest on an on-going basis.

Technology is consistently used as a vehicle for communication and in the instructional setting. Parents, teachers and students are “in the know” about classroom news, school activities, administrative information, volunteer opportunities and other pertinent information about the school. Web based access to grades is readily available. Technology is appropriately and creatively used by teachers and students during the teaching-learning process.

The delivery of curriculum includes thematic academic units within some subject areas. This integration of learning across disciplines provides students with a holistic view of learning. These units are extended over time and may include exposure to the performing and visual arts, music, art, drama, and multiple world views.

Teachers collaborate at regular and predictable times (e.g., late start days, minimum days, common prep times), planning instruction that responds to instructional needs and interests of students. Professional development reinforces best instructional practices. Staff members embrace the positive climate of collegiality.

The learning process is a team effort between teacher and student in which the teacher provides a variety of instructional strategies. In collaboration with teachers and fellow students, students explore both “how” and “why” things happen. Students take responsibility for their own learning through instructional methodologies which promote inter-active, “hands joined” learning. Homework is meaningful, developmentally appropriate and differentiated based on individual student need.

Assessment of student work is addressed in multiple ways. Teacher feedback is available in a timely manner and is accessible through the web based information system. Students keep track of their own progress, e.g., by developing a portfolio over time of their best work, using student organizers that include entry of grades, etc. They monitor their progress through conversations with their teachers, review of their formal progress report and report cards. Assessment is ongoing and meaningful to students and parents and is used to increase student commitment to academic achievement. Assessment provides students with an opportunity to reflect on their strengths and areas of improvement in order to grow as learners and develop their sense of self. Assessment is used to guide instruction.

The physical, emotional and psychological well-being of students is central to the middle school experience. Four specific school features address this issue:

- All students participate in a relevant and engaging health program that addresses minimizing at-risk behaviors, resisting peer pressure, and eliminating bullying.
- Physical education classes focus on life-long fitness skills and include such activities as surfing, swimming, skateboarding, dance, aerobics, team sports and yoga.
- Healthy and affordable food choices are offered during snack and lunch time.
- The proactive intervention of knowledgeable adults takes place when behavioral issues interrupt teaching and learning.

Facilities are clean, well-maintained and conducive to learning.

A Sense of Belonging

The school is recognized for its “connectedness” of students to each other and to the school through age-appropriate social activities, an extensive elective program and extra-curricular programs.

- Students are fully involved in the planning and implementation of school activities. A broad range of students are active in this effort. Faculty, staff and parents are involved in helping to “make it happen.”

- A creative elective program provides numerous opportunities for exploration of special interest areas over the course of 7th and 8th grade. These electives are offered in various settings, both school and community-based, and include the expertise of teachers, as well as community experts.
- Students choose from an array of innovative extra-curricular sports and club activities that are offered in response to student interest and in partnership with community organizations (e.g., Boys & Girls Club, YMCA, etc.).

Students show respect for each other as individuals and for individual differences. There is school-wide appreciation for the unique contributions and perspectives of each student. Teachers reinforce this mutual respect on a daily basis within the classroom.

Each student can answer the question, "What makes you feel a part of this school?" Students feel they belong to a learning community where people know and care about them and in which they receive recognition and praise for their contributions.

Parents as Partners

Parents are first and foremost informed about their student's academic plan and the steps to take at home to support that plan. Parent education forums are offered based on parent interest and timely topics focused on the uniqueness of young adolescents and their well-being. Parents are welcomed on the campus to serve in many capacities such as volunteering to assist with social and extra-curricular activities, serve as mentors, locate and acquire community resources to support school programs and to participate in various decision-making processes through such groups as Site Council, PTSA and foundations.

The parent community is viewed as a source of relevant and accurate information by incoming 7th grade parents. The parent community extends itself to welcome and inform the incoming 7th grade families, as well as participate in parent education presentations. Parents are engaged and feel a sense of community.

Connecting to the Future – High School and Beyond

Over the two years in middle school, students acquire the required knowledge base and skill level they need to be successful in high school. A school-wide study skills approach has given them the needed organization and time management skills needed to handle the demands of a rigorous high school college preparation curriculum.

The relationship between the middle school and the high school is focused on the successful transition of middle school students into the high school setting. In partnership, the administrative and counseling teams at each school, plus high school students, provide the information pathways that allow parents and students to successfully move from one setting to the other. Students who may experience an unusual degree of difficulty in the transition are identified by the middle school. The high school provides resources to strengthen the transition for them.

Career awareness and education is embedded in the school experience. Multiple opportunities--in class, in the community and in virtual environments--are available for students to explore career interests, as well as interact with adults in their fields of interest.

The “Finding Place”

This middle school is truly “a finding place.” Students remember their middle school years as a time when they were guided, encouraged and stretched. Their academic skills have advanced well beyond those they had at the end of sixth grade. They explored and found new areas of interest.

Their social and behavioral skills serve them well in the high school setting. At the end of two years, students have found their own strengths, learned how to address their areas for improvement and have confidence that they can and will succeed in high school and beyond.

Exemplary middle school program elements based on the individual personal and professional expertise of Task Force members and the collective interpretation of *This We Believe*:

6th grade student and parent transition activities (e.g., 6th grade parent night, boot camp night, 6th grade field trips to the middle school, etc.)

First month of 7th grade transition program

Opportunities for accelerated and advanced learning

Tutoring and extra assistance

“An adult for every student” plan

Counseling services (accessible; one-on-one contact with students regarding academic planning; meet with classes on counseling and academic planning issues)

School day structure allows for more electives and flexibility of organizing students to target instructional needs

Technology access and use

Thematic academic units

Time for teacher collaboration

Homework that is meaningful, developmentally appropriate and differentiated based on individual student need

Assessment (ongoing, meaningful to student and parent, used to guide instruction)

Facilities are clean, well maintained, and conducive to learning

Social activities are planned and implemented by a broad range of students with adult guidance

Elective program has several “high student interest” choices for students over the two years of middle school

Extra-curricular sports and club activities

Relevant and engaging health program

Physical education classes focus on life-long fitness skills

Healthy and affordable food choices

Proactive intervention of knowledgeable adults

“Parents as partners” efforts (e.g., outreach to communicate the roles of counselors, administrators and other school personnel; parent education offerings)

School-wide study skills approach

“Transition to high school” efforts are well-planned and communicated to students, parents, teachers and staff

Career awareness and education has a place in curricular design and delivery during the two years of middle school

**San Dieguito Union High School District
Middle School Task Force**

**Earl Warren Educators Group Recommendations
June 2006**

The Educators Group reviewed the Vision Group's final report in which elements of an exemplary middle school program were identified. The group analyzed and evaluated the degree to which these elements are present at Earl Warren. Based on that analysis, the group believed that they could create a new Earl Warren program that addresses all elements as identified by the Vision Group. Eight key elements are:

1. 6th grade student and parent transition activities (e.g., 6th grade parent night, boot camp night, 6th grade field trips to the middle school, etc.)
2. "An adult for every student" plan
3. Homework that is meaningful, developmentally appropriate and differentiated based on student need
4. "Parents as partners" efforts (e.g., outreach to communicate the roles of counselors, administrators and other school personnel; parent education offerings)
5. School day structure allows for more electives and flexibility of organizing students to target instructional needs
6. **Elective program has several "high student interest" choices for students over the two years of middle school**
7. Career awareness and education has a place in curricular design and delivery during the two years of middle school
8. Exploratory curriculum (new ways of teaching)

Based on these elements, we created three options that we believe are reflective of best practices, the professional expertise of those in the group, and what parents and students value.

Option 1: 4x4 schedule

Some elements will be pursued by appropriate school advisory groups.

In order to properly address these elements, a change in instructional day is required. The overwhelming consensus of the Educators Group is to strongly recommend that a 4x4 schedule be adopted. This schedule would allow for the elements to be developed by increasing flexibility and increased instructional time for all students. In addition to student benefits, teachers would have a reduced student load which increases the opportunity to interact more frequently with individual students.

Attached is a sample schedule which illustrates increased learning opportunities and a listing of possible “high student interest” choices.

Potential for 0 and 5th periods for student assistance

Within this schedule, a “Seahawk Hour” (a form of homeroom) could:

- connect students to the same adult throughout middle school
- provide time for study skills
- provide time for club and advisory meetings
- provide time for homework assistance
- provide time for teacher collaboration

Option 2: Rotating block schedule with a “wheel” feature and single periods on Fridays

Some elements will be pursued by appropriate school advisory groups.

In order to properly address these elements, a change in instructional day is required. If the 4x4 is not approved by the Board, the Educator Group recommends, as a second choice, a rotating block schedule with a “wheel” feature. This schedule would allow for the elements to be developed by increasing flexibility and increased instructional time for all students.

Attached is a sample schedule which illustrates somewhat increased learning opportunities and a listing of possible “high student interest” choices.

Potential for 0 and 7th periods for student assistance

Within this schedule, a “Seahawk Hour” (a form of homeroom) could:

- connect students to the same adult throughout middle school
- provide time for study skills
- provide time for club and advisory meetings
- provide time for homework assistance
- provide time for teacher collaboration

Option 3: Current schedule: Two block days per week with limited opportunities for elective classes or exploratory instruction

Some elements will be pursued by appropriate school advisory groups.

Due to limited number and length of instructional periods, the Educators Group believed that many elements would not be properly addressed.

Potential for 0 and 7th periods for student assistance

Within this schedule, a “Seahawk Hour” (a form of homeroom) could:

- connect students to the same adult throughout middle school
- provide time for study skills
- provide time for club and advisory meetings
- provide time for homework assistance
- provide time for teacher collaboration

Exemplary middle school program elements based on the individual personal and professional expertise of Task Force members and the collective interpretation of *This We Believe*:

* 6th grade student and parent transition activities (e.g., 6th grade parent night, boot camp night, 6th grade field trips to the middle school, etc.)

First month of 7th grade transition program

Opportunities for accelerated and advanced learning

Tutoring and extra assistance

* “An adult for every student” plan

Counseling services (accessible; one-on-one contact with students regarding academic planning; meet with classes on counseling and academic planning issues)

* School day structure allows for more electives and flexibility of organizing students to target instructional needs

Technology access and use

Thematic academic units

Time for teacher collaboration

* Homework that is meaningful, developmentally appropriate and differentiated based on individual student need

Assessment (ongoing, meaningful to student and parent, used to guide instruction)

Facilities are clean, well maintained, and conducive to learning.

Social activities are planned and implemented by a broad range of students with adult guidance.

* Elective program has several “high student interest” choices for students over the two years of middle school

Extra-curricular sports and club activities

Relevant and engaging health program

Physical education classes focus on life-long fitness skills

Healthy and affordable food choices

Proactive intervention of knowledgeable adults

* “Parents as partners” efforts (e.g., outreach to communicate the roles of counselors, administrators and other school personnel; parent education offerings)

School-wide study skills approach

“Transition to high school” efforts are well-planned and communicated to students, parents, teachers and staff

* Career awareness and education has a place in curricular design and delivery during the two years of middle school

Exemplary middle school program elements added by the Earl Warren Educators Group:

Community partnerships

Students take ownership of school culture

* Exploratory curriculum (new ways of teaching)

Cross-curriculum teaming and collaboration (integrated)

Parent involvement (orientation, transition)

Rigorous curriculum

* Elements chosen for focus by the Earl Warren Educators Group

Option 1: 4x4 schedule

	Quarter 1	Quarter 2	Quarter 3	Quarter 4
Period 1	English	English	Elective	Elective
Period 2	P. E.	P.E.	Math	Math
Lunch				
Seahawk Hour				
Period 3	Social Science	Social Science	Science	Science
Period 4	Elective	Elective	Elective	Elective

Option 2: Rotating block schedule with elective wheels

	Semester 1	Semester 2
Period 1	English	English
Period 2	P.E.	P.E.
Period 3	Math	Math
Period 4	Social Science	Social Science
Lunch		
Seahawk Hour		
Period 5	Science	Science
Period 6	Elective wheel (three 6-week courses)	Elective wheel (three 6-week courses)

Monday	Tuesday	Wednesday	Thursday	Friday
Period 1	Period 2	Period 1	Period 2	Period 1 Period 2
Period 3	Period 4	Period 3	Period 4	Period 3 Period 4
Lunch	Lunch	Lunch	Lunch	Lunch
Seahawk Hour	Seahawk Hour	Seahawk Hour	Seahawk Hour	Seahawk Hour
Period 5	Period 6	Period 5	Period 6	Period 5 Period 6

Option 3: Current Earl Warren schedule

	Semester 1	Semester 2
Period 1	English	English
Period 2	P.E.	P.E.
Period 3	Math	Math
Period 4	Social Science	Social Science
Lunch		
Homeroom/SSR		
Period 5	Science	Science
Period 6	Elective	Elective

Possible “high student interest” choices

Visual and performing arts

- Moviemaking
- Video game design (partner with game design company)
- “EW Magazine” video production
- Costume design, stage production
- Animation

Communication

- Journalism
- Yearbook
- Creative writing, poetry
- Book club (partner with Solana Beach Library)
- Speech and debate

Science

- Science Olympiad
- CSI EW
- Marine biology
- Oceanography
- Alternative energy
- Agriculture

Physical Education

- Surfing
- SK8
- Hip hop dance
- Swimming (partner with Boys & Girls Club)
- Life skills and nutrition
- Team sports

Career awareness

- Internship
- Community service

Technology

- Web page design
- Digital photography
- Computer technology

Social Science

- Geography (geography/spelling bee)
- Current events/politics
- Pacific Rim studies
- Discover San Diego (field trips)

Math

- Entrepreneurship
- Math Counts
- Algebra II

World languages

- French
- ASL
- Japanese


San Dieguito Union High School District

INFORMATION REGARDING BOARD AGENDA ITEM

TO: BOARD OF TRUSTEES

DATE OF REPORT: May 31, 2006

BOARD MEETING DATE: June 8, 2006

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
Change in Assignment
Leave of Absence
Resignation

Classified

Employment
Change in Assignment
Resignation

RECOMMENDATION:

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

FUNDING SOURCE:

General Fund

PERSONNEL LIST

CERTIFICATED PERSONNEL

Employment

1. **Brennan Dean**, 100% Temporary Counselor for the 2006-07 school year, effective 8/08/06 through 6/15/07.
2. **Mark Brudney**, 100% Temporary Teacher for the 2006-07 school year, effective 8/21/06 through 6/15/07.
3. **Kevin Byrne**, 80% Temporary Teacher for the 2006-07 school year, effective 8/21/06 through 6/15/07.
4. **Christopher Drake**, 100% Temporary Teacher for the 2006-07 school year, effective 8/21/06 through 6/15/07.
5. **Charles Hayden**, 100% Temporary Teacher for the 2006-07 school year, effective 8/21/06 through 6/15/07.
6. **Lisa Hendricks**, 80% Temporary Teacher for the 2006-07 school year, effective 8/21/06 through 6/15/07.
7. **Scott Jordan**, 80% Temporary Teacher for the 2006-07 school year, effective 8/21/06 through 6/15/07.
8. **Bradley Spilkin**, 100% Temporary Teacher for the 2006-07 school year, effective 8/21/06 through 6/15/07.
9. **Erin Trimm**, 100% Temporary Teacher for the 2006-07 school year, effective 8/21/06 through 6/15/07.
10. **Jayne Williams**, 100% Temporary Counselor for the 2006-07 school year, effective 8/08/06 through 6/15/07.

Change in Assignment

1. **Jennifer Bjornstad**, Permanent Teacher, Change in Assignment from 60% to 80%, beginning in the 2006-07 school year, effective 8/21/06.
2. **Nathan Molina**, Change in Assignment from Teacher to Special Ed. Lead Teacher, beginning in the 2006-07 school year, effective 8/21/06.
3. **Meredith Wadley**, Change in Assignment from Dean of Students to Special Ed. Lead Teacher, beginning in the 2006-07 school year, effective 8/21/06.

Leave of Absence

1. **Guenevere Butler**, Teacher, 100% Unpaid Leave of Absence for the 2006-07 and 2007-08 school years, effective 8/21/06 through 6/30/08.
2. **Marilee Gigler**, Teacher, Rescind previously-approved request for 50% Unpaid Leave (50% assignment) and revise to 40% Unpaid Leave (60% assignment) as part of the District-approved Reduced Workload Program for the 2006-07 school year, effective 8/21/06 through 6/15/07.

3. **Allyson Kneib**, 80% School Psychologist, request for 80% Unpaid Leave of Absence for the 2006-07 school year, effective 8/21/06 through 6/15/07.
4. **Jennifer Mansberger**, Teacher, 100% Unpaid Leave of Absence for the remainder of the 2005-06 school year, effective 5/24/06 through 6/16/06.
5. **Sato Umabe**, Teacher, 20% Unpaid Leave of Absence (80% assignment) for the 2006-07 school year, effective 8/21/06 through 6/15/07.

Resignation

1. **Sandra Boldway**, Teacher, Resignation from Employment, effective 6/16/06.
2. **Jeffrey Buck**, Teacher, Resignation from Employment, effective 6/16/06.
3. **Winfield Cooper**, Teacher, Resignation for Retirement Purposes, effective 6/16/06.
4. **Eleanor Skaalen**, Teacher, Resignation from Employment, effective 6/16/06.
5. **Gail Twohy**, Teacher, Resignation for Retirement Purposes, effective 6/16/06.

dr
6/08/06
certbdagenda

CLASSIFIED PERSONNEL

Employment

1. **Bucher, Patricia**, Secretary, effective 6/21/06 through 7/14/06 summer employment
2. **Corona, Angelica**, Library Media Technician, effective 6/21/06 through 8/4/06, summer employment
3. **Cummings, Mary-Ellen**, Secretary, effective 6/21/06 through 8/4/06 summer employment
4. **Glausser, Terri**, Library Media Technician, effective 6/21/06 through 8/4/06 summer employment
5. **Kelly, Tricia**, Administrative Secretary, effective 6/21/06 through 8/4/06 summer employment
6. **Klat, Grace**, Nutrition Services Assistant I, effective 5/24/06
7. **Molnar, Marcia**, Administrative Secretary, effective 6/21/06 through 8/4/06 summer employment
8. **Nunez, Melissa**, Administrative Secretary, effective 6/21/06 through 8/4/06 summer employment
9. **Ramirez, Monica**, Administrative Secretary, effective 6/21/06 through 8/4/06 summer employment
10. **Rankin, Marjorie**, Secretary, effective 7/17/06 through 8/4/06 summer employment
11. **Robertson, Judy**, Secretary, effective 6/21/06 through 8/4/06 summer employment
12. **Secrest, Laui**, Secretary, effective 6/21/06 through 8/4/06 summer employment
13. **Solomon, Thea**, Administrative Secretary, effective 6/21/06 through 8/4/06 summer employment

The following are employees hired for summer school as Instructional Assistants-Bilingual, effective 6/22/06 through 8/4/06:

<u>Capurso, Mercedes</u>	<u>Flores, Cisneros, Alicia</u>
<u>Corella, Olga</u>	<u>Gomez, Enrique</u>
<u>Dutra, Marisela</u>	<u>Morton, Chris</u>

The following are employees hired for summer school as Instructional Assistants-SpEd and Instructional Assistants-SpEd (SH), effective 6/22/06 through 8/4/06:

<u>Arechiga, Al</u>	<u>Dupree, Janine</u>	<u>Nocito, Jason</u>
<u>Bucher, Pat</u>	<u>Irwin, Jackie</u>	<u>Olson, Karen</u>
<u>Bunnell, Brooke</u>	<u>Jones, Michael</u>	<u>Shull, Maureen</u>
<u>Culbertson, Sharon</u>	<u>Lopez, Kathy</u>	<u>Symons, Barbara</u>
<u>Dunne, Lori</u>	<u>Macias, Sandy</u>	<u>Vijoe, Massie</u>
	<u>McGrath, Cam</u>	<u>Warren, Holly</u>

The following are employees hired for summer school as Campus Supervisors-High School, effective 6/22/06 through 8/4/06:

<u>Branson, Lori</u>	<u>Meeks, Tom</u>
<u>Gutierrez, Guadalupe</u>	<u>Sanchez, Denise</u>
<u>Gutierrez, Hector</u>	

The following are employees hired for summer school in the Nutrition Services Department, effective 6/22/06 through 8/4/06:

Albee, Sandy
Eddings, Deborah
Espinoza, Monica
Espinoza, Moises

Hernandez, Rose
Mendez, Mary
Nakamura, Kay
Quebedeaux, Debbie

Robinson, Jeri
Uhlmeyer, Leandra
Wilkinson, Elizabeth
Yousif, Thikra
Zuniga, Jamie

Change in Assignment

1. Gold, Marilyn, from 48.75% Office Assistant to 100% Secretary, effective 5/16/06 through 6/20/06
2. Ma, Stephen, from Executive Director Business Services to Associate Superintendent Business Services, effective 8/1/06
3. Webb, Robert, from Warehouse Delivery Worker to Maintenance Worker I, effective 6/1/06 through 6/30/06

Resignation

1. Bottomley, Susan, Instructional Assistant SpEd, effective 6/2/06
2. Crosby, Kalani, Instructional Assistant SpEd and Campus Supervisor-Middle School, effective 5/25/06
3. Hall, Eric, Revised – Associate Superintendent Business Services, resigning for the purpose or retirement, effective 9/19/06
4. Kendrick, Robert, Campus Supervisor-Middle School, effective 6/16/06
5. McNeal, Jerri, Instructional Assistant SpEd (SH), resigning for the purpose of retirement, effective 6/17/06
6. Mirdamadi, Shadi, Accounting Assistant-ASB, effective 6/21/06

San Dieguito Union High School District

INFORMATION REGARDING BOARD AGENDA ITEM

TO: BOARD OF TRUSTEES

DATE OF REPORT: May 31, 2006

BOARD MEETING DATE: June 8, 2006

PREPARED BY: Simonetta March, Director of Purchasing/W^{hr}s.
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/ HUMAN
RESOURCES

EXECUTIVE SUMMARY

The attached Professional Services Report/Human Resources summarizes one contract at no cost to the District.

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: 9

SAN DIEGUITO UNION HIGH SCHOOL DISTRICT

HUMAN RESOURCES - PROFESSIONAL SERVICES REPORT

Date: 06/08/06

<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>
05/01/06 – mutual termination	University of Phoenix, San Diego Campus	Student teacher services	N/A	N/A


San Dieguito Union High School District

INFORMATION REGARDING BOARD AGENDA ITEM

TO: BOARD OF TRUSTEES

DATE OF REPORT: May 25, 2006

BOARD MEETING DATE: June 8, 2006

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

SUBJECT: CBET 2006-2007 Application

EXECUTIVE SUMMARY

Enclosed please find the application form for the Community-Based English Tutor (CBET) Program Application for the 2006-2007 fiscal year, which was authorized by Education Code sections 315 and 316, which were enacted by Proposition 227 in June, 1998. All LEA's must apply for CBET program funds on an annual basis.

RECOMMENDATION

The administration recommends that the Trustees approve the application form for the Community-Based English Tutor (CBET) Program for the 2006-2007 fiscal year, as shown in the attached supplement.

FUNDING SOURCE

N/A

PL/sg
Attachment

AGENDA ITEM: 10



CALIFORNIA
DEPARTMENT OF
EDUCATION

1430 N STREET
SACRAMENTO, CA
95814-5901

JACK O'CONNELL
State Superintendent of
Public Instruction
PHONE: (916) 319-0800

May 2, 2006

Dear County and District Superintendents and Independent Charter School
Directors:

FUNDING ANNOUNCEMENT COMMUNITY-BASED ENGLISH TUTORING PROGRAM

Local educational agencies (LEAs) are invited to reapply or initiate a new application for the Community-Based English Tutoring (CBET) program, authorized by *Education Code* sections 315 and 316, which were enacted by Proposition 227 in June 1998. All LEAs must apply for CBET program funds on an annual basis.

Pursuant to *California Code of Regulations (CCR)*, Title 5, Education, Section 11305, the State Superintendent of Public Instruction is to allocate \$50 million annually, contingent upon approval in the Governor's budget, to LEAs that request participation in the CBET Program. Funds are to be used for the purpose of providing free or subsidized programs of English language instruction to parents or other members of the community who pledge to provide personal English language tutoring to California school children with limited English proficiency. If the LEA reports one or more English learners (ELs) on the 2006 Annual Language Census Report (R-30), the LEA is eligible to participate. Enclosed with this letter is a copy of the application form for fiscal year (FY) 2006-07.

Funding will be allocated on a formula basis utilizing the results of the most recent R-30. The \$50 million will be prorated according to the number of ELs enrolled in the participating LEAs. The average annual per pupil allocation has been approximately \$30 per EL, and a similar level of funding is expected for FY 2006-07.

As regulated in *CCR*, Title 5, Section 11305 (c), LEAs may use CBET program funds for direct program services, community notification processes, transportation services, and background checks related to the tutoring program. The adult English language instruction can be provided by schools, colleges, universities, community-based or nonprofit organizations. All LEAs need to maintain thorough and auditable documentation as well as pledge records of the adult participants.

All LEAs that wish to participate in the CBET program for FY 2006-07, including those LEAs that are currently funded, are required to complete and return the application form. This form requires the signatures of the superintendent or designee and the

May 2, 2006
Page 2

presiding officer of the local governing board. All LEAs are required to affix those two signatures to the application form and submit it postmarked on or before June 2, 2006. Application forms postmarked after the deadline may not be considered for funding. Mail the form to:

**David Almquist, Education Programs Assistant
Language Policy and Leadership Office
CBET Program
California Department of Education
1430 N Street, Suite 4309
Sacramento, CA 95814-5901**

You can download a copy of the CBET program Frequently Asked Questions and other supporting documents from the California Department of Education Web site at <http://www.cde.ca.gov/sp/el/cb/library.asp>.

If you have any questions or concerns regarding this certification or any other matter related to the CBET program, please contact David Almquist, Education Programs Assistant, Language Policy and Leadership Office, at (916) 323-5124 or by e-mail at dalmquis@cde.ca.gov.

Sincerely,



JACK O'CONNELL

JO:da
Enclosure

cc: Director, Community-Based English Tutoring Program

Community-Based English Tutoring (CBET) Program Application Form, Fiscal Year (FY) 2006-07

revised to June 30

Submission Postmark Deadline: June 2, 2006

Please complete the following information to request Community-Based English Tutoring Program funds:

Local Educational Agency (LEA) Information

Name of LEA San Diego Adult School County/District Code 37168346
 Charter School No. _____

Mailing Address 710 Encinitas Blvd.

City Encinitas State CA Zip Code 92024

Program Contact Person Name Denise Stanley

Title/Office Principal, Adult Education

Telephone Number (760) 753-7073 x3410 FAX Number (760) 753-436-8376

E-mail Address Denise.Stanley@sduhsd.net

The LEA listed above hereby **requests** allocation of funds from the California Department of Education (CDE) to participate in the CBET Program for FY 2006-07.

Assurances

The signature of the superintendent or designee of this form acknowledges that the following general assurances will be observed.

1. The conditions established pursuant to California *Education Code* sections 300-340, and California *Code of Regulations*, Title 5, Education, sections 11300-11305 will be met by the LEA in the administration of this program.
2. The LEA will use fiscal control and accounting procedures that will ensure proper disbursements and accounting of state funds paid to that agency under the program. The LEA will make all records available for audit when requested.
3. Funds may be used for direct program services, community notification processes, transportation services, and background checks related to the tutoring program.
4. The LEA will be responsible for expending these funds to provide free or subsidized adult English-language instruction for parents or community members who have pledged to provide personal English-language tutoring to kindergarten through grade twelve English learners.

5. Pledge records will consist of the following information: name of school district, name of school, and the name and signature of parent or community member committed to tutor English learners. These records will be maintained for audit.

Certification and Signature

I certify that: (1) the planned allocation and expenditures of funds for the Community-Based English Tutoring (CBET) program are for educational services for eligible participants; (2) the expenditures of funds and the programmatic activities will be conducted in accordance with federal and state statutes and regulations, including the assurances contained in this application; and (3) full records of program activities and expenditures will be maintained and made available for review and/or audit by the CDE and/or the representatives or designees of the Department.

I hereby certify that I have read the conditions contained in this document and agree to comply with all requirements as a condition of funding and that to the best of my knowledge the information contained in this CBET application form is complete and correct.

Peggy Lynch
Print Name of Superintendent or Designee

Peggy Lynch
Signature of Superintendent or Designee

5/23/06
Date

Board Approval

Print Name of Presiding Officer of Governing Board

Board Approval Date

Signature of Presiding Officer of Governing Board

Date

This CBET Application Form, FY 2006-07 is to be submitted to the CDE and postmarked on or before June 2, 2006. Return this form to:

**David Almquist, Education Programs Assistant
Language Policy and Leadership Office
CBET Program
California Department of Education
1430 N Street, Suite 4309
Sacramento, CA 95814-5901**

San Dieguito Union High School District

INFORMATION REGARDING BOARD AGENDA ITEM

TO: BOARD OF TRUSTEES

DATE OF REPORT: May 31, 2006

BOARD MEETING DATE: June 8, 2006

PREPARED BY: Simonetta March, Director of Purchasing/Whs. ^{mm}
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

EXECUTIVE SUMMARY

The attached Professional Services Report/Instruction summarizes one contract in an amount not to exceed \$2,500.00.

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.


San Dieguito Union High School District

INFORMATION REGARDING BOARD AGENDA ITEM

TO: BOARD OF TRUSTEES

DATE OF REPORT: May 30, 2006

BOARD MEETING DATE: June 8, 2006

PREPARED BY: Marguerite D. Bulkin 

SUBMITTED BY: Peggy Lynch, Ed.D.
Superintendent

SUBJECT: APPROVAL OF EXPLORATORY WORK
EXPERIENCE EDUCATION PROGRAM
AFFILIATION AGREEMENT

EXECUTIVE SUMMARY

The Exploratory Work Experience Educational Program Affiliation Agreement between the San Dieguito Union High School District and Scripps Memorial Hospital has been an ongoing agreement that allows students from La Costa Canyon High School, Torrey Pines High School, and San Dieguito Academy who are enrolled in the Work Experience Education Program an opportunity to observe professionals working in a health care environment and learn about health care through observation at Scripps affiliated hospitals as part of their Work Experience coursework.

RECOMMENDATION:

It is recommended that the Board approve the agreement renewal with Scripps Health effective June 1, 2006 through December 31, 2009, and authorize Simonetta "Nettie" March to execute the agreement.

FUNDING SOURCE:

Not applicable.

**EXPLORATORY WORK EXPERIENCE EDUCATIONAL PROGRAM
AFFILIATION AGREEMENT
BETWEEN SAN DIEGUITO UNION HIGH SCHOOL DISTRICT
AND SCRIPPS HEALTH**

This Exploratory Work Experience Educational Program Affiliation Agreement (hereinafter called "Agreement") is made and entered into on June 1, 2006, by and between Scripps Health, doing business Scripps Clinic, Scripps Green Hospital, Scripps Memorial Hospital Encinitas, Scripps Memorial Hospital La Jolla, Scripps Mercy Hospital Chula Vista, and Scripps Mercy Hospital (hereinafter, collectively called "Facility"), and San Dieguito Union High School District, whose schools include La Costa Canyon High School, San Dieguito Academy High School and Torrey Pines High School (hereinafter, collectively called "School").

WITNESSETH:

WHEREAS, the School has an Exploratory Work Experience Educational Program (hereinafter called "Program") to provide high school students with an opportunity to observe professionals working in a health care environment, and;

WHEREAS, the Facility is willing to allow students (hereinafter called "students") from the School to observe at the Facility as part of the Program learning experience;

NOW, THEREFORE, in consideration of the covenants, conditions, and stipulations hereinafter expressed and in consideration of the mutual benefits to be derived therefrom, the parties hereto agree as follows:

1. SCHOOL RESPONSIBILITIES AND STATUS:

- a. The School agrees that a student is present at Facility for observational purposes only and will not participate in any direct patient care.
- b. The School will provide the Facility with information concerning each student's health, including vaccination and immunization records upon request by the Facility, recent PPD or chest x-ray results (taken within six months prior to assignment to the Facility). The School shall also provide evidence to the Facility that each student has health insurance covering the student in California.
- c. The parties agree to comply with all applicable state and federal laws and regulations relating to the confidentiality, ownership and treatment of medical records and information, including the Health Insurance Portability and Accountability Act of 1996 (HIPAA), to the extent applicable. The School shall inform students about the confidentiality of all communications with patients and between the patients, their physicians and the Facility staff. The School understands that it is a breach of ethics and a violation of California law to divulge to any person not directly connected to the individual patient's care, the names of persons being treated at the Facility and the nature of their illness. The School agrees to execute any business associate or similar agreements that may be required under the regulations of the Health Insurance Portability and Accountability Act (HIPAA). This section shall survive termination of this Agreement.

- d. Students are not employees of the Facility and shall have no entitlement against the Facility for Social Security benefits, Workers' Compensation benefits, salaries, retirement or any other employment benefits of any kind.
- e. The School shall comply with all applicable local, State, and Federal laws and regulations governing School's obligations hereunder.
- f. The School shall maintain general liability insurance covering the School, its employees, instructors, and students with minimum limits of One Million Dollars (\$1,000,000) per occurrence and One Million Dollars (\$1,000,000) annual aggregate. The School shall maintain workers' compensation insurance covering employees, faculty, and students as required by law. As evidence of such coverage, the School shall provide certificate(s) of insurance to the Facility upon execution of this Agreement.
- g. The number of students assigned to the Facility and the dates of rotation will be mutually agreed upon by the parties and will be subject to the availability of the Facility's personnel for teaching and supervision. The School shall contact each Facility separately before sending a student to participate in the program to determine if the Facility is able to accept such student at that time. No Facility will be bound to accept a student, unless it is willing and able to accept that student for the time period requested.
- h. The School and its students shall at all times comply with any standards and accreditation requirements of the Joint Commission on Accreditation of Healthcare Organizations, as related to this Agreement.
- i. The School will instruct each student on all applicable Facility policies and procedures, a copy of which shall be provided to the School by the Facility.

2. FACILITY RESPONSIBILITIES:

- a. The Facility may remove a student from the Program whose health, conduct, behavior or performance compromises patient care or the operation of the Facility.
- b. The Facility shall orient each student and provide direction on its policies, particularly, privacy and infection control.
- c. The Facility shall schedule three (3) to twenty-four (24) hours of on site observation within the Facility with each student.
- d. The Facility shall assign a Facility employee as primary contact person for the student when the student is on site at the Facility.
- e. The Facility will assist students in obtaining emergency health care, at the expense of the School or student, in the event of illness or injury occurring while at the Facility for observational purposes.

- f. The Facility retains professional and administrative responsibility for the services rendered to its patient as a condition of its licensure as required by the California Code of Regulations, Title 22 §70713. Notwithstanding the foregoing, the School acknowledges and agrees that the Facility's obligations in this regard shall not diminish the School's duties, obligations or liabilities for activities performed pursuant to this Agreement.

3. INDEMNIFICATION

- a. The School agrees to indemnify, release, discharge and hold the Facility, its successors and assigns and affiliated corporations harmless and agrees to defend the Facility from and against any and all liabilities, losses, damages, claims (including workers' compensation claims), lawsuits, causes of action, and expenses associated herewith (including reasonable attorney's fees in defending against any such claim or lawsuit) caused or asserted to have been caused, directly or indirectly, by the negligence or willful misconduct of the School, its officers, employees, faculty or students in its performance under this Agreement.
- b. The Facility agrees to indemnify, release, discharge and hold the School, its successors and assigns and affiliated corporations, harmless, and agrees to defend the School from and against any and all liabilities, losses, damages, claims, lawsuits, causes of action, and expenses associated herewith (including reasonable attorney's fees in defending against any such claim or lawsuit) caused or asserted to have been caused, directly or indirectly, by the negligence or willful misconduct of the Facility and its employees in its performance under this Agreement.

4. TERM AND TERMINATION:

The term of this Agreement shall commence on June 1, 2006, and continue through December 31, 2009, provided that either party may terminate this Agreement without cause at any time upon thirty (30) days prior written notice to the other party.

5. NOTICES:

Any notice to be given to any party hereunder shall be in writing and shall be deemed to have been given when hand-delivered, the next business day after the notice is deposited with a national overnight delivery service with next-business-day delivery guaranteed, or three business days after the notice is sent by registered or certified mail, return receipt requested, postage prepaid, and addressed to the party to whom notice is to be given, at the following addresses, or to such other address as the parties may hereafter designate in writing to each other.

Facility: Scripps Health
 Legal Department
 4275 Campus Point Court
 San Diego, California 92121-1513
 Attention: General Counsel

School: San Dieguito Union High School District
 710 Encinitas Boulevard
 Encinitas, California 92024
 Attention: Peggy Lynch, Ed.D.

6. ENTIRE AGREEMENT:

This Agreement constitutes the entire Agreement between the parties pertaining to the subject matter contained in it and supersedes all prior and contemporaneous agreements, and no other representations or understandings of the parties shall be binding unless executed in writing by all the parties. No waiver of any of the provisions of this Agreement shall be deemed, or shall constitute, a waiver of any other provisions, whether or not similar, nor shall any waiver constitute a continuing waiver. This Agreement may not be modified except by an instrument in writing executed by the parties.

7. GOVERNING LAW:

This Agreement shall be governed by the laws of the State of California, and any controversy arising out of or relating to this Agreement shall be adjudicated in San Diego County, California.

IN WITNESS WHEREOF, this Agreement has been executed by and on behalf of the parties hereto, on the dates indicated below:

FACILITY:

Scripps Health, doing business as Scripps Clinic, Scripps Green Hospital, Scripps Memorial Hospital Encinitas, Scripps Memorial Hospital La Jolla, Scripps Mercy Hospital Chula Vista, and Scripps Mercy Hospital

By: _____
Chris Van Gorder
President/CEO of Scripps Health

Date: _____

SCHOOL:

San Dieguito Union High School District

By: _____
Peggy Lynch, Ed.D., Superintendent


Date: _____

San Dieguito Union High School District
INFORMATION REGARDING BOARD AGENDA ITEM

TO: BOARD OF TRUSTEES

DATE OF REPORT: May 30, 2006

BOARD MEETING DATE: June 8, 2006

PREPARED BY: Stephen B. Levy, Coordinator 
Pupil Services

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

SUBJECT: Interdistrict Attendance Agreements

EXECUTIVE SUMMARY

Each year the San Dieguito Union High School District enters into agreements with many of the San Diego County School Districts for students currently attending our district on transfers as well as for students currently attending our district during the school year.

RECOMMENDATION

It is recommended that the Board of Trustees enter into agreements with Vista Unified School District and San Marcos Unified School District and that Dr. Peggy Lynch, Superintendent be authorized to sign these agreements.

FUNDING SOURCE

Results in additional funding for the San Dieguito Union High School District.

School Districts of San Diego County
INTERDISTRICT ATTENDANCE AGREEMENT

This agreement made and entered into this 15 day of May, 20 06 by and between the San Dieguito Union High School District of San Diego County and the Vista Unified School District of San Diego County is effective only for the school year 20 06 through 20 07 and neither party is bound by any of the covenants herein contained after the expiration of said school year.

The above mentioned parties mutually agree as follows:

- Each of the districts will accept, insofar as facilities permit, students who are residents of the other said district who have proper permits for attendance from the district superintendent or his designee of the school district of residence who are eligible to attend the classes of the schools operated by the district of attendance, and who are acceptable to said district of attendance.
- The respective school districts will furnish the said pupils the same advantages, supplies, and regular instructional services as are furnished to the pupils in attendance in at their respective schools, exclusive of transportation to and from said schools unless special arrangements are previously agreed upon.
- In accordance with Education Code Section 46607, the attendance of said pupils shall be credited as follows (check appropriate boxes):
 - The attendance shall be credited to the district of attendance with the district of attendance assuming all costs of education unless other arrangements are jointly agreed upon.
 - Districts with 25 percent or more reduction in PL 81- 874 funds as a result of interdistrict attendance:** The attendance shall be credited to the district of residence with tuition — not to exceed the actual cost per ADA for the grade level or program less any income, other than tuition, received by the district of attendance on account of such attendance — to be paid to the district of attendance.
 - Consortium of School Districts Operating Adult Programs:** The attendance may be credited on the basis of the district of residence with interdistrict tuition paid to the district of attendance as agreed to by the participating districts.
- Final payment, if any, to be made to the district of attendance no later than August 31, after the close of the fiscal year.

IN WITNESS WHEREOF, the governing boards of said districts have approved this agreement on the dates indicated below and authorized their representatives to sign it in their behalf.

Vista Unified School District

San Dieguito Union High School School District

Terms of revocation of student interdistrict contract are as follows:

Discipline Attendance Academics

Terms of revocation of student interdistrict contract are as follows:

Discipline Attendance Academics

District appeal process as follows:

- Director, Student Support Services
- Associate Superintendent
- Superintendent

District appeal process as follows:

- Coordinator, Student Services
- Executive Director, Student Services
- Superintendent

Signature [Signature]

Title Interim Superintendent

Approved by the Governing Board on:

Date May 15, 2006

Signature _____

Title Supt. of Schools

Approved by the Governing Board on:

Date _____

District schools/programs known to be impacted at the time of this agreement:

District schools/programs known to be impacted at the time of this agreement:

The canary copy of this agreement should be filed with the County Office ONLY if tuition is to be paid by a San Diego County school district to the district of attendance.

School Districts of San Diego County
INTERDISTRICT ATTENDANCE AGREEMENT

This agreement made and entered into this 22 day of MAY, 20 06 by and between the SAN MARCOS UNIFIED School District of San Diego County and the SAN DIEGUITO UNION HIGH School District of SAN DIEGO County is effective only for the school year 20 06 through 20 07 and neither party is bound by any of the covenants herein contained after the expiration of said school year.

The above mentioned parties mutually agree as follows:

- Each of the districts will accept, insofar as facilities permit, students who are residents of the other said district who have proper permits for attendance from the district superintendent or his designee of the school district of residence who are eligible to attend the classes of the schools operated by the district of attendance, and who are acceptable to said district of attendance. *(SEE BELOW)
- The respective school districts will furnish the said pupils the same advantages, supplies, and regular instructional services as are furnished to the pupils in attendance in at their respective schools, exclusive of transportation to and from said schools unless special arrangements are previously agreed upon.
- In accordance with Education Code Section 46607, the attendance of said pupils shall be credited as follows (check appropriate boxes):
 - The attendance shall be credited to the district of attendance with the district of attendance assuming all costs of education unless other arrangements are jointly agreed upon.
 - Districts with 25 percent or more reduction in PL 81- 874 funds as a result of interdistrict attendance:** The attendance shall be credited to the district of residence with tuition — not to exceed the actual cost per ADA for the grade level or program less any income, other than tuition, received by the district of attendance on account of such attendance — to be paid to the district of attendance.
 - Consortium of School Districts Operating Adult Programs:** The attendance may be credited on the basis of the district of residence with interdistrict tuition paid to the district of attendance as agreed to by the participating districts.
- Final payment, if any, to be made to the district of attendance no later than August 31, after the close of the fiscal year.

IN WITNESS WHEREOF, the governing boards of said districts have approved this agreement on the dates indicated below and authorized their representatives to sign it in their behalf.

SAN MARCOS UNIFIED School District

San Dieguito Union High School District

Terms of revocation of student interdistrict contract are as follows:

- Discipline
- Attendance
- Academics

Terms of revocation of student interdistrict contract are as follows:

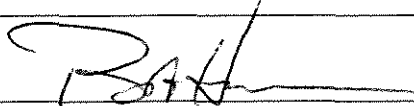
- Discipline
- Attendance
- Academics

District appeal process as follows:

- DIRECTOR OF STUDENT SERVICES
- ASSISTANT SUP. OF INSTRUCTIONAL SERVICES
- _____

District appeal process as follows:

- Coordinator, Student Services
- Executive Director, Student Services
- _____

Signature 
 Title DIRECTOR OF STUDENT SERVICES

Signature _____
 Title Superintendent of Schools

Approved by the Governing Board on:

Approved by the Governing Board on:

Date MAY 22, 2006

Date _____

District schools/programs known to be impacted at the time of this agreement:

District schools/programs known to be impacted at the time of this agreement:

* REQUESTS FROM STUDENTS RESIDING IN SMUSD
WHO WANT TO ATTEND SCHOOL IN YOUR DISTRICT
WILL BE DENIED UNLESS ONE OF THE PARENTS IS
AN EMPLOYEE OF YOUR DISTRICT OR THE STUDENT

The canary copy of this agreement should be filed with the County Office **ONLY** if tuition is to be paid by a San Diego County school district to the district of attendance.

HAS ALREADY BEEN ATTENDING A
HIGH SCHOOL IN YOUR DISTRICT.

San Dieguito Union High School District

INFORMATION REGARDING BOARD AGENDA ITEM

TO: BOARD OF TRUSTEES

DATE OF REPORT: May 24, 2006

BOARD MEETING DATE: June 8, 2006

PREPARED BY: Denise W. Levine, Executive Director
Pupil Services ^{DL}

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

SUBJECT: Approval/Ratification of Agreement(s) for
Nonpublic School/Nonpublic Agency Services

EXECUTIVE SUMMARY

The district administration has recommended that designated special education students attend nonpublic schools and/or receive nonpublic agency services for the 2005-06 school year as listed on the attached report.

RECOMMENDATION

The district administration recommends that the Board approve the attached list of an agreement for nonpublic school services and authorize Simonetta March to sign the agreement and forward the appropriate documents to the County Superintendent to reflect the placement of a student in a nonpublic school.

FUNDING SOURCE

General Fund 06-00/Special Education Budget \$2,395.00 estimated

PL/ddb
Attachment

AGENDA ITEM: 14

San Dieguito Union High School District

INFORMATION REGARDING BOARD AGENDA ITEM

TO: BOARD OF TRUSTEES

DATE OF REPORT: May 19, 2006

BOARD MEETING DATE: June 8, 2006

PREPARED BY: Denise W. Levine, Executive Director
Pupil Services *DM*

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

SUBJECT: Approval/Ratification of Agreements

EXECUTIVE SUMMARY

The attached Report summarizes two agreements that provide services for the Special Education Program and Special Education Students for the 2005-2006 school year.

RECOMMENDATION

Approve/ratify entering into 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 06-00/Special Education Budget – Estimated \$15,125.00

PL/ddb
Attachment

AGENDA ITEM: 15

SAN DIEGUITO UNION HIGH SCHOOL DISTRICT

PUPIL SERVICES AGREEMENTS 2005-2006

Date: June 8, 2006

Agreement Effective Dates	Agency	Description of Services	Number of Students (Estimate)	Fee
8-30-05 to 8-4-06	Mira Costa College – San Elijo Campus	Use of classroom for the North Coastal Consortium Regional Severely Handicapped Transition Class for students ages 18-22	15	75% NCCSE 25% Capital Facilities Fund 25-19 (Estimate \$15,125.00)
8-27-06 to 6-30-07	Grossmont Cuyamaca Comm. College	Speech-Language Pathology Assistant Program to use service facilities for students' field experience	Unknown	- 0 -


San Dieguito Union High School District

INFORMATION REGARDING BOARD AGENDA ITEM

TO: BOARD OF TRUSTEES

DATE OF REPORT: May 31, 2006

BOARD MEETING DATE: June 8, 2006

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

SUBJECT: ACCEPTANCE OF GIFTS/DONATIONS

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
Attachment

AGENDA ITEM: 16

SAN DIEGUITO UNION HIGH SCHOOL DISTRICT

GIFTS/DONATIONS REPORT

Date: **June 8, 2006**

<u>Gift/ Donation</u>	<u>Name of Donor</u>	<u>Donor's Intent for Gift</u>	<u>Department/ Staff Member</u>	<u>Site</u>
\$1,225,260.00	LCC Foundation	For the "Field of Dreams"	Administration	LCCHS
Washing machine	Marc Romano	For Earl Warren's Severely Handicapped classroom	Special Education	EWMS
\$45,375.00	LCC Foundation	For the "Field of Dreams"	Administration	LCCHS
\$85,000.00	CCA Foundation	For technology equipment	Tech./Administration	CCA
\$6,000.00	Rotary Club/Encinitas	Field maintenance	Administration	D.O.
\$3,000.00	TPHS Foundation	1) To continue purchasing books for the Library, 2) to continue to purchase in-print materials for the Library	Library/Media Center	D.O.
\$4,128.98	TPHS Foundation	Spring mini-grant to purchase 4 eMacs	Admin.	TPHS
\$3,306.14	TPHS Foundation	Optical mark reader – scanner for aeries program	Technology	TPHS
\$2,560.13	TPHS Foundation	30 Adobe Acrobat licenses, storage cart and adapter for Abby Brown's classes	Abby Brown/Math	TPHS
\$1,689.00	TPHS Foundation	Laptop for Mr. Will Harvie's classroom use	Will Harvie	TPHS

<u>Gift/ Donation</u>	<u>Name of Donor</u>	<u>Donor's Intent for Gift</u>	<u>Department/ Staff Member</u>	<u>Site</u>
\$2,566.00	TPHS Foundation	Green mesh netting for the batting cage - softball	P.E. Dept.	TPHS
\$511.50	TPHS Foundation	Tent security for 2/6 Choices Night	Administration	TPHS
\$500.00	SDA Foundation	For the Theater Tech donation account for April 2006, payroll expenses specific to Luis Del Vale	Theater	SDA
\$1,364.43	Washington Mutual	Wa Moola for schools	Administration	SDA
\$640.00	CVMS PTSA	1) \$100/Miranda "Circle of Friends", 2) \$100/Norgard-art/map supplies, 3) \$200/Farrell – Curriculum supplies, 4) @40.00/Wall, Roberts – Homework Club supplies	Various	CCA
Free weight plates and dumbbells	Nelson Sandefurs	For use by the students in the weight room	P.E.	SDA


San Dieguito Union High School District

INFORMATION REGARDING BOARD AGENDA ITEM

TO: BOARD OF TRUSTEES

DATE OF REPORT: May 31, 2006

BOARD MEETING DATE: June 8, 2006

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

SUBJECT: APPROVAL/RATIFICATION OF FIELD TRIPS

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
Attachment

AGENDA ITEM: 17

San Dieguito Union High School District

INFORMATION REGARDING BOARD AGENDA ITEM

TO: BOARD OF TRUSTEES

DATE OF REPORT: May 23, 2006

BOARD MEETING DATE: June 8, 2006

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



SUBJECT: **ADOPTION OF RESOLUTION / SUPPORT
OF APPLICATIONS FOR ELIGIBILITY
DETERMINATION AND FUNDING &
AUTHORIZATION TO SIGN APPLICATIONS
AND ASSOCIATED DOCUMENTS**

EXECUTIVE SUMMARY

The Board previously adopted a resolution required by the Office of Public School Construction (OPSC) which supports the applications for eligibility determination and funding, and designates representative(s) to sign applications and associated documents for new construction and modernization projects. Due to the impending retirement of Eric Hall, a new representative(s) needs to be designated. The attached Resolution identifies Stephen G. Ma, Associate Superintendent of Business, and Peggy Lynch, Superintendent, as District Representatives to sign applications and associated documents.

RECOMMENDATION:

It is recommended that the Board adopt the attached Resolution in Support of Applications for Eligibility Determination and Funding, and Authorization to Sign Applications and Associated Documents, designating Stephen G. Ma, Associate Superintendent of Business, and Peggy Lynch, Superintendent, as District Representatives.

FUNDING SOURCE:

Not applicable.

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

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

Whereas, the San Dieguito Union High School District approved the filing of applications under the State School Building Lease-Purchase Program for funding under the provisions of the State Allocation Board;

Whereas, the San Dieguito Union High School District intends to file applications for funding under the School Facility Program as provided in Chapter 12.5, Part 10, Division 1, commencing with Section 17070.10, et seq., of the Education Code;

Whereas, a condition of processing the various applications under the School Facility Program is a resolution in support of those applications from the San Dieguito Union High School District Board of Trustees and signatures of the San Dieguito Union High School District Administration; and

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

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

1. Stephen G. Ma
2. Peggy Lynch

Enacted this 8th day of June, 2006, by the San Dieguito Union High School District Board of Trustees.

Ayes _____ Absent _____
Noes _____ Passed _____

San Dieguito Union High School District

INFORMATION REGARDING BOARD AGENDA ITEM

TO: BOARD OF TRUSTEES

DATE OF REPORT: May 31, 2006

BOARD MEETING DATE: June 8, 2006

PREPARED BY: Joann Redman, Executive Assistant
Eric J. Hall, Assoc. Supt., Business Services

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

SUBJECT: **ADOPTION OF RESOLUTIONS DESIGNATING
AUTHORIZED AGENT TO RECEIVE MAIL &
PICKUP WARRANTS / CERTIFY PAYROLL ORDER
/ SIGN SCHOOL ORDERS**

EXECUTIVE SUMMARY

Various sections of Education Code require the Board of Trustees to pass a series of resolutions prior to the beginning of each fiscal year in order to maintain a current register of persons authorized to act on behalf of the school district. The first resolution enclosed designates authorized agents to receive mail and pickup warrants at the County Office of Education. The second resolution designates authorized agents to ascertain and certify that employees have taken the oath of allegiance and certification of classified service assignment, and the third resolution designates authorized agents to sign school orders. These resolutions will be effective during the period July 1, 2006 through June 30, 2007.

RECOMMENDATION:

Adopt the following resolutions, effective July 1, 2006 through June 30, 2007:

- a) **RESOLUTION DESIGNATING AGENT TO RECEIVE MAIL AND PICKUP WARRANTS AT THE COUNTY OFFICE OF EDUCATION**
Designating Stephen G. Ma to receive mail and Peggy Lynch, Terry King, David R. Bevilaqua, Donna Corder, Dawn Pearson, Carol Clemons, Kay Bosko, Sandra Woodruff, Mireya Nelson, Cindy Cruz and Anni Mallison to pick up warrants at the County Office of Education.
- b) **RESOLUTION FOR PAYROLL ORDER CERTIFICATION**
Designating Peggy Lynch or Terry King and Frederick Labib-Wood to ascertain and certify that each employee has taken the oath of allegiance and designating Frederick Labib-Wood to certify classified service assignment.
- c) **RESOLUTION DESIGNATING AUTHORIZED AGENT TO SIGN SCHOOL ORDERS**
Designating Peggy Lynch or David R. Bevilaqua or Stephen G. Ma to sign school orders.

EJH/jr
Attachments

AGENDA ITEM: 19 A-C

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

San Dieguito Union High School District, San Diego County ON MOTION OF member _____, seconded by member _____, effective July 1, 2006 through June 30, 2007.

IT IS RESOLVED AND ORDERED that:

1. The authorized agent (*one person only*) to receive mail from the Accounting/Payroll Sections is **Stephen G. Ma**.
2. The authorized person(s) or district(s) to pick up warrants from the County Office (other than the mail addressee) are **Peggy Lynch, Terry King, David R. Bevilaqua, Donna Corder, Dawn Pearson, Carol Clemons, Kay Bosko, Sandra Woodruff, Mireya Nelson, Cindy Cruz and Anni Mallison**.
3.

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

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

PASSED AND ADOPTED by said Governing Board on June 8, 2006, by the following vote:

AYES: MEMBERS
NOES MEMBERS
ABSENT: MEMBERS

STATE OF CALIFORNIA)
COUNTY OF SAN DIEGO) SS

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

Secretary of the Governing Board

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

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

PAYMENT ORDER RESOLUTION

San Dieguito Union High School District, San Diego County ON MOTION OF member _____, seconded by member _____, effective July 1, 2006 through June 30, 2007.

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

Peggy Lynch or Terry King and Frederick Labib-Wood

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

Frederick Labib-Wood, Personnel Director

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

PASSED AND ADOPTED by said Governing Board on June 8, 2006, by the following vote:

- AYES: MEMBERS
- NOES: MEMBERS
- ABSENT: MEMBERS

STATE OF CALIFORNIA)
COUNTY OF SAN DIEGO) SS

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

Secretary of the Governing Board

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

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

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

San Dieguito Union High School District, San Diego County ON MOTION OF member _____, seconded by member _____, effective July 1, 2006 through June 30, 2007.

IT IS RESOLVED AND ORDERED that, pursuant to the provisions of Education Code Section 42632 or 85232, **Peggy Lynch or David R. Bevilaqua or Stephen G. Ma** be and is hereby authorized to sign any and all orders in the name of said District, drawn on the funds of said District.

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

PASSED AND ADOPTED by said Governing Board on June 8, 2006, by the following vote:

AYES: MEMBERS
NOES: MEMBERS
ABSENT: MEMBERS

STATE OF CALIFORNIA)
COUNTY OF SAN DIEGO) SS

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

Secretary of the Governing Board

Manual signature(s) of authorized person(s): Facsimile signature(s), if app: (Rubber Stamp)

San Dieguito Union High School District

INFORMATION REGARDING BOARD AGENDA ITEM

TO: BOARD OF TRUSTEES

DATE OF REPORT: May 31, 2006

BOARD MEETING DATE: June 8, 2006

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

EXECUTIVE SUMMARY

The attached Professional Services Report/Business summarizes six contracts totaling \$39,525.00, 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: 20 A-F

SAN DIEGUITO UNION HIGH SCHOOL DISTRICT

BUSINESS - PROFESSIONAL SERVICES REPORT

Date: 06-08-06

<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>
06/08/06 – 6/30/06	Sowards & Brown Engineering	Prepare annexation map for number 12 to Community Facilities District No. 95-1	Mello Roos Fund subject to reimbursement from the developer	\$2,800.00
07/01/06 – 06/30/07	Spectrum Environmental Solutions, Inc.	Provide hazardous material pick-up at various District locations	General Fund 03-00	\$6,000.00
07/01/06 – 08/18/06	Western Environmental & Safety Technologies, LLC	Provide Asbestos Hazard Emergency Response Act (AHERA) three year re-inspection	General Fund 03-00	\$1,725.00
07/01/06 – 06/30/09	San Diego County Superintendent of Schools	Release of confidential welfare information regarding student data match for Free/Reduced Lunch accountability	Cafeteria Fund 13-00	Cost recovery rate of current fiscal year standard fee schedule
09/05/06 – 06/15/07	St. John the Evangelist	Lease of facilities for Adult Education CO-OP Pre-school program	Adult Ed Fund 11-00	\$5,000.00
09/15/06 – 11/30/06	Muscolino Inventory Service, Inc.	Conduct an inventory of the District's assets	General Fund 03-00	\$24,000.00

San Dieguito Union High School District

INFORMATION REGARDING BOARD AGENDA ITEM

TO: BOARD OF TRUSTEES

DATE OF REPORT: May 31, 2006

BOARD MEETING DATE: June 8, 2006

PREPARED BY: Simonetta March, Director of Purchasing/Whs. ^{AM}
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

EXECUTIVE SUMMARY

The attached Amendment to Agreements Report summarizes three amendments to agreements totaling \$12,000.00, 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: 21 A-C

SAN DIEGUITO UNION HIGH SCHOOL DISTRICT

AMENDMENT TO AGREEMENTS REPORT

Date: 06-08-06

<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>
07/01/06 – 06/30/07	Goldfield Stage & Co., North County Student Transportation, Sundance Stage Lines, Inc., and Certified Transportation	Extend extra curricular transportation services, with three companies requesting a 5% increase on certain services	N/A	N/A
N/A	Jeffrey Owen, Ph.D.	Additional neuropsychological assessment services	General Fund/Restricted 06-00	\$12,000.00
11/15/05 – 12/31/07	State of California 22 nd District Agricultural Association	San Dieguito Union High School District to provide additional parking facility use at Canyon Crest Academy	N/A	N/A

San Dieguito Union High School District

INFORMATION REGARDING BOARD AGENDA ITEM

TO: BOARD OF TRUSTEES

DATE OF REPORT: May 31, 2006

BOARD MEETING DATE: June 8, 2006

PREPARED BY: Simonetta March, Director of Purch./Whs. ^{nm}
Steve Ma, Executive Director of Business Services
Eric Hall, Associate Supt./Business

SUBMITTED BY: Peggy Lynch, Ed.D.
Superintendent

SUBJECT: AWARD OF CONTRACTS

EXECUTIVE SUMMARY

Bids for providing snack, produce, bakery, and bread supplies were opened on May 16, 2006. Two bids were received for snack supplies. Two bids were received for produce supplies. One bid was received for bakery supplies. Three bids were received for bread supplies. The Nutrition Services Department and other Staff reviewed all of the bid submittals to determine the lowest responsive and responsible bidders of each product category. A bid recap is attached for review.

RECOMMENDATION:

It is recommended that the Board approve entering into the following contracts and authorize Simonetta March to execute all pertinent documents contingent upon receipt of health certificate and inspection documents, and verification of insurance coverage:

- a) B2006-19 Snack Supplies, to A & R Wholesale Distributing, Inc., during the period August 1, 2006 through July 31, 2007, with options to renew two additional years, at the unit prices shown in the attachment.
- b) B2006-20 Produce Supplies, to Maisano Produce Distributors, Inc., during the period August 1, 2006 through July 31, 2007, with options to renew two additional years, at the unit prices shown in the attachment.
- c) B2006-21 Bakery Supplies, to S & S Bakery, Inc., during the period August 1, 2006 through July 31, 2007, with options to renew two additional years, at the unit prices shown in the attachment.
- d) B2006-22 Bread Supplies, to The Bread Company, Inc., during the period August 1, 2006 through July 31, 2007, with options to renew two additional years, at the unit prices shown in the attachment.

FUNDING SOURCE:

Cafeteria Fund 13-00

AGENDA ITEM: 22 A-D

SDUHSD Snack Bid Recap #B2006-19

Item #	Food Description	Pack	Est. Annual Usage	Campus Foods Unit Cost	Campus Foods Total Cost	A&R Wis. Dist. Unit Cost	A&R Wis. Dist. Total Cost
1	Candy, M&M's	48/bx	75	\$17.47	\$1,310.25	\$17.39	\$1,304.25
2	Candy, Peanut M&M's	48/bx	919	\$17.47	\$16,054.93	\$8.70	\$7,995.30
3	Candy, Skittles	36/bx	745	\$13.10	\$9,759.50	\$13.05	\$9,722.25
4	Candy, Snickers	48/bx	290	\$17.47	\$5,066.30	\$8.70	\$2,523.00
5	Candy, Reese Peanut Butter Cups	36/bx	208	\$13.11	\$2,726.88	\$12.98	\$2,699.84
6	Pop Tarts, 2 pk #31722	72 pk/cs	209	\$28.80	\$6,019.20	\$26.45	\$5,528.05
7	Chips, LSS Hot Cheetos	60/cs	816	\$18.15	\$14,810.40	\$17.96	\$14,655.36
8	Chips, LSS Doritos Nacho	60/cs	217	\$18.15	\$3,938.55	\$17.96	\$3,897.32
9	Chips, LSS Funyons	60/cs	124	\$18.15	\$2,250.60	\$17.96	\$2,227.04
10	Chips, LSS Lays BBQ	60/cs	179	\$18.15	\$3,248.85	\$17.96	\$3,214.84
11	Chips, LSS Sun Chips French Onion	60/cs	567	\$18.15	\$10,291.05	\$17.96	\$10,183.32
12	Chips, LSS Ruffles Original Cheddar	60/cs	269	\$18.15	\$4,882.35	\$17.96	\$4,831.24
13	Chips, LSS Munchies Hot Mix 2.0 oz	60/cs	331	\$18.15	\$6,007.65	\$17.96	\$5,944.76
14	Pretzels, LSS Rold Gold Pretzels	60	242	\$18.15	\$4,392.30	\$17.96	\$4,346.32
15	Cheese-Its 1.5 oz	60	242	\$13.66	\$3,305.72	\$13.09	\$3,167.78
16	Fruit Snacks, Mixed (other available flavors)	48	448	\$13.35	\$5,980.80	\$13.39	\$5,998.72
17	Nature Valley Granola Oat & Honey 1.6 oz	28 ct	224	\$6.95	\$1,556.80	\$6.33	\$1,417.92
18	Pop Tarts, 2 pk #31722	72 pk/cs	99	\$29.13	\$2,883.87	\$26.43	\$2,616.57
19	Maruchan Noodle Soup Cup	12-14 oz	983	\$3.20	\$3,145.60	\$3.04	\$2,988.32
20	Chips, LSS Doritos Cool Ranch	60/cs	320	\$18.15	\$5,808.00	\$17.96	\$5,747.20
				Total:	\$113,439.60	Total:	\$101,009.40

SDUHSD Produce Bid Recap #B2006-20

Item #	Food Description	Pack	Est. Annual Usage	American Produce Unit Cost	American Produce Total Cost	Maisano Unit Cost	Maisano Total Cost
1	Apples, red, school bag	113	95	\$16.90	\$1,605.50	\$16.90	\$1,605.50
2	Broccoli, florets	lb	209	\$1.79	\$374.11	\$1.50	\$313.50
3	Cantaloupe	15 count	2	\$12.50	\$25.00	\$8.75	\$17.50
4	Carroteenies, baby peeled	200/ 1.5 oz	14	\$18.95	\$265.30	\$17.50	\$245.00
5	Celery, stalk	stalk	19	\$0.50	\$9.50	\$0.50	\$9.50
6	Cucumbers	36 count	134	\$9.90	\$1,326.60	\$0.40	\$53.60
7	Grapes, red seedless	CS	10	\$24.50	\$245.00	\$14.00	\$140.00
8	Honeydew	25#	29	\$10.50	\$304.50	\$8.50	\$246.50
9	Lettuce, Romaine, chopped	lb	8892	\$1.35	\$12,004.20	\$1.35	\$12,004.20
10	Lettuce, shredded, 1/4"	lb	1093	\$0.60	\$655.80	\$0.53	\$579.29
11	Lettuce, tossed salad, 3 way	lb	3848	\$0.55	\$2,116.40	\$0.63	\$2,424.24
12	Onion, green	48 ct	143	\$9.90	\$1,415.70	\$0.40	\$57.20
13	Onion Green Diced	5 lb	10	\$14.75	\$147.50	\$1.85	\$18.50
14	Onion, Red	lb	124	\$0.50	\$62.00	\$0.42	\$52.08
15	Oranges, Valencia	113 count	86	\$12.90	\$1,109.40	\$11.35	\$976.10
16	Peppers, Bell	each	344	\$0.20	\$68.80	\$0.33	\$113.52
17	Tomatoes, 5X6X2, repacks	case	100	\$15.90	\$1,590.00	\$14.70	\$1,470.00
18	Tomatoes, cherry	12/1 pt	119	\$16.50	\$1,963.50	\$13.50	\$1,606.50
19	Tomatoes, grape	12 pt/cs	48	\$21.50	\$1,032.00	\$13.75	\$660.00
20	Lettuce, Green Leaf	head	879	\$0.95	\$835.05	\$0.68	\$597.72
				Total:	\$27,155.86	Total:	\$23,190.45

SDUHSD Bakery Bid Recap #B2006-21

Item #	Food Description	Pack	Est. Annual Usage	Unit Cost	Total Cost
1	Donuts (3 oz)	Doz	3009	\$3.88	\$11,674.92
2	Muffins (3 oz)	Doz	3635	\$6.15	\$22,355.25
3	Lemon Square (1/4 pan)	Ea.	20	\$10.74	\$214.80
4	Bagel (3 oz)	Doz	637	\$2.91	\$1,853.67
5	Cinnamon Rolls (3.25 oz)	Doz	1173	\$6.09	\$7,143.57
				Total:	\$43,242.21

SDUHSD Bread Bid Recap #B2006-22

Item #	Food Description	Pack	Est. Annual Usage	Bread Co. Unit Cost	Bread Co. Total Cost	Galasso's Unit Cost	Galasso's Total Cost	Interstate Unit Cost	Interstate Total Cost
1	Bread, white 1.5 # pull	Loaf	506	\$1.10	\$556.60	\$1.39	\$703.34	\$1.73	\$875.38
2	Bread, wheat 1.5 # pull	Loaf	158	\$1.10	\$173.80	\$1.45	\$229.10	\$1.73	\$273.34
3	Bun, Hamburger, white 4"	Doz	3752	\$1.07	\$4,014.64	\$1.39	\$5,215.28	\$1.78	\$6,678.56
4	Bun, Hamburger, white 5"	20 pk	131	\$2.25	\$294.75	\$1.99	\$260.69	\$2.22	\$290.82
5	Bun, Hamburger, wheat 4"	Doz	19	\$1.45	\$27.55	\$1.59	\$30.21	\$1.78	\$33.82
6	Bun, Hotdog, white 6"	Loaf	644	\$1.05	\$676.20	\$1.35	\$869.40	\$1.78	\$1,146.32
7	Bread, WheatBerry 1.5#	Loaf	1019	\$1.55	\$1,579.45	\$1.59	\$1,620.21	N/A	
				Total:	\$7,322.99	Total:	\$8,928.23	Total:	\$9,298.24

San Dieguito Union High School District

INFORMATION REGARDING BOARD AGENDA ITEM

TO: BOARD OF TRUSTEES

DATE OF REPORT: June 1, 2006

BOARD MEETING DATE: June 8, 2006

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

SUBMITTED BY: Peggy Lynch, Ed.D.
Superintendent

SUBJECT: AWARD OF CONTRACTS

EXECUTIVE SUMMARY

Two construction bid projects were opened on June 1, 2006. One project is to replace a heating unit at the gymnasium at La Costa Canyon High School. This project received two bid submittals. The other project is to refurbish restrooms at Earl Warren Middle School. This project received five bid submittals. District Staff has reviewed the bid packages for compliance and determination of the lowest responsive and responsible bidder. A bid recap of each project is attached for review.

RECOMMENDATION:

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

- a) B2006-26 Replace Heating Unit at Bldg. 1200 at La Costa Canyon High School, to AMS America Inc., dba Southcoast Heating and Air Conditioning, in the amount of \$51,840.00.
- b) B2006-27 Refurbish Restrooms at Earl Warren Middle School, to Fordyce Construction, Inc., in the amount of \$116,308.00.

FUNDING SOURCE:

- a) Mello Roos Fund
- b) Deferred Maintenance Fund 14-00


San Dieguito Union High School District

INFORMATION REGARDING BOARD AGENDA ITEM

TO: BOARD OF TRUSTEES

DATE OF REPORT: May 31, 2006

BOARD MEETING DATE: June 8, 2006

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: RATIFICATION OF CONTRACTS

EXECUTIVE SUMMARY

Bids for physics equipment and supplies for Canyon Crest Academy were opened on May 17th. The Canyon Crest Academy Science Department has reviewed the bids to ascertain that the *supplies and equipment bid upon meet their needs. In order to receive the items prior to June 30th*, the Board of Trustees authorized the administration to enter into contracts with successful bidders. Board's ratification of this action is requested at this time.

RECOMMENDATION:

It is recommended that the Board ratify the action taken by the administration to enter into contracts for physics equipment and supplies for Canyon Crest Academy with the following companies:

- 1) Carolina Biological Supply Company - \$17,682.60 plus tax
- 2) Cynmar Corporation - \$1,377.94 plus tax
- 3) Educational Innovations, Inc. - \$220.29 plus tax
- 4) Examgen, Inc. - \$435.00 plus tax
- 5) Fisher Science Education - \$5,617.96 plus tax
- 6) Flinn Scientific, Inc. - \$2,900.00 plus tax
- 7) Frey Scientific - \$1,661.81 plus tax
- 8) Pasco Scientific - \$51,852.98 plus tax
- 9) Science Kit, LLC - \$3,930.01 plus tax
- 10) Vernier Software & Technology LLC - \$19,747.70 plus tax

FUNDING SOURCE:

General Fund 03-00 and Other Building Fund 21-09

AGENDA ITEM: 24 A

**Canyon Crest Academy
Physics Equipment/Supplies
Bid #B2006-23**

Line Item #	Unit	Qty.	Description	Successful Bidder	Total Cost
			Pasco Catalog Numbers		
1	4 pack	10	Steel marble 2.5 cm diameter	Pasco	\$193.00
2	each	30	Stopwatch, digital	Frey	\$80.70
3	each	60	Clamp, right angle	Pasco	\$907.80
4	each	30	Pasco dynamics systems 2.2 meter length	Pasco	\$10,050.00
5	each	2	Ballistic cart accessory	Pasco	\$600.54
6	each	18	Discover friction accessory	Pasco	\$625.50
7	each	30	Hooked mass set 10 G to 1000G	Frey	\$901.80
8	each	6	Braided Physics string 320 meters	Pasco	\$115.50
9	set of 4	30	Extension springs assorted	Pasco	\$870.00
10	each	30	Table clamp	Pasco	\$2,214.00
11	each	30	Stainless steel rod 120 CM long	Pasco	\$699.90
12	set of 20	3	Compass	Science Kit & Boreal	\$41.82
13	set of 2	30	Bar magnet	Pasco	\$1,173.90
14	each	30	DC power supply	Pasco	\$6,150.00
15	each	30	Laser pointer	Pasco	\$364.50
16	each	1	Demonstration concave mirror	Pasco	\$119.00
17	each	30	Dynamics track optics kit	Pasco	\$5,437.50
18	each	1	Demonstration convex mirror	Pasco	\$114.00
19	set of 10	2	Level	Science Kit & Boreal	\$69.40
20	set	18	Slotted mass set	Cynmar Corp.	\$501.30
21	each	30	Beck angle mass hanger	Pasco	\$453.90
22	each	30	Electronic multimeter	Science Kit & Boreal	\$1,259.10
23	each	1	Demonstration ring launcher	Pasco	\$299.75
24	each	1	Demonstration ring launcher accessory	Pasco	\$99.25
25	each	2	Hover Puck	Educational Innovations	\$69.90
26	each	20	Equal arm balance	Fisher Science Education	\$819.00
27	each	4	Demo spring set	Pasco	\$117.20
28	set of 100	1	Carbon paper	Pasco	\$35.30
29	each	30	Discover centrif kit	Pasco	\$1,163.40
30	each	3	Balance Ohaus Scout Pro, 6000G	Frey	\$360.00
31	each	1	Visible sterling engine	Pasco	\$149.75
32	each	1	Thermoelectric converter	Fisher Science Education	\$113.33
33	each	1	Human eye model	Fisher Science Education	\$187.41
34	set of 10	8	Battery holder	Cynmar Corp.	\$74.40
35	each	20	Basic electricity lab	Pasco	\$180.00
36	each	3	Doppler rocket	Pasco	\$150.06
37	each	2	Oscilloscope 20 MHZ dual trace	Fisher Science Education	\$615.00
38	each	2	Function generator	Pasco	\$805.00
39	each	1	Physics lab manual	Pasco	\$53.05

**Canyon Crest Academy
Physics Equipment/Supplies
Bid #B2006-23**

Line Item #	Unit	Qty.	Description	Successful Bidder	Total Cost
			Pasco Catalog Numbers		
40	set of 5	18	Equal length spring set	Pasco	\$535.50
41	set of 2	30	Cart Picket fences	Pasco	\$510.00
42	set of 6	4	Large C clamps	Fisher Science Education	\$53.52
43	set of 2	2	Ice melting blocks	Educational Innovations	\$35.90
44	each	20	Double length slinky	Pasco	\$310.60
45	each	2	Snakey spring	Frey	\$13.70
46	each	2	String vibrator	Pasco	\$137.36
47	each	2	Sine wave generator	Pasco	\$361.00
48	each	1	Economy resonance tube	Pasco	\$59.50
49	each	2	Glow string	Pasco	\$30.00
50	each	1	Blackboard optics system	Pasco	\$1,129.00
51	each	27	Ray optics kit	Pasco	\$1,620.00
52	each	2	Diffraction optics kit	Pasco	\$557.70
53	each	27	38 MM diameter lens assortment	Cynmar Corp.	\$199.53
54	each	27	Mini generator hand crank	Cynmar Corp.	\$288.90
55	each	1	Digital mini strobe	Pasco	\$240.45
56	each	1	Mechanical universe DVD	Pasco	\$500.47
57	set of 2	3	Pascar (set of 2)	Fisher Science Education	\$242.85
58	set of 4	3	Replacement axles	Pasco	\$90.45
59	each	1	Vacuum pump	Pasco	\$510.78
60	each	10	Intro ripple tank system	Pasco	\$6,615.00
61	each	20	Ray table	Pasco	\$785.00
62	set of 5	1	Optics caliper	Pasco	\$39.04
63	each	1	Human eye replacement set	Pasco	\$39.13
64	set of 4	5	Reflect view	Pasco	\$76.00
65	each	3	Achromatic prism pair	Pasco	\$297.75
66	each	15	Resistor-capacitor circuit	Pasco	\$528.00
67	each	5	Resistor pack	Pasco	\$50.00
68	each	5	Capacitor pack	Pasco	\$195.00
69	each	20	Magnetic force accessory	Pasco	\$3,189.00
70	each	1	Variable transformer	Pasco	\$304.45
			Vernier Catalog Numbers		
71	each	1	Biology With Computers	Vernier Software & Technology	\$45.00
72	each	1	Biology With Calculators	Vernier Software & Technology	\$45.00
73	each	1	Water Qualities With Computers	Vernier Software & Technology	\$45.00
74	each	1	Water Quality With Calculators	Vernier Software & Technology	\$45.00
75	each	1	Earth and Space With Computers	Vernier Software & Technology	\$45.00
76	each	1	Earth and Space With Calculators	Vernier Software & Technology	\$45.00
77	each	1	Human Physiology With Vernier	Vernier Software & Technology	\$45.00

**Canyon Crest Academy
Physics Equipment/Supplies
Bid #B2006-23**

Line Item #	Unit	Qty.	Description	Successful Bidder	Total Cost
Vernier Catalog Numbers					
78	each	48	Photogate	Vernier Software & Technology	\$2,052.00
79	each	30	Labpro	Vernier Software & Technology	\$6,270.00
80	each	30	Plastic picket fence	Vernier Software & Technology	\$142.50
81	each	30	Motion Detector	Vernier Software & Technology	\$2,137.50
82	each	30	Super pulley attachment	Vernier Software & Technology	\$655.50
83	each	30	Motion detector clamp	Vernier Software & Technology	\$171.00
84	each	1	Force plate	Vernier Software & Technology	\$199.00
85	set of 2	15	Current probe	Vernier Software & Technology	\$527.25
86	each	18	Magnetic field sensor	Vernier Software & Technology	\$957.60
87	each	9	Rotary motion sensor	Vernier Software & Technology	\$1,701.45
88	each	18	Dual range force sensor	Vernier Software & Technology	\$1,863.90
89	each	2	Physics With Computers lab Book	Vernier Software & Technology	\$90.00
90	each	2	Physics With Calculators lab book	Vernier Software & Technology	\$90.00
91	each	1	Motion and Force Book	Vernier Software & Technology	\$35.00
92	10 pack	2	Ti-84 Plus Silver Edition EZ-Spot Teacher Pack	Vernier Software & Technology	\$2,540.00
Examgen Catalog Numbers					
93	each	1	2nd Edition Physics (California edition)	Examgen	\$355.00
94	each	1	2005 Physics	Examgen	\$80.00
Flinn Catalog Numbers					
95	each	100	Tote tray (19X9X4.5)	Flinn Scientific	\$1,400.00
96	each	100	Tote tray (13X10.5X4.5)	Flinn Scientific	\$1,500.00
Educational Innovations Catalog Numbers					
97	each	1	Mega-Magnet Book	Educational Innovations	\$11.99
98	each	2	Styrofoam pellets 2 liters	Educational Innovations	\$19.90
99	each	2	Disappearing beaker	Educational Innovations	\$11.90
100	each	1	Desktop Trebuchet kit	Educational Innovations	\$55.75
101	each	1	Touch This Conceptual Physics Book	Educational Innovations	\$14.95
Physics/Academic Software Catalog Numbers					
102	each	1	Pearls Simulation software site	Physics Academic Software	NB
103	each	1	Graphs & Tracks software Site L	Physics Academic Software	NB
104	each	1	Freebody software site license	Physics Academic Software	NB
105	each	1	Forces software site license	Physics Academic Software	NB
106	each	1	Space Time software site license	Physics Academic Software	NB
107	each	27	Spring scales 5N	Fisher Science Education	\$172.80
108	each	27	Spring scales 10N	Fisher Science Education	\$172.80
109	each	27	Spring scales 20N	Fisher Science Education	\$172.80
110	each	54	Support stand with rod 4X6 in base	Frey	\$200.88
111	set of 30	2	Plastic strips grey vinyl	Science Kit & Boreal	\$46.14
112	set of 30	2	Plastic strips clear acetate	Science Kit & Boreal	\$26.48

**Canyon Crest Academy
Physics Equipment/Supplies
Bid #B2006-23**

Line Item #	Unit	Qty.	Description	Successful Bidder	Total Cost
Science Kit Catalog Numbers					
113	set of 6	6	Pith-Like balls with suspension cord	Science Kit & Boreal	\$18.06
114	each	27	Animal fur, large	Science Kit & Boreal	\$179.55
115	each	27	Friction pad, silk	Science Kit & Boreal	\$80.46
116	each	27	Friction pad, flannel	Science Kit & Boreal	\$42.66
117	each	27	Coulumb's Law apparatus	Fisher Science Education	\$673.38
118	each	3	Flask form electroscope	Science Kit & Boreal	\$32.04
119	each	18	Collision in 2 Dimensions	Fisher Science Education	\$131.22
120	each	2	Second Law of Motion Demonstration	Science Kit & Boreal	\$34.40
121	each	2	Gyroscope bicycle wheel	Fisher Science Education	\$125.74
122	each	27	Friction rod, glass	Cynmar Corp.	\$62.91
123	each	1	Venturi meter demonstrator	Science Kit & Boreal	\$51.17
124	each	3	Tuning fork set (13 tuning forks)	Cynmar Corp.	\$97.50
125	each	2	Mirage	Fisher Science Education	\$50.00
126	pack of 12	3	Replacement dish for refraction	Science Kit & Boreal	\$80.85
127	each	2	Bent lucite rod	Frey	\$35.48
128	pack of 3	15	Graphite coated spheres	Science Kit & Boreal	\$71.25
129	set of 15	2	Whitewings assy kits	Science Kit & Boreal	\$26.32
130	each	18	Primary and secondary coil	Science Kit & Boreal	\$238.86
131	each	3	Loop-The-Loop demonstration	Fisher Science Education	\$53.28
132	each	18	Resonance apparatus	Science Kit & Boreal	\$539.10
133	each	1	Parabolic collision apparatus	Science Kit & Boreal	\$409.50
134	each	1	1.5V dry cell battery	Science Kit & Boreal	\$14.50
135	each	1	Constant sped stroboscope rotator	Science Kit & Boreal	\$168.00
136	set of 10	1	Stroboscopic discs	Fisher Science Education	\$35.63
137	each	1	A new twice centripetal force demons	Science Kit & Boreal	\$45.00
138	each	1	Centripetal force demonstrator	Science Kit & Boreal	\$14.95
139	each	18	Friction blocks and surfaces	Science Kit & Boreal	\$172.08
140	set of 10	2	Concave/convex mirrors	Science Kit & Boreal	\$20.64
141	each	1	Acrylic light demo cube	Science Kit & Boreal	\$18.95
142	each	1	High frequency tesla coil	Fisher Science Education	\$113.67
143	each	20	TI-30XA Scientific calculator	Fisher Science Education	\$200.00
144	each	1	A Demonstration Handbook For Physics	Science Kit & Boreal	\$51.60
Carolina Catalog Numbers					
145	each	2	Van De Graff generator	Fisher Science Education	\$737.82
146	each	2	Replacement belt	Fisher Science Education	\$21.66
147	each	2	Flying ball & silver snake for Van De Graff	Fisher Science Education	\$57.76
148	each	30	Mirror 7 X 5"	Fisher Science Education	\$109.80
149	pack of 6	10	Mirror support	Fisher Science Education	\$14.80
150	each	2	Magnet wire 22 gauge 500 feet	Frey	\$15.64

**Canyon Crest Academy
Physics Equipment/Supplies
Bid #B2006-23**

Line Item #	Unit	Qty.	Description	Successful Bidder	Total Cost
Carolina Catalog Numbers					
151	each	30	Lamp board	Fisher Science Education	\$483.90
152	pack of 10	15	Bulbs for lamp boards	Fisher Science Education	\$129.90
153	pack of 10	5	Clip leads	Fisher Science Education	\$45.40
154	pack of 6	8	Connector cords 24" Banana/Banana	Carolina Biological Supply	\$81.76
155	pack of 6	8	Connector cords 24" Alligator/Banana	Frey	\$26.24
156	each	20	Tangent galvanometer	Carolina Biological Supply	\$1,259.00
157	each	20	Galvanometer - 35MV to +35 MV	Cynmar Corp.	\$153.40
158	pack of 2	30	Ceramic magnets	Fisher Science Education	\$56.10
159	pack of 16	6	Ring magnets	Science Kit & Boreal	\$79.62
160	pack of 50	6	Magnetic marbles	Frey	\$27.37
161	each	3	Iron filings	Science Kit & Boreal	\$8.76
162	each	3	Magnetic field demonstrator	Carolina Biological Supply	\$53.22
163	each	1	Hands On Physics Activity Book	Fisher Science Education	\$28.39
164	each	40	Sheave pulleys single	Carolina Biological Supply	\$119.60
165	each	40	Sheave pulleys double	Carolina Biological Supply	\$169.20
166	each	40	Sheave pulleys triple	Carolina Biological Supply	\$188.00
167	each	2	Lenz's Law apparatus	Carolina Biological Supply	\$32.06
168	each	1	Multipurpose tool kit	Carolina Biological Supply	\$83.79
169	each	1	Precision screwdriver kit	Carolina Biological Supply	\$9.83
170	each	1	Vacuum chamber system, PC	Carolina Biological Supply	\$82.04
171	each	1	Vacuum, tubing	Science Kit & Boreal	\$8.35
172	pack of 12	10	6" professional protractor	Science Kit & Boreal	\$80.40
173	each	30	Adjustable height tables	Carolina Biological Supply	\$14,970.00
174	set of 4	4	Casters	Carolina Biological Supply	\$104.40
175	each	10	Polypropylene carboys 10L w/stopclock	Carolina Biological Supply	\$529.70
Bid Recap				Total:	\$105,426.29
Company	Total Cost				
Carolina	\$17,682.60				
Cynmar	\$1,377.94				
Ed. Inn.	\$220.29				
Examgen	\$435.00				
Fisher Sci	\$5,617.96				
Flinn Sci	\$2,900.00				
Frey Sci	\$1,661.81				
Pasco	\$51,852.98				
Sci. Kit	\$3,930.01				
Vernier	\$19,747.70				
Gr. Total:	105,426.29				

San Dieguito Union High School District

INFORMATION REGARDING BOARD AGENDA ITEM

TO: BOARD OF TRUSTEES

DATE OF REPORT: May 31, 2006

BOARD MEETING DATE: June 8, 2006

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: RATIFICATION OF CONTRACT

EXECUTIVE SUMMARY

At the May 18th meeting the Board authorized the administration to enter into a contract with Ohno Construction Company for the La Costa Canyon High School Field and Track Renovation project, pending receipt of proper documentation to the District that money is available to fund the project.

Since the May 18th meeting the District received a donation of \$1,225,260.00 from the La Costa Canyon High School Foundation, which will fund the district portion of the work. This amount includes a 5% contingency of the contracted amount. It is also anticipated that the District will be in receipt of a \$500,000.00 Letter of Credit from the Foundation that will cover the Foundation's portion of the work. It is recommended that the Board of Trustees ratify the administration's action to enter into this contract.

RECOMMENDATION:

It is recommended that the Board ratify the action taken by the administration to enter into a contract with Ohno Construction Company, Inc. for the La Costa Canyon High School Field and Track Renovation project B2006-18 for an amount of \$1,166,915.00 (\$1,158,515.00 and Alternate #1 \$8,400.00).

FUNDING SOURCE:

La Costa Canyon High School Foundation

AGENDA ITEM: _____

24 B


San Dieguito Union High School District

INFORMATION REGARDING BOARD AGENDA ITEM

TO: BOARD OF TRUSTEES

DATE OF REPORT: May 30, 2006

BOARD MEETING DATE: June 8, 2006

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: **AUTHORIZATION TO ADVERTISE FOR
BIDS/APPROVE CONTRACTS AND AGREEMENTS**

EXECUTIVE SUMMARY

Periodically, the District needs to acquire equipment, material, and services that exceed the bid limits of \$65,100.00 for equipment and material and \$15,000.00 for public works contracts, as prescribed by Public Contract Code 20111. In order to complete the projects/purchases in a timely manner, annually the Board is requested to authorize the administration to advertise and obtain bids as outlined in board policies and public contract code for the period through June 30, 2007.

However, during the summer recess most of the construction/maintenance projects need to be completed and services need to be in place before school begins in the fall. There are times when contracts need to be in place prior to the scheduled board meetings during the summer. Authorization is requested for the administration to proceed with entering into contracts/agreements during the period June 21, 2006 through August 31, 2006, with the understanding that the contracts/agreements will be presented to the Board of Trustees for ratification at the next regularly scheduled meetings.

RECOMMENDATION:

- a) It is recommended that the Board Authorize the Superintendent of Schools to direct the administration to advertise for any necessary bids during the period July 1, 2006 through June 30, 2007.
- b) It is recommended that the Board Authorize the Superintendent of Schools or designee to approve entering into all contracts/agreements, during the period June 21, 2006, through August 31, 2006, and that the contracts/agreements be presented to the Board of Trustees for ratification at the next regularly scheduled meetings.

FUNDING SOURCE:

Not Applicable

AGENDA ITEM: 25 A-B

San Dieguito Union High School District

INFORMATION REGARDING BOARD AGENDA ITEM

TO: BOARD OF TRUSTEES

DATE OF REPORT: May 31, 2006

BOARD MEETING DATE: June 8, 2006

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

SUBMITTED BY: Peggy Lynch, Ed.D.
Superintendent

SUBJECT: RESOLUTION AUTHORIZING SALE OF SURPLUS
PERSONAL PROPERTY & INSTRUCTIONAL
SUPPLIES

EXECUTIVE SUMMARY

During the course of every year personal property items (equipment, supplies, textbooks, etc.) become surplus or obsolete to the District. These items are gathered by warehouse personnel for the purpose of disposal by public sale. A detailed listing of property will be maintained and available for review in the Purchasing/Warehousing Department. The list will be posted on the intranet for possible utilization by another site. This process will allow for the sale of personal property on as needed basis during the course of the current fiscal year.

The sale or disposal of personal property is authorized pursuant to Education Code Sections 17545 through 17549.

RECOMMENDATION:

It is recommended that the Board adopt the attached resolution authorizing the Administration to sell surplus property on an as needed basis during the course of the 2006-07 fiscal year.

FUNDING SOURCE:

General Fund 03-00

RESOLUTION AUTHORIZING SALE OF SURPLUS PROPERTY AND INSTRUCTIONAL MATERIALS

On motion of Member _____, seconded by Member _____, the following resolution is adopted by the Governing Board of the San Dieguito Union High School District of San Diego County, California.

WHEREAS, this District, in the County of San Diego, is now the owner of obsolete textbooks, equipment, and/or instructional materials that are no longer needed by the District for its use; and

WHEREAS, Education Code Section 17545 allows the Governing Board of any school district to sell for cash any personal property belonging to the district if the property is not required for school purposes, or if it is unsatisfactory, or not suitable for school use; the sale shall not be held until notice has been given by posting in at least three public places in the district for not less than two weeks, or by publication for at least once a week for a period of not less than two weeks in a newspaper published in the district and having a general circulation there; the property shall be sold to the highest responsible bidder, or all bids shall be rejected; and

WHEREAS, Education Code Section 17545 allows the Governing Board to conduct any sale of personal property by means of a public auction conducted by employees of the district or other public agencies, or by contract with a private auction firm; and

WHEREAS, Education Code Section 17546 allows for any item or items of property having previously been offered for sale pursuant to Section 17545, but for which no qualified bid was received, to be donated to any charitable organization deemed appropriate by the Board, sold at a private sale without further advertising, or disposed of in the local public dump; and

WHEREAS, Education Code 60510, Disposal of Surplus or Undistributed Obsolete Instructional Materials, allows for the governing board of any school district to donate these materials to (a) any governing board, county free library or other state institution, (b) any public agency of any territory or possession of the United States, (c) any non profit charitable organization, or (d) to children or adults in the State of California, or a foreign country if the purpose is to increase the general literacy of the people, or to sell them for a nominal price for use within the State of California to any organization which agrees to use such materials solely for educational purposes,

NOW THEREFORE, BE IT RESOLVED that bids for this surplus equipment shall be received and/or shall be sold by means of a public auction, as allowed by the Education Code, and that following the sale or auction, any remaining items will be disposed of in the heretofore described manner.

PASSED AND ADOPTED by said Governing on _____, 2006 by the following vote:

AYES:
NOES:
ABSENT:

STATE OF CALIFORNIA)
)
COUNTY OF SAN DIEGO)

I, Peggy Lynch, Secretary of the Governing Board of the San Dieguito Union High School District, County of San Diego, California, do hereby certify that the foregoing is a true copy of a resolution adopted by said Board at the regular meeting held at its regular place of meeting on September 15, 2005, which resolution is on file in the office of said Board.

Secretary, Board of Trustees
San Dieguito Union High School District

Date

San Dieguito Union High School District

INFORMATION REGARDING BOARD AGENDA ITEM

TO: BOARD OF TRUSTEES

DATE OF REPORT: May 31, 2006

BOARD MEETING DATE: June 8, 2006

PREPARED BY: Eric J. Hall, Associate Superintendent, Business

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

SUBJECT: APPROVAL OF BUSINESS REPORTS

EXECUTIVE SUMMARY

Please find the following business reports submitted for your approval:

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

RECOMMENDATION:

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

FUNDING SOURCE:

Not applicable

jr
Attachments

AGENDA ITEM: 27 A-C

SAN DIEGUITO UNION HIGH
FROM 05/09/06 THRU 05/30/06

PO NBR	DATE	FUND	VENDOR	LOC	DESCRIPTION	AMOUNT
264444	05/09/06	03	OFFICE DEPOT	010	MATERIALS AND SUPPLI	\$130.22
264445	05/09/06	03	STAPLES STORES	010	MATERIALS AND SUPPLI	\$56.94
264446	05/09/06	03	ONE STOP TONER AND I	010	OFFICE SUPPLIES	\$86.19
264447	05/09/06	03	OFFICE DEPOT	013	MATERIALS AND SUPPLI	\$478.36
264448	05/09/06	03	N C S PEARSON	003	MATERIALS AND SUPPLI	\$80.81
264449	05/09/06	03	CORPORATE EXPRESS	003	OFFICE SUPPLIES	\$31.76
264450	05/09/06	03	BEST COMPUTER SUPPLI	003	OFFICE SUPPLIES	\$82.21
264451	05/09/06	03	ROYAL BUSINESS GROUP	012	MATERIALS AND SUPPLI	\$31.46
264452	05/09/06	06	EDUCAIDE SOFTWARE	005	LIC/SOFTWARE	\$1,750.25
264453	05/09/06	21-09	BEARCOM	014	NON CAPITALIZED EQUI	\$3,485.32
264454	05/09/06	21-09	SOUNDTREE	014	MATERIALS AND SUPPLI	\$9,480.27
264455	05/09/06	03	C D W G.COM	012	MATERIALS AND SUPPLI	\$333.49
264456	05/09/06	03	CORPORATE EXPRESS	008	MATERIALS AND SUPPLI	\$37.37
264457	05/09/06	06	BEST COMPUTER SUPPLI	003	MATERIALS AND SUPPLI	\$44.60
264458	05/09/06	03	DELL COMPUTER CORPOR	003	OFFICE SUPPLIES	\$373.27
264459	05/09/06	03	SEHI-PROCOMP COMPUTE	003	OFFICE SUPPLIES	\$260.88
264460	05/09/06	25-19	D E B, INC. TRADE CO	036	LAND IMPROVEMENTS	\$924,295.00
264461	05/09/06	03	OFFICE DEPOT	008	MATERIALS AND SUPPLI	\$15.06
264462	05/09/06	06	BRIDGES TRANSITIONS	024	LIC/SOFTWARE	\$5,113.43
264463	05/09/06	06	BEST COMPUTER SUPPLI	005	MATERIALS AND SUPPLI	\$43.64
264464	05/09/06	06	FARKAS, MR AND/OR MS	030	OTHER SERV.& OPER.EX	\$17,010.00
264465	05/09/06	06	ATTAINMENT COMPANY	005	MATERIALS AND SUPPLI	\$214.42
264466	05/09/06	03	ULTIMATE OFFICE	030	NON CAPITALIZED EQUI	\$772.32
264467	05/10/06	06	ISLAND BROTHERS TERI	010	MATERIALS AND SUPPLI	\$836.41
264468	05/10/06	03	TOMARK SPORTS	025	REPAIRS BY VENDORS	\$850.00
264469	05/10/06	03	FREDRICKS ELECTRIC I	025	REPAIRS BY VENDORS	\$1,375.00
264470	05/10/06	03	SIMPLEX-GRINNELL	025	REPAIRS BY VENDORS	\$1,641.82
264471	05/10/06	03	SHIFFLER EQUIPMENT S	025	BLDG.-REPAIR MATERIA	\$106.98
264472	05/10/06	03	GRAINGER, WW INC	025	NON CAPITALIZED EQUI	\$3,034.35
264473	05/10/06	06	SPIRAL BINDING CO, I	008	NON CAPITALIZED EQUI	\$2,496.28
264474	05/10/06	03	L R P PUBLICATIONS	025	MATERIALS AND SUPPLI	\$72.69
264475	05/10/06	06	COMPUSOURCE/ADB ENTE	010	MATERIALS AND SUPPLI	\$82.81
264476	05/10/06	03	WOODWIND & BRASSWIND	013	MATERIALS AND SUPPLI	\$3,169.72
264477	05/10/06	11	TOOL DEPOT	009	MATERIALS AND SUPPLI	\$300.00
264478	05/10/06	03	NEFF MOTIVATIONAL, I	013	MATERIALS AND SUPPLI	\$2,433.75
264479	05/10/06	03	COLLEGE BOARD - AP	024	MATERIALS AND SUPPLI	\$269.38
264480	05/10/06	03	SCHOLASTIC INC	010	MATERIALS AND SUPPLI	\$939.65
264481	05/10/06	03	BLICK, DICK (DICK BL	024	MATERIALS AND SUPPLI	\$241.64
264482	05/10/06	03	OFFICE DEPOT	024	MATERIALS AND SUPPLI	\$152.64
264483	05/10/06	03	GRAYBAR ELECTRIC CO	024	MATERIALS AND SUPPLI	\$1,167.74
264484	05/10/06	03	BLICK, DICK (DICK BL	005	MATERIALS AND SUPPLI	\$861.21
264485	05/10/06	03	SCHOLASTIC INC	010	MATERIALS AND SUPPLI	\$292.07
264486	05/10/06	06	ONE STOP TONER AND I	010	MATERIALS AND SUPPLI	\$258.57
264487	05/10/06	06	EAGLE SOFTWARE	024	PROF/CONSULT./OPER E	\$10,594.63
264488	05/10/06	03	ARUBA WIRELESS NETWO	035	REPAIRS BY VENDORS	\$2,579.55
264489	05/10/06	03	DELL COMPUTER CORPOR	012	MATERIALS AND SUPPLI	\$288.15
264490	05/10/06	03	GENEVA LOGIC	035	LIC/SOFTWARE	\$3,096.74
264491	05/10/06	03	SCANTRON CORPORATION	005	MAT/SUP/EQUIP TECHNO	\$3,300.00
264492	05/10/06	03	AREY JONES EDUCATION	035	MAT/SUP/EQUIP TECHNO	\$6
264493	05/10/06	03	THAISZ, RICHARD CONS	013	OTHER SERV.& OPER.EX	\$2,9
264494	05/10/06	03	COMPUSOURCE/ADB ENTE	035	SOFTWARE/DP SUPPLIES	\$6,7
264495	05/10/06	06	PREMIER AGENDAS INC	024	MATERIALS AND SUPPLI	\$5,3
264496	05/10/06	06	PREMIER AGENDAS INC	024	MATERIALS AND SUPPLI	\$1,7
264497	05/10/06	03	EDUCATIONAL RESOURCE	005	LIC/SOFTWARE	\$7
264498	05/10/06	03	DELL COMPUTER CORPOR	012	MAT/SUP/EQUIP TECHNO	\$11,3

SAN DIEGUITO UNION HIGH
FROM 05/09/06 THRU 05/30/06

PO NBR	DATE	FUND	VENDOR	LOC	DESCRIPTION	AMOUNT
264499	05/11/06	06	BUDGETEXT CORP	010	TEXTBOOKS	\$155.70
264500	05/11/06	03	VERIZON CELLULAR - S	035	OFFICE SUPPLIES	\$355.55
264502	05/11/06	03	RAPHAEL'S PARTY RENT	005	RENTS & LEASES	\$476.00
264503	05/11/06	11	AREY JONES EDUCATION	003	MAT/SUP/EQUIP TECHNO	\$3,294.83
264504	05/11/06	03	AREY JONES EDUCATION	003	MAT/SUP/EQUIP TECHNO	\$13,179.33
264505	05/11/06	03	AREY JONES EDUCATION	003	MAT/SUP/EQUIP TECHNO	\$1,647.42
264506	05/11/06	03	AREY JONES EDUCATION	035	MAT/SUP/EQUIP TECHNO	\$1,825.20
264507	05/11/06	03	ACADEMIC SUPERSTORE	005	SOFTWARE/DP SUPPLIES	\$756.36
264508	05/11/06	06	ACADEMIC SUPERSTORE	030	LIC/SOFTWARE	\$516.98
264509	05/11/06	06	FUSION LEARNING CENT	030	OTHER CONTR-N.P.S.	\$7,875.00
264510	05/12/06	03	AREY JONES EDUCATION	012	MAT/SUP/EQUIP TECHNO	\$17,229.23
264511	05/12/06	03	DELL COMPUTER CORPOR	012	MAT/SUP/EQUIP TECHNO	\$6,062.79
264512	05/12/06	06	DON JOHNSTON CO	030	LIC/SOFTWARE	\$8,827.96
264513	05/12/06	06	ACADEMIC SUPERSTORE	030	LIC/SOFTWARE	\$915.88
264514	05/12/06	03	PURCHASE ORDER	013	SCHOLARSHIPS	\$1,050.00
264515	05/12/06	03	APPLE COMPUTER INC	005	MAT/SUP/EQUIP TECHNO	\$3,967.03
264516	05/12/06	21-09	AREY JONES EDUCATION	014	NON CAPITALIZED EQUI	\$2,500.41
264517	05/12/06	03/06	PREMIER AGENDAS INC	012	MATERIALS AND SUPPLI	\$7,090.81
264518	05/12/06	06	DELL COMPUTER CORPOR	035	MAT/SUP/EQUIP TECHNO	\$3,350.62
264519	05/12/06	03	BEST COMPUTER SUPPLI	003	OFFICE SUPPLIES	\$187.50
264520	05/12/06	06	VOCATIONAL TECHNOLOG	030	LIC/SOFTWARE	\$338.25
264521	05/12/06	06	CA DEPT OF EDUCATION	030	BOOKS OTHER THAN TEX	\$504.02
264522	05/12/06	06	COMPUSOURCE/ADB ENTE	030	MATERIALS AND SUPPLI	\$452.39
264523	05/12/06	06	BEST COMPUTER SUPPLI	003	MATERIALS AND SUPPLI	\$80.27
264524	05/12/06	06	OFFICE DEPOT	030	MATERIALS AND SUPPLI	\$48.08
264525	05/15/06	11	SEHI-PROCOMP COMPUTE	009	MATERIALS AND SUPPLI	\$181.02
264526	05/15/06	03	COSTCO CARLSBAD	008	MATERIALS AND SUPPLI	\$137.50
264527	05/15/06	03	SEHI-PROCOMP COMPUTE	010	MATERIALS AND SUPPLI	\$120.06
264528	05/15/06	06	GALE GROUP	005	MATERIALS AND SUPPLI	\$272.12
264529	05/15/06	06	LITTLE, DIANNA	030	CONFERENCE,WORKSHOP,	\$307.22
264530	05/15/06	06	KEY CURRICULUM PRESS	005	MATERIALS AND SUPPLI	\$106.55
264531	05/15/06	06	VIRCO MANUFACTURING	008	MATERIALS AND SUPPLI	\$2,098.82
264532	05/15/06	06	R F B & D RECORDING	030	BOOKS OTHER THAN TEX	\$500.00
264533	05/15/06	06	LOGICAL CHOICE TECHN	008	MAT/SUP/EQUIP TECHNO	\$4,214.41
264534	05/15/06	06	RENAISSANCE LEARNING	030	LIC/SOFTWARE	\$443.87
264535	05/15/06	06	DON JOHNSTON CO	030	LIC/SOFTWARE	\$495.65
264536	05/15/06	06	BLACKBOARD INC	035	LIC/SOFTWARE	\$7,500.00
264537	05/15/06	06	HARCOURT ASSESSMENT	012	MATERIALS AND SUPPLI	\$157.85
264538	05/16/06	06	N S T A	010	CONFERENCE,WORKSHOP,	\$160.00
264539	05/16/06	06	HIGHSMITH CO INC	008	MATERIALS AND SUPPLI	\$7,078.80
264540	05/16/06	25-18	BEARCOM	025	EQUIPMENT REPLACEMEN	\$12,262.39
264541	05/16/06	06	PREMIUM RESOURCES	010	MATERIALS AND SUPPLI	\$322.48
264542	05/16/06	06	SCHOLASTIC INC	032	CONFERENCE,WORKSHOP,	\$2,995.00
264543	05/16/06	06	BLAINE RAY WORKSHOPS	013	CONFERENCE,WORKSHOP,	\$660.00
264544	05/16/06	06	CAL STATE SAN MARCOS	013	CONFERENCE,WORKSHOP,	\$1,100.00
264545	05/16/06	06	N C S PEARSON - ASSE	030	LIC/SOFTWARE	\$95.90
264546	05/16/06	21-09	DELL COMPUTER CORPOR	014	NON CAPITALIZED EQUI	\$16,077.59
264547	05/16/06	03	DATEL SYSTEMS INC	003	MATERIALS AND SUPPLI	\$322.17
264548	05/17/06	03	SAN DIEGUITO UHSD CA	010	CLASSIF.EMPL.RECOGNI	\$441.78
264549	05/17/06	11	KINKO'S	009	PRINTING	\$168.98
264550	05/17/06	03	MARTIN DISTRIBUTING	012	MATERIALS AND SUPPLI	\$666.50
264551	05/17/06	06	COSTCO CARLSBAD	010	MATERIALS AND SUPPLI	\$300.00
264552	05/18/06	03	TODAY'S PIZZA	028	CLASSIF.EMPL.RECOGNI	\$562.50
264553	05/18/06	11	OFFICE DEPOT	009	MATERIALS AND SUPPLI	\$260.40
264554	05/18/06	11	NASCO WEST INC	009	MATERIALS AND SUPPLI	\$87.82

SAN DIEGUITO UNION HIGH
FROM 05/09/06 THRU 05/30/06

PO NBR	DATE	FUND	VENDOR	LOC	DESCRIPTION	AMOUNT
264555	05/18/06	11	SPIER, NADINE	009	MATERIALS AND SUPPLI	\$90.00
264556	05/18/06	11	ONE STOP TONER AND I	009	MATERIALS AND SUPPLI	\$64.63
264557	05/18/06	03	EXPRESS PRINT	006	PRINTING	\$457.94
264558	05/18/06	03	OGGI'S PIZZA	013	CLASSIF.EMPL.RECOGNI	\$226.13
264559	05/18/06	03	WESTERN ENVIRONMENTA	037	OTHER SERV.& OPER.EX	\$35.00
264560	05/18/06	11	SAN DIEGO COASTAL CO	009	ADVERTISING	\$678.00
264561	05/18/06	03	NORTH COUNTY TIMES	001	ADVERTISING	\$134.48
264562	05/18/06	03	CHALLENGE NEWS	001	ADVERTISING	\$50.00
264563	05/18/06	03	COUNTY OF SAN DIEGO	037	FEES - ADMISSIONS, T	\$407.00
264564	05/18/06	03	TARGET	008	MATERIALS AND SUPPLI	\$16.16
264565	05/18/06	06	SCOTT, ROSEMARY	030	OTHER SERV.& OPER.EX	\$1,266.96
264566	05/18/06	03	B AND H PHOTO-VIDEO-	005	SOFTWARE/DP SUPPLIES	\$64.60
264567	05/18/06	03	ROYAL BUSINESS GROUP	022	PRINTING	\$140.08
264568	05/18/06	03	CORPORATE EXPRESS	022	PRINTING	\$19.74
264569	05/18/06	03	NORTH COUNTY TIMES	001	ADVERTISING	\$144.32
264570	05/18/06	03	NORTH COUNTY TIMES	001	LAND IMPROVEMENTS	\$318.16
264571	05/19/06	06	COSTCO CARLSBAD	008	MATERIALS AND SUPPLI	\$150.00
264573	05/19/06	06	A C T	010	SCHOLARSHIPS	\$989.00
264574	05/19/06	03	SEHI-PROCOMP COMPUTE	004	MAT/SUP/EQUIP TECHNO	\$1,983.68
264575	05/19/06	03	B AND H PHOTO-VIDEO-	010	MATERIALS AND SUPPLI	\$132.95
264576	05/19/06	03	PACIFIC SALES	013	MATERIALS AND SUPPLI	\$818.90
264577	05/19/06	03	WILLY'S ELECTRONICS	012	MATERIALS AND SUPPLI	\$886.57
264578	05/19/06	03	HIGHSMITH CO INC	005	NON CAPITALIZED EQUI	\$1,824.63
264579	05/19/06	03	AREY JONES EDUCATION	005	MAT/SUP/EQUIP TECHNO	\$1,516.50
264580	05/19/06	06	AREY JONES EDUCATION	030	MAT/SUP/EQUIP TECHNO	\$13,179.33
264581	05/19/06	06	ACADEMIC SUPERSTORE	030	LIC/SOFTWARE	\$1,204.65
264582	05/19/06	03	DELL COMPUTER CORPOR	003	MAT/SUP/EQUIP TECHNO	\$1,075.05
264584	05/19/06	03	SEHI-PROCOMP COMPUTE	010	MATERIALS AND SUPPLI	\$240.11
264585	05/19/06	03	AMAZON.COM	003	MATERIALS AND SUPPLI	\$17.89
264586	05/19/06	03	SANTILLANA PUBLISHIN	024	MATERIALS AND SUPPLI	\$9,815.87
264587	05/19/06	03	CORPORATE EXPRESS	024	MATERIALS AND SUPPLI	\$67.34
264588	05/19/06	11	ALTA BOOK CENTER	009	MATERIALS AND SUPPLI	\$176.43
264589	05/19/06	03	OFFICE DEPOT	024	MATERIALS AND SUPPLI	\$100.16
264590	05/19/06	03	EWING IRRIGATION PRO	025	GROUNDS-REPAIR MATER	\$242.11
264591	05/19/06	03	APPLE COMPUTER INC	005	MAT/SUP/EQUIP TECHNO	\$9,235.33
264592	05/19/06	03	UNION TRIBUNE PUBLIS	005	MATERIALS AND SUPPLI	\$180.00
264593	05/19/06	03	COLLEGE BOARD - AP	014	MATERIALS AND SUPPLI	\$14,623.00
264595	05/22/06	03	ONE STOP TONER AND I	004	MATERIALS AND SUPPLI	\$301.68
264596	05/22/06	03	SODEXHO AMERICA, LLC	024	MATERIALS AND SUPPLI	\$284.53
264597	05/22/06	06	SODEXHO AMERICA, LLC	024	MATERIALS AND SUPPLI	\$262.87
264598	05/22/06	06	BRAINPOP LLC	010	LIC/SOFTWARE	\$850.00
264599	05/22/06	21-09	SCHOOL HEALTH CORPOR	014	MATERIALS AND SUPPLI	\$53.49
264600	05/22/06	21-09	DELL COMPUTER CORPOR	014	NON CAPITALIZED EQUI	\$74,761.15
264601	05/22/06	06	WESSELMANN, LAURA	030	OTHER SERV.& OPER.EX	\$1,344.30
264602	05/22/06	06	LAW OFFICES OF THOMA	030	OTHER SERV.& OPER.EX	\$9,500.00
264603	05/22/06	06	LECLAIR, RON	030	OTHER SERV.& OPER.EX	\$77.88
264604	05/22/06	06	FARKAS, MR AND/OR MS	030	OTHER SERV.& OPER.EX	\$544.68
264605	05/22/06	06	DOWD, ELLEN - ATTORN	030	OTHER SERV.& OPER.EX	\$12,500.00
264606	05/22/06	06	AUTISM SPECTRUM INST	030	OTHER SERV.& OPER.EX	\$357.73
264607	05/22/06	03	SCANTRON CORPORATION	035	OFFICE SUPPLIES	\$646.50
264608	05/22/06	06	SAN DIEGO CO SUPERIN	030	OTH TUIT-X COST/DEFI	\$7,932.00
264610	05/23/06	03	EXPRESS PRINT	026	PRINTING	\$484.88
264611	05/23/06	03	OFFICE DEPOT	010	MATERIALS AND SUPPLI	\$172.03
264612	05/23/06	11	NATL SCHOOL PRODUCTS	009	TEXTBOOKS	\$58.82
264613	05/23/06	03	TROXELL COMMUNICATIO	005	MAT/SUP/EQUIP TECHNO	\$3,378.41

SAN DIEGUITO UNION HIGH
FROM 05/09/06 THRU 05/30/06

PO NBR	DATE	FUND	VENDOR	LOC	DESCRIPTION	AMOUNT
264614	05/23/06	21-09	SARGENT WELCH SCIENT	014	MATERIALS AND SUPPLI	\$209.47
264615	05/23/06	03	VIRCO MANUFACTURING	012	MATERIALS AND SUPPLI	\$5,795.40
264616	05/23/06	06	SABIR, FARAHNAZ	030	PAY IN LIEU OF TRANS	\$140.00
264617	05/23/06	06	SAN DIEGO CO SUPERIN	032	CONFERENCE,WORKSHOP,	\$20.00
264618	05/23/06	03	SAN DIEGUITO UHSD CA	003	MATERIALS AND SUPPLI	\$238.82
264619	05/23/06	06	COUNTY OF SAN DIEGO	028	FEES - ADMISSIONS, T	\$1,359.00
264620	05/23/06	03	COMP USA (CHARGE)	005	MAT/SUP/EQUIP TECHNO	\$2,370.46
264621	05/23/06	03	AREY JONES EDUCATION	005	NON CAPITALIZED EQUI	\$1,660.97
264622	05/24/06	06	STAPLES STORES	008	MATERIALS AND SUPPLI	\$214.42
264623	05/24/06	03	STAPLES STORES	004	MATERIALS AND SUPPLI	\$231.64
264624	05/24/06	03	CORPORATE EXPRESS	022	OTHER SERV.& OPER.EX	\$125.00
264625	05/24/06	03	COLLEGE BOARD - AP	013	MATERIALS AND SUPPLI	\$77,042.00
264626	05/24/06	06	BARNES & NOBLE BOOKS	008	MATERIALS AND SUPPLI	\$180.00
264627	05/24/06	03	STAPLES STORES	010	MATERIALS AND SUPPLI	\$161.63
264628	05/24/06	03	NORTH COUNTY EQUIPME	025	NON CAPITALIZED EQUI	\$679.72
264629	05/24/06	03	CREATIVE FENCE COMPA	025	GROUNDS-REPAIR MATER	\$255.37
264630	05/24/06	03	THYSSENKRUPP ELEVATO	025	REPAIRS BY VENDORS	\$412.00
264631	05/24/06	03	MARK - COSTELLO COMP	025	REPAIRS BY VENDORS	\$456.57
264632	05/24/06	06	FREDRICKS ELECTRIC I	025	REPAIRS BY VENDORS	\$7,362.15
264633	05/25/06	03	KINKO'S	010	PRINTING	\$500.00
264634	05/25/06	03	COLLEGE BOARD - AP	010	MATERIALS AND SUPPLI	\$112,527.00
264635	05/25/06	25-19	FREDRICKS ELECTRIC I	025	IMPROVEMENT	\$1,860.00
264636	05/25/06	06	TROXELL COMMUNICATIO	008	MATERIALS AND SUPPLI	\$467.66
264637	05/26/06	25-19	CORPORATE EXPRESS	025	MATERIALS AND SUPPLI	\$5,061.44
264638	05/26/06	21-09	EXAMGEN INC	014	MATERIALS AND SUPPLI	\$468.71
264639	05/26/06	21-09	EDUCATIONAL INNOVATI	014	MATERIALS AND SUPPLI	\$237.36
264640	05/30/06	21-09	VERNIER SOFTWARE & T	014	MATERIALS AND SUPPLI	\$20,938.73
264641	05/30/06	03	VERNIER SOFTWARE & T	014	MATERIALS AND SUPPLI	\$339.41
264642	05/30/06	21-09	PASCO SCIENTIFIC	014	MATERIALS AND SUPPLI	\$55,871.59
264643	05/30/06	21-09	CAROLINA BIOLOGICAL	014	NON CAPITALIZED EQUI	\$19,053.00
264644	05/30/06	21-09	FLINN SCIENTIFIC INC	014	MATERIALS AND SUPPLI	\$3,124.75
264645	05/30/06	21-09	SCIENCE KIT INC	014	MATERIALS AND SUPPLI	\$4,234.59
264646	05/30/06	03	SEHI-PROCOMP COMPUTE	014	NON CAPITALIZED EQUI	\$616.33
264647	05/30/06	21-09	FISHER SCIENTIFIC EM	014	MATERIALS AND SUPPLI	\$6,053.35
270000	05/22/06	03	EAGLE SOFTWARE	035	LIC/SOFTWARE	\$111,157.50
660119	05/15/06	03	OFFICE DEPOT	001	STORES	\$623.18
660120	05/15/06	03	ONE STOP TONER AND I	001	STORES	\$2,397.44
660123	05/15/06	03	WAXIE SANITARY SUPPL	001	STORES	\$1,783.46
660124	05/16/06	03	CORPORATE EXPRESS	001	STORES	\$608.14
660125	05/16/06	03	WESCO DISTRIBUTION	001	STORES	\$954.62
660126	05/18/06	03	WERTH SANITARY SUPPL	001	STORES	\$593.06
660127	05/19/06	03	OFFICE DEPOT	001	STORES	\$90.77
660128	05/25/06	03	XEROX CORPORATION	001	STORES	\$18,056.75
760094	05/16/06	03	SIMPLEX-GRINNELL	025	REPAIRS BY VENDORS	\$800.00
760140	05/15/06	03	ONE STOP TONER AND I	035	REPAIRS BY VENDORS	\$151.69
760147	05/30/06	06	ONE STOP TONER AND I	035	REPAIRS BY VENDORS	\$112.08
760150	05/30/06	06	ONE STOP TONER AND I	035	REPAIRS BY VENDORS	\$262.91
760151	05/30/06	06	ONE STOP TONER AND I	035	REPAIRS BY VENDORS	\$284.46
760152	05/30/06	06	ONE STOP TONER AND I	035	REPAIRS BY VENDORS	\$69.00
760153	05/30/06	06	ONE STOP TONER AND I	035	REPAIRS BY VENDORS	\$90.53
760155	05/30/06	03	ONE STOP TONER AND I	035	REPAIRS BY VENDORS	\$69.00
760156	05/30/06	06	ONE STOP TONER AND I	035	REPAIRS BY VENDORS	\$219.81
760158	05/16/06	03	SIMPLEX-GRINNELL	025	REPAIRS BY VENDORS	\$800.00
760159	05/16/06	03	TOMARK SPORTS	025	REPAIRS BY VENDORS	\$541.16
760161	05/30/06	06	TURNER'S TRUCK FLEET	028	THEFT/VANDALISM	\$4,025.08

SAN DIEGUITO UNION HIGH
FROM 05/09/06 THRU 05/30/06

PO NBR	DATE	FUND	VENDOR	LOC	DESCRIPTION	AMOUNT
760165	05/26/06	03	RANCHO SANTA FE PROT	025	SECURITY GUARD CONTR	\$450.00
REPORT TOTAL						\$1,827,625.31

INSTANT MONEY REPORT FOR THE PERIOD 05/09/06 THROUGH 05/30/06

<i>Check #</i>	<i>Vendor</i>	<i>Amount</i>
10153	CERAMICS MONTHLY	\$32.00
10154	SUBMANIA	\$80.00
10155	I D A P INFO SYSTEMS	\$21.30
10156	NOVA-TECH INTL INC	\$31.40
10157	VIBRANTE PRESS	\$47.05
10158	FEDEX	\$111.57
10159	FEDEX	\$123.99
10160	COUNTY OF SAN DIEGO	\$162.00
10161	COUNTY OF SAN DIEGO	\$162.00
10162	KOLO RETAIL, LLC	\$152.72
10163	CARDSDIRECT INC	\$33.55
10164	TRADER JOE'S	\$139.86
10165	DHL EXPRESS	\$200.00
10166	DHL EXPRESS	\$122.29
10167	OVERNITE TRANSPORTATIO	\$47.50
10168	CAPTAIN KENO'S	\$143.75
10169	DHL EXPRESS	\$155.26
10170	SAN DIEGO POSTAL	\$89.89
10171	NORTH COUNTY TIMES	\$26.00
	<i>Total</i>	<u>\$1,882.12</u>

Wednesday, May 31, 2006

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%
	Total	102	\$44,000.00	\$44,000.00		0.00%
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%
	Total	125	\$54,000.00	\$53,800.00	\$200.00	0.37%
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%
	Total	473	\$348,808.00	\$297,947.00	\$50,861.00	14.58%
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%
	Total	1326	\$948,709.00	\$915,229.00	\$33,480.00	3.53%
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%
	Total	2,297	\$1,689,941.00	\$1,650,982.00	\$38,959.00	2.31%
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%
	Total	3,241	\$2,621,192.00	\$2,588,880.00	\$32,312.00	1.23%

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%
	Total	4084	\$3,307,720.00	\$3,250,010.00	\$57,710.00	1.74%
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%
	Total	4716	\$3,773,970.00	\$3,714,820.25	\$59,149.75	1.57%
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%
	Total	5260	\$4,223,818.50	\$4,176,442.50	\$47,376.00	1.12%
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%
		5,758	\$4,690,084.50	\$4,534,275.50	\$155,809.00	3.32%

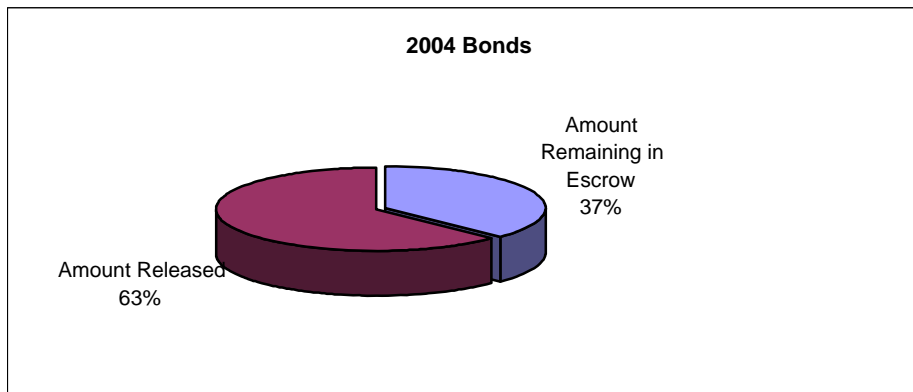
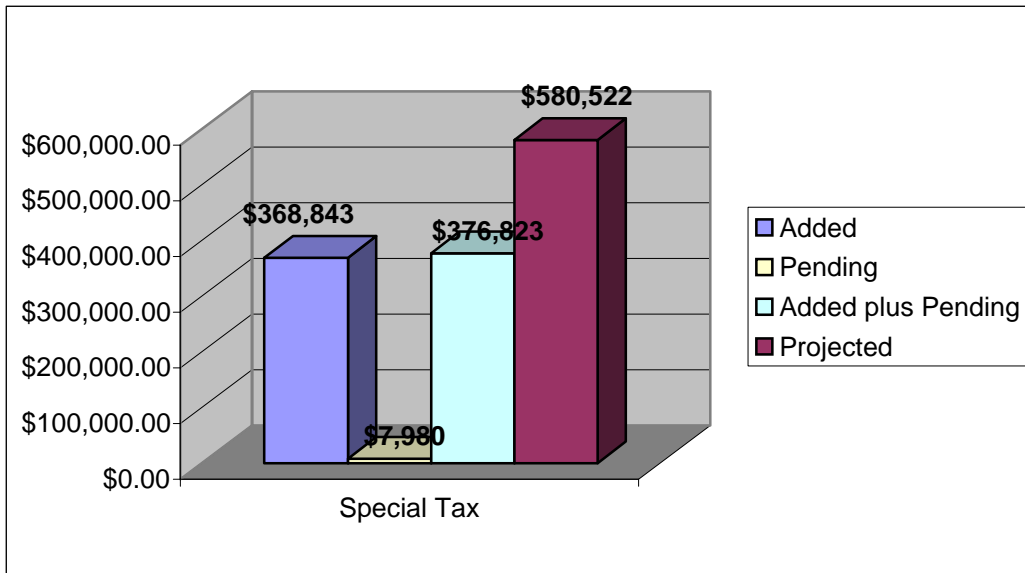
2004 Bond Release Update 5/31/2006

CFD	Number of Units Permitted ¹	Special Tax Revenue being added to tax roll in FY 05/06	Target Revenue Needed for Projected Draw of \$6.5M ²	% Collected	Pending Permit Revenue ³	Pending plus added Special Tax revenue
94-2	54	\$43,200.00	\$126,610.00	34.1%	\$0.00	\$43,200.00
94-3	0	\$0.00	\$2,858.00	0.0%	\$0.00	\$0.00
95-1	147	\$125,685.00	\$0.00	N/A	\$6,840.00	\$132,525.00
95-2	7	\$5,600.00	\$6,698.00	83.6%	\$0.00	\$5,600.00
99-1	10	\$8,550.00	\$0.00	N/A	\$0.00	\$8,550.00
99-2	3	\$1,710.00	\$29,070.00	5.9%	\$570.00	\$2,280.00
99-3	17	\$9,690.00	\$11,400.00	85.0%	\$570.00	\$10,260.00
03-1	172	\$174,408.00	\$403,886.00	43.2%	\$0.00	\$174,408.00
Totals	410	\$368,843.00	\$580,522.00	63.5%	\$7,980.00	\$376,823.00

¹Includes multifamily

² 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

³District 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	\$2,736,508.71
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San Dieguito Union High School District

INFORMATION REGARDING BOARD AGENDA ITEM

TO: BOARD OF TRUSTEES

DATE OF REPORT: April 28, 2006

BOARD MEETING DATE: June 8, 2006

PREPARED BY: Margie Bulkin, Executive Director, Curriculum & Assessment

SUBMITTED BY: Peggy Lynch, Superintendent

SUBJECT: SOCIAL SCIENCES TEXTBOOK ADOPTION

EXECUTIVE SUMMARY

Every seven years, major academic departments are given an opportunity to adopt new textbooks. This is the year of the Social Science adoption.

The Social Science adoption process began in September under the leadership of the Social Science Department Coordinator, Joe McCormick. All history and social science teachers were given an opportunity to participate in the review process. Mr. McCormick shared the process and progress with the Parent Curriculum Advisory Committee, which was also given an opportunity to review the texts. In February, two community "Browse-Ins" were held, one for middle school texts and one for high school texts. The entire community was invited to attend to review the books and provide feedback. Publishers of textbooks and programs under consideration were present to answer questions from community members.

After the Social Science department reached agreement, Mr. McCormick met again with the Parent Curriculum Advisory Committee and discussed and shared the department's recommendations.

On May 17, 2006, Mr. McCormick presented the department recommendation to the District Coordinating Council. Council members had an opportunity to review the texts. The Coordinating Council approved the selection and recommended that the Board of Trustees approve the materials for adoption.

Attached you will find a list of materials recommended for adoption.

RECOMMENDATION:

It is recommended that the Board approve the adoption of the recommended History/Social Science textbooks as described on the attached document.

FUNDING SOURCE:

State Instructional Materials Funding

SDUHSD Social Sciences Textbook Adoption Titles, 2006-2013

Course: 7th Grade World History

Title: *World History, Medieval and Modern Times*, California edition © 2006

Author: Stanley Burstein, et al

Publisher: Holt Rinehart and Winston

Course: 7th Grade World History-Sheltered

Title: *History Alive: The Medieval World and Beyond*, California edition © 2006

Author: Collaboration

Publisher: Teachers Curriculum Institute

Course: 8th Grade US History

Title: *United States History, Independence to 1914*, California edition © 2006

Author: Various

Publisher: Holt Rinehart and Winston

Course: 8th Grade World History-Sheltered

Title: *History Alive: The United States Through Industrialism*, California edition © 2006

Author: Collaboration

Publisher: Teachers Curriculum Institute

Course: 10th Grade World History

Title: *World History, Modern Times*, California edition © 2006

Author: Jackson Spielvogel, et al

Publisher: Glencoe McGraw-Hill

Course: 10th Grade Advanced Placement World History

Title: *Traditions and Encounters*, California edition © 2005

Author: Jerry Bentley and Herbert Ziegler

Publisher: Glencoe McGraw-Hill

Course: 11th Grade U.S. History

Title: *The Americans: Reconstruction to the 21st Century*, California edition © 2006

Author: Gerald Danzer, et al

Publisher: McDougal Littell

Course: 11th Grade Advanced Placement US History

Title: *The American Pageant*, 13th edition © 2006

Author: David Kennedy, et al

Publisher: McDougal Littell

Course: 12th Grade American Government

Title: *U.S. Government: Democracy in Action*, © 2006

Author: Richard Remy

Publisher: Glencoe McGraw-Hill

SDUHSD Social Sciences Textbook Adoption Titles, 2006-2013

Course: 12th Grade Advanced Placement American Government

Title: *American Government, Institutions and Policies*, © 2006

Author: James Wilson and John Dilulio, Jr.

Publisher: McDougal Littell

Course: 12th Grade Economics

Title: *Economics: Principles and Practices*, © 2005

Author: Gary Clayton

Publisher: Glencoe McGraw-Hill

Course: 12th Grade Advanced Placement Economics

Title: *Economics: Principles, Problems and Policies*, © 2007 High School Bound

Author: Campbell McConnell and Stanley Bure

Publisher: Glencoe McGraw-Hill

Course: AP European History

Title: *A History of Western Society, Since 1300*, © 2005

Author: John McKay, et al

Publisher: McDougal Littell

Course: Psychology

Title: *Psychology: An Introduction*, © 2005

Author: Charles Morris

Publisher: Pearson Prentice Hall

Course: Sociology

Title: *Sociology and You*, © 2006

Author: Douglas Shepard and Franklin Greene

Publisher: Glencoe McGraw-Hill


San Dieguito Union High School District

INFORMATION REGARDING BOARD AGENDA ITEM

TO: BOARD OF TRUSTEES

DATE OF REPORT: June 1, 2006

BOARD MEETING DATE: June 8, 2006

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

SUBJECT: Associate Superintendents' Contracts

EXECUTIVE SUMMARY

Attached are employment contracts for the Associate Superintendents of Human Resources, Instruction, and Business Services. The contracts are for a period of four years, commencing on July 1, 2006, and to continue until June 30, 2010 for the Associate Superintendent of Instruction and Human Resources, and commencing on August 1, 2006 to July 30, 2010, for the Associate Superintendent/Business Services.

SUMMARY

It is recommended that the Board approve the employment contracts for the Associate Superintendents of Human Resources and Instruction for a period of four years, commencing on July 1, 2006, and to continue until June 30, 2010, and for the Associate Superintendent/Business Services commencing on August 1, 2006 through July 30, 2010.

FUNDING SOURCE

N/A

PL/sg
Attachment

AGENDA ITEM: 29


San Dieguito Union High School District

INFORMATION REGARDING BOARD AGENDA ITEM

TO: BOARD OF TRUSTEES

DATE OF REPORT: June 1, 2006

BOARD MEETING DATE: June 8, 2006

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

SUBJECT: APPROVAL OF APPOINTMENT/
NORTH CITY WEST JPA

EXECUTIVE SUMMARY

The administration is recommending the Board approve the appointment of Mr. Stephen G. Ma as the Board's representative to the North City West Joint Powers Authority, effective August 1, 2006.

RECOMMENDATION:

It is recommended that the Board approve the appointment of Mr. Stephen G. Ma as the Board's representative to the North City West Joint Powers Authority, effective August 1, 2006.

San Dieguito Union High School District

INFORMATION REGARDING BOARD AGENDA ITEM

TO: BOARD OF TRUSTEES

DATE OF REPORT: May 23, 2006

BOARD MEETING DATE: June 8, 2006

PREPARED BY: Eric J. Hall *EJH*
Associate Superintendent, Business

SUBMITTED BY: Peggy Lynch, Ed.D.
Superintendent

SUBJECT: ADOPTION OF BOARD POLICY 3260.1,
"Student Parking Fees"

EXECUTIVE SUMMARY

At the May 18, 2006 Board meeting, the Board reviewed the proposed Board Policy 3260.1, "Student Parking Fees" which included a minor increase in student parking fees. This policy is being returned for adoption.

RECOMMENDATION:

It is recommended that the Board adopt Board Policy 3260.1, "Student Parking Fees", as shown in the attached supplement.

FUNDING SOURCE:

Not applicable.

STUDENT PARKING FEES

Since the community and the Board of Trustees desire to maintain a reasonable level of campus supervision and since additional funds are necessary to provide this service, the Board shall require that students parking on high school campuses shall pay a parking fee. All students on high school sites shall arrange to have the necessary parking permit with the high school of attendance.

Income from the student parking fee will be utilized to help offset the cost of campus supervision. Eligibility for a waiver from the parking fee shall be based on the income eligibility scales used for the free and reduced-price lunch program. At the beginning of the school year and whenever a new student is enrolled, parent/guardians shall receive information about parking waiver eligibility standards, application procedures and appeal procedures.

All applications and records related to eligibility for a parking waiver shall be confidential and open only for purposes directly connected with the student parking program.

Students receiving a parking waiver shall not be identified by the use of special passes, tickets, or any other means. They shall in no way be treated differently from other students, nor shall their names be published, posted, or announced in any manner or used for any purpose other than the student parking program.

Student Parking Fee Charges

A. Each student shall be charged according to the following schedule:

<u>Annual Parking Permit</u>	<u>Semester Parking Permit</u>	<u>Quarter Parking Permit</u>
\$30-40/year	\$20-25/semester	\$10-15/quarter

SAN DIEGUITO UNION HIGH SCHOOL DISTRICT

Policy Adopted: June 6, 1996

Policy Revised: May 9, 2006

CURRENT

STUDENT PARKING FEES

Since the community and the Board of Trustees desire to maintain a reasonable level of campus supervision and since additional funds are necessary to provide this service, the Board shall require that students parking on high school campuses shall pay a parking fee. All students on high school sites shall arrange to have the necessary parking permit with the high school of attendance.

Income from the student parking fee will be utilized to help offset the cost of campus supervision. Eligibility for a waiver from the parking fee shall be based on the income eligibility scales used for the free and reduced-price lunch program. At the beginning of the school year and whenever a new student is enrolled, parent/guardians shall receive information about parking waiver eligibility standards, application procedures and appeal procedures.

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\$30/year	\$20/semester	\$10/quarter

San Dieguito Union High School District

INFORMATION REGARDING BOARD AGENDA ITEM

TO: BOARD OF TRUSTEES

DATE OF REPORT: June 1, 2006

BOARD MEETING DATE: June 8, 2006

PREPARED BY: Russell L. Thornton,
Executive Director/Operations
Eric J. Hall, Assoc. Superintendent/Business

SUBMITTED BY: Peggy Lynch, Ed.D.
Superintendent

SUBJECT: TRANSPORTATION BOARD POLICIES
3250/AR-1, "TRANSPORTATION FEES/
HOME TO SCHOOL";
3541, "TRANSPORTATION ROUTES &
SCHEDULES";
3541.6, "PAYMENT TO PARENTS IN LIEU
OF PROVIDING TRANSPORTATION";
3543.1 AND 3543.1/AR-1, "SCHOOL BUS
CONDUCT/STUDENT SAFETY"

EXECUTIVE SUMMARY

Proposed changes to the above cited policies and regulations went before the Board on May 18, 2006 for review. It was suggested by the Board that Item G, "Families With More Than Two Bus Riding Students," page 3 of 3 of Policy 3250/AR-1, "Transportation Fees/Home-to-School", remain in effect. The proposed deletion has been removed and the original language reinserted.

You have been provided the proposed revised policies and not the current ones. The current policies were forwarded to you at the May 18 meeting when these policies were on the agenda for the first reading.

RECOMMENDATION:

It is recommended that the Board adopt the following Transportation Board Policies:

- a) 3250/AR-1, "Transportation Fees/Home-to-School"
- b) 3541, "Transportation Routes and Schedules"
- c) 3541.6, "Payment to Parents in Lieu of Providing Student Transportation"
- d) 3543.1 and 3543.1-AR/1, "School Bus Conduct/Student Safety"

FUNDING SOURCE:

Not applicable.

/sg

TRANSPORTATION FEES/HOME-TO-SCHOOL

A. Determination of District's Maximum Fee

As specified in Education Code 39807.5, the amount of the actual fee determined by the local governing board shall be no greater than the statewide average non -subsidized cost of providing this transportation to a pupil on a publicly owned or operated transit system as determined by the State Superintendent of Public Instruction, in cooperation with the Department of Transportation. "Non-subsidized cost" means actual operating costs less federal subventions.

The District's maximum fee will be computed according to the formula supplied by the State Superintendent of Public Instruction. This formula will produce the District's average cost per day per pupil and is the maximum amount that may be charged to a parent or guardian.

B. Determination of the Actual Charge to be Levied Against Each Parent or Guardian

The total amount received by the District from combined state aid for transportation and parent fees shall not exceed the actual cost of home to school transportation. The District will determine the amount of local funds expended per pupil per day, based on prior year data.

Except for those parents or guardians exempted in the policy, each parent or guardian of a pupil transported shall be charged according to the following schedule:

		<u>Individual</u>
<u>Annual Pass</u>	<u>Semester Pass</u>	<u>One Way Trip</u>
\$200 AM/PM		\$3.00
\$400 Round Trip	\$225 Round Trip	

SAN DIEGUITO UNION HIGH SCHOOL DISTRICT

- Administrative Regulation Issued: September 1, 1983
- Administrative Regulation Revised: July 18, 1991
- Administrative Regulation Revised: August 19, 1993
- Administrative Regulation Revised: November 4, 1993
- Administrative Regulation Revised: June 6, 1996
- Administrative Regulation Revised: July 15, 1999
- Administrative Regulation Revised: May 17, 2001
- Administrative Regulation Revised: May 15, 2003
- Administrative Regulation Revised: June 2, 2005

	<u>Annual Pass</u>	<u>Semester Pass</u>
Middle Schools	\$400 - \$450	N/A
High Schools	\$400 - \$450	\$225 - \$275

No money will be collected on the bus. Passes and ~~tickets~~ will may be sold at the District's schools or other locations designated by the Superintendent.

A duplicate of the student identification card photo will be placed in the bus manifest system. Parents/Guardians may designate daytime contact information on the bus pass application form. This information will also be added to the bus manifest system. Drivers will carry copies of the manifest on the bus for the students they are transporting. The manifest will serve in lieu of bus passes.

C. Determination that Parent or Guardian is "Indigent"

Eligibility for free transportation shall be based on the income eligibility scales used for the free and reduced price lunch program. At the beginning of the school year and whenever a new student is enrolled, parents/guardians shall receive information about free transportation eligibility standards, application procedures and appeal procedures.

All applications and records related to eligibility for free transportation shall be confidential and open only for purposes directly connected with the free transportation program.

Students receiving free transportation shall not be identified by the use of special passes, tickets, lines, seats or any other means. They shall in no way be treated differently from other students, nor shall their names be published, posted or announced in any manner or used for any purpose other than the transportation program.

SAN DIEGUITO UNION HIGH SCHOOL DISTRICT

- Administrative Regulation Issued: September 1, 1983
- Administrative Regulation Revised: July 18, 1991
- Administrative Regulation Revised: August 19, 1993
- Administrative Regulation Revised: November 4, 1993
- Administrative Regulation Revised: June 6, 1996
- Administrative Regulation Revised: July 15, 1999
- Administrative Regulation Revised: May 17, 2001
- Administrative Regulation Revised: May 15, 2003
- Administrative Regulation Revised: June 2, 2005

D. Attendance Areas

Pupils who are bus riders in the attendance area of one school but live within walking distance of another school may elect to attend the closer school as long as room is available in that school.

E. Discipline

The same rules governing conduct and behavior on the bus, as are now in effect, will be continued. Students with repeated misbehavior may be denied the privilege of riding.

F. Bus Routes and Stops

Bus routes and stops will not be changed solely for the convenience of riders or to increase ridership. The same basis currently in effect for selecting routes and stops will be continued.

G. Families With More Than Two Bus Riding Students

Families with more than two bus riding students attending school in any District that is a member of the San Dieguito Transportation Cooperative shall be entitled to purchase a reduced cost pass for each child transported. The cost of the annual pass shall be three-fourths of the regular charge.

SAN DIEGUITO UNION HIGH SCHOOL DISTRICT

- Administrative Regulation Issued: September 1, 1983
- Administrative Regulation Revised: July 18, 1991
- Administrative Regulation Revised: August 19, 1993
- Administrative Regulation Revised: November 4, 1993
- Administrative Regulation Revised: June 6, 1996
- Administrative Regulation Revised: July 15, 1999
- Administrative Regulation Revised: May 17, 2001
- Administrative Regulation Revised: May 15, 2003
- Administrative Regulation Revised: June 2, 2005

PROPOSED

DRAFT

TRANSPORTATION ROUTES AND SCHEDULES

~~Middle school students living beyond two and three quarter miles of the middle schools will be eligible for school bus transportation to or from school.~~ Home to school transportation to district high schools will be limited to special ed students whose I.E.P. calls for transportation. An exception may be made for a "shuttle service" to link a high school with another high school or a public bus route that does not service the school site. **Middle school students may be eligible for school bus transportation to or from school.**

~~Students qualified to ride the school bus will not be required to walk more than two and three quarter miles to their bus stop.~~

Bus stops shall be scheduled, so far as possible, to avoid having students cross major highways and thoroughfares except at traffic signals or marked crosswalks.

Buses will be provided for co-curricular activities which are interscholastic and are a part of the educational program, subject to the availability of equipment. Students will be charged to help offset the costs of providing the service.

Buses may be used by Board approved campus organizations for extra curricular or co-curricular activities which are not interscholastic or which cannot be construed as part of the educational program. The costs of the use of the transportation for such activities will be paid for by the users.

The superintendent is authorized to develop school bus routes and schedules to implement the Board's policy and to approve the use of district transportation for out of county trips.

Bus schedules will may be coordinated ~~among the school districts of the Cooperative~~ in order to transport students as cost effectively as possible.

Legal Reference: CALIFORNIA EDUCATION CODE

39800 Powers of Governing Board to Provide Transportation for Pupils To and From School; Definition of "Municipally Owned Transit System"

39830 "Schoolbus"

39835 Use for Community Recreation

CALIFORNIA ADMINISTRATIVE CODE, TITLE 5

SAN DIEGUITO UNION HIGH SCHOOL DISTRICT

Policy Adopted: March 3, 1983

Policy Revised: August 18, 1988

Policy Revised: August 23, 1990

Policy Revised: January 16, 1997

Policy Revised: August 18, 2005

Policy Draft: May 10, 2006

DRAFT

PROPOSED

BUSINESS

3541.6

PAYMENT TO PARENTS IN LIEU OF PROVIDING TRANSPORTATION

~~The district may pay the parents at the rate of \$1.60 per student day in lieu of furnishing transportation whenever walking distance from home to the nearest bus stop or to the school of attendance is beyond two and three quarter miles for students attending a junior high school.~~

~~Eligibility for "in lieu payment" will be based on the shortest walking distance along normally traveled streets or roads to the nearest bus stop or appropriate school. Authorization for such payments must be established in advance by the district and will be made only for actual days transported.~~

~~Reimbursement will be provided at the end of each semester and will be determined by the actual days transported as reported by the parent or guardian on appropriate district forms.~~

The district may, with the approval of the superintendent, pay parents for transporting exceptional students to and from private schools or programs. Reimbursement will be at the approved employee mileage rate for locations within San Diego County or at actual cost not to exceed coach air fare for locations outside of San Diego County.

The superintendent is authorized to prepare administrative regulations to implement payments to parent in lieu of providing transportation.

Legal Reference: CALIFORNIA EDUCATION CODE

39806	Payments to Parents in Lieu of Transportation
39830	"School bus"
56030-56042	Education for Exceptional Children for Whom No Public Facilities are Available

SAN DIEGUITO UNION HIGH SCHOOL DISTRICT

- Policy Adopted: March 3, 1983
- Policy Revised: August 18, 1988
- Policy Revised: August 23, 1990
- Policy Revised: January 16, 1997
- Policy Draft: May 10, 2006

DRAFT

PROPOSED

DRAFT

BUSINESS

3541.6/AR-1

PAYMENT TO PARENTS IN LIEU OF PROVIDING TRANSPORTATION

~~I. Regular Students~~

- ~~A. Applications for payment authorization must be submitted to the District Business Office for approval in advance.~~
- ~~B. Eligibility will be established by the Assistant Superintendent/Business Services following guidelines set out on the policy.~~
- ~~C. The parent will be responsible for submitting claims on appropriate district forms at the end of each semester.~~

II. Exceptional Students

- A. The transportation needs of exceptional students shall be surveyed by the Eligibility and Planning Committee when the student is recommended for placement in a special school or program.
- B. Reimbursement for the costs of providing transportation for exceptional students will be provided monthly as reported by the parent or guardian on the appropriate district forms.

SAN DIEGUITO UNION HIGH SCHOOL DISTRICT

Administrative Regulation Issued: March 3, 1983

Administrative Regulation Revised: January 16, 1997

Administrative Regulation DRAFT: May 10, 2006

DRAFT

PROPOSED

BUSINESS

3543.1

5131.2

SCHOOL BUS CONDUCT/STUDENT SAFETY

When District transportation is provided to attend any of its schools, facilities, or activities, the foremost concern of the Board is for the safety of all students and personnel.

The driver is held responsible for the orderly conduct of the pupils and others, when they are on district owned vehicles. The Superintendent shall be responsible for developing written administrative regulations outlining appropriate conduct, to insure the safety of all students and shall include, but not be limited to, denial of riding privileges.

Written rules and regulations regarding conduct on district owned vehicles shall be made available to all students, parents of students, and others who use the District's transportation facilities. **Students and parents/guardians of students being transported by district owned vehicles will be required to read and sign the bus transportation rules of conduct form. Students will be required to adhere to the rules of conduct.**

Legal Reference: CALIFORNIA EDUCATION CODE

35160 Authority of governing boards
39800 Transportation
44808 Duty to supervise conduct of students
48918 Expulsion procedures
49061 Definition of student records
49073-49079 Privacy of student records

GOVERNMENT CODE

6253 Public records open to inspection
6254 Records exempt from disclosure

CODE OF REGULATIONS, TITLE 5

14103 Authority of the driver

UNITED STATES CODE, TITLE 20

1232g Family Educational Rights and Privacy Act

SAN DIEGUITO UNION HIGH SCHOOL DISTRICT

Policy Adopted: March 3, 1983

Policy Revised: January 16, 1997

DRAFT

1/1

**SAN DIEGUITO UNION HIGH SCHOOL DISTRICT
TRANSPORTATION DEPARTMENT
BUS TRANSPORTATION RULES OF CONDUCT**

As a student of the San Dieguito Union High School District (SDUHSD), I understand that the rules dictated in the SDUHSD Discipline Policy and the rules dictated in the Athletic Handbook for Students, Parents & Supporters apply to me while I am riding the bus. I agree to follow those rules and understand that if I break them, I am subject to disciplinary action. Furthermore, while riding the bus, I understand that the following rules and consequences apply:

- 1. I will not shout, use unacceptable language, or speak rudely to any individual while on the bus.**
- 2. I will remain in my seat at all times and will not move from my position until I get off the bus, unless I am advised to do so by the driver.**
- 3. I will not stick my hands or arms outside the windows.**
- 4. I will not litter or throw objects inside the bus or out of the bus windows.**
- 5. I will not vandalize the bus.**
- 6. I understand that smoking and/or the use or possession of any illegal substances is strictly forbidden.**
- 7. I will not eat on the bus.**
- 8. I understand that fighting of any kind will not be tolerated.**
- 9. I understand that creating or participating in any type of disturbance on the bus will not be tolerated.**
- 10. I will follow the directions given by the bus driver.**

Consequences of Disciplinary Action

- 1st Offense - Student will be counseled and the student's parents will be notified**
- 2nd Offense - Student will be suspended from riding the bus for 3 days plus have an in-school detention**
- 3rd Offense - Student will be suspended from riding the bus for 2 weeks plus have a Saturday school**
- 4th Offense - Student will be suspended from riding the bus for the remainder of the school year plus student will be suspended from school for a minimum of 2 days**
- Exception - Threat of bodily harm, violence, or severe unsafe behavior is cause for immediate suspension from school in accordance with §48900 of the Education Code.**

Student Name: _____
(Please Print)

Parent Name: _____
(Please Print)

Student Signature

Parent Signature

Dated: _____

Dated: _____

PROPOSED

DRAFT

3543.1/AR-1
5131.2/AR-1

BUSINESS

SCHOOL BUS CONDUCT/STUDENT SAFETY

The San Dieguito Union High School District provides transportation for its students in accordance with the provisions of Education Code 16801. In order to provide this service with maximum safety for all pupils and to insure their bus riding privileges, the following standards for bus conduct are established. Failure to meet these standards may result in loss of riding privileges.

1. The bus driver is responsible for the safety and well-being of all passengers. The drivers directions must be followed at all times.
2. Students are to respect the property at bus stops and conduct themselves in an orderly manner while waiting for the bus and while returning home from the bus stop.
3. Students should not arrive at their bus stops more than five minutes before the bus arrives.
4. The person in charge of loading the bus will determine the order of pupil entrance.
5. Bus windows are not to be lowered more than half way. All body parts are to remain inside the bus. No littering/throwing items from bus windows.
6. Unnecessary noise in the bus, such as loud talking, shouting, singing, and other rowdy behavior may distract the attention of the driver, and therefore is prohibited for the safety of all passengers.
7. Transporting animals on the school bus is contrary to State Law and not permitted, except for service animals.
8. Generally, eating is not permitted on the bus. Exceptions may be made on trips lasting longer than one hour with the understanding that the students will clear the bus of all litter.
9. Any item considered dangerous to the health, safety or welfare of riders may be prohibited by the bus driver. Automobiles must stop when a school bus is flashing its red lights. Pupils crossing the street must do so in front of the bus, as directed by the driver.

SAN DIEGUITO UNION HIGH SCHOOL DISTRICT

Administrative Regulation Issued: March 3, 1983
Administrative Regulation Issued: January 16, 1997
Administrative Regulation Revised: August 18, 2005
Administrative Regulation DRAFT: May 10, 2006

DRAFT

Failure to comply with school bus regulations or acting in any manner that creates an unsafe condition in or around the school bus will result in students' bus riding privilege being suspended or denied in accordance with Section 14263 of Title V of the California Administrative Code.

Noncompliance with bus riders rules will result in the following:

Incidents of misconduct on the bus shall be reported to the building principal for appropriate action. Such action may include, but is not limited to, contact with parents to discuss possible solutions, denial of bus riding privileges or suspension from school.

It shall be the principal's responsibility to communicate, with all parties concerned, the results of his action regarding each referral from a bus driver.

Disciplinary action for students will be based on behavior that disrupts the safety on the bus, or compromises the authority of the bus driver. Discipline will be implemented in the following manner:

1. First offense - Student counseled, parents notified
2. Second offense - Three (3) day suspension
3. Third offense - Two (2) week suspension
4. Fourth offense - Suspension for entire school year
5. Exception - Threat of bodily harm or violence or severe unsafe behavior is cause for immediate suspension.

The referral form will indicate the type of misconduct, time, place, bus driver, school and other pertinent information concerning the problem. Disposition of the referral form after the principal's action will be the original sent to the parents, the duplicate for the school file, the triplicate returned to the transportation department.

SAN DIEGUITO UNION HIGH SCHOOL DISTRICT

Administrative Regulation Issued: March 3, 1983

Administrative Regulation Issued: January 16, 1997

Administrative Regulation Revised: August 18, 2005

Administrative Regulation DRAFT: May 10, 2006

San Dieguito Union High School District

INFORMATION REGARDING BOARD AGENDA ITEM

TO: BOARD OF TRUSTEES

DATE OF REPORT: May 9, 2006

BOARD MEETING DATE: June 8, 2006

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

SUBMITTED BY: Peggy Lynch, Ed.D.
Superintendent

SUBJECT: Adoption of proposed New Board
Policy to establish the classification
Speech/Language Pathology Assistant,
SR 47

EXECUTIVE SUMMARY

The District has identified significant growth in the demand for speech-language pathology services. The use of speech/language pathology assistants registered by the State of California benefits this District's program by ensuring that services of a more routine, ongoing nature are provided by qualified personnel thereby freeing credentialed staff to perform diagnostic and professional services for other students.

This proposed class will be responsible for assisting in supplementing, enhancing, and extending speech/language pathology services, providing direct treatment assistance to identified students, documenting students' capabilities and progress, and ensuring implementation of directed support to assigned students.

The proposed job description for Speech/Language Pathology Assistant, and the recommended placement at Salary Range 47 of the classified bargaining unit schedule, were approved by the Personnel Commission at its meeting of May 8, 2006.

RECOMMENDATION:

That the Board adopt policy 4216.3-xxxx Speech/Language Pathology Assistant allocated at Salary Range 47 of the classified bargaining unit schedule.

FUNDING SOURCE:

General Fund 03-00/Special Education.

SPEECH/LANGUAGE PATHOLOGY ASSISTANT**OVERALL JOB PURPOSE STATEMENT:**

Under the direction of an assigned supervisor, the job of Speech/Language Pathology Assistant is done for the purposes of assisting in supplementing, enhancing, and extending speech/language pathology services; providing direct treatment assistance to identified students; documenting students' capabilities and progress; ensuring implementation of directed support to assigned students.

DISTINGUISHING CHARACTERISTICS

This job supports the District's Speech/Language Pathology program by assisting professional staff in providing instruction specific to the area of speech and language communication to students identified as having speech/language disorders including articulation/phonology, cognition, motor speech, dysphasia, voice, fluency, craniofacial anomalies, hearing and child and adult languages. Incumbents in this class follow the programs and protocols established by the Speech/Language Pathology Specialist to ensure implementation of ongoing therapy for the student.

ESSENTIAL FUNCTIONS

- * Provides direct speech and language therapy to students following documented treatment plans or protocols to ensure delivery of appropriate services to students.
- * Prepares work areas and materials for use during speech and language assistance sessions in order to provide direct treatment assistance to identified students.
- * Accompanies students to and from therapy sessions as directed for the purpose of establishing and maintaining contact and support and student safety.
- * Follows documented treatment plans and/or protocols developed by certificated staff for the purpose of ensuring implementation of directed support to assigned students.
- * Documents and reports student progress toward meeting established goals as stated in IEP (Individualized Education Plan) or an IFSP (Individualized Family Services Plan) for the

SPEECH/LANGUAGE PATHOLOGY ASSISTANT

purpose of ensuring appropriate ongoing treatment and services.

- * Checks, maintains, cleans therapy material and/or equipment, and requests equipment service as needed, for the purpose of ensuring timely availability of equipment in a sanitary condition to meet treatment plans and schedules.
- * Participates in classroom activities as directed by speech-language pathology staff for the purpose of facilitating instruction and student treatment.
- * Prepares charts, records, graphs, and information reports for the purpose of ensuring accurate communication of information about and work activities and student progress.
- * Attends conferences and seminars as appropriate for the purpose of maintaining current knowledge, skills and valid registration.
- * Performs other related duties as assigned.

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

SKILLS are required to perform multiple, technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: develop work plans, guidelines, schedules, and task assignments; operate speech/language pathology equipment; operating standard office equipment including using pertinent software applications; and prepare and maintain accurate records.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; review and interpret technical information, write technical materials, and/or speak persuasively to implement desired actions; and analyze situations to define issues and draw conclusions. Specific knowledge required to satisfactorily perform the functions of the job includes: principles of speech-language pathology equipment, materials and procedures; speech and

SPEECH/LANGUAGE PATHOLOGY ASSISTANT

language development; communication problems of children with special educational needs; student behavior management techniques and strategies; correct English usage, spelling, grammar, and punctuation; simple record keeping and record management; micro computers and software, including word processing, learning and educational software.

ABILITY is required to coordinate and schedule activities, meetings, and/or events and work with supervision in accordance with prescribed treatment plans/activities; gather, collate, and/or classify data; and use basic, job-related equipment. Flexibility is required to independently work with others in a wide variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using a variety of standardized methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with data of varied types and/or purposes; and utilize job-related equipment. In working with others, problem solving is required to identify issues and assist with creating action plans. Specific abilities required to satisfactorily perform the functions of the job include: understanding and following oral and written directions; communicating respectfully and effectively orally and in writing with students and adults of varied cultural and educational backgrounds; reading, interpreting, following, and applying rules, regulations, policies, procedures and treatment plans; establishing and maintaining effective working relationships with others; and maintaining confidentiality.

Responsibility

Responsibilities include: working under supervision using standardized practices and/or methods; and operating within a defined budget. Utilization of some resources from other work units is often required to perform the job's functions.

Working Environment

Office, classroom or community-based settings. Includes traveling to various sites within the District to provide services. Requires physical ability to sit, reach, grasp, stoop, bend, push, pull, kneel, and stand for extended periods of time.

SPEECH/LANGUAGE PATHOLOGY ASSISTANT

Experience

Sufficient experience to demonstrate possession of the knowledge and abilities detailed above. Typical qualifying experience could include: one year of experience providing direct therapy to language/speech impaired individuals in a clinical or education setting.

Education

Sufficient education to meet the requirements for valid registration as a Speech/Language Pathology Assistant with the California Speech-Language Pathology Board, typically possession of an associate's degree in speech-language pathology, or graduation from a speech-language pathology assistant certificate program.

Required Testing

Pre-employment proficiency test.

Certificates

Possession of valid registration as a Speech/Language Pathology Assistant with the California Speech-Language Pathology Board.

Possession of a valid Class C California Driver's License and availability of private transportation (mileage expense allowance provided).

Continuing Education/Training

As required by the State of California to maintain current, valid registration as a Speech/Language Pathology Assistant.

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: May 9, 2006

BOARD MEETING DATE: June 8, 2006

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

SUBMITTED BY: Peggy Lynch, Ed.D.
Superintendent

SUBJECT: Adoption of proposed New Board
Policy to establish the classifications
Lead School Bus Driver, SR 41 and
Transportation Router/Scheduler, SR
43

EXECUTIVE SUMMARY

The District Transportation Cooperative has recently undergone a review to identify ways to improve efficiency and effectiveness of its operations. The recommendations included establishment of two new classifications to be filled from within the department.

One is a Lead School Bus Driver to provide guidance and direction for drivers and attendants, ensure accurate and timely submittal of driver paperwork, monitor, track and report attendance of drivers, and operate a bus to transport students to and from school on an assigned route. The other is a Transportation Router/Scheduler to design, compose, and schedule new and ongoing bus routes and field trips; provide information and assistance to drivers, attendants, schools, and parents; perform various office duties and computer work, serve as a substitute driver or attendant in cases of operation urgency, and assist occasionally with dispatch as directed.

The proposed job description for Lead School Bus Driver, allocated to Salary Range 41 of the classified bargaining unit schedule, and for Transportation Router/Scheduler, allocated to Salary Range 43 of the classified bargaining unit schedule, were approved by the Personnel Commission at its meeting of May 8, 2006.

RECOMMENDATION:

That the Board adopt the proposed policy 4216.3-xxxx Lead School Bus Driver allocated at Salary Range 41 of the classified bargaining unit schedule, and proposed policy 4216.3-xxxx Transportation Router Scheduler, allocated at SR 43 of the classified bargaining unit schedule.

FUNDING SOURCE:

District General Fund.

Attachments

LEAD SCHOOL BUS DRIVER**OVERALL JOB PURPOSE STATEMENT:**

Under the supervision of the Transportation Supervisor, the job of "Lead Bus Driver" is performed for the purpose/s of providing guidance and direction for drivers and attendants; ensuring accurate and timely submittal of driver paperwork; monitoring, tracking, and reporting attendance of drivers; and operating a bus to transport students to and from school on an assigned route.

DISTINGUISHING CHARACTERISTICS:

This class is a lead classification with responsibility for a group of drivers and attendants as well as for the safe and efficient operation of a school bus and for maintaining and enforcing safe and proper passenger behavior while transporting students over a designated route. Lead responsibilities include ensuring accurate and timely submission daily of driver's paperwork; monitoring attendance of drivers; providing information to department administration on the quality of work performed by drivers. This class may also provide information to drivers regarding routes and other operational information to assist drivers to transport students more effectively. This class differs from the class of School Bus Driver which is responsible for transporting students over scheduled routes and on special excursions. The Lead School Bus Driver's route assignment is made after School Bus Drivers complete route bids.

ESSENTIAL JOB FUNCTIONS:

- * Oversee a group of drivers and attendants for the purpose of ensuring completion of work in an efficient and timely manner in accordance with standards, procedures, and practices.
- * Review daily reports prepared by drivers/attendants for the purposes of ensuring accurate and timely submittal of data, including follow-up to correct any discrepancies.
- * Monitor and report attendance and time of drivers/attendants and bus attendants for the purpose of ensuring accurate reporting and processing of payroll data.
- * Provide advice and guidance to drivers/attendants for the purpose of ensuring consistent application of policies,

LEAD SCHOOL BUS DRIVER

procedures and practices.

- * Drives school buses/vans for the purpose of transporting students, special education students, and/or non-school students (parks and recreation) over scheduled routes and to/from school and/or field trips in a safe and timely manner.
- * Advises students, special education students, and other passengers of behavior requirements for the purpose of enforcing rules and regulations and maintaining safety.
- * Assesses incidents, complaints, varying traffic patterns and/or potential emergency situations in the course of driving for the purpose of avoiding hazards, providing information, and/or making recommendations for resolution.
- * Assists students and other passengers for the purpose of providing safe ingress and egress from vehicles including both emergency situations (e.g. evacuations) and normal transport.
- * Assists special needs students with car seats, boosters, restraints, etc., for the purpose of ensuring passenger safety during transport.
- * Attends safety meetings, on-going training, etc., for the purpose of maintaining knowledge of, and ability to adhere to, laws and regulations relating to driving a school bus and for meeting State and CHP standards and guidelines of school bus driver.
- * Cleans assigned vehicles, both interior and exterior (e.g. windows, mirrors, seats, floors, ceilings, etc.) for the purpose of maintaining appearance, sanitation, and safety of vehicle.
- * Communicates with school personnel, parents, etc., regarding practices and incidents (e.g. rules, regulations, laws, procedures, student behavior during transportation, etc.) for the purpose of providing information for clarification, follow-up action and/or adherence to proper transportation procedures.
- * Documents incidents for disciplinary action and/or for behavior program adjustments to ensure safety of passengers and to maintain good order during while students are on board.

LEAD SCHOOL BUS DRIVER

- * Fuels vehicles for the purpose of ensuring that vehicle has sufficient fuel for further transport assignment.
- * Inspects assigned vehicles (e.g. pre-trip check list, brake systems, oil level, coolant levels, tire pressure, etc.) for the purpose of ensuring that the vehicle is in a safe operating condition and meeting State requirements.
- * Operates specialized bus/van as assigned for the purpose of accommodating wheelchairs and equipment needed for students with special needs.
- * Prepares documentation (e.g. field trip tickets, incident reports, daily pre-trip inspection report, student count, daily mileage, etc.) for the purpose of providing written support and/or conveying information for safety of students, for audit trail purposes, and for documenting time worked and equipment maintenance needs.
- * Operates a variety of office equipment (e.g. copier, calculator, facsimile, computer and assigned software) for the purpose of planning, designing, and scheduling routes and drivers and sharing information.

Other Functions

- * Perform other related duties as assigned.

JOB REQUIREMENTS - MINIMUM QUALIFICATIONS:

Skills, Knowledge and/or Abilities:

SKILLS are required to perform single technical tasks with an occasional need to upgrade skills due to changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: providing advice and guidance and to explain policies and procedures; prioritizing quickly to respond to new situations; adhering to safety practices; administering first aid; operating safely and efficiently assigned vehicles used in transporting students; operating fire extinguisher, two-way communication radio, cellular telephone, computer hardware and software, etc.

LEAD SCHOOL BUS DRIVER

KNOWLEDGE is required to perform basic math; read a variety of manuals; write documents following prescribed formats; analyze situations to define issues and draw conclusions. Specific knowledge is required to perform satisfactorily the function of the job and includes: computer software and hardware; safety practices and procedures; California Motor Vehicle Code and Education Code sections applicable to student transportation; CHP regulations pertaining to bus drivers; city streets and locations; basic preventive maintenance of District vehicles; emergency evacuation techniques for regular and special education students, including medically fragile students; CPR, basic first aid, and safe practices for handling bodily fluids; as appropriate to assignment, suctioning techniques for breathing-impaired students, and procedures for properly and safely assisting seizure-prone students; safe practices for cleaning/reporting hazardous spills (e.g. fuel, vehicle fluids, etc.).

ABILITY is required to schedule activities; gather, collate, and /or classify data and coordinate a number of factors in the use of equipment. Flexibility is required to work with others under a wide variety of circumstances, analyze data using defined and similar processes; and operate equipment using various methods of operation. Ability is also required to work with a diversity of individuals and/or groups; work with data of different types and/or purposes; and utilize a variety of job-related equipment in working with others; problem solving required to analyze issues, create plans of action, and reach solutions with data is limited in scope, and with equipment is moderate in scope. Specific abilities required to satisfactorily perform the functions of the job include: communicating with diverse groups; adapting to changing work priorities; meeting deadlines and schedules; working as part of a team; and setting priorities; operating standard office equipment such as copiers, telephones, computer hardware and software.

Responsibility

Responsibilities include: working under standardized instructions and/or routines focusing primarily on results; leading, guiding, and/or coordinating students; and operating within a defined budget and/or financial guidelines. There is a continual opportunity to positively affect the organization's services.

Working Environment

LEAD SCHOOL BUS DRIVER

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing and/or pulling; some climbing and balancing; significant stooping, kneeling, crouching and/or crawling; significant reaching, handling, fingering and or feeling. Generally the job requires 50% sitting, 25% walking, and 25% standing. The job is performed under some temperature extremes, some hazardous conditions (e.g., mechanical, cuts, burns, infectious disease, high decibel noise, freeway and street traffic, etc.) and in varying atmospheric conditions including garage fumes.

Experience: Job-related experience is required. Typical qualifying experience would include two years experience as a bus driver in a school transportation operation.

Education: High School Diploma or equivalent.

Required Testing:

Drug/Alcohol Screening and ongoing D.O.T. random screening program.
District pre-employment Medical Exam

Certificates & Licenses:

Valid and current Class B or Class A California Driver's License, and proof of good driving record (DMV H6)
Valid and current California School Bus Driver's Certificate
Valid Medical Examiners Certificate Form DL 51a
CPR/First Aid Certificate

Clearances:

Fingerprint/Background check issued to the District by the California State Department of Justice.

Continuing Education/Training:

Maintain Certificates and Licenses

TRANSPORTATION ROUTER/SCHEDULER

OVERALL JOB PURPOSE STATEMENT:

Under the supervision of the Transportation Supervisor, the job of "Transportation Router/Scheduler" is performed for the purpose/s of designing, composing and scheduling new and ongoing bus routes and field trips; providing information and assistance to drivers, attendants, schools, and parents; performing various office duties and computer work; serving as a substitute driver or attendant in cases of operational urgency; and assisting occasionally with dispatching as directed.

DISTINGUISHING CHARACTERISTICS:

This class is a specialized class with a broad knowledge of routes and the operation of various classifications of buses. Incumbents primarily serve to obtain, assess, and act on information that affects the routing and scheduling of buses and field trips for efficient, effective and timely use of vehicle and driver resources to meet operational needs. Positions in this class may also provide information to drivers regarding routes and other operational information to assist drivers to transport students more effectively, and occasionally assist backing up the dispatch function during peak periods or in cases of absence. This class differs from the class of Transportation Dispatcher which is responsible for dispatching drivers and vehicles according to established schedules.

ESSENTIAL JOB FUNCTIONS:

- * Plan school bus routes (home-to-school, special education, field trips) and driver schedules for the purpose of supporting the district to provide adequate, timely, and effective transportation services to students.
- * Process field trip requests (e.g. logs information, prepares records, coordinate charter vehicles when District equipment and/or personnel are not available) for the purpose of ensuring accurate and adequate transportation services in support of student activities.
- * Process completed field trip logs for the purpose of billing and recording data.

TRANSPORTATION ROUTER/SCHEDULER

- * Prepares and maintains student passenger manifests to ensure accurate ridership counts and data.
- * Attends safety meetings, on-going training, etc., for the purpose of maintaining knowledge of, and ability to adhere to, laws and regulations relating to driving a school bus and for meeting State and CHP standards and guidelines of school bus driver.
- * Communicates with school personnel, parents, etc., regarding practices and incidents (e.g. rules, regulations, laws, procedures, student behavior during transportation, etc.) for the purpose of providing information for clarification, follow-up action and/or adherence to proper transportation procedures.
- * Prepares documentation (e.g. field trip tickets, incident reports, daily pre-trip inspection report, student count, daily mileage, etc.) for the purpose of providing written support and/or conveying information for safety of students, for audit trail purposes, and for documenting time worked and equipment maintenance needs.
- * Operates a variety of office equipment (e.g. copier, calculator, facsimile, computer and assigned software) for the purpose of planning, designing, and scheduling routes and drivers and sharing information.

Other Functions

- * Dispatches drivers and vehicles when occasionally assigned for the purposes of providing back up to Transportation Dispatchers during peak periods or absences.
- * Perform other related duties as assigned.

JOB REQUIREMENTS - MINIMUM QUALIFICATIONS:

Skills, Knowledge and/or Abilities:

SKILLS are required to perform single technical tasks with an occasional need to upgrade skills due to changing job conditions. Specific skills required to satisfactorily perform the functions of the job include speed and accuracy entering data into computer for

TRANSPORTATION ROUTER/SCHEDULER

recording, modifying and reporting schedule and route information (e.g. spreadsheet, word-processing, and data bases); adjusting priorities quickly to respond to new situations; adhering to safety practices; administering first aid; operating safely and efficiently assigned vehicles used in transporting students; operating fire extinguisher, two-way communication radio, cellular telephone, etc;

KNOWLEDGE is required to perform basic math; read a variety of manuals; write documents following prescribed formats; analyze situations to define issues and draw conclusions. Specific knowledge is required to perform satisfactorily the function of the job and includes: computer software and hardware used to design routes and schedule drivers; safety practices and procedures; California Motor Vehicle Code and Education Code sections applicable to student transportation; CHP regulations pertaining to bus drivers; city streets and locations; basic preventive maintenance of District vehicles; emergency evacuation techniques for regular and special education students, including medically fragile students; CPR, basic first aid, and safe practices for handling bodily fluids; as appropriate to assignment, suctioning techniques for breathing-impaired students, and procedures for properly and safely assisting seizure-prone students; safe practices for cleaning/reporting hazardous spills (e.g. fuel, vehicle fluids, etc.).

ABILITY is required to schedule activities; gather, collate, and /or classify data and coordinate a number of factors in the use of equipment. Flexibility is required to work with others under a wide variety of circumstances, analyze data using defined and similar processes; and operate equipment using various methods of operation. Ability is also required to work with a diversity of individuals and/or groups; work with data of different types and/or purposes; and utilize a variety of job-related equipment in working with others; problems solving required to analyze issues, create plans of action, and reach solutions with data and with equipment is moderate. Specific abilities required to satisfactorily perform the functions of the job include: communicating with diverse groups; adapting to changing work priorities; meeting deadlines and schedules; working as part of a team; setting priorities; operating a computer and software to schedule routes and drivers.

Responsibility

Responsibilities include: working under standardized instructions

TRANSPORTATION ROUTER/SCHEDULER

and/or routines focusing primarily on results; leading, guiding, and/or coordinating students; and operating within a defined budget and/or financial guidelines. There is a continual opportunity to positively affect 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 balancing; some stooping, kneeling, crouching and/or crawling; significant reaching, handling, fingering and or feeling. Generally the job requires 80% sitting, 10% walking, and 10% standing. The job is performed under some temperature extremes, some hazardous conditions (e.g., mechanical, cuts, burns, infectious disease, high decibel noise, freeway and street traffic, etc.) and in varying atmospheric conditions including garage fumes.

Experience: Job-related experience is required. Typical qualifying experience would include two years experience as a bus driver in a school transportation operation, or one year of experience as a dispatcher or a scheduler in a school transportation operation.

Education: High School Diploma or equivalent.

Required Testing:

Drug/Alcohol initial screening and ongoing D.O.T. random screening program.
District pre-employment Medical Exam

Certificates & Licenses:

Valid and current Class B or Class A California Driver's License, and proof of good driving record (DMV H6)
Valid and current California School Bus Driver's Certificate
Valid Medical Examiners Certificate Form DL 51a
CPR/First Aid Certificate

Clearances:

Fingerprint/Background Check issued to the District by the California State Department of Justice.

Continuing Education/Training:

Maintain Certificates and Licenses


San Dieguito Union High School District

INFORMATION REGARDING BOARD AGENDA ITEM

TO: BOARD OF TRUSTEES

DATE OF REPORT: May 25, 2006

BOARD MEETING DATE: June 8, 2006

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

SUBMITTED BY: Peggy Lynch, Ed.D.
Superintendent

SUBJECT: COMMUNITY FACILITIES DISTRICT 95-1
No. 12 / ANNEXATION OF PROPERTY /
(THREE CANYONS POINT / A 1-LOT SINGLE
FAMILY RESIDENCE / THREE CANYONS, LLC-
– DEL MAR MESA)

EXECUTIVE SUMMARY

Staff has been working with McCullough-Ames Development – Three Canyons, LLC, in order to provide adequate school facilities for their residential project. McCullough-Ames Development – Three Canyons, LLC is constructing Three Canyons Point, an 8-unit single family home subdivision, located in Del Mar Mesa. Of the 8 units located in the subdivision, the 7 units west of Three Canyons Point (private drive) were included as part of the original formation of CFD 95-1. This annexation relates only to the single parcel located on the east side of the private drive, as described on the attached map. Three Canyons Point is located in the Carmel Valley MS / Torrey Pines HS attendance area. The developer has agreed to annex their property into Community Facilities District No. 95-1.

The first step in the annexation process is to adopt the attached Resolution of Intention to annex certain territory into the community facilities district, as shown on the attached map.

AGENDA ITEM: 35

At a future board meeting, we will be presenting the necessary documents to proceed with the annexation of territory, which will require the Board to hold a public hearing regarding the annexation, adopt the resolution to annex the property into the community facilities district and call an election.

RECOMMENDATION:

It is recommended that the Board adopt the attached Resolution of Intention to Annex Territory to the San Dieguito Union High School District Community Facilities District No. 95-1, Authorizing the Levy of a Special Tax and Calling an Election.

FUNDING SOURCE:

Not applicable

Encl: Calendar, Map, and Owners List

**RESOLUTION OF INTENTION
TO ANNEX TERRITORY TO
THE SAN DIEGUITO UNION HIGH SCHOOL DISTRICT
COMMUNITY FACILITIES DISTRICT NO. 95-1
AUTHORIZING THE LEVY OF A SPECIAL TAX
AND CALLING AN ELECTION**

WHEREAS, the Board of Trustees (the "Board") of the San Dieguito Union High School District (the "School District") has heretofore established Community Facilities District No. 95-1 (the "District") pursuant to the Mello-Roos Community Facilities Act of 1982, as amended, consisting of Sections 53311, et seq., of the California Government Code (the "Act"); and

WHEREAS, the Board has heretofore annexed certain territory to the District as specified in a Resolution adopted by the Board on June 5, 1997 and in a Resolution adopted by the Board on September 4, 1997, and in a Resolution adopted by the Board on December 11, 1997, and in a Resolution adopted by the Board on August 20, 1998, and in a Resolution adopted by the Board on July 20, 2000, and in a Resolution adopted by the Board by January 18, 2001, and in a Resolution adopted by the Board on March 1, 2001, and in a Resolution adopted by the Board on September 6, 2001, and in a Resolution adopted by the Board on July 18, 2002, and in a Resolution adopted by the Board on August 21, 2003, and in a Resolution adopted by the Board on October 21, 2004; and

WHEREAS, the Board, acting as the legislative body of the District, intends to annex certain territory to the District pursuant to Article 3.5 of the Act; and

WHEREAS, the Board intends the Annexed Territory (as defined below) to be treated the same as all other land within the District as specified in the Resolution of Formation of the Board of Trustees of the San Dieguito Union High School District Establishing Community Facilities District No. 95-1 adopted by the Board on October 3, 1996 (the "Resolution of Formation").

NOW THEREFORE, THE BOARD OF TRUSTEES OF THE SAN DIEGUITO UNION HIGH SCHOOL DISTRICT DOES HEREBY RESOLVE, DETERMINE AND ORDER AS FOLLOWS:

Section 1. The name of the existing community facilities district is "Community Facilities District No. 95-1 of the San Dieguito Union High School District."

Section 2. The boundaries of the existing District include (i) all land shown on the map approved by the Board in the Resolution of Formation and recorded with the Recorder of the County of San Diego (the "County") at book 30 page 41 in the Book of Maps of Assessment and Community Facilities Districts (ii) all land shown on the maps approved by the Board in the Resolution of Intentions and recorded with the Recorder of the County of San Diego (the "County") at book 31 page 06, book 31 page 20, book 31 page 38, book

32 page 4, book 34 page 35, book 34 page 89, book 35 page 08, book 35 page 39, book 36 page 26, and book 37 page 58, and book 38 page 60 in the Book of Maps of Assessment and Community Facilities Districts. The territory proposed to be annexed (the "Annexed Territory") is all land shown on the map designated as "Amended Map Boundaries of Community Facilities District No. 95-1, Annexation No. 12, San Dieguito Union High School District" (the "Annexed Territory Map") on file in the office of Secretary of the Board by this reference incorporated herein. The Annexed Territory Map, showing the new properties to be subject to a special tax levied within the District, is hereby approved and adopted. The Secretary of the Board is hereby directed to file a copy of the map with the correct and proper endorsements thereon with the Recorder of the County within 10 days after the adoption of this Resolution, as provided for in Section 3113 of the California Streets and Highways Code.

Section 3. The types of public facilities (the "Facilities") to be provided within the existing District are described in Exhibit A attached hereto and hereby incorporated by reference. The Facilities will also be provided within the Annexed Territory. The District and the Annexed Territory will share the Facilities based on the long-term master plans prepared by the School District from time to time. The Facilities are necessary to meet increased demand imposed upon the School District and all public agencies as a result of development occurring within the Annexed Territory and the District.

Section 4. The Board seeks to incur bonded indebtedness and to levy or cause to be levied annually, on property lying within the Annexed Territory, a special tax for the purpose of constructing, acquiring and/or leasing the Facilities in accordance with the Resolution of Formation and with the rate and method of apportionment described in detail in Exhibit B to the Resolution of Formation and incorporated herein by this reference.

Section 5. Except where funds are otherwise available to acquire, lease and/or construct the Facilities, it is the intention of the Board to levy or cause to be levied annually, on property lying within the Annexed Territory and the District, a special tax sufficient to pay for the cost of acquiring, leasing and/or construction of the Facilities and to pay for the principal of and interest on the bonds proposed to be issued to finance the Facilities and all Incidental Expenses (as defined in the Act), including but not limited to replenishment of a reserve fund and remarketing, credit enhancement, liquidity facility fees, the costs of administering the levy and collection of the special tax and all other administrative costs of the tax levy and bond issue. Upon recordation of notice of a special tax lien pursuant to Section 3114.5 of the California Streets and Highways Code, a continuing lien to secure each levy of the special tax shall attach to all non-exempt real property in the Annexed Territory. The lien shall continue in force and effect until the special tax is prepaid and permanently satisfied and the lien canceled in accordance with the law or until collection of the tax by the legislative body ceases. The rate and method of apportionment of the special tax is described in detail in Exhibit B to the Resolution of Formation. The special tax is based on the projected demand for Facilities and the general benefit received from the Facilities by property within the Annexed Territory and the District. The special tax is apportioned to each parcel on the foregoing basis pursuant to Section 53325.3 of the Act and such special tax is not on or based upon the ownership of real property. The special tax shall be collected in the same manner as ordinary ad valorem taxes are collected; provided, however, that the special tax may be collected at a different

time or in a different manner if necessary to meet the financial obligations of the School District and the District.

The office responsible for preparing annually a current roll of special levy obligations and responsible for estimating further special tax levies will be:

Superintendent
San Dieguito Union High School District
710 Encinitas Blvd.
Encinitas, CA 92024
Telephone (760) 753-6491

Section 6. The amount of the annual special tax will be set on or before each August 1. In accordance with Section 53340 of the Act, properties or entities of the state, federal, or other local governments shall be exempt from the levy of the special tax. No other properties or entities are exempt from the levy of the special tax except to the extent provided in Exhibit B to the Resolution of Formation. Any land within the boundaries of the Annexed Territory devoted primarily to agriculture, timber or livestock uses and being used for the commercial production of agricultural, timber or livestock products is contiguous to other land which is included within the boundaries of the Annexed Territory and will benefit from construction or acquisition of the Facilities.

Section 7. The Board shall submit a proposition to establish or change the appropriations limit, as defined by subdivision (h) of Section 8 of Article XIII B of the California Constitution, of the District to the qualified electors of the Annexed Territory. The proposition establishing or changing the appropriations limit shall become effective if approved by two-thirds of the qualified electors voting on the proposition and shall be adjusted for changes in the cost of living and changes in populations, as defined by subdivisions (b) and (c) of Section 7901 of the California Government Code, except that the change in population may be estimated by the legislative body in the absence of an estimate by the Department of Finance, and in accordance with Section 1 of Article XIII B of the California Constitution. For purposes of adjusting for changes in population, the population of the District shall be deemed to be at least one person during each calendar year.

Section 8. The Board deems it necessary to incur bonded indebtedness for the purposes set forth in Section 4 hereof, and has determined that the whole of the District, including the Annexed Territory, will pay for the bonded indebtedness. The maximum aggregate principal amount of debt to be authorized and incurred will be \$50,000,000. The maximum interest rate on the bonds shall be 12%, or such greater interest rate permitted by law, which interest will be payable annually or semiannually or in any other manner as permitted by law. The bonds may be issued in one or more series with each series issued for a term not to exceed thirty-five years. The proposition regarding incurring bonded indebtedness shall be submitted to the voters at an election to be conducted by mail ballot as set forth in Section 16 of this Resolution.

Section 9. A public hearing on the annexation of the proposed territory into the District, the levying of the special tax, the proposed bond issue, the type of facilities financed by the District and all other matters set forth in this Resolution (the "Hearing") shall be held at 6:30 p.m. or as soon thereafter as practicable, on July 20, 2006, at the San

Dieguito Union High School District Office Board Room, 710 Encinitas Boulevard, Encinitas, California.

Section 10. At the time and place set forth in this Resolution for the Hearing, any interested persons for or against the annexation of territory, including taxpayers, property owners and registered voters, may appear and be heard, and the testimony of all interested persons for or against the annexation of the Annexed Territory to the District, the levying of the special taxes within the Annexed Territory, the furnishing of the Facilities or the necessity of incurring bonded indebtedness will be heard and considered. Any protests may be made orally or in writing. However, any protests pertaining to the regularity or sufficiency of the proceedings shall be in writing and clearly set forth the irregularities and defects to which the objection is made. All written protests shall be filed with the Secretary of the Board on or before the time fixed for the Hearing. Written protests may be withdrawn in writing at any time before the conclusion of the Hearing.

If 50 percent or more of the registered voters, or six registered voters, whichever is more, residing within the District or if 50 percent or more of the registered voters or six registered voters, whichever is more, residing within the territory proposed for annexation, or if the owners of one-half or more of the area of land in the territory included in the District, or if the owners of one-half or more of the area of land in the territory proposed to be annexed, file written protests against the proposed annexation of territory to the District, and protests are not withdrawn so as to reduce the protests to less than a majority, no further proceedings shall be undertaken for a period of one year from the date of decision of the Board on the issues discussed at the Hearing.

Section 11. The Secretary of the Board is hereby directed to publish a notice (the "Notice") of the Hearing pursuant to Section 53322 of the California Government Code in a newspaper of general circulation published in the area of the Annexed Territory, being the San Diego Union-Tribune. Such publication shall be completed at least seven days prior to the date of the Hearing.

Section 12. The Secretary of the Board is hereby directed to transmit a copy of this Resolution to the City Council of the City of San Diego and to the Board of Supervisors of the County of San Diego.

Section 13. A special election (the "Election") is hereby called for the Annexed Territory and the Associate Superintendent of Business of the School District is hereby authorized to conduct the Election (the "Election Official") as a mail ballot election on the propositions of levying a special tax on property within the Annexed Territory, incurring bonded indebtedness for the District in a maximum aggregate principal amount of \$50,000,000 and establishing an appropriations limit for the District. The proposed propositions relative to incurring indebtedness in the maximum aggregate principal amount of \$50,000,000, the rate and method of apportionment of the special tax and establishing an appropriations limit for the District shall be combined into one ballot proposition pursuant to Section 53353.5 of the Act. The ballot proposition is attached hereto as Exhibit C and hereby incorporated by reference. The members of the Board and their authorized representatives are, including the Election Official, and each of them acting alone is, hereby authorized to approve any changes in the ballot and any other informational materials submitted to the voters.

Section 14. The Election shall be held on August 9, 2006, to the extent that the time limit applicable to the Election is waived with the unanimous consent of the qualified electors of the proposed district and the concurrence of the Election Official conducting the Election or if such consent is not obtained or otherwise such other date determined by this Board pursuant to a subsequent resolution. The Secretary of the Board is hereby directed to provide to the Election Official within three days of the adoption of this Resolution the following: (i) a copy of this Resolution, (ii) a certified map of sufficient scale and clarity to show the boundaries of the Annexed Territory, (iii) a sufficient description to allow the Election Official to determine the boundaries of the Annexed Territory and (iv) if requested by the Election Official, assessor's parcel numbers for the land within the Annexed Territory.

Section 15. Pursuant to Section 53326 of the Act, the vote shall be by the landowners of the Annexed Territory and each landowner who is the owner of record at the close of the Hearing, or the authorized representative thereof, shall have one vote for each acre or portion of an acre of land that he or she owns within the Annexed Territory. An owner of record shall be the owner of land on the last equalized assessment roll or otherwise known to be the owner of the land by the School District. The number of votes to be voted by a particular landowner shall be specified on the ballot provided to that landowner.

Section 16. The ballots for the Election shall be distributed to the landowners within the Annexed Territory either by mail with return postage prepaid or by personal service by the Election Official. The Election Official may certify the proper mailing of ballots by an affidavit, which shall constitute conclusive proof of mailing in the absence of fraud. The voted ballots shall be returned to the Election Official not later than 5:00 p.m. on the day of the Election.

Section 17. Notice of the Election shall be given as required by applicable law. The Secretary of the Board is directed to give notice of the Election by publishing a copy of this Resolution (without exhibits), as it may be amended or a summary of this Resolution one time, pursuant to Section 53352 of the California Government Code, in a newspaper or newspapers of general circulation published in the area of the District, being The San Diego Union-Tribune. Except as otherwise provided in the Act, the Election shall be called, held and conducted pursuant to the provisions of law regulating elections of the District. To the extent waived by the unanimous consent of all the landowners, there shall not be prepared and included in the ballot material provided to each voter an impartial analysis pursuant to Section 9500 of the California Elections Code, arguments and rebuttals, pursuant to Sections 7465, 9501 to 9507 inclusive, and 9509 of the California Elections Code or other applicable law. The Superintendent of the School District, or his designee, and each of them acting alone, is hereby authorized to provide to the Election Official the statement in compliance with Sections 9400 to 9405 of the California Elections Code and any other voter information required by the Election Official.

Section 18. The District shall constitute a single election precinct for the purpose of holding the Election unless the Election Official determines otherwise.

Section 19. The Election Official is hereby requested to take any and all steps necessary for the holding of the Election. The Election Official shall perform and render all services and proceedings incidental to and connected with the Election of the District

with the cooperation and assistance of the Secretary of the Board. These services shall include, but not be limited to, the following activities as are appropriate to the Election:

1. Prepare and furnish to the election officers necessary election supplies for the conduct of the Election.
2. Cause to be printed the requisite number of official ballots, tally sheets and other necessary forms.
3. Furnish and address to mail official ballots to the qualified electors of the Annexed Territory.
4. Cause the official ballots to be mailed, as required by law.
5. Receive the returns of the Election and supplies.
6. Sort and assemble the election material and supplies in preparation for the canvassing of the returns.
7. Canvass the returns of the Election.
8. Furnish a tabulation of the number of votes given in the Election.
9. Make all arrangements and take the necessary steps to pay all costs of the Election incurred as a result of services performed for the Annexed Territory and pay costs and expenses of all election officials.
10. Conduct and handle all other matters relating to the proceedings and conduct of the Election in the manner and form as required by law.

Section 20. The members of the Board and their authorized representatives are, and each of them acting alone is, hereby authorized to execute any and all documents and agreements and do and perform any and all acts and things, from time to time, consistent with this Resolution and necessary or appropriate to carry the same into effect and to carry out its purposes.

ADOPTED, SIGNED AND APPROVED, this 8th day of June, 2006

BOARD OF TRUSTEES OF THE SAN
DIEGUITO UNION HIGH SCHOOL
DISTRICT ACTING AS THE
LEGISLATIVE BODY OF COMMUNITY
FACILITIES DISTRICT NO. 95-1

By: _____

Title: President

ATTEST:

By: _____

Title: Recording Secretary

EXHIBIT A

DESCRIPTION OF FACILITIES

Necessary school facilities (including the purchase, construction, design, expansion, improvement or rehabilitation of facilities) to accommodate grade 7-12 students to be generated within the boundaries of the District, including Junior High School, High School and Continuation and Adult School facilities (including land, interim and relocatable facilities), and associated administration, transportation and maintenance facilities and equipment (including buses).

EXHIBIT B

RATE AND METHOD OF APPORTIONMENT OF SPECIAL TAXES
FOR COMMUNITY FACILITIES DISTRICT NO. 95-1
OF THE SAN DIEGUITO UNION HIGH SCHOOL DISTRICT

EXHIBIT C

COMMUNITY FACILITIES DISTRICT NO. 95-1
OF THE SAN DIEGUITO UNION HIGH SCHOOL DISTRICT
SPECIAL TAX AND BOND ELECTION
August 9, 2006

To vote, stamp a cross (+) in the voting square after the word "YES" or after the word "NO". All marks otherwise made are forbidden. All distinguishing marks are forbidden and make the ballot void.

If you wrongly mark, tear or deface this ballot, return it to the Assistant Superintendent of Business Services of the San Dieguito Union High School District to obtain another.

MEASURE SUBMITTED TO VOTE OF VOTERS

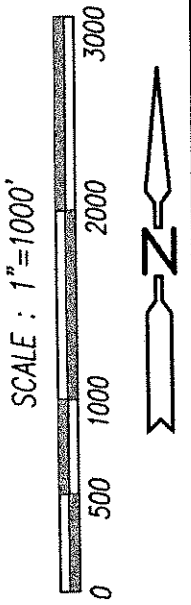
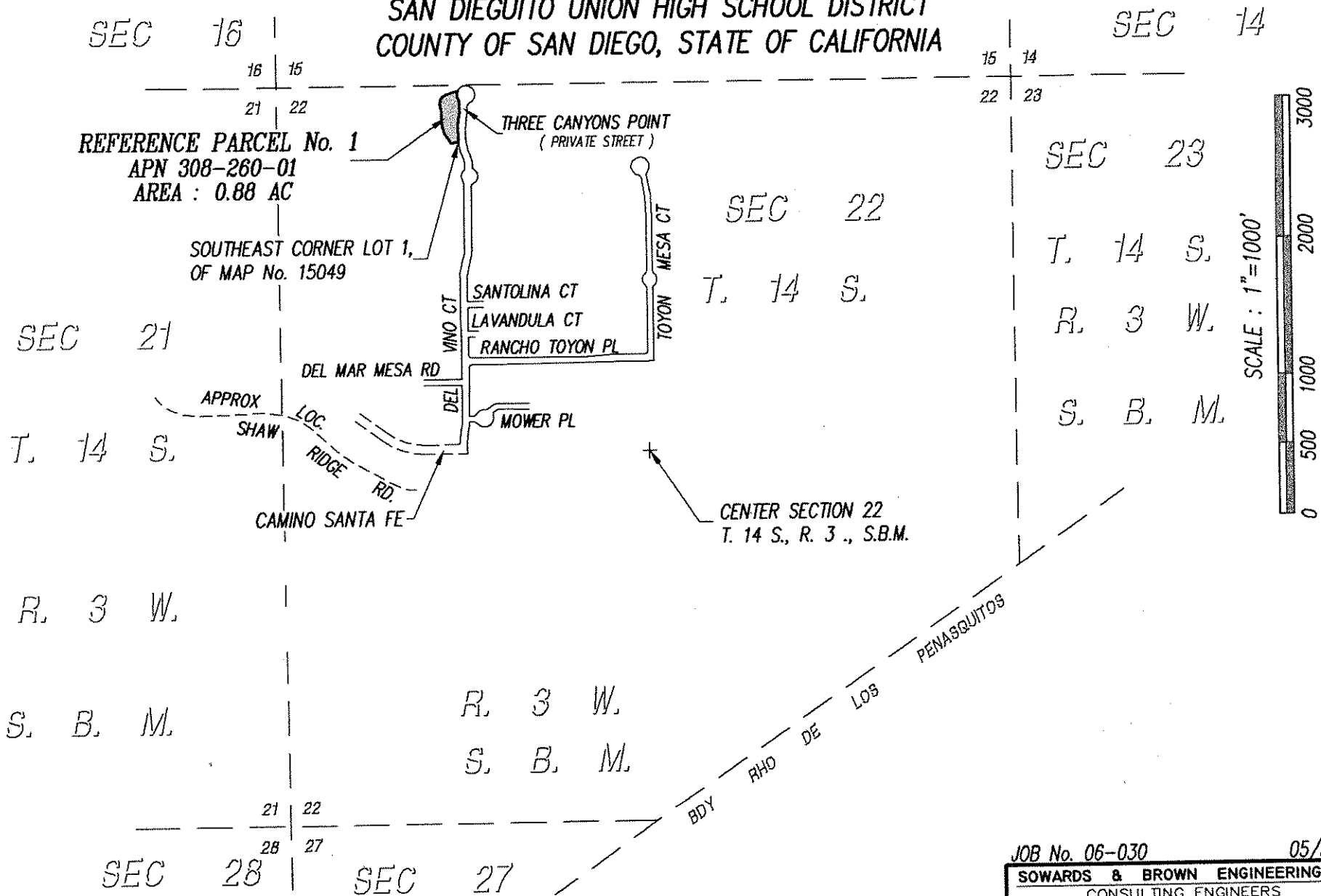
Proposition No. X: Shall Community Facilities District No. 95-1 of the San Dieguito Union High School District incur an indebtedness and issue bonds in the maximum aggregate principal amount of \$50,000,000, for a maximum term of not more than 35 years with interest not to exceed the maximum interest rate permitted by law, the proceeds of which will be used to pay for the cost of acquiring, leasing and/or construction school facilities and equipment and other facilities to be used in conjunction with school facilities and for certain incidental expenses; shall a special tax as provided in the Resolution of Formation with respect to the District be levied to pay the principal of and interest on such bonds and to pay for leasing, construction and/or acquisition of the facilities and equipment described above; shall an appropriations limit be established for the District equal to the amount of all proceeds of the special tax collected annually as adjusted for changes in the cost of living and changes in population.

YES:

NO:

**THIS BALLOT HAS A VALUE OF 1 VOTES BASED
UPON .68 ACRES OF LAND OWNED BY THE VOTER WITHIN
THE COMMUNITY FACILITIES DISTRICT**

AMENDED
MAP BOUNDARIES OF COMMUNITY FACILITIES
DISTRICT No. 95-1 ANNEXATION No. 12
SAN DIEGUITO UNION HIGH SCHOOL DISTRICT
COUNTY OF SAN DIEGO, STATE OF CALIFORNIA



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JOB No. 06-030 05/31/06
SOWARDS & BROWN ENGINEERING, INC.
 CONSULTING ENGINEERS
 2187 NEWCASTLE AVENUE SUITE 103
 CARDIFF BY THE SEA, CA., 92007
 TEL. 760/436-8500 FAX 760/436-8603

May 31, 2006

OWNERS LIST
FOR
COMMUNITY FACILITIES DISTRICT NO. 95-1
ANNEXATION NO. 12
OF THE
SAN DIEGUITO UNION HIGH SCHOOL DISTRICT, COUNTY OF SAN DIEGO, STATE OF CALIFORNIA

OWNERS & ADDRESS (REF. PARCEL NO.)	ASSESSORS PARCELS	ACREAGE (ACRES)	TOTAL VOTES
Three Canyons LLC. 11828 Rancho Bernardo Road #206 San Diego CA 92128 (REFERENCE PARCEL NO. 1)	308-260-01	0.88 AC	1

06030.DOC


San Dieguito Union High School District

INFORMATION REGARDING BOARD AGENDA ITEM

TO: BOARD OF TRUSTEES

DATE OF REPORT: May 30, 2006

BOARD MEETING DATE: June 8, 2006

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

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

SUBJECT: COMMUNITY FACILITIES DISTRICT NO. 95-2/ Annexation No. 12 / ADOPTION OF RESOLUTION CERTIFYING ELECTION RESULTS (Nantucket / A 16-Lot Single Family Home Subdivision / Barratt American - Leucadia) / (Quail Meadows / A 34-Lot Single Family Home Subdivision / Pacific Coast Communities – Encinitas)

EXECUTIVE SUMMARY

At the March 23, 2006 Board meeting, the Board adopted a resolution which requested the election official to conduct a special election to be held on May 30, 2006, for Community Facilities District No. 95-2, Annexation No. 12. The election material was forwarded to the property owners, and the deadline for the election was 5:00 p.m. on May 30th. Attached as Appendix A to the resolution is the completed Certificate of Election Official declaring the election as having a 100% return and approval. The final step in the annexation process will be to file a Notice of Special Tax Lien with the County Recorder's Office within 15 days of the election.

RECOMMENDATION:

It is recommended that the Board adopt the attached Resolution Certifying the Results of the Election with Respect to Community Facilities District No. 95-2, Annexation No. 12 of the San Dieguito Union High School District.

FUNDING SOURCE:

Not applicable.

Enclosures: Certificate of Election Official

**RESOLUTION OF THE BOARD OF TRUSTEES
OF THE SAN DIEGUITO UNION HIGH SCHOOL DISTRICT
CERTIFYING THE RESULTS OF AN ELECTION WITH RESPECT TO
COMMUNITY FACILITIES DISTRICT NO. 95-2, ANNEXATION NO. 12 OF
THE SAN DIEGUITO UNION HIGH SCHOOL DISTRICT**

WHEREAS, on March 23, 2006 the Board of Trustees (the "Board") of the San Dieguito Union High School District (the "District") adopted a resolution entitled "Resolution of the Board of Trustees of the San Dieguito Union High School District Acting as the Legislative Body of the San Dieguito Union High School District Community Facilities District No. 95-2" (the "Resolution") annexing certain territory into Community Facilities District No. 95-2 of the School District, authorizing the levy of a special tax, authorizing the incurrence of bonded indebtedness not to exceed \$50,000,000 and calling an election on May 30, 2006.

WHEREAS, pursuant to the Resolution, a special election was held and conducted in the District on May 30, 2006, at which election there was submitted to the qualified voters of the District the following bond proposition, to wit:

Proposition No. W: Shall Community Facilities District No. 95-2 of the San Dieguito Union High School District incur an indebtedness and issue bonds in the maximum aggregate principal amount of \$50,000,000, for a maximum term of not more than 35 years with interest not to exceed the maximum interest rate permitted by law, the proceeds of which will be used to pay for the cost of acquiring, leasing and/or construction school facilities and equipment and other facilities to be used in conjunction with school facilities and for certain incidental expenses; shall a special tax as provided in the Resolution of Formation with respect to the District be levied to pay the principal of and interest on such bonds and to pay for leasing, construction and/or acquisition of the facilities and equipment described above; shall an appropriations limit be established for the District equal to the amount of all proceeds of the special tax collected annually as adjusted for changes in the cost of living and changes in population.

WHEREAS, the Board of Trustees has received from Eric J. Hall, the Election Official appointed by the Board with respect to the election, the certificate attached hereto as Appendix A and hereby incorporated by reference which certifies that more than two-thirds votes cast at the election were cast in favor of incurring bonded indebtedness, levying certain special taxes and establishing an appropriations limit for the District.

NOW, THEREFORE, THE BOARD OF TRUSTEES OF THE SAN DIEGUITO UNION HIGH SCHOOL DISTRICT DOES HEREBY RESOLVE, DETERMINE AND ORDER as follows:

Section 1. That more than two-thirds of the votes cast at a special election which was duly and legally held and conducted in the District on May 30, 2006 were cast in favor of incurring bonded indebtedness in an amount of \$50,000,000, levying certain special taxes and establishing an appropriations limit for the District.

Section 2. This Resolution shall take effect upon adoption.

ADOPTED SIGNED AND APPROVED, this 8th day of June, 2006.

SAN DIEGUITO UNION HIGH SCHOOL DISTRICT

By _____
Title: President

ATTEST:

By _____
Title: Recording Secretary

APPENDIX A
CERTIFICATE OF ELECTION
OFFICIAL

**CERTIFICATE OF THE ELECTION OFFICIAL
DECLARING THE RESULTS OF THE MAILED-BALLOT
SPECIAL ELECTION REGARDING
COMMUNITY FACILITIES DISTRICT NO. 95-2, ANNEXATION NO. 12
OF THE SAN DIEGUITO UNION HIGH SCHOOL DISTRICT**

I, Eric J. Hall, designated as the election official for the mailed-ballot special election (the "Election") regarding the annexation of certain territory into Community Facilities District No. 95-2 of the San Dieguito Union High School District, pursuant to the "Resolution of the Board of Trustees of the San Dieguito Union High School District Acting as the Legislative Body of the San Dieguito Union High School District Community Facilities District No. 95-2" adopted by the Board of Trustees of the San Dieguito Union High School District on March 23, 2006 (the "Resolution"), do hereby certify as follows:

1. That the Election was closed at the hour of 5 o'clock p.m. on May 30, 2006;
2. That the total number of votes eligible to be cast on Proposition W was 17 which is equal to one vote per acre or a portion of an acre within the proposed District. The total number of votes actually cast was 17;
3. That the results are as follows:
 - 17 votes in favor of Proposition W
 - 0 votes in opposition to Proposition W;
4. That the percentages are as follows:
 - 100% in favor of Proposition W
 - 0% in opposition to Proposition W;
5. That two-thirds (2/3) of the total number of votes cast are needed to approve Proposition W, to wit at least 12 votes of the total cast;
6. That the number of votes cast in favor of Proposition W, based on the results outlined in Section 3 hereof and the percentages outlined in Section 4 hereof are at least equal to two-thirds (2/3) of the total number of votes cast, and, thus Proposition W was duly approved.

Dated: May 30, 2006 COMMUNITY FACILITIES DISTRICT NO. 95-2
OF THE SAN DIEGUITO UNION HIGH
SCHOOL DISTRICT



Election Official

For the Mailed-Ballot Special Election
Regarding Annexation No. 12 into
Community Facilities District No. 95-2 of the
San Dieguito Union High School District

San Dieguito Union High School District

INFORMATION REGARDING BOARD AGENDA ITEM

TO: BOARD OF TRUSTEES

DATE OF REPORT: June 2, 2006

BOARD MEETING DATE: June 8, 2006

PREPARED BY: Amy Carlin, Principal
La Costa Canyon High School

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

SUBJECT: NAMING RIGHTS FOR THE
TRACK AND FIELD COMPLEX

EXECUTIVE SUMMARY

PROPOSAL:

The La Costa Canyon High School Foundation launched a capital campaign two years ago entitled "Field of Dreams" to raise funds to renovate the LCC Stadium track and field. The renovation would replace the natural turf field with synthetic grass, and the decomposed granite track surface would be replaced with an all-weather synthetic rubber surface. The campaign plan was to raise \$1.6 million for the project costs. The campaign fund raising "Dream Team" acquired a total of over \$2 million in pledges chaired by Michael Driver, and coordinated by John Wadas, Executive Director of the LCC Foundation.

We propose that the complex be named the ***Robert Driver Sports Complex***

We also propose that the new field be named the ***David K. Rippey Field***

RATIONALE:

The naming of this facility is in recognition of two individuals, one deceased and the other living, who have made significant financial contributions toward the construction of the new track and field at LCCHS. Both individuals have lived the American dream of building very successful businesses that have made great contributions to our society. They have also been very generous in giving back to the community in support of many charitable efforts.

AGENDA ITEM: 37

Robert F. Driver

In the case of Robert Driver (deceased), Michael Driver, his devoted grandson, has raised in excess of \$855,000 in honor of his grandfather. The Driver family has been very active in the Encinitas community for three generations. Michael and his father both graduated from San Dieguito High School. The entire Driver/Alliant Insurance Services organization has been engaged in this fund raising effort.

Robert Driver had a very successful life. Being a successful leader and businessman has never gotten in the way of Robert Driver's concern for people; rather, it has enabled him to help others. Robert started selling insurance while attending San Diego High School. Upon graduation in 1927, he started his own company, which is still thriving today.

For 10 years Robert served on the San Diego Community Welfare Council--including two years as president--responsible for community coordination of welfare services.

While president of Project Concern and the International Primary Medical Association, he helped build medical clinics in Bali and Vietnam. He was also responsible for funding and building the Children's Hospital in Tijuana, Mexico.

Robert has also been involved with American Indian Services, giving Native American students increased educational opportunities, particularly at BYU. Mr. Driver's motto was ***"Look for the good in people and you will find it!"***

David K. Rippey

Mr. Rippey has pledged \$500,000 of his own money to fund the purchase and installation of Field Turf.

Mr. Rippey grew up in the San Francisco Bay area and has served over 35 years in the semiconductor and related industries. David founded Rippey Corporation in 1982 and moved its headquarters from Silicon Valley to Sacramento in 1990.

Since 1982, ITW Rippey Corporation lead by Mr. Rippey has been an innovator in the development and advancement of technologies and products supporting the global microelectronics industry.

As one of the leaders in the commercialization of the CMP process for the semiconductor industry, Rippey Corporation was instrumental in the development of CMP slurries, polishing pads and PVA brush rollers; an enabling set of products that has provided manufacturers with the technical ability to continue the advancement of chip fabrication processes and technology.

Rippey Corporation is the world's leading supplier of high-quality Polyvinyl Alcohol (PVA) products for critical cleaning applications and processes within the

semiconductor, rigid disk media and flat panel display industries. With over 20 years of process experience, Rippey Corporation is the world's foremost expert on the development and use of advanced materials for submicron critical cleaning applications. The company has facilities in El Dorado Hills, CA, Singapore, Germany, and Japan.

Today, virtually all semiconductor businesses worldwide use products and processes developed by Rippey Corporation that enable the chip makers to provide higher capacity and higher speed products.

Mr. Rippey recently sold his company to Illinois Tool Works, Inc, a Fortune 200 Company listed on the New York Stock Exchange with over \$16 billion in sales.

David is CEO of Rippey Commercial, LLC and River Rock Realty, Inc. These companies primarily focus on real estate development and property management. In addition, he is an investor in small high-tech start up companies and has a majority interest in several of these ventures.

Mr. Rippey has raised 4 children, with the youngest, Grant, who is 7 years old and is in first grade at OPE and is registered to play Pop Warner Football at LCC this Fall. He is expected to attend LCCHS in the future.

Mr. Rippey has been involved in many non-profit organizations. He is one of the Founders of the Truckee Tahoe Community Foundation. Since its incorporation in 1998, the Foundation has stewarded more than \$5 million into local organizations working to improve the community. David worked with other community leaders to develop a comprehensive plan to serve the greater Tahoe area from arts and humanities, to the environment, youth, healthcare, education and human services, to make a difference in the community and improve the quality of life in the region. David has made significant contributions to the Red Cross to help the victims of Katrina, the Fallen Patriot Act Fund, and Childhelp. The mission of Childhelp is to meet the physical, emotional, and spiritual needs of abused and neglected children. David also contributed to UNICEF assisting feeding the starving children in Nigier.

COMMITTEE:

La Costa Canyon High School composed a committee made up of Nancy VanDyke (parent), John Labeta (teacher), Russ Thornton (district), Brett Marquis (student), and Amy Carlin (administrator). The committee reviewed the naming requests and the proposed layouts for the scoreboard and donor walls. The committee made a recommendation to the school board to adopt the names and design of the scoreboard and donor walls.

RECOMMENDATION:

It is recommended that the Board approve that the La Costa Canyon Track and Field Complex be named the *Robert Driver Sports Complex* and that the new field be named the *David K. Rippey Field*.

San Dieguito Union High School District

INFORMATION REGARDING BOARD AGENDA ITEM

TO: BOARD OF TRUSTEES

DATE OF REPORT: June 1, 2006

BOARD MEETING DATE: June 8, 2006

PREPARED BY: David R. Bevilaqua, Exec. Director, Finance
Eric J. Hall, Assoc. Superintendent, Business *β*

SUBMITTED BY: Peggy Lynch, Ed.D.
Superintendent

SUBJECT: REVIEW OF 2006-07 TENTATIVE GENERAL
FUND BUDGET

EXECUTIVE SUMMARY

The 2006-07 General Fund budget is presented in tentative form for review. Preparing the operating budget for 2006-07 has presented many challenges and provided many opportunities to look at the way business is conducted on a day to day basis. The Board has taken action in previous meetings to reduce programs, services and staff. These changes have been incorporated into the version of the budget presented at this time. District wide programs are currently under review for additional budget adjustments, and will be included when the budget is presented for adoption on June 27, 2006.

Included in this agenda item is a list of budget assumptions, both for income and expenses, and a Fund Balance Summary Sheet. Income budget assumptions provide more detailed information regarding anticipated Average Daily Attendance at P2, Cost of Living Adjustment and other increases applied to the Revenue Limit, Lottery funding, interest earnings on cash at the County Treasurer, an estimate for Mandated Cost income [something we have not seen in the last few years], and also includes a transfer into the General Fund from Special Reserve Fund.

Assumptions made for the expenditure side of the budget include: Step and column changes for all employees; anticipated increase to health insurance premiums for all employees; an increase to the teachers' salary schedule as provided by the most

current negotiated contract; a reserve for negotiations for all others as a component of the ending balance; and an estimate for contributions to restricted programs. Staffing costs, salaries and benefits, make up about 85% of the total operating budget. As such, staffing allocations are under regular review. By nature, staffing changes occur on a daily basis. This budget reflects the most recent staffing, as known at the time of preparation. Minor changes are expected between this budget and the budget presented for adoption.

The 2005-06 income and expenses have also been reviewed and some changes have occurred since the Board approved the Spring Budget Revision. Notably, some available balances have been identified in the restricted programs which can accommodate expenses already incurred on the unrestricted side. As a result, some expenses will be reclassified from unrestricted to restricted, which will result in an increase to the unrestricted ending fund balance. This increase in fund balance is reflected in the Beginning Balance, Unrestricted, for 2006-07.

RECOMMENDATION:

It is recommended that the Board review the 2006-07 Tentative General Fund Budget.

FUNDING SOURCE:

Not applicable.

DB/jr
Attachments

Budget Assumptions for 2006-07 Proposed Budget

A budget, by nature, is an uncertain document, based on estimated income and estimated expenditures for a given period of time. Any time a budget is prepared, certain assumptions must be made with respect to both income and expenditures. The 2006-07 Proposed Budget Report and Certification includes the following assumptions:

INCOME PROJECTIONS:

- I - 1 Revenue limit is based on a projected Average Daily Attendance [ADA] of 11,740. This includes 20 students from non-public schools, 10 students from community day school, and 225 interdistrict transfers. Although enrollment is expected to increase slightly, with the uncertainty of interdistrict transfer requests, 2005-06 P2 actual ADA is used for 2006-07.
- I - 2 Base Revenue Limit includes a Cost of Living Adjustment [COLA] of 5.92%, and no deficit . This results in an increase of \$354.00 per ADA.
- I - 3 Equalization funding is estimated at \$90.34 per ADA.
- I - 4 Special Education funding includes COLA of 4.04% and full funding for growth. 4.04% is a combination of 5.92% COLA on state income and zero COLA on federal income.
- I - 5 Interest income earned on cash in the County Treasury is estimated at 4.70%.
- I - 6 Lottery income is estimated to be \$148 per student, \$123.00 unrestricted and \$25.00 restricted, and annual ADA of 11,700.
- I - 7 Income from Mandated Cost claims is estimated at \$500,000.
- I - 8 Income includes a transfer IN from Special Reserve Fund [17-42], \$1,275,000.
- I - 9 The 2006-07 beginning balance is a projection based on 2005-06 estimated income and expenditures at the Spring Revision, plus an increase to unrestricted balance of \$787,000, based on reclassifying expenditures to restricted programs.
- I - 10 All categorical and specially funded projects are restricted funds and included with 2005-06 guidelines and funding levels.

EXPENDITURE PROJECTIONS:

- E - 1 Salary schedule increase of 8.51% (5.92% COLA + .892% deficit reduction + 1.698% equalization) has been included for SDFA. Estimated cost for certificated staff is \$3,300,662. \$900,000 has been set aside for future negotiations with CSEA and non-represented groups, as a component of the ending balance.

- E - 2 Step and column changes for all employee groups are included and estimated to cost \$1,372,801. Step increases for Certificated staff are estimated at \$648,635 (1.67%); column changes are estimated at \$600,000 (1.55%). Step increases for Classified staff are estimated at \$114,957 (1.15%).

- E - 3 Employee benefits associated with salaries are also included in the budget. A significant part of this is the cost of health insurance. Contracts with insurance providers are based on a calendar year. Rate increases for 2007 are estimated to be 10%, effective January 1, 2007. Included in the budget is an increase of 5%, \$199,420 for Certificated staff and \$128,719 for Classified staff.

- E - 4 Staffing changes occur daily; this budget contains the most recent and up-to-date staffing projections. It is expected some additional changes will take place before the final budget is presented for adoption.

- E - 5 Site formula budgets are based on enrollment projections as of January 2006, to be adjusted in January 2007, reflecting P1 actual attendance (except Sunset and North Coast Alternative High Schools). Initial allocations are \$89 per middle school student and \$109 per high school student, to be adjusted to \$93 and \$113 in January, 2007. 25% of 2006-07 allocations, approximately \$315,000, was swept back into the unrestricted general fund balance, as part of closing the budget gap.

- E - 6 Reductions to district wide budgets are currently under review for possible reductions.

- E - 7 Contributions to Restricted Programs (from unrestricted) are estimated to be \$6,500,000. Exact calculation and details of encroachment will be provided at budget adoption.

ENCROACHMENT BY PROGRAM

Routine Restricted Maintenance
Special Education Instructional
Special Education Transportation

District Match:

BTSA	
Perkins	\$17,700
Estimated Total	<u>\$17,700</u>

General Fund Revenue & Expenditures - 2006-07 Tentative Budget

	2005-06	2005-06	2006-07		
	2nd Interim TOTAL	Spring Revision TOTAL	UNRESTRICTED	RESTRICTED	TOTAL
PROJECTED INCOME					
Revenue Limit	69,181,310	69,583,569	72,675,452	2,000,000	74,675,452
Federal Income	3,338,017	3,338,017	6,800	2,678,013	2,684,813
Other State Income	11,081,667	10,953,325	1,998,268	4,799,310	6,797,578
Local Income	7,776,810	7,929,344	1,984,479	6,469,062	8,453,541
Transfers	42,705	42,705	(5,185,000)	6,500,000	1,315,000
TOTAL PROJECTED INCOME	91,420,509	91,846,960	71,479,999	22,446,385	93,926,384
PROJECTED EXPENDITURES					
Certificated Salaries	46,363,546	46,333,498	41,974,871	6,953,230	48,928,101
Classified Salaries	16,318,143	16,367,814	9,775,430	5,923,688	15,699,118
Benefits	16,702,683	16,690,154	12,622,305	3,857,458	16,479,763
Books & Supplies	8,878,628	8,835,372	2,433,221	2,192,501	4,625,722
Services & Operating Expenses	8,440,619	9,074,187	6,074,144	2,360,201	8,434,345
Capital Outlay	560,611	562,522	182,795	132,538	315,333
Other Outgo	240,146	532,132	(392,860)	744,654	351,794
TOTAL PROJECTED EXPENDITURES	97,504,376	98,395,679	72,669,906	22,164,270	94,834,176
Estimated Unspent as of June 30	4,000,000	5,500,000	0		0
Expenditures (over/under) Revenue	(2,083,867)	(1,048,719)	(1,189,907)	282,115	(907,792)
FUND BALANCE, RESERVES:					
Beginning Balance - July 1	12,271,510	12,271,510	5,652,963	6,356,828	12,009,791
Audit Adjustment/Restatements	0	0	0	0	0
Adjusted Beginning Balance	12,271,510	12,271,510	5,652,963	6,356,828	12,009,791
Projected Ending Balance - June 30	10,187,643	11,222,791	4,463,056	6,638,943	11,101,999
COMPONENTS OF THE ENDING BALANCE:					
Revolving Cash Fund 9130	30,000	30,000	30,000		30,000
Stores Inventory 9320	80,000	80,000	80,000		80,000
Recommended Min Reserve (4.5%)	4,387,697	4,427,806	4,267,538		4,267,538
Other Commitments	275,000	275,000	275,000		275,000
Reserve for negotiations (2006-07)	0	0	900,000		900,000
Reserve for: Textbooks (2006-07)	1,000,000	1,000,000	0		0
Reserve for: Categorical Programs (2006-07)	3,000,000	3,000,000	0	3,000,000	3,000,000
Total Components	8,772,697	8,812,806	5,552,538	3,000,000	8,552,538
RESERVE FOR ECONOMIC UNCERTAINTIES	1,414,946 1.45%	2,409,985 2.45%	(1,089,482)	3,638,943	2,549,461 2.69%

San Dieguito Union High School District

INFORMATION REGARDING BOARD AGENDA ITEM

TO: BOARD OF TRUSTEES

DATE OF REPORT: May 17, 2006

BOARD MEETING DATE: June 8, 2006

PREPARED BY: Alicia Pitrone, Director of Nutrition Services

SUBMITTED BY: Eric J. Hall, Associate Superintendent of Business Services

SUBJECT: POLICY #3550-3554

EXECUTIVE SUMMARY

The Nutrition Services Department has revised Board Policies #3550 – 3554 (and accompanying administrative regulations) to reflect current requirements of the California Education Code that was written in response to Senate Bills 12 and 965. Senate Bill 12 sets standards for allowable levels of fat, sugar and calories for all foods sold at California schools, other than full school meals. These standards go into effect in July 2007. Senate Bill 965 prevents soda and other non-compliant beverages from being sold in all California public schools, including high schools, from one-half hour before the start of the school day to one-half hour after the school day. Certain fruit- and vegetable-based drinks, water, low-fat milk and electrolyte replacement beverages can be sold. By July 2007, at least 50 percent of all beverages sold must meet the criteria. By July 2009, all must comply.

RECOMMENDATION:

This is the first reading of the proposed revisions to these policies and administrative regulations. It is recommended that the Board of Trustees adopt them at the June 27, 2006 meeting.

FUNDING SOURCE:

Not applicable.

NUTRITION SERVICESConcepts and Purposes

The Board of Trustees recognizes that students need adequate, nourishing food and healthful levels of vigorous physical activity in order to grow and learn and to give a good foundation for their future physical well-being. The Board of Trustees shall provide for a ~~feed~~ **nutrition services** program based on regular lunch service and other snack programs as the needs of the students and the financial capacity of the district permit. The Board recognizes that the lunch program is an important complement to the nutritional responsibilities of parents and guardians. **As such, foods and beverages available through the district's nutrition services program shall:**

~~The Board of Trustees believes that:~~

1. ~~Foods available on school premises should~~ **Contribute to the nutritional well-being of students and be as fresh as possible. Feed served is fresh to the extent possible.**
2. ~~Foods available should~~ **Bbe considered as carefully as other educational support materials.**
3. ~~Foods should~~ **Bbe prepared in ways which will appeal to students while retaining nutritive quality and will foster life-long healthful eating habits.**
4. ~~Feed should~~ **Bbe served in quantities appropriate to the needs of students at their age level, meeting or exceeding nutrition standards specified in law and administrative regulation.**
5. ~~Feed should~~ **Bbe served in as pleasant and relaxed atmosphere as possible. A minimum of thirty (30) minutes should be offered to eat lunch on a regular school day.**
6. ~~Nutrition Services Department should collaborate with the Associated Student Body and parent organizations to provide feeds as stated above. Be sold at reasonable prices.~~

SAN DIEGUITO UNION HIGH SCHOOL DISTRICT

Policy Adopted: March 3, 1983

Policy Revised: January 16, 1997

Policy Adopted: September 4, 2003

Policy Revised: April 7, 2006

7. **Incorporate** ~~n~~ Nutrition education and physical activity ~~should be incorporated~~ into the District wide curriculum.
8. ~~Nutrition services should~~ Offer regular professional development for all nutrition services staff **and shall include nutrition education and safe food handling.**

The Superintendent or designee shall develop strategies designed to encourage the participation of students and parents/guardians in the selection of foods of good nutritional quality for school menus.

The Board desires to provide students with adequate time and space to eat meals. To the extent possible, school and transportation schedules shall be designed to encourage participation in school meal programs.

The Superintendent or designee shall periodically review the adequacy of school facilities for cafeteria eating and food preparation. School cafeterias shall comply with the sanitation and safety requirements of the California Uniform Retail Food Facilities Law as set forth in the Health and Safety Code 113700-114455.

Coordination

Administration of the nutrition services program will be coordinated under the direction of the ~~Assistant~~ **Associate** Superintendent/Business Services by the Director of Nutrition Services. Business functions **that will** ~~to~~ be centralized include **the** ~~the~~ purchasing of food and supplies, a district-wide salary schedule for all nutrition services employees, centrally planned menus, and auditing procedures of all accounts.

Legal Reference: CALIFORNIA EDUCATION CODE
 39870 et seq. Cafeterias - establishment and use
 49430-49436 Pupil Nutrition, Health and Achievement Act of
 2001

SAN DIEGUITO UNION HIGH SCHOOL DISTRICT

Policy Adopted: March 3, 1983
Policy Revised: January 16, 1997
Policy Adopted: September 4, 2003
Policy Revised: April 7, 2006

BUSINESS

3550

49490-49493 School breakfast and lunch programs
49500-49505 School meals for pupils
49510-49520 Pupil nutrition
49530-49536 Child nutrition act of 1974
49547-49548.3 Comprehensive Nutrition Services
49550-49560 Meals for needy students especially:
49557 Free or reduced price meals
49558 Confidentiality of records

Health and Safety Code

113700-114455 California Uniform Retail Food Facilities Law

Administrative Code, Title 5

15500 et seq. Child nutrition programs
15510 et seq. Mandatory meals for needy pupils
15530 et seq. Nutrition education
15550 et seq. School lunch and breakfast programs

Code of Federal Regulations, Title 7

210.200 National School Lunch Program and School
Breakfast Program

SAN DIEGUITO UNION HIGH SCHOOL DISTRICT

Policy Adopted: March 3, 1983

Policy Revised: January 16, 1997

Policy Adopted: September 4, 2003

Policy Revised: April 7, 2006

~~The District shall post the District's policies and regulations on nutrition and physical activity in public view within all school cafeterias or in other central eating areas.~~

Nutritional Standards

Schools participating in the National School Lunch Program or School Breakfast Program pursuant to 42 USC 1751-1769h and 1771-1791 shall meet the nutritional standards, as well as the nutrient and calorie levels for students of each age or grade group, required by 7 CFR.

Until July 1, 2007, for foods not reimbursed through the federally reimbursable meal programs, a minimum of 50 percent of the food sold by the district on school grounds during regular school hours shall be from the nutritious foods listed in Education Code 38085. (See Attachment B 3554/AR-1)

Beginning July 1, 2007, foods sold to students in middle schools and high schools, except foods served as part of a federally reimbursable meal program, shall meet the following standards: (Education Code 49430, 49431.2)

1. Each entrée item shall:
 - a. Not exceed 400 calories.
 - b. Contain no more than four grams of fat per 100 calories.
 - c. Be categorized as an entrée item in the National School Lunch or School Breakfast Program.

2. For each snack item that supplements a meal:
 - a. Not more than 35 percent of its total calories shall be from fat, excluding nuts, nut butters, seeds, eggs, cheese packaged for individual sale, fruits, vegetables that have not been deep fried, or legumes.
 - b. Not more than 10 percent of its total calories shall be from saturated fat, excluding eggs or cheese packaged for individual sale.
 - c. Not more than 35 percent of its total weight shall be composed of sugar, including naturally occurring and added sugar, excluding fruits or vegetables that have not been deep-fried.

SAN DIEGUITO UNION HIGH SCHOOL DISTRICT

Administrative Regulation Issued: August 21, 2003

Administrative Regulation Revised: September 4, 2003

Administrative Regulation Revised: April 10, 2006

1/5

- d. Its total calories shall not exceed 250 calories.

Nutritional Standards for Beverages

The only beverages that may be sold to middle school students from one-half hour before the start of the school day until one-half hour after the end of the school day are: (Education Code 49431.5)

1. Fruit-based drinks that are composed of no less than 50 percent fruit juice and have no added sweetener.
2. Vegetable-based drinks that are composed of no less than 50 percent vegetable juice and have no added sweetener.
3. Drinking water with no added sweetener.
4. Milk that is 1-percent fat, 2-percent fat, or nonfat; soymilk, rice milk, or other similar nondairy milk.
5. Electrolyte replacement beverages that contain no more than 42 grams of added sweetener per 20-ounce serving.

Beginning July 1, 2007, at least 50 percent of the beverages sold to high school students from one-half hour before the start of the school day until one-half hour after the end of the school day shall be those specified in items #1-5 above. Beginning July 1, 2009, all of the beverages sold to high school students from one-half hour before the start of the school day until one-half hour after the end of the school day shall meet the standards specified in items #1-5 above. (Education Code 49431.5)

~~Effective September 1, 2003, the Superintendent or designee shall ensure that the sale of all foods on school grounds complies with the following nutritional standards:~~

- ~~1. Combo meals may be sold to students in middle and high schools during the lunch period. A combo meal as defined by USDA incorporates a meat, bread, vegetable, fruit and milk component. The combo meal should meet the following criteria:~~
 - ~~a. Not more than 30% of calories over a school week are from fat.~~
 - ~~b. Not more than 10% of calories over a school week are from saturated fat.~~

SAN DIEGUITO UNION HIGH SCHOOL DISTRICT

Administrative Regulation Issued: August 21, 2003

Administrative Regulation Revised: September 4, 2003

Administrative Regulation Revised: April 10, 2006

- ~~e. Not more than 35 percent of the total weight of the food item, excluding fruits or vegetables, is composed of sugar.~~
- ~~2. Regardless of the time of day, no carbonated beverages shall be sold to middle school students.~~
- ~~3. The district shall provide an increase in the availability of fresh fruits and vegetables, including provisions that encourage schools to make fruits and vegetables available at all locations where food is sold.~~
- ~~4. The district shall increase the availability of organic fruits and vegetables wherever possible and promote school gardens.~~
- ~~5. The district shall collaborate with local farmers' markets when bidding for produce items.~~

Child Nutrition and Physical Activity Advisory Committee

~~The membership of the Child Nutrition and Physical Activity Committee may include, but need not be limited to, Governing Board members, school administrators, nutrition services directors, nutrition services staff, other staff, parents/guardians, students, physical and health education teachers, dietitians, health care professionals and interested community members.~~

~~The policies on nutrition and physical activity shall address issues and goals, including, but not limited to, all of the following:~~

- ~~1. Implementing the nutritional standards set forth in Education Code 49431~~
- ~~2. Encouraging fund raisers that promote good health habits and discouraging fund raisers that promote unhealthy foods~~
- ~~3. Ensuring that no student is hungry~~
- ~~4. Improving nutritional standards~~

SAN DIEGUITO UNION HIGH SCHOOL DISTRICT

Administrative Regulation Issued: August 21, 2003

Administrative Regulation Revised: September 4, 2003

Administrative Regulation Revised: April 10, 2006

- ~~5. Increasing the availability of fresh fruits and vegetables, including provisions that encourage schools to make fruits and vegetables available at all locations where food is sold~~
- ~~6. Ensuring, to the extent possible, that the food served is fresh~~
- ~~7. Encouraging eligible students to participate in the school lunch program~~
- ~~8. Integrating nutrition and physical activity into the overall curriculum~~
- ~~9. Ensuring regular professional development for food service staff~~
- ~~10. Ensuring students a minimum of thirty (30) minutes to eat lunch and twenty (20) minutes to eat breakfast, when provided~~
- ~~11. Ensuring that students engage in healthful levels of vigorous physical activity~~
- ~~12. Ensuring that students receive nutrition education~~
- ~~13. Improving the quality of physical education curricula and increasing training of physical education teachers~~
- ~~14. Enforcing existing physical education requirements~~
- ~~15. Altering the economic structures in place to encourage healthy eating by students and reduce dependency on generating profits for the school from the sale of unhealthy foods~~
- ~~16. Developing a financing plan to implement the policies~~
- ~~17. Increasing the availability of organic fruits and vegetables and school gardens~~
- ~~18. Collaborating with local farmers' markets~~

SAN DIEGUITO UNION HIGH SCHOOL DISTRICT

Administrative Regulation Issued: August 21, 2003

Administrative Regulation Revised: September 4, 2003

Administrative Regulation Revised: April 10, 2006

~~In developing the policy(ies), the committee shall hold at least one public hearing.~~

SAN DIEGUITO UNION HIGH SCHOOL DISTRICT

Administrative Regulation Issued: August 21, 2003

Administrative Regulation Revised: September 4, 2003

Administrative Regulation Revised: April 10, 2006

CONFIDENTIALITY/RELEASE OF RECORDS

All applications and records related to eligibility for the free or reduced-price meal program shall be confidential except as provided by law. (Education Code 49558)

The Governing Board designates the following district employees to use individual records pertaining to student participation in the free or reduced price meal program solely for the purpose of disaggregation of academic achievement data:

- Associate ~~Assistant~~ Superintendent of Instruction or designee
- Executive Director of Pupil Services or designee
- Executive Director of Curriculum/~~Assessment~~ Instruction or designee
- ~~Director of Instructional Support Services or designee~~

In using these records for that purpose, the following conditions shall be satisfied: (Education Code 49558)

1. No individual indicators of participation in the free or reduced price meal program shall be maintained in the permanent records of any student if not otherwise allowed by law.
2. Information regarding individual student participation in the free or reduced-price meal program shall not be publicly released.
3. All other confidentiality provisions required by law shall be met.
4. Information collected regarding individual students certified to participate in the free or reduce-price meal program shall be destroyed when no longer needed for its intended purpose.

SAN DIEGUITO UNION HIGH SCHOOL DISTRICT

Administrative Regulation Issued: August 21, 2003

Administrative Regulation Revised: September 4, 2003

Administrative Regulation Revised: April 7, 2006

OTHER FOOD SALES

~~The Governing Board shall ensure that food sales by school related groups and the use of vending machines are in compliance with state and federal law and do not impair student participation in the District's nutrition services program.~~ The Governing Board believes that foods and beverages sold to students on school campuses during the school day should promote student health and reduce childhood obesity. Any food sales conducted outside the district's nutrition services program shall meet nutritional standards specified in law, Board policy and administrative regulations and shall not reduce student participation in the district's nutrition services program. Sanitation and safety procedures shall comply with the requirements of the California Uniform Retail Food Facilities Law as set forth in Health and Safety Code 113700-114455.

The Board authorizes the Superintendent or designee to approve the sale of foods and beverages outside the district's nutrition services program, including sales by student or adult organizations, sales through vending machines, and/or sales at secondary school student stores for fundraising purposes.

Food sales are prohibited during school hours, and within one hour before or after school hours, unless the organization is legally organized as a nonpartisan, charitable organization, the purpose of the solicitation is nonpartisan and charitable, and the solicitation has been approved in accordance with Board policy. (Education Code 51520)

When vending machines are sponsored by the district, a student or adult organization, the Superintendent or designee shall determine how and where vending machines may be placed at school sites, district offices, or other school facilities.

~~The Superintendent or designee shall approve the sale of food items by student or adult organizations in accordance with law, Board policy and administrative regulations.~~

~~In any school participating in the National School Lunch Program, student organizations may sell food items in accordance with 5 CCR 15500 15501. The specific nutritious food item shall be approved by the Superintendent or designee and, if sold during the regular school day, shall not be a food item prepared on school premises or sold in the nutrition services program at school during that day. (5 CCR 15500 15501)~~

SAN DIEGUITO UNION HIGH SCHOOL DISTRICT

Policy Adopted: March 3, 1983

Policy Revised: January 16, 1997

Policy Revised: September 4, 2003

Policy Revised: April 7, 2006

Legal Reference: NATIONAL SCHOOL LUNCH PROGRAM AND SCHOOL
BREAKFAST PROGRAM; COMPETITIVE FOODS

EDUCATION CODE

38085 Sale of specified food items
48931 Authorization and sale of food
**49430-49436 Pupil Nutrition, Health and Achievement Act of
2001**

51520 School premises; prohibited solicitations

CODE OF REGULATIONS, TITLE 5

15501 Sales in high schools and junior high schools

HEALTH AND SAFETY CODE

113700-114455 California Uniform Retail Food Facilities Law

114200-114245 Vending machines

UNITED STATES CODE, TITLE 42

1751-1769h National School Lunch Act

1771-1791 Child Nutrition

CODE OF FEDERAL REGULATIONS, TITLE 7

210.1-210.31 National School Lunch Program

210.1-220.21 National School Breakfast Program

SAN DIEGUITO UNION HIGH SCHOOL DISTRICT

Policy Adopted: March 3, 1983

Policy Revised: January 16, 1997

Policy Revised: September 4, 2003

Policy Revised: April 7, 2006

OTHER FOOD SALES

~~The sale of foods during meal periods in nutrition services areas shall be allowed only if all income from the sale, including the sale of approved foods or drinks from vending machines, accrues to the benefit of the school, the school nutrition services program, or the student organizations(s) sponsoring the sale.~~

~~Food sales are prohibited during school hours, and within one hour before or after school hours, unless the organization is legally organized as a nonpartisan, charitable organization, the purpose of the solicitation is nonpartisan and charitable, and the solicitation has been approved in accordance with Board policy.~~

- ~~1. There shall be a minimum selection of foods from Attachment A. Fifty percent of all food items offered for sale on each school campus from the beginning of the school day to the end of the school day must be nutritious foods as shown on Attachment B.~~
- ~~2. Only one student organization may sell food or beverage items each school day. Sales are limited to not more than three types of food or beverage items.~~
- ~~3. Student organizations may hold multiple food sale programs not to exceed four sales per campus per year.~~
- ~~4. Promotional candy sales shall be limited to the period before the beginning of the school day and after the close of the school day.~~
- ~~5. The profits of all vending machines that sell approved food or drinks to students must go either to student organizations or to the school's nonprofit meal program.~~

Food sales outside the district's nutrition services program shall comply with the nutritional standards specified in Education Code 38085. Beginning July 1, 2007, food sales outside the district's nutrition services program shall comply with the standards described in Education Code 49431.2 for middle schools and high schools. (Education Code 38085, 49431.2)

Beverage sales shall be subject to the nutritional standards specified in Education Code 49431.5. (Education Code 49431.5)

The sale of food items that do not comply with the nutritional standards in Education Code 49431.2, when effective, may be permitted at a middle school or high school in any of the following circumstances: (Education Code 49431.2)

SAN DIEGUITO UNION HIGH SCHOOL DISTRICT

Administrative Regulation Issued: September 4, 2003

Administrative Regulation Revised: April 7, 2006

1. The sale takes place off and away from school premises.
2. The sale takes place on school premises at least one-half hour after the end of the school day.
3. The sale occurs during a school-sponsored student activity after the end of the school day.

Beverage sales that do not comply with the nutritional standards in law may be permitted at a middle school as part of a school event under the following circumstances: (Education Code 49431.2)

1. The sale occurs during a school-sponsored event and takes place at the location of the event at least one-half hour after the end of the school day.
2. Vending machines, student stores, and cafeterias are used later than one-half hour after the end of the school day.

Additional Requirements for Schools Participating in the National School Lunch or Breakfast Program

The sale of foods during meal periods in food service areas shall be allowed only if all income from the sale, including the sale of approved foods or drinks from vending machines, accrues to the benefit of the school, the school nutrition services program, or the student organization(s) sponsoring the sale (7 CFR 210.11,220.12)

No foods of minimal nutritional value, as listed in 7 CFR 210, Appendix B, and 7 CFR 220, Appendix B, shall be sold in food service areas during breakfast and lunch periods. (See Attachment A)

The Superintendent or designee shall not permit the sale of foods by student organizations in a school with any grades 7-8 that is participating in the National School Breakfast or Lunch Program, except when all of the following conditions are met: (5 CCR 15500)

1. The student organization may sell one food item per sale.
2. The specific nutritious food item is approved by the Superintendent or designee (see Attachment B).
3. The sale does not begin until after the close of the regularly scheduled midday food service period.
4. The sale during the regular school day is not of food items prepared on the premises.
5. There are no more than four such sales per year per school.
6. The food sold is a dessert-type food, such as pastry, ice cream, or fruit.

SAN DIEGUITO UNION HIGH SCHOOL DISTRICT

Administrative Regulation Issued: September 4, 2003

Administrative Regulation Revised: April 7, 2006

7. The food sold is not one sold in the district's nutrition services program at that school during that school day.

In high schools, a student organization may be approved to sell food items during or after the school day if all of the following conditions are met: (5 CCR 15501)

1. Only one student organization conducts a food sale on a given school day and the organization sells no more than three types of food or beverage items, except that up to four days during the school year may be designated on which any number of organizations may conduct the sale of any food items.
2. The specific nutritious food items are approved by the Superintendent or designee. (See Attachment B)
3. Food items sold during the regular school day are not prepared on the premises.
4. The food items sold are not those sold in the district's nutrition services program at that school during that school day.

CATEGORIES OF FOODS OF MINIMAL NUTRITIONAL VALUE

1. Soda Water - ~~As defined by 21 CFR 165.175 Food and Drug Administration Regulations except that artificial sweeteners are an ingredient that is included in this definition.~~ A class of beverages made by absorbing carbon dioxide in potable water. The amount of carbon dioxide used is not less than that which will be absorbed by the beverage at a pressure of one atmosphere and at a temperature of 60 degrees F. It either contains no alcohol or only such alcohol, not in excess of 0.5 percent by weight of the finished beverage, as is contributed by the flavoring ingredient used. No product shall be excluded from this definition because it contains artificial sweeteners or discrete nutrients added to the food such as vitamins, minerals and protein.
2. Water Ices - As defined by 21 CFR 135.160 Food and Drug Administration Regulations except that water ices which contain fruit or fruit juices are not included in this definition.
3. Chewing Gum - Flavored products from natural or synthetic gums and other ingredients which form an insoluble mass for chewing.
4. Certain Candies - Processed foods made predominantly from sweeteners or artificial sweeteners with a variety of minor ingredients which characterize the following types:
 - a. Hard Candy - A product made predominately from sugar (sucrose) and corn syrup which may be flavored and colored, is characterized by a hard, brittle texture, and includes such items as sour balls, fruit balls, candy sticks, lollipops, starlight mints, after dinner mints, sugar wafers, rock candy, cinnamon candies, breath mints, jaw breakers and cough drops.
 - b. Jellies and Gums - A mixture of carbohydrates which are combined to form a stable gelatinous system of jelly-like character, and are generally flavored and colored, and include gum drops, jelly beans, jellied and fruit-flavored slices.
 - c. Marshmallow Candies - An aerated confection composed of sugar, corn syrup, invert sugar, 20% water and gelatin or egg white to which flavors and colors may be added.
 - d. Fondant - A product consisting of microscopic-sized sugar crystals which are separated by a thin film of sugar and/or

SAN DIEGUITO UNION HIGH SCHOOL DISTRICTAdministrative Regulation Issued: September 4, 2003Administrative Regulation Revised: April 7, 2006

invert sugar in solution such as candy corn, soft mints.

- e. Licorice - A product made predominantly from sugar and corn syrup which is flavored with an extract made from the licorice root.
- f. Spun Candy - A product that is made from sugar that has been boiled at high temperature and spun at a high speed in a special machine.
- g. Candy Coated Popcorn - Popcorn which is coated with a mixture made predominantly from sugar and corn syrup.

LIST OF NUTRITIOUS FOODS PERMISSIBLE TO BE OFFERED FOR SALE
(Education Code 38085)

FOOD CATEGORIES	SPECIFIC FOOD ITEMS	COMMENTS
Milk and Dairy Products	Milk, Cheese, Yogurt, Frozen Yogurt, Ice Cream	
Juices	Fruit Juices, Vegetable Juices	Must contain 50% or more full-strength fruit juice
	Fruit Nectars	Must contain 35% or more full-strength fruit juice
Fruits/Vegetables	Fresh, Frozen, Canned and Dried Fruits and Vegetables	
Nuts	Nuts, Seeds, Nut Butters	
Grain Products	Crackers, Bread Sticks, Tortillas, Pizza, Pretzels, Bagels, Muffins, Popcorn	Non-confection grain products as defined by regulation of the U.S. Food and Drug Administration
Meats	Meat, Poultry, Fish: Beef Jerky, Tacos, Meat Turnovers, Pizza, Chili, Sandwiches	
Legumes	Legumes, Legume Products: Bean Burritos, Chili Beans, Bean Dip, Roasted Soy Beans, Soups	
School Lunch Meal Components	Any foods which would qualify as one of the required food components of the school lunch meal pattern.	

SAN DIEGUITO UNION HIGH SCHOOL DISTRICT

Administrative Regulation Issued: September 4, 2003

Administrative Regulation Revised: April 7, 2006

San Dieguito Union High School District

INFORMATION REGARDING BOARD AGENDA ITEM

TO: BOARD OF TRUSTEES

DATE OF REPORT: May 17, 2006

BOARD MEETING DATE: June 8, 2006

PREPARED BY: Alicia Pitrone, Director of Nutrition Services
Albert Martin, Director of Instructional Services

SUBMITTED BY: Eric J. Hall, Associate Superintendent of
Business Services

SUBJECT: POLICY #5030

EXECUTIVE SUMMARY

In June of 2004, the United States Congress passed the Child Nutrition Reauthorization Act. It requires every school district with a federally funded school meal program to develop and implement a local school wellness policy by the beginning of the 2006-07 school year. Schools must set nutrition guidelines for all food and beverages sold on campus and goals for nutrition education and physical activity for their students.

By law, the Wellness Policy is required to address:

- Appropriate goals for nutrition education, physical activity and other school-based activities designed to promote student wellness
- Nutrition guidelines for all foods available during the school day, with the objectives of promoting student health and reducing childhood obesity
- Assurances that school meal guidelines are not less restrictive than federal requirements
- Plans for measuring the implementation of the school Wellness Policy
- Inclusion of school administrators, parents, students, school food service staff, health professionals, and the public in the development of Wellness Policies

RECOMMENDATION:

This is the first reading of the new policy and administrative regulation. It is recommended that the Board of Trustees adopt them at the June 27, 2006 meeting.

FUNDING SOURCE:

Not applicable.

AGENDA ITEM: 43 D

FEDERAL MANDATE FOR WELLNESS POLICY

The Board of Trustees recognizes the link between student health and learning and desires to provide a comprehensive program to promote student health, physical activity and wellness. It is the Board's desire to encourage and facilitate programs that enhance student health. The policy includes the following:

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

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

The Wellness Program

The Wellness Program will include yearly goals and objectives in the following areas:

I. Goals for Nutrition Education

California Education Code Section 51890 declares the intent that districts provide comprehensive health education, including nutrition education, and requires that a variety of health topics be included in middle and high school curricula.

1. The district will integrate current, scientifically accurate nutrition content into classroom instruction as appropriate.
2. The district will reinforce messages on healthy eating by coordinating child nutrition programs with classroom-based nutrition education and with other components of the coordinated school health system.
3. The district will encourage instructional strategies that incorporate experiential learning opportunities and engage family members in reinforcing health nutrition behaviors.
4. The district will engage students as active participants in developing, advocating, and implementing nutrition-related programs, and services.
5. The district will provide instructional staff with adequate and ongoing-in-service nutrition education training that focuses on teaching strategies that assess health knowledge and skills and promote healthy behaviors.

II. A. Goals for Physical Education and Physical Activity

Schools should provide all students through grade twelve the opportunity, support, and encouragement to be physically active on a regular basis through physical education instruction and physical activity programs.

1. **Physical education** is a planned sequential program of curricula and instruction that helps students develop the knowledge, skills, and confidence necessary for an active lifestyle.
2. **Physical activity** refers to participation in physical activity. Physical activity programs may provide participants with structured activity such as team sports or intramural activities.

Physical Education requirements are:

1. All 7-12 students (including students with disabilities and/or special health-care needs and those in alternative educational settings) will meet physical education requirements as designated in Education Code sections 51210, 51222, and 51223:
 - A minimum of 400 minutes for every 10 school days for students in grades 7-12.
2. High school students who are exempt from two years of physical education in grades 10, 11 or 12, per local district policy, must be provided with the opportunity to participate in a variety of physical education elective courses. (EC sections 5122 (b) and 51241)
3. Temporary exemptions from physical education should be limited to students whose medical conditions do not allow for inclusion in the general, modified, or adapted physical education program. (EC section 51241)
4. High school physical education course content will include each of the following areas: (1) effects of physical activity on dynamic health; (2) mechanics of body movement; (3) aquatics; (4) gymnastics and tumbling; (5) individual and dual sports; (6) rhythm and dance; (7) team sports; and (8) combatives. (California Code of Regulations {CCR}, Title 5, Section 10060)
5. Physical education instruction is to be delivered by a teacher credentialed to teach physical education. (EC Section 44320)
6. School districts will administer a physical fitness test annually to all students in grades seven and nine during the months of February, March, April, or May. (EC Section 60800)
7. Students will receive their individual fitness test results upon completion of the test. (EC Section 60800)
8. Teachers and other school and community personnel will not use physical activity (e.g. running laps, push-ups) or withhold opportunities for physical activity (e.g. recess, physical education) as punishment. (EC 49001)

Physical Education Curriculum and Instruction:

Instruction in physical education will be based on the physical education content standards and will include the following:

1. Full inclusion of all students.
2. At least 50 percent of instructional time spent in moderate-to-vigorous physical activity.
3. Maximum participation and ample practice opportunities for class activities.
4. Well-designed lessons that facilitate student learning.
5. Out-of-school assignments that support learning and the practice of learned skills.
6. Appropriate discipline and class management.
7. Instruction in a variety of motor skills designed to enhance the physical, mental, and social/emotional development of every child.
8. Fitness education and assessment to help students understand, improve, and/or maintain their physical well-being.

Physical Education Professional Development:

Teachers assigned to deliver physical education instruction will receive focused, ongoing professional development related to curriculum, instruction, and assessment in physical education.

Goals for Student Learning in Physical Education:

The CDE's 2004 *Physical Education Model Content Standards for California Public Schools: Kindergarten Through Grade Twelve* outlines the essential skills and knowledge that all students need for maintaining a physically active lifestyle.

The district will focus on the five overarching standards. The standards state that students should:

1. Demonstrate motor skills and movement patterns needed to perform a variety of physical activities.
2. Demonstrate knowledge of movement concepts, principles, and strategies as they apply to learning and performing physical activities.
3. Assess and maintain a level of physical fitness to improve health and performance.
4. Demonstrate knowledge of physical fitness concepts, principles, and strategies to improve health and performance.
5. Demonstrate and utilize knowledge of psychological and sociological concepts, principles, and strategies as applied to learning and performing physical activities.

Student Safety During Physical Activity:

1. The district has rules and procedures concerning safety for students and staff.
2. The district works in collaboration with community health officials regarding standards for weather and air quality and students' participation in outdoor physical activity.
3. The district ensures that students and staff have access to appropriate hydration (e.g., water or other fluids).
4. The district, in conjunction with a credentialed school nurse, has an emergency response system to expedite aid to students and/or staff who are injured or become ill at school. The emergency response system is communicated to the school community, and the necessary training and practice takes place on a regular basis.
5. Facilities and equipment used for physical activity are properly monitored and maintained to ensure participants' safety.
6. School staff receives training in first aid and cardiopulmonary resuscitation (CPR).
7. School staff receives notification and is trained, as allowed by law, in the use of any necessary medications that students are authorized to carry and/or use.
8. The district, in conjunction with a credentialed school nurse, has developed policies that outline guidelines for student participation in physical activity at school when they have a medical condition. These policies are communicated to all members of the school community and are designed to protect students' well-being and provide for maximum participation of students in physical activity, at an appropriate level.

II. B. Goals for Other School-Based Activities

1. Students have access to credentialed school counselors and psychologists who provide students with support and assistance in making healthy decisions, managing emotions, and coping with crises. (Disordered eating behaviors, including obesity, are often related to mental, emotional, and social problems, and overweight students may suffer from low self-esteem and/or be the target of bullying.)

2. Schools provide a safe and healthy school environment that supports health literacy and successful learning and ensures that students and adults are physically and emotionally safe. In addition to the physical safety, the school environment should reflect a sense of community and mutual support among staff and students.
3. Parent/guardian outreach efforts should emphasize the relationship between student health and academic performance and address the need for consistent health messages between the home and school environments.
4. Consistent health education, including but not limited to, nutrition and physical activity should be provided to parents and families through the school/district newsletter, informational handouts, parent meetings, the school/district Web site, and other venues.

III. Nutrition Guidelines for Food and Beverages Available Outside the School Meal Program

Requirements are:

1. Individual food items sold outside the federal reimbursable meal program shall meet local, state, and federal requirements.
2. The term "sold" refers to any food or beverages provided to students on school grounds in exchange for money, coupons, or vouchers. The term does not refer to food brought from home for individual consumption.
3. Schools shall follow the nutrition standards for grades seven through twelve as indicated in the shaded box below. EC Section 49431.2 and EC Section 49431.5.
4. Food or beverages sold for fundraising on campus during the school day must meet the nutrition guidelines in the box below.
5. Food or beverages that do not meet the nutrition standards in the box below, may be sold by pupils:
 - if the sale takes place off and away from school campus; or
 - on school grounds, if sales occur 30 minutes after the end of the school day

**Middle and High Schools
(effective July 1, 2007)**

FOOD (EC Section 49431.2)	BEVERAGES (EC Section 49431.5)
<p>The only food that may be sold outside the federal reimbursable meal programs must meet the following requirements:</p> <ul style="list-style-type: none"> • Not more than 35% of its total calories shall be from fat (excluding nuts, nut butters, seeds, eggs, and cheese) • Not more than 10% of its total calories shall be from saturated fat and trans fat combined (excluding eggs and cheese) • Not more than 35% of its total weight shall be composed of sugar, including naturally occurring and added sugar (excluding fruits and vegetables) • Calories shall not exceed 250 calories per food item • Entrée items (i.e., foods generally regarded as being the primary food in a meal, including but not limited to, sandwiches, burritos, pasta, and pizza) shall not exceed 400 calories per food item and 4 grams of fat per 100 calories. 	<p>The only beverages that shall be sold are:</p> <ul style="list-style-type: none"> • Water, with no added sweeteners • Milk (two-percent, one-percent, or nonfat or rice milk, soy milk, or other similar nondairy milk) • Fruit juice, preferably 100 percent but at least 50 percent fruit juice, with no added sweeteners • Vegetable juice, at least 50 percent vegetable juice with no added sweeteners • Electrolyte replacement beverages with no more than 42 grams of added sweeteners per 20-ounce serving.

Goals include:

1. The Nutrition Services Department will use whole, fresh, unprocessed foods and ingredients whenever possible.
2. The Nutrition Services Department will offer fresh fruits and vegetables with meals whenever possible.
3. The school district will encourage all school-based organizations to use nonfood items for fundraising.

IV. Nutrition Guidelines for Child Nutrition Reimbursable Meal Program

Requirements are:

1. All school meals must meet or exceed nutrition requirements established by local, state, and federal requirements.
2. Food and beverages sold or served as part of federally reimbursed meal programs must meet the nutrition recommendations of the current United States Dietary Guidelines for Americans, such as:
 - No more than 30 percent of total calories from fat, averaged over a week
 - No more than 10 percent of total calories from saturated fat, averaged over a week
3. Lunch will be served at appropriate intervals from other meals, in accordance with current USDA guidelines.
4. The school district will do everything possible to prevent overt identification of their low-income students and to ensure that those students are not stigmatized or otherwise treated differently because they avail themselves of free and reduced-price meals.
5. The school district will meet safety and sanitation requirements, as outlined in current USDA guidelines, issued June 10, 2005.

Goals include:

1. The Nutrition Services Department will seek to maximize federal and state meal reimbursement and pursue sources of additional funding to improve and enhance the serving of nutritious and appealing reimbursable meals and snacks.
2. The Nutrition Services Department will evaluate the results of the School Meals Initiative review.

3. The Nutrition Services Department uses USDA nutrient-based menu planning as the basis for school meal menu planning.
4. The school district hires and trains qualified child nutrition professionals who provide students with access to a variety of affordable, nutritious, and appealing foods that meet the health and nutrition needs of students and accommodate the religious, ethnic, and cultural diversity of the student body.
5. Meals served through the Child Nutrition Program will:
 - Be appealing and attractive
 - Be served in clean, safe, and pleasant settings
 - Be varied
 - Include food items selected by students through taste testing, meetings, and surveys
6. The Nutrition Services Department will share information concerning the nutritional content of school meals with parents and students.
7. Students will be given at least 30 minutes to eat lunch.
8. The cafeteria will prominently display healthy lunch choices to encourage students to make healthy choices.
9. The Nutrition Services Department will provide continuing professional development for all child nutrition professionals to include training and/or certification at their various levels of responsibility, including safe food handling and nutrition education.

V. Measuring Implementation of the Wellness Policy and Designating Responsibility for Implementation and Enforcement

1. The Superintendent or designee shall designate at least one person within the district that is charged with operational responsibility for ensuring that the school sites implement the adopted wellness policy.
2. Each school will post the district's policies and regulations on nutrition and physical activity in public view. (EC Section 49432)
3. The Superintendent or designee will ensure district-wide and individual school compliance with the school wellness policy.
4. The principal or designee should ensure individual school compliance.
5. The Superintendent or designee will report every year on wellness policy compliance to the Parent Curriculum

Advisory Council, Physical Education Academic Committee, the Life Skills Academic Committee, the Coordinating Council, and the Board of Trustees.

6. As necessary, the wellness policy will be revised to address changes in state and federal law as well as areas in need of improvement.
7. The district will provide appropriate and continuing professional development that is supportive of the wellness policy to teachers, nutrition services personnel, and other staff members as appropriate.


San Dieguito Union High School District

INFORMATION REGARDING BOARD AGENDA ITEM

TO: BOARD OF TRUSTEES

DATE OF REPORT: May 23, 2006

BOARD MEETING DATE: June 8, 2006

PREPARED BY: David R. Bevilaqua, Exec. Dir., Finance 
Eric J. Hall, Assoc. Superintendent, Business

SUBMITTED BY: Peggy Lynch, Ed.D.
Superintendent

SUBJECT: REVIEW OF TRAVEL POLICIES
BP 4133, "Travel"
BP 4136, "Travel (Events, Meetings and
Conferences)"

EXECUTIVE SUMMARY

Proposed policy changes related to employee travel are presented for the first reading. Board Policy 4133 relates to travel and mileage reimbursement. The proposed change would apply the Internal Revenue Service [IRS] allowable rate at the time of travel, instead of the IRS rate at the beginning of the school year.

Board Policy 4136 relates to events, meetings and conferences. The proposed changes provide more clear approval process for attendance at such events. It is the intent of administration to establish a per diem rate for reimbursement of meals in the related Administrative Regulation.

These policies are being presented to the Board for review at this time and will be returned to the next meeting for final adoption.

RECOMMENDATION:

It is recommended that the Board review the following Travel Policies:

- a) Board Policy 4133, "Travel"
- b) Board Policy 4136, "Travel (Events, Meetings and Conferences)"

TRAVEL

~~It is~~ The goal of the Board of Trustees is to provide transportation ~~or~~ reasonable reimbursement for employees required to travel as a result of their job responsibilities. It is also the goal of the Board to provide transportation or reasonable reimbursement for employees traveling to approved ~~out of~~ district meetings and conferences.

The Superintendent may authorize the use of a district vehicle ~~or reimbursement for travel expense~~ for employees required to travel on school business or for approved meetings and conferences. ~~travel expenses to and from approved out of district meetings and conferences.~~ Reimbursement for the use of a privately owned vehicle on authorized school business or while attending approved conferences ~~or~~ meetings shall be the Internal Revenue Service (IRS) allowable rate in effect at the time of travel ~~beginning of the fiscal year.~~

The Superintendent shall set forth in administrative regulations the procedures for:

1. Requesting transportation to and from approved meetings and conferences.
2. Requesting reimbursement for all authorized transportation travel expenses.

SAN DIEGUITO UNION HIGH SCHOOL DISTRICT

Policy Adopted: May 7, 1987

Policy Revised: April 4, 1992

Policy Revised: July 16, 1992

Policy Revised: May 19, 1994

Policy Revised: May 4, 1995

Policy Revised: September 5, 1996

Policy Draft: December 1, 2005

Travel

It is the goal of the Board of Trustees to provide transportation of reasonable reimbursement for employees required to travel as a result of their job responsibilities. It is also the goal of the Board to provide transportation or reasonable reimbursement for employees traveling to approved out of district meetings and conferences.

The Superintendent may authorize the use of a district vehicle or reimbursement for travel expense for employees required to travel on school business or for travel expenses to and from approved out of district meetings and conferences. Reimbursement for use of a private vehicle on authorized school business or while attending approved conferences or meetings shall be the IRS allowable rate in effect at the beginning of the fiscal year.

The Superintendent shall set forth in administrative regulations the procedures for:

1. Requesting transportation to and from approved meetings and conferences.
2. Requesting reimbursement for all authorized travel expense.

SAN DIEGUITO UNION HIGH SCHOOL DISTRICT

Policy Adopted: May 7, 1987

Policy Revised: April 4, 1992

Policy Revised: July 16, 1992

Policy Revised: May 19, 1994

Policy Revised: May 4, 1995

Policy Revised: September 5, 1996

TRAVEL (EVENTS, MEETINGS AND CONFERENCES)

The Superintendent of Schools, Associate Superintendents, school principals, and department chairpersons-directors shall hold such meetings and conferences as are necessary to properly conduct the business of the school district.

The Board of Trustees endorses staff-attendance at selected, appropriate-meetings and conferences outside the District when consistent with the goals and policies of the San Dieguito Union High School District. Additionally, the Board of Trustees*, the Superintendent, Associate Superintendents, school principals, or department directors must approve all meeting and conference attendance. All conference attendance must be recommended by the building principal and approved by the District Superintendent.

Expenses for meetings and conferences outside of the District will be paid, Subject to budget limitations, expenses may be paid for attendance at meetings and conferences outside the District when approved by the Board, but are limited to reasonable and necessary expenses as provided in the California Education Code. The Superintendent shall set forth in administrative regulations the procedures for requesting conference or meeting attendance and for reimbursement of for expenses associated with meetings and conferences.

*Even though the Board of Trustees is responsible for approving all travel, that responsibility is delegated to the Superintendent.

Legal Reference: California- Education Code

1071	Certain Powers Relating to Promotion of Advancement of Education
1072	Expenses; Membership in Societies, Associations and Organizations
13002	Travel Expense Payment
13369	Payment of Salaries and Traveling Expenses for Attending Institute

SAN DIEGUITO UNION HIGH SCHOOL DISTRICT

Policy Adopted: May 7, 1987

Policy Draft: September 28-December 1, 2005

Meetings and Conferences

The Superintendent of Schools, principals, and department chairpersons shall hold such meetings as are necessary to properly conduct the business of the school district.

The Board of Trustees endorses staff attendance at selected, appropriate meetings and conferences outside the district when consistent with the goals and policies of the San Dieguito Union High School District. All conference attendance must be recommended by the building principal and approved by the District Superintendent.

Subject to budget limitations, expenses may be paid for attendance at meetings and conferences outside the district when approved by the Board, but are limited to reasonable and necessary expenses as provided in the Education Code. The Superintendent shall set forth in administrative regulations the procedures for requesting conference or meeting attendance and for reimbursement of expenses.

Legal Reference: Calif. Educ. Code

- 1071 Certain Powers Relating to Promotion of Advancement of Education
- 1072 Expenses; Membership in Societies, Associations and Organizations
- 13002 Travel Expense Payment
- 13369 Payment of Salaries and Traveling Expenses for Attending Institute

San Dieguito Union High School District

INFORMATION REGARDING BOARD AGENDA ITEM

TO: BOARD OF TRUSTEES

DATE OF REPORT: May 26, 2006

BOARD MEETING DATE: June 8, 2006

PREPARED BY: Stephen B. Levy, Coordinator
Student Services

SUBMITTED BY: Peggy Lynch, Superintendent

SUBJECT: ADOPTION OF POLICY 5131.63 AND AR-1,
"ANABOLIC STEIROIDS"

EXECUTIVE SUMMARY

Beginning with the 2005-06 school year, districts participating in the CIF must, as a condition of membership, adopt a policy prohibiting the use and abuse of steroids by student athletes. Prior to participating in athletics, student and parents/guardians must sign an agreement that the student will abide by the district's steroid prohibition.

In addition, the new CIF bylaws require participating schools to prohibit school personnel and coaches from selling, promoting and distributing performance-enhancing supplements to students and ban schools and districts from accepting sponsorships from such companies. By December 31, 2008, all coaches, both paid and unpaid, must have completed a coaching education program, including training on the harmful effects of steroids.

RECOMMENDATION:

It is recommended that the Board adopt Policy 5131.63 and 5131.63/AR-1, "Anabolic Steroids," as shown in the attached supplement.

FUNDING SOURCE:

N/A

STUDENTS

5131.63

ANABOLIC STEROIDS

~~The Board of Trustees recognizes that the use of anabolic steroids presents a serious health hazard to students. The Superintendent or designee shall make every effort to ensure that students do not begin or continue the use of anabolic steroids.~~

~~Teachers of science, health, physical education and drug education shall include appropriate lessons on this hazard in instruction programs for grades 7-12.~~

~~Students who participate in athletics shall receive information about the hazards of anabolic steroids from their coaches.~~

The Board of Trustees recognizes that the use of steroids and other performance-enhancing supplements presents a serious health and safety hazard. As part of the district's drug prevention and intervention efforts, the Superintendent or designee and staff shall make every reasonable effort to prevent students from using steroids or other performance-enhancing supplements.

Students in grades 7-12 shall receive a lesson on the effects of steroids as part of their health, physical education, or drug education program.

Students participating in interscholastic athletics are prohibited from using steroids and dietary supplements banned by the U.S. Anti-Doping Agency as well as the substance synephrine. (Education Code 49030)

Before participating in interscholastic athletics, a student athlete and his/her parent/guardian shall sign a statement that the student athlete pledges not to use androgenic/anabolic steroids and dietary supplements banned by the U.S. Anti-Doping Agency and the substance, synephrine, unless the student has a written prescription from a licensed health care practitioner to treat a medical condition.

A student who is found to have violated the agreement or this policy shall be restricted from participating in athletics and shall be subject to disciplinary procedures including, but not limited to, suspension or expulsion in accordance with law, Board policy, and administrative regulation.

Coaches shall educate students about the district's prohibition and the dangers of using steroids and other performance-enhancing supplements.

SAN DIEGUITO UNION HIGH SCHOOL DISTRICT

Policy Adopted: January 16, 1997

Policy Revised: June 8, 2006

The Superintendent or designee shall ensure that district schools do not accept sponsorships or donations from supplement manufacturers that offer muscle-building supplements to students.

Legal Reference: CALIFORNIA EDUCATION CODE

51262 Use of anabolic steroids; legislative finding and declaration

CIVIL CODE

1812.97 Warning statement; posting; athletic facilities; anabolic steroids

SAN DIEGUITO UNION HIGH SCHOOL DISTRICT

Policy Adopted: January 16, 1997

Policy Revised: June 8, 2006

CURRENT

STUDENTS

5131.63

ANABOLIC STEROIDS

The Board of Trustees recognizes that the use of anabolic steroids presents a serious health hazard to students. The Superintendent or designee shall make every effort to ensure that students do not begin or continue the use of anabolic steroids.

Teachers of science, health, physical education and drug education shall include appropriate lessons on this hazard in instruction programs for grades 7 - 12.

Students who participate in athletics shall receive information about the hazards of anabolic steroids from their coaches.

Legal Reference: CALIFORNIA EDUCATION CODE

51262 Use of anabolic steroids; legislative finding and declaration

CIVIL CODE

1812.97 Warning statement; posting; athletic facilities; anabolic steroids

PROPOSED

STUDENTS

5131.63/AR-1

ANABOLIC STEROIDS

~~The following warning, reproduced in 10 point bold type, shall be posted in every locker room: (Civil Code 1812.97)~~

~~Warning: Use of steroids to increase strength or growth can cause serious health problems. Steroids can keep teenagers from growing to their full height; they can also cause heart disease, stroke, and damaged liver function. Men and women using steroids may develop fertility problems, personality changes, and acne. Men can also experience premature balding and development of breast tissue. These health hazards are in addition to the civil and criminal penalties for unauthorized sale, use, or exchange of anabolic steroids.~~

California Interscholastic Federation (CIF) Bylaw 22.B.12 prohibits athletic directors, coaches, and other employees from providing prohibited substances to students, as specified below.

School personnel and coaches may provide only nonmuscle-building nutritional supplements to student athletes for the purpose of providing additional calories and electrolytes, provided that they do not contain any dietary supplements prohibited by the U.S. Anti-Doping Agency and the substance synephrine. Permissible nonmuscle-building nutritional supplements are identified according to the following classes: carbohydrate/electrolyte drinks, energy bars, carbohydrate boosters, and vitamins and minerals.

In order to minimize the health and safety risks to student athletes, school personnel shall not supply or recommend any drug, medication, or food supplement to enhance an athlete's performance.

The district shall not accept a sponsorship from any manufacturer or distributor whose name appears on the label of a dietary supplement that contains substances banned by the U.S. Anti-Doping Agency and the substance synephrine. Such supplements shall not be sold, distributed, or marketed at a school-related event. (Education Code 49031)

Marketing includes, but is not limited to, direct product advertising, provision of educational materials, product promotion by a district employee or volunteer, product placement, clothing or equipment giveaways, or scholarships. Marketing shall not include the inadvertent display of a product name or advertising by a person who is not a manufacturer or distributor. (Education Code 49031)

SAN DIEGUITO UNION HIGH SCHOOL DISTRICT

Administrative Regulation Issued: January 16, 1997

Administrative Regulation Revised: June 8, 2006

The principal or designee shall ensure that the following warning, reproduced in 10-point bold type, is posted in every locker room of schools with classes in grades 7-12 and contained in any contracts for the lease or rental of the school's facilities: (Civil Code 1812.97)

Warning: Use of steroids to increase strength or growth can cause serious health problems. Steroids can keep teenagers from growing to their full height; they can also cause heart disease, stroke, and damaged liver function.

Men and women using steroids may develop fertility problems, personality changes, and acne. Men can also experience premature balding and development of breast tissue. These health hazards are in addition to the civil and criminal penalties for unauthorized sale, use, or exchange of anabolic steroids.

SAN DIEGUITO UNION HIGH SCHOOL DISTRICT

Administrative Regulation Issued: January 16, 1997

Administrative Regulation Revised: June 8, 2006

CURRENT

STUDENTS

5131.63/AR-1

ANABOLIC STEROIDS

The following warning, reproduced in 10-point bold type, shall be posted in every locker room: (Civil Code 1812.97)

Warning: Use of steroids to increase strength or growth can cause serious health problems. Steroids can keep teenagers from growing to their full height; they can also cause heart disease, stroke, and damaged liver function. Men and women using steroids may develop fertility problems, personality changes, and acne. Men can also experience premature balding and development of breast tissue. These health hazards are in addition to the civil and criminal penalties for unauthorized sale, use, or exchange of anabolic steroids.

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Administrative Regulation Issued: January 16, 1997

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San Dieguito Union High School District

INFORMATION REGARDING BOARD AGENDA ITEM

TO: BOARD OF TRUSTEES

DATE OF REPORT: June 1, 2006

BOARD MEETING DATE: June 8, 2006

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

SUBJECT: BOARD POLICY 4216.3-61.1,
"EXECUTIVE ASSISTANT TO
THE SUPERINTENDENT"

EXECUTIVE SUMMARY

Board Policy 4216.3-61.1, "Executive Assistant to the Superintendent" is attached for Board review at the June 8, 2006 meeting.

RECOMMENDATION:

It is recommended that the Board review the attached policy, "Executive Assistant to the Superintendent" at the June 8 Board meeting. The policy will return for approval at the June 27 meeting.

PL/sdg
Attachment

AGENDA ITEM: 46

EXECUTIVE ASSISTANT TO THE SUPERINTENDENT**OVERALL JOB PURPOSE STATEMENT**

The job of Executive Assistant to the Superintendent is done for the purpose of supporting the Superintendent and overseeing the activities of the Superintendent's Office. The position is designated as within the "confidential" class of employees in accordance with the State Education Code. The Executive Assistant to the Superintendent performs duties of an administrative and complex secretarial nature, carrying out his/her functional responsibilities on behalf of the Superintendent, ~~to ensure~~ ensuring the efficiency of office operations, ~~and to oversee~~ overseeing the work activities of other personnel; documenting and communicating information to staff, the public, other districts and various agencies; providing interpretations, comparisons and/or recommendations; coordinating and directing inquiries to appropriate parties; ensuring compliance with financial, legal and administrative requirements; and representing the Superintendent as appropriate.

DISTINGUISHING CHARACTERISTICS

This job is distinguished from similar jobs by the following characteristics: Positions in the confidential series provide administrative support to a District Administrator, in the management of their assigned functional organizational components. The class of Executive Assistant to the Superintendent ~~performs a variety of responsible complex secretarial and progressively responsible administrative duties to coordinate program, office and other activities in supporting District operations~~ coordinates functions, activities, administrative support and records of the Superintendent's Office, serving in a leadership role with District Office administrative secretarial staff. Position serves as the Superintendent's designee in handling matters related to staff and community relations, and serves as initial point of contact and preliminary liaison between the Superintendent and other agencies and organizations. Supervision is general and ~~incumbents~~ the incumbent frequently initiates action on behalf of the ~~administrator~~ Superintendent in accordance with general directions or existing policy. This class differs from the

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EXECUTIVE ASSISTANT TO THE SUPERINTENDENT

Administrative Assistant class which is not designated as a "confidential" classification, but which also performs a variety of ~~responsibility~~ responsibilities in support of an assigned district level director or school site ~~principal~~ administrator.

ESSENTIAL FUNCTIONS

- * Acts as executive secretary to the Board of Trustees and the Superintendent for the purpose of providing administrative support and ensuring preparation of Board agenda and minutes.
- * Attends Board meetings for the purpose of taking notes and transcribing minutes for review and approval.
- * Coordinates administrative and clerical support activities among district offices to ensure accurate and timely preparation of items for Board agendas.
- ~~* Audits various process and programs (e.g. regulatory requirements, agenda items, budgets, licenses, etc.) for the purpose of providing information and communicating requests and changes within specified time frames in accordance with established guidelines.~~
- * Compiles information from various sources (e.g. employee data, board agendas, budgets, contract requirements, etc.) for the purpose of organizing information for report preparation and/or data entry.
- * Coordinates various office and inter-department functions, activities and communications (e.g. Board Agendas, meetings, workshops, presentation of materials, schedules, appointments, calendars, supply orders, licenses, etc.) for the purpose of maintaining efficiency of operations and productivity of personnel within assigned area.
- * Maintains files and records (e.g. Board and District policies and procedures, minutes of board meetings, actions of Superintendent's Cabinet, historical information, etc.) for the purpose of providing systems to access information, ensuring completeness of records for possible audits, addressing regulatory needs, performing statistical and financial analysis, etc.

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EXECUTIVE ASSISTANT TO THE SUPERINTENDENT

- ~~* Monitors assigned activities and/or program components (e.g. applicable codes and requirements, budget components, critical timelines, etc.) for the purpose of preventing assessment of penalties, ensuring compliance with financial, legal and/or administrative requirements.~~
- * Oversees assigned District program activities and workload of Superintendent's Office for the purpose of providing appropriate orientation, training and/or supervision to other personnel; coordinating activities; identifying potential additional resources and/or possible intervention required to ensure that office services are provided efficiently in accordance with District objectives.
- * Prepares a variety of documents of varying levels of complexity (e.g. correspondence, agendas, minutes of meetings, board summaries, reports, memoranda, etc.) for the purpose of documenting and communicating program activities and actions to other staff, various outside agency representatives and/or community groups.
- * Processes documents and materials (e.g. applications, reports, schedules, agendas, evaluations, requisitions, etc.) for the purpose of disseminating information to appropriate parties for follow-up action as appropriate.
- * Produces a variety of materials (e.g. brochures, reports, memoranda, letters, records, flyers, forms, booklets, etc.) for the purpose of communicating information to local, State and/or Federal agencies and the general public.
- * Provides information to students, teachers, parents, special groups and general public for the purpose of conveying policies, procedure changes and time lines.
- * Provides guidance to members of the Board, District personnel, consultants for the purpose of assisting them in performing special procedures and/or functions required to address specific District requirements.
- * Researches a wide variety of information (e.g. records, policies, codes, standards, Board Policies, contact information, financial data, etc.) for the purpose of

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providing clarifications, comparisons and/or recommendations to other parties and/or interpreting information required for follow-up activities.

- * Responds to inquiries and/or concerns of individuals, outside agencies, community groups, etc. (e.g. telephone calls, personal visits, correspondence, etc.) for the purpose of evaluating the inquiry and determining the appropriate action.
- * Reviews reports, forms, correspondence, records and other data for the purpose of verifying their accuracy, completeness and compliance with established standards and making corrections as appropriate.
- * Serves as a resource to other employees and other non-District parties (e.g. parents, regulatory agency personnel, professional consultants, vendors, etc.) for the purpose of providing interpretation, guidance and/or required support as may be necessary.
- * Supports Superintendent, board members, other administrators, attorneys, consultants, etc. for the purpose of assisting them in carrying out their functional responsibilities and addressing the overall needs of the Office of the Superintendent and District.

OTHER FUNCTIONS

- * Presents a variety of information to other parties (e.g. district staff, community representatives, parents, board members) for the purpose of providing required coordination and support necessary to implement District activities.
- * Performs other related duties as assigned.

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

KNOWLEDGE is required to perform basic math including calculation of fractions, percents and/or ratios; read technical information, compose a variety of documents and/or facilitate group discussions; and solve practical

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problems. Specific knowledge required to satisfactorily perform the functions of the job includes:

- concepts of grammar and punctuation;
- personnel practices; ~~and~~
- accounting/bookkeeping principles.

SKILLS are required to perform multiple non-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 standard office equipment;
- preparing and maintaining accurate records;
- using pertinent software applications;
- planning and managing projects;
- taking notes and minutes in shorthand is desirable;
- interpreting interpretation and applying application ~~of~~ relevant laws, codes and/or principles.

ABILITY is required to schedule a significant number of activities; routinely gather, collate and/or classify data; and use basic job related equipment. Flexibility is required to work with others under a wide variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using standard methods of operation. Ability is also required to work with a significant diversity of individuals and/or groups; work with data of different types and/or purposes; and utilize job related equipment. In working with others, problem solving is required to analyze issues, create plans of action and reach solutions; with data it is moderate to significant; and with equipment it is limited. Specific abilities required to satisfactorily perform the functions of the job include:

- dealing with work assignments requiring the analysis of a variety of complex issues;
- adapting to changing work priorities;
- communicating with diverse groups and/or individuals with varied cultural and educational backgrounds;
- maintaining confidentiality and working with discretion;

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- meeting deadlines and schedules; working as part of a team;
- using a variety of standard office productivity software including Adobe Acrobat;
- maintaining good public relations;
- learning, interpreting and applying rules, regulations and policies; and
- working with constant interruptions under minimal supervision.

Responsibility

Responsibilities include: working under limited supervision focusing primarily on results; directing other persons within a small work unit; and monitoring the use of funds. Utilization of resources from other work units is often 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: some lifting, carrying, pushing and/or pulling; some climbing and balancing; some stooping, kneeling, crouching and/or crawling; significant reaching, handling, fingering and/or feeling. Generally the job requires 50% sitting, 30% walking and 20% standing. The job is performed under minimal temperature variations, a generally hazard free environment, and in a clean atmosphere.

Education

High School Diploma or equivalent, with additional course work leading to an associate's degree or certification in secretarial proficiency, administrative assistance, office information systems, or business education. A bachelor's degree is desirable but not required.

Experience

Job related experience with increasing levels of responsibility, typically achieved by at least four years of administrative or secretarial experience, two years of which would be at a school district or school site.

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Required Testing

~~None Specified~~ Pre-employment, job-related examination.

Certificates

~~None Specified~~ Current appointment and commission as a Notary Public by the State of California.

Continuing Education/Training

~~None Specified~~ As may be required by the State of California to renew appointment and commission as a Notary Public.

Clearances

Criminal Justice Fingerprint/Background Clearance; TB Clearance

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EXECUTIVE ASSISTANT TO THE SUPERINTENDENT

OVERALL JOB PURPOSE STATEMENT

The job of Executive Assistant to the Superintendent is done for the purpose of supporting the Superintendent and overseeing the activities of the Superintendent's Office. The position is designated as within the "confidential" class of employees in accordance with the State Education Code. The Executive Assistant to the Superintendent performs duties of an administrative and complex secretarial nature, carrying out his/her functional responsibilities on behalf of the Superintendent to ensuring the efficiency of office operations and overseeing the work activities of other personnel; documenting and communicating information to staff, the public, other districts and various agencies; providing interpretations, comparisons and/or recommendations; coordinating and directing inquiries to appropriate parties; ensuring compliance with financial, legal and administrative requirements; and representing the Superintendent as appropriate.

DISTINGUISHING CHARACTERISTICS

This job is distinguished from similar jobs by the following characteristics: Positions in the confidential series provide administrative support to a District Administrator, in the management of their assigned functional organizational components. The class of Executive Assistant to the Superintendent performs a variety of responsible complex secretarial and progressively responsible administrative duties to coordinate program, office and other activities in supporting District operations. Supervision is general and incumbents frequently initiate action on behalf of the administrator in accordance with general directions or existing policy. This class differs from the Administrative Assistant class which is not designated as a "confidential" classification, but which also performs a variety of responsibility of an assigned district level director or school principal.

ESSENTIAL FUNCTIONS

- * Audits various process and programs (e.g. regulatory requirements, agenda items, budgets, licenses, etc.) for the purpose of providing information and communicating requests

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and changes within specified time frames in accordance with established guidelines.

- * Compiles information from various sources (e.g. employee data, board agendas, budgets, contract requirements, etc.) for the purpose of organizing information for report preparation and/or data entry.
- * Coordinates various office and inter-department functions, activities and communications (e.g. Board Agendas, meetings, workshops, presentation of materials, schedules, appointments, calendars, supply orders, licenses, etc.) for the purpose of maintaining efficiency of operations and productivity of personnel within assigned area.
- * Maintains files and records (e.g. Board and District policies and procedures, minutes of board meetings, actions of Superintendent's Cabinet, historical information, etc.) for the purpose of providing systems to access information, ensuring completeness of records for possible audits, addressing regulatory needs, performing statistical and financial analysis, etc.
- * Monitors assigned activities and/or program components (e.g. applicable codes and requirements, budget components, critical timelines, etc.) for the purpose of preventing assessment of penalties, ensuring compliance with financial, legal and/or administrative requirements.
- * Oversees assigned District program activities and workload of Superintendent's Office for the purpose of providing appropriate orientation, training and/or supervision to other personnel; coordinating activities; identifying potential additional resources and/or possible intervention required to ensure that office services are provided efficiently in accordance with District objectives.
- * Prepares a variety of documents of varying levels of complexity (e.g. correspondence, agendas, minutes of meetings, board summaries, reports, memoranda, etc.) for the purpose of documenting and communicating program activities and actions to other staff, various outside agency representatives and/or community groups.

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- * Processes documents and materials (e.g. applications, reports, schedules, agendas, evaluations, requisitions, etc.) for the purpose of disseminating information to appropriate parties for follow-up action as appropriate.
- * Produces a variety of materials (e.g. brochures, reports, memoranda, letters, records, flyers, forms, booklets, etc.) for the purpose of communicating information to local, State and/or Federal agencies.
- * Provides information to students, teachers, parents, special groups and general public for the purpose of conveying policies, procedure changes and time lines.
- * Provides guidance to members of the Board, District personnel, consultants for the purpose of assisting them in performing special procedures and/or functions required to address specific District requirements.
- * Researches a wide variety of information (e.g. records, policies, codes, standards, Board Policies, contact information, financial data, etc.) for the purpose of providing clarifications, comparisons and/or recommendations to other parties and/or interpreting information required for follow-up activities.
- * Responds to inquiries and/or concerns of individuals, outside agencies, community groups, etc. (e.g. telephone calls, personal visits, correspondence, etc.) for the purpose of evaluating the inquiry and determining the appropriate action.
- * Reviews reports, forms, correspondence, records and other data for the purpose of verifying their accuracy, completeness and compliance with established standards and making corrections as appropriate.
- * Serves as a resource to other employees and other non-District parties (e.g. parents, regulatory agency personnel, professional consultants, vendors, etc.) for the purpose of providing interpretation, guidance and/or required support as may be necessary.
- * Supports Superintendent, board members, other administrators, attorneys, consultants, etc. for the purpose of assisting them

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in carrying out their functional responsibilities and addressing the overall needs of the Office of the Superintendent and District.

OTHER FUNCTIONS

- * Presents a variety of information to other parties (e.g. district staff, community representatives, parents, board members) for the purpose of providing required coordination and support necessary to implement District activities.
- * Performs other related duties as assigned.

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

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SKILLS are required to perform multiple non-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 standard office equipment; preparing and maintaining accurate records; using pertinent software applications; planning and managing projects; interpretation and application of relevant laws, codes and/or principles.

ABILITY is required to schedule a significant number of activities; routinely gather, collate and/or classify data; and use basic job related equipment. Flexibility is required to work with others under a wide variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using standard methods of operation. Ability is also required to work with a significant diversity of individuals and/or groups; work

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with data of different types and/or purposes; and utilize job related equipment. In working with others, problem solving is required to analyze issues, create plans of action and reach solutions; with data it is moderate to significant; and with equipment it is limited. Specific abilities required to satisfactorily perform the functions of the job include: dealing with work assignments requiring the analysis of a variety of complex issues; adapting to changing work priorities; communicating with diverse groups and/or individuals with varied cultural and educational backgrounds; maintaining confidentiality and working with discretion; meeting deadlines and schedules; working as part of a team; maintaining good public relations; learning, interpreting and applying rules, regulations and policies; and working with constant interruptions under minimal supervision.

Responsibility

Responsibilities include: working under limited supervision focusing primarily on results; directing other persons within a small work unit; and monitoring the use of funds. Utilization of resources from other work units is often 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: some lifting, carrying, pushing and/or pulling; some climbing and balancing; some stooping, kneeling, crouching and/or crawling; significant reaching, handling, fingering and/or feeling. Generally the job requires 50% sitting, 30% walking and 20% standing. The job is performed under minimal temperature variations, a generally hazard free environment, and in a clean atmosphere.

Education

High School Diploma or equivalent.

Experience

Job related experience with increasing levels of responsibility.

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Required Testing

None Specified

Certificates

None Specified

Continuing Education/Training

None Specified

Clearances

Criminal Justice Fingerprint/Background Clearance; TB Clearance

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