

San Dieguito

Union High School District

710 Encinitas Blvd.
Encinitas, CA 92024-3357
(760) 753-6491
www.sduhsd.net

Board of Trustees:

Joyce Dalessandro
Linda Friedman
Barbara Groth
Beth Hergesheimer
Deanna Rich

Superintendent:

Peggy Lynch, Ed.D.
(760) 943-3501 FAX

Canyon Crest Academy
Carmel Valley MS
Diegueño MS
Earl Warren MS
La Costa Canyon HS
North Coast Alternative HS
Oak Crest MS
San Dieguito Adult Education
San Dieguito HS Academy
Sunset HS
Torrey Pines HS

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

THURSDAY, MARCH 20, 2008
6:30 PM

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

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

PUBLIC COMMENTS

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

Persons wishing to address the Board on any school-related issue not elsewhere on the agenda are invited to do so under the "Public Comments" item. If you wish to speak under Public Comments, please follow the same directions (above) for speaking to agenda items. Complaints or charges against an employee are not permitted in an open meeting of the Board of Trustees.

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

In accordance with the Brown Act, unless an item has been placed on the published agenda, there shall be no 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.

CONSENT CALENDAR

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

To address an item on the consent calendar, please follow the procedure described under *Comments on Agenda Items*.

CLOSED SESSION

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

CELL PHONES/PAGERS

As a courtesy to all meeting attendees, please set cellular phones and pagers to silent mode and engage in conversations outside the meeting room.

In compliance with the Americans with Disabilities Act, if you need special assistance, disability-related modifications, or accommodations, including auxiliary aids or services, in order to participate in the public meetings of the District's Governing Board, please FAX the office of the District Superintendent at (760) 943-3501. Notification 72 hours prior to the meeting will enable the District to make reasonable arrangements to ensure accommodation and accessibility to this meeting. Upon request, the District shall also make available this agenda and all other public records associated with the meeting in appropriate alternative formats for persons with a disability.

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

AGENDA

THURSDAY, MARCH 20, 2008
6:30 PM

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

PRELIMINARY FUNCTIONS (Items 1 – 6)

1. Call to Order; Public Comments Regarding Closed Session Items6:00 PM

2. Closed Session **6:05 PM**

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 Section 54957.8.
Agency Negotiators: Superintendent and Associate Superintendents (3)
Employee Organizations: San Dieguito Faculty Association / Classified School Employees Association

C. Consideration and/or deliberation of student discipline matters.

3. Regular Meeting / Open Session**6:30 PM**

4. Pledge of Allegiance

5. Report Out of Closed Session

6. Approval of Minutes of the Regular Board Meeting of March 6, 2008, as shown in the attached supplement.

Motion by _____, second by _____, to approve the Minutes of March 6, 2008 as shown.

NON-ACTION ITEMS (Items 7 – 10)

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.

7. Board Reports

A. Recognition of Outgoing Superintendent Dr. Randy Ward, County Superintendent, SDUHSD Board of Trustees

B. Board Member Reports

8. Student Board Member Reports

9. Superintendent's Reports, Briefings and Legislative Updates Peggy Lynch

10. La Costa Canyon High School Update Craig Lewis, Principal

CONSENT AGENDA ITEMS..... (Items 11 – 15)

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

11. SUPERINTENDENT

- A. ACCEPTANCE OF GIFTS AND DONATIONS, AS SHOWN IN THE ATTACHED SUPPLEMENT.
- B. APPROVAL OF FIELD TRIP REQUESTS, AS SHOWN IN THE ATTACHED SUPPLEMENT.

12. HUMAN RESOURCES

A. APPROVAL OF PERSONNEL REPORTS

Approval of matters pertaining to employment of personnel, salaries, leaves of absence, resignations, changes in assignments, extra duty assignments, and consultant services:
Approval of Certificated and/or Classified Personnel Reports as shown in the attached supplement.

B. APPROVAL/RATIFICATION OF AGREEMENT

Approve/ratify entering into the following agreement and authorize Eric R. Dill or Stephen G. Ma to execute the agreement:

- 1. Axiom Advisors & Consultants, Inc. for Bargaining Hunter licensing and online subscriber services for salary research purposes, during the period March 21, 2008 through June 30, 2009, to be paid for by the San Diego County Office of Education.

13. EDUCATIONAL SERVICES

A. APPROVAL/RATIFICATION OF AGREEMENTS

No agreements submitted.

14. PUPIL SERVICES

A. APPROVAL/RATIFICATION OF NON-PUBLIC SCHOOL / 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 Eric R. Dill or Stephen G. Ma to execute all pertinent documents pertaining to this contract, contingent upon receipt of the signed documents and verification of insurance coverage:

- 1. Progressus Therapy, during the period March 1, 2008 through June 30, 2008.

B. APPROVAL/RATIFICATION OF AGREEMENTS

Approve/ratify entering into the following agreements and authorize Eric R. Dill, Stephen G. Ma, or Peggy Lynch to execute the agreements:

- 1. Dwayne Lizar to provide audiological and speech/language pathology services, during the period March 1, 2008 through June 30, 2008, at the rate of \$125.00 per hour, to be expended from the General Fund/Restricted 06-00.

15. BUSINESS

A. APPROVAL/RATIFICATION OF AGREEMENTS

Approve/ratify entering into the following agreements and authorize Eric R. Dill, Stephen G. Ma, or Peggy Lynch to execute the agreements:

1. Melchior Land Surveying, Inc. to provide land surveying services at Earl Warren Middle School, during the period March 3, 2008 through April 30, 2008, for an amount not to exceed \$4,200.00, to be expended from the General Fund 03-00.
2. Carmel Valley Recreation Center for lease of facilities for the San Dieguito Adult School Senior Fitness Classes, during the period April 16, 2008 through June 13, 2008, for an amount not to exceed \$765.00, to be expended from the Adult Education Fund 11-00.

B. APPROVAL/RATIFICATION OF AMENDMENT TO AGREEMENTS

No amendment to agreements submitted.

C. AWARD OF CONTRACTS

Award the following contracts and authorize Eric R. Dill or Stephen G. Ma to execute all pertinent documents:

1. Blair Rasmussen Construction for the Earl Warren Middle School Overhang Demolition project B2008-14, for an amount of \$56,670.00, to be expended from the Capital Facilities Fund 25-19.

D. APPROVAL OF CHANGE ORDERS

No change orders submitted.

E. ACCEPTANCE OF CONSTRUCTION PROJECTS

No construction projects submitted.

F. APPROVAL OF DEFERRED MAINTENANCE FIVE-YEAR PLAN

Approve the attached 2008-09 Deferred Maintenance Five-Year Plan, as shown in the attached supplement.

G. APPROVAL OF BUSINESS REPORTS

1. Purchase Orders
2. Instant Money
3. Membership Listing
4. Replacement Warrant

ROLL CALL VOTE FOR CONSENT AGENDA (Items 11 – 15)

<u>Board of Trustees:</u>	<u>Student Advisory Board Members:</u>
_____ Joyce Dalessandro	_____ Meredith Adams, La Costa Canyon
_____ Linda Friedman	_____ Chloe Dies-Groff, San Dieguito Academy
_____ Barbara Groth	_____ Kaylee Falvo, Sunset
_____ Beth Hergesheimer	_____ Ilana Newman, Torrey Pines
_____ Deanna Rich	_____ Kelly Kean, Canyon Crest Academy

DISCUSSION / ACTION ITEMS (Items 16 - 18)

16. APPROVAL OF PROPOSED BOARD POLICY REVISION, #4216.3-41.6, "CLASS DESCRIPTION FOR GROUNDS MAINTENANCE WORKER/APPLICATOR", AS SHOWN IN THE ATTACHED SUPPLEMENT.

Motion by _____, second by _____, to approve proposed Board Policy Revision #4216.3-41.6, Class Description, as presented.

17. APPROVAL OF PROPOSED BOARD POLICY REVISIONS, #3250/AR.1, "TRANSPORTATION FEES/HOME TO SCHOOL", AND #3251/6153/AR-2, "TRANSPORTATION SERVICE FEES", AS SHOWN IN THE ATTACHED SUPPLEMENT.

Motion by _____, second by _____, to approve proposed Board Policy Revisions, #3250/AR.1 and #3251/6153/AR-2, as presented.

18. PROPOSED BOARD POLICY REVISION, #6200.1/AR.1, "ALTERNATIVE CREDITS TOWARDS GRADUATION", AS SHOWN IN THE ATTACHED SUPPLEMENT.

Motion by _____, second by _____, to approve proposed Board Policy Revision, #6200.1/AR.1, as presented.

INFORMATION ITEMS (Items 19 - 30)

19. Business Services Update Steve Ma, Associate Superintendent

20. Proposed Board Policy Revisions, #1330/AR-1, "Community Relations, Public Use of District Facilities" and #1330/AR-2 & AR-3, "Community Relations, Use Fee Schedule".

21. Educational Services Update Rick Schmitt, Associate Superintendent

22. Human Resources Update Terry King, Associate Superintendent

23. New Board Policy Proposal, Class Description, #4216.3-09.3, "Director of Student Information Services", as shown in the attached supplement.

This item is being presented for first reading and will be resubmitted for Board approval on April 17, 2008.

24. New Board Policy Proposal Class Description, #4216.3-03.3, "Director of Planning and Financial Management", as shown in the attached supplement.

This item is being presented for first reading and will be resubmitted for Board approval on April 17, 2008.

25. Legislative Action Network Platform, 2008, as shown in the attached supplement.
This item is being submitted for first reading and will be resubmitted for Board approval on April 17, 2008.
26. Public Comments
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. (See Board Agenda Cover Sheet)
27. Future Agenda Items
28. Adjournment to Closed Session (if scheduled)

CLOSED SESSION (if required)

- 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 Section 54957.8.
Agency Negotiators: Superintendent and Associate Superintendents (3)
Employee Organizations: San Dieguito Faculty Association / California School Employees Association
 - C. Consideration and/or deliberation of student discipline matters.
29. Report from Closed Session (if required)
 30. Adjournment of Meeting

*The next regularly scheduled Board Meeting will be held on **April 17, 2008, at 6:30 PM** in the SDUHSD District Office Board Room 101. The District Office is located at 710 Encinitas Blvd., Encinitas, CA, 92024.*

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Sunset HS
Torrey Pines HS

SAN DIEGUITO UNION HIGH SCHOOL DISTRICT MINUTES OF THE BOARD OF TRUSTEES AT A REGULAR MEETING THURSDAY, MARCH 6, 2008

SDUHSD DISTRICT OFFICE

BOARD RM 101

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

1. Call to Order / Public Comments (Agenda Item 1)
There were no comments from the public presented.

2. **CLOSED SESSION** **(AGENDA ITEM 2)**
President Beth Hergesheimer called the meeting to order at 5:00 PM on Thursday, March 6, 2008, to receive public comments on the closed session agenda items. There were no public comments, and the Board convened to closed session in the small board room to discuss:
 - A. 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. Labor-related issues with Labor Negotiators, pursuant to Government Code Section 54957.8
Agency Negotiators: Superintendent and Associate Superintendents
Employee Organizations: San Dieguito Faculty Association / California School Employees Association
 - C. Conference with legal counsel to discuss current or potential litigation
 - D. Consideration and/or deliberation of student discipline matters

REGULAR MEETING / OPEN SESSION

Members in Attendance

All Board of Trustees members were in attendance.

Student Members present were Meredith Adams, La Costa Canyon; Ilana Newman, Torrey Pines High School; and Chloe Dies-Groff, San Dieguito Academy.

Administrators Present

Terry King, Associate Superintendent, Human Resources
Steve Ma, Associate Superintendent, Business
David Bevilaqua, Executive Director, Finance
Bruce Cochran, Executive Director, Pupil Services
Cara Schukoske, Coordinator, Special Education
Michael Taylor, Director, Finance
Russ Thornton, Executive Director, Operations
Becky Banning, Recording Secretary

3. Reconvene / Call to Order (AGENDA ITEM 3)

The regular meeting of the Board of Trustees was called to order at 6:46 PM by President Beth Hergesheimer.

4. Salute to Flag (Agenda Item 4)
Student Member Meredith Adams led the salute to the flag.

5. Report Out of Closed Session..... (Agenda Item 5)

The Board took action during closed session to approve the stipulated expulsion of student #598404. This action was moved by Ms. Groth, seconded by Ms. Rich, and the motion was unanimously carried.

The Board also took action to give the finance team direction to pursue two recommended options as stated in a report presented to the Board and Authority, to change broker / dealer relationships as necessary in the district's best interest, and enter into a new broker / dealer agreement, as well as other agreements to the extent necessary or desirable, in connection with the proposed remarketing. This action was moved by Ms. Friedman, seconded by Ms. Dalessandro, and the motion was unanimously carried.

6. Approval of Minutes (Agenda Item 6)

It was moved by Ms. Friedman, seconded by Ms. Rich, that the Minutes of all Board Meetings held in February, 2008, be approved as written. **Motion unanimously carried.**

NON-ACTION ITEMS (AGENDA ITEMS 7 - 10)

7. Student Board Member Reports (Agenda Item 7)

All students present reported on current events and pending activities at their respective schools.

8. Board Member Reports..... (Agenda Item 8)

Ms. Dalessandro and three other Board members visited Gresham Barlow School District in Gresham, Oregon, where incoming superintendent, Mr. Noah, currently serves as superintendent, and stated that the visit reaffirmed the Board's decision to select Mr. Noah; visited Pacific Beach Middle School, an International Baccalaureate School, with Ms. Friedman and Principal Anna Pedroza; attended a district Parent Rep/Site Council meeting; and the WASC site visits at Sunset High and Canyon Crest Academy.

Ms. Friedman attended an evening event in Rancho Santa Fe featuring a San Dieguito Academy speaker series; visited Pacific Beach Middle School; attended a meeting with Dr. Lynch and Mr. Ma with a representative from Senator Dianne Feinstein's office to discuss matters related to the San Dieguito Academy Performing Arts Center; and participated in the Canyon Crest Academy WASC site visit.

Ms. Groth visited La Costa Canyon High and Earl Warren Middle School; attended a district Parent Rep / Site Council meeting; an Encinitas City / School Liaison meeting; participated in the WASC site visit for Sunset High School; and spoke at a press conference held at San Diego Unified School District.

Ms. Hergesheimer participated in all WASC site visits; visited the Gresham Barlow School District in Oregon; and attended the Annual Laurels for Leaders event, where students in leadership roles are honored and recognized for their efforts and contributions.

Ms. Rich visited the Gresham Barlow School District in Oregon and stated that Mr. Noah's decision was quite newsworthy throughout the Portland area.

9. Superintendent's Reports, Briefings and Legislative Updates (Agenda Item 9)
Dr. Lynch was not present at this meeting; Associate Superintendent, Ms. Terry King gave a legislative update that included handouts of resolutions from Solana Beach and Encinitas School Districts in support of opposition to the Governor's proposed budget cuts for 2008/09.
10. Update, Pupil Services Bruce Cochrane, Executive Director
Mr. Cochrane began by thanking the board for their support of special education and then both he and Special Ed Coordinator, Cara Schukoske, presented an update. He and Ms. Schukoske addressed key points from a written report submitted earlier to the Board, and spoke about the department's theme to *do things right the first time*, which in the long run, saves money in compensatory ed, litigation, and improves the service to all students. Questions from the Board regarding autism and other disabilities were addressed. Mr. Cochrane also gave an update on the Coastal Learning Academy regarding enrollment numbers, student capacity and cost savings in comparison to non-public agency services. Board Vice-President Ms. Dalessandro commended Mr. Cochrane for the clarity of his written report and Mr. Cochrane stated that it was truly a collaborative effort by everyone in the department.

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

It was moved by Ms. Dalessandro, seconded by Ms. Friedman, that all consent agenda items listed below be approved as written. ***Motion unanimously carried.***

11. SUPERINTENDENT

- A. ACCEPTANCE OF GIFTS AND DONATIONS, AS SHOWN IN THE ATTACHED SUPPLEMENT.
- B. APPROVAL OF FIELD TRIP REQUESTS, AS SHOWN IN THE ATTACHED SUPPLEMENT.

12. HUMAN RESOURCES

- A. APPROVAL OF PERSONNEL REPORTS
Approval of matters pertaining to employment of personnel, salaries, leaves of absence, resignations, changes in assignments, extra duty assignments, and consultant services:
Approval of Certificated and/or Classified Personnel Reports as shown in the attached supplement.

13. EDUCATIONAL SERVICES

- A. APPROVAL/RATIFICATION OF AGREEMENTS
No agreements submitted.

14. PUPIL SERVICES

- A. APPROVAL/RATIFICATION OF NON-PUBLIC SCHOOL / 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 Eric R. Dill or Stephen G. Ma to execute all pertinent documents pertaining to this contract, contingent upon receipt of the signed documents and verification of insurance coverage:
 - 1. Autism Experts Empowering Families & Children Together (AEFCT), during the period January 15, 2008 through June 30, 2008.

B. APPROVAL/RATIFICATION OF PARENT SETTLEMENT AND RELEASE AGREEMENTS

Approve/ratify the following Parent Settlement and Release Agreements, to be funded by the General Fund 06-00/Special Education, and authorize the Executive Director of Pupil Services to execute the agreements:

1. OAH Case No. N2007168111, in the amount of \$8,460.79
2. OAH Case No. N2008020375, in the amount of \$34,000.00

15. BUSINESS

A. APPROVAL/RATIFICATION OF AGREEMENTS

Approve/ratify entering into the following agreements and authorize Eric R. Dill, Stephen G. Ma, or Peggy Lynch to execute the agreements:

1. Carmel Valley Recreation Center for lease of facilities for Carmel Valley Middle School Off - Campus PE classes, during the period March 25, 2008 through May 9, 2008, for an amount not to exceed \$497.25, to be expended from the General Fund 03-00.
2. Cathedral Catholic High School for lease of facilities for the Torrey Pines High School Swim Team, during the period February 25, 2008 through May 16, 2008, for an amount not to exceed \$5,040.00, to be paid for by the Torrey Pines High School Foundation.
3. Gen Tec Solutions, Inc. to provide HAZMAT removal and transportation services, beginning on February 8, 2008 through June 30, 2008, for an amount not to exceed \$5,000.00, to be expended from the General Fund 03-00.
4. Encinitas Union School District to provide 16" 8-cut pizzas on a trial basis, during the period February 25, 2008 through April 4, 2008, at the rate of \$6.25 per pizza, to be expended from the Cafeteria Fund 13-00.
5. Emmi Bissell to conduct dance workshops and create choreography for the La Costa Canyon High School Dance Club, during the period March 1, 2008 through May 31, 2008, for an amount not to exceed \$600.00, to be paid by ASB Funds.
6. Ericka Moore to conduct dance workshops and create choreography for the La Costa Canyon High School Dance Club, during the period March 1, 2008 through May 31, 2008, for an amount not to exceed \$700.00, to be paid by ASB Funds.
7. Digital Schools of California, LLC to provide services-based detailed application software for human resources, budgeting, and payroll management, during the period March 7, 2008 through June 30, 2008, with two one-year additional renewal periods, at the rate of \$2,877.00 per month, to be expended from the General Fund 03-00.
8. Sowards and Brown Engineering to prepare the map for annexation number 2 to Community Facilities District No. 94-2, during the period February 20, 2008 through March 31, 2008, for an amount not to exceed \$4,200.00, to be expended from Mello Roos Funds subject to reimbursement from the developer.
9. Campus Foods to provide 3.75 oz. O.C. Fruit Ice, during the period February 25, 2008 through June 12, 2008, at the rate of \$0.60 each, to be expended from the Cafeteria Fund 13-00.
10. Wilkinson Hadley & Co. LLP to provide annual audits covering the 2007-08 through 2009-10 school years, in an amount not to exceed \$42,900.00, to be expended from the General Fund 03-00, and additional audits as required to be billed at the hourly rates stated and charged to the appropriate account.

B. APPROVAL/RATIFICATION OF AMENDMENT TO AGREEMENTS

Approve/ratify amending the following agreement and authorize Eric R. Dill or Stephen G. Ma to execute the agreement:

1. Fredricks Electric, Inc., for district wide electrical services, increasing the prices 5% or less, as allowed in the contract, and extending the contract period from March 15, 2008 to March 14, 2009, to be expended from the fund to which the project is charged.

C. AWARD OF CONTRACTS

No award of contracts submitted.

D. APPROVAL OF CHANGE ORDERS

No change orders submitted.

E. ACCEPTANCE OF CONSTRUCTION PROJECTS

No construction projects submitted.

F. APPROVAL OF BUSINESS REPORTS

1. Purchase Orders
2. Instant Money
3. Membership Listing

DISCUSSION / ACTION ITEMS.....(AGENDA ITEMS 16 - 24)

16. APPROVAL AND CERTIFICATION OF THE 2007-08 2ND INTERIM GENERAL FUND BUDGET

It was moved by Ms. Dalessandro, seconded by Ms. Groth, to approve and certify the 2007-08 2nd Interim General Fund budget report, as shown in the attached supplements. ***Motion unanimously carried.***

17. CSBA DELEGATE ASSEMBLY ELECTION, 2008, AS SHOWN IN THE ATTACHED SUPPLEMENT.

It was moved by Ms. Friedman, seconded by Ms. Dalessandro, to vote for the nine candidates selected by the Board, to serve on the CSBA Delegate Assembly, 2008, as presented; ***Motion unanimously carried.***

18. ADOPTION OF RESOLUTION DECLARING MAY 18-24, 2008 AS CLASSIFIED SCHOOL EMPLOYEES' WEEK, AS SHOWN IN THE ATTACHED SUPPLEMENT.

It was moved by Ms. Friedman, seconded by Ms. Dalessandro, to adopt a resolution declaring May 18-24, 2008 as Classified School Employees' Week as presented; ***Motion unanimously carried.***

19. ADOPTION OF RESOLUTION IN OPPOSITION OF GOVERNOR'S PROPOSED 2008-09 BUDGET, AS SHOWN IN THE ATTACHED SUPPLEMENT.

It was moved by Ms. Dalessandro, seconded by Ms. Rich, to adopt Resolution in Opposition of Governor's proposed 2008-09 Budget, as presented. ***Motion unanimously carried.***

20. APPROVAL OF PROPOSED BOARD POLICY REVISIONS, #0420.4 & 0420.4 AR-1, CHARTER SCHOOLS
It was moved by Ms. Friedman, seconded by Ms. Rich, to approve the proposed revision to Board Policy #0420.4 & 0420.4 AR-1, Charter Schools, as presented.
Motion unanimously carried.
21. COMMUNITY FACILITIES DISTRICT 94-2 NO. 2 / ANNEXATION OF PROPERTY / PORTIONS OF LA COSTA OAKS / MORROW DEVELOPMENT – CARLSBAD
It was moved by Ms. Friedman, seconded by Ms. Dalessandro, to adopt the Resolution of Intention to Annex Territory to the San Dieguito Union High School District Community Facilities District No. 94-2, Authorizing the Levy of a Special Tax and Calling an Election.
Motion unanimously carried.
22. ADOPTION OF RESOLUTION / STATUTORY FEE INCREASE / WITH URGENCY
Public Hearing – President Hergesheimer opened and closed a Public Hearing;
It was then moved by Ms. Friedman, seconded by Ilana Newman, to adopt the resolution with urgency for the statutory fee increase, as presented; **Motion unanimously carried.**
23. APPROVAL OF EMPLOYMENT CONTRACT FOR INCOMING SUPERINTENDENT, KENNETH NOAH, EFFECTIVE JULY 1, 2008, AND ENDING JUNE 30, 2011.
It was moved by Ms. Rich, seconded by Ms. Dalessandro, to approve the Employment Contract for Incoming Superintendent, Kenneth Noah, as presented. **Motion unanimously carried.**
24. APPROVAL OF RECOMMENDATION TO APPOINT TERRY KING, ASSOCIATE SUPERINTENDENT OF HUMAN RESOURCES, AS ACTING SUPERINTENDENT, EFFECTIVE APRIL 5, 2008, AND ENDING JUNE 30, 2008.
It was moved by Ms. Friedman, seconded by Ms. Dalessandro, to appoint Terry King as Acting Superintendent, as presented. **Motion unanimously carried.**

INFORMATION ITEMS.....(AGENDA ITEMS 25 - 37)

25. Reorganization of Business and Educational Services Terry King
Ms. King informed the Board about some organizational changes within the two departments, explaining that the recommended changes are intended to balance out departments with vacancies that will no longer be filled.
26. Proposed Board Policy Revision, #4216.3-41.6, "Class Description for Grounds Maintenance Worker/Applicator".
This item was presented for first read only, and will be resubmitted for Board approval on March 20, 2008.
27. Business Services UpdateSteve Ma, Associate Superintendent
Mr. Ma addressed the governor's budget proposals and deficit standings, and stated that more updates would follow.
28. Proposed Board Policy Revisions, #3250/AR.1, "Transportation Fees/Home To School, and #3251/6153/AR-2, "Transportation Service Fees".
This item was presented for first read only, and will be resubmitted for Board approval on March 20, 2008.
29. Educational Services Update(No report given)

- 30. Proposed Board Policy Revisions, #6200.1/AR.1, "Alternative Credits Towards Graduation".
This item was presented for first read only and will be resubmitted for Board approval on March 20, 2008.
- 31. Review of Uniform Complaint Quarterly Report Terry King, Associate Superintendent
- 32. Human Resources Update Terry King, Associate Superintendent
No further information was presented.
- 33. Public Comments (Agenda Item 23)
There were no public comments presented at this meeting.
- 34. Future Agenda Items (Agenda Item 24)
There were no future agenda items discussed.
- 35. Adjournment to Closed Session (Agenda Item 25)
The Board adjourned to Closed Session immediately following the Open Session.
- 36. Report out of Closed Session (Agenda Item 26)
There was nothing further to report out of Closed Session.
- 37. Adjournment of Meeting (Agenda Item 27)
There being no further business, the meeting was adjourned at 7:46 PM.

Linda Friedman, Clerk

____/____/____
Date

Peggy Lynch, Ed.D., Superintendent

____/____/____
Date

San Dieguito Union High School District

INFORMATION REGARDING BOARD AGENDA ITEM

TO: BOARD OF TRUSTEES

DATE OF REPORT: March 12, 2008

BOARD MEETING DATE: March 20, 2008

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

SUBJECT: ACCEPTANCE OF GIFTS AND DONATIONS

.....

EXECUTIVE SUMMARY

The district administration is requesting acceptance of gifts and donations to the district as shown on the following report.

RECOMMENDATION:

The administration recommends that the Board accept the gifts and donations to the district as shown on the following report.

FUNDING SOURCE:

Not applicable

PL/bb

San Dieguito Union High School District

INFORMATION REGARDING BOARD AGENDA ITEM

TO: BOARD OF TRUSTEES

DATE OF REPORT: March 12, 2008

BOARD MEETING DATE: March 20, 2008

**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 and/or overnight field trips, as shown on the following report.

RECOMMENDATION:

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

FUNDING SOURCE:

As listed on attached report.

PL/bb

ITEM 11B

FIELD TRIP REPORT
SDUHSD BOARD MEETING
March 20, 2008

Date(s) of Field Trip	Site	Sponsor, Last Name	First Name	Team / Club	Total # Students	Total # Chaperones	Purpose / Conference Name	City	State	Loss of Class Time	* \$ Cost
03/08/08 - 03/09/08	TPHS	Payne	Marinee	Drama/Theater	25	2	Competition/Acting & Design & Tech Olympics	Fullerton	CA	1 day	N/A
04/03/08 - 04/06/08	TPHS	Thorne	Brent	Track	8	3	Compete in the Stanford track meet/ college visits	Palo Alto	CA	2 days	N/A

* Dollar amounts are listed only when district/site funds are being spent. Other activities are paid for by student fees or ASB funds.

San Dieguito Union High School District

INFORMATION REGARDING BOARD AGENDA ITEM

TO: BOARD OF TRUSTEES

DATE OF REPORT: March 6, 2008

BOARD MEETING DATE: March 20, 2008

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
Reassignments
Non-Reelection of Temporary Employees
Leave of Absence
Resignations

Classified

Employment
Change in Assignment
Resignation

RECOMMENDATION:

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

FUNDING SOURCE:

General Fund

ITEM 12A, CERTIFICATED

PERSONNEL LIST

CERTIFICATED PERSONNEL

Employment

1. **Stephanie Logan**, 100% Temporary Speech/Language Pathologist for the remainder of the 2007-08 school year, effective 3/10/08 through 6/12/08.

Resignation

1. **Ashley Adams**, Teacher currently on approved Unpaid Leave of Absence for the 2007-08 school year, resignation from employment effective 6/12/08.
2. **Grace Hanggi-Noe**, Teacher, resignation for retirement purposes, effective 6/30/08.

dr
3/20/08
certbdagenda

PERSONNEL LIST

CLASSIFIED PERSONNEL

Employment

1. **Bassinger, Tiffany**, At Will Employee, effective 2/25/08 – 4/30/08
2. **Garrie, Kevin**, Student Worker – Nutrition Services, effective 2/1/08 – 6/12/08
3. **Harrow, Michael**, Student Worker – Nutrition Services, effective 2/13/08 – 6/12/08
4. **Llewellyn, Rebecca**, At Will Employee, effective 2/25/08 – 4/30/08

Change in Assignment

1. **Gomez, Mario**, from 48.75% Campus Supervisor Middle School to 100% Campus Supervisor High School, effective 3/3/08 – 3/21/08

Resignation

1. **Rey, Ronald**, Instructional Assistant SpEd Non Severe, effective 3/21/08

mh
3/20/08
classbdagenda

San Dieguito Union High School District

INFORMATION REGARDING BOARD AGENDA ITEM

TO: BOARD OF TRUSTEES

DATE OF REPORT: March 13, 2008

BOARD MEETING DATE: March 20, 2008

PREPARED BY: Eric R. Dill, Executive Director, Business Services
Steve Ma, 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 totaling \$0.00, or as noted on the attachment.

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

ITEM 12B

HUMAN RESOURCES - PROFESSIONAL SERVICES REPORT

Date: 03-20-08

<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>
03/21/08 – 06/30/09	Axiom Advisors & Consultants, Inc.	Provide Bargaining Hunter licensing and online subscriber services for salary research purposes	San Diego County Office of Education	N/A

San Dieguito Union High School District

INFORMATION REGARDING BOARD AGENDA ITEM

TO: BOARD OF TRUSTEES

DATE OF REPORT: March 14, 3008

BOARD MEETING DATE: March 20, 2008

PREPARED BY: Bruce Cochrane, Executive Director
Pupil Services

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 2007-08 school year as listed on the attached report.

RECOMMENDATION

The district administration recommends that the Board approve the attached list of agreements for nonpublic school/nonpublic agency services and authorize Eric Dill to sign the agreements and forward the appropriate documents to the County Superintendent to reflect the placement of students in nonpublic school/nonpublic agencies.

FUNDING SOURCE

General Fund 06-00/Special Education Budget – Estimated \$38,640.00

PL/ddb
Attachment

SAN DIEGUITO UNION HIGH SCHOOL DISTRICT

ITEM 14A

NONPUBLIC SCHOOLS/AGENCIES 2007-2008

Date: March 20, 2008

Contract Effective Dates	NonPublic School NonPublic Agency (NPS/NPA)	Description of Services	Number of Students (Estimate)	Tuition and/or Fee
3-1-08 To 6-30-08	Progressus Therapy	Speech/Language Developmental Services Remediation & Transition Services	33	\$70.00/hr. Estimate - \$38,640.00

San Dieguito Union High School District

INFORMATION REGARDING BOARD AGENDA ITEM

TO: BOARD OF TRUSTEES

DATE OF REPORT: March 7, 2008

BOARD MEETING DATE: March 20, 2008

PREPARED BY: Bruce Cochrane, Executive Director
Pupil Services

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

SUBJECT: Approval/Ratification of Independent
Contractor Agreements

EXECUTIVE SUMMARY

The attached Independent Contractor Agreements Report summarizes one contract that provides services for the Special Education Program and Special Education Students for the 2007-2008 school year.

RECOMMENDATION

Approve/ratify entering into an Independent Contractor Agreement as shown on the attached report and authorize Eric Dill to execute all pertinent documents pertaining to this agreement, contingent upon receipt of the signed documents and verification of insurance coverage.

FUNDING SOURCE

General Fund 06-00/Special Education Budget – Estimated \$2,000.00

PL/ddb
Attachment

SAN DIEGUITO UNION HIGH SCHOOL DISTRICT

ITEM 14B

INDEPENDENT CONTRACTOR AGREEMENTS 2007-2008

Date: March 20, 2008

Contract Effective Dates	Independent Contractor	Description of Services	Number of Students (Estimate)	Fee
3-1-08 To 6-30-08	Dwayne Lizar	Audiological & Speech/Language Pathology Services	2	\$125.00 Estimate \$2,000.00

San Dieguito Union High School District

INFORMATION REGARDING BOARD AGENDA ITEM

TO: BOARD OF TRUSTEES

DATE OF REPORT: March 13, 2008

BOARD MEETING DATE: March 20, 2008

PREPARED BY: Eric R. Dill, Executive Director, Business Services
Steve Ma, 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 two contracts totaling \$4,965.00, 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.

ITEM 15A

SAN DIEGUITO UNION HIGH SCHOOL DISTRICT

BUSINESS - PROFESSIONAL SERVICES REPORT

Date: 03-20-08

<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>
03/03/08 – 04/30/08	Melchior Land Surveying, Inc.	Provide land surveying services at Earl Warren Middle School	General Fund 03-00	\$4,200.00
04/16/08 – 06/13/08	Carmel Valley Recreation Center	Lease of facilities for the San Dieguito Adult School Senior Fitness Classes	Adult Education 11-00	\$765.00

San Dieguito Union High School District

INFORMATION REGARDING BOARD AGENDA ITEM

TO: BOARD OF TRUSTEES

DATE OF REPORT: March 11, 2008

BOARD MEETING DATE: March 20, 2008

PREPARED BY: Eric R. Dill, Executive Director, Business Services
Steve Ma, Associate Supt./Business

SUBMITTED BY: Peggy Lynch, Ed.D.
Superintendent

SUBJECT: AWARD OF CONTRACT

EXECUTIVE SUMMARY

On March 11, 2008, bids were opened for the Earl Warren Middle School Overhang Demolition project B2008-14. The bid submittals were reviewed by District staff for compliance and determination of the lowest responsive and responsible bidder. A summary of bid submittals is attached.

RECOMMENDATION:

Award a contract for the Earl Warren Middle School Overhang Demolition project B2008-14 to Blair Rasmussen Construction, for an amount of \$56,670.00, and authorize Eric R. Dill or Stephen G. Ma to execute all pertinent documents.

FUNDING SOURCE:

Capital Facilities 25-19

ITEM 15C

Project: Earl Warren Middle School Overhang Demolition B2008-14

BIDDER	BID AMOUNT	BID BOND	DESIGNATION OF SUBS	NON- COLLUSION
Royalty Construction	\$74,000.00	x	x	x
DPC Contracting	\$65,200.00	x	x	x
Blair Rasmussen Construction	\$56,670.00	x	x	x

San Dieguito Union High School District

INFORMATION FOR BOARD OF TRUSTEES

TO: BOARD OF TRUSTEES

DATE OF REPORT: March 6, 2008

BOARD MEETING DATE: March 20, 2008

PREPARED BY: Russell Thornton, Exec. Director/Operations
and Stephen Ma, Associate Superintendent,
Business

SUBMITTED BY: Peggy Lynch, Ed.D.
Superintendent

SUBJECT: APPROVAL OF 2008-2009 DEFERRED
MAINTENANCE FIVE-YEAR PLAN

EXECUTIVE SUMMARY:

In order to qualify for funding under the State School Deferred Maintenance Program, the District is required to submit a deferred maintenance five-year plan. This plan has been prepared by Russell Thornton, Executive Director of Operations, and will be submitted to the State of California with the request to apportion funds for the 2008-2009 fiscal year in the amount of \$970,000.00.

RECOMMENDATION:

It is recommended that the Board approve the attached 2008-2009 Deferred Maintenance Five-Year Plan.

FUNDING SOURCE:

Deferred Maintenance Fund 14-00

RLT/cd
Attachments

STATE OF CALIFORNIA
FIVE YEAR PLAN
DEFERRED MAINTENANCE PROGRAM
SAB 40-20 (REV 01/05)

ITEM 15F
STATE ALLOCATION BOARD
OFFICE OF PUBLIC SCHOOL CONSTRUCTION

GENERAL INFORMATION

This Form is a summary of proposed deferred maintenance projects the applicant district plans on completing annually over the next five fiscal years using the Basic Grant, pursuant to Education Code Section 17591. The fiscal year the plan commences is determined by the fiscal year in which it was filed. New and revised plans are accepted on a continuous basis for the current fiscal year up to the last working day in June. Revisions are not accepted for prior fiscal years.

SPECIFIC INSTRUCTIONS

Part I - Authorized District Representative

Complete to designate or change the authorized district representative. Enter the name of the district employee that can act on behalf of the District. A consultant who is on contract with the district to communicate with the OPSC on behalf of the district's board may be listed.

Part II - Estimated Fiscal Year Data

ITEM	DESCRIPTION	INSTRUCTIONS
1	Number of Projects	List the number of eligible projects in each of the project categories shown (refer to Regulation Section 1866.4.1).
2-6	Current and subsequent fiscal years	Enter the total estimated costs in each project category for each fiscal year identified for the projects reported in column 1.
7	Total Estimated Cost	For each project category enter the totals of columns 2-6.
8	Grand Total	Total all columns.
9	Remarks	Include any additional information for each category. If the district is applying for extreme hardship grants for any of the projects listed on the plan, identify those projects in this space. If additional space is needed, you may attach a separate sheet with your remarks to this form.
10	School Information	List the facilities where deferred maintenance projects are planned as reported in column 1 on this Five Year Plan (refer to Regulation Section 1866.4.1). If additional space is needed, you may attach a separate sheet.
11	Certification	Review and complete (refer to Regulation Section 1866.4 and EC Section 17584.1).

When completed mail this form to:

Office of Public School Construction
Attn: Deferred Maintenance Program
1130 K Street, Suite 400
Sacramento, CA 95814

NOTE: Any Five Year Plan, SAB 40-20, not conforming to State Allocation Board (SAB) guidelines will be returned to the district. If you need assistance in completing this form, please contact the Office of Public School Construction, at 916.445.3160.

STATE OF CALIFORNIA
FIVE YEAR PLAN
DEFERRED MAINTENANCE PROGRAM
SAB 40-20 (REV 01/05)

ITEM 15F
STATE ALLOCATION BOARD
OFFICE OF PUBLIC SCHOOL CONSTRUCTION

SCHOOL DISTRICT	San Dieguito Union High School District	FIVE DIGIT DISTRICT CODE NUMBER	40/ 68346-00-00
COUNTY	San Diego	CURRENT FISCAL YEAR	2007 / 2008

The district:

- has not previously submitted a Five Year Plan.
 is submitting this updated/revised Five Year Plan which supersedes the plan currently on file with SAB.

Part I - Authorized District Representative

The following individual has been designated as a district representative by the school board minutes:

DISTRICT REPRESENTATIVE	Russell Thornton	TITLE	Exec. Director Of Operations
BUSINESS ADDRESS	710 Encinitas Blvd, Encinitas, Ca. 92024	TELEPHONE NUMBER	760-753-0179
E-MAIL ADDRESS	russ.thornton@sduhsd.net	FAX NUMBER	760-753-0425

Part II - Estimated Fiscal Year Data

PROJECT CATEGORY	1. NUMBER OF PROJECTS	2. CURRENT FISCAL YEAR	3. SECOND FISCAL YEAR	4. THIRD FISCAL YEAR	5. FOURTH FISCAL YEAR	6. FIFTH FISCAL YEAR	7. TOTAL ESTIMATE COST
Classroom Lighting	2		55,000	25,000			80,000
Electrical	1		60,000				60,000
Floor Covering	5	32,516	55,000	98,000	30,000	20,000	235,516
HVAC	3	450,000	400,000	550,000	500,000	200,000	2,100,000
Painting	6	86,312	95,000	50,000	20,000		251,312
Plumbing	1	14,400	20,000	15,000			49,400
Roofing	4	349,451	260,000	270,000	70,000		949,451
Wall Systems	3	93,700	25,000	105,000	10,000		233,700
8. Grand Total	25	1,026,379	970,000	1,113,000	630,000	220,000	3,959,379

9. Remarks

ITEM 15F

STATE ALLOCATION BOARD
OFFICE OF PUBLIC SCHOOL CONSTRUCTION

STATE OF CALIFORNIA
FIVE YEAR PLAN
DEFERRED MAINTENANCE PROGRAM
SAB 40-20 (REV 01/05)

10. List the school names where deferred maintenance projects are planned in this Five Year Plan:

- Diegueno Middle
- Earl Warren Middle
- La Costa Canyon High
- Oak Crest Middle
- San Dieguito Academy
- Torrey Pines High

11. Certifications:

I certify as District Representative that:

- * this work does not include ineligible items and that all work will be completed in accordance with program requirements, applicable laws and regulations. The district shall maintain proper documentation in the event of an audit; and,
- * the district understands that should an audit reveal that these funds were expended for other than eligible deferred maintenance costs, the SAB will require the district to return all inappropriately expended funds; and,
- * the plans and proposals for expenditures of funds as outlined in this report were discussed in a public hearing at a regularly scheduled school board meeting on March 20, 2008; and the district has complied with all the other requirements of Education Code Section 17584.1; and,
- * Beginning with the 2005/2006 fiscal year, the district has complied with Education Code Section 17070.75 (e) by establishing a facilities inspection system to ensure that each of its schools is maintained in good repair; and,
- * This Form is an exact duplicate (verbatim) of the form provided by the OPSC. In the event a conflict should exist, then the language in the OPSC form will prevail.
- * I certify under penalty of perjury under the laws of the State of California that the statements in this application and supporting documents are true and correct.

SIGNATURE OF DISTRICT REPRESENTATIVE	DATE
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San Dieguito Union High School District

INFORMATION REGARDING BOARD AGENDA ITEM

TO: BOARD OF TRUSTEES

DATE OF REPORT: March 11, 2008

BOARD MEETING DATE: March 20, 2008

PREPARED BY: Stephen G. Ma
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) Membership Listing
- d) Replacement Warrant

RECOMMENDATION:

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

FUNDING SOURCE:

Not applicable

js
Attachments

SAN DIEGUITO UNION HIGH
FROM 02/26/08 THRU 03/10/08

ITEM 15G¹

PO NBR	DATE	FUND	VENDOR	LOC	DESCRIPTION	AMOUNT
283109	02/26/08	06	CYNAR, FRANK AND/OR	030	MEDIATION SETTLEMENT	\$34,000.00
283110	02/27/08	03	COMPUSOURCE/ADB ENTE	010	MATERIALS AND SUPPLI	\$26.88
283111	02/27/08	03	FISHER SCIENTIFIC EM	013	MATERIALS AND SUPPLI	\$402.50
283112	02/27/08	03	OFFICE DEPOT	028	NON CAPITALIZED EQUI	\$596.05
283113	02/27/08	03	DEMCO INC	010	MATERIALS AND SUPPLI	\$270.40
283114	02/27/08	03	TROXELL COMMUNICATIO	010	NON CAPITALIZED EQUI	\$3,377.14
283115	02/27/08	06	FOLGER SHAKESPEARE L	012	MATERIALS AND SUPPLI	\$1,404.17
283116	02/27/08	06	STAGE RESEARCH, IN	013	MATERIALS AND SUPPLI	\$411.30
283117	02/27/08	06	EDUCATIONAL RESOURCE	013	LIC/SOFTWARE	\$150.80
283118	02/27/08	06	SEAN JAMES ENTERPRIS	013	MATERIALS AND SUPPLI	\$458.78
283119	02/27/08	06	OFFICE DEPOT	024	MATERIALS AND SUPPLI	\$161.63
283120	02/27/08	06	HOME DEPOT	013	MATERIALS AND SUPPLI	\$1,712.33
283121	02/27/08	03	ONE STOP TONER AND I	010	MATERIALS AND SUPPLI	\$56.01
283122	02/27/08	03	MATCH POINT TENNIS C	025	OTHER SERV. & OPER.EX	\$8,175.00
283123	02/27/08	11	AARDVARK	009	MATERIALS AND SUPPLI	\$127.09
283125	02/28/08	03	SOUTHLAND TECHNOLOGY	008	MATERIALS AND SUPPLI	\$255.91
283126	02/28/08	03	AMAZON.COM	010	MATERIALS AND SUPPLI	\$132.51
283127	02/28/08	03	ONE STOP TONER AND I	010	MATERIALS AND SUPPLI	\$186.41
283128	02/28/08	03	SAN DIEGUITO UHSD CA	012	MATERIALS AND SUPPLI	\$177.79
283129	02/28/08	03	LIBRARY VIDEO COMPAN	012	MATERIALS AND SUPPLI	\$1,542.88
283130	02/28/08	03	CORPORATE EXPRESS	010	MATERIALS AND SUPPLI	\$102.92
283131	02/28/08	06	HIGHSMITH CO INC	013	MATERIALS AND SUPPLI	\$5,362.39
283135	02/28/08	03	BARNES&NOBLE.COM	010	MATERIALS AND SUPPLI	\$250.00
283137	02/28/08	03	SIEMENS BLDG TECHNOL	025	REPAIRS BY VENDORS	\$418.50
283138	02/28/08	03	SIMPLEX-GRINNELL LP	025	REPAIRS BY VENDORS	\$571.00
283139	02/28/08	03	CHINESE CLAY ART COM	010	MATERIALS AND SUPPLI	\$869.00
283140	02/28/08	03	A AND M BIO FILTER,	025	BLDG.-REPAIR MATERIA	\$148.91
283141	02/29/08	03	EDUCATIONAL TESTING	024	MATERIALS AND SUPPLI	\$300.00
283142	02/29/08	03	DELTA BIOLOGICALS	010	MATERIALS AND SUPPLI	\$822.35
283143	02/29/08	06	POWER SYSTEMS INC	013	NON CAPITALIZED EQUI	\$1,716.20
283144	02/29/08	06	STAPLES STORES	024	MATERIALS AND SUPPLI	\$107.75
283145	02/29/08	03	COLLEGE-BOUND SENIOR	013	MATERIALS AND SUPPLI	\$180.00
283146	02/29/08	03	ENCINITAS CHAMBER OF	013	DUES AND MEMBERSHIPS	\$150.00
283147	02/29/08	03	WEISS, STEVE MUSIC	010	MATERIALS AND SUPPLI	\$1,419.23
283148	02/29/08	03	ARCOA INDUSTRIES	025	MATERIALS AND SUPPLI	\$402.90
283149	02/29/08	03	ONE STOP TONER AND I	010	MATERIALS AND SUPPLI	\$141.41
283150	02/29/08	03	CORPORATE EXPRESS	013	MATERIALS AND SUPPLI	\$19.16
283151	02/29/08	03	JACKNOB CORPORATION	025	BLDG.-REPAIR MATERIA	\$197.14
283152	02/29/08	03	SUPER DUPER, INC	010	MATERIALS AND SUPPLI	\$418.77
283153	02/29/08	03	AMAZON.COM	010	MATERIALS AND SUPPLI	\$94.22
283154	03/03/08	03	NATL STAFF DEVELOPME	012	DUES AND MEMBERSHIPS	\$199.00
283155	03/04/08	03	ONE STOP TONER AND I	004	MATERIALS AND SUPPLI	\$354.50
283157	03/04/08	06	SEWING MACHINES PLUS	004	MATERIALS AND SUPPLI	\$268.30
283158	03/04/08	06	CLIAWAIVED.COM	013	MATERIALS AND SUPPLI	\$1,148.06
283159	03/04/08	03	DISCOUNT SCHOOL SUPP	009	MATERIALS AND SUPPLI	\$88.35
283160	03/04/08	03	SEHI-PROCOMP COMPUTE	035	MAT/SUP/EQUIP TECHNO	\$408.41
283161	03/04/08	03	AGRICULTURAL SUPPLY	025	MATERIALS AND SUPPLI	\$688.74
283162	03/04/08	03	ONE STOP TONER AND I	025	OFFICE SUPPLIES	\$205.23
283163	03/04/08	03	ROMAN'S TRUCK BODY &	025	REPAIRS BY VENDORS	\$5,610.38
283164	03/04/08	03	SIMPLOT PARTNERS	025	GROUNDS-REPAIR MATER	\$339.41
283165	03/04/08	03	COUNTY BURNER & MACH	025	REPAIRS BY VENDORS	\$995.00
283166	03/04/08	03	OFFICE DEPOT	026	MATERIALS AND SUPPLI	\$56.86
283167	03/04/08	03	ACADEMIC SUPPLIER	023	MATERIALS AND SUPPLI	\$82.43
283168	03/04/08	06	GALE - A CENGAGE LEA	014	LIC/SOFTWARE	\$5,900.00
283169	03/05/08	06	FOLLETT EDUCATIONAL	005	MATERIALS AND SUPPLI	\$583.84

SAN DIEGUITO UNION HIGH
FROM 02/26/08 THRU 03/10/08

ITEM 15G²

PO NBR	DATE	FUND	VENDOR	LOC	DESCRIPTION	AMOUNT
283170	03/05/08	03	NEXUS INTEGRATION SE	025	REPAIRS BY VENDORS	\$458.00
283171	03/05/08	06	BIRCH AQUARIUM / SCR	033	FEES - ADMISSIONS, T	\$82.50
283172	03/05/08	03	QUALITY FLOORS BY GE	025	BLDG.-REPAIR MATERIA	\$300.00
283173	03/05/08	06	GRAYBAR ELECTRIC CO	033	MATERIALS AND SUPPLI	\$291.67
283174	02/27/08	03	CORPORATE EXPRESS	028	NON CAPITALIZED EQUI	\$604.44
283175	03/05/08	03	BARNES & NOBLE BOOKS	010	MATERIALS AND SUPPLI	\$172.18
283176	03/05/08	67-30	QUEBEDEAUX, AMBROSE	037	OTHER INSURANCE	\$490.00
283178	03/05/08	06	HOIST FITNESS SYSTEM	013	NON CAPITALIZED EQUI	\$3,264.55
283179	03/06/08	03	CORPORATE EXPRESS	010	MATERIALS AND SUPPLI	\$176.84
283180	03/06/08	25-19	DECISIONINSITE, LLC	036	PROF/CONSULT./OPER E	\$11,622.50
283181	03/06/08	06	FREEMOTION FITNESS,	013	NON CAPITALIZED EQUI	\$4,748.03
283183	03/06/08	03	SEHI-PROCOMP COMPUTE	008	MAT/SUP/EQUIP TECHNO	\$2,099.21
283184	03/06/08	06	SAN DIEGO STAGE/LIGH	013	NON CAPITALIZED EQUI	\$8,926.31
283185	03/06/08	03	COMPETITIVE EDGE	035	SOFTWARE/DP SUPPLIES	\$1,288.69
283186	03/06/08	03	CART MART INC	005	REPAIRS BY VENDORS	\$100.00
283187	03/06/08	06	SAN DIEGO CO AIR POL	028	FEES - ADMISSIONS, T	\$152.00
283188	03/06/08	03	CORPORATE EXPRESS	008	DUPLICATING SUPPLIES	\$1,068.88
283189	03/06/08	03	CORPORATE EXPRESS	010	DUPLICATING SUPPLIES	\$2,137.76
283190	03/06/08	03	CORPORATE EXPRESS	014	DUPLICATING SUPPLIES	\$1,068.88
283191	03/06/08	25-19	NORTH COUNTY TIMES	036	ADVERTISING	\$89.56
283192	03/06/08	03	SCHOOL SERVICES OF C	022	LIC/SOFTWARE	\$210.11
283193	03/06/08	03	DELL COMPUTER CORPOR	008	MAT/SUP/EQUIP TECHNO	\$12,207.60
283195	03/06/08	03	ROYAL BUSINESS GROUP	003	PRINTING	\$28.02
283196	03/06/08	03	DISCOUNT TWO-WAY RAD	014	MATERIALS AND SUPPLI	\$239.12
283197	03/06/08	06	GAGGLE.NET INC	030	LIC/SOFTWARE	\$42.50
283198	03/06/08	06	UNIFORMS ELITE	012	MATERIALS AND SUPPLI	\$538.23
283199	03/06/08	03	CORPORATE EXPRESS	014	MATERIALS AND SUPPLI	\$138.06
283200	03/06/08	03	ACADEMIC SUPPLIER	014	MATERIALS AND SUPPLI	\$73.83
283201	03/06/08	03	ERGOMART	014	MATERIALS AND SUPPLI	\$226.28
283202	03/07/08	06	BLICK, DICK (DICK BL	013	MATERIALS AND SUPPLI	\$1,853.28
283203	03/07/08	03	NATL GEOGRAPHIC SCHO	010	MATERIALS AND SUPPLI	\$31.88
283204	03/07/08	03	CAMBRIDGE EDUCATIONA	010	MATERIALS AND SUPPLI	\$213.79
283205	03/07/08	03	LIBRARY VIDEO COMPAN	010	MATERIALS AND SUPPLI	\$162.07
283207	03/07/08	03	RAY, ERNIE	010	PROF/CONSULT./OPER E	\$300.00
283208	03/07/08	03/06	APPLE COMPUTER INC	005	SOFTWARE/DP SUPPLIES	\$2,510.43
283209	03/07/08	03	DELL COMPUTER CORPOR	005	MAT/SUP/EQUIP TECHNO	\$1,450.20
283210	03/07/08	03	XEROX CORPORATION	005	DUPLICATING SUPPLIES	\$946.05
283211	03/07/08	03	WARD'S NATURAL SCIEN	005	MATERIALS AND SUPPLI	\$415.29
283212	03/07/08	03	DEMCO INC	005	MATERIALS AND SUPPLI	\$576.67
283213	03/07/08	03	CHELSEA HOUSE PUBLIS	005	BOOKS OTHER THAN TEX	\$819.00
283214	03/07/08	03	A D P INC	021	OTHER BENEFITS, CERT	\$500.00
283215	03/07/08	03	CATHEDRAL CATHOLIC H	005	RENTS & LEASES	\$5,040.00
283216	03/10/08	03	CARMEL VALLEY POOL/R	012	RENTS & LEASES	\$497.25
283217	03/10/08	06	A E F C T - AUTISM E	030	OTHER CONTR-N.P.A.	\$1,200.00
283218	03/10/08	06	SAN DIEGO CTR FOR VI	030	OTHER CONTR-N.P.A.	\$4,000.00
680069	02/26/08	03	ELGIN SCHOOL SUPPLY	001	STORES	\$379.02
680070	02/27/08	03	CORPORATE EXPRESS	001	STORES	\$1,055.97
680071	02/27/08	03	OFFICE DEPOT	001	STORES	\$326.91
680072	02/28/08	03	ONE STOP TONER AND I	001	STORES	\$918.54
680073	02/29/08	03	PIONEER STATIONERS I	001	STORES	\$106.62
680074	03/06/08	03	CORPORATE EXPRESS	001	STORES	\$759.42
780105	03/06/08	06	WESTAIR GASES & EQUI	028	OTHER TRANSPORT.SUPP	\$92.67
780112	03/06/08	03	ONE STOP TONER AND I	035	REPAIRS BY VENDORS	\$432.37
780115	03/06/08	03	DAY WIRELESS SYSTEMS	012	MATERIALS AND SUPPLI	\$108.25
780116	03/06/08	03	ONE STOP TONER AND I	035	REPAIRS BY VENDORS	\$165.15

SAN DIEGUITO UNION HIGH
FROM 02/26/08 THRU 03/10/08

ITEM 15G³

PO NBR	DATE	FUND	VENDOR	LOC	DESCRIPTION	AMOUNT
980060	03/04/08	25-18	FREDRICKS ELECTRIC I	025	IMPROVEMENT	\$7,182.00
980064	03/06/08	25-18	DECISIONINSITE, LLC	036	PROF/CONSULT./OPER E	\$11,622.50
REPORT TOTAL						\$180,757.02

ITEM 15G

Instant Money Report
For the Period of February 26, 2008 through March 10, 2008

No transactions to report.

Individual Membership Listings
For the Period of February 26, 2008 through March 10, 2008

<u>Staff Member Name</u>	<u>Organization Name</u>	<u>Amount</u>
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None to report.

San Diego County Office of Education

PETITION FOR ISSUANCE OF NEW WARRANT IN LIEU OF VOID WARRANT
(Government Code Section 29802, Warrants
Becoming Void After September 20, 1963)

1. TO THE BOARD OF EDUCATION OF THE San Dieguito Union High School District: I, the undersigned, declare that I am the payee of original warrant number 10-030433 dated 3/30/2006, in the amount of One Thousand Seventy-Eight And 74/100 dollars (\$1,078.74) attached hereto and presented to your Board pursuant to Section 29802 of the Government Code. I hereby request that you adopt an order instructing the County Auditor to draw a new warrant in favor of me for the same amount as the original warrant.

Executed at Encinitas on 3/5/ 2008.

I certify under penalty of perjury that the foregoing is true and correct.

MARISELA O DUTRA
Name of Payee

Marisela Dutra
Signature of Payee

7833 Quebrada Cir. Carlsbad CA 92009
Address of Payee

2. ORDER OF THE BOARD OF San Dieguito Union High TO DRAW WARRANT:

It is ORDERED by the Board of Education of the San Dieguito Union High School District that the County Auditor of the County of San Diego draw a new warrant in favor of the same payee and in the same amount of the above described warrant.

Clerk of the Board

Date _____ 20 ____ By _____ Deputy

3. DISTRICT'S REISSUE OF PAYROLL WARRANT:

On _____ 20 ____, the district issued commercial warrant number _____ to **MARISELA O DUTRA**, payee, for One Thousand Seventy-Eight And 74/100 dollars to replace void warrant number 10-030433 described above.

San Dieguito Union High School District

INFORMATION REGARDING BOARD AGENDA ITEM

TO: BOARD OF TRUSTEES

DATE OF REPORT: March 12, 2008

BOARD MEETING DATE: March 20, 2008

PREPARED BY: Frederick Labib-Wood
Director of Classified Personnel

SUBMITTED BY: Peggy Lynch, Ed.D.
Superintendent

SUBJECT: Adopt revisions to Board Policy 4216.3-
41.6 Class Description for Grounds
Maintenance Worker/Applicator

EXECUTIVE SUMMARY

This item is on the Agenda for second reading and adoption. This item first appeared on the Board's agenda for information on March 6, 2008.

The proposed change to the minimum qualifications is intended to enhance the promotional opportunities for current employees and to broaden the pool of potential candidates for this job if there are too few promotional candidates.

The Personnel Commission has reviewed and approved these recommended changes at its regular meeting on February 19, 2009. CSEA is aware of the proposed revision to this classification.

RECOMMENDATION:

That the Board approve and adopt the proposed revision to the existing classification Grounds Maintenance Worker/Applicator effective March 20, 2008.

FUNDING SOURCE:

District General Fund. No increase to budgeted expenditures is projected as a result of these proposed changes.

Attachment

CLASSIFIED PERSONNEL

4216.3-41.6

GROUNDS MAINTENANCE WORKER/APPLICATOR

BOARD MEETING 3/206/08

OVERALL JOB PURPOSE STATEMENT:

Under the day-to-day coordination of a Lead Grounds Maintenance Worker, the job of Grounds Maintenance Worker/Applicator is done for the purposes of applying herbicides and pesticides in accordance with state regulations; overseeing the activities of other grounds personnel as assigned during spraying operations; performing the full range of journey level general and varied grounds maintenance and gardening duties at District sites; scheduling work assignments; and overseeing the activities of a grounds crew as assigned.

DISTINGUISHING CHARACTERISTICS

This job is distinguished from similar jobs by the following characteristics: The Grounds Maintenance Worker/Applicator is primarily responsible for carrying out the District's pesticide and herbicide application program, including overseeing the spraying activities of assigned grounds personnel conducting chemical application under this classification's certificate. Incumbents perform the full range of journey-level general and specialized grounds maintenance and gardening duties and are responsible for receiving instructions, scheduling work, carrying out assignments and providing information about work in progress. Positions in this class apply knowledge of horticultural practices and techniques for maintenance of plants and/or beautification of grounds and use a variety of small and medium-sized power and hand tools such as mowers, clippers, hedgers, edgers, string trimmers, blowers, brooms, rakes, shovels, hoes, sprayers and calibration equipment; and may oversee the activities of a crew on a larger grounds maintenance project over a period of several days. This class differs from the Grounds Maintenance Worker II which is the journey-level class in the series and is not required to obtain and maintain a ~~Qualified Applicator's Certificate~~ ~~an applicator's certificate~~.

ESSENTIAL FUNCTIONS

- * Applies pesticides for the purpose of controlling insects and weeds in accordance with the department's annual published schedule.
- * Oversees spraying activity of other grounds personnel as assigned for the purpose of ensuring that they perform in

SAN DIEGUITO UNION HIGH SCHOOL DISTRICT

Policy Adopted: September 6, 2007

Policy Revised: March 20, 2008

CLASSIFIED PERSONNEL

4216.3-41.6

GROUNDS MAINTENANCE WORKER/APPLICATOR

accordance with applicable regulations of pesticide and herbicide application.

- * Provides recommendations to the development of the departments' annual spraying schedule for the purpose of improving the schedule and ensuring efficient, safe and timely application of chemicals.
- * Provides training to other grounds personnel in safe and required application of pesticides and herbicides to ensure conformance to current state and/or federal regulations.
- * Cleans grounds and landscaped areas and related spaces for the purpose of preventing flooding, removing hazards.
- * Maintains/installs landscaping and sprinkler heads, etc. (e.g. lawns, shrubbery, flowers, ground cover, etc.) for the purpose of reducing erosion and preserving and presenting grounds in a healthy, attractive and safe condition.
- * Prepares documentation (e.g. work orders, etc.) for the purpose of providing written record of work assigned and completed, and/or conveying information.
- * Maintains grounds keeping equipment (e.g. hedgers, chain saws, blowers, mixers, etc.) for the purpose of ensuring availability of equipment in a safe operating condition.
- * Prepares grounds (e.g. ball fields, courtyards, lawns, flowerbeds, lining fields for athletic events, etc.) for the purpose of providing adequate, attractive and/or safe areas for competitive athletics, assemblies, and/or recreational activities.
- * Communicates/coordinates with principals, coaches, athletic directors, students and public for the purpose of scheduling work, carrying out assignments, answering questions and providing information about work in progress.
- * Applies asphalt sealer and cold patch asphalt (asphylic concrete material) for the purpose of repairing parking lots and on campus roads.
- * Assists in the performance of other related duties as directed.

SAN DIEGUITO UNION HIGH SCHOOL DISTRICT

Policy Adopted: September 6, 2007

Policy Revised: March 20, 2008

CLASSIFIED PERSONNEL**4216.3-41.6****GROUNDS MAINTENANCE WORKER/APPLICATOR****JOB REQUIREMENTS: Minimum Qualifications
Skills, Knowledge and Abilities**

SKILLS are required to perform multiple, non-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: operating equipment used in grounds maintenance; adhering to safety practices; handling hazardous materials; preparing and maintaining accurate records; and providing basic training and orientation to other grounds personnel in the proper use, application, and handling of pesticides and herbicides.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and understand complex, multi-step written and oral instructions. Specific knowledge required to satisfactorily perform the functions of the job includes: methods of shrub, tree and lawn planting and care; herbicides, pesticides and other chemicals used in grounds maintenance and the proper techniques and methods for mixing, handling, and applying these substances; proper use and maintenance of tools and power equipment used in grounds maintenance; and health and safety regulations.

ABILITY is required to schedule activities; collate data; and consider a number of factors when using equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing specific, defined processes; and operate equipment using a variety of processes. Ability is also required to work with a wide diversity of individuals; work with specific, job-related data; and utilize a variety of job-related equipment. In working with others, some problem solving may be required to identify issues and select action plans. Problem solving with data may require independent interpretation; and problem solving with equipment is moderate. Specific abilities required to satisfactorily perform the functions of the job include: providing work direction and guidance to assigned grounds maintenance personnel; provide training in the proper use, mixing, handling and application of herbicides, pesticides and other chemicals used in grounds maintenance; adapting to changing work priorities; communicating with diverse groups;

SAN DIEGUITO UNION HIGH SCHOOL DISTRICT

Policy Adopted: September 6, 2007

Policy Revised: March 20, 2008

3/5

CLASSIFIED PERSONNEL

4216.3-41.6

GROUNDS MAINTENANCE WORKER/APPLICATOR

meeting deadlines and schedules; working as part of a team; and working with frequent interruptions.

Responsibility

Responsibilities include: working under direct supervision using standardized routines; leading, guiding, and/or coordinating others; and operating within a defined budget. Utilization of some resources from other work units may be required to perform the job's functions. There is some opportunity to impact the Organization's services.

Working Environment

The usual and customary methods of performing the job's functions requires the following physical demands: significant lifting, carrying, pushing, and/or pulling; some climbing and balancing; significant stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally, the job requires 10% sitting, 80% walking and 10% standing. The job is performed under some temperature extremes, some hazardous conditions, and in varying atmospheric conditions and includes the handling, use and application of hazardous chemicals including pesticides and herbicides. This class works a Tuesday through Saturday schedule to ensure that application activities can regularly occur when school sites do not have students present.

Experience

Job related experience is required.

Education

High School diploma or equivalent.

Required Testing

Pre-employment Proficiency Test

Certificates

Valid California Class C driver's license

~~Qualified Applicator's Certificate when applying for position~~ Must obtain a Qualified Applicator's Certificate (Q.A.C.) issued by the State of California Department of Pesticide Regulation prior to the completion of the probationary period in order to remain employed in this classification.

Continuing Education/Training

SAN DIEGUITO UNION HIGH SCHOOL DISTRICT

Policy Adopted: September 6, 2007

Policy Revised: March 20, 2008

CLASSIFIED PERSONNEL

4216.3-41.6

GROUNDS MAINTENANCE WORKER/APPLICATOR

Maintain Qualified Applicator's Certificate.

Clearances

Completion of County Recycled Water Certificate
Criminal Justice Fingerprint/Background Clearance
TB Clearance

San Dieguito Union High School District

INFORMATION FOR BOARD OF TRUSTEES

TO: BOARD OF TRUSTEES

DATE OF REPORT: March 11, 2008

BOARD MEETING DATE: March 20, 2008

PREPARED BY: Russell L. Thornton,
Executive Director of Operations
Stephen G. Ma,
Associate Superintendent, Business

SUBMITTED BY: Peggy Lynch, Ed.D.
Superintendent

SUBJECT: APPROVAL OF BOARD POLICY
REVISIONS #3250/AR-1,
“TRANSPORTATION FEES/HOME-TO-
SCHOOL” & #3251/6153/AR-2,
“TRANSPORTATION SERVICE FEES”

EXECUTIVE SUMMARY

Proposed changes to the above cited policies and regulations went before the Board on March 6, 2008 for review. It was suggested by the Board that revisions to 3250/AR-1 be made which will allow for discounts for more the one student rider. Payment plans and the use of credit card for payments were also recommended. Item 7, page 3, 3250/AR-1 has been amended to provide a discount for families purchasing multiple bus passes.

Payment plans and the use of credit cards for payment of bus passes has been addressed in a draft letter to parents/guardians attached herewith.

RECOMMENDATION:

It is recommended that the Board approve the following Transportation Board Policy revisions:

- a. 3250/AR-1, "Transportation Fees/Home-to-School"
- b. 3251//6153/AR-2, "Transportation Service Fees"

FUNDING SOURCE:

Not applicable.

RLT:cr

DRAFT LETTER TO PARENTS - BUS PASSES

March 20, 2008

Dear Parents/Guardians:

Welcome to the 2008-09 school term! We have important updates to bring to you about transportation services prior to passes going on sale May 1, 2008.

Fees

Fees are examined annually based on the prior year's expenses and every effort is made to forestall increases. Fees were last increased in 2006 based on the expenses accrued the prior fiscal year. At that time, the average cost of fuel was considerably less than the current cost in today's unpredictable market. Based on fuel, the increased cost of doing business and state budget reductions; we must increase the cost of bus passes from \$400 to \$500 for the annual pass, and from \$225 to \$250 for the semester pass. While fee increases are regrettable, the cost to you for your student to ride the school bus is still only \$2.78 per day.

How Can We Help You?

Because we are all struggling with the current economy, the Superintendent has authorized us to offer the following options to our district families:

1. We have reinstated the semester pass at the middle school level.
2. The multi-student discount has been changed from two or more students riding, to one or more students riding the bus. Families with more than one dependent riding the bus per school term shall be entitled to a 20% discount on the second, and any subsequent passes purchased during the same school term. The first pass purchased shall be charged at the full rate.
3. We are in the process of establishing a merchant account which will allow you to pay by credit card.
4. We will be offering a payment plan on the purchase of annual bus passes. A minimum payment of \$250 will be due at the time of application, with the balance due by the end of the first term.

We thank you for allowing us to serve you.

Sincerely,

Daniel Love
Director of Transportation

ITEM 17

BUSINESS

3250/AR-1

TRANSPORTATION FEES/HOME-TO-SCHOOL

1. 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.

2. 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:

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
Administrative Regulation Revised: June 8, 2006

Administrative Regulation Draft: **March 6, 2008**

ITEM 17

BUSINESS

3250/AR-1

	<u>Annual Pass</u>	<u>Semester Pass</u>
Middle Schools	\$400 — \$450 \$500.00	N/A \$250.00
High Schools	\$400 — \$450 \$500.00	\$225 — \$275 \$250.00

No money will be collected on the bus. Passes may be sold at the District's **office 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.

3. 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

SAN DIEGUITO UNION HIGH SCHOOL DISTRICT

- Administrative Regulation Issued: September 1, 1983
- Administrative Regulation Revised: July 18, 1991
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- 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
- Administrative Regulation Revised: June 8, 2006

Administrative Regulation Draft: March 6, 2008

ITEM 17

BUSINESS

3250/AR-1

in any manner or used for any purpose other than the transportation program.

4. 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.

5. 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.

6. 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.

7. **Families Purchasing Multiple Bus Passes** ~~Families with More Than Two Bus Riding Students~~

Families with more than ~~two~~ one student attending any school in the district who purchase more than one bus pass per school term shall be entitled to a twenty percent (20%) discount on the second and any subsequent passes purchased during the same school term. The first pass purchased shall be charged at the full rate. Discounts apply only to dependents living in the same household. ~~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
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- Administrative Regulation Revised: June 6, 1996
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- Administrative Regulation Revised: May 17, 2001
- Administrative Regulation Revised: May 15, 2003
- Administrative Regulation Revised: June 2, 2005
- Administrative Regulation Revised: June 8, 2006
- Administrative Regulation Draft: March 6, 2008**

BUSINESS

ITEM 17
3251/AR-2
6153/AR-2

TRANSPORTATION SERVICE FEES

When not in use by the District ~~or participating members of the San Dieguito Transportation Cooperative (Co-Op)~~, and subject to other Board Policies and Administrative Regulations, the Transportation Department may make ~~Co-Op~~ buses and vans available to school districts ~~who are not members of the Co-Op~~, and other government entities and non-profit organizations for the purposes of promoting community recreation, or to for-profit organizations. Provision of transportation-related services to non-district organizations ~~other than Co-Op members~~ shall be by written agreement authorized by the Board of Trustees.

Use of ~~Co-Op~~ buses and vans or other transportation-related services is subject to the Transportation Service Agreement Fee Schedule below: ~~, except where governed by the San Dieguito Transportation Cooperative Joint Powers Authority Agreement.~~

	Direct Cost (District & Co-Op)	Outside Co-op Use (non profit)	Outside Co-op Use (commercial)
Bus Only	\$3.45 per mile	\$4.15 per mile	\$4.85 per mile
Activity Trips (With driver)	\$3.45 per mile \$31.88 per hr	\$4.15 per mile \$38.25 per hr	\$4.85 per mile \$44.63 per hr
Van Only	\$1.70 per mile	\$2.08 per mile	\$2.42 per mile
Fuel Only (School dist. or other govt. entity only)	Actual Cost	Actual cost + 5% indirect cost	N/A
Bus/Vehicle Maintenance	\$34.39 per hr	\$41.28 per hr	\$48.15 per hr
Bus Inspection- 45 Day	\$34.39 per hr	Flat rate \$50.00 \$34.39 per hr	N/A
Hourly Rate for :			
Bus Drivers	\$31.88 per hr	\$38.25 per hr	\$44.63 per hr
Bus Attendants	\$26.54 per hr	\$31.85 per hr	\$37.16 per hr

SAN DIEGUITO UNION HIGH SCHOOL DISTRICT

Administrative Regulation Issued: March 25, 2004

Administrative Regulation Revised: June 2, 2005

Administrative Regulation Draft: **March 6, 2008**

SAN DIEGUITO UNION HIGH SCHOOL DISTRICT
FEE SCHEDULE FOR TRANSPORTATION SERVICES
 Proposed Revisions

	DIRECT COST		NON-PROFITS		OUTSIDE RATE		COMMERCIAL	
	Proposed	Current	Proposed	Current	Proposed	Current	Current	
Bus Only	\$2.93/mile	\$3.45/mile	Eliminate Category	\$4.15/mile	\$3.86/mile	\$4.85/mile		
Activity Trip (w/Driver)	\$2.93/mile + Hourly Rate	\$3.45/mile + \$31.88/hr		\$4.15/mile + \$38.25/hr	\$3.86/mile + Hourly Rate	\$4.85/mile + \$44.63/hr		
Van Only	\$1.47/mile	\$1.70/mile		\$2.08/mile	\$1.93/mile	\$2.42/mile		
Fuel Only	Actual Cost	Actual Cost		Actual + 5%	Actual Cost + 5%	N/A		
Hourly Rate Per Employee Category:								
	Proposed		Current	Proposed	Current	Proposed		Current
	Reg.	O.T.				Eliminate Category	Reg.	
Bus Drivers	\$35.00	\$48.00	\$31.88/hr	Eliminate Category	\$38.25/hr	\$42.00	\$58.00	\$44.63
Bus Attendants	\$29.00	\$40.00	\$26.54/hr		\$31.85/hr	\$35.00	\$48.00	\$37.16
Garage Staff	\$39.00	\$57.00	N/A		N/A	\$47.00	\$68.00	N/A
Training Staff	\$35.00	\$51.00	N/A		N/A	\$42.00	\$61.00	N/A
Bus Inspections & Vehicle Maintenance:								
	Proposed		Current	Proposed	Current	Proposed		Current
	Reg.	O.T.				Eliminate Category	Reg.	
Bus/Vehicle Maintenance	N/A	N/A	\$34.39/hr	Eliminate Category	\$41.28/hr	\$47.00/hr + (Parts + 5%)	\$68.00/hr + (Parts + 5%)	\$48.15/hr
Bus Inspection (45 Day)	N/A	N/A	\$34.39/hr		\$50 Fee + \$34.39/hr	\$47.00/hr + \$50 Flat Fee	\$68.00/hr + \$50 Flat Fee	N/A

Staffing Conditions/Charges:

Mileage rates will be calculated and published quarterly to allow for increase/decrease to cost of fuel.

SAN DIEGUITO UNION HIGH SCHOOL DISTRICT

Administrative Regulation Issued: March 25, 2004

Administrative Regulation Revised: June 2, 2005

Administrative Regulation Draft: **March 6, 2008**

3251/AR-2

6153/AR-2

**Staffing rates will be calculated and published annually to adjust for COLA.
Weekend and holiday staffing rates will be charged at the prevailing overtime rate.
SDUHSD is a collective bargaining unit member. Activity trips which include drivers will comply with work rules.**

DRAFT

SAN DIEGUITO UNION HIGH SCHOOL DISTRICT
Administrative Regulation Issued: March 25, 2004
Administrative Regulation Revised: June 2, 2005
Administrative Regulation Draft: March 6, 2008

San Dieguito Union High School District

INFORMATION REGARDING BOARD AGENDA ITEM

TO: BOARD OF TRUSTEES

DATE OF REPORT: March 10, 2008

BOARD MEETING DATE: March 20, 2008

PREPARED AND SUBMITTED BY: Rick Schmitt,
Associate Superintendent/Educational Services

SUBJECT: REVIEW OF REVISED BOARD POLICY
6200.1/AR. 1, *ALTERNATIVE CREDITS
TOWARD GRADUATION*

EXECUTIVE SUMMARY

The SDUHSD "Alternative Credits Toward Graduation" policy and administrative regulation in regards to off campus classes has not been revised since 2001. In the 2000-01 school year, less than one hundred SDUHSD students took off campus classes for credit. In 2006-07, 993 SDUHSD district students took off campus classes for credit.

With the growth in popularity of off campus classes for credit, Principals, Counselors and Registrars needed more clear and consistent policy to protect the integrity of our high school transcripts in the following areas:

- "Off Campus Permission Request Form"
- student eligibility
- college credit formula
- weighted grade vs non weighted grade
- define accredited institutions
- Foreign Language class exemption

The following policy and regulation recommendations will make off campus classes for credit more clear and consistent for parents, students and staff.

RECOMMENDATION:

It is recommended that the Board approve the revised policy, *Alternative Credits Toward Graduation*, Administrative Regulation 6200.1/AR-1.

FUNDING SOURCE:

Not applicable.

INSTRUCTION

6200.1/AR-1

ALTERNATIVE CREDITS TOWARD GRADUATION

Alternative modes specified by the district for completing the prescribed course of study shall be made available to students, parents/guardians and the public. (Education Code 51225.3)

Work Experience Education

Students shall be granted up to 40 semester periods of credit for work experience education under one or more of the following combinations: (5 CCR 1635)

1. For exploratory work experience education, students may earn a maximum of 20 credits within 4 semesters.
2. For general work experience education, students may earn a maximum of 40 credits within 8 semesters.

College Courses*

The district shall grant credit toward high school graduation for coursework successfully completed at a community college or state college, provided that: (5 CCR 1630)

~~1. The student applies in writing for the credit.~~

1. An "Off-Campus Course Permission Request Form" must be signed by the student, parent/guardian, counselor and registrar prior to a student enrolling in the private instruction off-campus course.
2. The ~~course~~ subject is included in the district's ~~high school~~ course of study.
3. College courses do not receive weighted grade status on SDUHSD transcripts.
4. A single (3 or more unit) college course is equal to a 5-credit high school course on a SDUHSD transcript. Some college courses may be eligible for 10 credits on the SDUHSD transcript. The Superintendent or designee must pre-approve 10-credit college courses.

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5. Once off campus credits are placed on a transcript, they may not be removed.

The student shall receive the same letter grade for the high school credit as is granted by the college.

Private Instruction*

A student shall receive credit toward high school graduation for private instruction under the following conditions: (5 CCR 1631)

1. The institution has been WASC (or regional equivalent) accredited and/or UC approved.
2. The subject is included in the district's courses of study.
3. An "Off-Campus Course Permission Request Form" must be signed by the student, parent/guardian, counselor and registrar prior to a student enrolling in the private instruction off-campus course.
4. The student shall receive the same letter grade for the high school credit as is granted by the private instruction school. No weighted or "honors" credit will be granted with the exception of Honors Pre-Calculus and all College Board Advanced Placement Courses.
5. Upon completion of the course, the student must submit an official, written transcript as evidence from the off-campus school showing that the student successfully completed the course.
6. Once off campus credits are placed on a transcript, they may not be removed.

Foreign Language Instruction

The district shall grant credit for foreign language courses

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successfully completed in a private school, provided that all of the following conditions are met: (Education Code 51243-51244, 5 CCR 1632) **These private foreign language courses do not count as part of the 30-credit off-campus limit.**

1. The courses are in languages designated in Education Code 51244 or State Board of Education regulations.
2. The student or parent/guardian applies in writing for the credit, specifies the private school attended and the amount and level of credit requested, and submits written evidence from the private school showing that the student successfully completed the course.
3. The amount of credit sought equals at least one semester's work.
4. The principal or designee determines that the student's achievement is equivalent to that expected of a student of comparable ability taking the same or similar instruction in district schools.

Adult School*

High school credit may be granted for an Adult School course with the approval of the high school principal and Adult School principal.

*No more than 30 units from the combined areas of college courses, private instruction, or adult school may be transferred onto the high school transcript. **Students must be enrolled at a SDUHSD high school while attending an off campus class in order to receive credit on a SDUHSD transcript. No student may begin to acquire high school credits until the day after the completion of the 8th grade. Middle School students may not place off campus classes on their SDUHSD transcript.**

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San Dieguito Union High School District

INFORMATION FOR BOARD OF TRUSTEES

TO: BOARD OF TRUSTEES

DATE OF REPORT: March 11, 2008

BOARD MEETING DATE: March 20, 2008

PREPARED BY: Russell L. Thornton,
Executive Director of Operations
Stephen G. Ma,
Associate Superintendent Business

SUBMITTED BY: Peggy Lynch, Ed.D.
Superintendent

SUBJECT: PROPOSED BOARD POLICY REVISIONS
#1330/AR-1 "COMMUNITY RELATIONS,
PUBLIC USE OF DISTRICT FACILITIES",
1330/AR-2 & AR-3 "USE FEE SCHEDULE".

EXECUTIVE SUMMARY

A committee was formed at the request of the Superintendent to review public use of district facilities.

After reviewing the fees of three districts with comparable facilities, input from the sites and a review of the Civic Center Act, this committee is proposing the following changes:

1. An increase is recommended in the "Fee Schedule For General Facility Use", page 11, 1330/AR-1.
2. Incorporation of the fee schedule for the David H. Thompson Performing Arts Center (1330/AR-2) and the fee schedule for the Torrey Pines Football Stadium (1330/AR-3) into the master regulation 1330/AR-1, resulting in deleting board policies 1330/AR-2 and 1330/AR-3.
3. Modification of the language that clarifies the cost for foundation sponsored events and other language clarifications, pages 4 - 11, 1330/AR-1.

These proposed changes effect the above cited administrative regulations. The proposed revisions are provided as an informational item for review and will be returned to the next board meeting for approval.

RECOMMENDATION:

It is recommended that the Board review the proposed Board Policy revisions, as shown in the attached supplements.

FUNDING SOURCE:

Not applicable.

RLT:cr

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PUBLIC USE OF DISTRICT FACILITIES

The following procedures and regulations regarding public use of District facilities are created in order to:

1. Encourage and assist groups desiring to use school facilities for approved activities.
2. Preserve order in school buildings and on school grounds, and protect school facilities. If necessary, a person may be designated to supervise this task.
3. Ensure that the use of facilities or grounds is not inconsistent with the use of the school facilities or grounds for school purposes and does not interfere with the regular conduct of schoolwork.

Subject to Board Policies and Administrative Regulations, school facilities and grounds shall be available as a civic center to citizens residing in the District and community groups located in or whose membership includes District residents. As used in this regulation, "community group" is defined as a group of citizens, parent-teacher associations, parent foundations, scouting organizations, farmers' organizations, school-community advisory councils, senior citizens' organizations, clubs, and associations formed for recreational, educational, political, economic, artistic, or moral activities whose membership is comprised of residents of the District. Community groups may use school facilities and grounds for the following purposes:

1. Public, literary, scientific, recreational, educational or public agency meetings.
2. The discussion of matters of general or public interest.

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3. The conduct of religious services for temporary periods, on a one-time or renewable basis, by any church or religious organization.
4. Child care programs to provide supervision and activities for children of preschool and elementary school age.
5. The administration of examinations for the selection of personnel or the instruction of precinct board members by public agencies.
6. Supervised recreational activities including, but not limited to, sports league activities that are arranged for and supervised by entities, including religious organizations or churches, and in which youths may participate regardless of religious belief or denomination.
7. A community youth center.
8. Mass care and welfare shelters during disasters or other emergencies affecting the public health and welfare.
9. Other purposes deemed appropriate by the Governing Board.

School facilities and grounds may not be used for any of the following activities:

1. Use by an individual or group for the commission of any crime or any act prohibited by law.
2. Any use of school facilities or grounds which is inconsistent with their use for school purposes or interferes with the regular conduct of school or school work.
3. Any use which is discriminatory in the legal sense or according to Board Policy.

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4. Any use which involves the possession, consumption, or sale of alcoholic beverages or any restricted substances on school property.
5. Any use of school facilities in areas, such as offices or computer rooms, containing records and confidential information.
6. Use of science rooms and other rooms containing hazardous chemicals or equipment that can not be used safely without special knowledge or skills.

Each school is responsible for scheduling the use of its school facilities and grounds. A calendar of activities scheduled for all school facilities and grounds is maintained at each school site. The purpose of the calendar is to provide meaningful information and to facilitate effective scheduling.

Reservation of Facilities and Grounds

When not in use for school programs, or undergoing maintenance, school facilities and grounds will generally be reserved for community use on a first-come, first-served basis.

In order to reserve the use of district-owned facilities or grounds, application must be made in writing on the approved form. Any persons applying for use of school property on behalf of any society, group or organization shall be either an officer or president of the Applicant organization or shall present a written authorization from the group to make the application.

Application Procedure for Individual School Use

An Applicant may request the use of a facility by phone or in person at each school site. The following procedure is observed when a request is made:

1. Determine eligibility of the Applicant under Board Policy and ensure that the use of facilities or grounds is not inconsistent with the use of the school facilities or grounds

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for school purposes and does not interfere with the regular conduct of school work.

2. Determine the availability of the facility by checking the calendar of activities and reserving it for use.
3. Inquire of Applicant the services and equipment required with use.
4. Inform Applicant of charges, insurance requirements, or any special requirements needed and secure a completed application. An application will be considered complete when it has been signed by the Applicant or an authorized representative of an Applicant organization, a certificate of insurance is attached, and all fees have been collected.
5. Application will be forwarded to the Principal for consideration and permit authorization.
6. When permit is granted, **a copy must be carried at all times by the user and presented upon demand. Failure to present a valid permit may result in immediate revocation of facility use privileges.**~~copies of the Application and Permit for Community Use of School Facilities or Grounds form are distributed as follows:~~

- ~~White copy — school office~~
- ~~Yellow copy — Maintenance/Operations~~
- ~~Pink copy — school custodian~~
- ~~Goldenrod copy — Applicant~~

School groups are to utilize a school facility request form for scheduling the use of school facilities or grounds after regular school hours. This form, signed by the faculty sponsor or chaperon, is to be submitted to the school principal or his/her designee who checks the school calendar of events to see if the facility is available.

Conflicts

Should there be any conflict of facility use between community organizations, every effort will be made to make alternative arrangements. If alternate accommodations are not possible, the

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principal or designee may use his/her discretion to resolve disputes. If each group has presented a complete application for facility use and is able to comply with the Use Fee Schedule and insurance requirements, the following additional factors may be taken into consideration:

1. Potential benefit to the school, the District, its students, or the community
2. The intended use of the facility and reasonable anticipated wear and tear
3. Ability to provide adequate custodial, grounds, technical, or other staff to comply with the request
4. Each group's history of using the facility, including, but not limited to:
 - Compliance with or abuse of the District's policies, procedures, rules, and regulations concerning facility use
 - Wear and tear on the facility
 - Timely payment of fees
 - Consecutive years of use

Any permit may be revoked without previous notice where conflicting dates have resulted or where need of the property for public school purposes has subsequently developed. For other causes, permits may be revoked at any time upon reasonable notice.

Conditions of Use

All rules and regulations of the Board and provisions of the Education Code are to be observed strictly by those using school property and facilities and grounds.

1. In the event of a change of plans, notice of cancellation must be given to the school 48 hours before the date of intended use in order to avoid financial obligation for all charges involved.
2. Upon receipt of notice that a permit has been issued to a non-school group for use, a regular employee will be assigned to open the building, etc., be in charge during the use, and to

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- close the building after the use. **(Staffing requirements can not be waived and shall be charged at the prevailing rates published herein. Weekend and holiday staffing rates will be charged at the prevailing overtime rate.)** The school district employee in charge of the building or grounds within or upon which any meeting may be held is empowered to take all necessary means to enforce the policies of the Board of Trustees, Administrative Regulations, and any applicable school rules.
3. An organization granted the use of school buildings or grounds may be permitted to use district equipment which is integral to the facility; i.e., projection screen, scoreboard, public address system.
 4. Persons or organizations using school premises, including a stage or stage equipment, shall not be permitted to remove or displace furniture, apparatus or equipment except when premises are under supervision of the school custodian in charge. Full details of equipment and personnel needed must be furnished in advance on the request for facilities or grounds.
 5. The school district employee in charge shall not permit any individual or group to use any room or part of the school, which is not requested and reserved in advance.
 6. School facilities shall not be used for commercial purposes on Sundays or holidays without special authorization by the Board.

Cafeteria Use

When the cafeteria cooking facilities are requested, the cafeteria supervisor will be notified in order that appropriate personnel may be assigned to open the kitchen and supervise the use of the equipment. **(Staffing requirements can not be waived and shall be charged at the prevailing rates published herein. Weekend and holiday staffing rates will be charged at the prevailing overtime rate.)** Commercial caterers are not allowed the use of lunchroom facilities. Any breakage, damage or loss of equipment shall be paid for by the organization using the kitchen facilities. Cost shall be established, and the organization invoiced by the Business Office. No children shall be allowed in the kitchen area. The cash

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registers cannot be used to record sales.

Payment for Use

Charges shall be determined from the Use Fee Schedule at the time the permit is issued. Fees must be paid at the school office at the time the application is made unless other arrangements have been made.

USE FEE SCHEDULE

The following fee schedule shall apply to groups for which charges are applicable for the use of district facilities and grounds as provided by Board policy. Use of all district facilities and grounds are subject to a 2-hour minimum reservation, **except where otherwise noted.**

1. The use of school facilities is granted without charge for school-sponsored activities and to student clubs whose activities are directly related to or for the benefit of District schools. School-sponsored activities are those that are organized/advised and supervised by District staffs that are being paid by the District for organizing/advising and supervising the activity.
2. **The District recognizes and appreciates the fundraising activities conducted by School-Connected Organizations on behalf of District schools. Use of school facilities is granted without charge to School Connected Organizations for their official activities, except as noted in Section 3 below.**
 - a. **School-Connected Organizations are the official, recognized parent groups and educational foundations organized and operating under District oversight as provided for in Board Policies 1230 and 1231. School-Connected Organizations exist solely for the benefit of District schools. The official School-Connected Organizations are:**
 - i. **Canyon Crest Academy Foundation**
 - ii. **La Costa Canyon High School Foundation**
 - iii. **San Dieguito Academy Foundation**
 - iv. **Torrey Pines High School Foundation**

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- v. Carmel Valley Middle School Parent-Teacher-Student Association
 - vi. Diegueño Middle School Parent-Teacher-Student Association
 - vii. Earl Warren Middle School Parent-Teacher-Student Association
 - viii. Oak Crest Middle School Foundation
- b. School-Connected Organization activities are those which are organized, supervised, and insured by the organization, and its employees, contractors, and volunteers with any revenue from the activity collected by the organization's representatives and deposited in its private bank accounts.
3. School-Connected Organizations will be subject to the following charges:
- a. All custodial expenses incurred as a result of the activity according to rates listed in the official Facility Use Fee Schedule
 - b. In accordance with California Interscholastic Federation San Diego Section bylaw 600.2, all use of school athletic facilities and equipment by School-Connected Organizations for the purpose of Outside Season of Sport camps, clinics, tournaments, etc conducted in CIF sports in which the school competes are subject to the same charges and fees applicable to all outside groups. No special treatment or favoritism must be shown to applicant School-Connected Organizations, coaches, or athletes, and all applicable procedures for facility use rental as described in this administrative regulation must be followed.
4. Activities sponsored by groups and organizations other than the District, its student clubs, or official School-Connected Organizations are considered to be outside activities and subject to the charges identified below, even if the organizer is employed by the District in another capacity.
52. All groups granted facility use under the Civic Center Act shall be charged for the District's direct costs, as determined by the Superintendent or designee. If the group

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granted facility use will charge an admission or solicit contributions and the net receipts are not to be expended for charitable purposes or for the welfare of the District's students, then it shall be charged Fair Rent Use as defined below. As used in this section, "direct costs" include those costs of supplies, utilities, custodial services, services of any other District employees, and salaries paid District employees necessitated by the organization's use of school facilities and grounds.

63. Groups granted facility use under the Civic Center Act shall be charged fair rental value when using school facilities or grounds for entertainment or meetings where admission is charged or contributions solicited and net receipts are not to be expended for charitable purposes or for the welfare of the District's students. Fair rent value shall include the direct costs as defined above, plus the amortized costs of the school facilities or grounds used for the duration of the activity authorized.

74. Any group, corporation, or organization not entitled to use under the Civic Center Act may be charged fair rental value when use of school facilities or grounds is granted.

~~Facility use fees shall be divided between the Facilities Maintenance Department (one third) and the school site (two thirds) to cover their operating expenses.~~

Protection of District Assets

Community groups, **School-Connected Organizations**, ~~of~~ or persons using school facilities or grounds shall be liable for any injury, death, or other damages resulting from its negligent acts, errors or omissions, or willful or malicious actions during such use and shall defend and indemnify the District from any loss, claim, suit, action, demand, or expense, including attorney's fees and costs. The community group or person shall bear the cost of insuring against this risk and defending itself against claims arising from this risk.

Prior to the approval of the application and Permit for Use of School the applicant shall submit to the Superintendent or designee, a certificate of insurance for comprehensive general liability insurance with a minimum limit of \$1,000,000 per

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occurrence. Except where exempt by law, groups shall be required to include the "San Dieguito Union High School District, its Board of Trustees, officers, employees, and agents, both individually and collectively" as additional insured by endorsement on their liability policies.

The Superintendent or designee may require a hold harmless agreement and/or higher insurance limits when warranted by the type of activity or the specific facility being used.

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**SAN DIEGUITO UNION HIGH SCHOOL DISTRICT
FEE SCHEDULE FOR GENERAL FACILITY USE**

<u>FACILITY USE</u>	<u>DIRECT COST</u>	<u>COMMERCIAL USE</u>	<u>COMMENTS</u>
CLASSROOM (Basic)	\$ 20.00/hr.	\$ 60.00/hr.	
CLASSROOM (Specialty)	\$ 30.00/hr.	\$ 80.00/hr.	
CAFETERIA (Dining Room Only)	\$ 40.00/hr.	N/A	
DINING ROOM with Kitchen Includes Food Service Supervisor	\$ 80.00/hr.	N/A	
GYMNASIUM Playing Floor Only	\$ 75.00/hr. \$300.00/day	\$ 150.00/hr. \$1250.00/day	Plus Custodial Cost (2 hr. minimum)
Floor & Locker room	\$100.00/hr. \$400.00/day	\$ 250.00/hr. \$2500.00/day	Plus Custodial Cost (2 hr. minimum)
PLAYING FIELDS	\$ 25.00/hr. \$100.00/day	\$ 50.00/hr. \$ 300.00/day	Plus 2 hr. clean up for day use
Baseball Field (Varsity)	\$ 40.00/hr. \$200.00/day	\$ 75.00/hr. \$ 500.00/day	Plus 2 hr. clean up for day use
Football Stadium	\$ 75.00/hr., (4 hr min.) \$500.00/day	\$ 250.00/hour (4 hr min.) \$1500.00/day	4 hr. clean up
Football Stadium with lights	\$125.00/hr.	\$ 300.00/hr.	4 hr. clean up
Locker Room/Restroom	\$ 25.00/hr. \$200.00/day	\$ 100.00/hr. \$ 750.00/day	
Concession	\$ 25.00/hr. \$200.00/day	\$ 100.00/hr. \$750.00/day	
PARKING LOT	\$ 75.00/day	\$ 250.00/day	Plus 2 hr. clean up
MULTI-PURPOSE ROOM(S)	\$ 50.00/hr.	\$ 150.00/hr.	Plus 2 hr. clean up
HARD COURTS	\$ 10.00/hr. \$ 50.00/day	\$ 25.00/hr. \$ 150.00/day	
TENNIS COURTS	\$ 50.00/hr.	\$ 150.00/hr.	Plus 2 hr. clean up

~~Custodial Rate: \$30.00 per hour
Grounds Rate: \$30.00 per hour~~

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FACILITY USE	DIRECT COST		COMMERCIAL USE		COMMENTS
	Proposed	Current	Proposed	Current	
Classroom (Basic)	\$35/hr 2 Hr Min	\$20/hr	\$80/hr	\$60/hr	
Classroom (Specialty)	\$45/hr 2 Hr Min	\$30/hr	\$100/hr	\$80/hr	
Multi-Purpose Room (Crest Hall, Mustang Center, etc.)	\$75/hr 2 Hr Min	\$50/hr	\$175/hr	\$150/hr	Custodial charged at actual rental hours + one
Kitchen w/Nutrition Services Staff	\$80/hr 4 Hr Min	\$80/hr 4 Hr Min	\$150/hr 4 Hr Min	N/A	Must be operated & sanitized by district personnel
Performing Arts/Theaters					
PAC - MS House Lights/Microphone Only	\$125/hr 2 Hr Min	N/A	\$250/hr	N/A	Plus minimum custodial charge of 3 hours.
PAC - MS With Theater Tech	\$125/hr 2 Hr Min	N/A	\$250/hr	N/A	Plus minimum custodial charge of 3 hours and Theater Tech for sound board/lights operation.
VPAC - HS House Lights/Microphone Only Plus \$300 Day of Production	\$150/hr 2 Hr Min	\$70/hr	\$400/hr 2 Hr Min	\$200/hr	Plus minimum custodial charge of 3 hours.
VPAC - HS Requires Theater Tech Plus \$300 Day of Production	\$150/hr 2 Hr Min	\$70/hr	\$400/hr 2 Hr Min	\$200/hr	Plus minimum custodial charge of 3 hours and Theater Tech for sound board/lights operation.
Amphitheater (Outdoor)	\$75/hr 2 Hr Min	N/A	\$175/hr 2 Hr Min	N/A	Plus minimum custodial charge of 3 hours.
Black Box Theater Requires Theater Tech	\$100/Hr 2 Hr Min	N/A	\$200/hr 2 Hr Min	N/A	Plus minimum custodial charge of 3 hours.
Athletics (Fields & Courts)					
Multi-Purpose Fields	\$50/hr \$250/Day	\$25/hr \$100/Day	\$100/hr \$500/Day	\$50/hr \$300/Day	Plus minimum custodial charge of 3 hours & field lining costs
Baseball (Varsity)	\$75/hr \$350/Day	\$40/hr \$200/Day	\$125/hr \$1000/Day	\$50/hr \$500/Day	Plus minimum custodial charge of 3 hours.

~~Custodial Rate: \$30.00 per hour~~
~~Grounds Rate: \$30.00 per hour~~

ITEM 20

FACILITY USE	DIRECT COST		COMMERCIAL USE		COMMENTS
	Proposed	Current	Proposed	Current	
Athletics (Fields & Courts)					
Gymnasium	\$125/hr \$600/Day	\$100/hr \$400/Day	\$300/hr \$3000/Day	\$250/hr \$2500/Day	Plus minimum custodial charge of 3 hours.
Auxiliary Gymnasium	\$75/hr \$350/Day	N/A	\$175/hr \$1750/Day	N/A	Plus minimum custodial charge of 3 hours.
Stadium (Grass) Daylight Use 4 Hr Min	\$100/hr \$650/Day Daylight Use	\$75/hr \$500/Day	\$250/hr \$1500/Day Daylight Use	\$250/hr \$1500/Day	Plus minimum custodial charge of 3 hours.
Stadium (Grass) with Lights 4 Hr Min	\$175/hr	\$125/hr	\$300/hr 4 Hr Min	\$300/hr	Plus minimum custodial charge of 3 hours
Stadium (Turf) Daylight Use 4 Hr Min	\$175/hr \$1200/Day Daylight Use	\$150/hr	\$550/hr \$3000/Day Daylight Use	\$500/hr	Plus minimum custodial of 3 hours
Stadium (Turf) with Lights	\$225/hr	\$200/hr	\$575/hr	\$550/hr	Plus minimum custodial of 3 hours
Concession Stands	\$25/hr \$200/Day	\$25/hr \$200/Day	\$100/hr \$750/Day	\$100/hr \$750/Day	
Hard Courts	\$50/Half Day \$100/Day	\$10/hr \$50/Day	\$100/Half Day \$200/Day	\$25/hr \$100/Day	
Tennis Courts (Per Court)	\$25/hr/court	\$50/hr \$200/Day	\$50/hr/court	\$25/hr \$1000/Day	Group rentals are 2 hour minimum (# courts x rate)
Parking Lots	\$100/Half Day \$200/Day	\$75/Day	\$200/Half Day \$350/Day	\$250/Day	

Staffing Conditions/Charges:

Staffing requirements for facilities use can not be waived. Rates as follows:

Custodian \$42/hr; Grounds Keeper \$48/hr; Nutrition Services \$44/hr; Theater Tech \$43/hr.

Facility use permits must be carried by the renter at all times while on campus and presented on demand. Failure to present permits upon demand may result in revocation of privileges.

~~Custodial Rate: \$30.00 per hour~~
~~Grounds Rate: \$30.00 per hour~~

ITEM 20

~~COMMUNITY RELATIONS~~

DELETE POLICY

~~1330/AR-2~~

~~USE FEE SCHEDULE~~

~~The following fee schedule shall apply to groups for which charges are applicable for the use of district facilities as provided by Board policy. Use of the David H. Thompson Performing Arts Center is subject to a 4-hour minimum reservation.~~

FACILITY	DIRECT COST	COMMERCIAL USE
David H. Thompson Performing Arts Center	\$70/hour (4 hr min.) \$300 day of performance in addition to hourly rate. Plus 4 hr clean up OR \$3,750 one week rental (fee includes rehearsal time and performance day)	\$200/hour(4 hr min.) \$600 day of performance in addition to hourly rate. Plus 4 hr clean up ————OR \$7,500 one week rental (fee includes rehearsal time and performance day)

~~The rental of the David H. Thompson Performing Arts Center includes use of the theater space, lobby area, box office, concession stand, dressing rooms, two microphones, lectern, the general auditorium lights and lighting for the stage area and custodian. Rental hours during the weekdays are limited to 3:00 p.m. to 10:00 p.m.~~

~~INSURANCE~~

~~A certificate of insurance designating San Dieguito Union High School District as additional named insured, evidencing commercial general liability in the amount of \$1,000,000 (one million dollars), per occurrence. Said certificate of insurance, with confirmation of district's additional insured status, shall be filed with the superintendent, school principal, or his/her designee at La Costa Canyon High School, before use is made of theater.~~

~~FEE DEPOSIT~~

~~All fees collected for use of the David H. Thompson Performing Arts Center will be deposited in a separate account with the district to be used to defray costs associated with the maintenance and upkeep of the facility~~

~~SAN DIEGUITO UNION HIGH SCHOOL DISTRICT~~

~~Administrative Regulation Issued: September 5, 1996~~

~~Administrative Regulation Revised: June 21, 2001~~

~~Administrative Regulation Revised: September 4, 2003~~ 1/1

ITEM 20

~~COMMUNITY RELATIONS~~

DELETE POLICY

~~1330/AR-3~~

USE FEE SCHEDULE

~~In addition to the regulations and procedures contained in 1330/AR-1 Public use of District Facilities, the following regulations shall apply to users of Torrey Pines High School stadium:~~

~~The following fee schedule shall apply to groups for which charges are applicable for the use of District facilities as provided by Board policy. Use of the Torrey Pines High School stadium is subject to a 4 hour minimum reservation.~~

FACILITY	DIRECT COST	COMMERCIAL	COMMENTS
TPHS Stadium	\$150/hour —(4 hr min.) \$1,000 per day	\$500/hour —(4 hr min) \$3,000 per day	Plus \$120 (4hr custodial —cleanup)
Stadium with —lights	\$200/hour	\$550/hour	
Locker Room/ —Restroom	\$25/hour or \$200 per day	\$100/hour \$750 per day	
Concession	\$25/hour or \$200 per day	\$100/hour \$750 per day	

~~The rental of the Torrey Pines stadium includes the use of parking lots. The use of associated facilities (Locker room, concession) will be an additional fee according to the above fee schedule.~~

FEE DEPOSIT

~~Fees collected for the Torrey Pines stadium will be deposited in a separate account, which the District will use exclusively to replace the field and track surface at the end of its useful life.~~

~~SAN DIEGUITO UNION HIGH SCHOOL DISTRICT~~

~~Administrative Regulation Issued: September 4, 2003~~

San Dieguito Union High School District

INFORMATION REGARDING BOARD AGENDA ITEM

TO: BOARD OF TRUSTEES

DATE OF REPORT: March 12, 2008

BOARD MEETING DATE: March 20, 2008

PREPARED BY: Frederick Labib-Wood
Director of Classified Personnel

SUBMITTED BY: Peggy Lynch, Ed.D.
Superintendent

SUBJECT: Proposed New Board Policy 4216.3-09.3
Class Description for Director of
Student Information Services

EXECUTIVE SUMMARY

This item is on the Agenda for information and first reading.

Over the past two years, there has been a substantial reduction in positions in the Educational Services Department due to budget constraints and reorganization of the Department. These positions include:

- Multi-Media Technicians district-wide
- Project Specialist
- Administrative Secretary
- Testing Assistant – Bilingual
- Director of Instructional Support

These actions have saved the district over \$530,811 in salaries and benefits over the last two years.

After completion of the first two years of the Aeries student information system, an assessment has been made to restructure the management responsibilities and program activities in Educational Services to plan, manage, direct, and control activities of this system and other activities directly related to improving student achievement. Therefore, the District is recommending the creation of a new director position (Director of Student Information Services).

At its regular meeting of March 11, 2008, the Personnel Commission reviewed the duties and responsibilities proposed by the District. The Commission approved the attached class specification.

RECOMMENDATION:

It is recommended that the Board review the proposed new policy and place it on agenda for approval and adoption at its next regular meeting.

FUNDING SOURCE:

District General Fund.

Attachment

ITEM 23

CLASSIFIED PERSONNEL

4216.3-09.3

DIRECTOR OF STUDENT INFORMATION SERVICES

For Board Agenda 3/20/2008. Approved by Personnel Commission 3/11/2008.
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OVERALL JOB PURPOSE STATEMENT:

Under the direction of the Executive Director of Curriculum and Assessment, the Director of Student Information Services coordinates the analysis of assessment and student achievement data; manages and ensures the accuracy of the student information system as it relates to attendance, transcripts, grading, residency, standardized testing, college entrance testing, and state and federal reporting; provides leadership in establishing district norms in student data reporting; collects and identifies student achievement data to be used by the District to assess the effectiveness of instructional programs; provides technical expertise and assistance to school site administration to identify and analyze the most useful student data to be used to improve the quality of classroom instruction as well as to assess the effectiveness of district wide instructional programs.

DISTINGUISHING CHARACTERISTICS

The Director of Student Information Services is a single-position, management classification responsible for planning, directing, supervising and controlling a District-wide program that ensures the integrity, comprehensiveness, accuracy, responsiveness, and applicability of all elements of the student information data system to support the District's information needs with respect to attendance, to the quantitative assessment of the effectiveness of District instructional programs, and to reporting mandates and requirements of Federal, State and local agencies.

ESSENTIAL FUNCTIONS

- * Plan, direct & supervise the collection, maintenance, and integrity of student and staff data necessary to prepare, verify, and submit reports to Federal and State agencies and other entities for the purposes of complying with applicable laws, rules and procedures to ensure general and special funding for District programs.
- * Develop and implement training to District and site level staff (classified, administrators, and teachers) on all elements of data query using the student information system

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CLASSIFIED PERSONNEL

4216.3-09.3

DIRECTOR OF STUDENT INFORMATION SERVICES

For Board Agenda 3/20/2008. Approved
by Personnel Commission 3/11/2008.

(Aeries) for the purpose of introducing them to school and student data, data analysis, and facilitation fo query activities for use of data at sites, in departments, and district-wide.

- * Plan, direct, and implement a program of data analysis and interpretation of standardized testing (e.g. STAR, AP, ACT, SAT, SAT II, and benchmark assessments) for the purpose of communicating performance data to site administrators and teachers for their use in analyzing student achievement and the effectiveness of instructional programs.
- * Design and present training to administrators and teachers for the purpose of enhancing their utilization of test data and for developing benchmark test development and applying test results to educational programs.
- * Monitors the efficiency and effectiveness of site personnel who carry out data management functions at the sites (e.g., registrars, attendance staff, etc.) for the purpose of providing site managers with work performance data pertinent to their evaluation of site staff.
- * Develop policies and procedures on use of student information system (Aeries) to ensure efficient and effective use of information for daily operations and for testing of students.
- * Develop, and ensure application and adherence to, District-wide standards for data management to ensure consistency, accuracy and equity in the collection, retention, use and interpretation of information for academic records (e.g. course values on transcripts, interpretation of transcripts, updates from UC and CSU systems) by registrars and other site personnel who process student information.
- * Represent the District to the Articulation Analysis Department in the Office of the President of the University of California (UC) and the California State University (CSU) for the purpose of evaluating District course offerings and ensuing approval of UC/CSU for new course offerings.
- * Attends meetings conducted by the State and the County Office of Education for the purpose of ensuring District adherence to

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CLASSIFIED PERSONNEL

4216.3-09.3

DIRECTOR OF STUDENT INFORMATION SERVICES

For Board Agenda 3/20/2008. Approved
by Personnel Commission 3/11/2008.

new requirements and protocols and for system planning and data exchange with outside agencies.

- * Conducts performance evaluations of immediate staff for the purpose of adhering to performance evaluation schedules, developing staff and maintaining work standards.
- * Conducts selection interviews and training for the purpose of replacing staff at turnover and developing new hires.

OTHER JOB FUNCTIONS

- * Performs other related duties as assigned to ensure the efficiency and effectiveness of the work unit.

JOB REQUIREMENTS: Minimum Qualifications

Skills, Knowledge and/or Abilities Required:

SKILLS are required to perform multiple, highly complex, 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: directing the preparation and maintenance of accurate records and complex information systems (e.g., Aeries, CSIS, OCR, WASC, CBEDS); operating standard office equipment; using pertinent software applications; applying techniques of data gathering and analysis to the assessment of instructional programs; applying principles of supervision and management.

KNOWLEDGE is required perform advanced math including statistical calculations; review and interpret highly 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:

Laws, policies, regulations, and procedures for the collection, maintenance, and processing of student information;

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DIRECTOR OF STUDENT INFORMATION SERVICES

For Board Agenda 3/20/2008. Approved
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Data warehousing, especially techniques, methods, systems and terminology of student data management, collection, maintenance, analysis, and reporting;
Conceptual design process.
Database design and management of SQL.
Programming in SQL.
Documentation standards, including procedures and definitions for metadata.
Legal responsibilities and restrictions as they apply to access control and privileges for security.
Principles and practices of effective training, supervision, leadership and program management.
Interpersonal skills appropriate to occasion and using tact, patience and courtesy.

ABILITY is required to schedule a number of activities, meetings, and/or events; routinely gather, collate, and/or classify data; and use job-related equipment.

Flexibility is required to independently work with others in a wide variety of circumstances; analyze data utilizing a variety of complex processes; and operate equipment using standardized methods.

Ability is also required to work with a significant diversity of individuals and/or groups; work with data of widely varied types and/or purposes; and utilize a variety of types of job-related equipment.

In working with others, independent problem solving is required to analyze issues and create action plans.

Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is significant.

Specific abilities required to satisfactorily perform the functions of the job include:

working with detailed information/data;
communicating with diverse groups;
maintaining confidentiality;
meeting deadlines and schedules;
setting priorities;
analyzing laws and regulations;
use pertinent software applications to accomplish program requirements.

Responsibiliyt

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CLASSIFIED PERSONNEL

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DIRECTOR OF STUDENT INFORMATION SERVICES

For Board Agenda 3/20/2008. Approved
by Personnel Commission 3/11/2008.

Responsibilities include: working independently under broad organizational guidelines to achieve unit objectives; directing other persons within a small work unit; and supervising the collection and analysis of student data for multiple sites. Utilization of significant resources from other work units is sometimes required to perform the job's functions. There is some opportunity to significantly impact the Organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling; some climbing and balancing; some stooping, kneeling, crouching, and significant fine finger dexterity. Generally the job requires 60% sitting, 20% walking, and 20% standing. The job is performed under minimal temperature variations and in a generally hazard-free environment.

Education and Experience

Education and experience equivalent to a Bachelor's Degree in business, public or educational administration, mathematics, management information systems, or related, plus three years full-time experience working directly with student information systems. Additional qualifying experience may be substituted for the educational requirement on the basis of one year of experience for 30 semester/45 quarter units.

Required Testing Pre-employment proficiency test.

Certificates Valid California Class C Driver's License & Evidence of Insurability.

Clearances Criminal Justice Fingerprint/Background Clearance and Tuberculosis Clearance.

Continuing Education/Training Ongoing as appropriate to maintain currency in student information systems management.

FLSA Status: Exempt Salary Range: Management

San Dieguito Union High School District

INFORMATION REGARDING BOARD AGENDA ITEM

TO: BOARD OF TRUSTEES

DATE OF REPORT: March 12, 2008

BOARD MEETING DATE: March 20, 2008

PREPARED BY: Frederick Labib-Wood
Director of Classified Personnel

SUBMITTED BY: Peggy Lynch, Ed.D.
Superintendent

SUBJECT: Proposed New Board Policy 4216.3-03.3
Class Description for Director of
Planning and Financial Management

EXECUTIVE SUMMARY

This item is on the Agenda for information and first reading.

Over the past two years, there has been a substantial reduction in management positions as a result of retirements. The eliminated / unfilled positions include:

- Not filling the Director of Purchasing when Nettie March retired.
- Not filling the Director of Risk Management after Eric Dill was promoted to Executive Director of Business Services.
- Not filling the Grounds Supervisor position after Doug Johnsen retired.
- Not filling the Director of Facilities Planning position after Steve Ma was promoted to the Associate Superintendent of Business Services.

These actions have saved the district approximately \$845,096 in salaries and benefits over the last two years.

In reviewing the planning function and the need for additional financial management work (i.e. internal audit), the District is recommending the creation of a new director position (Director of Planning and Financial Management). The development of the Facilities Action Plan over the next 6-9 months will clearly highlight the need for an enhanced planning function in the future.

At its regular meeting of March 11, 2008, the Personnel Commission reviewed the duties and responsibilities proposed by the District. The Commission approved the attached class specification.

RECOMMENDATION:

It is recommended that the Board review the proposed new policy and place it on agenda for approval and adoption at its next regular meeting.

FUNDING SOURCE:

District General Fund, Categorical Funds and Special Funds.

Attachment

ITEM 24

CLASSIFIED PERSONNEL

4216.3-03.3

DIRECTOR OF PLANNING & FINANCIAL MANAGEMENT

For Board Agenda 3/20/2008.
Approved by Personnel
Commission 3/11/2008

OVERALL JOB PURPOSE STATEMENT:

Under the general direction of the Associate Superintendent/
Business, the Director of Planning and Financial management,
plans, organizes, directs, and controls the District's internal
auditing program and the district's planning program including
Mello-Roos bond and tax collection for facility project funding;
conducts examinations of the District's fiscal and operational
records, processes, systems, procedures, and internal controls
including compliance reviews of Federal, State, local and
private grants and special, categorically funded programs;
performs economy and efficiency audits and special analyses;
prepares written audit reports and recommends appropriate
improvements to financial systems and to operational processes.

DISTINGUISHING CHARACTERISTICS

The Director of Planning & Financial Management is a single-
position management classification responsible for planning,
directing, and supervising programs to conduct ongoing
facilities and program planning, to maintain capital financing,
and to ensure internal auditing of financial and operational
programs. To accomplish program objectives, this classification
identifies and develops data sources for projecting future
trends; designs, implements, and monitors data collection and
program auditing systems and activities; and develops and
prepares reports and recommendations for District action.

ESSENTIAL FUNCTIONS

- * Plans, directs and administers the District's Mello-Roos bond program for the purpose of monitoring monthly auctions, analyzing debt service payments, and coordinating with counterparty, credit agencies, and other financial consultants, and for accounting for the use of bond proceeds.
- * Administers the District's nine Community Facilities Districts (CFD) for the purpose of ensuring that appropriate taxes are levied and collected, coordinating completion of all compliance reports, and processing annexations when appropriate.

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4216.3-03.3

CLASSIFIED PERSONNEL

DIRECTOR OF PLANNING & FINANCIAL MANAGEMENT

For Board Agenda 3/20/2008.
Approved by Personnel
Commission 3/11/2008

- * Directs the activities of the District's developer fee program for the purpose of ensuring timely and accurate collections, appropriate accounting of collections and expenditures, and preparation and submission of all compliance and needs reports.
- * Represents the District to the Office of Public School Construction, the State Department of Education, the County Office of Education and other agencies for the purpose of presenting, garnering support for and gaining funding and approval for facilities projects.
- * Reviews mitigation and developer agreements for the purpose of determining appropriate rates, methods, and amounts of special taxes and fees.
- * Coordinates activities and projects with the staffs of county and city governments and with developers to determine the impact of development on the District's plans for school facilities and for gaining necessary financial agreements from developers to secure the District's interests.
- * Coordinate information sharing and decision-making processes with elementary districts for the purpose of resolving issues of the impact of projects and proposed developments and for developing a coordinated response on planning issues affecting all districts.
- * Develops and coordinates studies and projections of District enrollment to ensure accurate information on which to base plans for future use and maintenance of all facilities.
- * Directs and coordinates District student attendance accounting activities to ensure accurate and timely attendance reporting to support the general fund revenue.
- * Plans, directs, organizes, and controls the District's internal audit program.
- * Establishes policies and standards for auditing activities.
- * Conducts internal audits.
- * Develops and maintains audit procedures manuals.

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4216.3-03.3

CLASSIFIED PERSONNEL

DIRECTOR OF PLANNING & FINANCIAL MANAGEMENT

For Board Agenda 3/20/2008.
Approved by Personnel
Commission 3/11/2008

- * Directs the examination of, and examines, financial records, procedures, operational accounting systems, and organizational units for the purpose of determining compliance applicable standards, government laws and regulations, requirements of funding agencies, contractual obligations and District policies.
- * Develops and implements a comprehensive audit program for the purpose of evaluating management controls over all financial activities, including examining and reporting on the effectiveness of management in meeting goals, safeguarding assets, and ensuring compliance with established policies and procedures.
- * Prepares written reports of findings and recommended improvements.
- * Conducts special audits and studies as directed for the purpose of ensuring compliance, developing improvements to financial and other management systems.
- * Provides technical assistance to management, faculty, and staff for the purpose of improving systems of accountability and control and determining compliance with recommendations of auditors.
- * Establishes and maintains processes to monitor management's compliance and adherence with recommended changes.
- * Conducts selection interviews and training for the purpose of replacing staff at turnover and developing new hires.
- * Conducts performance evaluations of immediate staff for the purpose of adhering to performance evaluation schedules, developing staff and maintaining work standards.

OTHER JOB FUNCTIONS

- * Performs other related duties as assigned to ensure the efficiency and effectiveness of the work unit.

ESSENTIAL JOB REQUIREMENTS - QUALIFICATIONS

CLASSIFIED PERSONNEL

4216.3-03.3

DIRECTOR OF PLANNING & FINANCIAL MANAGEMENT

For Board Agenda 3/20/2008.
Approved by Personnel
Commission 3/11/2008

Skills, Knowledge and/or Abilities Required:

SKILLS are required to perform multiple, highly complex, 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: directing the preparation and maintenance of accurate records and complex information systems; operating standard office equipment; using pertinent software applications; applying techniques of data gathering and analysis, trend projections and auditing methods; applying principles of supervision and management.

KNOWLEDGE is required to perform advanced math; review and interpret highly 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:
Legal provisions for residential project approvals including EIR'S and mitigation;
Facility financing methods, procedures and requirements;
State codes and regulations and district policies;
Uniform building codes;
Methods and terminology used in contracting, real estate transactions, insurance and accounting;
Methods, procedures and techniques of financial and program auditing and evaluating efficiency and effectiveness of management controls and compliance with program requirements.

ABILITY is required to schedule a number of activities, meetings, and/or events; routinely gather, collate, and/or classify data; and use job-related equipment.

Flexibility is required to independently work with others in a wide variety of circumstances; analyze data utilizing a variety of complex processes; and operate equipment using standardized methods.

Ability is also required to work with a significant diversity of individuals and/or groups; work with data of widely varied types and/or purposes; and utilize a variety of types of job-related equipment.

In working with others, independent problem solving is required to analyze issues and create action plans.

CLASSIFIED PERSONNEL

4216.3-03.3

DIRECTOR OF PLANNING & FINANCIAL MANAGEMENT

For Board Agenda 3/20/2008.
Approved by Personnel
Commission 3/11/2008

Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is significant.

Specific abilities required to satisfactorily perform the functions of the job include:

working with detailed information/data;

communicating with diverse groups;

maintaining confidentiality;

meeting deadlines and schedules;

setting priorities;

analyzing laws and regulations;

using pertinent software applications.

Establishing and maintaining processes to monitor, control, and ensure compliance with changes.

Responsibility

Responsibilities include: working independently under broad organizational guidelines to achieve unit objectives; directing other persons within a small work unit; and supervising the use of funds for multiple departments. Utilization of significant resources from other work units is sometimes required to perform the job's functions. There is some opportunity to significantly impact the Organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling; some climbing and balancing; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 70% sitting, 15% walking, and 15% standing. The job is performed under minimal temperature variations and a generally hazard free environment.

Education and Experience

A combination of job related experience and training equivalent to a Bachelor's degree in business, public or educational administration or related field and at least two years of professional-level experience beyond the Bachelor's degree level in State school construction funding programs, school business management, city or county planning related to schools, and/or financial management experience that includes auditing and analysis of financial management systems and program operations.

ITEM 24
4216.3-03.3

CLASSIFIED PERSONNEL

DIRECTOR OF PLANNING & FINANCIAL MANAGEMENT

For Board Agenda 3/20/2008.
Approved by Personnel
Commission 3/11/2008

Required Testing Pre-employment proficiency test.

Certificates Valid California Class C Driver's License &
Evidence of Insurability

Clearances Criminal Justice Fingerprint/Background Clearance
Tuberculosis Clearance

Continuing Education/Training Ongoing as appropriate to
maintain currency in school financial planning, auditing, and
development.

FLSA Status Exempt Salary Range Management

San Dieguito Union High School District

INFORMATION REGARDING BOARD AGENDA ITEM

TO: BOARD OF TRUSTEES

DATE OF REPORT: March 12, 2008

BOARD MEETING DATE: March 20, 2008

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

SUBJECT: LAN PLATFORM, 2008

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EXECUTIVE SUMMARY

The San Dieguito Legislative Action Network has drafted and approved the attached Legislative Platform for 2008. It is being brought to you to seek your input and support. The Platform will be resubmitted to the Board for formal adoption on April 17, 2008. The Platform will be shared with the North Coast Education Legislative Action Network.

RECOMMENDATION:

It is recommended that the Board of Trustees review and provide input for the San Dieguito LAN Legislative Platform.

FUNDING SOURCE:

Not applicable

PL/bb

SAN DIEGUITO UNION HIGH SCHOOL DISTRICT

LEGISLATIVE ACTION NETWORK

2008 Legislative Platform

- Reject the Governor's proposed budget as unacceptable and inadequate (State)
- Support full funding per Proposition 98 (State)
- Fully fund Special Education at the 40% level in federal law and prohibit the State from retaining those funds (Federal & State)
- Increase State funding per the adequacy studies of 2006-2007. Southern California will not be 46th in the nation in per pupil spending (State)
- Encourage reconsideration of Proposition 13, the Vehicle License Fee, sales tax, etc. as revenue generators (State)
- Address relief for districts experiencing declining enrollment (State)
- Annually reimburse all school districts for mandated costs (State)
- Continue efforts with the federal government to address escalating requirements of NCLB, which already strain limited resources (Federal)