



Union High School District

**BOARD OF TRUSTEES
REGULAR BOARD MEETING**

Board of Trustees
Joyce Dalessandro
Linda Friedman
Barbara Groth
Beth Hergesheimer
Deanna Rich

Superintendent
Ken Noah

**THURSDAY, OCTOBER 16, 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 agenda and 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.

PUBLIC INSPECTION OF DOCUMENTS

In compliance with Government Code 54957.5, agenda-related documents that have been distributed to the Board less than 72 hours prior to the Board Meeting will be available for review on the district website, www.sduhdsd.net, and/or at the district office. Please call (760) 753-6491 ext 5548 for more information.

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.

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 Academy • Sunset HS • Torrey Pines HS

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

AGENDA

**THURSDAY, OCTOBER 16, 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 Items 6:00 PM
- 2. **Closed Session**.....**6:01 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 / California School Employees Association
 - C. Conference with legal counsel to discuss current and/or potential litigation, pursuant to Government Code Sections 54956.9(b)(3)(A), (D), and (E).

3. Regular Meeting / Open Session 6:30 PM

- 4. Pledge of Allegiance
- 5. Report Out of Closed Session
- 6. Approval of Minutes of the Board Workshop and Regular Board Meeting of October 2, 2008
Motion by _____, second by _____, to approve the Minutes of Board Meetings held on October 2, 2008, as shown in the attached supplements

NON-ACTION ITEMS (ITEMS 7 - 10)

- 7. School Reports and Updates Student Board Members
- 8. Board Reports and Updates..... Board of Trustees
- 9. Superintendent’s Reports, Briefings and Legislative UpdatesKen Noah
- 10. Diegueño Middle School Update..... Mary Anne Nuskin, 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

Acceptance of Gifts and Donations received, as shown in the attached supplement.

B. APPROVAL OF FIELD TRIP REQUESTS

Approval of all Field Trip Requests submitted, as shown in the attached supplement.

12. HUMAN RESOURCES

A. APPROVAL OF PERSONNEL REPORTS

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

1. Certificated and/or Classified Personnel Reports as 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. WAPADH (Whittier Area Parents' Association for the Developmentally Handicapped), during the period September 22, 2008 through June 30, 2009.

B. APPROVAL/RATIFICATION OF AGREEMENTS

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

1. PS Business Parks, Inc. for lease of facilities for the Special Education Adult Transition Program, during the period October 10, 2008 through October 31, 2013, for an amount not to exceed \$2,910.00 per month for the first year and adjusted annually thereafter, to be expended from the General Fund/Restricted 06-00 subject to reimbursement by NCCSE.
2. Carlsbad Unified School District for providing interpreter services for two SDUHSD Special Education Students, during the period July 1, 2008 through June 30, 2009, for an estimated amount of \$36,905.00, to be expended from the General Fund 06-00.

3. San Dieguito Union High School District to provide a Special Circumstances Instructional Assistant (SCIA) to Carlsbad Unified School District for a Carlsbad USD Special Education Student, during the period July 1, 2008 through June 30, 2009, for an estimated amount of \$36,000.00, to be reimbursed by the Carlsbad Unified School District.

C. APPROVAL/RATIFICATION OF PARENT SETTLEMENT AND RELEASE AGREEMENTS

No Agreements Submitted

15. BUSINESS

A. APPROVAL/RATIFICATION OF AGREEMENTS

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

1. 4-WARD Design, Inc. to provide engineering services related to CAD file upgrades for the Facilities Department, during the period October 17, 2008 through November 30, 2008, at the rate of \$65.00 per hour, 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 exercise class, during the period November 11, 2008 through January 26, 2009, at no charge to the District.
3. Lawrence Family Jewish Community Center for lease of facilities for Canyon Crest Academy Boys Water Polo games, during the period October 3, 2008 through November 3, 2008, for an amount not to exceed \$360.00, to be paid for by the Canyon Crest Academy Foundation.

B. APPROVAL/RATIFICATION OF AMENDMENT TO AGREEMENTS

No Amendment to Agreements Submitted

C. AWARD OF CONTRACTS

No Award of Contracts Submitted

D. APPROVAL OF CHANGE ORDERS

Approve Change Orders to the following projects, and authorize Eric R. Dill or Stephen G. Ma to execute the change orders:

1. Change Order No. 1 – Concrete Stairways at Torrey Pines High School & San Dieguito Academy project B2009-02, contract entered into with Bonsall Construction Services, Inc., extending the contract time by 54 calendar days and increasing the contract amount by \$2,682.00, to be expended from the Capital Facilities Fund 25-19.

E. ACCEPTANCE OF CONSTRUCTION PROJECTS

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

1. Concrete Stairways at Torrey Pines High School & San Dieguito Academy, contract entered into with Bonsall Construction Services, Inc.

F. APPROVAL OF BUSINESS REPORTS

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

ROLL CALL VOTE FOR CONSENT AGENDA..... (ITEMS 11 - 15)

<u>Board of Trustees:</u>	<u>Student Board Members:</u>
_____ Joyce Dalessandro	_____ Meredith Adams, La Costa Canyon
_____ Linda Friedman	_____ Chloe Deis-Groff, San Dieguito Academy
_____ Barbara Groth	_____ Isabelle Giap, Canyon Crest Academy
_____ Beth Hergesheimer	_____ Ilana Newman, Torrey Pines
_____ Deanna Rich	_____ Morgan Scott, Sunset

DISCUSSION / ACTION ITEMS.....(ITEM 16)

16. SAN DIEGUITO UNION HIGH SCHOOL DISTRICT RESOLUTION IN SUPPORT OF DRUG AWARENESS MONTH AND RED RIBBON WEEK

Motion by _____, second by _____, to Adopt and Renew the San Dieguito Union High School District 2008 Resolution in Support of October as Drug Awareness Month, as shown in the attached supplement.

INFORMATION ITEMS..... (ITEMS 17 - 26)

17. PROPOSED BOARD POLICY REVISION, 2420.1 / 4320.1, "DESIGNATION OF MANAGEMENT POSITIONS", AS SHOWN IN THE ATTACHED SUPPLEMENT.

This item is being presented for first reading and will be resubmitted to the Board for approval on November 13, 2008.

18. REORGANIZATION OF MANAGEMENT FUNCTIONS IN BUSINESS / OPERATIONS AND IMPACT ON JOB DUTIES AND SALARY ALLOCATION OF FOUR POSITIONS, AS SHOWN IN THE ATTACHED SUPPLEMENT.

This item is being presented for first reading and will be resubmitted to the Board for approval on November 13, 2008.

19. Business Services Update Steve Ma, Associate Superintendent

A. SunEdison Solar Energy Feasibility Study

20. Human Resources Update Terry King, Associate Superintendent

21. Educational Services UpdateRick Schmitt, Associate Superintendent

22. 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)

23. Future Agenda Items

24. Adjournment to Closed Session (as necessary)

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. Conference with legal counsel to discuss current and/or potential litigation, pursuant to Government Code Sections 54956.9(b)(3)(A), (D), and (E).

25. Report from Closed Session (as necessary)

26. Adjournment of Meeting

*The next regularly scheduled Board Meeting will be held on **Thursday, November 13, 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.*



Union High School District

ITEM 6, MINUTES, 10-02-08

Board of Trustees
Joyce Dalessandro
Linda Friedman
Barbara Groth
Beth Hergesheimer
Deanna Rich

Superintendent
Ken Noah

**SAN DIEGUITO UNION HIGH SCHOOL DISTRICT
BOARD OF TRUSTEES
BOARD WORKSHOP
MINUTES**

**THURSDAY, OCTOBER 2, 2008
4:30 PM**

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

The Governing Board of the San Dieguito Union High School District held a Board Workshop on Thursday, October 2, 2008, at 4:30 PM at the above location.

- 1. CALL TO ORDER President Hergesheimer called the meeting to order at 4:30 PM.

INFORMATION ITEM STUDENT ACHIEVEMENT

- 2. Mr. David Jaffe, Executive Director of Instruction and Curriculum, and Associate Superintendent of Educational Services, Mr. Rick Schmitt, gave a detailed presentation on Academic Performance and Growth, Annual Measurable Objectives, Adequate Yearly Progress, California High School Exit Exam, Advanced Placement Testing, and SAT scores.

They also gave an overview of current and pending work focusing on improving student achievement.

- 3. ADJOURNMENT OF MEETING – Meeting was adjourned at 5:52 PM.

Linda Friedman, Board Clerk

Date

Ken Noah, Superintendent

Date

MINUTES OF THE BOARD OF TRUSTEES AT A REGULAR BOARD MEETING

Telephone (760) 753-6491
www.sduhsd.net

Office of the Superintendent
Fax (760) 943-3501

Thursday, October 2, 2008

710 ENCINITAS BLVD
ENCINITAS, CA 92024

DISTRICT OFFICE
BOARD ROOM #101

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

1. CALL TO ORDER; PUBLIC COMMENTS REGARDING CLOSED SESSION ITEMS(AGENDA ITEM 1)

President Hergesheimer called the meeting to order at 6:00 PM on Thursday, October 2, 2008, to receive public comments on the Closed Session agenda items. There were no public comments presented.

2. CLOSED SESSION (AGENDA ITEM 2)

The Board convened to Closed Session in the Small Board Room at 6:01 PM to discuss:

- A. To consider personnel issues, pursuant to Government Code Sections 11126 and 54957; limited to consideration of the appointment, employment, evaluation of performance, discipline /release, dismissal of a public employee or to hear *complaints or charges brought against such employee by another person or employee unless the employee requests a public session.*
- B. 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. Conference with legal counsel to discuss current and/or potential litigation, pursuant to Government Code Sections 54956.9(b)(3)(A), (D), and (E).

OPEN SESSION / ATTENDANCE

BOARD OF TRUSTEES

Joyce Dalessandro
Linda Friedman
Barbara Groth
Beth Hergesheimer
Deanna Rich

ADMINISTRATORS

Ken Noah, Superintendent
David Jaffe, Executive Director, Curriculum & Instruction
Steve Ma, Associate Superintendent
Rick Schmitt, Associate Superintendent
Eric Dill, Executive Director, Business Services
Becky Banning, Recording Secretary

STUDENT BOARD MEMBERS

Meredith Adams, La Costa Canyon High School
Chloe Deis-Groff, San Dieguito Academy
Isabelle Giap, Canyon Crest Academy
Morgan Scott, Sunset High School

ITEM 6, MINUTES, 10-02-08

3. RECONVENE / CALL TO ORDER(AGENDA ITEM 3)

The regular meeting of the Board of Trustees was called to order at 6:32 PM by President Hergesheimer.

4. SALUTE TO THE FLAG (AGENDA ITEM 4)

Ms. Friedman led the salute to the flag.

5. REPORT OUT OF CLOSED SESSION..... (AGENDA ITEM 5)

No action was taken during closed session.

6. APPROVAL OF MINUTES..... (AGENDA ITEM 6)

It was moved by Barbara Groth, seconded by Linda Friedman, that the Minutes of the Regular Board Meeting of September 16, 2008 be approved as written. **Motion unanimously carried.**

NON-ACTION ITEMS.....(AGENDA ITEMS 7 - 10)

7. STUDENT BOARD MEMBER REPORTS (AGENDA ITEM 7)

The Student Board gave updates on events and activities at their sites.

8. BOARD OF TRUSTEES UPDATES AND REPORTS..... (AGENDA ITEM 8)

Ms. Dalessandro attended an annual social event hosted by the San Dieguito Faculty Association to welcome back faculty members to the new school year.

Ms. Friedman attended Back to School Nights at Torrey Pines High High School and Earl Warren, Oak Crest and Carmel Valley Middle Schools.

Ms. Groth attended a San Diego County School Boards Association meeting; also attended the first Parent Rep Committee meeting of the year with Mr. Noah and Associate Superintendents Steve Ma, Terry King and Rick Schmitt.

President Hergesheimer attended an Alcohol and Drug Awareness Information Night sponsored by the district’s READI program, at San Dieguito Academy; parent/principal “coffees” at Canyon Crest Academy and Carmel Valley Middle School; all Back to School Nights mentioned earlier; the Parent Rep Committee meeting hosted by the Superintendent; and a Board Workshop held before the regular meeting.

Ms. Rich attended all Back to School Nights mentioned earlier; and a meeting with other area superintendents and Board members that featured San Diego City Councilman Scott Peters as guest speaker.

9. SUPERINTENDENT’S REPORTS, BRIEFINGS AND LEGISLATIVE UPDATES..... (AGENDA ITEM 9)

Superintendent Noah praised the district for its concerted effort to recapture the importance of student attendance and ADA through a variety of strategies and programs; spoke about extensive conversations with Mr. Bob Croft, President of the San Dieguito Faculty Association (SDFA) regarding proactive measures taken during his leadership that have had a positive impact on the district;and was a guest speaker at a meeting of the Interfaith Council (composed of clergy and heads of other area faith-based organizations) where his topic was the importance of a partnership that shares a common goal of “raising good kids” and future leaders.

Mr. Noah also gave calendar updates on future activities and pending Board workshops.

10. SCHOOL / DEPARTMENT UPDATE (NONE PRESENTED)

ITEM 6, MINUTES, 10-02-08

CONSENT AGENDA ITEMS (AGENDA ITEMS 11 – 15)

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

11. SUPERINTENDENT

A. ACCEPTANCE OF GIFTS AND DONATIONS

Acceptance of Gifts and Donations received, as shown in the attached supplement.

B. APPROVAL OF FIELD TRIP REQUESTS

Approval of all Field Trip Requests submitted, as shown in the attached supplement.

12. HUMAN RESOURCES

A. APPROVAL OF PERSONNEL REPORTS

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

1. Certificated and/or Classified Personnel Reports as shown in the attached supplement.

13. EDUCATIONAL SERVICES

A. APPROVAL/RATIFICATION OF AGREEMENTS

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

1. Center for Teacher Effectiveness to provide effective classroom and school-wide management strategies in-service and resource materials to teaching staff on September 30, 2008, for an amount not to exceed \$4,247.35, to be expended from the General Fund/Restricted 06-00.

B. APPROVAL OF THE 2008-2012 CAREER & TECHNICAL EDUCATION LOCAL PLAN FOR ADULTS

1. Approve the Carl Perkins Career & Technical Education Local Plan for 2008-2012, as shown in the attached supplement.

14. PUPIL SERVICES

A. APPROVAL/RATIFICATION OF NON-PUBLIC SCHOOL / NON-PUBLIC AGENCY CONTRACTS

No Contracts Submitted

B. APPROVAL/RATIFICATION OF AGREEMENTS

No Agreements Submitted

15. BUSINESS

A. APPROVAL/RATIFICATION OF AGREEMENTS

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

ITEM 6, MINUTES, 10-02-08

1. Carlsbad Unified School District for field/activity trips, vehicle maintenance, driver training, and fuel supply from the SDUHSD Transportation Department, during the period August 1, 2007 until either party terminates the contract in writing, amount billed quarterly and reimbursed by Carlsbad Unified School District
2. Brianna Wood to conduct dance workshops and create choreography for the La Costa Canyon High School Dance Club, during the period October 1, 2008 through November 30, 2008, for an amount not to exceed \$300.00, to be paid by ASB Funds.
3. Ericka Moore to conduct dance workshops and create choreography for the La Costa Canyon High School Dance Club, during the period October 1, 2008 through December 31, 2008, for an amount not to exceed \$700.00, to be expended from the General Fund 03-00 and reimbursed by parent donations.
4. American Logistics Company, LLC to provide special education transportation when the District is not able to provide such transportation through its own resources, during the period June 30, 2008 until either party terminates the contract in writing, at the rates of the pricing formula stated in the agreement but not to exceed \$10,000.00 per school year, to be expended from the General Fund/Restricted 06-00.
5. State of California's 22nd District Agricultural Association for lease of facilities for the Torrey Pines High School AP testing, during the period May 4, 2009 through May 14, 2009, for an amount not to exceed \$5,000.00, to be expended from the General Fund 03-00.
6. Carmel Valley Recreation Center for lease of facilities for Carmel Valley Middle School off-campus PE classes, during the period September 2, 2008 through December 18, 2008, for an amount not to exceed \$1,404.00, to be expended from the General Fund 03-00.

B. APPROVAL/RATIFICATION OF AMENDMENT TO AGREEMENTS

No Amendment to Agreements Submitted

C. RATIFICATION OF CONTRACTS

No Ratifications Submitted

D. AWARD OF CONTRACTS

No Award of Contracts Submitted

E. ADOPTION OF RESOLUTION / COOPERATIVE BID

Adopt the attached resolution authorizing contracting pursuant to cooperative bid and award documents from the Waterford Unified School District for the purchase of two new 22 passenger type A1 diesel school buses, for an amount not to exceed \$150,040.02, to be expended from the Pupil Transportation Equipment Fund 15-00, and authorize Eric R. Dill or Stephen G. Ma to execute the necessary documents.

F. APPROVAL OF CHANGE ORDERS

Approve Change Orders to the following projects, and authorize Eric R. Dill or Stephen G. Ma to execute the change orders:

1. Change Order No. 1 – Tennis Court Resurfacing at Torrey Pines High School project B2009-05, contract entered into with Ferandell Tennis Courts, Inc., extending the contract time by 10 calendar days and increasing the contract amount by \$1,000.00, to be expended from the Capital Facilities Fund 25-19 and the Torrey Pines High School Foundation.

ITEM 6, MINUTES, 10-02-08

G. ACCEPTANCE OF CONSTRUCTION PROJECTS

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

1. Tennis Court Resurfacing at Torrey Pines High School project B2009-05, contract entered into with Ferandell Tennis Courts, Inc.

H. APPROVAL OF BUSINESS REPORTS

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

DISCUSSION / ACTION ITEMS..... (NONE PRESENTED)

INFORMATION ITEMS..... (AGENDA ITEMS 16 - 24)

16. LA COSTA VALLEY MASTER ASSOCIATION PROPOSAL, "DECLARATION OF COVENANT"

This item was presented for first reading and consideration by the Board. Superintendent Noah summarized some details on the history surrounding this topic.

The following Public Comments regarding Item 16 were presented:

A. Weis – Representing the La Costa Valley Master Association Board of Directors: Made reference to a letter written and submitted by him to Mr. Noah with the proposed deed restriction (Item 16) attached; reiterated they were not associated with any other organization, and asked the Board of Trustees to make a final decision by October 31st on approval or modification of this item.

L. Steinberg – Representing Friends of North County: Spoke in support of building a future middle school on the district-owned property on Calle Barcelona; referenced previous statements made by current and former district administration regarding future uses of the district-owned property.

G. Brucia – La Costa Valley Resident: Asked the Board to comment on Item 16.

E. Torkar – La Costa Valley Resident: Expressed concerns that the district may not hold on to the property and sell it for other purposes; and made reference to a sign formerly posted on the property indicating the site as a future school site.

The Board of Trustees addressed concerns regarding the proposed deed restriction (Item 16), as follows:

- Ms. Dalessandro: Asked to know the total percentage of homeowners within CFD 94-2 that were within the La Costa Valley Master Association / Homeowners' Association, explaining that CFD 94-2 was much larger than La Costa Valley Homeowners' Association; stated that, although this deed restriction was approved by the Board of the La Costa Valley HOA, it is requiring a vote of two-thirds of the Homeowners' Association *Membership* for approval of any action; asked if this was intended for the Membership's approval or the Board's approval; asked for feedback on how other Homeowners within CFD 94-2 felt about the proposed deed

ITEM 6, MINUTES, 10-02-08

restriction; and requested clarification on whether or not those other homeowners had become aware of the potential impact the proposed deed restriction would have on them.

- Ms. Groth: Addressed the Facilities Action Plan currently underway was intended for the district as a whole, the property on Calle Barcelona being one part of that plan; stated that a decision by the Board at this point might be premature as the responsibility of the Board was to look at the District as a whole when evaluating its needs; asked about what might override any restrictions the deed might have, since typically, any deed restriction a property might have usually lowers its value; asked for more information about the 7-11 process; and urged the district to continue to go forward with the Facilities Action Plan for the district as a whole.
- Ms. Rich: Asked for clarification on whether the district had obligations to just CFD 94-2 or the entire district or other entities such as the state, in terms of the land; asked to know whether the district could be subject to legal action from CFD 94-2, the entire district, or other entities, and what would happen if the Homeowners' Board for some reason dissolved; asked what the fiscal ramifications might be for simply holding the land until it might be necessary to use the land for a school; asked why the district would have to build a school if the latest demographic studies show a decline in enrollment; asked what the problem would be if the district would be able to move forward with the plan of an outdoor lab for students - a step that would eliminate state-required tax fees but was denied by the Homeowners Association when approached; and said her concern about the rest of the district is that she did not want law suits saying the district has done something wrong with the property, that would then cloud the La Costa Valley Homeowners entitlement, therefore, whatever the district does has to be something that isn't open to challenge from other people.
- Ms. Hergesheimer: Asked if, from a legal perspective, they, as a Board, could encumber a future Board with an agreement; and asked if it would be a violation of the original Funding and Mitigation Agreement for the school district to enter into this resolution.
- Ms. Friedman: Addressed the purposes of the Facilities Action Plan underway; stated that the district has not decided that there is any other use for that property other than a school; and reminded the Board of a meeting held two to three years prior, between district and homeowners representatives regarding the possibility of an outdoor lab, where representatives expressed concerns about students getting hurt and liability issues for both parties.
- Ms. Dalessandro: Expressed concerns about the district being denied permission by the Homeowners' Association to have access to the district-owned property for purposes of an outdoor laboratory for students, even though the only request made was permission to access the parking lot to drop off and pick up students via a school bus.
- Mr. Ma gave a brief overview of the Facilities Action Plan timeline, which will include the property on Calle Barcelona, and discussed next steps for forming a Task Force.

17. Business Services Update Steve Ma, Associate Superintendent

Mr. Ma informed the Board that a church near the property, approached by the district, also denied permission to access the property. He confirmed that should access be permitted, the district has a teacher at La Costa Canyon prepared to launch an outdoor environmental and natural habitat program.

Mr. Ma gave an update on the status of the state budget including details on Prop 98, statutory COLA, and restored Categorical Program funds. He also addressed challenges to the district with the cost of employee health benefits, utilities and other costs and said the district should anticipate seeing a difficult, if not worse, budget next year. Mr. Ma said there has been some suggestion that there may be calls for mid-year cuts in January. More updates will follow.

18. Human Resources Update(No Update Presented)

ITEM 6, MINUTES, 10-02-08

19. Educational Services UpdateRick Schmitt, Associate Superintendent

Mr. Schmitt thanked the Board for their time during the Student Achievement Board Workshop held earlier that afternoon. Ms. Rich commended Mr. Noah, Associate Superintendent Rick Schmitt and Executive Director David Jaffe for their continued focus on student achievement.

20. PUBLIC COMMENTS..... (AGENDA ITEM 20)

E. Torkar – La Costa Valley Resident: Asked for clarification regarding the contracted services of Judge DiFiglia, the timelines and allegations under investigation, and the district’s selection process.

G. Brucia – Member of La Costa Valley Homeowners Association Board of Directors / Friends of North County: Stated that the Association was under the impression that a bus would be parked on their property during the outdoor lab sessions; addressed the questions posed by the Board earlier; and asked for clarification on the Facilities Action Plan and its relation to the deed restriction.

J. Castleman – Addressed the rehabilitation process of the property to prepare it for use as an outdoor program; asked the district to include city representation from the City of Carlsbad.

L. Steinberg – Friends of North County and all tax payers: Addressed individual comments made by the Board earlier that evening.

Jerry Galiley – Teacher at Torrey Pines High School of the San Dieguito Union High School District: Thanked the Board for their ongoing support of the vocational education program in the district in a time when financing is so limited; also thanked the Board on behalf of the Torrey Pines High School teaching staff for their commitment overall to the academic programs.

Debbie Elliott – Career Technical Education Program Teacher at La Costa Canyon High School and Resident of Encinitas: Stated that had it not been for the support of the Board, La Costa Canyon would not have an engineering, architecture or television program; stated the Board has been 100% behind staff and the success of these programs and thanked the Board on behalf of all teachers of Career Technical Education at La Costa Canyon High School.

Duncan Brown – Diegueño Middle School Counselor and Encinitas Resident: Thanked the Board for their leadership and continued support during financially hard times, and for supporting services that help students such as counseling and English language learners.

Bob Croft – San Dieguito Faculty Association President and Teacher at Earl Warren Middle School: As a 30-year veteran as a teacher at Earl Warren Middle School, said with the support of the Board, the district had instituted a variety of new programs that have revitalized not only the school but the staff, and as a result, the school has one of the highest academic rates on the API scores in the district. As the President of the faculty association in the district that represented nearly 100% membership, Mr. Croft stated within his 30 years in the district, he had seen a lot of school boards come and go, however he has not seen a Board where there was a unique working relationship with the faculty association. He referred to their relationship as positive, unique and constructive, which is what makes the district successful. Mr. Croft also said he had not seen a Board that has been as supportive, constructive and responsible for the entire district as the Board sitting before him that evening. Mr. Croft stated he felt compelled to share this because of his awareness of the staff’s appreciation. Mr. Croft also commended Superintendent Noah for his involvement in maintaining that cooperative relationship that is so unique in this district, at a time where there are battles within other

ITEM 6, MINUTES, 10-02-08

districts throughout the county and the state, between teachers, administration, and school boards.
Mr. Croft thanked the Board on behalf of the teachers.

- 21. FUTURE AGENDA ITEMS (AGENDA ITEM 21)
Mr. Ma will present an update on the Solar Energy Study Analysis at a future meeting.
- 22. ADJOURNMENT TO CLOSED SESSION..... (AGENDA ITEM 22)
Closed Session was not required.
- 23. REPORT OUT OF CLOSED SESSION..... (AGENDA ITEM 23)
There was nothing to report out of Closed Session.
- 24. ADJOURNMENT OF MEETING..... (AGENDA ITEM 24)
There being no further business, the meeting was adjourned at 8:02 PM

Linda Friedman, Board Clerk

____ / ____ / ____
Date

Ken Noah, Superintendent

____ / ____ / ____
Date

San Dieguito Union High School District

INFORMATION REGARDING BOARD AGENDA ITEM

TO: BOARD OF TRUSTEES

DATE OF REPORT: October 9, 2008

BOARD MEETING DATE: October 16, 2008

**PREPARED AND
SUBMITTED BY:** Ken Noah, 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

KN/bb

**DONATIONS REPORT
SDUHSD BOARD MEETING
OCTOBER 16, 2008**

ITEM 11A

Donation	Purpose	Donor	Donated To: (Teacher, Dept, Site)	
		Name / Foundation	Department	School Site
\$1,567.30	Donation for Theater Tech salary	SDA	VPA	SDA
\$950.10	Classroom supplies	Target Take Charge of Education	None specified	SDA

San Dieguito Union High School District

INFORMATION REGARDING BOARD AGENDA ITEM

TO: BOARD OF TRUSTEES

DATE OF REPORT: October 9, 2008

BOARD MEETING DATE: October 16, 2008

**PREPARED AND
SUBMITTED BY:** Ken Noah, 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.

KN/bb

**FIELD TRIP REPORT
SDUHSD BOARD MEETING
OCTOBER 16, 2008**

ITEM 11B

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
10/04/08-10/05/08	LCC	deBoer	Krista	Speech & Debate	25-30	4 to 5	Jack Howe Memorial Tournament	Long Beach	CA	N/A	N/A
10/24/08-10/26/08	LCC	deBoer	Krista	Speech & Debate	25-30	4 to 5	Fullerton & Harvard-Westlake Invitationals (split the team)	Fullerton and Los Angeles	CA	1 day	N/A
10/31/08-11/02/08	LCC	deBoer	Krista	Speech & Debate	25-30	4 to 5	Meadows	Las Vegas	NV	1 day	N/A
11/07/08-11/09/08	LCC	deBoer	Krista	Speech & Debate	25-30	4 to 5	USC Invitational (tentative date; split team)	Los Angeles	CA	1 day	N/A
11/07/08-11/08/08	LCC	deBoer	Krista	Speech & Debate	25-30	4 to 5	Novice IE Tournament	TBA			
11/15/08-11/16/08	LCC	deBoer	Krista	Speech & Debate	25-30	4 to 5	Damien HS Invitational	La Verne	CA	N/A	N/A
12/12/08-12/13/08	LCC	deBoer	Krista	Speech & Debate	25-30	4 to 5	Cypress Invitational	Cypress College	CA	1 day	N/A
01/02/09-01/04/09	LCC	deBoer	Krista	Speech & Debate	25-30	4 to 5	Archer Invitational	Los Angeles	CA	N/A	N/A
01/10/09	LCC	deBoer	Krista	Speech & Debate	25-30	4 to 5	All Events Tournament (new)	TBA (LCC?)	TBA	N/A	N/A
01/16/09-01/18/09	LCC	deBoer	Krista	Speech & Debate	25-30	4 to 5	Golden Desert	Las Vegas	NV	1 day	N/A
01/23/09-01/24/09	LCC	deBoer	Krista	Speech & Debate	25-30	4 to 5	La Mirada High School	La Mirada	CA	1 day	N/A
02/06/09-02/08/09	LCC	deBoer	Krista	Speech & Debate	25-30	4 to 5	Stanford Invitational	Stanford	CA	1 day	N/A
02/13/09-02/16/09	LCC	deBoer	Krista	Speech & Debate	25-30	4 to 5	California Invitational	UC Berkeley	CA	N/A	N/A
04/04/09	LCC	deBoer	Krista	Speech & Debate	25-30	4 to 5	National Quals Congress	Redlands	CA	N/A	N/A
04/24/09-04/26/09	LCC	deBoer	Krista	Speech & Debate	25-30	4 to 5	State Championships	Culver City	CA	N/A	N/A
06/15/09-06/19/09	LCC	deBoer	Krista	Speech & Debate	25-30	4 to 5	National Tournaments	Birmingham	AL	N/A	N/A

**FIELD TRIP REPORT
SDUHSD BOARD MEETING
OCTOBER 16, 2008**

ITEM 11B

10/04/08-10/05/08	SDA	Leonard	Kerri	Speech & Debate	25-30	7	CSU Tournament	Long Beach	CA	N/A	N/A
10/24/08-10/25/08	SDA	Leonard	Kerri	Speech & Debate	25-30	7	CSU Tournament	Fullerton	CA	1 day	N/A
10/31/08-11/01/08	SDA	Leonard	Kerri	Speech & Debate	25-30	7	USC Invitational	Los Angeles	CA	1 day	N/A
11/15/08-11/16/08	SDA	Leonard	Kerri	Speech & Debate	25-30	7	Damien HS Invitational	La Verne	CA	N/A	N/A
12/12/08-12/13/08	SDA	Leonard	Kerri	Speech & Debate	25-30	7	Cypress Invitational	Cypress College	CA	1 day	N/A
12/21/08-12/23/08	SDA	Leonard	Kerri	Speech & Debate	25-30	7	Redlands	Redlands	CA	N/A	N/A
01/23/09-01/24/09	SDA	Leonard	Kerri	Speech & Debate	25-30	7	La Mirada High School	La Mirada	CA	1 day	N/A
02/13/09-02/16/09	SDA	Leonard	Kerri	Speech & Debate	25-30	7	California Invitational	UC Berkeley	CA	N/A	N/A
March '09	SDA	Leonard	Kerri	Speech & Debate	25-30	7	National Quals	TBA	TBA		
04/24/09-04/26/09	SDA	Leonard	Kerri	Speech & Debate	25-30	7	State Championships	Culver City	CA	N/A	N/A
10/10/08-10/11/08	TPHS	Meigs	Anne	Girls Varsity Tennis	14	4 to 5	Corona Del Mar All American Challenge Invitational	Newport Beach	CA	1 day	N/A
01/09/09-01/11/09	SDA	Wuertz	Jeremy	Music students	46	8	while visiting UCLA &/or USC, they will attend a performance by the LA Philharmonic Orchestra as well as a	Los Angeles	CA	1 day	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: October 9, 2008

BOARD MEETING DATE: October 16, 2008

**PREPARED AND
SUBMITTED BY:** Terry King
Associate Superintendent/Human Resources

SUBJECT: APPROVAL OF CERTIFICATED and
CLASSIFIED PERSONNEL

EXECUTIVE SUMMARY

Please find the following Personnel actions attached for Board Approval:

Classified

Employment
Change in Assignment
Promotion

RECOMMENDATION:

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

FUNDING SOURCE:

General Fund

PERSONNEL LIST

CLASSIFIED PERSONNEL

Employment

1. **Barnard, Karen**, Campus Supervisor Middle School, effective 10/7/08
2. **Berger, Lisa**, At Will Employee, effective 10/07/08 – 12/18/08
3. **Bogart, Michael**, At Will Employee, effective 9/1/08 – 2/15/09
4. **Pourat, Ayala**, Student Worker Nutrition Services, effective 9/2/08 – 6/12/09
5. **Rosenbaum, Leah**, At Will Employee, effective 9/1/08 – 6/12/09
6. **Telesnikov, Julian**, Grounds Maintenance Equipment Operator, effective 10/0708
7. **Veraldi, Kathleen**, Office Assistant, effective 10/708
8. **Wilson, Ian**, Instructional Assistant SpEd Non Severe, effective 10/13/08

Change in Assignment

1. **Balderas, Sara**, from Instructional Assistant SpEd Non-Severe to Office Assistant, effective 9/29/08
2. **Gogue, Roy**, from Grounds Maintenance Equipment Operator to Lead Grounds Worker, effective 10/8/08 – 10/20/08
3. **Paolantoni, Antonino**, from Custodian Floater to School Plant Supervisor Middle School, effective 10/6/08 – 10/20/08

Resignation

1. **Aiken, Claudette**, School Bus Driver resigning for the purpose of retirement effective 10/24/08

San Dieguito Union High School District

INFORMATION REGARDING BOARD AGENDA ITEM

TO: BOARD OF TRUSTEES

DATE OF REPORT: October 2, 2008

BOARD MEETING DATE: October 16, 2008

PREPARED BY: Bruce Cochrane, Executive Director
Pupil Services

SUBMITTED BY: Ken Noah
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 2008-09 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 \$4,000.00

KN/ddb
Attachment

San Dieguito Union High School District

INFORMATION REGARDING BOARD AGENDA ITEM

TO: BOARD OF TRUSTEES

DATE OF REPORT: October 2, 2008

BOARD MEETING DATE: October 16, 2008

PREPARED BY: Bruce Cochrane, Executive Director
Pupil Services

SUBMITTED BY: Ken Noah
Superintendent

SUBJECT: Approval/Ratification of Pupil Services
Agreements

EXECUTIVE SUMMARY

The attached Pupil Services Agreements Report summarizes three contracts that provide services for the Special Education Program and Special Education Students for the 2008-2009 school year.

RECOMMENDATION

Approve/ratify entering into Pupil Services Agreements as shown on the attached report and authorize Eric Dill to execute all pertinent documents pertaining to these agreements, contingent upon receipt of the signed documents and verification of insurance coverage.

FUNDING SOURCE

General Fund 06-00/Special Education Budget – Estimated \$107,805.00

KN/ddb
Attachment

SAN DIEGUITO UNION HIGH SCHOOL DISTRICT

ITEM 14B

PUPIL SERVICES AGREEMENTS 2008-2009

Date: October 16, 2008

Contract Effective Dates	Independent Contractor	Description of Services	Department Budget	Fee (Estimate)
10-10-2008 To 10-31-2013	PS Business Parks, Inc.	Lease of Facilities for the Special Education Adult Transition Program	General Fund Special Education 06-00 subject to reimbursement by NCCSE	\$2,910.00/month
7-1-2008 To 6-30-2009	Carlsbad Unified School District	Memorandum of Understanding: Payment to CUSD for cost of Interpreter Services for two SDUHSD Special Education Students	General Fund Special Education 06-00	Estimate: \$36,905.00
7-1-2008 To 6-30-2009	Carlsbad Unified School District	Memorandum of Understanding: Reimbursement from CUSD for cost of providing a Special Circumstances Instructional Assistant (SCIA) to a Carlsbad USD Special Education Student	General Fund Special Education 06-00	Estimate: \$36,000.00
			Estimated Total	\$107,805.00

ITEM 15A

San Dieguito Union High School District

INFORMATION REGARDING BOARD AGENDA ITEM

TO: BOARD OF TRUSTEES

DATE OF REPORT: October 7, 2008

BOARD MEETING DATE: October 16, 2008

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

SUBMITTED BY: Ken Noah
Superintendent

SUBJECT: APPROVAL/RATIFICATION OF
PROFESSIONAL SERVICES CONTRACTS/
BUSINESS

EXECUTIVE SUMMARY

The attached Professional Services Report/Business summarizes three contracts totaling \$360.00, 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: 10-16-08

<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>
10/17/08 – 11/30/08	4-WARD Design, Inc.	Provide engineering services related to CAD file upgrades for the Facilities Department	General Fund 03-00	\$65.00 per hour
11/11/08 – 01/26/09	Carmel Valley Recreation Center	Lease of facilities for the San Dieguito Adult School senior exercise class	N/A	No charge to the District
10/03/08 – 11/03/08	Lawrence Family Jewish Community Center	Lease of facilities for Canyon Crest Academy Boys Water Polo games	CCA Foundation	\$360.00

San Dieguito Union High School District

ITEM 15D

INFORMATION REGARDING BOARD AGENDA ITEM

TO: BOARD OF TRUSTEES

DATE OF REPORT: October 7, 2008

BOARD MEETING DATE: October 16, 2008

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

SUBMITTED BY: Ken Noah
Superintendent

SUBJECT: APPROVAL OF CHANGE ORDER

EXECUTIVE SUMMARY

The Concrete Stairways at Torrey Pines High School & San Dieguito Academy project is now complete. The project was completed on schedule but with a small increase in the contract amount to cover the cost of added stairs, cheek wall, landing, handrail and crib wall at Torrey Pines High School and additional demolition work at San Dieguito Academy. The \$2,500.00 allowance for miscellaneous unforeseen items was used as well to off-set the cost of the additional work.

In addition to the increase in contract amount, for administrative purposes, the completion date needs to be extended to coincide with the Board's acceptance date.

RECOMMENDATION:

Approve Change Orders to the following projects, and authorize Eric R. Dill or Stephen G. Ma to execute the change orders:

1. Change Order No. 1 – Concrete Stairways at Torrey Pines High School & San Dieguito Academy project B2009-02, contract entered into with Bonsall Construction Services, Inc., extending the contract time by 54 calendar days and increasing the contract amount by \$2,682.00.

FUNDING SOURCE:

Capital Facilities Fund 25-19



ROESLING
NAKAMURA
TERADA
Architects, Inc.

363 FIFTH AVENUE
SAN DIEGO
CALIFORNIA 92101
619 233-1023
FAX 619 233-0016
mail@mntarchitects.com

Change Order

Owner
Construction Manager **ITEM 15D**
Architect
Contractor
Field
Other

Project: **CONCRETE STAIRWAYS AT
TORREY PINES HIGH SCHOOL &
SAN DIEGUITO ACADEMY - B2009-02**

CO No: **01**

Initiation Date: **Oct. 3, 2008**

To Contractor: **Bonsall Construction Services**

Project No: **444**

P.O. Box 1085

Contract For:

Bonsall, CA 92003

Contract Date: **July 22, 2008**

The Contract is changed as follows:

Increase contract amount by \$2682 for miscellaneous revisions to Torrey Pines High School and San Dieguito Academy stairs. Increase contract time by 54 days.

Not valid until signed by the Owner, Construction Manager, Architect, and Contractor.

The original (Contract Sum) (Guaranteed Maximum Price) was	\$	49,500.00
Net change by previously authorized Change Orders	\$	0
The (Contract Sum) (Guaranteed Maximum Price) prior to this Change Order was	\$	49,500.00
The (Contract Sum) (Guaranteed Maximum Price) will be (increased) (decreased) (unchanged) by this Change Order	\$	2682.00
The new (Contract Sum) (Guaranteed Maximum Price) including this Change Order will be	\$	52,182.00
The Contract Time will be (increased) (decreased) (unchanged) by	(54) days
The date of Substantial Completion as of the date of this Change Order therefore is		Oct. 16, 2008

NOTE: This summary does not reflect changes in the Contract Sum, Contract Time or Guaranteed Maximum Price which have been authorized by Construction Change Directive.

ARCHITECT **Roesling Nakamura Architect, Inc.**

ADDRESS **363 5th Avenue, #202, San Diego, CA 92101**

BY **Joe Mansfield** DATE **10/3/08**

CONTRACTOR **Bonsall Construction Service**

ADDRESS **P.O. Box 1085, Bonsall, CA 92003**

BY _____ DATE _____

OWNER **San Dieguito Union High School District**

ADDRESS **710 Encinitas Blvd. Encinitas, CA 92024**

BY **Eric Dill** DATE _____

San Dieguito Union High School District

ITEM 15E

INFORMATION REGARDING BOARD AGENDA ITEM

TO: BOARD OF TRUSTEES

DATE OF REPORT: October 7, 2008

BOARD MEETING DATE: October 16, 2008

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

SUBMITTED BY: Ken Noah
Superintendent

SUBJECT: ACCEPTANCE OF CONSTRUCTION PROJECT

EXECUTIVE SUMMARY

The Concrete Stairways at Torrey Pines High School & San Dieguito Academy project is complete. The project was completed on time and does not have any outstanding issues. It is recommended that the Board of Trustees accept the project as complete.

RECOMMENDATION:

It is recommended that the Board accept the following construction projects as complete, pending the completion of a punch list, and authorize the administration to file a Notice of Completion with the County Records Office:

1. Concrete Stairways at Torrey Pines High School & San Dieguito Academy, contract entered into with Bonsall Construction Services, Inc.

FUNDING SOURCE:

N/A

San Dieguito Union High School District ^{ITEM 15F}

INFORMATION REGARDING BOARD AGENDA ITEM

TO: BOARD OF TRUSTEES

DATE OF REPORT: October 7, 2008

BOARD MEETING DATE: October 16, 2008

PREPARED BY: Stephen G. Ma
Associate Superintendent, Business

SUBMITTED BY: Ken Noah, 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

RECOMMENDATION:

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

FUNDING SOURCE:

Not applicable

js
Attachments

PO/BOARD/REPORT

SAN DIEGUITO UNION HIGH
FROM 09/23/08 THRU 10/06/08

1

PO NBR	DATE	FUND	VENDOR	LOC	DESCRIPTION	AMOUNT	ITEM 15F
291254	09/23/08	03	DELL COMPUTER CORPOR	035	MAT/SUP/EQUIP TECHNO	\$3,641.62	
291255	09/23/08	06	CAROLINA BIOLOGICAL	005	MATERIALS AND SUPPLI	\$521.78	
291256	09/23/08	03	C O D E S P	026	DUES AND MEMBERSHIPS	\$1,750.00	
291257	09/23/08	03	CORPORATE EXPRESS	010	MATERIALS AND SUPPLI	\$1,000.00	
291258	09/24/08	03	GUARDIAN ELEVATOR	025	REPAIRS BY VENDORS	\$500.00	
291259	09/24/08	03	DELL COMPUTER CORPOR	003	MAT/SUP/EQUIP TECHNO	\$4,777.91	
291260	09/24/08	03	SAX ARTS & CRAFTS	003	MATERIALS AND SUPPLI	\$420.23	
291261	09/24/08	03	ORIENTAL TRADING COM	003	MATERIALS AND SUPPLI	\$211.26	
291262	09/24/08	03	N C S PEARSON	003	MATERIALS AND SUPPLI	\$77.43	
291263	09/24/08	03	CLONE DUPLICATING &	003	PRINTING	\$394.56	
291264	09/24/08	03	COSTCO CARLSBAD	010	MATERIALS AND SUPPLI	\$456.77	
291265	09/24/08	03	GOPHER SPORT	014	MATERIALS AND SUPPLI	\$313.49	
291266	09/24/08	03	LANE STANTON VANCE L	005	MATERIALS AND SUPPLI	\$1,176.79	
291267	09/24/08	03	DAVIS DEMOGRAPHICS &	036	LIC/SOFTWARE	\$1,023.63	
291268	09/24/08	06	WINSTON SCHOOL OF SA	030	OTHER CONTR-N.P.S.	\$23,245.20	
291269	09/24/08	06	WINSTON SCHOOL OF SA	030	OTHER CONTR-N.P.S.	\$23,245.20	
291270	09/24/08	06	WINSTON SCHOOL OF SA	030	OTHER CONTR-N.P.S.	\$23,245.20	
291271	09/24/08	06	WINSTON SCHOOL OF SA	030	OTHER CONTR-N.P.S.	\$23,245.20	
291272	09/24/08	06	INSPIRATION SOFTWARE	030	LIC/SOFTWARE	\$384.13	
291273	09/24/08	06	WINSTON SCHOOL OF SA	030	OTHER CONTR-N.P.S.	\$27,119.40	
291274	09/24/08	06	WINSTON SCHOOL OF SA	030	OTHER CONTR-N.P.S.	\$27,119.40	
291275	09/24/08	06	WINSTON SCHOOL OF SA	030	OTHER CONTR-N.P.S.	\$23,245.20	
291276	09/25/08	25-19	BONSALL CONSTRUCTION	025	NON-CAPITALIZED IMPR	\$49,500.00	
291277	09/25/08	03	EXPRESS PRINT	013	PRINTING	\$2,000.00	
291278	09/25/08	03	CORPORATE EXPRESS	012	MATERIALS AND SUPPLI	\$500.00	
291279	09/25/08	03	EXPRESS PRINT	006	PRINTING	\$603.40	
291280	09/25/08	06	PRENTICE HALL/REGENT	024	TEXTBOOKS	\$1,883.29	
291281	09/25/08	06	HOLT MCDOUGAL	024	TEXTBOOKS	\$3,795.08	
291282	09/25/08	06	PRENTICE HALL/REGENT	024	TEXTBOOKS	\$4,730.20	
291283	09/25/08	06	GLENCOE-MACMILLAN/MC	024	TEXTBOOKS	\$3,462.44	
291284	09/25/08	06	M P S	024	TEXTBOOKS	\$2,914.31	
291285	09/25/08	06	HOLT MCDOUGAL	024	TEXTBOOKS	\$926.57	
291286	09/25/08	06	HOLT MCDOUGAL	024	TEXTBOOKS	\$2,171.78	
291287	09/25/08	06	MCDOUGAL LITTEL	024	TEXTBOOKS	\$2,251.26	
291288	09/25/08	06	PRENTICE HALL/REGENT	024	TEXTBOOKS	\$3,059.50	
291289	09/25/08	06	FOLLETT EDUCATIONAL	024	TEXTBOOKS	\$3,522.72	
291290	09/25/08	06	FOLLETT EDUCATIONAL	024	TEXTBOOKS	\$969.75	
291291	09/25/08	06	FOLLETT EDUCATIONAL	024	TEXTBOOKS	\$993.02	
291292	09/26/08	03	CORPORATE EXPRESS	010	MATERIALS AND SUPPLI	\$1,000.00	
291293	09/26/08	06	MCDOUGAL LITTEL	024	TEXTBOOKS	\$4,311.24	
291294	09/26/08	06	FOLLETT EDUCATIONAL	024	TEXTBOOKS	\$1,844.31	
291295	09/26/08	06	INTERPRETERS UNLIMIT	030	PROF/CONSULT./OPER E	\$4,000.00	
291296	09/26/08	06	DWAYNE LIZAR	030	PROF/CONSULT./OPER E	\$3,000.00	
291297	09/29/08	03	DI FIGLIA, VINCENT P	021	LEGAL EXP-BUSINESS	\$10,000.00	
291298	09/29/08	03	K L M BIOSCIENTIFIC	010	MATERIALS AND SUPPLI	\$23.71	
291299	09/29/08	25-19	FERANDELL TENNIS COU	025	LAND IMPROVEMENTS	\$47,480.00	
291300	09/29/08	06	WEST COACH CORPORATI	028	MATERIALS-REPAIRS	\$700.00	
291301	09/30/08	03	YOGI'S	025	MATERIALS AND SUPPLI	\$135.00	
291302	09/30/08	25-18	VIRCO MANUFACTURING	010	MATERIALS AND SUPPLI	\$1,346.40	
291304	09/30/08	11	KNITTING BY THE BEAC	009	MATERIALS AND SUPPLI	\$182.10	
291305	09/30/08	03	BARNES & NOBLE BOOKS	006	BOOKS OTHER THAN TEX	\$37.84	
291306	09/30/08	11	CENGAGE LEARNING	009	MATERIALS AND SUPPLI	\$1,110.90	
291309	09/30/08	03	AMAZON.COM	010	MATERIALS AND SUPPLI	\$74.67	
291311	09/30/08	03	VIRCO MANUFACTURING	010	MATERIALS AND SUPPLI	\$1,346.40	
291312	09/30/08	06	DAWN SIGN PRESS	005	TEXTBOOKS	\$2,370.07	

PO/BOARD/REPORT

SAN DIEGUITO UNION HIGH
FROM 09/23/08 THRU 10/06/08

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PO NBR	DATE	FUND	VENDOR	LOC	DESCRIPTION	AMOUNT	ITEM 15F
291313	09/30/08	06	SNAP ON TOOLS CORPOR	005	MATERIALS AND SUPPLI	\$665.51	
291314	09/30/08	03	TROXELL COMMUNICATIO	004	NON CAPITALIZED EQUI	\$4,038.90	
291315	09/30/08	03	D A D ASPHALT	025	REPAIRS BY VENDORS	\$8,890.92	
291316	09/30/08	06	WOODWIND & BRASSWIND	008	NON CAPITALIZED EQUI	\$5,485.77	
291317	09/30/08	06	BARRON'S EDUCATIONAL	010	TEXTBOOKS	\$518.10	
291318	09/30/08	06	PEPPER OF LOS ANGELE	008	MATERIALS AND SUPPLI	\$71.34	
291319	09/30/08	03	WENGER CORPORATION	013	MATERIALS AND SUPPLI	\$112.20	
291320	09/30/08	03	GEYER INSTRUCTIONAL	004	MATERIALS AND SUPPLI	\$259.21	
291321	09/30/08	03	MARKERBOARD PEOPLE,	004	MATERIALS AND SUPPLI	\$69.31	
291322	09/30/08	03	ONE STOP TONER AND I	013	OFFICE SUPPLIES	\$96.96	
291323	09/30/08	03	ALPHA GRAPHICS	013	PRINTING	\$254.10	
291324	09/30/08	03	EDUCATIONAL SYSTEMS	010	MATERIALS AND SUPPLI	\$142.34	
291325	09/30/08	06	TIME FOR KIDS	008	MATERIALS AND SUPPLI	\$88.40	
291326	09/30/08	03	SARGENT WELCH SCIENT	008	MATERIALS AND SUPPLI	\$50.00	
291327	09/30/08	06	MC MASTER-CARR SUPPL	033	MATERIALS AND SUPPLI	\$85.53	
291328	09/30/08	06	SEHI-PROCOMP COMPUTE	008	NON CAPITALIZED EQUI	\$801.44	
291329	09/30/08	03	DOOR SERVICE & REPAI	025	REPAIRS BY VENDORS	\$474.57	
291330	09/30/08	03	URBAN TREE CARE, INC	025	OTHER SERV.& OPER.EX	\$844.00	
291331	09/30/08	03	SURFACE TECHNOLOGY	025	CUSTODIAL SUPPLIES	\$1,716.56	
291333	09/30/08	03	BLICK, DICK (DICK BL	004	MATERIALS AND SUPPLI	\$138.61	
291334	09/30/08	06	BRAY-HEIMANN, PATRIC	030	PROF/CONSULT./OPER E	\$1,400.00	
291335	09/30/08	03	E T S / STAR PROJECT	024	TEST SCORING	\$104.00	
291336	09/30/08	06	AMERICAN WELDING SOC	033	MATERIALS AND SUPPLI	\$699.13	
291337	09/30/08	03	SEHI-PROCOMP COMPUTE	026	NON CAPITALIZED EQUI	\$798.37	
291338	10/01/08	25-18	VIRCO MANUFACTURING	005	MATERIALS AND SUPPLI	\$6,331.82	
291339	10/01/08	06	WHYTRY, INC.	010	MATERIALS AND SUPPLI	\$591.46	
291340	10/01/08	06	APPELBAUM TRAINING I	010	MATERIALS AND SUPPLI	\$679.04	
291341	10/01/08	03	AMAZON.COM	005	MATERIALS AND SUPPLI	\$182.33	
291342	10/01/08	06	CYBERGUYS (E-FILLIAT	003	MATERIALS AND SUPPLI	\$171.97	
291343	10/01/08	03	HIP BONE MUSIC INC	013	MATERIALS AND SUPPLI	\$401.37	
291344	10/01/08	06	SEHI-PROCOMP COMPUTE	008	MATERIALS AND SUPPLI	\$179.56	
291345	10/01/08	03	HAWTHORNE ED SERVICE	014	MATERIALS AND SUPPLI	\$136.59	
291346	10/01/08	06	LINDAMOOD BELL LEARN	030	OTHER CONTR-N.P.A.	\$20,160.00	
291347	10/02/08	03	URBAN TREE CARE, INC	025	OTHER SERV.& OPER.EX	\$1,521.00	
291348	10/02/08	03	AGRICULTURAL SUPPLY	025	NON CAPITALIZED EQUI	\$2,907.10	
291349	10/02/08	06	HOME DEPOT	006	MATERIALS AND SUPPLI	\$770.41	
291350	10/02/08	06	DAWN SIGN PRESS	013	TEXTBOOKS	\$1,058.87	
291351	10/02/08	06	AMAZON.COM	007	MATERIALS AND SUPPLI	\$172.42	
291352	10/02/08	03	ONE STOP TONER AND I	013	OFFICE SUPPLIES	\$172.38	
291353	10/02/08	06	AREY JONES EDUCATION	030	MAT/SUP/EQUIP TECHNO	\$1,789.26	
291354	10/02/08	03	PRENTICE HALL/REGENT	012	TEXTBOOKS	\$2,938.03	
291355	10/02/08	03	ONE STOP TONER AND I	004	MATERIALS AND SUPPLI	\$158.39	
291356	10/02/08	06	STUDY ISLAND	004	A/V CONTRACT	\$1,242.00	
291357	10/02/08	06	VERNIER SOFTWARE & T	010	LIC/SOFTWARE	\$5,671.96	
291358	10/02/08	03	BARNES & NOBLE BOOKS	010	OTHER BOOKS-LIBRARY	\$215.50	
291359	10/02/08	11	MCGRAW HILL ORDER SE	009	MATERIALS AND SUPPLI	\$167.70	
291360	10/02/08	06	CORPORATE EXPRESS	008	MATERIALS AND SUPPLI	\$1,000.00	
291361	10/02/08	03	DEMCO INC	010	MATERIALS AND SUPPLI	\$47.33	
291362	10/02/08	03	AMAZON.COM	012	MATERIALS AND SUPPLI	\$742.67	
291363	10/02/08	06	HOSPEQ, INC.	030	NON CAPITALIZED EQUI	\$808.38	
291364	10/02/08	03	ROYAL BUSINESS GROUP	005	MATERIALS AND SUPPLI	\$16.92	
291365	10/02/08	03	SCANTRON CORPORATION	005	MATERIALS AND SUPPLI	\$340.57	
291367	10/02/08	06	DON JOHNSTON CO	030	LIC/SOFTWARE	\$3,061.26	
291368	10/02/08	03	FOX VALLEY SYSTEMS	025	BLDG.-REPAIR MATERIA	\$3,554.46	
291369	10/02/08	03	GRAND PACIFIC CHARTE	028	FLD. TRIPS BY PRV. C	\$20,000.00	

PO/BOARD/REPORT

SAN DIEGUITO UNION HIGH
FROM 09/23/08 THRU 10/06/08

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PO NBR	DATE	FUND	VENDOR	LOC	DESCRIPTION	AMOUNT	ITEM 15F
291370	10/02/08	03	SUNDANCE STAGE LINES	028	FLD. TRIPS BY PRV. C	\$20,000.00	
291371	10/02/08	03	CORPORATE EXPRESS	013	MATERIALS AND SUPPLI	\$750.00	
291372	10/02/08	03	SAN DIEGO SCENIC TOU	028	FLD. TRIPS BY PRV. C	\$50,000.00	
291373	10/02/08	03	PLAN RESEARCH SERVIC	013	MATERIALS AND SUPPLI	\$822.67	
291374	10/02/08	06	GRAINGER, WW INC	033	MATERIALS AND SUPPLI	\$801.07	
291375	10/02/08	03	SUNDIEGO CHARTER COM	028	FLD. TRIPS BY PRV. C	\$20,000.00	
291376	10/02/08	03	NO CTY STUDENT TRANS	028	FLD. TRIPS BY PRV. C	\$50,000.00	
291377	10/02/08	03	ONE STOP TONER AND I	004	SOFTWARE/DP SUPPLIES	\$223.04	
291378	10/02/08	03	GOLDFIELD STAGE & CO	028	FLD. TRIPS BY PRV. C	\$50,000.00	
291379	10/02/08	03	DELL COMPUTER CORPOR	010	MAT/SUP/EQUIP TECHNO	\$1,213.87	
291380	10/02/08	03	DELL COMPUTER CORPOR	035	SOFTWARE/DP SUPPLIES	\$489.80	
291381	10/02/08	06	CORPORATE EXPRESS	030	MATERIALS AND SUPPLI	\$128.21	
291382	10/02/08	03	ACADEMIC SUPPLIER	012	MATERIALS AND SUPPLI	\$502.33	
291383	10/02/08	03	EDUCATIONAL RESOURCE	012	LIC/SOFTWARE	\$56.92	
291384	10/02/08	06	SEHI-PROCAMP COMPUTE	030	MATERIALS AND SUPPLI	\$410.23	
291386	10/02/08	03	TROXELL COMMUNICATIO	003	NON CAPITALIZED EQUI	\$535.52	
291387	10/02/08	06	TROXELL COMMUNICATIO	003	NON CAPITALIZED EQUI	\$535.52	
291388	10/03/08	03	EDUCATIONAL RESOURCE	013	LIC/SOFTWARE	\$170.77	
291389	10/03/08	03	EDUCATIONAL RESOURCE	013	A/V CONTRACT	\$56.92	
291390	10/03/08	06	CHRIS RUBIO PRODUCTI	024	PROF/CONSULT./OPER E	\$635.00	
291391	10/03/08	03	RIVERSIDE PUBLISHING	013	MATERIALS AND SUPPLI	\$127.76	
291392	10/03/08	06	DYNAVOK SYSTEMS, INC	030	REPAIRS BY VENDORS	\$315.06	
291393	10/03/08	06	ONE STOP TONER AND I	030	MATERIALS AND SUPPLI	\$312.48	
291394	10/03/08	03	ROYAL BUSINESS GROUP	035	MATERIALS AND SUPPLI	\$20.47	
291396	10/03/08	03	CORPORATE EXPRESS	030	NON CAPITALIZED EQUI	\$322.48	
291397	09/29/08	06	DELL COMPUTER CORPOR	033	MAT/SUP/EQUIP TECHNO	\$7,552.17	
291398	10/03/08	03	CORPORATE EXPRESS	010	MATERIALS AND SUPPLI	\$322.48	
291399	10/03/08	06	DELL COMPUTER CORPOR	030	SOFTWARE/DP SUPPLIES	\$980.53	
291400	10/03/08	03	AMAZON.COM	003	OFFICE SUPPLIES	\$71.37	
291401	10/03/08	03	GOPHER SPORT	005	MATERIALS AND SUPPLI	\$345.81	
291402	10/03/08	06	STEWART, LOIS	030	OTHER SERV.& OPER.EX	\$207.50	
291403	10/03/08	06	NACHBAR, RON AND/OR	030	OTHER SERV.& OPER.EX	\$243.50	
291404	10/03/08	03	SAN DIEGUITO UHSD CA	020	MATERIALS AND SUPPLI	\$2,000.00	
291405	10/03/08	06	C S A AMERICA	028	FEES - ADMISSIONS, T	\$115.00	
291406	10/03/08	03	CORPORATE EXPRESS	005	MATERIALS AND SUPPLI	\$1,077.50	
291407	10/06/08	06	AMAZON.COM	014	TEXTBOOKS	\$101.61	
291408	10/06/08	06	NORTH COUNTY EQUIPME	028	MATERIALS-REPAIRS	\$250.00	
291409	10/06/08	06	MIRAMAR FORD TRUCK S	028	MATERIALS-REPAIRS	\$1,000.00	
291410	10/06/08	03	CART MART INC	005	REPAIRS BY VENDORS	\$134.69	
291411	10/06/08	03	ACADEMIC SUPPLIER	003	MATERIALS AND SUPPLI	\$156.93	
291412	10/06/08	03	ACADEMIC SUPPLIER	005	MATERIALS AND SUPPLI	\$74.44	
291413	10/06/08	03	ACADEMIC SUPPLIER	003	MATERIALS AND SUPPLI	\$75.71	
291414	10/06/08	03	ACADEMIC SUPPLIER	012	MATERIALS AND SUPPLI	\$502.33	
790026	10/06/08	03	COMPLETE BUSINESS SY	012	MATERIALS AND SUPPLI	\$1,312.48	
790027	10/03/08	06	I S I POLY	028	OTHER TRANSPORT.SUPP	\$491.23	
790028	10/03/08	06	HI-LINE	028	MATERIALS-REPAIRS	\$184.83	
790029	10/03/08	06	LOS ANGELES FREIGHTL	028	MATERIALS-REPAIRS	\$71.70	
890011	09/24/08	03	GREEN TECHNOLOGY	022	CONFERENCE,WORKSHOP,	\$520.00	
890013	09/24/08	06	C A W E E MEMBERSHIP	022	CONFERENCE,WORKSHOP,	\$610.00	
890014	10/03/08	03/06	SAN DIEGO CO SUPERIN	022	CONFERENCE,WORKSHOP,	\$1,800.00	
890015	09/24/08	06	SAN DIEGO CO SUPERIN	022	CONFERENCE,WORKSHOP,	\$3,150.00	
890016	09/24/08	06	C A L C P / C A R O	022	CONFERENCE,WORKSHOP,	\$300.00	
890017	10/03/08	13	N C S N A	022	CONFERENCE,WORKSHOP,	\$225.00	
890018	10/03/08	06	SCHOOL INNOVATIONS &	022	CONFERENCE,WORKSHOP,	\$225.00	
890020	10/03/08	06	SAN DIEGO CO SUPERIN	022	CONFERENCE,WORKSHOP,	\$700.00	

PO/BOARD/REPORT

SAN DIEGUITO UNION HIGH
FROM 09/23/08 THRU 10/06/08

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PO NBR	DATE	FUND	VENDOR	LOC	DESCRIPTION	AMOUNT	ITEM 15F
990001	09/25/08	25-18	ROESLING NAKAMURA	025	NEW CONSTRUCTION	\$1,600.00	
					REPORT TOTAL	\$679,188.31	

ITEM 15F

INSTANT MONEY REPORT FOR THE PERIOD 09/23/08 THROUGH 10/06/08

<i>Check #</i>	<i>Vendor</i>	<i>Amount</i>
10384	YELLOW TRANSPORTATION,	\$63.00
	<i>Total</i>	<u>\$63.00</u>

ITEM 15F

Individual Membership Listings
For the Period of September 23, 2008 through October 7, 2008

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

San Dieguito Union High School District

INFORMATION REGARDING BOARD AGENDA ITEM

TO: BOARD OF TRUSTEES

DATE OF REPORT: October 7, 2008

BOARD MEETING DATE: October 16, 2008

PREPARED AND SUBMITTED BY: Ken Noah
Superintendent

SUBJECT: BOARD RESOLUTION IN SUPPORT OF RED RIBBON WEEK AND DECLARING OCTOBER 2008 AS DRUG AWARENESS MONTH

.....

EXECUTIVE SUMMARY

This resolution is provided as a means to show that the Board of Trustees of the San Dieguito Union High School District joins the nation in support and recognition of Red Ribbon Week and declaring October 2008 as Drug Awareness Month.

RECOMMENDATION:

The administration recommends that the Board adopt the Resolution in support of Red Ribbon Week and declaring October, 2008 as Drug Awareness Month.

FUNDING SOURCE:

Not applicable

KN/bb

**SAN DIEGUITO UNION HIGH SCHOOL DISTRICT
RESOLUTION IN SUPPORT OF
DRUG AWARENESS MONTH AND
RED RIBBON WEEK**

WHEREAS, the Board of Trustees of the San Dieguito Union High School District has made a strong commitment to alcohol, tobacco, and other drug prevention education and activities;

WHEREAS, the Board of Trustees of the San Dieguito Union High School District recognizes the overwhelming financial burden to society of alcohol, tobacco and other drugs in medical costs and services, crippling injury, loss of life, family disruption, crime and unfulfilled potential;

WHEREAS, the Board of Trustees of the San Dieguito Union High School District recognizes the physical and emotional impact to our students, their families and friends, when they are entrapped by poor health or addiction; and

WHEREAS, the Board of Trustees of the San Dieguito Union High School District recognizes that the especially harmful and destructive effects of alcohol, tobacco and other drug use can bring alienation, academic failure, violence, and hopelessness to the youth of the San Diego region;

NOW, THEREFORE, LET IT BE RESOLVED, that the Board of Trustees of the San Dieguito Union High School District joins the nation in support of Red Ribbon Week and declares October, 2008 as Drug Awareness Month, which will encourage all students to make a visible statement of their commitment to a healthy, drug-free community in which to raise a generation of healthy, drug-free youth.

Adopted by the San Dieguito Union High School District Board of Trustees at its regular meeting on Thursday, October 16, 2008.

Beth Hergesheimer, Board President

Date

Joyce Dalessandro, Vice President

Date

Linda Friedman, Clerk

Date

Barbara Groth, Trustee

Date

Deanna Rich, Trustee

Date

ITEM 17

San Dieguito Union High School District

INFORMATION REGARDING BOARD AGENDA ITEM

TO: BOARD OF TRUSTEES

DATE OF REPORT: October 6, 2008

BOARD MEETING DATE: October 16, 2008

PREPARED BY: Terry King
Associate Superintendent, Human
Resources

SUBMITTED BY: Ken Noah
Superintendent

SUBJECT: Proposed Revision to Board Policy
2420.1/ 4320.1, Designation of
Management Positions

EXECUTIVE SUMMARY

This item is on the agenda for review and first reading, and is anticipated to be placed on the agenda for approval and adoption November 13, 2008.

Board Policy 3420.1/4320.1 was last revised January 5, 2005. Changes have been made to the management class titles since that time requiring updating of the policy.

The attached proposed revision reflects the current management position titles. The titles are grouped by general type of position and alphabetized within each group.

RECOMMENDATION:

That the Board review the proposed revised policy 2420.1/4320.1 in anticipation of approval and adoption at the Board's meeting of November 13, 2008

FUNDING SOURCE:

None required.

Attachment

ITEM 17

ADMINISTRATION/MANAGEMENT 2420.1
4320.1

DESIGNATION OF MANAGEMENT POSITIONS

The Board of Trustees has investigated the duties and responsibilities of all its employees to determine whether they have significant responsibilities for formulating District policies or administering District programs. The following positions have been determined to have those responsibilities and, therefore, are designated as management:

Superintendent

~~Associate Superintendent/Instruction~~

Associate Superintendent/Business Services

Associate Superintendent/Human Resources

Associate Superintendent/Instruction

Executive Director of Business Services

Executive Director of Curriculum & Assessment

Executive Director of Finance

Executive Director of Operations

Executive Director of Pupil Services

~~Executive Director of Finance~~

~~Executive Director of Business Services~~

~~Executive Director of Operations~~

~~Director of Instructional Support~~

Director of Classified Personnel

Director of Educational Services

Director of Educational Technology

Director of Financial Services

Director of Human Resources

Director of Nutrition Services

Director of Planning and Financial Management

Director of Purchasing

Director of Risk Management Services

Director of Student Information Services

Director of Transportation

~~Director of Educational Technology~~

~~Director of Purchasing/Warehouse~~

~~Director of Nutrition Services~~

~~Coordinator of ROP/Pupil Services~~

Coordinator of Special Education

SAN DIEGUITO UNION HIGH SCHOOL DISTRICT

Policy Adopted: May 7, 1987

Policy Revised: December 15, 1994

Policy Revised: January 19, 1995

Policy Revised: September 5, 1996

Policy Revised: August 17, 2000

Policy Revised: January 5, 2005

Policy Revised: xxxxxx xx, 2008

ITEM 17

ADMINISTRATION/MANAGEMENT

2420.1
4320.1

Student Services Specialist

- Principal, Senior High School
- Principal, Middle School
- Principal, Adult School
- Principal, Continuation High School
- Assistant Principal, Senior High School
- Assistant Principal, Middle School
- Assistant Principal, Adult School

No person serving in a position designated as management shall be represented by an exclusive representative. In employment relations with the Board of Trustees, any person serving in a management position shall have the right to represent himself/herself individually or by any other group whose membership is composed entirely of employees serving in a position designated as management.

Legal Reference: The Government Code

- 3540.1(g) Designation of Management Positions
- 3543.4 Meeting and Negotiating in Public Educational Employment

SAN DIEGUITO UNION HIGH SCHOOL DISTRICT

- Policy Adopted: May 7, 1987
- Policy Revised: December 15, 1994
- Policy Revised: January 19, 1995
- Policy Revised: September 5, 1996
- Policy Revised: August 17, 2000
- Policy Revised: January 5, 2005
- Policy Revised: xxxxxx xx, 2008

San Dieguito Union High School District

INFORMATION REGARDING BOARD AGENDA ITEM

TO: BOARD OF TRUSTEES

DATE OF REPORT: October 6, 2008

BOARD MEETING DATE: October 16, 2008

PREPARED BY: Frederick Labib-Wood
Director of Classified Personnel

SUBMITTED BY: Ken Noah
Superintendent

SUBJECT: Reorganization of Management
Functions in Business/Operations and
Impact on Job Duties and Salary
Allocation of Four Positions

EXECUTIVE SUMMARY

This item is on the agenda for review and first reading, and is anticipated to be placed on the agenda for approval and adoption November 13, 2008.

The District has proposed organizational changes in several of its business functions that affect four management positions: Executive Director of Business Services, Executive Director of Operations, Executive Director of Finance, and Director of Purchasing. Proposed class specifications and salary range allocations have been prepared for review and consideration of the Board.

Responsibility for executive direction of the District's nutrition services program is being transferred from the Executive Director of Business Services to the Executive Director of Operations. The Executive Director of Business Services is being assigned executive responsibility for the District's financial services programs for general and categorical funds including planning and development of organizational initiatives to maximize efficiency of staff and coordination of program activities.

The following salary schedule changes are proposed to reflect the changes in duties and responsibilities for these two management positions:

Executive Director of Business Services and Executive Director of Operations					
<u>from</u>	G5R5	\$104,064	\$109,266	\$114,721	\$120,469
<u>to</u>	G5R6	\$109,255	\$114,728	\$120,469	\$126,494

ITEM 18

Additionally, the District plans to staff one management vacancy responsible for directing the District's purchasing, contracting, and inventory/supply functions. Changes to the assigned duties and responsibilities of the position are reflected in the attached draft class description for Director of Purchasing. Additionally, the internal relationships of other management classifications with respect to scope and responsibility suggest that reallocation of this vacant position on the management schedule from G5R4 (e.g. Director of Transportation, Director of Nutrition Services) to G5R3 (e.g. Director of Planning & Financial Management, Director of Student Information Services) reflects a more appropriate internal salary relationship.

These recommendations will be reviewed by the Personnel Commission at its next regular meeting scheduled for October 21, 2008 and following Commission approval will be resubmitted for final Board adoption.

RECOMMENDATION:

That the Board review the proposed revised class descriptions attached and related salary range reallocations for the following management classes:

- 4216.3-10.1 Executive Director of Finance
- 4216.3-10.2 Executive Director of Business Services,
- 4216.3-10.3 Executive Director of Operations
- 4216.3-04.1 Director of Purchasing

and schedule this item for approval and adoption at the Board's regular meeting on November 13, 2008.

FUNDING SOURCE:

District General Fund.

Attachments

ITEM 18

CLASSIFIED PERSONNEL

4216.3-04.1

DIRECTOR OF PURCHASING/~~WAREHOUSING~~

OVERALL JOB PURPOSE STATEMENT

Under the direction of the Executive Director of Business Services, the job of Director of Purchasing/~~Warehousing~~ is done for the purpose/s of planning, organizing and directing the district's purchasing, warehousing and contracting functions; ensuring that departmental work goals are met and that services are provided in an efficient and effective manner; ensuring that staff utilizes appropriate procedures and safe practices; receiving and evaluating quotations and recommending and/or awarding bids and contracts for the purchase of equipment, supplies and services.

DISTINGUISHING CHARACTERISTICS

The Director of Purchasing 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 District activities related to procuring, purchasing, contracting and bidding for goods and services to meet the District's operational needs with respect to instruction, business services and operations, human resources, and construction/repair of facilities.

ESSENTIAL JOB FUNCTIONS:

- * Negotiates with outside vendors on terms and conditions as well as change order requests for the purpose of securing necessary services and materials for the district within budget parameters and ensuring compliance with district, local, State and Federal regulations.
- * Manages warehouse, mail and related operations (e.g. receipt of merchandise, return of material, disposal of obsolete items, storage and delivery of standard supply items, delivery of mail) for the purpose of efficient and effective department operations, ensuring proper maintenance of district inventories.

SAN DIEGUITO UNION HIGH SCHOOL DISTRICT

- Policy Adopted: May 7, 1987
- Policy Revised: May 21, 1998
- Policy Revised: January 1, 2005
- Policy Revised: xxxxxxxx x, 2008

ITEM 18

CLASSIFIED PERSONNEL

4216.3-04.1

DIRECTOR OF PURCHASING/WAREHOUSING

- * ~~Negotiates with outside vendors on terms and conditions as well as change order requests for the purpose of securing necessary services and materials for the district within budget parameters and ensuring compliance with district, local, State and Federal regulations.~~
- * ~~Prepares various documents (e.g., budgets, requisitions, time studies, productivity, evaluation reports, award of contract/agreement contracts) for the purpose of providing necessary information to State/Federal agencies and appropriate district personnel and/or developing contracts specifications.~~
- * ~~Presents various programs (e.g., safety, purchasing and warehouse programs) for the purpose of informing staff on appropriate procedures and safe practices.~~
- * Recommends new hires, promotions, terminations and transfers for the purpose of maintaining staffing needs and productivity of the work force.
- * Supervises purchasing and warehouse department personnel for the purpose of ensuring that departmental work goals are achieved.
- * Represents the district on various committee and boards for the purpose of servicing as district liaison between other school district, outside agencies, and governmental agencies.
- * Researches new procedures (e.g. direct shipment of orders), products, materials, equipment, supplies, laws, regulations, etc. for the purpose of recommending purchases and contracts, and maintaining district-wide services.
- * Directs the solicitation of bid documents and quotations for the purpose of providing cost information, making purchases and securing items and services.
- * ~~Supervises purchasing and warehouse department personnel for the purpose of ensuring that departmental work goals are achieved.~~

SAN DIEGUITO UNION HIGH SCHOOL DISTRICT

Policy Adopted: May 7, 1987

Policy Revised: May 21, 1998

Policy Revised: January 1, 2005

Policy Revised: xxxxxxxx x, 2008

ITEM 18

CLASSIFIED PERSONNEL

4216.3-04.1

DIRECTOR OF PURCHASING/WAREHOUSING

- * Assists district administration as may be required for the purpose of formulation and development of relevant fiscal and other policies, procedures and programs.
- * Assists district administration in planning for new facilities ~~in various ways~~ (e.g., contract deadlines, securing contracts for professional services, procurement of equipment, etc.) for the purpose of ensuring effective and efficient planning and implementation of district construction projects.
- * Analyzes bids, proposals and change requests for the purpose of making recommendations concerning effective and timely project completion and ensuring compliance with district, local, State and Federal regulations.
- * Authorizes purchase orders, contracts and agreements for the purpose of ensuring compliance with district, State and Federal regulations, policies and procedures.
- * Develops and directs district capital inventory system and department procedures (e.g., the use of appropriate accounting practices) for the purpose of ensuring effective and efficient district operations.
- * Informs school sites and office personnel concerning various purchasing and contracting issues for the purpose of providing support for related issues.
- * Develops department and district procedures for the purpose of ensuring efficient and effective contracting, purchasing, and warehousing operations and maintaining compliance with district, local, State and Federal regulations.
- * Prepares various documents (e.g., budgets, requisitions, time studies, productivity, evaluation reports, award of contract/agreement contracts) for the purpose of providing necessary information to State/Federal agencies and appropriate district personnel and/or developing contracts specifications.

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Policy Revised: January 1, 2005

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DIRECTOR OF PURCHASING/WAREHOUSING

- * Presents various programs (e.g., safety, purchasing and warehouse programs) for the purpose of informing staff on appropriate procedures and safe practices.

Other functions

- * Assists other personnel as may be required for the purpose of ensuring an efficient and effective work environment.

Job Requirements - Qualifications

Skills, Knowledge and Abilities:

SKILLS are required to perform multiple, technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include skills to: administer personnel policies and practices; apply pertinent codes, policies, regulations and laws relating to purchasing and contracting; communicate with persons of varied cultural and educational backgrounds; operate equipment used in warehouse mailing, forklift, etc.; operate standard office equipment, including utilizing pertinent software applications; perform standard bookkeeping/accounting procedures; plan and manage projects; prepare and maintain accurate records; prepare budgets and financial plans.

KNOWLEDGE is required to perform advanced math; review and interpret highly technical information, write technical materials, and 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 knowledge to: utilize basic math plus algebra and geometry for practical applications; read scientific and technical journals; write manuals; speak persuasively in relation to concepts and theories; and analyze situations to define issues and draw conclusions.

ABILITY is required to schedule a number of activities, meetings, and/or events; often gather, collate, and/or classify

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data; and use job-related equipment. Flexibility is required to work with others in a wide variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a significant diversity of individuals and groups; work with data of widely varied types and 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 ability to: adhere to safety practices; be attentive to details; meet deadlines and schedules; and work under time constraints.

Responsibility

Responsibilities include working under limited supervision using standardized practices and/or methods; managing a department; and supervising the use of funds. Utilization of significant resources from other work units is routinely required to perform the job's functions. There is a continual opportunity to impact the organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 50% sitting, 25% walking, and 25% standing. This job is performed in a generally clean and healthy environment.

Experience Job related experience within the specialized field with increasing levels of responsibility is required. (Typical example would be at least three years of purchasing and/or contracting experience in a public agency or school district, including at least one year in a lead, supervisory, or

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management level capacity with responsibility for the work of others.)

Education Bachelors degree in job related area (e.g. business administration, public administration, accounting, purchasing/contracting, material management, etc.). Additional qualifying experience may substitute for the educational requirement on the basis of one year of experience for 24 semester, or 45 quarter, units.

Required Testing Pre-employment proficiency test.

Certificates Certification with National Association of Purchasing Managers or Certificated Public Purchasing Officer desirable. Valid driver's license and evidence of insurability. Bondable.

Continuing Education/Training None Specified.

Clearances Criminal Justice Fingerprint/Background Clearance and Tuberculosis Clearance.

FLSA Status Exempt **Salary Range** Management

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EXECUTIVE DIRECTOR OF BUSINESS SERVICES

OVERALL JOB PURPOSE STATEMENT

Under the administrative direction of the Associate Superintendent/Business, the job of Executive Director of Business Services is done for the purpose/s of providing executive direction both to the management and technical operations of the District's general and special funds accounting and budgeting systems and to the procurement, purchasing, contracting, delivery, and warehousing of services, supplies and equipment; and directing day-to-day activities and programs to manage the District's exposure to risk and loss. ~~managing the District's facility planning program; providing direction in the development of the Facility Master Plan; managing and directing activities to identify, and secure the financing necessary to ensure schools and support facilities are constructed, renovated, and available in a timely manner, including fiscal management for implementation of the facility and technology master plans; providing executive direction to the District's nutrition services, purchasing/warehousing, and risk management programs.~~

DISTINGUISHING CHARACTERISTICS

This job is distinguished from similar jobs by the following characteristics: The Executive Director of Business Services is a single-position management class responsible for ~~coordinating development of the District's Facilities Master Plan and carrying out the day to day activities of the Master Plan including developing funding options, coordinating with other governmental agencies, monitoring the activities of consultants and developing program fund account budgets. To accomplish the program objectives, this classification identifies and develops data sources for projecting future trends, designs, implements and monitors data collection systems and activities, and develops and prepares reports and recommendations for District action. Additionally, this class provides~~ providing executive direction to the management and oversight for the directors of other district-wide programs including: ~~nutrition services, finance, accounting, and budgeting; purchasing/warehousing; and risk management.~~

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EXECUTIVE DIRECTOR OF BUSINESS SERVICES

ESSENTIAL JOB FUNCTIONS

- * ~~Administers various capital facility funds and community facility districts for the purpose of ensuring their accuracy, integrity, availability for authorized use, and conformance to applicable statutes.~~
- * ~~Analyzes the impact of new development on the District for the purpose of projecting future facilities, technology needs, updating the District's facilities and facilities financing master plan.~~
- * ~~Assists District administration for the purpose of formalizing long-range facilities, technology plans, evaluating available resources, funding mechanisms and projecting enrollment trends.~~
- * Provides executive direction, program oversight and day-to-day direction as required for major district programs, including general and special fund financial systems, payroll, purchasing, contracting and warehousing, and risk management, for the purpose of ensuring efficient and effective operations sufficient to meet District requirements.
- * Directs/ensures the development and implementation of new and legacy systems to support all assigned functional areas.
- * ~~Assists the Associate Superintendent/Business Services as assigned for the purpose of selecting and training replacement staff to support assigned programs and for researching alternatives for organizing and designing the delivery of facility projects and for program outcomes in other functional areas assigned (e.g. nutrition services; purchasing/warehousing, risk management).~~
- * Attends meetings (e.g. budget planning, hearings, risk management, safety committee,) for the purpose of conveying the District's position on ~~land use matters, joint use agreements, and construction and improvement of sites~~ financial systems, budgeting issues, liability concerns, loss

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control/risk assessment, and purchasing/procurement/
warehousing.

- * Conducts performance review of assigned staff for the purpose of ensuring conformance of work activities to program goals and objectives, developing capabilities of staff, and maintaining District standards, policies, and procedures.
- * Coordinates activities and projects with staffs of the County Office of Education and other school districts, ~~of cities, and of developers to determine the impact of development on the District and on planning for school facilities, and to gain necessary financial agreements from developers and other funding entities for planning for and developing school facilities~~ for the purpose of ensuring timely and appropriate support and coordination of District activities and resources.
- * ~~Coordinates information sharing and decision-making processes as appropriate with elementary districts for the purpose of resolving issues of the impact of developments and for coordinating response on all planning issues affecting the District and related elementary district.~~
- * ~~Coordinates the analysis of sites, the acquisition of property, and the development of designs and plans for the purpose of carrying out the District's Facilities Master Plan.~~
- * Provides leadership and administration to the directors of other district-wide programs (i.e. finance, accounting and budgeting; ~~nutrition services~~, purchasing/warehousing; and risk management) for the purpose of ensuring program coordination and continuity and resolution of organizational issues.
- * Performs a variety of personnel functions (e.g. interviewing, hiring, evaluating, training, staffing, scheduling, motivating, supervising, etc.) for the purpose of providing efficient departmental operations throughout the District.
- * ~~Performs facility space and size planning in consultation with affected managers, staff, architects, and other consultants~~

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EXECUTIVE DIRECTOR OF BUSINESS SERVICES

~~for the purpose of identifying and incorporating plans for facility use.~~

* ~~Prepares applications to State and other funding agencies for the purpose of initiating facility construction, upgrade, and repair projects.~~

* ~~Directs the preparation of~~ Prepares financial projections for the purpose of determining the amount of revenue available to carry out the ~~facility and technology mater plans~~ District's annual general and special funds operations.

* Represents the district ~~for the purpose of to the Office of Public School Construction, the State Department of Education, the County Office of Education and with other agencies for the purpose of presenting, garnering support for, and gaining funding and approval for, and tracking applications and documentation necessary to obtain State approval and funding~~ ensuring the best interests of the District are sustained in mitigating loss control and claims issues.

* Researches laws, regulations, legislation and policies for the purpose of assessing their potential impact on the ~~Facility Master Plan,~~ integrity d soundness of the District's general and special funds and operations, for recommending appropriate revisions to District policies and procedures, and for assisting other staff in coordinating the updating and maintenance of appropriate Board policies and regulations.

* ~~Reviews mitigation and developer agreements for the purpose of determining appropriate rates, methods, and amounts of special taxes and fees.~~

* ~~Supervises the collection of developer fees and Mello Roos taxes for the purpose of ensuring accurate and timely receipts and recording of funds.~~

Other Functions

* Assists other personnel as may be required for the purpose of ensuring an efficient and effective work environment.

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Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, highly complex, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include skill to administer personnel policies and practices; to apply pertinent codes, policies, regulations and/or laws; to communicate with persons of varied cultural and education backgrounds; to prepare and maintain accurate records; to operate standard office equipment pertinent software applications; to plan and manage projects.

KNOWLEDGE is required to perform advanced math; to review and interpret highly technical information; to write technical materials, to speak persuasively to implement desired actions; and to analyze situation 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; and methods and terminology used in contracting real estate transactions, insurance, and accounting~~ loss control, safety, industrial hygiene and risk management principles and techniques; current laws, codes and regulations; assessment and evaluation practices and procedures; risk management procedures for loss control and claims handling.

ABILITY is required to schedule a significant number of activities, meetings and/or events; routinely gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to work independently with others in a wide variety of circumstances; to analyze data utilizing a variety of complex processes; and to operate equipment using standardized methods. Ability is also required to work with a significant diversity of individuals and/or groups; to work with data of widely varied types and/or purposes; to identify issues and create action plans. Problem solving with data requires following prescribed guidelines and utilizing a variety of types

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of job-related equipment. In working with others, independent problem solving is required to analyze issues and create action plans. Problem solving with data requires analysis based on organizational objectives; 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; **working under time constraints, written and verbal communication, logistic planning, conflict resolution** and using pertinent software applications.

Responsibility

Responsibilities include: working independently under broad organizational guidelines to achieve unit objectives; managing multiple departments; and supervising the use of funds for multiple departments. Utilization of significant resources from other work units is routinely required to perform the job's functions. There is a continual opportunity to significantly impact the organizations' 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, in a generally hazard free environment, and in varying atmospheric conditions.

Experience: Job related experience demonstrating increasing experience at the supervisory and management levels typically in ~~school construction funding programs~~, **finance and accounting, loss control and risk management**, school business management, **or program planning and management in public agencies**—~~city or county planning~~ especially related to schools.

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EXECUTIVE DIRECTOR OF BUSINESS SERVICES

Education: Bachelor's degree in job related area (e.g., business, public or educational administration, or a related field).

Required Testing Pre-employment proficiency test

Certificates Valid Driver's License & Evidence of Insurability; participation in the DMV pull-notice program

Continuing Education/Training None Specified

Clearances: Criminal Justice Fingerprint/Background Clearance; Tuberculosis Clearance

FLSA Status: Exempt **Salary Grade:** Management

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EXECUTIVE DIRECTOR OF FINANCE

OVERALL JOB PURPOSE STATEMENT

Under the administrative direction of the ~~Associate Superintendent/Business~~ Executive Director of Business Services, the job of Executive Director of Finance is done for the purpose/s of managing the District's financial functions including preparation of District budget and monitoring of the financial operations; providing administrative and technical support to the District's Board, Superintendent, and administrative personnel related to the financial operations; developing and managing various specialized accounting projects; and ensuring accurate financial record keeping and internal controls throughout the District.

DISTINGUISHING CHARACTERISTICS

This job is distinguished from similar jobs by the following characteristics: the Executive Director of Business Services is a single-position management class responsible for directing the activities and operations of the District's financial accounting, budgeting, and payroll systems for general and categorical funds and for providing support to District administrative personnel related to financial operations.

ESSENTIAL FUNCTIONS

- * Coordinates various district accounting projects (e.g. budget development, payroll etc.) for the purpose of providing required guidance, ensuring effective and efficient district operations and complying with district, local, State and Federal regulations.
- * Develops budgets and financial forecasts (e.g. restrictive and nonrestrictive funds including program, capital, Adult Education, etc.) for the purpose of providing financial guidance and recommendations to administrative personnel, Superintendent and/or Board.
- * Supervises the implementation of district accounting procedures for the purpose of maintaining accurate records and internal controls throughout the District.
- * Advises personnel regarding various procedures and program requirements for the purpose of providing necessary information for making decisions, taking appropriate action and/or complying with established fiscal guidelines.

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EXECUTIVE DIRECTOR OF FINANCE

- * Maintains and oversees the maintenance of various types of fiscal information, files and records (e.g. payroll, accounts payable, accounts receivable, student activities, games, contracts, etc.) for the purpose of providing an up-to-date reference and audit trail for compliance.
- * Monitors budgets and expenditures for the purpose of ensuring that allocations are accurate, related revenues are generated, expenses are within budget limits and/or fiscal practices are followed.
- * Participates in a variety of professional organizations (e.g. CASBO, North County Business Directors, etc.) for the purpose of representing the district, receiving and/or conveying information.
- * Prepares a wide variety of documentation (e.g. quantity reports, student activities, correspondence, internal audits, etc.) for the purpose of providing written support and/or conveying information.
- * Presents information to site administrators, building managers, special project/grant personnel, etc. (e.g. budget overviews, accounting processes, distribution formulas, etc.) for the purpose of communicating information, gaining feedback and insuring adherence to established internal controls.
- * Researches financial information and related legal issues (e.g. current legislative trends, etc.) for the purpose of evaluating compliance requirements and potential implications on District operations.
- * Responds to inquiries of staff, the Board, the public, etc. for the purpose of providing information and/or direction as may be required.
- * Supervises personnel for the purpose of ensuring that departmental work goals are achieved and performance is maximized.
- * Assists district administrative personnel as may be required for the purpose of supporting understanding and compliance with sound accounting practices as well as in complying with district, local, State and Federal regulations.

Other functions

- * Assists other personnel as may be required for the purpose of ensuring an efficient and effective work environment.

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Job Requirements: Minimum Qualifications
Skills, Knowledge and Abilities

SKILLS are required to perform multiple, highly complex, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include skill to administer personnel policies and practices; to apply pertinent codes, policies, regulations and/or laws; to communicate with persons of varied cultural and educational backgrounds; to operate standard office equipment and to utilize pertinent software applications; to perform standard bookkeeping/accounting procedures; to prepare and maintain accurate records; to prepare budgets and financial plans.

KNOWLEDGE is required to utilize theoretical mathematical concepts; to review and interpret highly technical information; to write technical materials; to speak persuasively to implement desired actions; and to analyze situations to define issues and draw conclusions. Specific knowledge required to satisfactorily perform the functions of the job includes knowledge to perform basic math plus algebra and geometry for practical applications; to read scientific and/or technical journals; to write manuals; to speak persuasively in relation to concepts and theories; to analyze situations to define issues and draw conclusions

ABILITY is required to schedule a significant number of activities, meetings, and/or events; routinely gather, collate, and/or classify data; and consider a number of factors when using 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 a variety of 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 requires analysis based on organizational objectives; and problem solving with equipment is significant. Specific abilities required to satisfactorily perform the functions of the job include ability to attend accurately to detail; to meet deadlines and schedules; to work under time

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constraints; to utilizing appropriate written and verbal communication styles; to conduct logistic planning and engage in conflict resolution.

Responsibility

Responsibilities include: working independently under broad organizational guidelines to achieve unit objectives; managing a department; and determining the use of funds. Utilization of significant resources from other work units is sometimes required to perform the job's functions. There is a continual 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: some lifting, carrying, pushing, and/or pulling; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 50% sitting, 25% walking, and 25% standing. This job is performed in a generally clean and healthy environment.

Experience Job related experience within specialized field with increasing levels of responsibility is required.

Education Bachelors degree in job related area (e.g., finance, accounting, business administration or related field). Additional graduate-level training highly desirable.

Required Testing Pre-employment proficiency test.

Certificates Valid Driver's License & Evidence of Insurability.

Continuing Education/Training None Specified.

Clearances Criminal Justice Fingerprint/Background Clearance; Tuberculosis Clearance

FLSA Status Exempt

Salary Range Management

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EXECUTIVE DIRECTOR OF OPERATIONS

OVERALL JOB PURPOSE STATEMENT

Under the administrative direction of the Associate Superintendent/Business, the job of Executive Director of Operations is done for the purpose/s of providing executive direction to the management and technical operations to major District programs, including facilities maintenance, repair and construction, nutrition services, and transportation, ~~planning, organizing and directing the maintenance, repair and alteration of District buildings and grounds, serving as the District representative in the phases of planning and developing new facilities and for renovation and construction projects under the deferred maintenance program;~~ ensuring that staff utilizes appropriate procedures and safe practices and that work is; ~~ensuring that jobs are~~ completed efficiently and within regulatory guidelines and project deadlines; ~~preparing and managing directing the preparation and ongoing management of the annual budgets for the maintenance, grounds, and custodial facilities, nutrition services and transportation~~ departments; and ensuring optimal utilization of personnel and other resources; ~~providing executive direction to the District's transportation cooperative.~~

DISTINGUISHING CHARACTERISTICS

This job is distinguished from similar jobs by the following characteristics: The Executive Director of Operations is a single-position management class responsible for planning, coordinating and directing the maintenance, repair and alteration of District buildings and grounds, coordinating with architects and construction engineers during all phases of project development and implementation, and managing the day-to-day activities of the District's maintenance, grounds and custodial programs, and projects and activities under the District's deferred maintenance program; coordinating with other governmental agencies, monitoring the activities of consultants and developing program fund account budgets. Additionally, this class provides executive direction and oversight for the directors of other district-wide programs including the Transportation ~~Cooperative~~ Department and the Nutrition Services Department.

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EXECUTIVE DIRECTOR OF OPERATIONS

ESSENTIAL JOB FUNCTIONS

- * Provides executive direction, program oversight, and day-to-day direction as required for major district programs, including facilities (building and grounds maintenance, repair and construction), nutrition services, and transportation for the purpose of ensuring efficient and effective operations sufficient to meet district requirements.
- * Direct/ensures the development and implementation of new and legacy programs and systems and designed organizational changes to support all assigned functional areas.
- * Assists the Associate Superintendent/Business Services as assigned for the purpose of selecting and training replacement staff to support assigned programs and for researching alternatives for organizing and designing the delivery of services in assigned functional areas.
- * Attends various meetings (e.g. construction meetings, training, hearings, risk management, safety, etc.) for the purpose of addressing liability concerns, providing and receiving information.
- * Coordinates schedules, services provided under contract to other schools, special events, and other operations for the purpose of ensuring preparation and availability of required facilities.
- * Provides leadership and administration to the directors of other district-wide programs (i.e. nutrition services, transportation) for the purpose of ensuring program coordination and continuity and resolution of organizational issues.
- * Develops long and short-range maintenance plans/programs (e.g. deferred maintenance program, emergency response plans, energy management plans, annual budget for maintenance, grounds, and custodial departments, etc.) for the purpose of ensuring that

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the District's resources are effectively utilized and expenditures are within budgetary limitations.

- * Directs projects (e.g. site repairs and construction, preventive maintenance, etc.) for the purpose of prioritizing work deadlines and ensuring optimal utilization of personnel.
- * Evaluates assigned personnel for the purpose of ensuring that standards are achieved and performance is maximized.
- * Inspects new construction, repair work, projects, equipment for the purpose of ensuring that jobs are completed efficiently, approving payment requests, inspections reports and specifications for major capital improvements and within local, State, and/or Federal regulations.
- * Manages a wide variety of programs (e.g. asbestos removal, lead abatement, energy reduction, etc.) for the purpose of ensuring district compliance with Federal, State, and/or County requirements.
- * Performs a variety of personnel function (e.g. interviewing, hiring, evaluating, training, staffing, scheduling, motivating, supervising, etc.) for the purpose of providing efficient departmental operations throughout the District.
- * Prepares various documents (e.g. annual budget, cost estimates, departmental budgets, custodial, grounds, and maintenance requirements, equipment and materials, time studies, productivity and evaluation reports, contract specifications, etc.) for the purpose of providing necessary information to state/federal agencies and appropriate district personnel, and/or developing construction contracts.
- * Presents various programs (e.g. safety, maintenance, accident prevention, etc.) for the purpose of informing staff of appropriate procedures and safety practices.
- * Recommends new hires, promotions, terminations and transfers for the purpose of maintaining staffing needs and productivity levels of the work force.

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EXECUTIVE DIRECTOR OF OPERATIONS

- * Researches new products, laws, materials, equipment, supplies, regulations, etc. for the purpose of recommending purchases, contracts, and maintaining district wide services.
- * Serves as the District's representative for District-wide construction projects (e.g. capital, deferred maintenance, etc.) for the purpose of ensuring delivery of services in conformance with District objectives.

Other Functions

- * Assists other personnel as may be required for the purpose of ensuring an efficient and effective work environment.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, highly complex, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include skills: to administer personnel policies and practices; apply pertinent codes, policies, regulations and/or laws; to communicate with persons of varied cultural and educational backgrounds; to operate equipment used in trades, i.e. construction tools, fork lifts, blue prints; to operate standard office equipment and utilize pertinent software applications; to perform standard bookkeeping/accounting procedures; to plan and manage projects, i.e. air quality control, hazmat, etc.; to prepare and maintain accurate records; to prepare budgets and financial plans.

KNOWLEDGE is required to perform algebra and/or geometry; 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 knowledge to: read scientific and/or technical journals; write manuals; speak persuasively in relation to concepts and theories; analyze situations to define issues and to draw conclusions.

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EXECUTIVE DIRECTOR OF OPERATIONS

ABILITY is required to schedule a significant 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. Identify issues and create action plans. Problem solving with data requires following prescribed guidelines and utilizing a variety of types of job-related equipment. In working with others, independent problem solving is required to analyze issues and create action plans. Problem solving with data requires analysis based on organizational objectives; and problem solving with equipment is significant. Specific abilities required to satisfactorily perform the functions of the job include ability to adhere to safety practices; to being attentive to details; to meeting deadlines and schedules; to working under time constraints.

Responsibility

Responsibilities include: working independently under broad organizational guidelines to achieve unit objectives; managing multiple departments; and supervising the use of funds for multiple departments. Utilization of significant resources from other work units is routinely required to perform the job's functions. There is a continual opportunity to significantly impact the organizations' 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 60% sitting, 20% walking and 20% standing. The job is performed under minimal temperature variations and some hazardous conditions.

Experience

Job related experience within specialized field with increasing levels of supervisory and management responsibility required typically in construction or trades.

SAN DIEGUITO UNION HIGH SCHOOL DISTRICT

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ITEM 18

CLASSIFIED PERSONNEL

4216.3-10.3

EXECUTIVE DIRECTOR OF OPERATIONS

Education Bachelor's degree in job related area (e.g., engineering, facilities management, business administration or related field).

Required Testing Pre-employment proficiency test

Certificates Valid California Driver's license and evidence of insurability. Participation in DMV Pull-Notice program.

Continuing Education/Training None specified

Clearances Criminal Justice Fingerprint/Background Clearance; TB Clearance

FLSA Status Exempt

Salary Grade Management

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