



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, NOVEMBER 13, 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.sduhsd.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, NOVEMBER 13, 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 5:30 PM
- 2. **Closed Session**.....**5:31 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).
 - D. Consideration and/or deliberation of student discipline matters. (3 cases)

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 16, 2008
Motion by _____, second by _____, to approve the Minutes of Board Meetings held on October 16, 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. Sunset High School Update Rick Ayala, 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

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

1. Twenty First Century Learning Center to provide professional development services to Cathedral Catholic High School staff required by No Child Left Behind Title II, during the period July 1, 2008 through June 30, 2009, for an amount not to exceed \$21,000.00, to be expended from the General Fund/Restricted 06-00.

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

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. First American Core Logic, Inc. to provide on-line property detail, comparable sales, assessors maps, grant deeds, and foreclosure information, during the period November 14, 2008 until terminated in writing by either party, at the rate of \$172.98 per month and \$10.00 per document image, to be expended from the General Fund 03-00.
2. DecisionInsite, LLC to prepare a district build-out projection by grade level, during the period November 14, 2008 through January 31, 2009, for a total amount not to exceed \$3,500.00, to be expended from the Capital Facilities Fund 25-19.
3. Carmel Valley Recreation Center for lease of facilities for the San Dieguito Adult School senior fitness class, during the period November 3, 2008 through January 30, 2009, for an amount not to exceed \$2,067.50, to be expended from the Adult Education Fund 11-00.

B. APPROVAL/RATIFICATION OF AMENDMENT TO AGREEMENTS

No Amendment to Agreements Submitted

C. AWARD OF CONTRACTS

No Award of Contracts Submitted

D. APPROVAL OF CHANGE ORDERS

No Change Orders Submitted

E. ACCEPTANCE OF CONSTRUCTION PROJECTS

No Construction Projects Submitted

F. AUTHORIZATION TO ENTER INTO CONTRACTS

Authorize the administration to enter into a contract for the Biotech Classroom Conversion – Phase I at San Dieguito Academy project B2009-09, during the period November 13, 2008 through December 8, 2008, and that the contract be presented to the Board of Trustees for ratification at the December 11, 2008 Board meeting.

G. APPROVAL OF BUSINESS REPORTS

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

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

Board of Trustees:

- _____ Joyce Dalessandro
- _____ Linda Friedman
- _____ Barbara Groth
- _____ Beth Hergesheimer
- _____ Deanna Rich

Student Board Members:

- _____ Meredith Adams, La Costa Canyon
- _____ Chloe Deis-Groff, San Dieguito Academy
- _____ Isabelle Giap, Canyon Crest Academy
- _____ Ilana Newman, Torrey Pines
- _____ Morgan Scott, Sunset

DISCUSSION / ACTION ITEMS (ITEMS 16 - 19)

16. PROPOSED BOARD POLICY REVISIONS TO FOUR BOARD POLICIES / CLASS DESCRIPTIONS

Motion by _____, second by _____, to approve Proposed Revisions to Four Board Policies/Class Descriptions: 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; and 4216.3-04.1 Director of Purchasing; and Related Salary Reallocations, as shown in the attached supplement.

17. PERSONNEL COMMISSION APPOINTMENT, AS SHOWN IN THE ATTACHED SUPPLEMENT.

Motion by _____, second by _____, to appoint Mr. William A. Berrier to serve as Commissioner for the San Dieguito Union High School District Personnel Commission.

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

Motion by _____, second by _____, to a) adopt the La Costa Valley Master Association Proposal, "Declaration of Covenant", as shown in the attached supplement; or, b) reject the La Costa Valley Master Association Proposal, "Declaration of Covenant", as shown in the attached supplement; or, c) table action on the La Costa Valley Master Association Proposal, "Declaration of Covenant", until the conclusion of the District's Long Range Facilities Planning Process.

19. RESOLUTION OF ASSURANCE / CALLE BARCELONA SCHOOL SITE

Motion by _____, second by _____, to complete a third read of the Resolution of Assurance regarding the Calle Barcelona School Site and a) adopt the Resolution of Assurance; or, b) reject the Resolution of Assurance; or, c) table action on the Resolution of Assurance until the conclusion of the District's Long Range Facilities Planning Process.

INFORMATION ITEMS (ITEMS 20 - 31)

20. PROPOSED 2009 BOARD MEETING SCHEDULE

Review of proposed dates for 2008 Board Meetings, in accordance to Ed Code Sections 35143 and 72000(c)(2), as shown in the attached supplement. This item is being presented for first reading and will be resubmitted to the Board for approval on December 11, 2008.

21. DATE OF ORGANIZATIONAL MEETING, 2008

Confirmation of Thursday, December 11, 2008 at 6:30 PM, as the date and time for the annual Organizational Meeting, in accordance to Ed Code sections 35143 and 72000(c)(2), as shown in the attached memorandum from the County Office of Education.

22. CSBA DELEGATE ASSEMBLY NOMINATIONS, 2009

Review CSBA Delegate Assembly Nomination Procedures for 2009, as shown in the attached supplement. This item is being presented for first reading and will be resubmitted to the Board for approval on December 11, 2008.

23. COMPUTER REPLACEMENT PLAN USING MICROSOFT VOUCHER
Review of plan for computer replacements using Microsoft voucher, as shown in the attached supplement.
24. Business Services Update Steve Ma, Associate Superintendent
25. Human Resources Update Terry King, Associate Superintendent
26. Educational Services UpdateRick Schmitt, Associate Superintendent
 - o October 6th Staff Development Report
27. 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)
28. Future Agenda Items
29. 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).
 - D. Consideration and/or deliberation of student discipline matters. (3 cases)
30. Report from Closed Session (as necessary)
 31. Adjournment of Meeting

*The next regularly scheduled Board Meeting will be held on **Thursday, December 11, 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

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

Superintendent
Ken Noah

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

THURSDAY, OCTOBER 16, 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 16, 2008, at 4:30 PM at the above location.

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

INFORMATION ITEMS

- 1. San Dieguito Union High School District Strategic Plan Superintendent Noah
Superintendent Ken Noah and the Board of Trustees discussed ways to improve current Board policy regarding the District Strategic Plan, (BP#0400). They also discussed ways to revise the District’s current Mission Statement

Superintendent Noah outlined next steps and timelines for the SDUHSD Strategic Plan Planning Committee, which will prepare and submit a revised Plan for Board consideration and adoption by July, 2009.

- 2. Adjournment of Meeting.....President Hergesheimer
The meeting adjourned at 5:48 PM.

Linda Friedman, Board Clerk

_____/_____/_____
Date

Ken Noah, Superintendent

_____/_____/_____
Date

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MINUTES
OF THE
SAN DIEGUITO 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

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

Office of the Superintendent
Fax (760) 943-3501

THURSDAY, OCTOBER 16, 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 16, 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 6:02 PM to:

- A. 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
Steve Ma, Associate Superintendent, Business
Rick Schmitt, Associate Superintendent, Educational Svcs
Terry King, Associate Superintendent, Human Resources
Eric Dill, Executive Director, Business Services
Russ Thornton, Executive Director, Facilities
Mary Anne Nuskin, Principal, Diegueño Middle School
Becky Banning, Recording Secretary

STUDENT BOARD MEMBERS

Chloe Deis-Groff, San Dieguito Academy
Isabelle Giap, Canyon Crest Academy
Ilana Newman, Torrey Pines High School
Morgan Scott, Sunset High School

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

The regular meeting of the Board of Trustees was called to order at 6:33PM by President Hergesheimer.

4. SALUTE TO THE FLAG (AGENDA ITEM 4)

Board President Beth Hergesheimer 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, Ms. Groth, seconded by Ms. Dalessandro, that the Minutes of the Board Workshop and Regular Board Meeting of October 2, 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 a California School Boards Association Webinar; the Strategic Plan Board Workshop held prior to this meeting; Spirit Day at Earl Warren Middle School with Mr. Noah, where Assistant Principal Tom Winters had his head shaved after students exceeded an expectation with API scores. Ms. Friedman acknowledged Ms. Dalessandro as the founder of that program, which started twenty years ago.

Ms. Friedman - Attended the California School Boards Association Webinar; the Strategic Plan Board Workshop held prior to this meeting; and the annual Torrey Pines High School Foundation event at Sammy’s Woodfired Pizza.

Ms. Groth – Attended a School Board Candidate Forum at San Dieguito Academy for candidates running in the election for San Dieguito or Encinitas school boards; a San Diego County School Boards Association meeting; and the annual Torrey Pines High School Foundation event at Sammy’s Woodfired Pizza.

President Hergesheimer – Participated in the California School Boards Association Webinar; the San Dieguito Academy Foundation event; and attended a San Dieguito Alliance (for Drug Free Youth) quarterly luncheon with Mr. Noah. Ms. Hergesheimer and Mr. Noah also met with representatives from the La Costa Valley Homeowners Association to discuss the La Costa Valley school property on Calle Barcelona.

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

Superintendent Noah described the latest concerns about the state budget crisis and said its impact may require mid-year cuts. Mr. Noah also confirmed a pending Board Workshop on *Basic Aid Status*, featuring a presentation by School Services of California, Inc., for Tuesday, November 18th, at 3:00 PM. Mr. Noah will also invite representatives from both unions, (SDFa and CSEA), to attend.

10. DIEGUEÑO MIDDLE SCHOOL UPDATE..... MARY ANNE NUSKIN, PRINCIPAL

Principal Nuskin highlighted achievements in academic excellence, student connections, staff development, technology integration, and communication. She also spoke about goals and future ideas, and answered questions presented by the Board. Trustees thanked Principal Nuskin for her presentation.

CONSENT AGENDA ITEMS (AGENDA ITEMS 11 – 15)

It was moved by Ms. Friedman, seconded by Ilana Newman, 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

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

DISCUSSION / ACTION ITEMS(ITEM 16)

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

It was moved Ms. Friedman, seconded by Ms. Dalessandro, 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. ***Motion unanimously carried.***

Ms. Dalessandro then read the Resolution out loud to the public.

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 was presented for first reading and will be resubmitted to the Board for approval at a future Board meeting.

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 was 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 Mr. Russ Thornton and Mr. Steve Ma

Mr. Thornton reviewed and compared the district’s total annual costs for electrical consumption from 2004 through 2008. He also outlined the financial and physical benefits of solar energy and gave a list of sites that were found compatible for partial solar energy modifications. Those sites were: Canyon Crest Academy, Diegueño Middle School, Earl Warren Middle School, La Costa Canyon High School, San Dieguito Academy, and Torrey Pines High School. Mr. Thornton and Mr. Ma gave recommendations for next steps and set a tentative goal of December to request approval by the Board to enter into negotiations. Progress updates will follow.

20. HUMAN RESOURCES UPDATE..... Terry King, Associate Superintendent

Ms. King shared some news about the district’s Workability Program and commended teacher Debra Brody, for her accomplishments. This program was recently featured and televised on a local newscast station and Ms. King provided the Board with a link to the video segment and offered to invite Ms. Brody to give a presentation on the program. Ms. King also announced a pending visitation at Canyon Crest Academy by famous science fiction thriller author, Warren Fahy, which was arranged by Shannon O’Laughlin, teacher at Canyon Crest Academy.

21. EDUCATIONAL SERVICES UPDATE.....Rick Schmitt, Associate Superintendent

Mr. Schmitt presented the Board with updated School Profile Sheets for the four high schools. Counselors from all four high schools have been working on these since August. They are designed to provide college admissions officers with information about graduation requirements, GPA context, Honors and Advanced Placement courses, class organizations and schedules, and information about the school itself, along with the student transcript. Mr. Schmitt also gave an update on the progress of the Algebra 1 program and said a meeting was scheduled for October 29th with representatives from each of the feeder districts to discuss next steps towards consistency in curriculum, teacher training and collaboration between elementary grades 5 & 6, and middle schools.

22. PUBLIC COMMENTS – There were no public comments presented.

David Barsky, Parent – Thanked the Board and school district for listening to concerns given earlier by parents regarding the La Costa Canyon High School Speech and Debate Program. Mr. Barsky shared that the La Costa Canyon High School Speech and Debate Team recently took second place overall at the Jack Howe Memorial Tournament at CSU, Long Beach, against teams from five states. Mr. Barsky also stated that the National Forensics League has ranked the team 79th out of 2700 schools in the country, and said it was due to the success of the program offered at LCC.

Sandra Varnum, Parent – Thanked the Board and the school district for the positive experience her three students have had among the three high schools they’ve attended. Ms. Varnum said that after being in two other school districts, this district has been the most rewarding academically, culturally and individually.

Bob Croft, Teacher and Community Resident – Stated that even though he is the current president of the San Dieguito Faculty Association representing nearly 100% of the teaching staff, he came this night wearing a different hat. Mr. Croft stated since the last several Board meetings, he had been contacted by countless fellow teachers, parents and community members who have joined together in a new organization called The Friends of the San Dieguito School District, of which he is the president. Mr. Croft expressed that the organization’s main goal coincides 100% with that of Superintendent Noah’s and the Board’s, which is academic excellence for all students. Mr. Croft stated that despite some accusations thrown their way, he and his friends commended Mr. Noah and the Board for their dedication and their continued pursuit to improve student achievement. Mr. Croft also stated that Mr. Noah’s and the Board’s true friends continue to admire and appreciate them, their integrity and professionalism.

23. FUTURE AGENDA ITEMS – The Board requested future updates on the Workability and Adult Transition Programs.

24. ADJOURNMENT TO CLOSED SESSION - Closed Session was not required.

25. REPORT OUT OF CLOSED SESSION - There was nothing to report out of Closed Session.

26. ADJOURNMENT OF MEETING.....(AGENDA ITEM 24)
There being no further business, the meeting was adjourned at 7:40 PM.

Linda Friedman, Board Clerk

____ / ____ / ____
Date

Ken Noah, Superintendent

____ / ____ / ____
Date

ITEM 11A

San Dieguito Union High School District

INFORMATION REGARDING BOARD AGENDA ITEM

TO: BOARD OF TRUSTEES

DATE OF REPORT: November 3, 2008

BOARD MEETING DATE: November 13, 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

ITEM 11A

**DONATIONS REPORT
SDUHSD BOARD MEETING
NOVEMBER 13, 2008**

Donation	Purpose	Donor	Donated To: (Teacher, Dept, Site)	
		Name / Foundation	Department	School Site
\$2,339.20	Data drops for two classrooms in the "B" Bldg.	TPHS Foundation	Special Education	TPHS
\$95.00	Donation to pay for substitute for Theatre teacher	CCA Foundation	VPA	CCA
\$33.16	Classroom supplies	United Way	None mentioned	CCA
\$399.90	Donation to pay for software	Target: Take Charge of Education	None mentioned	TPHS
\$695 (Cash: \$110; checks: \$20, \$40, \$500 & \$25)	Donation towards Science field trip	Inlet Technologies, Denise Huggins, Mr. & Mrs. Snowden & Mr. & Mrs. Mintz	Science Dept.	OCMS
\$2,973.10	Donation towards SDA Theater Tech salary	SDA Foundation	VPA	SDA
\$4,100.00	Teacher mini-grants	OCMS Foundation	All Depts.	OCMS
\$5,000.00	Supplies & curriculum	Yearbook Tech, Inc.	None mentioned	SDA
\$162.94	Supplies	Target	None mentioned	EWMS
\$12.22	Supplies	Albertsons	None mentioned	EWMS
\$5.00	Donation	Joe McGrath/Cartridge World San Diego	None mentioned	CCA
1989 Mustang (value: \$4,000)	Donated to Auto Shop	Steve Snedeker	Applied Tech	SDA

ITEM 11B

San Dieguito Union High School District

INFORMATION REGARDING BOARD AGENDA ITEM

TO: BOARD OF TRUSTEES

DATE OF REPORT: November 3, 2008

BOARD MEETING DATE: November 13, 2008

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

SUBJECT: APPROVAL / RATIFICATION OF
FIELD TRIPS

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EXECUTIVE SUMMARY

The district administration is requesting approval / ratification of the out-of-state 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
NOVEMBER 13, 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
12/12-12/13/08	TPHS	Mindlin	Jesse	Varsity Wrestling	10	5	Participate in the <i>Beach Bash</i> Invitational	Huntington	CA	1 day	N/A
12/19-12/20/08	TPHS	Mindlin	Jesse	Varsity Wrestling	10	5	Participate in the Mann Classic Invitational	Fullerton	CA	N/A	N/A
01/16 - 01/17/09	TPHS	Mindlin	Jesse	Varsity Wrestling	8	5	Participate in the <i>Five Counties</i> Tournament	Fountain Valley	CA	1 day	N/A
11/12/08-11/15/08 (to be ratified)	CCA	Black	Chris	Journalism & Yearbook	24	2	Students will attend writing workshops, leadership seminars & journalism tutorials with professionals	St. Louis	MO	3 days	N/A
11/12/08-11/15/08 (to be ratified)	CCA	Chufo	Jeannie	Journalism & Yearbook	24	2	Students will attend writing workshops, leadership seminars & journalism tutorials with professionals	St. Louis	MO	3 days	N/A
04/07/09 - 04/12/09	LCC	Hartley	Dallas	La Crosse	30	4	La Crosse Tournament	Orlando	FL	N/A	N/A
12/17/08-12/20/08	TPHS	Costello	Dennis	Varsity Women's Soccer	22	20	Tri-Valley Invitational Tournament	Walnut Creek	CA	2 days	N/A

San Dieguito Union High School District

INFORMATION REGARDING BOARD AGENDA ITEM

TO: BOARD OF TRUSTEES

DATE OF REPORT: November 4, 2008

BOARD MEETING DATE: November 13, 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:

Certificated

Employment
Change in Status
Change in Assignment
Leave of Absence
Resignation

Classified

Employment
Change in Assignment
Promotion

RECOMMENDATION:

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

FUNDING SOURCE:

General Fund

PERSONNEL LIST

CERTIFICATED PERSONNEL

Employment

1. **Kelly Borders**, 60% Permanent Special Education Teacher (former teacher at Diegueno) at Diegueno MS, effective 12/01/08.
2. **Andrea Cartwright**, 100% Temporary English Teacher at La Costa Canyon for the 2008-09 school year, effective 10/08/08 through 6/12/09.
3. **Tyler LaSalle**, 100% Temporary Special Education Teacher at Carmel Valley MS (60%) and Canyon Crest Academy (40%) for the remainder of the 2008-09 school year, effective 10/20/08 through 6/12/09.
4. **Joseph Skinner**, 40% Temporary Retired Math Teacher rehired at La Costa Canyon HS for the remainder of Semester I, effective 10/07/08 through 1/23/09.
5. **Gina Tashjian**, 100% Temporary Speech/Language Teacher (60% @ SDA/40% Adult Transition – North) for the 2008-09 school year, effective 9/25/08 through 6/12/09.
6. **Angela Willden**, 60% Temporary Chemistry Teacher at La Costa Canyon HS for the remainder of Semester I, effective 10/08/08 through 1/23/09.

Change in Status

Request approval to change status from Temporary to **Probationary** in the 2008-09 school year, effective 8/19/08 for the following certificated employees:

From Temporary 1st Year Probationary

Michael Godebu (OC)

From Temporary to 2nd Year Probationary

John Donahoe (TP)

Scott Huntley (SDA)

Lauryn Gahagan (CV)

Laura McCormick (DG)

Erica Williams (CCA)

Craig Griesemer (LCC)

Kathryn Stevens (CV)

Change in Assignment

1. **Christopher Scheriff**, Temporary physical education Teacher at Carmel Valley MS, change in assignment from 40% to 60% for the remainder of the 2008-09 school year, effective 11/03/08 through 6/12/09.

ITEM 12

Leave of Absence

1. **Whitney Botron**, Spanish Language Teacher at Earl Warren, 100% Unpaid Leave of Absence for child rearing purposes, effective 10/27/08 through 1/02/09; She will resume teaching at 80% (20% Unpaid Leave of Absence) effective 1/05/09.
2. **Kari Smith**, English Teacher at Diegueno, 100% Unpaid Leave of Absence for child rearing purposes, effective 11/03/08 through 11/30/08; She will resume teaching 100% effective 12/01/08.
3. **Erika Wanczuk**, English Teacher at La Costa Canyon, 100% Unpaid Leave of Absence for child rearing purposes for the remainder of Semester I, effective 10/29/08 through 1/23/09; She will resume teaching 100% effective 1/26/09.

Resignation

1. **Randy Sims**, Permanent physical education Teacher at Carmel Valley, resignation from employment, effective 10/31/08.

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11/13/08
certbdagenda

PERSONNEL LIST

CLASSIFIED PERSONNEL

Employment

1. **Berger, Lisa**, At Will Employee, effective 12/15/08 – 1/9/09
2. **Borst, Sallie**, Student Worker, Nutrition Services, effective 10/1/08 – 6/09
3. **Cailasson, Frederic**, Instructional Assistant SpEd Non Severe, effective 10/30/08
4. **Corkran, Helen**, Secretary, effective 11/6/08
5. **Dempsey, Patricia**, Instructional Assistant SpEd Non Severe, effective 10/17/08
6. **Ebner, Steven**, At Will Employee, effective 8/25/08 – 6/12/09
7. **Edwards, Linda**, Nutrition Services Assistant I, effective 11/3/08
8. **Gugler, Paula**, Nutrition Services Assistant I, effective 11/1/2008
9. **Harrow, Jonathan**, Student Worker, Nutrition Services, effective 10/13/08 – 6/09
10. **Hoff, John**, Instructional Assistant SpEd Severely Handicapped, effective 10/29/08
11. **Janelli, Michele**, At Will Employee, effective 9/1/08 – 6/12/09
12. **LaBeau, Terri**, Instructional Assistant SpEd Non Severe, effective 10/28/08
13. **Mealy, Linda**, Instructional Assistant SpEd Non Severe, effective 10/24/08
14. **Meskin, Brielle**, Instructional Assistant SpEd Non Severe, effective 10/21/08
15. **Newbold, Thomas**, At Will Employee, effective 9/10/08 – 12/6/08
16. **Orzoco, Eugene**, Instructional Assistant SpEd Non Severe, effective 10/31/08
17. **Peterson, Tina**, Human Resources Technician, effective 11/12/08
18. **Saeger, Timothy**, At Will Employee, effective 8/27/08 – 1/20/09
19. **Stohl, Rayna**, At Will Employee, effective 10/1/08 – 11/10/08
20. **Stokes, Cynthia**, At Will Employee, effective 5/4/09 – 6/4/09
21. **Wallace, Autumn**, Office Assistant, effective 10/15/08
22. **Woodring, Renee**, At Will Employee, effective 8/25/08 – 6/4/09

Change in Assignment

1. **Bennett, Christina**, from Contracts Analyst to Director of Purchasing, effective 11/4/08 – 11/14/08
2. **Gilbert, Doug**, from Senior Buyer to Director of Purchasing, effective 11/17/08 – 11/26/08
3. **Graciano, Sheila**, from Senior Buyer to Director of Purchasing, effective 10/23/08 – 11/3/08
4. **Harrah, Caroline**, from 75% Receptionist to 100% Accounting Assistant ASB, effective 10/21/08 – 11/28/08
5. **MaChan, Siu**, from 37.5% Nutrition Services Assistant I to 43.8% effective 10/14/08
6. **Magana, Carlos**, from Custodian Floater to School Plant Supervisor-Middle School, effective 10/10/08 – 10/20/08

ITEM 12

Resignation

1. **Bemiss, Marilyn**, Accounting Assistant ASB, effective 10/29/08
2. **Beveridge, Wendell**, Nutrition Services Assistant I, effective 10/14/08
3. **Capurso, Mercedes**, Instructional Assistant-Bilingual, resigning for the purpose of retirement effective 12/30/08
4. **Fleming, Linda**, School Bus Driver, resigning for the purpose of retirement effective 12/30/08

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11/13/08
classbdagenda

ITEM 13A

San Dieguito Union High School District

INFORMATION REGARDING BOARD AGENDA ITEM

TO: BOARD OF TRUSTEES

DATE OF REPORT: November 4, 2008

BOARD MEETING DATE: November 13, 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/
EDUCATIONAL SERVICES

EXECUTIVE SUMMARY

The attached Professional Services Report/Educational Services summarizes one contract in an amount not to exceed \$21,000.00, or as noted on the attachment.

RECOMMENDATION:

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

FUNDING SOURCE:

As noted on attached list.

ITEM 15A

San Dieguito Union High School District

INFORMATION REGARDING BOARD AGENDA ITEM

TO: BOARD OF TRUSTEES

DATE OF REPORT: November 4, 2008

BOARD MEETING DATE: November 13, 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 \$5,567.50, 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: 11-13-08

<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>
11/14/08 – until terminated in writing by either party	First American Core Logic, Inc.	Provide on-line property detail, comparable sales, assessors maps, grant deeds, and foreclosure information	General Fund 03-00	\$172.98 per month and \$10.00 per document image
11/14/08 – 01/31/09	DecisionInsite, LLC	Prepare a district build-out projection by grade level	Capital Facilities Fund 25-19	\$3,500.00
11/03/08 – 01/30/09	Carmel Valley Recreation Center	Lease of facilities for the San Dieguito Adult School senior exercise class	Adult Education Fund 11-00	\$2,067.50

ITEM 15F

San Dieguito Union High School District

INFORMATION REGARDING BOARD AGENDA ITEM

TO: BOARD OF TRUSTEES

DATE OF REPORT: November 4, 2008

BOARD MEETING DATE: November 13, 2008

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

SUBMITTED BY: Ken Noah
Superintendent

SUBJECT: AUTHORIZATION TO ENTER INTO CONTRACT

EXECUTIVE SUMMARY

San Dieguito Academy is actively involved in developing a career pathway in biotechnology. To this end, staff has identified a two phase process (see attached). The first phase involves having work performed to make the basic classroom, Room 29, functional by January 23, 2009. This would allow the class to begin starting second semester. This phase will be funded by the San Dieguito Academy Foundation and the Community Collaboration Grant administered through Mira Costa Community College. In order to bid the classroom conversion project and have the work completed by the start of the semester, the administration is requesting authorization to proceed with entering into contracts/agreements during the period November 13, 2008 through December 8, 2008 with the understanding that the contracts/agreements will be presented to the Board of Trustees for ratification at the next regularly scheduled meeting.

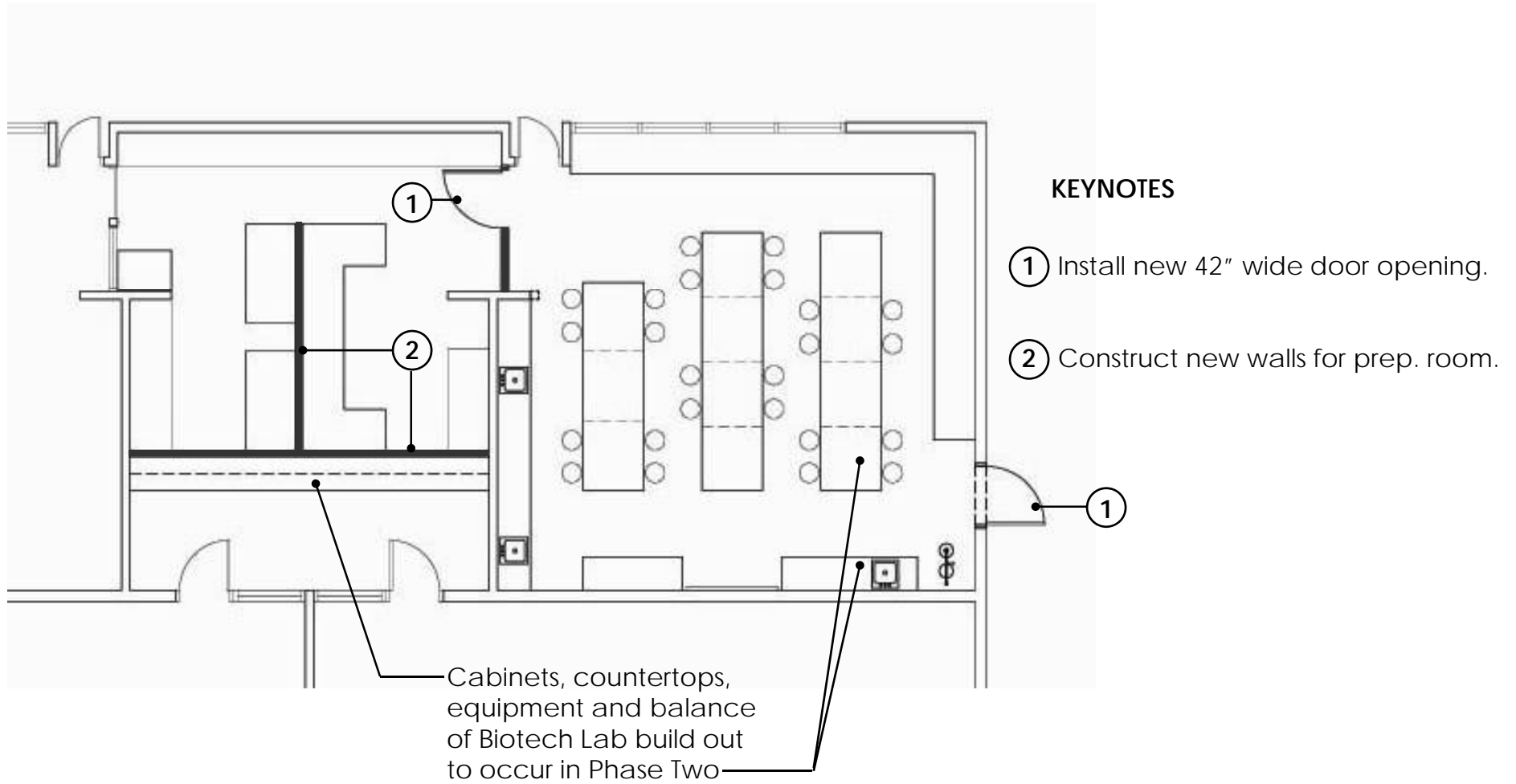
RECOMMENDATION:

It is recommended that the Board authorize the administration to enter into contracts for the Biotech Classroom Conversion – Phase I at San Dieguito Academy project B2009-09, during the period November 13, 2008 through December 8, 2008, and that the contracts/agreements be presented to the Board of Trustees for ratification at the next regularly scheduled meeting.

FUNDING SOURCE:

Capital Facilities 25-19 (to be abated by Community Collaboration Grant), and Special Reserves/Capital Project Fund 40-00

ITEM 15F



**BIOTECH LAB AT BUILDING 20 – PHASE ONE WORK
SAN DIEGUITO ACADEMY**



Biotech Lab Classroom at San Dieguito Academy
San Dieguito Union High School District

ITEM 15F
9/23/2008

Project Schedule	2008				2009								
	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
	Design		Bid	Const/Occ									
Phase 1 - Minor work to make basic classroom functional			11/12	12/08	1/23								
Install exterior doorway Install walls at prep room Reconfigure Prep Room Shelving													
Phase 2 - Complete build out for functional Biotech Lab/Classroom													
Install building elec upgrade Install HVAC Install plumbing, elec, & technology Remodel Classroom finishes Install cabinets and countertops Install Biotech Lab equipment													

Phase 1 Budget:	\$60,000
Phase 2 Budget:	\$180,000
Total	\$240,000

<u>Cost Breakdown - Phase 1</u>	
Demolition	\$5,000
New door & opening	\$10,000
New walls	\$15,000
Modify cabinetry	\$5,000
Electrical rough-in for future	\$5,000
Ceiling work	\$5,000
Soft Costs & Contingency	\$15,000
	<u>\$60,000</u>

<u>Cost Breakdown - Phase 2</u>	
New electrical service	\$15,000
New plumbing, electrical & data	\$20,000
New mechanical	\$40,000
New counters & cabinetry	\$60,000
Misc painting & finish repair	\$10,000
Ceiling work	\$5,000
Soft Costs & Contingency	\$30,000
	<u>\$180,000</u>

San Dieguito Union High School District ITEM 15G

INFORMATION REGARDING BOARD AGENDA ITEM

TO: BOARD OF TRUSTEES

DATE OF REPORT: November 4, 2008

BOARD MEETING DATE: November 13, 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 10/06/08 THRU 11/04/08

1

PO NBR	DATE	FUND	VENDOR	LOC	DESCRIPTION	AMOUNT	ITEM 15G
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	SUPERIOR ONSITE SERV	005	REPAIRS BY VENDORS	\$257.73	
291411	10/06/08	03	ACADEMIC SUPPLIER**D	003	MATERIALS AND SUPPLI	\$156.93	
291412	10/06/08	03	ACADEMIC SUPPLIER**D	005	MATERIALS AND SUPPLI	\$74.44	
291413	10/06/08	03	ACADEMIC SUPPLIER**D	003	MATERIALS AND SUPPLI	\$75.71	
291414	10/06/08	03	ACADEMIC SUPPLIER**D	012	MATERIALS AND SUPPLI	\$502.33	
291415	10/07/08	03	SAN DIEGUITO TROPHY	020	MATERIALS AND SUPPLI	\$12.93	
291416	10/07/08	03	ONE STOP TONER AND I	030	OFFICE SUPPLIES	\$79.74	
291417	10/07/08	03	CARMEL VALLEY POOL/R	012	RENTS & LEASES	\$1,404.00	
291418	10/07/08	03	WAXIE SANITARY SUPPL	005	MATERIALS AND SUPPLI	\$4,000.00	
291419	10/07/08	03	SCANTRON CORPORATION	004	MATERIALS AND SUPPLI	\$470.78	
291420	10/07/08	06	SCANTRON CORPORATION	004	MATERIALS AND SUPPLI	\$486.00	
291421	10/07/08	06	MITCHELL INFO SERVIC	033	A/V CONTRACT	\$999.00	
291422	10/07/08	11	COLFI, ALESSANDRA	009	MATERIALS AND SUPPLI	\$105.00	
291423	10/07/08	03	ONE STOP TONER AND I	013	MATERIALS AND SUPPLI	\$505.81	
291424	10/07/08	06	FOLLETT EDUCATIONAL	005	TEXTBOOKS	\$1,501.50	
291425	10/07/08	03	FRONTIER FENCE COMPA	025	REPAIRS BY VENDORS	\$1,455.69	
291426	10/07/08	03	SEASIDE HEATING AND	025	NON CAPITALIZED EQUI	\$1,840.00	
291427	10/07/08	03	WAXIE SANITARY SUPPL	014	MATERIALS AND SUPPLI	\$2,000.00	
291428	10/07/08	03	FREDRICKS ELECTRIC I	025	REPAIRS BY VENDORS	\$1,585.50	
291429	10/07/08	11	NASCO MODESTO	009	MATERIALS AND SUPPLI	\$144.49	
291430	10/07/08	11	C S C A E	009	DUES AND MEMBERSHIPS	\$137.00	
291431	10/07/08	03	FREE FORM CLAY & SUP	013	MATERIALS AND SUPPLI	\$1,200.00	
291432	10/07/08	25-18	PALOMAR REPROGRAPHIC	025	PROF/CONSULT./OPER E	\$2,482.56	
291433	10/07/08	06	SAN DIEGUITO UHSD CA	024	MATERIALS AND SUPPLI	\$2,500.00	
291434	10/07/08	06	ENCINITAS COMMUNITY	010	RENTS & LEASES	\$250.00	
291435	10/07/08	06	FREEDOM SCIENTIFIC	030	LIC/SOFTWARE	\$3,710.32	
291436	10/07/08	03	MONOPRICE, INC	005	SOFTWARE/DP SUPPLIES	\$56.77	
291437	10/07/08	06	AUTISM SPECTRUM	030	OTHER CONTR-N.P.A.	\$16,582.65	
291438	10/07/08	06	YELLOWSTONE BOYS & G	030	OTHER CONTR-N.P.S.	\$65,670.00	
291439	10/07/08	03	SEHI-PROCOMP COMPUTE	026	OFFICE SUPPLIES	\$216.90	
291440	10/07/08	06	WAXIE SANITARY SUPPL	030	MATERIALS AND SUPPLI	\$146.21	
291441	10/07/08	06	IVERSON, SHERYL	030	OTHER SERV.& OPER.EX	\$200.07	
291442	10/08/08	03	COLUMBIA UNIVERSITY	010	LIC/SOFTWARE	\$325.00	
291443	10/08/08	03	CARDIAC SCIENCE INC	010	MATERIALS AND SUPPLI	\$222.42	
291444	10/08/08	25-19	CA DEPT OF EDUCATION	036	LAND IMPROVEMENTS	\$2,341.50	
291445	10/08/08	03	SCANTRON CORPORATION	010	MATERIALS AND SUPPLI	\$801.84	
291446	10/08/08	11	DELL COMPUTER CORPOR	009	MAT/SUP/EQUIP TECHNO	\$2,118.25	
291447	10/08/08	03	FUEL CELL STORE	008	MATERIALS AND SUPPLI	\$58.43	
291448	10/08/08	06	P S BUSINESS PARKS,	030	RENTS & LEASES	\$40,000.00	
291449	10/08/08	25-18	BUXCON SHEET METAL I	025	REPAIRS BY VENDORS	\$11,650.00	
291450	10/08/08	03	OFFICE DEPOT	010	MATERIALS AND SUPPLI	\$45.23	
291451	10/08/08	06	CA MATHEMATICS LEAGU	013	MATERIALS AND SUPPLI	\$153.58	
291452	10/08/08	03	ROYAL BUSINESS GROUP	020	PRINTING	\$56.03	
291453	10/08/08	03	J AND R KEY HARDWARE	014	MATERIALS AND SUPPLI	\$1,896.40	
291455	10/08/08	03	HARLAND TECHNOLOGY S	003	REPAIRS BY VENDORS	\$528.00	
291456	10/08/08	03	COUNTY OF SAN DIEGO	020	ELECTION EXPENSE	\$41,035.00	
291457	10/09/08	03	BIOZONE SCIENTIFIC	003	OFFICE SUPPLIES	\$323.20	
291458	10/09/08	03	SAN DIEGUITO UHSD CA	021	MATERIALS AND SUPPLI	\$5,000.00	
291459	10/09/08	03	VON'S GROCERY COMPAN	004	MATERIALS AND SUPPLI	\$200.00	
291460	10/09/08	03	FREE FORM CLAY & SUP	004	MATERIALS AND SUPPLI	\$250.11	
291461	10/09/08	03	SMART AND FINAL CORP	004	MATERIALS AND SUPPLI	\$130.00	
291462	10/09/08	06	NICK RAIL MUSIC	014	MATERIALS AND SUPPLI	\$1,000.00	

PO/BOARD/REPORT

SAN DIEGUITO UNION HIGH
FROM 10/06/08 THRU 11/04/08

2

PO NBR	DATE	FUND	VENDOR	LOC	DESCRIPTION	AMOUNT	ITEM 15G
291463	10/09/08	06	PEPPER OF LOS ANGELE	014	MATERIALS AND SUPPLI	\$1,000.00	
291464	10/09/08	03	WELBURN GOURD FARM	004	MATERIALS AND SUPPLI	\$86.20	
291465	10/09/08	03	SAN DIEGUITO UHSD CA	024	MATERIALS AND SUPPLI	\$1,000.00	
291466	10/09/08	03	PATHWAY COMMUNICATIO	010	OTHER SERV. & OPER.EX	\$1,470.00	
291467	10/09/08	06	PEARSON PRENTICE HAL	033	BOOKS OTHER THAN TEX	\$2,574.10	
291468	10/09/08	06	SCHOLASTIC INC	008	MATERIALS AND SUPPLI	\$1,342.86	
291469	10/09/08	03	PAX BUSINESS SYSTEMS	012	MATERIALS AND SUPPLI	\$200.00	
291470	10/09/08	03	LOGICAL CHOICE TECHN	010	MAT/SUP/EQUIP TECHNO	\$8,725.73	
291471	10/09/08	03	AMAZON.COM	012	NON CAPITALIZED EQUI	\$2,553.24	
291472	10/09/08	03	BLICK, DICK (DICK BL	005	MATERIALS AND SUPPLI	\$506.81	
291473	10/09/08	03	SAX ARTS & CRAFTS	005	MATERIALS AND SUPPLI	\$666.13	
291474	10/09/08	06	BIO RAD LIFE SCIENCE	005	MATERIALS AND SUPPLI	\$480.55	
291475	10/09/08	06	SAN DIEGO COUNTY OFF	013	BOOKS OTHER THAN TEX	\$550.26	
291476	10/10/08	03	B AND H PHOTO-VIDEO-	012	NON CAPITALIZED EQUI	\$660.45	
291477	10/10/08	06	AUTISM SPECTRUM	030	OTHER CONTR-N.P.A.	\$78,816.10	
291478	10/10/08	03	MATRIX INGENUITY INC	012	MATERIALS AND SUPPLI	\$787.44	
291479	10/10/08	03	AMERICAN LIBRARY ASS	012	MATERIALS AND SUPPLI	\$74.57	
291480	10/10/08	03	AMAZON.COM	012	OTHER BOOKS-LIBRARY	\$434.48	
291481	10/10/08	03	LAB AIDS	012	MATERIALS AND SUPPLI	\$158.96	
291482	10/10/08	03	GOPHER SPORT	012	MATERIALS AND SUPPLI	\$77.54	
291483	10/10/08	06	MOORE MEDICAL, LLC	030	MATERIALS AND SUPPLI	\$117.99	
291484	10/10/08	03	SCANTRON CORPORATION	014	MATERIALS AND SUPPLI	\$536.44	
291485	10/10/08	06	MOORE MEDICAL, LLC	030	MATERIALS AND SUPPLI	\$62.93	
291486	10/10/08	03	PEARSON & AGS ASSESS	010	MATERIALS AND SUPPLI	\$924.34	
291487	10/10/08	03	PEARSON ASSESSMENT &	010	MATERIALS AND SUPPLI	\$1,222.21	
291488	10/13/08	03	A S C D	008	DUES AND MEMBERSHIPS	\$219.00	
291489	10/13/08	06	DYNAVOX SYSTEMS, INC	030	RENTS & LEASES	\$1,174.48	
291490	10/14/08	03	WESTERN PSYCHOLOGICA	010	MATERIALS AND SUPPLI	\$874.12	
291491	10/14/08	03	NICK RAIL MUSIC	003	REPAIRS BY VENDORS	\$500.00	
291492	10/14/08	03/06	GOPHER SPORT	003	MATERIALS AND SUPPLI	\$3,557.82	
291493	10/14/08	03	GOPHER SPORT	003	MATERIALS AND SUPPLI	\$395.61	
291494	10/14/08	03	PALOS SPORTS, INC.	003	MATERIALS AND SUPPLI	\$98.08	
291495	10/14/08	06	RENAISSANCE LEARNING	030	MATERIALS AND SUPPLI	\$2,869.79	
291496	10/14/08	03	AMAZON.COM	010	MATERIALS AND SUPPLI	\$176.70	
291497	10/14/08	03	TRI BEST VISUAL DISP	025	BLDG.-REPAIR MATERIA	\$68.88	
291498	10/14/08	03	TARGET	004	MATERIALS AND SUPPLI	\$130.00	
291499	10/14/08	06	CORPORATE EXPRESS	004	MATERIALS AND SUPPLI	\$27.95	
291500	10/14/08	06	ACADEMIC SUPERSTORE	004	MATERIALS AND SUPPLI	\$429.92	
291501	10/14/08	03	APPLE COMPUTER INC	013	MAT/SUP/EQUIP TECHNO	\$1,545.14	
291502	10/14/08	06	AMAZON.COM	030	MATERIALS AND SUPPLI	\$156.19	
291503	10/14/08	03	PSYCHOLOGICAL ASSESS	010	MATERIALS AND SUPPLI	\$383.58	
291504	10/14/08	06	ATTAINMENT COMPANY	030	LIC/SOFTWARE	\$7,973.68	
291505	10/15/08	06	GALE - A CENGAGE LEA	013	A/V CONTRACT	\$6,838.62	
291506	10/15/08	06	SNAP ON INDUSTRIAL	028	OTHER TRANSPORT.SUPP	\$677.66	
291507	10/15/08	06	SNAP ON INDUSTRIAL	028	OTHER TRANSPORT.SUPP	\$621.41	
291508	10/15/08	03	SUBSCRIPTION SERVICE	014	MATERIALS AND SUPPLI	\$327.80	
291509	10/15/08	03	XEROX CORPORATION	014	RENTS & LEASES	\$23,346.04	
291510	10/15/08	03	SAN DIEGUITO UHSD CA	020	MATERIALS AND SUPPLI	\$2,160.00	
291511	10/15/08	06	AMAZON.COM	030	MATERIALS AND SUPPLI	\$39.46	
291512	10/15/08	03	DELL COMPUTER CORPOR	035	SOFTWARE/DP SUPPLIES	\$6,303.38	
291513	10/16/08	03	VIRCO MANUFACTURING	001	MATERIALS AND SUPPLI	\$26.94	
291514	10/16/08	03	CORPORATE EXPRESS	010	MATERIALS AND SUPPLI	\$1,216.39	
291515	10/16/08	67-30	MARTIN, LAURA	037	OTHER INSURANCE	\$500.00	
291516	10/16/08	13	HEALTHY MURPHY INC	031	MATERIALS AND SUPPLI	\$20,000.00	
291517	10/16/08	06	CHARACTER COUNTS	032	FEES - ADMISSIONS, T	\$825.00	

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291518	10/16/08	06	CHARACTER COUNTS	032	DUES AND MEMBERSHIPS	\$200.00	
291519	10/16/08	06	GALE - A CENGAGE LEA	014	A/V CONTRACT	\$5,900.00	
291520	10/16/08	06	COMPREHENSIVE ED SER	030	OTHER CONTR-N.P.A.	\$40,783.15	
291521	10/16/08	03	COMPANION CORPORATIO	005	A/V CONTRACT	\$1,665.00	
291522	10/17/08	03	OFFICE DEPOT	013	MATERIALS AND SUPPLI	\$138.07	
291523	10/17/08	06	HARRIS, REGINA	030	MEDIATION SETTLEMENT	\$23,800.00	
291524	10/17/08	03	DIVERSIFIED BUSINESS	013	REPAIRS BY VENDORS	\$260.73	
291525	10/17/08	03	LEUCADIA PIZZERIA	026	MATERIALS AND SUPPLI	\$30.61	
291526	10/17/08	03	B S N/SPORT SUPPLY G	014	MATERIALS AND SUPPLI	\$126.06	
291529	10/17/08	03	LEUCADIA PIZZERIA	026	MATERIALS AND SUPPLI	\$77.79	
291530	10/17/08	06	ALPHA GRAPHICS	030	PRINTING	\$195.39	
291531	10/17/08	03	A C S A REGION 18	020	DUES AND MEMBERSHIPS	\$125.00	
291532	10/17/08	03	SAN DIEGUITO UHSD CA	022	MATERIALS AND SUPPLI	\$45.26	
291533	10/17/08	03	ROYAL BUSINESS GROUP	005	PRINTING	\$84.05	
291534	10/17/08	03	ONE STOP TONER AND I	029	MATERIALS AND SUPPLI	\$59.25	
291535	10/17/08	06	RODRIGUEZ, LIDIA	030	PAY IN LIEU OF TRANS	\$6,800.00	
291536	10/17/08	03	SOUTHWEST SCHOOL/OFF	004	MATERIALS AND SUPPLI	\$25.11	
291537	10/17/08	03	OFFICE DEPOT	010	MATERIALS AND SUPPLI	\$69.04	
291538	10/17/08	03	SOUTHWEST SCHOOL/OFF	010	MATERIALS AND SUPPLI	\$100.42	
291539	10/17/08	03	MOORE MEDICAL, LLC	012	MEDICAL SUPPLIES	\$55.05	
291540	10/17/08	03	EXPRESS PRINT	030	PRINTING	\$624.95	
291541	10/17/08	03	SONRISE ELECTRIC	025	REPAIRS BY VENDORS	\$445.00	
291542	10/17/08	03	SWAIM BROS FIELD PAI	025	MATERIALS AND SUPPLI	\$469.79	
291543	10/17/08	06	EDUCATIONAL RESOURCE	030	LIC/SOFTWARE	\$301.70	
291544	10/20/08	03	B AND H PHOTO-VIDEO-	010	MAT/SUP/EQUIP TECHNO	\$1,971.66	
291545	10/20/08	06	PATHWAY COMMUNICATIO	010	NON CAPITALIZED EQUI	\$3,793.72	
291546	10/20/08	03	AREY JONES EDUCATION	010	MAT/SUP/EQUIP TECHNO	\$2,022.93	
291547	10/20/08	06	COMPUSOURCE/ADB ENTE	010	SOFTWARE/DP SUPPLIES	\$2,899.55	
291548	10/20/08	03	AREY JONES EDUCATION	010	MAT/SUP/EQUIP TECHNO	\$1,489.16	
291549	10/20/08	03	G S T, INC	010	MATERIALS AND SUPPLI	\$88.17	
291550	10/20/08	06	GLENCOE-MACMILLAN/MC	014	TEXTBOOKS	\$405.81	
291551	10/20/08	03	DOWNSTREAM SERVICES	025	BLDG.-REPAIR MATERIA	\$324.33	
291552	10/20/08	03	SUPERIOR ONSITE SERV	010	REPAIRS BY VENDORS	\$600.86	
291553	10/20/08	03	C M I INC	010	MATERIALS AND SUPPLI	\$178.90	
291554	10/20/08	03	TROXELL COMMUNICATIO	004	NON CAPITALIZED EQUI	\$2,019.45	
291555	10/20/08	03	C C S PRESENTATION S	004	NON CAPITALIZED EQUI	\$1,252.06	
291556	10/20/08	03	FOUR-WARD DESIGN, IN	025	OTHER SERV.& OPER.EX	\$2,730.00	
291557	10/20/08	06	SCIENCE KIT LLC	010	MATERIALS AND SUPPLI	\$183.18	
291558	10/20/08	06	JUNIOR LIBRARY GUILD	014	MATERIALS AND SUPPLI	\$1,431.00	
291559	10/21/08	06	COIN EDUCATIONAL PRO	030	LIC/SOFTWARE	\$425.61	
291560	10/21/08	06	THINKGEEK INC	005	MATERIALS AND SUPPLI	\$503.94	
291561	10/21/08	03	ONE STOP TONER AND I	005	MATERIALS AND SUPPLI	\$120.66	
291562	10/21/08	06	CARLSBAD UNIFIED SCH	030	OTHER SERV.& OPER.EX	\$37,000.00	
291563	10/21/08	03	JACKNOB CORPORATION	025	BLDG.-REPAIR MATERIA	\$113.10	
291564	10/21/08	06	E N C O	033	MATERIALS AND SUPPLI	\$732.86	
291565	10/21/08	06	ONE STOP TONER AND I	033	MATERIALS AND SUPPLI	\$150.83	
291566	10/21/08	06	AMERICAN SCHOLASTIC	004	FEES - ADMISSIONS, T	\$70.00	
291567	10/21/08	06	BEST BUY GOVT AND ED	014	MATERIALS AND SUPPLI	\$323.25	
291568	10/21/08	06	SNAP ON INDUSTRIAL	005	MATERIALS AND SUPPLI	\$1,056.92	
291569	10/21/08	06	TOOL DEPOT	033	MATERIALS AND SUPPLI	\$600.00	
291570	10/21/08	06	DOOR SERVICE & REPAI	033	REPAIRS BY VENDORS	\$886.24	
291571	10/21/08	03	COSTCO CARLSBAD	008	MATERIALS AND SUPPLI	\$161.61	
291572	10/21/08	03	GOPHER SPORT	013	MATERIALS AND SUPPLI	\$1,525.36	
291574	10/21/08	03	CHRISTY LANE ENTERPR	004	MATERIALS AND SUPPLI	\$405.72	
291575	10/21/08	06	NAVIANCE	032	A/V CONTRACT	\$1,390.00	

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291576	10/21/08	06	PLATO LEARNING INC	024	A/V CONTRACT	\$13,561.82	
291577	10/21/08	03	SCANTRON CORPORATION	010	MATERIALS AND SUPPLI	\$5,696.31	
291578	10/21/08	03	CORPORATE EXPRESS	013	MATERIALS AND SUPPLI	\$100.00	
291579	10/21/08	03	COLLEGE BOARD	010	MATERIALS AND SUPPLI	\$21,593.00	
291580	10/21/08	06	CA DEPT OF EDUCATION	032	MATERIALS AND SUPPLI	\$42,480.00	
291581	10/21/08	03	E T S / STAR PROJECT	024	MATERIALS AND SUPPLI	\$2,270.32	
291582	10/21/08	03	OFFICE DEPOT	008	MATERIALS AND SUPPLI	\$172.40	
291583	10/21/08	06	PAXTON/PATTERSON	033	MATERIALS AND SUPPLI	\$511.70	
291584	10/21/08	03	MOORE MEDICAL, LLC	010	MATERIALS AND SUPPLI	\$52.89	
291585	10/21/08	11	RED RIVER PRESS, INC	009	A/V CONTRACT	\$51.71	
291586	10/21/08	03	TARGET	010	MATERIALS AND SUPPLI	\$323.03	
291587	10/21/08	03	VIRCO MANUFACTURING	014	MATERIALS AND SUPPLI	\$872.35	
291588	10/21/08	06	SPEAK EASIES	010	MATERIALS AND SUPPLI	\$633.40	
291589	10/21/08	03	DE LA PENNA, MATT	010	OTHER SERV.& OPER.EX	\$100.00	
291590	10/21/08	03	OFFICE DEPOT	014	MATERIALS AND SUPPLI	\$204.71	
291591	10/21/08	06	MONOPRICE, INC	005	MATERIALS AND SUPPLI	\$24.26	
291592	10/21/08	25-19	D A D ASPHALT	025	NON-CAPITALIZED IMPR	\$1,771.60	
291593	10/21/08	25-19	L B CONCRETE	025	NON-CAPITALIZED IMPR	\$10,365.00	
291594	10/21/08	03	STATE OF CALIFORNIA	025	FEES - ADMISSIONS, T	\$1,120.00	
291595	10/21/08	25-19	BREVIG PLUMBING	025	NON-CAPITALIZED IMPR	\$7,840.00	
291596	10/21/08	03	ROOF CONSTRUCTION	025	REPAIRS BY VENDORS	\$4,275.00	
291597	10/21/08	03	ROOFCHECK INC	025	REPAIRS BY VENDORS	\$6,050.00	
291598	10/22/08	03	XEROX CORPORATION	005	DUPLICATING SUPPLIES	\$332.95	
291599	10/22/08	25-19	SCHOOL SPECIALTY	014	MATERIALS AND SUPPLI	\$1,328.34	
291600	10/22/08	03	RASIX COMPUTER CENTE	003	MATERIALS AND SUPPLI	\$276.59	
291601	10/22/08	03	WESCO DISTRIBUTION	003	OFFICE SUPPLIES	\$90.51	
291602	10/22/08	03	AREY JONES EDUCATION	014	MAT/SUP/EQUIP TECHNO	\$2,450.95	
291603	10/22/08	03	DELL COMPUTER CORPOR	003	MAT/SUP/EQUIP TECHNO	\$1,213.87	
291604	10/22/08	03	INTERSTATE MUSIC	003	MATERIALS AND SUPPLI	\$255.95	
291605	10/22/08	03	DAY WIRELESS SYSTEMS	014	MATERIALS AND SUPPLI	\$538.75	
291606	10/22/08	03	PRENTICE HALL/REGENT	012	TEXTBOOKS	\$1,747.53	
291607	10/22/08	11	TROXBELL COMMUNICATIO	003	NON CAPITALIZED EQUI	\$535.52	
291608	10/22/08	11	C C S PRESENTATION S	003	NON CAPITALIZED EQUI	\$492.42	
291609	10/22/08	03	VISUCATE	035	LIC/SOFTWARE	\$1,657.50	
291610	10/23/08	06	SCHOLASTIC INC	010	MATERIALS AND SUPPLI	\$1,976.05	
291611	10/23/08	06	FOLLETT EDUCATIONAL	007	TEXTBOOKS	\$387.90	
291612	10/23/08	06	FOLLETT EDUCATIONAL	010	TEXTBOOKS	\$937.86	
291613	10/23/08	06	NEW HAVEN YOUTH & FA	030	OTHER CONTR-N.P.S.	\$21,838.00	
291614	10/23/08	06	BALBOA CITY SCHOOL	030	OTHER CONTR-N.P.S.	\$47,394.38	
291615	10/23/08	06	DELL COMPUTER CORPOR	033	MATERIALS AND SUPPLI	\$473.12	
291616	10/23/08	03	COLLEGE BOARD	013	MATERIALS AND SUPPLI	\$2,275.00	
291617	10/23/08	03	GALE - A CENGAGE LEA	012	A/V CONTRACT	\$3,051.60	
291618	10/24/08	03	ROYAL BUSINESS GROUP	037	MATERIALS AND SUPPLI	\$30.71	
291619	10/24/08	06	PEPPER OF LOS ANGELE	008	MATERIALS AND SUPPLI	\$4,385.48	
291620	10/24/08	06	WOODWIND & BRASSWIND	008	MATERIALS AND SUPPLI	\$174.88	
291621	10/24/08	11	CARMEL VALLEY POOL/R	009	RENTS & LEASES	\$2,067.50	
291622	10/24/08	11	SEARS COMMERCIAL SAL	005	MATERIALS AND SUPPLI	\$56.31	
291623	10/24/08	03	TECHNOFIT, INC.	014	REPAIRS BY VENDORS	\$453.80	
291624	10/24/08	03	UNITED HEALTH SUPPLI	012	MEDICAL SUPPLIES	\$84.69	
291625	10/24/08	03	PEPPER OF LOS ANGELE	012	MATERIALS AND SUPPLI	\$2,400.00	
291626	10/24/08	03	RASIX COMPUTER CENTE	014	MATERIALS AND SUPPLI	\$2,138.51	
291627	10/24/08	03	COMPUSOURCE/ADB ENTE	012	MATERIALS AND SUPPLI	\$383.86	
291628	10/27/08	03	ONE STOP TONER AND I	004	SOFTWARE/DP SUPPLIES	\$150.85	
291629	10/27/08	06	ENCINITAS SURFBOARDS	033	MATERIALS AND SUPPLI	\$694.56	
291630	10/27/08	06	D AND D TOOL SUPPLY	033	REPAIRS BY VENDORS	\$402.74	

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291631	10/27/08	06	B AND C CRANE SERVIC	033	OTHER SERV.& OPER.EX	\$780.00	
291632	10/27/08	03	FREDRICKS ELECTRIC I	025	REPAIRS BY VENDORS	\$892.50	
291633	10/27/08	13	HANDI-RAMP	025	MATERIALS AND SUPPLI	\$405.58	
291634	10/27/08	03	A-G SOD FARMS INC	025	GROUNDS-REPAIR MATER	\$218.00	
291635	10/27/08	03	MC MASTER-CARR SUPPL	025	BLDG.-REPAIR MATERIA	\$88.59	
291636	10/27/08	03	COMPUSOURCE/ADB ENTE	010	MATERIALS AND SUPPLI	\$84.69	
291637	10/27/08	03	NASCO MODESTO	010	MATERIALS AND SUPPLI	\$625.81	
291638	10/27/08	03	SCOREBOARD SOLUTIONS	025	REPAIRS BY VENDORS	\$823.00	
291639	10/27/08	03	EXPRESS PRINT	008	PRINTING	\$64.65	
291640	10/27/08	03	ELDON DRAPERY CLEANE	013	OTHER SERV.& OPER.EX	\$800.00	
291641	10/27/08	13	C S N A	031	DUES AND MEMBERSHIPS	\$45.00	
291643	10/27/08	06	JIST PUBLISHING	033	MATERIALS AND SUPPLI	\$114.61	
291644	10/27/08	06	TRAINING SOURCE	033	OTHER SERV.& OPER.EX	\$375.00	
291645	10/27/08	03	DIVERSIFIED BUSINESS	013	REPAIRS BY VENDORS	\$249.30	
291646	10/27/08	06	AMAZON.COM	005	MATERIALS AND SUPPLI	\$372.71	
291647	10/27/08	11	EXPRESS PRINT	009	PRINTING	\$387.90	
291648	10/27/08	03	D A D ASPHALT	025	REPAIRS BY VENDORS	\$3,841.90	
291649	10/27/08	06	TREETOP PUBLISHING	005	MATERIALS AND SUPPLI	\$84.85	
291650	10/27/08	06	ROYAL BUSINESS GROUP	003	MATERIALS AND SUPPLI	\$17.24	
291651	10/27/08	03	AMAZON.COM	014	MATERIALS AND SUPPLI	\$142.59	
291652	10/27/08	03	DIVERSIFIED BUSINESS	003	REPAIRS BY VENDORS	\$415.50	
291653	10/27/08	06	MOORE MEDICAL, LLC	030	MATERIALS AND SUPPLI	\$58.99	
291654	10/27/08	03	SAN DIEGO WEB OFFSET	013	PRINTING	\$2,600.00	
291655	10/28/08	11	CAMBRIDGE UNIVERSITY	009	TEXTBOOKS	\$1,089.73	
291656	10/28/08	03	COMPUSOURCE/ADB ENTE	010	MATERIALS AND SUPPLI	\$235.97	
291657	10/28/08	03	DRAMATISTS PLAY SERV	013	FEES - ADMISSIONS, T	\$525.00	
291658	10/28/08	40	NORTH COUNTY TIMES	025	IMPROVEMENT	\$298.48	
291659	10/28/08	25-18	MARK'S BOBCAT SERVIC	025	NON-CAPITALIZED IMPR	\$3,500.00	
291660	10/28/08	03	ONE STOP TONER AND I	010	MATERIALS AND SUPPLI	\$541.98	
291661	10/28/08	03/06	DELL COMPUTER CORPOR	010	MAT/SUP/EQUIP TECHNO	\$14,333.74	
291664	10/28/08	03	SUPERIOR ONSITE SERV	005	REPAIRS BY VENDORS	\$314.22	
291665	10/28/08	03	SAN DIEGUITO TROPHY	004	PRINTING	\$21.55	
291666	10/28/08	03	CORPORATE EXPRESS	003		\$617.59	
291667	10/28/08	03	RASIX COMPUTER CENTE	005	MATERIALS AND SUPPLI	\$116.17	
291668	10/28/08	03	SCANTRON CORPORATION	005	MATERIALS AND SUPPLI	\$671.96	
291669	10/28/08	03	WHOLESALE POINT, INC	005	MATERIALS AND SUPPLI	\$177.25	
291670	10/28/08	03	AMAZON.COM	014	MATERIALS AND SUPPLI	\$541.26	
291671	10/28/08	06	COMPUSOURCE/ADB ENTE	014	MATERIALS AND SUPPLI	\$748.65	
291672	10/29/08	03	EXPRESS PRINT	026	PRINTING	\$1,573.15	
291673	10/29/08	03	CORPORATE EXPRESS	013	MATERIALS AND SUPPLI	\$46.28	
291674	10/29/08	03	ENCINITAS GLASS COMP	025	REPAIRS BY VENDORS	\$2,199.50	
291675	10/29/08	03	NORTH COUNTY TIMES	026	ADVERTISING	\$800.00	
291676	10/29/08	03	HOME DEPOT	005	MATERIALS AND SUPPLI	\$323.25	
291677	10/29/08	03	UNION TRIBUNE	026	ADVERTISING	\$800.00	
291678	10/29/08	06	PROMOSTITCH, INC	028	OTHER TRANSPORT.SUPP	\$4,500.00	
291679	10/29/08	03	CORPORATE EXPRESS	005	MEDICAL SUPPLIES	\$200.00	
291680	10/29/08	06	C R J INC	028	FEES - ADMISSIONS, T	\$1,138.11	
291681	10/29/08	03	SAN JOAQUIN COUNTY O	026	ADVERTISING	\$1,196.00	
291682	10/29/08	03	SAN DIEGUITO UHSD CA	012	MATERIALS AND SUPPLI	\$800.00	
291683	10/29/08	03	XEROX CORPORATION	012	REPAIRS BY VENDORS	\$200.00	
291684	10/29/08	03	SMART TECHNOLOGIES I	035	LIC/SOFTWARE	\$864.37	
291685	10/29/08	03	SCHOOLDUDE.COM	035	A/V CONTRACT	\$4,975.00	
291686	10/29/08	06	AMAZON.COM	005	MATERIALS AND SUPPLI	\$82.15	
291687	10/29/08	06	FAMILY LIFE CENTER	030	OTHER CONTR-N.P.S.	\$42,831.10	
291688	10/29/08	06	FAMILY LIFE CENTER	030	OTHER CONTR-N.P.S.	\$42,831.10	

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291689	10/29/08	06	KEYSTONE SCHOOLS	030	OTHER CONTR-N.P.S.	\$29,981.70	
291690	10/30/08	06	FOLLETT EDUCATIONAL	005	TEXTBOOKS	\$4,207.37	
291691	10/30/08	06	PRENTICE HALL/REGENT	005	TEXTBOOKS	\$1,877.77	
291692	10/30/08	06	KEYSTONE SCHOOLS	030	OTHER CONTR-N.P.S.	\$29,981.70	
291693	10/30/08	03	SAN DIEGO COUNTY OFF	024	MATERIALS AND SUPPLI	\$290.93	
291694	10/30/08	03	COMPUSOURCE/ADB ENTE	005	MATERIALS AND SUPPLI	\$80.27	
291695	10/30/08	03	INSTRUMENTALIST	004	MATERIALS AND SUPPLI	\$6.73	
291696	10/30/08	03	CLASSROOM PRODUCTS.C	014	MATERIALS AND SUPPLI	\$215.07	
291697	10/30/08	06	RASIX COMPUTER CENTE	014	MATERIALS AND SUPPLI	\$1,245.59	
291698	10/30/08	03	RASIX COMPUTER CENTE	005	MEDICAL SUPPLIES	\$102.15	
291699	10/30/08	03	RASIX COMPUTER CENTE	005	MATERIALS AND SUPPLI	\$479.65	
291700	10/30/08	03	LEUCADIA PIZZERIA	026	MATERIALS AND SUPPLI	\$50.23	
291701	10/30/08	03	JOSTENS, INC.	005	MATERIALS AND SUPPLI	\$2,095.52	
291702	10/30/08	03	AMAZON.COM	005	MATERIALS AND SUPPLI	\$44.13	
291703	10/31/08	06	DELHI UNIFIED SCHOOL	013	MATERIALS AND SUPPLI	\$2,000.00	
291704	10/31/08	06	BULLY FREE SYSTEM LL	004	MATERIALS AND SUPPLI	\$927.28	
291705	10/31/08	03	SEHI-PROCOMP COMPUTE	007	SOFTWARE/DP SUPPLIES	\$95.80	
291706	10/31/08	03	VORTEX INDUSTRIES	025	REPAIRS BY VENDORS	\$403.30	
291707	10/31/08	11	RALPHS GROCERY COMPA	009	MATERIALS AND SUPPLI	\$500.00	
291708	10/31/08	03	CEPA OPERATIONS	025	OTHER SERV.& OPER.EX	\$1,650.00	
291709	10/31/08	03	AZTEC TECHNOLOGY COR	010	NON CAPITALIZED EQUI	\$6,499.48	
291710	10/31/08	03	AREY JONES EDUCATION	035	MAT/SUP/EQUIP TECHNO	\$1,014.08	
291711	10/31/08	06	AREY JONES EDUCATION	005	MAT/SUP/EQUIP TECHNO	\$1,623.86	
291712	10/31/08	03	MACGILL DISCOUNT SCH	030	OFFICE SUPPLIES	\$102.64	
291713	10/31/08	03	AREY JONES EDUCATION	035	MAT/SUP/EQUIP TECHNO	\$1,488.54	
291714	10/31/08	03	COMPUSOURCE/ADB ENTE	014	MATERIALS AND SUPPLI	\$171.86	
291715	10/31/08	03	COMPUSOURCE/ADB ENTE	035	SOFTWARE/DP SUPPLIES	\$317.86	
291716	10/31/08	03	DATEL SYSTEMS INC	012	SOFTWARE/DP SUPPLIES	\$584.54	
291717	10/31/08	03	WAXIE SANITARY SUPPL	005	MATERIALS AND SUPPLI	\$331.65	
291718	11/03/08	03	22ND DISTRICT AGRICU	005	RENTS & LEASES	\$5,000.00	
291719	11/03/08	06	OAK GROVE INSTITUTE	030	OTHER CONTR-N.P.S.	\$29,635.20	
291720	11/03/08	06	OAK GROVE INSTITUTE	030	OTHER CONTR-N.P.S.	\$29,635.20	
291721	11/03/08	06	KEYSTONE SCHOOLS	030	OTHER CONTR-N.P.S.	\$4,140.33	
291722	11/03/08	06	COLOR FILM DIGITAL M	033	MATERIALS AND SUPPLI	\$191.65	
291723	11/03/08	03	DOOR SERVICE & REPAI	025	REPAIRS BY VENDORS	\$548.00	
291725	11/03/08	03	SEHI-PROCOMP COMPUTE	005	MATERIALS AND SUPPLI	\$50.26	
790021	10/07/08	03	C S G VISUAL COMMUNI	035	REPAIRS BY VENDORS	\$180.00	
790026	10/06/08	03	COMPLETE BUSINESS SY	012	MATERIALS AND SUPPLI	\$1,312.48	
790030	10/16/08	03	ONE STOP TONER AND I	035	REPAIRS BY VENDORS	\$103.50	
790031	10/31/08	03	CABLE PIPE LEAK DETE	025	REPAIRS BY VENDORS	\$950.00	
790032	10/10/08	06	AUTO GLASS BY ROBERT	028	REPAIRS BY VENDORS	\$240.00	
790033	10/29/08	06	WORTHINGTON DODGE OF	028	MATERIALS-REPAIRS	\$35.74	
790035	10/29/08	06	VALENCIA'S	028	REPAIRS BY VENDORS	\$175.00	
790037	10/27/08	06	AUTO GLASS BY ROBERT	028	REPAIRS BY VENDORS	\$350.00	
790038	10/29/08	06	MIRAMAR FORD TRUCK S	028	MATERIALS-REPAIRS	\$315.34	
790039	10/29/08	06	OCEANSIDE TRANS UNLI	028	REPAIRS BY VENDORS	\$2,868.43	
790040	10/29/08	03	SCANTRON CORPORATION	012	MATERIALS AND SUPPLI	\$1,329.43	
790041	10/29/08	03	CORPORATE EXPRESS	003	MATERIALS AND SUPPLI	\$122.82	
790042	10/29/08	03	SUPERIOR ONSITE SERV	005	REPAIRS BY VENDORS	\$646.50	
890019	10/15/08	03/06	C M C--SOUTH	022	CONFERENCE,WORKSHOP,	\$2,380.00	
890021	10/16/08	06	ORANGE COUNTY DEPT O	022	CONFERENCE,WORKSHOP,	\$225.00	
890022	10/10/08	03	C C I S - CA CONSORT	022	CONFERENCE,WORKSHOP,	\$435.00	
890023	10/29/08	06	SAN DIEGO COUNTY OFF	022	CONFERENCE,WORKSHOP,	\$225.00	
890024	10/29/08	03	SAN DIEGO COUNTY OFF	022	CONFERENCE,WORKSHOP,	\$500.00	
890025	10/30/08	06	CAL-HOSA HEADQUARTER	022	CONFERENCE,WORKSHOP,	\$300.00	

PO/BOARD/REPORT

SAN DIEGUITO UNION HIGH
FROM 10/06/08 THRU 11/04/08

7

PO NBR	DATE	FUND	VENDOR	LOC	DESCRIPTION	AMOUNT	ITEM 15G	
-----						REPORT TOTAL	\$1,093,622.66	

ITEM 15G

INSTANT MONEY REPORT FOR THE PERIOD 10/07/08 THROUGH 11/03/08

<i>Check #</i>	<i>Vendor</i>	<i>Amount</i>
10385	A S C D	\$39.00
10386	DIGITAL SERVICE SOLUTION	\$112.50
10387	FEDEX	\$23.20
10388	US POSTMASTER	\$180.00
10389	HSSA	\$35.00
10390	CSADA	\$40.00
10391	ACACIA	\$141.10
10392	AMERICAN LEGION	\$37.28
	<i>Total</i>	<u>\$608.07</u>

ITEM 15G

Individual Membership Listings
For the Period of October 6, 2008 through November 4, 2008

<u>Staff Member Name</u>	<u>Organization Name</u>	<u>Amount</u>
MaryAnne Nuskin	American Society for Curriculum Development	\$219.00
Ken Noah	Association of California School Administrators	125.00
Alicia Pitrone	California School Nutrition Association	45.00

San Dieguito Union High School District

INFORMATION REGARDING BOARD AGENDA ITEM

TO: BOARD OF TRUSTEES

DATE OF REPORT: October 22, 2008

BOARD MEETING DATE: November 13, 2008

PREPARED BY: Frederick Labib-Wood
Director of Classified Personnel

SUBMITTED BY: Ken Noah
Superintendent

SUBJECT: Proposed Revisions to four Board Policies/Class Descriptions:
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; and
4216.3-04.1 Director of Purchasing;
and related salary reallocations

EXECUTIVE SUMMARY

This item is on the agenda for second reading and adoption following review and first reading by the Board of Trustees on October 16, 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.

ITEM 16

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				
From G5R5	\$104,064	\$109,266	\$114,721	\$120,469
To G5R6	\$109,255	\$114,728	\$120,469	\$126,494

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 were approved by the Personnel Commission at its regular meeting held on Tuesday October 21, 2008.

RECOMMENDATION:

That the Board review the proposed revised class descriptions for Executive Director of Business Services, Executive Director of Operations, Executive Director of Finance, and Director of Purchasing and the related recommendations for salary reallocation and schedule this item for approval and adoption at the Board's regular meeting on November 13, 2008 with an effective date of October 22, 2008.

FUNDING SOURCE:

District General Fund.

Attachments

CLASSIFIED PERSONNEL

ITEM 16
4216.3-10.1

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.

SAN DIEGUITO UNION HIGH SCHOOL DISTRICT

Policy Adopted: January 1, 2005

Policy Revised: xxxxxxxx x, 2008

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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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Policy Revised: xxxxxxxx x, 2008

CLASSIFIED PERSONNEL

ITEM 16
4216.3-10.1

EXECUTIVE DIRECTOR OF FINANCE

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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Policy Adopted: January 1, 2005

Policy Revised: xxxxxxxx x, 2008

CLASSIFIED PERSONNEL

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4216.3-10.1

EXECUTIVE DIRECTOR OF FINANCE

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

SAN DIEGUITO UNION HIGH SCHOOL DISTRICT

Policy Adopted: January 1, 2005

Policy Revised: xxxxxxxx x, 2008

ITEM 16

CLASSIFIED PERSONNEL

4216.3-10.2

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.~~

SAN DIEGUITO UNION HIGH SCHOOL DISTRICT

Policy Adopted: January 1, 2005

Policy Revised: xxxxxxxx x, 2008

ITEM 16

CLASSIFIED PERSONNEL

4216.3-10.2

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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Policy Adopted: January 1, 2005

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CLASSIFIED PERSONNEL

4216.3-10.2

EXECUTIVE DIRECTOR OF BUSINESS SERVICES

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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4216.3-10.2

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 and 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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Policy Adopted: January 1, 2005

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ITEM 16

CLASSIFIED PERSONNEL

4216.3-10.2

EXECUTIVE DIRECTOR OF BUSINESS SERVICES

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 situations to define issues and draw conclusions. Specific knowledge required to satisfactorily perform the functions of the job includes: ~~legal provisions for residential project approvals including EIR's and mitigation; facility financing methods, procedures and requirements; State codes and regulations and district policies; uniform building codes; 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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EXECUTIVE DIRECTOR OF BUSINESS SERVICES

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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CLASSIFIED PERSONNEL

4216.3-10.2

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

SAN DIEGUITO UNION HIGH SCHOOL DISTRICT

Policy Adopted: January 1, 2005

Policy Revised: xxxxxxxx x, 2008

ITEM 16

CLASSIFIED PERSONNEL

4216.3-10.3

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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Policy Adopted: January 1, 2005

Policy Revised: xxxxxxxx x, 2008

ITEM 16

CLASSIFIED PERSONNEL

4216.3-10.3

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.
- * Directs/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

SAN DIEGUITO UNION HIGH SCHOOL DISTRICT

Policy Adopted: January 1, 2005

Policy Revised: xxxxxxxx x, 2008

ITEM 16

CLASSIFIED PERSONNEL

4216.3-10.3

EXECUTIVE DIRECTOR OF OPERATIONS

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.

SAN DIEGUITO UNION HIGH SCHOOL DISTRICT

Policy Adopted: January 1, 2005

Policy Revised: xxxxxxxx x, 2008

ITEM 16

CLASSIFIED PERSONNEL

4216.3-10.3

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.

SAN DIEGUITO UNION HIGH SCHOOL DISTRICT

Policy Adopted: January 1, 2005

Policy Revised: xxxxxxxx x, 2008

ITEM 16

CLASSIFIED PERSONNEL

4216.3-10.3

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

Policy Adopted: January 1, 2005

Policy Revised: xxxxxxxx x, 2008

ITEM 16

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

SAN DIEGUITO UNION HIGH SCHOOL DISTRICT

Policy Adopted: January 1, 2005

Policy Revised: xxxxxxxx x, 2008

ITEM 16

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 16

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

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Policy Revised: xxxxxxxx x, 2008

ITEM 16

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.

SAN DIEGUITO UNION HIGH SCHOOL DISTRICT

Policy Adopted: May 7, 1987

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Policy Revised: xxxxxxxx x, 2008

ITEM 16

CLASSIFIED PERSONNEL

4216.3-04.1

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

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 16

CLASSIFIED PERSONNEL

4216.3-04.1

DIRECTOR OF PURCHASING/WAREHOUSING

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

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 16

CLASSIFIED PERSONNEL

4216.3-04.1

DIRECTOR OF PURCHASING/WAREHOUSING

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

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 17

San Dieguito Union High School District

INFORMATION REGARDING BOARD AGENDA ITEM

TO: BOARD OF TRUSTEES

DATE OF REPORT: October 22, 2008

BOARD MEETING DATE: November 13, 2008

PREPARED BY: Terry King
Associate Superintendent/HR

SUBMITTED BY: Ken Noah
Superintendent

SUBJECT: Personnel Commission Appointment

EXECUTIVE SUMMARY

The San Dieguito Union High School District's Personnel Commission consists of three members who serve three-year staggered terms. One Commissioner is appointed by the Board of Trustees, the second is appointed by the employees' exclusive bargaining representative, and the third is appointed by the two other Commissioners. The Personnel Commission oversees the operation of the District's Merit System of employment for classified personnel.

The current term of the District's Appointee expires in 2008. Dr. Joyce Ross, who has ably represented the District for over 20 years, will be stepping down. The District recommends Mr. William A. Berrier as the appointee of the Board to serve for the term ending in 2011.

Mr. Berrier is a long-time resident of the San Dieguito Union High School District and served as its Superintendent from 1971 until his retirement in 2001. He is very familiar with the responsibilities of a Personnel Commission, and was an adherent of the Merit System during his time as Superintendent, a career which paralleled the first three decades of the Personnel Commission in this District.

RECOMMENDATION: It is recommended that the Board of Trustees appoint William A. Berrier for service on the Personnel Commission effective January 1, 2009 for the term to end November 2011.

FUNDING SOURCE: General Fund

San Dieguito Union High School District

INFORMATION REGARDING BOARD AGENDA ITEM

TO: BOARD OF TRUSTEES

DATE OF REPORT: November 3, 2008

BOARD MEETING DATE: November 13, 2008

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

SUBJECT: LA COSTA VALLEY MASTER
ASSOCIATION PROPOSAL,
"DECLARATION OF COVENANT"

.....

EXECUTIVE SUMMARY

The attached proposal was submitted by the La Costa Valley Master Association in response to a Resolution of Assurances presented by the District regarding the district-owned property on Calle Barcelona, which is located in La Costa Valley's Community Facilities District 94-2.

Since the proposal was submitted, administration has asked legal counsel to provide a thorough analysis of the Declaration in an effort to respond to all legal ramifications such an agreement would incur. In addition, counsel was asked to identify any obligations and/or responsibilities the district has to itself as a governmental entity, its constituents or other entities that would be affected by this agreement. This evening, counsel will provide the Board with its analysis and recommendation.

RECOMMENDATION:

This item was presented for first reading and consideration by the Board on October 2, 2008. Based on the recommendation of counsel, administration recommends that the Board:

- a. Adopt the Declaration of Covenant; or,
- b. Reject the Declaration of Covenant; or,
- c. Table action on the Declaration of Covenant until the conclusion of the District's Long Range Facilities Planning Process

FUNDING SOURCE:

Not applicable

**RECORDING REQUESTED BY:
WHEN RECORDED MAIL TO:**

La Costa Valley Master Association
c/o Professional Community
Management
5927 Priestly Drive, Suite 110
Carlsbad, CA 92008
Attention: Ms. Karen Ekegren

APN 255-273-08

SPACE ABOVE THIS LINE FOR RECORDERS USE

DEED RESTRICTION

SAN DIEGUITO UNION HIGH DISTRICT, a California School District ("Declarant"), makes this Declaration of Covenant (this "Declaration") on the date set forth below with reference to the facts set forth below.

RECITALS

WHEREAS, Declarant is the owner of that certain real property located in the City of Carlsbad, with Assessor's parcel number 255-273-08 and more particularly described on Exhibit A attached hereto and made a part hereof (the "Property");

WHEREAS, Declarant purchased the Property in 1999 for the purpose of constructing a school facility such as a junior high school and related site improvements ("School Facility") on the Property;

WHEREAS, Declarant to date has not constructed or commenced construction of the School Facility on the Property;

WHEREAS, La Costa Valley Master Association, a California nonprofit mutual benefit association ("HOA") representing homeowners in La Costa Valley where the Property is located, wishes to have the Property developed as a school site or, if Declarant determines that it will not construct the School Facility, to restrict the use of the Property to Open Space or for Park and Recreational purposes in order to preserve the community character; and

WHEREAS, Declarant has agreed to record a covenant over the Property that shall restrict the use of the Property to the construction of a School Facility or preservation as Open Space or for Park and Recreational purposes. The recorded covenant shall reserve in perpetuity and shall be released only upon a vote of two-thirds of the HOA membership.

ITEM 18

AGREEMENT

NOW, THEREFORE, Declarant declares as follows:

1. The Property may not be developed and used except as a School Facility or preservation as Open Space or for Park and Recreational purposes. This recorded covenant reserves in perpetuity over the Property for the benefit of the HOA and shall be released only upon a vote of two-thirds of the HOA membership as defined in the Bylaws of the HOA.

2. This Declaration shall run with and bind the Property in perpetuity, and the burdens of this Declaration and Agreement shall inure to and be binding upon on the owner of the Property, its legal representatives, heirs, grantees, tenants, successors and assigns. All provisions of this Declaration and Agreement shall be enforceable as equitable servitudes and constitute covenants running with the land. Each covenant to do or refrain from doing some act hereunder with regard to use and development of the Property: (a) is for the benefit of and is a burden upon every portion of the Property; (b) runs with the Property and each portion thereof; and, (c) is binding upon each party and each successor in interest during ownership of the Property or any portion thereof.

3. This recorded covenant shall be released only upon a vote of two-thirds of the HOA membership initiated and conducted in conformance with the governing documents of the HOA including its Bylaws and First Amended and Restated Covenants, Conditions and Restrictions as may be amended from time to time.

IN WITNESS WHEREOF, Declarant has executed this Declaration.

DATED: _____, 2008.

SAN DIEGUITO UNION HIGH DISTRICT,
a California School District

By: _____
Name: _____
Title: _____

ITEM 18

CALIFORNIA ALL-PURPOSE ACKNOWLEDGMENT

State of California)
County of San Diego)

On _____ before me, _____,
[Date] [Name of Notary Public]

Notary Public, personally appeared, _____
[Name(s) of signer(s)]

who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signatures(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature of Notary Public

(seal)

ITEM 18

LEGAL DESCRIPTION
(APN 255-273-08)

San Dieguito Union High School District

INFORMATION REGARDING BOARD AGENDA ITEM

TO: BOARD OF TRUSTEES

DATE OF REPORT: November 3, 2008

BOARD MEETING DATE: November 13, 2008

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

SUBJECT: RESOLUTION OF ASSURANCE /
CALLE BARCELONA SCHOOL SITE

EXECUTIVE SUMMARY

The district administration is submitting a *Resolution of Assurance Regarding the Calle Barcelona School Site* for a third read and action by the Board.

RECOMMENDATION:

It is recommended that the Board review / complete a third read of the *Resolution of Assurance Regarding the Calle Barcelona School Site*. Administration recommends that the Board:

- a. Adopt the Resolution of Assurance; or,
- b. Reject the Resolution of Assurance; or,
- c. Table action on the Resolution of Assurance until the conclusion of the District's Long Range Facilities Planning Process.

FUNDING SOURCE:

N/A

**SAN DIEGUITO UNION HIGH SCHOOL DISTRICT
RESOLUTION OF ASSURANCE REGARDING
THE CALLE BARCELONA SCHOOL SITE**

ITEM 19

WHEREAS, the Board of Trustees of the San Dieguito Union High School District did purchase the Calle Barcelona property as a future school facilities site; and,

WHEREAS, the Board of Trustees of the San Dieguito Union High School District has secured California Department of Education approval of the site for a future middle school; and,

WHEREAS, the Board of Trustees of the San Dieguito Union High School District has developed an architectural concept plan for a future middle school facility for the Calle Barcelona site; and,

WHEREAS, the Board of Trustees of the San Dieguito Union High School District has no current plan to construct a future middle school facility for the Calle Barcelona site;

NOW, THEREFORE, LET IT BE RESOLVED, that the Board of Trustees of the San Dieguito School District makes the following assurances regarding the Calle Barcelona site:

To preservation of the property as a future school site; and,

To use of the site for a future school facility when demographic projections would deem it appropriate and funding could be secured; and

To a long range facilities planning process to review demographic data and educational needs for the San Dieguito Union High School District and, specifically, for the neighborhoods potentially served and affected by the Calle Barcelona site; and,

~~**To use of the site for a future school facility if demographic projections would deem it appropriate and funding could be secured; and,**~~

To representation, specifically, of the La Costa Valley Homeowners Association in the District's long range facilities planning process; and,

ITEM 19

To follow all legal requirements governing Community Facilities District 94-2; and,

To follow all statutory and any other legal requirements governing disposition of the site should it ever be considered for any use other than as a future middle school site; and,

To involvement and representation, **specifically**, of the La Costa Valley Homeowners Association in any process to consider disposition of the site should the district ever consider declaring the site as surplus and for use other than as a future middle school site; and,

To follow the prescribed process and requirements of California Education Code Section 17464 which states that should the site be ever deemed as surplus, that it, in this order of priority (1) be considered for park and recreational purposes; (2) for sale or lease at fair market value to state and local public agencies; (3) in any other legal manner; and,

To involvement and representation, **specifically**, of the La Costa Valley Homeowners Association in determining priorities for disposition of the site should it ever be considered as surplus and for use other than as a school site.

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

Beth Hergesheimer, President

Date

Joyce Dalessandro, Vice-President

Date

Linda Friedman, Clerk

Date

Barbara Groth, Trustee

Date

Deanna Rich, Trustee

Date

San Dieguito Union High School District

INFORMATION REGARDING BOARD AGENDA ITEM

TO: BOARD OF TRUSTEES

DATE OF REPORT: October 17, 2008

BOARD MEETING DATE: November 13, 2008

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

SUBJECT: PROPOSED BOARD MEETING
SCHEDULE, 2009

.....

EXECUTIVE SUMMARY

Attached is a proposed Board Meeting Schedule for 2009, in accordance with Education Code sections 35140 and 7200(c)(4), which require that the Governing Board fix the time and place for its regular Governing Board meetings annually.

RECOMMENDATION:

This item is being presented for first reading only, and will be resubmitted for action by the Board at the Organizational Board Meeting of December 11, 2008.

FUNDING SOURCE:

Not applicable

KN/bb

ITEM 20

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

Superintendent
Ken Noah

Office of the Superintendent
Fax (760) 943-3501



Union High School District

710 Encinitas Boulevard, Encinitas, CA 92024
Telephone (760) 753-6491
www.sduhsd.net

San Dieguito Union High School District
School Board Meeting Dates, 2009

All School Board Meetings are held in the San Dieguito Union High School District Office Board Room 101, located at 710 Encinitas Blvd., Encinitas, California, 92024.

Regular Board Meetings begin at 6:30PM and are usually scheduled on a Thursday, unless otherwise indicated.

MEETING DATES, 2009

January 15
February 5
February 19
March 5
March 19
April 16
May 7
May 21
June 4
June 18
July 16
August 20
September 3
September 17
October 1
October 15
November 5
December 10

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

San Dieguito Union High School District

INFORMATION REGARDING BOARD AGENDA ITEM

TO: BOARD OF TRUSTEES

DATE OF REPORT: November 3, 2008

BOARD MEETING DATE: November 13, 2008

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

SUBJECT: DATE OF ORGANIZATIONAL MEETING

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EXECUTIVE SUMMARY

According to Education Code sections 35143 and 7200(c)(2), all Governing Boards are required to hold an annual organizational meeting for the purpose of establishing future meeting dates and electing officers. The outcome of said meeting is then reported to the County Office of Education within a specific window of time. This year, the San Diego County Office of Education requests that this meeting be held between December 5 and December 19, 2008.

RECOMMENDATION:

It is therefore recommended that the Board confirm Thursday, December 11, 2008, at 6:30 PM, as the date and time of the Organizational Meeting to be held in the District Office Board Room.

FUNDING SOURCE:

Not applicable

KN/bb

ITEM 21

**NOTICE OF DECEMBER 2008
ORGANIZATIONAL MEETING OF THE GOVERNING BOARD**

Please complete after selection of date for organizational meeting and send to:

Peg Marks
Legal Services, Room 609
San Diego County Office of Education

School District: San Dieguito Union High School District

Date of Organizational Meeting: December 11, 2008
(date between December 5 and December 19 inclusive)

Time of Meeting: 6:30 PM

Clerk/Secretary to the Governing Board

Date

San Dieguito Union High School District

INFORMATION REGARDING BOARD AGENDA ITEM

TO: BOARD OF TRUSTEES

DATE OF REPORT: November 3, 2008

BOARD MEETING DATE: November 13, 2008

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

SUBJECT: CSBA DELEGATE ASSEMBLY / 2009
NOMINATION PROCEDURES, DEADLINES

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EXECUTIVE SUMMARY

Each year, the California School Board Association Delegate Assembly provides Board members opportunity to nominate Board member candidates within their geographical region or subregion to serve on the Delegate Assembly. Elected delegates serve a two-year term. Those elected in 2009 will serve beginning April 1 through March 31, 2011. The deadline for nominations for 2009 will be Wednesday, January 7, 2009. Attached are procedures and details about the nomination and election processes.

RECOMMENDATION:

This item is provided as information only, and will be resubmitted for action by the Board at the Organizational Board Meeting of December 11, 2008.

FUNDING SOURCE:

Not applicable

KN/bb

California School Boards Association

RECEIVED

NOV 04 2008

*TIME SENSITIVE – For Board ACTION –
Nominations due Wednesday, January 7, 2009.
Please deliver to all members of the governing board. Thank you.*

SDUHSD SUPERINTENDENT

October 31, 2008

MEMORANDUM

TO: Board Presidents and Superintendents - CSBA Member Boards of Education

FROM: Paul H. Chatman, President

SUBJECT: **Call for Nominations for CSBA Delegate Assembly**



DEADLINE DATE: Nominations and Biographical Sketch forms for CSBA's Delegate Assembly will be accepted until Wednesday, January 7, 2009. Any CSBA member board is eligible to nominate board members within their geographical region or subregion. Each board may nominate as many individuals as it chooses by using the enclosed nomination form or submitting a letter of nomination. All nominees must submit the enclosed *required* biographical sketch along with their nomination form. (An optional one-page, one-sided résumé may also be submitted.) The U.S. Post Office postmark or fax deadline for this required nomination and biographical sketch and optional résumé is Wednesday, January 7, 2009. (A mailed copy is preferable to a fax.)

CSBA Delegate serve two-year terms. Those elected in 2009 will serve beginning April 1, 2009 through March 31, 2011. There are two Delegate Assembly meetings each year, one in May prior to CSBA's Legislative Action Conference in Sacramento and one preceding the CSBA Annual Education Conference in November/December. Each Delegate is required to attend these two meetings each year.

For further information about the Delegate Assembly, please contact Charlyn Tuter in the Administration department at (800) 266-3382. You may also visit our Web site at <http://www.csba.org/AboutCSBA.aspx> to complete the forms, print and send to CSBA.

Enclosures: All forms are available online at <http://www.csba.org/AboutCSBA.aspx>

- Nomination Form
- Biographical Sketch Form (Available in editable PDF form online)
- Important Dates
- List of all Delegates whose term expires in 2009
- Delegate Assembly Flyer

IMPORTANT

Deadline date for nomination and biographical sketch forms: **Wednesday, January 7, 2009**

Important 2009 Dates to keep in mind:

- Wednesday, January 7: U.S. Postmark or fax deadline for *required* Nomination and Biographical Sketch Forms
- By Friday, January 30: Ballots mailed to Member Boards
- February 1 – March 16: Boards vote for Delegates
- Monday, March 16: Deadline for the ballots to be returned to CSBA (U.S. Postmark ONLY) Normal deadline is March 15, however in 2009 this falls on a Sunday, therefore the deadline will be Monday, March 16.
- By Tuesday, March 31: Ballots to be tallied
- By Wednesday, April 1: Election results, except for run-offs, will be posted on CSBA's Web site
- Thursday, April 30: Deadline for run-off ballots (U.S. Postmark ONLY)
- Saturday, May 16 – Sunday, May 17: Delegate Assembly meeting in Sacramento



CSBA

California School Boards Association

3100 Beacon Blvd., P.O. Box 1660 | West Sacramento, CA 95691-1660

(916) 371-4691 (800) 266-3382 | Fax: (916) 371-3407 or (916) 669-3305 | www.csba.org



CSBA 2009 Delegate Assembly Nomination Form

Due: Wednesday, January 7, 2009 (U.S. Postmark or fax – 916.669.3305 or 916.371.3407)

CSBA Region/subregion # ___ / ___

The Board of Education of the _____
(Nominating School District/COE name)

wishes to nominate: _____
(Nominee name)

The nominee is a member of the _____
(Nominee School District/COE name)

and is a member of the California School Boards Association.

Attached is the nominee's required completed one-page biographical sketch and optional one-page, single-sided, résumé

Board Clerk or Board Secretary (signed)

Date

Board Clerk or Board Secretary (printed)

PLEASE NOTE:

The nomination and biographical sketch form must be faxed or U.S. postmarked no later than **Wednesday, January 7, 2009**. **Nominations U.S. postmarked or faxed after January 7 cannot be accepted.** Any questions, please contact Charlyn Tuter at (800) 266-3382.

Return nomination to:
California School Boards Association
3100 Beacon Blvd., P.O. Box 1660 | West Sacramento, CA 95691-1660
(916) 371-4691 (800) 266-3382 | Fax: (916) 371-3407 or (916) 669-3305 | www.csba.org



CSBA 2009 Delegate Assembly Biographical Sketch Form

Due: Wednesday, January 7, 2009 (U.S. Postmark or fax – 916.669.3305 or 916.371.3407)

Please complete this **required**, one-page, single-sided, biographical sketch form. An optional, single-sided, one-page résumé may also be submitted, both will be copied exactly as received. Please **do not** state “See résumé” and please do not re-type this form. Any additional page(s) exceeding this one page, single-sided biographical sketch will **not** be accepted. An electronic copy of this form is available on our web site at <http://www.csba.org/AboutCSBA.aspx>.

Name	Contact Phone Number	E-mail Address
School District or COE Name	Years on board	ADA
CSBA Region/Subregion ____/____	Are you a continuing Delegate? <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, how long have you served as a Delegate? _____

Please describe your activities/involvement or interests in your local district.

Please describe any other education-related activities/involvement.

Please describe your activities/involvement in CSBA and explain why you are interested in serving as a CSBA Delegate.

Your signature indicates your consent to have your name placed on the ballot and to serve as a Delegate, if elected.

Signature

Date

CSBA DELEGATES WHOSE ELECTED TERM EXPIRES IN 2009 ITEM 22

Below are the names of Delegates in each region/subregion whose term expires in 2009 and are up for re-election, if they choose to run. Delegates must be nominated by a CSBA member board that is located within the region or subregion. If a subregion is not listed, it is because the Delegate's term has not expired. *Nomination and Biographical Sketch forms are due by January 7, 2009.*

REGION 1 - Counties: Del Norte, Humboldt, Lake, Mendocino

Subregion 1-A (Del Norte, Humboldt)
Virginia Vance (Fortuna Union ESD)
Subregion 1-B (Lake, Mendocino)
Jennifer Owen (Fort Bragg USD)

REGION 2 - Counties: Lassen, Modoc, Plumas, Shasta, Siskiyou, Trinity

Subregion 2-A (Modoc, Siskiyou, Trinity)
George Winkelman (Siskiyou Union HSD)
Subregion 2-B (Shasta)
Constance K. Pepple (Shasta Union HSD)

REGION 3 - Counties: Marin, Napa, Solano, Sonoma

Subregion 3-A (Sonoma)
Karyn Pulley (Cotati-Rohnert Park USD)
Subregion 3-B (Napa)
Marco DiGiulio (Calistoga Joint USD)
Subregion 3-C (Solano)
Douglas J. Ford (Solano COE)
Raymond Mommsen (Vallejo City USD)

REGION 4 - Counties: Butte, Colusa, Glenn, Nevada, Placer, Sierra, Sutter, Tehama, Yuba

Subregion 4-B (Butte)
Kathy White (Oroville City ESD)
Subregion 4-C (Colusa, Sutter, Yuba)
Sharman Kobayashi (Yuba City USD)
Subregion 4-D (Nevada, Placer, Sierra)
Susan Goto (Roseville City SD)
Margaret Meagher (Nevada City SD)

REGION 5 - Counties: San Francisco, San Mateo

Subregion 5-B (San Mateo)
Maria Diaz-Slocum (Redwood City ESD)
Carrie Du Bois (San Carlos ESD)
David K. Mineta (Jefferson Union HSD)
Laura Rich (Menlo Park City ESD)

REGION 6 - Counties: Alpine, Amador, El Dorado, Mono, Sacramento, Yolo

Subregion 6-B (Sacramento)
Richard Shaw (Folsom-Cordova USD)
Roger D. Westrup (Twin Rivers USD)
Vacant
Vacant
Vacant
Subregion 6-C (El Dorado, Amador, Alpine, Mono)
Lyle Eichert (Buckeye Union ESD)

REGION 7 - Counties: Alameda, Contra Costa

Subregion 7-A (Contra Costa)
Arthur M. Clarke (Walnut Creek ESD)
Teresa Gerringer (Lafayette ESD)
Subregion 7-B (Alameda)
Sarah Gonzales (Hayward USD)
Denis King (Dublin USD)
Linda Perry (San Leandro USD)
Nancy Thomas (Newark USD)

REGION 8 - Counties: Calaveras, Mariposa, Merced, San Joaquin, Stanislaus, Tuolumne

Subregion 8-A (San Joaquin)
Ken Davis (Lodi USD)
Ernie Tyhurst (Ripon USD)
Subregion 8-B (Calaveras, Mariposa, Tuolumne)
Sherri Reusche (Calaveras USD)
Subregion 8-C (Stanislaus)
Mark O. Hughes (Salida Union SD)
Cynthia Lindsey (Sylvan Union ESD)

REGION 9 - Counties: Monterey, San Benito, San Luis Obispo, Santa Cruz

Subregion 9-A (San Benito, Santa Cruz)
Allison Niday (Scotts Valley USD)
Subregion 9-B (Monterey)
Kathryn Ramirez (Salinas Union HSD)
Subregion 9-C (San Luis Obispo)
Jeanne Dugger (Paso Robles Joint USD)

REGION 10 - Counties: Fresno, Kings, Madera

Subregion 10-A (Madera)

John E. Reynolds (Yosemite USD)

Subregion 10-B (Fresno)

Peter Filippi (Sanger USD)

Oscar Sablan (Firebaugh-Las Deltas USD)

Kathy Spate (Caruthers USD)

Randel M. Yano (Clay Joint ESD)

REGION 11 - Counties: Santa Barbara, Ventura & Las Virgenes USD

Subregion 11-A (Santa Barbara)

Dean Nevins (Goleta Union ESD)

Subregion 11-B (Ventura County and Las Virgenes USD)

Suzanne Kitchens (Pleasant Valley SD)

Catherine Sepulveda (Santa Paula Union HSD)

REGION 12 - Counties: Kern, Tulare

Subregion 12-A (Tulare)

Dean Sutton (Exeter Union ESD)

Subregion 12-B (Kern)

Kevin Burton (Fruitvale ESD)

Blaine Geissel (Rosedale Union ESD)

Steven Skalisky (Richland SD)

Dee Whitley (Panama-Buena Vista Union SD)

REGION 15 - Counties: Orange County and Lowell Jt. USD

Bonnie Castrey (Huntington Beach Union HSD)

Judith Edwards (Fountain Valley ESD)

Karin Freeman (Placentia-Yorba Linda USD)

Celia Jaffe (Huntington Beach Union ESD)

Sue Kuwabara (Irvine USD)

Jose F. Moreno (Anaheim City SD)

Robert A. Singer (Fullerton Joint Union HSD)

Elizabeth Swift (Buena Park ESD)

REGION 16 - Counties: Inyo, San Bernardino

Subregion 16-A (Inyo)

Catherine George (Lone Pine USD)

Subregion 16-B (San Bernardino)

Susan Brown (Yucaipa-Calimesa Joint USD)

Tom Courtney (Lucerne Valley USD)

Karen Gray (Silver Valley USD)

Karen S. Morgan (Victor ESD)

Kathy A. Thompson (Central ESD)

Charles Uhalley (Chaffey Joint Union HSD)

REGION 17 - County: San Diego ITEM 22

Blanca Brown (Lemon Grove ESD)

Twila Godley (Lakeside Union SD)

Kelli Moors (Carlsbad USD)

Janet W. Mulder (Jamul-Dulzura Union ESD)

Barbara Ryan (Santee ESD)

Priscilla Schreiber (Grossmont Union HSD)

Carol Skiljan (Encinitas Union ESD)

REGION 18 - Counties: Imperial, Riverside

Subregion 18-A (Riverside)

Donald Aikens (Palm Springs USD)

John J. Chavez (Jurupa USD)

Robin J. Crist (Murrieta Valley USD)

Raymond Pinero (Perris ESD)

David Sanchez (Beaumont USD)

Shari Stewart (Palm Springs USD)

Subregion 18-B (Imperial)

Ralph Fernandez (Brawley Union HSD)

REGION 20 - County: Santa Clara

Josephine Lucey (Cupertino Union SD)

Nancy A. Newton (Fremont Union HSD)

Pamela Parker (Campbell Union HSD)

Vacant

REGION 22 - County: North Los Angeles

Rose Koscielny (Saugus Union ESD)

Suzan T. Solomon (Newhall ESD)

Steven M. Sturgeon (William S. Hart Union HSD)

REGION 23 - Counties: San Gabriel Valley and East Los Angeles County

Subregion 23-A

Mary W. Boger (Glendale USD)

Ted Bunch (Burbank USD)

Subregion 23-B

Heidi L. Gallegos (Rowland USD)

Helen Hall (Walnut Valley USD)

Janye Iberri (El Monte City SD)

Subregion 23-C

Doris Blum (Glendora USD)

Ilean Ochoa (Azusa USD)

REGION 24 - County: Southwest Crescent - Los Angeles County

Sonya Cuellar (Paramont USD)

Alice Grigsby (Inglewood USD)

Ralph Pacheco (Whittier Union HSD)

Armin Reyes (ABC USD)

Joseph Rivera (El Rancho USD)

Ana Valencia (Norwalk-La Mirada USD)

10/10/2008





Providing Leadership for California's School Districts and County Offices of Education

ABOUT THE DELEGATE ASSEMBLY

CSBA's Delegate Assembly is a vital link in the Association's governance structure. The Delegate Assembly sets the general policy direction for the Association. Working with local districts, county offices, the Board of Directors and Executive Committee, Delegates ensure that the Association reflects the interests of school districts and county offices of education throughout the state.

The Delegate Assembly is made up of approximately 270+ Delegates who are elected by local board members in 21 geographic regions throughout the state. Some geographic regions have been further divided into subregions. Ex-officio members of the Delegate Assembly with all privileges of membership include members of CSBA's Board of Directors, past presidents of CSBA and the immediate past

president of the California County Boards of Education (CCBE).

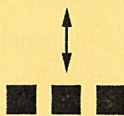
Delegates serve two-year terms beginning April 1. They meet twice a year to conduct business, and may also meet with the other Delegates and the Director within their region. Furthermore, they participate in CSBA events and they maintain contact with local boards in their region.

CSBA GOVERNANCE

Delegates and Directors are CSBA's key governance links. They enable the Association to serve California's more than 1,000 school districts and county offices of education and its more than 5,000 locally elected school board members.



1,000+ School Districts and County Offices of Education with 5,000+ School and County Board Members
(Divided into geographic regions)



Delegate Assembly
(270+ Delegates elected by local boards in each CSBA region)

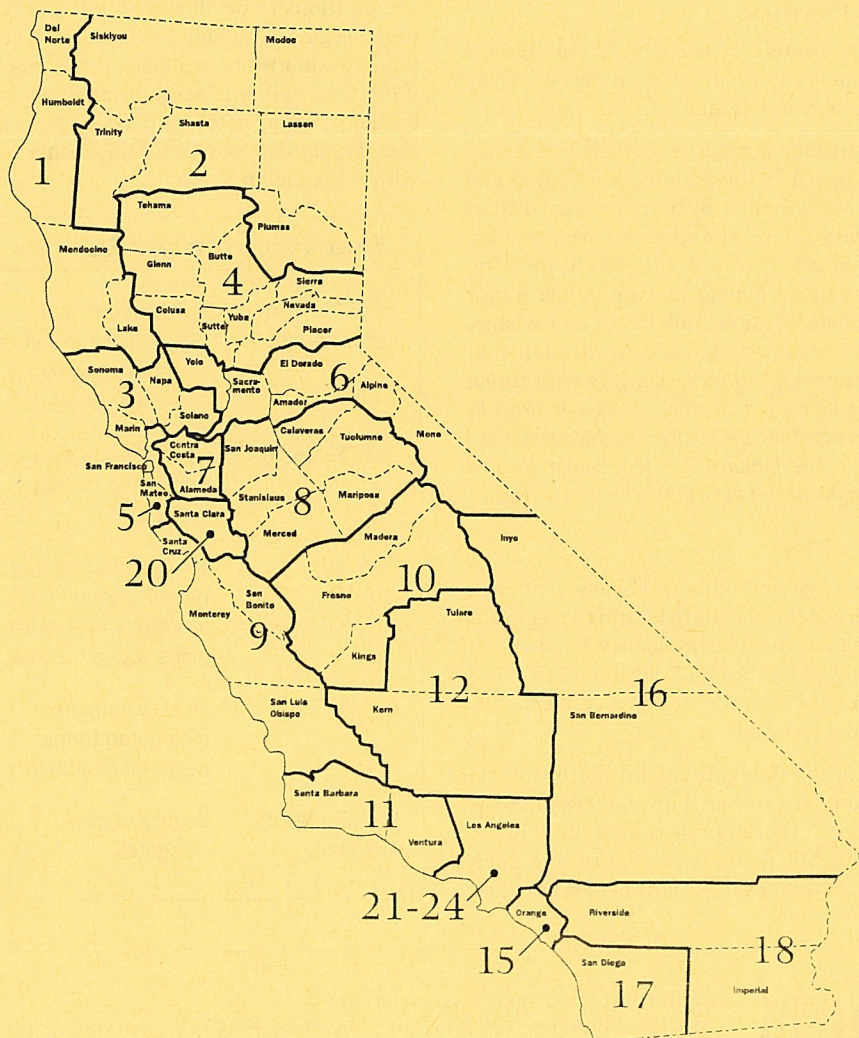


Board of Directors
(26 Directors elected by the Delegate Assembly)



Executive Committee
(4 officers elected by the Delegate Assembly, plus the Executive Director)

CSBA GEOGRAPHIC REGION MAP



(continued)

BECOMING A DELEGATE

ROLES AND RESPONSIBILITIES OF DELEGATES

QUALIFICATIONS

To be eligible to serve on CSBA's Delegate Assembly, a board member must:

- be a trustee of a district or county office of education that is a current member of CSBA; and
- be a trustee of a district or county office of education within the geographic region or subregion which the Delegate will represent.

TERM OF OFFICE

The term of office for each Delegate is two years and begins on April 1. Within each region, approximately half of the Delegates are elected in even-numbered years and half in odd-numbered years.

APPOINTMENTS TO THE DELEGATE ASSEMBLY

Districts with an ADA of 30,000–39,999 may appoint one Delegate. Additional appointments may be made as follows:

40,000–99,999 ADA:
two Delegate seats

100,000–299,999 ADA:
three Delegate seats

300,000 ADA or higher:
seven Delegate seats

These districts also may participate in the nomination and selection of the other Delegates from that region or subregion.

Delegates set the general policy direction and fulfill a critical governance role within the Association. They communicate the interests of local boards to CSBA's Board of Directors, Executive Committee and staff. Delegates give policy and legislative direction through the adoption of the Policy Platform every two years and the adoption of other policy statements as needed. They also speak on issues and provide direct advocacy on behalf of the Association.

Delegates play an important communications and support role within their region. They also elect the Association's officers and Board of Directors. The authority and primary duties of Delegates are contained in the CSBA Bylaws.

DELEGATES' ROLES AND RESPONSIBILITIES

Primary responsibilities of Delegates include:

- providing a link to other public officials at the local, state and national levels;
- providing a communications link between local board members and the regional Director;
- attending all Delegate Assembly meetings;
- adopting the Policy Platform which guides the Association's policy and political leadership activities;
- as needed, adopting policies and positions to supplement the Platform;
- providing testimony and input on critical issues;
- electing the officers, Board of Directors and Nominating Committee members;
- adopting the Association's Bylaws;
- serving on committees, task forces and focus groups; and
- supporting the Association's activities and events.

NOMINATIONS AND ELECTIONS

NOMINATIONS

Nominations for Delegate Assembly seats are made each year between the last Friday in October and January 7.

A board member must be formally nominated by a board in the region or subregion and may be nominated by his or her own district or county office. The nomination is an action that is taken in a public board meeting and requires a majority vote. A board may nominate as many individuals as it wishes. Nominees must sign a confirmation that they are willing to serve. *It is critical that nominations and biographical sketch forms be delivered to the CSBA office, faxed or postmarked on or before January 7; late nominations and biographical sketch forms will not be accepted.*

ELECTIONS

Ballots are mailed by February 1 to each district or county board within the region or subregion which has a vacancy. Ballots must be delivered to the CSBA office or postmarked by March 15 in order to be accepted. Ballots may not be faxed.

Voting for Delegates is an action of the entire board rather than individual board members; therefore, it is done at a public meeting and requires a majority vote. Each board may vote for as many persons as there

are positions to be filled within the region or subregion. The ballot will indicate how many positions are available. For example, if the terms of four Delegates are expiring, each board may vote for up to four persons. County boards vote only for the county seat within the region.

TIMELINE FOR DELEGATE ELECTIONS

Last Friday in October–Jan. 7	Nominations and biographical sketches are submitted by local boards.
Feb. 1–March 15	Local boards vote and return ballots to CSBA.
April 30	Closing date for any run-off election held in regions or subregions with a tie vote.
By May 11	Final results are distributed to the CSBA membership.
May Delegate Assembly	Seating of new Delegates.



San Dieguito Union High School District

INFORMATION REGARDING BOARD AGENDA ITEM

TO: BOARD OF TRUSTEES

DATE OF REPORT: November 5, 2008

BOARD MEETING DATE: November 13, 2008

**PREPARED AND
SUBMITTED BY:** Michael Coy
Director of Educational Technology

SUBJECT: PLAN FOR COMPUTER REPLACEMENT

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EXECUTIVE SUMMARY

The district has 297 outdated computers still in service. These workstations are more than 6 years old and out of warranty. These computers are often in need of repair and are unable to run much of the current software owned by the district. Many are used for daily instruction and are a part of the instructional program. Typically these computers are found in classrooms, labs, media centers and support programs.

The District plans to replace the 297 outdated computer workstations before the end of the 2008-2009 fiscal year. The District will advance \$355,000 from Capital Facilities Fund 25-18 to purchase replacement computers. Upon expending the funds for computer replacement the District will receive funding from the Microsoft Voucher Settlement and will reimburse Capital Facilities Fund 25-18 for the entire amount during this fiscal year.