



**BOARD OF TRUSTEES
REGULAR BOARD MEETING**

Board of Trustees
Joyce Dalessandro
Barbara Groth
Beth Hergesheimer
Amy Herman
John Salazar

Superintendent
Ken Noah

Union High School District

**THURSDAY, FEBRUARY 2, 2012
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 speaker slip located at the sign-in desk and present it to the Secretary to the Board prior to the start of the meeting. When the Board President invites you to the podium, 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 contact the [Office of the Superintendent](#) 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 contact the [Office of the Superintendent](#). Notification 72 hours prior to the meeting will enable the District to make reasonable arrangements to ensure accommodation and accessibility to this meeting. Upon request, the District shall also make available this agenda and all other public records associated with the meeting in appropriate alternative formats for persons with a disability.

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

AGENDA

**THURSDAY, FEBRUARY 2, 2012
6:30 PM**

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

PRELIMINARY FUNCTIONS (ITEMS 1 – 6)

- 1. CALL TO ORDER; PUBLIC COMMENTS REGARDING CLOSED SESSION ITEMS 6:00 PM
- 2. **CLOSED SESSION** **6:01 PM**
 - A. To consider personnel issues, pursuant to Government Code Sections 11126 and 54957; limited to consideration of the appointment, employment, evaluation of performance, discipline /release, dismissal of a public employee or to hear *complaints or charges brought against such employee by another person or employee unless the employee requests a public session.* (3 Issues)
 - B. To conference with Labor Negotiators, pursuant to Government Code Section 54957.8.
Agency Negotiators: Superintendent and Associate Superintendents (3)
Employee Organizations: San Dieguito Faculty Association / California School Employees Association
 - C. Consideration and/or deliberation of student discipline matters (1 case)

REGULAR MEETING / OPEN SESSION 6:30 PM

- 3. RECONVENE REGULAR BOARD MEETING / CALL TO ORDER BOARD PRESIDENT
* WELCOME / MEETING PROTOCOL REMARKS
- 4. PLEDGE OF ALLEGIANCE
- 5. REPORT OUT OF CLOSED SESSION
- 6. APPROVAL OF MINUTES OF THE BOARD WORKSHOP AND REGULAR BOARD MEETING OF JANUARY 19, 2012
Motion by_____, second by _____, to approve the Minutes of the January 19th Board Meetings, as shown in the attached supplement(s).

NON-ACTION ITEMS (ITEMS 7 - 10)

- 7. STUDENT UPDATES.....STUDENT BOARD REPRESENTATIVES
 - A. OATH OF OFFICE, AMANDA GODFREY, SAN DIEGUITO ACADEMY KEN NOAH
 - B. STUDENT UPDATES.....STUDENT BOARD REPRESENTATIVES
- 8. BOARD REPORTS AND UPDATES BOARD OF TRUSTEES
- 9. SUPERINTENDENT’S REPORTS, BRIEFINGS, AND LEGISLATIVE UPDATES..... KEN NOAH
- 10. SCHOOL UPDATE, LA COSTA CANYON HIGH SCHOOL..... KYLE RUGGLES, ED.D., 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. GIFTS AND DONATIONS
Accept the Gifts and Donations, as shown in the attached supplement(s).

B. FIELD TRIP REQUESTS

Accept the Field Trips, as shown in the attached supplement(s).

12. HUMAN RESOURCES

A. 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(s).

13. EDUCATIONAL SERVICES

A. APPROVAL/RATIFICATION OF AGREEMENTS

(None Submitted)

14. PUPIL SERVICES

A. APPROVAL/RATIFICATION OF NON-PUBLIC SCHOOL / NON-PUBLIC AGENCY CONTRACTS, INDEPENDENT CONTRACTOR AGREEMENTS, AND/OR MEMORANDUMS OF UNDERSTANDING

(None Submitted)

B. APPROVAL/RATIFICATION OF PARENT SETTLEMENT AND RELEASE AGREEMENTS

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

1. Student ID No. 9032539151, in the amount of \$8,000.00.

15. BUSINESS

A. APPROVAL/RATIFICATION OF AGREEMENTS

Approve/ratify entering into the following agreements and authorize Christina M. Bennett, Eric R. Dill, or Ken Noah to execute the agreements:

1. Cathedral Catholic High School for lease of facilities for the Torrey Pines High School Swim Team, during the period February 20, 2012 through May 18, 2012, for an estimated total amount of \$5,460.00, to be expended from the Torrey Pines High School Foundation.

B. APPROVAL/RATIFICATION OF AMENDMENT TO AGREEMENTS

Approve/ratify amending the following agreements and authorize Christina M. Bennett or Eric R. Dill to execute the agreements:

1. Classic School Portraits by Gerardy Photography, extending the district-wide underclassman portrait photography services contract for a one-year period, with an increase in photography package pricing up to 5% as allowed in the contract, during the period February 1, 2012 through January 31, 2013.
2. Keane Studios, LLC, extending the district-wide senior portrait photography services contract for a one-year period, with no increase to contract pricing, during the period February 1, 2012 through January 31, 2013.
3. SBC Global Services, Inc. dba AT&T Global Services on behalf of Pacific Bell Telephone Company dba AT&T California and the State of California, extending the contract to provide California Integrated Information Network (CALNET) II Module 1 Services (reduced prices on telecommunication services and products) for an additional two year period, during the period February 1, 2012 through January 29, 2014.
4. Door Service & Repair, Inc., amending the contract to add an additional \$1,500.00 to the not-to-exceed amount to cover current and possible future repair services on 111 various types and sizes of rolling steel doors at 9 different school sites for the remainder of the fiscal year, to be expended from the General Fund 03-00.

C. RATIFICATION OF CONTRACTS
(None Submitted)

D. ACCEPTANCE OF CONSTRUCTION PROJECTS
(None Submitted)

E. APPROVAL OF BUSINESS REPORTS
Approve the following business reports:

1. Purchase Orders
2. Membership Listing (None Submitted)

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

_____ Joyce Dalessandro	_____ Amanda Godfrey, San Dieguito Academy
_____ Barbara Groth	_____ Eddie Gelman, Torrey Pines High School
_____ Beth Hergesheimer	_____ McKenzie Kastl, La Costa Canyon High School
_____ Amy Herman	_____ Lexi Zao, Sunset High School
_____ John Salazar	_____ Jon Zhang, Canyon Crest Academy

DISCUSSION / ACTION ITEMS (ITEMS 16 - 17)

16. AWARD/RATIFICATION OF CONTRACT / FINANCIAL ADVISORY SERVICES

Motion by _____, second by _____, to award/ratify entering into the contract with Dolinka Group, LLC, to provide financial advisory services related to placing the GO Bond measure on the June 5, 2012 or November 6, 2012 ballot (phase 1) and, if the GO bond is approved by voters, provide financial advisory services regarding the issuance of the bonds (phase 2), during the period January 20, 2012 until completion of bond authorizations, at the flat fees of \$20,000 for phase 1 and \$65,000 for phase 2, to be expended from campaign donations and future bond issues, and authorize Ken Noah, Eric R. Dill or Christina M. Bennett to execute the agreement.

17. AWARD/RATIFICATION OF CONTRACT / INVESTMENT BANKING/BOND UNDERWRITING SERVICES

Motion by _____, second by _____, to award/ratify entering into the contract with De La Rosa & Co., to provide investment banking / bond underwriting consulting related to placing the GO Bond measure on the June 5, 2012 or November 6, 2012 ballot (phase 1) and investment banking / bond underwriting services regarding the issuance of the bonds (phase 2), at no cost for phase 1 and negotiated underwriting discounts subject to negotiation prior to each bond issue (phase 2), during the period January 20, 2012 until completion of bond authorizations, to be expended from future bond issues, and authorize Ken Noah, Eric R. Dill or Christina M. Bennett to execute the agreement.

INFORMATION ITEMS..... (ITEMS 18 - 28)

18. SELECTION OF PUBLIC INFORMATION & BALLOT MEASURE PREPARATION CONSULTANT SERVICES

Staff will be recommending that the board engage the services of a consultant to perform public outreach and ballot measure preparation services. The work is proposed in three phases: 1) Feasibility of placing a local school bond measure on the ballot in 2012, 2) Public Information and Ballot Measure Preparation including building a public information program, working cooperatively with the financial advisor, underwriter, bond counsel, and staff, and providing advice on Prop 39 compliance including project list and oversight committee, and 3) Post Election Communications including post-election updates on bond-related school projects to the community to maintain transparency.

This item is being presented for first read and will be resubmitted for board action on February 16, 2012.

19. BOARD POLICY REVISION PROPOSAL, #4216.3-21.6, "NUTRITION SERVICES ASSISTANT II" JOB DESCRIPTION, AS SHOWN IN THE ATTACHED SUPPLEMENT(S).

This item is being presented for first read and will be resubmitted for board action on February 16, 2012.

20. NEW BOARD POLICY, #4216.3-21.8 "NUTRITION SERVICES ASSISTANT III" JOB DESCRIPTION, AS SHOWN IN THE ATTACHED SUPPLEMENT(S).

This item is being presented for first read and will be resubmitted for board action on February 16, 2012.

21. BUSINESS SERVICES UPDATE ERIC DILL, ASSOCIATE SUPERINTENDENT

22. HUMAN RESOURCES UPDATE TERRY KING, ASSOCIATE SUPERINTENDENT

23. EDUCATIONAL SERVICES UPDATE RICK SCHMITT, ASSOCIATE SUPERINTENDENT

24. 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)

25. FUTURE AGENDA ITEMS

26. **ADJOURNMENT TO CLOSED SESSION** (AS NECESSARY)

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.*
(3 Issues)

B. To conference with Labor Negotiators, pursuant to Government Code Section 54957.8.

Agency Negotiators: Superintendent and Associate Superintendents (3)

Employee Organizations: San Dieguito Faculty Association / California School Employees Association

C. Consideration and/or deliberation of student discipline matters (1 case)

27. REPORT FROM CLOSED SESSION (AS NECESSARY)

28. MEETING ADJOURNED

The next regularly scheduled Board Meeting will be held on [Thursday, February 16, 2012, 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

Joyce Dalessandro
Barbara Groth
Beth Hergesheimer
Amy Herman
John Salazar

Superintendent
Ken Noah

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

MINUTES

**THURSDAY, JANUARY 19, 2012
4:00 PM**

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

The Governing Board of the San Dieguito Union High School District held a Board Workshop on Thursday, January 19, 2012, at the above location.

ATTENDANCE

BOARD OF TRUSTEES

All board members were present.

DISTRICT ADMINISTRATION

- Ken Noah, Superintendent
- Eric Dill, Associate Superintendent, Business
- Terry King, Associate Superintendent, Human Resources
- Rick Schmitt, Associate Superintendent, Educational Services
- John Addleman, Director, Planning and Financial Management
- Bob Croft, President, San Dieguito Faculty Association
- Becky Banning, Recording Secretary / Executive Assistant to the Superintendent

1. CALL TO ORDER

The meeting was called to order at 4:00 PM.

2. GENERAL OBLIGATION BOND PROCESS AND TIMELINE

ERIC DILL, ASSOCIATE SUPT, BUSINESS SVCS
RUSS THORNTON, EXECUTIVE DIRECTOR, OPERATIONS
JOHN ADDLEMAN, DIRECTOR, PLANNING & FINANCIAL MANAGEMENT

Superintendent Noah gave opening comments and an progress overview of the Facilities Master Plan from Fall, 2008 through December, 2011. Mr. Dill discussed selection and process roles of the campaign advisor, financial advisor, and bond underwriter relative to the General Obligation bond process. He then introduced Bonnie Moss, Executive Vice President and Dr. Timothy McLarney, President of Tramutola, LLC, who discussed school bond feasibility and timing considerations. The attached materials were distributed to the board during their presentation.

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 contact the [Office of the District Superintendent](#). 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

3. ADJOURNMENT

The meeting was adjourned at 5:59 PM.

Amy Herman, Board Clerk

____ / ____ / 2012
Date

Ken Noah, Superintendent

____ / ____ / 2012
Date



TRAMUTOLA
THE DISCIPLINE OF WINNING



Presentation to

San Dieguito

Union High School District
Board of Education

Bonnie Moss

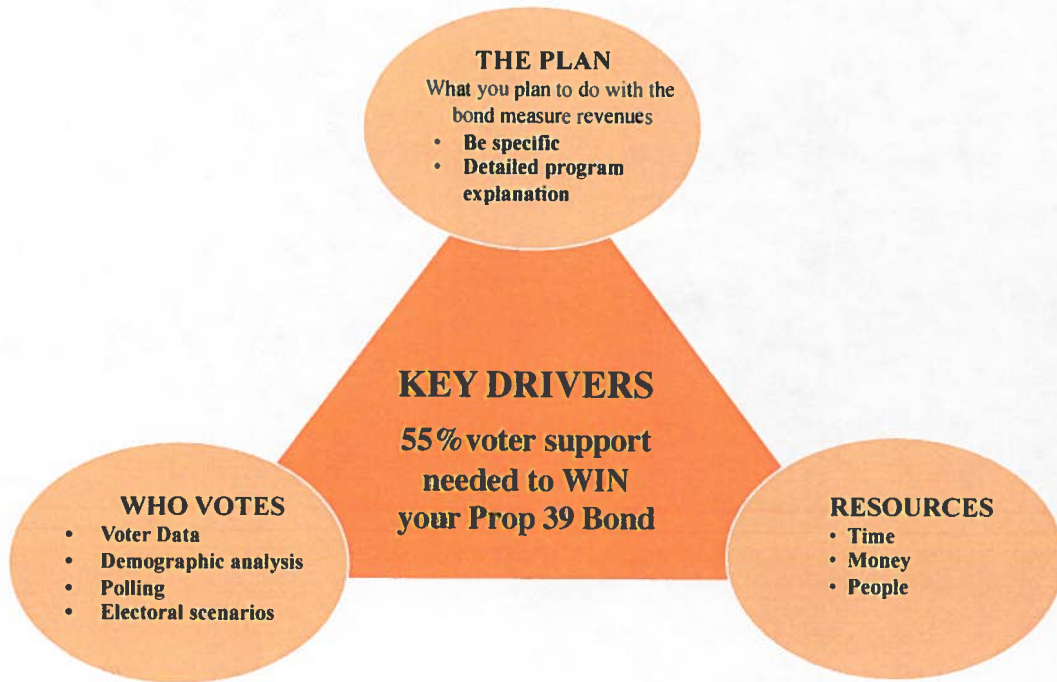
Executive Vice President
TRAMUTOLA LLC

Dr. Timothy McLarney

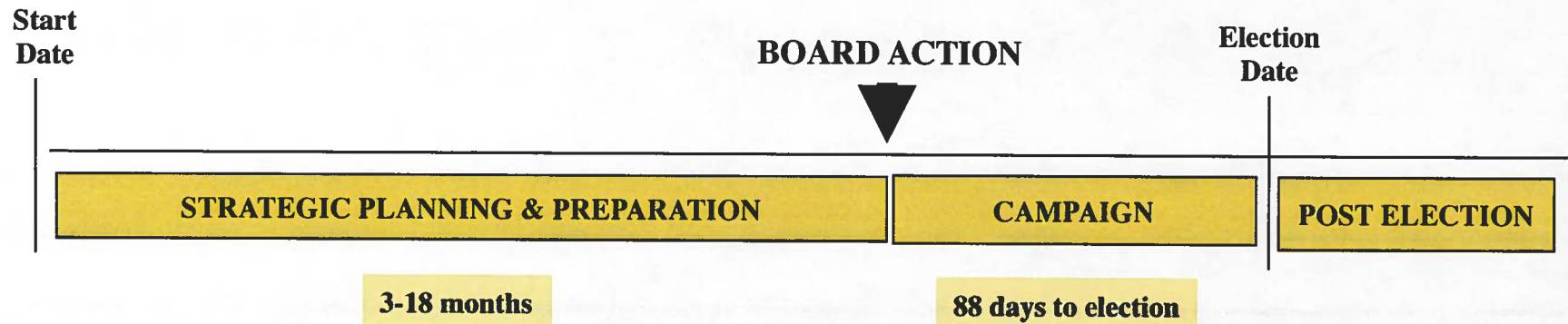
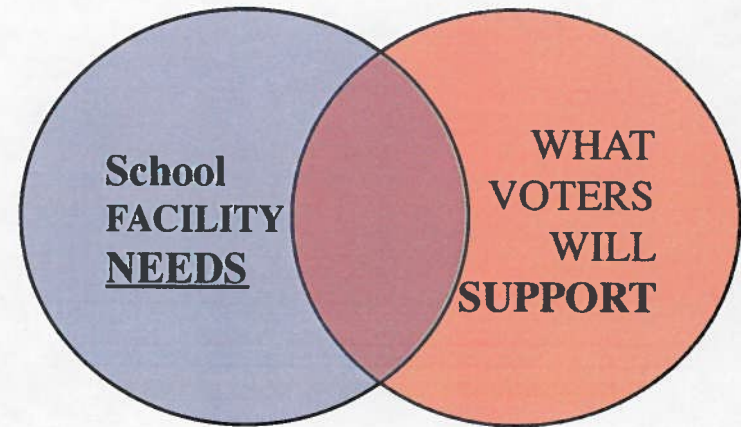
President
True North Research

January 19, 2012

The TRAMUTOLA System: School Bond Feasibility



INTERSECTION OF INTERESTS

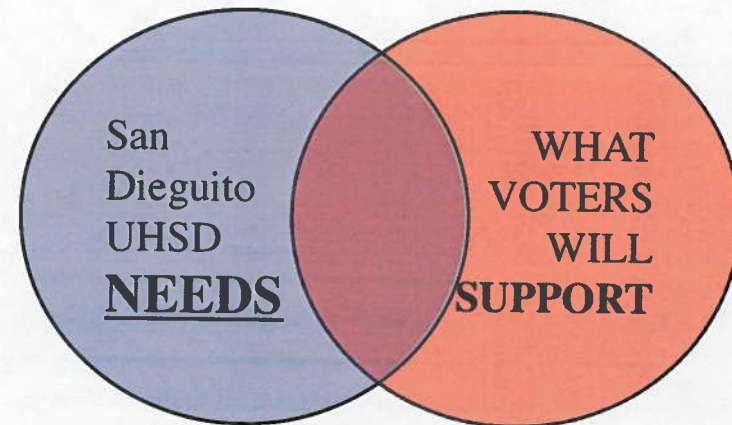


Phase I: FEASIBILITY. Listening is KEY!

Is there an “Intersection of Interests”?
Polling helps define the unique
equation for *your* district & *your*
community.

POLLING helps package your measure
for success:

- Ballot Language
- Tax Rate
- Project/Service Priorities
- Messaging & Outreach
- Targeting/GOTV
- Timing
- Funding Type
- Election Type



June 2012 Election Scenario

ASAP!

FEASIBILITY FIRST!

Due Diligence - NEEDS Inventory
Strategic Assessment, including Public Opinion Poll

WITH FEASIBILITY RESULTS...

Decisions → (allowing time for communications)
Develop voter-aligned Public Education Strategy

Feb-Mar 2012

PUBLIC EDUC. - BALLOT MEASURE PREP

Pre-Electoral Communications Window
Stakeholder / Community Engagement
Increasing Board Discussion / Engagement
Ballot Measure Preparation

Early Mar 2012

Board Action to Place Measure on Ballot

March 9, 2012

Filing Deadline for June 2012 Election

Mar-Apr-May thru June 5

Campaign Window

June 5, 2012

ELECTION DAY!

F

November 2012 Election Scenario

Nov 2011 – April 2012

EARLY ASSESSMENT

Due Diligence - NEEDS Inventory - Planning
Early Stakeholder Work & Coalition Building

April – May 2012

RESEARCH - ELECTORAL FEASIBILITY

Public Opinion Poll / Strategic Assessment

May - July 2012

PUBLIC EDUC. - BALLOT MEASURE PREP

Tech/Facilities/Financial Due Diligence – Cont.
Stakeholder Voter Communications Crescendo
Increasing Board Discussion / Engagement
Ballot Measure Preparation / Legal/Finance Prep

Early August 2012

Board Action to Place Measure on Ballot

August 10, 2012

Filing Deadline for November 2012 Election

Aug-Sept-Oct thru Nov 6

Campaign Window

November 6, 2012

ELECTION DAY!

G

Board of Trustees
Joyce Dalessandro
Barbara Groth
Beth Hergesheimer
Amy Herman
John Salazar

Superintendent
Ken Noah



Union High School District

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

JANUARY 19, 2012

THURSDAY, JANUARY 19, 2012
6:30 PM

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

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

1. President Dalessandro called the meeting to order at 5:30 PM to receive public comments on Closed Session agenda items. No public comments were presented.
2. CLOSED SESSION (ITEM 2)
The Board convened to Closed Session at 5:31 PM to:
 - 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.* (2 Issues)
 - B. To 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. To conference with legal counsel to discuss current and/or potential litigation, pursuant to Government Code Sections 54956.9(b)(3)(A), (D), and (E) (2 issues): Lewis v San Dieguito Union High School District (case #37-2009-00055315-CU-PO-NC), and potential litigation.
 - D. Consideration and/or deliberation of student discipline matters (3 cases)

OPEN SESSION / ATTENDANCE

BOARD OF TRUSTEES

Joyce Dalessandro
Barbara Groth
Beth Hergesheimer
Amy Herman
John Salazar

STUDENT BOARD REPRESENTATIVES

Marisa Blanke, San Dieguito Academy
Eddie Gelman, Torrey Pines High School
Mckenzie Kastl, La Costa Canyon High School
Lexi Zao, Sunset High School

DISTRICT ADMINISTRATORS / STAFF

Ken Noah, Superintendent
Eric Dill, Associate Superintendent, Business Services
Rick Schmitt, Associate Superintendent, Educational Services
Denise Stanley, Principal, Adult Education
Bruce Cochrane, Executive Director, Pupil Services
Becky Banning, Recording Secretary

3. RECONVENE REGULAR MEETING / CALL TO ORDER (ITEM 3)
The regular meeting of the Board of Trustees was called to order at 6:33 PM by President Dalessandro.

- 4. PLEDGE OF ALLEGIANCE(ITEM 4)
Ms. Dalessandro led the Pledge of Allegiance.
- 5. REPORT OUT OF CLOSED SESSION(ITEM 5)
The Board met in closed session and approved the readmission of student #589567 and #710948; and the stipulated expulsion of student #667079. Motion unanimously carried. The Board also approved the resignation of district employee #55751. No other reportable action taken.
- 6. APPROVAL OF MINUTES THE ORGANIZATIONAL BOARD MEETING OF DECEMBER 8, 2011
It was moved by Ms. Herman, seconded by Ms. Hergesheimer, to approve the Minutes of the December 8, 2011 meeting, as presented. Motion unanimously carried.

NON-ACTION ITEMS(ITEMS 7 - 10)

- 7. STUDENT REPRESENTATIVES / UPDATES.....(ITEM 7)
Student Board Representatives gave updates on events and activities at their schools.

- 8. BOARD UPDATES(ITEM 8)
Board members in attendance participated in the board workshop held prior to this meeting.

Ms. Joyce Dalessandro attended the San Dieguito Academy production of Sylvia; the San Dieguito Alliance for Drug Free Youth luncheon; and a meeting with San Diego City Councilmember Sherri Lightner.

Ms. Barbara Groth attended a meeting of the District Parent Site Representative Council; San Diego County School Boards Association meeting; and reminded the board of the Honoring Our Own recognition event scheduled for April 20th.

Ms. Beth Hergesheimer attended the holiday potluck at the district office. She was joined by trustees Herman and Dalessandro.

Ms. Amy Herman attended the San Dieguito Alliance for Drug Free Youth luncheon; and a meeting with Councilmember Sherri Lightner. Also in attendance was Mr. Noah, Trustee Dalessandro, Solana Beach Superintendent Leslie Fausset, and Solana Beach Board Member Vicki King.

Mr. John Salazar attended a Torrey Pines High School / La Costa Canyon High School basketball game.

- 9. SUPERINTENDENT’S REPORTS, BRIEFINGS AND LEGISLATIVE UPDATES
Superintendent Noah gave an update on recent discussions about the restructure of the North Coastal Consortium for Special Education. A follow-up meeting with Financial Officers of each district is pending. The anticipation is to have changes implemented within 2 to 3 years. Mr. Noah commended Associate Superintendent Eric Dill and Executive Director, Bruce Cochrane, for their influence and involvement in the process.

Mr. Noah addressed the topic of Board Ethics and recommended the Board hold a training session on this topic prior to April 1st. More details to follow.

- 10. UPDATE, ADULT EDUCATION..... DENISE STANLEY, PRINCIPAL
Principal Stanley addressed budget challenges and successes of the Adult Education Program. Although there are fees associated with most courses, the program is thriving. She seeks out grants as much as possible. She gave examples of courses offered such as intergenerational literacy classes, where middle and high school students and parents are enrolled. Other classes include culinary arts, ballroom dancing, ceramics, English as a second language, and painting. They also have a Twitter account and Facebook page.

CONSENT ITEMS..... (ITEMS 11 - 15)

At the request of Trustee John Salazar, Item 15A was pulled from the consent agenda due to conflict of interest. It was then moved by Ms. Groth, seconded by Ms. Herman, that all remaining consent items, 11-14, and 15B – 15E, be approved as listed below. Motion unanimously carried.

It was then moved by Ms. Groth, seconded by Ms. Herman, that Item 15A be approved as presented. 4 ayes; 1 abstain, (Mr. Salazar); motion carried.

11. SUPERINTENDENT

A. GIFTS AND DONATIONS

Accept the Gifts and Donations, as presented.

B. FIELD TRIP REQUESTS

Accept the Field Trips, as presented.

12. HUMAN RESOURCES

A. 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 presented.

13. EDUCATIONAL SERVICES

A. APPROVAL/RATIFICATION OF AGREEMENTS

(None Submitted)

14. PUPIL SERVICES

A. APPROVAL/RATIFICATION OF NON-PUBLIC SCHOOL / NON-PUBLIC AGENCY CONTRACTS, INDEPENDENT CONTRACTOR AGREEMENTS, AND/OR MEMORANDUMS OF UNDERSTANDING

Approve entering into the following non-public school / non-public agency master contracts (NPS/NPAs), independent contractor agreements (ICAs), and or memorandums of understanding (MOUs), and authorize Christina M. Bennett or Eric R. Dill to execute all pertinent documents.

1. Devereux Cleo Wallace, during the period December 12, 2011 through June 30, 2012.
2. Devereux Texas Treatment Network, during the period December 19, 2011 through June 30, 2012.
3. K.I.D.S. Therapy Associates, Inc., to provide assistance to district Occupational Therapist by attending IEP meetings, assisting with occupational therapy assessments, and making observations and recommendations for therapy, during the period October 1, 2011 through December 30, 2011, for a fee not to exceed \$510.00 per diem, to be expended from the General Fund/Restricted 06-00.
4. Amanda Gretsch, MS, OTR/L, to provide assistance to district Occupational Therapist by attending IEP meetings, assisting with occupational therapy assessments, and making observations and recommendations for therapy, during the period January 1, 2012 through June 30, 2012, for a fee not to exceed \$750.00 per assessment or \$125.00 per hour, to be expended from the General Fund/Restricted 06-00.

B. APPROVAL/RATIFICATION OF PARENT SETTLEMENT AND RELEASE AGREEMENTS

(None Submitted)

15. BUSINESS

A. APPROVAL/RATIFICATION OF AGREEMENTS (PULLED; VOTED SEPARATELY AS NOTED ABOVE).

Approve/ratify entering into the following agreements and authorize Christina M. Bennett, Eric R. Dill, or Ken Noah to execute the agreements:

1. En Pointe Technologies for Microsoft School/Campus Agreement for all district computers and servers, during the period February 1, 2012 through January 31, 2015, for an estimated annual amount of \$57,124.50, to be expended from the General Fund 03-00.
2. City of San Diego Parks & Recreation Department, Carmel Valley Recreation Center, for lease of facilities for Carmel Valley Middle School off-campus PE classes, during the period September 6, 2011 through January 6, 2012, for an amount not to exceed \$1,795.50, to be expended from the General Fund 03-00.
3. SDSU Research Foundation WIC Program for the San Diego WIC Dietetic Internship, to provide interns to the San Dieguito Union High School District Nutrition Services Department, during the period January 20, 2012 until terminated with 90 day written notification, at no cost to the district.
4. Diverse Network Associates, Inc. dba Catapult K12, to provide district website design, active directory integration, website hosting, CMS software, and content migration as needed for a one time set up/design fee of \$4,498.00, \$39.00 per hour for content migration, and website hosting fees of \$1,428.00 per year, during the period January 20, 2012 until terminated, to be expended from the General Fund 03-00.
5. Fishman Haygood Phelps Walmsley Willis & Swanson, LLP (Fishman Haygood), Levin Papantonio Thomas Mitchell Echsner & Proctor, PA (Levin Papantonio), Schneider Wallace Cottrell Brayton Konecky, LLP (Schneider Wallace), Powers & Merchant, PLLC (P&M) collectively known as Fishman Haygood, Levin Papantonio, Schneider Wallace and P&M, to provide legal representation on a contingency fee based financial matter, during the period January 20, 2012 until completed, at no cost to the district.
6. SSO Easy, LLC, to provide a perpetual license for a single sign on solution to district software applications, for an amount not to exceed \$5,200.00, to be expended from the General Fund 03-00.

B. APPROVAL/RATIFICATION OF AMENDMENT TO AGREEMENTS

Approve/ratify amending the following agreements and authorize Christina M. Bennett or Eric R. Dill to execute the agreements:

1. 22nd District Agricultural Association/Del Mar Fairgrounds, amending the off-site patron parking and shuttle bus service contract amount to be paid to the District for the 2012 term to \$134,000.00.

C. RATIFICATION OF CONTRACTS

(None Submitted)

D. ACCEPTANCE OF CONSTRUCTION PROJECTS

(None Submitted)

E. APPROVAL OF BUSINESS REPORTS

Approve the following business reports:

1. Purchase Orders
2. Membership Listing
3. Replacement Warrant

DISCUSSION / ACTION ITEMS(ITEMS 16 - 17)

- 16. ADOPTION OF RESOLUTION / 2010/2011 REPORT ON STATUTORY SCHOOL FEES AND FINDINGS
It was moved by Ms. Groth, seconded by Ms. Hergesheimer, to adopt the resolution regarding statutory school fees and report for fiscal year 2010-2011, and findings in compliance with Government Code sections 66006 and 66001, as presented.
- 17. ACCEPTANCE OF 2010-11 ANNUAL AUDIT
It was moved by Ms. Herman, seconded by Ms. Groth, to approve the 2010-11 annual audit of the San Dieguito Union High School District, as prepared by Wilkinson, Hadley, King & Co. LLP, as presented.

INFORMATION ITEMS..... (ITEMS 18 – 28)

- 18. REVISION OF 2012-13 INSTRUCTIONAL CALENDAR
This item was pulled from the agenda and will not be resubmitted for board action.
- 19. DISTRICT ANALYSIS, CALIFORNIA VOTING RIGHTS ACT, 2010 CENSUS POPULATION COUNTS AND DEMOGRAPHICS OF THE SAN DIEGUITO UNION HIGH SCHOOL DISTRICT
This item was presented to the Board for review and information only.
- 20. 2012-13 STATE BUDGET UPDATE ERIC DILL, ASSOCIATE SUPERINTENDENT, BUSINESS SERVICES
This item was presented to the Board for review and information only.
- 21. BUSINESS SERVICES UPDATE ERIC DILL, ASSOCIATE SUPERINTENDENT
No further updates presented.
- 22. HUMAN RESOURCES UPDATE TERRY KING, ASSOCIATE SUPERINTENDENT
Mrs. King was not present at this meeting.
- 23. EDUCATIONAL SERVICES UPDATE RICK SCHMITT, ASSOCIATE SUPERINTENDENT
Mr. Schmitt distributed information on Earl Warren Middle School’s Parent Orientation Meetings; he also gave an update on CELDT data and 2012-13 enrollment projections. (see attached handouts)
- 24. PUBLIC COMMENTS – None presented.
- 25. FUTURE AGENDA ITEMS - None discussed.
- 26. ADJOURNMENT TO CLOSED SESSION – Not required.
- 27. CLOSED SESSION – Nothing further to report out of closed session.
- 28. ADJOURNMENT OF MEETING - Meeting adjourned at 7:48 PM

Amy Herman, Board Clerk

____ / ____ / 2012
Date

Ken Noah, Superintendent

____ / ____ / 2012
Date



EARL WARREN MIDDLE SCHOOL
invites
CURRENT 6th GRADE PARENTS to
7th GRADE PARENT ORIENTATION MEETINGS

MEET THE SCHOOL STAFF AND LEARN ABOUT:
Registration • Placement • Specialized Course Offerings

EARL WARREN MS CHOICE NIGHT

Learn About Earl Warren MS

WEDNESDAY, FEBRUARY 29th
at Carmel Valley Middle School
6:00 pm - 7:30 pm
Performing Arts Center

The presentation will include a panel
of current parents, students and staff
to help you make your choice.

Parents & Students Welcome

PARENT ARTICULATION NIGHTS
at Earl Warren Middle School

Everything You Need to Know to
Register for Middle School

TUESDAY, MARCH 6th
OR
THURSDAY, MARCH 15th

6:00 pm - 7:30 pm
General Meeting
(Spanish translation available)
(Traduccion en Español disponible)

Tuesday, March 6th
5:30 pm
Special Education Information
Meeting
(Spanish translation available)
(Traduccion en Español disponible)

EARL WARREN SCHOOL TOURS

Day Tours

Please RSVP (space is limited)
Check in at the Administration Bldg.
Please call 858-755-1558 x4401
Feb. 23 (Thurs): 12:15 pm
Feb. 24 (Friday): 10:00 am
March 14 (Wed): 12:15 pm
March 28 (Wed): 10:00 am
April 2 (Mon): 10:00 am

After School Tours

2:45 p.m. at the Flag Pole
No RSVP Required
Jan. 23 (Monday)
Feb. 15 (Wednesday)
March 12 (Monday)
April 3 (Tuesday)

SDUHSD 2011 UNOFFICIAL CELDT DATA

Number of Students tested:

Year	High Schools	Middle Schools	Total
2010	318	272	590
2011	378	237	615

Percent of English Learners Making Annual Progress in Learning English (AMAO 1):

✓ District Wide:

- 2010: 74.9%
- 2011: 78%

AMAO 1 (Annual Progress in Making in Learning English) Performance by Schools:

Target Percentage for 2011: 56%

School	2010	2011
TPHS	74%	82.69%
CCA	92%	100%
SDA	76%	74%
LCCHS	57%	67.5%
SHS	71%	85%
CVMS	94%	85.5%
DGO	81%	89.7%
EWMS	89%	91.4%
OCMS	83%	75.4%

AMAO 2—Percent of English Learners Attaining English Proficiency on CELDT

District Results:

- English Learners that have been in language instruction for 5 years or more: 70% (Target 45%)
- English Learners that have been in language instruction less than 5 years: 57% (Target 20.1%)

Minutes, January 19, 2012
SDPHSD
Item #23, Educational Services Update
Education Services
2012-13 Enrollment Projections

M

School	Current Enrollment 11/30/2011	2011-12 Enrollment Projections - 1/21/2011	Actual Opening Enrollment September 2011	2011-12 Inter District Transfers	2012-13 Inter District Transfers	2012-13 Enrollment Projections - 12/7/2011	2012-13 Projection Over/Under Current Enrollment
Carmel Valley	1475	1470	1470		0	1450	-25
Diegueno	811	822	814		0	825	14
Earl Warren	705	725	700	1	0	715	10
Oak Crest	847	860	853	2	0	860	13
Canyon Crest Academy	1836	1890	1849		0	1925	89
La Costa Canyon	2242	2275	2265	66	15	2100	-142
San Dieguito Academy	1575	1600	1588		0	1625	50
Torrey Pines	2679	2570	2682	18	10	2600	-79
Sunset	156	80	130	1	0	150	6
North Coast	47	40	47		0	40	-7
	12373	12332	12398	88	25	12290	-83

San Dieguito Union High School District

INFORMATION REGARDING BOARD AGENDA ITEM

TO: BOARD OF TRUSTEES

DATE OF REPORT: January 26, 2012

BOARD MEETING DATE: February 2, 2012

**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

GIFTS AND DONATIONS
SDUHSD BOARD MEETING
February 2, 2012

Item #	Donation	Description	Donor	Department	School Site
1	\$ 608.29	Calculators for Math	Canyon Crest Academy Foundations, Inc.	Math	CCA
2	\$ 3,918.65	Supplies/Materials for Quest Robotics	Canyon Crest Academy Foundations, Inc.	Science	CCA
3	\$ 7,106.18	Misc. Items	Canyon Crest Academy Foundations, Inc.	Various	CCA
4	\$ 40.45	Misc. Items	TRUiST, Johnson & Johnson	Various	CCA
5	\$ 300.00	Technology Replacement/Upgrades	Ali Alamar, MD	Various	CVMS
6	\$ 4,300.81	Misc. Items	Torrey Pines High School Foundation	Various	TP
7	\$ 4,200.00	Artist in Resident Program Funding	San Dieguito Academy Foundation	Music	SDA
8	\$ 1,590.86	Theater Tech Funding	San Dieguito Academy Foundation	Theater	SDA
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					
	\$ 22,065.24	Monetary Donations			
	\$ 1,000.00	*Value of Donated Items			
	\$ 23,065.24	TOTAL VALUE			

San Dieguito Union High School District

INFORMATION REGARDING BOARD AGENDA ITEM

TO: BOARD OF TRUSTEES

DATE OF REPORT: January 23, 2012

BOARD MEETING DATE: February 2, 2012

PREPARED BY: Rick Schmitt
Associate Superintendent/Educational Services

SUBMITTED BY: Ken Noah, Superintendent

SUBJECT: Approval / Ratification of Field Trip
Requests

EXECUTIVE SUMMARY

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

RECOMMENDATION:

The administration recommends that the Board approve / ratify the field trips, as shown on the attached supplement.

FUNDING SOURCE:

As listed on the attached supplement.

FIELD TRIP REQUESTS
SDUHSD BOARD MEETING
February 2, 2012

Item #	Date	Sponsor, Last Name	First Name	School Team/Club	Total # Students	Total # Chaperones	Event Description / Name of Conference	City	State	Loss of Class Time	\$ Cost
1	10/26/12-10/27/12	Dean	Brennan	TPHS Girls Volleyball	14	4	Volleyball Tournaments	Santa Barbara	CA	3	TBA (Parent Donations / Foundation)
2	9/25/12 - 9/27/12	Dean	Brennan	TPHS Girls Volleyball	14	4	Volleyball Tournaments	Lincoln	NE	3	TBA (Parent Donations / Foundation)
3	9/13/12 - 9/15/12	Dean	Brennan	TPHS Girls Volleyball	14	4	Volleyball Tournaments	Las Vegas	NV	3	TBA (Parent Donations / Foundation)
4	3/24/12	Willcox	Amy	TPHS Jazz Band	22	2	Fullerton College Jazz Festival	Fullerton	CA	0	\$354 = Bussing (Parent Donations)
5	3/17/12	Willcox	Amy	TPHS Jazz Band	22	2	Irvine Jazz Festival	Irvine	CA	0	\$290 + Bussing (Parent Donations)
6	3/9/12	Yaeger	Julie	Diegueño Band	60	6	Forum Music Festival	Anaheim	CA	1	\$5,700 (Parent Donations)
7	4/11/12 - 4/14/12	Van Steenberg	Suzi	LCC Journalism / Adv. Journalism	8-Jun	1	Journalism Conference	Seattle	WA	0	\$500 per Student (Parent Donations / Foundation)
8	5/29/12	Lesan	Susan	OC AVID	50	10	Museum of Tolerance & UCLA	Los Angeles	CA	1	None
9	4/12/12 - 4/15/12	Smith	Mia	TPHS Adv. Journalism / Yearbook	25	1	National HS Journalism Convention	Seattle	WA	0	\$500 per Student (Parent Donations / Foundation)
10	6/14/12	Savile	Shaun	OC 8th graders	370	12	Disneyland Trip	Anaheim	CA	1	Parent Donations
11	3/16/12	Drechsel	Scott	CVMS Band/Orchestra	150	15	Music Workshop at Disneyland	Anaheim	CA	1	Parent Donations
12	3/17/12	Sisler	Bob	LCC Track Team	35	2	Great Oak Distance Invitational	Temecula	CA	0	\$75 / Parent Donations
13	4/6/12 - 4/7/12	Sisler	Bob	LCC Track Team	20	3	Arcadia Invitational Track Meet	Arcadia	CA	1/2 day	\$200 / Parent Donations
14	3/10/12	Machado	Justin	LCC JV Baseball Team	25	2	Chaparral HS Baseball Tournament	Temecula	CA	0	None

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

San Dieguito Union High School District

INFORMATION REGARDING BOARD AGENDA ITEM

TO: BOARD OF TRUSTEES

DATE OF REPORT: January 23, 2012

BOARD MEETING DATE: February 2, 2012

PREPARED BY: Terry King
Associate Superintendent/Human Resources

SUBMITTED BY: Ken Noah
Superintendent

SUBJECT: APPROVAL OF CERTIFICATED and
CLASSIFIED PERSONNEL

EXECUTIVE SUMMARY

Please find the following Personnel actions attached for Board Approval:

Certificated

Employment
Change in Assignment
Leave of Absence
Resignation

Classified

Employment
Change in Assignment
Resignation

RECOMMENDATION:

It is recommended that the Board approve the attached Personnel actions.

FUNDING SOURCE:

General Fund

PERSONNEL LIST

CERTIFICATED PERSONNEL

Employment

1. **Stephanie DeYoung**, 67% Temporary Teacher (acting/drama) at Canyon Crest Academy for Semester II/2011-12 school year, effective 1/30/12 through 6/15/12.
2. **Adam Latham**, 100% Temporary Teacher (special education – mild/moderate disabilities) at Earl Warren for Semester II/2011-12 school year, effective 1/30/12 through 6/15/12.
3. **Mitchell Mason**, 20% Temporary Teacher (physical education) at Torrey Pines High for Semester II/2011-12 school year, effective 1/30/12 through 6/15/12.
4. **Parnak Memar**, 33% Temporary Teacher (math) at San Dieguito Academy for Semester II/2011-12 school year, effective 1/30/12 through 6/15/12.
5. **Courtney Moore**, 100% Temporary Teacher (social science) at Torrey Pines High for Semester II/2011-12 school year, effective 1/30/12 through 6/15/12.
6. **Kimberly Pytel**, 60% Temporary Teacher (science) Carmel Valley for Semester II/2011-12 school year, effective 1/30/12 through 6/15/12.
7. **Michael Riese**, 100% Temporary Teacher (physical education) at Canyon Crest Academy for Semester II/2011-12 school year, effective 1/30/12 through 6/15/12.
8. **Rosa Velazquez**, 40% Temporary Teacher (math) at Torrey Pines High for Semester II/2011-12 school year, effective 1/30/12 through 6/15/12.
9. **Kimberly Walsh**, Temporary Teacher (English/Drama) at Canyon Crest Academy for Semester II/2011-12 school year, 67% assignment from 1/30/12 through 3/30/12; assignment reduction to 33% for the remainder of the school year, effective 4/02/12 through 6/15/12.

Change in Assignment

1. **Jennifer McCluan**, Temporary Teacher (chemistry) at San Dieguito Academy, change in assignment from 67% to 100% for Semester II/2011-12 school year, effective 1/30/12 through 6/15/12.
2. **Kajsa Medak**, Temporary Teacher (art/math) at Carmel Valley, change in assignment from 20% at Carmel Valley only to 87% total assignment (additional 67% assignment at San Dieguito Academy) for Semester II/2011-12 school year, effective 1/30/12 through 6/15/12.
3. **Erin Weidemann**, Temporary Teacher (English) at San Dieguito Academy, change in assignment from 33% to 67% for Semester II/2011-12 school year, effective 1/30/12 through 6/15/12.
4. **Thomas Wills**, Temporary Teacher (math) at Torrey Pines High, change in assignment from 40% at Torrey Pines only to 60% total assignment (additional 20% assignment at Oak Crest) for Semester II/2011-12 school year, effective 1/30/12 through 6/15/12.

Leave of Absence

1. **Tita Martin**, Teacher (science) at Carmel Valley, requests extension of current 100% Unpaid Leave of Absence for the remainder of the 2011-12 school year, effective 4/16/12 through 6/15/12.

Resignation

1. **Edward Cooper**, Teacher (English) at San Dieguito Academy, resignation for retirement purposes effective 6/30/12.
2. **Kathleen Johnson**, Teacher (French) at Canyon Crest Academy, resignation for retirement purposes, effective 8/01/12.
3. **Anne Meigs**, Teacher (physical education/math) at Torrey Pines High, resignation for retirement purposes, effective 2/29/12.
4. **Marcia Pink**, Teacher (math) at San Dieguito Academy, resignation for retirement purposes, effective 4/01/12.

PERSONNEL LIST

CLASSIFIED PERSONNEL

Employment

1. **Budner, Susan**, Instructional Assistant SpEd NS, La Costa Canyon HS, SR34, 48.75% FTE, effective 2/01/12
2. **Gygax, Marsha**, Administrative Assistant, Carmel Valley MS, SR42, 100% FTE, effective 2/02/12
3. **Mote, Danielle**, Instructional Assistant SpEd NS, Earl Warren MS, SR34, 48.75% FTE, effective 1/31/12
4. **Pluff, Joseph**, Instructional Assistant SpEd SH, Carmel Valley Middle School, SR36, 48.75% FTE, effective 1/30/12

Change in Assignment

1. **Goodspeed, Diane**, from Layoff to Nutrition Services Assistant I, Torrey Pines HS, SR25, 25% FTE, effective 1/31/12

Resignation

1. **Angeles, Efren**, Custodian, resignation for the purpose of retirement, effective 06/30/12
2. **Bauzon, Cesar**, Custodian, resignation for the purpose of retirement, effective 04/30/12
3. **Bosko, Maribeth Kay**, School Bus Driver, resignation for the purpose of retirement, effective 12/31/11
4. **Lopez, Helen**, School Bus Attendant, resignation for the purpose of retirement, effective 03/03/12
5. **Slette, Linda**, Administrative Assistant, resignation for the purpose of retirement, effective 03/10/12

San Dieguito Union High School District

INFORMATION REGARDING BOARD AGENDA ITEM

TO: BOARD OF TRUSTEES

DATE OF REPORT: January 25, 2012

BOARD MEETING DATE: February 2, 2012

PREPARED BY: Bruce Cochrane, Executive Director,
Pupil Services
Rick Schmitt, Associate Superintendent,
Educational Services

SUBMITTED BY: Ken Noah
Superintendent

SUBJECT: APPROVAL OF PARENT SETTLEMENT
AGREEMENT

EXECUTIVE SUMMARY

The attached Pupil Services report for Parent Settlements summarizes one Settlement Agreement that provided services for a Special Education Student.

RECOMMENDATION:

The administration recommends that the Board approve and/or ratify the Parent Settlement Agreement as shown on the attached Pupil Services Agreements report.

FUNDING SOURCE:

As noted on the attached report

SAN DIEGUITO UNION HIGH SCHOOL DISTRICT BOARD MEETING

ITEM 14B

PUPIL SERVICES – PARENT SETTLEMENTS

DATE: February 2, 2012

<u>Student SSID No.</u>	<u>Description of Services</u>	<u>Date Executed</u>	<u>School/ Department Budget</u>	<u>Amount</u>
9032539151	Settlement Agreement: Case No. 2011120276	1-12-12	General Fund/ Restricted 06-00	\$8,000.00

San Dieguito Union High School District

INFORMATION REGARDING BOARD AGENDA ITEM

TO: BOARD OF TRUSTEES

DATE OF REPORT: January 25, 2012

BOARD MEETING DATE: February 2, 2012

PREPARED BY: Christina M. Bennett, Director of Purchasing/Risk Mgt
Eric R. Dill, 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 one contract.

RECOMMENDATION:

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

FUNDING SOURCE:

As noted on attached report.

SAN DIEGUITO UNION HIGH SCHOOL DISTRICT

BUSINESS - PROFESSIONAL SERVICES REPORT

Date: 02-02-12

<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>
02/20/12 – 05/18/12	Cathedral Catholic High School	Lease of facilities for the Torrey Pines High School Swim Team	Torrey Pines High School Foundation	estimated total amount of \$5,460.00

San Dieguito Union High School District

INFORMATION REGARDING BOARD AGENDA ITEM

TO: BOARD OF TRUSTEES

DATE OF REPORT: January 25, 2012

BOARD MEETING DATE: February 2, 2012

PREPARED BY: Christina M. Bennett, Director of Purchasing/Risk Mgt
Eric R. Dill, Associate Superintendent/Business

SUBMITTED BY: Ken Noah
Superintendent

SUBJECT: APPROVAL/RATIFICATION OF
AMENDMENTS TO AGREEMENTS

EXECUTIVE SUMMARY

The attached Amendment to Agreements Report summarizes four amendments to agreements.

RECOMMENDATION:

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

FUNDING SOURCE:

As noted on attached list

SAN DIEGUITO UNION HIGH SCHOOL DISTRICT

AMENDMENT TO AGREEMENTS REPORT

Date: 02-02-12

<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>
02/01/12 – 01/31/13	Classic School Portraits by Gerardy Photography	Extending the district-wide underclassman portrait photography services contract for a one-year period, with an increase in photography package pricing up to 5% as allowed in the contract	NA	NA
02/01/12 – 01/31/13	Keane Studios, LLC	Extending the district-wide senior portrait photography services contract for a one-year period	NA	NA
02/01/12 – 01/29/14	SBC Global Services, Inc. dba AT&T Global Services on behalf of Pacific Bell Telephone Company dba AT&T California and the State of California	Provide California Integrated Information Network (CALNET) II Module 1 Services (reduced prices on telecommunication services and products) for an additional two-year period	NA	NA
NA	Door Service & Repair, Inc.	Amending the contract to add an additional \$1,500.00 to the not-to-exceed amount to cover current and possible future repair services on 111 various types and sizes of rolling steel doors at 9 different school sites	General Fund 03-00	Additional \$1,500.00

San Dieguito Union High School District

INFORMATION REGARDING BOARD AGENDA ITEM

TO: BOARD OF TRUSTEES

DATE OF REPORT: January 24, 2012

BOARD MEETING DATE: February 2, 2012

PREPARED BY: Eric R. Dill
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) Membership Listings (None Submitted)

RECOMMENDATION:

It is recommended that the Board approve the following business reports: a) Purchase Orders, and b) Membership Listings (None Submitted).

FUNDING SOURCE:

Not applicable

js
Attachments

PO/BOARD/REPORT

SAN DIEGUITO UNION HIGH
FROM 01/10/12 THRU 01/23/121
ITEM 15E

PO NBR	DATE	FUND	VENDOR	LOC	DESCRIPTION	AMOUNT
221667	01/10/12	06	AUTISM SPECTRUM	030	OTHER CONTR-N.P.A.	\$30,077.63
221668	01/10/12	06	FOURNIER, KERRY & GA	030	OTHER SERV.& OPER.EX	\$2,500.00
221669	01/10/12	03	AREY JONES EDUCATION	035	COMPUTER SUPPLIES	\$272.93
221670	01/10/12	03	ONE STOP TONER AND I	030	OFFICE SUPPLIES	\$538.66
221671	01/10/12	06	AMAZON.COM	030	MATERIALS AND SUPPLI	\$353.86
221672	01/10/12	03	BIO CORPORATION	035	MATERIALS AND SUPPLI	\$54.21
221673	01/10/12	03	STAPLES ADVANTAGE	005	MATERIALS AND SUPPLI	\$775.67
221674	01/11/12	03	RASIX COMPUTER CENTE	014	MATERIALS AND SUPPLI	\$112.64
221675	01/11/12	06	PEARSON & AGS ASSESS	030	MATERIALS AND SUPPLI	\$164.14
221676	01/11/12	03	RASIX COMPUTER CENTE	014	MATERIALS AND SUPPLI	\$112.64
221677	01/11/12	03	APPERSON EDUCATION P	014	MATERIALS AND SUPPLI	\$352.07
221678	01/11/12	03	B&H PHOTO-VIDEO-PRO	035	OFFICE SUPPLIES	\$124.00
221679	01/11/12	06	AREY JONES EDUCATION	035	NON-CAPITALIZED TECH	\$1,122.14
221680	01/11/12	03	AREY JONES EDUCATION	035	NON-CAPITALIZED TECH	\$3,390.41
221681	01/11/12	03	NORTH COUNTY TIMES	036	ADVERTISING	\$173.88
221682	01/12/12	03	ONE STOP TONER AND I	030	OFFICE SUPPLIES	\$30.15
221683	01/12/12	03	ACORN MEDIA	014	MATERIALS AND SUPPLI	\$457.31
221684	01/12/12	03	A O REED	025	REPAIRS BY VENDORS	\$2,050.35
221685	01/12/12	06	W A P A D H - WHITTI	030	OTHER CONTR-N.P.A.	\$87,750.00
221686	01/12/12	06	SAN DIEGO CTR FOR VI	030	OTHER CONTR-N.P.A.	\$7,000.00
221687	01/12/12	06	AUTISM SPECTRUM	030	OTHER CONTR-N.P.A.	\$2,207.00
221688	01/12/12	06	LINDAMOOD BELL LEARN	030	OTHER CONTR-N.P.A.	\$16,800.00
221689	01/12/12	06	LINDAMOOD BELL LEARN	030	OTHER CONTR-N.P.A.	\$16,800.00
221690	01/12/12	06	PROVO CANYON SCHOOL	030	SUB/ROOM & BOARD	\$112,686.00
221691	01/12/12	06	PROVO CANYON SCHOOL	030	SUB/ROOM & BOARD	\$31,214.00
221692	01/12/12	03	ACTIVE NETWORK	022	COMPUTER LICENSING	\$1,324.27
221693	01/12/12	03	EAGLE SOFTWARE	035	COMPUTER LICENSING	\$27,900.00
221694	01/12/12	03	HUBTECH VENTURES LLC	035	COMPUTER LICENSING	\$5,200.00
221695	01/12/12	06	RASIX COMPUTER CENTE	003	MATERIALS AND SUPPLI	\$67.26
221696	01/12/12	06	PROVO CANYON SCHOOL	030	OTHER SERV.& OPER.EX	\$500.00
221697	01/13/12	03	MISSION FEDERAL CRED	005	MATERIALS AND SUPPLI	\$682.10
221698	01/13/12	06	RENAISSANCE LEARNING	030	MATERIALS AND SUPPLI	\$933.49
221699	01/13/12	03	WARD'S NATURAL SCIEN	035	MATERIALS AND SUPPLI	\$83.66
221700	01/13/12	06	NEWS-2-YOU	030	COMPUTER LICENSING	\$399.00
221701	01/13/12	03	RASIX COMPUTER CENTE	035	MATERIALS AND SUPPLI	\$371.28
221702	01/13/12	03	C L M S/C L H S	035	DUES AND MEMBERSHIPS	\$295.00
221703	01/13/12	03	RESOURCE NETWORK INC	035	MATERIALS AND SUPPLI	\$1,699.23
221704	01/13/12	03	ROYAL BUSINESS GROUP	035	OFFICE SUPPLIES	\$45.26
221705	01/13/12	06	MISSION FEDERAL CRED	030	COMPUTER SOFTWARE	\$808.13
221706	01/13/12	06	CRISIS PREVENTION IN	030	MATERIALS AND SUPPLI	\$131.87
221707	01/17/12	03	BLICK, DICK (DICK BL	014	MATERIALS AND SUPPLI	\$306.43
221708	01/17/12	06	STATE WATER RESOURCE	028	FEES - ADMISSIONS, T	\$1,359.00
221709	01/17/12	03	RAPID PRINT TIME CLO	035	MATERIALS AND SUPPLI	\$35.87
221710	01/17/12	06	FOLLETT EDUCATIONAL	014	TEXTBOOKS	\$2,133.45
221711	01/17/12	03	J&R ELECTRONICS	004	MATERIALS AND SUPPLI	\$443.87
221712	01/17/12	06	AMAZON.COM	004	MATERIALS AND SUPPLI	\$62.61
221713	01/17/12	03	PROCURETECH	035	COMPUTER SUPPLIES	\$1,194.41
221714	01/17/12	03	PROCURETECH	035	MATERIALS AND SUPPLI	\$367.58
221715	01/13/12	06	CRISIS PREVENTION IN	030	MATERIALS AND SUPPLI	\$366.79
221716	01/18/12	06	LAW OFFICES OF VICTO	030	MEDIATION SETTLEMENT	\$8,000.00
221717	01/18/12	03	SAN DIEGO COUNTY OFF	005	MATERIALS AND SUPPLI	\$199.34
221718	01/18/12	03	RASIX COMPUTER CENTE	013	OFFICE SUPPLIES	\$64.65
221719	01/18/12	03	SCHOOL SPACE SOLUTIO	004	MATERIALS AND SUPPLI	\$295.56
221720	01/18/12	06	STAPLES ADVANTAGE	033	MATERIALS AND SUPPLI	\$468.69
221721	01/18/12	03	ALPHA GRAPHICS	013	PRINTING	\$2,241.01

PO/BOARD/REPORT

SAN DIEGUITO UNION HIGH
FROM 01/10/12 THRU 01/23/12

2

ITEM 15E

PO NBR	DATE	FUND	VENDOR	LOC	DESCRIPTION	AMOUNT
221722	01/18/12	03	APPLE COMPUTER INC	013	NON-CAPITALIZED TECH	\$2,182.40
221723	01/18/12	06	OFFICE DEPOT	004	MATERIALS AND SUPPLI	\$137.75
221724	01/18/12	06	RASIX COMPUTER CENTE	004	MATERIALS AND SUPPLI	\$132.76
221725	01/18/12	13	MAINLAND VENTURES	031	PURCHASES FOOD	\$100.00
221726	01/18/12	03	ARBOR SCIENTIFIC	010	MATERIALS AND SUPPLI	\$139.48
221727	01/18/12	03	SOLANA BEACH, CITY O	025	SEWER CHARGES	\$7,559.55
221728	01/18/12	03	HOME DEPOT	004	MATERIALS AND SUPPLI	\$135.60
221729	01/18/12	06	T S A	024	FEES - ADMISSIONS, T	\$500.00
221731	01/18/12	11	WORKOUTZ.COM	009	MATERIALS AND SUPPLI	\$160.52
221733	01/18/12	03	SIGMA-ALDRICH INC	010	MATERIALS AND SUPPLI	\$287.69
221734	01/18/12	03	DELTA BIOLOGICALS	008	MATERIALS AND SUPPLI	\$259.41
221735	01/18/12	06	POWER SYSTEMS INC	008	MATERIALS AND SUPPLI	\$1,481.13
221736	01/19/12	06	GAGGLE.NET INC	030	COMPUTER LICENSING	\$100.00
221737	01/19/12	03/06	PROCURETECH	035	NON-CAPITALIZED TECH	\$5,328.78
221738	01/19/12	25-19	NORTH COUNTY TIMES	036	ADVERTISING	\$157.44
221739	01/19/12	06	UNITED HEALTH SUPPLI	030	MATERIALS AND SUPPLI	\$133.61
221740	01/20/12	03	EN POINTE TECHNOLOGI	035	COMPUTER LICENSING	\$57,124.50
221741	01/20/12	06	K.I.D.S. THERAPY ASS	030	PROF/CONSULT./OPER E	\$10,000.00
221742	01/20/12	03	DIVERSE NETWORK ASSO	035	CONSULTANTS-COMPUTER	\$7,486.00
221743	01/20/12	13	ECONOMY RESTAURANT S	031	MATERIALS AND SUPPLI	\$115.36
221744	01/20/12	06	DEVEREUX CLEO WALLAC	030	SUB/ROOM & BOARD	\$80,731.00
221745	01/20/12	67-30	SANFORD, ETHAN	037	OTHER INSURANCE	\$268.76
221746	01/20/12	03	STAPLES ADVANTAGE	008	MATERIALS AND SUPPLI	\$90.42
221747	01/20/12	03	XEROX CORPORATION	008	MATERIALS AND SUPPLI	\$190.72
221748	01/20/12	03	SUPPLIES GUYS	008	MATERIALS AND SUPPLI	\$532.29
221749	01/20/12	03	CITY TREASURER	021	OTHER SERV.& OPER.EX	\$39,281.18
221750	01/20/12	03	STAPLES ADVANTAGE	010	MATERIALS AND SUPPLI	\$800.00
221752	01/20/12	03	I S T E	035	FEES - ADMISSIONS, T	\$300.00
221754	01/20/12	06	CAPBARGAIN.COM	010	MATERIALS AND SUPPLI	\$192.99
221755	01/20/12	06	SAN DIEGO CO MUSIC E	030	MATERIALS AND SUPPLI	\$42.95
221756	01/20/12	03	CENTER FOR EXCELLENC	005	FEES - ADMISSIONS, T	\$75.00
221757	01/20/12	03	PROCURETECH	035	COMPUTER SUPPLIES	\$24,822.29
221758	01/20/12	03	AREY JONES EDUCATION	035	COMPUTER SUPPLIES	\$753.30
221759	01/20/12	03	LIGHTNING TECHNOLOGY	035	COMPUTER SUPPLIES	\$1,687.37
221760	01/20/12	03	AREY JONES EDUCATION	035	COMPUTER SUPPLIES	\$9,148.10
221761	01/20/12	03	STAPLES ADVANTAGE	003	AERIES SUPPLIES	\$460.87
221762	01/20/12	06	ONE STOP TONER AND I	030	MATERIALS AND SUPPLI	\$86.20
221763	01/23/12	03	GAYLORD BROS INC	024	MATERIALS AND SUPPLI	\$77.47
221764	01/23/12	03	SCHOOLDUDE.COM	035	COMPUTER LICENSING	\$10,701.00
221765	01/23/12	06	HOME DEPOT	004	MATERIALS AND SUPPLI	\$342.65
221766	01/23/12	03	SAN DIEGUITO UHSD CA	023	MATERIALS AND SUPPLI	\$242.44
221767	01/23/12	06	GRETSCH, AMANDA	030	PROF/CONSULT./OPER E	\$10,000.00
221768	01/23/12	03	LCD PRESENTATION SYS	014	MATERIALS AND SUPPLI	\$1,180.00
221769	01/23/12	03	22ND DISTRICT AGRICU	024	RENTS & LEASES	\$3,060.00
221770	01/23/12	03	RASIX COMPUTER CENTE	023	MATERIALS AND SUPPLI	\$104.75
221771	01/23/12	03	RASIX COMPUTER CENTE	023	MATERIALS AND SUPPLI	\$192.46
221772	01/23/12	03	RASIX COMPUTER CENTE	003	DUPLICATING SUPPLIES	\$26.11
221773	01/23/12	03	K ALLIANCE, LLC.	035	COMPUTER TRAINING	\$1,650.00
221774	01/23/12	03	SPANKY'S PORTABLE S	025	RENTS & LEASES	\$1,800.00
221775	01/23/12	03	PROCURETECH	035	NON-CAPITALIZED TECH	\$706.99
221776	01/23/12	06	WINSTON SCHOOL OF SA	030	OTHER CONTR-N.P.S.	\$23,890.09
221777	01/23/12	03	UNITED HEALTH SUPPLI	003	MEDICAL SUPPLIES	\$17.23
221778	01/23/12	11	CRETELLA, CAROLYN	009	MATERIALS AND SUPPLI	\$300.00
221779	01/23/12	25-19	L B CONCRETE	025	NON-CAPITALIZED IMPR	\$5,820.00
221781	01/23/12	03	MACGILL DISCOUNT SCH	003	MEDICAL SUPPLIES	\$44.78

PO/BOARD/REPORT

SAN DIEGUITO UNION HIGH
FROM 01/10/12 THRU 01/23/12

³
ITEM 15E

PO NBR	DATE	FUND	VENDOR	LOC	DESCRIPTION	AMOUNT
221782	01/23/12	03	COSTCO CARLSBAD	020	MATERIALS AND SUPPLI	\$300.00
221783	01/23/12	06	INTERSTATE BATTERY	030	MATERIALS AND SUPPLI	\$62.39
221784	01/23/12	03	STAPLES ADVANTAGE	035	MATERIALS AND SUPPLI	\$25.27
REPORT TOTAL						\$688,628.55

Individual Membership Listings
For the Period of January 10, 2012 through January 23, 2012

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

San Dieguito Union High School District

INFORMATION REGARDING BOARD AGENDA ITEM

TO: BOARD OF TRUSTEES

DATE OF REPORT: January 24, 2012

BOARD MEETING DATE: February 2, 2012

PREPARED BY: Eric R. Dill, Assoc. Supt./Business Services
John Addleman, Director of Planning and
Financial Management

SUBMITTED BY: Ken Noah
Superintendent

SUBJECT: AWARD OF CONTRACT / DOLINKA
GROUP, LLC / FINANCIAL ADVISORY
SERVICES

EXECUTIVE SUMMARY

In anticipation of placing a Proposition 39 General Obligation bond measure on a future ballot for the future financing of 21st Century School facilities, staff issued a request for proposals for financial advisory services on December 13, 2011. Staff received seven responses, from which two firms were further interviewed on January 12, 2012.

The purpose of the financial advisor is to assist with preparation of the project list for the bond measure, advise on tax rate, term, and structure of bond issuances, negotiate with underwriter on pricing, and to provide independent monitoring of bond sales and transactions.

The firms were scored by their responsiveness to:

- Business Profile
- Community Commitment
- Performance Standards
- Outstanding Legal Issues
- Proposed Fees

ITEM 16

Staff recommends the selection of Dolinka Group, LLC as the proposed financial advisor should a future ballot measure be successful.

RECOMMENDATION:

It is recommended that the Board award/ratify entering into the contract with Dolinka Group, LLC, to provide financial advisory services related to placing the GO Bond measure on the June 5, 2012 or November 6, 2012 ballot (phase 1) and, if the GO bond is approved by voters, provide financial advisory services regarding the issuance of the bonds (phase 2), during the period January 20, 2012 until completion of bond authorizations, at the flat fees of \$20,000 for phase 1 and \$65,000 for phase 2, and authorize Ken Noah, Eric R. Dill or Christina M. Bennett to execute the agreement.

FUNDING:

Campaign Donations and Future Bond Issues

San Dieguito Union High School District

INFORMATION REGARDING BOARD AGENDA ITEM

TO: BOARD OF TRUSTEES

DATE OF REPORT: January 24, 2012

BOARD MEETING DATE: February 2, 2012

PREPARED BY: Eric R. Dill, Assoc. Supt./Business Services
John Addleman, Director of Planning and
Financial Management

SUBMITTED BY: Ken Noah
Superintendent

SUBJECT: AWARD OF CONTRACT / DE LA ROSA &
CO / INVESTMENT BANKING/BOND
UNDERWRITING SERVICES

EXECUTIVE SUMMARY

In anticipation of placing a Proposition 39 General Obligation bond measure on a future ballot for the future financing of 21st Century School facilities, staff issued a request for proposals for financial advisory services on December 13, 2011. Staff received four responses, from which two firms were further interviewed on January 12, 2012.

The purpose of the bond underwriter is to assist with drafting tax rate statement for election material, coordinating with financial advisor on bond sizing and pricing, preparing all documentation for bond issuance, guiding the district through the rating process, and marketing the bonds for successful sale.

The firms were scored by their responsiveness to:

- Business Profile
- Community Commitment
- Performance Standards
- Outstanding Legal Issues
- Proposed Fees

ITEM 17

Staff recommends the selection of De La Rosa & Co. as the proposed investment banker/bond underwriter should a future ballot measure be successful.

RECOMMENDATION:

It is recommended that the Board award/ratify entering into the contract with De La Rosa & Co., to provide investment banking / bond underwriting consulting related to placing the GO Bond measure on the June 5, 2012 or November 6, 2012 ballot (phase 1) and investment banking / bond underwriting services regarding the issuance of the bonds (phase 2), at no cost for phase 1 and negotiated underwriting discounts subject to negotiation prior to each bond issue (phase 2), during the period January 20, 2012 until completion of bond authorizations, and authorize Ken Noah, Eric R. Dill or Christina M. Bennett to execute the agreement.

FUNDING:

Future Bond Issues

San Dieguito Union High School District

INFORMATION REGARDING BOARD AGENDA ITEM

TO: BOARD OF TRUSTEES

DATE OF REPORT: January 24, 2012

BOARD MEETING DATE: February 2, 2012

PREPARED BY: Eric R. Dill, Assoc. Supt./Business Services
John Addleman, Director of Planning and
Financial Management

SUBMITTED BY: Ken Noah
Superintendent

SUBJECT: SELECTION OF PUBLIC INFORMATION &
BALLOT MEASURE PREPARATION
CONSULTANT SERVICES

EXECUTIVE SUMMARY

The vision of the Long Range Facilities Task Force (LRFTF) was developed in 2008 to create learning environments that embrace variety in teaching and learning styles, are sustainable, high performance environments for learning, and will encourage students to be good stewards and citizens of a greater community.

In 2010 and through 2011, staff worked with school site committees composed of school administrators, instructors, parents, community members, and students to connect the vision of the LRFTF to the ideas of a 21st Century Learning environment in site master plans so that our school facilities continue to meet the needs of our students now and fifty years from now. As previously discussed, in order to implement the building program based on the site master plans, in a timely manner, would require the passage of a bond measure to seek bonding authority.

Staff issued a request for proposals for campaign (information) consulting services on December 13, 2011 in anticipation of placing a Proposition 39 General Obligation bond measure on a future ballot for future financing of related facilities. Staff received five responses, from which two firms were further interviewed on January 11, 2012.

The firms were scored by their responsiveness to:

- Clarity/Completeness
- Overall Capability
- Experience/Proposed Team
- Understanding of the District
- Strategy/Management Plan
- Fees

Staff has selected of Tramutola LLC as the proposed campaign consultant. Tramutola LLC employs a local Encinitas demographer, True North Research. True North Research brings the data to the research and strategies of Tramutola.

Tramutola proposes the work to be completed in three phases.

Phase 1 – FEASIBILITY

Tramutola will work with the District to conduct an assessment to provide preliminary recommendations regarding the feasibility of placing a local school bond measure on the ballot in 2012. The cost of Phase 1 would be \$44,500.

Phase 2 – PUBLIC INFORMATION & BALLOT MEASURE PREPARATION

Should the District decide to move forward with a proposed local school bond measure, Tramutola will work with the District to build a public information program; work cooperatively with the District's financial advisor, underwriter, bond counsel, and staff relative to placing a local school facilities bond measure on the ballot; and provide advice on Proposition 39 compliance including project list and oversight committee. The cost for Phase 2 would be \$6,000 per month if the District opts to place the measure on the November 6, 2012 ballot or \$10,000 per month if June 5, 2012 is chosen. Once the District adopts a resolution to place a measure on the ballot, responsibility or a campaign committee is formed, responsibility for Tramutola's fees would shift to the campaign committee as described below.

Phase 3 – POST ELECTION COMMUNICATIONS

Should a District school facilities bond measure be successful, the District has the option to have Tramutola assist the District in producing post-election updates on bond-related school projects to better provide information to the community at large to maintain transparency. Post-election services would cost \$12,000.

California law prohibits the use of District funds, services, supplies or equipment for the purpose of urging the passage or defeat of any school measure of the District, including school bond measures. Services provided by Tramutola LLC for such purposes will be paid for by future campaign donations. Services related to feasibility, development of public information that does not endorse or reject a measure, project development and timing, proposed financing, and development of language for a bond measure are permissible and will be paid for from Capital Facilities Fund 25-18. General Fund dollars will not be used.

RECOMMENDATION:

This item is being presented for first read and comments, and will be resubmitted for board action on February 16, 2012..

FUNDING:

Capital Facilities Fund 25-18
Campaign Donations

San Dieguito Union High School District

INFORMATION REGARDING BOARD AGENDA ITEM

TO: BOARD OF TRUSTEES

DATE OF REPORT: January 25, 2012

BOARD MEETING DATE: February 2, 2012

PREPARED BY: Frederick Labib-Wood
Director of Classified Personnel

SUBMITTED BY: Ken Noah
Superintendent

SUBJECT: Review of Proposed New Board
Policy 4216.3-21.8 Nutrition
Services Assistant III and
Revisions to Board Policy 4216.3-
21.6 Nutrition Services Assistant II

EXECUTIVE SUMMARY

The Nutrition Services Department has established student food service areas called “eateries” designed to provide an atmosphere consistent with, and supportive of, overall efforts to foster a 21st century learning environment. The operation at Canyon Crest Academy, called “The Nest”, also functions as a learning lab where business students put into practice skills and concepts of marketing, operations, customer service, and business management that they learn in the classroom. The café eatery at Torrey Pines is located in the Library/Media Center and attracts students to make greater use of that learning resource. A third eatery has just opened at San Dieguito Academy.

Staffing for the two established operations has been reviewed and a recommendation was approved by the Personnel Commission at its regular meeting on January 24, 2012 to create a new classification Nutrition Services Assistant III, allocated at Range 29 of the classified salary schedule, reflecting the duties and responsibilities in the operation at Canyon Crest Academy. The Commission also approved revisions to the existing class description for Nutrition Services Assistant II reflecting the duties and responsibilities at the Torrey Pines operation and maintaining the allocation at Range 27 of the classified salary schedule.

The proposed class descriptions are attached for review.

RECOMMENDATION:

It is recommended that the Board review for first reading the proposed class descriptions and salary range allocations and adopt these policies at second reading on the Board Agenda for February 16, 2012.

FUNDING SOURCE:

Nutrition Services Fund.

Attachment

CLASSIFIED PERSONNEL

4216.3-21.6

NUTRITION SERVICES ASSISTANT II

OVERALL JOB PURPOSE STATEMENT

Under the direction of an assigned supervisor, the job of Nutrition Services Assistant II is done for the purposes of performing a full range of tasks in the assembly, serving, ordering, receiving, and sale of food in a high school or middle school kitchen or food service area; assisting or substituting as assigned at a satellite facility **or remotely located, specialized eatery; or filling in during** the absence of the supervisor.

DISTINGUISHING CHARACTERISTICS

Positions in the nutritional services series prepare, assemble, transport and serve food in compliance with current health standards for meeting mandated nutritional standards and meeting projected meal requirements with a minimum of waste. They verify quantities and specifications of orders, prepare documentation of items prepared and sold and provide information and direction to customers about the type and cost of meals.

The Nutritional Services Assistant II class is a more experienced **and independently functioning** level in the series, performing responsible and complex food service duties such as coordinating and overseeing assigned areas, assisting in record-keeping **and daily cash reconciliation and bank deposit preparation, coordinating the operation of a satellite serving area, such as at La Costa Canyon High School, or a specialized eatery or student café such as at Torrey Pines Media Center, including ensuring an ambiance of high customer service that encourages greater student utilization,** and occasionally assisting or substituting for a supervisor as necessary in **the site's main kitchen** ~~a satellite facility~~. This class differs from the Nutritional Services Assistant I which performs routine, **recurring** duties such as setup, serving, cleaning and basic food assembly and **operation of** ~~operating~~ a point of sale terminal **in a kitchen serving line or at a cart and when a supervisor or lead worker is present or readily available.**

ESSENTIAL FUNCTIONS

- Assists assigned supervisor for the purpose of overseeing volunteer and student workers, requisitioning, ordering and receiving food items, counting money and preparing cash deposits, recording and totaling data details for cash reports and substituting in the supervisor's absence as needed.
- **Coordinates the operation of a satellite serving area, such as at La Costa Canyon High School, or a specialized eatery or student café such as at Torrey Pines Media Center, including ensuring an ambiance of high customer service that encourages and facilitates greater student utilization.**
- Cleans utensils, equipment and the storage, food preparation and serving areas for the purpose of maintaining sanitary conditions in compliance with current health standards.
- Estimates food preparation amounts for the purpose of meeting projected meal requirements and minimizing waste.
- Sets up work and food serving areas for the purpose of meeting standards for efficient and effective food assembly and serving of food items, ensuring adequate quantity and quality of items to be served at scheduled meal times.
- Responds to inquiries of students, staff and the public for the purpose of providing information and/or direction regarding the type and/or cost of meals, marketing items to increase sales and to present a pleasant atmosphere for eating.

CLASSIFIED PERSONNEL

4216.3-21.6

- Inspects one or more items of food and/or supplies for the purpose of verifying quantity and specifications of orders and/or complying with mandated health requirements.
- Operates a point of sale terminal in accordance with established procedures (e.g. setup, maintenance, etc.) for the purpose of selling food items and accounting for monies received from, and change made for, customers.
- Assembles and serves food and beverage items for the purpose of meeting mandated nutritional requirements and projected meal requirements and/or requests of students and school personnel.
- Stores unused food items in accordance with health and sanitation standards for the purpose of maintaining items for future use.
- Maintains equipment in the storage, food preparation and serving areas (e.g. cleans, stores, organizes, etc.) for the purpose of maintaining sanitary conditions in compliance with current health standards.
- Stocks food, condiments, beverages and supplies for the purpose of maintaining adequate quantities and security of items.
- Assists other personnel as may be required for the purpose of supporting them in the completion of their work activities.
- Attends meetings (e.g. in-service training, etc.) for the purpose of receiving and/or conveying information

JOB REQUIREMENTS - MINIMUM QUALIFICATIONS

SKILLS, KNOWLEDGE AND ABILITIES

SKILLS

Perform multiple, non-technical tasks. Adhere to safety practices. Operate equipment used in quantity food production. Prepare and maintain accurate records.

KNOWLEDGE

Knowledge is required to perform basic math; read a variety of manuals; understand written procedures; write routine documents; speak clearly; understand complex, multi-step written and oral instructions; health standards and hazards related to cooking and storing food; quantity cooking and safety practices and procedures;

Standard kitchen equipment, utensils and measurements.

ABILITIES

Schedule activities. Gather and/or collate data. Consider a number of factors when using equipment. Work with a diversity of individuals and/or groups. Work with specific, job-related data. Utilize a variety of job-related equipment. Assemble, serve and sell a variety of food items in large quantities in a sanitary kitchen and/or food service area. Operate a point of sale terminal and compute daily cash totals. Make change and arithmetic calculations quickly and accurately. Understand and follow oral and written directions. Interpret and apply rules, regulations, policies and procedures. Establish and maintain cooperative and effective working relationships with others. Meet deadlines and schedules. **Fills in during the absence of the supervisor.**

PROBLEM SOLVING

CLASSIFIED PERSONNEL

4216.3-21.6

In working with others, some problem solving may be required to identify issues and select action plans. Problem solving with data may require independent interpretation. Problem solving with equipment is limited.

FLEXIBILITY

Work with others in a variety of circumstances. Work with data utilizing specific, defined processes. Operate equipment using standardized methods.

RESPONSIBILITY

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

WORKING ENVIRONMENT

The usual and customary methods of performing the job's functions requires the following physical demands: significant 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 10% sitting, 20% walking and 70% standing. This job requires the ability to lift objects weighing up to 50 lbs. The job is performed under some temperature extremes and some hazardous conditions **and may be performed indoors and outdoors at a cart point of sale.**

EXPERIENCE

Any combination equivalent to: sufficient training and experience to demonstrate the knowledge and abilities listed above.

EDUCATION

High School diploma or equivalent.

REQUIRED TESTING

Pre-employment Proficiency Test

CONTINUING EDUCATION/TRAINING

None specified

CERTIFICATES

State of California Food Handler's Certificate within first 3 months of employment.

CLEARANCES

Criminal Justice Fingerprint/Background Clearance; TB Clearance every 4 years; pre-employment physical exam including drug screen.

CLASSIFIED PERSONNEL

4216.3-21.8

NUTRITION SERVICES ASSISTANT III

OVERALL JOB PURPOSE STATEMENT

Under the direction of an assigned supervisor, the job of Nutrition Services Assistant III is done for the purposes of operating a specialty, non-traditional "eatery" that also provides a learning lab for students enrolled in related classes (e.g. business, culinary arts, etc.); providing promotional materials and displays to support the specialty operation; performing tasks relating to the preparation, serving and sale of food at a school site location and/or specialty operation; ensuring that adequate levels of product are ordered and stocked to meet customer preferences; providing occasional guidance and work coordination suggestions to students in classes whose course curriculum includes gaining practical experience in food service operations; filling in as assigned during the absence of the supervisor.

DISTINGUISHING CHARACTERISTICS

Positions in the nutritional services series prepare, assemble, transport and serve food in compliance with current health standards for meeting mandated nutritional standards and meeting projected meal requirements with a minimum of waste. They verify quantities and specifications of orders, prepare documentation of items prepared and sold and provide information and direction to customers about the type and cost of meals.

The Nutritional Services Assistant III class is a more experienced level in the series, performing responsible and complex food service duties such as organizing and preparing items for a site eatery; transporting items from the site's kitchen to the eatery; reporting necessary reorder requests for food and supply items to meet customer preferences and needs; interacting frequently with, and coordinating activities of, students working in the eatery as part of students' learning and academic curriculum; as assigned may fill in during the supervisor's absence. This class differs from the Nutrition Services Assistant I class which performs a full range of responsible and complex tasks in the assembly, preparation, serving and sale of food. The Nutrition Services III is the primary support staff for a specialty operation that includes a student education component.

ESSENTIAL FUNCTIONS

- Sets up, opens, maintains, closes and helps generate usage of, through customer service attitude, behaviors and appearance, a specialty operation at a site such as a "student café."
- Coordinates students as needed and directed in support of the specialty operation that functions as an experiential lab in the site's curriculum.
- Cleans utensils, equipment and food storage, preparation, and serving areas for the purpose of maintaining sanitary conditions in compliance with current health standards.
- Estimates food preparation amounts in accordance with lists and schedules prepared by the Nutrition Services Supervisor for the purpose of meeting projected meal requirements and minimizing waste.
- Sets-up work and food serving areas for the purpose of meeting standards for efficient and effective food assembly and serving of food items, ensuring adequate quantity and quality of items to be served at scheduled meal times.
- Responds to inquiries of students, staff and the public for the purpose of providing information and/or direction regarding the type and/or cost of meals, marketing items to increase sales and to present a pleasant atmosphere for eating.

CLASSIFIED PERSONNEL

4216.3-21.8

- Inspects one or more items of food and/or supplies for the purpose of verifying quantity and specifications of orders and/or complying with mandated health requirements.
- Operates a point of sale terminal in accordance with established procedures (e.g. setup, maintenance, etc.) for the purpose of selling food items and accounting for monies received from, and change made for, customers.
- Assembles, prepares and serves food and beverage items for the purpose of meeting mandated nutritional requirements and projected meal requirements and/or requests of students and school personnel.
- Stores unused food items in accordance with health and sanitation standards for the purpose of maintaining items for future use.
- Maintains equipment in the storage, food preparation and serving areas (e.g. cleans, stores, organizes, etc.) for the purpose of assuring maintaining sanitary conditions in compliance with current health standards.
- Stocks food, condiments, beverages and supplies for the purpose of maintaining adequate quantities and security of items.
- Performs other related duties as assigned.
- Attends meetings (e.g. in-service training, etc.) for the purpose of receiving and/or conveying information.

JOB REQUIREMENTS - MINIMUM QUALIFICATIONS

SKILLS, KNOWLEDGE AND ABILITIES

SKILLS

Skills to perform multiple, non-technical tasks; adhere to safety practices; operate equipment used in quantity food production; prepare and maintain accurate records; present a high level of customer service and positive interaction with students and staff who elect to purchase products from the specialty operation; adapt to variations in routine and complete multiple different tasks quickly and accurately under limited time availability; to communicate effectively with students, teachers and staff.

KNOWLEDGE

Knowledge of basic math, of quantity food preparation, safety practices and procedures and of standard kitchen equipment, utensils and measurements to read and understand a variety of manuals; of routine documents used in nutrition operations; to speak clearly and appropriately; to understand and follow complex, multi-step written and oral procedures and instructions; to adhere to and ensure implementation of Health standards and hazards related to preparing, assembling, transporting, serving and storing food.

ABILITIES

Ability to schedule activities; to gather and/or collate data; to consider a number of factors when using equipment; to work with a diversity of individuals and/or groups; to work with specific, job-related data; to utilize a variety of job-related equipment; to assemble, serve and sell a variety of food items in large quantities in a sanitary kitchen and/or food service area; to operate a point of sale terminal and to compute daily cash totals; to make change and arithmetic calculations quickly and accurately; to monitor and provide for the security of all monies and food items assigned; to understand and follow oral and written directions; to interpret and apply rules, regulations, policies

CLASSIFIED PERSONNEL

4216.3-21.8

and procedures; to establish and maintain cooperative and effective working relationships with others; to meet daily deadlines and schedules with little room for error or delay; to fill in during the absence of the supervisor.

PROBLEM SOLVING

In working with others, some problem solving may be required to identify issues and select action. Problem solving with data may require independent interpretation. Problem solving with equipment is limited to moderate.

FLEXIBILITY

Work with others in a variety of circumstances. Work with data utilizing specific, defined processes. Operate equipment using standardized methods. In consultation with Nutrition Services Director and classroom teachers, adapt products, processes and services to fit the specialty operation including changes to student curriculum and instructional goals presented by teachers...

RESPONSIBILITY

Responsibilities include: working and making standard operational judgments and decisions without immediate presence of direct supervision by using and applying standardized procedures; providing information and/or advising others; and operating within a defined budget; monitoring and maintaining security of all monies and food items assigned; filling in as supervisor when assigned during the supervisor's absence. Utilization of some resources from other work units may be required to perform the job's functions within time constraints. There is a continual opportunity to impact the organization's services.

WORKING ENVIRONMENT

The usual and customary methods of performing the job's functions requires the following physical demands: significant lifting, carrying, pushing, and/or pulling (requires up to 50 pounds in each activity); some climbing and balancing; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 10% sitting, 45% walking and 45% standing. The job is performed under some temperature extremes (including periods of time in stand up freezer/refrigerator and handling frozen items) and some hazardous conditions. Pace of work is rapid with need to provide fast level of service within limited time available for student lunch period. Attire should be appropriate for working safely and in compliance with food handling standards and for facilitating the café atmosphere of the specialty operation to enhance participation.

EXPERIENCE

Any combination equivalent to: sufficient training and experience to demonstrate the knowledge and abilities listed above, for example at least one year of experience in retail or school kitchen preparing, assembling, and selling food items.

EDUCATION

High School diploma or equivalent.

REQUIRED TESTING

Pre-employment Proficiency Test

CLASSIFIED PERSONNEL

4216.3-21.8

CONTINUING EDUCATION/TRAINING

None specified

CERTIFICATES

State of California Food Handler's Certificate; Serve/Safe Certification within 6 months of employment.

CLEARANCES

Criminal Justice Fingerprint/Background Clearance; TB Clearance every 4 years; pre-employment physical exam including drug screen.