



**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, AUGUST 16, 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, AUGUST 16, 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 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.*
(2 Issues) Superintendent Evaluation
 - 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

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 MEETINGS OF JULY 26, 2012 (2)
Motion by _____, second by _____, to approve the Minutes of July 26, 2012, as shown in the attached supplement(s).

NON-ACTION ITEMS (ITEMS 7 - 10)

- 7. STUDENT UPDATES..... (NONE PRESENTED DURING SUMMER BREAK)
- 8. BOARD REPORTS AND UPDATES BOARD OF TRUSTEES
- 9. SUPERINTENDENT’S REPORTS, BRIEFINGS, AND LEGISLATIVE UPDATES..... KEN NOAH
- 10. SITE / DEPARTMENT UPDATES(NONE SCHEDULED)

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
Approval of Field Trip Requests 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)

B. APPROVAL OF REGIONAL OCCUPATIONAL PROGRAM AGREEMENT FOR PARTICIPATION, 2012-13

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

1. Agreement for Participation between the County Superintendent of Schools and the San Dieguito Union High School District for operation of Regional Occupational Program (ROP) Courses and services to be offered in 2012-13, as shown in the attached supplement.

14. PUPIL SERVICES / SPECIAL EDUCATION**SPECIAL EDUCATION****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. San Diego Center for Children Academy (NPS), during the period July 1, 2012 through June 30, 2013.
2. Advantage On Call dba PHS Therapy (NPA), during the period July 1, 2012 through June 30, 2013.

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. San Diego/Imperial Counties Chapter of the American National Red Cross for the use of facilities at La Costa Canyon High School to store disaster services supplies, beginning August 17, 2012 and continuing until termination by either party at upon 60 day prior written notice.
2. Data Ticket, Inc. for the processing of parking citations and other services in connection with the issuance of citations for illegal parking at La Costa Canyon High School and San Dieguito Academy, during the period July 24, 2012 through July 23, 2017 with automatic one year renewal periods thereafter, at the rates noted in the attached fee schedule, to be initially expended from the General Fund 03-00 and then from citation revenue.
3. San Dieguito Sports Medicine and Scholarship Foundation to provide athletic trainers at Torrey Pines High School, La Costa Canyon High School, San Dieguito Academy, and Canyon Crest Academy, during the period August 13, 2012 through June 30, 2013, for an amount of \$141,000.46, to be expended from the General Fund 03-00 and reimbursed by the schools' foundations.
4. San Dieguito Masonic Center for lease of facilities for the San Dieguito Adult School, during the period September 1, 2012 through June 30, 2013, at the rates of \$1,100.00 (including utilities) per month and \$10.00 per hour for additional time as needed, to be expended from the Adult Education Fund 11-00.

5. Door Service & Repair, Inc. (DSR) to provide preventative maintenance and repairs on 111 various types and sizes of rolling steel doors at 9 different school sites, during the period July 1, 2012 through June 30, 2013, for an amount not to exceed \$4,500.00, to be expended from the General Fund 03-00.
6. Dave Yant, Signs & Designs to design and paint assorted graphic designs and signs at locations throughout the District, during the period July 1, 2012 through June 30, 2013, for an amount not to exceed \$15,000.00, to be expended from the fund to which the project is charged.
7. State Industrial Products Corp., to provide Drainstar drain clog and smell prevention products and services at La Costa Canyon High School, Canyon Crest Academy, Oak Crest Middle School, Carmel Valley Middle School, and Torrey Pines High School, during the initial period August 15, 2012 through March 31, 2014, and continuing until terminated with 30 day written notice, for an amount not to exceed \$6,000.00 per year, to be expended from the General Fund 03-00.
8. Advanced Chemical Transport, Inc., to provide HAZMAT removal and transportation services, beginning on July 1, 2012 and continuing until terminated, for an amount not to exceed \$8,000.00, to be expended from the General Fund 03-00.
9. Mobile Construction Sweeping, to provide mobile sweeping services to all district parking lots, during the period July 1, 2012 through June 30, 2013, at the rate of \$287.50 per two and one half hours of sweeping and \$57.50 per each additional half hour thereafter, to be expended from the General Fund 03-00.
10. Roesling Nakamura Terada Architects, Inc. to provide small project miscellaneous architectural, engineering and construction administration services for maintenance projects as assigned, during the period July 1, 2012 through June 30, 2013, for an amount not to exceed \$30,000.00, to be expended from the fund to which the project is charged.
11. Plant-Tek, Inc., to provide turf, tree, and shrub weed, fungus, and insect control services for maintenance projects as assigned, during the period July 1, 2012 until terminated, at rates between \$395.00 to \$685.00 per acre for turf, \$15.00 to \$95.00 per tree, and \$5.00 to \$10.00 per shrub, to be expended from the General Fund 03-00.
12. A1 Golf Cars, to provide cart maintenance, repairs, and parts, during the period July 1, 2012 until June 30, 2013 and then renewing automatically until terminated, at the rate of \$60.00 per hour for service, to be expended from the fund to which the project is charged.
13. MTGL, Inc., to provide small project miscellaneous DSA specialty inspection & materials testing services, during the period July 1, 2012 through June 30, 2013, with a "not to exceed" written estimate of hours per project, at the prevailing wage rate schedule of fees, to be expended from the fund to which the project is charged.

B. APPROVAL/RATIFICATION OF AMENDMENT TO AGREEMENTS

(None Submitted)

C. AWARD/RATIFICATION OF CONTRACTS

Award/ratify the following contracts and authorize Christina M. Bennett or Eric R. Dill to execute all pertinent documents:

1. PJ Pizza San Diego, LLC for Pizza Supplies B2013-01, during the period August 17, 2012 through August 16, 2013, with options to renew two additional one year periods, at the unit prices of \$6.25 for cheese or meat and cheese pizza, \$6.75 for cheese and vegetable pizza, and \$1.18 for breadsticks with marinara sauce, to be expended from the Cafeteria Fund 13-00.

D. APPROVAL OF CHANGE ORDERS

Approve change orders to the following projects, and authorize Christina M. Bennett or Eric R. Dill to execute the change orders:

- 1. FieldTurf USA, Inc., to provide field replacement & track resurfacing at Torrey Pines High School, increasing the contract amount by \$107,171.90, to be expended from the Torrey Pines Lease Revenue Bonds 2012.

E. ACCEPTANCE OF CONSTRUCTION PROJECTS
(None Submitted)

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

- A. Purchase Orders
- B. Membership Listing (None Submitted)

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

- Call for Public Comment
- Motion by____, second by____, to approve all consent agenda items as listed above and shown in the attached supplement(s).
- Roll Call

DISCUSSION / ACTION ITEMS..... (ITEMS 16 - 19)

16. *COMMUNITY FACILITIES DISTRICT 95-2 / ANNEXATION NO. 18 / ADOPTION OF RESOLUTION CERTIFYING ELECTION RESULTS / CARDIFF COLLECTION / A 12 UNIT SINGLE FAMILY SUBDIVISION / CITY VENTURES, INC.

- Motion by____, second by____, to adopt the attached Resolution of the Board of Trustees of the San Dieguito Union High School District Acting as the Legislative Body of the San Dieguito Union High School District Community Facilities District No. 95-2.
- Roll Call

**IMMEDIATELY FOLLOWING ACTION ON THIS ITEM, THE BOARD WILL TEMPORARILY ADJOURN AND SUMMON A MEETING OF THE SAN DIEGUITO PUBLIC FACILITIES AUTHORITY, THEN RECONVENE THE REGULAR MEETING.*

17. APPROVAL OF SUPERINTENDENT CONTRACT AMENDMENT, 2012

Motion by____, second by____, to approve the Amendment to 2011 Employment Agreement Between the San Dieguito Union High School District and Kenneth Noah, Superintendent, effective July 1, 2012, through June 30, 2016, as shown in the attached supplement.

18. BOARD POLICY REVISION PROPOSAL, JOB DESCRIPTION #4160.12, (BP AND AR), "DIRECTOR OF PUPIL SERVICES AND ALTERNATIVE SCHOOLS" AND #4341.1 ATTACHMENT A, "MANAGEMENT SALARY SCHEDULE"

Motion by____, second by____, to approve the Board Policy Revision Proposal, #4160.12, BP and AR, and #4341.1, as shown in the attached supplement(s).

19. NEW BOARD POLICY ADMINISTRATIVE REGULATION, #3460/AR-3, "SALE OF CAPITAL APPRECIATION BONDS"

Motion by____, second by____, to approve the New Board Policy Administrative Regulation, #3460/AR-3, "Sale of Capital Appreciation Bonds", as shown in the attached supplement(s).

INFORMATION ITEMS..... (ITEMS 20 - 28)

20. BOARD POLICY REVISION PROPOSAL, (6 TOTAL), #3440, "INVENTORIES"; #3515.4, "RECOVERY FOR PROPERTY LOSS OR DAMAGE"; #4112.3, "OATH OR AFFIRMATION"; #4147, "EMPLOYEE PROTECTION"; #5142, "SAFETY: PERSONAL AND POSSESSIONS"; #5142.1, "INSURANCE"

This item is being presented for first read and will be submitted for board action on September 6, 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.*

(2 Issues) Superintendent Evaluation

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

- 27. REPORT FROM CLOSED SESSION (AS NECESSARY)

- 28. MEETING ADJOURNED

The next regularly scheduled Board Meeting will be held on [Thursday, September 6, at 6:30 PM](#) in the SDUHSD District Office Board Room 101. The District Office is located at 710 Encinitas Blvd., Encinitas, CA, 92024.

**SAN DIEGUITO UNION HIGH SCHOOL DISTRICT
BOARD OF TRUSTEES
SPECIAL SESSION**

**THURSDAY, JULY 26, 2012
5:40 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 Special Session on Thursday, July 26, 2012, at the above location.

PRELIMINARY FUNCTIONS

- 1. CALL TO ORDER.....5:40 PM
 - A. The meeting was called to order at 5:40 and there was a call for public comments regarding closed session items (agenda revised to include closed session; see attached addendum); no comments presented.
 - B. The Board met in closed session to discuss the following:
Conference with Legal Counsel – Anticipated Litigation
Significant exposure to litigation pursuant to subdivision (b) of Section 54956.9 (Number of cases: 1)
 - C. REPORT OUT OF CLOSED SESSION
No action taken during closed session.

DISCUSSION / ACTION..... (ITEM 3)

- 3. APPROVAL OF EXTENSION FOR ADMINISTRATIVE HEARING
Approval of Extension of Administrative Hearing for Student #647366, as shown in the attached supplement(s). This will allow reasonable time for further student evaluation; the time granted shall not exceed thirty days from the date of this meeting if approved.

It was moved by Ms. Beth Hergesheimer, seconded by Ms. Amy Herman, to approve / not approve Request for Extension of Administrative Hearing Date for Student #647366. Motion unanimously carried.

4. ADJOURNMENT

Amy Herman, Board Clerk

DATE ___/___/2012

Ken Noah, Superintendent

DATE ___/___/2012

**SAN DIEGUITO UNION HIGH SCHOOL DISTRICT
BOARD OF TRUSTEES
SPECIAL SESSION
ADDENDUM**

**THURSDAY, JULY 26, 2012
5:40 PM**

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

The following is an addendum to the July 26th Special Session Agenda; the action(s) listed below will follow immediately after Item 1, "Call to Order":

**** After Item 1 Call to Order, 5:40 PM**

A. CALL FOR PUBLIC COMMENTS REGARDING CLOSED SESSION ITEMS5:41 PM

B. CLOSED SESSION TO DISCUSS THE FOLLOWING:

Conference with Legal Counsel – Anticipated Litigation

Significant exposure to litigation pursuant to subdivision (b) of Section 54956.9 (Number of cases: 1)

C. REPORT OUT OF CLOSED SESSION

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

Superintendent
Ken Noah



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

JULY 26, 2012

THURSDAY, JULY 26, 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 5:40 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 5:41 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); Superintendent Evaluation
 - 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) (1 issue): *Guelland v San Dieguito Union High School District (case #37-2010-00061838-CU-PO-NC).*

OPEN SESSION / ATTENDANCE

BOARD OF TRUSTEES

Joyce Dalessandro
Barbara Groth
Beth Hergesheimer
Amy Herman
John Salazar

STUDENT BOARD REPRESENTATIVES

(Student Board not present during summer break)

DISTRICT ADMINISTRATORS / STAFF

Ken Noah, Superintendent
Eric Dill, Associate Superintendent, Business Services
Rick Schmitt, Associate Superintendent, Educational Services
Rick Ayala, Director, Pupil Services
Victoria Long, Administrative Assistant, Office of the Superintendent
Becky Banning, Executive Assistant to the Superintendent / Recording Secretary

- 3. RECONVENE REGULAR MEETING / CALL TO ORDER (ITEM 3)
The regular meeting of the Board of Trustees was called to order at 6:31 PM by Ms. Joyce Dalessandro.
- 4. PLEDGE OF ALLEGIANCE (ITEM 4)
Ms. Dalessandro led the Pledge of Allegiance.

ITEM 6

- 5. REPORT OUT OF CLOSED SESSION(ITEM 5)
No action taken; nothing to return.
- 6. APPROVAL OF MINUTES OF THE REGULAR MEETING OF June 21, 2012.
It was moved by Ms. Barbara Groth, seconded by Ms. Amy Herman , to approve the Minutes of the June 21, 2012, as presented.

NON-ACTION ITEMS (ITEMS 7 - 10)

- 7. STUDENT UPDATES.....(NONE PRESENTED DURING SUMMER BREAK)
- 8. BOARD UPDATES (ITEM 8)
Ms. Joyce Dalessandro – Attended the District Office End of Year Luncheon on Friday, June 22nd, the summer networking session luncheon of the San Dieguito Alliance for Drug Free Youth where one of the main topics was the Start Smart Program. Also attended the Del Mar Union School District board meeting of 7/25/12.

Ms. Barbara Groth – Attended the District Office End of Year Luncheon.

Ms. Beth Hergesheimer – Attended the District Office End of Year Luncheon; the community input session regarding the General Obligation Bond, held at La Costa Canyon High School; and a meeting with the Encinitas General Planning Committee, where she represents the schools on behalf of some of our communities.

Ms. Amy Herman – Attended the District Office End of Year Luncheon; the community input session regarding the General Obligation Bond, held at Carmel Valley Middle School; and the Del Mar Union School District’s Board meeting of 7/25/12.

Mr. John Salazar – Went to see the installation of the new football field at Torrey Pines High School.
- 9. SUPERINTENDENT’S REPORTS, BRIEFINGS AND LEGISLATIVE UPDATES
Mr. Noah reminded the board about the upcoming Leadership Inservice on Aug 7th at the Hall of Champions in Balboa Park, and invited the board to participate. Mr. Noah and Mr. Eric Dill will be attending a meeting with the San Diego County Taxpayers Association that morning, and will return to the inservice immediately following. Mr. Noah also addressed the status of the installation of a cell tower at one of the school sites. More updates will follow.
- 10. SITE / DEPARTMENT UPDATES (NONE SCHEDULED)

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

It was moved by Ms. Barbara Groth, seconded by Ms. Beth Hergesheimer , that all consent Items 11 through 15, be approved as listed below. Motion unanimously carried.

11. SUPERINTENDENT

- A. GIFTS AND DONATIONS
Accept the Gifts and Donations, as presented.
- B. FIELD TRIP REQUESTS
Approval of Field Trip Requests 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**

Approve/ratify entering into the following agreement(s) and authorize Christina M. Bennett or Eric R. Dill to execute the agreement(s):

1. Phyllis Quan dba Quan Consulting, to provide advice and counsel in fundraising for high school sports and other academic and extracurricular activities, during the period July 27, 2012 through June 30, 2013, at the hourly rate of \$120.00 for an estimated amount not to exceed \$5,400.00, to be expended from the General Fund 03-00.
2. AP Testing Service II, LLC to provide AP testing services at Torrey Pines High School, La Costa Canyon High School, San Dieguito High School Academy, and Canyon Crest Academy, during the period July 27, 2012 through June 30, 2013, to be expended directly from the test registration fees.
3. 22nd District Agricultural Association for lease of facilities for AP testing, during the period May 5, 2013 through May 16, 2013, for an amount not to exceed \$9,860.00 plus labor & equipment rental fees, to be expended from the General Fund 03-00 and reimbursed by AP Test Service II, LLC as part of the AP Testing Services Agreement.

14. PUPIL SERVICES / SPECIAL EDUCATION**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. PUPIL SERVICES

- a. Edhive, Inc., to provide residency check services, during the period July 1, 2012 through June 30, 2013, at the rate of \$150.00 per hour, to be expended from the General Fund 03-00.

2. SPECIAL EDUCATION

(None Submitted)

B. APPROVAL/RATIFICATION OF PARENT SETTLEMENT AND RELEASE AGREEMENTS

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

1. Student ID No. 2011457125, at no cost to the district.
2. Student ID No. 8025566128, in the amount of \$86,000.00.
3. Student temporary ID No. 693825, in the amount of \$1,650.00.
4. Student ID No. 8097144658, in the amount of \$17,560.00.
5. Student ID No. 7010679306, in the amount of \$10,950.00.

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. St. Peter's Episcopal Church, for lease of facilities for a San Dieguito Adult Education class, during the period July 1, 2012 through June 30, 2013, for an amount not to exceed \$1,000.00, to be expended from Adult Education Fund 11-00.
2. Encinitas Community Center, for lease of facilities for San Dieguito Adult Education classes, during the period July 1, 2012 through June 30, 2013, for an amount not to exceed \$1,500.00, to be expended from the Adult Education Fund 11-00.

ITEM 6

3. Carmel Valley Recreation Center, for the lease of facilities for San Dieguito Adult Education classes, during the period July 1, 2012 through June 30, 2013, for an amount not to exceed \$5,500.00, to be expended from the Adult Education Fund 11-00.
 4. Magdalena Ecke YMCA, for the lease of facilities for the La Costa Canyon High School Boys & Girls Water Polo and Boys & Girls Swim Team programs, during the period August 13, 2012 through June 30, 2013, for an amount not to exceed \$22,000.00, to be paid for by the La Costa Canyon High School Foundation.
 5. Consulting & Inspection Services LLC to provide small project miscellaneous DSA inspection services, during the period July 1, 2012 through June 30, 2013, with a "not to exceed" written estimate of hours per project, at the rate of \$89.00 per hour, to be expended from the fund to which the project is charged.
 6. Interscholastic Trading Company, LLC (InterSchola), to provide district surplus personal property sale services as allowed per Education Code Section 17545, during the period July 27, 2012 through July 26, 2013 and continuing thereafter until either party terminates with 30 day written notice, for various fees and percentages of revenue on items sold.
 7. San Diego County Superintendent of Schools/County Office of Education to provide credential services for Adult Education teachers, during the period July 1, 2012 through June 30, 2013, for an amount not to exceed \$286.00, to be expended from the Adult Education Fund 11-00
 8. San Diego County Superintendent of Schools/County Office of Education and San Dieguito Union High School District, to agree to a credential services partnership for the Adult Education and ROP programs, during the period July 1, 2012 through June 30, 2013, at no cost to the district.
 9. NvLS Professional Services, LLC to provide E-rate consultation services, during the period July 1, 2012 through June 30, 2013, for an amount not to exceed \$10,650.00, to be expended from the General Fund 03-00.
 10. San Diego County School Districts to provide student transportation between public and non-public schools and field trip locations located within County boundaries and locations mutually agreed to by both districts, as requested, during the period July 1, 2012 through June 30, 2014, at the current district daily rate for students with disabilities transportation and at the districts published field trip rate for field trip transportation.
 11. Guardian Elevator for elevator preventative maintenance and State load tests, during the period July 1, 2012 through June 30, 2013 and continuing from year to year until terminated by either party, for an amount not to exceed \$30,800.00 per year, to be expended from the General Fund 03-00.
 12. Mansfield Gas Equipment Systems, Inc., to provide scheduled maintenance, service, and inspection of the Transportation Department's CNG fueling facility, during the period July 1, 2012 through June 30, 2013, for an amount not to exceed \$17,799.83, to be expended from the General Fund/Restricted 06-00.
 13. McNamara Pump & Electric, to provide sump pump and booster pump maintenance service at Torrey Pines High School, Oak Crest Middle School, and Carmel Valley Middle School, during the period July 1, 2012 until terminated with 30 day written notice, for an amount not to exceed \$900.00 per year, to be expended from the General Fund 03-00.
 14. iParadigms, LLC to provide Turnitin originality checking, online grading, and peer review web-based services district wide, during the period August 1, 2012 through July 31, 2013, for an amount not to exceed \$26,390.25, to be expended from the General Fund 03-00.
 15. MVE Institutional, Inc., to provide architectural, mapping, engineering, and project coordination services for the future access road and parking lots at the district owned La Costa Valley site, during the period July 27, 2012 until the project is completed, for an amount not to exceed \$97,692.00 plus reimbursable expenses, to be expended from Mello Roos funds.
- 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:

ITEM 6

1. City of Solana Beach, for the joint use agreement with San Dieguito Adult School for use of La Colonia Community Center and fields and Fletcher Cove Community Center and park in exchange for contracted recreational classes and cultural activities, as well as equipment or consideration as agreed upon by both parties, extending the agreement for the period July 1, 2012 through June 30, 2013.
2. San Diego Scenic Tours, Inc., NCST, Inc., McClintock Hartley Enterprises, Inc. DBA: Goldfield Stage & Co., Sundance Stage Lines, Inc., Certified Transportation Services, Inc., Sun Diego Charter Co., and Grand Pacific Charter extending the Extra Curricular Transportation services contract B2009-03 for trips to be scheduled during the period July 1, 2012 through June 30, 2013, with a 3% increase in rates as stipulated in the contract, to be expended from the program fund requesting the transportation.

C. AWARD/RATIFICATION OF CONTRACTS

Award/ratify the following contracts and authorize Christina M. Bennett or Eric R. Dill to execute all pertinent documents:

1. A&R Wholesale Distributors, Inc., P&R Paper Supply Co., and US Foods, Inc. for the Grocery, Snack and Beverage, Paper Supplies contract B2012-17, for the Nutrition Services Department, during the period August 1, 2012 through July 31, 2013, with options to renew two additional years, at the unit prices listed on the attachments, to be expended from the Cafeteria Fund 13-00.

D. APPROVAL OF CHANGE ORDERS

(None Submitted)

E. ACCEPTANCE OF CONSTRUCTION PROJECTS

(None Submitted)

F. APPROVAL OF BUSINESS REPORTS

Approve the following business reports:

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

DISCUSSION / ACTION ITEMS(ITEMS 16 - 21)

16. BOARD POLICY REVISION PROPOSAL, #5115 (BP & AR), "SUNSET HIGH SCHOOL (CONTINUATION PROGRAM); NORTH COAST ALTERNATIVE HIGH SCHOOL"

It was moved by Ms. Beth Hergesheimer , seconded by Ms. Barbara Groth , to approve the Board Policy Revision Proposal, #5115 (BP & AR), as presented. Motion unanimously carried.

17. ADOPTION OF RESOLUTIONS ESTABLISHING SPECIAL TAXES FOR 2012-13 FISCAL YEAR

Motions to adopt resolutions establishing Special Taxes within Community Facilities District No.'s 94-2, 94-3, 95-2, 99-1, 99-2, 99-3, and 03-1, as presented, were as follows:

94-2 Moved by Ms. Amy Herman, seconded by Ms. Beth Hergesheimer

94-3 Moved by Ms. Barbara Groth, seconded by Ms. Beth Hergesheimer

95-2 and 99-1 Moved by Ms. Barbara Groth, seconded by Ms. Amy Herman

99-2, 99-3, and 03-1 Moved by Ms. Barbara Groth, seconded by Ms. Beth Hergesheimer

All motions were unanimously carried.

18. ADOPTION OF RESOLUTIONS LEVYING SPECIAL TAXES FOR 2012-13 FISCAL YEAR

Motions to adopt resolutions levying Special Taxes within Community Facilities District No.'s 94-1, 94-2, 94-3, 95-1, 95-2, 99-1, 99-2, 99-3, and 03-1 were done individually (as above). For each one, it was moved by Ms. Barbara Groth, and seconded by Ms. Beth Hergesheimer to adopt as presented. All motions were unanimously carried.

ITEM 6

19. COMMUNITY FACILITIES DISTRICT 95-2 / ANNEXATION NO. 18 / ADOPTION OF RESOLUTION OF ANNEXATION / CARDIFF COLLECTION / A 12-UNIT SINGLE FAMILY SUBDIVISION IN CARDIFF / CITY VENTURES, INC.

- PUBLIC HEARING
 - Hearing opened at 7:02 PM.
 - Call for Public Comment – no comments presented.
 - Close Hearing at 7:02 PM.
- ADOPTION OF RESOLUTION

It was moved by Ms. Barbara Groth, seconded Ms. Amy Herman, to adopt the attached Resolution of the Board of Trustees of the San Dieguito Union High School District Acting as the Legislative Body of the San Dieguito Union High School District Community Facilities District No. 95-2. Motion unanimously carried.

20. ADOPTION OF RESOLUTION ORDERING SCHOOL BOND ELECTION

It was moved by Ms. Barbara Groth, seconded by Ms. Amy Herman, to adopt the Resolution of the Board of Trustees of the San Dieguito Union High School District Ordering School Bond Election in an amount not to exceed \$449,000,000 and Authorizing Necessary Actions in Connection Therewith, as presented. 4 Ayes; 1 No (J. Salazar); motion carried.

21. APPROVAL OF CONSOLIDATED APPLICATION, PART I

It was moved by Ms. Barbara Groth, seconded by Ms. Beth Hergesheimer, to approve the Consolidated Application, Part I, as presented. Motion unanimously carried.

INFORMATION ITEMS..... (ITEMS 22 - 31)

22. UNIFORM COMPLAINT QUARTERLY REPORT, 2011-12

This item was submitted as information only, for the second and third quarters, through June, 2012, as presented.

23. BUDGET TIMELINE

This item was presented as an information item only.

24. BUSINESS SERVICES UPDATE ERIC DILL, ASSOCIATE SUPERINTENDENT

Mr. Dill had nothing further to report.

25. HUMAN RESOURCES UPDATE TERRY KING, ASSOCIATE SUPERINTENDENT

(Ms. King was not present at this meeting.)

26. EDUCATIONAL SERVICES UPDATE RICK SCHMITT, ASSOCIATE SUPERINTENDENT

Mr. Schmitt addressed a recent news publication regarding students cheating on the STAR (state test) and said this did not happen in our district. A number of schools throughout the state, however, did have students that cheated, which will cause the test scores from those schools to become invalid. The district will be addressing this by sending an announcement to parents of students that took the STAR test.

27. PUBLIC COMMENTS – None presented.

28. FUTURE AGENDA ITEMS - None discussed.

29. ADJOURNMENT TO CLOSED SESSION – Not required.

30. CLOSED SESSION – Nothing further to report out of closed session.

31. ADJOURNMENT OF MEETING - Meeting adjourned at 7:38 PM.

Amy Herman, Board Clerk

____ / ____ / 2012
Date

Ken Noah, Superintendent

____ / ____ / 2012
Date

San Dieguito Union High School District

INFORMATION REGARDING BOARD AGENDA ITEM

TO: BOARD OF TRUSTEES

DATE OF REPORT: August 10, 2012

BOARD MEETING DATE: August 16, 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

ITEM 11A

August 16, 2012

Item #	Donation	Description	Donor	Department	School Site
1	\$44.49	Misc. Donation	JieJun Wu - TRUIST	Various	CVMS
2	\$4,430.00	Turnitin	TPHS Foundation	Various	TPHS
3	\$129.70	Misc. Donation	TRUIST	Various	CCA
4	\$2,410.00	Misc. Donation	SDA Foundation	Various	SDA
5	\$250.00	Misc. Donation	Common Knowledge Scholarship Foundation	Various	CCA
6	\$34.80	Misc. Donation	Jamba Juice	Various	CCA
7	\$46.80	Misc. Donation	QSP	Various	CCA
8	*\$7,900.00	Two automobiles and one motorcycle	State Farm Mutual Automobile Ins. Co.	Various	DO
9	\$105,880.00	Theater Seats	SDA Foundation	Performing Arts	SDA
	\$113,225.79	Monetary Donations			
	\$7,900.00	*Value of Donated Items			
	\$121,125.79	TOTAL VALUE			

San Dieguito Union High School District

INFORMATION REGARDING BOARD AGENDA ITEM

TO: BOARD OF TRUSTEES

DATE OF REPORT: August 3, 2012

BOARD MEETING DATE: August 16, 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 reports.

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
August 16, 2012

ITEM 11B

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	03-16-13	Willcox	Amy	TPHS Jazz Band	21	2	Irvine Jazz Festival	Irvine	CA	None	None
2	03-23-13	Willcox	Amy	TPHS Jazz Band	21	3	Fullerton College Jazz Festival	Fullerton	CA	None	None
3	08-30-12	Sovacool	Sean	LCC Football	60	8	JV Football Game	Baldwin Park	CA	None	Parent Donations
4	09-13-12	Sovacool	Sean	LCC Football	80	8	Frosh Football Game	San Clemente	CA	None	Parent Donations

* 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: August 6, 2012

BOARD MEETING DATE: August 16, 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
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. **Erin Berry**, 60% Temporary Teacher (mathematics) at La Costa Canyon High, for the 2012-13 school year, effective 8/21/12 through 6/14/13.

Resignation

1. **MaryJo Vatalare**, Temporary Teacher (Special Ed – Mild/Moderate) at La Costa Canyon High, resignation from employment, effective 7/31/12.

PERSONNEL LIST

CLASSIFIED PERSONNEL

Employment

1. **Gutierrez, Stephanie**, Payroll Technician, SR44, 48.75% FTE, District Office, effective 7/11/12
2. **Wigg, Harrold**, Maintenance Worker II, SR40, 100% FTE, Facilities Department, effective 8/13/12

Change in Assignment

1. **Bulleit, Katharin**, from Instructional Assistant SpEd NS, SR34, 37.50% FTE to 48.75% FTE Earl Warren MS, effective 8/27/12
2. **Harvey, Tracy**, from Custodian-Floater, SR33, 100% FTE to Custodian Crew Leader, SR38, 100% FTE, La Costa Canyon, effective 7/03/12
3. **Meneses, Angel**,
4. **Simonova, Maria**, from Custodian, SR32, 25% FTE to Custodian, 100%, La Costa Canyon, effective 7/16/12

Resignation

1. **Valentino, Lauren**, Lead Library Media Technician, Carmel Valley MS, resignation effective 7/25/12

San Dieguito Union High School District

INFORMATION REGARDING BOARD AGENDA ITEM

TO: BOARD OF TRUSTEES

DATE OF REPORT: August 6, 2012

BOARD MEETING DATE: August 16, 2012

PREPARED BY: Rick Schmitt
Associate Superintendent/Educational Services

SUBMITTED BY: Ken Noah, Superintendent

SUBJECT: ROP AGREEMENT FOR PARTICIPATION,
2012-13

EXECUTIVE SUMMARY

Attached is the Agreement for Participation between the County Superintendent of Schools and the San Dieguito Union High School District for operation of Regional Occupational Program courses and services to be offered in 2012-13. Also attached is a list of SDUHSD ROP Program courses and a breakdown of the 2012-13 budget.

RECOMMENDATION:

It is recommended that the Board approve the Regional Occupational Program Agreement for 2012-13 as shown in the attached supplement.

FUNDING SOURCE:

State Regional Occupational Program (ROP) funds.

**AGREEMENT FOR PARTICIPATION
SAN DIEGO COUNTY REGIONAL OCCUPATIONAL PROGRAM (ROP)**

THIS AGREEMENT is entered into this _____ day of _____ 2012, by and between the San Diego County Superintendent of Schools, hereinafter called the SUPERINTENDENT and San Dieguito Union High School District, hereinafter called the DISTRICT for a term from July 1, 2012 to June 30, 2013.

RECITAL

- A. Pursuant to Education Code Section 52300 and following, the SUPERINTENDENT has established and is maintaining a Regional Occupational Program within San Diego County for high school students, out-of-school youth, and adults; and, pursuant to Education Code Section 52321, the SUPERINTENDENT is authorized to receive state apportionment revenue for ROP ADA; and,
- B. The SUPERINTENDENT pursuant to Education Code Section 52301, wishes to contract with the DISTRICT for operation of certain ROP activities; and,
- C. The SUPERINTENDENT maintains the ROP and consults with Superintendents of participating DISTRICTS concerning issues of mutual concern.
- D. WHEREAS, the DISTRICT wishes to participate in and cooperate with the SUPERINTENDENT in establishing and maintaining Regional Occupational Program activities; NOW THEREFORE, the parties agree as follows:

AGREEMENT

- A. The DISTRICT shall:
 - 1. Administer, supervise, and conduct the courses and/or services as specified in Addendum A as updated and in supporting course proposal documentation submitted by DISTRICT.
 - 2. Allow residents of San Diego County eligible to attend a high school or adult school to apply for admission to any ROP course.
 - 3. With assistance of the SUPERINTENDENT, recruit and enroll students and maintain attendance as specified for each program/course in Addendum A.
 - 4. Provide properly credentialed and qualified employees with payment for services to be based on DISTRICT-established salary and benefit plans.
 - 5. Provide the necessary facilities, equipment, instructional supplies, and services--including purchasing, utilities, custodial, and maintenance for each course and/or service at no cost to the SUPERINTENDENT unless provided for in Addendum A.
 - 6. Provide instruction in job-seeking and job-keeping skills to every ROP student per the ROP Expected Student Learning Results adopted by the ROP Steering Committee.
 - 7. Provide general safety instruction and instruction in the safe operation of equipment and safe handling of supplies and hazardous materials to every ROP student.

8. Submit reports and data as requested by the SUPERINTENDENT and the State Department of Education.
9. Provide liability insurance or self-insurance coverage for all courses and/or services as specified in Addendum A, including all equipment and vehicles owned by the SUPERINTENDENT which are used by the DISTRICT in maintaining ROP courses and services.

Provide workers' compensation insurance or self-insurance coverage for DISTRICT Employees supporting ROP courses and services as specified in Addendum A.

Provide to the SUPERINTENDENT certificates of insurance and/or self-insurance covering liability and workers' compensation upon request.

NOTE:

The San Diego County and Imperial County Schools Risk Management Joint Powers Authority (JPA) workers' compensation program extends to all ROP employees (not to DISTRICT employees) and to ROP students while students are performing off-campus non-paid work experience. The ROP workers' compensation coverage does not apply to the DISTRICT'S classroom instructors (unless these employees qualify under their respective DISTRICT'S workers' compensation program) or to any student who does not otherwise qualify as an ROP student performing off-campus work experience.

The school DISTRICT is responsible for workers' compensation and liability coverage for their employees. Such coverage should extend to activities occurring on school DISTRICT premises or activities under the school DISTRICT employees' direct control or supervision.

10. Provide instruction to every student as per ROP course of study approved by the SUPERINTENDENT and the State Department of Education.
11. Comply with the provisions of Title VI of the Civil Rights Act of 1964 which provides that no person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity hereunder.
12. Comply with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act which provides that no otherwise qualified disabled individual in the United States shall, solely by reason of the disability, be excluded from participation in, be denied the benefit of, denied access to, or be subjected to discrimination for any programs, activity receiving federal financial assistance.
13. Provide assurance that facilities provided hereunder are accessible by handicapped persons or provide access to a similar alternative program.
14. Provide for all ROP teachers (full and part time) to be evaluated annually or biannually according to DISTRICT policy and procedures.

B. The SUPERINTENDENT shall:

1. Provide for the overall administration and operation of the ROP.
2. Pay to the DISTRICT an amount equal to the actual ADA/revenue generated by the courses up to the "ROP capped ADA", plus lottery and supplemental funding for the fiscal year reflected in the Estimated ROP Revenues (distributed according to the adopted funding formula - ROP Philosophy of Funding). Such payment to the District shall be made according to General Provisions, Item 10 and shall be used only for ROP program expenses. The Superintendent recognized the potential need of the district to make flexible use of the ROP funds including, but not limited to, closing classes, creating new classes, and redirecting ROP funds to non-ROP expenses. During the period of categorical flexibility, flexible use of funds that result in a reduction of ADA to a level below the DISTRICT'S ROP capped ADA must include a mutually agreed upon exit strategy outlining how the DISTRICT intends to recapture the lost ADA in the 2015-2016 fiscal year when flexibility ends, and approved by the San Diego County Office of Education Board of Education.

The District shall account for all direct program costs incurred by the DISTRICT in providing ROP courses and services, plus inter program (indirect) charges, specified in Addendum A.

3. Provide an appropriate inventory system and tags for all capital property purchased by the DISTRICT with ROP funds.

C. General Provisions:

1. Addendum A is attached as a part of this agreement.
2. The DISTRICT may transfer funds within line items in budget categories 1000 through 6000 in an approved Addendum A program budget without prior approval of the SUPERINTENDENT.
3. In accordance with Education Code Section 1605, the SUPERINTENDENT holds title to all property acquired with ROP funds and has responsibility for approval of location and utilization thereof.
4. Use of equipment and/or facilities acquired by the DISTRICT with ROP funds is limited to ROP courses and services unless use for other purposes with specific conditions is authorized in writing by the SUPERINTENDENT.
5. Tobacco-Free Facility: The County is a tobacco-free facility. Tobacco use (smoked or smokeless) is prohibited at all times on all areas of County Office Property.
6. Any of the courses or services specified in Addendum A may be terminated at any time upon mutual consent, and may be terminated by the SUPERINTENDENT after consultation with the DISTRICT within three weeks following the opening session of the course if the attendance is below that necessary to provide at least 90 percent of the estimated ADA as specified in Addendum A. Should a course be terminated, the DISTRICT shall be reimbursed for actual cost of operating the course to date of termination. All of the remaining funds in Addendum A for each terminated course or service at date of termination shall be available for transfer to other courses or services without the approval of the SUPERINTENDENT subject to the limitations in item #2 above.
7. Any agreement between the DISTRICT and other agencies entered into for the purpose of conducting any course or service specified in Addendum A must be approved in advance by the SUPERINTENDENT.

8. All funds derived from the sale of goods or services from an ROP course or service shall be abated to the ROP course or service.
9. The DISTRICT agrees not to limit or freeze expenditures for ROP courses and activities while funding is being provided by the SUPERINTENDENT.
10. Funding allocations to the DISTRICT for operating and capital expenditures as specified in Addendum A will be made in the following manner:

- a. Advance Apportionments

The advance apportionment system is designed to reflect the actual cash disbursement practices of the ROP operation and minimize any harm or benefit to the DISTRICT'S General Fund Programs. Throughout the fiscal year, regular monthly apportionments of ROP funds received by the SUPERINTENDENT shall be made to the DISTRICT. Apportionments consist of all sources of ROP revenue (including lottery funds) and will normally be paid within three working days of receipt from the State. For ROP ADA-apportioned revenue, the approximate monthly percentage of total apportionment received and disbursed per month is as prescribed by CDE and subject to an adjusting deferral schedule:

For ROP lottery revenue, apportionments are received quarterly, approximately 3.5 months after each fiscal year quarter.

- b. Apportionment Adjustment

Apportionment adjustments due to starting balance considerations, excess growth ADA revenue, state apportionment modifications, etc., will normally be made by the SUPERINTENDENT in December. Additional adjustments may be made as deemed necessary.

- c. Audit Documents Required

The DISTRICT shall furnish by September 1st for the previous fiscal year the below-listed documents required for audit purposes:

1. Certification of final expenditures for each approved Addendum A program/service/facility budget on the form provided by the SUPERINTENDENT. In addition, DISTRICT is to provide a copy of the final summary accounting record (District Financial Accounting System) of expenditures for the individual program/courses organized per the California School Accounting Manual.
2. Invoices and Capital Property Inventory Record (ROP Web-based inventory system) for each item of capital equipment purchased.

Should the DISTRICT fail to comply with submitting audit documents required, current fiscal year monthly apportionments will be withheld by the SUPERINTENDENT until the DISTRICT is in compliance.

d. End of Year Balance Funds

During the period of categorical flexibility, there are no statutory requirements or limits on end of year ROP fund balances. Any end of year balance shall be included in the certification of final expenditures.

- 11. Notwithstanding any of the foregoing provisions of the agreement, if at any time during the term of this agreement the State of California fails to appropriate or allocate anticipated funds to the SUPERINTENDENT for Regional Occupational Program for payments stipulated in Addendum A, the SUPERINTENDENT reserves the right to change the budget amounts in Addendum A at any time with 30 days-notice to the DISTRICT.

If the DISTRICT is unable to continue current course offerings or to maintain program support levels because of this reduced funding, the DISTRICT, in its sole discretion, may terminate in all or in part course offerings and/or support services necessary to accommodate the reduced funding level.

- 12. Any of the courses specified in Addendum A may be terminated by the SUPERINTENDENT if the State of California fails to provide course approval.

13. Mutual Indemnification Clause

The SUPERINTENDENT shall defend, indemnify, and hold the DISTRICT harmless from and against any and all liability, loss, expense, attorney’s fees, or claims for injury or damages arising out of the performance of this Agreement, but only in proportion to and to the extent such liability, loss, expense, attorney’s fees, or claims for injury or damages are caused by or result from the negligent or intentional acts or omissions of the SUPERINTENDENT, its officers, agents or employees. The DISTRICT shall defend, indemnify, and hold the SUPERINTENDENT harmless from and against any and all liability, loss, expense, attorney’s fees, or claims for injury or damages arising out of the performance of this Agreement, but only in proportion to and to the extent such liability, loss, expense, attorney’s fees, or claims for injury or damages are caused by or result from the negligent or intentional acts or omissions of the DISTRICT, its officers, agents or employees.

San Dieguito Union High School District

San Diego County Superintendent of Schools

By: _____

Lora Duzyk, Assistant Superintendent
Business Services Division

Title

Authorized by Governing Board on:

Authorized by the San Diego County Board
of Education on:

5/09/2012

AVERAGE DISTRICT

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	
				ROP BUDGET 12-13																	
District Name		SAN DIEGUITO																			
		Dist/COE																			
		1000-5000																			
Course Description	Program or Course #	Max Approved Hours	Last Advisory Date	1000	2000	3000	4000	Equipment 4400	5000	Rentals & Leases 5600	Site 6100	Facilities 6200	Equipment 6400	CAP X Summary 4400 & 6000s	7000 Indirect Cost	8000 (Income)	Course Totals	ACTUAL ADA	Oper.Cost per ADA	Total Cost per ADA	
ARCHITECTURAL DESIGN	570528			17000		3740	1000								1739		23479	6.75	3476	3476	
DIGITAL COMPOSITION-MIDI	559801			33500		7370	3000							0	3510		47380	25.89	1830	1830	
AUDIO REC. ARTS	469813			22000		4620	2000							0	2290		30910	8.75	3533	3533	
AUTO TECH/ENGINE PERF.	567803			56500		12430	4000							0	5834	0	78764	36.42	2163	2163	
BUS. MGMT. OWNERSHIP	412107			56500		12430	4000								5834		78764	10.78	7307	7307	
CABINETMAKING	552009			77000	0	16940	5000		0					0	7915	0	106855	27.14	3937	3937	
CHILD DEV. OCCUPATIONS	440012			19950		4190	1000							0	2011	0	27151	6.41	4236	4236	
COMPUTER APP.	461518			15500		2200	1000							0	1496	0	20196	9.80	2061	2061	
COMPUTER GAME DESIGN	422514			39700		8740	5000								4275		57715	24.62	2345	2345	
CULINARY ARTS/International Foods	442004			209400		46100	21500						0	0	22160	0	299160	88.50	3380	3380	
DIGITAL MEDIA PRODUCTION	577012			39500		8700	3000							0	4096		55296	19.03	2906	2906	
DRAFTING/ COMPUTER	570508			22500	0	4725	1800		0					0	2322	0	31347	14.96	2095	2095	
ENGINEERING DESIGN	564904			10500		1400	1000							0	1032		13932	18.57	750	750	
ENGINEERING PRINCIPLES	564905			15900		3340	1000							0	1619		21859	11.07	1975	1975	
FASHION DESIGN/MERCH	441028			13500		2970	1000							0	1398		18868	9.78	1929	1929	
GUITAR MAKING	555822			19500	0	4095	2500		0	0	0	0	0	0	2088	0	28183	18.24	1545	1545	
MARKETING PRINCIPLES	410716			35900		7540	2000							0	3635		49075	27.27	1800	1800	
OCEAN SURF LIFESAVING	586913			16900		3550	1000							0	1716		23166	12.71	1822	1822	
PHOTO IMAGING	576001			154500	0	33990	10000								15879	0	214369	85.80	2498	2498	
SCREEN PRINTING	576201			42500	9300		3500								4424	0	59724	48.47	1232	1232	
STAGEHAND TECH.	552707			10000		2200	2000			0				0	1136	0	15336	22.52	681	681	
WELDING & METAL FAB.	561602			42500		7845	9000							0	4748	0	64093	32.50	1972	1972	
Total Course				\$970,750	\$9,300	\$199,115	\$85,300	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$101,157	\$0	\$1,365,622	\$566	\$55,473	\$55,473	
Counseling & Guidance													0	0							
Direct Administration				98800		15200	5000							0			\$119,000				
Area Service Center				38000	8360		2000							0			\$48,360				
Student Int. Survey														0			\$0				
Maintenance & Operations								50000	5000								\$55,000				
														0	0		0				
														0	0		0				
Total Administration				\$136,800	\$8,360	\$15,200	\$7,000	\$50,000	\$5,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$222,360				
Total Program				\$1,107,550	\$17,660	\$214,315	\$92,300	\$50,000	\$5,000	\$0	\$0	\$0	\$0	\$0	\$101,157	\$0	\$1,587,982	566.0	\$55,473	\$55,473	
2012-2013 Estimated ROP Allocations:																					

San Dieguito Union High School District

INFORMATION REGARDING BOARD AGENDA ITEM

TO: BOARD OF TRUSTEES

DATE OF REPORT: August 3, 2012

BOARD MEETING DATE: August 16, 2012

PREPARED BY: Chuck Adams, Director of Special Education
Rick Schmitt, Associate Superintendent,
Educational Services

SUBMITTED BY: Ken Noah
Superintendent

SUBJECT: APPROVAL/RATIFICATION OF AGREEMENTS

EXECUTIVE SUMMARY

The attached Special Education Agreements report summarizes two agreements.

RECOMMENDATION:

The administration recommends that the Board approve and/or ratify the contracts 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 14A

SPECIAL EDUCATION AGREEMENTSDATE: 08-16-12

<u>Contract Effective Dates</u>	<u>Contractor/Vendor</u>	<u>Description of Services</u>	<u>School/Department Budget</u>	<u>Fee Not to Exceed</u>
07/01/12 – 06/30/13	San Diego Center for Children Academy – NPS	Basic Education Program – All inclusive	General Fund/Restricted 06-00	\$155.50 Per Diem Tuition \$8,309.00 Per Month Room & Board
07/01/12 – 06/30/13	Advantage On Call dba PHS Therapy – NPA	Health, Nursing, Language/Speech Development & Remediation, Occupational Therapy & Physical Therapy	General Fund/Restricted 06-00	\$60.00-\$78.00 Per Hour

San Dieguito Union High School District

INFORMATION REGARDING BOARD AGENDA ITEM

TO: BOARD OF TRUSTEES

DATE OF REPORT: August 9, 2012

BOARD MEETING DATE: August 16, 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 thirteen contracts.

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 report.

SAN DIEGUITO UNION HIGH SCHOOL DISTRICT**BUSINESS - PROFESSIONAL SERVICES REPORT****Date: 08-16-12**

<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>
08/17/12 continuing until terminated by either party upon 60 prior written notice	San Diego/Imperial Counties Chapter of the American National Red Cross	Use of facilities at La Costa Canyon High School to store disaster services supplies	N/A	N/A
07/24/12 – 07/23/17	Data Ticket, Inc.	For processing of parking citations and other services in connection with the issuance of citations for illegal parking at La Costa Canyon High School and San Dieguito Academy	General Fund 03-00 and citation revenue	Rates in the attached
08/13/12 – 06/30/13	San Dieguito Sports Medicine and Scholarship Foundation	To provide athletic trainers at Torrey Pines High School, La Costa Canyon High School, San Dieguito Academy, and Canyon Crest Academy	General Fund 03-00 and reimbursed by the schools' foundations	\$141,000.46
09/01/12 – 06/30/13	San Dieguito Masonic Center	Lease of facilities for the San Dieguito Adult School	Adult Education Fund 11-00	\$1,100.00 (including utilities) per month and \$10.00 per hour for additional time as needed
07/01/12 – 06/30/13	Door Service & Repair, Inc. (DSR)	Provide preventative maintenance and repairs on 111 various types and sizes of rolling steel doors at 9 different school sites	General Fund 03-00	\$4,500.00
07/01/12 – 06/30/13	Dave Yant, Signs & Designs	Design and paint assorted graphic designs and signs at locations throughout the District	Fund to which the project is charged	\$15,000.00

ITEM 15A

08/15/12 – 03/31/14	State Industrial Products Corp.	Provide Drainstar drain clog and smell prevention products and services at La Costa Canyon High School, Canyon Crest Academy, Oak Crest Middle School, Carmel Valley Middle School, and Torrey Pines High School	General Fund 03-00	\$6,000.00 per year
07/01/12 – 06/30/13	Advanced Chemical Transport, Inc.	Provide HAZMAT removal and transportation services	General Fund 03-00	\$8,000.00
07/01/12 – 06/30/13	Mobile Construction Sweeping	Provide mobile sweeping services to all district parking lots	General Fund 03-00	\$287.50 per 2 ½ hours of sweeping; \$57.50 per each additional ½ hour thereafter
07/01/12 – 06/30/13	Roesling Nakamura Terada Architects, Inc.	Provide small project miscellaneous architectural, engineering and construction administration services for maintenance projects as assigned	Fund to which the project is charged	\$30,000.00
07/01/12 – until terminated	Plant-Tek, Inc.	Provide turf, tree, and shrub weed, fungus, and insect control services for maintenance projects as assigned	General Fund 03-00	\$395.00 to \$685.00 per acre for turf, \$15.00 to \$95.00 per tree, and \$5.00 to \$10.00 per shrub
07/01/12 – 06/30/13	A1 Golf Cars	Provide cart maintenance, repairs, and parts	Fund to which the project is charged	\$60.00 per hour for service
07/01/12 – 06/30/13	MTGL, Inc.	Provide small project miscellaneous DSA specialty inspection & materials testing services	Fund to which the project is charged	written estimate



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949-752-6033 - Fax

San Dieguito Union High School District Citation Processing Services Proposal

Monthly minimum fees of \$150 will be charged. Charges below are itemized for each service and may be used or not, dependent upon High School District requirements.

Manual Parking Citation Processing: \$0.75

Electronic Parking Citation Processing: \$0.60

Services for the above-mentioned items include:

- Citation entry into Data Ticket's Citation Management System
- Registered owner information for all California license plate issued citations
- Registered owner information for all out of state license plate issued citations
- Payment processing of checks, cash, money orders, and credit / debit cards
- In-house, bi-lingual Customer Service staff
- Call recording of all inbound and outbound customer service calls
- Interactive Voice Response System available 24/7
- California DMV Holds and Release performed daily

Courtesy Notice (Required by DMV): \$0.75

Services for the above-mentioned item include:

- Semi-custom Courtesy Notice to be sent to the registered owner of a vehicle
- Notices will be sent via 1st Class Mail
- Notices will include a return envelope in which the responsible party may submit payment

Out-of-State Collections: 28% of revenue collected

- This fee will cover all expenses associated with obtaining out-of-state registered owner information and will be due when a citation is paid
- This fee is not combined with any other collections charge. For example if a citation is rolled to a delinquent status, only 30% of revenue collected will be charged

Delinquent Collections: 30% of revenue collected

- This fee will be assessed when a citation is ninety (90) days after the citation issue date, assuming a first notice has been sent to the registered owner and the citation is not on hold for any reason
- If the citation is placed on a DMV hold and payment is made at DMV, Data Ticket will not be paid this fee, rather the City will obtain the full amount collected
- In addition to the Courtesy Notice, three additional notices will be sent to the registered owner
- Notices will be sent via 1st Class Mail, for which Data Ticket will be responsible



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San Dieguito Union High School District Citation Processing Services Proposal

Franchise Tax Board Processing SSN Look-up

\$3.00 per SSN

- This fee will be assessed to lookup a social security number associated with a particular registered owner and address. This charge is charged per unique SSN, not per citation

FTB Collections

15% of revenue collected

- This fee is charged if a citation is paid at the Franchise Tax Board. This charge is not combined with any other charge. For example if a citation is rolled to delinquent status and paid at FTB, only the 15% of revenue collected will be charged.

Adjudication:

1st Level Reviews Hold & Judgment

\$1.50

- Data Ticket will place each citation on a Review Hold, review the documentation provided by the Appellant, and enter a judgment into the citation management system.

1st Level Reviews Letters

\$0.75

- Data Ticket will send a custom judgment letter to the Appellant via 1st Class Mail
- All letters will be available on the web for City personnel to view and/or re-print at anytime

2nd Level Hearings

\$85.00 per hour

- Data Ticket's independent, certified, insured hearing officers will be provided to the City to perform in-person, phone, and written hearings.
- Each hearing request will be reviewed, heard or read, and all required research will be performed. The Hearing Officer will enter a judgment into the Citation Processing System for viewing by the City, citizen and Data Ticket.
- Hearings will be scheduled at 2 citations per hour
- The City will not incur any costs associated with mileage or postage
- Data Ticket will work with the City to arrange for the use of a conference room at a City location or the City may elect to have citations heard at a centralized location within the County

2nd Level Hearing Letters

\$0.75

- Data Ticket will send a custom judgment letter to the Appellant via 1st Class Mail



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San Dieguito Union High School District Citation Processing Services Proposal

Joint Banking Account Services \$50 per month

Services for the above-mentioned item include:

- Daily deposits of funds to the City's escrow account
- Online, real-time reconciliation reports that tie directly to the bank statement
- Processing of all credit card chargebacks and Insufficient Funds
- Month-end reconciliation of all funds collected
- Disbursement of County / State Surcharges at month-end
- Payment of Data Ticket's invoice
- Disbursement of the net remittance to the City

Refunds \$5.00 per issued refund

- Issuance of all refunds to citizen who are due a refund via 1st Class Mail

Conversion: \$0.00

- Data Ticket will convert the citations currently with the City's existing vendor at no cost to the City
- Citations that have not had a payment and do not have a registered owner will immediately be sent to the appropriate DMV so as to obtain a registered owner
- Noticing and the processing of the citations will begin once a registered owner is retrieved as the City's current vendor is not performing this

Online Access: \$0.00

Services for the above-mentioned item include:

Access via the Internet for the City's citizens and visitors to perform the following functions:

- View citation specific information
- Pay via Visa, MasterCard, Discover, and American Express
- Print a receipt for payment processed
- Request an Administrative Review online
- Ability to attach supporting documentation to an Administrative Review
- Request a Hearing online
- Ability to attach supporting documentation to a Hearing
- Get general information regarding the citation and adjudication processes

Access via the Internet for the City's personnel to perform the following functions:

- View citation specific information
- Process payments via cash, money order, or credit / debit cards
- Process refunds issued by the City
- Process insufficient funds checks



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San Dieguito Union High School District Citation Processing Services Proposal

- Reduce, dismiss, void, and place citations on hold
- Manage the adjudication process, including the ability to enter judgments on citations
- Generate, view and print and save month-end and real-time reports
- Add a citation specific note
- Review citation specific notes entered by Data Ticket's customer service staff

Handheld Units:

Data Ticket has provided some examples of the pricing options we provide for handheld units. Based on the City's needs, additional pricing terms are available.

TERM	DESCRIPTION	UNIT PRICE
1 Year Lease	*Casio IT 800 Handheld Ticket unit, power adapter, carrying case, screen protectors, SD memory card, software, communication cradle, USB cable and printer; the City will own the units with a \$1.00 buyout at the conclusion of 12 months	\$253.00/Month per Unit
Rental	*This option can be applied to any term over 48 months; Casio IT 800 Handheld Ticket unit, power adapter, carrying case, screen protectors, SD memory card, software, communication cradle, USB cable and printer	\$75.00/Month per Unit
Purchase	*Casio IT 800 Handheld Ticket unit, power adapter, carrying case, screen protectors, SD memory card, software, communication cradle, USB cable and printer	\$2,600.00 per Unit
INSTALLATION / TRAINING COSTS		
Installation and training – includes 1 day on-site training and support and is a one-time cost, plus actual travel costs		\$1,199.00
License Fee per unit – this is a one-time software fee due at the inception of a lease or purchase per unit		\$500.00 per Unit
RECURRING COSTS		
Support Contract - Phone Support M-F, 8 AM – 5 PM, remote repair and updates – per month		\$50.00/Month per Unit
Software License – an annual fee per handheld unit to receive software upgrades		\$100.00/Year per Unit



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**San Dieguito Union High School District Citation Processing Services
Proposal**

<p>*Casio IT 800 Ticket Stock – 85 tickets/roll, 250 rolls poly thermal ticket stock – 2 color (including Casio IT Ticket Stock Artwork & Set Up fee) (21,250 tickets) (This price varies with paper costs)</p>	<p>\$1900.00 + tax & shipping</p>
<p>*Envelopes are optional and not typically provided to the Citizen when citations are issued with the Casio IT 800</p>	<p>Please request pricing</p>

* Please note: Applicable taxes and shipping will be added to these charges

Other:

- A convenience fee will be assessed to the citizen in the event they choose to pay online or via the IVR or phone
- An administrative fee will be assessed to citizens who wish to participate in a payment plan will be available to citizens. This fee will cover the cost of the payment plan initiation, and the cost of a confirmation letter that is sent to the citizen confirming the details of the payment plan.

San Dieguito Union High School District

INFORMATION REGARDING BOARD AGENDA ITEM

TO: BOARD OF TRUSTEES

DATE OF REPORT: August 9, 2012

BOARD MEETING DATE: August 16, 2012

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

SUBMITTED BY: Ken Noah
Superintendent

SUBJECT: AWARD/RATIFICATION OF CONTRACTS

EXECUTIVE SUMMARY

On July 10, 2012 four bids were received for the Pizza Supplies contract B2013-01. The bids were evaluated based on purchase price, quality and nutritional value, compliance with new government regulations, appearance, taste, and the product most likely to create the greatest sales. The bid submittals were reviewed by District staff for compliance and determination of the best value for the district.

RECOMMENDATION:

Approve entering into a contract with PJ Pizza San Diego, LLC for Pizza Supplies B2013-01, during the period August 17, 2012 through August 16, 2013, with options to renew two additional one year periods, at the unit prices of \$6.25 for cheese or meat and cheese pizza, \$6.75 for cheese and vegetable pizza, and \$1.18 for breadsticks with marinara sauce, to be expended from the Cafeteria Fund 13-00, and authorize Christina M. Bennett or Eric R. Dill to execute all pertinent documents.

FUNDING SOURCE:

Cafeteria Fund 13-00

San Dieguito Union High School District

INFORMATION REGARDING BOARD AGENDA ITEM

TO: BOARD OF TRUSTEES

DATE OF REPORT: August 9, 2012

BOARD MEETING DATE: August 16, 2012

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

SUBMITTED BY: Ken Noah
Superintendent

SUBJECT: APPROVAL OF CHANGE ORDERS

EXECUTIVE SUMMARY

During the Torrey Pines High School turf replacement & track resurfacing project B2012-16 it was discovered that significant hidden damage had occurred to approximately 2100 yards of track surface, rendering it unusable for resurfacing as originally planned. FieldTurf, the awarded contractor for the project, provided an estimate based on the CMAS contract price list of \$107,171.90 for demolishing and removing the damaged existing track, cleaning and priming the existing asphalt underneath, and supplying and installing new track surface to match the height and dimensions of the remaining track so that the entire surface could be resurfaced per the original plan.

RECOMMENDATION:

Approve Change Order No. 1 increasing the contract amount by \$107,171.90, and authorize Christina M. Bennett or Eric R. Dill to execute all pertinent documents.

FUNDING SOURCE:

Torrey Pines Lease Revenue Bonds 2012

San Dieguito Union High School District

INFORMATION REGARDING BOARD AGENDA ITEM

TO: BOARD OF TRUSTEES

DATE OF REPORT: August 8, 2012

BOARD MEETING DATE: August 16, 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:

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

RECOMMENDATION:

It is recommended that the Board approve the following business reports: 1) Purchase Orders, and 2) Membership Listings (None Submitted).

FUNDING SOURCE:

Not applicable

PO/BOARD/REPORT

SAN DIEGUITO UNION HIGH
FROM 07/17/12 THRU 08/06/121
ITEM 15F

PO NBR	DATE	FUND	VENDOR	LOC	DESCRIPTION	AMOUNT
230244	07/17/12	03	SAN DIEGO POSTAL	001	MATERIALS AND SUPPLI	\$300.00
230245	07/17/12	03	QUALITY FLOORS BY GE	025	REPAIRS BY VENDORS	\$635.00
230247	07/17/12	03	SAFARI MONTAGE	035	COMPUTER LICENSING	\$26,729.65
230248	07/17/12	03	PROCURETECH	035	COMPUTER SUPPLIES	\$18,500.00
230249	07/17/12	06	HALLSTROM, LUWANNA	030	OTHER SERV.& OPER.EX	\$2,500.00
230250	07/17/12	03	PEARSON & AGS ASSESS	030	MATERIALS AND SUPPLI	\$9,499.58
230251	07/17/12	03	VIRCO MANUFACTURING	014	MATERIALS AND SUPPLI	\$8,691.65
230252	07/17/12	03	STAPLES ADVANTAGE	008	MATERIALS AND SUPPLI	\$19.85
230253	07/17/12	03	C O D E S P	023	DUES AND MEMBERSHIPS	\$1,850.00
230254	07/17/12	03	AMAZON.COM	008	MATERIALS AND SUPPLI	\$169.81
230255	07/17/12	03	SUPPLY MASTER INC	008	MATERIALS AND SUPPLI	\$58.19
230256	07/17/12	03	STAPLES ADVANTAGE	030	MATERIALS AND SUPPLI	\$183.29
230257	07/17/12	03	STAPLES ADVANTAGE	005	MATERIALS AND SUPPLI	\$9,500.00
230258	07/17/12	03	STAPLES ADVANTAGE	005	DUPLICATING SUPPLIES	\$12,000.00
230259	07/17/12	03	AREY JONES EDUCATION	035	NON-CAPITALIZED TECH	\$11,221.35
230260	07/17/12	06	AREY JONES EDUCATION	035	NON-CAPITALIZED TECH	\$4,676.17
230261	07/17/12	03	WEST COAST TECHNOLOG	035	TECHNOLOGY EQUIPMENT	\$21,245.09
230262	07/17/12	67-17	BAUZON, CESAR R.	023	OPEB ALLOCATED CLASS	\$6,255.00
230263	07/17/12	03	STAPLES ADVANTAGE	012	MATERIALS AND SUPPLI	\$538.75
230264	07/17/12	03	OCE IMAGISTICS INC.	023	MATERIALS AND SUPPLI	\$79.22
230265	07/18/12	03/06	WESTERN PSYCHOLOGICA	030	MATERIALS AND SUPPLI	\$2,490.23
230266	07/18/12	03	CAROLINA BIOLOGICAL	005	MATERIALS AND SUPPLI	\$188.87
230267	07/18/12	03/06	SCHOOL SPECIALTY PLA	012	MATERIALS AND SUPPLI	\$9,735.21
230268	07/18/12	03	AMAZON.COM	005	MATERIALS AND SUPPLI	\$307.47
230269	07/18/12	03	AMERICAN COUNCIL ON	023	MATERIALS AND SUPPLI	\$60.67
230270	07/18/12	03	AMAZON.COM	023	MATERIALS AND SUPPLI	\$70.04
230271	07/18/12	03	MISSION FEDERAL CRED	005	MATERIALS AND SUPPLI	\$222.65
230272	07/18/12	03	PROCURETECH	035	COMPUTER SUPPLIES	\$6,576.58
230273	07/18/12	03	ONE STOP TONER AND I	014	MATERIALS AND SUPPLI	\$99.11
230274	07/19/12	03	STAPLES ADVANTAGE	003	MATERIALS AND SUPPLI	\$2,000.00
230275	07/19/12	03	STAPLES ADVANTAGE	003	MATERIALS AND SUPPLI	\$200.00
230276	07/19/12	03	STAPLES ADVANTAGE	003	MATERIALS AND SUPPLI	\$150.00
230277	07/19/12	06	STAPLES ADVANTAGE	003	MATERIALS AND SUPPLI	\$100.00
230278	07/19/12	03	PROCURETECH	014	MATERIALS AND SUPPLI	\$842.61
230279	07/19/12	03	AMBIUS INC	025	OTHER SERV.& OPER.EX	\$1,020.00
230280	07/19/12	03	TROXELL COMMUNICATIO	014	MATERIALS AND SUPPLI	\$1,939.46
230281	07/19/12	03	DUNN EDWARDS CORP	025	BLDG.-REPAIR MATERIA	\$15,000.00
230282	07/19/12	03	WESTERN RENEWABLE EN	036	COMPUTER LICENSING	\$850.00
230283	07/19/12	13	SUNRISE PRODUCE COMP	031	PURCHASES FOOD	\$35,000.00
230284	07/19/12	03	WOLFRAM RESEARCH INC	035	COMPUTER LICENSING	\$4,154.65
230285	07/19/12	03	WILKINSON, HADLEY, K	022	AUDIT	\$15,300.00
230286	07/19/12	03	SIMPLEX -GRINNELL L	025	OTHER SERV.& OPER.EX	\$77,750.00
230287	07/19/12	03	SIEMENS INDUSTRY, I	025	OTHER SERV.& OPER.EX	\$41,710.00
230288	07/19/12	03	MISSION FEDERAL CRED	035	COMPUTER LICENSING	\$2,220.00
230289	07/19/12	03	FIELDTURF USA INC	025	REPAIRS BY VENDORS	\$2,000.00
230290	07/19/12	25-18	SIEMENS INDUSTRY, I	025	LAND IMPROVEMENTS	\$44,340.00
230291	07/19/12	03	FISHER SCIENTIFIC EM	005	MATERIALS AND SUPPLI	\$385.28
230292	07/19/12	03	TROXELL COMMUNICATIO	035	COMPUTER SUPPLIES	\$2,909.19
230293	07/19/12	03	SCHOLASTIC INC	035	COMPUTER LICENSING	\$23,600.00
230294	07/19/12	25-19	FREDRICKS ELECTRIC I	025	NON-CAPITALIZED IMPR	\$19,708.50
230295	07/19/12	03	URBAN TREE CARE, INC	025	OTHER SERV.& OPER.EX	\$2,994.00
230296	07/19/12	03	URBAN TREE CARE, INC	025	OTHER SERV.& OPER.EX	\$4,836.00
230297	07/19/12	03	URBAN TREE CARE, INC	025	OTHER SERV.& OPER.EX	\$4,518.00
230298	07/19/12	03	URBAN TREE CARE, INC	025	OTHER SERV.& OPER.EX	\$18,353.00
230299	07/19/12	03	MURDOCH, WALRATH & H	021	PROF/CONSULT./OPER E	\$25,800.00

PO/BOARD/REPORT

SAN DIEGUITO UNION HIGH
FROM 07/17/12 THRU 08/06/122
ITEM 15F

PO NBR	DATE	FUND	VENDOR	LOC	DESCRIPTION	AMOUNT
230300	07/19/12	03	ROMANO, LAURA	021	LEGAL EXP-BUSINESS	\$3,000.00
230301	07/19/12	03	SCHOOL SERVICES OF C	021	PROF/CONSULT./OPER E	\$2,160.00
230302	07/19/12	03/06	ATKINSON, ANDELSON,	021	LEGAL EXPENSE	\$127,000.00
230303	07/19/12	03	STUTZ, ARTIANO, SHI	021	LEGAL EXP-BUSINESS	\$20,000.00
230304	07/19/12	03	AMAZON.COM	014	MATERIALS AND SUPPLI	\$387.68
230305	07/19/12	03	XEROX CORPORATION	005	DUPLICATING SUPPLIES	\$630.34
230306	07/19/12	03	WEST COAST NETTING	003	MATERIALS AND SUPPLI	\$233.63
230307	07/19/12	03	MACGILL DISCOUNT SCH	003	MEDICAL SUPPLIES	\$29.36
230308	07/19/12	03	MACGILL DISCOUNT SCH	005	MEDICAL SUPPLIES	\$44.35
230309	07/20/12	03	RANCHO SANTA FE PROT	025	OTHER SERV.& OPER.EX	\$18,304.00
230310	07/20/12	03	STAPLES ADVANTAGE	013	MATERIALS AND SUPPLI	\$600.00
230311	07/20/12	03	XEROX CORPORATION	013	DUPLICATING SUPPLIES	\$800.00
230312	07/20/12	03	UNITED HEALTH SUPPLI	003	MEDICAL SUPPLIES	\$51.10
230313	07/20/12	03	ONE STOP TONER AND I	014	MATERIALS AND SUPPLI	\$635.64
230314	07/20/12	03	ONE STOP TONER AND I	014	MATERIALS AND SUPPLI	\$103.42
230315	07/20/12	03	JRB SOFTWARE LIMITED	035	COMPUTER LICENSING	\$400.00
230316	07/20/12	03	NEWMIND GROUP, INC.	035	COMPUTER SUPPLIES	\$14,037.68
230317	07/20/12	03	AMERICAN CHEMICAL &	005	MATERIALS AND SUPPLI	\$1,300.00
230318	07/20/12	03	FEDEX OFFICE	014	MATERIALS AND SUPPLI	\$160.00
230319	07/20/12	03	APPERSON EDUCATION P	005	MATERIALS AND SUPPLI	\$247.83
230320	07/23/12	03	STAPLES ADVANTAGE	003	MATERIALS AND SUPPLI	\$50.00
230321	07/23/12	03	STAPLES ADVANTAGE	003	MATERIALS AND SUPPLI	\$150.00
230322	07/23/12	03	FERGUSON ENTERPRISES	025	NON CAPITALIZED EQUI	\$1,167.20
230323	07/23/12	03	VET RENTS INC	025	RENTS & LEASES	\$2,300.00
230324	07/23/12	03	STAPLES ADVANTAGE	013	MATERIALS AND SUPPLI	\$400.00
230325	07/23/12	03	SIGLER WHOLESALE DIS	025	NON CAPITALIZED EQUI	\$4,727.75
230326	07/23/12	03	SAN DIEGUITO TROPHY	012	MATERIALS AND SUPPLI	\$187.49
230327	07/23/12	03	UNITED HEALTH SUPPLI	005	MEDICAL SUPPLIES	\$123.71
230328	07/23/12	03	MISSION JANITORIAL S	025	REPAIRS BY VENDORS	\$1,260.00
230329	07/23/12	03	AMAZON.COM	003	MATERIALS AND SUPPLI	\$386.99
230330	07/23/12	03	LEARNING ALLY	024	DUES AND MEMBERSHIPS	\$790.00
230331	07/23/12	03	AMERICAN CHEMICAL &	003	MATERIALS AND SUPPLI	\$100.00
230332	07/23/12	03	B&H PHOTO-VIDEO-PRO	004	NON CAPITALIZED EQUI	\$1,132.97
230333	07/23/12	03	AMAZON.COM	003	MATERIALS AND SUPPLI	\$321.10
230334	07/23/12	03	GOPHER SPORT	005	NON CAPITALIZED EQUI	\$3,058.61
230335	07/23/12	03	TOMARK SPORTS	025	REPAIRS BY VENDORS	\$1,944.12
230336	07/24/12	03	DOOR SERVICE & REPAI	025	REPAIRS BY VENDORS	\$4,860.00
230337	07/24/12	03	STAPLES ADVANTAGE	030	OFFICE SUPPLIES	\$29.69
230338	07/24/12	21-09	COLLINS & AIKMAN FLO	025	NON-CAPITALIZED IMPR	\$8,340.56
230339	07/24/12	03	HOLIDAY INN EXPRESS	013	PROF/CONSULT./OPER E	\$2,056.74
230340	07/24/12	03	MOORE MEDICAL, LLC	005	MATERIALS AND SUPPLI	\$67.40
230341	07/24/12	11	XEROX CORPORATION	009	RENTS & LEASES	\$4,238.40
230342	07/25/12	25-18	SIEMENS INDUSTRY, I	025	IMPROVEMENT	\$443,570.00
230343	07/25/12	03	SAFETY KLEEN CORP	005	HAZARDOUS WASTE DISP	\$850.00
230344	07/25/12	25-18	FREDRICKS ELECTRIC I	025	LAND IMPROVEMENTS	\$9,220.30
230345	07/25/12	03	ROYAL BUSINESS GROUP	005	MATERIALS AND SUPPLI	\$326.48
230346	07/25/12	03	PROCURETECH	035	COMPUTER SUPPLIES	\$1,863.00
230347	07/25/12	03	NEWMIND GROUP, INC.	035	COMPUTER SUPPLIES	\$3,743.38
230348	07/25/12	03	RANCHO SANTA FE PROT	025	SECURITY GUARD CONTR	\$36,000.00
230349	07/25/12	03	EDCO DISPOSAL CORPOR	025	RUBBISH DISPOSAL	\$91,250.00
230350	07/25/12	03	URBAN TREE CARE, INC	025	OTHER SERV.& OPER.EX	\$1,140.00
230351	07/25/12	03	CUSTODIAL PLUS SERVI	025	REPAIRS BY VENDORS	\$36,655.00
230352	07/25/12	03	SAN DIEGO DIGITAL SO	003	MATERIALS AND SUPPLI	\$1,500.00
230353	07/25/12	03	SAN DIEGO DIGITAL SO	003	REPAIRS BY VENDORS	\$785.30
230354	07/25/12	11	SAN DIEGUITO PRINTER	009	PRINTING	\$30,000.00

PO/BOARD/REPORT

SAN DIEGUITO UNION HIGH
FROM 07/17/12 THRU 08/06/123
ITEM 15F

PO NBR	DATE	FUND	VENDOR	LOC	DESCRIPTION	AMOUNT
230355	07/25/12	11	POSTMASTER	009	COMMUNICATIONS-POSTA	\$26,000.00
230356	07/25/12	11	EDUCATION TO GO	009	PROF/CONSULT./OPER E	\$12,000.00
230357	07/25/12	06	STAPLES ADVANTAGE	028	OFFICE SUPPLIES	\$1,500.00
230358	07/25/12	06	STAPLES ADVANTAGE	028	OTHER TRANSPORT.SUPP	\$1,000.00
230359	07/26/12	03	BLICK, DICK (DICK BL	008	MATERIALS AND SUPPLI	\$450.00
230360	07/26/12	03	ROYAL BUSINESS GROUP	030	OFFICE SUPPLIES	\$19.40
230361	07/26/12	03	FOLLETT SOFTWARE COM	035	COMPUTER LICENSING	\$29,851.58
230362	07/26/12	03	SUPPLY MASTER INC	035	MATERIALS AND SUPPLI	\$927.73
230363	07/26/12	03	SEHI-PROCOMP COMPUTE	035	NON-CAPITALIZED TECH	\$5,592.66
230364	07/26/12	03	STAPLES ADVANTAGE	023	MATERIALS AND SUPPLI	\$29.69
230365	07/26/12	03	STAPLES ADVANTAGE	023	MATERIALS AND SUPPLI	\$29.69
230366	07/26/12	03	MISSION FEDERAL CRED	023	ADVERTISING	\$75.00
230367	07/27/12	03	SEHI-PROCOMP COMPUTE	005	MATERIALS AND SUPPLI	\$260.76
230368	07/27/12	03	AMAZON.COM	023	MATERIALS AND SUPPLI	\$95.90
230369	07/27/12	06	SORENSEN, CHRISTIAN	030	MEDIATION SETTLEMENT	\$1,650.00
230370	07/27/12	03	NEED DECALS.COM	001	PRINTING	\$1,491.45
230371	07/27/12	03	LIGHTNING TECHNOLOGY	035	COMPUTER SUPPLIES	\$288.77
230372	07/30/12	06	OFFICE DEPOT	024	MATERIALS AND SUPPLI	\$188.89
230373	07/30/12	03	IPARADIGMS LLC	035	COMPUTER LICENSING	\$26,390.25
230374	07/30/12	03	WARD'S NATURAL SCIEN	014	MATERIALS AND SUPPLI	\$88.74
230375	07/31/12	03	XEROX CORPORATION	012	RENTS & LEASES	\$27,916.00
230376	08/01/12	03	XEROX CORPORATION	020	RENTS & LEASES	\$9,306.11
230377	08/01/12	03	XEROX CORPORATION	024	RENTS & LEASES	\$4,037.52
230378	08/01/12	03	XEROX CORPORATION	035	RENTS & LEASES	\$3,268.96
230379	08/01/12	03	XEROX CORPORATION	003	RENTS & LEASES	\$689.43
230380	08/01/12	03	XEROX CORPORATION	003	RENTS & LEASES	\$11,152.00
230381	08/01/12	03	XEROX CORPORATION	013	COPIER OVERAGE CHGS	\$6,390.91
230382	08/01/12	03	XEROX CORPORATION	013	COPIER OVERAGE CHGS	\$19,728.46
230383	08/01/12	03	XEROX CORPORATION	005	RENTS & LEASES	\$8,050.61
230384	08/01/12	03	XEROX CORPORATION	005	RENTS & LEASES	\$5,397.24
230385	08/01/12	03	XEROX CORPORATION	005	RENTS & LEASES	\$7,805.07
230386	08/01/12	03	XEROX CORPORATION	005	RENTS & LEASES	\$10,283.10
230387	08/01/12	03	XEROX CORPORATION	005	RENTS & LEASES	\$1,530.91
230388	08/01/12	03	XEROX CORPORATION	005	RENTS & LEASES	\$6,330.66
230389	08/01/12	03	XEROX CORPORATION	005	RENTS & LEASES	\$3,839.30
230390	08/01/12	03	XEROX CORPORATION	005	COPIER OVERAGE CHGS	\$22,367.87
230391	08/02/12	03	XEROX CORPORATION	004	RENTS & LEASES	\$12,205.01
230392	08/02/12	03	XEROX CORPORATION	010	RENTS & LEASES	\$29,118.23
230393	08/02/12	03	XEROX CORPORATION	010	RENTS & LEASES	\$671.07
230394	08/02/12	03	XEROX CORPORATION	010	RENTS & LEASES	\$7,009.35
230395	08/02/12	03/06	PREMIER AGENDAS INC	004	MATERIALS AND SUPPLI	\$4,094.51
230396	08/02/12	03	XEROX CORPORATION	010	RENTS & LEASES	\$16,171.81
230397	08/06/12	06	SCHOLASTIC INC	024	MATERIALS AND SUPPLI	\$4,877.22
230398	08/06/12	06	XEROX CORPORATION	030	RENTS & LEASES	\$2,107.97
230399	08/06/12	06	MISSION FEDERAL CRED	001	FEES - ADMISSIONS, T	\$414.00
230400	08/06/12	03	SIMPLEX -GRINNELL L	025	BLDG.-REPAIR MATERIA	\$545.49
230401	08/06/12	11	KALES, JAMIE	009	MATERIALS AND SUPPLI	\$1,100.00
230402	08/06/12	11	E T S - GED ESSAY SC	009	TEST SCORING	\$412.00
230403	08/06/12	11	FOX POINT FARMS	009	MATERIALS AND SUPPLI	\$1,500.00
230404	08/06/12	03	STAPLES ADVANTAGE	008	MATERIALS AND SUPPLI	\$500.00
230405	08/06/12	03	XEROX CORPORATION	030	RENTS & LEASES	\$4,696.82
230406	08/06/12	03	LCD PRESENTATION SYS	013	MATERIALS AND SUPPLI	\$715.00
230407	08/06/12	03	XEROX CORPORATION	022	RENTS & LEASES	\$3,985.67
230408	08/06/12	03	XEROX CORPORATION	004	RENTS & LEASES	\$3,728.49
230409	08/06/12	03	XEROX CORPORATION	008	RENTS & LEASES	\$16,956.53

PO/BOARD/REPORT

SAN DIEGUITO UNION HIGH
FROM 07/17/12 THRU 08/06/124
ITEM 15F

PO NBR	DATE	FUND	VENDOR	LOC	DESCRIPTION	AMOUNT
230410	08/06/12	03	XEROX CORPORATION	008	COPIER OVERAGE CHGS	\$382.86
230411	08/06/12	03	NVLS PROFESSIONAL SE	035	CONSULTANTS-COMPUTER	\$10,650.00
230412	08/06/12	03	XEROX CORPORATION	012	RENTS & LEASES	\$361.01
230413	08/06/12	03	XEROX CORPORATION	010	DUPLICATING SUPPLIES	\$2,500.00
230414	08/06/12	03	PROCURETECH	035	COMPUTER SUPPLIES	\$362.82
230415	08/06/12	03	LOGICAL CHOICE TECHN	035	NON-CAPITALIZED TECH	\$1,077.72
230416	08/06/12	13	SUPPLY MASTER INC	031	MATERIALS AND SUPPLI	\$246.05
230417	08/06/12	03	RALPHS GROCERY COMPA	014	MATERIALS AND SUPPLI	\$100.00
230418	08/06/12	03	ONE STOP TONER AND I	012	MATERIALS AND SUPPLI	\$172.38
230419	08/06/12	03	CAROLINA BIOLOGICAL	014	MATERIALS AND SUPPLI	\$57.32
230420	08/06/12	03	STAPLES ADVANTAGE	022	OFFICE SUPPLIES	\$1,200.00
230421	08/06/12	13	XEROX CORPORATION	031	RENTS & LEASES	\$3,087.63
730001	07/17/12	03	SCHOOL SERVICES OF C	021	MATERIALS AND SUPPLI	\$69.60
830007	07/20/12	06	CA DEPT OF EDUCATION	022	CONFERENCE, WORKSHOP,	\$1,000.00
830008	08/06/12	03	SAN DIEGO COUNTY OFF	022	CONFERENCE, WORKSHOP,	\$30.00
					REPORT TOTAL	\$1,774,936.56

Individual Membership Listings
For the Period of July 17, 2012 through August 6, 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: August 8, 2012

BOARD MEETING DATE: August 16, 2012

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

SUBMITTED BY: Ken Noah, Superintendent

SUBJECT: COMMUNITY FACILITIES DISTRICT NO.
95-2/ ANNEXATION NO. 18 / ADOPTION OF
RESOLUTION CERTIFYING ELECTION
RESULTS /CARDIFF COLLECTION / A 12
UNIT SINGLE FAMILY SUBDIVISION / CITY
VENTURES, INC.

EXECUTIVE SUMMARY

At the July 26, 2012 Board meeting, the Board adopted a resolution which requested the election official to conduct a special election to be held on August 7, 2012, for Community Facilities District No. 95-2, Annexation No. 18. The election material was forwarded to the property owners, and the deadline for the election was 5:00 p.m. on August 7th. Attached as Appendix A to the resolution is the completed Certificate of Election Official declaring the election as having a 100% return and approval. The final step in the annexation process will be to file a Notice of Special Tax Lien with the County Recorder's Office within 15 days of the election.

RECOMMENDATION:

It is recommended that the Board adopt the attached Resolution Certifying the Results of the Election with Respect to Community Facilities District No. 95-2, Annexation No. 18 of the San Dieguito Union High School District.

FUNDING SOURCE:

Not applicable.

Enclosures: Certificate of Election Official

**RESOLUTION OF THE BOARD OF TRUSTEES
OF THE SAN DIEGUITO UNION HIGH SCHOOL DISTRICT
CERTIFYING THE RESULTS OF AN ELECTION WITH RESPECT TO
COMMUNITY FACILITIES DISTRICT NO. 95-2, ANNEXATION NO. 18 OF
THE SAN DIEGUITO UNION HIGH SCHOOL DISTRICT**

WHEREAS, on July 26, 2012, the Board of Trustees (the "Board") of the San Dieguito Union High School District (the "District") adopted a resolution entitled "Resolution of the Board of Trustees of the San Dieguito Union High School District Acting as the Legislative Body of the San Dieguito Union High School District Community Facilities District No. 95-2" (the "Resolution") annexing certain territory into Community Facilities District No. 95-2 of the School District, authorizing the levy of a special tax, authorizing the incurrence of bonded indebtedness not to exceed \$50,000,000 and calling an election on August 7, 2012.

WHEREAS, pursuant to the Resolution, a special election was held and conducted in the District on August 7, 2012, at which election there was submitted to the qualified voters of the District the following bond proposition, to wit:

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

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

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

Section 1. That more than two-thirds of the votes cast at a special election which was duly and legally held and conducted in the District on August 7, 2012, were cast in favor of incurring bonded indebtedness in an amount of \$50,000,000, levying certain special taxes and establishing an appropriations limit for the District.

Section 2. This Resolution shall take effect upon adoption.

ADOPTED SIGNED AND APPROVED, this 16th day of August, 2012.

SAN DIEGUITO UNION HIGH SCHOOL DISTRICT

By _____
Title: President

ATTEST:

By _____
Title: Recording Secretary

STATE OF CALIFORNIA)
)
COUNTY OF SAN DIEGO) ss

I, Joyce Dalessandro, President of the Board of Trustees of the San Dieguito Union High School District (the "Board") do hereby certify that the foregoing Resolution was duly adopted by the Board of said San Dieguito Union High School District at a meeting of said Board held on the 16th day of August, 2012, and that it was so adopted by the following vote:

AYES: MEMBERS: _____

NOES: MEMBERS: _____

ABSTAIN: MEMBERS: _____

ABSENT: MEMBERS: _____

President of the Board of Trustees

APPENDIX A
CERTIFICATE OF ELECTION
OFFICIAL

**CERTIFICATE OF THE ELECTION OFFICIAL
DECLARING THE RESULTS OF THE MAILED-BALLOT
SPECIAL ELECTION REGARDING
COMMUNITY FACILITIES DISTRICT NO. 95-2, ANNEXATION NO. 18
OF THE SAN DIEGUITO UNION HIGH SCHOOL DISTRICT**

I, Eric R. Dill, designated as the election official for the mailed-ballot special election (the "Election") regarding the annexation of certain territory into Community Facilities District No. 95-2 of the San Dieguito Union High School District, pursuant to the "Resolution of Annexation of the Board of Trustees of the San Dieguito Union High School District Acting as the Legislative Body of the San Dieguito Union High School District Community Facilities District No. 95-2" adopted by the Board of Trustees of the San Dieguito Union High School District on July 26, 2012 (the "Resolution"), do hereby certify as follows:

1. That the Election was closed at the hour of 5 o'clock p.m. on August 7, 2012
2. That the total number of votes eligible to be cast on Proposition CC was 11 which is equal to one vote per acre or a portion of an acre within the proposed District. The total number of votes actually cast was 11;
3. That the results are as follows:
11 votes in favor of Proposition CC
0 votes in opposition to Proposition CC;
4. That the percentages are as follows:
100% in favor of Proposition CC
0% in opposition to Proposition CC;
5. That two-thirds (2/3) of the total number of votes cast are needed to approve Proposition BB, to wit at least 8 votes of the total cast;
6. That the number of votes cast in favor of Proposition CC, based on the results outlined in Section 3 hereof and the percentages outlined in Section 4 hereof are at least equal to two-thirds (2/3) of the total number of votes cast, and, thus Proposition CC was duly approved.

Dated: August 7, 2012

COMMUNITY FACILITIES DISTRICT NO. 95-2
OF THE SAN DIEGUITO UNION HIGH
SCHOOL DISTRICT



Election Official
For the Mailed-Ballot Special Election
Regarding Annexation No. 18 into
Community Facilities District No. 95-2 of the
San Dieguito Union High School District

San Dieguito Union High School District

INFORMATION REGARDING BOARD AGENDA ITEM

TO: BOARD OF TRUSTEES

DATE OF REPORT: August 7, 2012

BOARD MEETING DATE: August 16, 2012

PREPARED AND SUBMITTED BY: Joyce Dalessandro,
Board President

SUBJECT: APPROVAL OF AMENDMENT TO SUPERINTENDENT
EMPLOYMENT AGREEMENT EFFECTIVE
JULY 1, 2012, AND ENDING JUNE 30, 2016

.....

EXECUTIVE SUMMARY

The Board of Trustees is asked to approve an amendment to the existing *Agreement between San Dieguito Union High School District Board Of Education and Kenneth Noah, Superintendent*. The amendment would omit the current Section 1. Term Of Agreement and replace it with a term commencing July 1, 2012 through June 30, 2016.

RECOMMENDATION:

It is recommended that the Board approve the amendment to the employment agreement for Superintendent, Mr. Ken Noah, as written.

FUNDING SOURCE:

District General Payroll Fund as Designated

**AMENDMENT
TO JULY 2011 AGREEMENT BETWEEN
SAN DIEGUITO UNION HIGH SCHOOL DISTRICT
BOARD OF EDUCATION
AND
KENNETH NOAH, SUPERINTENDENT**

This amendment to the Agreement between San Dieguito Union High School District Board of Education and Kenneth Noah, Superintendent, (the Agreement) is made and entered into this 16th day of August, 2012.

WITNESSETH

WHEREAS, the Board of Trustees and Mr. Kenneth Noah entered into the Agreement for employment as the District Superintendent accepted by the Superintendent by his signature dated March 4, 2008; and

WHEREAS, the Board of Trustees and Mr. Noah desire to amend the provisions of the Agreement at Section 1. TERM OF AGREEMENT; and

WHEREAS, pursuant to the provisions of Education Code section 35031 the Superintendent may be elected for a term of no more than four years; and

WHEREAS, the Board of Trustees desires to reemploy the Superintendent for a term of four years; and,

WHEREAS, the Superintendent desires to be reemployed for a term of four years as provided in the Agreement and this Amendment;

NOW THEREFORE, based on mutual agreement of the Board of Trustees and Mr. Noah, the Agreement is amended as follows:

- 1) Section 1. TERM OF AGREEMENT in the Agreement is omitted in its entirety and replaced with the following provision:
 - 1. TERM OF AGREEMENT The Board hereby employs and the Superintendent agrees to be employed as San Dieguito Union High School District Superintendent of Schools for a term of four (4) years effective July 1, 2012 and ending June 30, 2016, subject to the terms and conditions hereinafter set forth.

IN WITNESS WHEREOF, the parties hereto execute this Amendment of August 16, 2012, to be effective on the date of approval of the Board of Trustees.

_____	_____
Kenneth Noah, Superintendent	Date

Board of Trustees
San Dieguito Union High School District

By _____	_____
Joyce Dalessandro, Board President	Date

San Dieguito Union High School District

INFORMATION REGARDING BOARD AGENDA ITEM

TO: BOARD OF TRUSTEES

DATE OF REPORT: August 6, 2012

BOARD MEETING DATE: August 16, 2012

PREPARED BY: Terry King
Associate Superintendent, Human Resources

SUBMITTED BY: Ken Noah, Superintendent

SUBJECT: BOARD POLICY REVISION PROPOSAL,
#4160.12 (BP & AR) JOB DESCRIPTION,
*"DIRECTOR OF PUPIL SERVICES AND
ALTERNATIVE SCHOOLS"*; AND BOARD
POLICY #4341.1 ATTACHMENT A,
"MANAGEMENT SALARY SCHEDULE"

EXECUTIVE SUMMARY

With the recent reorganization of the Educational Services Division, it is necessary to increase the responsibilities of the Director of Pupil Services and Alternative Schools position. As a result of these changes, revisions to Board Policy #4160.12 (BP and AR), and Management Salary Schedule are proposed in order to incorporate the additional responsibilities for this position, as well as increased work days.

RECOMMENDATION:

It is recommended that the Board of Trustees approve the attached policy and salary schedule changes.

FUNDING SOURCE:

Not applicable.

CERTIFICATED PERSONNEL

4160.12

~~EXECUTIVE~~ DIRECTOR OF PUPIL SERVICES & ALTERNATIVE SCHOOLS

Primary Function: Provides district leadership and consultation to administrators and staff for planning development, implementation, and evaluation of district and school programs in all areas of pupil and child welfare services. Also manages and leads S.D.U.H.S.D. Alternative High Schools.

Directly Responsible to: Associate Superintendent, ~~Instructional~~ Educational Services

QUALIFICATIONS

1. Education: Masters Degree or higher and appropriate administrative credential.
2. Experience: Evidence of successful administrative and experience at the site or district level.

APPOINTMENT

The candidate shall be elected by the Board of Trustees on the recommendation of the superintendent.

OPERATIONAL RESPONSIBILITIES

The superintendent is authorized to develop a job description for the ~~Executive~~ Director of Pupil Services & Alternative Schools that will define specific areas of responsibility.

PERSONNEL

4160.12/AR-1

DIRECTOR OF PUPIL PERSONNEL SERVICES & ALTERNATIVE SCHOOLS

The duties of the Director of Pupil Personnel Services shall include but not be limited to the following:

1. Develops, monitors, and evaluates policy, procedures and programs in all areas of pupil personnel services **and Alternative Schools** – including ~~counseling and guidance, special education, health services and child welfare and attendance.~~ Athletics, Attendance, School Attendance Review Board (SARB), Grade Challenges, High School Selection, Discipline / Diversion, Residency, 504s, Recovery, Education, Alcohol and Drug Instruction (READI), Alcohol & Other Drug Prevention (AOD), Safety Committee, Records Custodian, Office of Civil Rights (OCR) and Uniform Complaint Procedure (UCP), Intra- and Inter- District Transfers, Annual Notification, Home Hospital, Sunset High School, North Coast Alternative High School, Independent Study P.E. (ISPE), Homeless / Foster Youth, Tobacco Use Prevention (TUPE) Grant, and Disproportionality.
2. Prepares and supervises the pupil personnel services budget.
3. Assists in the planning, administration, accounting, and interpretation of a district-wide ~~testing~~ program.
4. Develops district policies and procedures to conform with state and federal legislation in the pupil personnel services areas.
5. Assists in developing criteria and procedures for staff selection and retention in all areas of pupil personnel services.
6. Assists in the supervision and evaluation of all pupil personnel services staff.
7. Plans, directs, coordinates, and implements a staff development program for staff and administrators in all pupil personnel service areas.
8. Develops and maintains articulation, coordination, and referral relationships with feeder district, community agencies, county and the State Department of Education in areas of pupil personnel services.
9. Administers the process of evaluating pupils who have been referred for ~~placement in special education programs~~ **serious discipline matters**.
- ~~10. Coordinates activities of school counselors, speech therapists, school nurses, psychologists, psychometrists, and teachers of special education programs in achieving goals of those programs and meeting the needs of individual students.~~
- ~~11.~~ **10.** Responsible for ongoing evaluation of ~~special education, counseling and guidance programs, health services, all Pupil Services Programs~~ and child welfare and attendance.
- ~~12.~~ **11.** Advises concerned personnel of all state and federal laws and district policies that pertain to ~~special education and counseling and guidance programs, health services~~ **pupil services**, and child welfare and attendance.
- ~~13. Coordinates the district data processing program as it relates to all pupil personnel services.~~
- ~~14.~~ **12.** Responsible for developing a student records system and serving as custodian of the system.
- ~~15. Prepares reports required by the state or the district including the application for apportionment of state funds for special education.~~

PERSONNEL

4160.12/AR-1

~~16. Responsible for coordinating district summer school program.~~

~~17.~~13. Performs other related duties as may be assigned by the Associate Superintendent of Educational Services.

PERSONNEL / MANAGEMENT**4341.1 Attachment A****MANAGEMENT SALARY SCHEDULE
(Effective 07/01/12)****ASSISTANT PRINCIPALS / PRINCIPALS / DIRECTORS / EXECUTIVE DIRECTORS**

GROUP	RANGE	TITLE	STEP 1	STEP 2	STEP 3	STEP 4	WORK DAYS
4	3	Principal, Sr. High School	122,012	127,963	134,205	140,768	220
4	4	Principal, Middle School	110,693	116,097	121,768	127,720	220
4	5	Asst. Principal, Sr. High School	103,714	108,785	114,113	119,708	210
4	6	Asst. Principal, Middle School	92,829	97,402	102,198	107,236	200
4	7	Principal, Adult School	106,068	111,237	116,662	122,367	215
4	8	Exec. Director of Curriculum & Assessment	119,104	124,786	130,746	137,009	222
4	10	Director of PPS and Alternative Programs	110,693 114,297	116,097 119,877	121,768 131,878	127,720 131,878	215 220
4	12	Coordinator, Technical Education, EL, and AI	87,442	91,652	96,073	100,715	215
4	14	Director of Technology Project Management	99,034	103,986	109,181	114,635	215
4	17	Director of Special Education	110,693	116,097	121,768	127,720	220
5	2	Director of Classified Personnel	102,209	107,137	112,313	117,750	246*
5	2	Director of Human Resources	102,209	107,137	112,313	117,750	246*
5	3	Director of Planning & Financial Management	79,168	83,125	87,281	91,644	246*
5	3	Director of Student Information Services	79,168	83,125	87,281	91,644	246*
5	4	Director of Transportation	88,035	92,435	97,057	101,908	246*
5	4	Director of Financial Services	88,035	92,435	97,057	101,908	246*
5	4	Director of Nutrition Services	88,035	92,435	97,057	101,908	246*
5	4	Director of Purchasing & Risk Management	88,035	92,435	97,057	101,908	246*
5	6	Executive Director of Operations	109,255	114,728	120,469	126,494	246*

*246 days = 12-month employee

DISTRICT SUPERINTENDENT / ASSOCIATE SUPERINTENDENTS

GROUP	RANGE	TITLE	BASE				WORK DAYS
4	1	Superintendent	215,000				223
4	2	Associate Superintendent-Educational Services	162,265				223
4	9	Associate Superintendent-Human Resources	162,265				223
5	7	Associate Superintendent-Business	162,265				246

Credit for previous management experience will be given consideration toward initial placement on the management salary schedule. Twelve days of sick leave for each year shall be allowed each full-time manager during the period of time under active contract with the district.

All classified managers shall be governed by the Classified Merit System Rules and Regulations.

LONGEVITY BENEFITS

An increment of \$2,737 for a 12 month, 8 hours per day, full-time employee at the end of 10, 15, 20, 25 and 30 years in the district, shall be added to the employee's annual salary. The longevity increment of those employees employed less than 12 months or less than 8 hours per day will be prorated in accordance with the number of months and/or hours or regular employment.

San Dieguito Union High School District

INFORMATION REGARDING BOARD AGENDA ITEM

TO: BOARD OF TRUSTEES

DATE OF REPORT: August 9, 2012

BOARD MEETING DATE: August 16, 2012

PREPARED BY: Eric Dill, Associate Superintendent, Business

SUBMITTED BY: Ken Noah, Superintendent

SUBJECT: **NEW BOARD POLICY ADMINISTRATIVE
REGULATION #3460/AR-3 "SALE OF
CAPITAL APPRECIATION BONDS"**

EXECUTIVE SUMMARY

There has been concern recently with school district bond financing structures using capital appreciation bonds (CABs), particularly those with terms greater than 25 years (also referred to as Long-Dated CABs). Issuance of long-dated CABs can result in a higher debt burden for general obligation bond issuers than other financing alternatives.

Staff has drafted the proposed administrative regulation on the following pages using language suggested by the San Diego County Taxpayers Association to ensure fiscal responsibility and transparency in connection with the sale of bonds.

The administrative regulation will require the following:

1. Issuance of CABs will only be considered if it can be demonstrated that their use will result in less debt service than other bond structures or financial alternatives.
2. CABs will not be authorized by the District without review by the Citizens' Bond Oversight Committee, which would be established pursuant to Proposition 39.
3. Realistic assumptions for growth in assessed value shall be used for development of any proposed financing method

Should the general obligation bond measure pass, we will be able to begin upgrading technology and repairing older schools immediately using today's current low interest rates and construction costs and avoid using methods that result in unreasonably high interest ratios.

ITEM 19

RECOMMENDATION:

It is recommended that the Board approve the New Board Policy Administrative Regulation, #3460/AR-3, "Sale of Capital Appreciation Bonds", as shown in the attached supplement(s).

FUNDING SOURCE:

Not applicable

BUSINESS**3460 /AR-3****SALE OF CAPITAL APPRECIATION BONDS****INCOMPATIBLE ACTIVITIES**

In connection with the sale of any bonds, capital appreciation bonds (CABs) should only be pursued if it can be demonstrated that their use will result in less debt service than other bond structures or other financial alternatives. Other financing options that should be compared to the potential use of CABs include additional voter approved tax increases. It is further stipulated that the District will not authorize the sale of any form of Capital Appreciation Bonds or Convertible Capital Appreciation Bonds without review by the District's citizens' bond oversight committee. Defensible assumptions for growth in assessed value shall be used for development of any proposed financing method.

San Dieguito Union High School District

INFORMATION REGARDING BOARD AGENDA ITEM

TO: BOARD OF TRUSTEES

DATE OF REPORT: August 7, 2012

BOARD MEETING DATE: August 16, 2012

PREPARED BY: Christina Bennett
Director of Purchasing/Risk Management
Eric Dill, Assoc. Supt., Business Services

SUBMITTED BY: Ken Noah, Superintendent

SUBJECT: APPROVAL/ADOPTION OF BOARD POLICY REVISIONS (6), #3440 "INVENTORIES", #3515.4 "RECOVERY FOR PROPERTY LOSS OR DAMAGE, #4112.3 "OATH OR AFFIRMATION", #4147 "EMPLOYEE PROTECTION", #5142 "SAFETY: PERSONAL AND POSSESSIONS", #5142.1 "INSURANCE"

EXECUTIVE SUMMARY

Several Board policies are in need of revision, as proposed on the attached chart, and are being submitted for Board review.

RECOMMENDATION:

These items are being presented for first read and will be resubmitted for board approval/action on September 6, 2012

FUNDING SOURCE:

Not applicable.

Board Policy Changes

August, 2012

Board Policy #	Reason for the Change
BP 3440	Inventory of items purchased with Federal funds whose value exceeds \$500 (increase from \$300)
BP 3515.4	Liability for damages to be adjusted for inflation
BP 4112.3 / 4212.3 / 4312.3	Policy last reviewed in 1987 and is being updated to reflect changes in language and Codes.
BP 4147 / 4258 / 4358	Policy last reviewed in 1987 and is being updated to reflect changes in language and Codes.
BP 5142	Policy last reviewed in 1997 and is being updated to reflect changes in language and Codes
BP 5142.1	CSBA uses 5143 for this policy. Our policy 5142.1 was adopted on January 16, 1997 and is being updated to reflect current CSBA changes in language and various Codes.

BUSINESS**3440****INVENTORIES****EQUIPMENT**

An inventory of equipment shall be maintained in a manner authorized by the State Board of Education. All district items whose current value exceeds \$500 shall be included in the inventory, with the exception of equipment permanently fixed in a building such as heaters or lockers. All items purchased with Federal funds whose current value exceeds ~~\$300~~ \$500 shall be included in the inventory. The equipment inventory shall serve both the functions of control and conservation. The inventory shall include at least the description, name, date of acquisition, identification numbers, original cost, and location of use of all items. A record of the date and mode of disposal of all equipment removed from the inventory shall also be kept.

SUPPLIES – WAREHOUSE

An inventory of instructional and cafeteria supplies which are warehoused shall be maintained in a computerized stock inventory record. A physical inventory shall be taken annually.

The inventory system for equipment and the instructional supplies warehoused shall be under the supervision of the Director of Purchasing and Warehouse Services. The cafeteria supplies inventory shall be under the supervision of the Director of Food Services. Classroom supplies and equipment and inventories shall be under the supervision of the principal.

Legal Reference**CALIFORNIA EDUCATION CODE**

35168 Inventory of equipment

CODE OF REGULATIONS, TITLE 5

3946 Control, safeguards, disposal of equipment purchased with consolidated application funds

16022-16023 Classification of records

16035 Historical inventory of equipment

UNITED STATES CODE, TITLE 20

2301-2414 Carl D. Perkins Career and Technical Education Act

CODE OF FEDERAL REGULATIONS, TITLE 34

80.1-80.52 Uniform administrative requirements for grants to state and local governments

BUSINESS**3515.4****RECOVERY FOR PROPERTY LOSS OR DAMAGE**

The Board of Trustees shall seek reimbursement of damages from any individual or from the parents/guardians of any minor who commits any act of theft or vandalism.

The parent/guardian of a minor who commits an act of vandalism may be held liable for damages up to the amount established by law (~~7,500~~) as adjusted for inflation. (Education Code 48904) The parent/guardian also may be held liable for rewards of up to the same amount.

Legal Reference**EDUCATION CODE**

<u>19910</u>	<u>Libraries, malicious cutting, tearing, defacing, breaking or injuring</u>
<u>19911</u>	<u>Libraries, willful detention of property</u>
44810	Willful interference with classroom conduct
<u>48900</u>	<u>Grounds for suspension or expulsion</u>
<u>48904</u>	<u>Liability of parent or guardian for willful misconduct</u>
<u>48904.3</u>	<u>Withholding grades, diplomas, or transcripts of pupils causing property damage or injury; transfer of pupils to new school districts; notice to rescind decision to withhold</u>

CIVIL CODE

1714.1	Liability of parent or guardian for act of willful misconduct by minor
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PENAL CODE

<u>484</u>	<u>Theft, defined</u>
594	Vandalism
<u>594.1</u>	<u>Aerosol</u>
640.5	Graffiti; facilities or vehicles of governmental entity
640.6	Graffiti

GOVERNMENT CODE

<u>53069.5</u>	<u>Reward for information concerning person causing death, injury, or property damage; liability for reward</u>
<u>53969.6</u>	<u>Actions to recover damages</u>
<u>54951</u>	<u>Local agency, definition</u>

4112.3

4212.3

4312.3

PERSONNEL

Oaths OATH OR AFFIRMATION

~~Prior to certification the Commission on Teacher Credentialing requires all persons to declare by an oath or affirmation to support the Federal and State constitutions. No compensation may be paid until an employee has complied with certification requirements.~~

All public employees are disaster service workers. As such, before beginning employment with the district, employees must take the oath or affirmation required by law. In the event of natural, manmade or war-caused emergencies which result in conditions of disaster or extreme peril to life, property and resources, all district employees are subject to disaster service activities as assigned to them by their supervisor. (Government Code 3100-3102)

~~The District Superintendent or his designee shall be authorized to administer oaths for persons applying for credentials as provided by the Education Code.~~

The Superintendent or designee shall administer the above oath when district employees are hired.

Legally employed non-citizens shall be exempt from taking this oath. (Government Code 3101)

At the advice of legal counsel, the Superintendent or designee may exempt a prospective employee from taking the above oath if he/she raises a valid religious objection.

Legal Reference**EDUCATION CODE**

60	Person Authorized to Administer and Certify Oaths
44334	Oath or Affirmation
44354	Administration of Oath

GOVERNMENT CODE

3100-3109 Oath or affirmation of allegiance

CALIFORNIA CONSTITUTION

Article 20, Section 3 Oath of Office

COURT DECISIONS

Vogel v. County of Los Angeles (1967) 68 Cal. 2d 18, 22

Chilton v. Contra Costa County Community College District 55 Cal. App. 3d 544 (1976)

**OATH OF ALLEGIANCE
FOR PERSONS EMPLOYED BY A
SCHOOL DISTRICT OF THE STATE OF CALIFORNIA**

STATE OF CALIFORNIA
COUNTY OF SAN DIEGO

I, _____, do solemnly swear (or affirm) that I will support and defend the Constitution of the United State of America and the Constitution of the State of California against all enemies, foreign and domestic; that I will bear true faith and allegiance to the Constitution of the United States and the Constitution of the State of California; that I take this obligation freely, without any mental reservation or purpose of evasion, and that I will well and faithfully discharge the duties upon which I am about to enter.

Signature of Employee _____

Taken, subscribed and sworn to before me this _____ day of _____, 19__

Signature of
Authorized Official _____

Title

SAN DIEGUITO UNION HIGH SCHOOL DISTRICT
School District

California Constitution Section 3 of Article XX
Education Code Section 13165
U.S. Government Code 3100 Et Seq

PERSONNEL

414758 / 4258 / 4358

EMPLOYEE PROTECTION

The Board of Trustees desires to provide a safe, orderly working environment for all employees. As part of the District's comprehensive school safety plan, the Superintendent or designee shall develop strategies for protecting employees from potentially dangerous persons and situations and for assisting them in the event of an emergency situation.

The Superintendent or designee shall ensure that employees are informed, in accordance with law, regarding crimes and offenses by students who may pose a danger in the classroom.

An employee may use reasonable force necessary to protect himself/herself from attack, to protect another person or property, to quell a disturbance threatening physical injury to others, or to obtain possession of weapons or other dangerous objects upon the person or within control of a student. (Education Code 44807, 49331-49333)

When violence is directed against an employee by any individual and the employee so notifies the District, the District shall take steps to ensure that appropriate legal measures are instituted. When the employee notifies the District of a threat of bodily harm, the District shall take appropriate measures to enable the employee to request assistance if an attempt occurs on school grounds.

~~Employees shall promptly report instances of attack, assault or threat against them by any student to their principal or other immediate supervisor and also to the appropriate local law enforcement agency. The report shall be forwarded immediately to the Superintendent or his/her designee. The Superintendent shall act as liaison between the employee, the police, and the courts. (Education Code 44014)~~

The Superintendent or designee shall ensure that employees are trained in crisis prevention and intervention techniques in order to protect themselves and students. Staff development may include training in classroom management, effective communication techniques and crisis resolution.

The Board requires school employees to take immediate action upon being made aware that any person is in possession of an injurious object on school grounds or at a school-related or school-sponsored activity. The employee shall use his/her own judgment as to the dangerousness of the situation and, based upon this analysis, shall do one of the following:

1. Confiscate the object and deliver it to the principal immediately
2. Immediately notify the principal, who shall take appropriate action
3. Immediately notify the local law enforcement agency and the principal

When informing the principal about the possession or seizure of a weapon or dangerous device, the employee shall report the name(s) of persons involved, witness, location, and the circumstances of any

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seizure.

The Board recognizes that persons age 16 or older may legally possess tear gas or tear gas weapons such as pepper spray for the purpose of self-defense. Employees who carry such items at school or school activities shall be subject to disciplinary action if they use such items improperly or for any purpose other than self-defense or are negligent or careless in the possession or handling of pepper spray.

If criminal or civil proceedings are brought against an employee alleging that the employee committed an assault in connection with his/her employment, such employee may request the Governing Board to furnish legal counsel to defend the employee in any civil action or proceeding brought against him/her within the limits set by law. (Government Code 995)

~~The Governing Board shall reimburse an employee for the cost of medical, surgical or hospital services (less the amount of any insurance reimbursement) incurred as the result of~~ All employees shall be covered under the District's workers compensation insurance for any injury sustained in the course of his/her employment.

An employee whose person or property is injured or damaged by willful misconduct of a student may request the school district to pursue legal action against the students or the student's parent/guardian. (Education Code 48905)

Notice Regarding Student Offenses Committed While Under School Jurisdiction

The Superintendent or designee shall inform the teacher of any student in his/her class who has engaged in, or is reasonably suspected of, any act during the previous three years which could constitute grounds for suspension or expulsion under Education Code 48900, with the exception of the possession or use of tobacco products. This information shall be based upon written district records or records received from a law enforcement agency. Teachers shall keep the information confidential. (Education Code 49079)

Notice Regarding Student Offenses Committed While Outside School Jurisdiction

When informed by the court that a minor student has committed any felony or any misdemeanor involving curfew, gambling, alcohol, drugs, tobacco products, carrying of weapons, a sex offense listed in Penal Code 290, assault or battery, larceny, vandalism or graffiti, the Superintendent or designee shall so inform the school principal. The principal shall keep this information in a separate confidential file and give it to the counselors who directly supervise or report on the student's behavior or progress. The principal also may inform any teacher or administrator he/she thinks may need the information so as to work with the student appropriately, avoid being needlessly vulnerable, or protect others from vulnerability. (Welfare and Institutions Code 827)

Any court-initiated information that a teacher, counselor or administrator receives shall be kept confidential and used only to rehabilitate the student and protect other students and staff. The information shall be further disseminated only when communication with the student, parent/guardian,

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law enforcement staff and probation officer is necessary to rehabilitate the student or to protect students and staff. (Welfare and Institutions Code 827)

When a student is removed from school as a result of his/her offense, the Superintendent shall hold the court's information in a separate confidential file until the student is returned to public school. If the student is returned to a different district, the Superintendent shall transmit the information provided by the student's parole or probation officer to the Superintendent of the new district of attendance. (Welfare and Institutions Code 827)

Any confidential file of court-initiated information shall be kept until the student becomes 18, graduates from high school, or is released from juvenile court jurisdiction, whichever occurs first; it shall then be destroyed. (Welfare and Institutions Code 827)

Procedures to Maintain Confidentiality of Student Offenses

In order to maintain confidentiality when providing information about student offenses to counselors and teachers of classes/programs to which a student is assigned, the principal or designee shall send the staff member a written notification requesting him/her to review a student's file in the school office. This notification shall not name or otherwise identify the student. The staff member shall be asked to initial the notification and return it to the principal or designee.

The staff member shall also initial the student's file when reviewing it in the school office. Once the district has made a good faith effort to comply with the notification requirement of Education Code 49079 and Welfare and Institutions Code 827, an employee's failure to review the file may be construed as a waiver of the district's liability.

Legal Reference [Calif. Educ. Code](#)**CALIFORNIA EDUCATION CODE**

32210-32212 Willful disturbance, public school or meetings

32225-32226 Communication devices

35176 Replacing or repairing employees property

35203 Duty of district attorney to defend in certain cases

35204 Contract with attorney in private practice, use of administrative advisor

35205 Contract for specialized legal services

35206 Contract for additional services from county counsel or district attorney

35208 Liability insurance

35213 Reimbursement for loss, destruction or damage of school property

44014 Report of assault by pupils against school employees

44807 Duty concerning conduct of pupils; limitations on criminal prosecution

44811 Upbraiding, insulting, and abusing teachers

44812 Insulting and abusing teachers

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48201 Transfer of student records48900-48926 Suspension or expulsion Grounds for suspension or expulsion

48902 Notification of law enforcement authorities if student commits assault with a deadly weapon

48904 Parental liability

48905 Right to seek legal redress

49079 Notification to teacher; student who has engaged in acts constituting grounds for suspension or expulsion49330-49335 Injurious objects~~49331 Removal of injurious object from possession of pupil by designated employee~~**CIVIL CODE**

51.7 Freedom from violence or intimidation

CODE OF CIVIL PROCEDURE527.8 Workplace violence safety act**GOVERNMENT CODE**~~995 et. Seq. Authority to provide for defense~~995-996.4 Defense of public employees3543.2 Scope of representation**PENAL CODE**

71 Threatening public officers and employees and school officials

240 Definition of assault~~241.1 Assault committed on school property against any person~~241.2 Assault on school or park property against any person241.3 Assault ~~committed~~ against school bus drivers241.6 Assault on school employee includes board member242 Definition of battery243 Battery; definition of "injury" and "serious" bodily injury243.2 Battery ~~committed~~ on school property against any person243.3 Battery ~~committed~~ against school bus drivers243.6 Battery against school employee includes board member245.5 Assault with deadly weapon; school employee includes board member290 Registration of sex offenders601 Trespass by person making credible threat626.9 Gun-Free School Zone Act of 1995626.10 Exceptions to bringing weapons on school grounds646.9 Stalking12403.7 Weapons approved for self defense**WELFARE AND INSTITUTIONS CODE**827 Juvenile court proceedings; reports; confidentiality828.1 District police or security department, disclosure of juvenile records

STUDENTS**5142****SAFETY: PERSONAL AND POSSESSIONS**

The Board is responsible to see that proper attention is paid to the safety of pupils and to the prevention of student injury. School facilities shall be designed and equipment shall be selected to minimize the risk of harm to students.

The Superintendent is responsible for recommending to the Board plans for giving proper attention to the safety of pupils.

Principals, ~~and~~ teachers and other staff shall be to whom they may delegate their authority, are responsible for the conduct and safety of pupils during school hours and school-sponsored activities and while students are using district transportation to and from school, enrolled in their schools and while they are on the school premises.

It is the responsibility of the principal and teachers to arrange for adequate supervision of students at all times. Special attention should be given to the prevention of accidents and to the development of habits of good citizenship.

The principal or designee shall establish school rules consistent with law, Board policy and administrative regulation for the safe and appropriate use of school equipment, materials and for student conduct. School staff shall train students on the safety rules and shall provide safety instruction as appropriate. Copies of the rules shall be sent to parents/guardians and be readily available at the school at all times.

The principal, in cooperation with the police or sheriff's department, shall provide for the safety of pupils.

Legal Reference:
EDUCATION CODE

- 8482-8484.6 After School Learning and Safe Neighborhood Partnerships Program
- 17280-173 17 Building approvals (Field Act)
- 17365-17374 Fitness of school facilities for occupancy
- 32001 Fire alarms and drills
- 32020 School gates; entrances for emergency vehicles
- 32030-32034 Eye safety
- 32040 First aid equipment
- ~~32050-32051~~ ~~Hazing~~
- 32225-32226 Two-way communication devices in classrooms
- 32240-32245 Lead-free schools
- 32250-32254 CDE school safety and security resources unit
- ~~32270.5~~ ~~Cellular telephones for classroom safety~~
- ~~35294-35294.9~~ ~~Safety plans~~
- 32280-32289 Safety plans

STUDENTS**5142**

44807	Duty of teachers concerning conduct of students to and from schools, on playgrounds, and during recess
44808	Exemption from liability when students are not on school property
44808.5	Permission for students to leave school grounds; notice (high school)
48900	Hazing
49300-49307	School safety patrol
49330-49334 5	Injurious objects
49341	Hazardous materials in school science laboratories
51202	Instruction in personal and public health and safety

GOVERNMENT CODE

810-996.6	California Tort Claims Act, especially:
815	Liability for injuries generally; immunity of public entity
835	Conditions of liability
4450-4458	Access to public buildings by physically disabled persons

HEALTH AND SAFETY CODE

115725-1157 50 35	Playground safety
115775-115800	Wooden playground equipment
115810-115816	Playground safety and recycling grants

PENAL CODE

14200-14213	Violent crime information center
245.6	Hazing

PUBLIC RESOURCES CODE

5411	Purchase of equipment usable by physically disabled persons
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CODE OF REGULATIONS, TITLE 5

202	Exclusion of students with a contagious disease
570-576	School Safety Patrols
5531	Supervision of social activities
5552	Playground supervision
5570	When school shall be open and teachers present
14103	Bus driver; authority over pupils

CODE OF REGULATIONS, TITLE 22

65700-65750	Safety regulations for playgrounds; definitions and general standards
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COURT DECISIONS

Wiener v. Southcoast Childcare Centers, (2004) 32 Cal.4th 1138
Kahn v. East Side Union High School District, (2003) 31 Cal.4th 990
Hoyem v. Manhattan Beach City School District (1978) 22 Cal.3d 508
Daily v. Los Angeles Unified School district (1970) 2 Cal.3d 741

INSURANCE

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INSURANCE

A group student accident insurance plan shall be made available on a voluntary basis to every student registered in the district. The Board of Trustees authorizes the distribution of literature concerning voluntary student insurance at the beginning of each school year. All communications concerning the insurance shall be directed to the insurance company by the student's parent/guardian.

Students and parents/guardians shall be notified at the beginning of each school year that the district does not provide or make available medical and hospital care or insurance for students who are injured while participating in physical or athletic activities. Exceptions shall be made for athletic team members in accordance with the provisions of state law and board policy.

The Superintendent or designee shall provide or make available:

1. Medical or hospital service or insurance protection against injuries to while participating in any excursion or field trip under the jurisdiction of, or sponsored by or controlled by, the district.
2. Insurance protection for medical and hospital expenses resulting from accidental bodily injury to each member of a school athletic team as defined by law.

In addition, the Superintendent or designee may provide or make available:

1. Medical and/or hospital service for students who are injured on school grounds during the school day, at any other place that a school-sponsored activity is being held, or while being transported by the district to and from school, another place of instruction or a school activity. The costs of the medical and/or hospital service for such students may be paid by either the student or the student's parent/guardian.
2. Insurance protection for medical and hospital expenses resulting from accidental bodily injury to members of an organized rooting section and student spectators at athletic events.
3. Insurance protection for medical and hospital expenses resulting from accidental bodily injury to participants in occasional school spirit or field day activities in which students from two or more district schools participate in athletic contests.
4. Medical and/or hospital service to students participating in other athletic activities sponsored or controlled by or under the jurisdiction of the district.
5. Liability insurance to students enrolled in work experience or vocational education programs at locations off school grounds approved by the Board, for the total or a portion of the total costs as determined by the Board.

Non-Team Athletic Activities

Schools shall not permit the following activities on campus by individuals or by groups nor shall

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school groups be permitted to engage in them:

1. Trampolining and other similar rebounding devices
- ~~2. Scuba Diving~~
- ~~3. Skateboarding~~
4. Rollerblading
- ~~5. Hang Gliding~~

Athletic Team Members Insurance

Each member of a school athletic team shall be covered by an insurance policy for medical and hospital expenses resulting from accidental bodily injury.

Pursuant to Education Code 32220, member of an athletic team: Also includes:

Members of school bands or orchestras, cheerleaders and their assistants, pompom girls, team managers and their assistants, and any student or pupil selected by the school or student body organization to directly assist in the conduct of the athletic event. Such members shall be covered only while they are being transported by or under the sponsorship or arrangements of the district or a student body organization, to or from a school or other place of instruction and the place at which the athletic event is being conducted.

Pursuant to Education Code 32221, the insurance shall provide the following coverage:

Option I

A group or individual medical plan with accidental benefits of at least two hundred dollars (\$200) for each occurrence and major medical coverage of at least ten thousand dollars (\$10,000), with no more than one hundred dollars (\$100) deductible and no less than 90 percent payable for each occurrence.

Option II

Group or individual medical plans which are certified by the Insurance Commissioner to be equivalent to the required coverage of at least one thousand five hundred dollars (\$1,500).

Option III

Insurance coverage in the amount of at least one thousand five hundred dollars (\$1,500) for all medical and hospital expenses.

1. Participation in athletic events sponsored by the district or student body organization
2. Participation in practice for an athletic event
3. Transportation provided by the school district, or under its sponsorship, to and from the school and place for the athletic event.

The athletic team member insurance required by this policy and Education Code 32221 shall not be required of those athletic team members ~~students~~ who have insurance or a reasonable equivalent of

INSURANCE

5142.1

health benefits provided them through other means, including but not limited to purchase by the student or his/her parent/guardian.

The Board of Trustees shall make an insurance plan available for purchase by students participating in athletic events as provided in Education Code 32221.

The Board of Trustees shall authorize the expenditure of district or student body funds for the purchase of insurance for those athletic team members ~~students~~ whose parents/guardians are unable to pay for the cost of the insurance.

Legal Reference**EDUCATION CODE**

32220-32224	Insurance for athletic teams
33353.5	Interscholastic federation; insurance program; non-transaction of insurance
<u>35331</u>	<u>Insurance for field trips and excursions</u>
<u>48980</u>	<u>Parental notifications</u>
49470-49474	District medical services and insurance
51760 (d)	Insurance – work experience programs
52530	Insurance for healing arts program students

INSURANCE CODE

10493 Benefit and relief association

CODE OF REGULATIONS, TITLE 22

51050-51190.5 Definitions of Medi-Cal providers and services