



Union High School District

**BOARD OF TRUSTEES
REGULAR BOARD MEETING**

Board of Trustees
Joyce Dalessandro
Beth Hergesheimer
Amy Herman
Maureen "Mo" Muir
John Salazar

Superintendent
Rick Schmitt

**THURSDAY, FEBRUARY 19, 2015
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 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.

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 / ELECTRONIC DEVICES

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

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

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

AGENDA

**THURSDAY, FEBRUARY 19, 2015
6:30 PM**

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

PRELIMINARY FUNCTIONS (ITEMS 1 – 6)

1. CALL TO ORDER, PUBLIC COMMENTS REGARDING CLOSED SESSION ITEMS 6:00 PM
2. **CLOSED SESSION** **6:01 PM**
 - A. To consider and/or deliberate on student discipline matters. (1 case)
 - B. 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)
 - C. 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 OF CLOSED SESSION DISCUSSION/ACTION
 - A. REPORT OUT OF CLOSED SESSION
 - B. STUDENT DISCIPLINE
 - Motion by _____, second by _____, to approve the expulsion of Student ID #1207980, for violation of Education Code 48915 section (b)(1), during the period February 20, 2015 through February 20, 2016.
 - Roll Call
6. APPROVAL OF MINUTES (2) / REGULAR & BOARD WORKSHOP MEETINGS OF FEBRUARY 5, 2015
Motion by _____, second by _____, to approve the Minutes of the February 5, 2015 regular board meeting and board workshop, as shown in the attached supplements.

NON-ACTION ITEMS (ITEMS 7 - 10)

7. STUDENT UPDATES.....STUDENT BOARD REPRESENTATIVES
8. BOARD REPORTS AND UPDATE BOARD OF TRUSTEES
9. SUPERINTENDENT’S REPORTS, BRIEFINGS, & LEGISLATIVE UPDATES ... RICK SCHMITT, SUPERINTENDENT
10. SCHOOL UPDATE, LA COSTA CANYON HIGH SCHOOL.....BRYAN MARCUS, PRINCIPAL

CONSENT AGENDA ITEMS (ITEMS 11 - 15)

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

11. SUPERINTENDENT

A. GIFTS AND DONATIONS

Accept the gifts and donations, as shown in the attached supplements.

B. FIELD TRIP REQUESTS

Accept the field trips, as shown in the attached supplements.

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 supplements.

13. EDUCATIONAL SERVICES

A. APPROVAL/RATIFICATION OF AGREEMENTS

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

1. WestEd, to provide California School Climate Survey for staff (CSCS) at each school and each grade participating in the district's California Healthy Kids Survey (CHKS), during the period February 20, 2015 until project completion, in the amount of \$180.00, to be expended from the General Fund 01-00.

B. APPROVAL/RATIFICATION OF AMENDMENT TO AGREEMENTS

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

1. The Regents of the University of California (UCSD), amending the California Healthy Kids Survey (CHKS) support services contract to the start date of October 1, 2014, with no other changes to the contract.

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. Jenny Jones (ICA), to provide a Pattern of Strengths and Weaknesses (PSW) Model for Specific Learning Disabilities (SLD) identification presentation to Special Education staff, on February 27, 2015, in the amount of \$400.00 for the presentation and approximately 250 miles mileage reimbursement at the current IRS rate, to be expended from the General Fund 01-00.

B. APPROVAL/RATIFICATION OF AMENDMENT TO AGREEMENTS

(None Submitted)

C. APPROVAL/RATIFICATION OF PARENT SETTLEMENT AND RELEASE AGREEMENTS

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

1. Student ID #5038144312, for reimbursement for educationally related mental health services therapy sessions and attorney fees, for the period May 1, 2014 through February 6, 2015, in the amount of \$28,386.45.

PUPIL SERVICES

- D. APPROVAL/RATIFICATION OF AGREEMENTS
(None Submitted)

15. BUSINESS / PROPOSITION AA

BUSINESS

- A. APPROVAL/RATIFICATION OF AGREEMENTS

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

1. Boys & Girls Club of San Dieguito, for lease of facilities for the Torrey Pines High School swim & dive team, during the period February 23, 2015 through May 25, 2015, for an amount not to exceed \$6,500.00, to be expended from the Torrey Pines High School Foundation.
2. Applebee & Sheehan, Inc. dba AIRTEK Indoor Air Solutions, Inc., to provide air duct cleaning services at Diegueño Middle School, during the period February 2, 2015 until project completion, in the amount of \$3,522.00, to be expended from the General Fund 01-00.
3. Attic Guys, LLC, to provide rodent mitigation at Diegueño Middle School, during the period February 6, 2015 until project completion, in the amount of \$4,700.00, to be expended from the General Fund 01-00.
4. City of Solana Beach, for a Joint Use Agreement for Earl Warren Middle School to use La Colonia Park for athletic programs while the site is under construction, during the period April 27, 2015 through June 16, 2017, at no cost to the district.
5. D.A. Hogan & Associates Inc., to provide design drawings, details and specifications, bid process support, construction phase oversight, and other consulting services for the La Costa Canyon High School field replacement and track and field event resurfacing project, during the period February 20, 2015 until project completion, for an not to exceed amount of \$57,450.00, to be expended from the School Facilities Fund 35-00, and designate as a priority project that will be paid from savings from the San Dieguito High School Academy new construction project 50/68346-00-003.

- B. APPROVAL/RATIFICATION OF AMENDMENT TO AGREEMENTS

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

1. En Pointe Technologies, for the Microsoft School/Campus agreement for all district computers and servers, extending the contract an additional three year period ending January 31, 2018 with no other changes to the contract, for an estimated annual amount not to exceed \$56,000.00 per year based on enrollment, to be expended from the General Fund 01-00.
2. Advanced Toolware, LLC dba Tools4ever, increasing the annual Basic Maintenance Support fee for the Self Service Reset Password Management (SSRPM) software, to an amount not to exceed \$2,700.00 per year, with no other changes to the contract, during the period April 15, 2015 until terminated, to be expended from the General Fund 01-00.

- C. AWARD/RATIFICATION OF CONTRACTS
(None Submitted)

D. APPROVAL OF CHANGE ORDERS

(None Submitted)

E. ACCEPTANCE OF CONSTRUCTION PROJECTS

(None Submitted)

F. ADOPTION OF RESOLUTION / COOPERATIVE BID

Adopt the attached resolution authorizing purchasing, pursuant to cooperative bid and award documents from CalSAVE, a statewide program designed to help California K-12 schools buy technology, instructional resources, and other products, per the pricing structure, terms, and conditions stated in the bid documents, to be expended from the fund to which the purchases are charged.

G. APPROVAL OF BUSINESS REPORTS

Approve the following business reports:

1. Purchase Orders
2. Membership Listing

PROPOSITION AA

H. APPROVAL/RATIFICATION OF AGREEMENTS

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

1. United Site Services, Inc., to provide temporary fence rental at Oak Crest Middle School at storm water retention basin, during the period January 22, 2015 through June 30, 2015, in an amount not to exceed \$2,679.60, to be expended from Capital Facilities Fund 25-19.
2. United Site Services Inc., to provide temporary fence rental to secure buses at La Costa Canyon High School, during the period February 2, 2015 through April 2, 2015, in an amount not to exceed \$6,825.18, to be expended from Capital Facilities Fund 25-19.
3. Fredricks Electric, Inc., to provide electrical and data for temporary relocation of Transportation Services from San Dieguito High School Academy to La Costa Canyon High School, during the period February 23, 2015 through April 15, 2015, for a fixed fee in an amount not to exceed \$73,577.44 to be expended from Capital Facilities Fund 25-19
4. Fredricks Electric, Inc., to provide and installation of data cabling and electrical in 47 classrooms in buildings E and G at Torrey Pines High School, during the period February 23, 2015 through April 30, 2015, for a fixed fee in an amount not to exceed \$100,130.00, to be expended from Building Fund–Prop 39 Fund 21-39.
5. Digital Networks Group, Inc., to provide and install multimedia systems, including projectors and audio visual equipment in 47 classrooms in buildings E and G at Torrey Pines High School, during the period February 28, 2015 through June 12, 2015 in an amount of \$419,875.68, to be expended from Building Fund–Prop 39 Fund 21-39.
6. Digital Networks Group, Inc., to provide and install multimedia systems, including projectors and audio video equipment in 4 science classrooms at the new Chemistry Building J at Torrey Pines High School, during the period February 28, 2015 through June 12, 2015, in the amount of \$33,767.40, to be expended from Building Fund–Prop 39 Fund 21-39.
7. Digital Networks Group, Inc., to provide and install multimedia systems, including projectors, audio visual and sound systems campus-wide at Pacific Trails Middle School, during the period March 15, 2015 through March 31, 2016, in the amount of \$371,624.05, to be expended from Building Fund–Prop 39 Fund 21-39.
8. Frontier Fence Co., Inc. for Fencing Services District Wide, during the period February 23, 2015 through June 30, 2016, with options to renew for two (2) additional one year periods, running July 1 through June 30th, respectively, at the unit prices established in the bid response, to be expended from the fund to which the project is charged.

9. City of Encinitas, for Agreement for Maintenance of Private Stormwater Treatment and Stormwater Pollution Control Facilities as a condition of the Coastal Development Permit for approval of the San Dieguito High School Academy grading permit that secures the periodic maintenance of certain Stormwater facilities including but not limited to Best Management Practices (BMPs), Integrated Management Practices (IMPs), Low Impact Development (LID) features, structural Stormwater treatment devices, and drainage facilities by the District, its heirs, and successors, in perpetuity, at no cost to the District.

I. APPROVAL/RATIFICATION OF AMENDMENT TO AGREEMENTS

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

1. Blue Coast Consulting, LLC, amend contract CB2013-11 to provide Inspector of Record services District wide, during the period June 6, 2014 through June 30, 2016, increasing the amount of the contract by \$200,000.00 for a new total of \$500,000.00, to be expended from Building Fund–Prop 39 Fund 21-39.
2. American Fence Company, amend contract CA2015-28 to increase rental period for temporary fence at Earl Warren Middle School and replace the fence sections removed, during the period December 31, 2014 through April 30, 2015, increasing the amount of the contract by \$4,248.00 for a new total of \$7,776.00, to be expended from Building Fund–Prop 39 Fund 21-39.

J. AUTHORIZATION TO EXECUTE AND FILE THE NOTICE OF EXEMPTION / LA COSTA CANYON HIGH SCHOOL

Authorize Eric R. Dill, Associate Superintendent of Business, to execute and file the Notice of Exemption for the temporary Transportation Administration Offices at La Costa Canyon High School, as shown in the attached.

K. AWARD/RATIFICATION OF CONTRACTS

(None Submitted)

L. APPROVAL OF CHANGE ORDERS

(None Submitted)

M. ACCEPTANCE OF CONSTRUCTION PROJECTS

(None Submitted)

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

- Motion by _____, second by _____, to approve Consent Agenda Items 11-15, as shown in the attached supplements.

- Roll Call:

Joyce Dalessandro
 Beth Hergesheimer
 Amy Herman
 Maureen “Mo” Muir
 John Salazar

Courtney Walsh, San Dieguito High School Academy
 Melanie Farfel, Canyon Crest Academy
 Renee Haerle, La Costa Canyon High School
 Erica Lewis, Torrey Pines High School
 Ali Berger, Sunset / North Coast High Schools

DISCUSSION / ACTION ITEMS (ITEMS 16 - 18)

16. ADOPTION OF RESOLUTION OF INTENTION TO CONVEY PERMANENT EASEMENT & RIGHT-OF-WAY / TORREY PINES HS
- Motion by _____, second by _____, to adopt the Resolution of Intention to Convey Permanent Easement and Right-of-Way to the City of San Diego for the purpose of access to construct, reconstruct, maintain, operate and repair water facilities, including any or all appurtenances thereto, at the Torrey Pines High School site, as described in the attachment.
 - Roll Call
17. APPROVAL OF GUARANTEED MAXIMUM PRICE (GMP) / TORREY PINES HIGH SCHOOL / PHASE 2
- Motion by _____, second by _____, to approve the guaranteed maximum price for the Lease-Leaseback contract entered into with Erickson Hall Construction Company for the Torrey Pines High School B Building South Phase 2A project, in the amount of \$3,135,865.00, and authorize Christina Bennett or Eric Dill to execute any and all necessary documents.
18. REAPPOINTMENT OF INDEPENDENT CITIZENS' OVERSIGHT COMMITTEE MEMBERS
- Motion by _____, second by _____, to approve the reappointment of the following members to the Independent Citizens' Oversight Committee (ICOC), for a two year term beginning April 1, 2015: Kim Bess, Clarke Caines, Mary Farrell, Michael Kenny, Lorraine Kent, Scott Seidenverg, Rhea Stewart and Jeffery Thomas.

INFORMATION ITEMS (ITEMS 19 - 29)

19. TEACHER CHANGE REQUEST
- This item is being submitted as information only.
20. PERSONNEL COMMISSION / CLASSIFIED JOB DESCRIPTION REPORT
- This item is being submitted as information only.
21. CALIFORNIA SCHOOL BOARDS ASSOCIATION, DELEGATE ASSEMBLY ELECTION, 2015
- This item is being submitted for first read and will be resubmitted for action on March 5, 2015.
22. BUSINESS SERVICES UPDATE..... ERIC DILL, ASSOCIATE SUPERINTENDENT
23. HUMAN RESOURCES UPDATE TORRIE NORTON, ASSOCIATE SUPERINTENDENT
24. EDUCATIONAL SERVICES UPDATE MIKE GROVE, ED.D, ASSOCIATE SUPERINTENDENT
25. 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)
26. FUTURE AGENDA ITEMS
27. **ADJOURNMENT TO CLOSED SESSION** (AS NECESSARY)
- A. To consider and/or deliberate on student discipline matters. (1 case)
 - B. 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)
 - C. 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
28. REPORT FROM CLOSED SESSION (AS NECESSARY)

29. ADJOURNMENT

The next regularly scheduled Board Meeting will be held on [Thursday, March 5, 2015, at 6:30 PM](#) in the SDUHSD District Office Board Room 101. The District Office is located at 710 Encinitas Blvd., Encinitas, CA, 92024.

Board of Trustees
Joyce Dalessandro
Beth Hergesheimer
Amy Herman
Maureen "Mo" Muir
John Salazar

Superintendent
Rick Schmitt



Union High School District

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

FEBRUARY 5, 2015

THURSDAY, FEBRUARY 5, 2015
6:30 PM

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

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

- 1. CALL TO ORDER..... 6:10 PM
President Hergesheimer called the meeting to order at 6:10 PM to receive public comments on Closed Session agenda items. No public comments were presented.
- 2. CLOSED SESSION 6:11 PM
The Board convened to Closed Session at 6:11 PM to discuss the following:
 - A. To consider personnel issues, pursuant to Government Code Sections 11126 and 54957; limited to consideration of the appointment, employment, evaluation of performance, discipline/ release, dismissal of a public employee or to hear complaints or charges brought against such employee by another person or employee unless the employee requests a public session. (2 Issues)
 - B. To conference with Labor Negotiators, pursuant to Government Code Section 54957.8.
Agency Negotiators: Superintendent and Associate Superintendents (3)
Employee Organizations: San Dieguito Faculty Association / California School Employees Association

REGULAR MEETING / OPEN SESSION..... 6:30 PM

ATTENDANCE

BOARD OF TRUSTEES AND STUDENT BOARD REPRESENTATIVES

Joyce Dalessandro	Courtney Walsh, San Dieguito High School Academy
Beth Hergesheimer	Melanie Farfel, Canyon Crest Academy
Amy Herman	Monica Bertha (Alternate), La Costa Canyon High School
Maureen "Mo" Muir	Erica Lewis, Torrey Pines High School
John Salazar	Ali Berger, Sunset Continuation/North Coast Alt. High Schools

DISTRICT ADMINISTRATORS / STAFF

Rick Schmitt, Superintendent
 Eric Dill, Associate Superintendent, Business
 Mike Grove, Ed.D., Associate Superintendent, Educational Services
 Torrie Norton, Associate Superintendent, Human Resources
 Russ Thornton, Chief Facilities Officer
 John Addleman, Director, Planning Services
 Tim Hornig, Principal, San Dieguito High School Academy
 Joann Schultz, 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 President Beth Hergesheimer.
- 4. PLEDGE OF ALLEGIANCE (ITEM 4)

President Hergesheimer led the Pledge of Allegiance.

5. REPORT OUT OF CLOSED SESSION(ITEM 5)

The Board met in Closed Session and no action was taken.

6. APPROVAL OF MINUTES / REGULAR BOARD MEETING JANUARY 15, 2015

It was moved by Ms. Dalessandro, seconded by Ms. Muir, to approve the minutes of the January 15, 2015 Regular Board Meeting, as presented. Ayes: Dalessandro, Hergesheimer, Herman, Muir, Salazar; Noes: None. *Motion unanimously carried.*

NON-ACTION ITEMS(ITEMS 8 - 10)

7. STUDENT INTRODUCTIONS / UPDATES

A. OATH OF OFFICE RICK SCHMITT, SUPERINTENDENT

Superintendent Schmitt welcomed Courtney Walsh of SDHSA and Ali Berger of SS/NCA and administered the Oath of Office.

B. STUDENT UPDATES STUDENT BOARD REPRESENTATIVES

Students gave updates on events and activities at their schools.

8. BOARD REPORTS AND UPDATES

All five board members attended the Board Workshop held prior to the regular meeting.

Ms. Dalessandro attended the Parent Site Representative Council meeting and the Encinitas City School Liaison Committee meeting.

Mr. Salazar commented on the issue of vaccinations, school cyber-attacks, and the High School Enrollment Student Group meetings not being open to the press.

Ms. Herman attended the Legislative Action Network (LAN) meeting, and the Parent Site Representative Council meeting.

Ms. Muir attended the Torrey Pines HS Foundation "Toast to 40 Years!" fundraiser, toured Diegueno and Carmel Valley Middle Schools with Mr. Schmitt, met with Dr. Grove regarding integrated Math, commented on Home-To-School and field trip transportation, and student shadowing with local businesses.

Ms. Hergesheimer also attended the LAN meeting, and toured La Costa Canyon HS.

9. SUPERINTENDENT'S REPORTS, BRIEFINGS, LEGISLATIVE UPDATES.....RICK SCHMITT, SUPERINTENDENT

Superintendent Schmitt gave an update on the LAN meeting and thanked the Board for their questions and ideas.

10. SCHOOL UPDATE / SAN DIEGUITO HIGH SCHOOL ACADEMY TIM HORNIG, PRINCIPAL

Mr. Hornig gave an update on the school's continued efforts with collaborative work and focus on working with students, maintaining enhanced collaboration, quality first time instruction, continued transition to Common Core, and collaboration time with late start and professional development. He also gave an update on the shaping of the school culture with an event called "Dorkathon", an all staff competition with students in order to build consensus, aimed at connectedness, a culture of inclusion and support along with a focus on balance for teenagers.

**PUBLIC COMMENTS – President Hergesheimer moved Item #26, Public Comments, to be heard after Item #10.*

Doug Perkins commented on Item 6, the minutes of January 15, 2015, and encouraged keeping the most restrictive of bond financing terms.

Sheri Perlman commented on the Academy's 9th graders on the waitlist this year and Passage of Prop AA.

Paul Gaspar commented on bond issues, would like to see a more diverse board with more financial experience, more health care experience, and wants the board to consider term limits.

Sarah Gardner commented on the High School Enrollment Study Group to which she is a voluntary member, the article about boundaries, and if the media was allowed to attend the meetings, the study group discussions would be curbed.

Steven McDowell commented on resolutions as consent agenda items for approval.

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

Item 13 (Agreements/Educational Services) was pulled from the Consent Agenda by Ms. Muir.

Item 14C (Parent Settlement & Release Agreements/Special Education), 14D (Agreements/Pupil Services), 15G5 (Agreements/Byrom-Davey/Prop AA), 15I-1 & 2 (Resolution / Lease-Leaseback/Prop AA) was pulled from the Consent Agenda by Mr. Salazar.

PUBLIC COMMENTS on Consent Agenda Items:

Steven McDowell commented on the lease-leaseback resolution and competitive bidding.

Paul Gaspar commented on athletic training services he previously provided and lack of competitive bidding.

It was moved by Ms. Dalessandro, seconded by Ms. Herman, that Consent Agenda Items #11-12, 14A-B, 15A-G4, 15H, and 15J-L, be approved, as presented. Ayes: Dalessandro, Hergesheimer, Herman, Muir, Salazar; Noes: None. *Motion unanimously carried.*

*It was moved by Mr. Salazar, seconded by Ms. Dalessandro, that Item 13 be approved, as presented. Ayes: Dalessandro, Hergesheimer, Herman, Muir, Salazar; Noes: None. *Motion unanimously carried.*

*It was moved by Mr. Salazar, seconded by Ms. Herman, that Item 14C be approved, as presented. Ayes: Dalessandro, Hergesheimer, Herman, Muir, Salazar; Noes: None. *Motion unanimously carried.*

*It was moved by Ms. Herman, seconded by Ms. Dalessandro, that Item 14D be approved, as presented. Ayes: Dalessandro, Hergesheimer, Herman, Muir, Salazar; Noes: None. *Motion unanimously carried.*

*It was moved by Ms. Dalessandro, seconded by Ms. Herman, that Item 15I-1 be approved, as presented. Ayes: Dalessandro, Hergesheimer, Herman; Noes: Muir, Salazar. *Motion carried.*

*It was moved by Ms. Herman, seconded by Ms. Dalessandro, that Item 15I-2 be approved, as presented. Ayes: Dalessandro, Hergesheimer, Herman, Muir, Salazar; Noes: None. *Motion unanimously carried.*

*It was moved by Ms. Herman, seconded by Ms. Dalessandro, that Item 15G5 be approved, as presented. Ayes: Dalessandro, Hergesheimer, Herman, Muir, Salazar; Noes: None. *Motion unanimously carried.*

11. SUPERINTENDENT

A. GIFTS AND DONATIONS
(None Submitted).

B. FIELD TRIP REQUESTS
Approve the 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.

13. EDUCATIONAL SERVICES

**Item 13 pulled from the Consent Agenda and voted on separately, as shown above.*

A. APPROVAL/RATIFICATION OF AGREEMENTS
Approve/ratify entering into the following agreement and authorize Christina M. Bennett or Eric R. Dill to execute the agreement:

ITEM 6

1. The Regents of the University of California (UCSD), to provide California Healthy Kids Survey (CHKS) support services, during the period February 6, 2015 until project completion, for an estimated amount not to exceed \$37,180.00, to be expended from the General Fund 01-00.

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/ratify 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. Nancy E. Markel, Ph.D. (ICA), to provide neuropsychological assessments and IEP support in an educational setting, during the period July 1, 2014 through June 30, 2015, at the rate of \$225.00 per hour, to be expended from the General Fund/Restricted 01-00.

B. APPROVAL/RATIFICATION OF AMENDMENT TO AGREEMENTS

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

1. Fred Finch Youth Center (NPS), adding a provision for a one on one instructional aide, during the period September 2, 2014 through June 30, 2015, at the rate of \$19.65 per hour, to be expended from the General Fund/Restricted 01-00.

**Item 14C pulled from the Consent Agenda and voted on separately, as shown above.*

C. APPROVAL/RATIFICATION OF PARENT SETTLEMENT AND RELEASE AGREEMENTS

Approve/ratify the following Parent Settlement and Release Agreements, to be funded by the General Fund 01-00/Special Education, and authorize the Director of Special Education to execute the agreements:

1. Student ID #8216678867 for educationally related vision therapy (VT) sessions and attorney fees reimbursement, for the period up to January 13, 2015, in the amount of \$10,800.00.
2. Student ID #4450247054 for educationally related tuition, services and attorney fees reimbursement, for the period up to June 30, 2015, in the amount of \$46,960.00.

PUPIL SERVICES

**Item 14D pulled from the Consent Agenda and voted on separately, as shown above.*

D. APPROVAL/RATIFICATION OF AGREEMENTS

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

1. ESI, International, Inc., to provide private investigator services for residency checks, during the period February 6, 2015 through June 30, 2015, in an amount not to exceed \$2,000.00, to be expended from the General Fund 01-00.

15. BUSINESS / PROPOSITION AA**BUSINESS****A. APPROVAL/RATIFICATION OF AGREEMENTS**

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

1. MSDSpro, LLC operating as SDSpro, to provide software maintenance support for Web Inventory Manager, during the period February 11, 2015 through February 10, 2016, for an amount not to exceed \$1,710.00, to be expended from the General Fund 01-00.

ITEM 6

2. San Diego Fire-Rescue Department, to provide automatic external defibrillators (AED) program maintenance, during the period January 20, 2015 through January 19, 2017, for annual fees in the amounts of \$50.00 for the reinstatement fee, \$25.00 for each AED up to the first ten and \$10.00 for each additional AED after ten, to be expended from the General Fund 01-00.
- B. APPROVAL/RATIFICATION OF AMENDMENT TO AGREEMENTS
(None Submitted)
- C. AWARD/RATIFICATION OF CONTRACTS
(None Submitted)
- 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)

PROPOSITION AA

- G. APPROVAL/RATIFICATION OF AGREEMENTS
Approve/ratify entering into the following agreements and authorize Christina M. Bennett, Eric R. Dill, or Rick Schmitt to execute the agreements:
1. MA Engineers, to provide commissioning services in accordance with Title 24 at San Dieguito High School Academy, during the period February 6, 2015 through completion, on a fixed fee in an amount not to exceed \$28,000.00, to be expended from Building Fund–Prop 39 Fund 21-39.
 2. Oceanside Unified School District, to provide temporary rental of tennis courts for San Dieguito High School Academy due to Prop AA construction, during the period March 1, 2015 through June 1, 2015, on a time and material basis in an amount not to exceed \$7,000.00, to be expended from Building Fund–Prop 39 Fund 21-39.
 3. ModSpace, to deliver, install and remove two temporary office buildings at La Costa Canyon High School for temporary Transportation Services offices, during the period February 9, 2015 through February 8, 2017, on a fixed fee in an amount not to exceed \$14,374.80, to be expended from Capital Facilities Fund 25-19.
 4. United Site Services, to deliver, install and remove two portable restroom trailers and one free standing sink, with bi-weekly services at La Costa Canyon High School for temporary Transportation Services offices, during the period February 9, 2015 through February 8, 2017, on a fixed fee in an amount not to exceed \$20,435.98, to be expended from Capital Facilities Fund 25-19.

**Item 15G5 pulled from the Consent Agenda and voted on separately, as shown above.*

5. Byrom-Davey Inc., to establish a Final Guaranteed Maximum Price (GMP) to Lease Lease/Back Agreement at La Costa Valley Site for the La Costa Valley Site and Athletic Field Improvements Project, during the period February 6, 2015 through completion, Final GMP in an amount of \$9,258,460.00, to be expended from Building Fund–Prop 39 Fund 21-39.
- H. 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. Twining, Inc., amend contract CB2013-31 to provide storm water pollution prevention services district wide, during the period February 6, 2015 through June 30, 2015, increasing the amount of the contract by \$100,000.00 for a new total of \$300,000.00, to be expended from Building Fund–Prop 39 Fund 21-39.
2. Southern California Soils amend contract CB2013-08 to provide specialty inspection services district wide, during the period May 17, 2014 through June 30, 2015, extending the term to June 30, 2016, increasing the amount of the contract by \$400,000.00 for a new total of \$750,000.00, to be expended from Building Fund–Prop 39 Fund 21-39.
3. Nova amend contract CB2013-08 to provide specialty inspection services district wide, during the period May 17, 2014 through June 30, 2015, extending the term to June 30, 2016, increasing the amount of the contract by \$300,000.00 for a new total of \$500,000.00, to be expended from Building Fund–Prop 39 Fund 21-39.
4. Ninyo & Moore amend contract CB2013-08 to provide specialty inspection services district wide, during the period May 17, 2014 through June 30, 2015, extending the term to June 30, 2016, increasing the amount of the contract by \$150,000.00 for a new total of \$500,000.00, to be expended from Building Fund–Prop 39 Fund 21-39.

I. ADOPTION OF RESOLUTION / LEASE-LEASEBACK

Adopt the following resolutions, and authorize Christina M. Bennett or Eric R. Dill to execute the necessary documents:

**Item 1511 pulled from the Consent Agenda and voted on separately, as shown above.*

1. Resolution approving and authorizing execution of Site Lease, Sublease Agreement, and Construction Services Agreement for the Lease-Leaseback Agreement with Erickson Hall Construction Company for the construction of the Torrey Pines High School Phase 2 to be expended from Building Fund-Prop 39 Fund 21-39, as shown in the attached supplement.

**Item 1512 pulled from the Consent Agenda and voted on separately, as shown above.*

2. Resolution approving and authorizing execution of Site Lease, Sublease Agreement, and Construction Services Agreement for the Lease-Leaseback Agreement with Byrom-Davey Inc., for the La Costa Valley Site and Athletic Field Improvements to be expended from Building Fund-Prop 39 Fund 21-39, as shown in the attached supplement.

J. AWARD/RATIFICATION OF CONTRACTS

(None Submitted)

K. APPROVAL OF CHANGE ORDERS

(None Submitted)

L. ACCEPTANCE OF CONSTRUCTION PROJECTS

(None Submitted)

DISCUSSION / ACTION ITEMS (ITEMS 16 - 20)

16. ADOPTION OF NEW/REVISED/DELETED BOARD POLICIES AND/OR ADMINISTRATIVE REGULATIONS / EDUCATIONAL SERVICES

Motion by Melanie Farfel, seconded by Ms. Dalessandro, to adopt the new/revised/deleted board policies and/or administrative regulations, as presented. Ayes: Dalessandro, Hergesheimer, Herman, Muir, Salazar; Noes: None. *Motion unanimously carried.*

- A. BP 0460 AND AR-1, *LOCAL CONTROL AND ACCOUNTABILITY PLAN (NEW)*
- B. BP 6142.2 AND AR-1, *"WORLD – FOREIGN LANGUAGE INSTRUCTION" (NEW)*
- C. BP 6142.3, *"CIVIC EDUCATION" (NEW)*

- D. BP 6142.5/AR-1, "ENVIRONMENTAL AWARENESS" (DELETE)
- E. BP 6142.6, "VISUAL AND PERFORMING ARTS EDUCATION" (NEW)
- F. BP 6142.7, "PHYSICAL EDUCATION AND ACTIVITY" (NEW)
- G. BP 6142.8, "COMPREHENSIVE HEALTH EDUCATION" (NEW)
- H. BP 6142.91, "READING / LANGUAGE ARTS INSTRUCTION" (NEW)
- I. BP 6142.92, "MATHEMATICS INSTRUCTION" (NEW)
- J. BP 6142.93, "SCIENCE INSTRUCTION" (NEW)
- K. BP 6142.94, "HISTORY-SOCIAL SCIENCE INSTRUCTION" (NEW)
- L. BP 6146.1 AND AR-1, "HIGH SCHOOL GRADUATION REQUIREMENTS" (REVISED); BP 6200.1 AND AR-1, "HIGH SCHOOL GRADUATION REQUIREMENTS" (DELETE)

17. ADOPTION/APPROVAL OF RESCINDMENT OF BOARD POLICIES 4216.3-02.1 THROUGH 4216.3-91.1 (CLASSIFIED JOB DESCRIPTIONS) AND DESIGNATE THE PERSONNEL COMMISSION AS THE CUSTODIAN OF RECORD

Motion by Mr. Salazar, seconded by Ms. Herman, to adopt/approve the rescindment of board policies #4216.3-02.1 through #4216.3-91.1 (classified job descriptions) from board policy and designate the Personnel Commission as the custodian of record for such documents, as presented. Ayes: Dalessandro, Hergesheimer, Herman, Muir, Salazar; Noes: None. *Motion unanimously carried.*

18. APPROVAL OF AGREEMENTS FOR INVESTMENT BANKING/UNDERWRITER SERVICES FOR DISTRICT GENERAL OBLIGATION BOND SERIES B

Items 18A & B voted on separately, as follows:

Motion by Ms. Dalessandro, seconded by Ms. Herman, to approve entering into the following agreement and authorize Christina M. Bennett, Eric R. Dill, or Rick Schmitt to execute the agreements, as presented. Ayes: Dalessandro, Hergesheimer, Herman; Noes: Muir, Salazar. *Motion carried.*

- A. Stifel, Nicolaus & Company, Inc., to provide investment banking/bond underwriting services for District General Obligation Bond Series B, during the period February 6, 2015 through completion, subject to a negotiated underwriting discount prior to bond issue not to exceed 0.2% of the bond issue, to be expended from future bond issue.

Motion by Mr. Salazar, seconded by Ms. Herman, to approve entering into the following agreement and authorize Christina M. Bennett, Eric R. Dill, or Rick Schmitt to execute the agreements, as presented. Ayes: Dalessandro, Hergesheimer, Herman, Muir, Salazar; Noes: None. *Motion unanimously carried.*

- B. J.P. Morgan Securities LLC, to provide bond underwriting services for District General Obligation Bond Series B, during the period February 6, 2015 through completion, subject to a negotiated underwriting discount prior to bond issue not to exceed 0.2% of the bond issue, to be expended from future bond issue.

19. ADOPTION OF RESOLUTION / FINAL MITIGATED NEGATIVE DECLARATION / LA COSTA VALLEY SITE

- PUBLIC HEARING – The public hearing was opened at 8:10 PM by President Hergesheimer. There being no public comment, the hearing was closed at 8:11 PM.
- Motion by Ms. Dalessandro, second by Mr. Salazar, to adopt the attached resolution adopting the Final Mitigated Negative Declaration for the La Costa Valley Site, for which an Initial Study was Prepared, All in Accordance with the California Environmental Quality Act, as amended, and Adopting a Related Mitigation Monitoring and Reporting Program, and making findings and certification thereto, as presented. Ayes: Dalessandro, Hergesheimer, Herman, Muir, Salazar; Noes: None. *Motion unanimously carried.*

20. PUBLIC HEARING / PRELIMINARY ENDANGERMENT ASSESSMENT (PEA) FOR LA COSTA VALLEY SITE

PUBLIC HEARING – The public hearing was opened at 8:12 PM by President Hergesheimer. There being no public comment, the hearing was closed at 8:13 PM.

INFORMATION ITEMS.....(ITEMS 19 - 30)

21. TEACHER CHANGE REQUEST.....MIKE GROVE, ED.D., ASSOCIATE SUPERINTENDENT
Dr. Grove stated that this item was placed on the agenda at the request of a parent and gave an update on district practice regarding requesting a teacher change based on preference.

PUBLIC COMMENTS –

Korri Ball, Vita Slaidins, and Anne-Katherine Pugmire requested the Board change the current district practice by allowing students to request a teacher change based on 1) the requested teacher has space available and, 2) the request occurs during the first three weeks of school/semester.

22. LABOR COMPLIANCE PROGRAM ANNUAL REPORT 2014, REPORTING PERIOD, JULY 1, 2013 THROUGH JUNE 30, 2014

This item was submitted as information only, as presented.

23. BUSINESS SERVICES UPDATE ERIC DILL, ASSOCIATE SUPERINTENDENT

Mr. Dill had nothing further to report.

24. HUMAN RESOURCES UPDATETORRIE NORTON, ASSOCIATE SUPERINTENDENT

Ms. Norton gave an update on nominations for Classified Employee of the Year with a celebration to be scheduled in May.

25. EDUCATIONAL SERVICES UPDATEMIKE GROVE, ED.D., ASSOCIATE SUPERINTENDENT

Dr. Grove gave an update on high school enrollment selection, High School Information Nights, the potential for a lottery if necessary, middle school intra-transfer requests, and the purpose and transparency of the High School Enrollment Study Group.

26. PUBLIC COMMENTS –

Paul Gaspar commented on his previous athletic trainer services contract, requested the district pay attention to the current athletic trainer services contract, and commented on the Prop AA bond.

27. FUTURE AGENDA ITEMS –

Teacher Change Request

28. ADJOURNMENT TO CLOSED SESSION – No closed session was necessary.

29. CLOSED SESSION – Nothing further to report.

30. ADJOURNMENT OF MEETING – The meeting adjourned at 8:54 PM.

John Salazar, Board Clerk

Date

Rick Schmitt, Superintendent

Date

Proposal to Allow for Class Changes

In an effort to improve the educational experience for the students in the SDUHSD we propose the following:

Students may transfer out of a class that is not meeting their needs provided the following parameters are met:

- 1. Incoming class has space available**
- 2. Request to transfer takes place during the first three weeks of school or first three weeks of a semester (if a new class begins at semester break).**

Benefits of this Proposal

1. More students' needs are being met.
2. Less effective teachers are more motivated to improve teaching methods.
3. Better student/teacher and parent/teacher relationships



Union High School District

MINUTES

ITEM 6

Board of Trustees

Joyce Dalessandro
Beth Hergesheimer
Amy Herman
Maureen "Mo" Muir
John Salazar

Superintendent

Rick Schmitt

SAN DIEGUITO UNION HIGH SCHOOL DISTRICT

BOARD OF TRUSTEES

BOARD WORKSHOP

THURSDAY, FEBRUARY 5, 2015
5:00 PM

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

The Governing Board of the San Dieguito Union High School District held a Board Workshop on Thursday, February 5, 2015, at the above location, in the Board Room.

Attendance / Board:

Joyce Dalessandro
Beth Hergesheimer
Amy Herman
Maureen "Mo" Muir
John Salazar

Attendance / District Management:

Rick Schmitt, Superintendent
Eric Dill, Associate Superintendent, Business Services
Torrie Norton, Associate Superintendent, Human Resources
Michael Grove, Ed.D., Associate Superintendent, Educational Services
Delores Perley, Chief Financial Officer
Cindy Skeber, Executive Assistant, Business Services
Joann Schultz, Executive Assistant to the Superintendent / Recording Secretary

1. CALL TO ORDER

President Hergesheimer called the meeting to order at 5:00 PM.

INFORMATION ITEMS

2. BUDGET PLANNING

Mr. Dill and Ms. Perley made a presentation on budget planning that included: 2015-16 Governor's Budget Proposal, Prop 98 Revenues & Spending, Local Control Funding Formula – increase & LCFF vs. Basic Aid, First Interim Multi-Year Project, the Governor's Proposal including ROP/CTE, Adult Education and Discretionary Fund, Ongoing Expenditures, Local Control Accountability Plan (LCAP), CalSTRS Rate Increases, Special

ITEM 6

Education, Staffing Assumption in MYP, Ending Balance, Considerations for 2015-16 and Next Steps, as presented.

3. PUBLIC COMMENTS

No comments were presented.

4. ADJOURNMENT

The meeting was adjourned at 6:10 PM.

John Salazar, Board Clerk

Date

Rick Schmitt, Superintendent

Date

San Dieguito Union High School District

INFORMATION REGARDING BOARD AGENDA ITEM

TO: BOARD OF TRUSTEES

DATE OF REPORT: February 10, 2015

BOARD MEETING DATE: February 19, 2015

**PREPARED AND
SUBMITTED BY:** Rick Schmitt, 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

GIFTS AND DONATIONS
SDUHSD BOARD MEETING
February 19, 2015

ITEM 11A

Item #	Donation	Description	Donor	Department	School Site
1	\$10.00	School Supplies	Kelly Casassa	Math	DMS
2	\$11,245.20	School Supplies	Carmel Valley Middle School PTSA	Technology	CVMS
3	\$258.00	School Supplies	Carmel Valley Middle School PTSA	Counseling	CVMS
4	\$746.75	School Supplies	Carmel Valley Middle School PTSA	Administration	CVMS
5	\$42.40	School Supplies	TRUIST	Administration	CVMS
6	\$161.25	School Supplies	Community of Change LLC	Administration	CVMS
7	\$1,210.00	School Supplies	Diegueno Middle School PTSA	Administration	DMS
8	\$50.00	School Supplies	Jeffrey and Jill Baird	Science	EWMS
9	\$30.00	School Supplies	Julia Fox	Science	EWMS
10	\$1,126.90	Music Program Costs	Earl Warren Middle School PTSA	Music	EWMS
11	\$286.74	School Supplies	Wahoo's Fish Taco	Administration	OCMS
12	\$135.94	School Supplies	Oak Crest Foundation Inc.	Science	OCMS
13	\$250.00	School Supplies	Oak Crest Foundation Inc.	Music	OCMS
14	\$495.48	School Supplies	Oak Crest Foundation Inc.	PE	OCMS
15	\$540.00	School Supplies	Oak Crest Foundation Inc.	Art	OCMS
16	\$139.05	School Supplies	Wells Fargo Foundation	Administration	OCMS
17	\$25.00	School Supplies	Mission Federal Credit Union	Administration	SHS
18	\$39,961.40	Athletics Supplies	Torrey Pines High School Foundation	Athletics	TPHS
19	\$359.10	Tutoring Costs	Canyon Crest Academy Foundation, Inc.	Administration	CCA
20	\$6,548.52	School Supplies	Canyon Crest Academy Foundation, Inc.	Math	CCA
21	\$2,894.78	School Supplies	Canyon Crest Academy Foundation, Inc.	Science	CCA
22	\$1,848.83	School Supplies	Canyon Crest Academy Foundation, Inc.	Science	CCA
23	\$2,708.75	Theater Costs	San Dieguito Academy Foundation	Theater	SDA
24	\$1,800.00	School Supplies	San Dieguito Academy Foundation	PE	SDA
	\$72,874.09	Monetary Donations			
		*Value of Donated Items			
	\$72,874.09	TOTAL VALUE			

GIFTS AND DONATIONS
SDUHSD BOARD MEETING
February 19, 2015

ITEM 11A

Item #	Donation	Description	Donor	Department	School Site
1	\$210.00	Japanese Kimono, Books, Accessories	Bob and Diane Paxton	World Languages	SDA
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
		Monetary Donations			
	\$210.00	*Value of Donated Items			
	\$210.00	TOTAL VALUE			

San Dieguito Union High School District

INFORMATION REGARDING BOARD AGENDA ITEM

TO: BOARD OF TRUSTEES

DATE OF REPORT: February 6, 2015

BOARD MEETING DATE: February 19, 2015

PREPARED BY: Michael Grove, Ed.D.
Associate Superintendent of
Educational Services

SUBMITTED BY: Rick Schmitt, 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:

It is recommended that the Board approve / ratify the field trips, as shown on the attached supplement.

FUNDING SOURCE:

As listed on the attached supplement.

FIELD TRIP REQUESTS
SDUHSD BOARD MEETING
February 19, 2015

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	04-16-15 - 04-19-15	Boardman Smith	Mia	TPHS Advanced Journalism and Yearbook	19	1	Spring National HS Journalism Convention	Denver	CO	2 Days	TPHS Foundation / 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: February 5, 2015

BOARD MEETING DATE: February 19, 2015

PREPARED BY: Torrie Norton
Associate Superintendent/Human Resources

SUBMITTED BY: Rick Schmitt
Superintendent

SUBJECT: APPROVAL OF CERTIFICATED and
CLASSIFIED PERSONNEL

EXECUTIVE SUMMARY

Please find the following Personnel actions attached for Board Approval:

Certificated

Employment
Change in Assignment
Resignation

Classified

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. **Lara Antkowiak**, 100% Temporary Teacher (World Languages: Spanish) at Oak Crest Middle School for the remainder of the 2014-15 school year, effective 2/09/15 through 6/12/15.
2. **Bonnie East**, 40% Temporary Teacher (mathematics) at Earl Warren Middle School for the remainder of the 2014-15 school year, effective 1/29/15 through 6/12/15.
3. **Ginger Goldie**, 100% Temporary School Psychologist at La Costa Canyon High School for the remainder of the 2014-15 school year, effective 2/09/15 through 6/12/15.

Change in Assignment

1. **Sara Balderas**, Temporary Counselor at Sunset High School, increase in assignment from 60% to 100%, effective 2/06/15 through 6/12/15.

Resignation

1. **Bonnie Capron**, Permanent Teacher (English/math) at Oak Crest Middle School, resignation for retirement purposes, effective 6/12/15.

PERSONNEL LIST

CLASSIFIED PERSONNEL

Employment

Change in Assignment

1. **Shook, Lindsey**, from Human Resources Technician, SR42, 100.00% FTE, District Office-Human Resources to Human Resources Information Systems Support Analyst, SR52, 100.00% FTE, effective 02/02/15

Resignation

1. **Compton, Donna**, Lead Library Media Technician, SR40, 100.00% FTE, San Dieguito High School Academy, resignation for the purpose of retirement, effective 06/19/15
2. **Coune, Nadine**, Secretary, SR36, 100.00% FTE, Oak Crest Middle School, resignation for the purpose of retirement, effective 02/27/15
3. **Ersoz, Pelin**, Instructional Assistant-SpEd(NS), SR34, 37.50% FTE, Earl Warren Middle School, effective 02/06/15
4. **Gibson, Anne**, Instructional Assistant-SpEd(NS), SR34, 37.50% FTE, Diegueno Middle School, effective 02/06/15
5. **Olson, Karen**, Instructional Assistant-SpEd(SH), SR36, 75.00% FTE, La Costa Canyon High School, resignation for the purpose of retirement effective 06/12/15
6. **Tomaino, David**, Construction Contracts Analyst, SR62, 100.00% FTE, Facilities-Construction Department, effective 02/06/15

sj
2/19/15
classbdagenda

San Dieguito Union High School District

INFORMATION REGARDING BOARD AGENDA ITEM

TO: BOARD OF TRUSTEES

DATE OF REPORT: February 10, 2015

BOARD MEETING DATE: February 19, 2015

PREPARED BY: Jason Vilorio, Ed.D., Executive Director of Educational Services
Michael Grove, Associate Superintendent of Educational Services

SUBMITTED BY: Rick Schmitt
Superintendent

SUBJECT: APPROVAL / RATIFICATION OF PROFESSIONAL SERVICES CONTRACTS/
EDUCATIONAL SERVICES

EXECUTIVE SUMMARY

The attached Professional Services Report/Educational Services summarizes one contract.

RECOMMENDATION:

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

FUNDING SOURCE:

As noted on attached list

ITEM 13A

SAN DIEGUITO UNION HIGH SCHOOL DISTRICT

EDUCATIONAL SERVICES - PROFESSIONAL SERVICES REPORTBoard Meeting Date: 02-19-15

<u>Contract Effective Dates</u>	<u>Consultant/ Vendor</u>	<u>Description of Services</u>	<u>School/ Department Budget</u>	<u>Fee Not to Exceed</u>
02/20/15 until project completion	WestEd	Provide California School Climate Survey for staff (CSCS) at each school and each grade participating in the district's California Healthy Kids Survey (CHKS)	General Fund 01-00	\$180.00

San Dieguito Union High School District

INFORMATION REGARDING BOARD AGENDA ITEM

TO: BOARD OF TRUSTEES

DATE OF REPORT: February 10, 2015

BOARD MEETING DATE: February 19, 2015

PREPARED BY: Jason Vilorio, Ed.D., Executive Director of Educational Services
Michael Grove, Associate Superintendent of Educational Services

SUBMITTED BY: Rick Schmitt
Superintendent

SUBJECT: APPROVAL / RATIFICATION OF AMENDMENT TO AGREEMENTS

EXECUTIVE SUMMARY

The attached Professional Services Report/Educational Services summarizes one amendment to agreements.

RECOMMENDATION:

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

FUNDING SOURCE:

As noted on attached list

ITEM 13B

SAN DIEGUITO UNION HIGH SCHOOL DISTRICT

EDUCATIONAL SERVICES - AMENDMENT TO AGREEMENTS REPORT**Board Meeting Date: 02-19-15**

<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>
NA	The Regents of the University of California (UCSD)	Amending the California Healthy Kids Survey (CHKS) support services contract to the start date of October 1, 2014	NA	NA

San Dieguito Union High School District

INFORMATION REGARDING BOARD AGENDA ITEM

TO: BOARD OF TRUSTEES

DATE OF REPORT: February 10, 2015

BOARD MEETING DATE: February 19, 2015

PREPARED BY: Chuck Adams, Director of Special Education
Michael Grove, Associate Superintendent,
Educational Services

SUBMITTED BY: Rick Schmitt
Superintendent

SUBJECT: APPROVAL / RATIFICATION OF AGREEMENTS

EXECUTIVE SUMMARY

The attached Special Education Agreements report summarizes one contract.

RECOMMENDATION:

The administration recommends that the Board approve and/or ratify the contract as shown on the attached Special Education Agreements report.

FUNDING SOURCE:

As noted on the attached report.

SAN DIEGUITO UNION HIGH SCHOOL DISTRICT BOARD MEETING

ITEM 14A

SPECIAL EDUCATION AGREEMENTSBoard Meeting Date: 02-19-15

<u>Contract Effective Dates</u>	<u>Contract/Vendor</u>	<u>Description of Services</u>	<u>Department Budget</u>	<u>Current # of Students</u>	<u>Fee Not to Exceed</u>
02/27/15	Jenny Jones (ICA)	To provide a Pattern of Strengths and Weaknesses (PSW) Model for Specific Learning Disabilities (SLD) identification presentation to Special Education staff	General Fund 01-00	NA	\$400.00 for the presentation and approximately 250 miles mileage reimbursement at the current IRS rate

San Dieguito Union High School District

INFORMATION REGARDING BOARD AGENDA ITEM

TO: BOARD OF TRUSTEES

DATE OF REPORT: February 11, 2015

BOARD MEETING DATE: February 19, 2015

PREPARED BY: Chuck Adams, Director of Special Education
Michael Grove, Associate Superintendent,
Educational Services

SUBMITTED BY: Rick Schmitt
Superintendent

SUBJECT: APPROVAL OF PARENT SETTLEMENT
AND RELEASE AGREEMENT

EXECUTIVE SUMMARY

The attached Special Education Agreement report for Parent Settlements and Release Agreements summarizes one Settlement Agreement that provides services for a Special Education Student.

RECOMMENDATION:

The administration recommends that the Board approve and/or ratify the contract as shown on the attached Special Education Agreement report.

FUNDING SOURCE:

As noted on the attached report.

SAN DIEGUITO UNION HIGH SCHOOL DISTRICT BOARD MEETING

ITEM 14C

SPECIAL EDUCATION AGREEMENTSBoard Meeting Date: 02/19/15

<u>Student SSID #</u>	<u>Description of Services</u>	<u>Date Executed</u>	<u>Budget #</u>	<u>Amount</u>
5038144312	<i>Parent Settlement Agreement</i> Reimbursement for educationally related mental health services therapy sessions and attorney fees from 05/01/14 – 02/06/15.	02/06/15	General Fund Special Education 01-00	\$28,386.45

San Dieguito Union High School District

INFORMATION REGARDING BOARD AGENDA ITEM

TO: BOARD OF TRUSTEES

DATE OF REPORT: February 10, 2015

BOARD MEETING DATE: February 19, 2015

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

SUBMITTED BY: Rick Schmitt
Superintendent

SUBJECT: APPROVAL / RATIFICATION OF
PROFESSIONAL SERVICES CONTRACTS/
BUSINESS

EXECUTIVE SUMMARY

The attached Professional Services Report/Business summarizes five 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.

ITEM 15A

SAN DIEGUITO UNION HIGH SCHOOL DISTRICT**BUSINESS - PROFESSIONAL SERVICES REPORT****Board Meeting Date: 02-19-15**

<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>
02/23/15 – 05/25/15	Boys & Girls Club of San Dieguito	Lease of facilities for the Torrey Pines High School swim & dive team	Torrey Pines High School Foundation	\$6,500.00
02/02/15 until project completion	Applebee & Sheehan, Inc. dba AIRTEK Indoor Air Solutions, Inc.	Provide air duct cleaning services at Diegueño Middle School	General Fund 01-00	\$3,522.00
02/06/15 until project completion	Attic Guys, LLC	Provide rodent mitigation at Diegueño Middle School	General Fund 01-00	\$4,700.00
04/27/15 – 06/16/17	City of Solana Beach	A Joint Use Agreement for Earl Warren Middle School to use La Colonia Park for athletic programs while the site is under construction	NA	No cost to the District
02/20/15 until project completion	D.A. Hogan & Associates Inc.	Provide design drawings, details and specifications, bid process support, construction phase oversight, and other consulting services for the La Costa Canyon High School field replacement and track and field event resurfacing project	School Facilities Fund 35-00. Priority project being paid from savings from the SDHSA new construction project 50/68346-00-003	\$57,450.00

San Dieguito Union High School District

INFORMATION REGARDING BOARD AGENDA ITEM

TO: BOARD OF TRUSTEES

DATE OF REPORT: February 10, 2015

BOARD MEETING DATE: February 19, 2015

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

SUBMITTED BY: Rick Schmitt
Superintendent

SUBJECT: APPROVAL / RATIFICATION OF
AMENDMENTS TO AGREEMENTS

EXECUTIVE SUMMARY

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

RECOMMENDATION:

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

FUNDING SOURCE:

As noted on attached list

ITEM 15B

SAN DIEGUITO UNION HIGH SCHOOL DISTRICT

BUSINESS SERVICES - AMENDMENT TO AGREEMENTS REPORT**Board Meeting Date: 02-19-15**

<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>
01/30/15 – 01/31/18	En Pointe Technologies	For the Microsoft School/Campus agreement for all district computers and servers, extending the contract an additional three year period ending January 31, 2018 with no other changes to the contract	General Fund 01-00	\$56,000.00 per year based on enrollment
04/15/15 until terminated	Advanced Toolware, LLC dba Tools4ever	Increasing the annual Basic Maintenance Support fee for the Self Service Reset Password Management (SSRPM) software to a not to exceed amount of \$2,700.00 per year with no other changes to the contract	General Fund 01-00	\$2,700.00

San Dieguito Union High School District

INFORMATION REGARDING BOARD AGENDA ITEM

TO: BOARD OF TRUSTEES

DATE OF REPORT: February 10, 2015

BOARD MEETING DATE: February 19, 2015

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

SUBMITTED BY: Rick Schmitt
Superintendent

SUBJECT: ADOPTION OF RESOLUTION

EXECUTIVE SUMMARY

CalSAVE is a statewide program designed to help California K-12 schools buy technology, instructional resources, and other products easily and at low cost, per the pricing structure, terms, and conditions stated in the bid documents.

CalSAVE is sponsored by the Monterey County Office of Education. Launched in late November, 1999, as C-SMART, CalSAVE was originally funded by the California Department of Education (CDE) as one of the initiatives under the Department's Statewide Educational Technology Services (SETS) program.

CalSAVE leverages the collective buying power of more than 8,740 K-12 schools in the state of California to secure the lowest possible prices. There is no participation fee and every California K-12 public school, school district and county office of education is eligible to participate.

Public Contract Code 20118 and 20652 provides the legal authority to allow CalSAVE and the Monterey County Office of Education to make these publically bid contracts available to any school district empowered to expend public funds. These school districts may, without further competitive bidding, utilize these contracts.

Pursuant to District Board Policies 3310 and 3311/AR-1, Purchasing Procedures and Soliciting Bids, respectively, and to ensure these policies are being followed, District Staff is requesting the Board to adopt the attached resolution authorizing purchasing and contracting pursuant to

ITEM 15F

award documents from CalSAVE and the Monterey County Office of Education, for the purchase of technology, instructional resources, and other products.

RECOMMENDATION:

Adopt the attached resolution authorizing purchasing and contracting pursuant to award documents from CalSAVE and the Monterey County Office of Education, for the purchase of technology, instructional resources, and other products, per the pricing structure, terms, and conditions stated in the contract documents, to be expended from the fund to which the purchase is charged, and authorize Christina M. Bennett or Eric R. Dill to execute any necessary documents.

FUNDING SOURCE:

N/A

**RESOLUTION AUTHORIZING CONTRACTING
PURSUANT TO COOPERATIVE BID AND AWARD DOCUMENTS FROM
CALSAVE, STATE OF CALIFORNIA**

On motion of Member _____, seconded by Member _____, the following resolution is adopted:

WHEREAS, CalSAVE is a statewide program designed to help California K-12 schools buy technology, instructional resources, and other products easily and at low cost. All contracts are publicly solicited and competitively bid by the Monterey County Office of Education, in accordance with purchasing procedures mandated by state procurement laws and regulations. CalSAVE leverages the collective buying power of more than 8,740 K-12 schools in the state of California to secure the lowest possible prices. There is no participation fee and every California K-12 public school, school district and county office of education is eligible to participate, and

WHEREAS, said bids were opened and publicly read aloud at the time and place specified in the Notice to Bidders, and various low bidders were thereafter awarded contracts for various products such as technology hardware, software, instructional materials, electronic reference materials, professional development products, buildings and grounds products and services, office supplies and equipment, playground supplies and equipment, furniture, kitchen supplies and equipment, athletic equipment, etc.

WHEREAS, the San Dieguito Union High School District wishes to purchase these products and services, and

WHEREAS, this Board has determined it to be in the best interests of the District to purchase or contract for the above stated items from the bids awarded by CalSAVE, and

WHEREAS, CalSAVE and the respective principal public agency waived its right to require other districts to draw warrants for such purchases or contracts in favor of CalSAVE and the respective principal public agency, and

NOW THEREFORE IT IS RESOLVED, ORDERED AND DECLARED that the contract for the purchase of technology, instructional resources, and other products, per the pricing structure, is hereby authorized and approved and is subject to all terms, conditions and documents as specified in CalSAVE and the respective principal public agency bid and award documents.

BE IT FURTHER RESOLVED, ORDERED AND DECLARED that Christina M. Bennett or Eric R. Dill is hereby authorized to execute any necessary contract documents with Various Bidders, naming the District as the contracting party.

PASSED AND ADOPTED by the Governing Board of the San Dieguito Union High School District of San Diego, California, this 19th day of February, 2015, by the following vote:

AYES:
NOES:
ABSENT:
ADVISORY VOTES:

Rick Schmitt
Secretary, Board of Trustees
San Dieguito Union High School District

San Dieguito Union High School District

INFORMATION REGARDING BOARD AGENDA ITEM

TO: BOARD OF TRUSTEES

DATE OF REPORT: February 10, 2015

BOARD MEETING DATE: February 19, 2015

PREPARED BY: Eric R. Dill
Associate Superintendent, Business

SUBMITTED BY: Rick Schmitt
Superintendent

SUBJECT: APPROVAL OF BUSINESS REPORTS

EXECUTIVE SUMMARY

Please find the following business reports submitted for your approval:

1. Purchase Orders
2. Membership Listings

RECOMMENDATION:

It is recommended that the Board approve the following business reports: 1) Purchase Orders, and 2) Membership Listings.

FUNDING SOURCE:

Not applicable

ITEM 15G

PO REPORT FROM 01/27/15 THRU 02/09/15						
PO NBR	DATE	FUND	VENDOR	LOC	DESCRIPTION	AMOUNT
000000047	1/27/2015	0100	MISSION FEDERAL CREDIT UNION	600	MATERIALS AND SUPPLIES□	\$68.04
000000048	1/27/2015	0100	OFFICE DEPOT, INC	022	PRINTING	\$1,812.90
000000049	1/27/2015	0100	ALTA COPY, PRINT, DESIGN	500	PRINTING	\$1,716.12
000000051	1/27/2015	0100	AMAZON.COM	500	MATERIALS AND SUPPLIES□	\$20.83
000000052	1/27/2015	0100	McGraw-Hill Companies	500	MATERIALS AND SUPPLIES□	\$115.34
000000053	1/27/2015	0100	STAPLES ADVANTAGE	600	MATERIALS AND SUPPLIES□	\$240.18
000000054	1/27/2015	0100	SO CAL GRAPHICS	500	PRINTING	\$88.56
000000055	1/28/2015	0100	APPLE COMPUTER INC	002	NON-CAPITALIZED TECH EQUIPMENT	\$2,061.60
000000056	1/28/2015	0100	SAN DIEGO COUNTY OFFICE OF EDUCATION	002	CONFERENCE, WORKSHOP, SEM.	\$20.00
000000057	1/28/2015	0100	SAN DIEGO COUNTY OFFICE OF EDUCATION	004	CONFERENCE, WORKSHOP, SEM.	\$100.00
000000058	1/28/2015	0100	MISSION FEDERAL CREDIT UNION	500	MATERIALS AND SUPPLIES□	\$14.03
000000059	1/28/2015	0100	MACGILL DISCOUNT SCHOOL NURSE	500	MATERIALS AND SUPPLIES□	\$46.73
000000060	1/28/2015	0100	C D W G.COM	500	NON-CAPITALIZED TECH EQUIPMENT	\$15,661.64
000000061	1/29/2015	2139	FREDRICKS ELECTRIC INC	007	NEW CONSTRUCTION	\$6,500.00
000000062	1/29/2015	0100	Research Press Co., Inc.	600	MATERIALS AND SUPPLIES□	\$532.15
000000063	1/29/2015	0100	MISSION FEDERAL CREDIT UNION	500	DUES AND MEMBERSHIPS	\$50.00
000000064	1/29/2015	0100	C A S B O	018	CONFERENCE, WORKSHOP, SEM.	\$395.00
000000065	1/29/2015	0100	C A S B O	010	CONFERENCE, WORKSHOP, SEM.	\$345.00
000000066	1/29/2015	0100	MATHFUNBOOK.COM	004	MATERIALS AND SUPPLIES□	\$135.44
000000067	1/29/2015	1300	SAN DIEGO RESTAURANT SUPPLY	014	MATERIALS AND SUPPLIES□	\$671.65
000000068	1/29/2015	0100	MACGILL DISCOUNT SCHOOL NURSE	002	MATERIALS AND SUPPLIES□	\$215.48
000000069	1/29/2015	1300	ICON ENCLOSURES INC	014	REPAIRS BY VENDORS	\$281.25
000000070	1/29/2015	0100	SCHOOL NURSE SUPPLY COMPANY	002	MATERIALS AND SUPPLIES□	\$23.50
000000071	1/29/2015	0100	APPLE COMPUTER INC	600	MATERIALS AND SUPPLIES□	\$429.84
000000072	1/30/2015	0100	STAPLES ADVANTAGE	500	MATERIALS AND SUPPLIES□	\$300.00
000000073	1/30/2015	0100	AMAZON.COM	500	MATERIALS AND SUPPLIES□	\$267.83
000000075	1/30/2015	0100	AMAZON.COM	600	MATERIALS AND SUPPLIES□	\$489.22
000000076	1/30/2015	0100	SCHOOLEDUDE.COM	017	COMPUTER LICENSING	\$12,306.15
000000077	1/30/2015	0100	LEUCADIA PIZZERIA	016	REFRESHMENTS	\$396.99
000000078	1/30/2015	0100	NEW BRIDGE SCHOOL	002	SUB/OTHER CONTR-NPS	\$1,386.54
					OTHER CONTR-N.P.S.	\$25,000.00
000000079	1/30/2015	0100	NEW BRIDGE SCHOOL	002	OTHER CONTR-N.P.S.	\$23,312.38
000000080	1/30/2015	0100	AMAZON.COM	500	MATERIALS AND SUPPLIES□	\$34.51
000000081	1/30/2015	0100	AMAZON.COM	002	BOOKS OTHER THAN TEXTBOOKS	\$301.44
000000082	1/30/2015	0100	HOME DEPOT CREDIT SERVICES	600	MATERIALS AND SUPPLIES□	\$200.00
000000083	1/30/2015	2139	NOVA SERVICES	007	NEW CONSTRUCTION	\$20,167.00
000000084	1/30/2015	2139	UNION TRIBUNE PUBLISHING CO	007	NEW CONSTRUCTION	\$231.20
000000085	1/30/2015	0100	AMAZON.COM	600	MATERIALS AND SUPPLIES□	\$61.93
000000086	1/30/2015	0100	STAPLES ADVANTAGE	500	MATERIALS AND SUPPLIES□	\$138.13
000000087	2/2/2015	2139	SIEMENS INDUSTRY, INC.	007	NEW CONSTRUCTION	\$3,480.00
					IMPROVEMENT	\$1,992,375.00
000000088	2/2/2015	2139	DIVISION OF STATE ARCHITECT	007	IMPROVEMENT	\$3,510.00
000000089	2/2/2015	2139	DIVISION OF STATE ARCHITECT	007	IMPROVEMENT	\$408.00
000000090	2/2/2015	2139	SAN DIEGO UNION TRIBUNE, LLC	007	ADVERTISING	\$193.80
000000091	2/2/2015	2139	CONSULTING & INSPECTION SVCS	007	NEW CONSTRUCTION	\$61,250.00
000000092	2/2/2015	0100	EAGLE SOFTWARE	004	CONFERENCE, WORKSHOP, SEM.	\$1,875.00
000000094	2/2/2015	0100	Applause Learning Resources	500	MATERIALS AND SUPPLIES□	\$272.70
000000095	2/2/2015	0100	AMERICAN SCHOOL COUNSELOR ASSN	500	DUES AND MEMBERSHIPS	\$129.00
000000096	2/2/2015	0100	AFFORDABLE PRINTER CARE	600	REPAIRS BY VENDORS	\$85.00
000000097	2/3/2015	2139	UNITED SITE SERVICES	007	IMPROVEMENT	\$1,490.25
000000098	2/3/2015	0100	SAN DIEGO UNION TRIBUNE, LLC	012	ADVERTISING	\$224.00
000000099	2/3/2015	2519	D A D ASPHALT	007	IMPROVEMENT	\$2,100.00
000000100	2/3/2015	0100	SAN DIEGO COUNTY OFFICE OF EDUCATION	001	CONFERENCE, WORKSHOP, SEM.	\$675.00
000000101	2/3/2015	0100	SAN DIEGO COUNTY OFFICE OF EDUCATION	001	CONFERENCE, WORKSHOP, SEM.	\$525.00
000000102	2/3/2015	0100	SAN DIEGO COUNTY OFFICE OF EDUCATION	004	CONFERENCE, WORKSHOP, SEM.	\$200.00
000000103	2/3/2015	0100	SAN DIEGO COUNTY OFFICE OF EDUCATION	500	CONFERENCE, WORKSHOP, SEM.	\$85.00
000000104	2/3/2015	0100	AMAZON.COM	500	MATERIALS AND SUPPLIES□	\$205.19
000000105	2/3/2015	0100	CONCEPTS SCHOOL AND OFFICE	500	MATERIALS AND SUPPLIES□	\$317.78
000000106	2/3/2015	0100	BLICK, DICK (DICK BLICK)	600	MATERIALS AND SUPPLIES□	\$35.71
000000107	2/3/2015	0100	STATE WATER RESOURCES	013	FEES - ADMISSIONS, TOURN	\$1,762.56
000000108	2/3/2015	0100	VEX ROBOTIC INC	600	NON CAPITALIZED EQUIP	\$3,753.56
000000109	2/3/2015	0100	LAWNMOWERS PLUS INC	012	NON CAPITALIZED EQUIP	\$823.75
000000110	2/3/2015	0100	AMAZON.COM	500	MATERIALS AND SUPPLIES□	\$55.27
000000111	2/4/2015	0100	OFFICE DEPOT, INC	016	MATERIALS AND SUPPLIES□	\$61.48
000000112	2/4/2015	0100	WARD'S MEDIA TECH	600	NON-CAPITALIZED TECH EQUIPMENT	\$3,238.00
000000113	2/5/2015	0100	PROVO CANYON SCHOOL	002	SUB/ROOM & BOARD	\$12,785.00

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PO REPORT FROM 01/27/15 THRU 02/09/15						
PO NBR	DATE	FUND	VENDOR	LOC	DESCRIPTION	AMOUNT
0000000113	2/5/2015	0100	PROVO CANYON SCHOOL	002	SUB/OTHER CONTR-NPS	\$1,010.00
					ROOM & BOARD	\$25,000.00
					MENTAL HEALTH SVCS	\$20,610.00
					OTHER CONTR-N.P.S.	\$25,000.00
0000000114	2/5/2015	0100	MISSION FEDERAL CREDIT UNION	600	MATERIALS AND SUPPLIES□	\$101.92
0000000115	2/5/2015	2519	FRONTIER FENCE COMPANY INC	007	NEW CONSTRUCTION	\$13,485.00
0000000116	2/5/2015	0100	C D W G.COM	017	MATERIALS AND SUPPLIES□	\$446.18
0000000117	2/5/2015	0100	PROJECT LEAD THE WAY, INC	003	FEES - ADMISSIONS, TOURN	\$1,750.00
0000000118	2/5/2015	0100	MISSION FEDERAL CREDIT UNION	001	BOOKS OTHER THAN TEXTBOOKS	\$29.00
0000000119	2/5/2015	1100	PERFECTION LEARNING CORP	019	BOOKS OTHER THAN TEXTBOOKS	\$448.40
0000000120	1/28/2015	0100	AMAZON.COM	600	MATERIALS AND SUPPLIES□	\$218.92
0000000122	2/5/2015	0100	FLINN SCIENTIFIC INC	600	MATERIALS AND SUPPLIES□	\$102.43
0000000123	2/5/2015	0100	AMAZON.COM	600	MATERIALS AND SUPPLIES□	\$168.46
0000000124	2/5/2015	0100	OFFICE SOLUTIONS BUSINESS	500	OFFICE SUPPLIES	\$364.32
0000000125	2/5/2015	0100	C P M EDUCATIONAL PROGRAM INC	001	TEXTBOOKS	\$1,438.40
0000000126	2/5/2015	0100	STAPLES ADVANTAGE	500	MATERIALS AND SUPPLIES□	\$159.04
0000000127	2/5/2015	0100	HOME DEPOT CREDIT SERVICES	018	MATERIALS AND SUPPLIES□	\$143.03
0000000128	2/5/2015	2139	CLASS LEASING LLC	007	IMPROVEMENT	\$786,346.00
0000000129	2/5/2015	0100	OFFICE SOLUTIONS BUSINESS	500	OFFICE SUPPLIES	\$364.32
0000000130	2/6/2015	0100	WARD'S MEDIA TECH	500	NON CAPITALIZED EQUIP	\$2,184.00
0000000131	2/6/2015	0100	OFFICE SOLUTIONS BUSINESS	600	NON CAPITALIZED EQUIP	\$1,077.84
0000000132	2/6/2015	0100	GOPHER SPORT	500	MATERIALS AND SUPPLIES□	\$250.10
0000000133	2/6/2015	0100	HOME DEPOT CREDIT SERVICES	003	MATERIALS AND SUPPLIES□	\$1,000.00
0000000134	2/6/2015	0100	BLICK, DICK (DICK BLICK)	600	MATERIALS AND SUPPLIES□	\$2,000.00
0000000135	2/6/2015	2139	UNITED SITE SERVICES	007	IMPROVEMENT	\$1,490.25
0000000136	2/6/2015	0100	MISSION FEDERAL CREDIT UNION	018	MATERIALS AND SUPPLIES□	\$51.84
0000000137	2/9/2015	0100	APPERSON	500	REPAIRS BY VENDORS	\$159.00
0000000138	2/9/2015	0100	C D W G.COM	600	NON-CAPITALIZED TECH EQUIPMENT	\$13,446.78
0000000139	2/9/2015	0100	CUE, INC.	004	CONFERENCE,WORKSHOP,SEM.	\$864.00
0000000140	2/9/2015	0100	A C T	500	FEES - ADMISSIONS, TOURN	\$250.00
0000000141	2/9/2015	0100	AMAZON.COM	500	MATERIALS AND SUPPLIES□	\$202.96
0000000142	2/9/2015	0100	SAN DIEGO COUNTY OFFICE OF EDUCATION	001	CONFERENCE,WORKSHOP,SEM.	\$225.00
0000000143	2/9/2015	0100	AMAZON.COM	017	MATERIALS AND SUPPLIES□	\$475.18
0000000144	2/9/2015	0100	DIGITAL NETWORKS GROUP, INC.	017	COMPUTER SUPPLIES	\$538.06
0000000145	2/9/2015	0100	SAFETY GLASSES USA, INC.	500	MATERIALS AND SUPPLIES□	\$131.22
0000000146	2/9/2015	0100	SAROYAN LUMBER	003	MATERIALS AND SUPPLIES□	\$2,000.00
0000000147	2/9/2015	0100	STAPLES ADVANTAGE	500	MATERIALS AND SUPPLIES□	\$51.68
0000000148	2/9/2015	0100	SAN DIEGO COUNTY OFFICE OF EDUCATION	001	CONFERENCE,WORKSHOP,SEM.	\$165.00
0000000149	2/9/2015	0100	SAN DIEGO COUNTY OFFICE OF EDUCATION	001	CONFERENCE,WORKSHOP,SEM.	\$385.00
0000000150	2/9/2015	0100	AMERICAN CHEMICAL	500	MATERIALS AND SUPPLIES□	\$38.88
0000000151	2/9/2015	0100	REHAB UNITED SPORTS MEDICINE &	600	PROF/CONSULT./OPER EXP	\$34,011.56
0000000186	1/30/2015	0100	C D W G.COM	600	NON-CAPITALIZED TECH EQUIPMENT	\$2,831.41
0000000225	2/3/2015	0100	ADVANCED EXERCISE EQUIP INC	600	NON CAPITALIZED EQUIP	\$40,072.20
850071	2/2/2015	0100	COLLEGE BOARD - WRO	600	CONFERENCE,WORKSHOP,SEM.	\$185.00
850084	2/2/2015	0100	C A S C	004	CONFERENCE,WORKSHOP,SEM.	\$119.00
850085	2/2/2015	0100	C A S C	004	CONFERENCE,WORKSHOP,SEM.	\$219.00
					Report Total	\$3,189,665.03

ITEM 15G

Individual Membership Listings
For the Period of January 27, 2015 through February 9, 2015

<u>Staff Member Name</u>	<u>Organization Name</u>	<u>Amount</u>
Tracy Bryant	American Psychological Association	\$50.00
Melissa Sage	American School Counselors Association	\$129.00

San Dieguito Union High School District

INFORMATION REGARDING BOARD AGENDA ITEM

TO: BOARD OF TRUSTEES

DATE OF REPORT: February 6, 2015

BOARD MEETING DATE: February 19, 2015

PREPARED BY: John Addleman, Director of Planning Services
Eric Dill, Assoc. Superintendent, Business

SUBMITTED BY: Rick Schmitt, Superintendent

SUBJECT: APPROVAL / RATIFICATION OF AGREEMENTS /
PROPOSITION AA

EXECUTIVE SUMMARY

The attached Proposition AA report summarizes 9 agreements.

The first two agreements with United Site Services provide for rental of temporary fencing. One at Oak Crest Middle School to secure a retention basin while planning for future storm water management improvements is underway; and a second agreement at La Costa Canyon High School, to temporarily secure buses during the relocation of Transportation Services during the interim housing phase of construction for the new Math and Science Building at San Dieguito High School Academy.

The next two agreements are with Fredricks Electric. One to provide power and data for the temporary relocation of Transportation Services to La Costa Canyon High School during the interim housing phase of construction for the new Math and Science Building at San Dieguito High School Academy; and one to provide power and data in 47 classrooms located in buildings E and G at Torrey Pines High School for network expansion and improved wireless access.

The next three agreements with Digital Networks Group, Inc., are to provide and install multimedia systems, including projectors, audio visual and sound system equipment in classrooms located in buildings E, G and J (new Chemistry Bldg) at Torrey Pines High School; and to provide and install multimedia systems, including projectors, audio visual and sound systems campus wide at Pacific Trails Middle School. The purchase and installation of the audio visual systems will be procured by California Multiple Award Schedules (CMAS). CMAS offers a wide variety of commodities, non-IT services and information technology products and services at prices which have been assessed to be fair, reasonable and competitive based on best value criteria pursuant to Public Contract Code 12100.7. Through additional negotiations, Digital Networks will provide the District with a 40% discount compared to the 36% minimum discount provided by CMAS.

ITEM 15H

The next agreement pertains to the award of contract to Frontier Fence Co., Inc. for unit cost pricing pursuant to a bid. On December 23, 2014, District Staff advertised for bids and sent bid notices to 5 licensed contractors alerting them that the District's fencing services contract was out for bid. Services identified by the Maintenance & Operations Department and the Facilities Planning and Construction Department include installation of permanent fencing, repair of permanent fencing, installation and removal of temporary fencing, and other fencing services as identified in the bid documents. From the District's solicitations, two contractors returned bid packages. On February 4, 2015, the bid submittals were reviewed by District staff for compliance and found that the bidders were responsive and responsible. Frontier Fence Co., Inc. was found to be the low bidder.

The last pertains to the City of Encinitas, for an agreement for the maintenance of private Stormwater treatment and Stormwater pollution control facilities as a condition of the Coastal Development Permit (CDP) granted for the Masterplan of the San Dieguito High School Academy and necessary for the approval of the interim housing/tennis court replacement grading permit, and future grading permits. The agreement secures the periodic maintenance of certain Stormwater facilities including but not limited to Best Management Practices (BMPs), Integrated Management Practices (IMPs), Low Impact Development (LID) features, structural Stormwater treatment devices, and drainage facilities to be constructed by the District pursuant to the CDP.

RECOMMENDATION:

It is recommended that the Board approve and/or ratify the professional services contracts and authorize Christina M. Bennett, Eric R. Dill, or Rick Schmitt to execute the agreements, as noted in the attached supplement.

FUNDING SOURCE:

Building Fund-Prop 39 Fund 21-39

ITEM 15H

SAN DIEGUITO UNION HIGH SCHOOL DISTRICT**PROPOSITION AA – AGREEMENTS**
FACILITIES PLANNING & CONSTRUCTION**Board Meeting Date: 2-19-15**

<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>
1/22/15 – 6/30/15	United Site Services	Temporary fence rental at Oak Crest Middle School at storm water retention basin.	Capital Facilities Fund 25-19	\$2,679.60
2/2/15 – 4/2/15	United Site Services	Temporary fence rental to secure buses at La Costa Canyon High School.	Capital Facilities Fund 25-19	\$6,825.18
2/23/15 – 4/15/15	Fredricks Electric, Inc.	To provide electrical and data for temporary relocation of Transportation Services from San Dieguito High School Academy to La Costa Canyon High School.	Capital Facilities Fund 25-19	\$73,577.44
2/23/15 – 4/30/15	Fredrick's Electric, Inc.	To provide labor and installation of data cabling and electrical in 47 classrooms at Torrey Pines High School buildings E and G to support the expanded network, improved wireless access and installation of multimedia in the classrooms.	Building Fund– Prop 39 Fund 21-39	\$100,130.00
2/28/15 – 6/12/15	Digital Networks Group, Inc.	To provide and install multimedia systems, including projectors and audio visual equipment in 47 classrooms in buildings E and G at Torrey Pines High School.	Building Fund – Prop 39 Fund 21-39	\$419,875.68

ITEM 15H

2/28/15 – 6/12/15	Digital Networks Group, Inc.	To provide and install multimedia systems, including projectors and audio video equipment in 4 science classrooms at the new Chemistry Building J at Torrey Pines High School.	Building Fund – Prop 39 Fund 21-39	\$33,767.40
3/15/15 – 3/31/16	Digital Networks Group, Inc.	To provide and install multimedia systems, including projectors, audio visual and sound systems campus-wide at Pacific Trails Middle School.	Building Fund – Prop 39 Fund 21-39	\$371,624.05
2/23/15 – 6/30/16	Frontier Fence Co., Inc.	To provide fencing services District wide, with options to renew for two (2) additional one year periods, running July 1 through June 30 th , respectively, at the unit prices established in the bid response CB2015-02.	From the fund to which the project is charged	Unit prices established in the bid response
In perpetuity	City of Encinitas	Agreement for Maintenance of Private Stormwater Treatment and Stormwater Pollution Control Facilities as a condition of the Coastal Development Permit for approval of the San Dieguito High School Academy grading permit that secures the periodic maintenance of certain Stormwater facilities including but not limited to Best Management Practices (BMPs), Integrated Management Practices (IMPs), Low Impact Development (LID) features, structural Stormwater treatment devices, and drainage facilities by the District, its heirs, and successors	Not Applicable	No Cost to the District

San Dieguito Union High School District

INFORMATION REGARDING BOARD AGENDA ITEM

TO: BOARD OF TRUSTEES

DATE OF REPORT: February 9, 2015

BOARD MEETING DATE: February 19, 2015

PREPARED BY: John Addleman, Director of Planning Services
Eric Dill, Assoc. Superintendent, Business

SUBMITTED BY: Rick Schmitt, Superintendent

SUBJECT: APPROVAL / RATIFICATION OF AMENDMENTS
TO PROFESSIONAL SERVICES CONTRACTS /
PROPOSITION AA

EXECUTIVE SUMMARY

The attached Professional Services Report/Proposition AA summarizes amendments to two existing contracts.

The first amendment pertains to the inspector of records (IOR) firm Blue Coast Consulting, Inc. The firm was selected from among nine firms that had responded to the District's Request for Proposals B2013-11 on April 9, 2013. Based upon the ongoing positive performance of the firm, their capacity to perform such work and the availability of funding, the firm may provide services for up to five years. This agreement will be for the third year of that five year option and will accommodate the increased volume of work in 2015/2016, including Torrey Pines High School Phase 2, Oak Crest Middle School and La Costa Valley.

The second amendment extends the rental term for temporary fencing at Earl Warren Middle School, including replacement panels, until commencement of the interim housing phase of construction.

RECOMMENDATION:

It is recommended that the Board approves and/or ratifies the amendments to professional services contracts, and authorize Christina M. Bennett, Eric R. Dill, or Rick Schmitt to execute the agreements, as noted in the attached supplement.

FUNDING SOURCE:

Building Fund-Prop 39 Fund 21-39

ITEM 15I

SAN DIEGUITO UNION HIGH SCHOOL DISTRICT**PROPOSITION AA – AMENDMENTS**
FACILITIES PLANNING & CONSTRUCTION**Board Meeting Date: 02-19-15**

<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>
6/6/14 – 6/30/16	Blue Coast Consulting, LLC	Amend contract CB2013-11 to provide inspector of records services District wide.	Building Fund– Prop 39 Fund 21-39	Increasing the amount by \$200,000 for a new total of \$500,000
12/31/14 – 4/30/15	American Fence Company	Amend contract CA2015-28 to increase rental period for temporary fence at Earl Warren Middle School and replace the fence sections removed.	Building Fund– Prop 39 Fund 21-39	Increasing the amount by \$4,248 for a new total of \$7,776.00

San Dieguito Union High School District

INFORMATION REGARDING BOARD AGENDA ITEM

TO: BOARD OF TRUSTEES

DATE OF REPORT: February 6, 2015

BOARD MEETING DATE: February 19, 2015

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

SUBMITTED BY: Rick Schmitt,
Superintendent

SUBJECT: AUTHORIZATION TO EXECUTE AND FILE THE
NOTICE OF EXEMPTION / LA COSTA CANYON
HIGH SCHOOL

EXECUTIVE SUMMARY

In preparation for the new Math and Science building at San Dieguito High School Academy, the needed interim housing for the building will impact the existing southern student parking lot at the NW corner of the campus. In order to avoid offsite parking impacts to the surrounding community, the existing north-east parking lot currently used by Transportation will be temporarily vacated and be made available for overflow parking for the school site. The affected Transportation parking of Special Ed. buses and related administration and staff will be temporarily placed at the existing eastern upper parking lot at La Costa Canyon High School. A Notice of Exemption for the project concerning the California Environmental Quality Act (CEQA) has been prepared and should be filed.

Under CEQA Guidelines Section 15301, the temporary project is exempt and not subject to the provisions of CEQA given the minor size of the two portable staff buildings (760 SF each) to be placed and no expansion of the existing parking lot or school site capacity as described in the attached Notice of Exemption. After Board approval of the Notice, it will be filed at the County Recorder starting a 30 day challenge period. If the determination is challenged it would be brought back to the Board for further action.

ITEM 15J

RECOMMENDATION:

It is recommended that the Board authorize Eric Dill, Associate Superintendent of Business Services to execute and file the Notice of Exemption for the temporary Transportation Admin Offices at La Costa Canyon High School, as shown in the attachment.

FUNDING SOURCE:

Not applicable.

NOTICE OF EXEMPTION

To: Office of Planning and Research
1400 Tenth Street, Room 121
Sacramento, CA 95814

San Diego Recorder/Clerk Office
1600 Pacific Highway, Room
260
San Diego, CA 92101

From: (Public Agency) San Dieguito Union
High School
District
684 Requeza Street
Suite 310
Encinitas, CA
92024

SDUHSD Temporary Transportation Administration Office

Project Title

1 Maverick Way, Carlsbad, CA 92009

Project Location – Specific

Carlsbad

San Diego

Project Location – City**Project Location – County**

San Dieguito Union High School District proposes to install two temporary office buildings in the existing La Costa Canyon High School parking lot. The purpose of the proposed project is to temporarily relocate the Transportation Administration Office from its current location to La Costa Canyon High School in order to provide construction access to improve campus facilities, meet present-day classroom standards and requirements set by the California Code of Regulations and Americans with Disability Act (ADA) on the San Dieguito Academy High School Campus.

Description of Nature, Purpose, and Beneficiaries of Project

San Dieguito Union High School District

Name of Public Agency Approving Project

San Dieguito Union High School District

Name of Person or Agency Carrying Out Project**Exempt Status: (check one below)**

- Ministerial (Sec. 21080(b)(1); 15268);
- Declared Emergency (Sec. 21080(b)(3); 15269(a));
- Emergency Project (Sec. 21080(b)(4); 15269(b)(c));
- Categorical Exemptions: Section 15301 of CEQA Guidelines, Class 1, Existing Facilities; Section 15303 of CEQA Guidelines, Class 3, New Construction or Conversion of Small Structures; 153014 of CEQA Guidelines, Class 14, Minor Additions to Schools
- Statutory Exemptions. State code number:

The proposed project is exempt from further environmental review under the requirements of the California Environmental Quality Act (Public Resources Code §§ 21000 et seq.) because it is consistent with the following Categorical Exemptions (classes 1, 3, and 14) specified by the CEQA Guidelines.

- Class 1, Existing Facilities (CEQA Guidelines § 15301) consists of the operation, repair, maintenance, permitting, leasing, licensing, or minor alteration of existing public or private structures, facilities, mechanical equipment, or topographical features, involving negligible or no expansion of use beyond that existing at the time of the lead

CEQA: California Environmental Quality Act**ITEM 15J**

agency's determination. The key consideration is whether the project involves negligible or no expansion of an existing use.

- 1.1. This exemption is appropriate for the proposed project because it involves negligible or no expansion of the existing use. Operation of the facility would continue as at present. The proposed project is consistent with CEQA Guidelines Section 15301.
2. Class 3, New Construction or Conversion of Small Structures, consists of construction and location of limited numbers of new, small facilities or structures; installation of small new equipment and facilities in small structures; and the conversion of existing small structures from one use to another where only minor modifications are made in the exterior of the structure. The numbers of structures described in this section are the maximum allowable on any legal parcel.
 - 2.1. This exemption is appropriate for the proposed project because the two temporary office buildings are only 720 square feet each. Therefore, the project is consistent with the CEQA Guidelines Section 15303.
3. Class 14, Minor Additions to Schools (CEQA Guidelines § 15314) consists of minor additions to existing schools within existing school grounds where the addition does not increase original student capacity by more than 25 percent or ten classrooms, whichever is less. The addition of portable classrooms is included in this exemption.
 - 3.1. This exemption is appropriate for the proposed project because minor additions to the existing La Costa Canyon High School are within existing school grounds. Furthermore, the additions would not increase the number of classrooms or student capacity, which will remain at 2,717 seats. With no increase in site capacity, there will be no increase in traffic beyond the existing allowable level. Therefore, the project is consistent with CEQA Guidelines Section 15314.

Reasons Why Project Is Exempt

John Addleman	(760) 753-6491 ext. 5532
Lead Agency/Contact Person	Area Code/Telephone/Extension

If filed by applicant:

1. Attach certified document of exemption findings
2. Has a Notice of Exemption been filed by the public agency approving the project Yes No

Date Received for Filing: _____

Signature: _____	Title: _____	Date: _____
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Signed by Lead Agency

San Dieguito Union High School District

INFORMATION REGARDING BOARD AGENDA ITEM

TO: BOARD OF TRUSTEES

DATE OF REPORT: February 6, 2015

BOARD MEETING DATE: February 19, 2015

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

SUBMITTED BY: Rick Schmitt
Superintendent

SUBJECT: RESOLUTION OF INTENTION TO CONVEY
PERMANENT EASEMENT AND
RIGHT-OF-WAY

EXECUTIVE SUMMARY

As part of the Torrey Pines High School Phase 1 (Fire Road/Chemistry Building/Weight Room) design, the City of San Diego requires an easement and right-of-way for access to water facilities to be constructed for water connections for domestic and fire water located along the northern edge of the school site running east from Torrington Street.

The easement will provide the City of San Diego access to service two added meter locations at the north end of the property. The new water facilities will create a true looped water system, with connections at two opposing sides of the property. It will provide increased fire protection with higher pressure water available at hydrants and building fire sprinkler systems. As well, it will provide a separate meter for irrigation water which currently does not exist for the campus. The added irrigation meter will allow the District to move irrigation use off of the domestic water meter and save the District the sewer capacity charges currently being applied to irrigation water used on the domestic line.

The adoption of the Resolution of Intention to Convey Permanent Easement and Right-of-Way is the first step in granting an easement. The final steps will require a public hearing and adoption of a Resolution Conveying an Interest in a Permanent Easement and Right-of-Way at the March 5, 2015 board meeting.

ITEM 16

RECOMMENDATION:

It is recommended that the Board adopt the Resolution of Intention to Convey Permanent Easement and Right-of-Way to the City of San Diego for the purpose of access to construct, reconstruct, maintain, operate and repair water facilities, including any or all appurtenances thereto, at the Torrey Pines High School site, as described in the attachment.

FUNDING SOURCE:

Not applicable.

RECORDING REQUESTED BY:

THE CITY OF SAN DIEGO

AND WHEN RECORDED MAIL TO:

CITY CLERK
CITY OF SAN DIEGO
MAIL STATION 2A

Originating Dept – DSD/LDR – M.S. 501

(THIS SPACE FOR RECORDER'S USE ONLY)

GRANT DEED - WATER EASEMENT

J.O. NO: _____

ASSESSOR'S PARCEL NO: 304-061-01

PTS NO: _____

DWG NO: _____

NO DOCUMENT TAX DUE
R & T CODE 11922

NO FEE FOR GOVT. AGENCY
GOVERNMENT CODE 27383

For valuable consideration, receipt of which is hereby acknowledged, San Dieguito Union High School District of San Diego County,
California

HEREBY GRANT(S) to the City of San Diego, a municipal corporation, in the County of San Diego, State of California, a permanent easement and a right-of-way for access to construct, reconstruct, maintain, operate and repair **water facilities**, including any or all appurtenances thereto, together with the right of ingress and egress, over, under, along and across all that real property situated in the City of San Diego, County of San Diego, State of California, described as follows:

See exhibit "A" attached hereto and exhibit "B" attached for illustration purposes

Reserving unto the Grantor herein, heirs and assigns the continued use of the above described parcel of land subject to the following conditions: The erecting of buildings, masonry walls, and other permanent structures; the planting of trees; the changing of the surface grade; and the installation of privately owned pipe lines shall be prohibited except by an Encroachment Maintenance and Removal Agreement issued by the City Engineer.

Date: _____

Grantor: *(type or print)* _____

By: *(signature)* _____
(type or print name)

This is to certify that the interest in real property conveyed by this instrument to the City of San Diego, a municipal corporation, is hereby accepted by the undersigned officer on behalf of the City of San Diego, pursuant to authority conferred by the Municipal Code, and the grantee consents to recordation thereof by its duly authorized officer.

Date: _____

For City Engineer
By: _____

NOTE: NOTARY ACKNOWLEDGMENTS FOR ALL SIGNATURES MUST BE ATTACHED, PER CIVIL CODE SEC. 1180 ET. SEQ.

EXHIBIT "A"

**LEGAL DESCRIPTION
WATER EASEMENT**

PARCEL "A"

THOSE PORTIONS OF THE SOUTHWEST QUARTER OF THE NORTHEAST QUARTER AND THE SOUTHEAST QUARTER OF THE NORTHEAST QUARTER OF SECTION 18, TOWNSHIP 14, SOUTH, RANGE 3 WEST, SAN BERNARDINO BASE AND MERIDIAN, IN THE CITY OF SAN DIEGO, COUNTY OF SAN DIEGO, STATE OF CALIFORNIA, ACCORDING TO OFFICIAL PLAT THEREOF, MORE PARTICULARLY DESCRIBED AS FOLLOWS:

A STRIP OF LAND 26.00 FEET WIDE LYING 13.00 FEET ON EACH SIDE AND PARALLEL TO THE FOLLOWING DESCRIBED CENTERLINE:

BEGINNING AT THE SOUTHWEST CORNER OF N.C.W. NEIGHBORHOOD 7 UNIT NO. 9 OF MAP NO. 11181, RECORDED MARCH 26, 1985 IN THE OFFICE OF THE COUNTY RECORDER OF SAN DIEGO COUNTY A FILE NO. 85-100027, SAID CORNER BEING A POINT ON SAID NORTH LINE OF THE SOUTHWEST QUARTER OF THE NORTHEAST QUARTER OF SECTION 18, SAID CORNER BEING ON THE EASTERLY RIGHT-OF-WAY OF TORRINGTON STREET, HAVING A ONE-HALF WIDTH OF 34.00 FEET;
THENCE

1. SOUTHEASTERLY ALONG SAID EASTERLY RIGHT-OF-WAY, SOUTH 0°59'28" EAST (SOUTH 0°58'13" EAST PER N.C.W. NEIGHBORHOOD 7, UNIT NO. 3 OF MAP NO. 11054, RECORDED OCTOBER 4, 1984 IN THE OFFICE OF THE COUNTY RECORDER OF SAN DIEGO COUNTY AS FILE NO. 84-378231) 47.01 FEET TO THE **TRUE POINT OF BEGINNING**;

THENCE

2. LEAVING SAID EASTERLY RIGHT-OF-WAY, SOUTH 89°05'00" EAST 1227.17 FEET;
THENCE

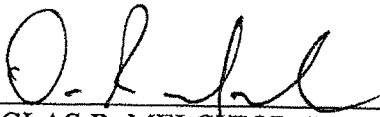
3. NORTH 00°55'00" EAST 43.83 FEET TO A POINT ON THE NORTH LINE OF SAID SOUTHEAST QUARTER OF THE NORTHEAST QUARTER OF SECTION 18, SAID LINE BEING THE SOUTHERLY LINE OF PARCEL MAP 15728, RECORDED JULY 6, 1989 IN THE OFFICE OF THE COUNTY RECORDER OF SAN DIEGO COUNTY AS FILE NO. 89-357401, SAID POINT BEING THE **POINT OF TERMINATION**.

ITEM 16

THE SIDELINES OF SAID 26.00 FOOT WIDE EASEMENT SHALL BE PROLONGATED OR SHORTENED AT ALL ANGLE POINTS AND TO BEGIN ON SAID EASTERLY RIGHT-OF-WAY OF AFORESAID TORRINGTON STREET AND TERMINATE AT THE AFORESAID NORTHERLY LINE OF THE SOUTHEAST QUARTER OF THE NORTHEAST QUARTER OF SECTION 18, TOWNSHIP 14 SOUTH, RANGE 3 WEST, SAN BERNARDINO BASE AND MERIDIAN.

SAID EASEMENT CONTAINS 0.759 ACRES MORE OR LESS.

ATTACHED HERETO IS A DRAWING NO. _____ -B LABELED EXHIBIT "B" AND BY THIS REFERENCE MADE A PART HEREOF.

BY: 
DOUGLAS R. MELCHIOR, P.L.S. 4611
(MY LICENSE EXPIRES 9-30-2016)

DATED: NOVEMBER 10, 2014

J.O. NO.
DWG. NO.
PTS. NO.



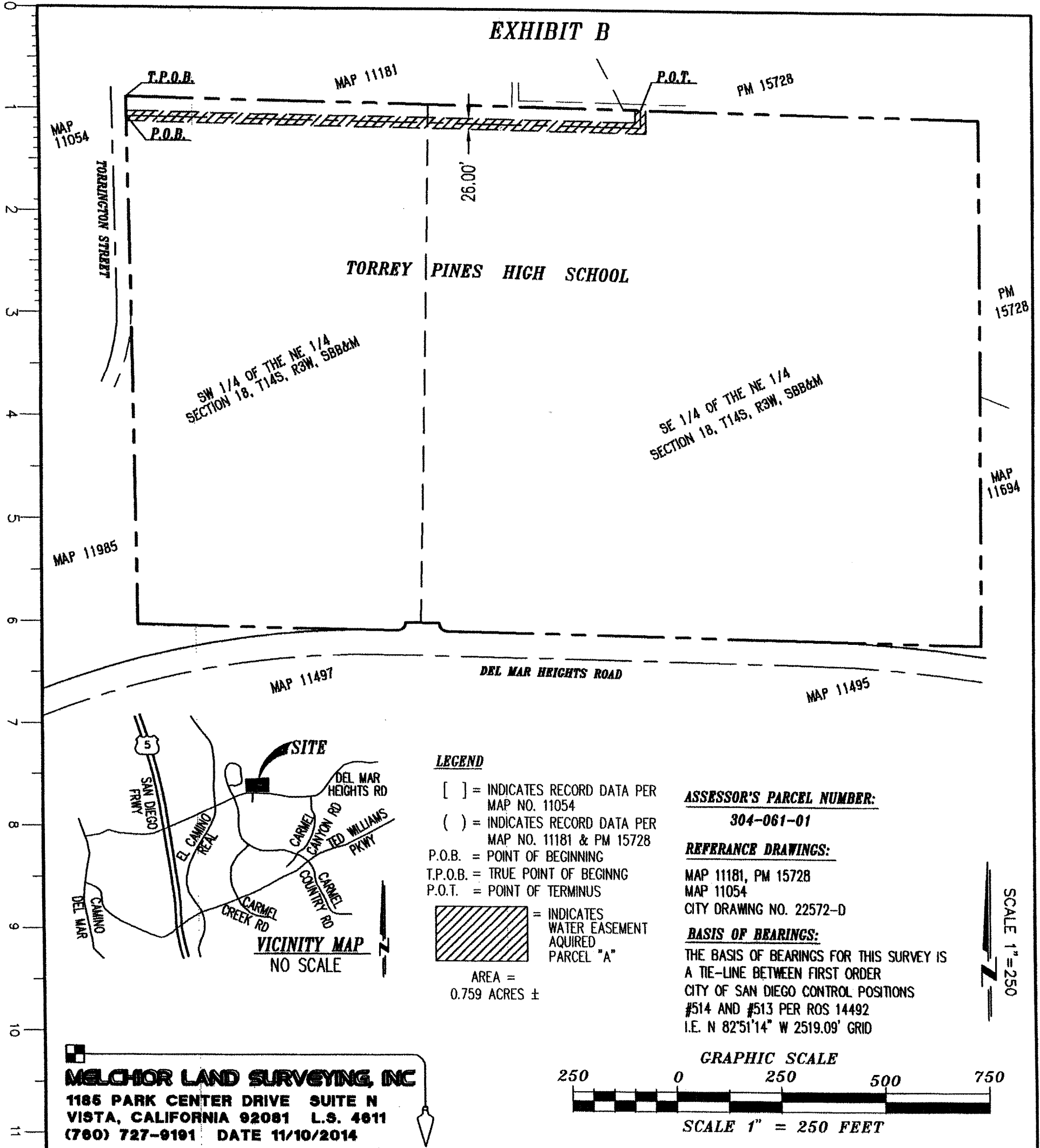
ITEM 16

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CENTERLINE 26FT WIDE WATER EASEMENT
***** START
1930492.5879 6261599.1288 203
FROM          ANGLE          DIST          NORTH          EAST          COR SCHOOL
=====
203  LOT CHECK MODE ENABLED
    TRAV  S  0 59 28  E          47.01          51
51   TRAV  S  89 05 00  E        1227.17        CL WTR EASE
52   TRAV  N  0 55 00  E          43.83          52
53   TRAV  S  0 55 00  W          43.83          CL WTR EASE
52   TRAV  N  89 05 00  W        1227.17        53
51   TRAV  N  0 59 28  W          47.01          CL WTR EASE
                                           51
                                           203
                                           COR SCHOOL
=====
NO CLOSURE ERROR  Area = 0.00 sq ft  0.00000 ac  1930492.5879 6261599.1288 203

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THIS PLAT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION

11/10/2014
DATE

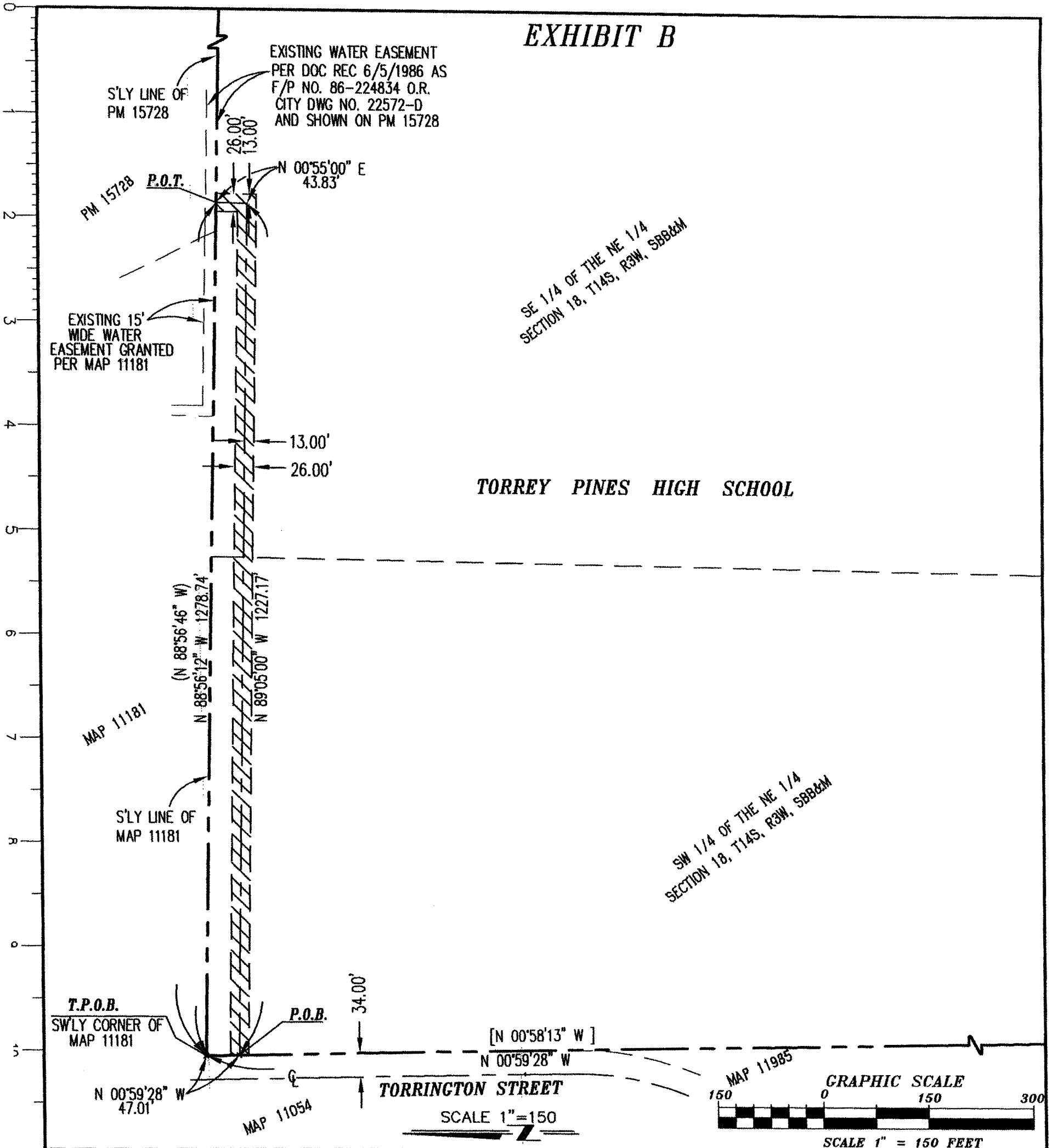


DOUGLAS R. MELCHIOR
PLS 4611

WATER EASEMENT IN A PORTION OF THE SW 1/4 OF THE NE 1/4 AND THE SE 1/4 OF THE NE 1/4 OF SECTION 18, T14S, R3W, SBB&M

DESCRIPTION	BY	APPROVED	DATE	FILMED	CITY OF SAN DIEGO, CALIFORNIA	I.O.
ORIGINAL					SHEET 1 OF 2 SHEET	P.T.S.
					FOR _____ DATE _____	1930-6262 CCS83
						288-1701 LAMBERT COORDINATES
						-1-B

EXHIBIT B



THIS PLAT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION



11/10/2014
DATE

DOUGLAS R. MELCHIOR
PLS 4611

WATER EASEMENT IN A PORTION OF THE SW 1/4 OF THE NE 1/4 AND THE SE 1/4 OF THE NE 1/4 OF SECTION 18, T14S, R3W, SBB&M

DESCRIPTION	BY	APPROVED	DATE	FILMED	CITY OF SAN DIEGO, CALIFORNIA SHEET 2 OF 2 SHEET	I.O. P.T.S.
ORIGINAL						
					FOR _____ DATE _____	1930-6262 CCS83
						288-1701 LAMBERT COORDINATES
					STATUS _____	-2-B

San Dieguito Union High School District

INFORMATION REGARDING BOARD AGENDA ITEM

TO: BOARD OF TRUSTEES

DATE OF REPORT: February 6, 2015

BOARD MEETING DATE: February 19, 2015

PREPARED BY: John Addleman, Director of Planning Services
Eric Dill, Assoc. Superintendent, Business

SUBMITTED BY: Rick Schmitt, Superintendent

SUBJECT: TORREY PINES HIGH SCHOOL / PHASE 2A /
APPROVAL OF GUARANTEED MAXIMUM PRICE
(GMP)

EXECUTIVE SUMMARY

At the February 5, 2015 board meeting the board adopted the resolution approving and authorizing execution of Site Lease, Sublease Agreement, and Construction Services Agreement for the Lease-Leaseback Agreement with Erickson-Hall Construction Company (Erickson-Hall) for the construction of the Torrey Pines High School Phase 2, B Building Improvements consisting of classroom improvements related to HVAC, technology infrastructure, improvements to Special Ed. classrooms and Associated Student Body rooms, and significant improvements to the science classroom wing. The preliminary Guaranteed Maximum Price of \$15,905,121 will be awarded and finalized in three phases:

<u>Description</u>	<u>Preliminary GMP Budget</u>
B Building South (2A) – General Classrooms	\$ 3,140,000
B Building North (2B) – ASB/Special Ed/Science Remodel	\$ 7,554,500
B Building Center (2C) – Media Center/Front Entry	\$ 3,193,385
Contingency	\$ 2,017,236
Total	\$15,905,121

At this time, the B Building South portion (2A) of the overall project has been approved by the Division of State Architect, and sufficient funding is available to move forward. On December 17, 2014, bids were conducted by Erickson-Hall, under the supervision of District staff. A total of 26 trade packages were issued for bid to a total of 468 contractors. A total of 78 bids were received. The final Guaranteed Maximum Price (GMP) for the B Building South (2A) portion is \$3,135,865 compared to the preliminary estimate of \$3,140,000. The savings of \$4,135 will be carried towards the B Building North ASB/Special Ed/Science Remodel (2B), and B Building Media Center/Front Entry (2C) portions which are projected to bid March 17, 2015 and December 2015 respectively.

ITEM 17

The final GMP of \$3,135,865 for B Building South (2A) includes a builder's fee and general conditions in the amount of \$58,105 and \$385,466 respectively. A total contingency of \$285,079 is also included. Any unused portion of the contingency will be returned to the District at the end of the project.

RECOMMENDATION:

It is recommended that the Board approve the Guaranteed Maximum Price for the Lease-Leaseback contract entered into with Erickson Hall Construction Company for the Torrey Pines High School B Building South Phase 2A project, in the amount of \$3,135,865 and authorize Christina Bennett or Eric Dill to execute any and all necessary documents.

FUNDING SOURCE:

Building Fund-Prop 39 Fund 21-39

ITEM 17

Planning and Construction Department
San Dieguito Union High School District
January 26, 2015

Torrey Pines Building B South GMP

General Conditions	\$385,466
Site Construction	\$2,324,183
District Construction Contingency	\$285,079
Performance/Payment Bond 1%	\$27,678
COC Insurance (Builder's Risk) 1%	\$27,677
Liability Insurance 1%	\$27,677
Contractor Fee 2.5%	\$58,105
Total Bldg B South (2A) GMP	\$3,135,865

San Dieguito Union High School District

INFORMATION REGARDING BOARD AGENDA ITEM

TO: BOARD OF TRUSTEES

DATE OF REPORT: February 11, 2015

BOARD MEETING DATE: February 19, 2015

PREPARED BY: Eric Dill, Associate Supt, Business

SUBMITTED BY: Rick Schmitt, Superintendent

SUBJECT: REAPPOINTMENT OF
INDEPENDENT CITIZENS
OVERSIGHT COMMITTEE MEMBERS

EXECUTIVE SUMMARY

Following the passage of Proposition AA, the Board of Trustees appointed a nine-member independent citizens oversight committee (ICOC). The purpose of the committee is to ensure that all funds are used in support of projects included in the bond measure, to inspect facilities and grounds, review cost-saving measures, review the annual independent audit reports, and to report to the Board and public on its findings. The committee must have no fewer than seven members and include members from the following categories:

- One member who is active in a business organization representing the community
- One member who is active in a senior citizens organization
- One member who is in a bona fide taxpayers' organization
- One member who is a parent of a district student and active in a parent organization
- One member who is a parent/guardian of a district student

The members' first two-year terms are concluding. Board policy allows ICOC members to serve up to two consecutive terms. Eight of the members have asked to be reappointed to the committee, leaving one vacancy. The District is currently seeking applicants to fill the parent seat that will be vacated.

District staff supports the reappointment of the eight current ICOC members. The members are actively engaged in their oversight responsibilities and have represented

ITEM 18

the community well in carrying out their duties. The current members seeking reappointment are:

- Michael Kenny (Business)
- Mary Farrell (Senior Citizen)
- Lorraine Kent (Taxpayers Association)
- Clarke Caines (Parent Organization)
- Kim Bess (At-Large)
- Scott Seidenverg (At-Large)
- Rhea Stewart (At-Large)
- Jeffrey Thomas (At-Large)

The seated committee is currently drafting its annual report on Prop AA activities for the 2014 calendar year and awaiting receipt of the 2014-15 independent audit report.

RECOMMENDATION:

It is recommended that the Board reappoint Kim Bess, Clarke Caines, Mary Farrell, Michael Kenny, Lorraine Kent, Scott Seidenverg, Rhea Stewart, and Jeffrey Thomas to the Independent Citizens Oversight Committee for a second two-year term.

FUNDING SOURCE:

Not applicable.

San Dieguito Union High School District

INFORMATION REGARDING BOARD AGENDA ITEM

TO: BOARD OF TRUSTEES

DATE OF REPORT: February 6, 2015

BOARD MEETING DATE: February 19, 2015

PREPARED BY: Michael Grove, Ed.D.
Associate Superintendent, Educational Services

SUBMITTED BY: Rick Schmitt
Superintendent

SUBJECT: TEACHER CHANGE REQUEST

EXECUTIVE SUMMARY

Staff will make a presentation at the Board meeting on February 19, 2015. Presentation materials, if any, will be made available at the meeting.

RECOMMENDATION:

This item is being provided as information only.

FUNDING SOURCE:

N/A

San Dieguito Union High School District

INFORMATION REGARDING BOARD AGENDA ITEM

TO: BOARD OF TRUSTEES

DATE OF REPORT: February 9, 2015

BOARD MEETING DATE: February 19, 2015

PREPARED BY: Corrie Amador
Director of Classified Personnel
Torrie Norton
Associate Superintendent/Human Resources

SUBMITTED BY: Rick Schmitt
Superintendent

SUBJECT: Personnel Commission – Classified Job Description Report

EXECUTIVE SUMMARY

At the February 5, 2015, regular meeting, the Board took action to rescind the classified job descriptions from board policy, and acknowledge the Personnel Commission as the custodian of record. The following classified job descriptions have been reviewed by the Classification Advisory Committee and subsequently approved by the Personnel Commission.

Classification Title	Personnel Commission Approval Date	Change Type
Human Resources Certificated Analyst	10/21/14	New
Custodian	10/21/14	Revised
Custodian Crew Leader	10/21/14	Revised
Custodian Floater	10/21/14	Revised
School Plant Supervisor – Middle School	10/21/14	Revised
School Plant Supervisor – High School	10/21/14	Revised
Custodial Supervisor I	10/21/14	Revised
Human Resources Information Systems Support Analyst	10/21/14	Revised

RECOMMENDATION:

This item is being submitted for information only.

FUNDING SOURCE:

N/A

CLASSIFIED PERSONNEL

ITEM 20

HUMAN RESOURCES CERTIFICATED ANALYST

OVERALL JOB PURPOSE STATEMENT

Under the direction of the Associate Superintendent/Human Resources, perform a variety of, confidential, technical and analytical duties related to certificated employment; facilitate the certificated credentialing process for current and prospective employees; gather, organize, and analyze information for use in certificated workforce analysis and planning, meeting district, state, and federal requirements, and acts as a resource to the District regarding, laws, codes, policies and procedures related to credentialing.

DISTINGUISHING CHARACTERISTICS

Positions in the Human Resources department are responsible for activities district-wide to support the acquisition and retention of a quality workforce to carry out the instructional mission and administrative support functions of the District. The Human Resources Certificated Analyst class is responsible for journey-level work in recruitment, credentialing, assignment monitoring, and other analytical procedures to support the certificated human resources program of the District.

ESSENTIAL JOB FUNCTIONS:

- Provide information and assistance to District personnel, staff and the public regarding a variety of personnel matters, such as promotional opportunities, position vacancies, credentialing requirements, examination requirements and personnel regulations, policies and procedures.
- Compile, analyze, and evaluate complex data; prepare and maintain a variety of records and reports related to certificated personnel functions and assigned activities; review and verify documents related to position control.
- Verify and post certificated vacancies to assure timely and accurate posting process; respond to questions and provide information to district staff and applicants.
- Evaluate transcripts and records of certificated staff to determine eligibility for credentials and waivers; notify employees regarding missing items; audit certificated employees for continued compliance on an annual/semi-annual basis as it relates to assignment.
- Assure certificated personnel and substitutes hold valid and appropriate credentials for their assignment and are paid at the appropriate level; advise administrators of misassignments and salary placements.
- Develop and maintain certificated position matrix to determine teacher placement and the need for specific certificated hiring; establish, audit and maintain a variety of personnel files and records including extra-curricular assignments according to established procedures, policies, rules and regulations; notify supervisors when employee performance evaluations are due.

CLASSIFIED PERSONNEL

ITEM 20

- Coordinate recruitment, screen applications for the purpose of assessing candidate's qualifications and eligibility, and assist with the interview process of certificated personnel; communicate with applicants, provide information related to the hiring process and employment; communicate with applicants that are not selected for a position.
- Communicate with administrators, staff, applicants, outside agencies and the public to exchange information, coordinate activities and resolve issues or concerns.

OTHER JOB FUNCTIONS:

- Assists the Associate Superintendent/Human Resources, for the purpose of conducting a variety of special projects and research assignments in support of the District's human resources programs.
- Performs other related duties as assigned.

ESSENTIAL JOB REQUIREMENTS – QUALIFICATIONS

Knowledge, Skills, and Abilities

KNOWLEDGE OF principles and practices of public personnel administration including office functions, practices, and procedures. Federal, state, and local laws, regulations, guidelines, policies and procedures pertaining to human resources management. State of California credential requirements and procedures. Bargaining unit contracts and salary schedules. Record-keeping and report preparation techniques. Interpersonal skills using tact, patience and courtesy. Oral and written communication skills. Correct English usage, grammar, spelling, punctuation, vocabulary.

SKILLS are required to perform multiple, technical tasks with occasional need to upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: speed and accuracy of data entry and extraction for recording, modifying and reporting information, including use of spreadsheets, word processing, and data bases; to apply personnel policies, practices, and pertinent codes, policies, regulations and/or laws; communicate with persons of varied cultural and educational backgrounds; operate standard office equipment including utilizing pertinent software applications; plan and manage projects; prepare and maintain accurate records.

ABILITY TO conduct studies and analyze and interpret data by establishing facts and drawing logical conclusions. Communicate clearly, prepare and present oral and written reports, and make recommendations. Anticipate district staffing needs, employees employment needs, and coordinate workflow so as to satisfy demands.

WORKING ENVIRONMENT

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

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EDUCATION

Any combination of training and experience equivalent to a Bachelor's degree in Human Resources Management, Business, Public Administration, or a related field. Course work and training in credential monitoring, recruitment and selection, job analysis, staff employee training, or related field.

EXPERIENCE

Three years of increasingly responsible Human Resources experience preferably in a school district or public administration environment.

REQUIRED TESTING

Pre-employment testing and assessment to demonstrate minimum qualifications required for the position.

LICENSES AND CERTIFICATES

Possession of a valid State of California Class C or higher driver's license and evidence of insurability.

CONTINUING EDUCATION/TRAINING

Ongoing training in credentialing requirements of the State of California.

CLEARANCES

Fingerprint Clearances issued by the California Department of Justice and the Federal Bureau of Investigation (FBI); TB Clearance; Pre-employment negative drug screen.

CLASSIFIED

CUSTODIAN

OVERALL JOB PURPOSE STATEMENT

Under the direction of a school principal or Head Custodian, the job of Custodian is done for the purposes of maintaining an assigned school site and/or office space; and providing a clean, safe and healthy environment.

DISTINGUISHING CHARACTERISTICS

This job is distinguished from similar jobs by the following characteristics: The Custodian performs a full range of cleaning functions on a school campus and a variety of routine, simple maintenance duties for an assigned area during a day or night shift which may involve frequent contact with students, staff and other adults. Positions in this class may be assigned to day or night hours, and at times during the year they may be required to work evening hours such as at special events or winter, spring or summer breaks. The class Custodian differs from the Custodian Crew Leader which is a class responsible for organizing, coordinating and supervising the work of all custodians and related positions at a school plant.

ESSENTIAL FUNCTIONS

- Cleans building interiors and exteriors and campus grounds for the purpose of providing clean, safe and healthy school plant.
- Unloads/distributes warehouse materials and other delivered items (e.g. books, equipment, supplies, etc.) for the purpose of storing, routing and placing needed items and supplies in designated locations.
- Arranges equipment and furnishings (e.g. furniture arrangements, bleachers, stages, etc.) for the purpose of providing adequate arrangements for meetings, classroom activities and events.
- Reports incidents of vandalism, damages and/or issues needing action for the purpose of seeking prompt corrective action.
- Secures alarms, windows, doors, gates and specified campus areas for the purpose of providing campus security after school hours.
- Requests/maintains custodial supplies/inventories for the purpose of ensuring their availability when needed.
- Assists students, teachers, parents and visitors for the purpose of providing/receiving information and instructions for events, activities and carrying out the school's current plans.
- Performs minor maintenance (e.g. change vacuum cleaner belts, bags) on school equipment/furniture for the purpose of ensuring proper functioning and usability of items.

CLASSIFIED

- Assists in the performance of other related duties as assigned for the purpose of accomplishing organizational goals.

JOB REQUIREMENTS: MINIMUM QUALIFICATIONS

SKILLS, KNOWLEDGE AND ABILITIES

SKILLS are required to perform multiple, non-technical tasks using existing skills. Specific skills required to satisfactorily perform the functions of the job include: handling hazardous materials; operating equipment used in industrial cleaning; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math; understand written procedures, write routine documents, and speak clearly; and understand complex, multi-step written and oral instructions. Specific knowledge required to satisfactorily perform the functions of the job includes: proper cleaning methods, materials, tools and equipment used in custodial and routine maintenance work, including basic methods of cleaning and preserving floors, black boards, carpets, furniture, walls and fixtures; cleaning materials, disinfectants and equipment used in custodial work; safety practices and work methods; and record keeping techniques.

ABILITY is required to schedule activities; collate data; and consider a number of factors when using equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing specific, defined processes; and operate equipment using a variety of standardized methods. Ability is also required to work with a wide diversity of individuals; work with specific, job-related data; and utilize job-related equipment. In working with others, Problem solving with data requires following prescribed guidelines; and problem solving with equipment is limited to moderate. Specific abilities required to satisfactorily perform the functions of the job include: utilizing cleaning materials, equipment and methods according to predetermined standards; understanding and following oral and written directions, including Material Safety Data Sheets (MSDS) and procedures to protect against blood borne pathogens; establishing and maintaining effective working relationships with others; meeting schedules and time lines; and communicating effectively with others.

RESPONSIBILITY

Responsibilities include: working under direct supervision using standardized procedures; providing information and/or advising others; and operating within a defined budget. There is a continual opportunity to have some impact on the Organization's services.

WORKING ENVIRONMENT

The usual and customary methods of performing the job's functions requires the following physical demands: significant lifting, carrying, pushing, and/or pulling; some climbing and balancing; significant stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 10% sitting, 70% walking and 20% standing. The job is performed under minimal temperature variations, some hazardous conditions, and in varying atmospheric conditions.

CLASSIFIED

EXPERIENCE

Job related experience in a school or related environment is required.

EDUCATION

High School diploma or equivalent.

REQUIRED TESTING

Pre-employment Proficiency Test

CERTIFICATES

Valid California Class C driver's license.

CONTINUING EDUCATION/TRAINING

None Specified

CLEARANCES

Criminal Justice Fingerprint/Background Clearance
TB Clearance

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CUSTODIAN CREW LEADER**OVERALL JOB PURPOSE STATEMENT**

Under the direction of a School Plant Supervisor-High School, the job of Custodian Crew Leader is done for the purposes of maintaining an assigned school plant, group of buildings or office space in a clean, orderly and secure manner and for providing work direction and guidance in a lead capacity to an assigned staff of custodians.

DISTINGUISHING CHARACTERISTICS

This job is distinguished from similar jobs by the following characteristics: The Custodian Crew Leader is a lead worker class responsible for providing work direction and guidance to custodians on the evening shift at a high school campus and performs the full range of cleaning functions and a variety of routine, simple maintenance duties for an assigned area during an evening shift. The class Custodian Crew Leader differs from the School Plant Supervisor, generally working a day shift, which is a class responsible for organizing, coordinating and supervising the work of all custodians and related positions at a school plant.

ESSENTIAL FUNCTIONS

- Assigns/coordinates crew tasks and workload with crew teams for the purpose of maximizing efficiency of the crew, meeting shift requirements and completing tasks on time.
- Cleans building interiors and exteriors and campus grounds (e.g. sweep, scrub, strip, wax, polish floors; vacuum and shampoo carpets and rugs; dust and polish furniture, woodwork, metal work; clean chalkboards, erasers, windows, mirrors, waste receptacles; scrub and disinfect surfaces and fixtures in rest rooms, showers and related areas; empty trash containers; pick up trash and debris; etc.) for the purpose of providing clean, safe and healthy school plant.
- Arranges equipment and furnishings (e.g. bleachers, stages, etc.) for the purpose of providing adequate arrangements for meetings, classroom activities and events.
- Replenishes classroom and rest room supplies (e.g. paper towels, soap, etc.) for the purpose of maintaining adequate quantities for daily use.
- Performs minor maintenance on school equipment/furniture (e.g. change vacuum cleaner belts, bags, etc.) for the purpose of ensuring proper functioning and usability of items.
- Reports damages, unsafe conditions and items needing repair for the purpose of preventing accidents, keeping the campus safe, and in a properly functioning condition conducive to the educational process.
- Secures alarms, windows, doors, gates and specified campus areas for the purpose of providing campus security after school hours.

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- Unloads/distributes warehouse materials and other delivered items (e.g. books, equipment, supplies, etc.) for the purpose of storing, routing and placing needed items and supplies in designated locations.
- Assists in the performance of other related duties as assigned for the purpose of accomplishing organizational goals.

JOB REQUIREMENTS: MINIMUM QUALIFICATIONS**SKILLS, KNOWLEDGE AND ABILITIES**

SKILLS are required to perform multiple, non-technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: handling hazardous materials; operating equipment used in industrial cleaning; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and analyze situations to define issues and draw conclusions. Specific knowledge required to satisfactorily perform the functions of the job includes: proper cleaning methods, materials, tools and equipment used in custodial and routine maintenance work, including basic methods of cleaning and preserving floors, black boards, carpets, furniture, walls and fixtures; cleaning materials, disinfectants and equipment used in custodial work; safety practices and work methods; record keeping techniques; and methods of organizing, scheduling and prioritizing work loads.

ABILITY is required to schedule activities, meetings, and/or events; collate data; and consider a number of factors when using equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing specific, defined processes; and operate equipment using a variety of processes. Ability is also required to work with a diversity of individuals and/or groups; work with specific, job-related data; and utilize job-related equipment. In working with others, problem solving is required to identify issues and create action plans. Problem solving with data requires following prescribed guidelines; and problem solving with equipment is moderate. Specific abilities required to satisfactorily perform the functions of the job include: evaluating the effectiveness of various supplies and equipment; utilizing cleaning materials, equipment and methods according to predetermined standards and in a safe and efficient manner; understanding and following oral and written directions, including Material Safety Data Sheets (MSDS) and procedures to protect against blood borne pathogens; establishing and maintaining effective working relationships with others; meeting schedules and time lines; planning and organizing work; working independently with little direction; communicating effectively with others; and training and providing work direction to assigned staff.

RESPONSIBILITY

Responsibilities include: working under limited supervision following standardized practices and/or methods; directing other persons within a small work unit; and operating within a defined budget.

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Utilization of some resources from other work units is often required to perform the job's functions. There is a continual opportunity to impact the Organization's services.

WORKING ENVIRONMENT

The usual and customary methods of performing the job's functions requires the following physical demands: significant lifting, carrying, pushing, and/or pulling; some climbing and balancing; significant stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 10% sitting, 70% walking and 20% standing. The job is performed under some temperature extremes, some hazardous conditions, and in varying atmospheric conditions.

EXPERIENCE

At least one year of custodial experience in a school or related environment is required.

EDUCATION

High School diploma or equivalent.

REQUIRED TESTING

Pre-employment Proficiency Test

CERTIFICATES

None Specified

CONTINUING EDUCATION/TRAINING

None Specified

CLEARANCES

Criminal Justice Fingerprint/Background Clearance; TB Clearance

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CUSTODIAN—FLOATER**OVERALL JOB PURPOSE STATEMENT:**

Under the direction of the Custodial Operations Supervisor, the job of Custodian—Floater is done for the purposes of maintaining an assigned school plant, group of buildings or office space in a clean, orderly and secure manner.

DISTINGUISHING CHARACTERISTICS

This job is distinguished from similar jobs by the following characteristics: The Custodian—Floater is responsible for maintaining a clean, safe and healthy environment at a variety of sites throughout the District. This class differs from the Custodian which is responsible for performing the full range of custodian functions at a single site. The class Custodian—Floater differs from the School Plant Supervisor which is a class responsible for organizing, coordinating and supervising the work of all custodians and related positions at a school plant.

ESSENTIAL FUNCTIONS

- Cleans building interior/exterior and campus grounds (e.g. sweep, scrub, strip, wax, polish floors; vacuum and shampoo carpets and rugs; dust and polish furniture, woodwork, metal work; clean chalkboards, erasers, windows, mirrors, waste receptacles; scrub and disinfect surfaces and fixtures in rest rooms, showers and related areas; empty trash containers; pick up trash and debris; etc.) for the purpose of providing clean, safe and healthy school plant.
- Arranges equipment and furnishings for the purpose of providing adequate arrangements for meetings, classroom activities and events.
- Replenishes classroom and rest room supplies (e.g. paper towels, soap, etc.) for the purpose of ensuring adequate quantities for daily use.
- Sets-up and tears down furniture, bleachers, stages, etc. for the purpose of accommodating meetings and school events.
- Performs minor maintenance (e.g. change vacuum cleaner belts, bags, etc.) on school equipment/furniture for the purpose of ensuring proper functioning and usability of items.
- Reports damages, unsafe conditions and items needing repair for the purpose of preventing accidents, keeping the campus safe, and in a properly functioning condition conducive to the educational process.
- Secures alarms, windows, doors, gates and specified campus areas for the purpose of providing campus security after school hours.

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- Unloads/distributes warehouse materials and other delivered items such as books, equipment or supplies for the purpose of storing, routing and placing needed items and supplies in designated locations.
- Transports various items (e.g. tools, equipment, supplies, furniture, etc.) for the purpose of ensuring the availability of materials required at school sites.
- Performs functions of the Plant Supervisor and/or Crew Leader when required (e.g. vacation, illness, etc.) for the purpose of providing coverage in their absence.
- Assists in the performance of other related duties as assigned for the purpose of accomplishing organizational goals.

JOB REQUIREMENTS: MINIMUM QUALIFICATIONS**SKILLS, KNOWLEDGE AND ABILITIES**

SKILLS are required to perform multiple, non-technical tasks using existing skills. Specific skills required to satisfactorily perform the functions of the job include: handling hazardous materials; operating equipment used in industrial cleaning; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math; understand written procedures, write routine documents, and speak clearly; and understand complex, multi-step written and oral instructions. Specific knowledge required to satisfactorily perform the functions of the job includes: proper cleaning methods, materials, tools and equipment used in custodial and routine maintenance work, including basic methods of cleaning and preserving floors, black boards, carpets, furniture, walls and fixtures; cleaning materials, disinfectants and equipment used in custodial work; safety practices and work methods; and record keeping techniques.

ABILITY is required to schedule activities; collate data; and consider a number of factors when using equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing specific, defined processes; and operate equipment using a variety of standardized methods. Ability is also required to work with a wide diversity of individuals; work with specific, job-related data; and utilize job-related equipment. In working with others, some problem solving may be required to identify issues and select action plans. Problem solving with data requires following prescribed guidelines; and problem solving with equipment is moderate. Specific abilities required to satisfactorily perform the functions of the job include: utilizing cleaning materials, equipment and methods according to predetermined standards; understanding and following oral and written directions, including Material Safety Data Sheets (MSDS) and procedures to protect against blood borne pathogens; establishing and maintaining effective working relationships with others; meeting schedules and time lines; and communicating effectively with others.

RESPONSIBILITY

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Responsibilities include: working under direct supervision using standardized procedures; providing information and/or advising others; and operating within a defined budget. There is a continual opportunity to have some impact on the Organization's services.

WORKING ENVIRONMENT

The usual and customary methods of performing the job's functions requires the following physical demands: significant lifting, carrying, pushing, and/or pulling; some climbing and balancing; significant stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 15% sitting, 80% walking and 5% standing. The job is performed under minimal temperature variations, some hazardous conditions, and in varying atmospheric conditions.

EXPERIENCE

Job related experience in a school or related environment is required.

EDUCATION

High School diploma or equivalent.

REQUIRED TESTING

Pre-employment Proficiency Test

CERTIFICATES

Valid California Class C driver's license.

CONTINUING EDUCATION/TRAINING

None Specified

CLEARANCES

Criminal Justice Fingerprint/Background Clearance; TB Clearance

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SCHOOL PLANT SUPERVISOR - MIDDLE SCHOOL**OVERALL JOB PURPOSE STATEMENT**

Under the direction of a School Principal and the Grounds and Custodial Supervisor, the job of School Plant Supervisor—Middle School is maintaining an assigned school plant, group of buildings or office space in a clean, orderly and secure manner and for providing work direction and guidance in a lead capacity to an assigned staff of custodians.

DISTINGUISHING CHARACTERISTICS

This job is distinguished from similar jobs by the following characteristics: The Custodian Series is responsible for providing a clean, safe and healthy school plant. The School Plant Supervisor is distinguished from other custodian positions by their responsibility for organizing, coordinating and supervising the work of all custodians and related positions at a school site. The School Plant Supervisor—Middle School class is assigned to middle school sites.

ESSENTIAL FUNCTIONS

- Assigns/coordinates crew tasks and workload with crew teams for the purpose of maximizing efficiency of the crew, meeting shift requirements and completing tasks on time.
- Performs duties of other custodial staff as may be required in cleaning school facilities (e.g. classrooms, offices, multipurpose rooms, grounds, etc.) for the purpose of maintaining a sanitary, safe and attractive environment for staff, teachers, students, public.
- Arranges equipment and furnishings for the purpose of providing adequate arrangements for meetings, classroom activities and events.
- Replenishes classroom and rest room supplies (e.g. paper towels, soap, etc.) for the purpose of maintaining adequate quantities for daily use.
- Sets-up and tears down furniture, bleachers, stages for the purpose of accommodating meetings and school events.
- Performs minor maintenance (change vacuum cleaner belts, bags, etc.) on school equipment/furniture for the purpose of ensuring proper functioning and usability of items.
- Reports damages, unsafe conditions and items needing repair for the purpose of preventing accidents, keeping the campus safe, and in a properly functioning condition conducive to the educational process.
- Secures alarms, windows, doors, gates and specified campus areas for the purpose of providing campus security after school hours.

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- Unloads/distributes warehouse materials and other delivered items (e.g. books, equipment or supplies, etc.) for the purpose of storing, routing and placing needed items and supplies in designated locations.
- Oversees school site custodial activities for the purpose of ensuring completion of work efficiently and in a timely manner in accordance with established standards and practices.
- Assists in the performance of other related duties as assigned for the purpose of accomplishing organizational goals.

JOB REQUIREMENTS: MINIMUM QUALIFICATIONS

SKILLS, KNOWLEDGE AND ABILITIES

SKILLS are required to perform multiple, non-technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: handling hazardous materials; operating equipment used in industrial cleaning; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and analyze situations to define issues and draw conclusions. Specific knowledge required to satisfactorily perform the functions of the job includes: proper cleaning methods, materials, tools and equipment used in custodial and routine maintenance work, including basic methods of cleaning and preserving floors, black boards, carpets, furniture, walls and fixtures; cleaning materials, disinfectants and equipment used in custodial work; safety practices and work methods; record keeping techniques; and methods of organizing, scheduling and prioritizing work loads.

ABILITY is required to schedule a number of activities, meetings, and/or events; gather and/or collate data; and consider a number of factors when using equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing specific, defined processes; and operate equipment using a variety of processes. Ability is also required to work with a diversity of individuals and/or groups; work with specific, job-related data; and utilize job-related equipment. In working with others, problem solving is required to identify issues and create action plans. Problem solving with data requires following prescribed guidelines; and problem solving with equipment is moderate. Specific abilities required to satisfactorily perform the functions of the job include: evaluating the effectiveness of various supplies and equipment; utilizing cleaning materials, equipment and methods according to predetermined standards and in a safe and efficient manner; understanding and following oral and written directions, including Material Safety Data Sheets (MSDS) and procedures to protect against blood borne pathogens; establishing and maintaining effective working relationships with others; meeting schedules and time lines; planning and organizing work; working independently with little direction; communicating effectively with others; and training and providing work direction to assigned staff.

RESPONSIBILITY

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Responsibilities include: working under limited supervision following standardized practices and/or methods; directing other persons within a small work unit; and operating within a defined budget. Utilization of some resources from other work units is often required to perform the job's functions. There is a continual opportunity to impact the Organization's services.

WORKING ENVIRONMENT

The usual and customary methods of performing the job's functions requires the following physical demands: significant lifting, carrying, pushing, and/or pulling; some climbing and balancing; significant stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 10% sitting, 70% walking and 20% standing. The job is performed under some temperature extremes, some hazardous conditions, and in varying atmospheric conditions.

EXPERIENCE

At least two years of increasingly responsible custodial experience in a school or related environment is required. Lead experience is desired.

EDUCATION

High School diploma or equivalent.

REQUIRED TESTING

Pre-employment Proficiency Test

CERTIFICATES

None Specified

CONTINUING EDUCATION/TRAINING

None Specified

CLEARANCES

Criminal Justice Fingerprint/Background Clearance; TB Clearance

CLASSIFIED

SCHOOL PLANT SUPERVISOR - HIGH SCHOOL

OVERALL JOB PURPOSE STATEMENT:

Under the direction of a school principal, the job of School Plant Supervisor—High School is organizing, supervising, training and participating in the custodial activities performed for maintaining a sanitary, safe, clean and attractive school plant and immediately adjacent grounds; establishing a record of events and contributing to conditions conducive to the educational process.

DISTINGUISHING CHARACTERISTICS

This job is distinguished from similar jobs by the following characteristics: The Custodian Series is responsible for providing a clean, safe and healthy school plant. The School Plant Supervisor is distinguished from other custodian positions by their responsibility for organizing, coordinating and supervising the work of all custodian and related positions at a school site. The School Plant Supervisor—High School class is assigned to the senior high school sites where the complexity of duties increases due to more varied class and program schedules and a more complex plant. School Plant Supervisor—Middle School positions are assigned to middle school sites.

ESSENTIAL FUNCTIONS

- Directs custodial personnel for the purpose of ensuring a clean and safe facility for students and staff.
- Confers with school administrators, parents, teachers and representatives of outside organizations for the purpose of planning and meeting their custodial, furniture arrangement and equipment needs in a timely manner.
- Performs duties of other custodial staff as may be required in cleaning school facilities (e.g. classrooms, offices, multipurpose rooms, grounds, etc.) for the purpose of maintaining a sanitary, safe and attractive environment for staff, teachers, students, public.
- Requisitions equipment, supplies and materials for the purpose of maintaining availability of required items and completing jobs efficiently.
- Plans, assigns, delegates and/or modifies work assignments, crew tasks, peak cleaning projects, event setups and crew teams for the purpose of maximizing efficiency of the work force, meeting shift requirements and completing tasks on time.
- Unloads/distributes warehouse materials and other delivered items such as books, equipment, mail, parcels or supplies for the purpose of storing, routing and placing needed items and supplies in designated locations.
- Repairs minor damage to furniture and equipment (e.g. belts on vacuum cleaners, replace/rebuild vacuum components, etc.) for the purpose of ensuring that items are available and in safe working condition.

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- Inspects buildings, grounds and equipment for the purpose of determining and documenting maintenance, safety and cleaning needs.
- Reports/documents vandalism, damages, accidents, unsafe conditions, needed repairs, work and overtime for the purpose of preventing accidents, maintaining security, establishing a record of events and contributing to conditions conducive to the educational process.
- Communicates issues about safety and/or proper maintenance of facilities to supervisor, students, site staff and others for the purpose of providing information, obtaining repairs, ensuring safety and/or scheduling special cleaning.
- Oversees school site custodial activities for the purpose of ensuring completion of work efficiently and in a timely manner in accordance with established standards and practices.
- Collaborates with administrative personnel for the purpose of providing input for employee evaluations.
- Assists in the performance of other related duties as assigned for the purpose of accomplishing organizational goals.

JOB REQUIREMENTS: MINIMUM QUALIFICATIONS

SKILLS, KNOWLEDGE AND ABILITIES

SKILLS are required to perform multiple, non-technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: handling hazardous materials; operating equipment used in industrial cleaning; utilizing pertinent software applications; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read technical information, compose a variety of documents, and/or facilitate group discussions; and analyze situations to define issues and draw conclusions. Specific knowledge required to satisfactorily perform the functions of the job includes: proper cleaning methods, materials, tools and equipment used in custodial and routine maintenance work, including basic methods of cleaning and preserving floors, black boards, carpets, furniture, walls and fixtures; cleaning materials, disinfectants and equipment used in custodial work; safety practices and work methods; record keeping techniques; and methods of organizing, scheduling and prioritizing work loads.

ABILITY is required to schedule a number of activities, meetings, and/or events; gather and/or collate data; and consider a variety of factors when using equipment. Flexibility is required to independently work with others in a wide variety of circumstances; work with data utilizing defined and similar processes; and utilize equipment under a variety of conditions for multiple purposes. Ability is also required to work with a wide diversity of individuals; work with similar types of data; and utilize a variety of job-related equipment. In working with others, problem solving is required to analyze issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is limited to moderate. Specific abilities required to satisfactorily

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perform the functions of the job include: planing and scheduling the custodial program; evaluating the effectiveness of various supplies and equipment; utilizing cleaning materials, equipment and methods according to predetermined standards and in a safe and efficient manner; understanding and following oral and written directions, including Material Safety Data Sheets (MSDS) and procedures to protect against blood borne pathogens; establishing and maintaining effective working relationships with others; meeting schedules and time lines; planning and organizing work; working independently with little direction; communicating effectively with others; and training and providing work direction to assigned staff.

RESPONSIBILITY

Responsibilities include: working under limited supervision following standardized practices and/or methods; directing other persons within a small work unit; and operating within a defined budget. Utilization of some resources from other work units is often required to perform the job's functions. There is a continual opportunity to impact the Organization's services.

WORKING ENVIRONMENT

The usual and customary methods of performing the job's functions requires the following physical demands: significant lifting, carrying, pushing, and/or pulling; some climbing and balancing; significant stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 10% sitting, 70% walking and 20% standing. The job is performed under some temperature extremes, some hazardous conditions, and in varying atmospheric conditions.

EXPERIENCE

At least two years of increasingly responsible custodial experience in a school or related environment, and one year in a lead capacity in a related field is required.

EDUCATION

High School diploma or equivalent.

REQUIRED TESTING

Pre-employment Proficiency Test; Forklift Certification

CERTIFICATES

Valid California Class C driver's license

CONTINUING EDUCATION/TRAINING

Classified Employee Development Academy

CLEARANCES

Criminal Justice Fingerprint/Background Clearance; TB Clearance

CLASSIFIED PERSONNEL

CUSTODIAL SUPERVISOR I

OVERALL JOB PURPOSE STATEMENT

Under the direction of the Grounds and Custodial Supervisor, the job of Custodial Supervisor I is done for the purpose/s of overseeing, supervising, scheduling, coordinating, and planning site custodial operations during the assigned shift; implementing the district's custodial program for facility upkeep and security through; maintaining attractive facilities; ensuring the availability of required cleaning equipment, tools and supplies; protecting against deterioration of facilities; maintaining facilities for classroom and administrative requirements, including conducting cosmetic building repairs and identifying building maintenance needs; ensuring assignments are completed in a safe, proper and timely manner and direction of assigned custodial workers; supervising and evaluating personnel assigned to the custodian program.

DISTINGUISHING CHARACTERISTICS

This single position class is distinguished from similar jobs by the following characteristics: the Custodial Supervisor I provides direction, supervision, oversight and coordination of custodial operations occurring during evening/night shifts at all school sites. While the position primarily serves during evening and night hours, there are times during the year when the hours may change to daytime such as at special events, or during winter, spring, or summer breaks. The Custodial Supervisor I class differs from the School Plant Supervisor and Custodian Crew Leader positions which are lead classifications in the bargaining unit and spend a significant portion of their assigned hours performing work similar to the work of Custodians and facilitate work coordination and clarification for short term work assignments and coverage. The Custodial Supervisor I differs from the Grounds & Custodial Supervisor which is the class responsible for maintaining clean, sanitary building interiors and attractive exterior grounds, including responsibility for the District's integrated pest management program.

ESSENTIAL JOB FUNCTIONS

- Supervises and evaluates custodial activities and personnel during assigned shift.
- Inspects facilities and grounds for the purpose of planning and scheduling, in coordination with site administrators and custodial staff, needed cleaning and upkeep, and/or for monitoring custodial operations at district sites.
- Assists in the development of long and short range plans/programs for the purpose of ensuring that the District's resources for the custodial program are effectively utilized.
- Assists in the management of a program of custodial equipment maintenance for the purpose of ensuring the availability of required machines, equipment and tools in a safe operating condition.
- Participates in various meeting activities (e.g., staff meetings, training, professional organizations, site custodial crews) for the purpose of receiving and/or conveying information relating to professional requirements, new products and technology, and networking with other professionals in the field.
- Prepares documentation (e.g., schedules, cost and labor estimates, work orders, plans and specifications) for the purpose of providing written support, conveying information, and responding to requests.

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- Procures equipment, tools, supplies and materials for the purpose of maintaining availability of required items for custodial operations and completing work functions at district sites efficiently.
- Recommends policies, procedures and actions for the purpose of providing direction and making decisions.
- Prepares various documents (e.g., requisitions, time studies, productivity assessments evaluation reports) for the purpose of providing necessary information to State/Federal agencies and appropriate district personnel and/or developing collective bargaining contract specifications and other human resource programs.
- Responds to emergencies relating to site maintenance operations for the purpose of determining and implementing appropriate actions required to resolve reported situation.
- Oversees department activities during assigned shift (e.g., cleaning, minor repairs, scheduled and deferred maintenance) for the purpose of ensuring that the department functions are being provided in a safe and efficient manner for the district's operations.
- Supervises custodial department activities (e.g., cleaning, minor repairs, arranging furniture) for the purpose of ensuring that the custodial services program provides a sanitary, safe and attractive environment in accordance with the various site requirements.
- Performs a variety of personnel functions (e.g., interviewing, hiring, evaluating, training, staffing, scheduling, motivating, supervising) for the purpose of providing an efficient custodial services operation throughout the district.
- Researches rules and regulations (e.g., health, safety, education code, professional standards) for the purpose of ensuring that the custodial services are provided in accordance with established standards.
- Coordinates custodial services with principals, other administrators and site staff as appropriate for the purpose of ensuring the required levels of service are provided within the scope of the custodial functions.
- Performs custodial and set up functions as needed for the purpose of assisting subordinates personnel to accomplish special projects or in unusual circumstances.
- Presents training programs for the purpose of developing staff custodial skills, presenting new techniques and equipment and implementing program standards.
- Supports the Grounds and Custodial Supervisor (e.g., recommending, staffing requirements and operational priorities) for the purpose of assisting with the job functions and responsibilities for supervising programs and custodial personnel for maintaining clean, sanitary building interiors.
- Assists other personnel as may be required for the purpose of supporting them in the completion of their work activities.

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JOB REQUIREMENTS – QUALIFICATIONS

KNOWLEDGE, SKILLS AND ABILITIES

KNOWLEDGE is required to perform algebra and/or geometry; review and interpret highly technical information, write technical materials, and speak persuasively to implement desired actions; and analyze situations to define issues and draw conclusions. Specific knowledge required to satisfactorily perform the functions of the job includes: policies and objectives of assigned program and activities; requirements of maintaining school buildings in a safe, clean and orderly condition; health standards and hazards; safety practices and procedures; knowledge of pertinent codes, policies, regulations and/or laws; methods, materials and equipment used in custodial and general maintenance work; safe practices related to cleaning methods and procedures; principles and practices of supervision and training; interpersonal skills using tact, patience and courtesy; record-keeping techniques; school security requirements; oral and written communication skills; inventory methods and practices.

SKILLS are required to perform multiple, technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: administering personnel policies and practices; applying pertinent codes, policies, regulations and/or laws; operating standard custodial equipment and office equipment including utilizing pertinent software applications; planning and managing projects; preparing and maintaining accurate records.

ABILITY is required to schedule a number of activities, meetings, and/or events; often gather, collate, and classify data; and consider a number of factors when using equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a significant diversity of individuals and groups; work with data of varied types and purposes; and utilize a variety of job-related equipment. In working with others, problem solving is required to analyze issues and create action plans. Problem solving with data requires analysis based on organizational objectives; and problem solving with equipment is moderate to significant. Specific abilities required to satisfactorily perform the functions of the job include: plan, schedule and oversee custodial activities at multiple sites; estimate time and materials involved with the custodial program; adhere to safety practices, observing and reporting safety hazards and need for maintenance and repair; read, interpret and follow rules, regulations, policies and procedures; estimate and order required custodial supplies and equipment; operate, and train others in the use of, a variety of related machines and equipment; establish and maintain cooperative and effective working relationships with others; train, supervise and evaluate personnel; meet deadlines, schedules and time lines; be attentive to detail; work under time constraints; communicate effectively, providing, understanding, and following oral and written instructions; work independently with little direction.

RESPONSIBILITY

Responsibilities include: working under limited supervision using standardized practices and methods. Utilization of resources from other work units is often required to perform the job's functions. There is a continual opportunity to impact the organization's services.

WORKING ENVIRONMENT

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling; some climbing and balancing; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 30% sitting, 35% walking, and 35% standing. The job is performed under minimal temperature variations and

CLASSIFIED PERSONNEL

some hazardous conditions.

EXPERIENCE AND EDUCATION

Any combination of education and experience equivalent to graduation from high school and four years of custodial experience in a school or related environment and one year in a lead capacity in a related field is required.

REQUIRED TESTING

Pre-employment testing and assessment to demonstrate minimum qualifications required for the position.

CERTIFICATES

California Class C Driver's License; record of driving history issued by the California DMV on its Form H-6 less than 30 days prior to applying for the position.

CONTINUING EDUCATION/TRAINING

None Specified

CLEARANCES

Fingerprint Clearances issued by the California Department of Justice and the Federal Bureau of Investigation (FBI); TB Clearance. Pre-employment physical examination including negative drug screen.

FLSA Status

Non-Exempt

Salary Range

Supervisory

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HR INFORMATION SYSTEMS SUPPORT ANALYST

OVERALL JOB PURPOSE STATEMENT

Under the direction of the Associate Superintendent/Human Resources, the job of HR Information Systems Support Analyst includes technical and resource services for the HR information system (HRIS) and other district resource application systems supporting the District's HR functions; providing technical coordination and training to District and site personnel who use these systems; troubleshooting system problems; resolving reports and data issues of the systems; planning, developing and maintaining systems software and reporting capability; perform professional personnel duties in support of the department.

DISTINGUISHING CHARACTERISTICS

Positions in the human resources program are responsible for activities district-wide to support the acquisition and retention of a quality workforce to carry out the instructional mission and administrative support functions of the District. The HR Information Systems Support Analyst is responsible for the integrity, utility, and availability of the data maintained in the District's human resource system, including technical HR support in the areas of worker's compensation, long-term leaves, benefits, unemployment, and for providing necessary reporting, customer service, and training to users of the information.

ESSENTIAL JOB FUNCTIONS:

- Oversees the development and implementation of the District's comprehensive human resources system for the purpose of ensuring accurate human resources data for position control budgeting process.
- Trains as needed current and new human resources staff on the functions and system requirement of the new Human Capital Management (HCM) system.
- Monitors and leads the District's Position Control Committee through FTE data and open position reports.
- Ensures the budget process correlates with current and future staff projections developed by human resources.
- Develops and tests data procedures to validate and analyze system output to meet information needs.
- Researches system problems, recommends alternative solutions.
- Prepares and disseminates various HR reports to ensure accurate financial and audit information pertaining to staffing, benefit plans, and actual compared to projected costs.
- Provides accurate benefit information for annual budget projections and actual costs.
- Reviews and analyzes monthly legislative regulations regarding health care reform, COBRA, etc. Assists with the benefit plan design and the development of updates to assure all new legislation is applied properly to various benefits plans.
- Analyzes EDD unemployment submissions for dispute

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CLASSIFIED PERSONNEL

- Extracts, compiles and submits monthly and quarterly EDD employee payroll data and multiple wage reports.
- Chief operator of the substitute employee management system for the purpose of designing and maintaining revision of assignment classifications, report configurations and administrator rights and privileges.
- Coordinates activities to support site personnel for the purpose of ensuring proper use of and procedures to maintain HR system.
- Designs various reports and report formats and data applications for the purpose of providing information to meet specific reporting needs.
- Analyzes HR information using applications software for the purpose of providing information needed to make various HR program decisions.
- As assigned, designs and prepares various presentations for print and computer reproduction for the purpose of communicating data to District departments, to other agencies, and to the general public.
- Assists in the support of systems and projects as directed for the purpose of maintaining integrity of the HR system and meeting the information needs of system users.
- Ensures proper linkage among components of the HR system and the District's payroll, budgeting and financial reporting systems for the purpose of maintaining system integrity and accuracy
- Performs a variety of complex technical work in the area of workers' compensation and long-term leave benefits; maintains knowledge of and assures compliance with applicable laws, codes, rules, regulations and contract provisions.
- Monitors, coordinates and communicates workers' compensation claims with injured employees, management, and claims administrators; analyzes circumstances of claims; assures prompt delivery of medical services and informs employees of benefit entitlements; coordinates return-to-work and transition to full duty within doctor restrictions.
- Determines employee eligibility and entitlements for various long-term benefits such as industrial accident leave, sick leave, donated/catastrophic leave, Family Medical Leave Act, California Rights Act, Pregnancy Disability Leave, long-term disability, etc.; tracks long-term leaves and makes adjustments to leave accounts.

OTHER JOB FUNCTIONS:

- Performs other related duties as assigned.

ESSENTIAL JOB REQUIREMENTS – QUALIFICATIONS**Knowledge, Skills and Abilities**

SKILLS are required to perform multiple, technical tasks with occasional need to upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: speed and accuracy of data entry and extraction for recording, modifying and reporting information, including use of spreadsheets, word processing, and databases; to apply personnel policies, practices, and pertinent codes, policies, regulations and/or laws; communicate

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with persons of varied cultural and educational backgrounds; operate standard office equipment including utilizing pertinent software applications; plan and manage projects; prepare and maintain accurate records.

KNOWLEDGE OF human resource data systems and records requirements; procedures to install and maintain complex database and reporting system; industry standards and procedures of relating to database application and maintenance for organization human resource/human capital information needs; modern office practices, procedures and equipment; design and format of reports extracted from human resource database systems; troubleshooting and diagnostic techniques for identifying and resolving database and reporting errors; time and attendance accounting procedures and leave policies; workers' compensation program requirements; benefit and retirement insurance programs, policies, procedures, and legislation; basic principles of training; software applications used by the District; oral and written communication skills; telephone techniques and etiquette; correct English usage, grammar, spelling, punctuation and vocabulary; interpersonal skills using tact, patience and courtesy; principles of providing work direction and guidance.

ABILITY TO communicate and work effectively with others; understand written and oral instructions; organize and plan an effective work schedule with users; maintain complex human resource database systems and applications; troubleshoot and debug database applications and software problems; train and assist others in the use and functions of assigned software; provide and maintain documentation of installed systems; work without close supervision on complex data problems and related software; communicate with vendors and other technical experts to diagnose and eliminate data and software problems; demonstrate effective project management skills; work with accuracy and precise attention to details and provide similar guidance to system end-users; provide work direction and guidance to others; read, interpret and apply technical manuals and documentation; detect errors in data output; analyze situations accurately and adopt an effective course of action; meet schedules and timelines; observe legal and defensive driving practices; travel between district sites and to other work-related locations such as the San Diego County Office of Education.

Responsibility

Responsibilities include: working under limited supervision using standardized practices and methods focusing primarily on results. Utilization and/or coordination of resources from other work units is occasionally required to perform the job's functions. There is a continual opportunity to positively affect the organization's services.

Working Environment

The usual and customary methods of performing the job's functions requires working in an office. The job functions require the following physical demands:

Physical Demands Frequency Definitions Based on an 8-Hour Day:

Never = 0%

Seldom = 1-10% (<45 minutes)

Occasionally = 11-33% (up to 3 hours)

Frequently = 34-66% (up to 6 hours)

Continuously = 67-100% (more than 6 hours)

CLASSIFIED PERSONNEL

Seldom or Occasionally	Pushing and pulling, reach above shoulder, reach at shoulder, stooping/bending, climbing/balancing, pushing/pulling, crawling
Occasionally	Walking, standing, squatting/crouching, lifting and carrying up to 25 pounds at waist or overhead/shoulder height up to 25 feet
Occasionally or Frequently	Handling, simple grasping
Frequently	Neck flexation/rotation, reach below shoulder, fingering/fine manipulation to operate a keyboard and special equipment
Frequently or Continuously	Sitting up to one hour in intervals

AUDITORY OR VISUAL REQUIREMENTS

Auditory ability to hear others in order to communicate and make presentations, vision ability to see near, distant, color, depth and peripherally

ENVIRONMENTAL CONDITIONS

There is the potential for contact with dissatisfied or abusive individuals. Some travel may be required to attend business meetings, conferences or workshops. Must be able to operate a vehicle requiring a California Class C driver's license.

EDUCATION

A Bachelor's degree in human resources, business, accounting, finance, or closely related field. Additional qualifying experience may be substituted for the education requirement on the basis of 24 semester/45 quarter units for each year of full-time experience in Human Resources performing job related duties.

EXPERIENCE

Three years of increasingly responsible Human Resources experience preferably in a school district or public administration environment with one year of experience in the use of large information systems and databases.

REQUIRED TESTING

Pre-employment testing and assessment to demonstrate minimum qualifications required for the position.

LICENSES AND CERTIFICATES

Possession of a valid State of California Class C or higher driver's license and evidence of insurability.

CONTINUING EDUCATION/TRAINING

None specified.

CLEARANCES

Fingerprint Clearances issued by the California Department of Justice and the Federal Bureau of

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CLASSIFIED PERSONNEL

Investigation (FBI); TB Clearance; Pre-employment negative drug screen.

San Dieguito Union High School District

INFORMATION REGARDING BOARD AGENDA ITEM

TO: BOARD OF TRUSTEES

DATE OF REPORT: February 10, 2015

BOARD MEETING DATE: February 19, 2015

PREPARED AND SUBMITTED BY: Rick Schmitt
Superintendent

SUBJECT: CALIFORNIA SCHOOL BOARDS
ASSOCIATION, DELEGATE ASSEMBLY
ELECTIONS, 2015

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EXECUTIVE SUMMARY

Attached is the ballot material for election of representatives to the California School Boards Association (CSBA) Delegate Assembly from this region. The Board as a whole may vote for up to the number of vacancies in the region or subregion as indicated on the ballot. There are seven (7) vacancies in Region 17; therefore the Board may vote for up to seven (7) candidates. The deadline for submitting ballots is March 16, 2015.

RECOMMENDATION:

It is recommended that the Board review the attached candidate information. This item is being presented for first read and will be submitted for board action on March 5, 2015.

FUNDING SOURCE:

Not applicable

ITEM 21



***TIME SENSITIVE, REQUIRES BOARD ACTION
DEADLINE MONDAY, MARCH 16, 2015***

January 30, 2015

RECEIVED

FEB 02 2015

SDUHSD SUPERINTENDENT

TRANSMITTAL

To: All Board Presidents and Superintendents
CSBA Member Boards of Education

From: Leanne Gosselin, Sr. Administrative Assistant, Leadership Services

Re: 2015 CSBA Delegate Assembly Election
U.S. Postmark Deadline – Monday, March 16, 2015

Enclosed in this mailing you will find the following:

- Memo from CSBA President Jesús M. Holguín
- Return envelope U.S. Postmark Deadline – Monday, March 16, 2015
- Red ballot to be signed by Superintendent or Board Clerk
- List of the current Delegates in your region (reverse side of ballot)
- Copy watermark on white paper of the red ballot and list of current Delegates, for insertion in board packets
- Copies of each candidate's biographical sketch and optional résumé, if provided

Please do not hesitate to contact me at (800) 266-3382 ext. 3302 should you have any questions.

Thank you.

Enclosures



California School Boards Association

***TIME SENSITIVE, REQUIRES BOARD ACTION
DEADLINE MONDAY, MARCH 16, 2015***

January 30, 2015

MEMORANDUM

To: All Board Presidents and Superintendents
CSBA Member Boards of Education

From: Jesús M. Holguín, President

Re: 2015 CSBA Delegate Assembly Election
U.S. Postmark Deadline – Monday, March 16, 2015

Enclosed is the ballot material for election of your region's or subregion's representative to CSBA's Delegate Assembly. The material consists of the ballot (on red paper), required candidate biographical sketch form, and if submitted, a résumé. In addition, you will find a "copy" of the ballot on white paper so that it may be included in your board agenda packet, if you choose to include it. **Only the ballot on red paper is to be completed and returned to CSBA.**

The board as a whole may vote for up to the number of vacancies in the region or subregion as indicated on the ballot. For example, if there are three vacancies in the region or subregion, the board may vote for up to three individuals. Regardless of the number of vacancies, each board may cast no more than one vote for any one candidate. (The ballot also contains a provision for write-in candidates; their name and district must be clearly printed in the space provided.)

The ballot must be signed by the Superintendent or Board Clerk and returned in the enclosed envelope; if the envelope is misplaced, you may use your district's stationery. Please write **DELEGATE ELECTION** prominently on the envelope with the region or subregion number on the bottom left corner. **Ballots must be postmarked by the U.S. Post Office on, or before, Monday, March 16, 2015. No late ballots will be accepted.**

Election results will be available on CSBA's website no later than Wednesday, April 1. If there is a tie vote, a run-off election will be held. All re-elected and newly elected Delegates will serve two-year terms beginning April 1, 2015 – March 31, 2017. The next meeting of the Delegate Assembly is on Saturday, May 16 – Sunday, May 17 at the Hyatt Regency in Sacramento.

Please do not hesitate to contact the Leadership Services Department at (800) 266-3382 should you have any questions. Thank you.

This complete, **ORIGINAL** Ballot must be **SIGNED** by the Superintendent or Board Clerk and returned in the enclosed envelope postmarked by the post office No later than **MONDAY, MARCH 16, 2015**. Only ONE Ballot per Board. Be sure to mark your vote "X" in the box. *A PARTIAL, UNSIGNED, PHOTOCOPIED, OR LATE BALLOT WILL NOT BE VALID.*

OFFICIAL 2015 DELEGATE ASSEMBLY BALLOT
REGION 17
(San Diego County)

Number of vacancies: 7 (Vote for no more than 7 candidates)

Delegates will serve two-year terms beginning April 1, 2015 – March 31, 2017

**denotes incumbent*

- | | |
|---|--|
| <input type="checkbox"/> Twila Godley (Lakeside Union SD)* | <input type="checkbox"/> Dawn Perfect (Ramona USD)* |
| <input type="checkbox"/> Beth Hergesheimer (San Dieguito Union HSD) | <input type="checkbox"/> John M. Rajcie (Ramona USD) |
| <input type="checkbox"/> Antonio Martinez (San Ysidro SD) | <input type="checkbox"/> Barbara Ryan (Santee ESD)* |
| <input type="checkbox"/> Janet W. Mulder (Jamul-Dulzura Union ESD)* | <input type="checkbox"/> Priscilla J. Schreiber (Grossmont Union HSD)* |
| <input type="checkbox"/> Tamara Otero (Cajon Valley Union SD) | <input type="checkbox"/> Julie Union (Solana Beach ESD) |
| | <input type="checkbox"/> Gary C. Woods (Grossmont Union HSD) |

Provision for Write-in Candidate Name

School District

Provision for Write-in Candidate Name

School District

Signature of Superintendent or Board Clerk

Title

School District/COE Name

Date of Board Action

See reverse side for a current list of all Delegates in your Region.

Region 17 – Carol Skiljan, Director (Encinitas Union ESD)
23 Delegates (17 elected/6 appointed)

Below is a list of all the current Delegates from this Region.

- Elvia Aguilar (South Bay Union ESD), elected term expires 2016
- Barbara Avalos (National SD), elected term expires 2016
- Kevin Beiser (San Diego USD), district appointed - term expires 2015
- Marissa A. Bejarano (Chula Vista ESD), elected term expires 2016
- Katie Dexter (Lemon Grove SD), elected term expires 2016
- Marne Foster (San Diego USD), district appointed - term expires 2015
- Twila Godley (Lakeside Union SD), elected term expires 2015
- Adrienne Hakes (Oceanside USD), elected term expires 2016
- Elizabeth Jaka (Vista USD), elected term expires 2016
- Claudine Jones (Carlsbad USD), elected term expires 2016
- Michael McQuary (San Diego USD), district appointed - term expires 2016
- Janet W. Mulder (Jamul-Dulzura Union ESD), elected term expires 2015
- Dawn Perfect (Ramona USD), elected term expires 2015
- Jay Petrek (San Marcos USD), elected term expires 2016
- Barbara Ryan (Santee ESD), elected term expires 2015
- Priscilla Schreiber (Grossmont Union HSD), elected term expires 2015
- Nicholas Segura (Sweetwater Union HSD), district appointed - term expires 2016
- Arturo Solis (Sweetwater Union HSD), district appointed - term expires 2017
- Emma Turner (La Mesa-Spring Valley SD), elected term expires 2015
- Vacant, elected term expires 2015**
- Vacant, district appointed term expires 2015**
- Vacant, elected term expires 2016**

County Delegate

Mark C. Anderson (San Diego COE), elected term expires 2017

Counties

San Diego



Delegate Assembly

Candidate Biographical Sketch Form

DUE: Wednesday, January 7, 2015

Mail to: CSBA | Attn: Leadership Services | 3251 Beacon Blvd., West Sacramento, CA 95691 | or fax (916) 371-3407

Please complete, sign and date this required one-page candidate biographical sketch form. An optional, one-page, single-sided, résumé may also be submitted; both will be copied exactly as received. Please do not state "see résumé" and please do not re-type this form. Any additional page(s) exceeding this one-page candidate form will not be accepted. It is the candidate's responsibility to confirm that all nomination materials have been received by the CSBA Leadership Services department by January 7 postmarked by the U.S.P.S. Late submissions will not be accepted. If you have any questions, please contact Charlyn Tuter in Leadership Services at ctuter@csba.org or (800) 266-3382.

Name: <u>Twila Godley</u>	CSBA Region: <u>17</u>
District or COE: <u>Lakeside Union School District</u>	Years on board: <u>22</u>
Contact Number: <u>619 390-2600</u>	E-mail: <u>tgodley@cox.net</u>
Are you a continuing Delegate? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If yes, how long have you served as a Delegate? <u>8</u>	

CSBA's Delegate Assembly sets the general education policy direction for the Association. As a member of the Delegate Assembly, please describe what your top three educational priorities would be, and why they are important to the Association.

1. Educating all students to be productive citizens in the 21st century with preparation to participate in the global marketplace and be active participants in the democratic process. CSBA needs to be providing the guidance and advocacy for curriculum and policy development to meet the challenges of the creation of new technologies affecting the job markets of the future
2. Funding for public education in California. CSBA needs to be proactive in advocating for adequate funding to meet the needs of a growing student population and aging facilities.
3. Training board members. The success of our students depends on the decisions that board of education make in their local districts. Training is essential for boards to function smoothly and be informed about current educational issues and programs when making decisions. Understanding board responsibilities regarding educational funding, personnel, curriculum and board policies are key functions of the training that CSBA provides to its members.

Another responsibility of Delegates is to communicate the interests of local boards to CSBA's Board of Directors, Executive Committee and staff. Please describe your activities/involvement or interests in your local district, county and/or CSBA committees, etc.

I have served several times as president, vice president and clerk during my years on the board as well as on many district committees such as superintendent and principal selection, budget, wellness, visual and performing arts family life, charter school policy development, and bond reauthorization. I have promoted arts education and science across the curriculum in all of our schools as well as the expansion of foreign language immersion and enrichment programs in Spanish and Mandarin which we now offered in preschool, transition kindergarten, 3 elementary and 2 middle schools. One to one implementation of technology, STEAM, and a pilot program for teacher evaluations are also my priorities. My many years of involvement in PTA at the local, district and state level have influenced my continued support of parent involvement. I am a founding member of the East County Education Network which focuses on collaboration of east county school districts on current issues and resources. I have served as treasurer and the Honoring Our Own Planning Committee for SDCSBA and as a member of Delegate Assembly for the last 8 years.

Why are you interested in becoming a Delegate and what contribution do you feel you would make as a member of the Delegate Assembly?

I have completed the Master of Boardmanship and Master of Governance programs and attended all but one annual conference since being elected. The training and experience I have gained has prepared me to represent our region on issues important to fellow board members. I have attended all of the May and December Delegate Assembly meetings since being elected as a delegate as well as the monthly meetings of the local San Diego County School Boards Association. I have served 3 terms as treasurer of SDCSBA am a member of the Honoring Our Own planning committee, and served as a Golden Bell evaluator. I have participated in the Legislative Action Days and Board Member Advocacy Days meeting with legislators from our region. I have the time and desire to commit to this responsibility.

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

Signature: Twila Godley

Date: 12/26/14

**CSBA 2015 Delegate Assembly
Resume**

**Twila Godley
Lakeside Union School District**

Elected in 1992

I have served as President, Vice President and clerk of the board several times

Family

I have been married for 46 years, have 3 children and 3 grandchildren

Education

I attended San Diego State University

Employment

retired merchandising supervisor and certified notary signing agent

Community Activities

Rady Children's Hospital Auxiliary Mountain View Unit: I have served as chairman, treasurer, Kid's News Day DC captain, financial committee

PTA: I have served as president of elementary, high school, and council, 9th District PTA treasurer, financial secretary, leadership, chairman of council presidents. At the state level, I served on the finance commission and leadership commission

Schools: WASC Accreditation committee, district advisory committees, school site councils, classroom volunteer

Church: treasurer for 25 years, church council, choir worship team leader, director of Vacation Bible School, choir member

East County Education Network member
We the People contest judge

Delegate Assembly

Candidate Biographical Sketch Form



DUE: Wednesday, January 7, 2015

Mail to: CSBA | Attn: Leadership Services | 3251 Beacon Blvd., West Sacramento, CA 95691 | or fax (916) 371-3407

Please complete, sign and date this required one-page candidate biographical sketch form. An optional, one-page, single-sided, résumé may also be submitted; both will be copied exactly as received. Please do not state "see résumé" and please do not re-type this form. Any additional page(s) exceeding this one-page candidate form will not be accepted. It is the candidate's responsibility to confirm that all nomination materials have been received by the CSBA Leadership Services department by January 7 postmarked by the U.S.P.S. Late submissions will not be accepted. If you have any questions, please contact Charlyn Tuter in Leadership Services at ctuter@csba.org or (800) 266-3382.

Name: Beth Hergesheimer

CSBA Region: 17

District or COE: San Dieguito Union High School District

Years on board: 10

Contact Number: 760-943-0768

E-mail: beth.hergesheimer@sduhsd.net

Are you a continuing Delegate? Yes No If yes, how long have you served as a Delegate? _____

CSBA's Delegate Assembly sets the general education policy direction for the Association. As a member of the Delegate Assembly, please describe what your top three educational priorities would be, and why they are important to the Association.

1. Education funding, in particular the current issues relating to local reserves. I very much believe this is an issue of both fiscal responsibility/prudence and local control.
2. Ongoing work toward decreasing achievement gaps, increasing graduation rates/college readiness, and preparing our students to be productive participants in their communities. Whether accomplished through student engagement, programs or funding formulas, I see these goals as the core of our purpose.
3. Cultivating connections among all parties involved in student education: staff, parents, students, community, legislators, businesses, and so on, because there are no simple solutions.

Another responsibility of Delegates is to communicate the interests of local boards to CSBA's Board of Directors, Executive Committee and staff. Please describe your activities/involvement or interests in your local district, county and/or CSBA committees, etc.

Elementary school PTA launched my involvement when I served as the Chair of Health and Safety and then the Legislation Committees, finally acting as the unit President. Since then I have served for 10 years on the SDUHSD school board, during which time I have represented our district on our local Legislative Action Network, on Carlsbad, Encinitas and Solana Beach City/School Liaison committees, and represented the local education community on the Encinitas City General Plan Advisory Committee as they created their updated 20-year plan. I have attended many of the quarterly meetings of the regional San Dieguito Alliance for Drug free Youth. I have experienced working with three superintendents, have worked on our district Strategic Planning Committee and supported a successful bond effort. I am currently serving as board president (3rd time). I have written, called, and visited local legislators to share concerns and hopes, even before becoming a board member. Additionally, I have served on/chaired two non-profit preschool advisory committees, and am involved as a vocalist with two local groups.

Why are you interested in becoming a Delegate and what contribution do you feel you would make as a member of the Delegate Assembly?

As a board member, I quickly came to appreciate the organization that is CSBA. I have found that it is a voice for our students and schools. I attended my first CSBA Annual Conference upon election and then completed the Masters in Governance program and became very aware of how CSBA helps keep school boards/members aware of current events, trends, best practices and actions needed. Having served for 10 years on our board including multiple years as clerk, Vice President and President, I feel that I am up-to-speed on what is occurring in our district, and ready/able/willing to increase my involvement at the next level. Our district has been forward thinking in our Common Core implementation, and I would hope to share some of those practices, as well as any other experience I might bring. I believe I can be an informed, thoughtful, active delegate.

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

Signature: Beth Hergesheimer

Date: 1/5/2015

ITEM 21

Delegate Assembly Candidate Biographical Sketch Form



DUE: Wednesday, January 7, 2015

Mail to: CSBA | Attn: Leadership Services | 3251 Beacon Blvd., West Sacramento, CA 95691 | or fax (916) 371-3407

Please complete, sign and date this required one-page candidate biographical sketch form. An optional, one-page, single-sided, résumé may also be submitted; both will be copied exactly as received. Please do not state "see résumé" and please do not re-type this form. Any additional page(s) exceeding this one-page candidate form will not be accepted. It is the candidate's responsibility to confirm that all nomination materials have been received by the CSBA Leadership Services department by January 7 postmarked by the U.S.P.S. Late submissions will not be accepted. If you have any questions, please contact Charlyn Tuter in Leadership Services at ctuter@csba.org or (800) 266-3281.

Name: Antonio Martinez

CSBA Region: 17 (San Diego)

District or COE: San Ysidro School District

Years on board: 2 years

Contact Number: (619) 806-0828

E-mail: bbmc70@gmail.com

Are you a continuing Delegate? Yes No If yes, how long have you served as a Delegate? _____

CSBA's Delegate Assembly sets the general education policy direction for the Association. As a member of the Delegate Assembly, please describe what your top three educational priorities would be, and why they are important to the Association. My three educational priorities are based on the goal of improving the quality of education for all students in the State of California.

We must 1) create policy that allows districts to improve communication with and the participation of parents/legal guardians (giving them incentives to be involved and work in partnership with school staff). We must also 2) provide every teacher the appropriate Common Core training and tools to excel and inspire our kids (this implies improving communication with teachers and ensuring they are part of the decision-making process). Lastly, we need to 3) provide trustees the appropriate training on school budgets, which would help them make more-informed decisions. All of the aforementioned priorities are significant to CSBA insofar as they emphasize improving communication and transparency statewide. Furthermore, they provide a basis for equal opportunity, where all of our children can succeed through high school, but also focus on the bigger picture: preparing our kids to triumph at the university or vocational level and in their future careers by giving them the same opportunity to succeed as any other child.

Another responsibility of Delegates is to communicate the interests of local boards to CSBA's Board of Directors, Executive Committee and staff. Please describe your activities/involvement or interests in your local district, county and/or CSBA committees, etc.

My involvement in the community is extensive, and I am committed to improving the neighborhoods I call home. In addition to being President of San Ysidro School Board, I am also President of the San Ysidro Recreation Council, a member of the San Ysidro Planning Group, and a member of San Diego Police Department Captain's Advisory Board. Furthermore, my dedication to the local district extends to my professional career. I am Director of Public Relations for a community health center, and my team and I work to improve people's access to affordable, high-quality health care and other social service programs available in the community. Accordingly, my work extends to many neighboring communities in my local district, such as, albeit not exclusive to, Otay Mesa, Ocean View Hills, Nestor, Imperial Beach, and Chula Vista.

Why are you interested in becoming a Delegate and what contribution do you feel you would make as a member of the Delegate Assembly?

In becoming a Delegate, I have the opportunity to not only represent my County at the state level, but also to voice the opinion and needs of my community and residents. My passion and involvement in the community is extensive and my knowledge and expertise of my local district is vital in serving as an appropriate representative. As a life-long resident of my San Diego community, I understand the importance of getting a quality education. I am proud to have been educated through the public school system and to have graduated from the University of Pennsylvania with honors and a distinction in Philosophy, Politics, and Economics. Furthermore, my professional career in health care, outreach and education provides me with additional resources to better contribute and serve as a member of the Delegate Assembly.

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

Signature: _____

Date: 12/15/2014

ITEM 21



Delegate Assembly

Candidate Biographical Sketch Form

DUE: Wednesday, January 7, 2015

Mail to: CSBA | Attn: Leadership Services | 3251 Beacon Blvd., West Sacramento, CA 95691 | or fax (916) 371-3407

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Name: Janet W. Mulder

CSBA Region: 17

District or COE: Jamul Dulzura USD

Years on board: 10

Contact Number: 619-588-5672

E-mail: jmulder02@gmail.com

Are you a continuing Delegate? Yes No If yes, how long have you served as a Delegate? 8 years

CSBA's Delegate Assembly sets the general education policy direction for the Association. As a member of the Delegate Assembly, please describe what your top three educational priorities would be, and why they are important to the Association. My top three educational priorities would be to first secure a truly adequate funding source that would assure education an income upon which we could base our budgets; second, to insure that we are preparing our students with skills for the 21st century and beyond, including providing a well-balanced curriculum, emphasizing critical thinking in all content areas; and third, recognizing the importance of accountability, insure that all testing includes multiple measures of students' annual progress including reauthorization of ESEA with a student progress component. Today, CSBA has also set these as top priorities, and we need to continue to be in the forefront of "putting kids first" in all three of these areas.

All of these priorities will require some "professional development" for our teaching staffs, parents, community members, and certainly our legislators. I would propose that each region meet in small groups with the schools they represent, working with the different sets of stake holders listed above, to both educate and partner with them so we speak with one voice promoting this important field of public education.

Another responsibility of Delegates is to communicate the interests of local boards to CSBA's Board of Directors, Executive Committee and staff. Please describe your activities/involvement or interests in your local district, county and/or CSBA committees, etc.

I have served as President, Vice-President, and Clerk on our JDUSD and currently serving a third term as Clerk. I am also a member of our Board's Government Relations, Legislative, and Policy Committees. I have served on the Negotiations, Recreation, and Facilities committees as well. I regularly meet with our legislators and their staff to keep them abreast of educational issues. I am actively involved in our local district through PTA/PTSA events such as the Autumn Festival, Musical programs, judge at site History Day competitions, worked with students on Freedom Walk, We the People competitions, Project Citizen Showcases and spoke at the Middle School promotion and Eagle Awards programs. In addition, I write a monthly column for our local newspaper featuring the exciting careers of former students of our school district aimed at furthering a positive image for our schools in particular and education in general.

I am an elected member of our Jamul Dulzura Community Planning Group where I serve as Secretary. Working with both the School Board and Planning Group gives me an additional insight and perspective into both areas of education and land use issues.

Why are you interested in becoming a Delegate and what contribution do you feel you would make as a member of the Delegate Assembly?

I have served the last eight years as your delegate working on the HOO (Honoring Our Own) Committee and co-chairing the Governmental Relations Legislative actions for our region the past seven years. I am a member of CSBA's Small School Districts Council. I attended the Legislative Action Days in Sacramento visiting many of our San Diego legislators, communicating our educational concerns to them, and made several visits to the legislators' offices here at home. I have attended all of the CSBA Annual Conferences, presented several sessions, and was on the 2013 Planning Committee and I have been a Golden Bell reviewer of projects nominated from our region. As a Board member from a small school district, I feel I can better represent the smaller school districts in our region on the delegate assembly. As a former teacher for 20 plus years, I bring a strong educational background to the delegate assembly, which sometimes helps to cut through the "education-eze" that comes to us from Sacramento. I know we all want to do what is best for kids, and my years in the classroom help me to see how to bring about change effectively. My association with the GSDCSS and the CCSS gives me further avenues to effectively present our CSBA ideas.

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

Signature: _____

Date: December 13, 2014

ITEM 21

JANET W. MULDER
3394 Beaver Hollow Road
Jamul, California 91935
(619) 588-5672
jmulder02@gmail.com

EDUCATION:

- **M.I.G.** Masters in Governance - California School Boards Association - 2005
- **M.A.** Education (Curriculum & Instruction) - San Diego State University - 1980
- **Life Credential** - Multiple Subject (K-12 - Adult) - San Diego State University - 1977
- **B.S.** Business (Marketing) with Honors - San Diego State University - 1958
- **Other post-baccalaureate education includes:**
 - Univ. of Pennsylvania 1988, Stanford University 1988, UCLA 1987, SDSU 1987, UCLA 1986, UCSD 1982.
- **Other educational training includes:**
 - Project Citizen Trainer of Trainers; We the People The Citizen & The Constitution; Josten's Yearbook Training Workshop, USD; BTSA training, Cajon Valley School District; California Council of Social Studies Conferences (CCSS); California League of Middle Schools Conferences (CLMS); California History Social Science Project Fellows Academies Institutes (CHSSP); California Teachers of English Conferences (CATE); California Learning Assessment System (CLAS) History Assessment Training, San Diego County Mentor Workshops, Partnership School's Network Conferences & Symposiums; Cognitive Coaching Training (Advanced) Art Costa & Robert Garmson; Cooperative Learning Workshops, Dee Dishon & Pat Wilson O'Leary; Problem Solving & Critical Thinking Workshops, Rita King; San Diego Area Mathematics Project Fellow; Program Quality Review Lead Reviewer Training.

CONSULTING & TEACHING EXPERIENCE:

EDUCATIONAL CONSULTANT 2000 – PRESENT

- Jamul Dulzura Union School District Board of Trustees member
 - Re-Elected November, 2012 (third four-year term) – President (2007-8 &)
 - Earned Masters in Governance Certificate from CSBA, 2005
- California School Boards Association Region 17 Delegate (elected 2006) Gov. Rel Co-chair
- Holt, Rinehart & Winston, Publishers, Editorial Consultant
- Center for Civic Education – Writer Scope & Sequence of Civics Education
 - We the People Congressional District 52 Coordinator 2005-2014
- San Diego County Department of Education
 - History Day Coordinator 2002 - 2014
 - CA State History Day Museum Experience Coordinator, 2005
 - Big Ideas Standards Project Writer & Standards in Action Project Consultant
- Oak Grove Middle School - Jamul, California
 - Yearbook Advisor & PowerPoint Presentation Creator 2002-2007
- California History-Social Science Project Policy Board
- McDougal Littell Publishing, Editorial Consultant

JAMUL-DULZURA UNION SCHOOL DISTRICT

- Oak Grove Middle School - September 1986 – 2002
 - Mentor Teacher - History Social Science, Award-winning Journalism, Speech, Academic Teams Coach, Constitutional Competition, County, State, National History Day, East County Academic Bowl Coach, School Site Council Member, Student Council Advisor, Leadership Team, District History Resource Teacher
- Jamul Elementary School - May 1977 to Sept. 1986
 - Fifth grade, District Math Resource Teacher, Student Council Advisor

AWARDS & RECOGNITION RECEIVED:

39 Awards received including "Civic Education Leadership Award", "Educator of Merit – History Day in California", "Teacher of the Year" (2 times), "CLMS Educator of the Year", DAR "California's Outstanding Teacher of American History", Kiwanis "Citizen of the Year", Proclamations from SD County Board of Supervisors, PTA Awards including Golden Oak Service Award & Lifetime Achievement Award.

PRESENTATIONS & WORKSHOPS GIVEN:

130 given from 1985 to present at the local, state, and national level at conferences, schools, districts, Boards of Education meetings, community groups, colleges and universities on a variety of topics.
(Complete list available upon request)

Delegate Assembly Candidate Biographical Sketch Form



DUE: Wednesday, January 7, 2015

Mail to: CSBA | Attn: Leadership Services | 3251 Beacon Blvd., West Sacramento, CA 95691 | or fax (916) 371-3407

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Name: Tamara Otero

CSBA Region: 17

District or COE: Cajon Valley Union School District

Years on board: 4

Contact Number: 619-244-8138

E-mail: oterot@cajonvalley.net

Are you a continuing Delegate? Yes No If yes, how long have you served as a Delegate? _____

CSBA's Delegate Assembly sets the general education policy direction for the Association. As a member of the Delegate Assembly, please describe what your top three educational priorities would be, and why they are important to the Association. My first priority would be to encourage proper professional development for all teachers so that there is no disparity in the classrooms. To train our teaching professionals to use the blended learning pedagogy with the use of technology in every classroom in the state. Allowing each student to have an individualized learning experience that meets their unique needs and encourages enthusiasm for learning.

My second priority is for every child to have a valid physical education and arts experience in every grade level. These two subjects are at risk of being overlooked with Common Core taking the center stage. The reality is that if we are teaching Common Core then the arts and physical education should be integrated into curriculum.

My third priority is for every student in California to have a global perspective on learning. Digital learning allows us to teach and learn a common language. Rather than throw technology into the classrooms lets immerse our students in a language that has no boundaries.

Another responsibility of Delegates is to communicate the interests of local boards to CSBA's Board of Directors, Executive Committee and staff. Please describe your activities/involvement or interests in your local district, county and/or CSBA committees, etc.

From the moment I was elected four years ago, I have made my position as a Trustee a full time job. I am active on the PTA in our District. I run a District-wide Art contest that allows students to enter in six different genres of Art. I have been instrumental in bringing the Design-Build model to our District for new construction, so that we might have more innovative options with our Bond related projects. I have represented our District at the County Supervisor in obtaining Grant funding for play space improvements. I am involved in our local service clubs as a Rotarian and have worked with the Salvation Army to assist our families of need. I have worked with our city as the Education liaison in encouraging and facilitating our students participation in an annual 5K run. I have worked directly with our Chaldean and refugee population leaders as we try to help with more effective community partnerships with our schools. I have worked with our Board to hire a new Superintendent. Simply put: I have made myself always available to the needs of our school district.

Why are you interested in becoming a Delegate and what contribution do you feel you would make as a member of the Delegate Assembly?

I bring new ideas! I have worked in schools as a volunteer and liaison for over 18 years. I feel more confident now as a Board member after serving four years. My Board has valued my leadership and elected me as their President for two of those four years. I am a visible presence in schools and classrooms, and I have an understanding of what has worked and what hasn't worked on our campuses to create an enthusiastic, inclusive learning environment.

I am very interested in becoming a Delegate. I know that there is much to learn, and I am confident that there is much to do. I am a hard worker and I am a quick learner. Let's make it a better tomorrow, today!

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

Signature: Tamara Otero

Date: 12/21/14



Delegate Assembly

Candidate Biographical Sketch Form

DUE: Wednesday, January 7, 2015

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Name: <u>DAWN PERFECT</u>	CSBA Region: <u>17</u>
District or COE: <u>RAMONA UNIFIED SCHOOL DISTRICT</u>	Years on board: <u>6</u>
Contact Number: <u>760.788.1983</u>	E-mail: <u>dawnperfect@att.net</u>
Are you a continuing Delegate? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If yes, how long have you served as a Delegate? <u>2</u>	

CSBA's Delegate Assembly sets the general education policy direction for the Association. As a member of the Delegate Assembly, please describe what your top three educational priorities would be, and why they are important to the Association.

1. Impact of State and Federal legislation of school districts throughout California.
2. Common Core Standards; interpretation and implementation.
3. Innovation in education programs. Changing technology requires ever-changing strategies from school leadership in how, and what we teach.

Another responsibility of Delegates is to communicate the interests of local boards to CSBA's Board of Directors, Executive Committee and staff. Please describe your activities/involvement or interests in your local district, county and/or CSBA committees, etc.

Masters in Governance
 CSBA Annual Education Conference - attendee 5 years
 San Diego County Superintendent's Achievement Gap Task Force
 Governor's Budget Workshop presented by School Services of California - attendee 6 years
 Grossmont/Cuyamaca College District Educational Master Plan participant
 District Budget Steering Committee, 7-11 Facilities Committee, School Site Council, PTSA & Booster Clubs
 ROP Community Advisory Panel

Why are you interested in becoming a Delegate and what contribution do you feel you would make as a member of the Delegate Assembly?

The policies of our State are largely directing how we educate students throughout the State. CSBA is one of the strongest tools our public education system has for providing input to our State legislators. With an informed and active membership, the needs of local school districts can be more powerfully voiced.

I look forward to the opportunity to represent and serve the school districts in California by active participation as a CSBA Delegate. I have an open-door, open-minded approach to leadership and dedicate fully to the task at hand.

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

Signature: _____

Dawn Perfect

Date: _____

December 11, 2014

DAWN PERFECT

937 Bricklane Road, Ramona, California 92065

dawnperfect@att.net 760.788.1983

Dawn Perfect and her husband, Scott, are lifetime residents of San Diego County. They have four children; all educated in traditional public schools, as well as public Montessori and independent study programs.

An active volunteer in a variety of organizations, Dawn has always put an emphasis on education, both in the classroom and in the community. Through service with an assortment of non-profit groups, Dawn has forged a bond between classroom education and community opportunities available to students.

College readiness and vocational education through the integration of STEAM (science, technology, engineering, arts and math) are key areas of interest.

Dawn was recently re-elected to a second term on the Ramona Unified Governing Board.

Community Activities & Recognitions:

Revitalization Infrastructure Chairperson, reporting to County Supervisor Jacob

Ramona Intergenerational Campus – Chairperson

Grossmont/Cuyamaca College District – Educational Master Plan Advisory Group

Arriba Teen Center – Founding Board Member

Community Planning Group – Transportation & Trails, Parks, Town Center Development

Palomar Health Community Action Council – Member

Chamber of Commerce Citizen of the Year Nominee 2013

Friends of the Ramona Library – Lifetime Member

Ramona Soccer League – Treasurer

Boy Scouts of America – Award of Merit, Distinguished Commissioner, Council Silver Beaver

Education: Masters in Governance

AA General Studies

AA Liberal Arts & Sciences

Ramona Unified School District Service:

Elected Governing Board Member, 2008

Budget Steering Committee

7-11 Facilities Committee

Site Council President

Recent Endorsements: California Senator Joel Anderson and County Supervisor Diane Jacob

ITEM 21



California School Boards Association

Delegate Assembly

Candidate Biographical Sketch Form

DUE: Wednesday, January 7, 2015

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Name: <u>JOHN M RAJCIC</u>	CSBA Region: <u>17</u>
District or COE: <u>RAMONA UNIFIED</u>	Years on board: <u>2</u>
Contact Number: <u>760-788-5939</u>	E-mail: <u>RAJCICJ8@AOL.COM</u>
Are you a continuing Delegate? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, how long have you served as a Delegate? _____	

CSBA's Delegate Assembly sets the general education policy direction for the Association. As a member of the Delegate Assembly, please describe what your top three educational priorities would be, and why they are important to the Association.

PRIORITIES:

- 1.FUNDING. Adequate funding is basic to an effective school/district. This must be a major concern of CSBA.
2. PUBLIC RELATIONS(PR). The public school is often unjustly maligned. Good PR is a requisite for garnering support. Public opinion is everything. With public sentiment nothing can fail. Without it nothing can succeed. The major activities of CSBA must be imbedded in effective Public Relations.
- 3.TECHNOLOGY. Students must be technologically competent. We are living in an era of genius machines. One day we will look back and see two Nations . One that is working in the technologically dynamic sector and everyone else. ..average is over. Change is rampant. Those that do not like change will like obsolescence even less.

Another responsibility of Delegates is to communicate the interests of local boards to CSBA's Board of Directors, Executive Committee and staff. Please describe your activities/involvement or interests in your local district, county and/or CSBA committees, etc.

I will complete CSBA's Masters in Governance 3-14-15. Attended CSBA /SSC meetings on finance, personnel and new board members. Attended many seminars/meetings at the COE on Common Core and Common Core and the arts/music, Proposition 30, the Governors Budget, CSTRS, CSBA Education Conference(Missed SF was in Vermont) ,LCFF and LCAP. Also attended a meeting on Common Core 2.0(Citizens for Quality Education)to hear concerns . Locally and in the past I worked on Bond Measures, Budget and Facilities Committees.. Drop in on PTA meetings . Correspond with Assemblymen and Senator. As a long time adviser to the Ramona Historically Society and Museum, I find myself explaining and talking about school matters at meetings.

Why are you interested in becoming a Delegate and what contribution do you feel you would make as a member of the Delegate Assembly?

Formal education is extremely important today. I always felt that experience is not the best teacher . It is the experience of others. My experience in leadership rolls in Education , the Military and Industry should be beneficial to CSBA in making policy that positively impacts on public education.(www.Jrajcic.com).I do not avoid, repress or deny conflict, but rather see it as an opportunity . I am old enough to know my limitations but young enough to overcome them. I hope I can produce some good by what I write, say and do.

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

Signature: John Rajcic

Date: _____

ITEM 21



Delegate Assembly

Candidate Biographical Sketch Form

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Name: <u>Barbara Ryan</u>	CSBA Region: <u>17</u>
District or COE: <u>Santee School District</u>	Years on board: <u>35</u>
Contact Number: <u>(619) 258-2304</u>	E-mail: <u>barbara.ryan@santeesd.net</u>
Are you a continuing Delegate? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If yes, how long have you served as a Delegate? <u>30</u>	

CSBA's Delegate Assembly sets the general education policy direction for the Association. As a member of the Delegate Assembly, please describe what your top three educational priorities would be, and why they are important to the Association.

1. Securing Adequate Funding -- Protecting current funding and securing additional funding is critical to districts.
2. Providing Equal Educational Opportunity for all Students -- A core responsibility for districts and a priority for CSBA.
3. Seeking Greater Local Control -- Mandate relief should continue to be key to CSBA's support of local boards.

Please describe your activities/involvement or interests in your local district. I was first elected to the Santee Board of Education in 1979 and have been re-elected in nine subsequent elections. I have served as President, Vice President and Clerk and also represented the Board as the Legislative Representative. I represent the Board on several district and community committees, including the Curriculum Advisory Council. My major interest has always been in the area of curriculum and instruction. I take very seriously my responsibility as a board member to assure all students have access to an excellent education.

Another responsibility of Delegates is to communicate the interests of local boards to CSBA's Board of Directors, Executive Committee and staff. Please describe your activities/involvement or interests in your local district, county and/or CSBA committees, etc.

In addition to direct communication to CSBA staff, I communicate the interests of my board and other boards through the San Diego County School Boards Association (SDCSBA), and to our CSBA Region 17 Director. That information is then taken to the CSBA Board of Directors for discussion/action.

I have served as a member of the SDCSBA Executive Committee for 30 years and during that time served as President, Vice President, Treasurer and Legislative Representative. I currently represent school boards on the Children's Initiative Board of Directors and the Children's Mental Health Advisory Council. This service provides an opportunity to raise education/school board concerns and communicate the perspective of board members to the broader community.

Why are you interested in becoming a Delegate and what contribution do you feel you would make as a member of the Delegate Assembly?

I wish to continue serving as a member of the Delegate Assembly in order to support CSBA in its role of speaking loudly and clearly on behalf of California's students. My long-term service as a local school board member and my service over the years on the following CSBA committees position me well to make a positive contribution to the Delegate Assembly.

- Member of the Delegate Assembly
- Legislative Relations Chair (State and Federal)
- Legislative Committee
- Coordinated Children's Services Task Force
- School Facilities Task Force
- Welfare Reform Committee
- Health Task Force

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

Signature: Barbara Ryan

Date: November 19, 2014

BARBARA RYAN**Biography****SCHOOL BOARD SERVICE**

- **Santee Board of Education**
 - First elected in 1979
 - Re-elected in 1981, 1986, 1990, 1994, 1998, 2002, 2006, 2010, and 2014
 - Served as President, Vice President, Clerk and Legislative Representative
 - Currently serves as Legislative Representative
- **San Diego County School Boards Association**
 - Served as President, Vice President, Treasurer and Legislative Representative
- **California School Boards Association**
 - Currently:**
 - Member, Delegate Assembly
 - Member, Legislative Network
 - Served as:**
 - Legislative Relations Chair
 - Member, Legislative Committee
 - Member, Coordinated Children's Services Task Force
 - Member, School Facilities Task Force
 - Member, Welfare Reform Committee
 - Member, Health Task Force
 - Member, Condition of Children Council

COMMUNITY SERVICE (Past and Present)

- First 5 San Diego
- San Diego Commission on Children, Youth and Families
- Children's Initiative Board of Directors
- Foster Grandparents Board of Directors
- Serra Mesa Planning Group Executive Board
- Kearny Mesa Planning Group Executive Board
- School Site Council
- PTA Executive Board
- East County YMCA Board
- Santee Chamber of Commerce

AWARDS ACCOMPLISHMENTS

- 2011 SDCSBA Board Member of the Year
- Champion for Children Award, Voices for Children
- YWCA Tribute to Women in Business Award
- President's Award, Santee Chamber of Commerce
- California Assembly Woman of the Year
- PTA Continuing Service Award
- PTA Honorary Service Award
- Citizen of the Year, Phi Delta Kappa
- Citizen of the Year, Santee Kiwanis Club

PROFESSIONAL

- Vice President, Government Affairs and Advocacy – Rady Children's Hospital-San Diego

ITEM 21



California School Boards Association

Delegate Assembly

Candidate Biographical Sketch Form

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Name: Priscilla J. SchreiberCSBA Region: 17District or COE: Grossmont Union High School DistrictYears on board: 14Contact Number: 619.571.6386E-mail: priscilla1953@msn.comAre you a continuing Delegate? Yes No If yes, how long have you served as a Delegate? 8 years

CSBA's Delegate Assembly sets the general education policy direction for the Association. As a member of the Delegate Assembly, please describe what your top three educational priorities would be, and why they are important to the Association.

In serving as your CSBA Delegate for eight years my top three educational priorities remain unchanged as we continue our efforts to gain ground from SAC in the following areas:

- 1) Secure more local control for what's best for individual School Districts' student population as determined and defined by its Board, it's community, and it's stakeholders.
- 2) Advocate for more flexible and stable funding, hold the state accountable for a School Facilities Bond in 2016 to fulfill it's obligation under the State-Matching Incentive program; and STOP mandates that undermine local control, that are underfunded, and unfunded.
- 3) Curriculum, at it's core, should be well tested and well balanced with an emphasis on critical thinking, technology, civics education, college preparedness, and career technical education taught by highly trained and fully equipped teachers in every classroom.

Another responsibility of Delegates is to communicate the interests of local boards to CSBA's Board of Directors, Executive Committee and staff. Please describe your activities/involvement or interests in your local district, county and/or CSBA committees, etc.

I had the great opportunity to serve my District as Board President and Vice President at a time when our District needed to pass a follow-on Facilities Bond; an effort that required strong community engagement and support. Upon the passage of that Bond Measure we expanded our CBOC for greater community representation. I have served as Clerk of the Board and on numerous District committees, I.e.) Board Bond Sub-Committee, Audit and Finance, Calendar, Human Relations, Health and Wellness, Skilled Workforce Development Committee. As a strong advocate for Civics Education I participate annually as a Judge for the "We the People" middle and high school competitions. I have served on the Boys & Girls Clubs of East County Foundation Board and their related capital building campaigns over the past five years. Through a joint partnership with the Boys and Girls Club's "Teen Center" in El Cajon, we established an after school program specific to introducing students to the Career Pathway offerings on the surrounding high school campuses. Along with my fellow Delegates I have participated in Legislative Action Days both at home and in Sacramento.

Why are you interested in becoming a Delegate and what contribution do you feel you would make as a member of the Delegate Assembly?

When first elected in 2000, I immediately saw the value of participating in the "Masters in Governance" (MIG) program. My background in construction and the private sector had provided me with a valuable set of business skills, however, I knew I needed to learn how to be an effective School Board Member on a Governance Team. In regard to the (MIG) program I believe that adding a Bond Program Module would be a great benefit to School Board Members as Facilities and Education Tech Bonds have become big business in public education. I have been an active member on our local SDCSBA Executive Committee as Legislation Co-Chair/Secretary/Treasurer; and Entertainment Chair/Decorations & Sponsorships for the Annual Honoring Our Own Committee. In 2004, I was honored by both my San Diego CSBA peers with the recognition of "Rookie School Board Member of the Year" and by my Assemblyman as his "Woman of the Year". I participated as a co-presenter in a workshop on "Ethics in Education" at the 2006 Annual Education Conference and in 2011 I was thrilled to be nominated for the East County Chamber of Commerce's "Woman of the Year".

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

Signature: _____

Date: January 6th, 2015



California School Boards Association

Delegate Assembly

Candidate Biographical Sketch Form

DUE: Wednesday, January 7, 2015

Mail to: CSBA | Attn: Leadership Services | 3251 Beacon Blvd., West Sacramento, CA 95691 | or fax (916) 371-3407

Please complete, sign and date this required one-page candidate biographical sketch form. An optional, one-page, single-sided, résumé may also be submitted; both will be copied exactly as received. Please do not state "see résumé" and please do not re-type this form. Any additional page(s) exceeding this one-page candidate form will **not** be accepted. It is the candidate's responsibility to confirm that all nomination materials have been received by the CSBA Leadership Services department by January 7 postmarked by the U.S.P.S. Late submissions will not be accepted. If you have any questions, please contact Charlyn Tuter in Leadership Services at ctuter@csba.org or (800) 266-3382.

Name: Julie UnionCSBA Region: 17District or COE: Solana Beach School DistrictYears on board: 2Contact Number: 619-889-2246E-mail: julieunion@sbsd.k12.ca.usAre you a continuing Delegate? Yes No If yes, how long have you served as a Delegate?

CSBA's Delegate Assembly sets the general education policy direction for the Association. As a member of the Delegate Assembly, please describe what your top three educational priorities would be, and why they are important to the Association.

ACADEMIC ACHIEVEMENT: The students of today will need to be ready for the rigors of tomorrow. 21st Century skills are imperative for a successful future and the Achievement Gap must be a continued priority of CSBA policy direction.

ADVOCACY: Advocate for students at the local, state, and national level. We must safeguard the promise of equal education opportunities and the commitment to high standards and high expectations for all students.

BOARD MEMBER DEVELOPMENT: How a school board governs is vital to the success of a school district. CSBA is an important resource to help board members in the areas of board education, human resource policy, finance, legislative advocacy, collective bargaining, and community leadership. When school boards are well educated, our voice is united for student success.

Another responsibility of Delegates is to communicate the interests of local boards to CSBA's Board of Directors, Executive Committee and staff. Please describe your activities/involvement or interests in your local district, county and/or CSBA committees, etc.

Involvement in our local district began 18 years ago as a school volunteer. Since that time, I have been an active education advocate serving in many PTA leadership positions and school site councils. As a school board member, I have completed the CSBA Masters in Governance certification and attended conferences and workshops including the San Diego STEM Symposium. Meeting and building productive relationships with local legislators, neighboring district school board members, and community leaders has been a priority. Sharing best practices, innovations, and lessons learned has been very beneficial.

Opening up social media channels has been a positive way to communicate and connect with constituents and public leaders. I started the "Parent Education Connection" on Facebook as a way to update parents on educational trends, pertinent articles, and supportive videos. The Twitter account @JulieUnion is dedicated to education related issues, articles, and videos by current educational leaders and organizations, news outlets, and local school administrators.

Why are you interested in becoming a Delegate and what contribution do you feel you would make as a member of the Delegate Assembly?

I understand the importance and value of CSBA and would like to see more school board members participate in the Masters in Governance certification, attend more conferences, and workshops. As an enthusiastic board member with a background in marketing, I would appreciate the opportunity to be on the CSBA Marketing Committee and help foster more CSBA participation from both beginner and more experienced Trustees.

I have the time and desire to advocate for student success at the Delegate level and I would be honored to work side-by-side with other school board members that also believe in the educational tenet "All children are our children".

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

Signature: Julie UnionDate: 1/5/14

JULIE UNION



UNITING SCHOOL BOARD MEMBERS

Being a school board member is a tremendous privilege that comes with great responsibility. CSBA is an important resource to help school board members in the areas of board education, human resource policy, finance, legislative advocacy, collective bargaining, and community leadership. As a new enthusiastic board member with a background in marketing, I would appreciate the opportunity to collaborate with District 17 Assembly members and find ways to foster more CSBA participation from both beginning and more experienced Trustees. Together we can all benefit by increased attendance at conventions and workshops, more Masters in Governance participation, and provide new outreach opportunities for school board members to meet in order to share best practices, innovations, and lessons learned. Together we can continue to unite our voice in education advocacy as well as enrich our time serving our individual districts.

EDUCATION

SAN DIEGO STATE UNIVERSITY	1983-1987
Major: Business Administration	Concentration: Marketing
CSBA - MASTERS IN GOVERNANCE	2013-2014

EXPERIENCE

SOLANA BEACH SCHOOL BOARD MEMBER	2012 - PRESENT
BUSINESS OWNER, TREASURED MOMENTS PHOTOGRAPHY	1995- 2002
ACCOUNT MANAGER, CREATIVE PROMOTIONAL SERVICES	1988- 1995

COMMUNITY SERVICE

Executive PTA Board Member and Site Council Representative - Carmel Valley Middle School
 Girl Scout Leader 1997 - present
 Common Sense Media Advisors Panel Member 2014 - present
 PTA President at Carmel Creek Elementary 2010-2012
 Team Parent and Foundation Liaison at Canyon Crest Academy 2006-2010
 Susan G. Komen 3-Day walker or crew member - 4 years total

SOCIAL MEDIA

Started "Parent Education Connection" on Facebook to update parents on educational trends, pertinent articles, and supportive videos. Twitter account @JulieUnion is dedicated to education related issues, articles, and videos by current educational leaders, news outlets, and local school administrators.

ITEM 21



California School Boards Association

Delegate Assembly

Candidate Biographical Sketch Form

DUE: Wednesday, January 7, 2015

Mail to: CSBA | Attn: Leadership Services | 3251 Beacon Blvd., West Sacramento, CA 95691 | or fax (916) 371-3407

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Name: _____ Dr. Gary C. Woods _____	CSBA Region: _____ 17 _____
District or COE: _____ Grossmont Union High School District _____	Years on board: _____ 4 _____
Contact Number: _____ 619.590.2141 _____	E-mail: _____ gwoods@socalsem.edu _____
Are you a continuing Delegate? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, how long have you served as a Delegate? _____	

CSBA's Delegate Assembly sets the general education policy direction for the Association. As a member of the Delegate Assembly, please describe what your top three educational priorities would be, and why they are important to the Association.

1. Student-Centered Learning which prepares students to utilize their personal learning styles and develop their personal learning strengths.
2. Technology-Enhanced Learning which prepares students to learn at their own pace and in ways that best fit their learning strengths.
3. Career-Technical Education which prepares students for the real world of global competition and rapid technology change.

Another responsibility of Delegates is to communicate the interests of local boards to CSBA's Board of Directors, Executive Committee and staff. Please describe your activities/involvement or interests in your local district, county and/or CSBA committees, etc.

As a Governing Board Member of the Grossmont Union High School District, I am interested in promoting (1) good governance regarding finances; (2) high academic expectations; and (3) student safety and anti-bullying education.

I currently teach educational psychology and chair dissertation committees on the topics of bullying, Native American education, and sports and education at the high school level.

Why are you interested in becoming a Delegate and what contribution do you feel you would make as a member of the Delegate Assembly?

As a lifelong educator with a Doctor of Education in Technology and Learning, I would push an agenda that focuses on best practices in grades 9 - 12, as well as preparation for undergraduate education. I am interested in collaborating with fellow educators to develop best practices in secondary education.

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

Signature: Dr. Gary C. WoodsDate: December 12, 2014