



**Union High School District**

**BOARD OF TRUSTEES  
REGULAR BOARD MEETING**

**Board of Trustees**  
Joyce Dalessandro  
Kristin Gibson  
Beth Hergesheimer  
Melisse Mossy  
Maureen "Mo" Muir

**Superintendent**  
Robert A. Haley, Ed.D.

**THURSDAY, MAY 9, 2019  
6:00 PM / OPEN SESSION AT 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.*

The members of the San Dieguito Union High School District Board of Trustees are locally elected officials, serve four-year terms of office, and are responsible for the schools' educational programs, in grades seven through twelve. The Board is a policy-making body whose actions are guided by the District's vision, mission, and goals. Administration of the District is delegated to a professional administrative staff led by the Superintendent. Board Members are required to conduct the programs of the schools in accordance with the Constitution of the State of California, the California Education Code, and other laws relating to schools enacted by the Legislature, in addition to policies and procedures adopted by the Board of Trustees.

**PUBLIC COMMENTS**

Members of the public are entitled to comment on items listed on the agenda for Board consideration or deliberation. 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. At the discretion of the Board President, members of the public are entitled to speak on agenda items either immediately after the item is called or following background information provided related to the item. Members of the public are entitled to comment on an agenda item only once at any meeting. Although the Board President may seek additional information, participation in debate on any item before the Board shall be limited to the Board and staff. The Board President shall determine the order of speakers, when the Board President calls a member of the public to the podium they are asked, but not required, to provide their names prior to making comments.

Members of the public are entitled to speak on matters within the jurisdiction of the Board, but not on the agenda during the public comment portion of the meeting. The Board President may acknowledge receipt of the information, refer to staff for further study, or refer the matter to a future agenda, but there shall be no discussion or action taken by the Board.

Please note the meeting is video recorded and will be published online. Comments are limited to three (3) minutes per person and may not be increased through donations of time by other members of the public. The total public comment time for agenda and non-agenda items shall not exceed twenty (20) minutes.

**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](http://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. Members of the public are entitled to comment on items on the consent agenda. Trustees may ask for additional information regarding items on the consent agenda. Items on the consent agenda will be voted on in one motion unless a member of the board, staff or public requests that the item be removed and voted on separately, in which case the Board President will determine when it will be called and considered for action.

**CLOSED SESSION**

The Board may meet in Closed Session to consider qualified matters of litigation, employee negotiations, student discipline, employee grievances, personnel qualifications, and/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

---

**1. CALL TO ORDER**

**2. APPROVAL OF AGENDA**

Motion by \_\_\_\_\_, second by \_\_\_\_\_, to approve the agenda of May 9, 2019, Regular Board Meeting of the San Dieguito Union High School District, as presented.

**3. CLOSED SESSION – public comment, if any**

- a. PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE
- b. STUDENT DISCIPLINE
- c. CONFERENCE WITH LABOR NEGOTIATORS (GOVERNMENT CODE SECTION 54957.6)  
Agency Designated Representatives: Superintendent and Associate Superintendents (4)  
Employee Organizations: San Dieguito Faculty Association / California School Employees Association / Unrepresented Employees

**4. RECONVENE TO OPEN SESSION**

- a. WELCOME / MEETING PROTOCOL REMARKS
- b. PLEDGE OF ALLEGIANCE
- c. REPORT OUT OF CLOSED SESSION

**5. REPORTS**

- a. STUDENT BOARD MEMBERS
  - i. STUDENT RECOGNITION
- b. BOARD OF TRUSTEES
- c. SUPERINTENDENT

**6. RECOGNITION – MATT CUNNINGHAM, 2019 TEACHER OF THE YEAR & DEBBIE JOHNSON, 2019 CLASSIFIED EMPLOYEE OF THE YEAR**

**7. PRESENTATIONS**

- a. PACIFIC TRAILS MIDDLE SCHOOL – MARY ANNE NUSKIN, PRINCIPAL

**8. PUBLIC COMMENT – NON-AGENDA ITEMS**

In accordance with the Brown Act, no discussion or action may be taken by the Board of Trustees on non-agenda items; however, the Board may 1) acknowledge receipt of the information; 2) refer the matter to staff for further study; or 3) refer the matter to a future agenda. (*See Board Agenda Cover Sheet for further information on public comments.*)

**9. CONSENT AGENDA – public comment, if any**

Members of the public are entitled to comment on items on the consent agenda. Trustees may ask for additional information regarding items on the consent agenda. Items on the consent agenda will be voted on in one motion unless a member of the board, staff or public requests that the item be removed and voted on separately, in which case the Board President will determine when it will be called and considered for action.

Motion by \_\_\_\_\_, second by \_\_\_\_\_, to approve the following Consent Agenda Items a-k, as shown in the attached supplements.



- a. APPROVAL OF MINUTES / APRIL 4, 2019 REGULAR MEETING
- b. ACCEPTANCE OF GIFTS & DONATIONS
- c. ACCEPTANCE OF FIELD TRIPS
- d. APPROVAL/RATIFICATION OF PERSONNEL REPORTS
- e. APPROVAL/RATIFICATION OF AGREEMENTS & AMENDMENTS TO AGREEMENTS
- f. APPROVAL OF CHANGE ORDERS
- g. ACCEPTANCE OF CONSTRUCTION PROJECTS
- h. RATIFICATION OF PURCHASE ORDERS LISTING
- i. RATIFICATION OF WARRANTS REPORT LISTING
- j. PUPIL SERVICES: APPROVAL OF STUDENT EXPULSION (CASE # 2019-115SD)
- k. PUPIL SERVICES: APPROVAL OF STUDENT EXPULSION (CASE # 2019-116SD)

### **DISCUSSION / ACTION ITEMS**

- 10. ACCEPTANCE OF PROP AA INDEPENDENT CITIZENS OVERSIGHT COMMITTEE 2018 ANNUAL REPORT –**  
public comment, if any  
Motion by \_\_\_\_\_, second by \_\_\_\_\_, to accept the Prop AA Independent Citizens Oversight Committee 2018 Annual Report, as shown in the attached supplement.
- 11. ADOPTION OF RESOLUTION / TAX & REVENUE ANTICIPATION NOTES (TRANS) FOR 2019-20 –** public comment, if any  
Motion by \_\_\_\_\_, second by \_\_\_\_\_, to adopt the Resolution for Tax and Revenue Anticipation Notes (TRANS) for fiscal year 2019-20, as shown in the attached supplement.
  - Roll Call
- 12. ADOPTION OF RESOLUTION / FINAL NEGATIVE DECLARATION AND INITIAL STUDY/ENVIRONMENTAL CHECKLIST / CANYON CREST ACADEMY STADIUM LIGHTING PROJECT –** public comment, if any  
Motion by \_\_\_\_\_, second by \_\_\_\_\_, to adopt the resolution for the Final Negative Declaration and Initial Study/Environmental Checklist for the Canyon Crest Academy Stadium Lighting Project, as shown in the attached supplements.
- 13. ADOPTION OF RESOLUTION / COLLEGE, CAREER AND CIVIC LIFE –** public comment, if any  
Motion by \_\_\_\_\_, second by \_\_\_\_\_, to adopt the Resolution, College, Career and Civic Life, as shown in the attached supplement.
- 14. ADOPTION OF DECLARATION OF NEED FOR FULLY QUALIFIED EDUCATORS,** public comment, if any  
Motion by \_\_\_\_\_, second by \_\_\_\_\_, to adopt the Declaration of Need for Fully Qualified Educators, as shown in the attached supplement.
- 15. APPROVAL OF DELETION OF CURRENT BOARD POLICIES 4341.1 ATTACHMENT A, MANAGEMENT SALARY SCHEDULE; 4441.2/4241.2 ATTACHMENT A, CONFIDENTIAL EMPLOYEES SALARY SCHEDULE; & 4541 ATTACHMENT A, SUPERVISORY EMPLOYEES SALARY SCHEDULE / APPROVAL OF SALARY INCREASES FOR NON-REPRESENTED EMPLOYEE GROUPS / AND APPROVAL OF REVISED SALARY SCHEDULES (3): MANAGEMENT SALARY SCHEDULE, CONFIDENTIAL EMPLOYEES SALARY SCHEDULE, & SUPERVISORY EMPLOYEES SALARY SCHEDULE –** public comment, if any  
Motion by \_\_\_\_\_, second by \_\_\_\_\_, to approve the deletion of current Board Policies 4341.1 Attachment A, Management Salary Schedule; 4441.2/4241.2 Attachment A, Confidential Employees Salary Schedule; & 4541 Attachment A, Supervisory Employee Salary Schedule; approve the salary increases for non-represented employee groups, and adopt the Management

Salary Schedule, Confidential Employees Salary Schedule, and Supervisory Employees Salary Schedule, as shown in the attached supplements.

**16. APPROVAL OF DELETION OF CURRENT BOARD POLICY SERIES 3000, BUSINESS AND NONINSTRUCTIONAL OPERATIONS, AND ADOPTION OF REVISED BOARD POLICY SERIES 3000** – public comment, if any

Motion by \_\_\_\_\_, second by \_\_\_\_\_, to approve deleting the current Board Policy Series 3000, Business and Noninstructional Operations, and replace with adoption of the revised Board Policy Series 3000, as shown in the attached supplement.

**17. APPROVAL OF DELETION OF CURRENT BOARD POLICY SERIES 9000, BOARD BYLAWS, AND REPLACE WITH ADOPTION OF REVISED BOARD POLICY SERIES 9000** – public comment, if any

Motion by \_\_\_\_\_, second by \_\_\_\_\_, to approve deleting the current Board Policy Series 9000, Board Bylaws, and replace with adoption of the revised Board Policy Series 9000, as shown in the attached supplement.

**18. ADOPTION OF SDUHSD GOVERNANCE HANDBOOK** – public comment, if any

Motion by \_\_\_\_\_, second by \_\_\_\_\_, to adopt the SDUHSD Governance Handbook, as shown in the attached supplement.

**INFORMATION ITEMS**

**19. WILLIAMS COMPLAINT QUARTERLY REPORT, 3<sup>RD</sup> QUARTER, 2018-19 (JANUARY-MARCH)**

This item is being submitted as information only.

**20. UPDATES**

- a. BUSINESS SERVICES – TINA DOUGLAS, ASSOCIATE SUPERINTENDENT
- b. EDUCATIONAL SERVICES – BRYAN MARCUS, ASSOCIATE SUPERINTENDENT
- c. ADMINISTRATIVE SERVICES – MARK MILLER, ASSOCIATE SUPERINTENDENT
- d. HUMAN RESOURCES – CINDY FRAZEE, ASSOCIATE SUPERINTENDENT
- e. SUPERINTENDENT/DISTRICT – ROBERT A. HALEY, ED.D., SUPERINTENDENT
  - WEBSITE PLATFORM
  - COMMUNICATIONS PLATFORM

**21. FUTURE AGENDA ITEMS**

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

- a. PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE
- b. STUDENT DISCIPLINE
- c. CONFERENCE WITH LABOR NEGOTIATORS (GOVERNMENT CODE SECTION 54957.6)  
Agency Designated Representatives: Superintendent and Associate Superintendents (4)  
Employee Organizations: San Dieguito Faculty Association / California School Employees Association / Unrepresented Employees

**23. RECONVENE TO OPEN SESSION**

- a. REPORT FROM CLOSED SESSION (AS NECESSARY)
- b. ADJOURNMENT

*The next regularly scheduled Board Meeting is scheduled on [Thursday, June 6, 2019, at 6:00 PM](#) in the SDUHSD District Office Board Room 101. The District Office is located at 710 Encinitas Blvd., Encinitas, CA, 92024.*

# San Dieguito Union High School District

## INFORMATION REGARDING BOARD AGENDA ITEM

**TO:** BOARD OF TRUSTEES

**DATE OF REPORT:** April 29, 2019

**BOARD MEETING DATE:** May 9, 2019

**PREPARED &  
SUBMITTED BY:** Robert A. Haley, Ed.D., Superintendent

**SUBJECT:** APPROVAL OF MINUTES / April 4, 2019  
Regular Board Meeting

\*\*\*\*\*

### EXECUTIVE SUMMARY

The minutes of the April 4, 2019 Regular Board meeting are being recommended for approval, as attached.

### RECOMMENDATION:

It is recommended that the Board approve the minutes of the April 4, 2019 Regular Board meeting, as shown in the attached supplement.

### FUNDING SOURCE:

Not applicable



Union High School District

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

**Board of Trustees**  
Joyce Dalessandro  
Kristin Gibson  
Beth Hergesheimer  
Melisse Mossy  
Maureen "Mo" Muir

**Superintendent**  
Robert A. Haley, Ed.D.

APRIL 4, 2019

THURSDAY, APRIL 4, 2019  
6:00 PM

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

ATTENDANCE

BOARD OF TRUSTEES AND STUDENT BOARD REPRESENTATIVES

Joyce Dalessandro	<i>Arie Bialostozky, Torrey Pines High School (Absent)</i>
Kristin Gibson	Katie Eliceiri, San Dieguito Academy
Beth Hergesheimer	Melody Li, Canyon Crest Academy
Melisse Mossy	Olivia Stephens, La Costa Canyon High School
Maureen "Mo" Muir	Sarah Trigg, Sunset High School

DISTRICT ADMINISTRATORS / STAFF

Robert A. Haley, Ed.D., Superintendent  
Tina Douglas, Associate Superintendent, Business Services  
Cindy Frazee, Associate Superintendent, Human Resources  
Bryan Marcus, Associate Superintendent, Educational Services  
Mark Miller, Associate Superintendent, Administrative Services  
Vicki Kim, Principal, Carmel Valley Middle School  
Tiffany Hazlewood, Director of School and Student Services  
Joann Schultz, Executive Assistant to the Superintendent / Recording Secretary

**1. CALL TO ORDER**

President Hergesheimer called the meeting to order at 6:00 p.m.

**2. APPROVAL OF AGENDA**

Motion by Ms. Mossy, seconded by Ms. Muir, to approve the agenda of April 4, 2019, Regular Board Meeting of the San Dieguito Union High School District, *with revised Item 9c, Field Trips*, and as presented. BOARD Ayes: Dalessandro, Gibson, Hergesheimer, Mossy, Muir; Noes: None; Abstain: None.

*Motion unanimously carried.*

**3. CLOSED SESSION**

The Trustees convened to Closed Session in the Technology Lab/Suite 206 to discuss the following:

- a. PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE
- b. CONFERENCE WITH LABOR NEGOTIATORS (GOVERNMENT CODE SECTION 54957.6)  
Agency Designated Representatives: Superintendent and Associate Superintendents (4)  
Employee Organizations: San Dieguito Faculty Association / California School Employees Association

**4. RECONVENE TO OPEN SESSION**

- a. WELCOME / MEETING PROTOCOL REMARKS

President Beth Hergesheimer reconvened the meeting at 6:30 p.m.

b. PLEDGE OF ALLEGIANCE

Olivia Stephens led in the Pledge of Allegiance.

c. REPORT OUT OF CLOSED SESSION / ACTION

President Hergesheimer reported out that the Board unanimously voted to adopt the suspension recommended by the Superintendent including written directives for classified employee number 539170.

**5. REPORTS**

a. STUDENT BOARD MEMBERS

Students in attendance gave an update on the highlights and events at their schools. Melody Li read the Torrey Pines HS report submitted by Arie Bialostozky.

b. BOARD OF TRUSTEES

Ms. Muir attended the Robotics tournament held at the Del Mar Fairgrounds, toured Diegueno MS (DNO) with Ms. Dalessandro and Dr. Haley, thanked Dr. Haley for responding to emails and Mr. Marcus for responding to parents, as well as Mr. Glenn Jones for telling our story.

Ms. Gibson attended the Student Summit report out, the San Dieguito Alliance for Drug Free Youth meeting, and Coach C's Cancer Walk at Torrey Pines HS (TPHS).

Ms. Dalessandro attended the robotics competition at the Del Mar Fairgrounds won by the TPHS Robotics Team, visited DNO with Mrs. Muir, participated in the TPHS scholarship application scoring, attended the Student Summit report out, and the Casa di Amistad fundraiser event.

Ms. Mossy shared that she is impressed with the activities and events that students are involved in academics and extra-curricular, software that plots out paths, attended the Student Summit report out, shared that all employees love doing their jobs and appreciates the efforts of classified staff and the jobs they do.

Ms. Hergesheimer attended the La Costa Canyon HS (LCC) planting day, visited Oak Crest MS (OCMS), attended the Student Summit report out, the NCCSE Trustee Review meeting, the LCC fundraiser at the Belly Up, and shared the CCA Pulse Magazine on wellness.

c. SUPERINTENDENT

Dr. Haley reported on the school site visits and sites staff meetings he attended, acknowledged the Japanese Program, the CCA staff meeting where all staff attended, the DNO site visit, the Southern California Superintendent's meeting, visited OCMS and the new admin office, the LCC staff meeting focused on special education, and the Student Summit. He also attended the Casa di Amistad fundraiser, the TPHS Foundation Thank You event, Pacific Trails MS staff meeting, the NCERT conference, the Coach C's Cancer Walk at TPHS, the LCC annual fundraiser at the Belly Up, and the TPHS v CCA track meet.

**6. RECOGNITION – SPECIAL EDUCATION DEPARTMENT**

Dr. Haley and Mr. Miller recognized Tiffany Hazlewood, Director of School and Student Services, and the Special Education Department for their dedication and contribution to students, staff and families, and presented a certificate of appreciation.

**7. PRESENTATIONS**

a. CARMEL VALLEY MIDDLE SCHOOL – VICKI KIM, PRINCIPAL

Principal Vicki Kim provided an update on highlights and events at Carmel Valley MS including being named a National Blue Ribbon School, that CVMS is committed to having collaboration time, PLCs, more staff meetings, and teachers are committed to be life-long learners, the school is focused on school connectedness and social emotional wellness. They have chaperoned dances, added monthly wellness themes, and the Bobcat backyard is held during lunch time. A wellness day was offered to staff, and they continue to offer parents monthly coffee with the principal and regular communication to parents through eblast. Next year they will celebrate their 20<sup>th</sup> year as a school.

## 8. PUBLIC COMMENT – NON-AGENDA ITEMS

Comments were made by Stephan Lukashev.

\*[Link to video-recording](#) of this meeting.

## 9. CONSENT AGENDA

Motion by Ms. Muir, seconded by Ms. Dalessandro, to approve Consent Agenda Items a-k, *with revised Item 9c, Field Trips (available upon request in the Superintendent's Office)*, and as presented. ADVISORY VOTE Ayes: Eliceiri, Li, Stephens, Trigg; Noes: None; Abstain: None; Absent: Bialostozky. BOARD Ayes: Dalessandro, Gibson, Hergesheimer, Mossy, Muir; Noes: None; Abstain: None.

*Motion unanimously carried.*

- a. APPROVAL OF MINUTES / MARCH 7, 2019 REGULAR BOARD MEETING
- b. ACCEPTANCE OF GIFTS & DONATIONS
- c. APPROVAL/RATIFICATION OF FIELD TRIPS, *as revised.*
- d. APPROVAL/RATIFICATION OF PERSONNEL REPORTS
- e. APPROVAL/RATIFICATION OF AGREEMENTS & AMENDMENTS TO AGREEMENTS
- f. APPROVAL/RATIFICATION OF PARENT SETTLEMENT AND RELEASE AGREEMENTS
- g. APPROVAL OF CHANGE ORDERS
- h. ACCEPTANCE OF CONSTRUCTION PROJECTS
- i. RATIFICATION OF PURCHASE ORDERS LISTING
- j. RATIFICATION OF WARRANTS REPORT LISTING
- k. APPROVAL OF LOW PERFORMING STUDENTS BLOCK GRANT

## DISCUSSION / ACTION ITEMS

### 10. ADOPTION OF RESOLUTION DECLARING MAY 6-10, 2019, AS “TEACHER APPRECIATION WEEK” & MAY 7, 2019 AS “DAY OF THE TEACHER”

Motion by Ms. Mossy, seconded by Ms. Dalessandro, to adopt the Resolution declaring May 6-10, 2019, as “Teacher Appreciation Week”, and May 7, 2019, as “Day of the Teacher”, as presented.

ADVISORY VOTE Ayes: Eliceiri, Li, Stephens, Trigg; Noes: None; Abstain: None; Absent: Bialostozky. BOARD Ayes: Dalessandro, Gibson, Hergesheimer, Mossy, Muir; Noes: None; Abstain: None.

*Motion unanimously carried.*

### 11. ADOPTION OF RESOLUTION DECLARING MAY 19-25, 2019, “CLASSIFIED SCHOOL EMPLOYEES WEEK”

Motion by Ms. Dalessandro, seconded by Ms. Muir, to adopt the resolution declaring May 19-25, 2019, as “Classified School Employees Week”, as presented.

ADVISORY VOTE Ayes: Eliceiri, Li, Stephens, Trigg; Noes: None; Abstain: None; Absent: Bialostozky. BOARD Ayes: Dalessandro, Gibson, Hergesheimer, Mossy, Muir; Noes: None; Abstain: None.

*Motion unanimously carried.*

### 12. APPROVAL OF DELETION OF CURRENT BOARD POLICY SERIES 0000, PHILOSOPHY, GOALS, OBJECTIVES & COMPREHENSIVE PLANS; SERIES 1000, COMMUNITY RELATIONS; & SERIES 2000, ADMINISTRATION, AND REPLACE WITH ADOPTION OF REVISED BOARD POLICY SERIES 0000, 1000 & 2000

PUBLIC COMMENTS: Comments were made by Wendy Gumb.



ITEM 9a

- a. Motion by Ms. Dalessandro, seconded by Ms. Gibson, to approve deleting the current Board Policy Series 0000, Philosophy, Goals, Objectives and Comprehensive Plans, and replace with adoption of the revised Board Policy Series 0000, as presented.

ADVISORY VOTE Ayes: Eliceiri, Li, Stephens, Trigg; Noes: None; Abstain: None; Absent: Bialostozky. BOARD Ayes: Dalessandro, Gibson, Hergesheimer, Mossy, Muir; Noes: None; Abstain: None.

*Motion unanimously carried.*

- b. Motion by Ms. Gibson, seconded by Ms. Muir, to approve deleting the current Board Policy Series 1000, Community Relations, and replace with adoption of the revised Board Policy Series 1000, as presented.

ADVISORY VOTE Ayes: Eliceiri, Li, Stephens, Trigg; Noes: None; Abstain: None; Absent: Bialostozky. BOARD Ayes: Dalessandro, Gibson, Hergesheimer, Mossy, Muir; Noes: None; Abstain: None.

*Motion unanimously carried.*

- c. Motion by Ms. Gibson, seconded by Ms. Dalessandro, to approve deleting the current Board Policy Series 2000, Administration, and replace with adoption of the revised Board Policy Series 2000, as presented.

ADVISORY VOTE Ayes: Eliceiri, Li, Stephens, Trigg; Noes: None; Abstain: None; Absent: Bialostozky. BOARD Ayes: Dalessandro, Gibson, Hergesheimer, Mossy, Muir; Noes: None; Abstain: None.

*Motion unanimously carried.*

**13. ACCEPTANCE OF THE 2018 ANNUAL PROPOSITION AA BUILDING FUND AUDIT REPORT**

Motion by Ms. Muir, seconded by Ms. Dalessandro, to accept the 2018 Annual Proposition AA Building Fund Audit Report, as presented.

ADVISORY VOTE Ayes: Bialostozky, Eliceiri, Li, Stephens, Trigg; Noes: None; Abstain: None. BOARD Ayes: Dalessandro, Gibson, Hergesheimer, Mossy, Muir; Noes: None; Abstain: None.

*Motion unanimously carried.*

*\*Sarah Trigg left the meeting after this item.*

*\*The Board took a break at 7:55 p.m. and reconvened at 8:01 p.m.*

**INFORMATION ITEMS**

**14. THE RALPH M. BROWN ACT**

Dr. Haley provided a presentation on the Ralph M. Brown Act, as presented, and answered questions from the Board. *(Presentation available upon request in the Superintendent's Office.)*

**15. RESULTS OF RFQ FOR ARCHITECTURAL SERVICES**

This item was provided as information only, as presented.

**16. UPDATES**

- a. BUSINESS SERVICES – TINA DOUGLAS, ASSOCIATE SUPERINTENDENT

Ms. Douglas provided an update the upcoming California School Bus Driver Day on April 23, the CASBO Annual Conference with SDUHSD providing the entertainment, and announced that she will be included in a video as part of the CASBO marketing campaign.

- b. EDUCATIONAL SERVICES– BRYAN MARCUS, ASSOCIATE SUPERINTENDENT

Mr. Marcus provided an update on the upcoming goal setting days for all departments across the district, is working on a 3-year plan in Educational Services, thanked the 2,400 students who participated in LCAP survey, and provided an update on the high school selection process.

c. ADMINISTRATIVE SERVICES– MARK MILLER, ASSOCIATE SUPERINTENDENT

Mr. Miller provided an update on the Coastal Learning Academy which is in the process of being expanded across the district, and reported that April 19 is the College and Career Night Fair at the Del Mar Fairgrounds.

d. HUMAN RESOURCES– CINDY FRAZEE, ASSOCIATE SUPERINTENDENT

Ms. Frazee provided an update on the annual job fair held last weekend with over 600 attendees.

e. SUPERINTENDENT/DISTRICT– ROBERT A. HALEY, ED.D., SUPERINTENDENT

• STUDENT SUMMIT

Dr. Haley thanked the students who participated in the Student Summit this year and those that will return next year, recapped what was learned in December, indicated that two of the big themes were “what’s in my control?” and the concept CARE was shared with the students. He also reported that the high school students shared time together as a group as well as the middle school students shared time together.

• DRAFT BOARD GOVERNANCE HANDBOOK

A public service announcement video on trash was played. Dr. Haley reported that a draft Board Governance Handbook will be shared with the Board. The Board President, Board Clerk and Dr. Haley will work together, with Board comments, to present a final draft to the Board for action at the May Board meeting. *(Video presentation available in the Superintendent’s Office upon request.)*

**17. FUTURE AGENDA ITEMS** – None presented.

**18. ADJOURNMENT TO CLOSED SESSION** – Not necessary.

**19. RECONVENE TO OPEN SESSION**

- a. REPORT FROM CLOSED SESSION – Not necessary.
- b. ADJOURNMENT - The meeting adjourned at 8:59 p.m.

\_\_\_\_\_  
Kristin Gibson, Board Clerk

\_\_\_\_\_  
Date

\_\_\_\_\_  
Robert A. Haley, Ed.D., Superintendent

\_\_\_\_\_  
Date

MINUTES ADOPTED: \_\_\_\_\_, 2019

# San Dieguito Union High School District

## INFORMATION REGARDING BOARD AGENDA ITEM

**TO:** BOARD OF TRUSTEES

**DATE OF REPORT:** April 29, 2019

**BOARD MEETING DATE:** May 9, 2019

**PREPARED AND SUBMITTED BY:** Robert A. Haley, Ed.D., 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:

It is recommended that the Board accept the gifts and donations to the district, as shown on the attached report.

### FUNDING SOURCE:

Not applicable

**GIFTS AND DONATIONS  
SDUHSD BOARD MEETING  
May 09, 2019**

ITEM 9b

Item #	Donation	Description	Donor	Department	School Site
1	\$95.09	Art Support Costs	San Dieguito Academy Foundation	Art	SDHSA
2	\$5,000.00	Athletic Transportation - Winter 2018-19	Canyon Crest Academy Foundation	Athletics	CCA
3	\$640.50	Supplemental Support Costs	Multiple Parents	English	OCMS
4	\$5,000.00	Supplemental Support Costs	Oak Crest Middle School PTSA	Administration	OCMS
5	\$883.48	Music Support Costs	San Dieguito Academy Music Council	Music	SDHSA
6	\$57.59	Music Support Costs	San Dieguito Academy Music Council	Music	SDHSA
7	\$2,101.76	Music Support Costs	Carmel Valley Middle School Music Boosters	Music	CVMS
8	\$364.70	Music Support Costs	Carmel Valley Middle School Music Boosters	Music	CVMS
9	\$1,612.30	Music Support Costs	Carmel Valley Middle School Music Boosters	Music	CVMS
10	\$778.74	Music Support Costs	La Costa Canyon High School Foundation	Music	LCCHS
11	\$534.68	Music Support Costs	Pacific Trails Middle School Music Foundation	Music	PTMS
12	\$512.33	Field Trip - Band - Ashley Falls	Pacific Trails Middle School Music Foundation	Music	PTMS
13	\$1,617.00	Supplemental Support Costs	Earl Warren Middle School PTSA	ART, PE	CVMS
14	\$88,862.92	Athletic Support Costs	Torrey Pines High School Foundation	Athletics	TPHS
15	\$153.55	Music Support Costs	Diegueño Middle School PTSA	Music	DMS
16	\$972.87	Supplemental Support Costs	San Dieguito Academy Foundation	Math	SDHSA
17	\$233.92	Supplemental Support Costs	San Dieguito Academy Foundation	Math	SDHSA
18	\$3,262.99	Supplemental Support Costs	San Dieguito Academy Foundation	English	SDHSA
19	\$600.00	College Night/Community Business Partner	T&T Public Relations	College Night	All Sites
20	\$80.00	Supplemental Support Costs	Parent Check	Administration	SHS
21	\$93.53	Supplemental Support Costs	La Costa Canyon High School Foundation	Administration	LCCHS
22	\$1,000.85	Music Support Costs	La Costa Canyon High School Foundation	Music	LCCHS
23	\$600.00	College Night/Community Business Partner	Runyon Saltzman, Inc.	College Night	All Sites
24	\$3,040.50	Supplemental Support Costs	San Dieguito Academy Foundation	Science, Shop	SDHSA
25	\$160.00	Supplemental Support Costs	Diegueño Middle School PTSA, Various Parents	Science, Art	DMS
26	\$600.00	College Night/Community Business Partner	Catalyst Prep, LLC	College Night	All Sites

**GIFTS AND DONATIONS**  
**SDUHSD BOARD MEETING**  
**May 09, 2019**

ITEM 9b

Item #	Donation	Description	Donor	Department	School Site
27	\$600.00	College Night/Community Business Partner	Hammer Prep Inc.	College Night	All Sites
28	\$135.96	Supplemental Support Costs	Pacific Trails Middle School PTSA	Administration	PTMS
29	\$313.86	Athletic Support Costs	San Dieguito Academy Foundation	Athletics	SDHSA
30	\$600.00	College Night/Community Business Partner	Chara Enterprises Inc.	College Night	All Sites
31	\$823.45	Field Trip - AVID - USD & SDSU	La Costa Canyon High School Foundation	AVID	LCCHS
32	\$704.42	Field Trip - Band - El Camino High School	Carmel Valley Middle School Music Boosters	Music	CVMS
33	\$52,641.64	Athletic Support Costs	Canyon Crest Academy Foundation	Athletics	CCA
34	\$45,237.58	Athletic Support Costs	La Costa Canyon High School Foundation	Athletics	LCCHS
35	\$1,663.54	Supplemental Support Costs	La Costa Canyon High School Foundation	Administration	LCCHS
36	\$11,397.40	Supplemental Support Costs	Canyon Crest Academy Foundation	Administration	CCA
37	\$191.95	Music Support Costs	Oak Crest Middle School Band Boosters	Music	OCMS
38	\$1,397.23	Supplemental Support Costs	La Costa Canyon High School Foundation	Administration	LCCHS
39	\$692.35	Music Support Costs	San Dieguito Academy Music Council	Music	SDHSA
40	\$1,259.37	Music Support Costs	Oak Crest Middle School Band Boosters	Music	OCMS
41	\$5,333.63	Technology Support Costs	Diegueño Middle School PTSA	Technology	DMS
42	\$1,087.53	Music Support Costs	Carmel Valley Middle School Music Boosters	Music	CVMS
43	\$57.57	Music Support Costs	San Dieguito Academy Music Council	Music	SDHSA
		<b>*Donated Items:</b>			
	\$10,000.00	Mural on Student Services Building	San Dieguito Academy Foundation	Administration	SDHSA
	\$2,000.00	2001 Ford Mustang	Jeremy Arteago	Auto Shop	SDHSA
	<b>\$242,996.78</b>	<b>Monetary Donations</b>			
	<b>\$12,000.00</b>	<b>*Value of Donated Items</b>			
	<b>\$254,996.78</b>	<b>TOTAL VALUE</b>			

# San Dieguito Union High School District

## INFORMATION REGARDING BOARD AGENDA ITEM

**TO:** BOARD OF TRUSTEES

**DATE OF REPORT:** April 5, 2019

**BOARD MEETING DATE:** May 9, 2019

**PREPARED BY:** Bryan Marcus  
Associate Superintendent of Educational Services

**SUBMITTED BY:** Robert A. Haley, Ed.D., 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**  
**May 9, 2019**

ITEM 9c

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	Total Cost Estimate	Funding Source
1	04-25-19 - 04-27-19	Mackenzie	Haley	LCC Yearbook	4	1	National journalism convention	Anaheim	CA	1 Day	\$835.00	Herff Jones donation to LCC Yearbook, via LCC Foundation
2	05-02-19 - 05- 5-19	Martin	Cameron	LCC Speech & Debate	4	1	Speech & Debate State Championships	Long Beach	CA	1 Day	\$1,200.00	LCC Speech & Debate ASB Account
3	06-21-19 - 06-23-19	Olive	John	TPHS Basketball	18	3	Section 7 Team Camp with ABCA Youth	Phoenix	AZ	None	\$9,000.00	TPHS Foundation
4	05-25-19 - 05-26-19	Whatoff	Anne	CCA Choir	20	2	Anaheim Heritage Festival	Anaheim	CA	None	\$350 per student	CCA ASB

# San Dieguito Union High School District

## INFORMATION REGARDING BOARD AGENDA ITEM

**TO:** BOARD OF TRUSTEES

**DATE OF REPORT:** April 26, 2019

**BOARD MEETING DATE:** May 9, 2019

**PREPARED BY:** Cindy Frazee  
Associate Superintendent/Human Resources

**SUBMITTED BY:** Robert A. Haley, Ed.D.  
Superintendent

**SUBJECT:** APPROVAL/RATIFICATION OF  
CERTIFICATED and CLASSIFIED  
PERSONNEL REPORTS

---

### EXECUTIVE SUMMARY

Please find the following Personnel actions attached for Board approval:

#### Certificated

Employment  
Change in Assignment  
Resignation

#### Classified

Employment  
Change in Assignment  
Resignation

#### RECOMMENDATION:

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

#### FUNDING SOURCE:

General Fund

## PERSONNEL LIST

### CERTIFICATED PERSONNEL

#### Employment

#### Change In Assignment

1. **Bethany Britt**, Teacher (Special Education) at La Costa Canyon High School, from 100% leave of absence to unpaid status and 39 month re-employment list, effective 04/23/19.

#### Leave of Absence

#### Resignation

1. **Jo Dube**, Teacher (history) at Oak Crest Middle School, resignation for retirement purposes, effective 6/14/19.
2. **Sharon Senese**, Teacher (Science/CESMART) at Oak Crest Middle School, resignation for retirement purposes, effective 6/14/19.
3. **Debra Cruse**, Teacher on Special Assignment, District Office and Canyon Crest Academy, resignation for retirement purposes, effective 6/14/19.

## PERSONNEL LIST

### CLASSIFIED PERSONNEL

#### Employment

1. **Classified Artist in Residence**, employment for the 2018-19 school year per attached supplement through 06/30/19.
2. **Classified Substitutes**, per attached supplement.
3. **Coaches**, employment for the 2018-19 school year per attached supplement through 06/30/19.
4. **Chen, Qi**, Nutrition Services Assistant I, SR25, 25.00% FTE, Earl Warren Middle School, effective 03/28/19.
5. **Blasena, Ryan**, Instructional Assistant-SpEd (S), SR36, 68.75% FTE, La Costa Canyon High School-ATP, effective 4/15/19.

#### Change in Assignment

1. **Garay, Claudia**, from Nutrition Services Assistant I, SR25, 31.25% FTE, Carmel Valley Middle School to 37.50% FTE, effective 03/25/19.
2. **Ramirez, Sandra**, from Custodian, SR32, 100.00% FTE, Earl Warren Middle School to unpaid status and 39 month re-employment list, effective 04/17/19.
3. **Reyes, Lorena**, from Human Resources Technician, SR42, 100.00% FTE, District Office-Human Resources, to Receptionist, R32, 100.00% FTE, La Costa Canyon High School, effective 04/15/19.

#### Resignation

1. **Blekeberg, Shirley**, Secretary, SR36, 100.00% FTE, Earl Warren Middle School, resignation for the purpose of retirement, effective 06/28/19.
2. **Bottomley, Susan**, Instructional Assistant-SpEd (NS), SR34, 48.75% FTE, Carmel Valley Middle School, effective 03/29/19.
3. **Espinoza, Elizabeth**, Nutrition Services Assistant I, SR25, 43.75% FTE, Diegueno Middle School, effective 04/05/19.
4. **Madvig, James**, Custodian, SR32, 100.00% FTE, San Dieguito High School Academy, effective 04/11/19.
5. **Mosby, Paige**, Instructional Assistant-SpEd (BI), SR36, 75.00% FTE, La Costa Canyon High School, effective 05/10/19.
6. **Swanson Pearson, Dawn**, Payroll Analyst, SR52, 100.00% FTE, District Office-Finance, resignation for the purpose of retirement, effective 06/28/19.

**Classified Personnel Supplement, May 9, 2019**

ITEM 9d

**Classified Artist in Residence**

Atesalp, Michael, San Dieguito HS Academy, Music Department with Jeremy Wuertz, effective 02/26/19

**Classified Substitutes**

Martin, Brittany, effective 03/22/19

**Coaches**

**CCA – Walk-on**

Berquist, Mark, Baseball, Junior Varsity Assistant, Canyon Crest Academy, Spring Season, effective 02/19/19

Goodwin, Nicole, Girls Lacrosse, Junior Varsity Assistant, Spring Season, effective 01/29/2019

Prochnow, Robert, Boys Track, Junior Varsity, Spring Season, effective 02/01/19

Vieth, Michal, Boys Volleyball, Assistant Varsity, Spring Season, effective 01/17/19

**LCC – Walk-on**

Gillan, James, Boys Lacrosse, Junior Varsity Assistant, Spring Season, effective 03/05/19

Steinberger, Jenalin, Swimming, Junior Varsity Assistant, Spring Season, effective 02/25/19

McNaught-Davis, Michaela, Gymnastics, Assistant, Spring Season, effective 02/18/19

**SDA – Walk-on**

Ricchiuti, Michael, Boys Basketball, Freshmen, Winter Season, effective 11/01/18

**TP – Certificated**

Tea, Kristina, Gymnastics, Junior Varsity, Spring Season, effective 01/02/19

**TP – Walk-on**

DeJesus, Kelsey, Girls Lacrosse, Junior Varsity Assistant, Torrey Pines High School, Spring Season, effective 04/09/19

Heninburg, Jules, Boys Lacrosse, Junior Varsity Assistant, Torrey Pines High School, Spring Season, effective 02/12/19

McKinnon, Kacey, Girls Lacrosse, Varsity Assistant, Torrey Pines High School, Spring Season, effective 02/15/19

Shinto, Stuart, Boys Tennis, Junior Varsity, Torrey Pines High School, Spring Season, effective 02/13/2019

# San Dieguito Union High School District

## INFORMATION REGARDING BOARD AGENDA ITEM

**TO:** BOARD OF TRUSTEES

**DATE OF REPORT:** April 26, 2019

**BOARD MEETING DATE:** May 9, 2019

**PREPARED BY:** Debra Kelly, Director of Purchasing  
Tina Douglas, Associate Superintendent,  
Business Services

**SUBMITTED BY:** Robert A. Haley, Ed.D., Superintendent

**SUBJECT:** APPROVAL / RATIFICATION OF  
PROFESSIONAL SERVICES AGREEMENTS /  
AMENDMENTS TO AGREEMENTS

-----

### EXECUTIVE SUMMARY

The attached Report summarizes agreements / amendments to agreements from district departments.

### RECOMMENDATION:

It is recommended that the Board approve/ratify the agreements/amendments to agreements, as shown in the attached Report.

### FUNDING SOURCE:

As noted on the attached report.



2018-19 Approval/Ratification of Agreements  
May 9, 2019 Board Meeting

## ITEM 9e

## Agreements Recommended for Board Approval

	DEPARTMENT	AGREEMENT VENDOR	DESCRIPTION OF SERVICES	FUNDING SOURCE	AMOUNT NOT TO EXCEED	START DATE	END DATE
1	Business Services	San Diego Police Department	Provide police officers and supervisors for high school graduation ceremonies on June 14, 2019	General Fund/ Unrestricted 01-00	\$55 per hour	June 14, 2019	June 14, 2019
2	Business Services	Fagen Friedman & Fulfroost LLP	Provide legal services	General Fund/ Unrestricted 01-00	Per Attached Rate Sheet	July 1, 2019	June 30, 2020
3	Business Services	San Diego County Office of Education (SDCOE)	Provide outdoor education programs and science outreach programs	Fund to which the program is charged	Per Attached Rate Sheet	July 1, 2019	June 30, 2020
4	Human Resources	University of Southern California	Provide student teaching candidate interns and school counseling candidate interns	NA	NA	May 10, 2019	June 30, 2022 and then continuing with automatic Annual Renewals until terminated by either party
5	Business Services	Swell DJ Productions, Inc	Provide Sound & Stage Equipment and Services for San Dieguito High School Academy graduation	General Fund/ Unrestricted 01-00	\$2,500.00	June 14, 2019	June 14, 2019
6	Business Services	Swell DJ Productions, Inc	Provide Sound & Stage Equipment and Services for Canyon Crest Academy graduation	General Fund/ Unrestricted 01-00	\$4,300.00	June 14, 2019	June 14, 2019
7	Business Services	Raphael's Party Rentals, Inc.	Provide canopies, chairs, and other rental equipment and supplies for San Dieguito High School Academy graduation	General Fund/ Unrestricted 01-00	\$4,127.00	June 14, 2019	June 14, 2019
8	Business Services	Raphael's Party Rentals, Inc.	Provide chairs, and other rental equipment and supplies for Canyon Crest Academy graduation	General Fund/ Unrestricted 01-00	\$6,191.03	June 14, 2019	June 14, 2019
9	Business Services	SOS Entertainment, LLC	Provide sound, stage, and other rental equipment and services for La Costa Canyon High School (LCCHS) graduation	General Fund/ Unrestricted 01-00	\$1,500.00	June 14, 2019	June 14, 2019
10	Educational Services	San Diego County Office of Education (SDCOE)	Provide a summer workshop opportunity for science teachers on June 20-21 and June 27-28, 2019	NA	NA	April 1, 2019	July 1, 2019
11	Business Services	Government Financial Strategies, Inc.	In coordination with the San Diego County Office of Education (SDCOE) San Diego County School Districts Tax and Revenue Anticipation Notes Program (TRANS) review and provide feedback on unrestricted funds cash flow, evaluate alternative methods of addressing potential projected cash flow shortfalls, provide background on TRANS, prepare a TRANS sizing model, and provide other TRANS services as needed if the district decides to issue TRANS as part of the San Diego County School Districts TRANS Program	General Fund/ Unrestricted 01-00	If the district decides to issue a TRANS the fees are \$9,000.00 plus a percentage of \$27,000.00 to be allocated to participants based on the amount of their TRANS; fees payable from the TRANS proceeds. If the district does not issue a TRANS the fee will be \$225.00 per hour not to exceed 10 hours	April 13, 2019	Until Completion of all activities involved in the TRANS Series 2019 Program
12	Administrative Services	Mosaic Network, Inc.	Provide their Covitality software application and associated services for use in the collection, management, and evaluation of student assessments	General Fund/ Restricted 01-00 (TUPE Grant and College Readiness Block Grant)	\$83,401.25	Upon execution of the agreement by both parties	June 30, 2024
13	Special Education	Deaf Community Services (ICA)	Provide interpretation services for Special Ed students.	General Fund/ Unrestricted 01-00	\$76.88/hr	May 9, 2019	June 30, 2019

2018-19 Approval/Ratification of Agreements  
May 9, 2019 Board Meeting

## ITEM 9e

	DEPARTMENT	AGREEMENT VENDOR	DESCRIPTION OF SERVICES	FUNDING SOURCE	AMOUNT NOT TO EXCEED	START DATE	END DATE
14	Business Services	All Star Glass, Inc.	Provide windshield repairs or replacements	General Fund/ Unrestricted 01-00	\$4,000.00 per year	April 1, 2019	June 30, 2019 and then continuing with annual renewals
15	Business Services	Higher Ground Adventures, Inc. dba Charter Bus Group	Provide a charter bus for Canyon Crest Academy to and from University of California Los Angeles Schoenberg Hall	General Fund/ Unrestricted 01-00	\$2,400.00	April 26, 2019	April 26, 2019
16	Business Services	LDP Associates, Inc.	Provide preventative maintenance visits, parts, labor, 24x7 annual tech support, and on-site service for the San Dieguito Union High School server room back up power supply equipment and air conditioning systems	General Fund/ Unrestricted 01-00	\$13,825.00	May 30, 2019	May 29, 2020
17	Business Services	SOL Transportation, Inc.	Provide transportation services for Special Education students B2019-09	Fund to which the program is charged	Per Attached Rate Sheet	May 16, 2019	May 15, 2020 with the option of up to 4 renewal years
18	Business Services	CAV, Inc. dba Car A Van	Provide transportation services for Special Education students B2019-09	Fund to which the program is charged	Per Attached Rate Sheet	May 16, 2019	May 15, 2020 with the option of up to 4 renewal years
19	Business Services	ALC Schools, LLC	Provide transportation services for Special Education students B2019-09	Fund to which the program is charged	Per Attached Rate Sheet	May 16, 2019	May 15, 2020 with the option of up to 4 renewal years
20	Business Services	Zum Services, Inc.	Provide transportation services for Special Education students B2019-09	Fund to which the program is charged	Per Attached Rate Sheet	May 16, 2019	May 15, 2020 with the option of up to 4 renewal years
21	Business Services	HopSkipDrive, Inc.	Provide transportation services for Special Education students B2019-09	Fund to which the program is charged	Per Attached Rate Sheet	May 16, 2019	May 15, 2020 with the option of up to 4 renewal years
22	Facilities Planning & Construction	Corovan	Provide crews to move furniture and boxes from Sunset High School To Interim Housing at San Dieguito High School Academy.	Building Fund Prop 39 - Fund 21-39	\$10,169.23	06/24/19	Completion
23	Facilities Planning & Construction	Corovan	Provide crews to move furniture and boxes at San Dieguito High School Academy Arts & Humanities Classroom Building	Building Fund Prop 39 - Fund 21-39	\$14,799.73	06/20/19	Completion
24	Facilities Planning & Construction	Corovan	Provide crews to move furniture and boxes at Oak Crest Middle School New Administration Building	Building Fund Prop 39 - Fund 21-39	\$3,488.96	06/18/19	Completion
25	Facilities Planning & Construction	Corovan	Provide crews to move furniture and boxes from La Costa Canyon High School to Seaside Prep Classrooms at San Dieguito High School Academy Arts & Humanities Classroom Building.	Building Fund Prop 39 - Fund 21-39	\$3,613.26	07/08/19	Completion
26	Facilities Planning & Construction	Sylvester Roofing Co., Inc.	CB2019-13 San Dieguito High School Academy Re-Roof Administration Building Project.	General Fund 01-00	\$90,000.00	05/10/19	07/31/19
27	Facilities Planning & Construction	Culver Newlin, Inc.	Provide furniture for the new Arts & Humanities Building at San Dieguito High School Academy	Building Fund Prop 39 - Fund 21-39	\$415,855.81	05/10/19	Completion
28	Facilities Planning & Construction	Hann Manufacturing, Inc.	Provide art room furnishings for the new Arts & Humanities Building at San Dieguito High School Academy	Building Fund Prop 39 - Fund 21-39	\$77,193.00	05/10/19	Completion
29	Facilities Planning & Construction	Wenger Corporation	Provide furnishings and equipment for the Performing Arts Center & Choir Performance Rooms at Torrey Pines High School.	Building Fund Prop 39 - Fund 21-39	\$160,000.00	05/10/19	Completion



Fagen Friedman &amp; Fulfrost LLP

PROFESSIONAL RATE SCHEDULE

**San Dieguito Union High School District**  
*July 1, 2019 through June 30, 2020*

**1. HOURLY PROFESSIONAL RATES**

**Client agrees to pay Attorney by the following standard hourly rate:**

Associate	\$210 - \$240 per hour
Partner	\$255 - \$290 per hour
Of-Counsel	\$290 per hour
Paralegal/Law Clerk	\$130 - \$190 per hour
Paralegal/Law Clerk ( <i>Bar Admitted Outside CA</i> )	\$210 per hour
Education Consultant	\$220 per hour
Communication Services Consultant	\$240 per hour

Travel time shall be charged only from the attorney's nearest office to the destination and shall be prorated if the assigned attorney travels for two or more clients on the same trip. If Client requests a specific attorney, Client agrees to pay for all travel time of that specific attorney in connection with the matter.

**2. ON-SITE LEGAL SERVICES**

At Client's discretion and by prior arrangement of Client and Attorney, Attorney may provide regularly scheduled on-site legal services ("Office Hours") to address legal issues that may arise in Client's day-to-day operations. Office Hours, which include time Attorney spends at Client's facility as well as travel time, shall be provided at a reduced hourly rate of 90% of the Attorney's standard hourly rate.

**3. COSTS AND EXPENSES**

In office Photocopying	No Charge
Facsimile Charges	No Charge
Postage	No Charge
On-line Legal Research Subscriptions	No Charge
Administrative Overhead	No Charge
Mileage	IRS Standard Rate

Other costs, such as messenger, meals, and lodging shall be charged on an actual and necessary basis.

**SAN DIEGO COUNTY OFFICE OF EDUCATION  
OUTDOOR EDUCATION PROGRAM  
FEES AND CHARGES 2019-20**

ITEM 9e

<u>PROGRAM NAME</u>	<u>UNIT BASE FOR CHARGE</u>	<u>NOTES</u>	<u>2017-18</u>	<u>2018-19</u>	<u>2019-20</u>
<b><u>OUTDOOR SCHOOL PROGRAM</u></b>					
5-day Program	Per student	*	\$320.00	\$325.00	\$330.00
4-day Program	Per student	(3) *	270.00	275.00	280.00
Classroom Teachers-Food Serv Ops	Per Teacher/Per Day		11.00		
Insurance	Per Student/Per Day	(1)	0.28		

**Discounts 5-day Program**

\***Equity Credit:** \$90 discount multiplied by the percentage of students who have been identified as socioeconomically disadvantaged, as reported to the CDE, will be applied to the final invoice.

\***Introductory Credit:** \$10 credit per full fee student.

\***Three Year "Discount" Contract:** Locks in Base Fee and Equity Credits for three years and adds a \$10 credit per full fee student.

**Two Year "Fee Lock" Contract:** Locks in Base Fee and Equity Credits for two years.

**September Rates:** \$320 per student. Other discounts may be combined.

**October thru December Rates:** \$325 per student. Other discounts may be combined.

*\*Does not apply to out of county schools, private schools, or non-school groups.*

**Discounts 4-day Program**

\***Equity Credit:** \$78 discount multiplied by the percentage of students who have been identified as socioeconomically disadvantaged, as reported to the CDE, will be applied to the final invoice.

\***Introductory Credit:** \$8 credit per full fee student.

\***Three Year "Discount" Contract:** Locks in Base Fee and Equity Credits for three years and adds an \$8 credit per full fee student.

**Two Year "Fee Lock" Contract:** Locks in Base Fee and Equity Credits for two years.

**September Rates:** \$270 per student. Other discounts may be combined.

**October thru December Rates:** \$275 per student. Other discounts may be combined.

*\*Does not apply to out of county schools, private schools, or non-school groups.*

**OUTREACH PROGRAMS**

Marine Science Floating Lab	Per Morning Trip		700.00	700.00	730.00
Marine Science Floating Lab	Per Afternoon/Twilight Trip		670.00	670.00	690.00
Splash Science Mobile Lab	Per Day	(8)	670.00	690.00	740.00
Green Machine Mobile Classroom	Per Day	(8)	455.00	475.00	510.00

**ALL PROGRAMS**

Visitor Meal - Food Service Operations	Per Meal/Min 3 Meals		8.31		
--	----------------------	--	------	--	--

**SITE RENTAL PROGRAM**

(4) (5) (7)

One overnight - 3 meals with cabin	Per Guest		74.00	75.00	77.00
Two overnights - 5 meals with cabin	Per Guest		118.00	126.00	130.00
Three overnights - 8 meals with cabin	Per Guest		197.00	197.00	203.00
Overnights - no meals with cabin	Per Guest/Per Night	(9)	52.00	53.00	55.00
Visitor Meal - Food Service Operations	Per Meal/Min 3 Meals		8.18	8.30	8.50
Kitchen access for self-prep meals	Per Scheduled Meal	(9)	182.00	185.00	190.00
Plus State Park Fee (Cuyamaca and Palomar only)	Per Guest/Per Night	(2)	3.00	3.00	3.00

**SAN DIEGO COUNTY OFFICE OF EDUCATION  
OUTDOOR EDUCATION PROGRAM  
FEES AND CHARGES 2019-20**

ITEM 9e

<u>PROGRAM NAME</u>	<u>UNIT BASE FOR CHARGE</u>	<u>NOTES</u>	<u>2017-18</u>	<u>2018-19</u>	<u>2019-20</u>
<b><u>ADDITIONAL SERVICES/FACILITIES</u></b>		(4)			
Overnights (after 4 nights)	Per Guest/Per Night		\$35.36	\$36.00	\$37.00
Camper Insurance	Per Guest/Per Day	(1)	0.23		
Day Use Fee - Outside only	Per 4 hours or Part Thereof During Regular Work Day		414.18	425.00	437.00
<b>Facilities:</b>		(4)			
Individual Bedroom	Per night or Part Thereof		26.27	27.00	28.00
Assembly Hall	Per Day or Part Thereof		36.37		
Assembly Hall, Craft Shop, Infirmary, Lodge, or Staff Lounge	Per Day or Part Thereof		46.47	40.00	41.00
Dining Room or Meeting Room	Per Day or Part Thereof (for day use group)		333.37	338.00	347.00
<b>Auxiliary SDCOE Staff:</b>		(4)			
Instructional or Summer Program Staff	Per 8 Hour Day/Per Staff Member or Part Thereof	(4) (6)	368.72	375.00	385.00
Lifeguard	Per 8 Hour Day/Per Staff Member or Part Thereof	(4) (6)	368.72	375.00	385.00
Nurse	Per 8 Hour Day/Per Staff Member or Part Thereof	(4) (6)	409.13	500.00	510.00

**Notes:**

1. Insurance premium will be paid by Cuyamaca Outdoor School.
2. State Park fees are set by State Parks & Recreation and are subject to change.
3. 4-day programs are available on designated SDCOE holiday weeks only. Refer to your Outdoor School Schedule.
4. All accommodations and staffing are subject to availability and must be arranged in advanced.
5. Minimum group sizes for 1-2 nights: 50; for more than 2 nights: 100. Smaller groups may call the Director for consideration.
6. This rate charged for up to a maximum of 8 hours per day or 40 hours per week. OT will be charged if these hours are exceeded. The availability of auxiliary staff is not guaranteed, it is highly recommended that groups bring their own staff (lifeguard must be certified).
7. The Director reserves the right to alter the above fee schedule to accommodate special staffing, group sizes, or unusual program needs.
8. Schools may request an additional TA to accompany the Splash Lab or Green Machine in lieu of the school providing a volunteer. Additional TAs are subject to availability at an additional fee of \$150.00 per day/per TA. Please request at least two weeks in advance of the trip.
9. Site rental without meals is by special arrangement. Kitchen access fee includes supervision.

**B2019-09  
BID FORM**

**SPECIAL EDUCATION TRANSPORTATION SERVICES**

Name of Proposer Sol Transportation, Inc.

**BASE PROPOSAL::**

The undersigned, having carefully examined the Request for Proposal, Forms, Instructions and Conditions, Special Conditions, etc., hereby submit the listed pricing for the specified services. Contractor guarantees that all services meet the specifications listed. In order to establish an equitable framework from which to base a comparison of all proposals submitted, the Contractor shall submit their costs for such Transportation Services on the lines below. The pricing formula proposed, will be the same formula the proposer will use for determining actual costs of routes provided by the District if awarded the contract. Any changes to the formula proposed will be negotiated with the District prior to award of a contract or only with the District's approval after the award.

**Pricing Formula per Trip (one-way – price is calculated from pick up location to drop off location)**

Minimum One Way Trip (To include up to 15 miles)	<b>\$70.00</b> _____
Charge per additional student one way (To include up to 15 miles)	<b>\$0.00</b> _____ (if applicable)
Per Additional Mile Fee	<b>\$2.50</b> _____ (if applicable)
Wheelchair Fee	<b>\$25.00</b> _____ (if applicable)
Additional Equipment Fee* <u>seat, or security belt [no charge for seatbelt lock]</u>	<b>\$ 5.00</b> _____ (if applicable/ per <u>car seat, booster seat, or security belt</u> )
Aides (per trip minimum)**	<b>\$ 66.00</b> _____ (if applicable/ per <u>3 hours</u> )
Aides (per hour)**	<b>\$ 22.00</b> _____ (if applicable)

\* Per carseat, security belt, or any additional equipment. Indicate equipment that is included for the fee.

\*\* Please indicate if there is a minimum charge for Aides and how many hour(s) are included. If there is no minimum charge for Aides please indicate the hourly rate. Also indicate the hourly rate beyond the minimum charge in the "per hour" section.



**B2019-09  
BID FORM**

**SPECIAL EDUCATION TRANSPORTATION SERVICES**

Name of Proposer CAV Inc. dba Care A Van

**BASE PROPOSAL::**

The undersigned, having carefully examined the Request for Proposal, Forms, Instructions and Conditions, Special Conditions, etc., hereby submit the listed pricing for the specified services. Contractor guarantees that all services meet the specifications listed. In order to establish an equitable framework from which to base a comparison of all proposals submitted, the Contractor shall submit their costs for such Transportation Services on the lines below. The pricing formula proposed, will be the same formula the proposer will use for determining actual costs of routes provided by the District if awarded the contract. Any changes to the formula proposed will be negotiated with the District prior to award of a contract or only with the District's approval after the award.

**Pricing Formula per Trip (one-way – price is calculated from pick up location to drop off location)**

Minimum One Way Trip (To include up to 15 miles)	\$ <u>100.00</u>
Charge per additional student one way (To include up to 15 miles)	\$ _____ (if applicable)
Per Additional Mile Fee	\$ _____ (if applicable)
Wheelchair Fee	\$ <u>100.00</u> (if applicable)
Additional Equipment Fee*	\$ <u>INCLUDED IN FEE</u> (if applicable/ per <u>VEHICLE</u> )
	<u>CAV INC. SUPPLIES ADDITIONAL EQUIPMENT AT</u>
	<u>NO CHARGE</u>
Aides (per trip minimum)**	\$ _____ (if applicable/ per _____)
Aides (per hour)**	\$ <u>17.50</u> (if applicable)

\* Per carseat, security belt, or any additional equipment. Indicate equipment that is included for the fee.

\*\* Please indicate if there is a minimum charge for Aides and how many hour(s) are included. If there is no minimum charge for Aides please indicate the hourly rate. Also indicate the hourly rate beyond the minimum charge in the "per hour" section.

**B2019-09  
BID FORM**

**SPECIAL EDUCATION TRANSPORTATION SERVICES**

Name of Proposer ALC Schools, LLC.

**BASE PROPOSAL::**

The undersigned, having carefully examined the Request for Proposal, Forms, Instructions and Conditions, Special Conditions, etc., hereby submit the listed pricing for the specified services. Contractor guarantees that all services meet the specifications listed. In order to establish an equitable framework from which to base a comparison of all proposals submitted, the Contractor shall submit their costs for such Transportation Services on the lines below. The pricing formula proposed, will be the same formula the proposer will use for determining actual costs of routes provided by the District if awarded the contract. Any changes to the formula proposed will be negotiated with the District prior to award of a contract or only with the District's approval after the award.

**Pricing Formula per Trip (one-way – price is calculated from pick up location to drop off location)**

**\*Note:** Please see "ALC Schools Pricing Overview" tab of this proposal for full details.

Minimum One Way Trip (To include up to 15 miles)	\$ <u>35*</u>	
Charge per additional student one way (To include up to 15 miles)	\$ <u>No extra fee</u>	(if applicable)
Per Additional Mile Fee	\$ <u>2.50*</u>	(if applicable)
Wheelchair Fee	\$ <u>25</u>	(if applicable)
Additional Equipment Fee*	\$ <u>2.50</u>	(if applicable/ per <u>car seat/safety vest</u> )

---



---

Aides (per trip minimum)**	\$ <u>Not applicable</u>	(if applicable/ per _____)
----------------------------	--------------------------	----------------------------

Aides (per hour)**	\$ <u>25/hour*</u>	(if applicable)
--------------------	--------------------	-----------------

\* Per carseat, security belt, or any additional equipment. Indicate equipment that is included for the fee.

\*\* Please indicate if there is a minimum charge for Aides and how many hour(s) are included. If there is no minimum charge for Aides please indicate the hourly rate. Also indicate the hourly rate beyond the minimum charge in the "per hour" section.

**B2019-09  
BID FORM**

**SPECIAL EDUCATION TRANSPORTATION SERVICES**

Name of Proposer Zum Services, Inc.

**BASE PROPOSAL::**

The undersigned, having carefully examined the Request for Proposal, Forms, Instructions and Conditions, Special Conditions, etc., hereby submit the listed pricing for the specified services. Contractor guarantees that all services meet the specifications listed. In order to establish an equitable framework from which to base a comparison of all proposals submitted, the Contractor shall submit their costs for such Transportation Services on the lines below. The pricing formula proposed, will be the same formula the proposer will use for determining actual costs of routes provided by the District if awarded the contract. Any changes to the formula proposed will be negotiated with the District prior to award of a contract or only with the District's approval after the award.

**Pricing Formula per Trip (one-way – price is calculated from pick up location to drop off location)**

	No minimum mileage per one way trip \$20 Sedan, Base Price (0-1mile)
Minimum One Way Trip (To include up to 15 miles)	\$ <u>Please see pricing attachment for more information.</u>
Charge per additional student one way (To include up to 15 miles)	\$ <u>0</u> (if applicable)
Per Additional Mile Fee	\$ <u>2.50</u> (if applicable)
Wheelchair Fee	\$ <u>Please refer to Attachment J</u> (if applicable)
Additional Equipment Fee*	\$ <u>5.00</u> (if applicable/ per _____)
<u>Car Seat, Booster Seat, Safety Harness</u>	
<hr/>	
Aides (per trip minimum)**	\$ <u>42.00</u> (if applicable/ per <u>2 Hours</u> )
Aides (per hour)**	\$ <u>21.00</u> (if applicable)

\* Per carseat, security belt, or any additional equipment. Indicate equipment that is included for the fee.

\*\* Please indicate if there is a minimum charge for Aides and how many hour(s) are included. If there is no minimum charge for Aides please indicate the hourly rate. Also indicate the hourly rate beyond the minimum charge in the "per hour" section.

**B2019-09  
BID FORM**

**SPECIAL EDUCATION TRANSPORTATION SERVICES**

Name of Proposer HopSkipDrive, Inc.

**BASE PROPOSAL::**

The undersigned, having carefully examined the Request for Proposal, Forms, Instructions and Conditions, Special Conditions, etc., hereby submit the listed pricing for the specified services. Contractor guarantees that all services meet the specifications listed. In order to establish an equitable framework from which to base a comparison of all proposals submitted, the Contractor shall submit their costs for such Transportation Services on the lines below. The pricing formula proposed, will be the same formula the proposer will use for determining actual costs of routes provided by the District if awarded the contract. Any changes to the formula proposed will be negotiated with the District prior to award of a contract or only with the District's approval after the award.

**Pricing Formula per Trip (one-way – price is calculated from pick up location to drop off location)**

Minimum One Way Trip (To include up to 15 miles)	\$ <u>\$20 Base + \$2.25/mile</u>
Charge per additional student one way (To include up to 15 miles)	\$ <u>N/A</u> (if applicable)
Per Additional Mile Fee	\$ <u>N/A</u> (if applicable)
Wheelchair Fee	\$ <u>N/A</u> (if applicable)
Additional Equipment Fee*	\$ <u>N/A</u> (if applicable/ per _____)
<hr/>	
<hr/>	
Aides (per trip minimum)**	\$ <u>N/A</u> (if applicable/ per _____)
Aides (per hour)**	\$ <u>N/A</u> (if applicable)

\* Per carseat, security belt, or any additional equipment. Indicate equipment that is included for the fee.

\*\* Please indicate if there is a minimum charge for Aides and how many hour(s) are included. If there is no minimum charge for Aides please indicate the hourly rate. Also indicate the hourly rate beyond the minimum charge in the "per hour" section.

2018-19 Approval/Ratification Amendments to Agreements  
May 9, 2019 Board Meeting

## ITEM 9e

## Amendments to Agreements Recommended for Board Approval

	DEPARTMENT	AGREEMENT VENDOR	DESCRIPTION OF SERVICES	FUNDING SOURCE	ADDITIONAL AMOUNT	AMOUNT NOT TO EXCEED	START DATE	END DATE
1	Business Services	JSTOR, a part of ITHAKA	Amending the not to exceed amount of the license for scholarly materials, academic collections on the arts & sciences, business, literature, mathematics, statistics, music, health, etc. for Torrey Pines High School, with no other changes to the agreement	General Fund/ Unrestricted 01-00	\$100.00	\$1,600.00	NA	NA
2	Business Services	Door Service & Repair, Inc. DBA DSR	Amending the not to exceed amount of the contract for preventative maintenance and minor repairs on various types and sizes of rolling steel doors and swing personnel doors with no other changes	General Fund/ Unrestricted 01-00	\$4,865.00	\$20,000.00	NA	NA
3	Facilities Planning & Construction	Linscott Law & Greenspan	Amend contract CA2019-20 For Traffic Engineering Services at Sunset High School Campus Reconstruction Project.	Building Fund Prop 39 - Fund 21-39	\$1,100.00	\$6,000.00	11/15/18	Completion
4	Facilities Planning & Construction	D A Hogan	Amend contract CA2017-36 for consulting services for the Carmel Valley Middle Field Improvements Project.	Mello-Roos Funds	\$43,410.00	\$128,970.00 Plus Reimbursable Expenses	06/23/17	Completion
5	Facilities Planning & Construction	Class Leasing, LLC	Amend contract CB2016-12 extending the lease on (3) relocatable classroom buildings at Torrey Pines High School.	Building Fund Prop 39 - Fund 21-39	\$117,200.00	\$328,100.00	06/20/16	06/30/21

# San Dieguito Union High School District

## INFORMATION REGARDING BOARD AGENDA ITEM

**TO:** BOARD OF TRUSTEES

**DATE OF REPORT:** April 29, 2019

**BOARD MEETING DATE:** May 9, 2019

**PREPARED BY:** John Addleman, Exec. Director, Planning Services  
Tina Douglas, Associate Superintendent,  
Business Services

**SUBMITTED BY:** Robert A. Haley, Ed.D., Superintendent

**SUBJECT:** APPROVAL OF CHANGE ORDERS / FACILITIES  
PLANNING & CONSTRUCTION

-----

### EXECUTIVE SUMMARY

On January 17, 2019, the board accepted Bid Package #18 Electrical, for the Pacific Trails Middle School 2<sup>nd</sup> Classroom Building Project as complete, with a deductive change order in the amount of \$61,529.00. The results of an internal audit have indicated an additional deduction in the amount of \$3,980 is due the district and staff is requesting the board accept the revised final deductive change order of \$65,509.

The contract for construction of the Carmel Valley Middle School 700's Building Minor Modernization & Ramp Replacement Project was awarded on December 13, 2018. Work of the project was completed on time and under budget; and staff is presenting a final deductive change order in the amount of \$13,130.25.

The contract for construction of Bid Package #5 Wet Pipe Sprinkler Systems for the Oak Crest Middle School Science Classroom Quad, Crest Hall & Site Improvements Project was awarded on June 8, 2017. Work of this trade was completed under budget and staff is presenting a final deductive change order in the amount of \$14,327.00.

### RECOMMENDATION:

It is recommended that the Board approve the following change orders and authorize Tina Douglas or Robert A. Haley to execute same:

1. Baker Electric, Inc., Bid Package #18, Pacific Trails Middle School 2nd Classroom Building Project CB2017-18, decreasing the amount by \$3,980.00 for a new total of \$1,245,447.00, to be expended from Building Fund Prop 39 – Fund 21-39, Mello-Roos Funds and State School Building Funds.

ITEM 9f

2. GEM Industrial Electric, Inc., Carmel Valley Middle School 700's Building Minor Modernization & Ramp Replacement Project CB2019-02, decreasing the amount by \$13,130.25 for a new total of \$100,869.75, and extending the contract date by 58 days; to be expended from Capital Facilities Fund 25-19.
3. J.G. Tate Fire Protection Systems, Inc., Bid Package #5, Oak Crest Middle School Science Classroom Quad, Crest Hall & Site Improvements Project CB2017-17, decreasing the amount by \$14,327.00 for a new total of \$142,462.00, and extending the contract date by 307 days; to be expended from Building Fund Prop 39 – Fund 21-39 and State School Building Funds.

**FUNDING SOURCE:**

The fund to which the project is charged.



# San Dieguito Union High School District

## INFORMATION REGARDING BOARD AGENDA ITEM

**TO:** BOARD OF TRUSTEES

**DATE OF REPORT:** April 26, 2019

**BOARD MEETING DATE:** May 9, 2019

**PREPARED BY:** John Addleman, Exec. Director, Planning Services  
Tina Douglas, Associate Superintendent,  
Business Services

**SUBMITTED BY:** Robert A. Haley, Ed.D., Superintendent

**SUBJECT:** ACCEPTANCE OF CONSTRUCTION PROJECTS

-----

### EXECUTIVE SUMMARY

On January 17, 2019, the board accepted Bid Package #18 Electrical, for the Pacific Trails Middle School 2<sup>nd</sup> Classroom Building Project as complete, with a deductive change order in the amount of \$61,529.00. The results of an internal audit have indicated an additional deduction in the amount of \$3,980 is due the district and staff is requesting the board accept the revised final deductive change order of \$65,509.

The contracts for construction of the Carmel Valley Middle School 700's Building Minor Modernization & Ramp Replacement Project was awarded on December 13, 2018. The project was a hard-bid general contractor project, with district staff service as project manager. Work of the project was completed on time and under budget.

The contract for construction of Bid Package #5 Wet Pipe Sprinkler Systems for the Oak Crest Middle School Science Classroom Quad, Crest Hall & Site Improvements Project was awarded on June 8, 2017. The project was bid as a multi-prime project with Erickson Hall Construction Company acting as Construction Manager. Work of this trade was completed under budget.

### RECOMMENDATION:

It is recommended that the Board accept the Projects as complete, and authorize the administration to file the Notices of Completion with the County Recorders' Office and release final retention for the following trade contractors:

1. Pacific Trails Middle School 2nd Classroom Building Project CB2017-18, Bid Package # 18, contract entered into with Baker Electric, Inc.
2. Carmel Valley Middle School 700's Building Minor Modernization & Ramp Replacement Project CB2019-02, contract entered into with GEM Industrial, Inc.



ITEM 9g

3. Oak Crest Middle School Science Classroom Quad, Crest Hall & Site Improvements Project CB2017-17, Bid Package #5, contract entered into with J.G. Tate Fire Protection Systems, Inc.

**FUNDING SOURCE:**

Not Applicable.

Recordation Requested by and ]  
 When Recorded Return to: ]  
 ]  
 San Dieguito Union High School District ]  
 Attn: Caroline Roberts ]  
 710 Encinitas Blvd. ]  
 Encinitas, CA 92024 ]

**ACCEPTANCE OF WORK  
 AND  
 NOTICE OF COMPLETION**

1. San Dieguito Union High School District In Fee 710 Encinitas Blvd., Encinitas, CA 92024  
 (Name of School District)

2. GEM Industrial Electric, Inc.  
 (Name of Contractor)

3. The Ohio Insurance Company  
 (Name of Surety)

4. Description of Public Work Involved Sufficient for Identification:

Carmel Valley Middles School 700's Building Minor Modernization & Ramp Replacement Project  
 CB2019-02  
 3800 Mykonos Lane  
 San Diego, CA 92130

as provided in contract specified herein which is on file with the Clerk of the Governing Board of the above named School District.

5. Date of Contract ] 6. Acceptance of the work and materials is recommended  
 10/24/18 ]  
 ]  
 ] \_\_\_\_\_ (Date)  
 ] \_\_\_\_\_ (Signature of Recommending Person)

7. Acceptance of Work and Materials

NOTICE IS HEREBY GIVEN that the above referenced contract and public work to which Chapter 3 of Division 5 of Title 1 of the Government Code (commencing with Section 4200) applies were completed by acceptance by the Governing Board of the above named school district on the 9th day of May, 2019; No. \_\_\_\_\_

The Contractor on said contract and public work and the name of the surety on the Contractor's Bond of said Contractor are as set forth above.

San Dieguito Union High School District

By \_\_\_\_\_  
 Robert A. Haley, Ed.D

[Code of Civil Procedure Section 1192.1]  
 [ Government Code Section 27361.6 ]

VERIFICATION

The undersigned declares that he is an officer, namely, the Secretary of the Governing Board of the San Dieguito Union High School District, which is the owner of the public work described in the within Notice of Completion executed by said district; that he has read the same and knows the contents thereof and that the facts therein stated are true of his own knowledge; and that he makes this verification for and on behalf of said school district.

I declare under penalty of perjury that the foregoing is true and correct.  
 Executed on May 9, 2019, of San Diego, California

\_\_\_\_\_  
 Robert A. Haley, Ed.D

Recordation Requested by and ]  
 When Recorded Return to: ]  
 ]  
 San Dieguito Union High School District ]  
 Attn: Caroline Roberts ]  
 710 Encinitas Blvd. ]  
 Encinitas, CA 92024 ]  
 ]

**ACCEPTANCE OF WORK  
 AND  
 NOTICE OF COMPLETION**

1. San Dieguito Union High School District In Fee 710 Encinitas Blvd., Encinitas, CA 92024  
 (Name of School District)

2. J.G. Tate Fire Protection Systems, Inc.  
 (Name of Contractor)

3. International Fidelity Insurance Company  
 (Name of Surety)

4. Description of Public Work Involved Sufficient for Identification:

Oak Crest Middle School Science Classroom Quad, Crest Hall & Site Improvements Project  
 CB2017-17 BP#5 Wet Pipe Sprinkler Systems  
 675 Balour Drive  
 Encinitas, CA 92024

as provided in contract specified herein which is on file with the Clerk of the Governing Board of the above named School District.

5. Date of Contract ] 6. Acceptance of the work and materials is recommended  
 6/9/17 ]  
 ]  
 ] \_\_\_\_\_ (Signature of Recommending Person) \_\_\_\_\_ (Date)  
 ]

7. Acceptance of Work and Materials

NOTICE IS HEREBY GIVEN that the above referenced contract and public work to which Chapter 3 of Division 5 of Title 1 of the Government Code (commencing with Section 4200) applies were completed by acceptance by the Governing Board of the above named school district on the 9th day of May, 2019; No. \_\_\_\_\_

The Contractor on said contract and public work and the name of the surety on the Contractor's Bond of said Contractor are as set forth above.

San Dieguito Union High School District

By \_\_\_\_\_  
 Robert A. Haley, Ed.D

[Code of Civil Procedure Section 1192.1]  
 [ Government Code Section 27361.6 ]

VERIFICATION

The undersigned declares that he is an officer, namely, the Secretary of the Governing Board of the San Dieguito Union High School District, which is the owner of the public work described in the within Notice of Completion executed by said district; that he has read the same and knows the contents thereof and that the facts therein stated are true of his own knowledge; and that he makes this verification for and on behalf of said school district.

I declare under penalty of perjury that the foregoing is true and correct.  
 Executed on May 9, 2019, of San Diego, California

\_\_\_\_\_  
 Robert A. Haley, Ed.D

# San Dieguito Union High School District

## INFORMATION REGARDING BOARD AGENDA ITEM

**TO:** BOARD OF TRUSTEES

**DATE OF REPORT:** April 29, 2019

**BOARD MEETING DATE:** April 4, 2019

**PREPARED BY:** Tina Douglas, Assoc. Supt. of Business Services

**SUBMITTED BY:** Robert A. Haley, Ed.D., Superintendent

**SUBJECT:** RATIFICATION OF PURCHASE ORDERS LISTING

-----

### EXECUTIVE SUMMARY

Please find the following purchase orders listing submitted for your ratification:

1. Purchase Orders
2. Purchase Orders Increase/Decrease

### RECOMMENDATION:

It is recommended that the Board ratify the purchase orders listing, as shown in the attached supplement.

### FUNDING SOURCE:

Not applicable.

## ITEM 9h

PO REPORT MARCH 25, 2019 THROUGH APRIL 28, 2019					
PO NBR	FUND	VENDOR	LOC	DESCRIPTION	AMOUNT
0000012301	2139	CLASS LEASING LLC	007	New Construction	\$3,950.00
0000012302	0100	WILLDAN FINANCIAL SERVICES	007	Bank Charges	\$2,250.00
0000012302	0100	WILLDAN FINANCIAL SERVICES	007	Data Processing Contract	\$1,500.00
0000012303	2139	VECTOR RESOURCES, INC.	007	Equipment	\$23,610.67
0000012304	2139	Coleman Moving Systems, Inc.	007	New Construction	\$650.00
0000012305	2519	PALOMAR REPROGRAPHICS, INC.	007	Printing	\$15,000.00
0000012306	2519	AMERICAN SANITARY SUPPLY	007	Materials And Supplies	\$5,029.72
0000012306	2519	AMERICAN SANITARY SUPPLY	007	Non-Capitalized Equipment	\$1,369.50
0000012307	0100	COSTCO CARLSBAD	500	Materials And Supplies	\$172.39
0000012308	0100	AMAZON CAPITAL SERVICES, INC.	003	Materials And Supplies	\$1,383.29
0000012309	0100	AMAZON CAPITAL SERVICES, INC.	003	Materials And Supplies	\$1,810.55
0000012310	0100	CITY OF CARLSBAD	004	Rents & Leases	\$315.00
0000012311	1300	NATIONAL REST ASSOCIATION SOLUTIONS LLC	014	Materials And Supplies	\$578.71
0000012312	0100	FRONTIER FENCE COMPANY INC	012	Repairs & Maintenance	\$3,100.00
0000012313	0100	NCS PEARSON, INC	002	Materials And Supplies	\$91.42
0000012314	0100	S&K THEATRICAL DRAPERIES INC	012	Non-Capitalized Imprvmnts	\$20,826.52
0000012315	0100	SAN DIEGO FITNESS SERVICES	500	Repairs & Maintenance	\$1,224.50
0000012316	0100	GOPHER SPORT	500	Materials And Supplies	\$248.75
0000012317	0100	AVID CENTER		Prepaid Expenditures (Expenses	\$4,125.00
0000012318	0100	TCR SERVICES	500	Materials And Supplies	\$48.43
0000012319	0100	INDIAN PRODUCT	500	Materials And Supplies	\$1,000.88
0000012320	0100	Center for Autism and Related Disorders	002	Other Contr-N.P.A.	\$257.50
0000012321	0100	Center for Autism and Related Disorders	002	Other Contr-N.P.A.	\$901.25
0000012322	0100	Center for Autism and Related Disorders	002	Other Contr-N.P.A.	\$25,000.00
0000012322	0100	Center for Autism and Related Disorders	002	Sub/Other Contr-Npa	\$38,758.56
0000012323	0100	CDW GOVERNMENT	003	Materials And Supplies	\$70.16
0000012323	0100	CDW GOVERNMENT	003	Non-Capitalized Tech Equipment	\$803.76
0000012324	0100	Community Transition Academy	002	Other Contr-N.P.S.	\$25,000.00
0000012324	0100	Community Transition Academy	002	Sub/Other Contr-Nps	\$6,302.00
0000012325	0100	ACES, INC.	002	Other Contr-N.P.S.	\$25,000.00
0000012325	0100	ACES, INC.	002	Sub/Other Contr-Nps	\$11,707.20
0000012326	0100	LEGO EDUCATION	003	Materials And Supplies	\$7,989.77
0000012327	0100	AMAZON CAPITAL SERVICES, INC.	500	Materials And Supplies	\$141.07
0000012328	0100	LOGAN RIVER ACADEMY	002	Mental Health Svcs	\$5,250.85
0000012328	0100	LOGAN RIVER ACADEMY	002	Other Contr-N.P.S.	\$4,447.74
0000012328	0100	LOGAN RIVER ACADEMY	002	Room & Board	\$11,815.10
0000012329	0100	SCHOOL NURSE SUPPLY COMPANY	500	Materials And Supplies	\$44.26
0000012330	0100	GEM INDUSTRIAL, INC.	012	Repairs & Maintenance	\$6,880.00
0000012331	0100	B AND H PHOTO-VIDEO	500	Materials And Supplies	\$2,112.23
0000012332	0100	OXFORD UNIVERSITY PRESS	500	Books Other Than Textbooks	\$58.76
0000012333	0100	AMAZON CAPITAL SERVICES, INC.	500	Materials And Supplies	\$73.23
0000012334	0100	Daily Journal Corporation	012	Other Serv.& Oper.Exp.	\$301.60
0000012335	0100	AMAZON CAPITAL SERVICES, INC.	500	Materials And Supplies	\$22.62
0000012336	0100	HOUGHTON MIFFLIN HARCOURT	002	Materials And Supplies	\$1,035.39
0000012337	0100	NCTM	001	Conference,Workshop,Sem.	\$3,010.00
0000012338	0100	ENCINITAS CUSTOM UPHOLSTERY	013	Repairs-Vehicles	\$2,000.00
0000012339	0100	CDW GOVERNMENT	017	Non-Capitalized Tech Equipment	\$8,759.70
0000012340	0100	PC & MACEXCHANGE	017	Non-Capitalized Tech Equipment	\$1,378.12
0000012341	0100	AMAZON CAPITAL SERVICES, INC.	500	Materials And Supplies	\$125.67
0000012342	0100	ADVANCED RADIATOR LLC	013	Repairs-Vehicles	\$380.00
0000012343	0100	CENGAGE LEARNING	001	Books Other Than Textbooks	\$1,018.24
0000012344	0100	PATHFINDERS DESIGN & TECHNOLOGY	003	Materials And Supplies	\$588.75
0000012345	0100	AMAZON CAPITAL SERVICES, INC.	017	Non-Capitalized Tech Equipment	\$1,038.69
0000012346	0100	MATHESON TRI-GAS INC	003	Materials And Supplies	\$1,044.63
0000012346	0100	MATHESON TRI-GAS INC	003	Non-Capitalized Equipment	\$2,831.22
0000012347	0100	STAPLES ADVANTAGE	500	Materials And Supplies	\$123.86
0000012348	0100	AMAZON CAPITAL SERVICES, INC.	001	Materials And Supplies	\$229.20
0000012349	0100	AMAZON CAPITAL SERVICES, INC.	003	Materials And Supplies	\$1,890.51
0000012350	0100	WAYNE GOSSETT FORD INC	013	Repairs-Vehicles	\$2,181.92

## ITEM 9h

0000012351	0100	SAN DIEGO STATE UNIVERSITY	004	Conference,Workshop,Sem.	\$148.08
0000012351	0100	SAN DIEGO STATE UNIVERSITY	022	Conference,Workshop,Sem.	\$74.04
0000012352	0100	CITY TREASURER	012	Conference,Workshop,Sem.	\$140.00
0000012353	0100	HEALTH EDCO	004	Materials And Supplies	\$1,049.50
0000012354	0100	POSITIVE PROMOTIONS	004	Materials And Supplies	\$1,634.22
0000012355	0100	AMAZON CAPITAL SERVICES, INC.	500	Materials And Supplies	\$900.00
0000012356	0100	AMAZON CAPITAL SERVICES, INC.	500	Materials And Supplies	\$509.50
0000012357	0100	AREY JONES ED SOLUTIONS	017	Non-Capitalized Tech Equipment	\$4,152.37
0000012358	0100	SCHOOL SPECIALTY, INC.	003	Materials And Supplies	\$2,550.05
0000012359	0100	DIGITAL NETWORKS GROUP, INC.	017	Repairs & Maintenance	\$1,528.90
0000012360	0100	STAPLES ADVANTAGE	017	Materials And Supplies	\$40.15
0000012361	0100	AMAZON CAPITAL SERVICES, INC.	017	Materials And Supplies	\$1,765.38
0000012362	0100	ROCKLER WOODWORKING	003	Materials And Supplies	\$536.60
0000012362	0100	ROCKLER WOODWORKING	003	Non-Capitalized Equipment	\$5,047.67
0000012363	0100	HOME DEPOT CREDIT SERVICES	600	Materials And Supplies	\$482.94
0000012364	0100	TEAM SPORTS OF NORTH COUNTY	001	Materials And Supplies	\$660.51
0000012365	0100	BRANDING 365	004	Materials And Supplies	\$526.24
0000012366	2139	RANCHO SANTA FE SEC SYSTEMS	007	Equipment	\$8,426.00
0000012367	2519	ALL STAR SIGNS INC	007	Improvements	\$24,948.25
0000012368	2139	RANCHO SANTA FE SEC SYSTEMS	007	Equipment	\$8,176.00
0000012369	2139	JANUS CORPORATION	007	New Construction	\$946.00
0000012370	2139	CULVER-NEWLIN INC	007	Equipment	\$16,498.17
0000012371	0100	OGGI'S PIZZA	500	Refreshments	\$114.19
0000012372	0100	KELLY PAPER	500	Duplicating Supplies	\$1,240.85
0000012373	0100	SCHOOL SPECIALTY PLANNING &	500	Materials And Supplies	\$2,901.30
0000012374	0100	SMART AND FINAL STORES CORP	600	Materials And Supplies	\$100.00
0000012375	0100	AMAZON CAPITAL SERVICES, INC.	500	Materials And Supplies	\$275.78
0000012376	0100	TCR SERVICES	500	Materials And Supplies	\$62.44
0000012377	0100	FLINN SCIENTIFIC INC	500	Materials And Supplies	\$124.41
0000012378	0100	STAPLES ADVANTAGE	600	Materials And Supplies	\$114.88
0000012379	0100	CDW GOVERNMENT	003	Non-Capitalized Tech Equipment	\$5,804.28
0000012380	2519	FULL SWING CONSTRUCTION INC	007	Improvements	\$12,866.00
0000012381	0100	FREDRICKS ELECTRIC INC	600	Other Serv.& Oper.Exp.	\$725.00
0000012382	2139	EDCO DISPOSAL CORPORATION	007	New Construction	\$1,206.54
0000012383	2519	ECONO FENCE INC	007	Land Improvements	\$19,480.00
0000012384	0100	AMAZON CAPITAL SERVICES, INC.	500	Materials And Supplies	\$35.45
0000012385	0100	HAMEL INTERIORS INC	600	Materials And Supplies	\$9,194.00
0000012386	0100	AMAZON CAPITAL SERVICES, INC.	500	Materials And Supplies	\$314.07
0000012387	0100	STAPLES ADVANTAGE	500	Materials And Supplies	\$140.02
0000012388	0100	E T S	004	Materials And Supplies	\$220.00
0000012389	2519	FULL SWING CONSTRUCTION INC	007	Improvements	\$18,292.78
0000012390	0100	BEYNON SPORTS SURFACES INC	012	Repairs & Maintenance	\$6,196.00
0000012391	0100	STEVEN SMITH LANDSCAPE, INC.	012	Other Serv.& Oper.Exp.	\$3,800.00
0000012392	0100	BLICK, DICK (DICK BLICK)	500	Materials And Supplies	\$367.83
0000012393	0100	DUDE SOLUTIONS	017	Computer Licensing	\$3,272.59
0000012394	0100	SIGN DESIGN	004	Materials And Supplies	\$1,778.60
0000012395	0100	AMAZON CAPITAL SERVICES, INC.	600	Materials And Supplies	\$50.82
0000012396	0100	GRAINGER	500	Materials And Supplies	\$284.06
0000012397	0100	MACGILL DISCOUNT SCHOOL NURSE	500	Materials And Supplies	\$70.94
0000012398	0100	STAPLES ADVANTAGE	600	Materials And Supplies	\$58.52
0000012399	0100	COUNTY OF SAN DIEGO	015	Election Expense	\$15,363.00
0000012400	0100	STAPLES ADVANTAGE	500	Materials And Supplies	\$100.00
0000012401	0100	THE MARKERBOARD PEOPLE	600	Materials And Supplies	\$43.73
0000012402	0100	Network Deposition Services, Inc.	016	Professional/Consult Svs	\$3,226.65
0000012403	0100	Committee for Children	004	Computer Licensing	\$35,995.50
0000012404	0100	STAPLES ADVANTAGE	600	Materials And Supplies	\$99.37
0000012405	0100	STAPLES ADVANTAGE	600	Materials And Supplies	\$48.39
0000012406	0100	TURING TUMBLE LLC	003	Materials And Supplies	\$535.65
0000012407	0100	TREETOP PUBLISHING INC	600	Materials And Supplies	\$66.73
0000012408	0100	LEGO EDUCATION	003	Materials And Supplies	\$3,188.54
0000012409	0100	STAPLES ADVANTAGE	004	Materials And Supplies	\$100.00

## ITEM 9h

0000012410	0100	SWEETWATER	600	Materials And Supplies	\$1,034.40
0000012411	0100	SCHOOL SERVICES OF CALIFORNIA, INC.	020	Conference,Workshop,Sem.	\$200.00
0000012412	0100	STAPLES ADVANTAGE	600	Materials And Supplies	\$147.41
0000012413	0100	ARBOR SCIENTIFIC	600	Materials And Supplies	\$1,128.57
0000012414	0100	HOME DEPOT CREDIT SERVICES	500	Materials And Supplies	\$437.40
0000012415	0100	TCR SERVICES	500	Materials And Supplies	\$118.47
0000012416	0100	STAPLES ADVANTAGE	500	Materials And Supplies	\$112.21
0000012417	0100	STAPLES ADVANTAGE	500	Materials And Supplies	\$177.90
0000012418	0100	TCG GROUP 403(B)	008	Other Benefits, certificated p	\$6,600.00
0000012419	0100	AMAZON CAPITAL SERVICES, INC.	500	Materials And Supplies	\$2,000.00
0000012420	0100	CDW GOVERNMENT	017	Materials And Supplies	\$1,398.64
0000012421	0100	MRC360 AKA MR COPY	500	Duplicating Supplies	\$510.84
0000012422	0100	PC & MACEXCHANGE	600	Non-Capitalized Tech Equipment	\$1,378.12
0000012423	0100	CDW GOVERNMENT	017	Non-Capitalized Tech Equipment	\$5,166.61
0000012423	0100	CDW GOVERNMENT	500	Non-Capitalized Tech Equipment	\$5,166.61
0000012423	0100	CDW GOVERNMENT	600	Non-Capitalized Tech Equipment	\$3,580.48
0000012424	0100	Trebron Company, inc.	017	Computer Licensing	\$44,767.44
0000012425	0100	CDW GOVERNMENT	017	Materials And Supplies	\$988.37
0000012426	0100	STAPLES ADVANTAGE	600	Materials And Supplies	\$51.30
0000012427	0100	GOPHER SPORT	600	Materials And Supplies	\$812.25
0000012428	0100	AMAZON CAPITAL SERVICES, INC.	600	Materials And Supplies	\$45.52
0000012429	0100	AMAZON CAPITAL SERVICES, INC.	500	Materials And Supplies	\$204.71
0000012430	0100	AMAZON CAPITAL SERVICES, INC.	017	Materials And Supplies	\$395.65
0000012431	0100	ALTA COPY, PRINT, DESIGN	600	Materials And Supplies	\$765.03
0000012432	0100	STAPLES ADVANTAGE	600	Materials And Supplies	\$52.48
0000012433	0100	CUSTOM RADIO CORPORATION	013	Materials-Vehicle Parts	\$1,000.00
0000012434	0100	AMAZON CAPITAL SERVICES, INC.	600	Materials And Supplies	\$89.16
0000012435	0100	SCHOOL SPECIALTY, INC.	500	Materials And Supplies	\$29.35
0000012436	0100	AMAZON CAPITAL SERVICES, INC.	600	Materials And Supplies	\$110.14
0000012437	0100	STAPLES ADVANTAGE	500	Materials And Supplies	\$117.39
0000012438	0100	OFFICE DEPOT, INC	004	Printing	\$30.67
0000012439	0100	DEMCO INC	500	Materials And Supplies	\$96.94
0000012440	0100	AMERICAN SANITARY SUPPLY	600	Materials And Supplies	\$259.51
0000012441	0100	Daily Journal Corporation	010	Advertising	\$124.80
0000012442	0100	AMAZON CAPITAL SERVICES, INC.	003	Materials And Supplies	\$1,509.57
0000012443	0100	STAFF PRO	600	Security Guard Contract	\$815.00
0000012444	0100	SCHOOL SERVICE INC	021	Professional/Consult Svs	\$11,000.00
0000012445	0100	AMAZON CAPITAL SERVICES, INC.	003	Materials And Supplies	\$4,377.52
0000012446	0100	AMAZON CAPITAL SERVICES, INC.	500	Materials And Supplies	\$102.99
0000012447	0100	AMAZON CAPITAL SERVICES, INC.	500	Materials And Supplies	\$41.42
0000012448	0100	AMAZON CAPITAL SERVICES, INC.	500	Materials And Supplies	\$80.70
0000012449	0100	AMAZON CAPITAL SERVICES, INC.	500	Materials And Supplies	\$215.45
0000012450	0100	STAFF PRO	600	Security Guard Contract	\$1,709.75
0000012451	0100	AMAZON CAPITAL SERVICES, INC.	500	Materials And Supplies	\$200.17
0000012452	0100	EN POINTE TECH SALES INC	017	Computer Licensing	\$51,043.70
0000012453	0100	AMAZON CAPITAL SERVICES, INC.	600	Materials And Supplies	\$65.39
0000012454	2139	WESTERN ENVIRONMENTAL & SAFETY	007	New Construction	\$3,488.00
0000012455	2139	NINYO & MOORE	007	New Construction	\$6,726.00
0000012456	0100	AMAZON CAPITAL SERVICES, INC.	500	Materials And Supplies	\$288.52
0000012457	0100	ENGIE SERVICES U.S., INC	007	Data Processing Contract	\$32,006.00
0000012458	0100	ENGIE SERVICES U.S., INC	007	Data Processing Contract	\$37,878.00
0000012459	0100	AMAZON CAPITAL SERVICES, INC.	003	Non-Capitalized Equipment	\$1,049.56
0000012460	0100	RASIX COMPUTER CENTER INC	500	Materials And Supplies	\$31.55
0000012461	0100	22ND DIST AGRICULTURAL ASSN	004	Rents & Leases	\$2,853.01
0000012462	0100	JSTOR	600	Computer Licensing	\$1,530.00
0000012463	0100	FLINN SCIENTIFIC INC	600	Materials And Supplies	\$121.88
0000012464	0100	PC & MACEXCHANGE	003	Non-Capitalized Tech Equipment	\$1,378.12
0000012465	0100	HAMEL INTERIORS INC	012	Non-Capitalized Equipment	\$13,733.94
0000012466	0100	CREATIVE BUS SALES	013	Computer Licensing	\$161.63
0000012467	0100	OFFICE DEPOT, INC	020	Materials And Supplies	\$30.67
0000012468	0100	AMAZON CAPITAL SERVICES, INC.	017	Materials And Supplies	\$1,103.45



## ITEM 9h

0000012469	2519	MityLite, Inc.	007	Materials And Supplies	\$13,058.07
0000012469	2519	MityLite, Inc.	007	Non-Capitalized Equipment	\$1,602.73
0000012470	0100	WHEELS OF FREESTYLE INC	004	Professional/Consult Svs	\$1,197.00
0000012471	0100	LA MOTTE COMPANY	600	Materials And Supplies	\$57.97
0000012472	0100	ALTA COPY, PRINT, DESIGN	600	Materials And Supplies	\$555.99
0000012473	0100	SMART AND FINAL STORES CORP	013	Other Transport.Supplies	\$107.76
0000012473	0100	SMART AND FINAL STORES CORP	013	Refreshments	\$269.37
0000012474	0100	STUDICA INC	600	Computer Licensing	\$5,000.00
0000012475	0100	CDW GOVERNMENT	003	Non-Capitalized Tech Equipment	\$4,866.50
0000012476	0100	AMAZON CAPITAL SERVICES, INC.	500	Materials And Supplies	\$126.78
0000012477	0100	PROCURETECH	500	Non-Capitalized Tech Equipment	\$613.10
0000012478	0100	AMAZON CAPITAL SERVICES, INC.	600	Materials And Supplies	\$296.31
0000012479	0100	TCR SERVICES	012	Materials And Supplies	\$800.00
0000012480	0100	CDW GOVERNMENT	003	Non-Capitalized Tech Equipment	\$4,866.50
0000012481	0100	CDW GOVERNMENT	600	Non-Capitalized Tech Equipment	\$8,759.70
0000012482	0100	PC & MACEXCHANGE	600	Non-Capitalized Tech Equipment	\$2,756.25
0000012483	0100	FLINN SCIENTIFIC INC	600	Materials And Supplies	\$47.04
0000012484	0100	AMAZON CAPITAL SERVICES, INC.	500	Materials And Supplies	\$753.42
0000012485	0100	A1 GOLF CARS, INC	600	Rents & Leases	\$285.00
0000012486	2139	SWRCB	007	New Construction	\$442.00
0000012487	2139	SWRCB	007	New Construction	\$484.00
0000012488	2139	SWRCB	007	New Construction	\$484.00
0000012489	0100	PERMA BOUND	500	Books Other Than Textbooks	\$396.25
0000012490	0100	SO CAL GRAPHICS	004	Printing	\$636.85
0000012491	0100	AGC OF AMERICA, SAN DIEGO CHAPTER INC	007	Conference,Workshop,Sem.	\$675.00
0000012492	0100	TCR SERVICES	500	Duplicating Supplies	\$318.72
0000012493	0100	STAPLES ADVANTAGE	600	Materials And Supplies	\$37.79
0000012494	0100	HAMEL INTERIORS INC	015	Materials And Supplies	\$1,092.31
0000012495	0100	AMAZON CAPITAL SERVICES, INC.	600	Materials And Supplies	\$53.82
0000012496	0100	AMAZON CAPITAL SERVICES, INC.	600	Materials And Supplies	\$60.75
0000012497	0100	INDIAN PRODUCT	600	Materials And Supplies	\$1,209.38
0000012498	0100	AMAZON CAPITAL SERVICES, INC.	003	Materials And Supplies	\$861.76
0000012499	0100	HOME DEPOT CREDIT SERVICES	003	Materials And Supplies	\$1,755.25
0000012500	0100	MONOPRICE, INC	017	Materials And Supplies	\$540.83
0000012501	0100	CDW GOVERNMENT	600	Non-Capitalized Tech Equipment	\$19,466.00
0000012502	0100	RASIX COMPUTER CENTER INC	600	Materials And Supplies	\$93.74
0000012503	0100	STAPLES ADVANTAGE	600	Materials And Supplies	\$95.82
0000012504	0100	AMAZON CAPITAL SERVICES, INC.	600	Materials And Supplies	\$149.19
0000012505	0100	ATKINSON, ANDELSON, LOYA, RUUD & ROMO	020	Materials And Supplies	\$146.54
0000012506	0100	AREY JONES ED SOLUTIONS	004	Non-Capitalized Tech Equipment	\$1,578.15
0000012508	0100	AMAZON CAPITAL SERVICES, INC.	500	Books Other Than Textbooks	\$66.95
0000012509	0100	CDW GOVERNMENT	600	Non-Capitalized Tech Equipment	\$1,459.95
0000012510	0100	HOME DEPOT CREDIT SERVICES	600	Materials And Supplies	\$555.99
0000012511	0100	PRIME SPORTS SALES & DESIGN INC	500	Materials And Supplies	\$332.12
0000012512	0100	SNAP ON INDUSTRIAL	600	Non-Capitalized Equipment	\$2,075.42
0000012513	0100	AMAZON CAPITAL SERVICES, INC.	600	Materials And Supplies	\$207.12
0000012514	0100	AMAZON CAPITAL SERVICES, INC.	500	Materials And Supplies	\$297.91
0000012515	0100	R C AWARDS	500	Materials And Supplies	\$1,362.71
0000012516	0100	AMAZON CAPITAL SERVICES, INC.	020	Materials And Supplies	\$540.64
0000012517	0100	AMAZON CAPITAL SERVICES, INC.	500	Books Other Than Textbooks	\$53.89
0000012518	0100	CHANNING BETE	020	Materials And Supplies	\$588.50
0000012519	0100	AMAZON CAPITAL SERVICES, INC.	500	Materials And Supplies	\$1,045.60
0000012520	0100	ZOHO CORP	017	Computer Licensing	\$4,311.00
0000012521	0100	STAPLES ADVANTAGE	500	Materials And Supplies	\$128.22
0000012522	0100	RADY CHILDREN'S HOSPITAL	002	Professional/Consult Svs	\$2,500.00
0000012523	0100	ROCKLER WOODWORKING	003	Materials And Supplies	\$474.08
0000012524	0100	STAPLES ADVANTAGE	020	Materials And Supplies	\$813.47
0000012525	0100	APPERSON	500	Materials And Supplies	\$152.95
0000012526	0100	AMAZON CAPITAL SERVICES, INC.	500	Materials And Supplies	\$1,043.25
0000012527	2109	GEM INDUSTRIAL, INC.	007	Improvements	\$1,249,000.00
0000012528	2109	FREDRICKS ELECTRIC INC	007	Improvements	\$30,531.50



## ITEM 9h

0000012529	0100	AMAZON CAPITAL SERVICES, INC.	500	Materials And Supplies	\$226.43
0000012530	0100	STAPLES ADVANTAGE	500	Materials And Supplies	\$187.44
0000012531	0100	PC & MACEXCHANGE	600	Non-Capitalized Tech Equipment	\$526.90
0000012532	0100	AREY JONES ED SOLUTIONS	017	Non-Capitalized Tech Equipment	\$39,453.75
0000012533	0100	AREY JONES ED SOLUTIONS	017	Non-Capitalized Tech Equipment	\$28,201.44
0000012533	0100	AREY JONES ED SOLUTIONS	500	Non-Capitalized Tech Equipment	\$14,240.24
0000012534	0100	CDW GOVERNMENT	017	Non-Capitalized Tech Equipment	\$58,398.00
0000012535	0100	PC & MACEXCHANGE	017	Non-Capitalized Tech Equipment	\$5,512.49
0000012536	0100	CDW GOVERNMENT	017	Non-Capitalized Tech Equipment	\$1,786.86
0000012537	0100	CDW GOVERNMENT	017	Non-Capitalized Tech Equipment	\$29,199.00
0000012538	0100	PC & MACEXCHANGE	017	Non-Capitalized Tech Equipment	\$473.02
0000012538	0100	PC & MACEXCHANGE	500	Non-Capitalized Tech Equipment	\$905.10
0000012539	0100	CDW GOVERNMENT	017	Non-Capitalized Tech Equipment	\$30,313.67
0000012540	0100	AMAZON CAPITAL SERVICES, INC.	600	Books Other Than Textbooks	\$600.00
0000012541	0100	BAUDVILLE INC	500	Materials And Supplies	\$93.22
0000012542	0100	SNAP ON INDUSTRIAL	600	Equipment	\$11,554.03
0000012543	0100	SOS SURVIVAL PRODUCTS	500	Materials And Supplies	\$163.43
0000012544	0100	AMAZON CAPITAL SERVICES, INC.	003	Books Other Than Textbooks	\$987.91
0000012545	0100	CHENG & TSUI COMPANY	500	Materials And Supplies	\$71.01
0000012546	0100	AMAZON CAPITAL SERVICES, INC.	500	Books Other Than Textbooks	\$22.75
0000012547	0100	HOME DEPOT CREDIT SERVICES	500	Materials And Supplies	\$141.14
0000012547	0100	HOME DEPOT CREDIT SERVICES	500	Non-Capitalized Equipment	\$557.82
0000012548	0100	BLICK, DICK (DICK BLICK)	500	Materials And Supplies	\$93.74
0000012549	0100	STAPLES ADVANTAGE	500	Materials And Supplies	\$38.36
0000012550	0100	AMAZON CAPITAL SERVICES, INC.	500	Materials And Supplies	\$28.00
0000012551	0100	AMAZON CAPITAL SERVICES, INC.	500	Materials And Supplies	\$269.38
0000012552	0100	ELITE SHOW SERVICES INC.	012	Security Guard Contract	\$5,228.80
0000012553	0100	SCHOLASTIC MAGAZINES	500	Materials And Supplies	\$292.29
0000012554	2139	CULVER-NEWLIN INC	007	Equipment	\$694.96
0000012555	0100	SAFETY KLEEN CORP	013	Hazardous Waste Disposal	\$1,400.00
0000012556	0100	AMAZON CAPITAL SERVICES, INC.	500	Materials And Supplies	\$174.86
0000012557	0100	TCR SERVICES	500	Materials And Supplies	\$409.34
0000012558	0100	AMAZON CAPITAL SERVICES, INC.	500	Materials And Supplies	\$94.70
0000012559	0100	ELITE SHOW SERVICES INC.	500	Security Guard Contract	\$213.08
0000012560	0100	ENCINITAS COMMUNITY AND SENIOR	002	Rents & Leases	\$390.00
0000012561	0100	PASCO SCIENTIFIC	500	Materials And Supplies	\$441.92
0000012562	0100	AMAZON CAPITAL SERVICES, INC.	500	Materials And Supplies	\$26.87
0000012563	0100	AMAZON CAPITAL SERVICES, INC.	500	Materials And Supplies	\$3,014.85
0000012564	0100	AMAZON CAPITAL SERVICES, INC.	500	Materials And Supplies	\$32.30
0000012565	0100	AMAZON CAPITAL SERVICES, INC.	600	Materials And Supplies	\$307.08
0000012566	0100	COMM USA INC	500	Materials And Supplies	\$1,206.80
0000012567	0100	TWO WAY RADIO SUPPLY	500	Materials And Supplies	\$93.74
0000012568	0100	TCR SERVICES	500	Materials And Supplies	\$258.85
0000012569	0100	APPERSON	500	Materials And Supplies	\$1,035.85
0000012570	0100	DEMCO INC	500	Materials And Supplies	\$135.31
0000012571	0100	STAPLES ADVANTAGE	500	Materials And Supplies	\$34.93
0000012572	0100	FLINN SCIENTIFIC INC	500	Materials And Supplies	\$188.41
0000012573	0100	MCLOGAN SUPPLY CO	500	Materials And Supplies	\$725.00
0000012574	0100	STAPLES ADVANTAGE	500	Materials And Supplies	\$900.00
0000012575	0100	AMAZON CAPITAL SERVICES, INC.	600	Books Other Than Textbooks	\$342.06
0000012575	0100	AMAZON CAPITAL SERVICES, INC.	600	Materials And Supplies	\$203.32
0000012576	0100	AMAZON CAPITAL SERVICES, INC.	500	Materials And Supplies	\$131.97
0000012577	0100	WARD'S SCIENCE	500	Materials And Supplies	\$256.38
0000012578	0100	HEART ZONES INC	600	Materials And Supplies	\$7,313.06
0000012579	0100	BLICK, DICK (DICK BLICK)	500	Materials And Supplies	\$1,007.76
0000012580	0100	NCS PEARSON, INC	002	Materials And Supplies	\$117.75
0000012581	0100	CDW GOVERNMENT	003	Non-Capitalized Tech Equipment	\$2,919.90
0000012582	0100	AMAZON CAPITAL SERVICES, INC.	500	Other Books-Library	\$400.00
0000012583	0100	MANAGED HEALTH NETWORK	020	Professional/Consult Svcs	\$3,300.00
0000012584	0100	SAN DIEGO COUNTY OFFICE OF EDUCATION	600	Other Serv.& Oper.Exp.	\$3,133.90
0000012585	0100	CDW GOVERNMENT	017	Non-Capitalized Tech Equipment	\$8,736.67

## ITEM 9h

0000012586	0100	NORTHSTAR AV LLC	017	Materials And Supplies	\$1,341.49
0000012587	0100	FRONTIER FENCE COMPANY INC	012	Repairs & Maintenance	\$1,550.00
0000012588	0100	PROCURETECH	017	Materials And Supplies	\$1,014.90
0000012589	0100	STAPLES ADVANTAGE	002	Materials And Supplies	\$606.24
0000012590	0100	ECONOMY RESTAURANT SUPPLY	003	Non-Capitalized Equipment	\$2,742.24
0000012591	0100	PC & MACEXCHANGE	003	Non-Capitalized Tech Equipment	\$526.90
0000012592	0100	AMAZON CAPITAL SERVICES, INC.	500	Materials And Supplies	\$549.55
0000012593	0100	ACCURATE LABEL DESIGNS	500	Materials And Supplies	\$72.21
0000012594	0100	J.W PEPPER & SON, INC.	500	Materials And Supplies	\$733.92
0000012595	0100	HOME DEPOT CREDIT SERVICES	500	Materials And Supplies	\$80.42
0000012596	0100	STAPLES ADVANTAGE	500	Materials And Supplies	\$147.24
0000012597	2519	AHERN RENTALS INC	007	Equipment	\$14,610.26
0000012598	0100	AMAZON CAPITAL SERVICES, INC.	500	Materials And Supplies	\$110.83
0000012599	0100	OFFICE DEPOT, INC	500	Materials And Supplies	\$30.67
0000012600	0100	AMAZON CAPITAL SERVICES, INC.	500	Materials And Supplies	\$131.61
0000012601	0100	SCHOOL SPECIALTY PLANNING &	600	Materials And Supplies	\$6,518.87
0000012602	0100	HAMEL INTERIORS INC	500	Non-Capitalized Equipment	\$1,112.59
0000012603	0100	STAPLES ADVANTAGE	500	Materials And Supplies	\$280.60
0000012604	0100	AMAZON CAPITAL SERVICES, INC.	500	Materials And Supplies	\$1,300.00
0000012605	0100	AMAZON CAPITAL SERVICES, INC.	017	Materials And Supplies	\$5,110.23
0000012606	0100	NAT'L CENTER FOR CONSTITUTIONAL STUDIES	500	Materials And Supplies	\$345.07
0000012607	0100	BERTRAND MUSIC	500	Materials And Supplies	\$2,100.00
0000012608	0100	PALOS SPORTS, INC.	500	Materials And Supplies	\$459.17
0000012609	0100	BSN SPORTS LLC	500	Materials And Supplies	\$378.19
0000012610	0100	KD KANOPY INC	600	Materials And Supplies	\$505.75
0000012611	0100	AMAZON CAPITAL SERVICES, INC.	600	Materials And Supplies	\$150.28
0000012612	0100	GOPHER SPORT	500	Materials And Supplies	\$42.11
0000012613	0100	PRO-ED	002	Materials And Supplies	\$200.18
0000012614	0100	FILINGSUPPLIES.COM	002	Materials And Supplies	\$290.72
0000012615	0100	STAPLES ADVANTAGE	003	Materials And Supplies	\$287.00
0000012616	0100	GOPHER SPORT	500	Materials And Supplies	\$146.11
0000012617	0100	STAPLES ADVANTAGE	500	Materials And Supplies	\$12.99
0000012618	0100	STAPLES ADVANTAGE	500	Materials And Supplies	\$79.67
0000012619	0100	AMAZON CAPITAL SERVICES, INC.	003	Materials And Supplies	\$1,000.00
0000012620	0100	TCR SERVICES	500	Materials And Supplies	\$67.83
0000012621	0100	STAPLES ADVANTAGE	500	Materials And Supplies	\$343.54
0000012622	0100	SCHOOL SPECIALTY, INC.	003	Materials And Supplies	\$142.34
0000012623	0100	AMAZON CAPITAL SERVICES, INC.	500	Materials And Supplies	\$843.67
0000012624	0100	BOOMERANG PROJECT	003	Conference,Workshop,Sem.	\$8,685.00
0000012625	0100	CDW GOVERNMENT	600	Non-Capitalized Tech Equipment	\$9,733.00
0000012626	0100	PC & MACEXCHANGE	600	Non-Capitalized Tech Equipment	\$1,378.12
0000012627	0100	AMAZON CAPITAL SERVICES, INC.	500	Materials And Supplies	\$2,048.33
0000012628	0100	SCHOOL HEALTH CORPORATION	004	Materials And Supplies	\$270.21
0000012629	0100	AMAZON CAPITAL SERVICES, INC.	017	Materials And Supplies	\$585.99
0000012630	0100	Raptor Technologies, LLC	017	Materials And Supplies	\$215.50
0000012631	0100	BATTERIES PLUS BULBS	003	Repairs & Maintenance	\$600.00
0000012632	0100	SOUTHWEST SCHOOL/OFFICE SUPPLY	003	Materials And Supplies	\$102.77
0000012633	0100	SCHOOL SPECIALTY, INC	500	Materials And Supplies	\$78.44
0000012634	0100	AMAZON CAPITAL SERVICES, INC.	003	Materials And Supplies	\$2,206.46
0000012635	2139	FREDRICKS ELECTRIC INC	007	New Construction	\$30,089.00
0000012636	0100	STAPLES ADVANTAGE	500	Materials And Supplies	\$504.40
0000012637	0100	DUDS BY DUDES, LLC	500	Materials And Supplies	\$2,464.78
0000012638	0100	HOME DEPOT CREDIT SERVICES	500	Materials And Supplies	\$27.68
0000012639	0100	HAMEL INTERIORS INC	500	Materials And Supplies	\$3,134.75
0000012640	0100	THE FRUTH GROUP, INC	500	Duplicating Supplies	\$637.88
0000012641	0100	AMAZON CAPITAL SERVICES, INC.	003	Materials And Supplies	\$1,693.47
0000012642	0100	PRESTWICK HOUSE INC	600	Materials And Supplies	\$87.21
0000012643	0100	AMAZON CAPITAL SERVICES, INC.	002	Materials And Supplies	\$154.44
0000012644	0100	DISPLAYS2GO	002	Materials And Supplies	\$66.10
0000012645	0100	AMAZON CAPITAL SERVICES, INC.	003	Materials And Supplies	\$3,203.19
0000012646	0100	AMAZON CAPITAL SERVICES, INC.	002	Materials And Supplies	\$41.71

## ITEM 9h

0000012647	0100	AMAZON CAPITAL SERVICES, INC.	500	Books Other Than Textbooks	\$216.45
0000012647	0100	AMAZON CAPITAL SERVICES, INC.	500	Materials And Supplies	\$91.09
0000012648	0100	STAPLES ADVANTAGE	500	Materials And Supplies	\$406.73
0000012649	0100	AMAZON CAPITAL SERVICES, INC.	500	Materials And Supplies	\$678.89
0000012650	0100	GROWERS HOUSE LLC	003	Materials And Supplies	\$392.34
0000012652	0100	AMAZON CAPITAL SERVICES, INC.	500	Materials And Supplies	\$112.02
0000012653	0100	U S POSTAL SERVICE	010	Communications-Postage	\$10,000.00
0000012654	0100	MEETING SERVICES INC	500	Materials And Supplies	\$300.00
000010326A	0100	STAPLES ADVANTAGE	500	Materials And Supplies	\$200.00
000012507A	0100	AMAZON CAPITAL SERVICES, INC.	004	Materials And Supplies	\$190.12

SUBTOTAL NEW PURCHASES

\$2,540,006.94

## PURCHASE ORDER INCREASE/DECREASE MARCH 25, 2019 THROUGH APRIL 28, 2019

PO NBR	FUND	VENDOR	LOC	DESCRIPTION	AMOUNT
0000007472	2519	Jeffrey A. Bissiri dba Bissiri Studios	007	Improvements	\$1,497.93
0000010120	0100	PROCURETECH	004	Computer Supplies	\$3,000.00
0000010178	0100	STAPLES ADVANTAGE	500	Materials And Supplies	\$400.00
0000010183	0100	STAPLES ADVANTAGE	500	Materials And Supplies	\$388.00
0000010184	0100	STAPLES ADVANTAGE	500	Materials And Supplies	\$2,100.00
0000010185	0100	STAPLES ADVANTAGE	020	Materials And Supplies	\$250.00
0000010203	0100	MISSION VALLEY PIPE & SUPPLY INC	012	Bldg.-Repair Materials	\$5,000.00
0000010203	0100	MISSION VALLEY PIPE & SUPPLY INC	012	Non-Capitalized Equipment	\$5,000.00
0000010204	0100	GRAINGER	012	Bldg.-Repair Materials	\$7,000.00
0000010242	0100	STAPLES ADVANTAGE	500	Materials And Supplies	\$400.00
0000010244	0100	STAPLES ADVANTAGE	500	Materials And Supplies	\$2,000.00
0000010247	0100	STAPLES ADVANTAGE	500	Materials And Supplies	\$1,950.00
0000010271	0100	COSTCO CARMEL MTN RANCH	500	Materials And Supplies	\$500.00
0000010284	0100	COSTCO CARLSBAD	022	Refreshments	\$300.00
0000010291	0100	BURNHAM BENEFITS INSURANCE SERVICES	020	Professional/Consult Svs	\$14,166.66
0000010307	0100	AMAZON CAPITAL SERVICES, INC.	500	Materials And Supplies	\$101.71
0000010318	0100	AMAZON CAPITAL SERVICES, INC.	500	Materials And Supplies	\$2,000.00
0000010327	0100	STAPLES ADVANTAGE	500	Materials And Supplies	\$400.00
0000010328	0100	STAPLES ADVANTAGE	500	Materials And Supplies	\$472.00
0000010330	0100	STAPLES ADVANTAGE	600	Materials And Supplies	\$500.00
0000010331	0100	STAPLES ADVANTAGE	500	Materials And Supplies	\$150.00
0000010345	0100	STAPLES ADVANTAGE	500	Materials And Supplies	\$200.00
0000010348	0100	STAPLES ADVANTAGE	500	Materials And Supplies	\$100.00
0000010349	0100	STAPLES ADVANTAGE	500	Materials And Supplies	\$320.00
0000010360	0100	AMAZON CAPITAL SERVICES, INC.	500	Materials And Supplies	\$3,000.00
0000010387	0100	STAPLES ADVANTAGE	500	Materials And Supplies	\$300.00
0000010421	0100	WAYNE GOSSETT FORD INC DBA ENCINITAS FORD	013	Materials-Vehicle Parts	\$3,000.00
0000010421	0100	WAYNE GOSSETT FORD INC DBA ENCINITAS FORD	013	Other Transport.Supplies	\$55.00
0000010427	0100	KELLY PAPER	600	Aeries Supplies	\$1,300.00
0000010445	0100	MISSION FEDERAL CREDIT UNION	013	Materials-Vehicle Parts	\$2,500.00
0000010445	0100	MISSION FEDERAL CREDIT UNION	013	Refreshments	-\$225.00
0000010557	0100	LEUCADIA PIZZERIA	500	Refreshments	\$100.00
0000010842	0100	SMART AND FINAL STORES CORP	003	Materials And Supplies	\$150.00
0000010897	0100	DIGITAL SCHOOLS OF CA, LP	011	Consultants-Computer	\$255.00
0000010915	0100	ISQUAD REPAIR LLC	002	Repairs & Maintenance	\$400.00
0000010928	0100	CURRIER & HUDSON	021	Legal Exp-Personnel	\$30,000.00
0000010930	0100	FAGEN FRIEDMAN & FULFROST, LLP	021	Legal Exp-Business	-\$30,000.00
0000010932	0100	SMART AND FINAL STORES CORP	003	Materials And Supplies	\$1,500.00
0000010940	0100	LOEWY ENTERPRISES, INC. DBA SUNRISE PRODUCE COMPANY	014	Purchases Food	\$44,000.00
0000011013	0100	SUN DIEGO CHARTER COMPANY	013	Subagreements For Services	\$90,000.00
0000011015	0100	GRAND PACIFIC CHARTER	013	Subagreements For Services	\$50,000.00
0000011016	0100	NO CTY STUDENT TRANSPORTATION	013	Subagreements For Services	\$100,000.00
0000011053	0100	SMART AND FINAL STORES CORP	600	Materials And Supplies	\$300.00
0000011120	0100	HOME DEPOT CREDIT SERVICES	600	Materials And Supplies	\$1,500.00
0000011137	0100	MRC360 AKA MR COPY	500	Copy Charges	\$950.00
0000011155	0100	SUNDANCE STAGE LINES INC	013	Subagreements For Services	\$80,000.00

## ITEM 9h

0000011862	0100	MUSICK, PEELER & GARRETT LLP	016	Legal Expense	\$1,000.00
0000011901	0100	FLINN SCIENTIFIC INC	500	Materials And Supplies	\$141.09
0000012019	0100	AMAZON CAPITAL SERVICES, INC.	500	Materials And Supplies	\$300.00
0000012019	0100	AMAZON CAPITAL SERVICES, INC.	500	Materials And Supplies	\$200.00
0000012019	0100	AMAZON CAPITAL SERVICES, INC.	500	Materials And Supplies	\$700.00
0000012078	0100	CART MART INC	500	Repairs & Maintenance	\$400.00
0000012170	0100	AMAZON CAPITAL SERVICES, INC.	500	Materials And Supplies	\$89.36
0000012277	0100	DIGITAL NETWORKS GROUP, INC.	017	Repairs & Maintenance	\$770.00
0000012304	2139	Coleman Moving Systems, Inc.	007	New Construction	\$375.00
0000010206	0100	XEROX CORPORATION	007	Copy Charges	\$375.00

**SUBTOTAL PO CHANGES** **\$431,631.75**

**REPORT TOTAL** **\$2,971,638.69**

# San Dieguito Union High School District

## INFORMATION REGARDING BOARD AGENDA ITEM

**TO:** BOARD OF TRUSTEES

**DATE OF REPORT:** April 29, 2019

**BOARD MEETING DATE:** May 9, 2019

**PREPARED BY:** Tina Douglas, Assoc. Supt. of Business Services

**SUBMITTED BY:** Robert A. Haley, Ed.D., Superintendent

**SUBJECT:** RATIFICATION OF WARRANTS REPORTS LISTING

-----

### EXECUTIVE SUMMARY

Please find the following warrants reports listing submitted for your ratification:

1. Warrants
2. Revolving Cash Fund

### RECOMMENDATION:

It is recommended that the Board ratify the warrants reports listing, as shown in the attached supplements.

### FUNDING SOURCE:

Not applicable.

## ITEM 9i

## WARRANT REPORT FROM 03/23/19 THROUGH 04/28/19

WARRANT NBR	DATE	VENDOR	FUND	DESCRIPTION	AMOUNT
14525236	3/25/2019	PIONEER MFG. CO./ PIONEER ATHLETICS	0100	Grounds Materials	\$ 5,551.94
14525237	3/25/2019	The Mark Costello Company	0100	Repairs & Maintenance	\$ 1,065.58
14525238	3/25/2019	RUDY'S TACO SHOP	0100	Refreshments	\$ 579.15
14525239	3/25/2019	PARCO SCIENTIFIC CO	0100	Materials And Supplies	\$ 103.44
14525240	3/25/2019	AMAZON CAPITAL SERVICES, INC.	0100	Books Other Than Textbooks	\$ 87.15
				Materials And Supplies	\$ 2,897.36
14525242	3/25/2019	Bill Lane & Associates	0100	Professional/Consult Svs	\$ 3,658.51
14525243	3/25/2019	BLICK ART MATERIALS	0100	Materials And Supplies	\$ 980.33
14525244	3/25/2019	NOVA SERVICES	2139	New Construction	\$ 8,409.50
14525245	3/25/2019	School Specialty	0100	Materials And Supplies	\$ 12.74
14525246	3/25/2019	RANCHO SANTA FE SEC SYSTEMS	0100	Other Serv.& Oper.Exp.	\$ 1,024.00
14525247	3/25/2019	SO-CAL DOMINONDS	1300	Purchases Food	\$ 17,703.25
14525248	3/25/2019	SUNRISE PRODUCE	1300	Purchases Food	\$ 12,052.36
14525249	3/25/2019	TEACHER'S DISCOVERY	0100	Materials And Supplies	\$ 49.95
14525250	3/25/2019	TOP OF THE BAGEL	1300	Purchases Food	\$ 559.91
14525251	3/25/2019	PERSEUS ASSOCIATES, LLC	0100	Computer Licensing	\$ 400.00
				Consultants-Computer	\$ 1,475.00
14525252	3/25/2019	UC REGENTS	0100	Professional/Consult Svs	\$ 19,091.91
14525253	3/25/2019	SAN DIEGO FRICTION PRODUCTS	0100	Materials-Vehicle Parts	\$ 2,582.98
14525713	3/26/2019	INTNL BACCALAUREATE ORGANIZATION	0100	Fees - Business, Admission,Etc	\$ 2,037.00
14525714	3/26/2019	C D L SERVICES INC	0100	Custodial Materials	\$ 4,915.34
14525715	3/26/2019	Chelsea Pest & Termite Control	0100	Pest Control	\$ 1,225.00
14525716	3/26/2019	ROBERT A. HALEY	0100	Conference,Workshop,Sem.	\$ 50.46
14525717	3/26/2019	LAURA MARTIN	0100	Conference,Workshop,Sem.	\$ 67.74
14525718	3/26/2019	INTEGRIS EQUIPMENT	0100	Materials And Supplies	\$ 152.50
14525719	3/26/2019	MICHAEL MELZER	0100	Conference,Workshop,Sem.	\$ 1,369.91
14525720	3/26/2019	NESSELER, CONNOR	0100	Athletic Post-Season Travel	\$ 3,973.16
14525721	3/26/2019	GOLDEN, BRAD	0100	Conference,Workshop,Sem.	\$ 11.99
14525722	3/26/2019	ADVANCED CHEMICAL TRANSPORT	0100	Hazardous Waste Disposal	\$ 3,711.20
14525723	3/26/2019	AMERICAN SANITARY SUPPLY	0100	Custodial Materials	\$ 5,019.93
14525724	3/26/2019	LAURA BENNETT	0100	Mileage	\$ 27.49
14525725	3/26/2019	CA ASSN OF SCHOOL BUSINESS OFFICIALS	0100	Conference,Workshop,Sem.	\$ 255.00
14525726	3/26/2019	GRAND PACIFIC CHARTER	0100	Subagreements For Services	\$ 6,650.48
14525727	3/26/2019	PERMA BOUND	0100	Textbooks	\$ 545.16
14525728	3/26/2019	HOUGHTON MIFFLIN HARCOURT PUB.	0100	Professional/Consult Svs	\$ 7,899.00
14525729	3/26/2019	AMERICAN EXPRESS	0100	Hazardous Waste Disposal	\$ 364.00
14525730	3/26/2019	SAN DIEGO CITY TREASURER	0100	Sewer Charges	\$ 1,326.86
				Water	\$ 2,349.90
14525731	3/26/2019	SAN DIEGO COUNTY OFFICE OF EDUCATION	0100	Conference,Workshop,Sem.	\$ 95.00
14525732	3/26/2019	SAVILLE, SHAUN	0100	Mileage	\$ 29.00
14525733	3/26/2019	ROBERT SHOCKNEY	0100	Conference,Workshop,Sem.	\$ 216.00
14525734	3/26/2019	AMERICAN EXPRESS	0100	Communications-Telephone	\$ 2,090.73
14525735	3/26/2019	STAPLES ADVANTAGE	0100	Materials And Supplies	\$ 456.46
				Office Supplies	\$ 37.71
14525736	3/26/2019	RIE TSUBOI	0100	Conference,Workshop,Sem.	\$ 912.58
14525737	3/26/2019	ALBERTSONS SAFEWAY	0100	Materials And Supplies	\$ 213.65
14525738	3/26/2019	AMERICAN EXPRESS	0100	Other Transport.Supplies	\$ 243.43
				Rents & Leases	\$ 756.48
14525739	3/26/2019	WORKABILITY I REGION 5	0100	Conference,Workshop,Sem.	\$ 80.00
14526340	3/27/2019	NATIONAL PETROLEUM INC.	0100	Materials-Vehicle Parts	\$ 1,024.54
14526341	3/27/2019	UNITED TIRE CENTERS, LLC	0100	Hazardous Waste Disposal	\$ -
				Tires	\$ 5,136.03
14526342	3/27/2019	FERGUSON ENTERPRISES, INC #1350	0100	Bldg.-Repair Materials	\$ 729.31
14526343	3/27/2019	PC & MAC EXCHANGE	0100	Non-Capitalized Tech Equipment	\$ 4,134.37
14526344	3/27/2019	SITEONE LANDSCAPE SUPPLY	0100	Grounds Materials	\$ 10.43
14526345	3/27/2019	Verbal Behavior Associates	0100	Other Contr-N.P.A.	\$ 325.00
14526346	3/27/2019	NORTHSTAR AV LLC	0100	Materials And Supplies	\$ 344.80
14526347	3/27/2019	Alliance for African Assistance	0100	Professional/Consult Svs	\$ 254.88
14526348	3/27/2019	UNITY SCHOOL BUS PARTS	0100	Other Transport.Supplies	\$ 181.92
14526349	3/27/2019	WORKPARTNERS OHS	0100	Conference,Workshop,Sem.	\$ 79.00
14526350	3/27/2019	CDW GOVERNMENT	2519	Non-Capitalized Tech Equipment	\$ 48,665.00



## ITEM 9j

## WARRANT REPORT FROM 03/23/19 THROUGH 04/28/19

WARRANT NBR	DATE	VENDOR	FUND	DESCRIPTION	AMOUNT
14526351	3/27/2019	C I F	0100	Dues - CIF	\$ 780.00
14526352	3/27/2019	CITY OF CARLSBAD	0100	Rents & Leases	\$ 315.00
14526353	3/27/2019	ANIXTER, INC	0100	Bldg.-Repair Materials	\$ 1,276.51
14526354	3/27/2019	CREATIVE BUS SALES	0100	Materials-Vehicle Parts	\$ 278.52
14526355	3/27/2019	DOOR SERVICE & REPAIR, INC.	0100	Repairs & Maintenance	\$ 876.50
14526356	3/27/2019	EFR ENVIRONMENTAL SERVICES	0100	Hazardous Waste Disposal	\$ 61.05
14526357	3/27/2019	FREDRICKS ELECTRIC INC	0100	Other Serv.& Oper.Exp.	\$ 6,985.00
14526358	3/27/2019	OPTIMUM FLOORCARE	0100	Repairs & Maintenance	\$ 616.48
14526359	3/27/2019	P AND R PAPER SUPPLY CO.	1300	Purchases Supplies	\$ 4,106.77
14526360	3/27/2019	STAPLES ADVANTAGE	0100	Materials And Supplies	\$ 134.09
				Office Supplies	\$ 44.85
14526361	3/27/2019	LaserCycle USA	0100	Materials And Supplies	\$ 82.54
14526362	3/27/2019	TOXGUARD FLUID TECHNOLOGY	0100	Materials-Vehicle Parts	\$ 218.98
14526363	3/27/2019	UKRANIAN GIFT SHOP INC	0100	Materials And Supplies	\$ 279.05
14526364	3/27/2019	VERDUGO TESTING CO., INC.	0100	Fees - Business, Admission,Etc	\$ 180.00
				Non-Capitalized Tech Equipment	\$ 4,584.57
				Repairs & Maintenance	\$ 1,737.95
14526365	3/27/2019	WHEELS OF FREESTYLE INC	0100	Professional/Consult Svs	\$ 1,297.00
14526366	3/27/2019	XEROX CORPORATION	0100	Copy Charges	\$ -
				Rents & Leases	\$ 162.33
14527015	3/28/2019	BARBARA REUER	0100	Professional/Consult Svs	\$ 858.42
14527016	3/28/2019	MISSION VALLEY PIPE & SUPPLY INC	0100	Bldg.-Repair Materials	\$ 2,995.85
				Non-Capitalized Equipment	\$ 3,729.34
14527017	3/28/2019	SSID# 8626601395	0100	Mediation Settlements	\$ 700.00
14527018	3/28/2019	SSID #7157288406	0100	Other Serv.& Oper.Exp.	\$ 616.34
14527019	3/28/2019	SSID #5138527702	0100	Mediation Settlements	\$ 2,997.89
14527020	3/28/2019	STUART ENGINEERING	2139	New Construction	\$ 5,130.00
14527021	3/28/2019	SSID#1173692013	0100	Pay In Lieu Of Transp>	\$ 299.28
14527022	3/28/2019	RACK PERFORMANCE LLC	0100	Materials And Supplies	\$ 500.00
14527023	3/28/2019	Sheila Unick	1300	Food Service Sales Ew	\$ 48.75
14527024	3/28/2019	ACES, INC.	0100	Other Contr-N.P.S.	\$ 4,397.66
14527025	3/28/2019	DUNN EDWARDS CORP	0100	Bldg.-Repair Materials	\$ 1,049.95
14527026	3/28/2019	FRONTIER FENCE COMPANY INC	0100	Land Improvements	\$ 5,330.00
14527027	3/28/2019	JAMIE GARMAN	0100	Conference,Workshop,Sem.	\$ 9.16
14527028	3/28/2019	HERFF JONES, INC	0100	Printing	\$ 2,596.94
14527029	3/28/2019	HOME DEPOT CREDIT SERVICES	0100	Bldg.-Repair Materials	\$ 753.47
				Custodial Materials	\$ 308.35
				Grounds Materials	\$ 706.91
				Materials And Supplies	\$ 200.08
14527031	3/28/2019	SSID# 7170140316	0100	Mediation Settlements	\$ 3,750.00
14527032	3/28/2019	LEUCADIA PIZZERIA	0100	Refreshments	\$ 324.18
14527033	3/28/2019	NOVA SERVICES	2139	New Construction	\$ 6,721.00
14527034	3/28/2019	PICK UP STIX CATERING	1300	Purchases Food	\$ 11,270.40
14527035	3/28/2019	SAN DIEGO COUNTY OFFICE OF EDUCATION	0100	Conference,Workshop,Sem.	\$ 60.00
14527036	3/28/2019	Amy Springstead	0100	Conference,Workshop,Sem.	\$ 70.18
14527037	3/28/2019	SVA ARCHITECTS, INC.	2139	New Construction	\$ 13,985.68
14527038	3/28/2019	VERNIER SOFTWARE & TECHNOLOGY	0100	Materials And Supplies	\$ 2,321.54
14527039	3/28/2019	WESTERN ENVIRONMENTAL & SAFETY	2109	Improvements	\$ 1,088.00
			2139	New Construction	\$ 11,515.00
14527040	3/28/2019	WILLDAN FINANCIAL SERVICES	0100	Bank Charges	\$ 2,250.00
				Data Processing Contract	\$ 1,500.00
14527041	3/28/2019	XEROX CORPORATION	0100	Copy Charges	\$ 1,210.50
				Rents & Leases	\$ 2,121.00
14527042	3/28/2019	XEROX CORPORATION	1300	Copy Charges	\$ 72.61
				Rents & Leases	\$ 200.23
14527554	3/29/2019	MARTHA HUTCHINSON	0100	Refreshments	\$ 155.75
14527555	3/29/2019	COSTCO CARMEL MTN RANCH	0100	Refreshments	\$ 48.84
14527556	3/29/2019	LUNA GRILL PACIFIC HIGHLANDS	0100	Refreshments	\$ 241.14
14527557	3/29/2019	CENTER FOR AUTISM AND RELATED DISORDERS	0100	Other Contr-N.P.A.	\$ 22,683.88
14527558	3/29/2019	NCTM	0100	Conference,Workshop,Sem.	\$ 3,440.00
14527559	3/29/2019	Follett School Solutions	0100	Textbooks	\$ 2,256.29

## ITEM 9j

## WARRANT REPORT FROM 03/23/19 THROUGH 04/28/19

WARRANT NBR	DATE	VENDOR	FUND	DESCRIPTION	AMOUNT
14527560	3/29/2019	SSID #7065160356	0100	Mediation Settlements	\$ 1,041.00
14527561	3/29/2019	KELLY PAPER	0100	Duplicating Supplies	\$ 1,240.85
14527562	3/29/2019	RYAN ORTIZ	0100	Materials And Supplies	\$ 50.00
				Mileage	\$ 540.96
14527563	3/29/2019	Network Deposition Services, Inc.	0100	Professional/Consult Svs	\$ 3,226.65
14527564	3/29/2019	SSID# 2065349362	0100	Other Serv.& Oper.Exp.	\$ 309.64
14527565	3/29/2019	ANGELES, ANGELITA	1300	Materials And Supplies	\$ 50.00
14527566	3/29/2019	BORDEN, IRMA	1300	Materials And Supplies	\$ 16.15
14527567	3/29/2019	AT&T	0100	Communications-Telephone	\$ 17,638.35
14527568	3/29/2019	AT&T	0100	Communications-Telephone	\$ 21.33
14527569	3/29/2019	AT&T	0100	Communications-Telephone	\$ 204.37
14527570	3/29/2019	AT&T LONG DISTANCE	0100	Communications-Telephone	\$ 21.31
14527571	3/29/2019	CDW GOVERNMENT	0100	Non-Capitalized Tech Equipment	\$ 4,729.88
14527572	3/29/2019	MARIA VERONICA BURCIAGA	0100	Refreshments	\$ 105.42
14527573	3/29/2019	COX COMMUNICATIONS	0100	Communications-Telephone	\$ 503.80
14527574	3/29/2019	SPARKLETTES	0100	Materials And Supplies	\$ 528.58
14527575	3/29/2019	ECOLAB	1300	Materials And Supplies	\$ 495.98
14527576	3/29/2019	EDCO DISPOSAL CORPORATION	0100	Rubbish Disposal	\$ 9,265.07
14527577	3/29/2019	HERFF JONES, INC	0100	Printing	\$ 22.82
14527578	3/29/2019	LAWNMOWERS PLUS INC	0100	Repairs & Maintenance	\$ 602.04
14527579	3/29/2019	MACGILL DISCOUNT SCHOOL NURSE	0100	Materials And Supplies	\$ 74.51
14527580	3/29/2019	MATCH POINT TENNIS COURTS, INC	0100	Other Serv.& Oper.Exp.	\$ 429.00
14527581	3/29/2019	MOBILE MODULAR MANAGEMENT CORP	0100	Rents & Leases	\$ 1,501.00
			2139	New Construction	\$ 1,278.00
14527582	3/29/2019	ERIC NEUBAUER	0100	Materials And Supplies	\$ 84.56
14527583	3/29/2019	New Haven Youth & Family Services	0100	Other Contr-N.P.A.	\$ 4,400.00
14527584	3/29/2019	MARYANNE NUSKIN	0100	Refreshments	\$ 28.50
14527585	3/29/2019	Tina Peterson	0100	Communications-Postage	\$ 39.85
14527586	3/29/2019	SVA ARCHITECTS, INC.	2139	New Construction	\$ 13,524.01
14527918	4/1/2019	TOTAL ONLINE PROTECTION LLC	0100	Other Serv.& Oper.Exp.	\$ -
				Repairs & Maintenance	\$ 6,044.27
14527919	4/1/2019	JOURNEYWORKS PUBLISHING	0100	Materials And Supplies	\$ 419.99
14527920	4/1/2019	ETR	0100	Materials And Supplies	\$ 588.03
14527921	4/1/2019	ENCINITAS CUSTOM UPHOLSTERY	0100	Repairs-Vehicles	\$ 425.00
14527922	4/1/2019	A1 GOLF CARS, INC	0100	Repairs & Maintenance	\$ 450.23
14527923	4/1/2019	ADA SPORTS & RACKETS, LLC	0100	Materials And Supplies	\$ 135.00
14527924	4/1/2019	ADVANCED RADIATOR LLC	0100	Repairs-Vehicles	\$ 380.00
14527925	4/1/2019	AFFORDABLE DRAIN SERVICE INC	0100	Repairs & Maintenance	\$ 228.00
14527926	4/1/2019	ALTA COPY, PRINT, DESIGN	0100	Printing	\$ 261.83
14527927	4/1/2019	BLICK ART MATERIALS	0100	Materials And Supplies	\$ 7.29
14527928	4/1/2019	CA DEPT OF EDUCATION	1300	Purchases Food	\$ 99.75
14527929	4/1/2019	CITY TREASURER	0100	Conference,Workshop,Sem.	\$ 140.00
14527930	4/1/2019	CLASS LEASING LLC	2139	New Construction	\$ 3,950.00
14527931	4/1/2019	COSTCO CARLSBAD	0100	Materials And Supplies	\$ 163.86
14527932	4/1/2019	FREDRICKS ELECTRIC INC	0100	Other Serv.& Oper.Exp.	\$ 2,497.00
14527933	4/1/2019	NAUMANN HOBBS MATERIAL HANDLING	0100	Repairs & Maintenance	\$ 5,512.79
14527934	4/1/2019	MATHESON TRI-GAS INC	0100	Materials And Supplies	\$ 969.99
14527935	4/1/2019	MCLOGAN SUPPLY CO	0100	Materials And Supplies	\$ 637.05
14527936	4/1/2019	MCMaster-CARR SUPPLY CO.	0100	Materials And Supplies	\$ 265.99
14527937	4/1/2019	SDSU Research Foundation	0100	Conference,Workshop,Sem.	\$ 222.12
14527938	4/1/2019	LaserCycle USA	0100	Duplicating Supplies	\$ 647.79
				Materials And Supplies	\$ 231.60
				Office Supplies	\$ 258.58
14527939	4/1/2019	XEROX CORPORATION	0100	Computer Licensing	\$ 132.97
				Copy Charges	\$ 5,153.03
				Rents & Leases	\$ 6,624.57
			1300	Copy Charges	\$ 101.18
				Rents & Leases	\$ 200.23
14528482	4/2/2019	TIFFANY HAZLEWOOD	0100	Mileage	\$ 794.12
14528483	4/2/2019	LAUREN AGUIAR	0100	Mileage	\$ 162.98
14528484	4/2/2019	EUFRACIO MADUENO	0100	Mileage	\$ 142.10



## ITEM 9i

## WARRANT REPORT FROM 03/23/19 THROUGH 04/28/19

WARRANT NBR	DATE	VENDOR	FUND	DESCRIPTION	AMOUNT
14528485	4/2/2019	KELLIE MAUL	0100	Mileage	\$ 157.76
14528486	4/2/2019	SSID # 9068783681	0100	Mediation Settlements	\$ 3,142.94
14528487	4/2/2019	JACKIE HARTMAN	1300	Food Service Sales Lcc	\$ 345.25
14528488	4/2/2019	JOHN ADDLEMAN	0100	Mileage	\$ 118.78
14528489	4/2/2019	AMAZON CAPITAL SERVICES, INC.	0100	Books Other Than Textbooks	\$ 53.86
				Materials And Supplies	\$ 3,506.00
14528491	4/2/2019	AMAZON CAPITAL SERVICES, INC.	1300	Materials And Supplies	\$ 84.84
14528492	4/2/2019	CARMEN BLUM	0100	Mileage	\$ 134.56
14528493	4/2/2019	GUENEVERE BUTLER	0100	Mileage	\$ 178.38
14528494	4/2/2019	DEBRA CRUSE	0100	Mileage	\$ 83.52
14528495	4/2/2019	LOGAN RIVER ACADEMY	0100	Mental Health Svcs	\$ 5,250.85
				Other Contr-N.P.S.	\$ 4,447.74
				Room & Board	\$ 11,815.10
14528496	4/2/2019	JENNIFER MCCLUAN	0100	Mileage	\$ 41.76
14528497	4/2/2019	STAPLES ADVANTAGE	0100	Materials And Supplies	\$ 736.21
				Office Supplies	\$ 33.38
				Printing	\$ 597.47
14528498	4/2/2019	ALBERTSONS SAFEWAY	0100	Materials And Supplies	\$ 513.73
14529034	4/3/2019	COSTCO CARMEL MTN RANCH	0100	Materials And Supplies	\$ 252.18
14529035	4/3/2019	Chelsea Pest & Termite Control	0100	Pest Control	\$ 250.00
14529036	4/3/2019	DANNIS WOLIVER KELLEY	0100	Legal Expense	\$ 435.00
14529037	4/3/2019	SSID #7240596603	0100	Other Serv.& Oper.Exp.	\$ 682.74
14529038	4/3/2019	C.P.L. Cable, Pipe - Leak Detection	0100	Other Serv.& Oper.Exp.	\$ 280.00
14529039	4/3/2019	ALL AMERICAN PLASTIC	1300	Purchases Supplies	\$ 267.81
14529040	4/3/2019	A-Z BUS SALES, INC. - COLTON	0100	Materials-Vehicle Parts	\$ 836.87
14529041	4/3/2019	ADVANCED WEB OFFSET	0100	Printing	\$ 1,080.55
14529042	4/3/2019	AMERICAN SANITARY SUPPLY	0100	Custodial Materials	\$ 1,812.04
14529043	4/3/2019	APPERSON	0100	Materials And Supplies	\$ 1,035.23
14529044	4/3/2019	C E D	0100	Bldg.-Repair Materials	\$ 1,804.49
14529045	4/3/2019	COSTCO CARLSBAD	0100	Materials And Supplies	\$ 262.22
14529046	4/3/2019	BRETT KILLEEN	0100	Mileage	\$ 106.02
14529047	4/3/2019	SAN DIEGO CITY TREASURER	0100	Sewer Charges	\$ 580.93
				Water	\$ 1,127.47
14529048	4/3/2019	SAN DIEGUITO WATER DISTRICT	0100	Water	\$ 184.59
14529049	4/3/2019	STAPLES ADVANTAGE	0100	Materials And Supplies	\$ 863.95
				Office Supplies	\$ 228.78
14529050	4/3/2019	LaserCycle USA	0100	Materials And Supplies	\$ 200.84
14529051	4/3/2019	XEROX CORPORATION	0100	Copy Charges	\$ 88.69
				Rents & Leases	\$ 839.11
14529642	4/4/2019	FBC DENTAL	0100	Health & Welfare Benefits, cla	\$ 487.53
14529643	4/4/2019	BERNADETTE TAKANO	0100	Materials And Supplies	\$ 55.90
14529644	4/4/2019	Kaitlin Wood	0100	Conference,Workshop,Sem.	\$ 25.29
14529645	4/4/2019	Michael D Rall	0100	Conference,Workshop,Sem.	\$ 22.91
14529646	4/4/2019	BRYAN MARCUS	0100	Mileage	\$ 326.31
14529647	4/4/2019	DONNA CROSBY	0100	Refreshments	\$ 22.29
14529648	4/4/2019	Marley Nelms	1300	Conference,Workshop,Sem.	\$ 25.98
				Purchases Food	\$ 146.55
14529649	4/4/2019	SOUL CHARTER SCHOOL	0100	Trfr To Cht Sch In Lieu Proptx	\$ 79,449.87
14529650	4/4/2019	TAMARA REY	0100	Refreshments	\$ 16.95
14529651	4/4/2019	THE MASTER TEACHER	0100	Office Supplies	\$ 80.24
14529652	4/4/2019	AMY R. HURST	0100	Mileage	\$ 104.98
14529653	4/4/2019	SPV Associates, Inc.	2519	Consultants-Computer	\$ 27,425.00
14529654	4/4/2019	ETHERIDGE, JAMES	0100	Conference,Workshop,Sem.	\$ 945.90
14529655	4/4/2019	AZTEC TECHNOLOGY CORP	0100	Equipment	\$ 6,001.68
14529656	4/4/2019	BERT'S OFFICE TRAILERS	0100	Rents & Leases	\$ 203.65
14529657	4/4/2019	GUENEVERE BUTLER	0100	Conference,Workshop,Sem.	\$ 706.41
14529658	4/4/2019	CAROLINA BIOLOGICAL SUPPLY CO	0100	Materials And Supplies	\$ 270.22
14529659	4/4/2019	MATTHEW COLWELL	0100	Conference,Workshop,Sem.	\$ 294.32
14529660	4/4/2019	DIGITAL NETWORKS GROUP, INC.	0100	Non-Capitalized Imprvmnts	\$ 5,343.45
14529661	4/4/2019	ERICKSON-HALL CONSTRUCTION CO	2139	New Construction	\$ 3,710.00
14529662	4/4/2019	CORELOGIC SOLUTIONS, LLC	0100	Computer Licensing	\$ 379.51

## ITEM 9j

## WARRANT REPORT FROM 03/23/19 THROUGH 04/28/19

WARRANT NBR	DATE	VENDOR	FUND	DESCRIPTION	AMOUNT
14529663	4/4/2019	FISHER SCIENTIFIC	0100	Materials And Supplies	\$ 252.56
14529664	4/4/2019	FLINN SCIENTIFIC INC	0100	Materials And Supplies	\$ 2,955.70
14529665	4/4/2019	FREE FORM CLAY & SUPPLY	0100	Materials And Supplies	\$ 329.76
14529666	4/4/2019	GOLD STAR FOODS	1300	Purchases Food	\$ 54,044.85
14529667	4/4/2019	GOPHER SPORT	0100	Materials And Supplies	\$ 248.76
14529668	4/4/2019	JAY HARDER	0100	Other Transport.Supplies	\$ 124.33
14529669	4/4/2019	HEALTH EDCO	0100	Materials And Supplies	\$ 860.69
14529670	4/4/2019	MOBILE MODULAR MANAGEMENT CORP	2139	New Construction	\$ 117.13
14529671	4/4/2019	PALOMAR REPROGRAPHICS, INC.	2139	Improvements	\$ -
				New Construction	\$ 290.67
			2519	Printing	\$ 78.80
14529672	4/4/2019	RANCHO SANTA FE SEC SYSTEMS	0100	Other Serv.& Oper.Exp.	\$ 1,024.00
				Security Guard Contract	\$ 735.00
14529673	4/4/2019	LAURA ROMANO	0100	Legal Exp-Business	\$ 900.00
14529674	4/4/2019	MELISSA SAGE	0100	Conference,Workshop,Sem.	\$ 18.44
14529675	4/4/2019	SCHOOL FACILITY CONSULTANTS	2519	Professional/Consult Svs	\$ 2,742.50
14529676	4/4/2019	TRIMARK ASSOCIATES, INC.	0100	Data Processing Contract	\$ 236.00
14529677	4/4/2019	AMERICAN EXPRESS	0100	Repairs & Maintenance	\$ 7,825.62
14529678	4/4/2019	AMERICAN EXPRESS	0100	Communications-Telephone	\$ 1,310.92
14529679	4/4/2019	XEROX CORPORATION	0100	Copy Charges	\$ 3,429.36
				Rents & Leases	\$ 7,533.60
14530329	4/5/2019	TK1SC INC	2139	New Construction	\$ 15,810.00
14530330	4/5/2019	PC & MAC EXCHANGE	2519	Non-Capitalized Tech Equipment	\$ 6,890.62
14530331	4/5/2019	CINDY FRAZEE	0100	Dues And Memberships	\$ 305.00
14530332	4/5/2019	W WOOD & ASSOCIATES DEVELOPMENT, INC	2519	Professional/Consult Svs	\$ 220.00
14530333	4/5/2019	Community Transition Academy	0100	Other Contr-N.P.S.	\$ 8,644.00
				Sub/Other Contr-Nps	\$ 1,508.00
14530334	4/5/2019	FERRER, JESUS	0100	Conference,Workshop,Sem.	\$ 813.72
14530335	4/5/2019	Lauren Nalder	1300	Food Service Sales Tp	\$ 51.50
14530336	4/5/2019	AMAZON CAPITAL SERVICES, INC.	0100	Books Other Than Textbooks	\$ 448.75
				Materials And Supplies	\$ 492.28
				Non-Capitalized Tech Equipment	\$ 2,748.35
14530337	4/5/2019	RICHARD AYALA	0100	Mileage	\$ 68.44
14530338	4/5/2019	BANYAN TREE EDUCATIONAL SERVICES, INC.	0100	Sub/Other Contr-Nps	\$ 5,153.94
14530339	4/5/2019	ROB COPPO	0100	Mileage	\$ 535.22
14530340	4/5/2019	CULVER-NEWLIN INC	2139	Equipment	\$ 105,138.37
14530341	4/5/2019	SSID# 7137986196	0100	Mediation Settlements	\$ 8,500.00
14530342	4/5/2019	NINYO & MOORE	2139	New Construction	\$ 7,669.00
14530343	4/5/2019	ROESLING NAKAMURA	2139	New Construction	\$ 9,802.83
14530344	4/5/2019	SCHOOL SERVICES OF CALIFORNIA, INC.	0100	Professional/Consult Svs	\$ 305.00
14530345	4/5/2019	SMART AND FINAL STORES CORP	0100	Materials And Supplies	\$ 1,955.08
				Refreshments	\$ 127.89
14530346	4/5/2019	STAPLES ADVANTAGE	0100	Printing	\$ 4,408.82
14530823	4/8/2019	MARTHA HUTCHINSON	0100	Materials And Supplies	\$ 22.05
				Refreshments	\$ 33.90
14530824	4/8/2019	Tyler Durman, Inc.	0100	Professional/Consult Svs	\$ 1,750.00
14530825	4/8/2019	Gordon Plotzke III	0100	Mileage	\$ 107.88
14530826	4/8/2019	DEIRDRE SHANNON	0100	Mileage	\$ 52.78
14530827	4/8/2019	AMERICAN SANITARY SUPPLY	0100	Non-Capitalized Equipment	\$ 13,296.35
14530828	4/8/2019	Bill Lane & Associates	0100	Professional/Consult Svs	\$ 4,411.85
14530829	4/8/2019	COUNTY OF SAN DIEGO	0100	Election Expense	\$ 15,363.00
14530830	4/8/2019	NCTD	0100	Fees - Business, Admission,Etc	\$ 1,368.00
14530831	4/8/2019	Tina Peterson	0100	Materials And Supplies	\$ 115.00
14530832	4/8/2019	SHELL CAR WASH & EXPRESS LUBE	0100	Gasoline Supplies	\$ 426.99
14530833	4/8/2019	SMART AND FINAL STORES CORP	0100	Refreshments	\$ 91.36
14530834	4/8/2019	LaserCycle USA	0100	Duplicating Supplies	\$ 511.60
				Materials And Supplies	\$ 529.50
14531372	4/9/2019	COSTCO CARMEL MTN RANCH	0100	Refreshments	\$ 107.35
14531373	4/9/2019	LUNA GRILL	0100	Refreshments	\$ 219.76
14531374	4/9/2019	Stein Education Center	0100	Sub/Other Contr-Nps	\$ 4,651.92
14531375	4/9/2019	DIANA BRANDIN	0100	Professional/Consult Svs	\$ 2,100.00

## ITEM 9j

## WARRANT REPORT FROM 03/23/19 THROUGH 04/28/19

WARRANT NBR	DATE	VENDOR	FUND	DESCRIPTION	AMOUNT
14531376	4/9/2019	LAUNDRY LADIES, INC.	0100	Other Serv.& Oper.Exp.	\$ 255.00
14531377	4/9/2019	Community Transition Academy	0100	Sub/Other Contr-Nps	\$ 3,948.00
14531378	4/9/2019	SALISBURY INDUSTRIES	0100	Materials And Supplies	\$ 4,624.67
14531379	4/9/2019	ALPHAGRAPHICS SAN MARCOS & CARLSBAD	0100	Printing	\$ 225.65
14531380	4/9/2019	BANYAN TREE EDUCATIONAL SERVICES, INC.	0100	Sub/Other Contr-Nps	\$ 15,461.82
14531381	4/9/2019	CDW GOVERNMENT	0100	Materials And Supplies Non-Capitalized Tech Equipment	\$ 206.07 \$ 11,108.65
14531382	4/9/2019	CA AGRI CONTROL INC	0100	Pest Control	\$ 700.00
14531383	4/9/2019	CLARIDGE PRODUCTS & EQUIP INC	0100	Materials And Supplies	\$ 751.68
14531384	4/9/2019	COMMUNITY SCHOOL OF SD, THE	0100	Sub/Other Contr-Nps	\$ 17,126.30
14531385	4/9/2019	DIGITAL SCHOOLS, LLC	0100	Consultants-Computer	\$ 2,665.00
14531386	4/9/2019	FEDEX	0100	Communications-Postage	\$ 27.35
14531387	4/9/2019	NAUMANN HOBBS MATERIAL HANDLING	0100	Repairs & Maintenance	\$ 168.30
14531388	4/9/2019	INTERSTATE BATTERY	0100	Materials-Vehicle Parts Other Transport.Supplies	\$ 1,327.91 \$ 74.89
14531389	4/9/2019	LEGO EDUCATION	0100	Materials And Supplies	\$ 7,989.77
14531390	4/9/2019	LENOVO (US) INC	0100	Materials And Supplies	\$ 107.64
14531391	4/9/2019	LLOYD PEST CONTROL	1300	Other Serv.& Oper.Exp.	\$ 406.00
14531392	4/9/2019	WILLIAMS SCOTSMAN, INC.	0100	Rents & Leases	\$ 1,082.00
14531393	4/9/2019	PACIFIC BACKFLOW, INC	0100	Other Serv.& Oper.Exp.	\$ 2,080.00
14531394	4/9/2019	PIONEER DRAMA SERVICE	0100	Materials And Supplies	\$ 283.50
14531395	4/9/2019	SAN DIEGO CENTER FOR CHILDREN	0100	Other Contr-N.P.S. Sub/Room & Board	\$ 7,418.60 \$ 28,627.00
14531396	4/9/2019	SAN DIEGO CO LIBRARY	0100	Professional/Consult Svs	\$ 15,021.50
14531397	4/9/2019	DUDE SOLUTIONS, INC.	0100	Computer Licensing	\$ 3,272.59
14531986	4/10/2019	Kaitlin Wood	0100	Conference,Workshop,Sem.	\$ 177.83
14531987	4/10/2019	MARY COURTNEY	0100	Mileage	\$ 40.02
14531988	4/10/2019	Rebecca Hedieh Naraghi Smythe	0100	Conference,Workshop,Sem.	\$ 91.00
14531989	4/10/2019	LAUREN AGUIAR	0100	Mileage	\$ 140.94
14531990	4/10/2019	RALF BERNARD	0100	Mileage	\$ 153.12
14531991	4/10/2019	NORTHSTAR AV LLC	0100	Materials And Supplies	\$ 2,954.51
14531992	4/10/2019	RUHNAU CLARKE ARCHITECTS	2109	Improvements	\$ 2,390.05
			2519	Improvements	\$ 515.00
14531993	4/10/2019	HENNING, ALEXA	0100	Conference,Workshop,Sem.	\$ 706.58
14531994	4/10/2019	LEWIS, STEPHANIE	0100	Conference,Workshop,Sem.	\$ 465.71
14531995	4/10/2019	HOOKER, ELIZABETH	0100	Conference,Workshop,Sem.	\$ 613.77
14531996	4/10/2019	PAMELA BOSWELL	1300	Food Service Sales Cca	\$ 50.25
14531997	4/10/2019	AMAZON CAPITAL SERVICES, INC.	0100	Books Other Than Textbooks Materials And Supplies	\$ 52.11 \$ 5,559.80
14531998	4/10/2019	LAURA BENNETT	0100	Conference,Workshop,Sem.	\$ 746.41
14531999	4/10/2019	JOY BISCHKE	0100	Mileage	\$ 122.38
14532000	4/10/2019	CARMEN BLUM	0100	Mileage	\$ 129.34
14532001	4/10/2019	CHERYL COOPER	0100	Mileage	\$ 59.16
14532002	4/10/2019	COX COMMUNICATIONS	0100	Communications-Telephone	\$ 404.80
14532003	4/10/2019	DEBRA CRUSE	0100	Mileage	\$ 145.00
14532004	4/10/2019	KAREN GEASLIN	0100	Mileage	\$ 83.52
14532005	4/10/2019	TANIA KIM	0100	Conference,Workshop,Sem.	\$ 578.80
14532006	4/10/2019	SHANNON MERIDETH	0100	Conference,Workshop,Sem.	\$ 732.76
14532007	4/10/2019	PALOMAR REPROGRAPHICS, INC.	2139	Improvements New Construction	\$ - \$ 132.62
14532008	4/10/2019	PROCURETECH	0100	Non-Capitalized Tech Equipment	\$ 171.32
14532009	4/10/2019	SAN DIEGO COUNTY OFFICE OF EDUCATION	0100	Conference,Workshop,Sem. Materials And Supplies	\$ 2,145.00 \$ 164.06
14532010	4/10/2019	SCHOOL HEALTH CORPORATION	0100	Materials And Supplies	\$ 116.39
14532011	4/10/2019	SCHOOL NURSE SUPPLY COMPANY	0100	Materials And Supplies	\$ 131.73
14532012	4/10/2019	RUSSELL SIGLER INC	0100	Bldg.-Repair Materials Non-Capitalized Equipment	\$ 118.07 \$ 1,553.97
14532013	4/10/2019	SMART AND FINAL STORES CORP	0100	Materials And Supplies	\$ 1,311.87
14532014	4/10/2019	LaserCycle USA	0100	Materials And Supplies	\$ 830.91
14532015	4/10/2019	WAXIE SANITARY SUPPLY	0100	Custodial Materials	\$ 830.87
14532016	4/10/2019	CHERYL YOSHIDA	0100	Conference,Workshop,Sem.	\$ 171.83

## ITEM 9i

## WARRANT REPORT FROM 03/23/19 THROUGH 04/28/19

WARRANT NBR	DATE	VENDOR	FUND	DESCRIPTION	AMOUNT
14532570	4/11/2019	Daily Journal Corporation	0100	Other Serv.& Oper.Exp.	\$ 301.60
14532571	4/11/2019	JOHN ADDLEMAN	0100	Conference,Workshop,Sem.	\$ 2,578.20
14532572	4/11/2019	DAVIS DEMOGRAPHICS & PLANNING	2519	Professional/Consult Svs	\$ 2,295.00
14532573	4/11/2019	OLIVENHAIN MUNICIPAL WATER DST	0100	Water	\$ 9,059.00
14532574	4/11/2019	SAN DIEGO GAS & ELECTRIC CO	0100	Compressed Natrl Gas (Cng) Gas & Electric	\$ 13.00 \$ 152,140.12
14532575	4/11/2019	SAN DIEGUITO WATER DISTRICT	0100	Water	\$ 708.96
14532576	4/11/2019	SANTA FE IRRIGATION DISTRICT	0100	Water	\$ 544.82
14532577	4/11/2019	WAXIE SANITARY SUPPLY	0100	Custodial Materials	\$ 2,524.18
14533232	4/12/2019	REBECCA ERQUITT	0100	Communications-Postage	\$ 6.70
14533233	4/12/2019	SSID #8233009200	0100	Mediation Settlements	\$ 15,562.50
14533234	4/12/2019	KELLY PAPER	0100	Duplicating Supplies Materials And Supplies	\$ 1,240.85 \$ 1,240.85
14533235	4/12/2019	SANCHEZ, TERRY	0100	Conference,Workshop,Sem.	\$ 58.46
14533236	4/12/2019	Ro Health, Inc.	0100	Professional/Consult Svs	\$ 1,230.00
14533237	4/12/2019	A-Z BUS SALES, INC. - COLTON	0100	Materials-Vehicle Parts Other Transport.Supplies	\$ 1,062.21 \$ 186.23
14533238	4/12/2019	CREATIVE BUS SALES	0100	Materials-Vehicle Parts Other Transport.Supplies	\$ 3,118.21 \$ 10.13
14533239	4/12/2019	GRAND PACIFIC CHARTER	0100	Subagreements For Services	\$ 13,415.52
14533241	4/12/2019	INTERSTATE BATTERY	0100	Materials-Vehicle Parts	\$ 506.18
14533242	4/12/2019	MARY JEANETTE LINDEBAK	0100	Professional/Consult Svs	\$ 2,000.00
14533243	4/12/2019	Tina Peterson	0100	Communications-Postage	\$ 30.30
14533244	4/12/2019	Provo Canyon School	0100	Mental Health Svcs Other Contr-N.P.S. Sub/Other Contr-Nps	\$ - \$ 6,098.00 \$ 2,650.00
14533245	4/12/2019	STAPLES ADVANTAGE	0100	Materials And Supplies	\$ 542.39
14534223	4/16/2019	M A Engineers Inc.	2139	New Construction	\$ 5,700.00
14534224	4/16/2019	JOHNSTONE SUPPLY	0100	Bldg.-Repair Materials	\$ 288.77
14534225	4/16/2019	NORTHSTAR AV LLC	0100	Materials And Supplies	\$ 5,613.78
14534226	4/16/2019	KELLY PAPER	0100	Duplicating Supplies	\$ 3,167.64
14534227	4/16/2019	CAWS	0100	Conference,Workshop,Sem.	\$ 400.00
14534228	4/16/2019	Dawn Campbell,Custodian of Revolvng Cash	0100	Bank Charges Materials And Supplies Spec Ed Student Stipends Psychologists Sal.	\$ 49.43 \$ 774.06 \$ 1,590.00 \$ 1,697.61
14534229	4/16/2019	TCG GROUP 403(B)	0100	Other Benefits, certificated p	\$ 4,125.00
14534230	4/16/2019	JOY, SEAN	0100	Athletic Post-Season Travel	\$ 2,648.53
14534231	4/16/2019	A1 GOLF CARS, INC	0100	Repairs & Maintenance	\$ 139.04
14534232	4/16/2019	AT&T	0100	Communications-Telephone	\$ 463.37
14534233	4/16/2019	AMERICAN SANITARY SUPPLY	0100	Custodial Materials	\$ 1,177.82
14534234	4/16/2019	BLUE COAST CONSULTING	2139	New Construction	\$ 28,688.00
			2518	Fees - Business, Admission,Etc	\$ 1,232.00
14534235	4/16/2019	CDW GOVERNMENT	0100	Materials And Supplies Non-Capitalized Tech Equipment	\$ 276.23 \$ 803.76
			2519	Non-Capitalized Tech Equipment	\$ 19,466.00
14534236	4/16/2019	FEDEX	0100	Communications-Postage	\$ 59.82
14534237	4/16/2019	GRAINGER	0100	Bldg.-Repair Materials	\$ 469.30
14534238	4/16/2019	MELISSA HAIDER, MPT	0100	Professional/Consult Svs	\$ 2,012.50
14534239	4/16/2019	INDUSTRIAL METAL SUPPLY	0100	Materials And Supplies	\$ 794.56
14534240	4/16/2019	LAWNMOWERS PLUS INC	0100	Repairs & Maintenance	\$ 154.71
14534241	4/16/2019	LAWSON PRODUCTS INC	0100	Materials-Vehicle Parts	\$ 56.24
14534242	4/16/2019	MATCH POINT TENNIS COURTS, INC	0100	Other Serv.& Oper.Exp.	\$ 374.00
14534243	4/16/2019	NOVA SERVICES	2139	New Construction	\$ 32,862.00
14534244	4/16/2019	RALPHS CUSTOMER CHARGES	0100	Materials And Supplies Refreshments	\$ 214.97 \$ 43.46
14534245	4/16/2019	SAN DIEGO COUNTY OFFICE OF EDUCATION	0100	Conference,Workshop,Sem.	\$ 250.00
14534246	4/16/2019	SAN DIEGO FITNESS SERVICES	0100	Repairs & Maintenance	\$ 525.00
14534247	4/16/2019	SHELL	1300	Fuel	\$ 181.43
14534248	4/16/2019	STAPLES ADVANTAGE	0100	Materials And Supplies	\$ 453.52
14534249	4/16/2019	LaserCycle USA	0100	Materials And Supplies	\$ 41.27

## ITEM 9i

## WARRANT REPORT FROM 03/23/19 THROUGH 04/28/19

WARRANT NBR	DATE	VENDOR	FUND	DESCRIPTION	AMOUNT
14534250	4/16/2019	UC REGENTS	0100	Professional/Consult Svs	\$ 19,091.91
14534251	4/16/2019	WESELOH CHEVROLET CO	0100	Materials-Vehicle Parts	\$ 157.95
14534252	4/16/2019	SAN DIEGO FRICTION PRODUCTS	0100	Materials-Vehicle Parts	\$ 1,414.93
14534685	4/17/2019	HOFMAN PLANNING & ENGINEERING	2139	New Construction	\$ 1,105.00
14534686	4/17/2019	BISSIRI STUDIO	2519	Improvements New Construction	\$ 5,685.98 \$ (1,133.48)
14534687	4/17/2019	Chelsea Pest & Termite Control	0100	Pest Control	\$ 650.00
14534688	4/17/2019	CURRIER & HUDSON	0100	Legal Exp-Personnel	\$ 11,165.82
14534689	4/17/2019	Community Transition Academy	0100	Other Contr-N.P.S.	\$ 4,230.00
14534690	4/17/2019	ALL STAR SIGNS INC	2519	Improvements	\$ 8,232.92
14534691	4/17/2019	AMERICAN SANITARY SUPPLY	0100	Materials And Supplies	\$ 4,643.53
14534692	4/17/2019	BERT'S OFFICE TRAILERS	2139	New Construction	\$ 300.62
14534693	4/17/2019	CHEVRON & TEXACO BUSINESS	0100	Fuel	\$ 1,334.16
14534694	4/17/2019	CHICK-FIL-A	0100	Refreshments	\$ 151.28
14534695	4/17/2019	CONSULTING & INSPECTION SVCS	2139	New Construction	\$ 38,472.00
14534696	4/17/2019	DIGITAL NETWORKS GROUP, INC.	2139	Equipment New Construction	\$ 1,972.56 \$ 228.81
14534697	4/17/2019	DUNN EDWARDS CORP	0100	Bldg.-Repair Materials	\$ 339.59
14534698	4/17/2019	FAGEN FRIEDMAN & FULFROST, LLP	0100	Legal Exp-Business	\$ 1,412.07
14534699	4/17/2019	MCCARTHY BUILDING COMPANY, INC	2139	New Construction	\$ 14,349.84
14534700	4/17/2019	MCMaster-CARR SUPPLY CO.	0100	Materials And Supplies	\$ 90.16
14534701	4/17/2019	MOBILE MODULAR MANAGEMENT CORP	2139	New Construction	\$ 13,190.00
14534702	4/17/2019	NAPA AUTO PARTS	0100	Materials-Vehicle Parts Other Transport.Supplies	\$ 4,477.77 \$ 288.07
14534703	4/17/2019	P AND R PAPER SUPPLY CO.	1300	Purchases Supplies	\$ 3,527.34
14534704	4/17/2019	STIX HOLDINGS, LLC	1300	Purchases Food	\$ 11,312.00
14534705	4/17/2019	TOP OF THE BAGEL	1300	Purchases Food	\$ 572.06
14534706	4/17/2019	TURF STAR INC	0100	Materials-Vehicle Parts	\$ 246.56
14534707	4/17/2019	22ND DIST AGRICULTURAL ASSN	0100	Rents & Leases	\$ 2,853.01
14534708	4/17/2019	AMERICAN EXPRESS	0100	Other Serv.& Oper.Exp. Rents & Leases	\$ 1,649.63 \$ 1,039.95
14534709	4/17/2019	SAN DIEGO FRICTION PRODUCTS	0100	Materials-Vehicle Parts	\$ 385.74
14534710	4/17/2019	WINSTON SCHOOL OF SAN DIEGO	0100	Other Contr-N.P.S.	\$ 2,928.93
14535239	4/18/2019	US BANK NATIONAL ASSOC.	2139	New Construction	\$ 4,376.70
14535240	4/18/2019	Specialized Education of CA	0100	Other Contr-N.P.S. Sub/Other Contr-Nps	\$ 6,650.70 \$ 5,462.86
14535241	4/18/2019	ACE COOLERS INC	0100	Other Serv.& Oper.Exp.	\$ 350.00
14535242	4/18/2019	Coleman Moving Systems, Inc.	2139	New Construction	\$ 650.00
14535243	4/18/2019	BRANDING 365	0100	Materials And Supplies	\$ 1,187.83
14535244	4/18/2019	TWO WAY RADIO SUPPLY	0100	Materials And Supplies	\$ 233.54
14535245	4/18/2019	WIZARD SPORTS EQUIP INC	0100	Materials And Supplies	\$ 399.95
14535246	4/18/2019	1 WORLD GLOBES & MAPS	0100	Materials And Supplies	\$ 287.90
14535247	4/18/2019	Jocelyn Seamans	1300	Food Service Sales Tp	\$ 97.00
14535248	4/18/2019	A1 GOLF CARS, INC	0100	Repairs & Maintenance	\$ 95.00
14535249	4/18/2019	A-Z BUS SALES, INC. - COLTON	0100	Materials-Vehicle Parts	\$ 174.67
14535250	4/18/2019	ALL STAR SIGNS INC	0100	Materials And Supplies	\$ 395.98
14535251	4/18/2019	COAST MUSIC THERAPY INC	0100	Other Contr-N.P.A.	\$ 125.00
14535252	4/18/2019	COSTCO CARLSBAD	0100	Materials And Supplies	\$ 315.37
14535253	4/18/2019	DIGITAL NETWORKS GROUP, INC.	2109	New Construction	\$ 2,175.23
14535254	4/18/2019	ERICKSON-HALL CONSTRUCTION CO	2139	New Construction	\$ 123,892.00
14535255	4/18/2019	ERICKSON-HALL CONSTRUCTION CO	2139	New Construction	\$ 1,538,530.08
14535256	4/18/2019	Fred Finch Youth Center	0100	Sub/Other Contr-Nps	\$ 11,283.30
14535257	4/18/2019	HERFF JONES, INC	0100	Printing	\$ 12.61
14535258	4/18/2019	INST FOR EFFECTIVE EDUCATION	0100	Other Contr-N.P.S. Sub/Other Contr-Nps	\$ 8,427.88 \$ 7,378.28
14535259	4/18/2019	MOBILE MODULAR MANAGEMENT CORP	2139	New Construction	\$ 554.90
14535260	4/18/2019	MRC360 AKA MR COPY	0100	Duplicating Supplies Materials And Supplies	\$ 1,786.33 \$ 237.05
14535261	4/18/2019	OGGI'S PIZZA	0100	Refreshments	\$ 114.19
14535262	4/18/2019	KJ CONSORTIUM,LLC	0100	Refreshments	\$ 50.87
14535263	4/18/2019	RANCHO SANTA FE SEC SYSTEMS	2139	Equipment	\$ 16,602.00



## ITEM 9i

## WARRANT REPORT FROM 03/23/19 THROUGH 04/28/19

WARRANT NBR	DATE	VENDOR	FUND	DESCRIPTION	AMOUNT
14535264	4/18/2019	MARITZA SANTANDER	0100	Conference,Workshop,Sem.	\$ 36.66
14535265	4/18/2019	SCHOOL HEALTH CORPORATION	0100	Materials And Supplies	\$ 212.11
				Non-Capitalized Equipment	\$ 2,127.07
14535266	4/18/2019	SHELL CAR WASH & EXPRESS LUBE	0100	Gasoline Supplies	\$ 531.24
14535267	4/18/2019	JOHNSON CONTROLS	0100	Repairs & Maintenance	\$ 146.75
14535268	4/18/2019	SVA ARCHITECTS, INC.	2139	New Construction	\$ 2,000.00
14535269	4/18/2019	VISTA HILL	0100	Sub/Mental Health Svcs	\$ 25,584.00
14535270	4/18/2019	AMERICAN EXPRESS	0100	Other Transport.Supplies	\$ -
				Rents & Leases	\$ 154.67
14535271	4/18/2019	WINSTON SCHOOL OF SAN DIEGO	0100	Other Contr-N.P.S.	\$ 7,753.05
14535765	4/19/2019	SSID #7138514586	0100	Other Serv.& Oper.Exp.	\$ 840.85
14535766	4/19/2019	Glenn Jones Media	0100	Consultants-Computer	\$ 12,500.00
14535767	4/19/2019	AGC OF AMERICA, SAN DIEGO CHAPTER INC	0100	Conference,Workshop,Sem.	\$ 675.00
14535768	4/19/2019	HOME DEPOT CREDIT SERVICES	0100	Bldg.-Repair Materials	\$ 564.80
				Custodial Materials	\$ 95.74
				Grounds Materials	\$ 580.33
				Materials And Supplies	\$ 1,554.11
14535770	4/19/2019	INDIAN PRODUCT	0100	Materials And Supplies	\$ 935.00
14535771	4/19/2019	ITHAKA	0100	Computer Licensing	\$ 1,530.00
14535772	4/19/2019	RANCHO SANTA FE SEC SYSTEMS	0100	Other Serv.& Oper.Exp.	\$ 2,494.72
14535773	4/19/2019	RASIX COMPUTER CENTER INC	0100	Materials And Supplies	\$ 74.35
14535774	4/19/2019	JOHNSON CONTROLS	0100	Other Serv.& Oper.Exp.	\$ 24,324.50
				Other Transport.Supplies	\$ 492.17
				Repairs & Maintenance	\$ 1,697.48
14535775	4/19/2019	SO-CAL DOMINONDS	1300	Purchases Food	\$ 20,510.00
14535776	4/19/2019	SOCO GROUP, INC.	0100	Fuel	\$ 33,758.42
14535777	4/19/2019	STAPLES ADVANTAGE	0100	Materials And Supplies	\$ 680.66
			1300	Office Supplies	\$ 234.20
14535778	4/19/2019	CA DEPT TAX AND FEE ADMINISTRATION	0100	Fees - Business, Admission,Etc	\$ 148.68
14535779	4/19/2019	SWEETWATER	0100	Non-Capitalized Tech Equipment	\$ 1,038.00
14536094	4/22/2019	THE FRUTH GROUP INC	0100	Rents & Leases	\$ 118.44
14536095	4/22/2019	BURNHAM BENEFITS INSURANCE SERVICES	0100	Professional/Consult Svs	\$ 7,083.33
14536096	4/22/2019	ENGIE SERVICES U.S., INC	0100	Data Processing Contract	\$ 69,884.00
14536097	4/22/2019	SSID #6151662494	0100	Pay In Lieu Of Transp>	\$ 922.13
14536098	4/22/2019	AT&T	0100	Communications-Telephone	\$ 22,725.67
14536099	4/22/2019	AT&T	0100	Communications-Telephone	\$ 463.52
14536100	4/22/2019	AT&T	0100	Communications-Telephone	\$ 53.28
14536101	4/22/2019	ADVANTAGE PAYROLL SERVICES	0100	Other Serv.& Oper.Exp.	\$ 331.81
14536102	4/22/2019	AREY JONES ED SOLUTIONS	0100	Non-Capitalized Tech Equipment	\$ 23,336.45
14536103	4/22/2019	BANYAN TREE EDUCATIONAL SERVICES, INC.	0100	Sub/Other Contr-Nps	\$ 170.00
14536104	4/22/2019	CDW GOVERNMENT	0100	Materials And Supplies	\$ 2,387.01
				Non-Capitalized Tech Equipment	\$ 19,717.98
14536105	4/22/2019	TCG ADMINISTRATORS/CALSTRS	0100	Professional/Consult Svs	\$ 702.00
14536106	4/22/2019	COMMUNITY SCHOOL OF SD, THE	0100	Sub/Other Contr-Nps	\$ 14,841.50
14536107	4/22/2019	COX COMMUNICATIONS	0100	Communications-Telephone	\$ 79.56
14536108	4/22/2019	K L M BIOSCIENTIFIC	0100	Materials And Supplies	\$ 7.65
14536109	4/22/2019	MISSION FEDERAL CREDIT UNION	0100	Bldg.-Repair Materials	\$ 3,332.49
				Custodial Materials	\$ 234.36
				Grounds Materials	\$ 793.56
				Materials And Supplies	\$ 4,080.58
				Materials-Vehicle Parts	\$ 2,601.44
				Other Transport.Supplies	\$ 64.62
				Rents & Leases	\$ 2,379.18
14536110	4/22/2019	NCTD	0100	Fees - Business, Admission,Etc	\$ 2,116.00
14536111	4/22/2019	PALOMAR REPROGRAPHICS, INC.	2109	Improvements	\$ 368.70
14536112	4/22/2019	PERMA BOUND	0100	Books Other Than Textbooks	\$ 1,166.93
14536113	4/22/2019	PROCURETECH	0100	Computer Supplies	\$ 63.57
				Non-Capitalized Tech Equipment	\$ 12,761.91
14536114	4/22/2019	RANCHO SANTA FE SEC SYSTEMS	0100	Security Guard Contract	\$ 278.40
14536115	4/22/2019	SAN DIEGO CITY TREASURER	0100	Sewer Charges	\$ 763.64
				Water	\$ 3,100.84

## ITEM 9i

## WARRANT REPORT FROM 03/23/19 THROUGH 04/28/19

WARRANT NBR	DATE	VENDOR	FUND	DESCRIPTION	AMOUNT
14536116	4/22/2019	SAN DIEGUITO TROPHY	0100	Office Supplies	\$ 70.04
14536117	4/22/2019	SOL TRANSPORTATION, INC.	0100	Spec.Ed.Transportation	\$ 48,687.50
14536118	4/22/2019	SOUTHWEST SCHOOL/OFFICE SUPPLY	0100	Materials And Supplies	\$ 57.11
14536119	4/22/2019	SWRCB	2139	New Construction	\$ 442.00
14536120	4/22/2019	SWRCB	2139	New Construction	\$ 484.00
14536121	4/22/2019	SWRCB	2139	New Construction	\$ 484.00
14536122	4/22/2019	LaserCycle USA	0100	Materials And Supplies	\$ 62.44
14536123	4/22/2019	PERSEUS ASSOCIATES, LLC	0100	Computer Licensing	\$ 400.00
14536124	4/22/2019	WESELOH CHEVROLET CO	0100	Materials-Vehicle Parts	\$ 206.64
14536125	4/22/2019	SAN DIEGO FRICTION PRODUCTS	0100	Materials-Vehicle Parts	\$ 1,362.02
14536515	4/23/2019	Eusebio T Sevilla	0100	Conference,Workshop,Sem.	\$ 41.30
14536516	4/23/2019	CENTER FOR AUTISM AND RELATED DISORDERS	0100	Other Contr-N.P.A.	\$ 128.75
14536517	4/23/2019	PC & MAC EXCHANGE	0100	Non-Capitalized Tech Equipment	\$ 2,756.24
14536518	4/23/2019	MARICELIA GONZALEZ	0100	Conference,Workshop,Sem.	\$ 135.55
14536519	4/23/2019	CHIARA LUNA	0100	Conference,Workshop,Sem.	\$ 405.00
14536520	4/23/2019	SITEONE LANDSCAPE SUPPLY	0100	Grounds Materials	\$ 326.04
14536521	4/23/2019	MARK MILLER	0100	Conference,Workshop,Sem.	\$ 277.64
14536522	4/23/2019	JAMES FARRAR	0100	Conference,Workshop,Sem.	\$ 405.00
14536523	4/23/2019	Sign Design	0100	Materials And Supplies	\$ 1,797.98
14536524	4/23/2019	HALEY MACKENZIE	0100	Conference,Workshop,Sem.	\$ 60.09
14536525	4/23/2019	MARY FRITSCH	0100	Conference,Workshop,Sem.	\$ 682.14
14536526	4/23/2019	SSID #9974341980	0100	Mediation Settlements	\$ 900.00
14536527	4/23/2019	Community Transition Academy	0100	Other Contr-N.P.S.	\$ 4,230.00
14536528	4/23/2019	San Diego Elevator	0100	Other Serv.& Oper.Exp.	\$ 9,267.50
14536529	4/23/2019	LAURA MARTIN	0100	Conference,Workshop,Sem.	\$ 27.03
14536530	4/23/2019	CAHERD CONFERENCE	0100	Conference,Workshop,Sem.	\$ 375.00
14536531	4/23/2019	DEBBIE KELLY	0100	Materials And Supplies	\$ 3,675.00
14536532	4/23/2019	AMAZON CAPITAL SERVICES, INC.	0100	Materials And Supplies	\$ 2,712.27
14536534	4/23/2019	DIGITAL NETWORKS GROUP, INC.	2139	Equipment	\$ 54,834.71
14536535	4/23/2019	SSID #6080442434	0100	Pay In Lieu Of Transp>	\$ 491.37
14536536	4/23/2019	SAN DIEGO CITY TREASURER	0100	Sewer Charges	\$ 1,872.51
				Water	\$ 3,231.45
14536537	4/23/2019	SCHOOL SERVICES OF CALIFORNIA, INC.	0100	Professional/Consult Svs	\$ 305.00
14536538	4/23/2019	AMERICAN EXPRESS	0100	Communications-Telephone	\$ 2,109.93
14536539	4/23/2019	LaserCycle USA	0100	Materials And Supplies	\$ 582.65
14536540	4/23/2019	TURF STAR INC	0100	Materials-Vehicle Parts	\$ 87.06
14536541	4/23/2019	UNITED SITE SERVICES	2139	New Construction	\$ 274.15
14537087	4/24/2019	Daily Journal Corporation	0100	Advertising	\$ 124.80
14537088	4/24/2019	NANCY A. BENBOW	0100	Mileage	\$ 16.24
14537089	4/24/2019	NCTM	0100	Conference,Workshop,Sem.	\$ 1,014.00
14537090	4/24/2019	KALANI CROSBY	0100	Mileage	\$ 26.68
14537091	4/24/2019	ISQUAD REPAIR LLC	0100	Repairs & Maintenance	\$ 188.54
14537092	4/24/2019	EUFRACIO MADUENO	0100	Mileage	\$ 80.04
14537093	4/24/2019	CARON, DIANE	0100	Mileage	\$ 59.16
14537094	4/24/2019	Community Transition Academy	0100	Sub/Other Contr-Nps	\$ 3,948.00
14537095	4/24/2019	DAWN CAMPBELL	0100	Conference,Workshop,Sem.	\$ 46.32
14537096	4/24/2019	SSID # 9068783681	0100	Mediation Settlements	\$ 8,607.44
14537097	4/24/2019	Courtney Fryt	0100	Conference,Workshop,Sem.	\$ 27.84
14537098	4/24/2019	BLICK ART MATERIALS	0100	Materials And Supplies	\$ 402.39
14537099	4/24/2019	IPROMOTEU	0100	Materials And Supplies	\$ 86.56
14537100	4/24/2019	DUNN EDWARDS CORP	0100	Bldg.-Repair Materials	\$ 245.01
14537101	4/24/2019	ENCINITAS COMMUNITY AND SENIOR	0100	Rents & Leases	\$ 390.00
14537102	4/24/2019	TIFFANY M. FINDELL	0100	Mileage	\$ 150.80
14537103	4/24/2019	FISHER SCIENTIFIC	0100	Materials And Supplies	\$ 468.38
14537104	4/24/2019	FLINN SCIENTIFIC INC	0100	Materials And Supplies	\$ 265.50
14537105	4/24/2019	GRAINGER	0100	Bldg.-Repair Materials	\$ 2,076.63
				Custodial Materials	\$ 183.09
14537106	4/24/2019	MUSICK, PEELER & GARRETT LLP	0100	Legal Expense	\$ 4,418.87
14537107	4/24/2019	ORANGE COUNTY DEPT OF ED	0100	Conference,Workshop,Sem.	\$ 350.00
14537108	4/24/2019	PACIFIC BACKFLOW, INC	0100	Other Serv.& Oper.Exp.	\$ -
				Repairs & Maintenance	\$ 758.09

## ITEM 9i

## WARRANT REPORT FROM 03/23/19 THROUGH 04/28/19

WARRANT NBR	DATE	VENDOR	FUND	DESCRIPTION	AMOUNT
14537109	4/24/2019	RALPHS CUSTOMER CHARGES	0100	Materials And Supplies	\$ 3.57
14537110	4/24/2019	CITY TREASURER	0100	Professional/Consult Svs	\$ 455.00
14537111	4/24/2019	STAPLES ADVANTAGE	0100	Materials And Supplies Office Supplies	\$ 324.92 \$ 73.85
14537112	4/24/2019	SUN DIEGO CHARTER COMPANY	0100	Subagreements For Services	\$ 6,603.48
14537113	4/24/2019	SUNRISE PRODUCE	1300	Purchases Food	\$ 14,293.66
14537114	4/24/2019	WAXIE SANITARY SUPPLY	0100	Custodial Materials	\$ 465.63
14537692	4/25/2019	ANTHEM BLUE CROSS	6717	Retiree Vendor Pmts	\$ 13.96
14537693	4/25/2019	VEBA KAISER	0100	Health & Welfare Benefits, cla	\$ 3,558.00
14537694	4/25/2019	DELTA DENTAL INSURANCE CO.	0100	Health & Welfare Benefits, cla	\$ 107.04
14537695	4/25/2019	FBC DENTAL	0100	Health & Welfare Benefits, cla	\$ 1,841.78
14537696	4/25/2019	VEBA PACIFICARE- KAISER	0100	Health & Welfare Benefits, cer	\$ 9,123.63
14537697	4/25/2019	MESVision	0100	Health & Welfare Benefits, cla	\$ 81.76
14537698	4/25/2019	VEBA PACIFICARE- CIGNA	0100	Health & Welfare Benefits, cer	\$ 1,266.00
14537699	4/25/2019	COSTCO CARMEL MTN RANCH	0100	Refreshments	\$ 111.68
14537700	4/25/2019	RALF BERNARD	0100	Mileage	\$ 141.52
14537701	4/25/2019	VISTA PAINT CORPORATION	0100	Bldg.-Repair Materials	\$ 231.62
14537702	4/25/2019	Ro Health, Inc.	0100	Professional/Consult Svs	\$ 1,025.00
14537703	4/25/2019	MCKINNEY CONTRACTING INC	2519	Repairs & Maintenance	\$ 21,200.00
14537704	4/25/2019	ENCINITAS CUSTOM UPHOLSTERY	0100	Repairs-Vehicles	\$ 580.00
14537705	4/25/2019	ZOHO Corporation	0100	Computer Licensing	\$ 4,311.00
14537706	4/25/2019	AT&T LONG DISTANCE	0100	Communications-Telephone	\$ 21.53
14537707	4/25/2019	ALL STAR SIGNS INC	2519	Improvements	\$ 48.65
14537708	4/25/2019	DAVE BANG ASSOCIATES, INC.	0100	Non-Capitalized Equipment	\$ 9,784.73
14537709	4/25/2019	BANYAN TREE EDUCATIONAL SERVICES, INC.	0100	Sub/Other Contr-Nps	\$ 11,739.53
14537710	4/25/2019	BERT'S OFFICE TRAILERS	2139	New Construction	\$ 144.39
14537711	4/25/2019	C E D	0100	Bldg.-Repair Materials	\$ 391.21
14537712	4/25/2019	CA DEPT OF EDUCATION	1300	Purchases Food	\$ 114.00
14537713	4/25/2019	CART MART INC	0100	Repairs & Maintenance	\$ 391.63
14537714	4/25/2019	COMMUNITY SCHOOL OF SD, THE	0100	Sub/Other Contr-Nps	\$ 1,258.00
14537715	4/25/2019	CREATIVE BUS SALES	0100	Computer Licensing Materials-Vehicle Parts Other Transport.Supplies	\$ 161.63 \$ 5,750.62 \$ 320.37
14537716	4/25/2019	ERICKSON-HALL CONSTRUCTION CO	2139	New Construction	\$ 173,124.20
14537717	4/25/2019	FAGEN FRIEDMAN & FULFROST, LLP	0100	Legal Expense	\$ 36,500.00
14537718	4/25/2019	FREDRICKS ELECTRIC INC	0100	Other Serv.& Oper.Exp.	\$ 725.00
14537719	4/25/2019	FRONTIER FENCE COMPANY INC	0100	Repairs & Maintenance	\$ 4,650.00
14537720	4/25/2019	GRAINGER	0100	Custodial Materials	\$ 137.32
14537721	4/25/2019	CHRISTINA HAUGHT	0100	Mileage	\$ 32.92
14537722	4/25/2019	JANUS CORPORATION	2139	New Construction	\$ 946.00
14537723	4/25/2019	KJ CONSORTIUM,LLC	0100	Refreshments	\$ 45.48
14537724	4/25/2019	PACIFIC BACKFLOW, INC	0100	Other Serv.& Oper.Exp. Repairs & Maintenance	\$ - \$ 2,490.36
14537725	4/25/2019	SAN DIEGO FITNESS SERVICES	0100	Repairs & Maintenance	\$ 540.70
14537726	4/25/2019	SHELL CAR WASH & EXPRESS LUBE	0100	Gasoline Supplies	\$ 248.60
14537727	4/25/2019	SO CAL GRAPHICS	0100	Printing	\$ 636.85
14537728	4/25/2019	STAPLES ADVANTAGE	0100	Materials And Supplies Office Supplies	\$ 691.77 \$ 181.17
14537729	4/25/2019	SUN DIEGO CHARTER COMPANY	0100	Subagreements For Services	\$ 2,527.67
14537730	4/25/2019	SWEETWATER	0100	Materials And Supplies	\$ 1,034.40
14537731	4/25/2019	LaserCycle USA	0100	Materials And Supplies	\$ 118.47
14537732	4/25/2019	WAXIE SANITARY SUPPLY	0100	Custodial Materials	\$ 11.83
14538378	4/26/2019	ROBERTA BLANK	0100	Materials And Supplies Refreshments	\$ 49.04 \$ 43.94
14538379	4/26/2019	TIFFANY HAZLEWOOD	0100	Materials And Supplies	\$ 41.41
14538380	4/26/2019	BELYEA, BRINN	0100	Materials And Supplies	\$ 20.60
14538381	4/26/2019	ARBOR SCIENTIFIC	0100	Materials And Supplies	\$ 1,007.68
14538382	4/26/2019	BOOMERANG PROJECT	0100	Conference,Workshop,Sem.	\$ 8,685.00
14538383	4/26/2019	Holly Vermilyea	0100	Materials And Supplies	\$ 78.64
14538384	4/26/2019	CW DRIVER LLC	2139	New Construction	\$ 455,557.36
14538385	4/26/2019	SSID #5154707632	0100	Mediation Settlements	\$ 2,060.00



## ITEM 9i

## WARRANT REPORT FROM 03/23/19 THROUGH 04/28/19

WARRANT NBR	DATE	VENDOR	FUND	DESCRIPTION	AMOUNT
14538386	4/26/2019	Community Transition Academy	0100	Sub/Other Contr-Nps	\$ 3,102.00
14538387	4/26/2019	PREVENT LIFE SAFETY SERVICES INC	0100	Repairs & Maintenance	\$ 550.00
14538388	4/26/2019	CULTURE CRE8ION LLC	0100	Conference,Workshop,Sem.	\$ 300.71
14538389	4/26/2019	LOPEZ, JACOB	1300	Fuel	\$ 10.00
14538390	4/26/2019	FLETES, LEO	0100	Conference,Workshop,Sem.	\$ 108.44
14538391	4/26/2019	BANYAN TREE EDUCATIONAL SERVICES, INC.	0100	Sub/Other Contr-Nps	\$ 9,162.56
14538392	4/26/2019	EDCO DISPOSAL CORPORATION	0100	Repairs & Maintenance Rubbish Disposal	\$ 330.00 \$ 10,253.86
14538393	4/26/2019	GEM INDUSTRIAL, INC.	2519	Improvements	\$ 95,826.26
14538394	4/26/2019	GEM INDUSTRIAL, INC.	2109	Improvements	\$ 76,760.00
14538395	4/26/2019	MELISSA GRIFFEN	0100	Conference,Workshop,Sem.	\$ 79.88
14538396	4/26/2019	MOBILE MODULAR MANAGEMENT CORP	0100	Rents & Leases	\$ 1,501.00
			2139	New Construction	\$ 1,278.00
14538397	4/26/2019	SCHOOL FACILITY CONSULTANTS	2519	Professional/Consult Svs	\$ 5,036.52
14538398	4/26/2019	SIEMENS INDUSTRY, INC.	0100	Other Serv.& Oper.Exp.	\$ 16,950.50
14538399	4/26/2019	Amy Springstead	0100	Conference,Workshop,Sem.	\$ 23.78
14538400	4/26/2019	XEROX CORPORATION	0100	Copy Charges Rents & Leases	\$ 713.61 \$ 1,370.35

Report Total

\$ 4,806,480.06

## ITEM 9i

## RCF REPORT FROM 03/23/19 THROUGH 04/28/19

CK NBR	DATE	NAME/VENDOR	DESCRIPTION	AMOUNT
	03/31/2019	BANK SERVICE CHARGE	Service Charge: March 2019	26.83
11715	03/28/2019	CAROLYN WONG	PETTY CASH REIMBURSEMENT	91.88
11716	03/28/2019	CHERYL GRAHAM	PETTY CASH REIMBURSEMENT	285.19
11717	03/28/2019	MARIANNE RATHER	PETTY CASH REIMBURSEMENT	66.35
11718	03/28/2019	DANI RODRIGUEZ	PETTY CASH REIMBURSEMENT	66.32
11719	04/24/2019	CURTIS FILLMORE	PETTY CASH REIMBURSEMENT	72.91
11720	04/24/2019	CAROLYN WONG	PETTY CASH REIMBURSEMENT	23.48
11721	04/24/2019	MARIANNE RATHER	PETTY CASH REIMBURSEMENT	99.25

Report Total

732.21

# San Dieguito Union High School District

## INFORMATION FOR BOARD OF TRUSTEES

**TO:** BOARD OF TRUSTEES

**DATE OF REPORT:** April 25, 2019

**BOARD MEETING DATE:** May 9, 2019

**PREPARED BY:** Mark Miller, Associate Superintendent  
Administrative Services

**SUBMITTED BY:** Robert A. Haley, Ed.D., Superintendent

**SUBJECT:** Approval of Student Expulsion  
Case #2019-115SD

-----

### EXECUTIVE SUMMARY:

Case #2019-115SD failed to properly conform to appropriate standards of behavior expected from students of the San Dieguito Union High School District by violating California Education Code, Section 48900 (c) & (d) and California Education Code, Section 48915 (c)(3). Case #2019-115SD and parent have agreed to waive an expulsion hearing and have stipulated the expulsion.

### RECOMMENDATION:

It is recommended the Board of Trustees approve the student expulsion for Case #2019-115SD for violating California Education Code, Section 48900 (c) & (d) and California Education Code, Section 48915 (c)(3) for the period of May 10, 2019 through May 10, 2020.

### FUNDING SOURCE:

No financial obligation to the district.

# San Dieguito Union High School District

## INFORMATION FOR BOARD OF TRUSTEES

**TO:** BOARD OF TRUSTEES

**DATE OF REPORT:** May 2, 2019

**BOARD MEETING DATE:** May 9, 2019

**PREPARED BY:** Rick Ayala, Director  
Pupil Services & Alternative Programs  
Mark Miller, Associate Superintendent  
Administrative Services

**SUBMITTED BY:** Robert A. Haley, Ed.D., Superintendent

**SUBJECT:** Approval of Student Expulsion  
Case #2019-116SD

-----

### EXECUTIVE SUMMARY:

Case #2019-116SD failed to properly conform to appropriate standards of behavior expected from students of the San Dieguito Union High School District by violating California Education Code, Section 48900 (c) & (j) and California Education Code, Section 48915 (a)(3). Case #2019-116SD and parent have agreed to waive an expulsion hearing and have stipulated the expulsion.

### RECOMMENDATION:

It is recommended the Board of Trustees approve the student expulsion for Case #2019-116SD for violating California Education Code, Section 48900 (c) & (j) and California Education Code, Section 48915 (a)(3) for the period of May 10, 2019 through January 24, 2020.

### FUNDING SOURCE:

No financial obligation to the district.

# San Dieguito Union High School District

## INFORMATION REGARDING BOARD AGENDA ITEM

**TO:** BOARD OF TRUSTEES

**DATE OF REPORT:** April 30, 2019

**BOARD MEETING DATE:** May 9, 2019

**PREPARED BY:** Independent Citizens Oversight Committee  
Tina Douglas, Associate Superintendent,  
Business Services

**SUBMITTED BY:** Robert A. Haley, Ed.D., Superintendent

**SUBJECT:** ACCEPTANCE OF THE PROPOSITION AA  
INDEPENDENT CITIZENS OVERSIGHT  
COMMITTEE 2018 ANNUAL REPORT

-----

### EXECUTIVE SUMMARY

Following the passage of Proposition AA in November, 2012, the Board of Trustees appointed nine members to an Independent Citizens Oversight Committee (ICOC). The ICOC held its first meeting on April 16, 2013 and has met quarterly over the last six years. This past term the ICOC consisted of ten members that reviewed project budgets, timelines, change orders and management processes. ICOC members tour project sites and hold meetings at school sites so they can observe classroom conditions or work in progress. The 2018 Prop AA Independent Audit Report was reviewed by the committee at a special meeting on March 19, 2019.

The ICOC is required to complete an annual report on its activities which will be posted on the District website. The report, which covers the 2018 calendar year, was drafted and approved by the committee at a special meeting on April 2, 2019. The ICOC 2018 Annual Report is being presented to the Board of Trustees for consideration and acceptance.

### RECOMMENDATION:

It is recommended that the Board accept the Proposition AA Independent Citizens Oversight Committee 2018 Annual Report.

### FUNDING SOURCE:

Not applicable.

# San Dieguito

## Union High School District

### **Proposition AA Independent Citizens Oversight Committee 2018 Annual Report**

**April 2, 2019**

**San Dieguito Union High School District**

**710 Encinitas Blvd.  
Encinitas, California 92024**

**(760) 753-6491**

**<http://www.sduhsd.net>**



**Carmel Valley Middle School / Music & Drama**



**Oak Crest Middle School / Science Classroom Quad**

Dear Community Members,

The Independent Citizens Oversight Committee (ICOC) of the San Dieguito Union High School District (District) is pleased to present our fifth annual report. The 2018 Annual report covers activity for the period ending December 31, 2018.

Building on the commitment from the voters in 2012, the District has issued \$364,040,000<sup>1</sup> in general obligation bonds and has expended or contracted \$337,849,351<sup>2</sup> on projects through December 31, 2018.

The ICOC wishes to thank the District staff and project management team for their support, their detailed updates and transparency of information, not only to the Committee, but also to the public.

We welcome your questions and comments. You will find ICOC members' e-mail addresses within this report.

For more information about Proposition AA and the ICOC, please visit:

[www.sduhsd.net/PropAA](http://www.sduhsd.net/PropAA)  
[www.sduhsd.net/ICOC](http://www.sduhsd.net/ICOC)

Sincerely,  
*Robin Duveen*

President,  
San Dieguito Union High School District Independent Citizens Oversight Committee



**Oak Crest Middle School / Science Classroom**

<sup>1</sup> Bond Series Issued: Series A, issued 2013 for \$160,000,000, Series B, issued 2015 for \$117,040,000, Series C, issued 2016 for \$62,000,000 and Series D, issued 2018 for \$25,000,000 for a total of \$364,040,000.

<sup>2</sup> This \$ amount represents funds expended to date on completed projects, on projects currently under construction (partial), and projects that are currently in the planning phases (partial).



## **INTRODUCTION**

Proposition AA is a \$449 million bond initiative approved by over 55% of District voters in November 2012. The Abbreviation section of the Proposition AA Bond Measure stated that Proposition AA is to "provide safe, modern schools and prepare students for success in college and careers by repairing and upgrading outdated classrooms and schools, construction and upgrading school facilities, including classrooms, science labs, and libraries, improving safety and security, and supporting career training and math, science, and technology instruction with 21st Century instructional technology and facilities." See "Full Text of Measure" in **Exhibit A**.

Proposition AA was passed under the rules of California Proposition 39 (passed in November 2000). California Assembly Bill 1908 (executed July 2000) required school districts that passed Proposition 39 bonds to appoint an Independent Citizens Oversight Committee (ICOC) "to assure that funds are spent only on school and classroom improvements and for no other purposes." The purpose of the ICOC is "to inform the public concerning the expenditure of bond revenues."

For additional information about the ICOC and Proposition AA projects, visit the ICOC page at [www.sduhsd.net/ICOC](http://www.sduhsd.net/ICOC) and the Proposition AA page at [www.sduhsd.net/PropAA](http://www.sduhsd.net/PropAA).

The projects mentioned in this annual report, including the Performance Audit, Project Status, Master Plans, and ICOC actions can be found at the ICOC page.



**Pacific Trails Middle School / 2<sup>nd</sup> Classroom Building**



**Torrey Pines High School / Performing Arts Center (PAC)**



## **DISTRICT AWARDS & RECOGNITION**

The District has received awards and accolades regarding their building program from prominent community organizations. On May 17, 2018, the District was the recipient of the "Regional Golden Watchdog Award" at the 23<sup>rd</sup> Annual Golden Awards sponsored by the San Diego County Taxpayers Association. This award highlighted the District's collaborative partnership with the Solana Beach School District (SBSD) in which SBSBD would be a tenant of SDUHSD during the 2017-2018 school year required to rebuild Skyline Elementary School. This kept students in the same community and saved Measure JJ the expense of building an interim campus and shortened the overall construction duration to 14 months, thereby saving an estimated \$10 million.

The District also received an award from Engineering News Record (ENR), a weekly publication that provides news for the construction industry worldwide. Earl Warren Middle School was awarded the "2018 Best Project, Southern California" for K-12 Education. An awards ceremony was held at the Omni Hotel & Resorts in Los Angeles on October 11, 2018. The event was attended by Board of Trustees member, Joyce Dalessandro, ICOC Committee member, Rhea Stewart, Executive Director of Planning Services, John Addleman, representatives from McCarthy Construction and Lionakis.



**Rhea Stewart, John Addleman, Anthony Paterno  
Joyce Dalessandro, Craig Swenson, Steven Kendrick,  
Dave Evans**



**Engineering News Record's - 2018 Best Project,  
So. California, K-12 Education  
Earl Warren Middle School**

**INDEPENDENT CITIZENS OVERSIGHT COMMITTEE (ICOC)**

Members of the ICOC are listed below:

<b>Name</b>	<b>Affiliation</b>	<b>Email Address</b>
Kim Bybee	At-Large Member	<a href="mailto:kim.bybee@sduhsd.net">kim.bybee@sduhsd.net</a>
Clarke Caines	At-Large Member	<a href="mailto:clarke.caines@sduhsd.net">clarke.caines@sduhsd.net</a>
Robin Duveen, President	Taxpayer Association Member	<a href="mailto:robin.duveen@sduhsd.net">robin.duveen@sduhsd.net</a>
Mary Farrell	Senior Citizen Organization Member	<a href="mailto:mary.farrell@sduhsd.net">mary.farrell@sduhsd.net</a>
Amy Flicker	Parent Active in Teacher-Parent Organization	<a href="mailto:amy.flicker@sduhsd.net">amy.flicker@sduhsd.net</a>
Jerilyn Larson, Representative	At-Large Member	<a href="mailto:jerilyn.larson@sduhsd.net">jerilyn.larson@sduhsd.net</a>
Kristina Leyva, Secretary	Parent of SDUHSD Student Member	<a href="mailto:Kristina.leyva@sduhsd.net">Kristina.leyva@sduhsd.net</a>
Robert Nascenzi	Business Organization Member	<a href="mailto:robert.nascenzi@sduhsd.net">robert.nascenzi@sduhsd.net</a>
Rhea Stewart	At-Large Member	<a href="mailto:rhea.stewart@sduhsd.net">rhea.stewart@sduhsd.net</a>
Jeffery Thomas	At-Large Member	<a href="mailto:jeffery.thomas@sduhsd.net">jeffery.thomas@sduhsd.net</a>

To fulfill its duty, the ICOC will:

- Understand the District's priority setting process for Proposition AA projects.
- Compare the initiative's language with the District's project plans to verify compliance with voter approved Proposition AA improvements.
- Maintain trust with District representatives - but, verify the appropriateness of District bond expenditures.
- Ensure that the District's information is transparent and open to the public.
- Review the annual independent performance and financial audit of Proposition AA funds.
- Remain current on all matters pertaining to the District's implementation of the Proposition AA projects.

## **ROLE OF THE ICOC**

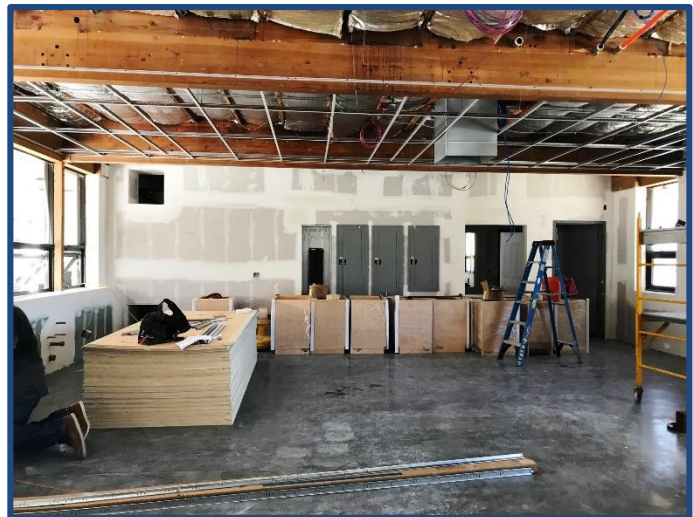
The ICOC provides only after-the-fact review and monitoring of how the District spends bond funds. The ICOC does not have the authority to approve or determine how the bonds funds are spent, the rate of taxes collected, bond financing, or the contracting process (requirements definition, contract modeling and strategy, bid solicitation, contractor or consultant selection, contract negotiations, authorizing contract changes, etc.).

The ICOC is required to advise the public on the District's compliance with the requirements of Article 13A, Section 1(b)(3) of the California Constitution, including:

- Expenditure of bond funds only for the construction, reconstruction, rehabilitation, or replacement of school facilities;
- Prohibiting the expenditure of bond funds for any teacher or administrative salaries or other school operating expenses;
- Requiring annual independent performance audits to ensure that bond funds have been expended only on the specific projects listed; and
- Requiring annual independent financial audits of the proceeds from the sale of the bonds until all those proceeds have been expended for the school facilities projects.



**San Dieguito High School Academy  
Arts & Humanities Building**



**Diegueño Middle School  
Bldg. B & G Modernization / Phase I**

## **INDEPENDENT PERFORMANCE AND FINANCIAL AUDIT**

California Senate Bill 1473 (SB 1473), signed September 22, 2010, requires that the financial and performance audits required by Article 13A, Section 1(b)(3)(c) of the California Constitution for bond funds approved under Proposition 39 be conducted in accordance with the Generally Accepted Government Auditing Standards (GAGAS), also known as the Yellow Book, issued by the Comptroller General of the United States.

The required independent performance audit and independent financial audit for Proposition AA was conducted by WILKINSON HADLEY KING & CO. LLP (Independent Auditor) for the year ending June 30, 2018. The complete report is included as **EXHIBIT B**. The report included no findings of noncompliance by the Independent Auditor for the use of Proposition AA bond funds during the review period. This report and all prior audit reports are available on the District's Proposition AA page at [www.sduhsd.net/PropAA](http://www.sduhsd.net/PropAA).

It should also be noted that the District received a perfect score in the San Diego Taxpayers Association's 2018 Annual School Bond Transparency Report, in which all of San Diego County's current school bond programs are evaluated on transparency and performance.

## **ICOC AUDIT REVIEW**

California Senate Bill 581 (SB 581), signed August 12, 2013, requires that independent performance and financial audits for the preceding year be conducted and submitted to the ICOC no later than March 31 of each year for its review. SB 581 also requires that the District provide the ICOC with responses, within three months, to any finding, recommendation, or concern addressed in the annual independent performance and financial audits.

The ICOC held a special meeting on March 19, 2019, to receive and review the 2017-18 Proposition AA Annual Audit report and ask questions of the Independent Auditor's representative. On the basis of this review, the ICOC concurred with the Independent Auditor's conclusion of no findings of noncompliance and that the District complied with the requirements of Article 13A, Section 1(b)(3) of the California Constitution as it pertains to Proposition AA.

**PROPOSITION AA FINANCING**

ITEM 10

In 2018 the fourth Bond Series (D) was issued for \$25,000,000. \$364,040,000 of financing has been secured by the District for Proposition AA to date.

• Series A (Issued in 2013)	\$160,000,000
• Series B (Issued in 2015)	\$117,040,000
• Series C (Issued in 2016)	\$ 62,000,000
• Series D (Issued in 2018)	<u>\$ 25,000,000</u>
TOTAL:	\$364,040,000

**PROPOSITION AA BASELINE BUDGETS**

Since its inception, the ICOC has been working with the District to adjust project status reports to reflect the budget baselines for each project based on the estimates that existed when the voters passed Proposition AA in 2012. The baseline budgets established for authorized Proposition AA, summarized by project sites, are summarized later in this report.

The original baseline budget for Proposition AA was \$449 million. The revised estimated budget through 2018 will be \$544 million. The estimated program completion costs are represented below:

• Proposition AA 2012 Baseline Budget	\$449,000,000.00
• Additional Project Funding (Non-Bond Funding + Estimated Interest Earned)	\$ 24,357,551.50
• Additional Escalation & Project Administration Costs	<u>\$ 70,603,134.80</u>
TOTAL:	\$543,960,686.30

This results in an estimated total program shortfall of \$94,960,686.30.

The chart below demonstrates the added escalation (significant) and administration costs for projects that have yet to be commenced. It was originally estimated by the District in 2011-2012 that the remaining projects to complete would cost \$83,409,852.46. However, with the estimated escalation (\$59,257,294.34) and administration costs (\$11,345,840.46), an additional \$70,603,134.80 has been added to the 2011-2012 initial baseline year estimate (excluding projects to be completed in 2018-2019), resulting in a revised projected cost to complete in the amount of \$154,012,987.26.



**PROJECT ESCALATION COSTS**

ITEM 10

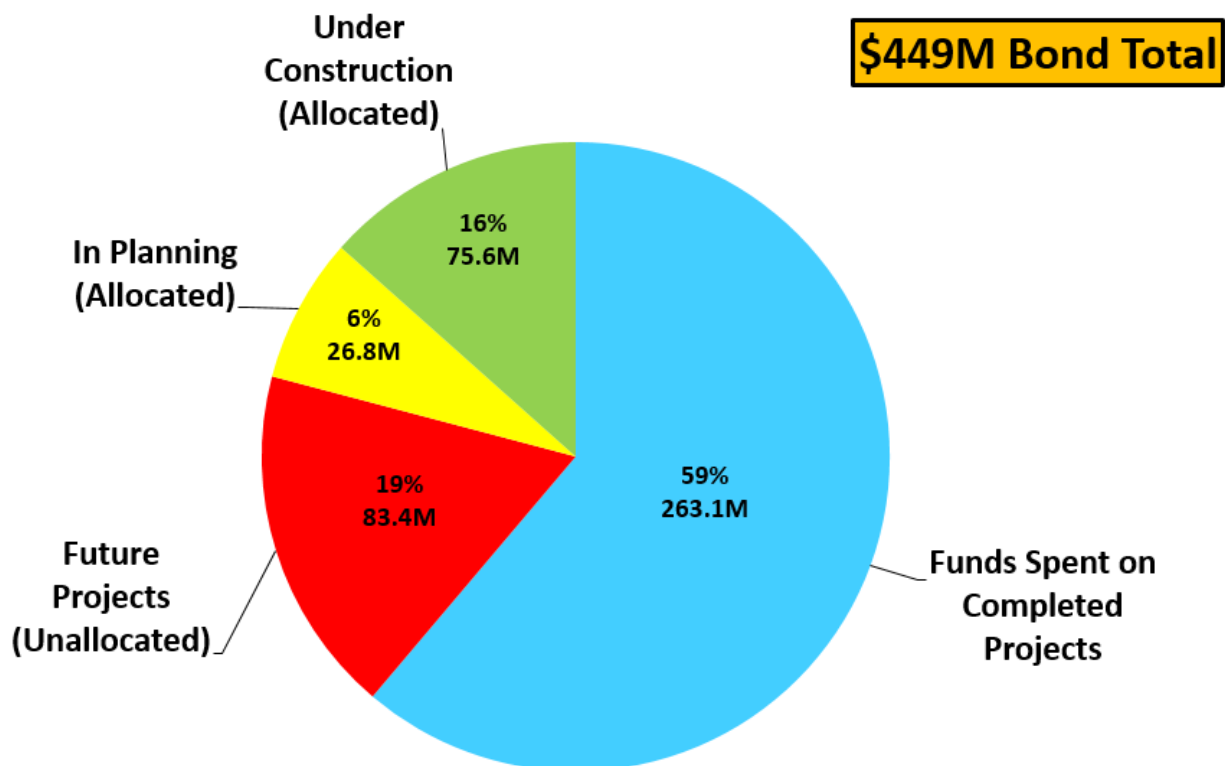
Project List	Initial Year of Estimate (Baseline Year)	Estimated Cost of Remaining Projects	Projected Year of Construction	Added Escalation	Revised Estimated Cost
<b>Canyon Crest Academy</b>					
New Black Box Theater and Spin Room	2011/12	\$ 3,685,663.91	2020/21	\$ 1,470,907.64	\$ 5,156,571.55
AV Technology Improvements	2018/19	\$ 500,000.00	2018/19	\$ -	\$ 500,000.00
<b>Carmel Valley MS</b>					
New Student Entry, Student Quad Reconfiguration	2011/12	\$ 743,756.19	2020/21	\$ 265,536.77	\$ 1,009,292.96
AV Technology Improvements	2018/19	\$ 500,000.00	2018/19	\$ -	\$ 500,000.00
<b>Diegueno MS</b>					
Modernization of Math, History, English and Science Buildings	2011/12	\$ 4,212,812.42	2024/25	\$ 2,246,606.27	\$ 6,459,418.69
Multipurpose Expansion (Music, Locker Rooms, Food Service), Administration, and Parking Lot Improvements	2011/12	\$ 9,896,733.45	2024/25	\$ 5,277,724.53	\$ 15,174,457.98
<b>La Costa Canyon HS</b>					
Field House, New Science Building, New Classroom Building and Administration Building Modernization	2011/12	\$ 15,316,195.49	2034/35	\$ 16,552,102.37	\$ 31,868,297.86
<b>La Costa Valley-San Dieguito Sports Complex</b>					
Multi-Purpose Building	2011/12	\$ 6,438,756.43	2034/35	\$ 6,958,317.79	\$ 13,397,074.22
<b>Oak Crest MS</b>					
New Black Box Theater and Dance Room, and Media Center Renovations	2011/12	\$ 3,134,869.58	2034/35	\$ 3,590,034.74	\$ 6,724,904.32
Balance of Campus Modernization/ Buildings C-G, I, K, M, N, Locker Rooms and Crest Hall	2018/19	\$ 1,946,599.55	2018/19	\$ -	\$ 1,946,599.55
<b>Pacific Trails MS</b>					
Marquee at Gym Building & Stage Lighting at Gym Building	2018/19	\$ 90,330.00	2018/19	\$ -	\$ 90,330.00
<b>San Dieguito HS Academy</b>					
Modernize Industrial Arts, A&B Buildings, 10's, 40-44, 70-74	2011/12	\$ 6,145,016.26	2020/21	\$ 2,193,901.47	\$ 8,338,917.73
Modernize, Mosaic Café, Fields, Reconstruct Gym, Locker Rooms and Weight Room	2011/12	\$ 9,612,257.42	2024/25	\$ 5,126,019.31	\$ 14,738,276.73
<b>Torrey Pines HS</b>					
Gym, Field House & Administration Building Remodels	2011/12	\$ 14,413,109.13	2034/35	\$ 15,576,143.43	\$ 29,989,252.56
<b>District Wide</b>					
Project Administration	2018/19	\$ 6,773,752.63	2034/35	\$ 11,345,840.46	\$ 18,119,593.09
<b>TOTALS</b>		<b>\$ 83,409,852.46</b>		<b>\$ 70,603,134.80</b>	<b>\$ 154,012,987.26</b>

With state legislative constraints, factors beyond the control of the District and economic effects of inflation due to the lengthening of the bond program from six to twenty-three years, the remaining projects as originally identified in 2012 may not occur as originally timed or conceived under Prop AA. However, it is the Committee's understanding that it is the District's intent to continue, as it has since 2013, to seek other funding sources and partnerships to offset future escalation.

**PROJECT FUNDING STATUS**

ITEM 10

Prop AA planned for \$449 million of capital improvements within the District. Of those funds, the District has completed 46 projects and spent \$263.1 million through 2018 to complete the highest priority projects. In addition, \$75.6M is committed to projects currently under construction with \$26.8 million being committed to projects in the design and planning phases. There remains \$83.4 million of the original funds to be allocated. The chart below demonstrates the current overall project status.

**Funding Allocation**



**Completed Projects - \$263.1M Expended**  
**2012-2018**

**Canyon Crest Academy**

New Building B, Landscape/Enhancements - Building B, Stadium Improvements, Technology Infrastructure, Track & Field Improvements & Rough Grade

**Carmel Valley Middle School**

New Drama & Music Classrooms, Technology Infrastructure & Media Center Upgrade

**Diegueno Middle School**

Building B & G Modernization, Media Center & Front Entry Improvements

**Earl Warren Middle School**

Campus Re-Construction Phase 1, Interim Housing & Data Center Upgrade

**La Costa Canyon High School**

Building 200 Renovation, Media Center Landscaping, Modernization of Gym HVAC upgrade, Performing Arts Center HVAC upgrade, Building 200 HVAC & Media Center Upgrades

**La Costa Valley Sports Complex**

Development of a sports complex consisting of sports fields & restroom

**Oak Crest Middle School**

Interim Housing, Technology Infrastructure, Landscape & Balour Street Improvements, Learning Commons Remodel, Field Access/Path of Travel Upgrades & C-Smart & Art Classrooms Modernization

**Pacific Trails Middle School**

Construction of New Campus, Phase I & 2 & New 2<sup>nd</sup> Classroom Building,

**San Dieguito High School Academy**

Modernization of Culinary Arts Classroom, New Math & Science Building, Technology Infrastructure, New Tennis Courts & Interim Housing,

Track & Field Improvements, New Stadium Press Box, Bleachers & Bathroom Improvements

**Sunset High School**

Multi Media Upgrade

**Torrey Pines High School**

New Culinary Arts, Building B & Front Entry Modernization, Technology Infrastructure, Interim Housing, New Chemistry Building J, Stadium Lighting Upgrade & New Weight Room Building

**Projects Under Construction - \$75.6M Allocated Funds**

**Diegueno Middle School**

New Building P - Phase 2

**Earl Warren Middle School**

Campus Re-Construction Phase 2

**Oak Crest Middle School**

Science Classroom/Quad & Administration Building Re-Construction

**San Dieguito High School Academy**

New Arts & Humanities Building

**Torrey Pines High School**

New Performing Arts Center & Theater

## Projects In Planning Process - \$26.8M Allocated Funds

### **La Costa Canyon High School**

Modernization of Building 200 Culinary Arts & New Weight Room

### **Sunset High School / Adult Transition Program (ATP)**

Campus Re-Construction

### **Torrey Pines High School**

Modernization of Building I & Custodial Warehouse, Modernization of Building I/New Art Building & Quad Enhancements

## Future Projects Remaining

### **Canyon Crest Academy**

New Black Box Theater & Spin Room (2020-2021)

Audio Visual Technology Improvements (2018-2019)

### **Carmel Valley Middle School**

New Student Entry, Student Quad Reconfiguration (2020-2021)

Audio Visual Technology Improvements (2018-2019)

### **Diegueno Middle School**

Modernization of Math, History, English & Science Building

Multi-Purpose Expansion (Music/Locker Rooms/Food Service)

Administration & Parking Lot Improvements (2024-2025)

### **La Costa Canyon High School**

Field House, New Science Building, New Classroom Building. &

Administration Building Modernization (2034-2035)

### **La Costa Valley-San Dieguito Sports Complex**

New Multi-Purpose Building (2034-2035)

### **Oak Crest Middle School**

New Multi-Purpose Building (2034-2035)

Balance of Campus Modernization/Buildings C-G, I, K, M, N, Locker Rooms & Crest Hall (2018-2019)

### **Pacific Trails Middle School**

Marquee & Stage Lighting at Gym Building (2018-2019)

### **San Dieguito High School Academy**

Modernize Industrial Arts Building, A&B, Building 10,

40-44 & 70-74 (2020-2021)

Modernization of Mosaic Café, Upgrading Fields, Reconstruct Gym, Locker Rms. & Weight Rm. (2024-2025)

### **Torrey Pines High School**

Gym, Field House & Administration Building Remodels (2034-2035)

### **District Wide**

Technology Improvements (2018-2019)

**BOND DRAW BUDGET AND COMMITMENTS SUMMARY**

ITEM 10

Project Sites	Budget 12/28/17	Budget 12/26/18	Commitments 12/26/18	Delta 12/26/18
Pacific Trails Middle School	66,209,795.95	65,715,833.84	65,226,054.97	489,778.87
Carmel Valley Middle School	7,419,974.39	7,419,974.39	7,377,017.20	42,957.19
Earl Warren Middle School	54,992,759.22	54,992,759.22	55,236,186.52	(243,427.30)
La Costa Valley Site	10,679,955.04	10,679,955.04	10,679,955.04	-
Diegueno Middle School	13,973,192.75	14,627,921.75	14,465,736.59	162,185.16
Oak Crest Middle School	21,389,942.22	24,564,173.22	24,300,847.00	263,326.22
Canyon Crest Academy	31,750,637.34	31,444,989.34	31,437,707.67	7,281.67
Torrey Pines High School	59,011,019.59	58,781,604.61	57,564,601.63	1,217,002.98
San Dieguito High School Academy	58,588,512.83	58,588,512.83	57,866,363.73	722,149.10
La Costa Canyon High School	9,282,324.96	12,205,104.03	9,630,120.04	2,574,983.99
Sunset High School	1,182,930.00	16,700,000.00	1,313,367.78	15,386,632.22
DW Tech Infrastructure	11,511,231.88	11,511,231.88	9,659,082.60	1,852,149.28
QSCB - 10 yr. Option	6,262,122.64	7,655,890.28	4,593,534.00	3,062,356.28
Administration	7,360,014.75	10,107,210.81	6,884,440.46	3,222,770.35
<b>Subtotal Expense Budget</b>	<b>359,614,413.56</b>	<b>384,995,161.24</b>	<b>356,235,015.23</b>	<b>28,760,146.01</b>
<b>Project Funding</b>				
Prop AA Project Fund	336,471,227.78	361,437,755.50		
North City West Funding	5,586,098.00	5,586,098.00		
2016 CFD Bond Funding	9,434,548.67	9,819,548.67		
State School Building Fund	-	-		
County of San Diego/FOTL	427,738.41	427,738.41		
CVMS PTSA	20,722.00	20,722.00		
Building Fund 21-09	3,499,155.76	3,499,155.76		
Solana Beach School District	461,718.43	461,718.43		
Insurance Funds	-	698,394.00		
Estimated Interest Earnings	3,844,176.23	3,844,176.23		
Subtotal Funding Budget	359,745,385.28	385,795,307.00		
Excess/(Shortage of) Funding	130,971.72	800,145.76		

**COMPLETED PROJECTS 2018**

ITEM 10

Project	Delivery Method	Budget	Actual Expenses	Estimated Savings*
Earl Warren Middle School – Campus Reconstruction, Phase I	LLB	\$46,279,571.18	\$45,908,875.46	\$370,695.72
Earl Warren Middle School Interim Housing	LLB	\$4,732,785.00	\$4,580,580.34	\$152,204.66
Oak Crest Middle School – Science Classroom Building/ Quad	CM-MP	\$13,001,223.25	\$10,119,084.04	\$2,882,139.21
Canyon Crest Building B Landscape/Pathways	DBB	\$164,000.00	\$124,355.00	\$39,645.00
Carmel Valley Middle School - Music/Drama Classrooms	CM-MP	\$7,239,037.88	\$6,786,920.86	\$452,117.02
Diegueno Middle School Buildings B & G Modernization, Phase I	LLB	\$3,770,142.00	\$3,045,224.66	\$724,917.34
La Costa Canyon High School Building 200 Renovation	District Forces/DBB	\$419,500.00	\$392,057.39	\$27,442.61
Pacific Trails Middle School 2nd Classroom Building	CM-MP	\$18,174,199.89	\$15,819,897.19	\$2,354,302.70
San Dieguito High School Academy Culinary Arts Renovation	CM-MP	\$2,821,052.00	\$2,351,907.00	\$469,145.00
<b>Subtotal:</b>		<b>\$96,601,511.20</b>	<b>\$89,128,901.94</b>	<b>\$7,472,609.26</b>

\*Estimated Savings are projected savings due to finalizing contracts, such as construction retention releases, and construction document closeout.

**LEGEND:**

DELIVERY METHOD:	FUNDING SOURCE:
LLB – Lease/Leaseback CM-MP – Construction Manager – Multi Prime DBB – Design-Bid-Build	CFD – Community Facilities Districts County of San Diego/FOTL – County (Library) and Friends of the Solana Beach Library SBSD – Solana Beach School District NCW – North City West Joint Powers Authority Foundation/PTSA – varied – Parent/Teacher Groups 21-09 – Capital Building Fund State School Building Program – State Prop 51 Funds  (These funding sources are in addition to Prop AA, to either supplement projects for items asked for by the school site or community outside the scope of Prop AA, or to offset the overall cost to Prop AA.)

**2018 AMENDMENTS AND CHANGE ORDERS TO CONSTRUCTION CONTRACTS** ITEM 10

These are the 2018 amendments and change orders to construction contracts approved by the Board and included in the Board minutes.

Board Meeting	Site & Project	Contractor	Original Contract Amount	Current Amendments *Unforeseen Conditions	Current Change Order	Revised Contract Amount
1/18/2018	San Dieguito High School Academy Math/Science Building	South West Construction Services	\$928,695.00	-	(\$56,006.00)	\$872,689.00
1/18/2018	San Dieguito High School Academy Math/Science Building	RND Contractors, Inc.	\$1,825,534.00	-	(\$297,740.00)	\$1,527,794.00
1/18/2018	San Dieguito High School Academy Math/Science Building	Precision Concrete Construction, Inc.	\$1,729,000.00	-	\$3,783.00	\$1,750,376.00
1/18/2018	San Dieguito High School Academy Math/Science Building	South West Construction Services	\$4,313,282.00	-	(\$552.50)	\$4,312,729.50
1/18/2018	San Dieguito High School Academy Math/Science Building	Sylvester Roofing Co. Inc.	\$369,999.00	-	(\$15,723.00)	\$354,276.00
1/18/2018	San Dieguito High School Academy Math/Science Building	JG Tate Fire Protection Systems, Inc.	\$134,567.00	-	(\$29,476.00)	\$105,091.00
1/18/2018	San Dieguito High School Academy Math/Science Building	Interpipe Contracting, Inc.	\$1,267,000.00	-	(\$24,078.37)	\$1,309,211.00
1/18/2018	San Dieguito High School Academy Math/Science Building	Chapman Air	\$1,229,000.00	-	(\$88,560.00)	\$1,140,440.00
1/18/2018	San Dieguito High School Academy Math/Science Building	Fredricks	\$1,284,000.00	-	(\$67,499.00)	\$1,216,501.00
1/18/2018	San Dieguito High School Academy Math/Science Building	Western Rim Constructors, Inc.	\$416,000.00	-	(\$419.00)	\$434,063.32
2/8/2018	San Dieguito High School Academy Math/Science Building	Whillock Contracting	\$703,734.00	-	(\$91,096.00)	\$612,638.00
2/8/2018	Carmel Valley Middle School Music Classroom Building	White's Steel Roof Materials			\$10,780.00	\$287,713.31
3/15/2018	Torrey Pines High School Culinary Arts	South West Construction Services	\$677,885.00	-	(\$541.52)	\$677,343.48
3/15/2018	Torrey Pines High School Culinary Arts	AO Reed & Co.	\$25,830.00	-	(\$1,230.00)	\$26,259.00

Board Meeting	Site & Project	Contractor	Original Contract Amount	Current Amendments *	Current Change Order	Revised Contract Amount
3/15/2018	Torrey Pines High School Culinary Arts	Ace Electric	\$170,690.00	-	(\$2,960.00)	\$16,773.00
3/15/2018	Torrey Pines High School Culinary Arts	Clauss Construction	\$292,202.00	-	(\$4,580.00)	\$287,622.00
4/19/2018	Pacific Trails Middle School 2nd Classroom Building	San Diego Steel, Inc.	\$1,524,983.00	\$133,539.00		\$1,658,522.00
4/19/2018	San Dieguito High School Academy Culinary Arts	Conan Construction, Inc.	\$702,000.00	-	(\$83,757.00)	\$618,243.00
4/19/2018	San Dieguito High School Academy Culinary Arts	Sylvester Roofing Co. Inc.	\$60,000.00	-	(\$13,694.00)	\$46,306.00
4/19/2018	San Dieguito High School Academy Culinary Arts	Kitcor Corporation	\$279,093.00	-	(\$56,639.00)	\$222,454.00
4/19/2018	San Dieguito High School Academy Culinary Arts	Interpipe Contracting, Inc.	\$268,000.00	-	(\$60,562.00)	\$207,438.00
4/19/2018	San Dieguito High School Academy Culinary Arts	Chapman Air	\$375,000.00	-	(\$77,630.00)	\$297,370.00
4/19/2018	San Dieguito High School Academy Culinary Arts	Ace Electric	\$226,470.00	-	(\$81,002.00)	\$145,468.00
4/19/2018	San Dieguito High School Academy Culinary Arts	Whillock Contracting	\$532,483.00	-	(\$95,858.00)	\$436,625.00
6/21/2018	Carmel Valley Middle School Music Classroom Building	Western Rim Constructors, Inc.	\$341,000.00	\$24,540.67	-	\$365,540.67
6/21/2018	Carmel Valley Middle School Music Classroom Building	Brady SoCal, Inc.	\$1,057,330.00	-	\$3,972.00	\$1,094,758.00
6/21/2018	Carmel Valley Middle School Music Classroom Building	LVH Entertainment	\$229,000.00	-	(\$13,200.00)	\$215,800.00
7/26/2018	Carmel Valley Middle School Music Classroom Building	Whillock Contracting	\$411,107.00	-	\$33,450.00	\$444,557.00
7/26/2018	Carmel Valley Middle School Music Classroom Building	South West Construction Services	\$951,569.00	-	\$74,863.00	\$1,026,432.00
8/16/2018	Carmel Valley Middle School Music Classroom Building	Brady SoCal, Inc.	\$1,057,330.00	-	(\$2,599.00)	\$1,092,159.00



Board Meeting	Site & Project	Contractor	Original Contract Amount	Current Amendments *	Current Change Order	Revised Contract Amount
8/16/2018	Carmel Valley Middle School Music Classroom Building	Chapman Air	\$273,000.00	-	(\$12,002.00)	\$265,742.00
8/16/2018	Carmel Valley Middle School Music Classroom Building	Fredricks	\$574,000.00	-	(\$1,582.00)	\$607,723.82
10/11/2018	Carmel Valley Middle School Music Classroom Building	Sylvester Roofing Co. Inc.	\$470,000.00	-	(\$3,653.00)	\$466,347.00
10/11/2018	Carmel Valley Middle School Music Classroom Building	Western Rim Constructors, Inc.	\$341,000.00	-	(\$500.00)	\$365,040.67
10/11/2018	Pacific Trails Middle School 2nd Classroom Building	Baker Electric	\$1,199,000.00	-	\$111,955.78	\$1,310,955.78
10/11/2018	Pacific Trails Middle School 2 <sup>nd</sup> Classroom Building	USA Shade & Fabric Structures	\$105,575.00	-	(\$33,000.00)	\$72,575.00
10/11/2018	Pacific Trails Middle School 2 <sup>nd</sup> Classroom Building	Williams & Sons Masonry, Inc.	\$363,346.00	-	(\$11,946.00)	\$351,400.00
11/1/2018	Oak Crest Middle School Science Classroom/Quad	Western Rim Constructors, Inc.	\$397,100.00	-	\$13,481.00	\$410,581.00
11/1/2018	Pacific Trails Middle School 2nd Classroom Building	JG Tate Fire Protection Systems, Inc.	\$158,321.00	-	(\$23,380.00)	\$134,941.00
11/1/2018	Pacific Trails Middle School 2nd Classroom Building	Buxcon Sheet metal, Inc.	\$387,145.00	-	(\$30,711.00)	\$356,434.00
11/1/2018	Pacific Trails Middle School 2nd Classroom Building	Roof Construction	\$343,643.00	-	(\$30,760.00)	\$312,883.00
12/13/2018	Torrey Pines High School Performing Arts	Rocky Coast Builders, Inc.	\$2,610,582.00	\$57,790.00	-	\$2,668,372.00
12/13/2018	Torrey Pines High School Performing Arts	HPS Mechanical	\$496,146.00	\$45,346.00	-	\$541,492.00
12/13/2018	Torrey Pines High School Performing Arts	K&Z Cabinet Company	\$325,390.00	-	(\$7,979.00)	\$317,411.00
12/13/2018	Torrey Pines High School Performing Arts	Interpipe Contracting, Inc.	\$718,980.00	-	(\$81,919.00)	\$637,061.00
12/13/2018	Torrey Pines High School Performing Arts	Able Heating & Air	\$1,182,551.00	-	(\$121,317.00)	\$1,061,234.00



Board Meeting	Site & Project	Contractor	Original Contract Amount	Current Amendments *	Current Change Order	Revised Contract Amount
12/13/2018	Torrey Pines High School Performing Arts	Western Rim Constructors, Inc.	\$158,976.00	-	\$406.00	\$159,382.00
<b>Subtotal:</b>				<b>\$261,215.67</b>	<b>(\$1,271,460.61)</b>	

\*Amendments (Unforeseen Condition) – For example: repair a piece of conduit damaged during the course of construction not previously discovered or noted prior to bidding the project.

\*Change Order (Owner Directed) – For example: installing an additional or deleting a piece of conduit beyond what was described in the plans at the time of bidding the project.

**ONGOING PROJECTS AS OF DECEMBER 31, 2018**

Project	Delivery Method	Bond Series	Start Date	Current Project Status	Budget
San Dieguito High School Academy Arts/Humanities Building	CM-MP	C	1/29/18	Under Construction	\$29,217,814.00
Torrey Pines High School - Performing Arts Center	CM-MP	A/C/CFD/Building Fund 21-09	10/13/17	Under Construction	\$27,822,418.43
Earl Warren Middle School – Campus Reconstruction, Phase II	LLB	B	1/1/18	Under Construction	\$1,204,766.00
Oak Crest Middle School - Admin Building/ Building F Reconstruction	LLB	C/D	11/1/18	Under Construction	\$3,174,231.00
Diegueno Middle School New Building P Reconstruction, Phase II	LLB	D	1/2/19	Planning	\$9,568,602.77
Sunset High School Reconstruction	LLB	D	7/1/19	Planning	\$16,700,000.00
La Costa Canyon High School Culinary Arts	TBD	D	12/26/18	Planning	\$2,574,022.39

**LEGEND:**

DELIVERY METHOD:	FUNDING SOURCE:
LLB - Lease/Leaseback CM-MP – Construction Manager - Multi Prime DBB – Design-Bid-Build	CFD – Community Facilities Districts County of San Diego/FOTL – County (Library) and Friends of the Solana Beach Library SBSD – Solana Beach School District NCW – North City West Joint Powers Authority Foundation/PTSA – varied - Parent/Teacher Groups 21-09 – Capital Building Fund State School Building Program – State Prop 51 Funds  (These funding sources are in addition to Prop AA, to either supplement projects for items asked for by the school site or community outside the scope of Prop AA, or to offset the overall cost to Prop AA.)

## **OVERVIEW OF 2018 PROJECTS, BY SCHOOL**

The following represents the status of the projects under ICOC oversight upon publication of this annual report.

For more information about each site's projects, and to view photos from 2018 work, visit [here](#).

### **CANYON CREST ACADEMY**

- Building B landscape & pathway enhancements – **Complete**
- Science classroom/ Building B – **Complete**
- Black Box theater & Dance room, planning & design – **In progress**

### **CARMEL VALLEY MIDDLE SCHOOL**

- Music classroom building & Drama classroom and Performing Arts Center renovations – **Complete**

### **DIEGUENO MIDDLE SCHOOL**

- New Building P, planning & design – **In progress**
- Renovation of B and G classrooms, planning & design – **Complete**

### **EARL WARREN MIDDLE SCHOOL**

- Campus reconstruction, Phase II – **In progress**
- Campus reconstruction, Phase I – **Complete**
- Interim housing - **Complete**
- Redesign of Warren Hall with shared-use spaces for the County Library – **Complete**

### **LA COSTA CANYON HIGH SCHOOL**

- Culinary Arts – **In progress**
- Building 200 classroom audio/visual improvements - **Complete**
- Building courtyard improvements, planning and design – **Complete**
- Media Center landscaping, planning & design – **Complete**

### **PACIFIC TRAILS MIDDLE SCHOOL**

- Construction of second classroom building – **Complete**

### **OAK CREST MIDDLE SCHOOL**

- Balour Street and landscape – **Complete**
- Science classroom building – **Complete**
- Administration and Building F Reconstruction – **In progress**

### **SAN DIEGUITO HIGH SCHOOL ACADEMY**

- Construction of two-story math and science building – **Complete**
- Culinary Arts renovation - **Complete**
- Construction of two-story Arts and Humanities building (formerly English, Arts, and Social Science) – **In progress**

**SUNSET HIGH SCHOOL**

- Campus reconstruction, planning and design – **In progress**

**TORREY PINES HIGH SCHOOL**

- Learning Commons and front entry renovations – **Complete**
- Culinary Arts - **Complete**
- Performing Arts Complex – **In progress**

## **ICOC ACTIVITIES IN 2018**

The ICOC reviews the progress of the Prop AA Bond Program in the planning and construction of projects in 2018, as well as timelines, budgets, change orders, and management processes as a standing practice at each meeting.

The first meeting of the year was held on **January 16, 2018**, at the District Office. The ICOC received information about the changes in prioritizing, timelines and escalation costs of Prop AA projects. The committee members discussed communication strategies and offered recommendations on how the District may want to proceed in assuring the most accurate information is communicated to the community. Tina Douglas, Associate Superintendent of Business Services, discussed the Board's actions regarding the California Voters Right Act (CVRA) and how it will affect the District's communities. Mike Coy, Chief Facilities Officer, reviewed current projects and Director of Planning, Dan Young, discussed upcoming projects. John Addleman, Executive Director, Planning Services, reviewed change orders and provided an update on projects and budgets. Staff and committee members discussed bond draws, state funding, assessed values and their effects on timelines, budgets and future projects. It was recommended that the committee recommend escalation costs and its effect on Prop AA projects be addressed in their 2017 ICOC Annual Report. The ICOC reviewed the process for drafting and completing the 2017 Annual Report and appointed committee volunteers to an ad-hoc committee to manage the drafting of the report.

On **March 13, 2018**, the ICOC met at the District Office to review the 2016-17 Proposition AA Annual Audit report. No deficiencies or material weaknesses were found for the Proposition AA financial and performance audits. The ICOC approved the 2017 Annual Report, presented by the ad hoc committee, in substantially the form presented, subject to any required corrections.

The ICOC met on **April 17, 2018** at the District Office. John Addleman reviewed change orders and presented a draft of the new project/budget summary chart for committee review and discussion. Mike Coy and Dan Young provided an update of completed, current, and upcoming Prop AA projects. Rhea Stewart reminded committee members that five ICOC members would be ending their terms in March, 2019. The process for finding new ICOC members will commence in January, 2019, with new members being seated at the April 23, 2019 meeting. The ICOC nominated and elected Robin Duvén to serve as President, Jerilyn Larson to serve as Representative, and Kristina Leyva to serve as Secretary. Regular meetings for the 2018-2019 term were set for July 17, 2018, October 16, 2018, January 15, 2019, and April 23, 2019. A special meeting for the audit review and 2018 annual report was scheduled for March 19, 2019.

At the **July 17, 2018** meeting, held at Carmel Valley Middle School, Tina Douglas shared information regarding Moody's rating and reported on the search for a new Superintendent. Dan Young updated the ICOC on current and upcoming projects. John Addleman reviewed change orders and discussed the Prop AA Series D financing structure

## ITEM 10

and provided a bond financing update. Committee questions regarding future timelines, priority and forecasting of future projects for Series E, F and G were answered.

On **October 3, 2018**, the ICOC joined the Board and District staff for a tour of Proposition AA projects. The tour included review of construction work at Diegueño Middle School, Torrey Pines High School, Pacific Trails Middle School, and Oak Crest Middle School.

At the **October 16, 2018** meeting, Tina Douglas updated the ICOC on the District's development of a brochure as another way of communicating the progress of Prop AA Bond projects to the community. Tina shared information on the new District Superintendent, Robert A. Haley. John Addleman reviewed the year's change orders and discussed compliance issues. Drawings for the Sunset High School campus were presented and discussed. The committee also discussed the communication and feedback process by which the District will include the Special Education community. A budget update was provided and funding for future facility needs was discussed.

## **EXHIBIT A**

### **PROPOSITION AA BALLOT MEASURE**

The San Dieguito Union High School District Proposition AA Ballot Measure follows. The Proposition AA ballot measure can also be located at [www.sduhsd.net/ICOC](http://www.sduhsd.net/ICOC).



## EXHIBIT A

### I. ABBREVIATION OF THE MEASURE

To provide safe, modern schools and prepare students for success in college and careers by repairing and upgrading outdated classrooms and schools, constructing and upgrading school facilities, including classrooms, science labs, and libraries, improving safety and security, and supporting career training and math, science, and technology instruction with 21st Century instructional technology and facilities, shall San Dieguito Union High School District issue \$449 million in bonds with independent oversight, no money for administrator salaries, and all money staying local?

II. FULL TEXT OF THE MEASURE

BEGINNING OF FULL TEXT OF MEASURE----->>>>>

**BOND AUTHORIZATION**

By approval of this proposition by at least 55% of the registered voters voting on the proposition, the San Dieguito Union High School District (the “District”) shall be authorized to issue and sell bonds of up to \$449,000,000 in aggregate principal amount to provide financing for the specific school facilities projects listed in the Bond Project List below, and in order to qualify to receive State matching grant funds, subject to all of the accountability safeguards specified below.

**ACCOUNTABILITY SAFEGUARDS**

The provisions in this section are specifically included in this proposition in order that the District’s voters and taxpayers may be assured that their money will be spent wisely to address specific facilities needs of the District, all in compliance with the requirements of Article XIII A, Section 1(b)(3) of the State Constitution, and the Strict Accountability in Local School Construction Bonds Act of 2000 (codified at Education Code Sections 15264 and following).

Evaluation of Needs. The Board of Trustees hereby certifies that it has evaluated the facilities needs of the District, and the priority of addressing each of these needs. In the course of its evaluation, the Board of Trustees took safety, class size reduction and information technology needs into consideration while developing the Bond Project List.

Limitation on Use of Bond Proceeds. The State of California does not have the power to take locally approved school district bond funds for any State purposes. The Constitution allows proceeds from the sale of bonds authorized by this proposition to be used only for the construction, reconstruction, rehabilitation, or replacement of school facilities listed in this proposition, including the furnishing and equipping of school facilities, or the acquisition or lease of real property for school facilities, and not for any other purpose, including teacher and administrator salaries and other school operating expenses. Proceeds of the bonds may be used to pay or reimburse the District for the cost of District staff only when performing work on or necessary and incidental to the bond projects.

Independent Citizens’ Oversight Committee. The Board of Trustees shall establish an independent Citizens’ Oversight Committee (pursuant to Education Code Section 15278 and following), to ensure bond proceeds are spent only for the school facilities projects listed in the Bond Project List. The committee shall be established within 60 days of the date on which the Board of Trustees enters the election results on its minutes.

Annual Performance Audits. The Board of Trustees shall conduct an annual, independent performance audit to ensure that the bond proceeds have been expended only on the school facilities projects listed in the Bond Project List.

Annual Financial Audits. The Board of Trustees shall conduct an annual, independent financial audit of the bond proceeds (which shall be separate from the District’s regular annual

financial audit) until all of those proceeds have been spent for the school facilities projects listed in the Bond Project List.

Special Bond Proceeds Account; Annual Report to Board. Upon approval of this proposition and the sale of any bonds approved, the Board of Trustees shall take actions necessary pursuant to Government Code Section 53410 and following to establish an account in which proceeds of the sale of bonds will be deposited. As long as any proceeds of the bonds remain unexpended, the Superintendent or the Associate Superintendent, Business Services of the District (or such other employee as may perform substantially similar duties) shall cause a report to be filed with the Board no later than December 31 of each year, commencing December 31, 2012, stating (1) the amount of bond proceeds received and expended in that year, and (2) the status of any project funded or to be funded from bond proceeds. The report may relate to the calendar year, fiscal year, or other appropriate annual period as such officer shall determine, and may be incorporated into the annual budget, audit, or other appropriate routine report to the Board.

### FURTHER SPECIFICATIONS

Specific Purposes. All of the purposes enumerated in this proposition shall be united and voted upon as one single proposition, pursuant to Education Code Section 15100, and shall constitute the specific purposes of the bonds, and proceeds of the bonds shall be spent only for such purposes, pursuant to Government Code Section 53410.

Joint Use. The District may enter into agreements with the County of San Diego or other public agencies or nonprofit organizations for joint use of school facilities financed with the proceeds of the bonds in accordance with Education Code Section 17077.42 (or any successor provision). The District may seek State grant funds for eligible joint-use projects as permitted by law, and this proposition hereby specifies and acknowledges that bond funds will or may be used to fund all or a portion of the local share for any eligible joint-use projects identified in the Bond Project List or as otherwise permitted by California State regulations, as the Board of Trustees shall determine.

Rate of Interest. The bonds shall bear interest at a rate per annum not exceeding the statutory maximum, payable at the time or times permitted by law.

Term of Bonds. The number of years the whole or any part of the bonds are to run shall not exceed the legal limit, though this shall not preclude bonds from being sold which mature prior to the legal limit.

### BOND PROJECT LIST

The Bond Project List below describes the specific projects the San Dieguito Union High School District proposes to finance with proceeds of the bonds. Listed projects will be completed as needed at a particular school site according to Board-established priorities, and the order in which such projects appear on the Bond Project List is not an indication of priority for funding or completion. The final cost of each project will be determined as plans are finalized, construction bids are awarded, and projects are completed. Certain construction funds expected from non-bond sources, including State grant funds for eligible projects, have not yet been secured. Until all project costs and funding sources are known, the Board of Trustees cannot determine the amount of bond proceeds available to be spent on each project, nor guarantee that the bonds will provide sufficient

funds to allow completion of all listed projects. Completion of some projects may be subject to further government approvals by State officials and boards, to local environmental review, and to input from the public. For these reasons, inclusion of a project on the Bond Project List is not a guarantee that the project will be funded or completed. The Board of Trustees may make changes to the Bond Project List in the future consistent with the projects specified in the proposition.

**Part I - Site-specific Authorization.** the following projects are authorized at the specific sites indicated below (and are supplemental to, and do not limit, the authorization set forth in Part II, below):

#### **Canyon Crest Academy**

- Increase school capacity to accommodate growing student enrollment;
- Consolidate under-utilized space to improve classrooms and science labs;
- Repurpose the existing temporary Black Box Theater for engineering/robotics;
- Add new physical education/athletics facilities.

#### **Carmel Valley Middle School**

- Repair, rehabilitate, reconstruct or modernize science and technology labs and other classrooms;
- Reconfigure instructional spaces and labs to create larger instruction spaces.

#### **Diegueño Middle School**

- Repair, reconstruct, rehabilitate or replace existing modular or portable classroom buildings;
- Reconfigure classrooms or labs to support instruction;
- Improve traffic circulation;
- Reconfigure quad area.

#### **Earl Warren Middle School**

- Repair, replace, reconstruct, or modernize outdated, aging school classrooms and buildings including constructing new classrooms and buildings if necessary;
- Repair, replace, reconstruct or modernize multi-use facility (Warren Hall) to allow for group learning, and expanded joint-use partnership with the County of San Diego;
- Construct new facilities for athletics and performing arts.

### **La Costa Canyon High School**

- Repair, replace, reconstruct or modernize existing modular or portable classroom buildings with 2-story classroom buildings that include labs for science, including physics;
- Construct new classrooms and media center;
- Reconfigure existing classrooms and labs to support instruction;
- Repair, replace, reconstruct or modernize labs and other classrooms;
- Add new web-based learning center for online/distance learning;
- Reconfigure quad area;
- Construct physical education/athletics facilities;
- Make necessary site improvements including grading, infrastructure, and roads.

### **La Costa Valley Site**

- Construct new flexible meeting and instructional space for district and community use;
- Construct new gymnasium multi-purpose building for district and community use;
- Construct new play fields and hard courts to allow community access, as well as to support the athletic program at La Costa Canyon High School.

### **New Middle School at Pacific Highlands Ranch**

- Add new classrooms and instructional spaces to prevent overcrowding at neighboring facilities;
- Add new multi-use instructional facility and media center;
- Add new physical education/athletics facilities;
- Make necessary site improvements including grading, infrastructure, and roads;
- Construct school facilities including buildings necessary for non-instructional purposes.

### **Oak Crest Middle School**

- Repair, reconstruct, rehabilitate or reconfigure classrooms and labs to support instruction;
- Repair, reconstruct, rehabilitate or reconfigure Crest Hall to improve functionality;

- Repair, reconstruct, rehabilitate or reconfigure media center and reconfigure spaces for group instruction;
- Add new physical education/athletics facilities;
- Add a new science quad.

#### **San Dieguito Academy**

- Expand total campus space, including space for engineering technology, science and physics labs, and classroom space;
- Add 2-story math and science building with math classrooms, science classrooms, and science labs;
- Add 2-story arts/English/social science/adult education building with new classrooms;
- Repair, reconstruct, rehabilitate or reconfigure industrial arts building;
- Add new physical education/athletics facilities.

#### **Sunset High School/North Coast Alternative**

- Construct new classrooms;
- Repair, reconstruct, rehabilitate or reconfigure classrooms and labs to support instruction;
- Repair, reconstruct, rehabilitate or reconfigure school facilities to ensure they are accessible for students, parents, teachers and staff with disabilities by repairing, constructing, reconstructing, rehabilitating or reconfiguring schools and classrooms to be compliant with Americans with Disabilities Act.

#### **Torrey Pines High School**

- Repair, construct, reconstruct, rehabilitate or reconfigure old and outdated buildings, labs, classrooms and technologies.
- Repair, construct, reconstruct, rehabilitate or reconfigure student commons area;
- Repair, construct, reconstruct, rehabilitate or reconfigure arts and education spaces, and industrial arts classrooms, labs and shop facilities;
- Add new physical education/athletics facilities.

**Part II - District-wide Authorization.** The following projects are authorized at each or any of the District's sites, as shall be approved by the Board of Trustees:

- Enable 21<sup>st</sup> Century learning in science, engineering, technology and related subjects by providing modern equipment, including instructional equipment, technology, servers, wiring, and data systems;
- Construct, reconstruct, rehabilitate or repair utility infrastructure, heating and cooling systems, and building infrastructure to improve functionality and efficiency, including adding solar and other renewable technology;
- Ensure schools, classrooms and facilities meet current fire, earthquake and other safety codes;
- Repair, reconstruct, rehabilitate or modernize science and technology labs and other classrooms;
- Improve traffic safety and parking at and around each school;
- Acquire or lease facilities;
- Construct, reconstruct, rehabilitate or repair school facilities, including science laboratories, instructional classrooms, playgrounds, athletic fields, playfields, multi-use facilities, and performing arts spaces.

Each project listed is assumed to include its share of costs of the election and bond issuance and other construction-related costs, such as construction management, architectural, engineering, inspection and other planning costs, legal, accounting and similar fees, independent annual financial and performance audits, a customary construction contingency, and other costs incidental to and necessary for completion of the listed projects (whether work is performed by the District or by third parties), including:

Remove, dispose of, and otherwise remediate hazardous materials, including asbestos, lead, etc., where necessary.

Address unforeseen conditions revealed by construction/modernization (including plumbing or gas line breaks, dry rot, seismic, structural, etc.).

Site preparation/restoration in connection with new construction, renovation or remodeling, or installation or removal of relocatable classrooms, including ingress and egress, demolition of existing structures, removing, replacing, or installing irrigation and drainage, utility lines (such as gas lines, water lines, electrical lines, sewer lines, and communication lines), trees and landscaping, relocating fire access roads, traffic lights and mitigation, and acquiring any necessary easements, licenses, or rights of way to the property.

Rental or construction of storage facilities and other space on an interim basis, as needed to accommodate construction materials, equipment, and personnel, and interim classrooms (including relocatables) for students and school functions or other storage for classroom materials displaced during construction.



Acquisition of any of the facilities on the Bond Project List through temporary lease or lease-purchase arrangements, or execute purchase option under a lease for any of these authorized facilities.

Furnishing and equipping of existing and newly constructed, modernized or rehabilitated classrooms and facilities on an ongoing basis, including replacing worn, broken, or out-of-date furniture and equipment for all classrooms, athletic facilities and other facilities, as needed.

For any project involving renovation, modernization, remodeling or rehabilitation of a building or the major portion of a building, the District may proceed with new replacement construction instead (including any necessary demolition), if the Board of Trustees determines that replacement and new construction is more practical than rehabilitation and renovation, considering the building's age, condition, expected remaining life, comparative cost, and other relevant factors.

The Bond Project List shall be considered a part of this ballot proposition, and shall be reproduced in any official document required to contain the full statement of the bond proposition.

<<<<<-----END OF FULL TEXT OF MEASURE.

## **EXHIBIT B**

### **2018 AUDIT REPORT**

The San Dieguito Union High School District Proposition AA Building Fund General Obligation Bonds Audit Report, dated June 30, 2018, follows. The report can also be found at [www.sdhusd.net/PropAA](http://www.sdhusd.net/PropAA).

**SAN DIEGUITO UNION HIGH SCHOOL DISTRICT**

**PROPOSITION AA**

**BUILDING FUND (21-39)  
GENERAL OBLIGATION BONDS**

**FINANCIAL STATEMENTS AND  
SUPPLEMENTAL INFORMATION**

**YEAR ENDED JUNE 30, 2018**

**SAN DIEGUITO UNION HIGH SCHOOL DISTRICT**  
**PROPOSITION AA**  
**BUILDING FUND (21-39)**  
**GENERAL OBLIGATION BONDS**  
Financial Statements and Supplemental Information  
Year Ended June 30, 2018

ITEM 10

**TABLE OF CONTENTS**

<b><u>INTRODUCTION</u></b>	<b><u>1</u></b>
Introduction And Citizens' Oversight Committee Member Listing .....	1
Independent Auditor's Report.....	2
Management's Discussion and Analysis.....	5
<b><u>FINANCIAL STATEMENTS</u></b>	<b><u>11</u></b>
Balance Sheet.....	11
Statement of Revenues, Expenditures, and Changes in Fund Balance .....	12
Notes to the Financial Statements.....	13
<b><u>REQUIRED SUPPLEMENTARY INFORMATION</u></b>	<b><u>36</u></b>
Schedule of the Bond's Proportionate Share of the Net Pension Liability California State Teachers' Retirement System (CalSTRS).....	36
Schedule of Bond's Contributions California State Teachers' Retirement System (CalSTRS) .....	37
Schedule of the Bond's Proportionate Share of the Net Pension Liability California Public Employee Retirement System (CalPERS) .....	38
Schedule of the Bond's Proportionate Share of the Net Pension Liability California Public Employee Retirement System (CalPERS) .....	39
Notes to Required Supplementary Information .....	40
<b><u>SUPPLEMENTARY INFORMATION</u></b>	<b><u>41</u></b>
General Obligation Bonds Project List .....	41
<b><u>OTHER INDEPENDENT AUDITOR'S REPORTS</u></b>	<b><u>42</u></b>
Independent Auditor's Report on Internal Control over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with <i>Government Auditing Standards</i> .....	42
Independent Auditor's Report on Performance .....	44
<b><u>AUDITOR'S RESULTS, FINDINGS AND RECOMMENDATIONS</u></b>	<b><u>48</u></b>
Schedule of Findings and Responses .....	48
Summary Schedule of Prior Audit Findings .....	49

**INTRODUCTION**

**SAN DIEGUITO UNION HIGH SCHOOL DISTRICT  
PROPOSITION AA BUILDING FUND (21-39)  
GENERAL OBLIGATION BONDS**

Introduction And Citizens' Oversight Committee Member Listing

---

On November 6, 2012 the San Dieguito Union High School District was successful under Proposition AA in obtaining District voters to issue up to \$449,000,000 in General Obligation Bonds pursuant to a 55% vote in a bond election. The General Obligation Bonds are considered Proposition 39 bonds. The passage of Proposition 39 in November 2000 amended the California Constitution to include accountability measures. Specifically, the District must conduct an annual, independent performance audit to ensure that funds have been expended only on the specific projects listed as well as an annual, independent audit of the proceeds from the sale of the bonds until all of the proceeds have been expended.

Upon passage of Proposition 39, an accompanying piece of legislation, AB 1908 was also enacted, which amended the Education Code to establish additional procedures which must be followed if a District seeks approval of a bond measure pursuant to the 55% majority authorized in Proposition 39 including formation, composition and purpose of the Independent Citizens' Oversight Committee, and authorization for injunctive relief against improper expenditure of bond revenues.

The San Dieguito Union High School District Proposition AA Independent Citizens' Oversight Committee as of June 30, 2018 was comprised of the following members:

<u>Name</u>	<u>Position</u>	<u>Term Expiration</u>
Robin Duveen	President-Taxpayer Association Member	April 2019
Jerilyn Larson	Representative-Member-At-Large	April 2019
Kristina Leyva	Secretary-Parent of SDUHSD Student	April 2019
Robert Nascenzi	Member-Business Organization	April 2019
Mary Farrell	Member-Senior Citizen Organization	April 2019
Amy Flicker	Teacher-Parent Organization	April 2019
Jeffery Thomas	Member-At-Large	April 2019
Rhea Stewart	Member-At-Large	April 2019
Kim Bybee	Member-At-Large	April 2019
Clarke Caines	Member-At-Large	April 2019

P. Robert Wilkinson, CPA  
Brian K. Hadley, CPA



Aubrey W. Mann, CPA  
Kevin A. Sproul, CPA

## Independent Auditor's Report

### **Governing Board Members and Citizens' Oversight Committee San Dieguito Union High School District Encinitas, California**

#### **Report on the Financial Statements**

We have audited the accompanying financial statements of Proposition AA Building Fund (21-39) of San Dieguito Union High School District, which comprise the balance sheet as of June 30, 2018, and the related statement of revenues, expenditures, and changes in fund balance for the year then ended, and the related notes to the financial statements.

#### **Management's Responsibility for the Financial Statements**

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

#### **Auditor's Responsibility**

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

#### **Opinion**

As discussed in Note B, the financial statements present only the Building Fund (21-39) which is specific to Proposition AA and is not intended to present fairly the financial position and results of operations of San Dieguito Union High School District in conformity with accounting principles generally accepted in the United States of America. Our opinion is not modified with respect to this matter.



In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of Proposition AA Building Fund (21-39) of San Dieguito Union High School District as of June 30, 2018, and the results of its operations for the year then ended in conformity with accounting principles generally accepted in the United States of America.

### **Other Matters**

#### *Required Supplementary Information*

Accounting principles generally accepted in the United States of America require that the Management's Discussion and Analysis, schedule of the District's proportionate share of the net pension liability and schedule of District pension contributions identified as Required Supplementary Information in the table of contents be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the Required Supplementary Information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

#### *Other Information*

Our audit was conducted for the purpose of forming an opinion on the financial statements as a whole. The accompanying supplementary information, as required by the *2017-18 Guide for Annual Audits of K-12 Local Education Agencies and State Compliance Reporting*, prescribed in Title 5, *California Code of Regulations*, Section 19810 is presented for purposes of additional analysis and is not a required part of the financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the financial statements. The information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the information is fairly stated, in all material respects, in relation to the financial statements as a whole.

### **Other Reporting Required by Government Auditing Standards**

In accordance with *Government Auditing Standards*, we have also issued our report dated March 15, 2019, on our consideration of San Dieguito Union High School District's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering San Dieguito Union High School District's internal control over financial reporting and compliance.

### **Report on Other Legal and Regulatory Requirements**

In accordance with the requirements of Proposition 39, as incorporated in California Constitution Article 13A, we have also issued our performance audit report dated March 15, 2019 on our consideration of the District's compliance with the requirements of Proposition 39 with regards to the Proposition AA Building Fund (21-39). That report is an integral part of our audit of the District's Proposition AA Building Fund (21-39) for the fiscal year ended June 30, 2018 and should be considered in assessing the results of our financial audit.

*Wilkinson-Hadley King + Co LLP*

El Cajon, California

March 15, 2019

**SAN DIEGUITO UNION HIGH SCHOOL DISTRICT**  
**PROPOSITION AA BUILDING FUND (21-39)**  
**GENERAL OBLIGATION BONDS**

Management's Discussion and Analysis  
For the Fiscal Year Ended June 30, 2018  
(Unaudited)

---

This section of San Dieguito Union High School District's (District) Proposition AA Building Fund annual financial and performance audit report presents management's discussion and analysis of the Proposition AA Bond Program during the year ending June 30, 2018. Readers should also review the financial statements and notes to the basic financial statements included in the audit report to enhance their understanding of the Proposition AA Bond Program's financial and program performance.

### **OVERVIEW OF THE FINANCIAL STATEMENTS**

This discussion and analysis is intended to serve as an introduction to the District's Proposition AA Building Fund basic financial statements. The Fund's financial statements comprise three components: 1) management's discussion and analysis; 2) the Proposition AA Building Fund's financial statements; and 3) the performance audit required by law.

The District accounts for Proposition AA General Obligation Bond activity in the District's Building Fund. The Building Fund is a governmental fund type accounted for on a modified accrual basis of accounting that does not include fixed assets or long-term liabilities.

On November 6, 2012, the voters of the San Dieguito Union High School District community voted to approve Proposition AA to authorize the District to issue up to \$449 million of general obligation bonds to finance certain specified capital projects and facilities. In April 2013, the district issued the first series of those bonds in the amount of \$160 million to fund projects. The second series of those bonds were issued in April 2015, in the amount of \$117 million. The third series of those bonds were issued in July 2016, in the amount of \$62 million. The latest series of bonds, in the amount of \$25 million, were issued in May 2018. The District currently has \$352.9 million outstanding in general obligation bonds, as of June 30, 2018.

### **FINANCIAL HIGHLIGHTS**

Key financial highlights for 2018 are as follows:

- The fund balance for Proposition AA Building Fund is \$81.2 million, as of June 30, 2018, which is \$19.4 million lower than June 2017 as projects continue.
- Revenues consisted of other state income, interest earned, and other local income. Revenue totaled \$5.4 million as of June 30, 2018, as compared to \$63.8 million as of June 30, 2017.
- Expenditures and other outgo as of June 30, 2018, totaled \$49.2 million, as compared to \$57.6 million in June 2017.

**FINANCIAL ANALYSIS OF THE PROPOSITION AA BUILDING FUND****Balance Sheet**

The District's Proposition AA Building Fund balance as of June 30, 2018 was \$81.2 million (see Table A-1 below).

**Table A-1**

<b>SAN DIEGUITO UNION HIGH SCHOOL DISTRICT PROPOSITION AA BUILDING FUND GENERAL OBLIGATION BONDS June 30, 2018</b>			
	<b>Building Fund</b>		<b>Total % Change over 16-17</b>
	2016-17	2017-18	
Cash	102,662,062	87,238,548	-15.0%
Accounts Recievable	866,669	365,549	-57.8%
<b>Total Assets</b>	<b>\$ 103,528,731</b>	<b>\$ 87,604,097</b>	-15.4%
Accounts Payable	2,818,289	6,372,837	126.1%
Due to Other Funds	-	-	
<b>Total Liabilities</b>	<b>\$ 2,818,289</b>	<b>\$ 6,372,837</b>	126.1%
<b>Fund Balance</b>	100,710,442	81,231,260	-19.3%
<b>Total Liabilities and Fund Balance</b>	<b>\$ 103,528,731</b>	<b>\$ 87,604,097</b>	-15.4%

**Fund Balance**

The interest income reported represents funds earned on the cash held by the San Diego County Treasurer. The total expenditures of \$49.2 million are only for Proposition AA voter authorized expenses (see Table A-2 below).

Table A-2

**SAN DIEGUITO UNION HIGH SCHOOL DISTRICT  
PROPOSITION AA BUILDING FUND  
GENERAL OBLIGATION BONDS  
June 30, 2018**

<b><u>Revenues</u></b>	<b>Building Fund</b>		<b>% change over 16-17</b>
	<b><u>2016-17</u></b>	<b><u>2017-18</u></b>	
Other State Income	11,844	12,990	9.7%
Interest Income	1,300,563	1,309,003	0.6%
Other Local Income	301,803	4,097,084	1257.5%
<b>Total revenues</b>	<b>\$ 1,614,210</b>	<b>\$ 5,419,077</b>	<b>235.7%</b>
<b><u>Expenditures</u></b>			
Classified Salaries	815,973	723,649	-11.3%
Employee Benefits	247,284	243,993	-1.3%
Operating Expenses	485,799	195,524	-59.8%
Capital Outlay:			
Architect Fees			
Land Improvements	(37,036)	83,339	-325.0%
New Construction	46,672,316	46,897,648	0.5%
Construction Improvement	6,505,595	103,571	-98.4%
Equipment	804,174	1,003,845	24.8%
Equipment Replacement	1,384,691	32,630	-
	<b>\$ 56,878,796</b>	<b>\$ 49,284,199</b>	<b>-13.4%</b>
<b><u>Other Financing Sources (Uses)</u></b>			
Proceeds from Sales of Bonds	62,000,000	25,000,000	
Bond Premium	229,274	939,590	
Cost of Issuance	-	(788,062)	
Interfund Transfer to General Fund	(765,589)	(765,589)	
	<b>\$ 61,463,685</b>	<b>\$ 24,385,939</b>	
<b>Net Change in Fund Balance</b>	<b>\$ 6,199,099</b>	<b>\$ (19,479,183)</b>	<b>-414.2%</b>
Fund Balance, Beginning	\$ 94,511,344	\$ 100,710,443	
Fund Balance, Ending	<b>\$ 100,710,443</b>	<b>\$ 81,231,260</b>	<b>-19.3%</b>

**Long-Term Debt:** At the end of the year, San Dieguito Union High School District had \$336,955,000 in long-term debt outstanding. This is an increase of \$20,705,000 from the prior year.

	<b>Building Fund</b>		<b>% change over 16-17</b>
	<b><u>2016-17</u></b>	<b><u>2017-18</u></b>	
<b>General Obligation Bonds Payable</b>			
Due within one year	\$ 4,295,000	\$ 3,035,000	-29.3%
Due in more than one year	311,955,000	333,920,000	7.0%
<b>Total General Obligation Bonds Payable</b>	<b>\$ 316,250,000</b>	<b>\$ 336,955,000</b>	<b>6.5%</b>

**PROPOSITION AA BUILDING FUND PLANNING AND CONSTRUCTION YEAR IN REVIEW**

The 2017-2018 fiscal year began with the following nine school construction projects underway throughout the San Dieguito Union High School District:

- Canyon Crest Academy – Building B
- Earl Warren Middle School – Campus Re-Construction, Phase I
- San Dieguito High School Academy – Math & Science Building
- Oak Crest Middle School – Interim Housing
- Oak Crest Middle School – New Science Classrooms/Quad
- Torrey Pines High School – Culinary Arts Classroom and Interim Housing (Arts)
- Carmel Valley Middle School – Performing Arts Center and Drama Classroom Modernization and New Music Classroom Building
- San Dieguito High School Academy – Culinary Arts Classroom
- La Costa Canyon – Media Center Landscaping

In addition, planning was in progress at the start of 2017-2018 for construction of the upcoming school projects:

- La Costa Canyon High School – 200s Building and Courtyard Renovation
- Pacific Trails Middle School – Second Classroom Building
- San Dieguito High School Academy – Arts and Humanities Building
- Torrey Pines High School – Performing Arts Center Complex

By the end of fall of 2017-2018, six of the nine construction projects were complete or nearly complete:

- Canyon Crest Academy – Building B
- Oak Crest Middle School – Interim Housing
- Earl Warren Middle School – Campus Reconstruction, Phase I
- La Costa Canyon High School – Media Center Landscaping
- San Dieguito High School Academy – Math & Science Building
- Torrey Pines High School – Culinary Arts Classroom and Interim Housing (Arts)

Also in the fall, construction had begun on Torrey Pines High School – Performing Arts Center Complex, and Pacific Trails Middle School – Second Classroom Building.

Planning also began in the fall of 2017-18 on:

- Diegueno Middle School – Buildings B & G Renovation, New Building P Construction
- Earl Warren Middle School – Campus Reconstruction Phase 2
- Oak Crest Middle School – Administration Building Reconstruction
- Canyon Crest Academy – Building B Landscape & Pathway Enhancements

Over the winter of 2017-2018, the San Dieguito High School Academy – Culinary Arts Classroom project was completed, and construction on the San Dieguito High School Academy – Arts and Humanities Building had begun.

In the spring of 2017-2018, construction had started on Earl Warren Middle School – Campus Reconstruction Phase 2, joining the remaining five construction projects still underway:

- Oak Crest Middle School – New Science Classrooms/Quad
- Carmel Valley Middle School – Performing Arts Center and Drama Classroom Modernization and New Music Classroom Building
- Torrey Pines High School – Performing Arts Center Complex
- Pacific Trails Middle School – Second Classroom Building
- San Dieguito High School Academy – Arts and Humanities Building

At the close of 2017-2018, three school projects originally under planning earlier in the year started construction:

- Diegueno Middle School – Buildings B & G Renovation
- Canyon Crest Academy – Building B Landscape & Pathway Enhancements
- La Costa Canyon High School – 200s Building and Courtyard Renovation

Joining the remaining six construction projects still underway:

- Earl Warren Middle School – Campus Reconstruction Phase 2
- Oak Crest Middle School – New Science Classrooms/Quad
- Carmel Valley Middle School – Performing Arts Center and Drama Classroom Modernization and New Music Classroom Building
- Torrey Pines High School – Performing Arts Center Complex
- Pacific Trails Middle School – Second Classroom Building
- San Dieguito High School Academy – Arts and Humanities Building

In looking forward to the 2018-2019 year, planning was nearing completion on two school projects for construction start dates in 2018-2019:

- Oak Crest Middle School – Administration Building Reconstruction
- Diegueno Middle School – New Building P

Planning for construction starts in the 2019-2020 year was also underway for the Sunset High School – Campus Reconstruction, and Torrey Pines High School – I Building and Custodial Warehouse Renovation projects.

Overall, the seven school construction projects completed in 2017-2018 were delivered on time and under budget, with a projected savings of \$1.517 million to be used towards other voter-approved Prop AA projects.



## **FACTORS BEARING ON THE DISTRICT'S FUTURE**

At the time these financial statements were prepared and audited, the District was aware of the existing circumstances that could affect its financial health in the future:

- Possible increases in building costs during construction

### **Requests for Information**

This financial report is designed to provide our citizens, taxpayers, investors, and creditors with a general overview of the San Dieguito Union High School District's Proposition AA Building Fund finances and to demonstrate the District's accountability for the money it receives. Questions concerning any of the information provided in this report or requests for additional financial information should be addressed to the Office of the Associate Superintendent of Business Services, San Dieguito Union High School District, 710 Encinitas Blvd., Encinitas, CA 92024.

**FINANCIAL STATEMENTS**

**SAN DIEGUITO UNION HIGH SCHOOL DISTRICT  
PROPOSITION AA BUILDING FUND (21-39)  
GENERAL OBLIGATION BONDS**

Balance Sheet  
June 30, 2018

---

**ASSETS**

**Current Assets**

Cash and cash equivalents	\$ 87,238,548
Accounts receivable	365,549
<b>Total Current Assets</b>	<u>87,604,097</u>

**TOTAL ASSETS**

\$ 87,604,097

**LIABILITIES AND FUND BALANCE**

**Current Liabilities**

Accounts payable	\$ 6,372,837
<b>Total Current Liabilities</b>	<u>6,372,837</u>

**Fund Balance**

Restricted for capital projects	<u>81,231,260</u>
<b>Total Fund Balance</b>	<u>81,231,260</u>

**TOTAL LIABILITIES AND FUND BALANCE**

\$ 87,604,097

The accompanying notes are an integral part of this statement.

**SAN DIEGUITO UNION HIGH SCHOOL DISTRICT  
PROPOSITION AA BUILDING FUND (21-39)  
GENERAL OBLIGATION BONDS**

Statement of Revenues, Expenditures, and Changes in Fund Balance  
Year Ended June 30, 2018

<b>REVENUES</b>	
Other state income	\$ 12,990
Interest income	1,309,003
Other local income	4,097,084
<b>TOTAL REVENUES</b>	<u>5,419,077</u>
<b>EXPENDITURES</b>	
Classified salaries	723,649
Employee benefits and taxes	243,993
Professional and consulting services	195,524
Capital Outlay:	
Land improvements	83,339
New construction	46,897,648
Construction improvement	103,571
Equipment	1,003,845
Equipment replacement	32,630
<b>TOTAL EXPENDITURES</b>	<u>49,284,199</u>
<b>EXCESS (DEFICIENCY) OF REVENUES OVER (UNDER) EXPENDITURES</b>	(43,865,122)
<b>OTHER FINANCING SOURCES (USES):</b>	
Interfund transfer to General Fund	(765,589)
Proceeds from sale of bonds	25,000,000
Bond premium	939,590
Cost of issuance	(788,062)
<b>TOTAL OTHER FINANCING SOURCES (USES)</b>	<u>24,385,939</u>
<b>NET CHANGE IN FUND BALANCE</b>	(19,479,183)
<b>FUND BALANCE, BEGINNING OF YEAR</b>	<u>100,710,443</u>
<b>FUND BALANCE, END OF YEAR</b>	<u><u>\$ 81,231,260</u></u>

The accompanying notes are an integral part of this statement.

**SAN DIEGUITO UNION HIGH SCHOOL DISTRICT**  
**PROPOSITION AA BUILDING FUND (21-39)**  
**GENERAL OBLIGATION BONDS**

Notes to the Financial Statements  
Year Ended June 30, 2018

---

**A. Definition of the Fund**

The Building Fund (21-39) was formed to account for property acquisition and construction of new schools as well as renovation of current schools for San Dieguito Union High School District (District), through expenditures of general obligation bonds issued under the General Obligation Bonds Election of 2012. Fund (21-39) is one of the Building Funds of the District.

**B. Summary of Significant Policies**

*Basis of Presentation*

The District accounts for its financial transactions in accordance with the policies and procedures of the Department of Education's School Accounting Manual. The accompanying financial statements have been prepared in conformity with accounting principles generally accepted in the United States of America, as prescribed by the Governmental Accounting Standards Board (GASB) and *Audits of State and Local Governmental Units* issued by the American Institute of Certified Public Accountants.

*Fund Structure*

The accompanying financial statements are used to account for the transactions of the Building Fund specific to Proposition AA Building Fund (21-39) as defined in Note A and are not intended to present fairly the financial position and results of operations of San Dieguito Union High School District in conformity with accounting principles generally accepted in the United States of America.

*Basis of Accounting*

Basis of accounting refers to when revenues and expenditures or expenses are recognized in the accounts and reported in the financial statements. Basis of accounting relates to the timing of measurement made, regardless of the measurement focus applied.

The Building Fund (21-39) is maintained on the modified accrual basis of accounting. Revenues are recognized in the accounting period in which they become both measurable and available to finance expenditures of the current fiscal period. Expenditures are recognized in the accounting period in which the liability is incurred (when goods are received or services rendered). With this measurement focus, only current assets and current liabilities generally are included on the balance sheet. The statement of revenues, expenditures, and changes in fund balance reports on the sources (revenues and other financing sources) and uses (expenditures and other financing uses) of current financial resources.

*Budgets and Budgetary Accounting*

The Board of Trustees adopts an operating budget no later than July 1 in accordance with state law. This budget is revised by the Board of Trustees during the year to give consideration to unanticipated revenue and expenditures primarily resulting from events unknown at the time of budget adoption. The District employs budget control by minor object and by individual appropriation accounts. Expenditures cannot legally exceed appropriations by major object account.

**SAN DIEGUITO UNION HIGH SCHOOL DISTRICT**  
**PROPOSITION AA BUILDING FUND (21-39)**  
**GENERAL OBLIGATION BONDS**

Notes to the Financial Statements (Continued)  
Year Ended June 30, 2018

---

*Encumbrances*

The District utilizes an encumbrance accounting system under which purchase orders, contracts and other commitments for the expenditure of monies are recorded in order to reserve that portion of the applicable appropriation. Encumbrances are liquidated at June 30 since they do not constitute expenditures or liabilities.

*Use of Estimates*

The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and reported amounts of revenues and expenses during the reporting periods. Actual results could differ from those estimates.

*Cash in County Treasury*

In accordance with Education Code §41001, the District maintains a substantial amount of its cash in the San Diego County Treasury. The County pools these funds with those of other districts in the County and invests the cash. These pooled funds are carried at cost, which approximates fair value, in accordance with the requirements of GASB Statement No. 31.

Interest earned is deposited quarterly into participating funds. Any investment losses are proportionately shared by all funds in the pool.

The county is authorized to deposit cash and invest excess funds by California Government Code §53648 et.seq. The funds maintained by the county are either secured by federal depository insurance or are collateralized.

Information regarding the amount of dollars invested in derivatives with San Diego County Treasury was not available.

*Receivables and Payables*

Transactions between funds that are representative of lending/borrowing arrangements outstanding at the end of the fiscal year are referred to as interfund receivables/payables. Accounts receivable are recorded net of estimated uncollectible amounts. There were no significant receivables that are not scheduled for collection within one year of year end.

*Fund Balances – Governmental Funds*

Fund balances of the governmental funds are classified as follows:

**Nonspendable Fund Balance** – represents amounts that cannot be spent because they are either not in spendable form (such as inventory or prepaid insurance) or legally required to remain intact (such as notes receivable or principal of a permanent fund).

**Restricted Fund Balance** – represents amounts that are constrained by external parties, constitutional provisions or enabling legislation.

**SAN DIEGUITO UNION HIGH SCHOOL DISTRICT**  
**PROPOSITION AA BUILDING FUND (21-39)**  
**GENERAL OBLIGATION BONDS**

Notes to the Financial Statements (Continued)  
Year Ended June 30, 2018

---

Committed Fund Balance – represents amounts that can only be used for a specific purpose because of a formal action by the District’s governing board. Committed amounts cannot be used for any other purpose unless the governing board removes those constraints by taking the same type of formal action. Committed fund balance amounts may be used for other purposes with appropriate due process by the governing board. Commitments are typically done through adoption and amendment of the budget. Committed fund balance amounts differ from restricted balances in that the constraints on their use do not come from outside parties, constitutional provisions, or enabling legislation.

Assigned Fund Balance – represents amounts which the District intends to use for a specific purpose, but that do not meet the criteria to be classified as restricted or committed. Intent may be stipulated by the governing board or by an official or body to which the governing board delegates the authority. Specific amounts that are not restricted or committed in a special revenue, capital projects, debt service or permanent fund are assigned for purposes in accordance with the nature of their fund type or the fund’s primary purpose. Assignments within the general fund conveys that the intended use of those amounts is for a specific purpose that is narrower than the general purposes of the District itself.

Unassigned Fund Balance – represents amounts which are unconstrained in that they may be spent for any purpose. Only the general fund reports a positive unassigned fund balance. Other governmental funds might report a negative balance in this classification because of overspending for specific purposes for which amounts had been restricted, committed or assigned.

When an expenditure is incurred for a purpose for which both restricted and unrestricted fund balance is available, the District considers restricted funds to have been spent first. When an expenditure is incurred for which committed, assigned, or unassigned fund balances are available, the District considers amounts to have been spent first out of committed funds, then assigned funds, and finally unassigned funds.

*Deferred Inflows and Deferred Outflows of Resources*

Deferred outflows of resources is a consumption of net position that is applicable to a future reporting period. Deferred inflows of resources is an acquisition of net position that is applicable to a future reporting period. Deferred outflows of resources and deferred inflows of resources are recorded in accordance with GASB Statement numbers 63 and 65. At June 30, 2018 the Districts Proposition AA Building Fund (21-39) did not have any deferred inflows or deferred outflows of resources.

*Pensions*

For purposes of measuring the net pension liability, deferred outflows of resources and deferred inflows of resources related to pensions, pension expense, information about the fiduciary net position of the CalPERS Schools Pool Cost-Sharing Multiple-Employer Plan (CalPERS Plan) and CalSTRS Schools Pool Cost-Sharing Multiple Employer Plan (CalSTRS Plan) and additions to/deductions from the CalPERS Plan and CalSTRS Plan fiduciary net positions have been determined on the same basis as they are reported by the CalPERS Financial Office and CalSTRS Financial Office. For this purpose, benefit payments (including refunds of employee contributions) are recognized when currently due and payable in accordance with the benefit terms. Investments are reported at fair value.



**SAN DIEGUITO UNION HIGH SCHOOL DISTRICT**  
**PROPOSITION AA BUILDING FUND (21-39)**  
**GENERAL OBLIGATION BONDS**  
Notes to the Financial Statements (Continued)  
Year Ended June 30, 2018

---

GASB 68 requires that the reported results must pertain to liability and asset information within certain defined time frames. For this report, the following time frames are used:

Valuation Date (VD)	June 30, 2016
Measurement Date (MD)	June 30, 2017
Measurement Period (MP)	July 1, 2016 to June 30, 2017

*Fair Value Measurements*

The District categorizes its fair value measurements within the fair value hierarchy established by generally accepted accounting principles as defined by Governmental Accounting Standards Board (GASB) Statement No. 72. The hierarchy is based on the valuation inputs used to measure the fair value of the asset. The hierarchy is detailed as follows:

Level 1 Inputs: Quoted prices (unadjusted) in active markets for identical assets or liabilities that a government can access at the measurement date.

Level 2 Inputs: Inputs other than quoted prices included within Level 1 that are observable for an asset or liability, either directly or indirectly.

Level 3 Inputs: Unobservable inputs for an asset or liability.

For the current fiscal year the District did not have any recurring or nonrecurring fair value measurements.

*Changes in Accounting Policies*

The District has adopted accounting policies compliant with new pronouncements issued by the Government Accounting Standards Board (GASB) that are effective for the fiscal year ended June 30, 2018. Those newly implemented pronouncements are as follows:

GASB Statement No. 75 – Accounting and Financial Reporting for Postemployment Benefits Other than Pensions

The primary objective of this statement is to improve accounting and financial reporting by state and local governments for postemployment benefits other than pensions (OPEB). This statement replaces the requirements of GASB 45 and GASB 57. This statement establishes standards for recognizing and measuring OPEB liability, deferred outflows of resources, deferred inflows of resources, and OPEB expense. This statement also identifies the methods and assumptions that are required to be used to project benefit payments, discount projected benefit payments to their actuarial present value, and attribute that present value to periods of employee service for defined benefit OPEB.

The District provides a defined benefit OPEB plan that is not administered through a trust, but meets the criteria specified in GASB 75. As a result, the District has adjusted measurement of OPEB liability, OPEB expense, and related deferred outflows and inflows of resources in compliance with GASB 75. There were no District adjustments, OPEB transactions or expenses applicable to the Building Fund (21-39) for the fiscal year ended June 30, 2018.

**SAN DIEGUITO UNION HIGH SCHOOL DISTRICT**  
**PROPOSITION AA BUILDING FUND (21-39)**  
**GENERAL OBLIGATION BONDS**

Notes to the Financial Statements (Continued)  
Year Ended June 30, 2018

**C. Cash and Investments**

*Cash in County Treasury*

The District maintains significantly all of its cash in the San Diego County Treasury as part of the common investment pool. As of June 30, 2018, the portion of cash in the San Diego County Treasury attributed to Building Fund (21-39) was \$87,228,081. The fair value of Building Fund (21-39)'s portion of this pool as of that date, as provided by the pool sponsor, was \$87,228,081. Assumptions made in determining the fair value of the pooled investment portfolios are available from the County Treasurer.

The District is considered to be an involuntary participant in an external investment pool as the District is required to deposit all receipts and collections of monies with their County Treasurer (Education Code Section 41001). The fair value of the District's investments in the pool is reported in the accounting financial statements as amounts based upon the District's pro-rata share of the fair value provided by the County Treasurer for the entire portfolio (in relation to the amortized cost of the portfolio). The balance available for withdrawal is based on the accounting records maintained by the County Treasurer, which is recorded on the amortized cost basis.

The San Diego County Treasury is not registered with the Securities and Exchange Commission (SEC) as an investment company; however, the County Treasury acts in accordance with investment policies monitored by a Treasury Oversight Committee consisting of members appointed by participants in the investment pool and up to five members of the public having expertise, or an academic background in, public finance. In addition, the County Treasury is audited annually by an independent auditor.

*Cash with Fiscal Agent*

The District's Building Fund (21-39) cash with fiscal agent at June 30, 2018 is shown below.

<u>Account Type</u>	<u>Maturity</u>	<u>Fair Value</u>
Principal Cash - Cost of Issuance Fund	< 30 Days	\$ 10,467

*Analysis of Specific Deposit and Investment Risks*

GASB Statement No. 40 requires a determination as to whether the District was exposed to the following specific investment risks at year end and if so, the reporting of certain related disclosures:

a. Credit Risk

Credit risk is the risk that an issuer or other counterparty to an investment will not fulfill its obligations. The county is restricted by Government Code Section 53635 pursuant to Section 53601 to invest only in time deposits, U.S. government securities, state registered warrants, notes or bonds, State Treasurer's investment pool, bankers' acceptances, commercial paper, negotiable certificates of deposit, and repurchase or reverse repurchase agreements. The ratings of securities by nationally recognized rating agencies are designed to give an indication of credit risk. At year end the District was not exposed to credit risk.

**SAN DIEGUITO UNION HIGH SCHOOL DISTRICT  
PROPOSITION AA BUILDING FUND (21-39)  
GENERAL OBLIGATION BONDS**

Notes to the Financial Statements (Continued)  
Year Ended June 30, 2018

b. Custodial Credit Risk

Deposits are exposed to custodial credit risk if they are not covered by depository insurance and the deposits are uncollateralized, collateralized with securities held by the pledging financial institution, or collateralized with securities held by the pledging financial institution's trust department or agent but not in the District's name. Investment securities are exposed to custodial credit risk if the securities are uninsured, are not registered in the name of the government, and are held by either the counterparty or the counterparty's trust department or agent but not in the District's name. At year end, the District's Building Fund (21-39) was not exposed to custodial credit risk.

c. Concentration of Credit Risk

This risk is the risk of loss attributed to the magnitude of a government's investment in a single issuer. At year end the District's Building Fund (21-39) was not exposed to concentration of credit risk.

d. Interest Rate Risk

This is the risk that changes in interest rates will adversely affect the fair value of an investment. Generally, the longer the maturity of an investment, the greater the sensitivity of its fair value to changes in market interest rates. The District manages its exposure to interest rate risk by investing in the county pool.

e. Foreign Currency Risk

This is the risk that exchange rates will adversely affect the fair value of an investment. At year end, the District's Building Fund (21-39) was not exposed to foreign currency risk.

**D. Accounts Receivable**

As of June 30, 2018 accounts receivable consisted of:

	Accounts Receivable
Local Sources:	
Interest	\$ 363,205
Other local sources	2,344
Total Accounts Receivable	\$ 365,549

All receivables are expected to be collected within one year and as such, no allowance for doubtful accounts has been established.

**SAN DIEGUITO UNION HIGH SCHOOL DISTRICT**  
**PROPOSITION AA BUILDING FUND (21-39)**  
**GENERAL OBLIGATION BONDS**  
Notes to the Financial Statements (Continued)  
Year Ended June 30, 2018

---

**E. Accounts Payable**

As of June 30, 2018 accounts payable consisted of:

	Accounts Payable
Vendors payable	\$ 6,362,951
Payroll and related liabilities	289
Pension related benefits	9,449
Use tax payable	148
Total Accounts Payable	\$ 6,372,837

**F. Interfund Balances and Activities**

Interfund transfers to and from other funds at June 30, 2018 are as follows:

Transfer to General Fund	\$ 765,589
--------------------------	------------

The amount transferred to the General Fund represents the portion of lease principal payment due on the solar facilities project in accordance with the authorized purpose under the facility lease agreement with the San Dieguito Public Facilities Financing Authority in conjunction with the Bond Project List as listed in the full text of the Proposition AA Ballot Measure.

**G. General Obligation Bonds****2013 General Obligation Bonds**

In April 2013, the District issued \$2,320,000 taxable, 2012 Election, Series A-1, General Obligation Bonds and \$157,680,000 tax-exempt, 2012 Election, Series A-2 General Obligation Bonds. The issue consisted of \$93,035,000 of current interest bonds with interest rates ranging from 1.00% to 5.00% with annual maturities from August 2014 through August 2033 and \$66,965,000 in a term bond with an interest rate of 4.00% with an annual maturity date of August 1, 2038. Interest on the bonds accrues from the date of delivery and is payable semiannually on February 1 and August 1 of each year, commencing February 1, 2014. The bonds were authorized at an election of the registered voters held on November 6, 2012 at which 55% or more of the persons voting on the proposition voted to authorize the issuance and sale of bonds in order to finance specific construction, acquisition and modernization projects approved by the voters including lease payments with respect to such facilities in addition to purchasing the San Dieguito Public Facilities Authority's interest in, and pay and prepay lease payments due on the Torrey Pines High School Projects.

**SAN DIEGUITO UNION HIGH SCHOOL DISTRICT**  
**PROPOSITION AA BUILDING FUND (21-39)**  
**GENERAL OBLIGATION BONDS**

Notes to the Financial Statements (Continued)  
Year Ended June 30, 2018

---

#### 2015 General Obligation Bonds

In April 2015, the District issued \$7,010,000 taxable, 2012 Election, Series B-1, General Obligation Bonds and \$110,030,000 tax-exempt, 2012 Election, Series B-2 General Obligation Bonds. The issue consisted of \$61,050,000 of current interest bonds with interest rates ranging from 0.60% to 4.50% with annual maturities from August 2016 through August 2036 and \$55,990,000 in a term bond with an interest rate of 4.00% with an annuity maturity date of February 1, 2040. Interest on the bonds accrues from the date of delivery and is payable semiannually on February 1 and August 1 of each year, commencing February 1, 2016. The bonds were authorized at an election of the registered voters held on November 6, 2012 at which 55% or more of the persons voting on the proposition voted to authorize the issuance and sale of the bonds in order to finance specific construction, acquisition and modernization projects approved by the voters including lease payments with respect to such facilities in addition to purchasing the San Dieguito Public Facilities Authority's interest in and pay and prepay lease payments due on the Torrey Pines High School Projects.

#### 2016 General Obligation Bonds

In July 2016, the District issued \$795,000 taxable, 2012 Election, Series C-1, General Obligation Bonds and \$61,205,000 tax-exempt, 2012 Election, Series C-2 General Obligation Bonds. The issue consisted of \$14,000,000 of current interest bonds with interest rates ranging from 0.80% to 4.75% with annual maturities from August 2017 through August 2036 and \$48,000,000 in a term bond with an interest rate of 4.00% with an annuity maturity date of February 1, 2041. Interest on the bonds accrues from the date of delivery and is payable semiannually on February 1 and August 1 of each year, commencing August 1, 2017. The bonds were authorized at an election of the registered voters held on November 6, 2012 at which 55% or more of the persons voting on the proposition voted to authorize the issuance and sale of the bonds in order to finance specific construction, acquisition and modernization projects approved by the voters including lease payments with respect to such facilities in addition to purchasing the San Dieguito Public Facilities Authority's interest in and pay and prepay lease payments due on the Torrey Pines High School Projects.

#### 2018 General Obligation Bonds

In May 2018, the District issued \$3,100,000 taxable, 2012 Election, Series D-1, General Obligation Bonds and \$21,900,000 tax-exempt, 2012 Election, Series D-2 General Obligation Bonds. The issue consisted of \$25,000,000 of current interest bonds with interest rates ranging from 2.59% to 4.00% with annual maturities from August 2019 through August 2042. Interest on the bonds accrues from the date of delivery and is payable semiannually on February 1 and August 1 of each year, commencing February 1, 2019. The bonds were authorized at an election of the registered voters held on November 6, 2012 at which 55% or more of the persons voting on the proposition voted to authorize the issuance and sale of the bonds in order to finance specific construction, acquisition and modernization projects approved by the voters including lease payments with respect to such facilities in addition to purchasing the San Dieguito Public Facilities Authority's interest in and pay and prepay lease payments due on the Torrey Pines High School Projects.

**SAN DIEGUITO UNION HIGH SCHOOL DISTRICT**  
**PROPOSITION AA BUILDING FUND (21-39)**  
**GENERAL OBLIGATION BONDS**

Notes to the Financial Statements (Continued)  
Year Ended June 30, 2018

The outstanding bonded debt of Proposition AA Building Fund (21-39) is as follows:

Description	Date of Issuance	Interest Rate	Maturity Date	Original Issue Amount	Beginning Balance	Increases	Decreases	Ending Balance
Election 2012 Series A	03/27/13	1.00-5.00%	08/01/38	\$ 160,000,000	\$ 144,220,000	\$ -	\$ -	\$ 144,220,000
2012 A Premium	03/27/13		08/01/38	8,336,717	7,054,145	-	320,643	6,733,502
Total 2012 Series A				<u>\$ 168,336,717</u>	<u>\$ 151,274,145</u>	<u>\$ -</u>	<u>\$ 320,643</u>	<u>\$ 150,953,502</u>
Election 2012 Series B	04/15/15	3.00-4.50%	08/01/40	\$ 117,040,000	\$ 110,030,000	\$ -	\$ 3,500,000	\$ 106,530,000
2012 B Premium	04/15/15		08/01/40	6,379,386	5,805,242	-	255,175	5,550,067
Total 2012 Series B				<u>\$ 123,419,386</u>	<u>\$ 115,835,242</u>	<u>\$ -</u>	<u>\$ 3,755,175</u>	<u>\$ 112,080,067</u>
Election 2012 Series C	06/28/16	0.80-4.75%	08/01/41	\$ 62,000,000	\$ 62,000,000	\$ -	\$ 795,000	\$ 61,205,000
2012 C Premium	06/28/16		08/01/41	2,970,848	2,852,014	-	118,834	2,733,180
Total 2012 Series C				<u>\$ 64,970,848</u>	<u>\$ 64,852,014</u>	<u>\$ -</u>	<u>\$ 913,834</u>	<u>\$ 63,938,180</u>
Election 2012 Series D	05/16/18	2.59-4.00%	08/01/42	\$ 25,000,000	\$ -	\$ 25,000,000	\$ -	\$ 25,000,000
2012 D Premium	05/16/18		08/01/42	939,590	-	939,590	-	939,590
Total 2012 Series D				<u>\$ 25,939,590</u>	<u>\$ -</u>	<u>\$ 25,939,590</u>	<u>\$ -</u>	<u>\$ 25,939,590</u>
Total				<u>\$ 356,726,951</u>	<u>\$ 331,961,401</u>	<u>\$ 25,939,590</u>	<u>\$ 4,989,652</u>	<u>\$ 352,911,339</u>

The annual requirements to amortize the general obligation bonds payable outstanding as of June 30, 2018 is as follows:

Year Ended June 30	Principal	Interest	Total
2019	\$ 3,035,000	\$ 12,209,725	\$ 15,244,725
2020	3,590,000	13,228,794	16,818,794
2021	3,835,000	12,947,441	16,782,441
2022	4,645,000	12,808,225	17,453,225
2023	2,685,000	12,599,100	15,284,100
2024-2028	29,840,000	59,701,750	89,541,750
2029-2033	60,155,000	50,104,900	110,259,900
2034-2038	99,305,000	34,261,875	133,566,875
2039-2043	129,865,000	11,448,450	141,313,450
Total	<u>\$ 336,955,000</u>	<u>\$ 219,310,260</u>	<u>\$ 556,265,260</u>

**SAN DIEGUITO UNION HIGH SCHOOL DISTRICT**  
**PROPOSITION AA BUILDING FUND (21-39)**  
**GENERAL OBLIGATION BONDS**

Notes to the Financial Statements (Continued)  
Year Ended June 30, 2018

## H. Bond Premium

Bond premium arises when the market rate of interest is lower than the stated interest rate on the bond. Generally Accepted Accounting Principles (GAAP) require that the premium increase the face value of the bond and then amortize the premium over the life of the bond.

The District has issued bonds at a premium. The premiums are being amortized over the life of the debt using the straight-line method.

Premiums issued on the debt resulted in an effective interest rate as follows:

	2013 Series A Bonds	2015 Series B Bonds	2016 Series C Bonds	2018 Series D Bonds
Total Interest Payments on Bonds	\$113,607,493	\$ 88,265,753	\$ 42,624,776	\$ 18,093,285
Less Bond Premium	<u>(8,336,717)</u>	<u>(6,379,386)</u>	<u>(2,852,014)</u>	<u>(939,590)</u>
Net Interest Payments	<u>\$105,270,776</u>	<u>\$ 81,886,367</u>	<u>\$ 39,772,762</u>	<u>\$ 17,153,695</u>
Par Amount of Bonds	\$160,000,000	\$117,040,000	\$ 62,000,000	\$ 25,000,000
Periods	25	25	25	25
Effective Interest Rate	2.630%	2.790%	2.560%	2.740%

## I. Construction Commitments

As of June 30, 2018 the Building Fund (21-39) had the following commitments with respect to unfinished capital projects:

Project	Commitment	*Expected Date of Final Completion	Percentage Complete
Carmel Valley MS Drama/Music Classrooms	\$ 1,535,328	08/27/18	95%
Diegueno MS Modernization Phase 1	3,770,142	08/26/19	<5%
Earl Warren MS Campus Reconstruction Phase 2	1,005,759	10/30/18	<5%
La Costa Canyon HS 200's Renovation	419,500	08/27/18	<5%
Oak Crest MS Science Classrooms/Quad	12,691,847	08/27/18	54%
Pacific Trails MS 2nd Classroom Building	17,157,148	08/27/18	66%
San Dieguito HS Academy Arts & Humanities Building	28,365,319	08/26/19	12%
Torrey Pines HS Performing Arts Center	18,964,206	06/30/19	31%

\*Expected date of final completion subject to change.



**SAN DIEGUITO UNION HIGH SCHOOL DISTRICT**  
**PROPOSITION AA BUILDING FUND (21-39)**  
**GENERAL OBLIGATION BONDS**

Notes to the Financial Statements (Continued)  
Year Ended June 30, 2018

**J. Pension Plans**

The following information presented below is the District's government-wide pension plan amounts for CalPERS and CalSTRS. As of June 30, 2018, the Building Fund (21-39) or bond fund was 0.17% of the District's total State Teachers' Retirement System expenditures and 3.21% of the District's total Public Employee's Retirement System expenditures.

1. General Information About the Pension Plans

a. Plan Descriptions

Qualified employees are covered under multiple-employer defined benefit pension plans maintained by agencies of the State of California. Certificated employees are members of the California State Teachers Retirement System (CalSTRS) and classified employees are members of the California Public Employees' Retirement System (CalPERS). Benefit provisions under the Plans are established by State statute and Local Government resolution. Support by the State for the CalSTRS plan is such that the plan has a special funding situation as defined by GASB Statement No. 68. CalSTRS and CalPERS issue publicly available reports that include a full description of the pension plans regarding benefit provisions, assumptions and membership information that can be found on their respective websites.

b. Benefits Provided

CalSTRS and CalPERS provide service retirement and disability benefits, annual cost of living adjustments and death benefits to plan members. Benefits are based on years of credited service, equal to one year of full-time employment. Members with five years of total service are eligible to retire at age 62 for normal benefits or at age 55 with statutorily reduced benefits. Employees hired prior to January 1, 2013 are eligible to retire at age 60 for normal benefits or at age 55 with statutorily reduced benefits. All members are eligible for non-duty disability benefits after 10 years of service. All members are eligible for death benefits after one year of total service.

The Plan's provisions and benefits are in effect at June 30, 2018 are summarized as follows:

	CalSTRS	
	Before Jan. 1, 2013	On or After Jan. 1, 2013
Hire Date		
Benefit Formula	2% at 60	2% at 62
Benefit Vesting Schedule	5 Years	5 Years
Benefit Payments	Monthly for Life	Monthly for Life
Retirement Age	50-62	55-67
Monthly benefits, as a % of eligible compensation	1.1 - 2.4%*	1.0-2.4%*
Required Employee Contribution Rates (at June 30, 2018)	10.250%	9.205%**
Required Employer Contribution Rates (at June 30, 2018)	14.430%	14.430%
Required State Contribution Rates (at June 30, 2018)	7.429%	7.429%

\*Amounts are limited to 120% of Social Security Wage Base.

\*\*The rate imposed on CalSTRS 2% at 62 members is based on the normal cost of benefits.

**SAN DIEGUITO UNION HIGH SCHOOL DISTRICT  
PROPOSITION AA BUILDING FUND (21-39)  
GENERAL OBLIGATION BONDS**

Notes to the Financial Statements (Continued)  
Year Ended June 30, 2018

	CalPERS	
	Before Jan. 1, 2013	On or After Jan. 1, 2013
Hire Date		
Benefit Formula	2% at 55	2% at 62
Benefit Vesting Schedule	5 Years	5 Years
Benefit Payments	Monthly for Life	Monthly for Life
Retirement Age	50-62	52-67
Monthly benefits, as a % of eligible compensation	1.1 - 2.5%*	1.0-2.5%*
Required Employee Contribution Rates (at June 30, 2018)	7.000%	6.500%
Required Employer Contribution Rates (at June 30, 2018)	15.531%	15.531%

\*Amounts are limited to 120% of Social Security Wage Base.

c. Contributions

CalSTRS

For the measurement period ended June 30, 2017 (measurement date), Section 22950 of the California Education Code requires members to contribute monthly to the system 9.205% (if hired on or after January 1, 2013) or 10.250% (if hired before January 1, 2013) of the creditable compensation upon which members' contributions under this part are based. In addition the employer required rates established by the CalSTRS Board have been established at 12.58% of creditable compensation for the measurement period ended June 30, 2017 and 14.43% for the fiscal year ended June 30, 2018. Rates are defined in Section 22950.5 through measurement period ending June 30, 2021. Beginning in the fiscal year 2021-22 and for each fiscal year thereafter, the CalSTRS Board has the authority to increase or decrease percentages paid specific to reflect the contribution required to eliminate by June 30, 2046, the remaining unfunded actuarial obligation with respect to service credited to members before July 1, 2014, as determined by the Board based upon a recommendation from its actuary.

CalPERS

Section 20814(c) of the California Public Employees' Retirement Law requires that the employer contribution rates for all public employers be determined on an annual basis by the actuary and shall be effective on the July 1 following notice of a change in the rate. The CalPERS Board retains the authority to amend contribution rates. The total plan contributions are determined through CalPERS' annual actuarial valuation process. The actuarially determined rate is the estimated amount necessary to finance the costs of benefits earned by employees during the year, with an additional amount to finance any unfunded accrued liability. The employer is required to contribute the difference between the actuarially determined rate and the contribution rate of employees. For the measurement period ended June 30, 2017 (measurement date), employees hired prior to January 1, 2013 paid in 7.00%, employees hired on or after January 1, 2013 paid in 6.00%, and the employer's contribution rate was 13.88% of covered payroll. For the fiscal year ending June 30, 2018, employees hired prior to January 1, 2013 contributed 7.00%, employees hired on or after January 1, 2013 contributed 6.50% and the employer's contribution rate was 15.531%.

**SAN DIEGUITO UNION HIGH SCHOOL DISTRICT**  
**PROPOSITION AA BUILDING FUND (21-39)**  
**GENERAL OBLIGATION BONDS**

Notes to the Financial Statements (Continued)  
Year Ended June 30, 2018

On Behalf Payments

Consistent with Section 22955.1 of the California Education Code, the State of California makes contributions to CalSTRS on behalf of employees working for the District. For the measurement period ended June 30, 2017 (measurement date) the State contributed 7.429% of salaries creditable to CalSTRS. In accordance with GASB 85 the District recorded these contributions as revenue and expense in the fund financial statements based on contributions made for the measurement period (current financial resources measurement focus). Contributions reported each fiscal year are based on the District's proportionate share of the State's contribution for the measurement period.

Contributions made by the State on behalf of the District's Building Fund (21-39) for the past three fiscal years is as follows:

Year Ended June 30,	Contribution Rate	Contribution Amount
2016	4.350%	\$ 4,012
2017	5.390%	5,462
2018	7.429%	11,857

The State's pension expense associated with the District's Building Fund (21-39) employees for the for the past three fiscal years is as follows:

Year Ended June 30,	On-Behalf Pension Expense
2016	\$ 7,664
2017	13,481
2018	7,205

d. Contributions Recognized

For the measurement period ended June 30, 2017 (fiscal year June 30, 2018), the contributions recognized for each plan were:

	District Share of CalSTRS	Bond Share of CalSTRS
Contributions - Employer	\$ 8,607,389	\$ 19,966
Contributions - State On Behalf Payments	5,111,403	46
Total Contributions	<u>\$ 13,718,792</u>	<u>\$ 20,012</u>
	District Share of CalPERS	Bond Share of CalPERS
Contributions - Employer	\$ 2,785,419	\$ 89,576
Contributions - State On Behalf Payments	-	-
Total Contributions	<u>\$ 2,785,419</u>	<u>\$ 89,576</u>

**SAN DIEGUITO UNION HIGH SCHOOL DISTRICT**  
**PROPOSITION AA BUILDING FUND (21-39)**  
**GENERAL OBLIGATION BONDS**

Notes to the Financial Statements (Continued)  
Year Ended June 30, 2018

2. Pension Liabilities, Pension Expenses and Deferred Outflows/Inflows of Resources Related to Pensions

As of June 30, 2018, the District reported net pension liabilities for its proportionate shares of the net pension liability of each plan as follows:

	District Proportionate Share of Net Pension Liability	Bond Proportionate Share of Net Pension Liability
CalSTRS	\$ 119,674,988	\$ 442,453
CalPERS	37,278,559	1,198,884
Total Net Pension Liability	<u>\$ 156,953,547</u>	<u>\$ 1,641,337</u>

The District's net pension liability for each Plan is measured as the proportionate share of the net pension liability. The net pension liability of each of the Plans is measured as of June 30, 2017, and the total pension liability for each Plan used to calculate the net pension liability was determined by an actuarial valuation as of June 30, 2016 rolled forward to June 30, 2017 using standard update procedures. The District's proportion of the net pension liability was based on a projection of the District's long-term share of contributions to the pension plans relative to the projected contributions of all participating employers, actuarially determined.

The District's proportionate share of the net pension liability for each Plan as of June 30, 2017 and June 30, 2018 were as follows:

	District Share for CalSTRS			Bond Share for CalSTRS		
	District's Proportionate Share	State's Proportionate Share	Total For District Employees	Bond Proportionate Share	State's Proportionate Share	Total For Bond Employees
Proportion - June 30, 2017	0.1209%	0.0692%	0.1901%	0.0003%	0.0001%	0.0004%
Proportion - June 30, 2018	0.1294%	0.0768%	0.2062%	0.0005%	0.0002%	0.0007%
Change in Proportion	<u>0.0085%</u>	<u>0.0076%</u>	<u>0.0161%</u>	<u>0.0002%</u>	<u>0.0001%</u>	<u>0.0003%</u>

	District's Share CalPERS	Bond Share CalPERS
Proportion - June 30, 2017	0.1525%	0.0047%
Proportion - June 30, 2018	0.1562%	0.0050%
Change in Proportion	<u>0.0037%</u>	<u>0.0003%</u>

**SAN DIEGUITO UNION HIGH SCHOOL DISTRICT**  
**PROPOSITION AA BUILDING FUND (21-39)**  
**GENERAL OBLIGATION BONDS**  
Notes to the Financial Statements (Continued)  
Year Ended June 30, 2018

a. Pension Expense

For the measurement period ended June 30, 2017 (fiscal year June 30, 2018), pension expense was recognized as follows:

Pension expense for the CalSTRS plan was as follows:

	District Share of CalSTRS	Bond Share of CalSTRS
Change in Net Pension Liability (Asset)	\$ 21,877,683	\$ 214,712
State on Behalf Pension Expense	3,106,036	28
Employer Contributions to Pension Expense	9,928,410	38,222
Increase/(Decrease) in Deferred Outflows of Resources		
Employer Contributions Subsequent to Measurement Date	(1,254,278)	(18,256)
Differences between actual and expected experiences	(413,064)	(1,527)
Changes in assumptions	(20,692,537)	(76,503)
Changes in proportionate share	(5,320,417)	(127,351)
Net difference between projected and actual earnings	7,828	18
Increase/(Decrease) in Deferred Inflows of Resources		
Differences between actual and expected experiences	(7,328)	(18)
Changes in proportionate share	(775,732)	(2,969)
Net difference between projected and actual earnings	11,326,648	41,876
Total Pension Expense	<u>\$ 17,783,249</u>	<u>\$ 68,232</u>

Pension expense for the CalPERS plan was as follows:

	District Share of CalPERS	Bond Share of CalPERS
Change in Net Pension Liability (Asset)	\$ 7,152,214	\$ 271,758
Employer Contributions to Pension Expense	3,188,655	85,680
Increase/(Decrease) in Deferred Outflows of Resources		
Employer Contributions Subsequent to Measurement Date	(404,428)	3,896
Differences between actual and expected experiences	(214,385)	(6,569)
Changes in assumptions	(5,808,128)	(186,790)
Changes in proportionate share	(342,088)	(47,937)
Net difference between projected and actual earnings	2,096,111	66,823
Increase/(Decrease) in Deferred Inflows of Resources		
Changes in assumptions	(352,606)	(11,964)
Changes in proportionate share	(63,572)	(8,537)
Net difference between projected and actual earnings	1,385,776	45,144
Total Pension Expense	<u>\$ 6,637,549</u>	<u>\$ 211,504</u>

**SAN DIEGUITO UNION HIGH SCHOOL DISTRICT**  
**PROPOSITION AA BUILDING FUND (21-39)**  
**GENERAL OBLIGATION BONDS**  
Notes to the Financial Statements (Continued)  
Year Ended June 30, 2018

b. Deferred Outflows and Inflows of Resources

At June 30, 2018, the District reported deferred outflows of resources and deferred inflows of resources related to pensions from the following sources:

	District Share of Deferred Outflows of Resources			Bond Share of Deferred Outflows of Resources		
	CalSTRS	CalPERS	Total	CalSTRS	CalPERS	Total
Pension contributions subsequent to measurement date	\$ 9,928,410	\$ 3,188,655	\$ 13,117,065	\$ 38,222	\$ 85,680	\$ 123,902
Differences between actual and expected experience	413,064	1,686,569	2,099,633	1,527	-	1,527
Changes in assumptions	20,692,537	5,808,128	26,500,665	76,503	186,790	263,293
Changes in employer's proportionate share	6,015,783	1,260,330	7,276,113	127,441	63,295	190,736
Net difference between projected and actual earnings	19,561	5,412,262	5,431,823	46	172,539	172,585
<b>Total Deferred Outflows of Resources</b>	<b>\$ 37,069,355</b>	<b>\$ 17,355,944</b>	<b>\$ 54,425,299</b>	<b>\$ 243,739</b>	<b>\$ 508,304</b>	<b>\$ 752,043</b>

	District Share of Deferred Inflows of Resources			Bond Share of Deferred Inflows of Resources		
	CalSTRS	CalPERS	Total	CalSTRS	CalPERS	Total
Differences between actual and expected experience	\$ (11,677)	\$ -	\$ (11,677)	\$ (27)	\$ -	\$ (27)
Changes in assumptions	-	(705,212)	(705,212)	-	(23,929)	(23,929)
Changes in employer's proportionate share	(1,551,465)	(127,144)	(1,678,609)	(5,938)	(17,073)	(23,011)
Net difference between projected and actual earnings	(11,326,648)	(4,263,628)	(15,590,276)	(41,876)	(136,541)	(178,417)
<b>Total Deferred Inflows of Resources</b>	<b>\$ (12,889,790)</b>	<b>\$ (5,095,984)</b>	<b>\$ (17,985,774)</b>	<b>\$ (47,841)</b>	<b>\$ (177,543)</b>	<b>\$ (225,384)</b>

Pension contributions made subsequent to measurement date reported as deferred outflows of resources will be recognized as a portion of pension expense in the year ended June 30, 2019. The remaining amounts reported as deferred outflows or deferred inflows of resources will be recognized as an increase or decrease to pension expense over a five year period. Pension expense resulting from deferred outflows and deferred inflows of resources will be recognized as follows:

Year Ended	District Share of Deferred Outflows of Resources		District Share of Deferred Inflows of Resources		Net Effect On Expenses
	CalSTRS	CalPERS	CalSTRS	CalPERS	
June 30					
2019	\$ 16,760,045	\$ 7,725,418	\$ (3,614,721)	\$ (2,561,280)	\$ 18,309,462
2020	6,831,634	4,536,763	(3,611,087)	(1,122,354)	6,634,956
2021	6,827,711	3,332,713	(2,832,320)	(706,176)	6,621,928
2022	6,649,965	1,761,050	(2,831,662)	(706,174)	4,873,179
<b>Total</b>	<b>\$ 37,069,355</b>	<b>\$ 17,355,944</b>	<b>\$ (12,889,790)</b>	<b>\$ (5,095,984)</b>	<b>\$ 36,439,525</b>

**SAN DIEGUITO UNION HIGH SCHOOL DISTRICT**  
**PROPOSITION AA BUILDING FUND (21-39)**  
**GENERAL OBLIGATION BONDS**  
Notes to the Financial Statements (Continued)  
Year Ended June 30, 2018

Year Ended June 30	Bond Share of Deferred Outflows of Resources		Bond Share of Deferred Inflows of Resources		Net Effect On Expenses
	CalSTRS	CalPERS	CalSTRS	CalPERS	
2019	\$ 89,615	\$ 181,146	\$ (13,455)	\$ (88,911)	\$ 168,395
2020	51,392	150,444	(13,446)	(43,211)	145,179
2021	51,384	111,731	(10,471)	(22,711)	129,933
2022	51,348	64,983	(10,469)	(22,710)	83,152
Total	<u>\$ 243,739</u>	<u>\$ 508,304</u>	<u>\$ (47,841)</u>	<u>\$ (177,543)</u>	<u>\$ 526,659</u>

c. Actuarial Assumptions

The total pension liabilities in the June 30, 2018 actuarial valuations were determined using the following actuarial assumptions:

	<u>CalSTRS</u>	<u>CalPERS</u>
Valuation Date	June 30, 2016	June 30, 2016
Measurement Date	June 30, 2017	June 30, 2017
Actuarial Cost Method	Entry Age Normal	Entry Age Normal
Actuarial Assumptions:		
Discount Rate	7.10%	7.15%
Inflation	2.75%	2.75%
Payroll Growth	3.50%	3.00%
Projected Salary Increase	0.5%-6.4% (1)	3.10-9.00% (1)
Investment Rate of Return	7.10% (2)	7.50% (2)
Mortality	0.073%-22.86% (3)	0.466%-32.54% (3)

(1) Depending on age, service and type of employment

(2) Net of pension plan investment expenses, including inflation

(3) RP2000 series tables adjusted to fit CalSTRS/CalPERS specific experience

d. Discount Rate

The discount rate used to measure the total pension liability was 7.10% for CalSTRS and 7.15% for CalPERS. The projection of cash flows used to determine the discount rate assumed the contributions from plan members, employers, and state contributing agencies will be made at statutory contribution rates. To determine whether the District bond rate should be used in the calculation of a discount rate for each plan, CalSTRS and CalPERS stress tested plans that would most likely result in a discount rate that would be different from the actuarially assumed discount rate. Based on the testing, none of the tested plans run out of assets. Therefore, the current discount rates are adequate and the use of the District bond rate calculation is not necessary for either plan. The stress test results are presented in a detailed report that can be obtained from the CalPERS and CalSTRS websites.



**SAN DIEGUITO UNION HIGH SCHOOL DISTRICT**  
**PROPOSITION AA BUILDING FUND (21-39)**  
**GENERAL OBLIGATION BONDS**

Notes to the Financial Statements (Continued)  
Year Ended June 30, 2018

---

The CalPERS discount rate was increased from 7.50% to 7.65% at measurement date June 30, 2015 (Fiscal year June 30, 2016) to correct for an adjustment to exclude administrative expenses. Subsequently CalPERS discount rate was decreased from 7.65% to 7.15% at measurement date June 30, 2017 (Fiscal year June 30, 2018) to adjust for changes resulting from actuarially determined amounts.

The CalSTRS discount rate was adjusted from 7.60% to 7.10% for measurement date June 30, 2017 (Fiscal year June 30, 2018) to adjust for changes resulting from a new actuarial experience study.

According to Paragraph 30 of GASB Statement No. 68, the long-term discount rate should be determined without reduction for pension plan administrative expense. The investment return assumption used in the accounting valuations is net of administrative expenses. Administrative expenses are assumed to be 15 basis points. Using this lower discount rate has resulted in a slightly higher Total Pension Liability and Net Pension Liability. CalSTRS and CalPERS checked the materiality threshold for the difference in calculation and did not find it to be a material difference.

CalSTRS and CalPERS are scheduled to review all actuarial assumptions as part of their regular Asset Liability Management (ALM) review cycle that is scheduled to be completed in February 2018. Any changes to the discount rate will require board action and proper stakeholder outreach. For these reasons, CalSTRS and CalPERS expect to continue using a discount rate net of administrative expenses for GASB 67 and GASB 68 calculations through at least the 2017-18 fiscal year. CalSTRS and CalPERS will continue to check the materiality of the difference in calculation until such time as they have changed their methodology.

The long-term expected rate of return on pension plan investments was determined using a building-block method in which best-estimate ranges of expected future real rates of return (expected returns, net of pension plan investment expense and inflation) are developed for each major asset class.

In determining the long-term expected rate of return, CalSTRS and CalPERS took into account both short-term and long-term market return expectations as well as the expected pension fund cash flows. Using historical returns of all the funds' asset classes, expected compound returns were calculated over the short-term (first 10 years) and long-term (11-60 years) using a building-block approach. Using the expected nominal returns for both short-term and long-term, the present value of benefits was calculated for each fund. The expected rate of return was set by calculating the single equivalent expected return that arrived at the same present value of benefits for cash flows as the one calculated using both short-term and long-term returns. The expected rate of return was then set equivalent to the single equivalent rate calculated above and rounded down to the nearest quarter of one percent.

The tables below reflects the long-term expected real rate of return by asset class. The rate of return was calculated using the capital market assumptions applied to determine the discount rate and asset allocation. These rates of return are net of administrative expenses.

**SAN DIEGUITO UNION HIGH SCHOOL DISTRICT  
PROPOSITION AA BUILDING FUND (21-39)  
GENERAL OBLIGATION BONDS**

Notes to the Financial Statements (Continued)  
Year Ended June 30, 2018

**CalSTRS**

Asset Class	Assumed Allocation 6/30/2016	Long Term Expected Return*
Global Equity	47.00%	6.30%
Fixed Income	12.00%	0.30%
Real Estate	13.00%	5.20%
Private Equity	13.00%	9.30%
Absolute Return	9.00%	2.90%
Inflation Sensitive	4.00%	3.80%
Cash/Liquidity	2.00%	-1.00%

\*20 year geometric average used for long term expected real rate of return

**CalPERS**

Asset Class	Assumed Allocation 6/30/2016	Real Return Years 1-10(1)	Real Return Years 11+(2)
Global Equity	51.00%	5.25%	5.71%
Global Debt Securities	20.00%	0.99%	2.43%
Inflation Assets	6.00%	0.45%	3.36%
Private Equity	10.00%	6.83%	6.95%
Real Estate	10.00%	4.50%	5.13%
Infrastructure	2.00%	4.50%	5.09%
Liquidity	1.00%	-0.55%	-1.05%

(1) An expected inflation of 2.5% used for this period

(2) An expected inflation of 3.0% used for this period

e. Sensitivity to Proportionate Share of the Net Pension Liability to Changes in the Discount Rate

The following represents the District's proportionate share of the net pension liability for each Plan, calculated using the discount rate for each Plan, as well as what the District's proportionate share of the net pension liability would be if it were calculated using a discount rate that is 1 percentage point lower or 1 percentage point higher than the current rate:

	District Share		Bond Share	
	CalSTRS	CalPERS	CalSTRS	CalPERS
1% Decrease	6.10%	6.15%	6.10%	6.15%
Net Pension Liability	\$ 175,720,876	\$ 54,848,706	\$ 649,662	\$ 1,763,943
Current Discount Rate	7.10%	7.15%	7.10%	7.15%
Net Pension Liability	\$ 119,674,988	\$ 37,278,559	\$ 442,453	\$ 1,198,884
1% Increase	8.10%	8.15%	8.10%	8.15%
Net Pension Liability	\$ 74,189,952	\$ 22,702,651	\$ 274,289	\$ 730,121

**SAN DIEGUITO UNION HIGH SCHOOL DISTRICT**  
**PROPOSITION AA BUILDING FUND (21-39)**  
**GENERAL OBLIGATION BONDS**

Notes to the Financial Statements (Continued)  
Year Ended June 30, 2018

f. Total Pension Liability, Pension Plan Fiduciary Net Position and Net Pension Liability

<u>CalSTRS - District Share</u>	Increase (Decrease)				
	Total Pension Liability (a)	Plan Fiduciary Net Position (b)	Net Pension Liability (a) - (b)	State's Share of Net Pension Liability (c)	District's Share of Net Pension Liability (a) - (b) - (c)
Balance at June 30, 2017	\$ 513,216,036	\$ 359,474,011	\$ 153,742,025	\$ 55,944,720	\$ 97,797,305
Changes for the year:					
Change in proportionate share	43,653,412	30,576,339	13,077,073	6,209,250	6,867,823
Service cost	12,507,121	-	12,507,121	4,659,941	7,847,180
Interest	41,718,592	-	41,718,592	15,543,640	26,174,952
Differences between expected and actual experience	822,945	-	822,945	306,616	516,329
Change in assumptions	41,225,650	-	41,225,650	15,359,978	25,865,672
Contributions - Employer	-	8,607,380	(8,607,380)	(3,206,964)	(5,400,416)
Contributions - Employee	-	7,096,890	(7,096,890)	(2,644,181)	(4,452,709)
Contributions - State On Behalf	-	5,111,398	(5,111,398)	(1,904,420)	(3,206,978)
Net investment income	-	51,903,687	(51,903,687)	(19,338,434)	(32,565,253)
Other income	-	148,512	(148,512)	(55,333)	(93,179)
Benefit payments, including refunds of employee contributions	(28,674,275)	(28,674,275)	-	-	-
Administrative expenses	-	(376,136)	376,136	140,142	235,994
Borrowing costs	-	(119,540)	119,540	44,538	75,002
Other expenses	-	(21,143)	21,143	7,877	13,266
Net Changes	<u>111,253,445</u>	<u>74,253,112</u>	<u>37,000,333</u>	<u>15,122,650</u>	<u>21,877,683</u>
Balance at June 30, 2018	<u>\$ 624,469,481</u>	<u>\$ 433,727,123</u>	<u>\$ 190,742,358</u>	<u>\$ 71,067,370</u>	<u>\$ 119,674,988</u>

**SAN DIEGUITO UNION HIGH SCHOOL DISTRICT**  
**PROPOSITION AA BUILDING FUND (21-39)**  
**GENERAL OBLIGATION BONDS**

Notes to the Financial Statements (Continued)  
Year Ended June 30, 2018

<u>CalSTRS - Bond Share</u>	Increase (Decrease)				
	Total Pension Liability (a)	Plan Fiduciary Net Position (b)	Net Pension Liability (a) - (b)	State's Share of Net Pension Liability (c)	Bond's Share of Net Pension Liability (a) - (b) - (c)
Balance at June 30, 2017	\$ 1,036,885	\$ 726,270	\$ 310,615	\$ 82,874	\$ 227,741
Changes for the year:					
Change in proportionate share	736,130	515,610	220,520	61,302	159,218
Service cost	39,821	-	39,821	10,809	29,012
Interest	132,828	-	132,828	36,056	96,772
Differences between expected and actual experience	2,620	-	2,620	711	1,909
Change in assumptions	131,258	-	131,258	35,630	95,628
Contributions - Employer	-	27,405	(27,405)	(7,439)	(19,966)
Contributions - Employee	-	22,596	(22,596)	(6,134)	(16,462)
Contributions - State on Behalf	-	16,274	(16,274)	(4,418)	(11,856)
Net investment income	-	165,256	(165,256)	(44,858)	(120,398)
Other income	-	473	(473)	(128)	(345)
Benefit payments, including refunds of employee contributions	(91,296)	(91,296)	-	-	-
Administrative expenses	-	(1,198)	1,198	325	873
Borrowing costs	-	(381)	381	103	278
Other expenses	-	(67)	67	18	49
Net Changes	<u>951,361</u>	<u>654,672</u>	<u>296,689</u>	<u>81,977</u>	<u>214,712</u>
Balance at June 30, 2018	<u>\$ 1,988,246</u>	<u>\$ 1,380,942</u>	<u>\$ 607,304</u>	<u>\$ 164,851</u>	<u>\$ 442,453</u>

**SAN DIEGUITO UNION HIGH SCHOOL DISTRICT**  
**PROPOSITION AA BUILDING FUND (21-39)**  
**GENERAL OBLIGATION BONDS**

Notes to the Financial Statements (Continued)  
Year Ended June 30, 2018

<u>CalPERS - District Share</u>	Increase (Decrease)		
	Total Pension Liability (a)	Plan Fiduciary Net Position (b)	Net Pension Liability (a) - (b)
Balance at June 30, 2017	\$ 115,414,852	\$ 85,288,507	\$ 30,126,345
Changes for the year:			
Change in proportionate share	2,737,504	2,022,943	714,561
Service cost	3,172,955	-	3,172,955
Interest	8,931,865	-	8,931,865
Differences between expected and actual experience	830,533	-	830,533
Changes in assumptions	7,260,160	-	7,260,160
Contributions - Employer	-	2,785,411	(2,785,411)
Contributions - Employee	-	1,401,404	(1,401,404)
Net plan to plan resource movement	-	(212)	212
Net investment income	-	9,700,069	(9,700,069)
Benefit payments, including refunds of employee contributions	(5,816,670)	(5,816,670)	-
Administrative expenses	-	(128,812)	128,812
Net Changes	<u>17,116,347</u>	<u>9,964,133</u>	<u>7,152,214</u>
Balance at June 30, 2018	<u>\$ 132,531,199</u>	<u>\$ 95,252,640</u>	<u>\$ 37,278,559</u>
<u>CalPERS - Bond Share</u>	Increase (Decrease)		
	Total Pension Liability (a)	Plan Fiduciary Net Position (b)	Net Pension Liability (a) - (b)
Balance at June 30, 2017	\$ 3,551,849	\$ 2,624,723	\$ 927,126
Changes for the year:			
Change in proportionate share	247,948	183,227	64,721
Service cost	102,043	-	102,043
Interest	287,250	-	287,250
Differences between expected and actual experience	26,710	-	26,710
Changes in assumptions	233,488	-	233,488
Contributions - Employer	-	89,579	(89,579)
Contributions - Employee	-	45,069	(45,069)
Net plan to plan resource movement	-	(7)	7
Net investment income	-	311,956	(311,956)
Benefit payments, including refunds of employee contributions	(187,065)	(187,065)	-
Administrative expenses	-	(4,143)	4,143
Net Changes	<u>710,374</u>	<u>438,616</u>	<u>271,758</u>
Balance at June 30, 2018	<u>\$ 4,262,223</u>	<u>\$ 3,063,339</u>	<u>\$ 1,198,884</u>

Detailed information about each pension plan's fiduciary position is available in the separately issued CalSTRS and CalPERS financial reports.

**SAN DIEGUITO UNION HIGH SCHOOL DISTRICT**  
**PROPOSITION AA BUILDING FUND (21-39)**  
**GENERAL OBLIGATION BONDS**  
Notes to the Financial Statements (Continued)  
Year Ended June 30, 2018

---

**K. Compensated Absences**

As of June 30, 2018, the District had a compensated absences liability associated with employees charged to Proposition AA Building Fund (21-39) as follows:

	Proposition AA Building Fund (21-39)
Accrued Vacation Balances	\$ 135,514

**L. Subsequent Events**

*Implementation of New Accounting Guidance*

The District has adopted accounting policies compliant with new pronouncements issued by the Government Accounting Standards Board (GASB) that are effective for the fiscal year ended June 30, 2019. Those newly implemented pronouncements are as follows:

GASB Statement No. 88 – Certain Disclosures Related To Debt, Including Direct Borrowing and Direct Placements.

The primary objective of this statement is to improve the information that is disclosed in notes to government financial statements related to debt, including direct borrowings and direct placements. It also clarifies which liabilities governments should include when disclosing information related to debt.

This statement defines debt for purposes of disclosure in notes to financial statements as a liability that arises from a contractual obligation to pay cash (or other assets that may be used in lieu of cash) in one or more payments to settle an amount that is fixed at the date the contractual obligation is established. This statement requires that additional essential information related to debt be disclosed in notes to the financial statements, including unused lines of credit; assets pledged as collateral for the debt, and terms specified in debt agreements related to significant events of default with finance-related consequences, significant termination events with finance-related consequences, and significant subjective acceleration clauses.

For notes to financial statements related to debt, this statement also requires that existing and additional information be provided for direct borrowings and direct placements of debt separately from other debt.

### **REQUIRED SUPPLEMENTARY INFORMATION**

Required supplementary information includes financial information and disclosures required by the Governmental Accounting Standards Board but not considered a part of the basic financial statements.



**SAN DIEGUITO UNION HIGH SCHOOL DISTRICT  
PROPOSITION AA BUILDING FUND (21-39)  
GENERAL OBLIGATION BONDS**

Schedule of the Bond's Proportionate Share of the Net Pension Liability  
California State Teachers' Retirement System (CalSTRS)  
Last Ten Fiscal Years\*

	Fiscal Year									
	2018	2017	2016	2015	2014	2013	2012	2011	2010	2009
District's proportion of the net pension liability (asset)	0.1294%	0.1209%	0.1196%	0.1263%	N/A	N/A	N/A	N/A	N/A	N/A
District's proportionate share of the net pension liability (asset)	\$ 119,674,988	\$ 97,797,306	\$ 80,535,333	\$ 73,782,939	N/A	N/A	N/A	N/A	N/A	N/A
State's proportion of the net pension liability (asset) associated with the District Total	<u>71,067,638</u>	<u>60,499,140</u>	<u>50,492,934</u>	<u>46,983,210</u>	<u>N/A</u>	<u>N/A</u>	<u>N/A</u>	<u>N/A</u>	<u>N/A</u>	<u>N/A</u>
	<u>\$ 190,742,626</u>	<u>\$ 158,296,446</u>	<u>\$ 131,028,267</u>	<u>\$ 120,766,149</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
District's covered-employee payroll	\$ 68,421,216	\$ 68,951,765	\$ 60,074,753	\$ 55,280,293	N/A	N/A	N/A	N/A	N/A	N/A
District's proportionate share of the net pension liability (asset) as a percentage of its covered-employee payroll	174.91%	141.83%	134.06%	133.47%	N/A	N/A	N/A	N/A	N/A	N/A
Plan fiduciary net position as a percentage of the total pension liability	69.46%	70.04%	74.02%	76.52%	N/A	N/A	N/A	N/A	N/A	N/A
Bond's proportion of the net pension liability (asset)	0.0005%	0.0003%	0.0003%	0.0003%	N/A	N/A	N/A	N/A	N/A	N/A
Bond's proportionate share of the net pension liability (asset)	\$ 442,453	\$ 227,743	\$ 189,457	\$ 179,292	N/A	N/A	N/A	N/A	N/A	N/A
State's proportion of the net pension liability (asset) associated with the Bond Total	<u>164,850</u>	<u>161,762</u>	<u>134,648</u>	<u>-</u>	<u>N/A</u>	<u>N/A</u>	<u>N/A</u>	<u>N/A</u>	<u>N/A</u>	<u>N/A</u>
	<u>\$ 607,303</u>	<u>\$ 389,505</u>	<u>\$ 324,105</u>	<u>\$ 179,292</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Bond's covered-employee payroll	\$ 158,712	\$ 158,712	\$ 139,897	\$ 130,045	N/A	N/A	N/A	N/A	N/A	N/A
Bond's proportionate share of the net pension liability (asset) as a percentage of its covered-employee payroll	178.78%	143.49%	135.43%	137.87%	N/A	N/A	N/A	N/A	N/A	N/A
Plan fiduciary net position as a percentage of the total pension liability	69.46%	70.04%	74.02%	76.52%	N/A	N/A	N/A	N/A	N/A	N/A

\* This schedule is presented to illustrate the requirement to show information for 10 years; however, until a full ten year trend is compiled, this schedule provides the information only for those years for which information is available.

See accompanying notes to required supplementary information

**SAN DIEGUITO UNION HIGH SCHOOL DISTRICT  
PROPOSITION AA BUILDING FUND (21-39)  
GENERAL OBLIGATION BONDS**

Schedule of Bond's Contributions  
California State Teachers' Retirement System (CalSTRS)  
Last Ten Fiscal Years\*

	Fiscal Year									
	2018	2017	2016	2015	2014	2013	2012	2011	2010	2009
<b>District:</b>										
Contractually required contribution	\$ 9,928,410	\$ 8,674,132	\$ 6,446,021	\$ 4,908,890	N/A	N/A	N/A	N/A	N/A	N/A
Contributions in relation to the contractually required contribution	(9,928,410)	(8,674,132)	(6,446,021)	(4,908,890)	N/A	N/A	N/A	N/A	N/A	N/A
Contribution deficiency (excess)	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
District's covered-employee payroll	\$ 68,803,950	\$ 68,951,765	\$ 60,074,756	\$ 55,280,293	N/A	N/A	N/A	N/A	N/A	N/A
Contributions as a percentage of covered-employee payroll	14.43%	12.58%	10.73%	8.88%	N/A	N/A	N/A	N/A	N/A	N/A
<b>Bond Portion:</b>										
Contractually required contribution	\$ 38,222	\$ 19,966	\$ 9,549	\$ 7,536	N/A	N/A	N/A	N/A	N/A	N/A
Contributions in relation to the contractually required contribution	(38,222)	(19,966)	(9,549)	(7,536)	N/A	N/A	N/A	N/A	N/A	N/A
Contribution deficiency (excess)	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Bond's covered-employee payroll	\$ 264,879	\$ 158,712	\$ 88,990	\$ 84,861	N/A	N/A	N/A	N/A	N/A	N/A
Contributions as a percentage of covered-employee payroll	14.43%	12.58%	10.73%	8.88%	N/A	N/A	N/A	N/A	N/A	N/A

\* This schedule is presented to illustrate the requirement to show information for 10 years; however, until a full ten year trend is compiled, this schedule provides the information only for those years for which information is available.

See accompanying notes to required supplementary information

**SAN DIEGUITO UNION HIGH SCHOOL DISTRICT  
PROPOSITION AA BUILDING FUND (21-39)  
GENERAL OBLIGATION BONDS**

Schedule of the Bond's Proportionate Share of the Net Pension Liability  
California Public Employee Retirement System (CalPERS)  
Last Ten Fiscal Years\*

	Fiscal Year									
	2018	2017	2016	2015	2014	2013	2012	2011	2010	2009
District's proportion of the net pension liability (asset)	0.1562%	0.1525%	0.1448%	0.1476%	N/A	N/A	N/A	N/A	N/A	N/A
District's proportionate share of the net pension liability (asset)	\$ 37,278,559	\$ 30,126,345	\$ 21,336,448	\$ 16,750,628	N/A	N/A	N/A	N/A	N/A	N/A
District's covered-employee payroll	\$ 20,056,300	\$ 20,047,717	\$ 18,471,841	\$ 16,097,264	N/A	N/A	N/A	N/A	N/A	N/A
District's proportionate share of the net pension liability (asset) as a percentage of its covered-employee payroll	185.87%	150.27%	115.51%	104.06%	N/A	N/A	N/A	N/A	N/A	N/A
Plan fiduciary net position as a percentage of the total pension liability	71.87%	73.90%	79.43%	83.38%	N/A	N/A	N/A	N/A	N/A	N/A
Bond's proportion of the net pension liability (asset)	0.0050%	0.0047%	0.0049%	0.0047%	N/A	N/A	N/A	N/A	N/A	N/A
Bond's proportionate share of the net pension liability (asset)	\$ 1,198,884	\$ 927,127	\$ 723,958	\$ 531,976	N/A	N/A	N/A	N/A	N/A	N/A
Bond's covered-employee payroll	\$ 644,988	\$ 568,464	\$ 546,190	\$ 492,711	N/A	N/A	N/A	N/A	N/A	N/A
Bond's proportionate share of the net pension liability (asset) as a percentage of its covered-employee payroll	185.88%	163.09%	132.55%	107.97%	N/A	N/A	N/A	N/A	N/A	N/A
Plan fiduciary net position as a percentage of the total pension liability	71.87%	73.90%	79.43%	83.38%	N/A	N/A	N/A	N/A	N/A	N/A

\* This schedule is presented to illustrate the requirement to show information for 10 years; however, until a full ten year trend is compiled, this schedule provides the information only for those years for which information is available.

See accompanying notes to required supplementary information

**SAN DIEGUITO UNION HIGH SCHOOL DISTRICT  
PROPOSITION AA BUILDING FUND (21-39)  
GENERAL OBLIGATION BONDS**

Schedule of the Bond's Proportionate Share of the Net Pension Liability  
California Public Employee Retirement System (CalPERS)  
Last Ten Fiscal Years\*

	Fiscal Year									
	2018	2017	2016	2015	2014	2013	2012	2011	2010	2009
<b>District:</b>										
Contractually required contribution	\$ 3,188,655	\$ 2,784,227	\$ 2,188,359	\$ 1,894,809	N/A	N/A	N/A	N/A	N/A	N/A
Contributions in relation to the contractually required contribution	(3,188,655)	(2,784,227)	(2,188,359)	(1,894,809)	N/A	N/A	N/A	N/A	N/A	N/A
Contribution deficiency (excess)	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Bond's covered-employee payroll	\$ 20,530,906	\$ 20,047,717	\$ 18,471,841	\$ 16,097,264	N/A	N/A	N/A	N/A	N/A	N/A
Contributions as a percentage of covered-employee payroll	15.531%	13.888%	11.847%	11.771%	N/A	N/A	N/A	N/A	N/A	N/A
<b>Bond Portion:</b>										
Contractually required contribution	\$ 85,680	\$ 89,576	\$ 67,346	\$ 64,292	N/A	N/A	N/A	N/A	N/A	N/A
Contributions in relation to the contractually required contribution	(85,680)	(89,576)	(67,346)	(64,292)	N/A	N/A	N/A	N/A	N/A	N/A
Contribution deficiency (excess)	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Bond's covered-employee payroll	\$ 551,671	\$ 644,988	\$ 568,464	\$ 546,190	N/A	N/A	N/A	N/A	N/A	N/A
Contributions as a percentage of covered-employee payroll	15.531%	13.888%	11.847%	11.771%	N/A	N/A	N/A	N/A	N/A	N/A

\* This schedule is presented to illustrate the requirement to show information for 10 years; however, until a full ten year trend is compiled, this schedule provides the information only for those years for which information is available.

See accompanying notes to required supplementary information

**SAN DIEGUITO UNION HIGH SCHOOL DISTRICT  
PROPOSITION AA BUILDING FUND (21-39)  
GENERAL OBLIGATION BONDS**

Notes to Required Supplementary Information  
Year Ended June 30, 2018

Schedule of District's Proportionate Share - California State Teachers' Retirement System

- 1) Benefit Changes: In 2015, 2016, 2017 & 2018 there were no changes to benefits
- 2) Changes in Assumptions: In 2015, 2016 & 2017 there were no changes in assumptions. In 2018 there was a change in discount rate from 7.60% to 7.10%

Schedule of District's Contributions - California State Teachers' Retirement System

The total pension liability for California State Teachers' Retirement System was determined by applying update procedures to the financial reporting actuarial valuation as of June 30, 2013, 2014, 2015 & 2016 and rolling forward the total pension liabilities to the June 30, 2014, 2015, 2016 & 2017 (measurement dates). In determining the total pension liability, the financial reporting actuarial valuation used the following actuarial methods and assumptions:

Reporting Period	June 30, 2015	June 30, 2016	June 30, 2017	June 30, 2018
Measurement Date	06/30/14	06/30/15	06/30/16	06/30/17
Valuation date	06/30/13	06/30/14	06/30/15	06/30/16
Experience Study	07/01/06-06/30/10	07/01/06-06/30/10	07/01/06-06/30/10	07/01/10-06/30/15
Actuarial Cost Method	Entry Age Normal	Entry Age Normal	Entry Age Normal	Entry Age Normal
Investment Rate of Return	7.60%	7.60%	7.60%	7.10%
Consumer Price Inflation	3.00%	3.00%	3.00%	2.75%
Wage Growth (Average)	3.75%	3.75%	3.75%	3.50%
Post-Retirement Benefit Increase	2.00% Simple	2.00% Simple	2.00% Simple	2.00% Simple

CalSTRS changed the mortality assumptions based on the July 1, 2010 through June 30, 2015 experience study adopted by the CalSTRS board in February 2017. CalSTRS uses a generational mortality assumption, which involves the use of a base mortality table and projection scales to reflect expected annual reductions in mortality rates at each age, resulting in increases in life expectancies each year into the future. The base mortality tables are CalSTRS custom tables derived to best fit the patterns of mortality among CalSTRS members. The projection scale was set equal to 110 percent of the ultimate improvement factor from the Mortality Improvement Scale (MP-2016) table issued by the Society of Actuaries. Additional information can be obtained by reviewing the CalSTRS Actuarial Experience Study on CalSTRS website.

Schedule of District's Proportionate Share - California Public Employees' Retirement System

- 1) Benefit Changes: In 2015, 2016, 2017 & 2018 there were no changes to benefits
- 2) Changes in Assumptions: In 2015 & 2017 there were no changes in assumptions. In 2016 the discount rate was changed from 7.50% to 7.65%. In 2018 the discount rate was changed from 7.65% to 7.15%

Schedule of District's Contributions - California Public Employees' Retirement System

The total pension liability was determined by applying update procedures to a financial reporting actuarial valuation as of June 30, 2013, 2014, 2015, & 2016 and rolling forward the total pension liabilities to June 30, 2014, 2015, 2016 & 2017 (measurement dates). The financial reporting actuarial valuation as of June 30, 2014, June 30, 2015, June 30, 2016 & June 30, 2017 used the following actuarial methods and assumptions, applied to all prior periods included in the measurement:

Reporting Period	June 30, 2015	June 30, 2016	June 30, 2017	June 30, 2018
Measurement Date	06/30/14	06/30/15	06/30/16	06/30/17
Valuation date	06/30/13	06/30/14	06/30/15	06/30/16
Experience Study	07/01/97-06/30/11	07/01/97-06/30/11	07/01/97-06/30/11	07/01/97-06/30/11
Actuarial Cost Method	Entry Age Normal	Entry Age Normal	Entry Age Normal	Entry Age Normal
Investment Rate of Return	7.50%	7.65%	7.65%	7.15%
Consumer Price Inflation	2.75%	2.75%	2.75%	2.75%
Wage Growth (Average)	3.00%	3.00%	3.00%	3.00%
Post-Retirement Benefit Increase	2.00% Simple	2.00% Simple	2.00% Simple	2.00% Simple

The mortality table used was developed based on CalPERS specific data. The table includes 20 years of mortality improvements using Society of Actuaries Scale BB. For more details on this table please refer to the April 2014 experience study report (based on demographic data from 1997 to 2011) available on CalPERS website.

**SUPPLEMENTARY INFORMATION**

**SAN DIEGUITO UNION HIGH SCHOOL DISTRICT  
PROPOSITION AA BUILDING FUND (21-39)  
GENERAL OBLIGATION BONDS**

General Obligation Bonds Project List  
Year Ended June 30, 2018

Bond proceeds will be expended to modernize, replace, renovate, construct, acquire, equip, furnish and otherwise improve the facilities of the District located at the following locations:

Canyon Crest Academy	Carmel Valley Middle School
Diegueño Middle School	Earl Warren Middle School
La Costa Canyon High School	La Costa Valley Site
Pacific Trails Middle School	Oak Crest Middle School
San Dieguito Academy	Sunset High School
Torrey Pines High School	

<u>Project Name</u>	<u>Location of Project</u>	<u>Status of Project</u>
Building B Landscape/Pathway Enhancement	Canyon Crest Academy	In Progress
Performing Arts Center, Drama Classroom Modernization, and New Music Classroom Building	Carmel Valley Middle School	In Progress
Buildings B & G Modernization Phase 1	Diegueño Middle School	In Progress
Campus Reconstruction Phase 1	Earl Warren Middle School	Completed
Campus Reconstruction Phase 2	Earl Warren Middle School	In Progress
HVAC 200's/Gym/Performing Arts Center	La Costa Canyon High School	Completed
Media Center Landscaping	La Costa Canyon High School	Completed
200's Building Renovation	La Costa Canyon High School	In Progress
Interim Housing and Science Classrooms/Quad	Oak Crest Middle School	In Progress
Second Classroom Building	Pacific Trails Middle School	In Progress
Math and Science Building, Interim Housing	San Dieguito High School Academy	Completed
Technology Infrastructure Upgrade	San Dieguito High School Academy	Completed
Culinary Arts Classroom	San Dieguito High School Academy	Completed
Arts and Humanities Building	San Dieguito High School Academy	In Progress
Building B Science Wing Classrooms Renovation	Torrey Pines High School	Completed
Multi-media and Audio Visual Improvements - Buildings E and G	Torrey Pines High School	Completed
Interim Housing (Arts) and Culinary Arts	Torrey Pines High School	Completed
Performing Arts Center Complex	Torrey Pines High School	In Progress



**OTHER INDEPENDENT AUDITOR'S REPORTS**

P. Robert Wilkinson, CPA  
Brian K. Hadley, CPA



Aubrey W. Mann, CPA  
Kevin A. Sproul, CPA

Independent Auditor's Report on Internal Control over Financial Reporting and on  
Compliance and Other Matters Based on an Audit of Financial Statements Performed in  
Accordance with *Government Auditing Standards*

**Governing Board Members and  
Citizens' Oversight Committee  
San Dieguito Union High School District  
Encinitas, California**

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of Proposition AA Building Fund (21-39) of San Dieguito Union High School District, which comprise the balance sheet as of June 30, 2018, and the related statement of revenues, expenditures, and changes in fund balance for the year then ended, and the related notes to the financial statements, and have issued our report thereon dated March 15, 2019.

**Internal Control Over Financial Reporting**

In planning and performing our audit of the financial statements, we considered San Dieguito Union High School District's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of San Dieguito Union High School District's internal control. Accordingly, we do not express an opinion on the effectiveness of San Dieguito Union High School District's internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

**Compliance and Other Matters**

As part of obtaining reasonable assurance about whether San Dieguito Union High School District's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

**Purpose of this Report**

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the organization's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the organization's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

*Wilkinson-Hadley King + Co LLP*

El Cajon, California  
March 15, 2019

P. Robert Wilkinson, CPA  
Brian K. Hadley, CPA



Aubrey W. Mann, CPA  
Kevin A. Sproul, CPA

## Independent Auditor's Report on Performance

### **Governing Board Members and Citizens' Oversight Committee San Dieguito Union High School District Encinitas, California**

We were engaged to conduct a performance audit of the San Dieguito Union High School District Proposition AA Building Fund (21-39) for the year ended June 30, 2018.

### **Management's Responsibility for Performance Compliance**

Our audit was limited to the objectives listed with the report which includes the District's compliance with the performance requirements as referred to in Proposition 39 and outlined in Article XIII A, Section 1(b)(3)(C) of the California Constitution. Management is responsible for the District's compliance with those requirements.

### **Auditor's Responsibility**

We conducted this performance audit in accordance with the standards applicable to performance audits contained in Government Auditing Standards, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain sufficient, appropriate evidence to provide a reasonable basis for our conclusions based on our audit objectives.

In planning and performing our performance audit, we obtained an understanding of the Fund's internal control in order to determine if the internal controls were adequate to help ensure the Fund's compliance with the requirements of Proposition 39 and outlined in Article XIII A, Section 1(b)(3)(C) of the California Constitution, but not for the purpose of expressing an opinion on the effectiveness of the Proposition AA Building Fund (21-39) San Dieguito Union High School District's internal control. Accordingly, we do not express an opinion on the effectiveness of the District's internal control.

In connection with our performance audit, we performed an audit for compliance as required in the performance requirements for the Proposition AA General Obligation Bond for the fiscal year ended June 30, 2017. The objective of the audit of compliance applicable to San Dieguito Union High School District is to determine with reasonable assurance that:

- The proceeds from the sale of the Proposition AA Bonds were only used for the purposes set forth in the ballot measure and not for any other purpose, such as teacher and administrative salaries.
- The Governing Board of the District, in establishing the approved projects set forth in the ballot measure to modernize, replace, renovate, construct, acquire, equip, furnish, and otherwise improve facilities of the District as noted in the bond project list.

In performing our audit of compliance, we performed procedures including but not limited to those listed as follows:

### **Internal Control Evaluation**

#### Procedure Performed

Inquiries were made of management regarding internal controls to:

- Prevent fraud, waste, or abuse regarding Proposition AA resources
- Prevent material misstatement in the Proposition AA Building Fund (21-39) financial statements
- Ensure all expenditures are properly allocated
- Ensure adequate separation of duties exists in the accounting of Proposition AA funds. All purchase requisitions are reviewed for proper supporting documentation. The Project Manager or the Executive Director of Planning Services gives directions and submits documentation to the Construction and Facilities Coordinator to initiate a purchase requisition. The budget is verified by the Facilities Planning Analyst (Budget) and supporting documents are reviewed by a second Facilities Planning Analyst (Contracts). This requisition is first forwarded to the Executive Director of Planning Services for an initial review and then forwarded to the finance office where the Budget Analyst verifies the budget string and the requisition is subsequently reviewed and approved by the Chief Financial Officer, Chief Facilities Officer, and the Director of Purchasing to ensure the requested purchase is an allowable project cost in accordance with the Proposition AA ballot measure initiative approved by local voters as well as the board approved budget, and by the Accounting Specialist that all expenditures are properly recorded by the project and expense category. Once the purchase requisition has gone through the approval process, the Facilities Planning Analyst (Contracts) creates a purchase order, which is provided to the vendor, who proceeds to provide the requested services or goods. Other copies of the purchase order are also submitted to the finance office, purchasing office, and the Facilities Planning Analyst (Budget) for monitoring and review.

When the invoice is received the Executive Director of Planning Services and Facilities Planning Analyst (Budget) verify that the charges are consistent with the amounts on the approved contract/purchase order, then the invoice is subsequently signed and approved by the Project Manager and Chief Facilities Officer and either e-mailed or scanned to the finance office for subsequent approval. Invoices are approved by the Accounting Technician and monitored by the Chief Financial Officer in the finance office and subsequently processed through the accounts payable system of the District for payment. The invoices and support documents are submitted to the San Diego County Office of Education's Commercial Warrant Unit for audit to ensure compliance with procurement regulations and business practices before payment is released. The commercial warrants are routed back to the District finance office where they are signed by the Chief Financial Officer and then forwarded to the Facilities Planning and Construction Office for appropriate distribution.

#### Results of Procedures Performed

The results of our audit determined the internal control procedures as implemented are sufficient to meet the financial and compliance objectives required by generally accepted accounting principles and applicable laws and regulations.

### **Tests of Expenditures**

#### Procedures Performed

We tested expenditures to determine whether Proposition AA funds were spent solely on voter and Board approved school facilities projects as set forth in the Bond Project Lists and language of the Proposition AA ballot measure language. Our testing included \$46,655,940 of expenditures which was 94.7% of total bond expenditures for the year.

### Results of Procedures Performed

We found no instances where expenditures tested were not in compliance with the terms of the Proposition AA ballot measure and applicable state laws and regulations.

### **Tests of Contracts and Bid Procedures**

#### Procedures Performed

We reviewed the District's board minutes for approval of construction contracts and change orders, if any, to determine compliance with the District's policy and Public Contract Code provisions related to biddings and contracting.

#### Results of Procedures Performed

We noted no instances where the District was out of compliance with respect to contracts and bidding procedures.

### **Facilities Site Review**

#### Procedures Performed

We reviewed the Independent Citizens' Oversight Committee minutes and agenda and other pertinent information on Proposition AA designated projects and determined the Proposition AA funds expended for the year ended June 30, 2018 were for valid facilities acquisition and construction purposes as stated in the Bond Project List. Auditors performed review of significant bond projects.

#### Results of Procedures Performed:

Based on our review of the minutes and agenda of the Independent Citizens' Oversight Committee, the documentation and pertinent information of the Proposition AA designated projects, and review of project sites, it appears the construction work performed was consistent with the Bond Project List.

### **Citizens' Oversight Committee**

#### Procedures Performed

We have reviewed the minutes of the Citizens' Oversight Committee meetings to verify compliance with Education Code sections 15278 through 15282.

#### Results of Procedures Performed

We have determined the San Dieguito Union High School District's Proposition AA Building Fund (21-39) Citizens' Oversight Committee and its involvement is in compliance with Education Code sections 15278 through 15282.

Our audit of compliance made for the purposes set forth in the second and third paragraphs of this report above would not necessarily disclose all instances of noncompliance.

### **Opinion on Performance**

In our opinion, the District complied, in all material respects, with the compliance requirements of Proposition 39 outlined in Article XIII A, Section 1(b)(3)(c) of the California Constitution, and with Proposition AA approved by the voters in the San Dieguito Union High School District on November 9, 2013.

### **Purpose of the Report**

This report is intended solely for the information and use of the District's Governing Board, the Proposition AA Citizens' Oversight Committee, management, others within the entity, and the taxpayers of San Dieguito Union High School District and is not intended to be and should not be used by anyone other than these specified parties.

*Wilkinson Hadley King + Co LLP*

El Cajon, California  
March 15, 2019

**AUDITOR'S RESULTS, FINDINGS AND RECOMMENDATIONS**



**SAN DIEGUITO UNION HIGH SCHOOL DISTRICT  
PROPOSITION AA BUILDING FUND (21-39)  
GENERAL OBLIGATION BONDS**

Schedule of Findings and Responses  
Year Ended June 30, 2018

---

There were no findings to report.

**SAN DIEGUITO UNION HIGH SCHOOL DISTRICT  
PROPOSITION AA BUILDING FUND (21-39)  
GENERAL OBLIGATION BONDS**

Summary Schedule of Prior Audit Findings  
Year Ended June 30, 2018

---

There were no audit findings noted for the fiscal year ended June 30, 2017.

# San Dieguito Union High School District

## INFORMATION REGARDING BOARD AGENDA ITEM

**TO:** BOARD OF TRUSTEES

**DATE OF REPORT:** April 26, 2019

**BOARD MEETING DATE:** May 9, 2019

**PREPARED BY:** Dawn Campbell, Director of Fiscal Services  
Tina Douglas, Associate Superintendent,  
Business Services

**SUBMITTED BY:** Robert A. Haley, Ed.D., Superintendent

**SUBJECT:** ADOPT RESOLUTION FOR TAX & REVENUE  
ANTICIPATION NOTES (TRANS) FOR FISCAL  
YEAR 2019-20

---

### EXECUTIVE SUMMARY

#### BACKGROUND:

Tax and Revenue Anticipation Notes (TRANS) are short-term debt instruments issued by school districts to eliminate cash flow deficiencies, which result from fluctuations in revenue receipts and expenditure disbursements. Generally, TRANS are issued for 12 months and repaid out of revenues of the fiscal year in which the borrowing occurs. The TRANS will be issued through a pooled financing program of school districts located in San Diego County. The San Diego County Office of Education and the County of San Diego organize the pooled program.

#### CURRENT CONSIDERATION:

The purpose of the temporary borrowing is to increase available cash resources, which provide operating funds to cover cash shortfalls. Cash shortfalls arise because monthly cash receipts fluctuate throughout the year while monthly expenses are relatively constant. The borrowing may also provide an additional source of revenue because the cost of borrowing is less than reinvestment income, producing a net gain to the District. This has occurred in past years; however, weak market conditions are reducing the reinvestment spreads at the current time.

The attached resolution authorizes the issuance by the District of TRANS in an amount not to exceed \$20,000,000. This is the same amount as last year's resolution for the 2018-19 TRANS, however the actual amount of borrowing was significantly less. We do not expect to use the full amount in 2019-20; the final amount is based on need as estimated with cash flow projections. We are stating this sum while we work through our

## ITEM 11

2019-20 cash flow projections and estimate our property tax revenue for the current and subsequent years.

The resolution authorizes various financing documentation, including a Purchase Contract, Trust Agreement, Credit Agreement, Preliminary Official Statement and Financial Advisory Agreement, which will be on file in the District Office. The Credit Agreement will be entered into with a highly rated financial institution only if the use of credit enhancement provides an economic benefit to the District, based upon the advice of the District's financial advisor. The resolution authorizes the Superintendent or the Associate Superintendent of Business Services to sign financing documentation in connection with the issuance of the TRANs. The resolution also appoints the law firm of Hawkins, Delafield, & Wood, LLP as bond counsel to the District. Hawkins is a national law firm, which specializes in municipal bond law. Government Financial Strategies is the financial advisory firm assisting the District with the TRANs.

**RECOMMENDATION:**

It is recommended that the Board adopt the resolution for Tax and Revenue Anticipation Notes for fiscal year 2019-20.

**FUNDING SOURCE:**

General Fund/Unrestricted (01-00)

## RESOLUTION NO. \_\_\_\_

RESOLUTION OF SAN DIEGUITO UNION HIGH SCHOOL DISTRICT AUTHORIZING THE BORROWING OF FUNDS FOR FISCAL YEAR 2019-2020 AND THE ISSUANCE AND SALE OF ONE OR MORE SERIES OF 2019 TAX AND REVENUE ANTICIPATION NOTES THEREFOR IN AN AMOUNT NOT TO EXCEED \$20,000,000 AND PARTICIPATION IN THE SAN DIEGO COUNTY AND SCHOOL DISTRICT TAX AND REVENUE ANTICIPATION NOTE PROGRAM AND REQUESTING THE BOARD OF SUPERVISORS OF THE COUNTY TO ISSUE AND SELL SAID NOTES

**WHEREAS**, school districts and the County of San Diego (the “County”) are authorized by Sections 53850 to 53858, both inclusive, of the Government Code of the State of California (the “Act”) (being Article 7.6, Chapter 4, Part 1, Division 2, Title 5 of the Government Code) to borrow money by the issuance of temporary notes;

**WHEREAS**, the legislative body (the “Board”) of the school district specified in Section 22 hereof (the “District”) has determined that an amount not to exceed the maximum amount of borrowing specified in Section 22 hereof (the “Principal Amount”) is needed for the requirements of the District, a political subdivision situated in the County, for any of the purposes of the District, as authorized by the Act, and that it is necessary that said Principal Amount be borrowed for such purpose at this time by the issuance of one or more series of notes therefor in anticipation of the receipt of taxes, income, revenue, cash receipts and other moneys to be received, accrued or held by the District and provided for or attributable to its fiscal year ending June 30, 2020 (the “Repayment Fiscal Year”);

**WHEREAS**, the District hereby determines to borrow, for the purposes set forth above, the Principal Amount by the issuance of one or more series of its 2019 Tax and Revenue Anticipation Notes, with an appropriate series designation if more than one note is issued (collectively, the “Note”);

**WHEREAS**, to the extent required by law, the District requests the Board of Supervisors of the County to borrow, on the District’s behalf, the Principal Amount by the issuance of the Note;

**WHEREAS**, it appears, and this Board hereby finds and determines, that the Principal Amount, when added to the interest payable thereon, does not exceed 85% of the estimated amount of the uncollected taxes, income, revenue (including, but not limited to, revenue from the state and federal governments), cash receipts and other moneys of the District provided for or attributable to the Repayment Fiscal Year, and available for the payment of the principal of the Note and the interest thereon which, at the time of receipt are not restricted to other purposes, except to the extent such other purposes have been funded from Note proceeds (exclusive of any moneys required to be used to repay a treasurer’s loan as described in Section 17 hereof);

## ITEM 11

**WHEREAS**, no money has heretofore been borrowed by or on behalf of the District through the issuance of tax and revenue anticipation notes or temporary notes in anticipation of the receipt of, or payable from or secured by, taxes, income, revenue, cash receipts or other moneys for the Repayment Fiscal Year;

**WHEREAS**, pursuant to Section 53856 of the Act, certain moneys which will be received or accrued by the District and provided for or attributable to the Repayment Fiscal Year can be pledged for the payment of the principal of the Note and the interest thereon (as hereinafter provided);

**WHEREAS**, the District has determined that it is in the best interests of the District to participate in the San Diego County and School District Tax and Revenue Anticipation Note Program (the "Program"), whereby participating school districts and the County (collectively, the "Issuers") will simultaneously issue tax and revenue anticipation notes, which will be marketed together with some or all of the notes issued by other school districts and the County participating in the Program upon the determination by a District Officer at that time that participation in such Program is in the best financial interests of the District, or alternatively, the District may issue its note on a stand-alone basis, depending on market conditions;

**WHEREAS**, the financial advisor to the participating school districts (the "Financial Advisor") appointed in Section 21 hereof, together with the underwriter and such co-underwriters, if any, identified in the Purchase Agreement hereinafter defined (the "Underwriter"), will structure one or more pools of notes (which may include a single note of one participating school district) or series of note participations (referred to herein as the "Note Participations," the "Series" and/or the "Series of Note Participations") as may be distinguished, which the District hereby authorizes the Financial Advisor to determine;

**WHEREAS**, the Program requires the Issuers participating in any particular Series to deposit their tax and revenue anticipation notes with a trustee, pursuant to a trust agreement (the "Trust Agreement") between such Issuers and the banking institution named therein as trustee (the "Trustee");

**WHEREAS**, the Trust Agreement provides, among other things, that for the benefit of owners of Note Participations, that the District shall provide notices of the occurrence of certain enumerated events, if deemed by the Districts to be material;

**WHEREAS**, the Program requires the Trustee, pursuant to the Trust Agreement, to execute and deliver the Note Participations evidencing and representing proportionate, undivided interests in the payments of principal of and interest on the tax and revenue anticipation notes issued by the Issuers comprising such Series;

**WHEREAS**, the District desires to have the Trustee execute and deliver a Series of Note Participations which evidence and represent interests of the owners thereof in its Note and the notes issued by other Issuers in such Series, if any; if the District Officer determines at the time of issuance of its Note that participation in such Program is in the best financial interests of the District;

## ITEM 11

**WHEREAS**, the net proceeds of the Note may be invested under an investment agreement with an investment provider to be determined on behalf of the Issuers by the County Officer, as hereinafter defined, in the Pricing Confirmation set forth in Exhibit A to the Purchase Agreement hereinafter defined;

**WHEREAS**, the Program requires that each participating Issuer approve the Trust Agreement, in substantially the form presented to the Board;

**WHEREAS**, pursuant to the Program, in the event that other Issuers participate with the District in a Series of notes sold into a pool, each participating Issuer will be responsible for its share of the fees of the Trustee and the costs of issuing the applicable Series of Note Participations;

**WHEREAS**, pursuant to the Program, the Note and the notes issued by other Issuers, if any, participating in the same Series (all as evidenced and represented by a Series of Note Participations) will be offered for sale through negotiation with the Underwriter or directly to a purchaser or purchasers under the terms of a placement or purchase agreement (the "Purchase Agreement") approved by an Authorized District Representative and the County Officer, as referred to in Section 4;

**WHEREAS**, the District has determined that it may be desirable to provide for the issuance of an additional parity note (the "Parity Note") during the Repayment Fiscal Year, the principal and interest on which are secured by Pledged Revenues, hereinafter defined, on a parity with the Note; and

**WHEREAS**, it is necessary to engage the services of certain professionals to assist the District in its participation in the Program;

**NOW, THEREFORE**, the Board hereby finds, determines, declares and resolves as follows:

Section 1. Recitals. All the above recitals are true and correct and this Board so finds and determines.

Section 2. Authorization of Issuance. This Board hereby determines to borrow, and, to the extent required by the Act, requests the Board of Supervisors of the County to borrow on behalf of the District, solely for the purpose of anticipating taxes, income, revenue, cash receipts and other moneys to be received, accrued or held by the District and provided for or attributable to the Repayment Fiscal Year, and not pursuant to any common plan of financing of the District, by the issuance by the Board of Supervisors of the County, in the name of the District, the Note, which may be issued in one or more series, in a combined amount not to exceed the Principal Amount under Sections 53850 *et seq.* of the Act, designated the District's "Tax and Revenue Anticipation Note Program Note Participations, Series 2019," with an appropriate series designation if more than one series is issued, to be issued in the form of fully registered notes, to be dated the date of delivery to the respective initial purchaser thereof, to mature (with or without option of prior redemption at the election of the District) not more than 15 months after each such delivery date on a date indicated on the face thereof and determined in the related Pricing Confirmation (as it pertains to each series, the "Maturity Date"), and to bear

## ITEM 11

interest, payable on the respective Maturity Date, and, if such Maturity Date is more than 12 months from the date of issuance, the interim interest payment date set forth in the related Pricing Confirmation, and computed upon the basis of a 360-day year consisting of twelve 30-day months, at a rate or rates, if more than one Note is issued, not to exceed 12% per annum, as determined at the time of the sale of the respective Note (as it pertains to each series, the “Note Rate”).

If the respective Note as evidenced and represented by the Series of Note Participations is not fully paid at maturity, the unpaid portion thereof shall be deemed outstanding and shall continue to bear interest thereafter until paid at the Default Rate. In each case set forth in the preceding two sentences, the obligation of the District with respect to such Defaulted Note or unpaid Note shall not be a debt or liability of the District prohibited by Article XVI, Section 18 of the California Constitution and the District shall not be liable thereon except to the extent of any available revenues provided for or attributable to the Repayment Fiscal Year, as provided in Section 8 hereof. Both the principal of and interest on the Note shall be payable in lawful money of the United States of America.

Each Note may be issued in conjunction with the note or notes of one or more other Issuers, if any, as part of the Program and within the meaning of Section 53853 of the Act, upon the determination of the District Officer at the time of issuance of the Note that participation in such Program is in the best financial interests of the District.

Section 3. Form of Note. The Note shall be issued in fully registered form without coupons and shall be substantially in the form and substance set forth in Exhibit A, as attached hereto and by reference incorporated herein, the blanks in said form to be filled in with appropriate words and figures to be inserted or determined at closing.

Section 4. Sale of Note; Delegation. The Note as evidenced and represented by the Note Participations may be sold to the Underwriter pursuant to the terms and provisions of the Purchase Agreement. The form of the Purchase Agreement, including the form of the Pricing Confirmation set forth as Exhibit A thereto, presented to this meeting is hereby approved; provided, however, in the event one or more Authorized District Representatives identified in Section 22 hereof decides it is in the best interest of the District to sell the Note pursuant to a private placement, an Authorized District Representative may approve a different form of one or more Purchase Agreements and/or Pricing Confirmation. The Chief Financial Officer, or in the absence of such officer, his or her assistant, the County Treasurer-Tax Collector, or, in the absence of such officer, his or her assistant and the Debt Finance Manager (each a “County Officer”) are each hereby individually authorized and directed to execute and deliver the Purchase Agreement by executing and delivering the Pricing Confirmation, each in substantially said form, with such changes thereto as such County Officer executing the same shall approve, such approval to be conclusively evidenced by his or her execution and delivery thereof; *provided, however*, that the Note Rate shall not exceed 12% per annum, and that the District’s pro rata share of Underwriter’s discount on the Note, when added to the District’s share of the costs of issuance of the Note Participations, shall not exceed 1.0% of the amount of the Note; *provided further*, that there shall be no Underwriter’s discount in the event of a private placement of the Series of Note Participations, but such private placement will be subject to a placement fee to be approved by an Authorized District Representative. Delivery of an executed copy of the



Pricing Confirmation by fax or telecopy shall be deemed effective execution and delivery for all purposes.

Section 5. Program Approval. The Note may be combined with notes of other Issuers, if any, into a Series as set forth in the Preliminary Official Statement, hereinafter mentioned, and shall be evidenced and represented by the Note Participations which shall evidence and represent proportionate, undivided interests in the in the proportion that the face amount of the Note which the Series of Note Participations represents bears to the total aggregate face amount of such respective Note and the notes issued by other Issuers which the Series of Note Participations represent. Such Note Participations may be delivered in book-entry form.

The form of Trust Agreement presented to this meeting or otherwise to the Board, is hereby approved, and the President or Chairperson of the Board of the District, the Superintendent or the Chief Business Official of the District, as the case may be, or, in the absence of any such officer, his or her assistant (each a "District Officer") is hereby authorized and directed to execute and deliver the Trust Agreement, which shall be identified in the Pricing Confirmation, in substantially one or more of said forms, such approval of this Board and such officer to be conclusively evidenced by the execution of the Trust Agreement. A description of this undertaking is set forth in the Preliminary Official Statement and will also be set forth in the final Official Statement. The District Officer is hereby authorized and directed to comply with and carry out all of the provisions of the Trust Agreement with respect to continuing disclosure; *provided however*, that failure of the District to comply with the Continuing Disclosure Agreement shall not be considered an Event of Default hereunder. The proposed form of preliminary offering document, which may be a preliminary official statement, preliminary private offering memorandum or preliminary limited offering memorandum (the "Preliminary Official Statement") relating to the Series of Note Participations, in substantially the form presented to this meeting or otherwise to the Board, is hereby approved with such changes, additions, completion and corrections as any Authorized District Representative may approve, and the Underwriter is hereby authorized and directed to cause to be mailed to prospective bidders the Preliminary Official Statement in connection with the offering and sale of the Series of Note Participations. Such Preliminary Official Statement, together with any supplements thereto, shall be in form "deemed final" by the District for purposes of Rule 15c2-12, promulgated by the Securities and Exchange Commission (the "Rule"), unless otherwise exempt, but is subject to revision, amendment and completion in a final official statement, private offering memorandum or limited offering memorandum (the "Official Statement"). The Official Statement in substantially said form is hereby authorized and approved, with such changes therein as any Authorized District Representative may approve. The Authorized District Representative is hereby authorized and directed, at or after the time of the sale of any Series of Note Participations, for and in the name and on behalf of the District, to execute a final Official Statement in substantially the form of the Preliminary Official Statement presented to this meeting, with such additions thereto or changes therein as the Authorized District Representative may approve, such approval to be conclusively evidenced by the execution and delivery thereof.

The District Officer is hereby authorized and directed to provide the Financial Advisor and the Underwriter with such information relating to the District as they shall reasonably request for inclusion in the Preliminary Official Statement. Upon inclusion of the information relating to the District therein, the Preliminary Official Statement is, except for

## ITEM 11

certain omissions permitted by the Rule, hereby deemed final within the meaning of the Rule; *provided* that no representation is made as to the information contained in the Preliminary Official Statement relating to the other Issuers, if any. If, at any time prior to the execution of the Pricing Confirmation, any event occurs as a result of which the information contained in the Preliminary Official Statement relating to the District might include an untrue statement of a material fact or omit to state any material fact necessary to make the statements therein, in light of the circumstances under which they were made, not misleading, the District shall promptly notify the Financial Advisor and the Underwriter.

The Trustee is authorized and directed to execute Note Participations on behalf of the District pursuant to the terms and conditions set forth in the Trust Agreement, in the aggregate principal amount specified in the Trust Agreement, and substantially in the form and otherwise containing the provisions set forth in the form of the Note Participations contained in the Trust Agreement. When so executed, the Note Participations shall be delivered by the Trustee to the purchaser upon payment of the purchase price thereof, pursuant to the terms of the Trust Agreement.

Subject to Section 8 hereof, the District hereby agrees that if its Note as evidenced and represented by the Series of Note Participations shall become a Defaulted Note, the unpaid portion thereof shall be deemed outstanding and shall not be deemed to be paid until the holders of the Series of the Note Participations which evidence and represent the Note are paid the full principal amount represented by the unsecured portion of the Note plus interest accrued thereon (calculated at the Default Rate) to the date of deposit of such aggregate required amount with the Trustee. For purposes of clause (ii) of the preceding sentence, holders of the Series of Note Participations will be deemed to have received such principal amount upon deposit of such moneys with the Trustee.

The District agrees to pay or cause to be paid, in addition to the amounts payable under the Note, any fees or expenses of the Trustee.

Section 6. No Joint Obligation; Owners' Rights. The Note shall be marketed and sold on either a stand-alone basis or simultaneously with the notes of other Issuers, if any, and aggregated and combined with notes of such other Issuers participating in the Program into a Series of Note Participations evidencing and representing an interest in several, and not joint, obligations of each such Issuer. The obligation of the District to Owners is a several and not a joint obligation and is strictly limited to the District's repayment obligation under this Resolution, the resolution of the County providing for the issuance of the Note, and the Note as evidenced and represented by such Series of Note Participations.

Owners of Note Participations, to the extent of their interest in the Note, shall be treated as owners of the Note and shall be entitled to all the rights and security thereof; including the right to enforce the obligations and covenants contained in this Resolution and the Note. The District hereby recognizes the right of the Owners acting directly or through the Trustee to enforce the obligations and covenants contained in the Note, this Resolution and the Trust Agreement. The District shall be directly obligated to each Owner for the principal and interest payments on the Note evidenced and represented by the Note Participations without any right of counterclaim or offset arising out of any act or failure to act on the part of the Trustee.

The provisions of this Section 6 apply equally to a Parity Note, if any, as if referred to herein, in the event that the District Officer determines at the time of issuance of the Parity Note that participation in a similar Program to pool the Parity Note with the notes of other issuers is in the best financial interests of the District.

Section 7. Disposition of Proceeds of Note. The moneys received from the sale of the Note allocable to the District's costs related to the issuance of the Note, if sold on a stand-alone basis or the District's share of the costs of issuance if issued in a pool with other Issuers, shall be deposited in the Costs of Issuance Fund held and invested by the Trustee under the Trust Agreement and expended on costs of issuance as provided in the Trust Agreement. The moneys received from the sale of the Note (net of the District's costs related to the issuance of the Note if sold on a stand-alone basis or the District's share of the costs of issuance if issued in a pool with other Issuers) shall be deposited in the District's Proceeds Subaccount within the Proceeds Fund hereby authorized to be created pursuant to, and held and invested by the Trustee under, the Trust Agreement for the District and said moneys may be used and expended by the District for any purpose for which it is authorized to expend funds upon requisition from the Proceeds Subaccount as specified in the Trust Agreement. Amounts in the Proceeds Subaccount are hereby pledged to the payment of the Note.

The Trustee will not create separate accounts within the Proceeds Fund, but will keep records to account separately for proceeds of the Note Participations allocable to the District's Note on deposit in the Proceeds Fund which shall constitute the District's Proceeds Subaccount.

The provisions of this Section 7 apply equally to a Parity Note, if any, as if referred to herein, in the event that the District Officer determines at the time of issuance of the Parity Note that participation in a similar Program to pool the Parity Note with the notes of other issuers is in the best financial interests of the District.

Section 8. Source of Payment. The Principal Amount of the Note, together with the interest thereon, shall be payable from taxes, income, revenue (including, but not limited to, revenue from the state and federal governments), cash receipts and other moneys which are received, accrued or held by the District and are provided for or attributable to the Repayment Fiscal Year and which are available for payment thereof. As security for the payment of the principal of and interest on the Note, the District hereby pledges certain Unrestricted Revenues (as hereinafter provided, the "Pledged Revenues") which are received, accrued or held by the District and are provided for or attributable to the Repayment Fiscal Year, and the principal of the Note and the interest thereon shall constitute a first lien and charge thereon and shall be payable from the first moneys received by the District from such Pledged Revenues, and, to the extent not so paid, shall be paid from any other taxes, income, revenue, cash receipts and other moneys of the District lawfully available therefor (all as provided for in Sections 53856 and 53857 of the Act). The term "Unrestricted Revenues" shall mean all taxes, income, revenue (including, but not limited to, revenue from the state and federal governments), cash receipts, and other moneys, which are generally available for the payment of current expenses and other obligations of the District. The Noteholders and Owners shall have a first lien and charge on such Unrestricted Revenues as herein provided which are received, accrued or held by the District and are provided for or attributable to the Repayment Fiscal Year. Notwithstanding the

## ITEM 11

foregoing, the terms “Unrestricted Revenue” and “Pledged Revenues” shall exclude moneys which, when received by the District, will be encumbered for a special purpose unless an equivalent amount of the proceeds of the Note is set aside and used for said special purpose; and provided further, the terms “Unrestricted Revenues” and “Pledged Revenues” shall exclude any moneys required to be used to repay a treasurer’s loan as described in Section 17 hereof. The District may incur indebtedness secured by a pledge of its Pledged Revenues subordinate to the pledge of Pledged Revenues hereunder and may issue subordinate tax and revenue anticipation notes.

In order to effect the pledge referred to in the preceding paragraph, the District agrees to the establishment and maintenance of the Payment Account as a special fund of the District (the “Payment Account”) by the Trustee as the responsible agent to maintain such fund until the payment of the principal of the Note and the interest thereon, and the District agrees to cause to be deposited (and shall request specific amounts from the District’s funds on deposit with the County Treasurer-Tax Collector for such purpose) directly therein on the dates specified in the related Pricing Confirmation for each series of the Note as sequentially numbered Repayment Dates (each individual date a “Repayment Date” and collectively “Repayment Dates”) (and any amounts received thereafter provided for or attributable to the Repayment Fiscal Year) until the amount on deposit in such fund, is equal on the respective Repayment Dates identified in the Pricing Confirmation to the percentages of the principal of the Note and interest due on the Note, as specified in the related Pricing Confirmation. Any such deposit may take into consideration anticipated investment earnings on amounts invested in a Permitted Investment, as defined in the Trust Agreement, with a fixed rate of return through the Maturity Date.

The District Officer is hereby authorized to approve the determination of the Repayment Dates and percentages of the principal and interest due on the Note at maturity required to be on deposit in the Payment Account on each Repayment Date, all as specified in the related Pricing Confirmation. The execution and delivery of the Pricing Confirmation by the County Officer shall be conclusive evidence of approval by this Board and such District Officer; *provided, however*, that the maximum number of Repayment Dates for each Note shall be six. In the event that on each such Repayment Date, the District has not received sufficient Unrestricted Revenues to permit the deposit into the Payment Account of the full amount of Pledged Revenues to be deposited in the Payment Account from said Unrestricted Revenues, then the amount of any deficiency shall be satisfied and made up from any other moneys of the District lawfully available for the payment of the principal of the Note and the interest thereon, as and when such other moneys are received or are otherwise legally available; and in connection therewith, the District authorizes the County Treasurer-Tax Collector to transfer any District funds then held or later received by the County Treasurer-Tax Collector, to the Trustee for deposit into the District’s Payment Account to make up any such deficiency.

Any moneys placed in the Payment Account shall be for the benefit of the owner of the Note. The moneys in the Payment Account shall be applied only for the purposes for which the Payment Account is created until the principal of the Note and all interest thereon are paid or until provision has been made for the payment of the principal of the Note at maturity with interest to maturity.

## ITEM 11

The moneys in the Payment Account shall be used by the Trustee, to the extent necessary, to pay the principal of and interest on the Note. In the event that moneys in the Payment Account are insufficient to pay the principal of and interest on the Note in full, such moneys shall be applied in accordance with the priority set forth in the Trust Agreement. Any moneys remaining in or accruing to the Payment Account after the principal of the Note and the interest thereon, shall be transferred by the Trustee to the District, subject to any other disposition required by the Trust Agreement. Nothing herein shall be deemed to relieve the District from its obligation to pay its Note in full on the Maturity Date.

Moneys in the Proceeds Subaccount and the Payment Account shall be invested by the Trustee pursuant to the Trust Agreement in investment agreement(s) and/or other Permitted Investments as described in and under the terms of the Trust Agreement and as designated in the Pricing Confirmation. In the event the County Officer designates an investment agreement or investment agreements as the investments in the related Pricing Confirmation, the District hereby directs the Trustee to invest such funds pursuant to the investment agreement or investment agreements (which shall be with a provider rated in one of the two highest long-term rating categories by the rating agency or agencies then rating the Note Participations, and the particulars of which pertaining to interest rate and investment provider will be set forth in the Pricing Confirmation) and authorizes the Trustee to enter into such investment agreement on behalf of the District. The District's funds shall be accounted for separately and the obligation of the provider of the Investment Agreement with respect to the District under the Investment Agreement shall be severable. Any such investment by the Trustee shall be for the account and risk of the District and the District shall not be deemed to be relieved of any of its obligations with respect to the Note by reason of such investment of the moneys in its Proceeds Subaccount and Payment Account.

The District shall promptly file with the Trustee such financial reports at the times and in the forms required by the Trust Agreement.

Anything herein to the contrary notwithstanding, the District may at any time during the Repayment Fiscal Year issue or provide for the issuance of a Parity Note by the County on its behalf, secured by a first lien and charge on Pledged Revenues; provided that (i) the District shall have received confirmation from each rating agency rating the outstanding Note or Series of Note Participations related to the Note, that the issuance of such Parity Note (or related series of note participation if sold into a pool) will not cause a reduction or withdrawal of such rating agency's rating on the outstanding Note or Series of Note Participations related to the Note and (ii) the maturity date of any such Parity Note shall be later than the outstanding Note. In the event that the District issues a Parity Note, or provides for the issuance of a Parity Note by the County on its behalf, the District shall make appropriate deposits into the Payment Account with respect to such Parity Note, and in such event, the Payment Account shall also be held for the benefit of the holders of the Parity Note.

Section 9. Execution of Note. The County Officer shall be authorized to execute the Note by manual or facsimile signature and the Clerk of the Board of Supervisors of the County or any Deputy Clerk shall be authorized to countersign the Note by manual or facsimile signature and to affix the seal of the County to the Note either manually or by facsimile impression thereof. Said officers of the County are hereby authorized to cause the blank spaces



of the Note to be filled in as may be appropriate pursuant to the related Pricing Confirmation. In case any officer whose signature shall appear on any Note shall cease to be such officer before the delivery of such Note, such signature shall nevertheless be valid and sufficient for all purposes, the same as if such officer had remained in office until delivery.

Section 10. Representations and Covenants.

(A) The District is a political subdivision duly organized and existing under and by virtue of the laws of the State of California and has all necessary power and authority to (i) adopt the Resolution and enter into and perform its obligations under the Purchase Agreement and (ii) authorize the County to issue the Note on its behalf.

(B) (i) Upon the issuance of the Note, the District will have taken all action required to be taken by it to authorize the issuance and delivery of the Note and the performance of its obligations thereunder and (ii) the District has full legal right, power and authority to request the County to issue and deliver the Note on behalf of the District and to perform its obligations as provided herein and therein.

(C) The issuance of the Note, the adoption of the Resolution and the execution and delivery of the Purchase Agreement and the Trust Agreement and compliance with the provisions hereof and thereof will not conflict with or violate any law, administrative regulation, court decree, resolution, charter, by-laws or other agreement to which the District is subject or by which it is bound.

(D) Except as may be required under blue sky or other securities law of any state, there is no consent, approval, authorization or other order of, or filing with, or certification by, any regulatory authority having jurisdiction over the District required for the issuance and sale of the Note or the consummation by the District of the other transactions contemplated by this Resolution except those the District shall obtain or perform prior to or upon the issuance of the Note.

(E) The District has (or will have prior to the issuance of the Note) duly, regularly and properly adopted a preliminary budget for the Repayment Fiscal Year setting forth expected revenues and expenditures and has complied with all statutory and regulatory requirements with respect to the adoption of such budget. The District hereby covenants that it will (i) duly, regularly and properly prepare and adopt its final budget for the Repayment Fiscal Year, (ii) provide to the Financial Advisor and the Underwriter (or owner of the Series of Note Participations in the event of a private placement), promptly upon adoption, copies of such final budget and of any subsequent revisions, modifications or amendments thereto and (iii) comply with all applicable law pertaining to its budget.

(F) The sum of the principal amount of the District's Note plus the interest payable thereon, on the date of its issuance, will not exceed 85% of the estimated amounts of the District's uncollected taxes, income, revenue (including, but not limited to, revenue from the state and federal governments), cash receipts, and other moneys to be received or accrued by the District for the general fund of the District provided for or attributable to the Repayment Fiscal

## ITEM 11

Year all of which will be legally available to pay principal of and interest on the Note (exclusive of any moneys required to be used to repay a treasurer's loan as described in Section 17 hereof).

(G) The County has experienced an *ad valorem* property tax collection rate of not less than 85% of the average aggregate amount of *ad valorem* property taxes levied within the District in each of the last five fiscal years for which information is available, and the District, as of the date of adoption of this Resolution and on the date of issuance of the Note, reasonably expects the County to collect at least 85% of such amount for the Repayment Fiscal Year.

(H) The District (i) is not currently in default on any debt obligation and (ii) to the best knowledge of the District, has never defaulted on any debt obligation.

(I) The District's most recent audited financial statements present fairly the financial condition of the District as of the date thereof and the results of operation for the period covered thereby. Except as has been disclosed to the Financial Advisor and the Underwriter and in the Preliminary Official Statement and to be set forth in the final Official Statement, there has been no change in the financial condition of the District since the date of such audited financial statements that will in the reasonable opinion of the District materially impair its ability to perform its obligations under this Resolution and the Note. The District agrees to furnish to the Financial Advisor, the Underwriter (or owners of the Series of Note Participations in the event of a private placement) and the Trustee, promptly, from time to time, such information regarding the operations, financial condition and property of the District as such party may reasonably request.

(J) There is no action, suit, proceeding, inquiry or investigation, at law or in equity, before or by any court, arbitrator, governmental or other board, body or official, pending or, to the best knowledge of the District, threatened against or affecting the District questioning the validity of any proceeding taken or to be taken by the District in connection with the Note, the Purchase Agreement, the Trust Agreement or this Resolution, or seeking to prohibit, restrain or enjoin the execution, delivery or performance by the District of any of the foregoing, or wherein an unfavorable decision, ruling or finding would have a materially adverse effect on the District's financial condition or results of operations or on the ability of the District to conduct its activities as presently conducted or as proposed or contemplated to be conducted, or would materially adversely affect the validity or enforceability of, or the authority or ability of the District to perform its obligations under, the Note, the Purchase Agreement, the Trust Agreement or this Resolution.

(K) The District will not directly or indirectly amend, supplement, repeal, or waive any portion of this Resolution in any way that would materially adversely affect the interests of the Note holders or Note Participation Owners.

(L) Upon issuance of the Note, the Note and this Resolution will constitute legal, valid and binding agreements of the District, enforceable in accordance with their respective terms, except as such enforceability may be limited by bankruptcy or other laws affecting creditors' rights, the application of equitable principles if equitable remedies are

## ITEM 11

sought, the exercise of judicial discretion in appropriate cases and the limitations on legal remedies against public entities, as applicable, in the State of California.

(M) It is hereby covenanted and warranted by the District that all representations and recitals contained in this Resolution are true and correct, and that the District and its appropriate officials have duly taken, or will take, all proceedings necessary to be taken by them, if any, for the levy, receipt, collection and enforcement of the Pledged Revenues in accordance with law for carrying out the provisions of this Resolution and the Note.

(N) Except for a Parity Note, if any, pursuant to Section 8 hereof, the District shall not incur any indebtedness secured by a pledge of its Unrestricted Revenues unless such pledge is subordinate in all respects to the pledge of Unrestricted Revenues hereunder.

(O) As a condition to the issuance of the Notes, the District will either (1) then not have a negative or qualified certification applicable to Fiscal Year 2017-2018 or Fiscal Year 2018-2019 within the meaning of Section 42133 of the Education Code of the State of California or (2) if the District does then have a negative or qualified certification applicable to Fiscal Year 2017-2018 or Fiscal Year 2018-2019 within the meaning of Section 42133 of the Education code of the State of California, the District shall provide to the Financial Advisor and Bond Counsel the written determination by the County Superintendent of Schools that the repayment of the Notes is probable within the meaning of Section 42133 of the Education Code of the State of California.

(P) The District funded its Reserve for Economic Uncertainties for Fiscal Year 2018-2019 in at least the minimum amount recommended, and will fund its Reserve for Economic Uncertainties for Fiscal Year 2019-2020 in at least the minimum amount recommended by the State Superintendent of Public Instruction.

(Q) The District will maintain a positive general fund balance in the Repayment Fiscal Year.

Section 11. Tax Covenants. The District will not take any action or fail to take any action if such action or failure to take such action would adversely affect the exclusion from gross income of the interest payable on the Note under Section 103 of the Internal Revenue Code of 1986 (the "Code"). Without limiting the generality of the foregoing, the District will not make any use of the proceeds of the Note or any other funds of the District which would cause the Note to be "arbitrage bonds" within the meaning of Section 148 of the Code, a "private activity bond" within the meaning of Section 141(a) of the Code, or an obligation the interest on which is subject to federal income taxation because it is "federally guaranteed" as provided in Section 149(b) of the Code. The District, with respect to the proceeds of the Note, will comply with all requirements of such sections of the Code and all regulations of the United States Department of the Treasury issued or applicable thereunder to the extent that such requirements are, at the time, applicable and in effect.

Notwithstanding any other provision of this Resolution to the contrary, upon the District's failure to observe, or refusal to comply with, the covenants contained in this Section 11, no one other than the holders or former holders of the Note, the Owners or the



Trustee on their behalf shall be entitled to exercise any right or remedy under this Resolution on the basis of the District's failure to observe, or refusal to comply with, such covenants.

The covenants contained in this Section 11 shall survive the payment of the Note.

Section 12. Events of Default and Remedies.

If any of the following events occur, it is hereby defined as and declared to be and to constitute an "Event of Default":

(a) Failure by the District to make or cause to be made the deposits to the Payment Account or any other payment required to be paid hereunder on or before the date on which such deposit or other payment is due and payable;

(b) Failure by the District to observe and perform any covenant, condition or agreement on its part to be observed or performed under this Resolution, for a period of fifteen (15) days after written notice, specifying such failure and requesting that it be remedied, is given to the District by the Trustee, unless the Trustee shall agree in writing to an extension of such time prior to its expiration;

(c) Any warranty, representation or other statement by or on behalf of the District contained in this Resolution or the Purchase Agreement (including the Pricing Confirmation) or in any instrument furnished in compliance with or in reference to this Resolution or the Purchase Agreement or in connection with the Note, is false or misleading in any material respect;

(d) A petition is filed against the District under any bankruptcy, reorganization, arrangement, insolvency, readjustment of debt, dissolution or liquidation law of any jurisdiction, whether now or hereafter in effect and is not dismissed within 30 days after such filing, but the Trustee shall have the right to intervene in the proceedings prior to the expiration of such 30 days to protect its and the Owners' interests;

(e) The District files a petition in voluntary bankruptcy or seeking relief under any provision of any bankruptcy, reorganization, arrangement, insolvency, readjustment of debt, dissolution or liquidation law of any jurisdiction, whether now or hereafter in effect, or consents to the filing of any petition against it under such law;

(f) The District admits insolvency or bankruptcy or is generally not paying its debts as such debts become due, or becomes insolvent or bankrupt or makes an assignment for the benefit of creditors, or a custodian (including without limitation a receiver, liquidation or trustee) of the District or any of its property is appointed by court order or takes possession thereof and such order remains in effect or such possession continues for more than 30 days, but the Trustee shall have the right to intervene in the proceedings prior to the expiration of such 30 days to protect its and the Owners' interests;

## ITEM 11

(g) An “Event of Default” under the terms of the resolution, if any, of the County providing for the issuance of the Note.

Whenever any Event of Default referred to in this Section 12 shall have happened and be continuing, the Trustee shall, in addition to any other remedies provided herein or by law or under the Trust Agreement, have the right, at its option without any further demand or notice, to take one or any combination of the following remedial steps:

(a) Without declaring the Note to be immediately due and payable, require the District to pay to the Trustee, for deposit into the Payment Account of the District, an amount equal to the principal of the Note and interest thereon to maturity, plus all other amounts due hereunder, and upon notice to the District the same shall become immediately due and payable by the District without further notice or demand; and

(b) Take whatever other action at law or in equity (except for acceleration of payment on the Note) which may appear necessary or desirable to collect the amounts then due and thereafter to become due hereunder or to enforce any other of its rights hereunder.

Section 13. Trustee. The Trustee is hereby appointed as paying agent, registrar and authenticating agent for the Note. The District hereby directs and authorizes the payment by the Trustee of the interest on and principal of the Note when such become due and payable, from the Payment Account held by the Trustee in the name of the District in the manner set forth herein. The District hereby covenants to deposit funds in such account at the time and in the amount specified herein to provide sufficient moneys to pay the principal of and interest on the Note on the day on which it matures. Payment of the Note shall be in accordance with the terms of the Note and this Resolution.

The District hereby agrees to maintain the Trustee as paying agent, registrar and authenticating agent of the Note.

Section 14. Approval of Actions. The officers of the County mentioned in Section 9 hereof are hereby authorized and directed to execute the Note and cause the Trustee to authenticate and accept delivery of the Note, pursuant to the terms and conditions of this Resolution. All actions heretofore taken by the officers and agents of the County, the District or this Board with respect to the sale and issuance of the Note and participation in the Program are hereby approved, confirmed and ratified and the officers and agents of the County and the officers of the District are hereby authorized and directed, for and in the name and on behalf of the District, to do any and all things and take any and all actions and execute any and all certificates, agreements and other documents which they, or any of them, may deem necessary or advisable in order to consummate the lawful issuance and delivery of the Note in accordance with, and related transactions contemplated by, this Resolution. The officers of the District referred to above in Section 4 hereof are hereby designated as “Authorized Issuer Representatives” under the Trust Agreement.

## ITEM 11

Section 15. Proceedings Constitute Contract. The provisions of the Note and of this Resolution shall constitute a contract between the District and the registered owner of the Note, and such provisions shall be enforceable by mandamus or any other appropriate suit, action or proceeding at law or in equity in any court of competent jurisdiction, and shall be irreparable.

Section 16. Limited Liability. Notwithstanding anything to the contrary contained herein or in the Note or in any other document mentioned herein, the District shall not have any liability hereunder or by reason hereof or in connection with the transactions contemplated hereby except to the extent payable from moneys available therefor as set forth in Section 8 hereof and the County is not liable for payment of the Note or any other obligation of the District hereunder.

Section 17. Treasurer's Loans. To the extent necessary in the judgment of the District Officer, the District Officer is hereby authorized to enter into borrowings pursuant to Section 6 of Article XVI of the California Constitution (and statutes implementing such Article); provided, however, that such amounts shall only be borrowed to the extent that such borrowings, when added to the amount of the Note and interest owed thereon, and to other items of indebtedness issued pursuant to the Government Code, shall not at the time of such borrowings exceed 85% of the estimated remaining uncollected taxes, income, revenue, cash receipts and other moneys to be received or accrued by the District during the Repayment Fiscal Year which will be available for payment of such borrowings, the Note and other items of indebtedness issued pursuant to the Government Code and the interest thereon.

Section 18. Submittal of Resolution to County. To the extent required by law, the Secretary of the governing board of the District is hereby directed to submit one certified copy each of this Resolution to the Clerk of the Board of Supervisors of the County, to the Treasurer-Tax Collector of the County and to the County Superintendent of Schools.

Section 19. Indemnification of County. The District shall indemnify and hold harmless, to the extent permitted by law, the County and its officers and employees ("Indemnified Parties"), against any and all losses, claims, damages or liabilities, joint or several, to which such Indemnified Parties may become subject because of action or inaction related to the adoption of a resolution by the Board of Supervisors providing for the issuance and sale of the Note, or related to the proceedings for sale, award, issuance and delivery of the Note in connection with the Program, or in connection with any information pertaining to the District included in (or omitted from but required to be stated in) the Preliminary Official Statement or the final Official Statement. The District shall also reimburse any such Indemnified Parties for any legal or other expenses incurred in connection with investigating or defending any such claims or actions.

Section 20. Appointment of Bond Counsel. The law firm of Hawkins Delafield & Wood LLP, Los Angeles, California is hereby appointed Bond Counsel for the District. The District acknowledges that Bond Counsel regularly performs legal services for many private and public entities in connection with a wide variety of matters, and that Bond Counsel has represented, is representing or may in the future represent other public entities, underwriters, trustees, rating agencies, insurers, credit enhancement providers, lenders, financial and other consultants who may have a role or interest in the proposed financing or that may be involved

with or adverse to District in this or some other matter. Given the special, limited role of Bond Counsel described above, the District acknowledges that no conflict of interest exists or would exist, waives any conflict of interest that might appear to exist, and consents to any and all such relationships.

Section 21. Appointment of Financial Advisor. Any District Officer is hereby authorized, in consultation with the San Diego County Office of Education, to appoint Government Financial Strategies Inc. to serve as Financial Advisor for the District in connection with the Program, and to execute an agreement for financial advisory services with such firm.

Section 22. Resolution Parameters.

- (a) Name of District: San Dieguito Union High School District
- (b) Maximum Amount of Borrowing: \$20,000,000
- (c) Authorized District Representatives:
  - (1) Superintendent
  - (2) Associate Superintendent, Business Services
  - (3) Director of Purchasing

Section 23. Severability. In the event any provision of this Resolution shall be held invalid or unenforceable by any court of competent jurisdiction, such holding shall not invalidate or render unenforceable any other provision hereof.

Section 24. Effective Date. This Resolution shall take effect from and after its date of adoption.

**EXHIBIT A****FORM OF NOTES****SAN DIEGUITO UNION HIGH SCHOOL DISTRICT****COUNTY OF SAN DIEGO, CALIFORNIA****2019 TAX AND REVENUE ANTICIPATION NOTE**

<u>Interest Rate</u> %	<u>Maturity Date</u> June 30, 2020	Date of <u>Original Issue</u> July __, 2019
---------------------------	---------------------------------------	---

--	--	--	--

REGISTERED OWNER:

PRINCIPAL AMOUNT: \$

FOR VALUE RECEIVED, the above identified school district (the "District"), located in the County of San Diego, California (the "County"), acknowledges itself indebted to and promises to pay to the registered owner identified above, or registered assigns, on the maturity date set forth above, the principal sum specified above in lawful money of the United States of America, and to pay interest thereon on each Interest Payment Date, as defined in the Trust Agreement, at the rate of interest specified above (the "Interest Rate"). Principal of and interest on this Note are payable in such coin or currency of the United States as at the time of payment is legal tender for payment of private and public debts, such principal to be paid upon surrender hereof at the principal corporate trust office of Wilmington Trust, N.A., in Los Angeles, California, or its successor in trust (the "Trustee"). Interest is payable as specified in the Trust Agreement. Interest shall be calculated on the basis of a 360-day year, consisting of twelve 30-day months, in like lawful money from the date hereof until the maturity date specified above and, if funds are not provided for payment at maturity, thereafter on the basis of a 360-day year for actual days elapsed until payment in full of said principal sum. Both the principal of and interest on this Note shall be payable only to the registered owner hereof upon surrender of this Note as the same shall fall due; *provided, however*, no interest shall be payable for any period after maturity during which the holder hereof fails to properly present this Note for payment. If the District fails to pay this Note when due, this Note shall become a Defaulted Note (as defined and with the consequences set forth in the Resolution).

It is hereby certified, recited and declared that this Note (the "Note") represents the authorized issue of the Note in the aggregate principal amount made, executed and given pursuant to and by authority of certain resolutions of the governing boards of the District and the County duly passed and adopted heretofore, under and by authority of Article 7.6 (commencing with Section 53850) of Chapter 4, Part 1, Division 2, Title 5 of the California Government Code (collectively, the "Resolution"), to all of the provisions and limitations of which the owner of this Note, by acceptance hereof, assents and agrees.

ITEM 11

The principal of the Note, together with the interest thereon, shall be payable from taxes, income, revenue, cash receipts and other moneys which are received or accrued by the District for the general fund of the District and are provided for or attributable to the Fiscal Year ending June 30, 2020 (the "Repayment Fiscal Year"). As security for the payment of the principal of and interest on the Note, the District has pledged certain Unrestricted Revenues of the District (the "Pledged Revenues") received, accrued or held by the District and provided for or attributable to the Repayment Fiscal Year, and the principal of the Note and the interest thereon shall constitute a first lien and charge thereon and shall be payable from the Pledged Revenues, and to the extent not so paid shall be paid from any other moneys of the District lawfully available therefor as set forth in the Resolution. Notwithstanding the foregoing, the terms "Unrestricted Revenues" and "Pledged Revenues" exclude any moneys required to be used to repay a treasurer's loan, as more particularly described in the Resolution. The County is not liable for payment of this Note. The full faith and credit of the District is not pledged to the payment of the principal or interest on this Note.

The County, the District and the Trustee may deem and treat the registered owner hereof as the absolute owner hereof for the purpose of receiving payment of or on account of principal hereof and interest due hereon and for all other purposes, and the County, the District and the Trustee shall not be affected by any notice to the contrary.

It is hereby certified that all of the conditions, things and acts required to exist, to have happened and to have been performed precedent to and in the issuance of this Note do exist, have happened and have been performed in due time, form and manner as required by the Constitution and statutes of the State of California and that the amount of this Note, together with all other indebtedness of the District, does not exceed any limit prescribed by the Constitution or statutes of the State of California.

IN WITNESS WHEREOF, the Board of Supervisors of the County has caused this Note to be executed by the manual or facsimile signature of a duly authorized officer of the County and countersigned by the manual or facsimile signature of its duly authorized officer.

COUNTY OF SAN DIEGO

By: \_\_\_\_\_  
County Officer

Countersigned

By: \_\_\_\_\_  
Clerk of the Board of Supervisors

SECRETARY'S CERTIFICATE

I, Robert A. Haley, Ed.D., Secretary of the Board, hereby certify as follows:

The foregoing is a full, true and correct copy of a resolution duly adopted at a regular meeting of the Board duly and regularly held at the regular meeting place thereof on the 9th day of May, 2019, of which meeting all of the members of said had due notice and at which a majority thereof were present; and at said meeting said resolution was adopted by the following vote:

AYES:

NOES:

ABSENT:

An agenda of said meeting was posted at least 72 hours before said meeting at 710 Encinitas Blvd., Encinitas, California, a location freely accessible to members of the public, and a brief general description of said resolution appeared on said agenda.

I have carefully compared the same with the original minutes of said meeting on file and of record in my office; the foregoing resolution is a full, true and correct copy of the original resolution adopted at said meeting and entered in said minutes; and said resolution has not been amended, modified or rescinded since the date of its adoption, and the same is now in full force and effect.

Dated: May 9, 2019

---

Secretary of the Board

# San Dieguito Union High School District

## INFORMATION REGARDING BOARD AGENDA ITEM

**TO:** BOARD OF TRUSTEES

**DATE OF REPORT:** April 24, 2019

**BOARD MEETING DATE:** May 9, 2019

**PREPARED BY:** John Addleman, Executive Director of Planning  
Tina Douglas, Assoc. Supt. of Business Services

**SUBMITTED BY:** Robert A. Haley, Ed.D., Superintendent

**SUBJECT:** **ADOPTION OF RESOLUTION / FINAL  
NEGATIVE DECLARATION AND INITIAL  
STUDY/ENVIRONMENTAL CHECKLIST /  
CANYON CREST ACADEMY STADIUM  
LIGHTING PROJECT**

-----

### EXECUTIVE SUMMARY

Interested members of the public, the State Office of Planning and Research, and other parties were provided with a draft Negative Declaration and Initial Study/Environmental Checklist (ND) for the proposed Canyon Crest Academy Stadium Lighting Project located within the City of San Diego (Project).

The Canyon Crest Academy school site (Site) is located at 5951 Village Center Loop Road. Canyon Crest Academy offers a number of sports programs including tennis, volleyball, field hockey, soccer, lacrosse, baseball, and softball. Outdoor courts and fields for these sports are located at the south and southeast portions of the campus, immediately north of the State Route right-of-way. Currently, the tennis courts are lit, but the stadium field used for field hockey, soccer, and lacrosse (referred to as the "multi-sport field" in the ND), and the baseball and softball fields do not contain lighting fixtures. Because of this, games must start early in the evening so that the students are able to complete the entire game. This results in students leaving their last class early to prepare for their sporting event. In response to concerns raised by parents of the students involved in these athletic programs, the District has decided to construct lighting at the stadium multi-sport field. The installation of this lighting will allow games to start between 15 to 30 minutes after school is released.



## ITEM 12

The Canyon Crest Academy Stadium Lighting Project includes the construction of four stadium lighting poles around the stadium. The poles would be placed outside of the track at the four corners of the field. The height of the pole and light fixture at the southwest corner of the field would be 80 feet above the ground, while the other three poles and light fixtures would reach 90 feet above ground level. As discussed in the analysis, the additional of the proposed stadium lighting would not create an unexpected or out-of-context appearance given the existing offsite lighting poles protruding into the sky view therefore the addition of four poles would not result in a substantial adverse effect on the visual environment or aesthetic quality of the community. Further the proposed lighting system has been specifically designed to minimize impacts associated with light pollution, including sky glow, glare, and light trespass such that areas beyond the campus would not be exposed to any light spill or trespass with an imperceptible contribution to the existing ambient night lighting of the community area.

In working with the consultant and school site, it is not anticipated that implementation of the proposed project would increase visitor attendance at games. The proposed stadium lighting fixtures would be turned off by 9:30 p.m. Lights would generally be turned on at sunset and thus the illumination start and duration would vary slightly throughout the year. The ND provides a schedule of the typical field use and when lighting would be used to facilitate activities. Generally, lights would not be used during summer months when school is not in session; however, summer events may occur that would require lighting. The site policy of lights off at 9:30 p.m. included in the project design features would still apply.

The District was in receipt of a comment letter from the public during the public input period. The District has reviewed the comment letter and has determined that the comments received did not address the draft Negative Declaration findings or the accuracy or completeness of the Initial Study, therefore no response was necessary. The comment letter can be found in Appendix E to the Final Negative Declaration and Initial Study/Environmental Checklist.

**RECOMMENDATION:**

It is recommended that the Board adopt the attached resolution for the Final Negative Declaration and Initial Study/Environmental Checklist for the Canyon Crest Academy Stadium Lighting Project, All in Accordance with the California Environmental Quality Act, as amended, and making findings and certification thereto.

**FUNDING SOURCE:**

Not applicable.

**RESOLUTION OF THE  
BOARD OF TRUSTEES OF THE  
SAN DIEGUITO HIGH SCHOOL DISTRICT  
ADOPTING THE FINAL NEGATIVE DECLARATION AND INITIAL  
STUDY/ENVIRONMENTAL CHECKLIST  
FOR  
CANYON CREST ACADEMY STADIUM LIGHTING PROJECT,  
ALL IN ACCORDANCE WITH THE CALIFORNIA ENVIRONMENTAL  
QUALITY ACT, AS AMENDED, AND MAKING FINDINGS AND  
CERTIFICATIONS THERETO**

WHEREAS, the BOARD OF TRUSTEES OF THE SAN DIEGUITO UNION HIGH SCHOOL DISTRICT (DISTRICT), has received the Final Negative Declaration and Initial Study/Environmental Checklist for Canyon Crest Academy Stadium Lighting Project (PROJECT) (located at 5951 Village Center Loop Road in the City of San Diego) and:

WHEREAS, the DISTRICT is seeking to improve its multi-sport field (STADIUM) at Canyon Crest Academy (CCA); and

WHEREAS, the proposed PROJECT includes the construction of four stadium lighting poles around the STADIUM at CCA and would occur within the existing development footprint of the STADIUM, and

WHEREAS, the DISTRICT is the Lead Agency pursuant to the California Environmental Quality Act (CEQA), and the DISTRICT has, in its capacity as Lead Agency, retained the services of a professional consultant to prepare the Negative Declaration and Initial Study/Environmental Checklist, and

WHEREAS, the Final Negative Declaration and Initial Study/Environmental Checklist has been prepared for the proposed PROJECT and on March 8, 2019 has been submitted for review by the public, responsible and trustee agencies, the State Office Planning and Research, and other parties, and a Final Negative Declaration prepared, and,

WHEREAS, it is the desire and obligation of the DISTRICT to provide such facilities to meet the needs of the San Dieguito High School District Community, and

WHEREAS, the Negative Declaration and Initial Study/Environmental Checklist identified no significant impacts would result from implementation of the PROJECT, and

WHEREAS, each of the individual members of the BOARD OF TRUSTEES OF THE SAN DIEGUITO UNION HIGH SCHOOL DISTRICT has reviewed said Negative Declaration and Initial Study/Environmental Checklist,

and the whole record before it including any and all comments received during public review, and;

NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES OF THE SAN DIEGUITO UNION HIGH SCHOOL DISTRICT BASED ON THE WHOLE RECORD BEFORE IT AS FOLLOWS:

THAT THE BOARD OF TRUSTEES OF THE SAN DIEGUITO UNION HIGH SCHOOL DISTRICT does hereby make the following findings:

A. Declaration of Review of the Final Negative Declaration and Initial Study/Environmental Checklist, and Certification of completeness of the Final Negative Declaration and Initial Study/Environmental Checklist

1. It is hereby found, determined and certified that it is the determination of the BOARD OF TRUSTEES OF THE SAN DIEGUITO UNION HIGH SCHOOL DISTRICT acting in its capacity as Lead Agency that a Final Negative Declaration and Initial Study/Environmental Checklist dated April 2019, has been prepared for the PROJECT, has been completed in compliance with CEQA, and is consistent with state and local guidelines implementing CEQA;

B. Declaration of Independent Judgment and Conclusions

BE IT FURTHER RESOLVED, that the GOVERNING BOARD OF THE SAN DIEGUITO UNION HIGH SCHOOL DISTRICT, having reviewed and analyzed the Final Negative Declaration and Initial Study/Environmental Checklist, based on the whole record before it does find that said Final Negative Declaration and Initial Study/Environmental Checklist reflects the independent judgment of the DISTRICT, acting in its capacity as Lead Agency for the project; and

C. Specification of the Location and Custodian of the Agency's Record

BE IT FURTHER RESOLVED by the GOVERNING BOARD OF THE SAN DIEGUITO UNION HIGH SCHOOL DISTRICT that the Associate Superintendent of Business Services is designated as the custodian of documents and records on which this decision is based.

BE IT FURTHER RESOLVED that the documents and material constituting the record of all proceedings upon which its decision to adopt this Final Negative Declaration and Initial Study/Environmental Checklist shall be maintained at the San Dieguito Union High School District Facilities Planning and Construction offices, at 684 Requeza Street, Encinitas, California 92024, and available for inspection by any interested person.

THAT THE BOARD OF TRUSTEES OF THE SAN DIEGUITO UNION HIGH SCHOOL DISTRICT does hereby find that based upon the entire record of

ITEM 12

proceedings before it and all information received that there is no substantial evidence that the Project will have a significant effect on the environment and does hereby adopt the Final Negative Declaration and Initial Study/Environmental Checklist prepared for the Project.

ADOPTED this 9<sup>th</sup> day of May, 2019, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

---

Beth Hergesheimer, Board President,  
San Dieguito Union High School District

**FINAL  
NEGATIVE DECLARATION AND INITIAL STUDY/  
ENVIRONMENTAL CHECKLIST FOR  
CANYON CREST ACADEMY STADIUM LIGHTING PROJECT**

***Prepared for:***

San Dieguito Union High School District  
710 Encinitas Boulevard  
Encinitas, California 92024  
Contact: John Addleman

***Prepared by:***

AECOM  
401 West A Street, Suite 1200  
San Diego, California 92101  
Phone: (619) 610-7600  
Contact: Meghan Haggblade

April 2019

## TABLE OF CONTENTS

<u>Section</u>	<u>Page</u>
SECTION 1: INTRODUCTION .....	1
1.1 Project Background.....	1
1.2 Project Location and Description.....	1
1.3 Purpose of This Negative Declaration .....	7
SECTION 2: INITIAL STUDY/ENVIRONMENTAL CHECKLIST AND ASSESSMENT .....	8
2.1 Aesthetics.....	9
2.2 Agriculture and Forestry Resources.....	12
2.3 Air Quality .....	14
2.4 Biological Resources .....	17
2.5 Cultural Resources .....	19
2.6 Energy .....	20
2.7 Geology and Soils.....	21
2.8 Greenhouse Gas Emissions.....	23
2.9 Hazards and Hazardous Materials .....	25
2.10 Hydrology and Water Quality.....	28
2.11 Land Use .....	30
2.12 Mineral Resources .....	31
2.13 Noise and Vibration .....	31
2.14 Population and Housing.....	33
2.15 Public Services.....	33
2.16 Recreation .....	35
2.17 Traffic and Circulation.....	35
2.18 Tribal Cultural resources.....	36
2.19 Utilities and Service Systems.....	37
2.20 Wildfire .....	39
2.21 Mandatory Findings of Significance.....	40
SECTION 3: DETERMINATION.....	43
3.1 Results of Public Review (to be completed with Final Negative Declaration).....	43
3.2 Adoption Statement .....	43
SECTION 4: LIST OF PREPARERS.....	44
SECTION 5: REFERENCES .....	45
 APPENDICES	
A Visual Impact Assessment Report	
B Air Quality and Greenhouse Gas Analysis	
C Noise Report	
D Trip Generation Study	
E Public Comment Received	

**LIST OF FIGURES**

<b><u>Figure</u></b>		<b><u>Page</u></b>
1	Regional Map.....	2
2	Vicinity Map.....	3
3	Project Site Aerial Photograph.....	4

**LIST OF TABLES**

<b><u>Table</u></b>		<b><u>Page</u></b>
1	Unmitigated Daily Construction Emissions.....	15
2	Annual GHG Emissions.....	24

---

## SECTION 1: INTRODUCTION

### 1.1 PROJECT BACKGROUND

Canyon Crest Academy (CCA) is a public school within the San Dieguito Union High School District (District) that serves roughly 2,575 high school students in grades 9 through 12. CCA was founded in 2004 and originally occupied temporary portable buildings. The existing school site was fully constructed in 2006. CCA is a “school of choice” where any student in the District can choose to attend the academy. Students who attend CCA can pursue specialized education in the arts, sciences, and technology. School is generally in session from 8:30 a.m. to 3:30 p.m.

CCA offers 21 varsity sports programs including tennis, volleyball, field hockey, soccer, lacrosse, baseball, and softball. Outdoor courts and fields for these sports are located at the south and southeast portions of the CCA campus, immediately north of the State Route 56 (SR 56) right-of-way. Currently, the tennis courts are lit, but the field used for field hockey, soccer, and lacrosse (hereafter referred to as the “multi-sport field”), and the baseball and softball fields do not contain lighting fixtures. Because of this, games must start early in the evening so that the students are able to complete the entire game. This results in students leaving their last class early to prepare for their sporting event. In response to concerns raised by parents of the students involved in these athletic programs, the District has decided to construct lighting at the multi-sport field. The installation of this lighting will allow games to start between 15 to 30 minutes after school is released.

### 1.2 PROJECT LOCATION AND DESCRIPTION

#### Regional Location

CCA occupies roughly 51 acres in the Carmel Valley residential suburb of San Diego (Figure 1). CCA is located directly north of SR 56, roughly 3.2 miles east of Interstate 5, and roughly 5.2 miles west of Interstate 15. The school site is located east of Carmel Valley Road and directly south of Village Center Loop Road. There are three entrances to the school site, one off of Edgewood Bend Court and two off of Village Center Loop Road (Figure 2).

The area in the vicinity of the project site is largely developed, consisting mostly of residential and commercial uses. The project site is bordered by single-family residential land use to the east, commercial land use to the north, a City of San Diego park to the west, and SR 56 to the south. The project site is generally flat with a gradual downhill slope toward the athletic fields. Elevation on-site ranges from approximately 225 feet above mean sea level (AMSL) to 260 AMSL.

The existing CCA campus features ornamental landscaping. The landscaping generally occurs along the street-facing boundaries of the school, as well as on small lawns throughout the campus. The campus consists of various indoor classroom, athletic, and administration facilities, as well as outdoor athletic facilities, including tennis and basketball courts, open fields, a softball field, a baseball field, and the multi-sport field, which is surrounded by a track. As mentioned previously, the only athletic facilities with lighting currently are the tennis courts. There is a sound system already installed at the multi-sport field. A set of bleachers is installed on the slope leading up to the parking lot along the west side of the multi-sport field. Benches for the players are set up on the east and west edges of the field, inside of the track. Parking for students, staff, and visitors is provided along the west and north edges of the site. The parking lots along the western edge and in the northwestern corner are mostly covered with solar panels with lighting beneath them (Figure 3).



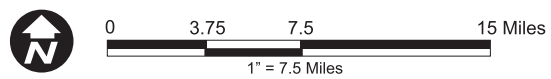
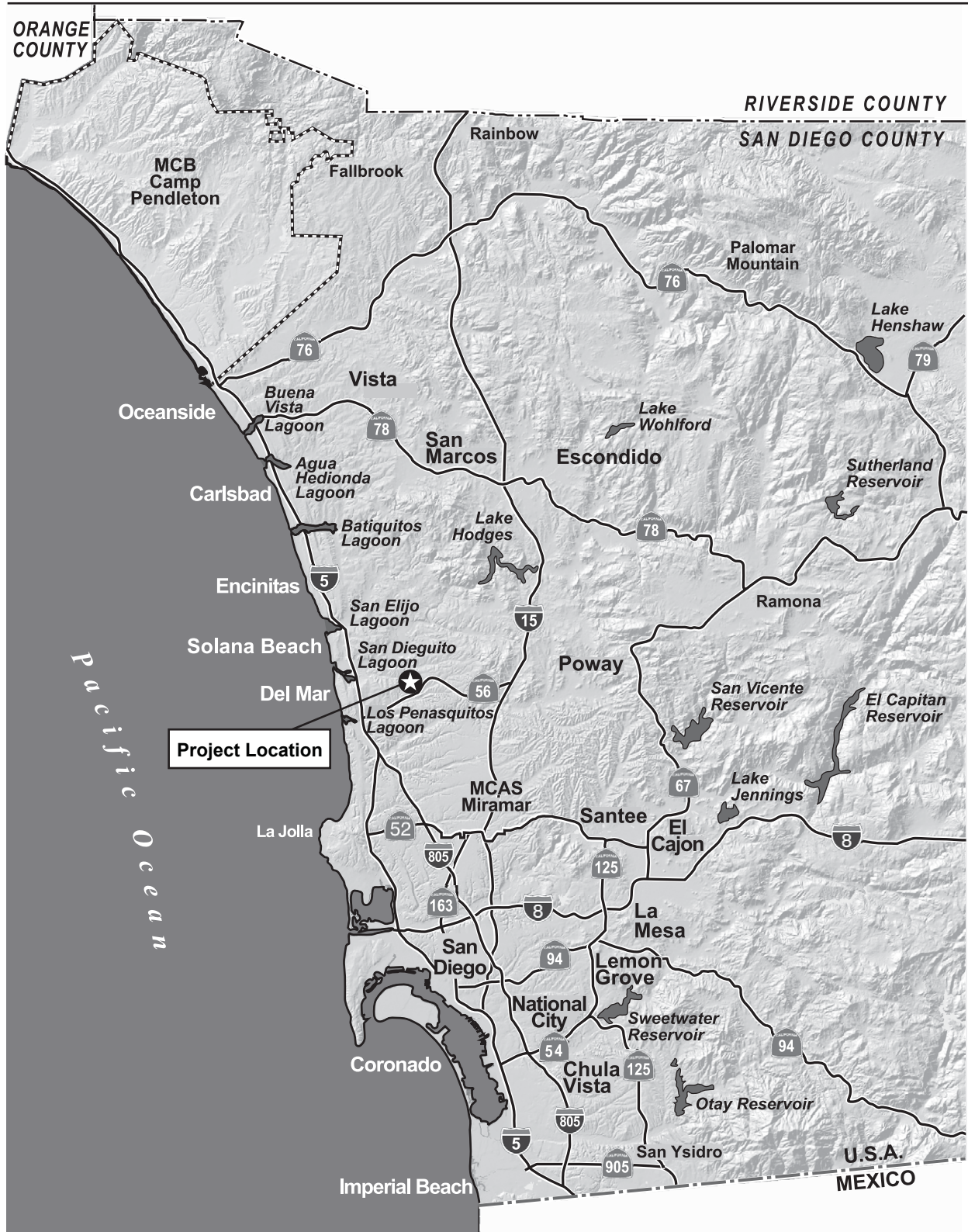
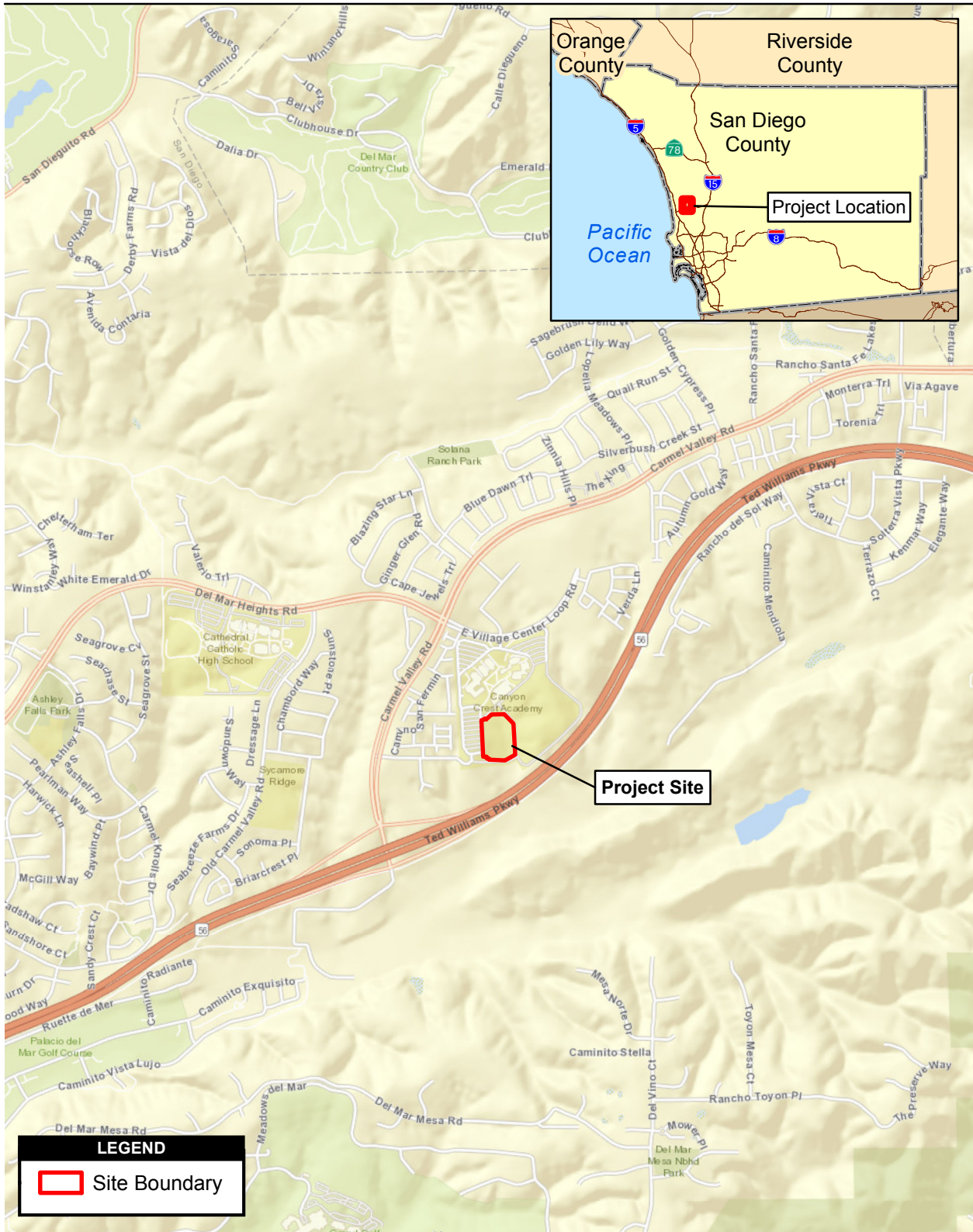
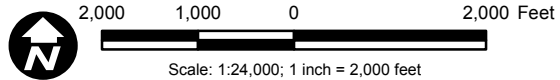


Figure 1  
Regional Map





Source: SanGIS 2017; Esri 2018

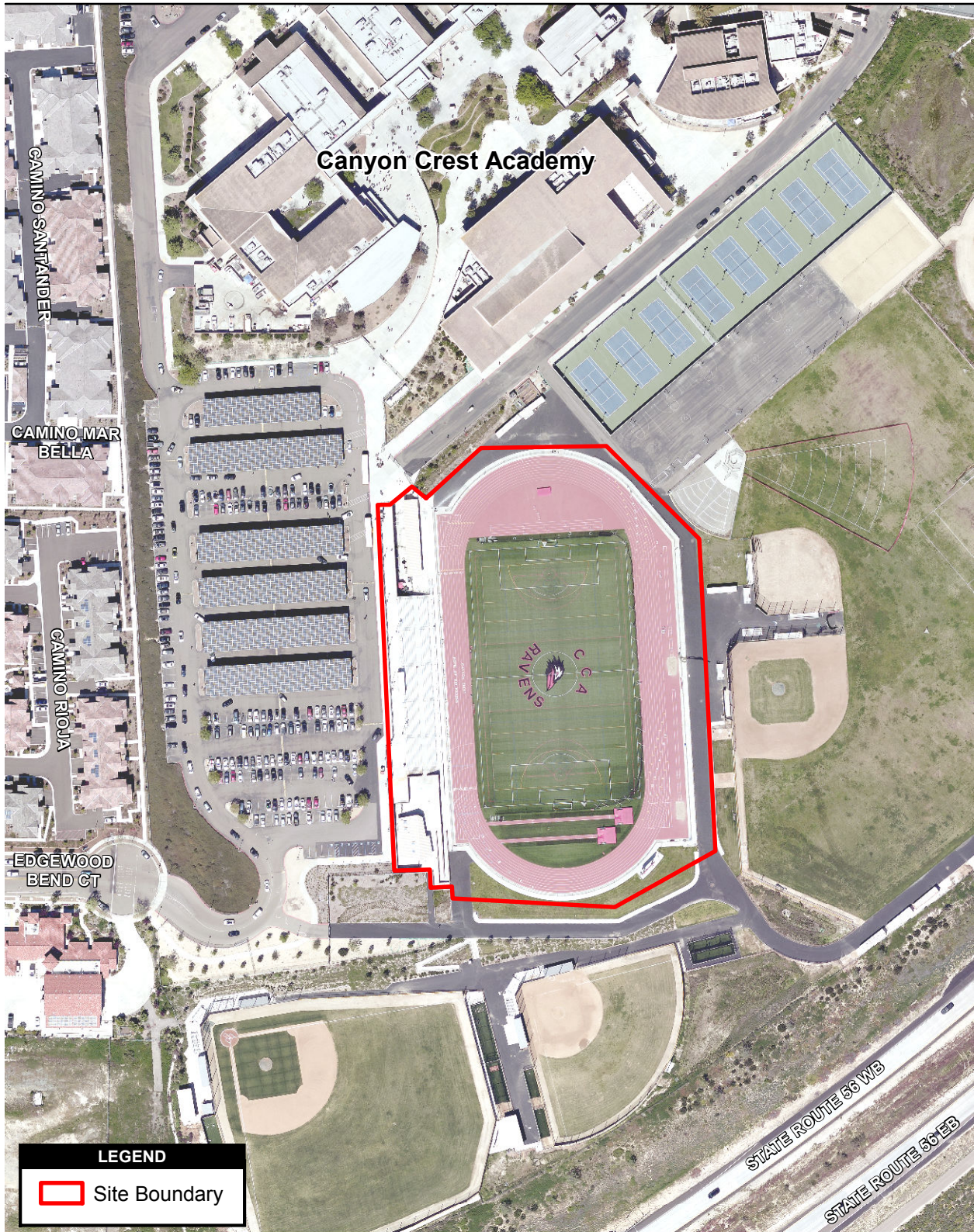


**Figure 2**  
**Vicinity Map**

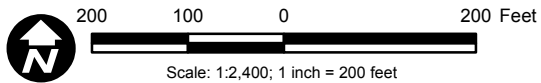
Canyon Crest Academy Stadium Lighting Project Negative Declaration

Path: P:\\_6059\60590688\_CCA\_Lighting\900-CAD-GIS\920 GIS\map\_docs\mxd\Negative\_Declaration\Fig2\_Vicinity.mxd, 1/2/2019, augelopp





Source: SANDAG 2017



**Figure 3**  
**Project Site Aerial Photograph**

**Canyon Crest Academy Stadium Lighting Project Negative Declaration**

Path: P:\\_6059\60590688\_CCA\_Lighting\900-CAD-GIS\920 GIS\map\_docs\mxd\Negative\_Declaration\Fig3\_Aerial.mxd, 12/31/2018, paul.moreno



---

### Project Description

The CCA Stadium Lighting Project (proposed project) includes the construction of four stadium lighting poles around the multi-sport field at CCA. The poles would be placed outside of the track at the four corners of the field. The maximum height of the pole and light fixture at the southwest corner of the field would be 80 feet above the ground, while the other three poles and light fixtures would reach 90 feet above ground level. All project features would occur within the existing footprint of the multi-sport field.

The light fixtures would be equipped with LED (light emitting diode) lights. On the southwest pole, two fixtures would be placed at 10 feet above ground level for uplighting purposes to ensure there are no gaps in the lighting on the field. Two fixtures at 50 feet and two at 55 feet above ground level would be placed on the southwest pole for egress illumination, to ensure a safe exit from the bleachers. This lighting would not extend into the parking lot, as there is already lighting beneath the solar panels installed in the parking lots. Fifteen light fixtures would be placed at 80 feet above ground level on the southwest pole directed at the field and track to light the field. On the northwest pole, two uplighting fixtures would be placed at 15 feet above ground level. Two egress lighting fixtures would be placed at 60 feet and two at 65 feet above ground level. Fifteen light fixtures would be placed at 90 feet above ground level for field lighting. For the two poles on the east side of the field, two uplighting fixtures would be placed at 15 feet above ground level, two egress lighting fixtures would be placed at 60 feet above ground level, and 14 lighting fixtures would be placed at 90 feet above ground level.

It is anticipated that construction of the proposed project would take roughly 6 to 8 weeks and would occur during the summer when school is not in session. It is not anticipated that implementation of the proposed project would increase visitor attendance at the games. All light fixtures would be turned off by 9:30 p.m. Lights would generally be turned on at sunset and thus the illumination start and duration would vary slightly throughout the year. The following provides a schedule of the typical field use and when lighting would be used to facilitate activities. Generally, lights would not be used during summer months when school is not in session; however, summer events may occur that would require lighting. The policy of lights off at 9:30 p.m. included in the project design features would still apply.

### Typical Week

#### *Monday, Tuesday, Thursday:*

Freshman practice on grass fields at 3:30 p.m.

Junior Varsity (JV) practice on multi-sport field at 3:30 p.m.

Varsity practice on multi-sport field at 5:00 p.m. (lights off by 7:30 p.m.)

#### *Wednesday, Friday:*

Freshman game on grass fields at 4:30 p.m.

JV game on multi-sport field at 4:30 p.m.

Varsity game to follow JV game at 6:00 p.m. (lights off by 8:30 p.m.)

*Saturday:* Lights off (other than potential playoff or tournament scenarios)

*Sunday:* Lights off

### Typical Week with Season Transition and Playoffs

Playoffs are anticipated for two to three weekends per sport at varying times throughout the year.

*Monday, Tuesday, Thursday:*

Freshman practice on grass fields at 3:30 p.m.

JV practice on multi-sport field at 3:30 p.m.

Varsity practice on multi-sport field at 5:00 p.m. (lights off by 7:30 p.m.)

Note: If Boys or Girls Varsity Soccer playoffs then 7:00 p.m. game time (lights off by 9:30 p.m.)

*Wednesday, Friday:*

Freshman game on grass fields at 4:30 p.m.

JV game on multi-sport field at 4:30 p.m.

Varsity game to follow JV game at 6:00 p.m. (lights off by 8:30 p.m.)

(Note: If Boys or Girls Varsity Soccer playoffs then 7:00 p.m. game time (lights off 9:30 p.m.)

*Saturday:* Lights off (other than potential playoff or tournament scenarios)

*Sunday:* Lights off

### Project Design Features

The District has incorporated various project design features as conditions of the project that will avoid potential impacts or reduce them to a less than significant level.

#### **Aesthetics**

To reduce impacts related to aesthetics, the District, or the District through its contractor, would:

- Design light fixtures to reduce light and glare impacts. Angle light fixtures and include shielding so that minimal light spillover beyond the track and field to adjacent portions of the school and surrounding properties would occur.
- Use LED lights in all light fixtures.
- Enforce “lights off” at the multi-sport field by 9:30 p.m.; however, in many cases, the lights will be turned off earlier as the lights will be turned off 2.5 hours after the sporting event start time.

#### **Air Quality**

To reduce impacts related to air quality, the District, through its contractor, would:

- Use adequate water and/or other dust palliatives on all disturbed areas.
- Wash down or sweep streets from which construction access is taken to remove dirt carried from the new alignment to the existing roadway to keep vehicles from pulverizing the dirt into fine particles.
- Terminate soil excavation, clearing, or grading when wind speeds exceed 25 miles per hour for an hourly average.
- Prohibit engine idling while waiting to load or unload if the expected wait exceeds 10 minutes.

#### **Geology and Soils**

To reduce impacts related to soil erosion, the following project design features will be employed prior to and during construction of the revised project by the District or the District’s contractor:

- A fiber roll or other drainage/erosion control device will be placed around construction areas to protect natural drainage channels from sedimentation.
- Construction during periods of inclement weather will be avoided. Ensure that structural erosion and sediment transport control measures are ready for implementation prior to the onset of each storm event.

### **Hydrology and Water Quality**

To reduce impacts related to water quality, the following project design features will be employed during construction of the revised project by the District or the District's contractor:

- Compliance with the
  - National Pollutant Discharge Elimination System (NPDES) San Diego Regional Municipal Separate Storm Sewer System (MS4) Permit;
- Implementation of best management practices (BMPs) including, but not limited to:
  - Placement of storm drain inlet/outlet protection for siltation control.
  - Use of fiber rolls or other drainage/erosion control device placed around construction areas to protect natural drainage channels from sedimentation.

### **Transportation and Traffic**

To reduce impacts related to traffic, construction workers would enter the site from Edgewood Bend Court off of Carmel Valley Road. The construction workers would access the multi-sport field from the fire access road. Construction associated with the project is anticipated to occur during the summer and would not conflict with student traffic to and from the site.

### **1.3 PURPOSE OF THIS NEGATIVE DECLARATION**

This Negative Declaration has been prepared in accordance with California Environmental Quality Act (CEQA) Guidelines Sections 15070 through 15075. The purpose of this Negative Declaration is to evaluate the potential impacts that could occur as a result of the proposed project. Based on the scope and size of the proposed project, the District determined that a Negative Declaration was the appropriate environmental documentation to be prepared in compliance with CEQA.

## SECTION 2: INITIAL STUDY/ENVIRONMENTAL CHECKLIST AND ASSESSMENT

1. Project Title: Canyon Crest Academy Stadium Lighting Project
2. Lead Agency Name and Address: San Dieguito Union School District  
710 Encinitas Boulevard  
Encinitas, CA 92024
3. Contact Person and Phone Number: John Addleman  
(760) 753-6491
4. Project Location: 5951 Village Center Loop Road  
San Diego, CA 92024
5. Project Sponsor's Name and Address: San Dieguito Union School District  
710 Encinitas Boulevard  
Encinitas, CA 92130
6. General Plan Land Use Designation: Institutional & Public and Semi-Public Facilities
7. Zoning: Agricultural – Residential and Residential – Multiple  
Unit
8. Description of Project:  
As stated above, the proposed project would involve the construction of four light posts at the existing multi-sport field on the CCA campus.
9. Surrounding Land Uses and Setting:  
As stated previously, the land surrounding the project site and CCA campus is largely developed, consisting mostly of residential and commercial uses. The CCA campus is bordered by single-family residential land use to the east, commercial land use to the north, a City of San Diego park to the west, and SR 56 to the south.

### ENVIRONMENTAL FACTORS EVALUATED:

- |   |   |
|---|---|
| <input type="checkbox"/> Aesthetics                             | <input type="checkbox"/> Mineral Resources                  |
| <input type="checkbox"/> Agriculture and Forestry Resources     | <input type="checkbox"/> Noise                              |
| <input type="checkbox"/> Air Quality                            | <input type="checkbox"/> Population and Housing             |
| <input type="checkbox"/> Biological Resources                   | <input type="checkbox"/> Public Services                    |
| <input type="checkbox"/> Cultural and Paleontological Resources | <input type="checkbox"/> Recreation                         |
| <input type="checkbox"/> Energy                                 | <input type="checkbox"/> Transportation/Traffic             |
| <input type="checkbox"/> Geology and Soils                      | <input type="checkbox"/> Tribal Cultural Resources          |
| <input type="checkbox"/> Greenhouse Gas Emissions               | <input type="checkbox"/> Utilities and Service Systems      |
| <input type="checkbox"/> Hazards and Hazardous Materials        | <input type="checkbox"/> Wildfire                           |
| <input type="checkbox"/> Hydrology and Water Quality            | <input type="checkbox"/> Mandatory Findings of Significance |
| <input type="checkbox"/> Land Use and Planning                  |   |

**EVALUATION OF ENVIRONMENTAL IMPACTS:**

This section presents a discussion of potential impacts that could result from implementation of the proposed project.

**2.1 AESTHETICS**

Would the project:

	Potentially Significant Impact	Less than Significant Impact with Mitigation	Less than Significant Impact	No Impact
a) Have a substantial adverse effect on a scenic vista?				X

CCA is located within an existing urbanized area. Immediately north of the CCA campus is Village Center Loop Road, a four-lane road with divided medians, parallel parking lanes, and street lighting. On the north side of the roadway is a large commercial development with buildings, parking lots, and two-story residential condominiums and townhomes. Northeast of the CCA campus is a newly developed City of San Diego park and Pacific Trails Middle School. The city park has a wide variety of recreational facilities including a recreation center, dog park, skate plaza, outdoor play areas, picnic areas, and outdoor multi-use fields with nighttime lighting. Beyond the park to the northeast are single-family and townhome residential land uses. SR 56 curves around the CCA campus from the northeast to the west, and runs along the entire southern border of the campus at a slightly lower elevation than the multi-sport field. In the proposed project vicinity, SR 56 is a four-lane state highway with a divided median. The City of San Diego Fire Station 47 is located southwest of the CAA parking lots and includes standard parking and landscaping. The entire western boundary of the CCA campus is developed with multi-family residential developments with mostly two-story homes.

The project site does not fall within a scenic view corridor, view point, scenic highway, or vista point. Additionally, the proposed project includes the construction of four stadium lighting poles at the multi-sport field on the CCA campus. The design of the stadium lighting would be consistent with the aesthetics of the surrounding urban areas and would not create an unexpected or out-of-context appearance. See Appendix A for further discussion. There would be no impact.

	Potentially Significant Impact	Less than Significant Impact with Mitigation	Less than Significant Impact	No Impact
b) Substantially damage scenic resources, including, but not limited to, trees, rock outcroppings, and historic buildings within a state scenic highway?				X

See response 2.1 (a). There are no remarkable or unique scenic resources, such as visually important trees, rock outcroppings, or historic buildings in the vicinity of the project site. All project features would be placed along the perimeter of the existing footprint of the multi-sport field. Further, SR 56 is not designated as a state scenic highway. See Appendix A for further discussion. There would be no impact.



## ITEM 12

	Potentially Significant Impact	Less than Significant Impact with Mitigation	Less than Significant Impact	No Impact
c) Substantially degrade the existing visual character or quality of public views of the site and its surroundings? (Public views are those that are experienced from publically accessible vantage point). If the project is in an urbanized are, would the project conflict with applicable zoning or other regulations governing scenic quality?			X	

See response 2.1 (a). Public views were analyzed in detail in Appendix A. Most public view points in the vicinity of the project site have an obstructed view of project site as a result of the topography of the area and existing development and vegetation. While the new lighting poles and pole-top luminaire assemblies would be larger and visually more substantial, there are already existing tall pole structures associated with street and parking lot lighting in the immediate vicinity. The addition of the new poles would not substantially alter the viewscape or create a stark visual change. Where the proposed project would be visible from public view points, it would be consistent with existing visual character and quality of the CCA campus and athletic facilities and would not create an unexpected or out-of-context appearance. Thus, the modification to the aesthetic environment would not substantially degrade the visual character or quality and would be less than significant.

The City of San Diego General Plan includes policy UD-a.13.e: Focus lighting to eliminate spillover so that lighting is directed, and only the intended use is illuminated (City of San Diego 2008a).

The City of San Diego Municipal Code has general regulations related to the installation and use of outdoor lighting (Chapter 14, Article 2, Division 7, Section 142.0740). The general purpose and intent of the regulations are to:

1. Minimize negative impacts from light pollution including light trespass, glare, and urban sky glow in order to preserve enjoyment of the night sky and minimize conflict caused by unnecessary illumination.
2. Promote lighting design that provides for public safety and conserves electrical energy.
3. Outline compliance regulations for outdoor lighting fixtures.

The City of San Diego considers Palomar Observatory and Mount Laguna Observatory important dark night sky resources. Palomar Observatory is located at the top of Palomar Mountain (5,500 feet in elevation) in northern San Diego County approximately 30 miles from CCA, and Mount Laguna Observatory is located at an altitude of 6,100 feet on the eastern edge of the Cleveland National Forest approximately 45 miles from CCA. The City Municipal Code states:

Within 30 miles of the Palomar and Mount Laguna observatories, outdoor lighting after 11:00 pm shall be limited to a maximum of 4,050 lumens per fixture or a maximum of 2500 Kelvin CCT.

The City regulations pertaining to maintaining dark skies for the observatories are generally not applicable to the proposed project as the site is located 30 miles or more from either observatory, and lighting is scheduled to be turned off by 9:30 p.m.

## ITEM 12

The proposed lighting system is designed to control and direct light precisely toward the desired location, minimizing any light spillover or other lighting impacts on surrounding areas (Musco 2018). The height of the light fixtures would allow the luminaire assemblies to be aimed downward at an acute angle to focus the shaft of light at the areas of desired illumination; thus, the light would be focused down toward the multi-sport field, not outward or toward off-site areas. The use of LED lights would allow for focused and energy-efficient light without a broad floodlight effect. The lighting technology would also include the use of shielding on all light fixtures that further direct the light downward and block upward light or off-site light.

The lighting design analysis (Musco 2018; provided in Appendix A) provides quantification of the illumination produced by the proposed project lighting design. The lighting analysis indicated that areas beyond the CCA campus, including residential areas, SR 56, and other local roadways, would not be exposed to horizontal or vertical light over 0.0 foot-candles, or essentially any light spill or trespass with a perceptible contribution to the ambient night lighting of the area. Thus, the proposed project would be compliant with the policies listed above, applicable zoning, or other regulations governing scenic quality of the project area. The proposed project is also compliant with policies in the Pacific Highlands Ranch Community Plan (Latitude 33 1999) requiring that lighting be shielded from open space and directed away from habitat. With these project design features in place, there would be a less than significant impact related to regulatory compliance.

	Potentially Significant Impact	Less than Significant Impact with Mitigation	Less than Significant Impact	No Impact
d) Create a new source of substantial light or glare which would adversely affect day or nighttime views in the area?			X	

See response 2.1 (c). The proposed project involves the addition of four stadium lighting fixtures at the existing multi-sport field on the CCA campus. As stated in Section 1.2, lights would generally be turned on at sunset each day during the school year, Monday through Friday. The lights would generally be turned off by 7:30 p.m. or 8:30 p.m. on a normal weekday, or 9:30 p.m. during playoffs. Playoffs would occur roughly 6 to 8 weeks spread throughout the school year. Lights may be used as needed on Saturdays during playoffs or tournaments, but would not be on past 9:30 p.m. Generally, lights would not be used during summer months when school is not in session; however, summer events may occur that would require lighting and the 9:30 p.m. lights off policy included in the project design features would still apply.

The project design features identified in Section 1.2 include the design light fixtures to reduce light and glare impacts. Light fixtures would be angled and include shielding so that minimal light spillover beyond the track and field to adjacent portions of the school and surrounding properties would occur. LED lights would be used in all light fixtures, which allows for more directed use of the lighting. As detailed in Appendix A, the lighting design analysis indicates that areas beyond the CCA campus would not be exposed to illumination over 0.0 foot-candles, or essentially any light spill or trespass, and there would be an imperceptible contribution to the ambient night lighting of the area.

As stated previously, the area surrounding the project site is previously developed and urbanized. Existing light fixtures exist in the residential areas, parking lots, commercial spaces, and the new Pacific Highlands Ranch Community Park to the northeast of the project site. Some lighting exists on campus at the tennis and basketball courts as well.

## ITEM 12

As shown in Appendix A, all light and glare produced by the proposed project would be contained within the CCA campus. Further, as stated in response 2.1 (a), the project site is blocked from many of the surrounding public view points and residential areas as a result of the site's topography and existing development. As stated in response 2.1 (c), the proposed project would comply with the City of San Diego's lighting regulations and would not impact dark skies in the area. Implementation of the proposed project would not impact motorists on SR 56 due to the containment of the light within the CCA campus and the berm that exists along the north side of the roadway (see Appendix A for further detail).

While the proposed project would introduce a new source of light in the project area, project design features would minimize light trespass and glare. Additionally, this light would be consistent with the existing use of the project site and the urban setting of the surrounding area. Therefore, impacts would be less than significant.

## 2.2 AGRICULTURE AND FORESTRY RESOURCES

Would the project:

	Potentially Significant Impact	Less than Significant Impact with Mitigation	Less than Significant Impact	No Impact
a) Convert Prime Farmland, Unique Farmland, or Farmland of Statewide Importance (Farmland), as shown on the maps prepared pursuant to the Farmland Mapping and Monitoring Program of the Mapping and Monitoring Program of the California Resources Agency, to non-agricultural use?				X

The proposed project involves the addition of light fixtures at the multi-sport field on the CCA campus. The "San Diego County Important Farmland 2016" map generated by the California Department of Conservation through the Farmland Mapping and Monitoring Program (California Department of Conservation 2014) shows that the proposed project is located on, and is surrounded by, urban and built-up land. The proposed project is not located on Prime Farmland, Unique Farmland, or Farmland of Statewide Importance, and would not convert farmland to no-agricultural use. Therefore, no impact would occur.

	Potentially Significant Impact	Less than Significant Impact with Mitigation	Less than Significant Impact	No Impact
b) Conflict with existing zoning for agricultural use, or a Williamson Act contract?				X

The proposed project site is zoned by the City of San Diego as Agricultural Residential and Multiuse Residential. However, the proposed project site has been previously developed for educational and athletic use. The property does not lie within a Williamson Act contract area. Therefore, no impact would occur.

## ITEM 12

	Potentially Significant Impact	Less than Significant Impact with Mitigation	Less than Significant Impact	No Impact
c) Conflict with existing zoning for, or cause rezoning of, forest land (as defined in Public Resources Code section 12220(g)), timberland (as defined by Public Resources Code section (4526), or timberland zoned Timberland Production (as defined by Government Code section 51104(g))?				X

As stated in 2.2 (b) the proposed project site is zoned by the City of San Diego as Agricultural Residential and Multiuse Residential (City of San Diego 2018). The project site lies within an urban area and is currently built out as an athletic field for an existing school. There is no forest land or timberland at the proposed project site. Therefore, no impact would occur.

	Potentially Significant Impact	Less than Significant Impact with Mitigation	Less than Significant Impact	No Impact
d) Result in the loss of forest land or conversion of forest land to non-forest use?				X

As stated in response 2.2 (c) there is no forest land located on the proposed project site. The proposed project is located on the CCA campus at the previously developed multi-sport field. No forest land would be lost with the construction of the proposed project. Therefore, no impact would occur.

	Potentially Significant Impact	Less than Significant Impact with Mitigation	Less than Significant Impact	No Impact
e) Involve other changes in the existing environment which, due to their location or nature, could result in conversion of Farmland, to non-agricultural use or conversion of forest land to non-forest use?				X

As stated in responses 2.2 (b), 2.2 (c), and 2.2 (d), there is no forest land or farmland located at the proposed project site. The proposed project would be located on the multi-sport field at CCA, which is currently developed as a school facility. The proposed project would not result in conversion of farmland or forest land. The area surrounding the proposed project site is built out as residential or commercial properties, so no other changes to the existing environment would convert farmland or forest land. Therefore, no impact would occur.

### 2.3 AIR QUALITY

Where available, the significance criteria established by the applicable air quality management or air pollution control district may be relied upon to make the following determinations. Would the project:

	Potentially Significant Impact	Less than Significant Impact with Mitigation	Less than Significant Impact	No Impact
a) Conflict with or obstruct implementation of the applicable air quality plan?			X	

The proposed project is located within the San Diego Air Basin (SDAB) under the jurisdiction of the San Diego Air Pollution Control District (SDAPCD). The SDAB currently meets the National Ambient Air Quality Standards (NAAQS) for all criteria air pollutants except ozone (8-hour). The SDAB is classified as an attainment/maintenance area for carbon monoxide (CO) and is unclassifiable for particulate matter less than 10 microns in diameter (PM<sub>10</sub>). The SDAB is currently classified as a nonattainment area under the California Ambient Air Quality Standards (CAAQS) for ozone, PM<sub>10</sub>, and particulate matter less than 2.5 microns in diameter (PM<sub>2.5</sub>) (ARB 2015). All areas designated as being in nonattainment are required to prepare air quality plans. Air quality plans describe air pollution control strategies to be implemented by a city, county, or regional air district. The primary purpose of an air quality plan is to bring an area that does not attain NAAQS and CAAQS into compliance with those standards pursuant to the requirements of the Clean Air Act and California Clean Air Act.

Nonattainment areas must submit a State Implementation Plan (SIP) outlining the combination of local, state, and federal strategies aimed at bringing the area into attainment. To address this requirement, the SDAPCD updated its Attainment Plan for the 2008 Eight-Hour Ozone Standard (Attainment Plan) and Regional Air Quality Strategy (RAQS) in 2016 (SDAPCD 2016). A project's consistency with the RAQS and Attainment Plan is based on whether the project would exceed the estimated air basin emissions, which are based in part on equipment use assumptions, projections of population, and vehicle miles traveled (VMT). For instance, an increase in VMT beyond projections in such plans could result in a significant adverse incremental effect on a region's ability to attain or maintain ambient air quality standards.

The proposed project would involve minimal construction activities that would be short term and temporary. The use of construction equipment in the RAQS is estimated for the region on an annual basis, and due to the minor construction activities and short duration of construction, the proposed project would not increase the assumptions for off-road equipment use. The proposed project would construct lighting at the multi-sport field of the existing school and would not increase visitor attendance at the sports games. Thus, the proposed project would not increase population, employment, or vehicle trips over the current assumptions used to develop the RAQS and SIP. Therefore, implementation of the proposed project would not conflict with or obstruct implementation of the applicable air quality plan and this impact would be less than significant.

	Potentially Significant Impact	Less than Significant Impact with Mitigation	Less than Significant Impact	No Impact
b) Result in a cumulatively considerable net increase of any criteria pollutant for which the project region is non-attainment under an applicable federal or state ambient air quality standard?			X	

By its very nature, air pollution is largely a cumulative impact. The nonattainment status of regional pollutants is a result of past and present development within the SDAB, and this regional impact is cumulative rather than attributable to any one source. A project's emissions may be individually limited, but cumulatively considerable when taken in combination with past, present, and future development projects.

Construction activities for the proposed project would generate temporary emissions of volatile organic compounds (VOC), nitrogen oxides (NO<sub>x</sub>), CO, sulfur oxides (SO<sub>x</sub>), PM<sub>10</sub>, and PM<sub>2.5</sub>. VOC, NO<sub>x</sub>, and CO emissions are associated primarily with mobile equipment exhaust, including off-road construction equipment and on-road motor vehicles. Fugitive dust emissions (PM<sub>10</sub> and PM<sub>2.5</sub>) are associated primarily with ground disturbance and fill removal and vary as a function of parameters such as soil silt content, soil moisture, wind speed, acreage of disturbance area, and miles traveled by construction vehicles.

Construction-related emissions were estimated using the California Emissions Estimator Model (CalEEMod) Version 2016.3.2. CalEEMod allows the user to enter project-specific construction information, such as the construction schedule, the types and number of construction equipment, and the number of off-site motor vehicle trips. Construction of the proposed project is anticipated to begin in June 2019 and last approximately 6 to 8 weeks. Construction activities for installation of the lighting would include site preparation, minor excavation for the drill footing and underground trenching, and pole setting. The estimated construction workforce is a maximum of eight workers per day. The analysis also assumed minimal grading would be needed and a maximum of 50 cubic yards of earth would be transported. Additional details are available in Appendix B.

As shown in Table 1, construction activities for the proposed project would generate maximum daily emissions of approximately 1 pound of VOC, 8 pounds of NO<sub>x</sub>, 7 pounds of CO, less than 1 pound of SO<sub>x</sub>, 0.5 pound of PM<sub>10</sub>, and 0.4 pound of PM<sub>2.5</sub>. Additional modeling assumptions and details are provided in Appendix B.

**Table 1**  
**Unmitigated Daily Construction Emissions**

	VOC (lbs/day)	NO <sub>x</sub> (lbs/day)	CO (lbs/day)	SO <sub>x</sub> (lbs/day)	PM <sub>10</sub> (lbs/day) <sup>1</sup>	PM <sub>2.5</sub> (lbs/day)
Maximum Daily Emissions	0.87	8.01	6.65	0.02	0.53	0.43
<b>Threshold of Significance</b>	137	250	550	250	100	55
<i>Significant Impact?</i>	No	No	No	No	No	No

**Notes:** VOC = volatile organic compounds; NO<sub>x</sub> = nitrogen oxides; CO = carbon monoxide; SO<sub>x</sub> = sulfur oxides; PM<sub>10</sub> = suspended particulate matter; PM<sub>2.5</sub> = fine particulate matter; lbs/day = pounds per day  
Source: Estimated by AECOM in 2019

As shown in Table 1, maximum daily construction emissions of VOC, NO<sub>x</sub>, CO, SO<sub>x</sub>, PM<sub>10</sub>, and PM<sub>2.5</sub> would not exceed the recommended thresholds of significance. These thresholds are designed to identify those projects that would result in significant levels of air pollution and to assist the region in attaining the applicable state and federal ambient air quality standards. Projects that would not exceed the thresholds of significance would not contribute a considerable amount of criteria air pollutant emissions to the region's emissions profile, and would not impede attainment and maintenance of ambient air quality standards. Therefore, construction activities associated with the revised project would not be cumulatively considerable. Maintenance-related and operational activities of the multi-sport field are not anticipated to



increase above existing conditions with implementation of the proposed project. Therefore, this impact would be less than significant.

	Potentially Significant Impact	Less than Significant Impact with Mitigation	Less than Significant Impact	No Impact
c) Expose sensitive receptors to substantial pollutant concentrations?			X	

Some members of the population are especially sensitive to air pollutant emissions and should be given special consideration when air quality impacts from a project are evaluated. These groups include children, older adults, persons with preexisting respiratory or cardiovascular illness, and athletes and others who engage in frequent exercise. Sensitive receptors include residences, schools, playgrounds, child care centers, athletic facilities, long-term health care facilities, rehabilitation centers, convalescent centers, and retirement homes. Since installation of the lighting at the multi-sport field on the school campus would occur during the summer when school is not in session, the nearest sensitive receptors would be the multi-family residential units located approximately 440 feet west of the multi-sport field.

As shown in Table 1, construction and installation of the lighting poles would result in emissions of criteria air pollutants, but at levels that would not exceed the City of San Diego thresholds of significance. The thresholds of significance were designed to identify those projects that would result in significant levels of air pollution and to assist the region in attaining the applicable state and federal ambient air quality standards, which were established using health-based criteria to protect the public with a margin of safety from adverse health impacts due to exposure to air pollution. As such, the construction-related criteria air pollutant emissions associated with the proposed project would not expose sensitive receptors to substantial pollutant concentrations.

In addition to criteria air pollutants, construction of the proposed project would also generate toxic air contaminant (TAC) emissions, specifically diesel particulate matter (diesel PM), associated with heavy-duty construction equipment operations. The Office of Environmental Health Hazard Assessment (OEHHA) developed a Guidance Manual for Preparation of Health Risk Assessments (OEHHA 2015). Due to uncertainty in assessing cancer risk from very short-term exposures, OEHHA does not recommend assessing cancer risk for construction of projects lasting less than 2 months for the nearest residential receptor. Since the duration of construction activities for the proposed project is anticipated to last approximately 6 to 8 weeks and would cease following completion of the project, the overall exposure period would not meet the requirements for assessing cancer risk (OEHHA 2015). In addition, construction emissions would occur intermittently throughout the day and would not occur as a constant plume of emissions from the project site.

Based on the anticipated construction schedule and the highly dispersive nature of diesel PM emissions, construction of the proposed project would not expose sensitive receptors to substantial TAC concentrations. Further, maintenance-related and operational activities of the multi-sport field are not anticipated to increase above existing conditions with implementation of the proposed project. In addition, educational land uses are not typically substantial sources of TACs. Therefore, the proposed project would not expose sensitive receptors to substantial pollutant concentrations and this impact would be less than significant.



## ITEM 12

	Potentially Significant Impact	Less than Significant Impact with Mitigation	Less than Significant Impact	No Impact
e) Result in other emissions (such as those leading to odors affecting a substantial number of people?)			X	

The occurrence and severity of odor impacts depend on numerous factors: the nature, frequency, and intensity of the source; wind speed and direction; and the presence of sensitive receptors. Although offensive odors rarely cause any physical harm, they still can be very unpleasant, and they can generate citizen complaints to local governments and regulatory agencies.

Potential construction-related sources of odors include diesel construction equipment types that emit exhaust. However, because of the amount and types of equipment, the temporary nature of these emissions, and the highly diffusive properties of diesel exhaust, nearby receptors would not be affected by diesel exhaust odors associated with construction of the proposed project. Construction activities associated with the proposed project would be minimal and the odors would be typical of most construction sites and temporary in nature. Operation of the proposed project would remain similar to existing conditions and would not add any new odor sources. As a result, the proposed project would not result in other emissions (such as those leading to odors) adversely affecting a substantial number of people. Therefore, this impact would be less than significant.

## 2.4 BIOLOGICAL RESOURCES

Would the project:

	Potentially Significant Impact	Less than Significant Impact with Mitigation	Less than Significant Impact	No Impact
a) Have a substantial adverse effect, either directly or through habitat modifications, on any species identified as a candidate, sensitive, or special status species in local or regional plans, policies, or regulations, or by the California Department of Fish and Wildlife or U.S. Fish and Wildlife Service?				X

The proposed project would occur on a previously developed school campus in an urban residential and commercial area. Open space canyons near the proposed project site are separated from the proposed project by a residential development and SR 56. The proposed project would not alter habitat, and implementation of the proposed project would not result in a substantial adverse effect on species identified as candidate, sensitive, or special-status species in local or regional plans, policies, or regulations, or by the California Department of Fish and Wildlife or the U.S. Fish and Wildlife Service. Therefore, no impact would occur.

## ITEM 12

	Potentially Significant Impact	Less than Significant Impact with Mitigation	Less than Significant Impact	No Impact
b) Have a substantial adverse effect on any riparian habitat or other sensitive natural community identified in local or regional plans, policies, regulations or by the California Department of Fish and Game or U.S. Fish and Wildlife Service?				X

There are no riparian habitats or other sensitive habitats within the proposed project site. Open space canyons near the proposed project site are separated from the proposed project by a residential development and SR 56. BMPs of the proposed project would include the use of fiber rolls to reduce runoff from construction activities. Operation of the proposed project would not generate runoff. As the proposed project site is previously developed, separated by development and infrastructure from any open space land, and would not generate runoff, the proposed project would have no impact on riparian habitat or other sensitive natural communities.

	Potentially Significant Impact	Less than Significant Impact with Mitigation	Less than Significant Impact	No Impact
c) Have a substantial adverse effect on state or federally protected wetlands (including, but not limited to, marsh, vernal pool, coastal, etc.) through direct removal, filling, hydrological interruption, or other means?				X

The proposed project site is a previously developed multi-sport field on an existing school campus within a developed urban area. Further, it was determined in the 2003 Mitigated Negative Declaration prepared for the construction of the CCA campus that no wetland vegetation is present on the site (RBRiggan & Associates 2003). Therefore, no impact would occur.

	Potentially Significant Impact	Less than Significant Impact with Mitigation	Less than Significant Impact	No Impact
d) Interfere substantially with the movement of any native resident or migratory fish or wildlife species or with established native resident or migratory wildlife corridors, or impede the use of native wildlife nursery sites?				X

As stated previously, no habitat occurs on the proposed project site. It is unlikely that wildlife uses the multi-sport field as a movement corridor; however, implementation of the proposed project would not block any wildlife corridors as the proposed project only involves the addition of four light posts. The proposed project would not interfere with fish or wildlife movement. There would be no impact.

## ITEM 12

	Potentially Significant Impact	Less than Significant Impact with Mitigation	Less than Significant Impact	No Impact
e) Conflict with any local policies or ordinances protecting biological resources, such as a tree preservation policy or ordinance?				X

The proposed project site does not contain any vegetation or biological resources. No biological resources would be removed or harmed through the construction of the proposed project, nor would any be impacted by the operation of the proposed project. Therefore, the proposed project would not conflict with any local policies or ordinances protecting biological resources, and no impact would occur.

	Potentially Significant Impact	Less than Significant Impact with Mitigation	Less than Significant Impact	No Impact
f) Conflict with the provisions of an adopted Habitat Conservation Plan, Natural Community Conservation Plan, or other approved local, regional, or state habitat conservation plan?				X

The proposed project site is located outside of areas proposed for conservation in the Multiple Species Conservation Plan Subarea Plan for the City of San Diego (City of San Diego 1997). The proposed project site is previously developed and would not conflict with any adopted local, regional, or state habitat conservation plans. Therefore, no impact would occur.

## 2.5 CULTURAL RESOURCES

Would the project:

	Potentially Significant Impact	Less than Significant Impact with Mitigation	Less than Significant Impact	No Impact
a) Cause a substantial adverse change in the significance of a historical resource as pursuant to §15064.5?				X

The CCA campus was fully constructed in 2006, prior to which, a cultural resources study was conducted during the associated CEQA review. No historical resources are present on the campus or within the proposed project site (RBRiggan & Associates 2003). The proposed project involves the construction of four light poles at the existing multi-sport field on the CCA campus. The implementation of the proposed project would not cause an adverse change to a historical resource; therefore, no impact would occur.

	Potentially Significant Impact	Less than Significant Impact with Mitigation	Less than Significant Impact	No Impact
b) Cause a substantial adverse change in the significance of an archaeological resource pursuant to §15064.5?				X

## ITEM 12

The Pacific Highlands Ranch Master Environmental Impact Report included comprehensive surveys and testing programs, which included the project site, and determined that no significant prehistoric resources are located at the project site (City of San Diego 1998a). Further, the project site was graded in the early 2000s during the construction of CCA. The proposed project is to be constructed on previously disturbed and developed land and would not adversely affect archaeological resources. Therefore, no impact would occur.

	Potentially Significant Impact	Less than Significant Impact with Mitigation	Less than Significant Impact	No Impact
c) Disturb any human remains, including those interred outside of formal cemeteries?				X

See response 2.5 (b). Prior to the construction of the CCA campus, a cultural resources investigation was conducted, and no human remains were identified on the project site (RBRiggan & Associates 2003). Construction associated with the proposed project would be minimal and concentrated in specific areas that are known to contain cut and fill soils associated with previous construction activities. See Section 2.18, Tribal Cultural Resources, for further discussion on construction monitoring activities. Therefore, no impacts are anticipated to occur.

## 2.6 ENERGY

Would the project:

	Potentially Significant Impact	Less than Significant Impact with Mitigation	Less than Significant Impact	No Impact
a) Result in potentially significant environmental impact due to wasteful, inefficient, or unnecessary consumption of energy resources, during project construction or operation?				X

Construction activities would be short in duration and would require minimal construction equipment. Further, air quality project design features described in Section 1.2 would limit wasteful energy use during construction. Lighting for the proposed project has been designed with LED energy-efficient lighting and would only be turned on for a few hours per day at a maximum. Neither construction nor operation of the proposed project would result in wasteful, inefficient, or unnecessary consumption of energy resources. Therefore, no impact would occur.

	Potentially Significant Impact	Less than Significant Impact with Mitigation	Less than Significant Impact	No Impact
a) Conflict with or obstruct a state or local plan for renewable energy or energy efficiency?				X

See response 2.6 (a). The proposed project would be constructed on a previously developed school site and would not conflict with any plans for renewable energy. Solar panels were previously constructed over some of the parking areas on the CCA campus. The lighting associated with the proposed project has been designed to be energy efficient and would not require significant amounts of energy. Further, usage

of the lights would be confined to only a few hours a day, which would reduce the potential for energy waste. Therefore, no impact would occur.

## 2.7 GEOLOGY AND SOILS

Would the project:

	Potentially Significant Impact	Less than Significant Impact with Mitigation	Less than Significant Impact	No Impact
a) Directly or indirectly cause potential substantial adverse effects, including the risk of loss, injury, or death involving:				
i) Rupture of a known earthquake fault, as delineated on the most recent Alquist-Priolo Earthquake Fault Zoning Map issued by the State Geologist for the area or based on other substantial evidence of known fault? Refer to Division of Mines and Geology Special Publication 42.			X	
ii) Strong seismic ground shaking?			X	
iii) Seismic-related ground failure, including liquefaction?			X	
iv) Landslides?			X	

- i. The proposed project is located within seismically active southern California, an area where several faults and fault zones are considered active by the California Division of Mines and Geology. The project site is not listed in an Alquist-Priolo Earthquake Fault Zone (California Geological Survey 2015). The closest faults to the proposed project are the Rose Canyon Fault, which is located roughly 7 miles west of the project site offshore and the Coronado Bank Fault, which is an active zone of deformation located offshore approximately 18 miles from the project site (California Department of Conservation 2010). The proposed project would only involve the construction of light poles at an existing multi-sport field. It is not anticipated that visitation to the field would increase with implementation of the proposed project. While the proximity of the active faults suggests the potential for moderate to severe ground shaking to exist during a major earthquake, the proposed project would adhere to the latest seismic standards in building construction and impacts to people and/or structures would be less than significant.
- ii. See response 2.7 (a). The proximity of active faults suggests the potential for moderate to severe ground shaking to exist during a major earthquake. However, according to the San Diego Seismic Safety Study (City of San Diego 1974), the proposed project is in a low to moderate risk area. As a result, less than significant impacts to people and structures would occur.
- iii. The CCA campus is underlain by the Friars Formation, Stadium Conglomerate, and Mission Valley Formation (Kennedy 1975). Seismic ground failure and liquefaction are not considered issues on the CCA campus as it is located in a low to moderate risk area according to the City of San Diego Geotechnical and Relative Risk Areas (City of San Diego 2008b). As stated previously, the proposed project would adhere to the latest seismic standards in building construction. Therefore, impacts would be less than significant.

## ITEM 12

- iv. Based on a review of the Seismic Safety Study prepared by the City of San Diego (1974), the project site does not fall within an area susceptible to landslides. As a result, less than significant impacts would occur.

	Potentially Significant Impact	Less than Significant Impact with Mitigation	Less than Significant Impact	No Impact
b) Result in substantial soil erosion or loss of topsoil?			X	

The proposed project includes the construction of four light fixtures at an existing multi-sport field. An element of soil erosion is possible during the construction of the proposed project. To reduce possible soil erosion, the following project design features will be emplaced:

- A fiber roll or other drainage/erosion control device will be placed around construction areas to protect natural drainage channels from sedimentation.
- Construction during periods of inclement weather will be avoided. Ensure that structural erosion and sediment transport control measures are ready for implementation prior to the onset of each storm event.

With the implementation of these project design features, impacts related to soil erosion or the loss of topsoil would be less than significant.

	Potentially Significant Impact	Less than Significant Impact with Mitigation	Less than Significant Impact	No Impact
c) Be located on a geologic unit or soil that is unstable, or that would become unstable as a result of the project, and potentially result in on or off-site landslide, lateral spreading, subsidence, liquefaction or collapse?			X	

See response 2.7 (a). The project site has been evaluated for geologic instability as part of the City of San Diego General Plan Program Environmental Impact Report (2008c) and the Seismic Safety Study prepared by the City of San Diego (1974). Both studies determined that the CCA campus is in a low to moderate risk geologic hazard area and that landslides, lateral spreading, subsidence, liquefaction, or collapse do not typically occur at the project site. The proposed project would be built in accordance with latest seismic standards in building construction. Therefore, impacts would be less than significant.

	Potentially Significant Impact	Less than Significant Impact with Mitigation	Less than Significant Impact	No Impact
d) Be located on expansive soil, as defined in Table 18-1-B of the Uniform Building Code (1994), creating substantial direct or indirect risks to life or property?			X	

As stated in response 2.7 (iii), the Friars Formation is present at the proposed project site. The Friars formation contains clays that are potentially highly expansive (Converse Consultants 1993). However, during the construction of the CCA campus, mitigation measures were implemented to mitigate the effects of expansive soils. Mitigation included burial of expansive soils, overexcavation and recompaction of poorly consolidated soils, or buttressing of unstable claystone beds (RBRiggan & Associates 2003). As

## ITEM 12

a result, expansive soils are unlikely to be encountered by the proposed project and would not create a substantial direct or indirect risk to life or property. Therefore, the impact would be less than significant.

	Potentially Significant Impact	Less than Significant Impact with Mitigation	Less than Significant Impact	No Impact
e) Have soils incapable of adequately supporting the use of septic tanks or alternative waste water disposal systems where sewers are not available for the disposal of waste water?				X

The proposed project does not include construction of a septic tank or alternative waste water disposal system. There would be no impact.

	Potentially Significant Impact	Less than Significant Impact with Mitigation	Less than Significant Impact	No Impact
f) Directly or indirectly destroy a unique paleontological resource or site or unique geologic feature?			X	

Paleontological resources or features are unlikely to be encountered at the proposed site as the multi-sport field is underlain by cut and fill soils associated with previous grading and construction of the school (RBRiggan & Associates 2003). As a result, it is unlikely that paleontological resources or unique geologic features are present at or near the multi-sport field. Therefore, construction of the proposed project is not likely to directly or indirectly destroy a unique paleontological resource or site or unique geologic feature and the impact would be less than significant.

## 2.8 GREENHOUSE GAS EMISSIONS

Would the project:

	Potentially Significant Impact	Less than Significant Impact with Mitigation	Less than Significant Impact	No Impact
a) Generate greenhouse gas emissions, either directly or indirectly, that may have a significant impact on the environment?			X	

Global climate change refers to changes in average climatic conditions on the earth as a whole, including temperature, wind patterns, precipitation, and storms. Certain gases in the earth's atmosphere, classified as greenhouse gases (GHGs), play a critical role in determining the earth's surface temperature. GHGs are present in the atmosphere naturally, are released by natural sources, and are formed from secondary reactions taking place in the atmosphere. Natural sources of GHGs include the respiration of humans, animals, and plants; decomposition of organic matter; and evaporation from the oceans. Anthropogenic sources include the combustion of fossil fuels, waste treatment, and agricultural processes.

The District has not adopted a specific GHG threshold to analyze projects under CEQA. Therefore, to establish additional context in which to consider the proposed project's GHG emissions, this analysis reviewed guidelines used by other public agencies. Other districts, including the South Coast Air Quality



Management District (SCAQMD), have recommended that GHG emissions from construction and short-term sources be amortized over the lifetime of the project (typically assumed 30 years) for comparison with significance thresholds (SCAQMD 2008). The draft thresholds released by the SCAQMD include possible thresholds of 3,000 metric tons (MT) carbon dioxide equivalents (CO<sub>2</sub>e) per year for all non-industrial projects (residential, commercial, and mixed-use projects). The most conservative threshold was included in the California Air Pollution Control Officers Association (CAPCOA) report, CEQA and Climate Change: Evaluating and Addressing Greenhouse Gas Emissions from Projects Subject to the California Environmental Quality Act, which recommends a threshold of 900 MT CO<sub>2</sub>e per year for any residential, commercial, or industrial project (CAPCOA 2008). These significance thresholds were developed to assess consistency of a project's emissions with the statewide framework for reducing GHG emissions. However, it is not the intent of the District to adopt this threshold as a mass emissions limit for this or other projects, but rather to provide this additional information to put the project-generated GHG emissions in the appropriate statewide context.

Heavy-duty off-road equipment, materials transport, and worker commutes during construction of the proposed project would result in exhaust-related GHG emissions. Construction-related GHG emissions were estimated using the same methodology discussed earlier in Section 3.3, Air Quality. The total CO<sub>2</sub>e emissions associated with construction of the proposed project would be approximately 14 MT CO<sub>2</sub>e. Since the proposed project is not anticipated to increase visitor attendance and maintenance-related activities would remain similar to existing conditions, operational emissions associated with the proposed project would be limited to indirect GHG emissions associated with energy consumption of the light fixtures. Based on information provided by Musco Sports Lighting, LLC (Musco), it is anticipated that the total load of the lighting system would be 79.10 kilowatts (Musco 2018). Given the anticipated duration that the lights would be on, annual electricity consumption would equate to approximately 61,382 kilowatt-hours per year. Table 2 summarizes the operational emissions and amortized construction GHG emissions associated with the proposed project. Additional details are available in Appendix B.

**Table 2**  
**Annual GHG Emissions**

Source	GHG Emissions (MT CO <sub>2</sub> e)
Total Construction Emissions	14.29
Amortized Construction Emissions <sup>1</sup>	0.48
Operational Emissions	16.43
<b>Total Annual GHG Emissions<sup>2</sup></b>	<b>16.91</b>

MT CO<sub>2</sub>e = metric tons carbon dioxide equivalents

Notes:

<sup>1</sup>Amortized emissions estimated assuming a 30-year lifetime of the project (14 MT CO<sub>2</sub>e divided by 30 years).

<sup>2</sup>Total may not add due to rounding.

Source: Estimated by AECOM in 2019

As shown in Table 2, the total construction-related and operational CO<sub>2</sub>e emissions of 17 MT CO<sub>2</sub>e associated with the proposed project would be substantially less than any of the proposed or adopted GHG thresholds (CAPCOA annual threshold of 900 MT CO<sub>2</sub>e and SCAQMD annual threshold of 3,000 MT CO<sub>2</sub>e). Since these thresholds were developed to allow projects to demonstrate consistency with the statewide framework for reducing GHG emissions, the proposed project would not generate GHG emissions, either directly or indirectly, that may have a significant impact on the environment. Therefore, impacts related to GHG emissions would be less than significant.

## ITEM 12

	Potentially Significant Impact	Less than Significant Impact with Mitigation	Less than Significant Impact	No Impact
b) Conflict with an applicable plan, policy or regulation adopted for the purpose of reducing the emission of greenhouse gases?			X	

There are several statewide plans, policies, and regulations related to climate change and GHG reduction. These include the 2008 ARB Climate Change Scoping Plan (updated in 2014) (ARB 2014), Senate Bill 32, and the Final Proposed 2017 Scoping Plan Update: The Strategy for Achieving California's 2030 GHG Target. Successful implementation of these measures predominantly depends on the development of laws and policies at the state level. As such, none of these statewide plans or policies constitute a regulation to adopt or implement a regional or local plan for reduction or mitigation of GHG emissions. Thus, it is assumed that any requirements or policies formulated under the mandate of AB 32 and SB 32 that would be applicable to the project, either directly or indirectly, would be implemented consistent with statewide policies and laws.

The District has not adopted a plan, policy, or regulation for the purpose of reducing GHG emissions. As such, the proposed project would not conflict with the AB 32 Scoping Plan and Scoping Plan update; or any other plans, policies, or regulations for the purpose of reducing GHG emissions. As discussed in response 2.8 (a), the proposed project would also not generate GHG emissions that would have a significant impact on the environment. Further, as an effort to meet the goals of AB 32 to reduce statewide GHG emissions, the California Building Standards Code established the California Green Building Standards Code (*CALGreen*). *CALGreen* encourages sustainable construction practices and building design in the categories of planning and design, including energy efficiency. The proposed project would install light fixtures equipped with LED lights. LED is a highly energy-efficient lighting technology that consumes less electricity, and indirectly emits less GHG emissions, than incandescent lighting (DOE 2019). Therefore, based on the quantitative emission estimates and because the proposed project would not conflict with any applicable plan, policy, or regulation for the purpose of reducing GHG emissions, this impact would be less than significant.

## 2.9 HAZARDS AND HAZARDOUS MATERIALS

Would the project:

	Potentially Significant Impact	Less than Significant Impact with Mitigation	Less than Significant Impact	No Impact
a) Create a significant hazard to the public or the environment through the routine transport, use, or disposal of hazardous materials?			X	

The proposed project includes the construction of four light fixtures. Operational use of the proposed project will not result in the routine transport or disposal of hazardous materials. Construction of the proposed project would involve the transportation of gasoline and other fuels to the project site for the purpose of equipment fueling and maintenance. The construction of the proposed project would be short in duration and would take place during the summer months when school is not in session at CCA. All hazardous waste would be disposed off-site and away from the CCA campus. Therefore, impacts would be less than significant.

## ITEM 12

	Potentially Significant Impact	Less than Significant Impact with Mitigation	Less than Significant Impact	No Impact
b) Create a significant hazard to the public or the environment through reasonably foreseeable upset and accident conditions involving the release of hazardous materials into the environment?			X	

See response 2.9 (a). Construction of the proposed project would occur over a 6- to 8-week period over the summer when school is not in session and students are not on campus. Hazardous materials would be limited to standard oil and gas associated with construction equipment. Standard BMPs would be implemented to ensure that no spills or leaks occur during the construction of the proposed project. In the event that an accidental release occurs, proper authorities would be contacted and the contaminants would be contained and cleaned up. Operational activities associated with the proposed project would not release hazardous materials to the environment. Therefore, impacts would be less than significant.

	Potentially Significant Impact	Less than Significant Impact with Mitigation	Less than Significant Impact	No Impact
c) Emit hazardous emissions or handle hazardous or acutely hazardous materials, substances, or waste within one-quarter mile of an existing or proposed school?			X	

See response 2.9 (a). While the proposed project is located on a school campus, operational activities associated with the proposed project would not emit hazardous emissions, involve the use of hazardous materials or substances, or create hazardous waste. The construction of the proposed project would be short term and would only involve the routine use of gasoline and fuel for construction equipment. Therefore, impacts would be less than significant.

	Potentially Significant Impact	Less than Significant Impact with Mitigation	Less than Significant Impact	No Impact
d) Be located on a site which is included on a list of hazardous materials sites compiled pursuant to Government Code Section 65962.5 and, as a result, would it create a significant hazard to the public or the environment?				X

A Phase I Site Assessment and subsequent Preliminary Endangerment Assessment were prepared for the construction of CCA's campus in 2001. The assessments found that there were no adverse health risks to students attending school on the CCA campus (RBRiggan & Associates 2003). Since these studies were conducted, the multi-sport field has only been used for athletic purposes. Therefore, no new hazardous materials would have been introduced to the project site. The proposed project would not be located on a site that would create any significant hazard to the public or environment. Therefore, no impact would occur.

## ITEM 12

	Potentially Significant Impact	Less than Significant Impact with Mitigation	Less than Significant Impact	No Impact
e) For a project located within an airport land use plan or, where such a plan has not been adopted, within two miles of a public airport or public use airport, would the project result in a safety hazard or excessive noise for people residing or working in the project area?				X

The proposed project would not subject users to safety hazards associated with public or private airports. Marine Corps Air Station (MCAS) Miramar is the closest airport to the project, located roughly 6.5 miles southeast of the proposed project site. The proposed project is roughly 10.3 miles from Montgomery Field Airport, roughly 13 miles from McClellan-Palomar Airport, and roughly 15.3 miles from San Diego International Airport. The proposed project site falls within the Federal Aviation Regulation (FAR) Part 77 Outer Boundary for MCAS Miramar. The proposed light fixtures would not exceed 90 feet above ground surface. The proposed project would not cross the height limits established by the FAR Part 77 standards and is therefore excluded from the MCAS Miramar airspace protection compatibility area (San Diego County Airport Land Use Commission 2011). The project site does not fall within any safety, notification, noise, or airport influence areas for Montgomery Field Airport, McClellan-Palomar Airport, or San Diego International Airport, as identified by the San Diego County Airport Land Use Commission. Therefore, the project would not result in a safety hazard or excessive noise for people residing and working in the area. There would be no impact.

	Potentially Significant Impact	Less than Significant Impact with Mitigation	Less than Significant Impact	No Impact
f) Impair implementation of or physically interfere with an adopted emergency response plan or emergency evacuation plan?			X	

Construction of the proposed project would occur during the summer months while the students are not present on the CCA campus. It is anticipated that no more than eight construction workers would be on the construction site and that no more than five truck trips would occur over the duration of construction activities. This would not create substantial traffic during construction or interfere with an adopted emergency response plan or emergency evacuation plan. The construction workers would enter the proposed project site from Edgewood Bend Court off of Carmel Valley Road, and the trucks would access the proposed project from the fire access road. Trucks and construction worker vehicles would not park along or block the fire access road. It is not anticipated that attendance at sporting games would increase as a result of the proposed project; therefore, construction and operations of the proposed project would not interfere with an adopted emergency response plan or emergency evacuation plan. Impacts would be less than significant.

	Potentially Significant Impact	Less than Significant Impact with Mitigation	Less than Significant Impact	No Impact
g) Expose people or structures, either directly or indirectly, to a significant risk of loss, injury or death involving wildland fires?				X

The proposed project is located on the existing developed multi-sport field and is not within or adjacent to any wildlands areas. Surrounding land uses include commercial and residential properties, as well as a city park and SR 56. There would be no impact.

## 2.10 HYDROLOGY AND WATER QUALITY

Would the project:

	Potentially Significant Impact	Less than Significant Impact with Mitigation	Less than Significant Impact	No Impact
a) Violate any water quality standards or waste discharge requirements or otherwise substantially degrade surface or groundwater quality?			X	

As stated in response 2.7 (b), project design features would be implemented to minimize the potential impacts to water quality or waste discharge requirements that could result from erosion associated with the proposed project construction. The following project design features will be employed during construction of the revised project by the District or the District's contractor:

- Compliance with the NPDES San Diego Regional MS4 Permit;
- Implementation of BMPs including, but not limited to:
  - Placement of storm drain inlet/outlet protection for siltation control.
  - Use of fiber rolls or other drainage/erosion control device placed around construction areas to protect natural drainage channels from sedimentation.

Construction of the proposed project would not increase the amount of impervious surfaces at the project site. Operation of the proposed project would not discharge waste or pollutants into surrounding surface or groundwater resources. The proposed project would not violate any water quality standards or waste discharge requirements, or otherwise substantially degrade surface or groundwater quality. Therefore impacts would be less than significant.

	Potentially Significant Impact	Less than Significant Impact with Mitigation	Less than Significant Impact	No Impact
b) Substantially decrease groundwater supplies or interfere substantially with groundwater recharge such that the project may impede sustainable groundwater management of the basin?				X

Construction and operational activities associated with the proposed project would not require dewatering of the site; therefore, groundwater supplies would not be affected. Construction of the proposed project would not create substantial new impervious surfaces at the project site and therefore would not interfere with groundwater recharge. There would be no net deficit in aquifer volume or a lowering of the local groundwater table level. There would be no impact.

## ITEM 12

	Potentially Significant Impact	Less than Significant Impact with Mitigation	Less than Significant Impact	No Impact
c) Substantially alter the existing drainage pattern of the site or area, including through the alteration of the course of a stream or river or through the addition of impervious surfaces, in a manner which would:				
i) result in substantial erosion or siltation on- or off-site?			X	
ii) substantially increase the rate or amount of surface runoff in a manner which would result in flooding on or off site?			X	
iii) Create or contribute runoff water which would exceed the capacity of existing or planned stormwater drainage systems or provide substantial additional sources of polluted runoff?			X	

- i) The proposed project would not result in substantial alteration of the existing drainage pattern of the multi-sport field. Drainage from the minor new and existing structures and impervious surfaces would continue to flow into existing storm drain systems. Additionally, project design features identified in response 2.7 (b) would further minimize erosion or sedimentation impacts. The proposed project would have a less than significant effect on the existing drainage patterns and substantial erosion or siltation on- or off-site is not anticipated to occur.
- ii) See response 2.10 (c) i). The proposed project is on the previously developed multi-sport field and would not alter the existing drainage pattern or alter a stream or river that would increase runoff in a manner that would result in flooding. Drainage would continue to flow into existing storm drain systems. The construction of the proposed project would occur over the summer months when rainfall is minimal in San Diego. Further, new impervious surfaces that would result from the proposed project would be minimal. Therefore, this would not increase amount of surface runoff and there would be a less than significant impact.
- iii) See responses 2.10 (c) i) and ii). Surface runoff would not increase due to the proposed project. The proposed project would not exceed the capacity of existing or planned stormwater drainage systems or provide substantial additional sources of polluted runoff. There would be a less than significant impact.

	Potentially Significant Impact	Less than Significant Impact with Mitigation	Less than Significant Impact	No Impact
d) In flood hazard, tsunami, or seiche zones, risk release of pollutants due to project inundation?				X

The project site is not located in the immediate vicinity of a beach or an area of steep slopes and would not be susceptible to seiche, tsunami, or mudflow. The proposed project site is not within a 100-year flood hazard area, delineated on a Federal Flood Hazard Boundary of Flood Insurance Rate Map (SanGIS 2018) or other flood hazard delineation map. Therefore, project inundation would not risk release of pollutants in these zones and no impacts are expected to occur.



## ITEM 12

	Potentially Significant Impact	Less than Significant Impact with Mitigation	Less than Significant Impact	No Impact
e) Conflict with or obstruct implementation of a water quality control plan or sustainable groundwater management plan?			X	

See responses 2.10 (a) and (b). Construction of the proposed project would adhere to the project design features outlined in 2.10 (a) so that the proposed project would not conflict with or obstruct implementation of a water quality control plan. Operation of the proposed project would not impact existing drainage patterns and would not contribute pollutants or sediments into existing waterways. The proposed project would not drain groundwater resources nor would it prohibit groundwater recharge. Therefore, impacts would be less than significant.

**2.11 LAND USE**

Would the project:

	Potentially Significant Impact	Less than Significant Impact with Mitigation	Less than Significant Impact	No Impact
a) Physically divide an established community?				X

The proposed project is located at the multi-sport field on the CCA campus. The proposed project would be contained at the multi-sport field and would not physically divide an established community. There would be no impact.

	Potentially Significant Impact	Less than Significant Impact with Mitigation	Less than Significant Impact	No Impact
b) Cause significant environmental impact due to conflict with any land use plan, policy, or regulation adopted for the purpose of avoiding or mitigating an environmental effect?				X

The proposed project is located within the City of San Diego, and CCA's campus is operated under a Conditional Use Permit. The City's General Plan designates the CCA property as Institutional & Public and Semi-Public Facilities (City of San Diego 2008a). The project site is zoned by the City of San Diego as agricultural residential and multi-use residential (City of San Diego 2014). The proposed project would not change the zoning or land use of the CCA campus. The City of San Diego General Plan includes policy UD-a.13.e: Focus Lighting to eliminate spillover so that lighting is directed, and only the intended use is illuminated (City of San Diego 2008a). The proposed project is consistent with this policy through design of the lighting structures. Compliance with the City of San Diego Municipal Code is discussed under response 2.1 (c) above. The CCA campus is not located within the coastal zone. The proposed project falls within the Pacific Highlands Ranch Community Plan area and is in accordance with this plan as the project site is designated as a Senior/Junior High School. The proposed project is compliant with policies in the Pacific Highlands Ranch Community Plan (Latitude 33 1999) that require that lighting be shielded from open space and directed away from habitat. The proposed project does not conflict with any applicable land use plan, policy, or regulation and therefore would have no impact.



## ITEM 12

**2.12 MINERAL RESOURCES**

	Potentially Significant Impact	Less than Significant Impact with Mitigation	Less than Significant Impact	No Impact
a) Result in the loss of availability of a known mineral resource that would be of future value to the region and the residents of the state?				X

The proposed project is located on developed land at an existing school site. As noted on the Mineral Land Classification map published by the California Department of Conservation (1996), the project site is designated as Mineral Resource Zone-3 (MRZ-3): areas containing mineral deposits, the significance of which cannot be determined by available data. Since the proposed project is on existing developed land, the proposed project would not affect the availability of known mineral resources that would be of value to the region and/or residents of the state. Therefore, the proposed project would have no impact.

	Potentially Significant Impact	Less than Significant Impact with Mitigation	Less than Significant Impact	No Impact
b) Result in the loss of availability of a locally important mineral resource recovery site delineated on a local general plan, specific plan or other land use plan?				X

As shown on the City of San Diego Generalized Mineral Land Classification map in the City of San Diego General Plan (2008a), the proposed project site is designated MRZ-3: areas containing mineral deposits, the significance of which cannot be determined by available data. The project site is currently developed and would occur within the boundaries of the existing CCA campus. The proposed project would not result in the loss of availability of a locally important mineral resource recovery site. Therefore, the proposed project would have no impact.

**2.13 NOISE AND VIBRATION**

Would the project result in:

	Potentially Significant Impact	Less than Significant Impact with Mitigation	Less than Significant Impact	No Impact
a) Generation of a substantial temporary or permanent increase in ambient noise levels in the vicinity of the project in excess of standards established in the local general plan or noise ordinance, or applicable standards of other agencies?			X	

Construction of the proposed project would last 6 to 8 weeks. Construction would occur during the summer months when school is not in session and students are not anticipated to be on campus. Although CCA and Pacific Trails Middle School would each be generally considered a noise-sensitive land use, because proposed project construction and operation will occur outside of the school year and outside of school educational hours, respectively, the closest sensitive receptor was determined to be the residential area immediately west of the CCA western parking lot. As shown in Appendix C, no studied noise-

## ITEM 12

sensitive land uses are predicted to experience a 12-hour average noise level exceeding the City of San Diego ordinance 12-hour construction noise level limit. As stated previously, implementation of the proposed project is not anticipated to increase visitor attendance. Therefore, noise associated with the proposed project would not increase, but would occur in the evening rather than the late afternoon. Sources of noise associated with the proposed project would include noise from vehicle traffic and from the public address system or crowd cheering. As shown in Appendix C, this change in timing of the noise generation would not be perceptible above existing conditions. Further, lighting fixtures at the multi-sport field would be turned off by 9:30 p.m. at the latest on game days, so noise associated with the proposed project would not persist late into the night. Therefore, impacts would be less than significant.

	Potentially Significant Impact	Less than Significant Impact with Mitigation	Less than Significant Impact	No Impact
b) Generation of excessive groundborne vibration or groundborne noise levels?			X	

Construction of the proposed project would be temporary, as stated in response 2.13 (a). The amount of construction equipment would be minimal, and the nearest sensitive structure is roughly 400 feet from the project site. As stated in Appendix C, the predicted vibration level from the drilling activity is well below the applicable vibration damage threshold and annoyance criteria. Additionally, groundborne noise would be significantly lower than the noise generated by above-ground construction noise sources. Operation of the lighting fixtures would not generate excessive groundborne vibration or noise levels. Therefore, impacts would be less than significant.

	Potentially Significant Impact	Less than Significant Impact with Mitigation	Less than Significant Impact	No Impact
c) For a project located within the vicinity of a private airstrip or an airport land use plan or, where such a plan has not been adopted, within two miles of a public airport or public use airport, would the project expose people residing or working in the project area to excessive noise levels?				X

See response 2.9 (e) for a discussion of airport locations relative to the proposed project site. The proposed project site is located within MCAS Miramar Air Installations Compatible Use Zones (AICUZ) (San Diego County Airport Land Use Commission 2011). However, MCAS Miramar is approximately 6 miles south-southeast of the proposed project, and the proposed project does not land within the boundary of any predicted Community Noise Equivalent Level noise contours presented in the MCAS AICUZ. Therefore, no impact would occur.

**2.14 POPULATION AND HOUSING**

Would the project:

	Potentially Significant Impact	Less than Significant Impact with Mitigation	Less than Significant Impact	No Impact
a) Induce substantial unplanned population growth in an area either directly (for example, by proposing new homes and businesses) or indirectly (for example, through extension of roads or other infrastructure)?				X

The proposed project involves the construction of four light fixtures on the multi-sport field located on the CCA campus and is not considered growth inducing. The addition of the light fixtures is not anticipated to increase visitation at sporting events and would not influence the local population in the surrounding community. The proposed project does not include the construction of new homes or businesses, the extension of roads, or infrastructure. Therefore, no impact would occur.

	Potentially Significant Impact	Less than Significant Impact with Mitigation	Less than Significant Impact	No Impact
b) Displace substantial numbers of existing people or housing, necessitating the construction of replacement housing elsewhere?				X

The proposed project involves the construction of four light fixtures on the multi-sport field located on the CCA campus. The proposed project would occur at the CCA multi-sport field and no housing would be displaced as a result of the proposed project. No replacement housing would be required. Therefore, no impact would occur.

**2.15 PUBLIC SERVICES**

Would the project result in substantial adverse physical impacts associated with the provision of new or physically altered governmental facilities, need for new or physically altered governmental facilities, the construction of which could cause significant environmental impacts, in order to maintain acceptable service ratios, response times or other performance objectives for any of the public services:

	Potentially Significant Impact	Less than Significant Impact with Mitigation	Less than Significant Impact	No Impact
a) Fire protection?				X

The proposed project would involve the construction of four light fixtures at the multi-sport field on the CCA campus. The proposed project would not result in increased attendance at the sporting events held at the multi-sport field. CCA is adjacent to and serviced by San Diego Fire Station 47. No additional fire protection would be required with the implementation of the proposed project, and service ratios and response times would not be affected. Therefore, no additional fire protection facilities or expansion of existing facilities would need to be constructed and there would be no impact.

## ITEM 12

	Potentially Significant Impact	Less than Significant Impact with Mitigation	Less than Significant Impact	No Impact
b) Police protection?				X

No additional police protection is required for the proposed project. Therefore, no impact would occur. The proposed project would involve the construction of four light fixtures at the multi-sport field on the CCA campus. The proposed project would not result in increased attendance at the sporting events held at the multi-sport field. No additional police protection would be required with the implementation of the proposed project, and service ratios and response times would not be affected. Therefore, no additional police protection facilities or expansion of existing facilities would need to be constructed and there would be no impact.

	Potentially Significant Impact	Less than Significant Impact with Mitigation	Less than Significant Impact	No Impact
c) Schools?				X

CCA is a public school of choice where any student in the District can choose to attend the academy. CCA serves roughly 2,575 high school students in grades 9 through 12. Construction of four light fixtures at the multi-sport field on the CCA campus is not considered growth inducing and would not cause an increase in student enrollment. Therefore, no school facilities would need to be constructed as a result of the proposed project. There would be no impact.

	Potentially Significant Impact	Less than Significant Impact with Mitigation	Less than Significant Impact	No Impact
d) Parks?				X

The proposed project is not considered growth inducing and would not affect the use of parks in the area. Therefore, the proposed project would not result in the need for new park facilities. There would be no impact.

	Potentially Significant Impact	Less than Significant Impact with Mitigation	Less than Significant Impact	No Impact
e) Other public services?				X

All construction, maintenance, management, and liability of the proposed project would be the responsibility of the District. Therefore, no additional demands on outside public services and facilities would occur and there would be no impact.

## ITEM 12

**2.16 RECREATION**

	Potentially Significant Impact	Less than Significant Impact with Mitigation	Less than Significant Impact	No Impact
a) Would the project increase the use of existing neighborhood and regional parks or other recreational facilities such that substantial physical deterioration of the facility would occur or be accelerated?				X

As stated in 2.15 (d), the proposed project is not growth inducing and would not result in the increased use of existing recreational facilities, nor would it result in an increased population that would use local recreation facilities. Physical deterioration of the facility would not occur as a result of the proposed project and there would be no impact.

	Potentially Significant Impact	Less than Significant Impact with Mitigation	Less than Significant Impact	No Impact
b) Does the project include recreational facilities or require the construction or expansion of recreational facilities which might have an adverse physical effect on the environment?				X

The proposed project would involve the construction of four light fixtures at the existing recreational multi-sport field, which serves various sports such as soccer, lacrosse, and field hockey on the CCA campus. No expansion of the existing multi-sport field and no construction of a new recreational facility are proposed. There would be no impact.

**2.17 TRAFFIC AND CIRCULATION**

Would the project:

	Potentially Significant Impact	Less than Significant Impact with Mitigation	Less than Significant Impact	No Impact
a) Conflict with a program, plan, ordinance or policy addressing the circulation system, including transit, roadway, bicycle, and pedestrian facilities?				X

The proposed project involves the construction of lighting at the existing multi-sport field on the CCA campus. The proposed project is not anticipated to increase attendance at the sporting event. Therefore, the proposed project would not conflict with a program, plan, ordinance, or policy addressing the circulation system, including transit. There would be no impact.

	Potentially Significant Impact	Less than Significant Impact with Mitigation	Less than Significant Impact	No Impact
b) Would the project conflict or be inconsistent with CEQA Guidelines section 15064.3, subdivision (b)?				X

A trip generation study was completed for the proposed project (Appendix D). The study concluded, based on the requirements of the City of San Diego Traffic Impact Study Manual (City of San Diego 1998b), that a traffic impact study would not be required for the proposed project. It is not anticipated that the proposed project would increase the number of trips to the project site. Further, the project would not create an increase in VMT, as trips to the project site would not change as a result of the proposed project. Therefore, the project would be consistent with CEQA Guidelines Section 15064.3, subdivision (b). There would be no impact.

	Potentially Significant Impact	Less than Significant Impact with Mitigation	Less than Significant Impact	No Impact
c) Substantially increase hazards due to a geometric design feature (e.g., sharp curves or dangerous intersections) or incompatible uses (e.g., farm equipment)?				X

The proposed project does not involve changes to roadways or introduce incompatible uses to the area surrounding the project site. There would be no impact.

	Potentially Significant Impact	Less than Significant Impact with Mitigation	Less than Significant Impact	No Impact
d) Result in inadequate emergency access?				X

See response 2.9 (f). The proposed project would not impede emergency access to the project site. There would be no impact.

## 2.18 TRIBAL CULTURAL RESOURCES

Would the project cause a substantial adverse change in the significance of a tribal cultural resource, defined in Public Resources Code section 21074 as either a site, feature, place, cultural landscape that is geographically defined in terms of the size and scope of the landscape, sacred place, or object with cultural value to a California Native American tribe, and that is:

	Potentially Significant Impact	Less than Significant Impact with Mitigation	Less than Significant Impact	No Impact
a) Listed or eligible for listing in the California Register for Historical resources, or in a local register of historical resource as defined in Public Resources Code section 5020.1 (k), or				X

The project site is at a recently constructed high school campus and does not contain any resources that are listed or eligible for listing in the California Register of Historical Resources, or in a local register of historical resources. There would be no impact.

## ITEM 12

	Potentially Significant Impact	Less than Significant Impact with Mitigation	Less than Significant Impact	No Impact
b) A resource determined by the lead agency, in its discretion and supported by substantial evidence, to be significant pursuant to criteria set forth in subdivision (c) of Public Resources Code Section 5024.1. In applying the criteria set forth in subdivision (c) of Public Resources Code Section 5024.1, the lead agency shall consider the significance of the resource to a California Native American tribe.			X	

A records search of the Native American Heritage Commission (NAHC) Sacred Lands File was completed in January 2019. In a letter dated January 2, 2019, the NAHC stated that results of the records search were negative. At the request of the NAHC, the District contacted the list of Native American tribes provided by the NAHC in their response letter for additional review and input. The Campo Band of Mission Indians provided a response to the District on January 18, 2019. In their letter, they requested that a qualified Kumeyaay monitor be present on-site for all future surveys and ground-disturbing activities. The Viejas Band of Kumeyaay Indians provided a response to the District on January 28, 2019. In their response, they noted that the project site may contain many sacred sites to the Kumeyaay people and requested that these sacred sites be avoided with adequate buffer zones. They also requested that applicable National Environmental Policy Act/CEQA/Native American Graves Protection and Repatriation Act laws be followed and that the Viejas Band of Kumeyaay Indians be contacted immediately upon any changes or inadvertent discoveries.

The proposed project site is previously developed, and the area disturbed by construction would be minimal. The District will comply with the requests from the Native American tribes listed above to ensure that potential impacts to tribal cultural resources would be less than significant.

## 2.19 UTILITIES AND SERVICE SYSTEMS

Would the project:

	Potentially Significant Impact	Less than Significant Impact with Mitigation	Less than Significant Impact	No Impact
a) Require or result in the relocation or construction of new or expanded water, wastewater treatment, or storm water drainage, electric power, natural gas, or telecommunications facilities, the construction or relocation of which could cause significant environmental effects?				X

The proposed project simply involves the addition of four light posts at the existing multi-sport field on the CCA campus. Construction activities would be short term and use minimal water. During construction of the proposed project, fiber rolls or other drainage control devices would be placed around construction areas to protect drainage areas. Inlet/outlet protection would be placed over existing storm drains. Operational water use at CCA would not change due to the implementation of the proposed project. Further, the proposed project would not increase storm water runoff and therefore no new construction or relocation of storm water drainage facilities or expansion of existing facilities would be required. The



## ITEM 12

proposed project would not require the construction of new, or relocation of existing, water or wastewater treatment facilities. Additionally, construction and operation of the proposed project would not require the construction or relocation of electric power, natural gas, or telecommunications facilities. Operation of the proposed project would require minimal energy, as described under Section 2.6. There would be no impact.

	Potentially Significant Impact	Less than Significant Impact with Mitigation	Less than Significant Impact	No Impact
b) Have sufficient water supplies available to serve the project and reasonably foreseeable future development during normal, dry, and multiple dry years?				X

As stated in response 2.19 (a), construction activities will be short term and use minimal water. Operational water use at CCA would not change due to the implementation of the proposed project. Construction and operation of the proposed project do not require additional water supplies. Therefore, existing entitlements and resources are sufficient to meet water requirements at CCA and would not limit water supply for foreseeable future development. There would be no impact.

	Potentially Significant Impact	Less than Significant Impact with Mitigation	Less than Significant Impact	No Impact
c) Result in a determination by the wastewater treatment provider which serves or may serve the project that it has adequate capacity to serve the project's projected demand in addition to the provider's existing commitments?				X

As stated in responses 2.19 (a) and 2.19 (b), construction activities will be short term and use minimal water. Operational water use at CCA would not change due to the implementation of the proposed project; therefore, no change would occur in wastewater generation. There would be no impact.

	Potentially Significant Impact	Less than Significant Impact with Mitigation	Less than Significant Impact	No Impact
d) Generate solid waste in excess of State or local standards, or in excess of the capacity of local infrastructure, or otherwise impair the attainment of solid waste reduction goals?				X

CCA is serviced by the Miramar Landfill, which is operated by the City of San Diego. Waste generated by the construction of the proposed project would be minimal. Waste from operational activities associated with the proposed project would be minimal as well and would only involve replacement of parts periodically over several years. The current landfill would be able to accommodate waste generated by the construction and operation of the proposed project and no impacts would occur.

## ITEM 12

	Potentially Significant Impact	Less than Significant Impact with Mitigation	Less than Significant Impact	No Impact
e) Comply with federal, state, and local management and reduction statutes and regulations related to solid waste?				X

The proposed project would comply with all federal, state, and local statutes and regulations related to solid waste. There would be no impact.

## 2.20 WILDFIRE

If located in or near state responsibility areas or lands classified as very high fire hazard severity zones, would the project:

	Potentially Significant Impact	Less than Significant Impact with Mitigation	Less than Significant Impact	No Impact
a) Substantially impair an adopted emergency response plan or emergency evacuation plan?			X	

The proposed project is located within a local responsibility area classified as a very high fire hazard severity zone (CAL FIRE 2009). As stated in response 2.9 (f), the proposed project would not impair an adopted emergency response plan or emergency evacuation plan. Impacts would be less than significant.

	Potentially Significant Impact	Less than Significant Impact with Mitigation	Less than Significant Impact	No Impact
b) Due to slope, prevailing winds, and other factors, exacerbate wildfire risks, and thereby expose project occupants to, pollutant concentrations from a wildfire or the uncontrolled spread of a wildfire?			X	

While the proposed project is located within a very high fire hazard severity zone, the surrounding area is urbanized. Installation of light fixtures at the multi-sport field would not exacerbate wildfire risk at the project site. Therefore, the proposed project would not expose project occupants to pollutant concentrations from a wildfire or the uncontrolled spread of a wildfire. Impacts would be less than significant.

	Potentially Significant Impact	Less than Significant Impact with Mitigation	Less than Significant Impact	No Impact
c) Require the installation or maintenance of associated infrastructure (such as roads, fuel breaks, emergency water sources, power lines or other utilities) that may exacerbate fire risk or that may result in temporary or ongoing impacts to the environment?				X

The proposed project would consist of installing four stadium lighting fixtures at the existing multi-sport field on the CCA campus. The proposed project would not require the installation or maintenance of roads, fuel breaks, emergency water sources, power lines, or other utilities that may exacerbate fire risk or impact the environment. There would be no impact.

### 2.21 MANDATORY FINDINGS OF SIGNIFICANCE

	Potentially Significant Impact	Less than Significant Impact with Mitigation	Less than Significant Impact	No Impact
a) Does the project have the potential to substantially degrade the quality of the environment, substantially reduce the habitat of a fish or wildlife species, cause a fish or wildlife population to drop below self-sustaining levels, threaten to eliminate a plant or animal community, substantially reduce the number or restrict the range of a rare or endangered plant or animal, or eliminate important examples of the major periods of California history or prehistory?			X	

As demonstrated in Sections 2.1 through 2.20 above, the proposed project does not have the potential to substantially degrade the quality of the environment. The proposed project would not reduce the habitat of a fish or wildlife population, cause a fish or wildlife population to drop below self-sustaining levels, threaten to eliminate a plant or animal community, or substantially reduce the number or restrict the range of a rare or endangered plant or animal as the proposed project is located on a previously developed site within an urbanized area. The CCA campus was constructed in the early 2000s and does not contain important examples of the major periods of California history or prehistory; therefore, the proposed project would not impact these resources. With the implementation of the project design features stated in Section 1.2, all impacts associated with the proposed project would be less than significant or cause no impact.

	Potentially Significant Impact	Less than Significant Impact with Mitigation	Less than Significant Impact	No Impact
b) Does the project have impacts that are individually limited, but cumulatively considerable? ("Cumulatively considerable" means that the incremental effects of a project are considerable when viewed in connection with the effects of past projects, the effects of other current projects, and the effects of probable future projects).			X	

As stated previously, the proposed project site lies within the CCA campus in a previously developed urban area. SR 56 lies immediately south and southeast of the proposed project site, while a small residential development is located to the west. To the north of the CCA campus is the Village at Pacific Highlands Ranch. This shopping center contains a variety of commercial uses and parking lots. The urbanized area has various recently constructed or proposed developments that have been considered in the cumulative analysis as listed below:

- The newly constructed Pacific Highlands Ranch Community Park and Recreation Center is located to the northeast of the CCA campus. The 13-acre community park includes a small and large dog park, traditional children's playground, skate park, and bike pump track. The recreation center is situated on the southwestern edge of the community park and is a 17,000-square-foot building that has a central gymnasium, multipurpose room, and outdoor courtyard. The Pacific Highlands Ranch Community Park and Recreation Center is scheduled to open in the winter of 2019.
- A project has been proposed for the construction of an 18,000-square-foot City of San Diego public branch library on a 3-acre site in the Pacific Highlands Ranch community. The proposed project site is across the street from CCA on East Village Center Loop Road. The design of the Pacific Highlands Ranch Library includes children and teen areas, two to four study rooms, a computer area, a community meeting room with a catering kitchen, Friends of the Library room and patios off of the library. The project is estimated to open in 2021. According to the City of San Diego website, no start date for construction has been proposed at this time (Billing 2018).
- A project has been proposed for the installation of a Wireless Communication Facility by Verizon Blazing Star, which would be the construction of 12 panel antennas oriented in two sectors of four antennas/sectors. The project would be located at 13385 Highlands Place, which is across the street from the main entrance of CCA. The antennas would be architecturally integrated and concealed behind painted and textured screening to match the existing exterior of the building. Other associated equipment would be located behind the rooftop walls (Carmel Valley Community Planning Board 2018).
- A 630,000-square-foot property on Edgewood Bend Court directly southwest of the project site has been obtained by Lincoln Property Company. The project identified for the site is referred to as Aventure Del Mar, and would include large office buildings, a parking structure, restaurants, a coffee shop, an event lawn, walking paths, an amphitheater, and indoor and outdoor fitness. The developer is waiting to construct the project until tenants are identified; therefore, no anticipated construction date has been announced (Lincoln Property Company 2017).
- SRM Development has proposed a project to redevelop the existing Seabreeze Farms Equestrian Center into a fully licensed residential care facility for the elderly with adjacent independent senior cottages. The existing equestrian center is 33 acres and is roughly one-half mile from the CCA multi-sport field. This project was proposed as a consideration to the Carmel Valley Community Planning Board in September 2018, so no specific details on design or construction are known at this time (Carmel Valley Community Planning Board 2018).
- A neighborhood park and elementary school are included in Pacific Highlands Ranch Subarea Plan off of Solterra Vista Parkway to the east of the CCA campus, south of SR 56. The park would be roughly 5 acres, but no further details or designs are available at this time (Pacific Highlands Ranch 2019).

As stated previously, construction of the proposed project is estimated to last 6 to 8 weeks in the summer of 2019 and would involve minimal construction equipment and workers. All construction equipment and worker vehicles would be contained within the CCA campus and parking lot during the construction period, and would only use public roadways during transit. Installation of the four light poles would not require substantial ground disturbance or cause other typical construction-related impacts such as substantial noise, traffic, dust, or GHG emissions. Based on the information obtained about the nearby projects, it is unlikely that construction of the proposed project would occur concurrently with any of the

## ITEM 12

listed projects. Further, the construction BMPs outlined in the analysis above would be implemented during the construction of the proposed project to reduce potential impacts. Therefore, construction of the proposed project would not result in cumulatively considerable impacts.

Operation of the proposed project would result in the same traffic volumes as existing conditions, just at a later time in the day. Additionally, noise levels associated with the sporting events are anticipated to remain the same as existing conditions, but would also occur later in the day as a result of the proposed project. These shifts in timing would not contribute to a cumulatively considerable impact for these issue areas. Implementation of the proposed project would add a new light source to the project area. This has the potential to contribute cumulatively to the light and glare in this area. The proposed project is located in a previously developed area with existing light sources. The newly constructed Pacific Highlands Ranch Community Park and Recreation Center contains street and sidewalk lighting, as well as field lighting. However, as shown in Figures 10 through 12 in Appendix A, the technology and design implemented by the lighting manufacturer would contain light and glare from the lighting fixtures within the project site, essentially eliminating any light spill or trespass on off-site properties with an imperceptible contribution to the ambient night lighting of the area. The topography also helps to keep light and glare contained within the project site. Further, the limited hours of operation enforced by the District would reduce the potential of the proposed project to impact surrounding properties. Cumulative impacts are those that contribute to impacts occurring in the area surrounding the project site in combination with other cumulative projects. While other cumulative projects that involve night lighting may create conditions of light trespass or glare, the proposed project has been specifically designed to minimize light impacts outside of the desired area of illumination and contained within the immediate CCA campus. . As such, the proposed project would not significantly contribute to cumulative light and glare in the area surrounding the project site.

Operation of the proposed project would not cumulatively impact other issue areas discussed above, due to the limited size and scope of the project and as indicated by the findings of no impact or less than significant impact throughout the Negative Declaration analysis of various topic areas. Therefore, the proposed project would not have impacts that are cumulatively considerable.

	Potentially Significant Impact	Less than Significant Impact with Mitigation	Less than Significant Impact	No Impact
c) Does the project have environmental effects which will cause substantial adverse effects on human beings, either directly or indirectly?			X	

As demonstrated in Sections 2.1 through 2.20, the proposed project would not have environmental effects that would have a substantial adverse effect on human beings. All impacts would be less than significant or no impact would occur.

### SECTION 3: DETERMINATION

As provided in the CEQA Guidelines Section 15070 (Title 14 - California Code of Regulations), a Negative Declaration may be prepared for a project subject to CEQA when an Initial Study (IS) has identified no substantial evidence that the project may have a significant effect on the environment. The District is the lead agency for preparation of this Negative Declaration. Based on the findings of the IS/Environmental Checklist Form prepared for this project (Section 2.0 of this document), the District has determined that preparation of a Negative Declaration is the appropriate method to present environmental review of the proposed project in compliance with CEQA.

Based on the environmental review provided in Sections 2.1 through 2.20, and the attached additional analysis, the District has concluded that the proposed project would not result in any significant environmental impacts.

#### 3.1 RESULTS OF PUBLIC REVIEW (TO BE COMPLETED WITH FINAL NEGATIVE DECLARATION)

- ( ) No comments were received during the public input period.
- (X) Comments were received during the public input period, but they did not address the Draft Negative Declaration findings or the accuracy or completeness of the Initial Study. No response is necessary. The letters are attached.
- ( ) Comments addressing the findings of the Draft Negative Declaration and/or accuracy or completeness of the Initial Study were received during the public input period.

#### 3.2 ADOPTION STATEMENT

This Negative Declaration was adopted and the above CEQA findings made by the District on May 9, 2019.

\_\_\_\_\_  
John Addleman  
Executive Director of Planning Services  
San Dieguito Union High School District

\_\_\_\_\_, 2019  
Date

## **SECTION 4: LIST OF PREPARERS**

This Negative Declaration was prepared by AECOM, 401 West A Street, Suite 1200, San Diego, CA 92101. The following AECOM professionals contributed to its preparation:

Bill Graham – Project Director, Quality Assurance/Quality Control Review  
Meghan Haggblade – Project Manager, Environmental Planner  
Chelsea Johnson – Environmental Planner  
Paola Peña – Air Quality Specialist  
Chris Kaiser – Noise Technical Specialist  
Peter Augello – Geographic Information System (GIS) Specialist  
Paul Moreno – GIS Specialist  
Therese Tempereau – Technical Editor  
Marisa Fabrigas – Word Processor



---

## SECTION 5: REFERENCES

Billing, Karen

- 2018 “Pacific Highlands Ranch Library design a mix of modern hacienda styles.” Del Mar Times. Available at <https://www.delmartimes.net/news/sd-cm-nc-phrlibrary-design-20180326-story.html>. Accessed January 30, 2019.

California Air Pollution Control Officers Association (CAPCOA)

- 2008 CEQA & Climate Change. Available at <http://www.capcoa.org/wp-content/uploads/downloads/2010/05/CAPCOA-White-Paper.pdf>. Accessed February 2019.

California Air Resources Board (ARB)

- 2014 First Update to the Climate Change Scoping Plan: Building on the Framework. Pursuant to AB 32, the California Global Warming Solutions Act of 2006. Available at [https://www.arb.ca.gov/cc/scopingplan/2013\\_update/first\\_update\\_climate\\_change\\_scoping\\_plan.pdf](https://www.arb.ca.gov/cc/scopingplan/2013_update/first_update_climate_change_scoping_plan.pdf). Accessed January 2019.
- 2015 Ambient Air Quality Standards. Available at <https://www.arb.ca.gov/research/aaqs/aaqs2.pdf>. Accessed January 2019.

California Department of Conservation

- 1996 Update of Mineral Land Classification: Aggregate Materials in the Western San Diego County Production-Consumption Region.
- 2010 Fault Activity Map of California. Available at <http://maps.conservation.ca.gov/cgs/fam/>. Accessed December 2018.
- 2014 Farmland and Mapping and Monitoring Program. “San Diego County Important Farmland 2014: Sheet 1 of 2.” Available at <http://www.conservation.ca.gov/dlrp/fmmp/Pages/SanDiego.aspx>. Accessed December 27, 2018.

California Geological Survey

- 2015 CGS Information Warehouse: Regulatory Maps. Alquist-Priolo Fault Zone and Seismic Hazard Zone Maps. 2015. Available at <http://maps.conservation.ca.gov/cgs/informationwarehouse/>. Accessed December 27, 2018.

California Department of Forestry and Fire Protection (CAL FIRE)

- 2009 Very High Fire Hazard Severity Zones in LRA as Recommended by Cal Fire, San Diego County. Available at [http://frap.fire.ca.gov/webdata/maps/san\\_diego/fhszl\\_map.37.pdf](http://frap.fire.ca.gov/webdata/maps/san_diego/fhszl_map.37.pdf). Accessed January 30, 2019.

Carmel Valley Community Planning Board

- 2018 September 27, 2018 Meeting Agenda. Available at <https://www.sandiego.gov/sites/default/files/181025agendacv.pdf>. Accessed January 30, 2019.

---

City of San Diego

- 1974 San Diego Seismic Study. Geologic Hazards and Faults Maps. Available at <https://www.sandiego.gov/development-services/zoning-maps/seismic-safety-study>. Accessed December 2018.
- 1997 Community and Economic Development Department. *Multiple Species Conservation Program Subarea Plan*. March.
- 1998a *Pacific Highlands Ranch (Subarea III) Subarea Plan Master Environmental Impact Report*.
- 1998b *City of San Diego Traffic Impact Study Manual*. July.
- 2008a *City of San Diego General Plan*, as amended.
- 2008b Seismic Safety Study, “Geologic Hazards and Faults Grid 38” Available at <http://apps.sandiego.gov/directories/development-services/industry/hazards/pdf/geo38.pdf>. Accessed December 27, 2018.
- 2008c *City of San Diego General Plan Final Program Environmental Impact Report*. March.
- 2014 Development Services Department, “Official Zoning Map Grid 35,” San GIS June 19, 2014. Available at <https://www.sandiego.gov/development-services/zoning/zoninggridmap>. Accessed November 15, 2018.
- 2018 Official Zoning Map. City of San Diego Development Services Department. Available at <https://www.sandiego.gov/development-services/zoning-maps>. Accessed December 2018.

Converse Consultants

- 1993 *Revised Preliminary Geologic and Geotechnical Report, North City Future Urbanizing Area – Subarea III Plan*. August 11.

Department of Energy (DOE)

- 2019 LED Lighting. Available at <https://www.energy.gov/energysaver/save-electricity-and-fuel/lighting-choices-save-you-money/led-lighting>. Accessed February 2019.

Kennedy, Michael P.

- 1975 Geology of the San Diego metropolitan area, California. Available at <https://archive.org/details/geologyofsandieg00kennrich/page/n21>. Accessed December 2018.

Latitude 33 Planning & Engineering (Latitude 33)

- 1999 Pacific Highlands Ranch Community Plan. City of San Diego.

Lincoln Property Company

- 2017 Aperture Del Mar Project Set to Start Soon. Available at <http://lpcwest.com/news/aperture-del-mar-project-set-to-start-soon/>. Accessed January 30, 2019.

---

Musco Sports Lighting, LLC (Musco)

2018 Canyon Crest Academy Illumination Summary. November 13.

Office of Environmental Health Hazard Assessment (OEHHA)

2015 *Hot Spots Guidance Manual*. Available at [http://www.oehha.org/air/hot\\_spots/hotspots2015.html](http://www.oehha.org/air/hot_spots/hotspots2015.html). Accessed February 2019.

Pacific Highlands Ranch

2019 Parks and Recreation. Available at <http://www.phrliving.com/parks-recreation/>. Accessed January 30, 2019.

RBRiggan & Associates

2003 *Final Mitigated Negative Declaration for the Proposed High School at Pacific Highland Ranch City of San Diego*. February 6.

San Diego County Air Pollution Control District (SDAPCD)

2016 2016 Revision of the Regional Air Quality Strategy for San Diego County. Available at <https://www.sdapcd.org/content/dam/sdc/apcd/PDF/Air%20Quality%20Planning/2016%20RAQS.pdf>. Accessed January 2019.

San Diego County Airport Land Use Commission

2011 *MCAS Miramar Airport Land Use Compatibility Plan, Airport Land Use Commission, San Diego County*. Adopted October 2008; amended December 2010 and November 2011.

San Diego Geographical Information System (SanGIS)

2018 Flood Insurance Rate Maps, Interactive Map SanGIS, Available at <http://www.sangis.org/>. Accessed on December 27, 2018.

South Coast Air Quality Management District (SCAQMD)

2008 Interim CEQA GHG Significance Threshold. Available at [http://www.aqmd.gov/docs/default-source/ceqa/handbook/greenhouse-gases-\(ghg\)-ceqa-significance-thresholds/ghgboardsynopsis.pdf?sfvrsn=2](http://www.aqmd.gov/docs/default-source/ceqa/handbook/greenhouse-gases-(ghg)-ceqa-significance-thresholds/ghgboardsynopsis.pdf?sfvrsn=2). Accessed February 2019.

ITEM 12

---

This page intentionally left blank.

**APPENDIX A**

**VISUAL IMPACT ASSESSMENT REPORT**

**VISUAL IMPACT ANALYSIS  
CANYON CREST ACADEMY STADIUM LIGHTING PROJECT**

***Prepared for:***

San Dieguito Union High School District  
710 Encinitas Boulevard  
Encinitas, California 92024  
Contact: John Addleman

***Prepared by:***

AECOM  
401 West A Street, Suite 1200  
San Diego, California 92101  
Phone: (619) 610-7600  
Contact: Meghan Haggblade

March 2019

---

## TABLE OF CONTENTS

<b><u>Section</u></b>	<b><u>Page</u></b>
1.0 INTRODUCTION .....	1
1.1 Project Background.....	1
1.1.1 Definition of Terms.....	1
2.0 EXISTING CONDITIONS.....	5
2.1 Project Location.....	5
2.2 Description of Site .....	5
2.3 Description of Surrounding Area.....	8
3.0 PROJECT DESCRIPTION.....	11
3.1 Proposed Project .....	11
3.2 Anticipated Light Schedule.....	15
4.0 CONSIDERATIONS FOR SIGNIFICANCE DETERMINATION .....	17
4.1 CEQA Thresholds of Significance.....	17
4.2 Lighting Evaluation Criteria .....	17
4.3 Regulatory Setting .....	19
5.0 VISUAL QUALITY ANALYSIS .....	21
5.1 Methodology.....	21
5.2 Photo Simulations.....	21
5.3 Key Observation Point Analysis.....	21
5.3.1 KOP 1.....	23
5.3.2 KOP 2.....	24
5.3.3 KOP 3.....	28
6.0 LIGHTING ANALYSIS.....	33
6.1 Methodology.....	33
6.2 Sensitive Viewers.....	33
6.3 Analysis.....	37
7.0 CONCLUSIONS.....	45
8.0 REFERENCES .....	47



## APPENDIX A. Lighting Analysis for Canyon Crest Academy

**LIST OF FIGURES**

<b><u>Figure</u></b>		<b><u>Page</u></b>
1	Regional Map.....	6
2	Vicinity Map.....	7
3	Project Site Aerial Photograph.....	9
4	Equipment Layout.....	13
5	KOP Locations.....	22
6	KOP 1 – Sidewalk at end of Edgewood Bend Court Cul-de-sac.....	25
7	KOP 2 – Vehicular Pull Out Zone on Eastbound State Route 56.....	26
8	KOP 3 – Sidewalk at Intersection of Deer Park Way and Rabbit Ridge Road .....	29
9	Existing Nighttime Views at KOPs .....	35
10	Glare Impact.....	41
11	Vertical Illumination Summary .....	42
12	Horizontal Illumination Summary .....	43

**LIST OF TABLES**

<b><u>Table</u></b>		<b><u>Page</u></b>
3-1	Lighting System Summary .....	12
3-2	Fixture Type Summary .....	12
4-1	Light Trespass Limitation Guidance.....	18

---

## 1.0 INTRODUCTION

The purpose of this Visual Impact Analysis (VIA) is to consider the potential visual quality impacts and lighting intrusions that may result from the Canyon Crest Academy Stadium Lighting Project (proposed project). The proposed project would install lighting at the multi-sport field on the school campus. The VIA will discuss the potential aesthetic impacts of the new lighting sources to result in changes to visual quality of the area or cause areas of high glare and/or disrupt the dark sky. The VIA will identify project features and mitigation requirements necessary to reduce visual and lighting impacts generated by the proposed project.

### 1.1 PROJECT BACKGROUND

Canyon Crest Academy (CCA) offers 21 varsity sports programs including tennis, basketball, volleyball, field hockey, soccer, lacrosse, baseball, and softball. Outdoor courts and fields for these sports are located at the south and southeast portions of the CCA campus. Currently, the tennis courts are lit, but the field used for field hockey, soccer, and lacrosse (referred to as the “multi-sport field”), as well as the baseball and softball fields, does not contain lighting fixtures. Because of this, current use of the multi-sport field must start early enough in the afternoon to complete an entire game or finish practice by sunset. This results in students leaving their last class early to prepare for their sporting event. In response to concerns raised by parents of the students involved in these athletic programs, the San Dieguito Union High School District (District) has decided to construct lighting at the multi-sport field. The installation of this lighting will allow games to start between 15 to 30 minutes after school is released.

#### 1.1.1 Definition of Terms

The following section provides a brief overview of terms and concepts commonly used in the analysis of aesthetics and lighting.

**Brightness:** The magnitude of sensation that results from viewing surfaces from which light comes to the eye. This sensation is determined partly by the measurable luminance of the source and partly by the conditions of observation, such as the state of adaptation of the eye. For example, very bright lamps at night appear dim during the day because our eyes have adapted to the higher brightness of daylight.

---

**Candela:** Measure of light energy from a source at a specific standard angle and distance. A convenient measure to evaluate output of light from a lamp or light fixture in terms of both the intensity of light and the direction of travel of the light energy away from the source. The output of a 60-watt household incandescent lamp is approximately 150 candelas.

**Foot-candle (fc):** A foot-candle is the unit for measuring the light present on a surface or workplane. One fc is roughly equal to the uniform distribution of light from an ordinary wax candle on a 1-square-foot surface, located 1 foot away from the flame. Lux is the metric equivalent to a foot-candle (1 lumen spread over 1 square meter).

**Glare:** Visual discomfort experienced from high contrast. Describes visual evaluation of each visible source or surface relative to the surrounding background (sky, hills, foreground). There are two types of glare: (1) *Disability Glare*, which reduces the ability to see or identify objects, and (2) *Discomfort Glare*, which produces ocular discomfort and/or annoyance, but does not reduce the ability to see.

**Illuminance:** Measure of light energy (luminous flux) incident at a specific point on a surface over a standard area (foot-candles), or lumens per square foot). This term is commonly used to measure and describe light intensity on a surface. Generally, illuminance will decrease by approximately 75 percent when the distance from the light source is doubled.

**Light Pollution:** Any adverse effect of man-made light including sky glow, glare, light trespass, light clutter, decreased visibility at night, and energy waste.

**Shielded:** Outdoor light fixtures shielded or constructed so that light rays emitted by the fixture are projected below the horizontal plane passing through the lowest point on the fixture from which light is emitted.

**Sky Glow:** Destructive light in the night sky that results from light reflected upward.

**Light Trespass:** Light from subject property incident onto adjacent properties, measured in foot-candles, usually analyzed by measurement at or near the property line. Light trespass commonly occurs in urbanized areas when streetlights, floodlights, building signs, etc., illuminate private residential property so as to reduce privacy, disrupt rest, or disrupt nighttime views.

**Line of Sight:** An imaginary straight line from the eye to a perceived object.

ITEM 12

---

**Lumen:** Mean value of total candelas produced by a light source. Lumen does not define direction.

**Luminaire:** A device to produce, control, and distribute light.

ITEM 12

---

This page intentionally left blank.

---

## 2.0 EXISTING CONDITIONS

### 2.1 PROJECT LOCATION

CCA occupies roughly 51 acres in the Carmel Valley residential suburb of San Diego (Figure 1). CCA is located directly north of State Route 56 (SR-56), roughly 3.2 miles east of Interstate 5, and roughly 5.2 miles west of Interstate 15. The school site is located east of Carmel Valley Road and directly south of Village Center Loop Road. Three entrances to the school site are available, one off of Edgewood Bend Court and two off of Village Center Loop Road (Figure 2).

### 2.2 DESCRIPTION OF SITE

The CCA campus consists of various indoor classroom, athletic, and administration facilities, as well as outdoor athletic facilities, including tennis and basketball courts, open fields, a softball field, a baseball field, and the multi-sport field, which is surrounded by a track. The proposed project includes lighting at the multi-sport field. The multi-sport field is located generally within the southwestern interior of the CCA campus.

North of the multi-sport field are the main CCA campus buildings in a layout including structures and outdoor walkways and gathering locations. Parking lots, some covered with solar panels, are located north beyond the campus buildings. Security and safety lighting is provided throughout the CCA campus along walkways and around structures. The parking lots have tall lighting poles as well as lighting under the solar panels.

Immediately northeast of the multi-sport field are the school tennis courts and basketball courts. The only athletic facilities with lighting are the tennis courts. An internal campus roadway passes just to the north of the tennis courts and multi-sport field and also includes roadway lighting.

Additional grass fields for softball, baseball, and other sports are located to the east and south of the multi-sport field along with internal access roads. These sports facilities are not lit.

West of the multi-sport field, a set of bleachers is installed on the hill leading up to the parking lot along the west side of the multi-sport field for spectators. Benches for the players are set up on the east and west edges of the field, inside of the track. Parking for students, staff, and visitors is provided along the west and northwest edges of the site. The proposed project site is generally



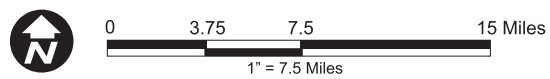
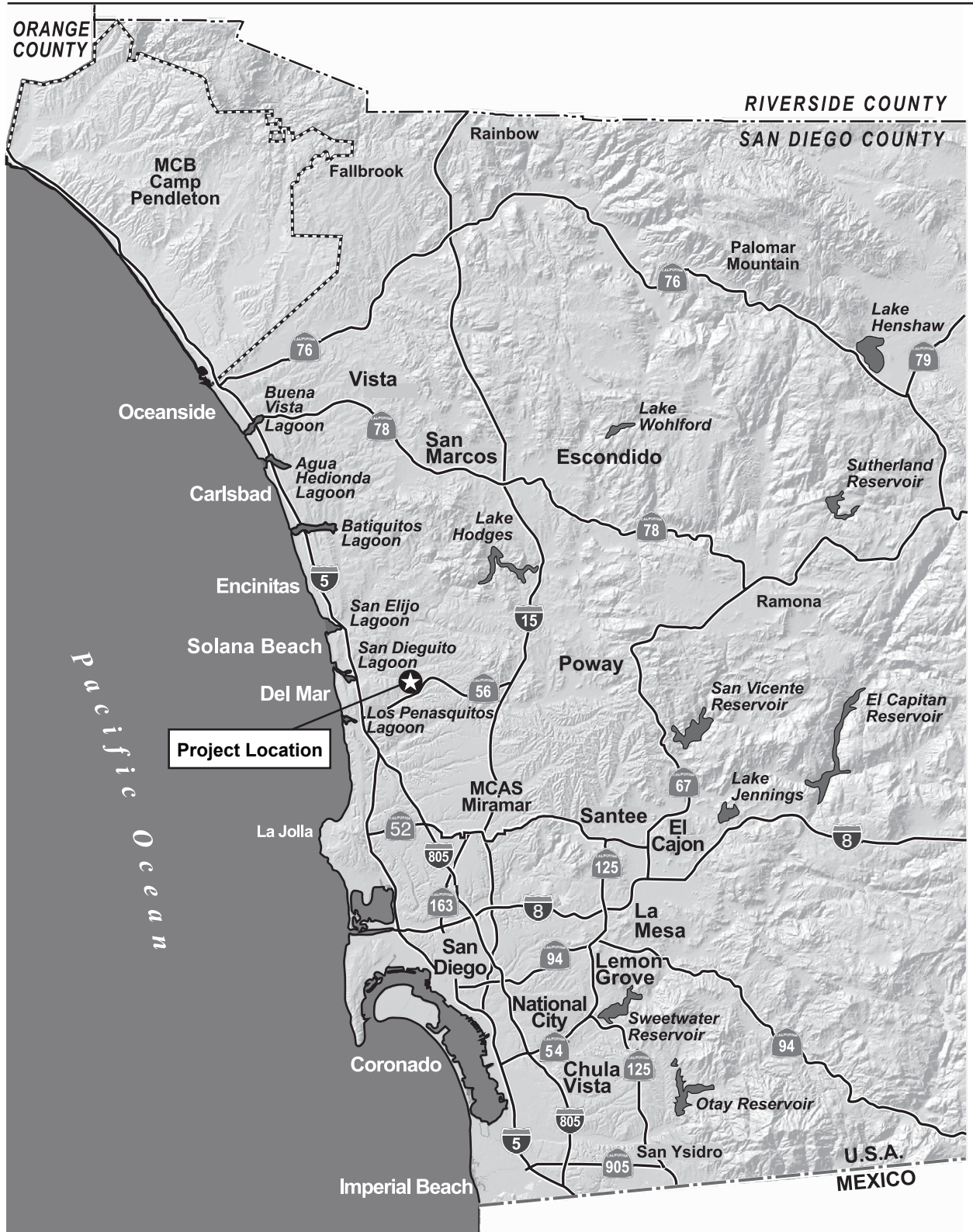
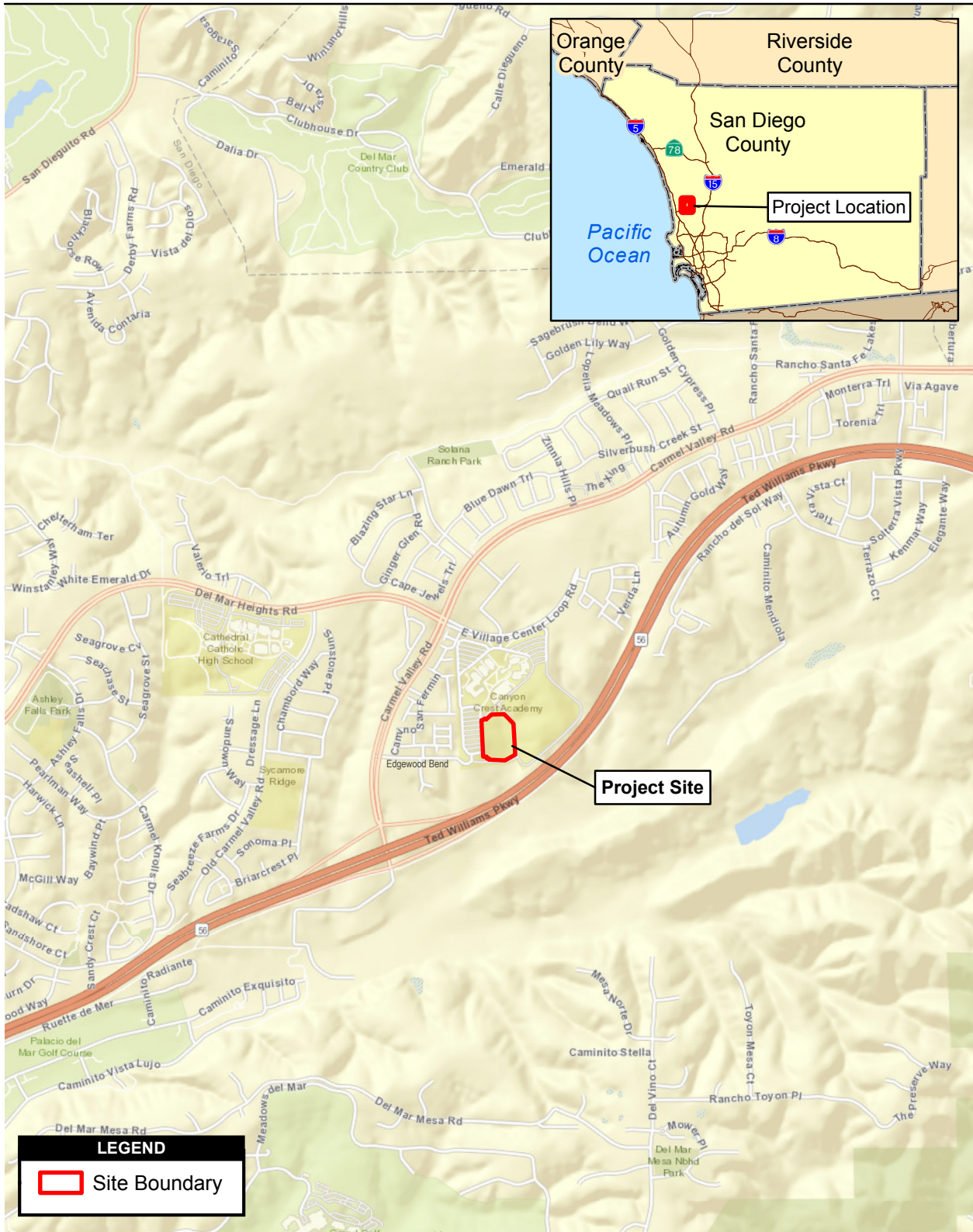


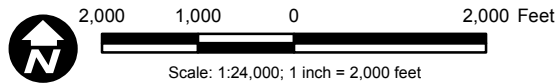
Figure 1  
Regional Map



ITEM 12



Source: SanGIS 2017; Esri 2018



**Figure 2**  
**Vicinity Map**

Canyon Crest Academy Stadium Lighting Project Visual Impact Analysis

Path: P:\6059\60590688\_CCA\_Lighting\900-CAD-GIS\920 GIS\map\_docs\msd\Negative\_Declaration\Fig2\_Vicinity.mxd, 1/21/2019, augellop

---

flat with a downhill slope toward the athletic fields. Elevation on the site ranges from approximately 230 feet above mean sea level (AMSL) to 255 AMSL. The adjacent parking lots are elevated above the multi-sport field. The parking lots along the western edge and in the northwestern corner are mostly covered with solar panels with lighting beneath them (Figure 3) as well as tall pole lighting.

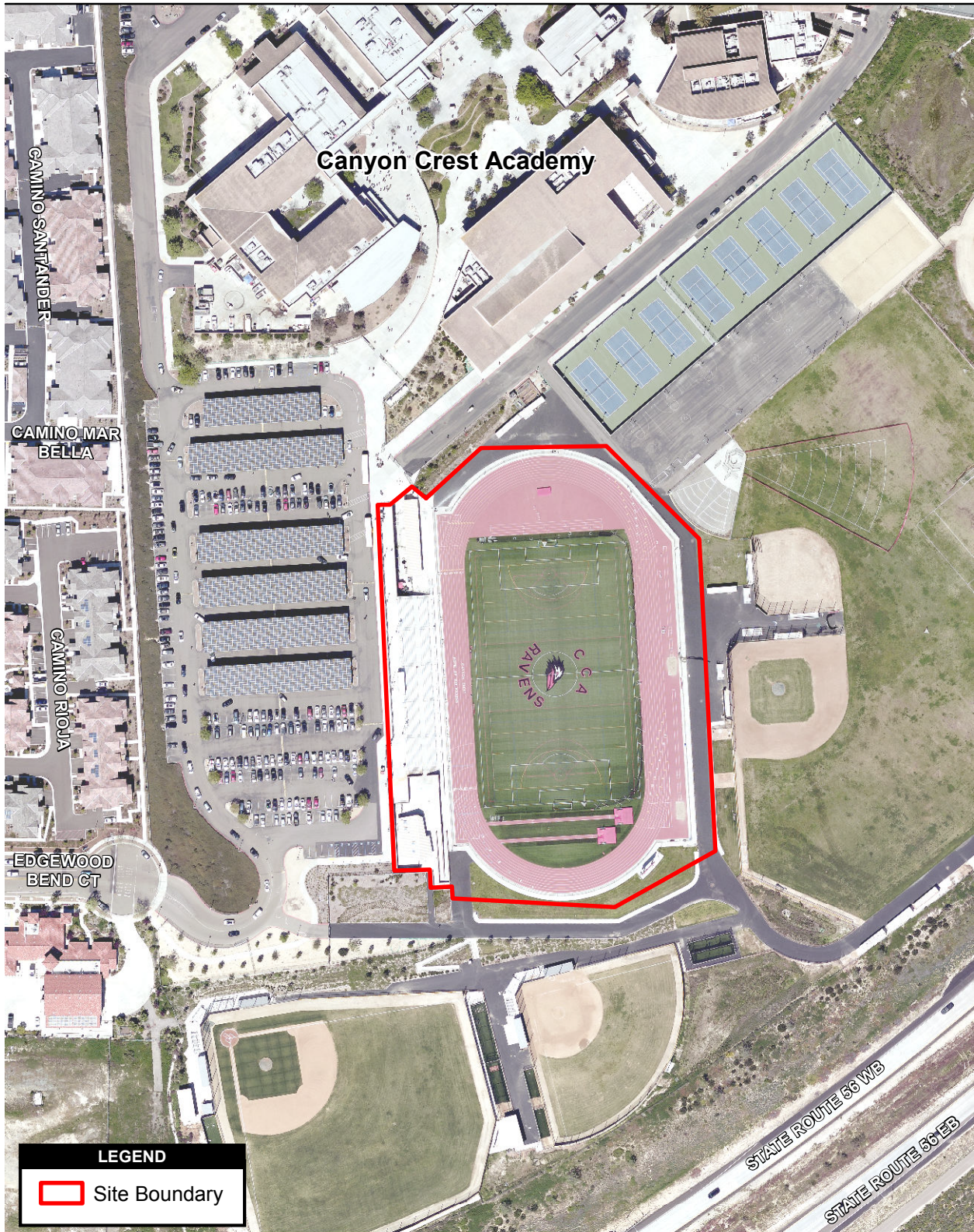
### **2.3 DESCRIPTION OF SURROUNDING AREA**

The area in the vicinity of the proposed project site is largely developed, consisting mostly of residential and commercial uses. Immediately north of the CCA campus is Village Center Loop Road, a four-lane road with divided medians, parallel parking lanes, and street lighting. On the north side of the roadway is a large commercial development with buildings, parking lots, and some two-story residential condominiums and townhomes. The commercial structures, signage, landscaping, and parking lots are lighted in a manner typical of commercial developments. The aesthetic of the commercial development is standard for this type of land use with no unique or visually dominant features.

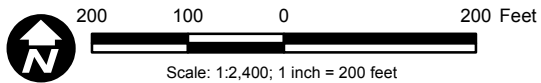
Northeast of the CCA campus is a newly developed City of San Diego park. The new Pacific Highlands Ranch Community Park has a wide variety of recreational facilities including a recreation center, dog parks, skate plaza, outdoor play areas, picnic areas, and outdoor multi-use fields with nighttime lighting. The field lighting includes multiple tall light poles with pole-top luminaire assemblies. Lighting is also included in the community park parking lots and along walkways, as well as typical building and landscape lighting. Beyond the park to the northeast are single-family and townhome residential land uses. Lighting in this area is typical of residential areas with street lights, landscape lighting, and general home security lighting. Also northeast of the proposed project site and adjacent to the community park is Pacific Trails Middle School. The middle school campus includes buildings, parking lots, and open courtyards. The school buildings, signage, landscaping, and parking lots are lighted for safety and security.

SR-56 curves around the CCA campus from the northeast and along the entire southern border at a slightly lower elevation than the multi-sport field. In the proposed project vicinity, SR-56 is a four-lane highway with a divided median. Standard roadway lighting is provided along the highway and off-ramps. The paved SR-56 Bike Path parallels the southern side of SR-56 with undeveloped open space continuing to the south. Lighting is not provided along the portion of the SR-56 Bike Trail in the vicinity of the proposed project.





Source: SANDAG 2017



**Figure 3**  
**Project Site Aerial Photograph**

Canyon Crest Academy Stadium Lighting Project Visual Impact Analysis

Path: P:\\_6059\60590688\_CCA\_Lighting\900-CAD-GIS\920 GIS\map\_docs\mxd\Negative\_Declaration\Fig3\_Aerial.mxd, 1/21/19 bradyd



## ITEM 12

---

The City of San Diego Fire Station 47 is located southwest of the CAA parking lots and includes standard parking, landscaping, and security lighting. The entire western boundary of the CCA campus is developed with multi-family residential developments with mostly two-story homes. Yard space of the homes face toward CCA and a public sidewalk is located along the edge of the residential properties, between the homes and CCA campus. The residential development is at a lower grade than the CCA campus, located below the CCA parking lot that is adjacent to the residential development. The parking lot, which is elevated above both the residential development to the west and the multi-sport field to the east, obscures views from the residential area toward the sports field. Lighting associated with the residential development is typical of residential areas with street lighting, landscaping lighting, and home security lighting. Farther west, a large vegetated slope leads up to single-family residential developments and two school facilities approximately 0.5 mile from CCA: Sycamore Ridge School and Cathedral Catholic High School. Cathedral Catholic High School has outdoor sports facilities that include nighttime lighting.

---

## 3.0 PROJECT DESCRIPTION

### 3.1 PROPOSED PROJECT

The proposed project includes the construction of four stadium lighting poles around the multi-sport field at CCA. The lighting design has been professionally prepared by Lionakis in and their subconsultant Johnson Consulting Engineers, Inc. The poles would be placed outside of the track at the four corners of the field. The placement of the poles and the luminaire assemblies on the pole tops have been designed to illuminate four specific areas: multi-sport field, track, long jump area, and bleacher egress/walkways. A summary of the proposed lighting system is provided in Table 3-1 and the light-emitting diode (LED) fixture type summary is included in Table 3-2.

The maximum height of the pole and light fixture at the southwest corner of the field would be 80 feet above the ground, while the other three poles and light fixtures would reach 90 feet above ground level. The light fixtures would be equipped with LED lights. All project features would be placed along the perimeter of the existing footprint of the multi-sport field. Figure 4 shows the lighting equipment layout plan.

On the southwest pole (identified as Pole S1 in Figure 4), two lighting fixtures would be placed at 10 feet above ground level for uplighting purposes to ensure no gaps occur in the lighting on the field. Two fixtures at 50 feet and two at 55 feet above ground level would be placed on the southwest pole for egress illumination, to ensure a safe exit from the bleachers. This lighting would not extend into the parking lot, as lighting already exists underneath the solar panels installed in the parking lots. There would be 15 light fixtures placed at 80 feet above ground level on the southwest pole directed at the field and track to light the field.

On the northwest pole (identified as Pole S2 in Figure 4), two uplighting fixtures would be placed at 15 feet above ground level. Two egress lighting fixtures would be placed at 60 feet and two at 65 feet above ground level. Fifteen light fixtures would be placed at 90 feet above ground level for field lighting.

For the two poles on the east side of the field (identified as Poles S3 and S4 in Figure 4), two uplighting fixtures would be placed at 15 feet above ground level, two egress lighting fixtures would be placed at 60 feet above ground level, and 14 lighting fixtures would be placed at 90 feet above ground level.

**Table 3-1  
Lighting System Summary**

Pole ID	Pole Height (feet)	Fixture Height (feet)	Fixture Quantity	Luminaire Type	Load (kilowatts)	Circuit
S1	80	10	2	TLC-BT-575	1.15	A
S1	80	80	15	TLC-LED-1150	17.25	A
S1	80	55	2	TLC-LED-400	0.80	B
S1	80	50	2	TLC-LED-400	0.80	B
S2	90	15	2	TLC-BT-575	1.15	A
S2	90	90	15	TLC-LED-1150	17.25	A
S2	90	65	2	TLC-LED-400	0.80	B
S2	90	60	2	TLC-LED-400	0.80	B
S3	90	15	2	TLC-BT-575	1.15	A
S3	90	90	14	TLC-LED-1150	16.10	A
S3	90	60	2	TLC-LED-1150	2.30	C
S4	90	15	2	TLC-BT-575	1.15	A
S4	90	90	14	TLC-LED-1150	16.10	A
S4	90	60	2	TLC-LED-1150	2.30	C
<b>Total</b>			<b>78</b>		<b>79.10</b>	

Source: Musco 2018b

**Table 3-2  
Fixture Type Summary**

Type	Source	Wattage	Lumens	L90	L80	L70	Quantity
TLC-LED-400	LED 5700K-75 CRI	400W	46,500	>81,000	>81,000	>81,000	8
TLC-LED-1150	LED 5700K-75 CRI	1500W	121,000	>81,000	>81,000	>81,000	62

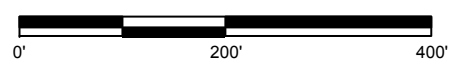
Source: Musco 2018b

The sports lighting system that would be installed for the proposed project would incorporate their Total Light Control System for LED lighting. LED light provides a high intensity light with the potential for sharp cutoff to minimize light pollution when correctly designed and aimed. The system is designed to control and direct light precisely toward the desired location, minimizing any light spill or other lighting impacts on surrounding areas (Musco 2018a).

Construction of the proposed project would take an anticipated 6 to 8 weeks and would occur during the summer when school is not in session.



NOTES: Poles S1 and S2 will be in the line of site of spectators sitting in the home side bleachers.



Pole location(s) ⊕ dimensions are relative to 0,0 reference point(s) ⊗

ENGINEERED DESIGN By: Daniel Lohman • File #1459151 • 13-Nov-18

Source: MUSCO Lighting 2018



## Canyon Crest Academy

San Diego, CA

### EQUIPMENT LAYOUT

**INCLUDES:**

- Egress/Walkways
- Long Jump Area
- Soccer
- Track

**Electrical System Requirements:** Refer to Amperage Draw Chart and/or the "Musco Control System Summary" for electrical sizing.

**Installation Requirements:** Results assume ± 3% nominal voltage at line side of the driver and structures located within 3 feet (1m) of design locations.

### EQUIPMENT LIST FOR AREAS SHOWN

QTY	LOCATION	Pole		Luminaires		
		SIZE	GRADE ELEVATION	MOUNTING HEIGHT	LUMINAIRE TYPE	QTY / POLE
1	S1	80'	8'	63'	TLC-LED-400	2
				58'	TLC-LED-400	2
				18'	TLC-BT-575	2
				88'	TLC-LED-1150	15
1	S2	90'	-	65'	TLC-LED-400	2
				60'	TLC-LED-400	2
				15'	TLC-BT-575	2
				90'	TLC-LED-1150	15
2	S3-S4	90'	-	60'	TLC-LED-1150	2
				15'	TLC-BT-575	2
				90'	TLC-LED-1150	14
4	TOTALS					78

### SINGLE LUMINAIRE AMPERAGE DRAW CHART

Ballast Specifications (.90 min power factor)	Line Amperage Per Luminaire (max draw)						
	208 (60)	220 (60)	240 (60)	277 (60)	347 (60)	380 (60)	480 (60)
Single Phase Voltage	2.3	2.2	2.0	1.7	1.4	1.3	1.0
TLC-LED-400	6.8	6.5	5.9	5.1	4.1	3.7	3.0
TLC-LED-1150	3.4	3.2	2.9	2.5	2.0	1.8	1.5



**We Make It Happen®**

Not to be reproduced in whole or part without the written consent of Musco Sports Lighting, LLC. ©1981, 2018 Musco Sports Lighting, LLC.

**Figure 4**  
**Equipment Layout**



This page intentionally left blank.

---

### Project Design Features

The District has incorporated various project design features as conditions of the proposed project that will avoid or reduce potential lighting impacts.

The District, or the District through its contractor, would:

- Design light fixtures to reduce light and glare impacts. Angle light fixtures and include shielding so that minimal light spillover beyond the track and field to adjacent portions of the school and surrounding properties would occur.
- Use LED lights in all light fixtures.
- Enforce “Lights Off” at the multi-sport field by 9:30 p.m.; however, in many cases, the lights will be turned off prior to 9:30 p.m., as shown in the anticipated light schedule below.

### **3.2 ANTICIPATED LIGHT SCHEDULE**

The use of night lighting would be fairly consistent at the multi-sport field and would be dependent upon the sport practices and games taking place. Lights would generally be turned on at sunset and thus the time would vary slightly throughout the year. The following provides a schedule of the typical field use and when lighting would be used to facilitate activities. Generally, lights would not be used during summer months when school is not in session; however, summer events may occur that would be require lighting and the 9:30 p.m. lights off policy included in the project design features would still apply.

#### Typical Week

*Monday, Tuesday, Thursday:*

Freshman practice on grass fields at 3:30 p.m.

Junior Varsity (JV) practice on multi-sport field at 3:30 p.m.

Varsity practice on multi-sport field at 5:00 p.m. (lights off by 7:30 p.m.)

*Wednesday, Friday:*

Freshman game on grass fields at 4:30 p.m.

JV game on multi-sport field at 4:30 p.m.

Varsity game to follow JV game at 6:00 p.m. (lights off by 8:30 p.m.)

*Saturday:* Lights off (other than potential playoff or tournament scenarios)

*Sunday:* Lights off

Typical Week with Season Transition and Playoffs

Playoffs are anticipated for 2 to -3 weekends per sport at varying times throughout the year.

*Monday, Tuesday, Thursday:*

Freshman practice on grass fields at 3:30 p.m.

JV practice on multi-sport field at 3:30 p.m.

Varsity practice on multi-sport field at 5:00 p.m. (lights off by 7:30 p.m.)

Note: If Boys or Girls Varsity Soccer in playoffs then 7:00 p.m. game time (lights off by 9:30 p.m.)

*Wednesday, Friday:*

Freshman game on grass fields at 4:30 p.m.

JV game on multi-sport field at 4:30 p.m.

Varsity game to follow JV game at 6:00 p.m. (lights off by 8:30 p.m.)

(Note: If Boys or Girls Varsity Soccer in playoffs then 7:00 p.m. game time (lights off 9:30 p.m.)

*Saturday:* Lights off (other than potential playoff or tournament scenarios)

*Sunday:* Lights off

---

## 4.0 CONSIDERATIONS FOR SIGNIFICANCE DETERMINATION

### 4.1 CEQA THRESHOLDS OF SIGNIFICANCE

The following CEQA guidelines are the basis for the determination of significance for visual impacts that may result from the proposed project. The thresholds are from Appendix G of the 2019 California Environmental Quality Act (CEQA) Guidelines and address both the potential for impact to visual quality and character as well as from light and glare. The CEQA Guidelines consider if the proposed project would:

- a) Have a substantial adverse effect on a scenic vista?
- b) Substantially damage scenic resources, including, but not limited to, trees, rock outcroppings, and historic buildings within a state scenic highway?
- c) Substantially degrade the existing visual character or quality of public views of the site and its surroundings? If the project is in an urbanized area, would the project conflict with applicable zoning and other regulations governing scenic quality?
- d) Create a new source of substantial light or glare which would adversely affect day or nighttime views in the area?

### 4.2 LIGHTING EVALUATION CRITERIA

Numerous professional institutes and organizations, such as the Institution of Lighting Professionals (ILP), Illuminating Engineering Society of North America (IESNA), and the Electric Power Research Institute (EPRI), study, research, and provide guidance for generally acceptable light levels. Lighting that is poorly designed, poorly directed, or improperly used is responsible for sky glow, creates glare, and generates light trespass. Streets, parking lots, parks, public buildings, businesses, industries, and private residences are often lit throughout the night and have the potential to create various forms of light pollution. This impact analysis generally focuses on two potential areas of impact from nighttime lighting:

- Compatibility with applicable local plans, policies, and regulations related to night lighting; and
- Obtrusive lighting impacts such as light trespass, glare, or pollution.

Light trespass is considered subjective as light at a certain illuminance level may be acceptable to some while objectionable to others. Light trespass also varies by the surrounding aesthetic and setting. For example, rural areas with minimal sources of artificial light and the expectation of dark skies are generally more susceptible to adverse impacts resulting from the installation of new light sources. Urbanized areas with many light sources and active nighttime hours are less susceptible to adverse effects from the introduction of new light sources. For this reason, it is appropriate that different lighting standards be applied to different types of locations and existing lighting conditions. Land uses are typically categorized into four different Environmental Zones for lighting criteria purposes. Each environmental zone is based upon the extent to which control of light trespass is considered necessary or desirable. Environmental zones E1, E2, E3, and E4 are described below:

- E1: Intrinsically dark areas (National Parks, areas of outstanding natural beauty)
- E2: Low district brightness areas (rural or small urban village locations)
- E3: Medium district brightness areas (small town centres or urban residential locations)
- E4: High district brightness areas (town/city centres with high levels of nighttime activity)

The proposed project site would be considered in an E3 environmental zone. Table 4-1 provides lighting trespass level guidance derived from multiple sources as an evaluation point for light generated by the proposed project. As described in the Chapter 3, all proposed lighting would be turned off by 9:30 p.m.; thus, the most applicable guidelines are pre-curfew.

**Table 4-1  
Light Trespass Limitation Guidance**

Environmental Zone	Light Trespass			
	Pre-Curfew (before 11 p.m.)		Post-Curfew (11 p.m. to 7a.m.)	
ILP Guidance				
E1	2 lux	0.2 fc	0 lux	0.0 fc
E2	5 lux	0.5 fc	1 lux	0.1 fc
<b>E3</b>	<b>10 lux</b>	<b>0.9 fc</b>	2 lux	0.2 fc
E4	25 lux	2.3 fc	5 lux	0.5 fc
EPRI Guidance				
E1	1 lux	0.1 fc	0 lux	0.0 fc
E2	3 lux	0.3 fc	1 lux	0.1 fc
<b>E3</b>	<b>8 lux</b>	<b>0.8 fc</b>	3 lux	0.3 fc
E4	15 lux	1.5 fc	6 lux	0.6 fc

fc = foot-candles; lux = metric equivalent to a foot-candle (1 lumen spread over 1 square meter)

Source: Institution of Lighting Professionals (ILP) 2011; Electric Power Research Institute (EPRI) 2000

Bold = most applicable thresholds for the proposed project

---

### 4.3 REGULATORY SETTING

The City of San Diego Municipal Code has general regulations related to the installation and use of outdoor lighting (Chapter 14, Article 2, Division 7, Section 142.0740; City of San Diego 2000). The general purpose and intent of the regulations are to:

1. Minimize negative impacts from light pollution including light trespass, glare, and urban sky glow in order to preserve enjoyment of the night sky and minimize conflict caused by unnecessary illumination.
2. Promote lighting design that provides for public safety and conserves electrical energy.
3. Outline compliance regulations for outdoor lighting fixtures.

The City of San Diego considers Palomar Observatory and Mount Laguna Observatory important dark night sky resources. Palomar Observatory is located at the top of Palomar Mountain (5,500 feet in elevation) in northern San Diego County approximately 30 miles from CCA, and Mount Laguna Observatory is located at an altitude of 6,100 feet on the eastern edge of the Cleveland National Forest approximately 45 miles from CCA. The City Municipal Code states:

Within 30 miles of the Palomar and Mount Laguna observatories, outdoor lighting after 11:00 pm shall be limited to a maximum of 4,050 lumens per fixture or a maximum of 2500 Kelvin CCT.

The City regulations pertaining to maintaining darks skies for the observatories are generally not applicable to the proposed project as the site is located 30 miles or more from either observatory, and lighting is scheduled to be turned off by 9:30 p.m.

ITEM 12

---

This page intentionally left blank.



---

## **5.0 VISUAL QUALITY ANALYSIS**

### **5.1 METHODOLOGY**

The visual impacts of the proposed project are determined by assessing the visual resource change due to the proposed project and predicting viewer response to that change. Visual resource change is the sum of the changes in visual character and the changes in visual quality. Visual resource change can be considered by assessing the compatibility of the proposed project with the visual character of the existing landscape and then comparing the visual quality of the existing visual resources with projected visual quality after proposed project implementation. The analysis considers impacts based on the three CEQA Guidelines thresholds related to visual quality and character (thresholds a-c).

### **5.2 PHOTO SIMULATIONS**

Photorealistic visual simulations were prepared to determine and assess the magnitude of visual impacts. The photorealistic simulations of the proposed project features were developed through the use of a three-dimensional computer model of the proposed project elements. This digital model was then superimposed on select existing site photographs by matching the viewpoint of the terrain model and the photograph, using global positioning system to ensure accuracy.

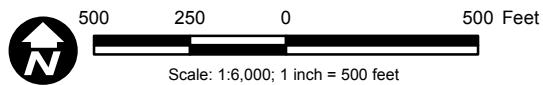
### **5.3 KEY OBSERVATION POINT ANALYSIS**

Three key views were selected for consideration to depict representative views of the proposed project features as seen from within the proposed project viewshed from the perspective of different viewer groups. The Key Observation Points (KOPs) were established to evaluate baseline conditions and potential impacts to visual resources. These KOPs are not meant to be fully comprehensive or all-inclusive of every potential view of the proposed project site and proposed lighting structures, rather they are most typical and demonstrative of substantial visual changes to the local visual environment as may be viewed from residential locations, roadways, and pedestrian facilities. Figure 5 shows the locations of the KOPs and their vantage point in relation to the proposed project site. For the analysis of each KOP, a figure has been prepared with the existing condition photograph from the KOP as well as a photo simulation of that same photograph showing the future visual environment with implementation of the proposed project.





Source: SANDAG 2017



**Figure 5**  
**KOP Locations**



---

### 5.3.1 KOP 1

KOP 1 (Figure 6) is located near the eastern cul-de-sac terminus of Edgewood Bend Court along the pedestrian walkway that parallels the western boundary of CCA. The walkway passes between the CCA parking lots and the residential development.

#### **Orientation**

KOP 1 depicts the view from the pedestrian walkway looking east toward the CCA campus and multi-sport field. The view is looking east and up the embankment to the CCA parking lots and toward the multi-sport field. The view from this location would generally be a short-term view as people park their cars along the street and access the walkway to the residential development.

#### **Existing Visual Character**

As shown in KOP 1, the CCA parking lot that intervenes between the viewpoint and the multi-sport field is elevated above the street and walkway. The elevation change is accommodated by a steep embankment that provides a large swath of green vegetation in the foreground that blocks distant eye-level views. While the vegetation provides a natural element in the view, the visual setting is highly urban with the solar panel parking lot cover structures being very prominent along with the property boundary chain link fence. Also conspicuous in the view are existing light poles associated with street lighting and with parking lot lighting. The dark-colored light poles protrude and contrast against the light sky. While highly visible, the poles are thin and do not have the mass or shape to block or obstruct views.

#### **Visual Character with Proposed Project**

The following provides an analysis of potential impacts to visual character and resources from KOP 1 with the implementation of the proposed project. The photo simulation depicting future daytime aesthetic conditions with implementation of the proposed project KOP 1 is shown in Figure 6.

- a) Would the proposed project have a substantial adverse effect on a scenic vista?

There are no designated scenic vistas within the immediate viewshed of KOP 1. As described under existing conditions, there are no remarkable or unique visual features in the view from KOP 1.

---

As shown in the Figure 6 simulation, three of the four proposed lighting fixtures would be visible from the KOP 1 location. The viewer would see the vertical poles rising into the skyline and the horizontal pole-top luminaire assembly. The proposed lighting poles are visually more substantial than the existing lighting due to the luminaire assembly across the top; however, the three new lighting poles in the view do not create an unexpected or out-of-context appearance. Because poles already intrude into the sky view, the addition of three new poles does not substantially alter the view or create a stark visual change.

- b) Would the proposed project substantially damage scenic resources, including, but not limited to, trees, rock outcroppings, and historic buildings within a state scenic highway?

As described under existing conditions, there are no remarkable or unique scenic resources, such as visually important trees, rock outcroppings, or historic buildings, in the view from KOP 1. The visibility of three new lighting poles, as shown in Figure 6, within the existing urban view that already includes tall vertical elements including light poles would not substantially damage or modify scenic resources of the area.

- c) Would the proposed project substantially degrade the existing visual character or quality of public views of the site and its surroundings? If the project is in an urbanized area, would the project conflict with applicable zoning and other regulations governing scenic quality?

The introduction of four tall light fixtures, three of which would be visible from KOP 1, would not create a substantial contrast with the surrounding urban environment. While the new lighting poles and pole-top luminaire assemblies are larger and visually more substantial, there are already existing tall pole structures associated with street and parking lot lighting. Even with the horizontal luminaire assemblies at the top of the lighting poles, the proposed poles would be thin and would not dominate the view or create a mass that obscures the view. The presence of additional light fixtures protruding into the sky view would not be out of character for the developed and urban setting as viewed from KOP 1 and would not degrade the quality of public views from KOP 1. These types of visual elements are commonly associated with an urban setting and would not be unexpected or in contrast with the developed area. Further, implementation of the proposed project would not conflict with the regulations presented in Section 4.3. Thus, the visual character and quality of the site and surroundings from KOP 1 would not be substantially degraded by the proposed project.

### **5.3.2 KOP 2**

KOP 2 (Figure 7) is located along the eastbound lanes of SR-56 to the south of the multi-sport field.



KOP 1 - Before Project



**Assumptions for KOP**

- Views to the East toward school grounds from sidewalk.
- Foreground view - existing chainlink fence and screening plant material and school parking lot.
- Background view - portion of sports field with proposed lighting fixtures.



KOP 1 - After Project



**Figure 6**  
**KOP 1 – Sidewalk at end of Edgewood Bend Court Cul-de-sac**



KOP 2 - Before Project



**Assumptions for KOP**

- Views to the North toward school grounds from State Route 56.
- Foreground view - four lane freeway and vegetated embankment.
- Background view - portion of sports field with proposed lighting fixtures.



KOP 2 - After Project



**Figure 7**  
**KOP 2 – Vehicular Pull out zone on Eastbound State Route 56**



---

## Orientation

KOP 2 depicts the view of a vehicle occupants traveling along SR-56 as they pass to the south of the CCA campus and the multi-sport field where the proposed lighting fixtures would be installed. This view is representative of what motorists would see when looking north toward the CCA campus. The view from motorists traveling along SR-56 would be short and dynamic as vehicles pass by the immediate area and view the proposed project site in their periphery quickly at a posted speed of 65 miles per hour.

## Existing Visual Character

As shown in the KOP 2 photograph (Figure 7), SR-56 is at a lower elevation than the multi-sport field. From the eastbound lanes on the south side of the highway, the view includes an open median, westbound lanes of traffic, roadway light poles, and a sparsely vegetated hillside leading up to the sports fields. At the top of the hillside, the fencing that surrounds the softball and baseball fields adjacent to the roadway is visible in the middleground view. The poles of the fencing create tall and prominent vertical features within this viewshed. Periodic landscaping trees also rise up into the skyline view. The top of CCA buildings can be seen above the top of the hillside in the distance. The KOP 2 view has a generally urban feel due to the active highway and fencing structures. There are muted earthy hues from the median and hillside vegetation. No forms, lines, or mass appears visually out of character or dominant in the viewshed. No memorable or visually remarkable features are included in this view.

## Visual Character with Proposed Project

The following provides an analysis of potential impacts to visual character and resources from KOP 2 with the implementation of the proposed project. The photo simulation depicting future daytime aesthetic conditions with the implementation of the proposed project KOP 2 is shown in Figure 7.

- a) Would the proposed project have a substantial adverse effect on a scenic vista?

No designated scenic vistas are within the immediate viewshed of KOP 2. As described under existing conditions, there are no remarkable or unique visual features in the view from KOP 2.

As shown in Figure 7, the addition of the lighting fixtures at the multi-sport field as proposed would be visible, but would not be dominant or out of character with the visual environment of



---

KOP 2. From the KOP 2 location, three of the four poles would be visible with the fourth pole obscured by existing vegetation. The proposed lighting fixtures would appear only slightly taller than the existing ballfield fence poles from this KOP. The vertical poles themselves would look very similar to the existing fencing poles. The horizontal pole-top luminaire assembly would appear fairly small and would not create a large or obtrusive element in the sky view. Because of the existing tall vertical poles associated with the fencing in the view, the lighting structures would be unobtrusive and almost unnoticeable as part of the middleground view from KOP 2. Thus, the proposed project would not create a substantial visual contrast or out of place element within the urban aesthetic that would result in an adverse visual effect.

- b) Would the proposed project substantially damage scenic resources, including, but not limited to, trees, rock outcroppings, and historic buildings within a state scenic highway?

As described under existing conditions, there are no remarkable or unique scenic resources, such as visually important trees, rock outcroppings, or historic buildings, in the view from KOP 2. SR-56 is not a designated State Scenic Highway (Caltrans 2018). As shown in Figure 7, the placement of tall lighting fixtures within the existing urban view that already includes tall vertical elements of the ballfield fencing would not substantially damage or modify the visual character of the area.

- c) Would the proposed project substantially degrade the existing visual character or quality of public views of the site and its surroundings? If the project is in an urbanized area, would the project conflict with applicable zoning and other regulations governing scenic quality?

The introduction of four tall light fixtures, three of which would be largely visible in the KOP 2 viewshed, would not create a substantial contrast with the surrounding urban environment. The proposed light fixtures would appear similar to the existing tall pole structures associated with the ballfield fencing and would not dominate or create a mass that obscures the view. The presence of the proposed light fixtures would not be out of character for the developed and urban setting viewed from KOP 2 and would not degrade the quality of public views from KOP 2. Existing vertical elements that protrude into the sky view from this KOP visually intermingle with the proposed lighting fixtures and cause them to blend into the existing view, as shown in Figure 7. Further, implementation of the proposed project would not conflict with the regulations presented in Section 4.3. Thus, the visual character and quality of the site and surroundings from KOP 2 would not be substantially degraded by the proposed project.

### **5.3.3 KOP 3**

KOP 3 (Figure 8) is located along the pedestrian walkway near the intersection of Deer Park Way and Rabbit Ridge Road.



KOP 3 - Before Project



**Assumptions for KOP**

- Views East toward school grounds along Deer Park Way and Rabbit Ridge Road.
- Foreground view - fencing and vegetated embankment.
- Background existing residential development obscuring view to sports field.



KOP 3- After Project



**Figure 8**  
**KOP 3 – Sidewalk at Intersection of Deer Park Way and Rabbit Ridge Road**



This page intentionally left blank.

---

## **Orientation**

KOP 3 generally depicts the view of pedestrians, motorists, and residential developments in the vicinity of Deer Park Way. This view is representative of what viewers would see when looking east toward the CCA campus in the distance. Residents in this area have stationary long-term views from yard space, while pedestrians and motorists pass by this viewshed with short and changing views.

## **Existing Visual Character**

As shown in the KOP 3 photograph (Figure 8), this vantage point is at a higher elevation than the CCA campus and the intervening land and development. The KOP is located at the top of a vegetated slope. This view includes Deer Park Way, street lighting fixtures and signage, and associated retaining wall and fencing in the immediate foreground. Landscaping, including trees and shrubs, can be seen immediately beyond the fencing. Large deciduous trees are prominent in the view. In the middleground, the residential development located between the KOP and the CCA campus is visible along with other developments to the north; however, all of the eye-level views east are through the existing iron fence. The front row of homes, rooftops, and streets can be seen. The CAA campus, including the multi-sport field, is obscured from view from this KOP due to the intervening residential development. The expansive distant views include rolling foothills and lands at varied elevations. While not clearly distinguishable, development on some portions of the distant hillsides is noticeable. The KOP 3 view has a generally urban feel due to the roadway, fencing, and views of development. Intermingled with the development are muted earthy hues from the hillside vegetation and distant hills. No forms, lines, or mass appears visually out of character or dominant in the viewshed. Even with the expansive distant views, no highly memorable or visually remarkable features are included in this view.

## **Visual Character with Proposed Project**

The following provides an analysis of potential impacts to visual character and resources from KOP 3 with the implementation of the proposed project. The photo simulation depicting future daytime aesthetic conditions with implementation of the proposed project KOP 3 is shown in Figure 8.

- 
- a) Would the proposed project have a substantial adverse effect on a scenic vista?

There are no designated scenic vistas within the immediate viewshed of KOP 3. As described under existing conditions, there are no remarkable or unique visual features in the view from KOP 2.

As shown in Figure 8, the addition of the lighting fixtures at the multi-sport field as proposed would not be visible and would result in a visual feature that was dominant or out of character within the visual environment of KOP 3. The mountainous views in the background would not be obscured or interrupted by the placement of the proposed lighting poles. The proposed lighting would not create a substantial visual contrast or out of place element within the urban aesthetic that would result in an adverse visual effect.

- b) Would the proposed project substantially damage scenic resources, including, but not limited to, trees, rock outcroppings, and historic buildings within a state scenic highway?

As described under existing conditions, there are no remarkable or unique scenic resources, such as visually important trees, rock outcroppings, or historic buildings in the view from KOP 3. The mountainous views in the background would not be modified by the proposed project lighting. The placement of four lighting poles within the existing urban view would not damage or modify the visual character of the area or cause damage to scenic resources from the view of KOP 3.

- c) Would the proposed project substantially degrade the existing visual character or quality of the site and its surroundings? If the project is in an urbanized area, would the project conflict with applicable zoning and other regulations governing scenic quality?

The introduction of four tall light fixtures into the KOP 3 viewshed would not create a visually noticeable element of size or mass. There would be no substantial contrast with the surrounding urban environment. Even at 80 to 90 feet in height, the light poles would be thin and would not be visible from KOP 3. Further, implementation of the proposed project would not conflict with the regulations presented in Section 4.3. Thus, the visual character and quality public views of the site and surroundings from KOP 3 would not be substantially degraded by the proposed project.

---

## 6.0 LIGHTING ANALYSIS

### 6.1 METHODOLOGY

The lighting analysis is based on the analysis conducted by Johnson Consultants Engineers Inc., the electrical engineer for the proposed project. The lighting analysis (provided as Appendix A) provides quantification of the illumination produced by the proposed project lighting design. The lighting analysis also provides a glare impact that indicates the maximum candela and an observer would see when facing the brightest light source from any direction. The lighting analysis considers impacts based on the CEQA Guidelines threshold related to nighttime light and glare.

### 6.2 SENSITIVE VIEWERS

#### Residential Areas

Residential neighborhoods are the most sensitive areas that could be adversely affected by light trespass and glare effects associated with new light sources as a result of the proposed project. Residents have high sensitivity as they have long-term exposure to changes in the visual environment from their homes and could be greatly affected by adverse lighting consequences such as increased ambient light during nighttime hours. The nearest residents are approximately 400 feet west of the closest proposed lighting fixtures at the multi-sport field. The views from the lower level of residential homes toward the proposed project area are partially obscured by a vegetated hillside leading up to the CCA parking lot, which is elevated above the residential area and intervenes between the homes and the multi-sport field. Second-story windows of the residential homes abutting the CCA campus can see across the parking lot toward the multi-sport field; however, the field sits at a lower elevation below the parking area and is not visible from the homes. Figure 9 provides photographs of nighttime views in the proposed project vicinity. Photo A in Figure 9 is a nighttime view from the Edgewood Bend Court cul-de-sac (near KOP 1 location) showing the residential homes and their view toward the CCA campus parking lots.

Additional residential areas are located at farther distances from the proposed project with more intervening uses. West of the proposed project site, near the Cathedral Catholic High School area approximately 0.5 mile away, residential homes are at a higher elevation than the proposed project but have intervening distance, development, and landscaping. Photo B in Figure 9 is a nighttime view from Deer Park Way and Rabbit Ridge Road (KOP 3 location) showing the



---

nighttime view from this residential area toward the proposed project site. North/northwest of the proposed project site is the Pacific Highlands Ranch residential development. There is much intervening development between the residential area and the proposed project site, such as the CCA campus, major roadways including Village Center Loop Road and Carmel Valley Road, and the commercial development. Northeast of the proposed project site, beyond the Pacific Highlands Ranch Community Park, are additional residential developments. To the south and southeast, residential homes on the south side of SR-56 may have views toward the proposed project site, but line-of-sight may be obscured by topography dependent on location. The potential sensitivity of these more distant residential locations to new light sources at the proposed project site is reduced due to the substantial development blocking views toward the proposed project site and the many existing light sources located between the areas.

### Motorists

Motorists driving along local roads and SR-56 to the south and northeast are not considered highly sensitive to light pollution. This is because their exposure is short in duration as they pass by the proposed project site relatively quickly and are driving through an area that already has a lit nighttime ambience due to nearby uses with nighttime lighting such as commercial centers, roadway lighting, and other urban light sources. However, motorists are highly sensitive to potential glare impacts as a direct view into the light source resulting in disability or discomfort glare could cause hazardous driving conditions. Photo C in Figure 9 is a nighttime view from SR-56 (near KOP 2 location) looking toward the CCA campus and proposed project site.

### Recreationalists

Recreationalists in the area include bikers using the SR-56 Bike Trail along the southern side of SR-56. As the bike trail is not lit; thus, riders are not anticipated to be on the trail after dark when the proposed lighting would be in use and are not considered potential nighttime viewers. Recreationalists would also be present at the new Pacific Highlands Community Park to the northwest of the CCA campus. However, this park is an active use park and does not involve scenic-related elements such as hiking or scenic viewing areas. The park includes night lighting for evening activities at the park; thus, recreationalists at the park are not considered highly sensitive to an increase in nighttime lighting.



**Figure 9**  
**Existing Nighttime Views at KOPs**

This page intentionally left blank.

---

### Other Nonsensitive Uses

Pacific Trails Middle School is located northeast of the CCA campus. The middle school shares a boundary with Pacific Highlands Ranch Community Park which is equipped for nighttime use. Thus, activities at the school in the evening hours would generally not be affected by a new light source in the area. Both Cathedral Catholic High School and Sycamore Ridge School are approximately 0.5 mile west of CCA but have blocked views toward the proposed project site. Additionally, Cathedral Catholic High School has existing lighting at their outdoor athletic field. Other urban development in the area, such as the commercial center to the north of the CCA campus, is also not considered a sensitive area. The commercial center is well lit at night and shoppers come to the area for a short time and expect a bright urban setting.

### **6.3 ANALYSIS**

The following CEQA Guidelines threshold is the basis for the consideration of impact related to potential lighting effects resulting from the proposed project.

- d) Would the proposed project create a new source of substantial light or glare which would adversely affect day or nighttime views in the area?

### Dark Skies

The proposed project is in an urbanized area, surrounded by land uses such as commercial and residential developments and highways that are active into nighttime hours and have lighting associated with their use. Other nearby athletic and recreation facilities, such as Cathedral Catholic High School and the new Pacific Highlands Ranch Community Park, also have nighttime lighting to facilitate outdoor activities into the evening hours. The existing nighttime ambient brightness from existing lighting sources reduces the local areas' sensitivity to effects of nighttime lighting and sky glow. The proposed project site is also at a distance (30 miles or greater) from either of the local observatories and would not have a substantial effect on dark skies that may affect their quality of operation.

The proposed project would place four light fixtures ranging from 80 to 90 feet in height around the multi-sport field. The light fixtures are proposed at these heights to allow for the individual luminaires to be mounted using LED lights with a strong narrow beam angled downward, specifically focused on the field of play with a sharp cutoff. The design of the luminaire assemblies includes reflectors and shields to further minimize any light from extending in



---

undesired directions, such as upward or offsite. Thus, no substantial illumination would adversely interfere with or modify the existing nighttime ambience.

### Glare

As described in Section 1.2, glare is visual discomfort experienced from high contrast caused by the light source and can be categorized as disability glare that reduces the ability to see or discomfort glare that is an annoyance. Glare impacts typically result from a direct line-of-sight view into the light source. For example, disability glare can result from the bright headlights of an oncoming car when angled into a driver's eye, causing a temporary inability to see the road.

The proposed project would introduce new light sources that have the potential to cause glare onsite or offsite if the luminarie assemblies were directed into viewer's line-of-sight or caused excessive uncontrolled brightness. Offsite viewers of concern include the surrounding residential neighborhoods where glare could enter windows (particularly bedroom windows) and disrupt sleep or nighttime ambience and motorists on local streets and SR-56 where glare could cause dangerous driving conditions by impairing drivers' ability to see.

The lighting control technology and lighting design proposed for installation at the multi-sport field would minimize the potential for glare impacts. The height of the light fixtures at 80 to 90 feet would allow the luminarie assemblies to be aimed downward at a sharp angle to focus the beam of light at the areas of desired illumination; thus, the light would be focused down toward the multi-sport field, not outward or toward offsite areas. This sharp downward angle would minimize the possibility for the light to shine directly into an offsite viewer's line-of-sight (or through a residential window) and cause glare impacts. Additionally, the lighting technology would include reflectors and shields that further direct the light downward and block upward light or offsite light. The proposed use of LED light technology would allow for intense light specifically focused on the multi-sport field and would not require or cause a broad floodlight type of effect to provide the proper illumination for the various areas of desired light. The sharp downward angle of the light beams, as well as specifically designed reflectors and shields, would minimize potential for glare impacts to offsite residences or motorists. While offsite viewers may be able to see areas of illumination from the proposed lighting, the new light sources would not be aimed toward offsite viewers or have arrant bright light beams that could cause substantial disability or discomfort glare.

---

Figure 10 shows the glare impact analysis summary based on the proposed lighting design and technology to be used in the proposed project. The colored image in the figure represents the maximum candela an observer would see when facing the brightest light source from any direction. As shown in the figure, areas of potential high glare (dark red color) and significant glare (red and dark orange colors) are generally centered tightly around the multi-sport field. This is consistent with the recommendation that high glare should only occur on or very near the lit area. Significant glare is equivalent to high beam headlights of a car. The green colors show the farthest extent of areas with potential for minimal to no glare (equivalent to a 100-watt light bulb). Figure 10 shows that all areas with the possibility for glare as a result of the proposed lighting are located entirely within the CCA campus and do not extend to offsite locations. The potential for significant glare ends prior to reaching the western parking lot area located between the multi-sport field and the nearest residential homes to the west. The multi-sport field is located at a lower elevation compared to the western parking lot, and therefore the potential impacts to glare are further contained to the multi-sport field area. The existing lighting in the western parking lot would further reduce potential impacts of glare on the western side of the multi-sport field. Thus, there is no significant potential for glare to adversely affect the nearest residential area. Additionally, as shown in Figure 10, the potential for significant glare does not extend to SR-56 or other offsite roadways. SR-56 is located at a lower elevation of the multi-sport field, and the berm on the northern side of the road shields most of the area from the view of the motorists. Therefore, no significant potential would occur for glare to adversely affect motorists.

### Light Trespass

Implementation of the proposed project would install four new light sources around the multi-sport field. As discussed under dark skies and glare, the lighting system technology has been designed to minimize light pollution, including light trespass.

The proposed lighting, as described in Section 3.1, would be used to illuminate the field, track, walkways, and egress areas of the multi-sport field for games, practices, and events that occur during non-daylight hours. The project design feature listed in Section 3.1 requires enforcement of a "Lights Off" policy at the multi-sport field by 9:30 p.m. Additionally, in many cases, the lights would be turned off earlier, generally 2.5 hours after the sporting event start time. Based on the typical timing of events at the multi-sport field as outlined in Section 3.2, it is anticipated that lights would be on during normal weekday evenings from approximately sunset to 8:30 p.m. at the latest with some evening activities ending earlier. During transition seasons and playoffs, lights may be on until 9:30 p.m. Lights would generally not be used on weekends, with the exception of special playoff type events anticipated a maximum of two or three weekends a year

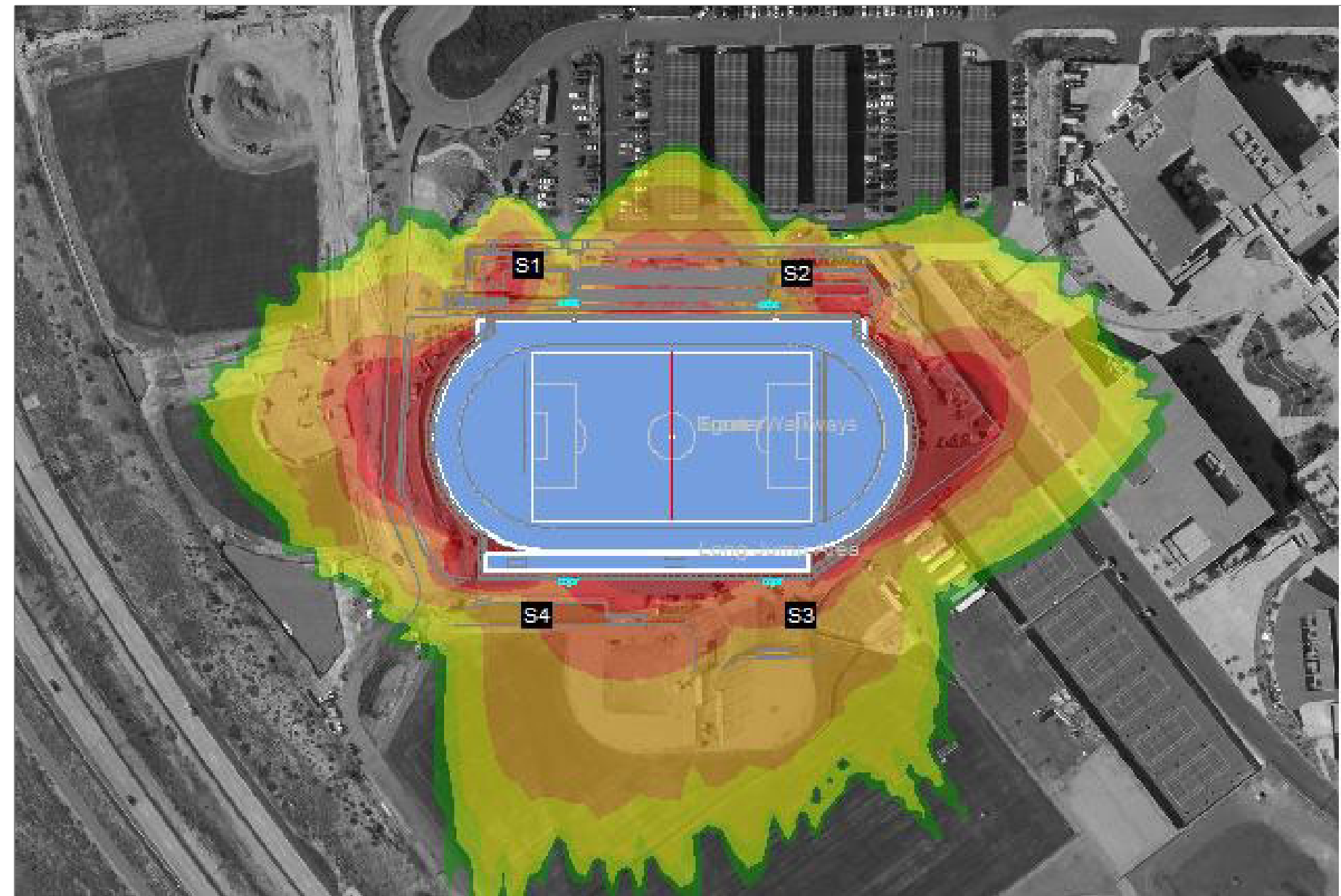


---

per sport. Light use during summertime would also be limited when school is out of session and any special activity would adhere to the 9:30 p.m. shutoff policy. These limited hours would help to minimize the potential amount of time that light trespass could occur, especially minimizing the lighting use time during normal sleeping hours in the nearest residential homes.

Figure 11 shows the calculated maintained maximum vertical fc that would result from the proposed lighting system. Vertical fc depict the projected levels of spill light extending on the vertical plane from the perimeter of the purposely lit area. On the playing field, there is a maximum of 98.9 fc; however, the illumination drops off quickly at the perimeters of the multi-sport field where the lighting is specifically directed. To the west, in the direction of the nearest residential housing, the amount of vertical illumination drops to 0.0 fc across the majority of the parking lot located between the lighting locations and the residential homes. Similarly, the vertical fc are reduced to 0.0 fc at the CCA buildings to the north, the tennis courts and ballfields to the east, and within the CCA boundaries to the south. Thus, areas beyond the CCA campus, including residential areas, SR-56, and other local roadways, would not be exposed to vertical light over 0.0 fc, or essentially any light spill or trespass with an imperceptible contribution to the ambient night lighting of the area. This is less than the lowest threshold limitation guidance of 0.8 fc outlined in Table 4.1 for pre-curfew (prior to 11 p.m.) hours.

The maintained horizontal fc that would result from the proposed lighting system are shown in Figure 12. Horizontal fc depict the calculated levels of spill light that would be created by the proposed project extending beyond the horizontal plane of the purposefully lit areas. Similar to the analysis of the vertical fc, the projected levels of illuminance on the horizontal plane from the light sources diminishes quickly beyond the focused areas of light. As shown in in Figure 12, illuminance is less than 0.0 fc across the parking lot to the west of the multi-sport field between the residential homes to the west. Horizontal fc are also calculated to have dropped to 0.0 fc at the CCA campus buildings to the north, tennis courts, eastern ballfields, and southern property boundary. Thus, areas beyond the CCA campus, including residential areas, SR-56, and other local roadways, would not be exposed to horizontal light over 0.0 fc, or essentially any light spill or trespass with an imperceptible contribution to the ambient night lighting of the area. This is less than the lowest threshold limitation guidance of 0.8 fc outlined in Table 4.1 for pre-curfew (prior to 11 p.m.) hours.



## Canyon Crest Academy

San Diego, CA

### GLARE IMPACT

#### Summary

Map indicates the maximum candela an observer would see when facing the brightest light source from any direction.

A well-designed lighting system controls light to provide maximum useful on-field illumination with minimal destructive off-site glare.

### GLARE

#### Candela Levels

**High Glare: 150,000 or more candela**

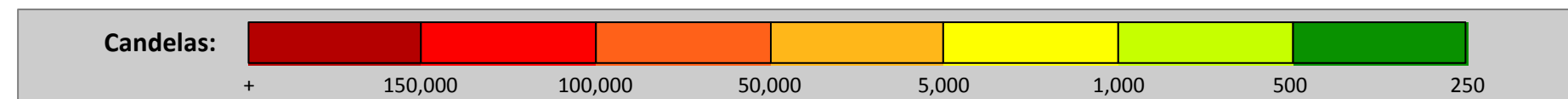
Should only occur on or very near the lit area where the light source is in direct view. Care must be taken to minimize high glare zones.

**Significant Glare: 25,000 to 75,000 candela**

Equivalent to high beam headlights of a car.

**Minimal to No Glare: 500 or less candela**

Equivalent to 100W incandescent light bulb.



ENGINEERED DESIGN By: Daniel Lohman • File #1459151 • 13-Nov-18

Source: MUSCO Lighting 2018



Not to be reproduced in whole or part without the written consent of Musco Sports Lighting, LLC. ©1981, 2018 Musco Sports Lighting, LLC.

Figure 10  
Glare Impact



# Canyon Crest Academy

San Diego, CA

GRID SUMMARY	
Name:	Blanket Grid
Spacing:	30.0' x 30.0'
Height:	3.0' above grade

ILLUMINATION SUMMARY	
MAINTAINED MAX VERTICAL FOOTCANDLES	
Entire Grid	
Scan Average:	9.8
Maximum:	98.9
Minimum:	0.0
Avg / Min:	-
Max / Min:	-
UG (adjacent pts):	2228.95
CU:	0.94
No. of Points:	1340

LUMINAIRE INFORMATION	
Color / CRI:	5700K - 75 CRI
Luminaire Output:	46,500 / 121,000 / 52,000 lumens
No. of Luminaires:	78
Total Load:	79.1 kW

Lumen Maintenance			
Luminaire Type	L90 hrs	L80 hrs	L70 hrs
TLC-LED-400	>81,000	>81,000	>81,000
TLC-LED-1150	>81,000	>81,000	>81,000
TLC-BT-575	>81,000	>81,000	>81,000

Reported per TM-21-11. See luminaire datasheet for details.

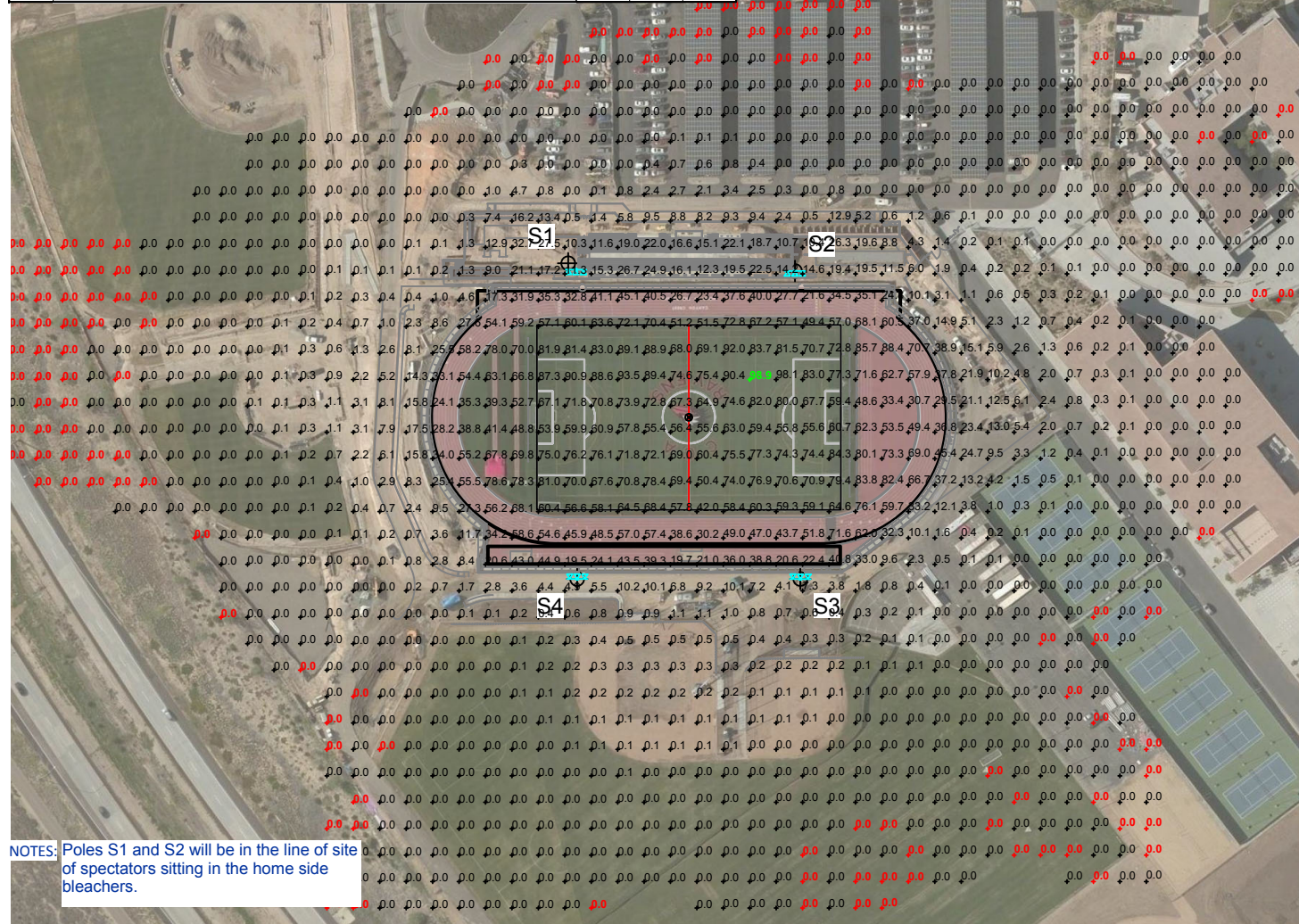
**Guaranteed Performance:** The ILLUMINATION described above is guaranteed per your Musco Warranty document and includes a 0.95 dirt depreciation factor.

**Field Measurements:** Individual field measurements may vary from computer-calculated predictions and should be taken in accordance with IESNA RP-6-15.

**Electrical System Requirements:** Refer to Amperage Draw Chart and/or the "Musco Control System Summary" for electrical sizing.

**Installation Requirements:** Results assume ± 3% nominal voltage at line side of the driver and structures located within 3 feet (1m) of design locations.

EQUIPMENT LIST FOR AREAS SHOWN								
Pole				Luminaires				
QTY	LOCATION	SIZE	GRADE ELEVATION	MOUNTING HEIGHT	LUMINAIRE TYPE	QTY / POLE	THIS GRID	OTHER GRIDS
1	S1	80'	8'	63'	TLC-LED-400	2	2	0
				58'	TLC-LED-400	2	2	0
				18'	TLC-BT-575	2	2	0
				88'	TLC-LED-1150	15	15	0
1	S2	90'	-	65'	TLC-LED-400	2	2	0
				60'	TLC-LED-400	2	2	0
				15'	TLC-BT-575	2	2	0
				90'	TLC-LED-1150	15	15	0
2	S3-S4	90'	-	60'	TLC-LED-1150	2	2	0
				15'	TLC-BT-575	2	2	0
				90'	TLC-LED-1150	14	14	0
4	TOTALS					78	78	0



Pole location(s) ⊕ dimensions are relative to 0,0 reference point(s) ⊗



Not to be reproduced in whole or part without the written consent of Musco Sports Lighting, LLC. ©1981, 2018 Musco Sports Lighting, LLC.

ENGINEERED DESIGN By: Daniel Lohman • File #1459151 • 13-Nov-18

Source: MUSCO Lighting 2018



Figure 11  
Vertical Illumination Summary



# Canyon Crest Academy

San Diego, CA

GRID SUMMARY	
Name:	Blanket Grid
Spacing:	30.0' x 30.0'
Height:	3.0' above grade

ILLUMINATION SUMMARY			
MAINTAINED HORIZONTAL FOOTCANDLES			
Entire Grid			
Scan Average:	6.5		
Maximum:	63.4		
Minimum:	0.0		
Avg / Min:	-		
Max / Min:	-		
UG (adjacent pts):	3079.90		
CU:	0.94		
No. of Points:	1340		
LUMINAIRE INFORMATION			
Color / CRI:	5700K - 75 CRI		
Luminaire Output:	46,500 / 121,000 / 52,000 lumens		
No. of Luminaires:	78		
Total Load:	79.1 kW		
Lumen Maintenance			
Luminaire Type	L90 hrs	L80 hrs	L70 hrs
TLC-LED-400	>81,000	>81,000	>81,000
TLC-LED-1150	>81,000	>81,000	>81,000
TLC-BT-575	>81,000	>81,000	>81,000
Reported per TM-21-11. See luminaire datasheet for details.			

**Guaranteed Performance:** The ILLUMINATION described above is guaranteed per your Musco Warranty document and includes a 0.95 dirt depreciation factor.

**Field Measurements:** Individual field measurements may vary from computer-calculated predictions and should be taken in accordance with IESNA RP-6-15.

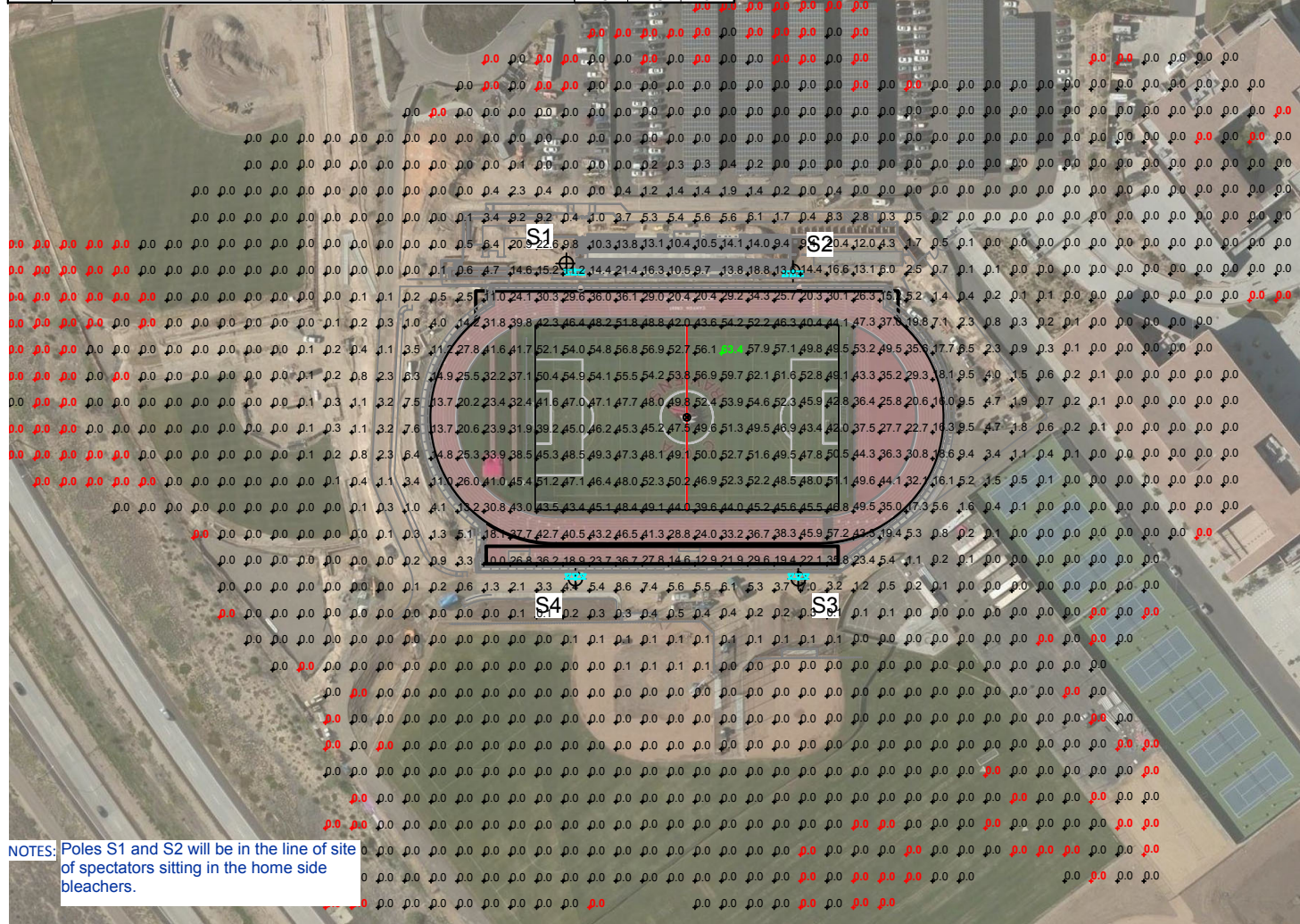
**Electrical System Requirements:** Refer to Amperage Draw Chart and/or the "Musco Control System Summary" for electrical sizing.

**Installation Requirements:** Results assume ± 3% nominal voltage at line side of the driver and structures located within 3 feet (1m) of design locations.



Not to be reproduced in whole or part without the written consent of Musco Sports Lighting, LLC. ©1981, 2018 Musco Sports Lighting, LLC.

EQUIPMENT LIST FOR AREAS SHOWN								
QTY	Pole			MOUNTING HEIGHT	Luminaires			
	LOCATION	SIZE	GRADE ELEVATION		LUMINAIRE TYPE	QTY / POLE	THIS GRID	OTHER GRIDS
1	S1	80'	8'	63'	TLC-LED-400	2	2	0
				58'	TLC-LED-400	2	2	0
				18'	TLC-BT-575	2	2	0
				88'	TLC-LED-1150	15	15	0
1	S2	90'	-	65'	TLC-LED-400	2	2	0
				60'	TLC-LED-400	2	2	0
				15'	TLC-BT-575	2	2	0
				90'	TLC-LED-1150	15	15	0
2	S3-S4	90'	-	60'	TLC-LED-1150	2	2	0
				15'	TLC-BT-575	2	2	0
				90'	TLC-LED-1150	14	14	0
4	TOTALS				78	78	0	



Pole location(s) ⊕ dimensions are relative to 0,0 reference point(s) ⊗

ENGINEERED DESIGN By: Daniel Lohman • File #1459151 • 13-Nov-18

Source: MUSCO Lighting 2018



Figure 12  
Horizontal Illumination Summary

This page intentionally left blank.

---

## 7.0 CONCLUSIONS

Implementation of the proposed project would result in the installation of four new light poles and luminaire assemblies at the pole tops to illuminate the CCA multi-sport field and associated areas. These proposed lighting fixtures would create four new 80- to 90-foot-tall vertical features in the local aesthetic setting and create a new source of light within the existing ambient environment. The visual environment of the proposed project site and vicinity is urbanized with a variety of development, including night lighting at various nearby locations, which increases the ambient brightness of the area.

As discussed in the analysis provided in Section 5.3, the simulations prepared for each of the three KOPs show that the addition of the tall light poles and the horizontal pole-top luminaire assembly rising in to the skyline would be visually more substantial than the existing lighting structures. However, the proposed lighting would not create an unexpected or out-of-context appearance. Because there are already poles protruding into the sky view, the addition of new poles would not substantially alter the view or create a stark visual change. The proposed project would not result in a substantial adverse effect on the visual environment or aesthetic quality of the community.

The proposed lighting system has been specifically designed to minimize impacts associated with light pollution, including sky glow, glare, and light trespass. The proposed lighting would have a required shutoff time of 9:30 p.m. The lighting analysis calculated illumination levels at nearby sensitive receptors (existing residential homes west of the multi-sport field and motorists along SR-56) would be at 0.0 fc. This is below the guideline of 0.8 fc (both horizontal and vertical) during pre-curfew hours. This indicates that areas beyond the CCA campus would not be exposed to illumination over 0.0 fc, or essentially any light spill or trespass, and there would be an imperceptible contribution to the ambient night lighting of the area.

The proposed lighting would not result in any substantial adverse lighting impacts and all appropriate light pollution minimization design measures and technology have been included in the lighting plan; thus, no mitigation is proposed.



ITEM 12

---

This page intentionally left blank.

---

## 8.0 REFERENCES

- Caltrans. 2018. Scenic Highways. Available at <http://www.dot.ca.gov/design/lap/livability/scenic-highways/>. Accessed December 27, 2018.
- City of San Diego. 2000. Municipal Code; Chapter 14, Article 2, Division 7, Section 142.0740.
- Electric Power Research Institute (EPRI). 2000. Light Trespass Research TR-114914, Final Report. April. Available at <https://www.epri.com/#/pages/product/TR-114914/?lang=en-US>. Accessed December 27, 2018.
- Institution of Lighting Professionals (ILP). 2011. Guidance for the Reduction of Obstructive Light GN01. Available at <http://www.wiltshire.gov.uk/guidance-notes-for-the-reduction-of-obtrusive-light.pdf>. Accessed December 27, 2018.
- Musco Sports Lighting, LLC (Musco). 2018a. Musco Lighting Total Light Control webpage. Available at <http://www.musco.com/total-light-control/>. Accessed December 31, 2018.
- Musco Sports Lighting, LLC (Musco). 2018b. Canyon Crest Academy Illumination Summary. November 13, 2018.

ITEM 12

---

This page intentionally left blank.

**APPENDIX A**

**LIGHTING ANALYSIS FOR  
CANYON CREST ACADEMY**

# Canyon Crest Academy

San Diego, CA

NOTES: Poles S1 and S2 will be in the line of site of spectators sitting in the home side bleachers. **ITEM 12**

## Lighting System

Pole / Fixture Summary						
Pole ID	Pole Height	Mtg Height	Fixture Qty	Luminaire Type	Load	Circuit
S1	80'	10'	2	TLC-BT-575	1.15 kW	A
		80'	15	TLC-LED-1150	17.25 kW	A
		55'	2	TLC-LED-400	0.80 kW	B
S2	90'	50'	2	TLC-LED-400	0.80 kW	B
		15'	2	TLC-BT-575	1.15 kW	A
		90'	15	TLC-LED-1150	17.25 kW	A
S3-S4	90'	65'	2	TLC-LED-400	0.80 kW	B
		60'	2	TLC-LED-400	0.80 kW	B
		15'	2	TLC-BT-575	1.15 kW	A
4		90'	14	TLC-LED-1150	16.10 kW	A
		60'	2	TLC-LED-1150	2.30 kW	C
			<b>78</b>		<b>79.10 kW</b>	

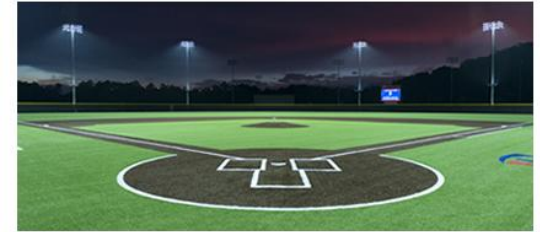
Circuit Summary			
Circuit	Description	Load	Fixture Qty
A	Soccer	71.3 kW	66
B	Egress/Walkways	3.2 kW	8
C	Long Jump Area/Egress	4.6 kW	4

Fixture Type Summary							
Type	Source	Wattage	Lumens	L90	L80	L70	Quantity
TLC-LED-400	LED 5700K - 75 CRI	400W	46,500	>81,000	>81,000	>81,000	8
TLC-LED-1150	LED 5700K - 75 CRI	1150W	121,000	>81,000	>81,000	>81,000	62

## Light Level Summary

Calculation Grid Summary								
Grid Name	Calculation Metric	Illumination					Circuits	Fixture Qty
		Ave	Min	Max	Max/Min	Ave/Min		
Away Egress	Horizontal	15.3	1.10	31.9	29.61	13.91	C	4
Blanket Grid	Horizontal	6.50	0	63.4	0.00		A,B,C	78
Blanket Grid	Max Candela (by Fixture)	89685	0	751205	0.00		A,B,C	78
Blanket Grid	Max Vert Illuminance (by Light Bank)	9.80	0	98.9	0.00		A,B,C	78
Bleacher Egress	Horizontal Illuminance	11.3	1.50	20.9	14.17	7.53	B	8
Egress Blanket Grid	Horizontal	2.70	0	28	0.00		B,C	12
Egress/Walkways	Horizontal Illuminance	0	0	0	0.00		A	66
Long Jump Area	Horizontal Illuminance	30.4	13.7	52.6	3.83	2.22	A,C	70
Soccer	Horizontal Illuminance	50.2	41.1	62.8	1.53	1.22	A	66
Track D-Zones	Horizontal	35.9	20.2	53.6	2.66	1.78	A	66
Track	Horizontal Illuminance	31.1	16.5	45.4	2.76	1.88	A	66
Walkway 1	Horizontal	11.8	1.60	26.1	16.16	7.38	B	8
Walkway 2	Horizontal	10.4	2.50	21.8	8.83	4.16	B	8

## From Hometown to Professional



**We Make It Happen.**

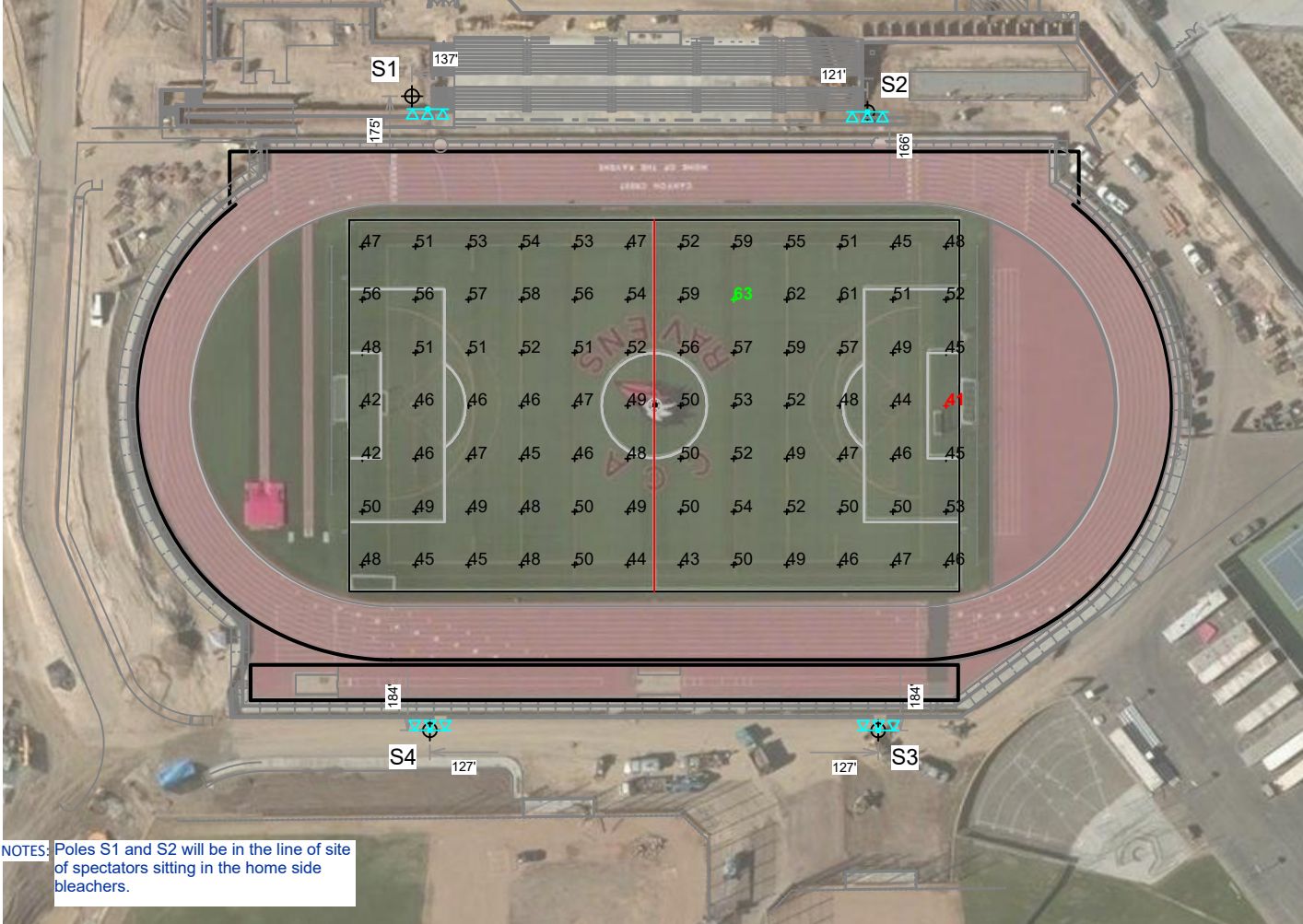
Not to be reproduced in whole or part without the written consent of Musco Sports Lighting, LLC. ©1981, 2018 Musco Sports Lighting, LLC.

**Canyon Crest Academy** ITEM 12  
San Diego, CA

EQUIPMENT LIST FOR AREAS SHOWN								
Pole				Luminaires				
QTY	LOCATION	SIZE	GRADE ELEVATION	MOUNTING HEIGHT	LUMINAIRE TYPE	QTY / POLE	THIS GRID	OTHER GRIDS
1	S1	80'	8'	63'	TLC-LED-400	2	0	2
				58'	TLC-LED-400	2	0	2
				18'	TLC-BT-575	2	2	0
				88'	TLC-LED-1150	15	15	0
1	S2	90'	-	65'	TLC-LED-400	2	0	2
				60'	TLC-LED-400	2	0	2
				15'	TLC-BT-575	2	2	0
				90'	TLC-LED-1150	15	15	0
2	S3-S4	90'	-	60'	TLC-LED-1150	2	0	2
				15'	TLC-BT-575	2	2	0
				90'	TLC-LED-1150	14	14	0
4	TOTALS					78	66	12

GRID SUMMARY	
Name:	Soccer
Size:	345' x 210'
Spacing:	30.0' x 30.0'
Height:	3.0' above grade

ILLUMINATION SUMMARY			
MAINTAINED HORIZONTAL FOOTCANDLES			
Entire Grid			
Guaranteed Average:	50		
Scan Average:	50.2		
Maximum:	62.8		
Minimum:	41.1		
Avg / Min:	1.22		
Guaranteed Max / Min:	2		
Max / Min:	1.53		
UG (adjacent pts):	1.20		
CU:	0.51		
No. of Points:	84		
LUMINAIRE INFORMATION			
Color / CRI:	5700K - 75 CRI		
Luminaire Output:	121,000 / 52,000 lumens		
No. of Luminaires:	66		
Total Load:	71.3 kW		
Lumen Maintenance			
Luminaire Type	L90 hrs	L80 hrs	L70 hrs
TLC-LED-1150	>81,000	>81,000	>81,000
TLC-BT-575	>81,000	>81,000	>81,000
Reported per TM-21-11. See luminaire datasheet for details.			



NOTES: Poles S1 and S2 will be in the line of site of spectators sitting in the home side bleachers.

**Guaranteed Performance:** The ILLUMINATION described above is guaranteed per your Musco Warranty document and includes a 0.95 dirt depreciation factor.

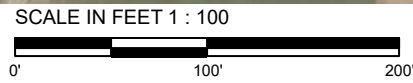
**Field Measurements:** Individual field measurements may vary from computer-calculated predictions and should be taken in accordance with IESNA RP-6-15.

**Electrical System Requirements:** Refer to Amperage Draw Chart and/or the "Musco Control System Summary" for electrical sizing.

**Installation Requirements:** Results assume ± 3% nominal voltage at line side of the driver and structures located within 3 feet (1m) of design locations.



Not to be reproduced in whole or part without the written consent of Musco Sports Lighting, LLC. ©1981, 2018 Musco Sports Lighting, LLC.



Pole location(s) ⊕ dimensions are relative to 0,0 reference point(s) ⊗

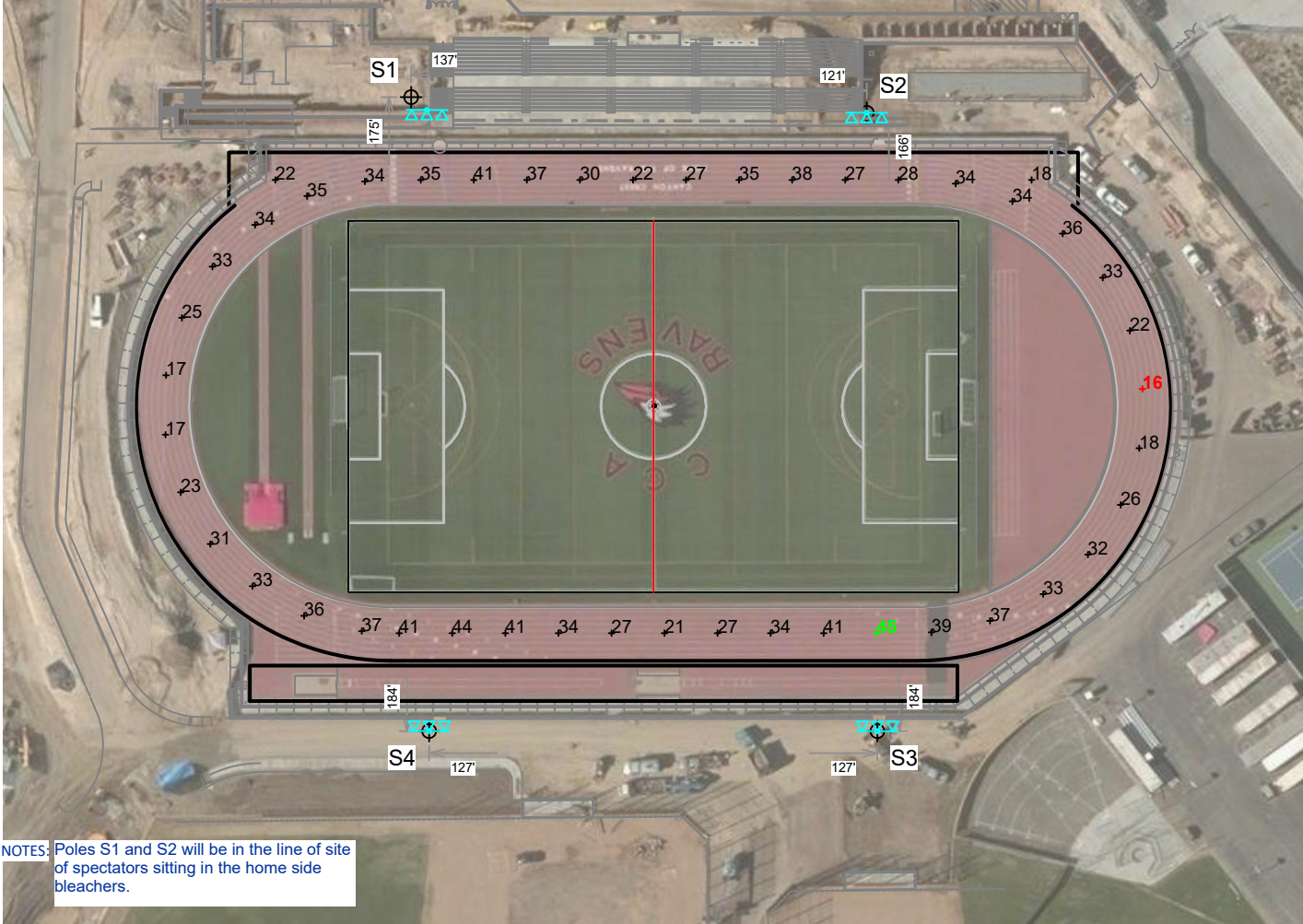


**Canyon Crest Academy** ITEM 12  
San Diego, CA

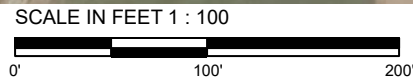
EQUIPMENT LIST FOR AREAS SHOWN								
Pole				Luminaires				
QTY	LOCATION	SIZE	GRADE ELEVATION	MOUNTING HEIGHT	LUMINAIRE TYPE	QTY / POLE	THIS GRID	OTHER GRIDS
1	S1	80'	8'	63'	TLC-LED-400	2	0	2
				58'	TLC-LED-400	2	0	2
				18'	TLC-BT-575	2	2	0
				88'	TLC-LED-1150	15	15	0
1	S2	90'	-	65'	TLC-LED-400	2	0	2
				60'	TLC-LED-400	2	0	2
				15'	TLC-BT-575	2	2	0
				90'	TLC-LED-1150	15	15	0
2	S3-S4	90'	-	60'	TLC-LED-1150	2	0	2
				15'	TLC-BT-575	2	2	0
				90'	TLC-LED-1150	14	14	0
4	TOTALS					78	66	12

GRID SUMMARY	
Name:	Track
Size:	Irregular
Spacing:	30.0' x 30.0'
Height:	3.0' above grade

ILLUMINATION SUMMARY			
MAINTAINED HORIZONTAL FOOTCANDLES			
Entire Grid			
Scan Average:	31.1		
Maximum:	45.4		
Minimum:	16.5		
Avg / Min:	1.89		
Max / Min:	2.76		
UG (adjacent pts):	0.00		
CU:	0.17		
No. of Points:	46		
LUMINAIRE INFORMATION			
Color / CRI:	5700K - 75 CRI		
Luminaire Output:	121,000 / 52,000 lumens		
No. of Luminaires:	66		
Total Load:	71.3 kW		
Lumen Maintenance			
Luminaire Type	L90 hrs	L80 hrs	L70 hrs
TLC-LED-1150	>81,000	>81,000	>81,000
TLC-BT-575	>81,000	>81,000	>81,000
Reported per TM-21-11. See luminaire datasheet for details.			



NOTES: Poles S1 and S2 will be in the line of site of spectators sitting in the home side bleachers.



Pole location(s) ⊕ dimensions are relative to 0,0 reference point(s) ⊗

**Guaranteed Performance:** The ILLUMINATION described above is guaranteed per your Musco Warranty document and includes a 0.95 dirt depreciation factor.

**Field Measurements:** Individual field measurements may vary from computer-calculated predictions and should be taken in accordance with IESNA RP-6-15.

**Electrical System Requirements:** Refer to Amperage Draw Chart and/or the "Musco Control System Summary" for electrical sizing.

**Installation Requirements:** Results assume ± 3% nominal voltage at line side of the driver and structures located within 3 feet (1m) of design locations.



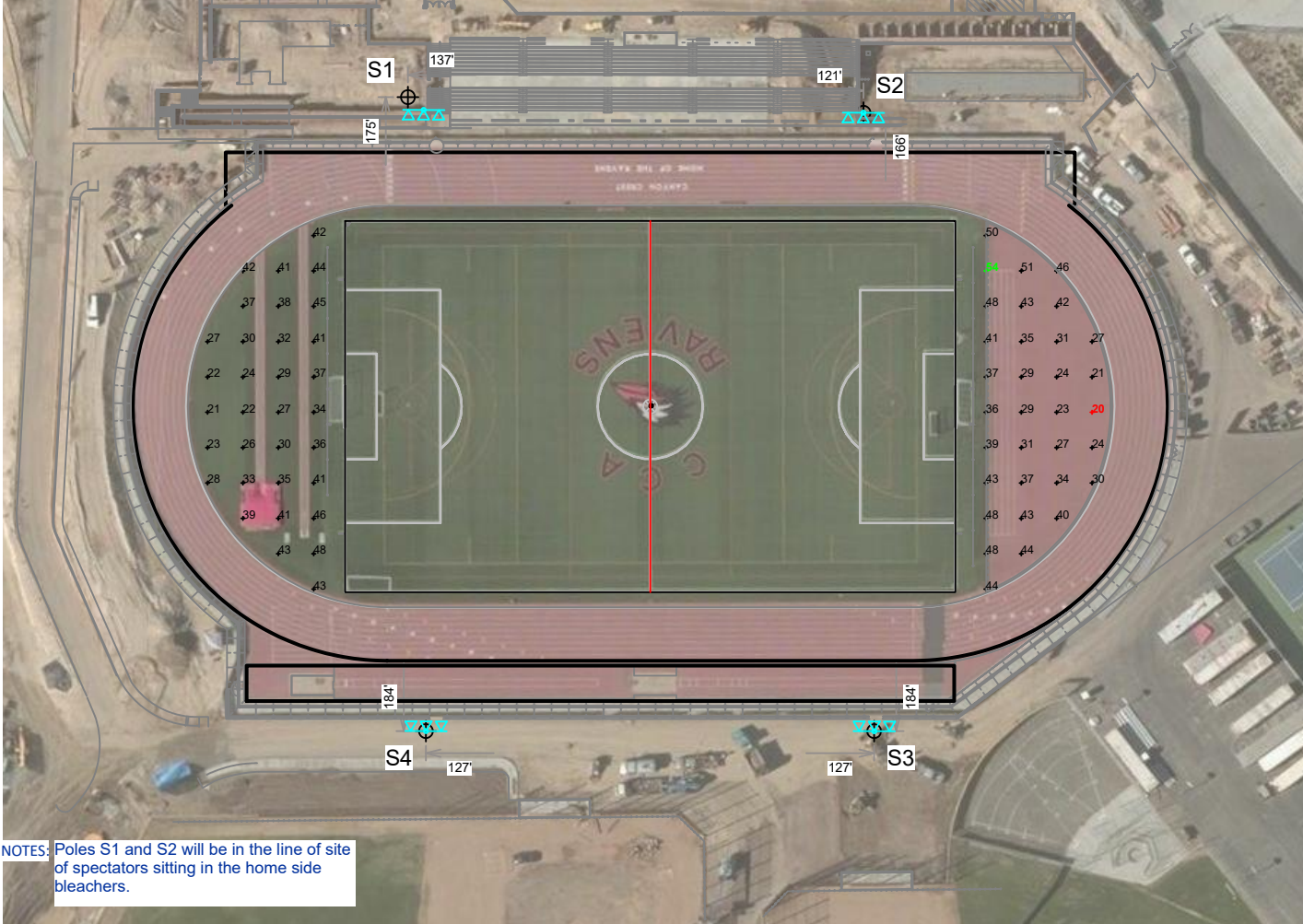
Not to be reproduced in whole or part without the written consent of Musco Sports Lighting, LLC. ©1981, 2018 Musco Sports Lighting, LLC.

**Canyon Crest Academy** ITEM 12  
San Diego, CA

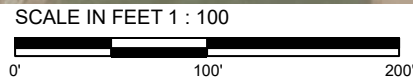
EQUIPMENT LIST FOR AREAS SHOWN								
Pole				Luminaires				
QTY	LOCATION	SIZE	GRADE ELEVATION	MOUNTING HEIGHT	LUMINAIRE TYPE	QTY / POLE	THIS GRID	OTHER GRIDS
1	S1	80'	8'	63'	TLC-LED-400	2	0	2
				58'	TLC-LED-400	2	0	2
				18'	TLC-BT-575	2	2	0
				88'	TLC-LED-1150	15	15	0
1	S2	90'	-	65'	TLC-LED-400	2	0	2
				60'	TLC-LED-400	2	0	2
				15'	TLC-BT-575	2	2	0
				90'	TLC-LED-1150	15	15	0
2	S3-S4	90'	-	60'	TLC-LED-1150	2	0	2
				15'	TLC-BT-575	2	2	0
				90'	TLC-LED-1150	14	14	0
4	TOTALS					78	66	12

GRID SUMMARY	
Name:	Track D-Zones
Size:	Irregular
Spacing:	20.0' x 20.0'
Height:	3.0' above grade

ILLUMINATION SUMMARY			
INITIAL HORIZONTAL FOOTCANDLES			
Entire Grid			
Scan Average:	35.9		
Maximum:	53.6		
Minimum:	20.2		
Avg / Min:	1.78		
Max / Min:	2.66		
UG (adjacent pts):	1.35		
CU:	0.13		
No. of Points:	66		
LUMINAIRE INFORMATION			
Color / CRI:	5700K - 75 CRI		
Luminaire Output:	121,000 / 52,000 lumens		
No. of Luminaires:	66		
Total Load:	71.3 kW		
Lumen Maintenance			
Luminaire Type	L90 hrs	L80 hrs	L70 hrs
TLC-LED-1150	>81,000	>81,000	>81,000
TLC-BT-575	>81,000	>81,000	>81,000
Reported per TM-21-11. See luminaire datasheet for details.			



NOTES: Poles S1 and S2 will be in the line of site of spectators sitting in the home side bleachers.



Pole location(s) ⊕ dimensions are relative to 0,0 reference point(s) ⊗

**Guaranteed Performance:** The ILLUMINATION described above is guaranteed per your Musco Warranty document and includes a 0.95 dirt depreciation factor.

**Field Measurements:** Individual field measurements may vary from computer-calculated predictions and should be taken in accordance with IESNA RP-6-15.

**Electrical System Requirements:** Refer to Amperage Draw Chart and/or the "Musco Control System Summary" for electrical sizing.

**Installation Requirements:** Results assume ± 3% nominal voltage at line side of the driver and structures located within 3 feet (1m) of design locations.



Not to be reproduced in whole or part without the written consent of Musco Sports Lighting, LLC. ©1981, 2018 Musco Sports Lighting, LLC.

**ILLUMINATION SUMMARY**



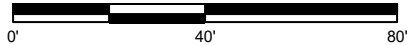
**Canyon Crest Academy** ITEM 12  
San Diego, CA

EQUIPMENT LIST FOR AREAS SHOWN								
Pole				Luminaires				
QTY	LOCATION	SIZE	GRADE ELEVATION	MOUNTING HEIGHT	LUMINAIRE TYPE	QTY / POLE	THIS GRID	OTHER GRIDS
1	S1	80'	8'	63'	TLC-LED-400	2	2	0
				58'	TLC-LED-400	2	2	0
				18'	TLC-BT-575	2	0	2
				88'	TLC-LED-1150	15	0	15
1	S2	90'	-	65'	TLC-LED-400	2	2	0
				60'	TLC-LED-400	2	2	0
				15'	TLC-BT-575	2	0	2
				90'	TLC-LED-1150	15	0	15
2	TOTALS					42	8	34



NOTES: Poles S1 and S2 will be in the line of site of spectators sitting in the home side bleachers.

SCALE IN FEET 1 : 40



Pole location(s) ⊕ dimensions are relative to 0,0 reference point(s) ⊗

GRID SUMMARY	
Name:	Bleacher Egress
Size:	1' x 1'
Spacing:	10.0' x 10.0'
Height:	4.9' above grade

ILLUMINATION SUMMARY			
MAINTAINED HORIZONTAL FOOTCANDLES			
Entire Grid			
Scan Average:	11.3		
Maximum:	20.9		
Minimum:	1.5		
Avg / Min:	7.66		
Max / Min:	14.17		
UG (adjacent pts):	0.00		
CU:	0.33		
No. of Points:	114		
LUMINAIRE INFORMATION			
Color / CRI:	5700K - 75 CRI		
Luminaire Output:	46,500 lumens		
No. of Luminaires:	8		
Total Load:	3.2 kW		
Lumen Maintenance			
Luminaire Type	L90 hrs	L80 hrs	L70 hrs
TLC-LED-400	>81,000	>81,000	>81,000
Reported per TM-21-11. See luminaire datasheet for details.			

**Guaranteed Performance:** The ILLUMINATION described above is guaranteed per your Musco Warranty document and includes a 0.95 dirt depreciation factor.

**Field Measurements:** Individual field measurements may vary from computer-calculated predictions and should be taken in accordance with IESNA RP-6-15.

**Electrical System Requirements:** Refer to Amperage Draw Chart and/or the "Musco Control System Summary" for electrical sizing.

**Installation Requirements:** Results assume ± 3% nominal voltage at line side of the driver and structures located within 3 feet (1m) of design locations.



**We Make It Happen.**

Not to be reproduced in whole or part without the written consent of Musco Sports Lighting, LLC. ©1981, 2018 Musco Sports Lighting, LLC.

**ILLUMINATION SUMMARY**

**Canyon Crest Academy** ITEM 12  
San Diego, CA

EQUIPMENT LIST FOR AREAS SHOWN								
Pole				Luminaires				
QTY	LOCATION	SIZE	GRADE ELEVATION	MOUNTING HEIGHT	LUMINAIRE TYPE	QTY / POLE	THIS GRID	OTHER GRIDS
1	S1	80'	8'	63'	TLC-LED-400	2	2	0
				58'	TLC-LED-400	2	2	0
				18'	TLC-BT-575	2	0	2
				88'	TLC-LED-1150	15	0	15
1	S2	90'	-	65'	TLC-LED-400	2	2	0
				60'	TLC-LED-400	2	2	0
				15'	TLC-BT-575	2	0	2
				90'	TLC-LED-1150	15	0	15
2	TOTALS					42	8	34



NOTES: Poles S1 and S2 will be in the line of site of spectators sitting in the home side bleachers.

GRID SUMMARY	
Name:	Walkway 1
Size:	1' x 1'
Spacing:	10.0' x 10.0'
Height:	3.0' above grade

ILLUMINATION SUMMARY			
MAINTAINED HORIZONTAL FOOTCANDLES			
Entire Grid			
Scan Average:	11.8		
Maximum:	26.1		
Minimum:	1.6		
Avg / Min:	7.31		
Max / Min:	16.16		
UG (adjacent pts):	2.06		
CU:	0.20		
No. of Points:	66		
LUMINAIRE INFORMATION			
Color / CRI:	5700K - 75 CRI		
Luminaire Output:	46,500 lumens		
No. of Luminaires:	8		
Total Load:	3.2 kW		
Lumen Maintenance			
Luminaire Type	L90 hrs	L80 hrs	L70 hrs
TLC-LED-400	>81,000	>81,000	>81,000
Reported per TM-21-11. See luminaire datasheet for details.			

**Guaranteed Performance:** The ILLUMINATION described above is guaranteed per your Musco Warranty document and includes a 0.95 dirt depreciation factor.

**Field Measurements:** Individual field measurements may vary from computer-calculated predictions and should be taken in accordance with IESNA RP-6-15.

**Electrical System Requirements:** Refer to Amperage Draw Chart and/or the "Musco Control System Summary" for electrical sizing.

**Installation Requirements:** Results assume ± 3% nominal voltage at line side of the driver and structures located within 3 feet (1m) of design locations.



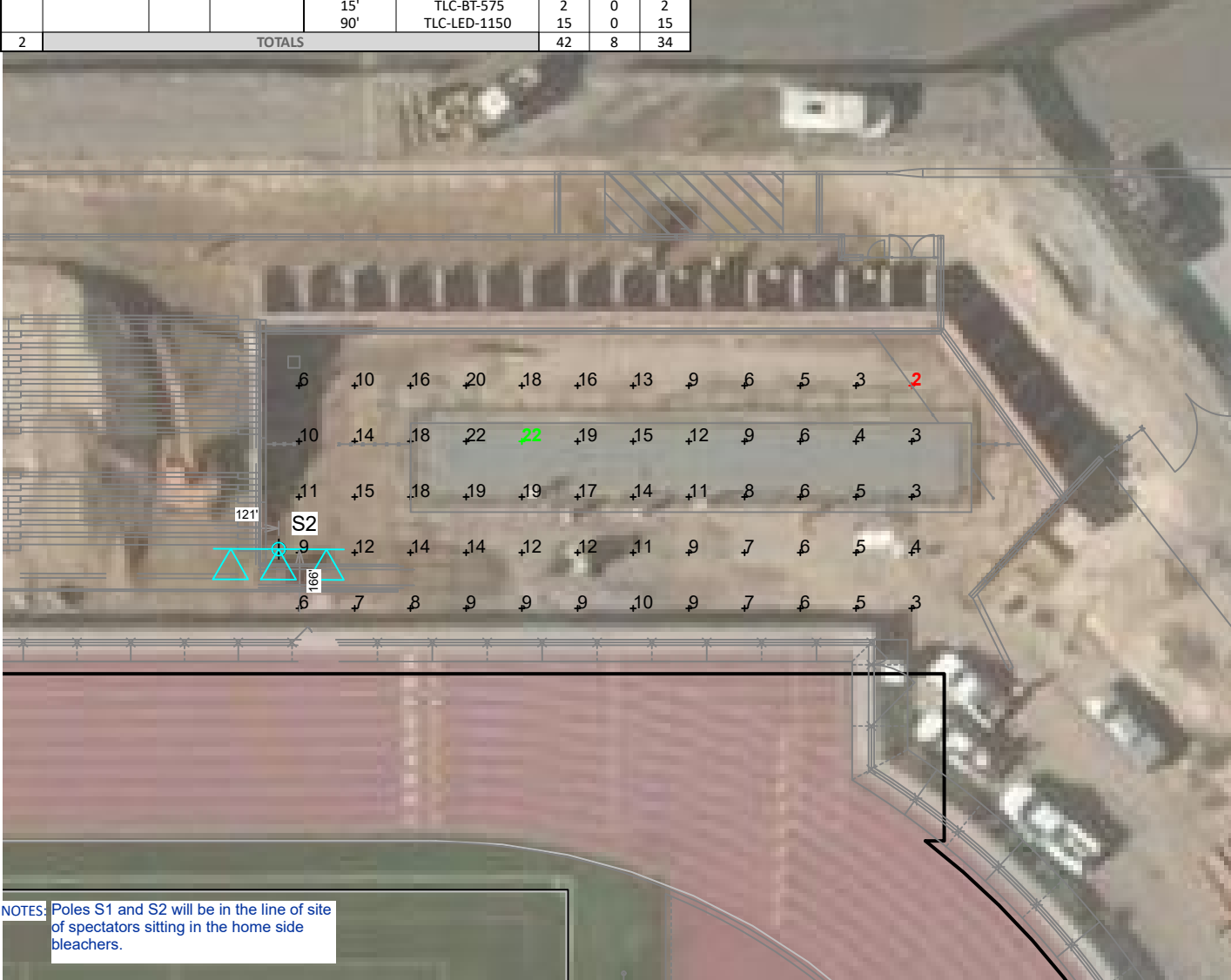
**We Make It Happen.**

Not to be reproduced in whole or part without the written consent of Musco Sports Lighting, LLC. ©1981, 2018 Musco Sports Lighting, LLC.

**ILLUMINATION SUMMARY**

**Canyon Crest Academy** ITEM 12  
San Diego, CA

EQUIPMENT LIST FOR AREAS SHOWN								
Pole				Luminaires				
QTY	LOCATION	SIZE	GRADE ELEVATION	MOUNTING HEIGHT	LUMINAIRE TYPE	QTY / POLE	THIS GRID	OTHER GRIDS
1	S1	80'	8'	63'	TLC-LED-400	2	2	0
				58'	TLC-LED-400	2	2	0
				18'	TLC-BT-575	2	0	2
				88'	TLC-LED-1150	15	0	15
1	S2	90'	-	65'	TLC-LED-400	2	2	0
				60'	TLC-LED-400	2	2	0
				15'	TLC-BT-575	2	0	2
				90'	TLC-LED-1150	15	0	15
2	TOTALS					42	8	34



NOTES: Poles S1 and S2 will be in the line of site of spectators sitting in the home side bleachers.

GRID SUMMARY	
Name:	Walkway 2
Size:	1' x 1'
Spacing:	10.0' x 10.0'
Height:	3.0' above grade

ILLUMINATION SUMMARY	
MAINTAINED HORIZONTAL FOOTCANDLES	
Entire Grid	
Scan Average:	10.4
Maximum:	21.8
Minimum:	2.5
Avg / Min:	4.23
Max / Min:	8.83
UG (adjacent pts):	1.80
CU:	0.16
No. of Points:	60

LUMINAIRE INFORMATION	
Color / CRI:	5700K - 75 CRI
Luminaire Output:	46,500 lumens
No. of Luminaires:	8
Total Load:	3.2 kW

Luminaire Type	Lumen Maintenance		
	L90 hrs	L80 hrs	L70 hrs
TLC-LED-400	>81,000	>81,000	>81,000

Reported per TM-21-11. See luminaire datasheet for details.

**Guaranteed Performance:** The ILLUMINATION described above is guaranteed per your Musco Warranty document and includes a 0.95 dirt depreciation factor.

**Field Measurements:** Individual field measurements may vary from computer-calculated predictions and should be taken in accordance with IESNA RP-6-15.

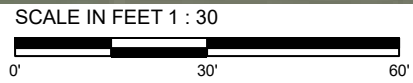
**Electrical System Requirements:** Refer to Amperage Draw Chart and/or the "Musco Control System Summary" for electrical sizing.

**Installation Requirements:** Results assume ± 3% nominal voltage at line side of the driver and structures located within 3 feet (1m) of design locations.



**We Make It Happen.**

Not to be reproduced in whole or part without the written consent of Musco Sports Lighting, LLC. ©1981, 2018 Musco Sports Lighting, LLC.



Pole location(s) ⊕ dimensions are relative to 0,0 reference point(s) ⊗

**Canyon Crest Academy** ITEM 12  
San Diego, CA

EQUIPMENT LIST FOR AREAS SHOWN								
Pole				Luminaires				
QTY	LOCATION	SIZE	GRADE ELEVATION	MOUNTING HEIGHT	LUMINAIRE TYPE	QTY / POLE	THIS GRID	OTHER GRIDS
2	S3-S4	90'	-	60'	TLC-LED-1150	2	2	0
				15'	TLC-BT-575	2	0	2
				90'	TLC-LED-1150	14	0	14
<b>TOTALS</b>						<b>36</b>	<b>4</b>	<b>32</b>

GRID SUMMARY	
Name:	Away Egress
Size:	1' x 1'
Spacing:	10.0' x 10.0'
Height:	3.0' above grade

ILLUMINATION SUMMARY	
MAINTAINED HORIZONTAL FOOTCANDLES	
Entire Grid	
Scan Average:	15.3
Maximum:	31.9
Minimum:	1.1
Avg / Min:	14.20
Max / Min:	29.61
UG (adjacent pts):	3.44
CU:	0.47
No. of Points:	141

LUMINAIRE INFORMATION			
Color / CRI:	5700K - 75 CRI		
Luminaire Output:	121,000 lumens		
No. of Luminaires:	4		
Total Load:	4.6 kW		
Lumen Maintenance			
Luminaire Type	L90 hrs	L80 hrs	L70 hrs
TLC-LED-1150	>81,000	>81,000	>81,000
Reported per TM-21-11. See luminaire datasheet for details.			



**Guaranteed Performance:** The ILLUMINATION described above is guaranteed per your Musco Warranty document and includes a 0.95 dirt depreciation factor.

**Field Measurements:** Individual field measurements may vary from computer-calculated predictions and should be taken in accordance with IESNA RP-6-15.

**Electrical System Requirements:** Refer to Amperage Draw Chart and/or the "Musco Control System Summary" for electrical sizing.

**Installation Requirements:** Results assume ± 3% nominal voltage at line side of the driver and structures located within 3 feet (1m) of design locations.



Not to be reproduced in whole or part without the written consent of Musco Sports Lighting, LLC. ©1981, 2018 Musco Sports Lighting, LLC.



**Canyon Crest Academy** ITEM 12  
San Diego, CA

**EQUIPMENT LIST FOR AREAS SHOWN**

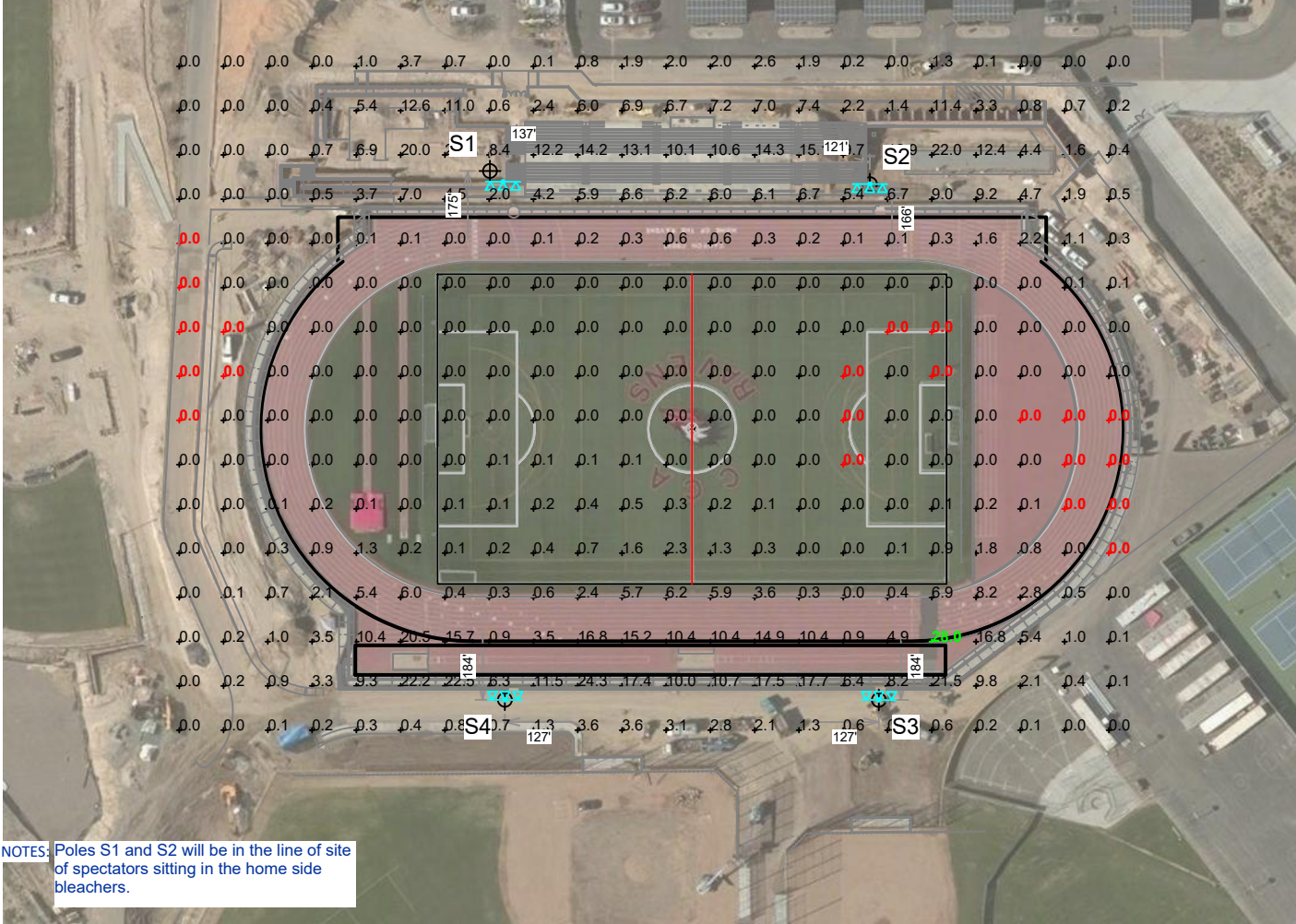
Pole				Luminaires				
QTY	LOCATION	SIZE	GRADE ELEVATION	MOUNTING HEIGHT	LUMINAIRE TYPE	QTY / POLE	THIS GRID	OTHER GRIDS
1	S1	80'	8'	63'	TLC-LED-400	2	2	0
				58'	TLC-LED-400	2	2	0
				18'	TLC-BT-575	2	0	2
				88'	TLC-LED-1150	15	0	15
1	S2	90'	-	65'	TLC-LED-400	2	2	0
				60'	TLC-LED-400	2	2	0
				15'	TLC-BT-575	2	0	2
				90'	TLC-LED-1150	15	0	15
2	S3-S4	90'	-	60'	TLC-LED-1150	2	2	0
				15'	TLC-BT-575	2	0	2
				90'	TLC-LED-1150	14	0	14
4	TOTALS					78	12	66

**GRID SUMMARY**

<b>Name:</b>	Egress Blanket Grid
<b>Size:</b>	1' x 1'
<b>Spacing:</b>	30.0' x 30.0'
<b>Height:</b>	3.0' above grade

**ILLUMINATION SUMMARY**

MAINTAINED HORIZONTAL FOOTCANDLES			
Entire Grid			
<b>Scan Average:</b>	<b>2.7</b>		
Maximum:	28.0		
Minimum:	0.0		
Avg / Min:	-		
<b>Max / Min:</b>	<b>-</b>		
UG (adjacent pts):	22247.96		
CU:	1.00		
No. of Points:	352		
LUMINAIRE INFORMATION			
Color / CRI:	5700K - 75 CRI		
Luminaire Output:	46,500 / 121,000 lumens		
<b>No. of Luminaires:</b>	<b>12</b>		
Total Load:	7.8 kW		
Lumen Maintenance			
Luminaire Type	L90 hrs	L80 hrs	L70 hrs
TLC-LED-400	>81,000	>81,000	>81,000
TLC-LED-1150	>81,000	>81,000	>81,000
Reported per TM-21-11. See luminaire datasheet for details.			



NOTES: Poles S1 and S2 will be in the line of site of spectators sitting in the home side bleachers.

**Guaranteed Performance:** The ILLUMINATION described above is guaranteed per your Musco Warranty document and includes a 0.95 dirt depreciation factor.

**Field Measurements:** Individual field measurements may vary from computer-calculated predictions and should be taken in accordance with IESNA RP-6-15.

**Electrical System Requirements:** Refer to Amperage Draw Chart and/or the "Musco Control System Summary" for electrical sizing.

**Installation Requirements:** Results assume ± 3% nominal voltage at line side of the driver and structures located within 3 feet (1m) of design locations.



**We Make It Happen.**

Not to be reproduced in whole or part without the written consent of Musco Sports Lighting, LLC. ©1981, 2018 Musco Sports Lighting, LLC.

**ILLUMINATION SUMMARY**



# Canyon Crest Academy ITEM 12

San Diego, CA

## EQUIPMENT LIST FOR AREAS SHOWN

Pole				Luminaires				
QTY	LOCATION	SIZE	GRADE ELEVATION	MOUNTING HEIGHT	LUMINAIRE TYPE	QTY / POLE	THIS GRID	OTHER GRIDS
1	S1	80'	8'	63'	TLC-LED-400	2	2	0
				58'	TLC-LED-400	2	2	0
				18'	TLC-BT-575	2	2	0
				88'	TLC-LED-1150	15	15	0
1	S2	90'	-	65'	TLC-LED-400	2	2	0
				60'	TLC-LED-400	2	2	0
				15'	TLC-BT-575	2	2	0
				90'	TLC-LED-1150	15	15	0
2	S3-S4	90'	-	60'	TLC-LED-1150	2	2	0
				15'	TLC-BT-575	2	2	0
				90'	TLC-LED-1150	14	14	0
4	TOTALS					78	78	0

### GRID SUMMARY

Name:	Blanket Grid
Spacing:	30.0' x 30.0'
Height:	3.0' above grade

### ILLUMINATION SUMMARY

MAINTAINED HORIZONTAL FOOTCANDLES			
Entire Grid			
Scan Average:	6.5		
Maximum:	63.4		
Minimum:	0.0		
Avg / Min:	-		
Max / Min:	-		
UG (adjacent pts):	3079.90		
CU:	0.94		
No. of Points:	1340		
LUMINAIRE INFORMATION			
Color / CRI:	5700K - 75 CRI		
Luminaire Output:	46,500 / 121,000 / 52,000 lumens		
No. of Luminaires:	78		
Total Load:	79.1 kW		
Lumen Maintenance			
Luminaire Type	L90 hrs	L80 hrs	L70 hrs
TLC-LED-400	>81,000	>81,000	>81,000
TLC-LED-1150	>81,000	>81,000	>81,000
TLC-BT-575	>81,000	>81,000	>81,000

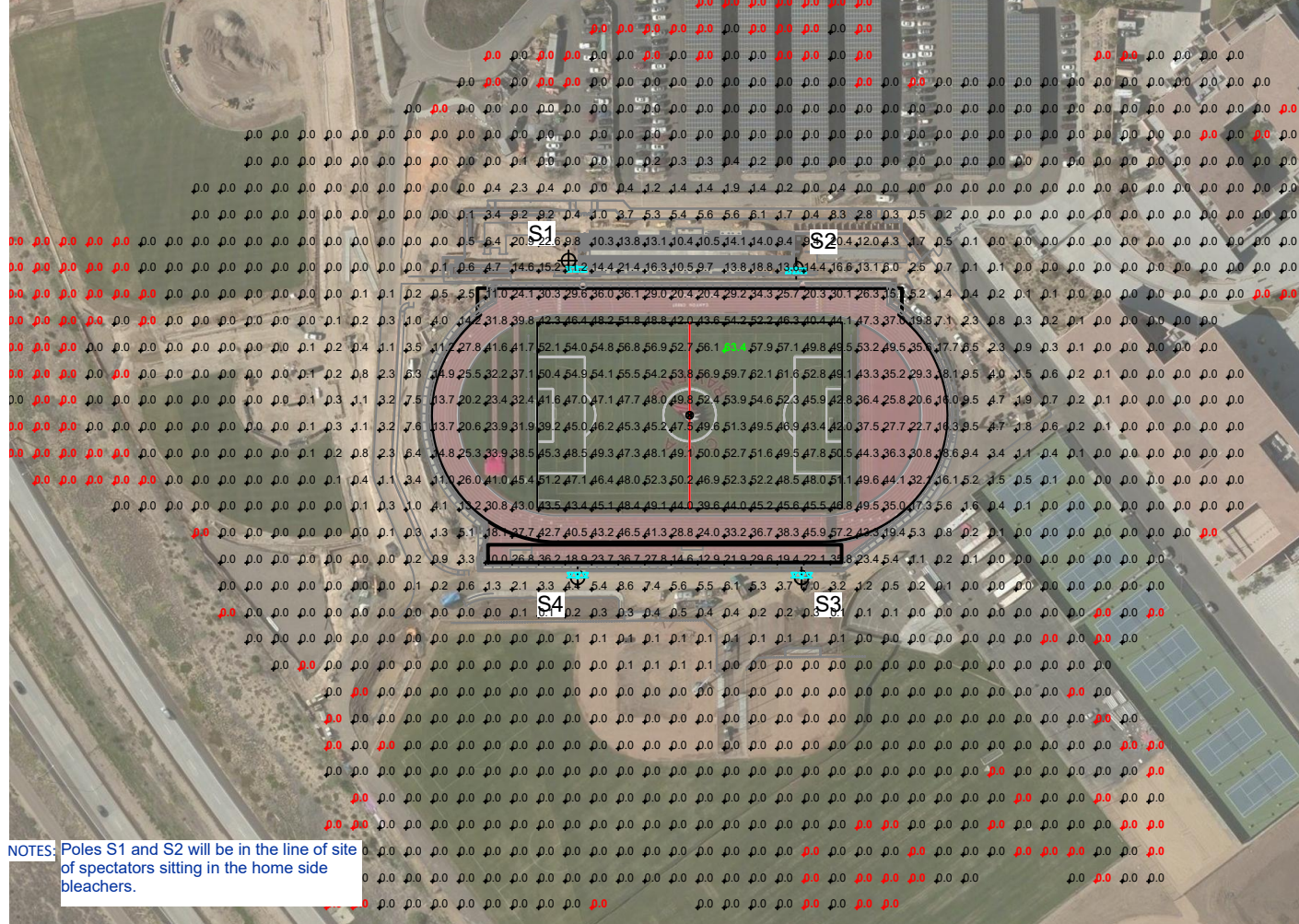
Reported per TM-21-11. See luminaire datasheet for details.

**Guaranteed Performance:** The ILLUMINATION described above is guaranteed per your Musco Warranty document and includes a 0.95 dirt depreciation factor.

**Field Measurements:** Individual field measurements may vary from computer-calculated predictions and should be taken in accordance with IESNA RP-6-15.

**Electrical System Requirements:** Refer to Amperage Draw Chart and/or the "Musco Control System Summary" for electrical sizing.

**Installation Requirements:** Results assume ± 3% nominal voltage at line side of the driver and structures located within 3 feet (1m) of design locations.



NOTES: Poles S1 and S2 will be in the line of site of spectators sitting in the home side bleachers.

SCALE IN FEET 1 : 200



Pole location(s) ⊕ dimensions are relative to 0,0 reference point(s) ⊗



**We Make It Happen.**

Not to be reproduced in whole or part without the written consent of Musco Sports Lighting, LLC. ©1981, 2018 Musco Sports Lighting, LLC.



# Canyon Crest Academy ITEM 12

San Diego, CA

## EQUIPMENT LIST FOR AREAS SHOWN

Pole				Luminaires				
QTY	LOCATION	SIZE	GRADE ELEVATION	MOUNTING HEIGHT	LUMINAIRE TYPE	QTY / POLE	THIS GRID	OTHER GRIDS
1	S1	80'	8'	63'	TLC-LED-400	2	2	0
				58'	TLC-LED-400	2	2	0
				18'	TLC-BT-575	2	2	0
				88'	TLC-LED-1150	15	15	0
1	S2	90'	-	65'	TLC-LED-400	2	2	0
				60'	TLC-LED-400	2	2	0
				15'	TLC-BT-575	2	2	0
				90'	TLC-LED-1150	15	15	0
2	S3-S4	90'	-	60'	TLC-LED-1150	2	2	0
				15'	TLC-BT-575	2	2	0
				90'	TLC-LED-1150	14	14	0
4	TOTALS					78	78	0

GRID SUMMARY	
Name:	Blanket Grid
Spacing:	30.0' x 30.0'
Height:	3.0' above grade

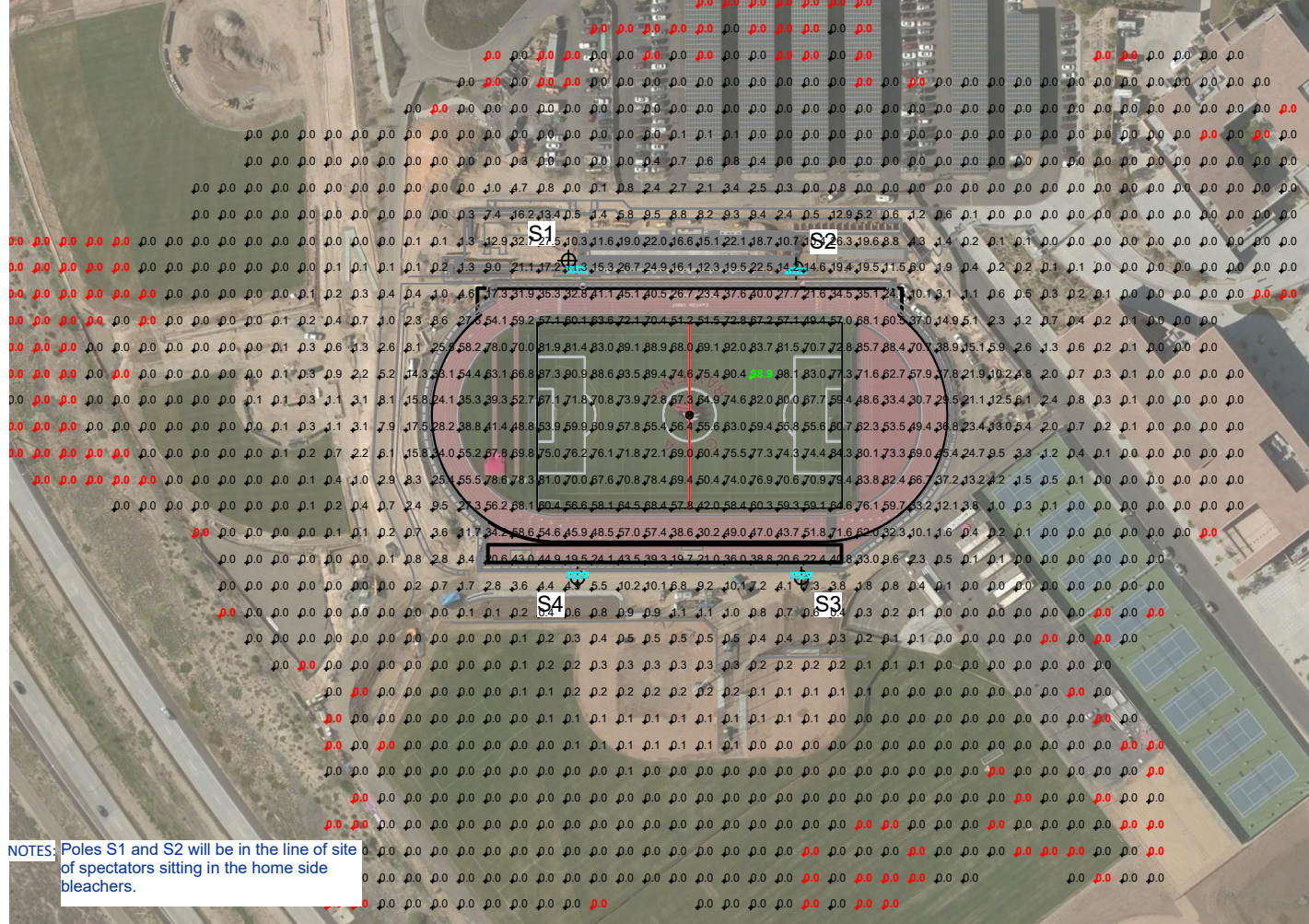
ILLUMINATION SUMMARY			
MAINTAINED MAX VERTICAL FOOTCANDLES			
Entire Grid			
Scan Average:	9.8		
Maximum:	98.9		
Minimum:	0.0		
Avg / Min:	-		
Max / Min:	-		
UG (adjacent pts):	2228.95		
CU:	0.94		
No. of Points:	1340		
LUMINAIRE INFORMATION			
Color / CRI:	5700K - 75 CRI		
Luminaire Output:	46,500 / 121,000 / 52,000 lumens		
No. of Luminaires:	78		
Total Load:	79.1 kW		
Lumen Maintenance			
Luminaire Type	L90 hrs	L80 hrs	L70 hrs
TLC-LED-400	>81,000	>81,000	>81,000
TLC-LED-1150	>81,000	>81,000	>81,000
TLC-BT-575	>81,000	>81,000	>81,000

**Guaranteed Performance:** The ILLUMINATION described above is guaranteed per your Musco Warranty document and includes a 0.95 dirt depreciation factor.

**Field Measurements:** Individual field measurements may vary from computer-calculated predictions and should be taken in accordance with IESNA RP-6-15.

**Electrical System Requirements:** Refer to Amperage Draw Chart and/or the "Musco Control System Summary" for electrical sizing.

**Installation Requirements:** Results assume ± 3% nominal voltage at line side of the driver and structures located within 3 feet (1m) of design locations.



NOTES: Poles S1 and S2 will be in the line of site of spectators sitting in the home side bleachers.

SCALE IN FEET 1 : 200



Pole location(s) ⊕ dimensions are relative to 0,0 reference point(s) ⊗



**We Make It Happen.**

Not to be reproduced in whole or part without the written consent of Musco Sports Lighting, LLC. ©1981, 2018 Musco Sports Lighting, LLC.



# Canyon Crest Academy ITEM 12

San Diego, CA

## EQUIPMENT LIST FOR AREAS SHOWN

Pole				Luminaires				
QTY	LOCATION	SIZE	GRADE ELEVATION	MOUNTING HEIGHT	LUMINAIRE TYPE	QTY / POLE	THIS GRID	OTHER GRIDS
1	S1	80'	8'	63'	TLC-LED-400	2	2	0
				58'	TLC-LED-400	2	2	0
				18'	TLC-BT-575	2	2	0
				88'	TLC-LED-1150	15	15	0
1	S2	90'	-	65'	TLC-LED-400	2	2	0
				60'	TLC-LED-400	2	2	0
				15'	TLC-BT-575	2	2	0
				90'	TLC-LED-1150	15	15	0
2	S3-S4	90'	-	60'	TLC-LED-1150	2	2	0
				15'	TLC-BT-575	2	2	0
				90'	TLC-LED-1150	14	14	0
4	TOTALS					78	78	0

### GRID SUMMARY

Name:	Blanket Grid
Spacing:	30.0' x 30.0'
Height:	3.0' above grade

### ILLUMINATION SUMMARY

MAINTAINED CANDELA (PER FIXTURE)			
Entire Grid			
<b>Scan Average:</b>	<b>89684.5</b>		
Maximum:	751204.5		
Minimum:	0.0		
Avg / Min:	-		
<b>Max / Min:</b>	<b>-</b>		
UG (adjacent pts):	9196.26		
CU:	0.94		
No. of Points:	1340		
LUMINAIRE INFORMATION			
Color / CRI:	5700K - 75 CRI		
Luminaire Output:	46,500 / 121,000 / 52,000 lumens		
<b>No. of Luminaires:</b>	<b>78</b>		
Total Load:	79.1 kW		
Lumen Maintenance			
Luminaire Type	L90 hrs	L80 hrs	L70 hrs
TLC-LED-400	>81,000	>81,000	>81,000
TLC-LED-1150	>81,000	>81,000	>81,000
TLC-BT-575	>81,000	>81,000	>81,000

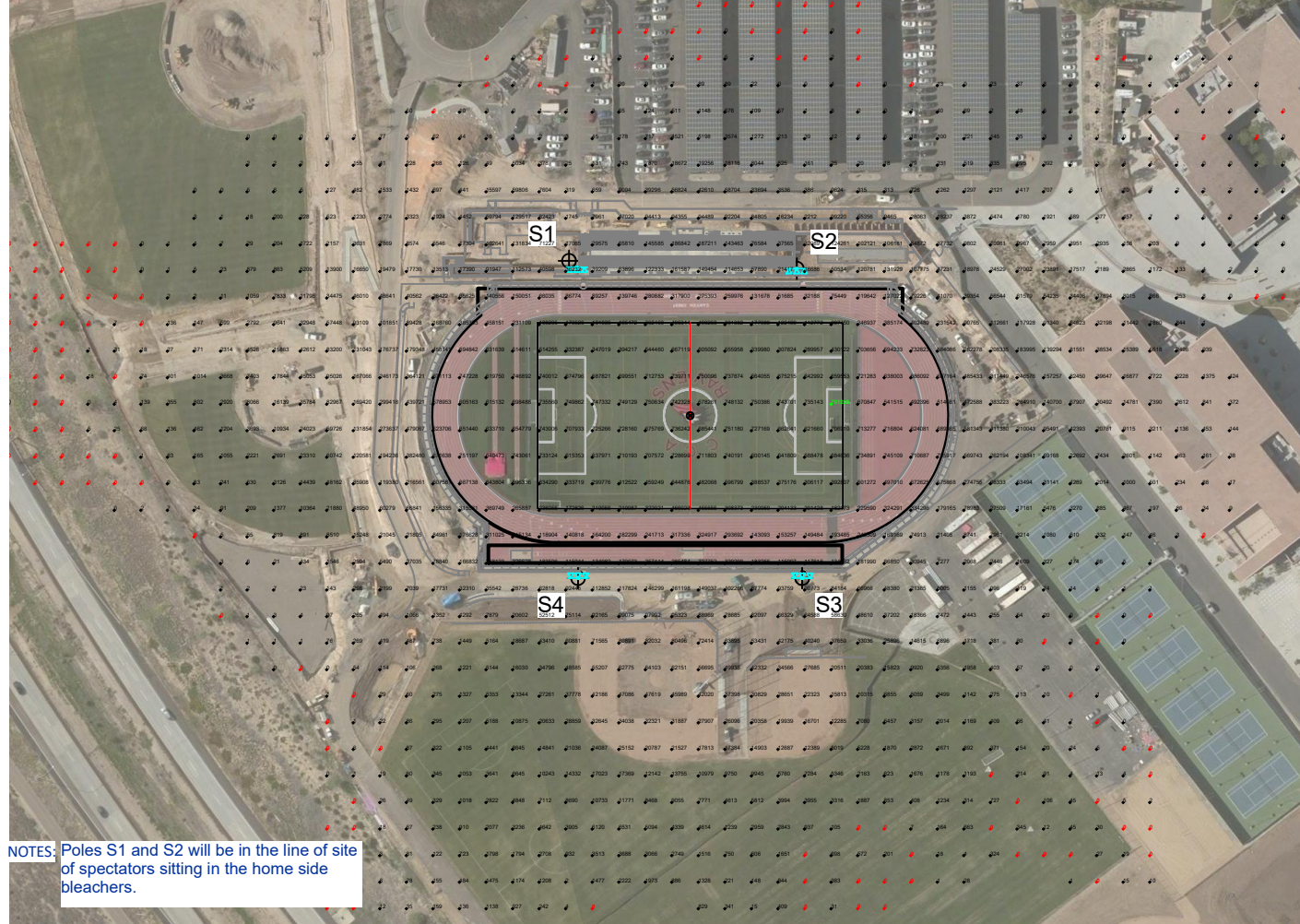
Reported per TM-21-11. See luminaire datasheet for details.

**Guaranteed Performance:** The ILLUMINATION described above is guaranteed per your Musco Warranty document and includes a 0.95 dirt depreciation factor.

**Field Measurements:** Individual field measurements may vary from computer-calculated predictions and should be taken in accordance with IESNA RP-6-15.

**Electrical System Requirements:** Refer to Amperage Draw Chart and/or the "Musco Control System Summary" for electrical sizing.

**Installation Requirements:** Results assume ± 3% nominal voltage at line side of the driver and structures located within 3 feet (1m) of design locations.



NOTES: Poles S1 and S2 will be in the line of site of spectators sitting in the home side bleachers.

SCALE IN FEET 1 : 200



Pole location(s) ⊕ dimensions are relative to 0,0 reference point(s) ⊗

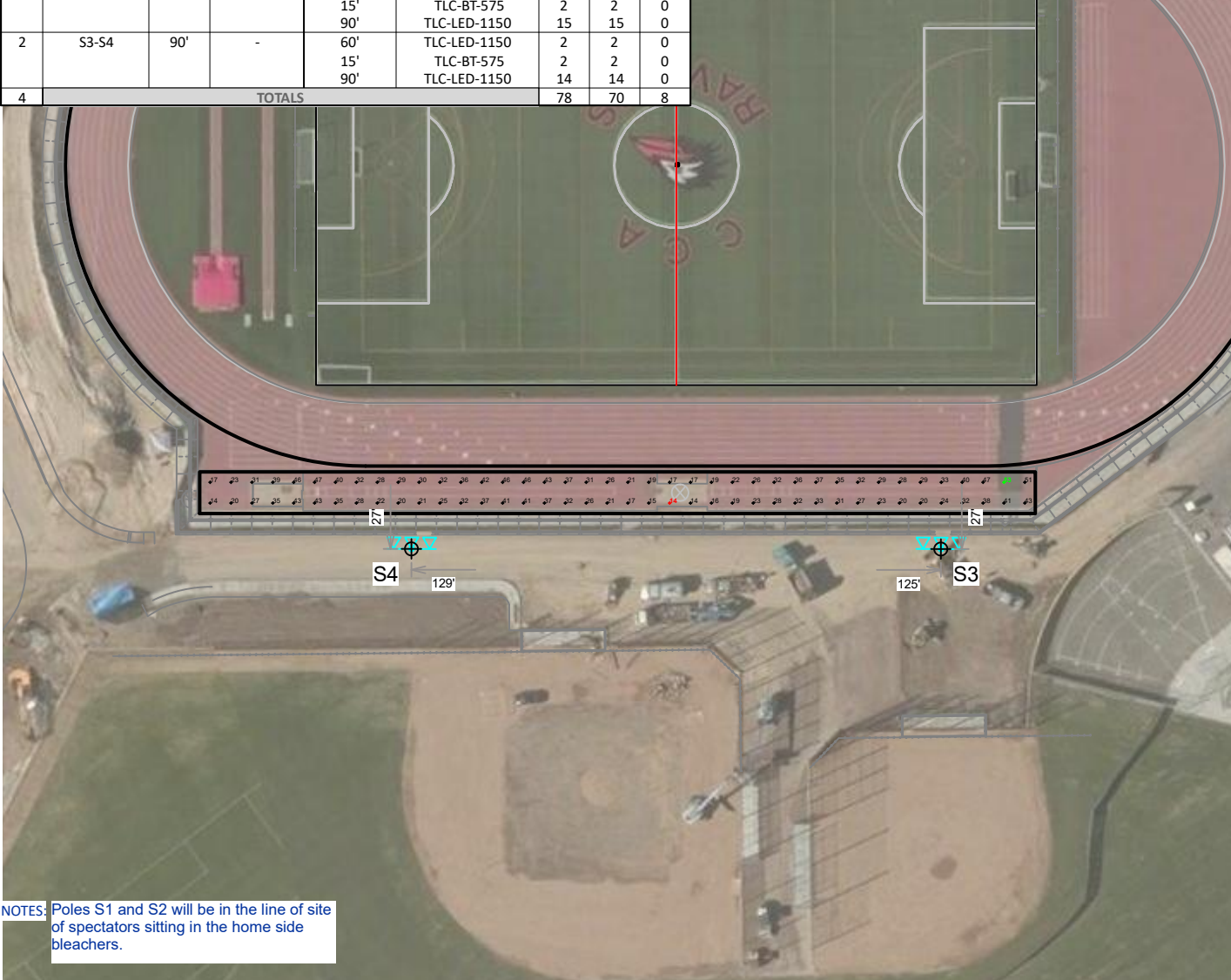


**We Make It Happen.**

Not to be reproduced in whole or part without the written consent of Musco Sports Lighting, LLC. ©1981, 2018 Musco Sports Lighting, LLC.

**Canyon Crest Academy** ITEM 12  
San Diego, CA

EQUIPMENT LIST FOR AREAS SHOWN								
Pole				Luminaires				
QTY	LOCATION	SIZE	GRADE ELEVATION	MOUNTING HEIGHT	LUMINAIRE TYPE	QTY / POLE	THIS GRID	OTHER GRIDS
1	S1	80'	8'	63'	TLC-LED-400	2	0	2
				58'	TLC-LED-400	2	0	2
				18'	TLC-BT-575	2	2	0
				88'	TLC-LED-1150	15	15	0
1	S2	90'	-	65'	TLC-LED-400	2	0	2
				60'	TLC-LED-400	2	0	2
				15'	TLC-BT-575	2	2	0
				90'	TLC-LED-1150	15	15	0
2	S3-S4	90'	-	60'	TLC-LED-1150	2	2	0
				15'	TLC-BT-575	2	2	0
				90'	TLC-LED-1150	14	14	0
4	TOTALS					78	70	8



GRID SUMMARY	
Name:	Long Jump Area
Size:	400' x 20'
Spacing:	10.0' x 10.0'
Height:	3.0' above grade

ILLUMINATION SUMMARY			
INITIAL HORIZONTAL FOOTCANDLES			
	Entire Grid		
Scan Average:	30.4		
Maximum:	52.6		
Minimum:	13.7		
Avg / Min:	2.21		
Max / Min:	3.83		
UG (adjacent pts):	1.44		
CU:	0.03		
No. of Points:	80		
LUMINAIRE INFORMATION			
Color / CRI:	5700K - 75 CRI		
Luminaire Output:	121,000 / 52,000 lumens		
No. of Luminaires:	70		
Total Load:	75.9 kW		
Lumen Maintenance			
Luminaire Type	L90 hrs	L80 hrs	L70 hrs
TLC-LED-1150	>81,000	>81,000	>81,000
TLC-BT-575	>81,000	>81,000	>81,000
Reported per TM-21-11. See luminaire datasheet for details.			

**Guaranteed Performance:** The ILLUMINATION described above is guaranteed per your Musco Warranty document and includes a 0.95 dirt depreciation factor.

**Field Measurements:** Individual field measurements may vary from computer-calculated predictions and should be taken in accordance with IESNA RP-6-15.

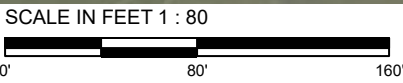
**Electrical System Requirements:** Refer to Amperage Draw Chart and/or the "Musco Control System Summary" for electrical sizing.

**Installation Requirements:** Results assume ± 3% nominal voltage at line side of the driver and structures located within 3 feet (1m) of design locations.



Not to be reproduced in whole or part without the written consent of Musco Sports Lighting, LLC. ©1981, 2018 Musco Sports Lighting, LLC.

NOTES: Poles S1 and S2 will be in the line of site of spectators sitting in the home side bleachers.



Pole location(s) ⊕ dimensions are relative to 0,0 reference point(s) ⊗



NOTES: Poles S1 and S2 will be in the line of site of spectators sitting in the home side bleachers.



# Canyon Crest Academy ITEM 12

San Diego, CA

## EQUIPMENT LAYOUT

### INCLUDES:

- Egress/Walkways
- Long Jump Area
- Soccer
- Track

**Electrical System Requirements:** Refer to Amperage Draw Chart and/or the "Musco Control System Summary" for electrical sizing.

**Installation Requirements:** Results assume ± 3% nominal voltage at line side of the driver and structures located within 3 feet (1m) of design locations.

## EQUIPMENT LIST FOR AREAS SHOWN

QTY	LOCATION	Pole		Luminaires		
		SIZE	GRADE ELEVATION	MOUNTING HEIGHT	LUMINAIRE TYPE	QTY / POLE
1	S1	80'	8'	63'	TLC-LED-400	2
				58'	TLC-LED-400	2
				18'	TLC-BT-575	2
				88'	TLC-LED-1150	15
1	S2	90'	-	65'	TLC-LED-400	2
				60'	TLC-LED-400	2
				15'	TLC-BT-575	2
				90'	TLC-LED-1150	15
2	S3-S4	90'	-	60'	TLC-LED-1150	2
				15'	TLC-BT-575	2
				90'	TLC-LED-1150	14
4	TOTALS					78

## SINGLE LUMINAIRE AMPERAGE DRAW CHART

Ballast Specifications (.90 min power factor)	Line Amperage Per Luminaire (max draw)						
	208 (60)	220 (60)	240 (60)	277 (60)	347 (60)	380 (60)	480 (60)
Single Phase Voltage	208 (60)	220 (60)	240 (60)	277 (60)	347 (60)	380 (60)	480 (60)
TLC-LED-400	2.3	2.2	2.0	1.7	1.4	1.3	1.0
TLC-LED-1150	6.8	6.5	5.9	5.1	4.1	3.7	3.0
TLC-BT-575	3.4	3.2	2.9	2.5	2.0	1.8	1.5



**We Make It Happen.**

Not to be reproduced in whole or part without the written consent of Musco Sports Lighting, LLC. ©1981, 2018 Musco Sports Lighting, LLC.

SCALE IN FEET 1 : 200



Pole location(s) ⊕ dimensions are relative to 0,0 reference point(s) ⊗



**Canyon Crest Academy** ITEM 12  
San Diego, CA

**GLARE IMPACT**

Summary

Map indicates the maximum candela an observer would see when facing the brightest light source from any direction.

A well-designed lighting system controls light to provide maximum useful on-field illumination with minimal destructive off-site glare.

**GLARE**

Candela Levels

**High Glare: 150,000 or more candela**

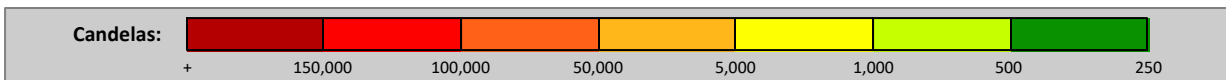
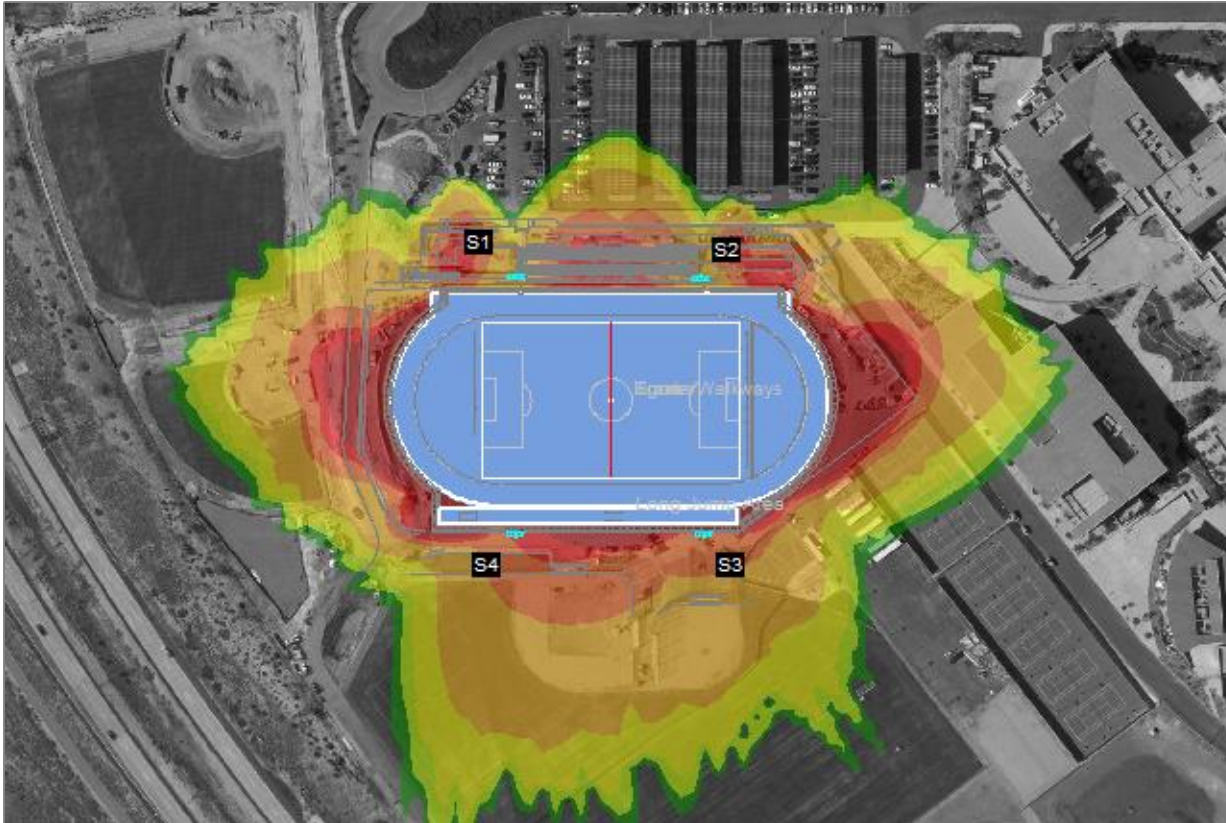
Should only occur on or very near the lit area where the light source is in direct view. Care must be taken to minimize high glare zones.

**Significant Glare: 25,000 to 75,000 candela**

Equivalent to high beam headlights of a car.

**Minimal to No Glare: 500 or less candela**

Equivalent to 100W incandescent light bulb.



**We Make It Happen.**

Not to be reproduced in whole or part without the written consent of Musco Sports Lighting, LLC. ©1981, 2018 Musco Sports Lighting, LLC.

**APPENDIX B**

**AIR QUALITY AND  
GREENHOUSE GAS ANALYSIS**

**AIR QUALITY AND GREENHOUSE GAS IMPACT ANALYSIS  
CANYON CREST ACADEMY STADIUM LIGHTING PROJECT**

***Prepared for:***

San Dieguito Union High School District  
710 Encinitas Boulevard  
Encinitas, California 92024  
Contact: John Addleman

***Prepared by:***

AECOM  
401 West A Street, Suite 1200  
San Diego, California 92101  
Phone: (619) 610-7600  
Contact: Meghan Haggblade

March 2019

---

## TABLE OF CONTENTS

<u>Section</u>	<u>Page</u>
LIST OF ACRONYMS AND ABBREVIATIONS .....	iii
SECTION 1 INTRODUCTION .....	1
1.1 Project Description.....	1
SECTION 2 AIR QUALITY BACKGROUND AND EXISTING CONDITIONS .....	3
2.1 Climate, Topography, and Meteorology.....	3
2.2 Criteria Pollutants .....	4
2.3 Air Quality Standards .....	7
2.4 San Diego Air Basin Existing Air Quality.....	9
2.5 SDAB Attainment Status .....	11
2.6 Toxic Air Contaminants.....	11
2.7 Odor .....	13
2.8 Sensitive Receptors.....	14
SECTION 3 GREENHOUSE GAS EMISSIONS BACKGROUND AND EXISTING CONDITIONS .....	15
3.1 Scientific Basis of Climate Change .....	15
3.2 GHG Inventories.....	16
SECTION 4 ANALYSIS OF IMPACTS .....	19
4.1 Air Quality Thresholds of Significance .....	19
4.2 Greenhouse Gas Emissions Thresholds of Significance.....	20
4.3 Methodology.....	21
4.4 Air Quality Impacts.....	23
4.4.1 Impact AQ-1: Conflict with or obstruct implementation of the applicable air quality plan? .....	23
4.4.2 Impact AQ-2: Result in cumulatively considerable net increase of any criteria pollutant for which the project region is nonattainment under an applicable federal or state ambient air quality standard? .....	24
4.4.3 Impact AQ-3: Expose sensitive receptors to substantial pollutant concentrations? .....	25
4.4.4 Impact AQ-4: Result in other emissions (such as those leading to odors) adversely affecting a substantial number of people? .....	26

4.5 Greenhouse Gas Emissions Impacts .....27  
 4.5.1 Impact GHG-1: Generate GHG emissions, either directly or indirectly, that may have a significant impact on the environment? .....27  
 4.5.2 Impact GHG-2: Conflict with an applicable plan, policy, or regulation adopted for the purpose of reducing the emissions of GHGs?.....28  
 SECTION 5 REFERENCES.....31

APPENDICES

- A Construction Emission Estimates
- B Operational Emission Estimates

**LIST OF TABLES**

<b><u>Table</u></b>	<b><u>Page</u></b>
1 National and California Ambient Air Quality Standards.....	8
2 Ambient Air Quality Summary.....	10
3 San Diego Air Basin Attainment Designations .....	12
4 Regional Pollutant Emission Screening Level Standards of Significance.....	19
5 Construction Phasing and Construction Equipment Assumptions .....	22
6 Unmitigated Daily Construction Emissions.....	25
7 Annual GHG Emissions.....	27

---

## LIST OF ACRONYMS AND ABBREVIATIONS

°C	degrees Centigrade
°F	degrees Fahrenheit
AB	Assembly Bill
ARB	California Air Resources Board
CAAQS	California Ambient Air Quality Standards
CalEEMod	California Emissions Estimator Model
<i>CALGreen</i>	California Green Building Standards Code
CAPCOA	California Air Pollution Control Officers Association
CCA	Canyon Crest Academy
CEQA	California Environmental Quality Act
CH <sub>4</sub>	methane
CO	carbon monoxide
CO <sub>2</sub>	carbon dioxide
diesel PM	diesel particulate matter
District	San Dieguito Union High School District
DOE	Department of Energy
EPA	U.S. Environmental Protection Agency
GHG	greenhouse gas
GWP	global warming potential
LED	light-emitting diode
MMT	million metric tons
MT	metric ton
N <sub>2</sub> O	nitrous oxide
NAAQS	National Ambient Air Quality Standards
NO	nitric oxide
NO <sub>2</sub>	nitrogen dioxide
OEHHA	Office of Environmental Health Hazard Assessment
OPR	Office of Planning and Research
PM	particulate matter
PM <sub>10</sub>	particulate matter equal to or less than 10 micrometers in diameter
PM <sub>2.5</sub>	particulate matter equal to or less than 2.5 micrometers in diameter
proposed project	Canyon Crest Academy Stadium Lighting Project
RAQS	Regional Air Quality Strategy
ROG	reactive organic gas



ITEM 12

---

SB	Senate Bill
SCAQMD	South Coast Air Quality Management District
SDAB	San Diego Air Basin
SDAPCD	San Diego Air Pollution Control District
SDG&E	San Diego Gas & Electric
SIP	State Implementation Plan
SO2	sulfur dioxide
TAC	toxic air contaminant
VMT	vehicle miles traveled
VOC	volatile organic compound
WRCC	Western Regional Climate Center

---

## SECTION 1 INTRODUCTION

This technical memorandum describes the potential air quality and greenhouse gas (GHG) emissions associated with construction and operation of the Canyon Crest Academy Stadium Lighting Project (proposed project). The proposed project would install lighting at the multi-sport field on the school campus. This air quality and GHG analysis was prepared to address potential air quality and GHG impacts to support the California Environmental Quality Act (CEQA) review.

### 1.1 PROJECT DESCRIPTION

Canyon Crest Academy (CCA) is a public school within the San Dieguito Union High School District (District) that serves roughly 2,575 high school students in grades 9 through 12. CCA was founded in 2004 and originally was occupied in temporary portable buildings. The existing school site was fully constructed in 2006. CCA is a “school of choice” where any student in the District can choose to attend the academy. Students who attend CCA can pursue specialized education in the arts, sciences, and technology. School is generally in session from 8:30 a.m. to 3:30 p.m.

CCA offers 21 varsity sports programs including tennis, volleyball, field hockey, soccer, lacrosse, baseball, and softball. Outdoor courts and fields for these sports are located at the south and southeast portion of the CCA campus. Currently, the tennis courts are lit, but the field used for field hockey, soccer, and lacrosse (hereafter referred to as the “multi-sport field”), as well as the baseball and softball fields do not contain lighting fixtures. Because of this, games must start early enough in the day so that the students are able to complete the entire game before sunset. This results in students leaving their last class early to prepare for their sporting event. In response to concerns raised by parents of the students involved in these athletic programs, the District has decided to construct lighting at the multi-sport field. The installation of this lighting will allow games to start between 15 to 30 minutes after school is released.

The light fixtures would be equipped with light-emitting diode (LED) lights. On the southwest pole, two lighting fixtures would be placed at 10 feet above the ground level for uplighting purposes to ensure no gaps occur in the lighting on the field. Two fixtures at 50 feet and two at 55 feet above ground level would be placed on the southwest pole for egress illumination, to ensure a safe exit from the bleachers. This lighting would not extend into the parking lot, as there

## ITEM 12

---

is already lighting underneath the solar panels installed in the parking lots. Fifteen light fixtures would be placed at 80 feet above ground level on the southwest pole directed at the field and track to light the field. On the northwest pole, two uplighting fixtures would be placed at 15 feet above ground level. Two egress lighting fixtures would be placed at 60 feet and two at 65 feet above ground level. Fifteen light fixtures would be placed at 90 feet above ground level for field lighting. For the two poles on the east side of the field, two uplighting fixtures would be placed at 15 feet above ground level, two egress lighting fixtures would be placed at 60 feet above ground level, and 14 lighting fixtures would be placed at 90 feet above ground level.

It is anticipated that construction of the proposed project would take roughly 6 to 8 weeks and would occur during the summer when school is not in session. It is not anticipated that implementation of the proposed project would increase visitor attendance at the games. All light fixtures would be turned off by 9:30 p.m. During a typical week, lighting would only be used Monday through Friday, while lighting could also be used on Saturdays during season transition and playoff weeks.

---

## SECTION 2

### AIR QUALITY BACKGROUND AND EXISTING CONDITIONS

#### 2.1 CLIMATE, TOPOGRAPHY, AND METEOROLOGY

Air quality is defined by the concentration of pollutants in relation to their impact on human health. Concentrations of air pollutants are determined by the rate and location of pollutant emissions released by pollution sources, and the atmosphere's ability to transport and dilute such emissions. Natural factors that affect transport and dilution include terrain, wind, and sunlight. Therefore, ambient air quality conditions within the local air basin are influenced by such natural factors as topography, meteorology, and climate, in addition to the amount of air pollutant emissions released by existing air pollutant sources.

Climate, topography, and meteorology influence regional and local ambient air quality. Southern California is characterized as a semiarid climate, although it contains three distinct zones of rainfall that coincide with the coast, mountain, and desert. CCA is located in the Pacific Highlands Ranch community of the City of San Diego, and within the San Diego Air Basin (SDAB). The SDAB is a coastal plain with connecting broad valleys and low hills, bounded by the Pacific Ocean to the west and high mountain ranges to the east. The topography in the SDAB region varies greatly, from beaches on the west, to mountains and then desert to the east.

The climate of the SDAB is characterized by warm, dry summers and mild winters. One of the main determinants of its climatology is a semi-permanent high-pressure area in the eastern Pacific Ocean. This high-pressure cell maintains clear skies for much of the year. When the Pacific High moves southward during the winter, this pattern changes, and low-pressure storms are brought into the region, causing widespread precipitation. During fall, the region often experiences dry, warm easterly winds, locally referred to as Santa Ana winds, which raise temperatures and lower humidity, often to less than 20 percent.

The local meteorology of the area is represented by measurements recorded at the Poway Valley station. The normal annual precipitation, which occurs primarily from October through April, is approximately 13 inches. Normal January temperatures range from an average minimum of 41 degrees Fahrenheit (°F) to an average maximum of 67°F, and August temperatures range from an average minimum of 62°F to an average maximum of 86°F (WRCC 2016).

---

A dominant characteristic of spring and summer is night and early morning cloudiness, locally known as the marine layer. Low clouds form regularly, frequently extending inland over the coastal foothills and valleys. These clouds usually dissipate during the morning, and afternoons are generally clear.

A common atmospheric condition known as a temperature inversion affects air quality in the SDAB. During an inversion, air temperatures get warmer rather than cooler with increasing height. Inversion layers are important for local air quality, because they inhibit the dispersion of pollutants and result in a temporary degradation of air quality. The pollution potential of an area is largely dependent on a combination of winds, atmospheric stability, solar radiation, and terrain. The combination of low wind speeds and low-level inversions produces the greatest concentration of air pollutants. On days without inversions, or on days of winds averaging over 15 miles per hour, the atmospheric pollution potential is greatly reduced.

## 2.2 CRITERIA POLLUTANTS

Individual air pollutants at certain concentrations may adversely affect human or animal health, reduce visibility, damage property, and reduce the productivity or vigor of crops and natural vegetation. Six air pollutants have been identified by the U.S. Environmental Protection Agency (EPA) and the California Air Resources Board (ARB) as being of concern on both nationwide and statewide levels: ozone; carbon monoxide (CO); nitrogen dioxide (NO<sub>2</sub>); sulfur dioxide (SO<sub>2</sub>); lead; and particulate matter (PM). PM is subdivided into two classes based on particle size: PM equal to or less than 10 micrometers in diameter (PM<sub>10</sub>) and PM equal to or less than 2.5 micrometers in diameter (PM<sub>2.5</sub>). Because the air quality standards for these air pollutants are regulated using human health and environmentally based criteria, they are commonly referred to as “criteria air pollutants.”

*Ozone.* Ozone is the principal component of smog and is formed in the atmosphere through a series of reactions involving reactive organic gases (ROG) or volatile organic compounds (VOC), and nitrogen oxides (NO<sub>x</sub>) in the presence of sunlight. ROG/VOC and NO<sub>x</sub> are called precursors of ozone. NO<sub>x</sub> includes various combinations of nitrogen and oxygen, including nitric oxide (NO), NO<sub>2</sub>, and others. Significant ozone concentrations are usually produced only in the summer, when atmospheric inversions are greatest and temperatures are high. ROG/VOC and NO<sub>x</sub> emissions are both considered critical in ozone formation.

Individuals exercising outdoors; children; and people with preexisting lung disease, such as asthma and chronic pulmonary lung disease, are considered the most susceptible sub-groups for

---

ozone effects. Short-term exposure (lasting for a few hours) to ozone can result in breathing pattern changes, reduction of breathing capacity, increased susceptibility to infections, inflammation of the lung tissue, and some immunological changes. In recent years, a correlation between elevated ambient ozone levels and increases in daily hospital admission rates, as well as mortality, has also been reported. An increased risk for asthma has been found in children who participate in sports and live in communities with high ozone levels.

*Carbon Monoxide.* CO is a colorless and odorless gas that, in the urban environment, is associated primarily with the incomplete combustion of fossil fuels in motor vehicles. Relatively high concentrations are typically found near crowded intersections and along heavily used roadways carrying slow-moving traffic. Even under most severe meteorological and traffic conditions, high concentrations of CO are limited to locations within a relatively short distance (300 to 600 feet) of heavily traveled roadways. Vehicle traffic emissions can cause localized CO impacts, and severe vehicle congestion at major signalized intersections can generate elevated CO levels, called “hot spots,” which can be hazardous to human receptors adjacent to the intersections. Individuals with a deficient blood supply to the heart are the most susceptible to the adverse effects of CO exposure. The effects observed include earlier onset of chest pain with exercise, and electrocardiograph changes indicative of decreased oxygen supply to the heart. Inhaled CO has no direct toxic effect on the lungs but exerts its effect on tissues by interfering with oxygen transport. Hence, conditions with an increased demand for oxygen supply can be adversely affected by exposure to CO. Individuals most at risk include fetuses, patients with diseases involving heart and blood vessels, and patients with chronic hypoxemia (oxygen deficiency) as seen at high altitudes.

*Nitrogen Dioxide.* NO<sub>2</sub> is a product of combustion and is generated in vehicles and in stationary sources, such as power plants and boilers. It is also formed when ozone reacts with NO in the atmosphere. As noted above, NO<sub>2</sub> is part of the NO<sub>x</sub> family and is a principal contributor to ozone and smog generation. Population-based studies suggest that an increase in acute respiratory illness, including infections and respiratory symptoms in children, is associated with long-term exposure to NO<sub>2</sub> at levels found in homes with gas stoves, which are higher than ambient levels found in Southern California. Airway contraction and increased resistance to air flow are observed after short-term exposure to NO<sub>2</sub> in healthy subjects. Larger decreases in lung functions are observed in individuals with asthma or chronic obstructive pulmonary disease (e.g., chronic bronchitis, emphysema) than in healthy individuals, indicating a greater susceptibility of these sub-groups.



---

*Sulfur Dioxide.* SO<sub>2</sub> is a combustion product, with the primary source being power plants and heavy industries that use coal or oil as fuel. SO<sub>2</sub> is also a product of diesel engine combustion. SO<sub>2</sub> in the atmosphere contributes to the formation of acid rain. SO<sub>2</sub> can irritate lung tissue and increase the risk of acute and chronic respiratory disease. In asthmatics, increased resistance to air flow and a reduction in breathing capacity leading to severe breathing difficulties are observed after acute exposure to SO<sub>2</sub>. In contrast, healthy individuals do not exhibit similar acute responses even after exposure to higher concentrations of SO<sub>2</sub>. Some population-based studies indicate that the mortality and morbidity effects associated with fine particles show a similar association with ambient SO<sub>2</sub> levels. In these studies, efforts to separate the effects of SO<sub>2</sub> from those of fine particles have not been successful. It is not clear whether the two pollutants act synergistically, or one pollutant alone is the predominant factor.

*Lead.* Lead is a highly toxic metal that may cause a range of human health effects. Previously, the lead used in gasoline anti-knock additives represented a major source of lead emissions to the atmosphere from mobile and industrial sources. EPA began working to reduce lead emissions soon after its inception, issuing the first reduction standards in 1973. In 1975, unleaded gasoline was introduced for motor vehicles equipped with catalytic converters. EPA banned the use of leaded gasoline in highway vehicles in December 1995. As a result of EPA's regulatory efforts to remove lead from gasoline, emissions of lead from the transportation sector and levels of lead in the air decreased dramatically. Fetuses, infants, and children are more sensitive than others to the adverse effects of lead exposure. Exposure to low levels of lead can adversely affect the development and function of the central nervous system, leading to learning disorders, distractibility, inability to follow simple commands, and lower intelligence quotient. In adults, increased lead levels are associated with increased blood pressure. Lead poisoning can cause anemia, lethargy, seizures, and death, although it appears that there are no direct effects of lead on the respiratory system.

*Particulate Matter.* PM is a complex mixture of extremely small particles that consists of dry solid fragments, solid cores with liquid coatings, and small liquid droplets. PM is made up of a number of components, including acids (such as nitrates and sulfates), organic chemicals, metals, soot, and soil or dust particles. Natural sources of PM include windblown dust and ocean spray. The size of PM is directly linked to the potential for causing health problems. EPA is concerned about particles that are 10 micrometers in diameter or smaller, because these particles generally pass through the throat and nose and enter the lungs. Once inhaled, these particles can affect the heart and lungs and cause serious health effects. Health studies have shown a significant association between exposure to PM and premature death. Other important effects include aggravation of respiratory and cardiovascular disease, lung disease, decreased lung function, asthma attacks, and certain cardiovascular problems such as heart attacks and irregular heartbeat

---

(EPA 2016). Individuals particularly sensitive to fine particle exposure include older adults, people with heart and lung disease, and children. A consistent correlation between elevated PM levels and an increase in mortality rates, respiratory infections, number and severity of asthma attacks, and the number of hospital admissions has been observed in different parts of the United States and various areas around the world. In recent years, some studies have reported an association between long-term exposure to air pollution dominated by fine particles and increased mortality, reduction in life-span, and an increased mortality from lung cancer. EPA groups PM into two categories, which are described below.

*PM<sub>10</sub>*. PM<sub>10</sub> includes both fine and coarse dust particles; the fine particles are PM<sub>2.5</sub>. Coarse particles, such as those found near roadways and dust-producing industries, are larger than 2.5 micrometers and smaller than 10 micrometers in diameter. Sources of coarse particles include crushing or grinding operations and dust from paved or unpaved roads. Control of PM<sub>10</sub> is primarily achieved through the control of dust at construction and industrial sites, the cleaning of paved roads, and the wetting or paving of frequently used unpaved roads.

*PM<sub>2.5</sub>*. Fine particles, such as those found in smoke and haze, are PM<sub>2.5</sub>. Sources of fine particles include all types of combustion activities (motor vehicles, power plants, wood burning, etc.) and certain industrial processes. PM<sub>2.5</sub> is also formed through reactions of gases, such as SO<sub>2</sub> and NO<sub>x</sub>, in the atmosphere. PM<sub>2.5</sub> is the major cause of reduced visibility (haze) in California.

### **2.3 AIR QUALITY STANDARDS**

Health-based air quality standards have been established for these criteria pollutants by EPA at the national level and by ARB at the state level. These standards were established to protect the public with a margin of safety from adverse health impacts due to exposure to air pollution. California has also established standards for sulfates, visibility-reducing particles, hydrogen sulfide, and vinyl chloride. Table 1 presents the National Ambient Air Quality Standards (NAAQS) and the California Ambient Air Quality Standards (CAAQS). The most current monitoring station data and attainment designations for the project study area are shown in Table 2.

**Table 1**  
**National and California Ambient Air Quality Standards**

Pollutant	Averaging Time	California Standards <sup>a</sup>	National Standards <sup>b</sup>	
		Concentration <sup>c</sup>	Primary <sup>c,d</sup>	Secondary <sup>c,e</sup>
Ozone <sup>l</sup>	1 hour	0.09 ppm (180 µg/m <sup>3</sup> )	–	Same as primary standard
	8 hours	0.070 ppm (137 µg/m <sup>3</sup> )	0.070 ppm (137 µg/m <sup>3</sup> )	
Respirable particulate matter (PM <sub>10</sub> ) <sup>f</sup>	24 hours	50 µg/m <sup>3</sup>	150 µg/m <sup>3</sup>	Same as primary standard
	Annual arithmetic mean	20 µg/m <sup>3</sup>	–	
Fine particulate matter (PM <sub>2.5</sub> ) <sup>f</sup>	24 hours	–	35 µg/m <sup>3</sup>	Same as primary standard
	Annual arithmetic mean	12 µg/m <sup>3</sup>	12 µg/m <sup>3</sup>	15 µg/m <sup>3</sup>
Carbon monoxide (CO)	8 hours	9.0 ppm (10 mg/m <sup>3</sup> )	9 ppm (10 mg/m <sup>3</sup> )	None
	1 hour	20 ppm (23 mg/m <sup>3</sup> )	35 ppm (40 mg/m <sup>3</sup> )	
	8 hours (Lake Tahoe)	6 ppm (7 mg/m <sup>3</sup> )	–	–
Nitrogen dioxide (NO <sub>2</sub> ) <sup>g</sup>	Annual arithmetic mean	0.030 ppm (57 µg/m <sup>3</sup> )	0.053 ppm (100 µg/m <sup>3</sup> )	Same as primary standard
	1 hour	0.18 ppm (339 µg/m <sup>3</sup> )	100 ppb (188 µg/m <sup>3</sup> )	None
Sulfur dioxide (SO <sub>2</sub> ) <sup>h</sup>	Annual arithmetic mean	–	0.030 ppm (for certain areas) <sup>h</sup>	–
	24 hours	0.04 ppm (105 µg/m <sup>3</sup> )	0.14 ppm (for certain areas) <sup>h</sup>	–
	3 hours	–	–	0.5 ppm (1,300 µg/m <sup>3</sup> )
	1 hour	0.25 ppm (655 µg/m <sup>3</sup> )	75 ppb (196 µg/m <sup>3</sup> )	–
Lead <sup>i,j</sup>	30-day average	1.5 µg/m <sup>3</sup>	–	–
	Calendar quarter	–	1.5 µg/m <sup>3</sup> (for certain areas) <sup>j</sup>	Same as primary standard
	Rolling 3-month average	–	0.15 µg/m <sup>3</sup>	
Visibility-reducing particles <sup>k</sup>	8 hours	See footnote j	No national standards	
Sulfates	24 hours	25 µg/m <sup>3</sup>		
Hydrogen sulfide	1 hour	0.03 ppm (42 µg/m <sup>3</sup> )		
Vinyl chloride <sup>l</sup>	24 hours	0.01 ppm (26 µg/m <sup>3</sup> )		

Notes: mg/m<sup>3</sup> = milligrams per cubic meter; ppb = parts per billion; ppm = parts per million; µg/m<sup>3</sup> = micrograms per cubic meter

<sup>a</sup> California standards for ozone, carbon monoxide (except 8-hour Lake Tahoe), sulfur dioxide (1- and 24-hour), nitrogen dioxide, and particulate matter (PM<sub>10</sub>, PM<sub>2.5</sub>, and visibility-reducing particles), are values that are not to be exceeded. All others are not to be equaled or exceeded. California ambient air quality standards are listed in the Table of Standards in Section 70200 of Title 17 of the California Code of Regulations.

<sup>b</sup> National standards (other than ozone, particulate matter, and those based on annual arithmetic mean) are not to be exceeded more than once a year. The ozone standard is attained when the fourth highest 8-hour concentration measured at each site in a year, averaged over 3 years, is equal to or less than the standard. For PM<sub>10</sub>, the 24-hour is attained when the expected number of days per calendar year with a 24-hour average concentration above 150

1-hour standard to the California standards the units can be converted from 100 ppb to 0.100 ppm.

<sup>h</sup> On June 2, 2010, a new 1-hour SO<sub>2</sub> standard was established and the existing 24-hour and annual primary standards were revoked. To attain the 1-hour national standard, the 3-year average of the annual 99th percentile of the 1-hour daily maximum concentrations at each site must not exceed 75 ppb. The 1971 SO<sub>2</sub> national standards (24-hour and annual) remain in effect until 1 year after an area is designated for the 2010 standard, except that in areas designated nonattainment for the 1971 standards, the 1971 standards remain in effect until implementation plans to attain or maintain the 2010 standards are approved. To directly compare the 1-hour national

- $\mu\text{g}/\text{m}^3$  is equal to or less than 1. For  $\text{PM}_{2.5}$ , the 24-hour standard is attained when 98% of the daily concentrations, averaged over 3 years, are equal to or less than the standards.
- <sup>c</sup> Concentration expressed first in the units in which it was promulgated. Equivalent units given in parentheses are based upon a reference temperature of 25 degrees Celsius and a reference pressure of 760 torr. Most measurements of air quality are to be corrected to a reference temperature of 25°C and reference pressure of 760 torr; (ppm) in this table refers to ppm by volume, or micromoles of pollutant per mole of gas.
- <sup>d</sup> National Primary Standards: The levels of air quality necessary, with an adequate margin of safety to protect the public health.
- <sup>e</sup> National Secondary Standards: The levels of air quality necessary to protect public welfare from any known or anticipated adverse effects of a pollutant.
- <sup>f</sup> On December 14, 2012, the national annual  $\text{PM}_{2.5}$  primary standard was lowered from 15  $\mu\text{g}/\text{m}^3$  to 12.0  $\mu\text{g}/\text{m}^3$ . The existing national 24-hour  $\text{PM}_{2.5}$  standards (primary and secondary) were retained at 35  $\mu\text{g}/\text{m}^3$ , as was the annual secondary standard of 15  $\mu\text{g}/\text{m}^3$ . The existing 24-hour  $\text{PM}_{10}$  standards (primary and secondary) of 150  $\mu\text{g}/\text{m}^3$  also were retained. The form of the annual primary and secondary standards is the annual mean, averaged over 3 years.
- <sup>g</sup> To attain the 1-hour national standard, the 3-year average of the annual 98th percentile of the 1-hour daily maximum concentrations at each site must not exceed 100 ppb. California standards are in units of ppm. To directly compare the national standard to the California standard, the units can be converted to ppm. In this case, the national standard of 75 ppb is identical of 0.075 ppm.
- <sup>i</sup> ARB has identified lead and vinyl chloride as toxic air contaminants with no threshold level of exposure for adverse health effects determined. These actions allow for the implementation of control measures at levels below the ambient concentrations specified for these pollutants. The national standard for lead was revised on October 15, 2008, to a rolling 3-month average. The 1978 lead standard (1.5  $\mu\text{g}/\text{m}^3$  as a quarterly average) remains in effect until 1 year after an area is designated for the 2008 standard, except that in areas designated nonattainment for the 1978 standard, the 1978 standard remains in effect until implementation plans to attain or maintain the 2008 standards are approved.
- <sup>k</sup> In 1989, ARB converted both the general statewide 10-mile visibility standard and the Lake Tahoe 30-mile visibility standard to instrumental equivalents, which are “extinction of 0.23 per kilometer” and the “extinction of 0.07 per kilometer” for the statewide and Lake Tahoe Air Basin standards, respectively.
- <sup>l</sup> On October 1, 2015, the national 8-hour ozone primary and secondary standards were lowered from 0.075 to 0.070 ppm.
- Source: ARB 2016a

## 2.4 SAN DIEGO AIR BASIN EXISTING AIR QUALITY

The San Diego Air Pollution Control District (SDAPCD) is responsible for enforcing the rules and regulations protecting air quality in the SDAB. Ambient air pollutant concentrations in the SDAB are measured at air quality monitoring stations operated by ARB and the SDAPCD. The closest SDAPCD air quality monitoring station to the project site is the Del Mar monitoring station, located at 225 9th Street, Del Mar, California, approximately 4 miles west of CCA. This station monitors ozone concentrations. Air quality monitoring data of  $\text{NO}_2$  was obtained from the Rancho Carmel Drive monitoring station (the second-closest station), located at 11403 Rancho Carmel Drive, San Diego, California, approximately 7 miles east of CCA.  $\text{PM}_{10}$ , and  $\text{PM}_{2.5}$  were obtained from the Kearny Mesa station located at 6125A Kearny Villa Road, San Diego, California, approximately 9 miles southeast of CCA. Air quality monitoring data for CO were obtained from the SDAPCD Annual Air Quality Monitoring Network Plan (SDAPCD 2016a) and represent CO concentrations in San Diego County. Table 2 presents 3 years of the most recent information available, summarizing the exceedances of standards and the highest recorded pollutant. These concentrations represent the existing, or baseline conditions, for the project area, based on the most recent information that is available.

**Table 2  
Ambient Air Quality Summary**

<b>Pollutant Standards</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>
<b>Ozone</b>			
State maximum 1-hour concentration (ppm)	0.098	0.079	0.075
National maximum 8-hour concentration (ppm)	0.078	0.071	0.061
<u>Number of Days Standard Exceeded</u>			
CAAQS 1-hour (>0.09 ppm)	1	0	0
CAAQS 8-hour (>0.070 ppm)/NAAQS 8-hour(>0.070 ppm)	2/2	1/1	0/0
<b>Carbon Monoxide (CO)<sup>a</sup></b>			
Maximum 8-hour concentration (ppm)	2.0	1.7	*
Maximum 1-hour concentration (ppm)	3.1	2.2	*
<u>Number of Days Standard Exceeded</u>			
NAAQS 8-hour (>9.0 ppm)	0	0	*
<b>Nitrogen Dioxide (NO<sub>2</sub>)</b>			
State maximum 1-hour concentration (ppb)	55	62	62
Annual Average (ppb)	*	17	16
<u>Number of Days Standard Exceeded</u>			
NAAQS 1-hour	0	0	0
CAAQS 1-hour	0	0	0
<b>Particulate Matter (PM<sub>10</sub>)</b>			
National maximum 24-hour concentration (µg/m <sup>3</sup> )	39.0	36.0	46.0
State maximum 24-hour concentration (µg/m <sup>3</sup> )	37.0	35.0	47.0
State annual average concentration (µg/m <sup>3</sup> )	16.7	*	17.6
<u>Measured Number of Days Standard Exceeded</u>			
NAAQS 24-hour (>150 µg/m <sup>3</sup> )	0	0	0
CAAQS 24-hour (>50 µg/m <sup>3</sup> )	0	0	0
<b>Particulate Matter (PM<sub>2.5</sub>)</b>			
National maximum 24-hour concentration (µg/m <sup>3</sup> )	25.7	19.4	27.5
State maximum 24-hour concentration (µg/m <sup>3</sup> )	25.7	20.3	27.5
National annual average concentration (µg/m <sup>3</sup> )	7.2	7.5	7.9
State annual average concentration (µg/m <sup>3</sup> )	*	7.8	8.0
<u>Measured Number of Days Standard Exceeded</u>			
NAAQS 24-hour (>35 µg/m <sup>3</sup> )	0	0	0

Notes: µg/m<sup>3</sup> = micrograms per cubic meter; CAAQS = California Ambient Air Quality Standards; NAAQS = National Ambient Air Quality Standards; ppb = parts per billion; ppm = parts per million

<sup>a</sup> Data obtained from the SDAPCD 2016 Monitoring Network Plan, Table 5.8: CO Concentrations for San Diego.

\*Insufficient data to determine the value.

Source: ARB 2017a; SDAPCD 2016a

As shown in Table 2, ambient air concentrations of PM<sub>10</sub> and NO<sub>2</sub> did not exceed the NAAQS or CAAQS in 2015 through 2017. The 8-hour ozone concentration was exceeded in 2015 and 2016. PM<sub>2.5</sub> concentrations did not exceed the NAAQS or the CAAQS between 2015 and 2017.

---

## 2.5 SDAB ATTAINMENT STATUS

Both EPA and ARB use ambient air quality monitoring data to designate areas according to their attainment status for criteria air pollutants. The purpose of these designations is to identify the areas with air quality problems and initiate planning efforts for improvement. The three basic designation categories are nonattainment, attainment, and unclassified. An “attainment” designation for an area signifies that pollutant concentrations did not exceed the established standard. In most cases, areas designated or redesignated as attainment must develop and implement maintenance plans, which are designed to ensure continued compliance with the standard.

In contrast to attainment, a “nonattainment” designation indicates that a pollutant concentration has exceeded the established standard. Nonattainment may differ in severity. To identify the severity of the problem and the extent of planning and actions required to meet the standard, nonattainment areas are assigned a classification that is commensurate with the severity of their air quality problem (e.g., moderate, serious, severe, extreme).

Finally, an unclassified designation indicates that insufficient data exist to determine attainment or nonattainment. In addition, the California designations include a subcategory of nonattainment-transitional, which is given to nonattainment areas that are progressing and nearing attainment.

As shown in Table 3, the SDAB currently meets the NAAQS for all criteria air pollutants except ozone and meets the CAAQS for all criteria air pollutants except ozone, PM<sub>10</sub>, and PM<sub>2.5</sub>. The SDAB currently falls under a federal maintenance plan for 8-hour ozone.

## 2.6 TOXIC AIR CONTAMINANTS

In addition to criteria pollutants, both federal and state air quality regulations also focus on toxic air contaminants (TACs). TACs can be separated into carcinogens and noncarcinogens based on the nature of the effects associated with exposure to the pollutant. For regulatory purposes, carcinogens are assumed to have no safe threshold below which health impacts would not occur. Any exposure to a carcinogen poses some risk of contracting cancer. Noncarcinogens differ in that there is generally assumed to be a safe level of exposure below which no negative health impact is believed to occur. These levels are determined on a pollutant-by-pollutant basis.



**Table 3**  
**San Diego Air Basin Attainment Designations**

<b>Pollutant</b>	<b>State</b>	<b>Federal</b>
Ozone (1-hour)	Nonattainment	Attainment*
Ozone (8-hour)	Nonattainment	Nonattainment
Carbon Monoxide	Attainment	Unclassified/Attainment
Nitrogen Dioxide	Unclassified/Attainment	Unclassified/Attainment
Sulfur Dioxide	Unclassified/Attainment	Unclassified/Attainment
PM <sub>10</sub>	Nonattainment	Unclassified
PM <sub>2.5</sub>	Nonattainment	Unclassified/Attainment
Sulfates	Attainment	N/A
Hydrogen Sulfide	Unclassified	N/A
Visibility Reducing Particles	Unclassified	N/A
Lead	Attainment	Unclassified/Attainment

Notes:

N/A = not applicable; no standard

PM<sub>10</sub> = suspended particulate matter; PM<sub>2.5</sub> = fine particulate matter

\* The federal ozone (1-hour) standard of 12 ppm was in effect from 1979 through June 15, 2005. The revoked standard is referenced here because this benchmark is addressed in State Implementation Plans.

Source: ARB 2017b; SDAPCD 2017.

TACs may be emitted by stationary, area, or mobile sources. Common stationary sources of TAC emissions include gasoline stations, dry cleaners, and diesel backup generators, which are subject to local air district permit requirements. The other, often more significant, sources of TAC emissions are motor vehicles on freeways, high-volume roadways, or other areas with high numbers of diesel vehicles, such as distribution centers. Off-road mobile sources are also major contributors of TAC emissions and include construction equipment, ships, and trains.

Particulate exhaust emissions from diesel-fueled engines (diesel PM) were identified as a TAC by ARB in 1998. Federal and state efforts to reduce diesel PM emissions have focused on the use of improved fuels, adding particulate filters to engines, and requiring the production of new-technology engines that emit fewer exhaust particulates.

Diesel engines tend to produce a much higher ratio of fine particulates than other types of internal combustion engines. The fine particles that make up diesel PM tend to penetrate deep into the lungs and the rough surfaces of these particles makes it easy for them to bind with other toxins within the exhaust, thus increasing the hazards of particle inhalation. Long-term exposure to diesel PM is known to lead to chronic, serious health problems including cardiovascular disease, cardiopulmonary disease, and lung cancer.

---

SDAPCD samples for TACs at the El Cajon and Chula Vista monitoring stations. Excluding diesel PM, data from these stations indicate that the background cancer risk in 2014 due to TACs was 345 in one million in Chula Vista and 394 in one million in El Cajon. There is no current methodology for directly measuring diesel PM. However, ARB estimates the excess cancer risk from diesel PM in California in 2012 as 520 in a million (SDAPCD 2018).

## 2.7 ODOR

Odors are considered an air quality issue both at the local level (e.g., odor from wastewater treatment) and at the regional level (e.g., smoke from wildfires). Odors are generally regarded as an annoyance rather than a health hazard. However, manifestations of a person's reaction to foul odors can range from psychological (e.g., irritation, anger, or anxiety) to physiological (e.g., circulatory and respiratory effects, nausea, vomiting, and headache).

The ability to detect odors varies considerably among the population and is subjective. Some individuals have the ability to smell minute quantities of specific substances while others may not have the same sensitivity but may have sensitivities to odors of other substances. In addition, people may have different reactions to the same odor; an odor that is offensive to one person (e.g., from a fast-food restaurant or bakery) may be perfectly acceptable to another. Unfamiliar odors may be more easily detected and likely to cause complaints than familiar ones.

Offensive odors can potentially affect human health in several ways. First, odorant compounds can irritate the eyes, nose, and throat, which can reduce respiratory volume. Second, the ROG's that cause odors can stimulate sensory nerves to cause neurochemical changes that might influence health, for instance, by compromising the immune system. Finally, unpleasant odors can trigger memories or attitudes linked to unpleasant odors, causing cognitive and emotional effects, such as stress.

Several examples of common land use types that generate substantial odors include wastewater treatment plants, landfills, composting/green waste facilities, recycling facilities, petroleum refineries, chemical manufacturing plants, painting/coating operations, rendering plants, and food packaging plants. There are no wastewater treatment plants, landfills, composting facilities, refineries, or chemical plants in the vicinity of the CCA campus.

---

## 2.8 SENSITIVE RECEPTORS

Some members of the population are especially sensitive to air pollutant emissions and should be given special consideration when evaluating air quality impacts from projects. The City of San Diego CEQA Guidelines define a sensitive receptor as a person who is more susceptible to health effects due to exposure to an air contaminant relative to the population at large. Sensitive receptors include children, the elderly, people with preexisting respiratory or cardiovascular illness, and athletes and others who engage in frequent exercise. Air quality regulators typically define sensitive receptors as schools, hospitals, resident care facilities, day-care centers, or other facilities that may house individuals who are particularly susceptible to health effects that would be adversely impacted by changes in air quality.

Residential areas are also considered sensitive to air pollution because residents (including children and the elderly) tend to be at home for extended periods of time, resulting in sustained exposure to pollutants present. Recreational land uses are considered moderately sensitive to air pollution. Exercise places a high demand on respiratory functions, which can be impaired by air pollution even though exposure periods during exercise are generally short. In addition, noticeable air pollution can detract from the enjoyment of recreation. Industrial and commercial areas are considered the least sensitive to air pollution because exposure periods are relatively short and intermittent as the majority of the workers tend to stay indoors most of the time.

Since installation of the lighting at the multi-sport field on the school campus would occur during the summer when school is not in session, the nearest sensitive receptors would be the multi-family residential units located approximately 440 feet west of the multi-sport field.

---

## SECTION 3 GREENHOUSE GAS EMISSIONS BACKGROUND AND EXISTING CONDITIONS

### 3.1 SCIENTIFIC BASIS OF CLIMATE CHANGE

Certain gases in the earth's atmosphere, classified as GHGs, play a critical role in determining the earth's surface temperature. A portion of the solar radiation that enters the earth's atmosphere is absorbed by the earth's surface, and a smaller portion of this radiation is reflected back toward space. This infrared radiation (i.e., thermal heat) is absorbed by GHGs within the earth's atmosphere. As a result, infrared radiation released from the earth that otherwise would have escaped back into space is instead "trapped," resulting in a warming of the atmosphere. This phenomenon, known as the "greenhouse effect," is responsible for maintaining a habitable climate on the earth.

GHGs are present in the atmosphere naturally, are released by natural and anthropogenic sources, and are formed from secondary reactions taking place in the atmosphere. Natural sources of GHGs include the respiration of humans, animals, and plants; decomposition of organic matter; and evaporation from the oceans. Anthropogenic sources include the combustion of fossil fuels, waste treatment, and agricultural processes. The following are GHGs that are widely accepted as the principal contributors to human-induced global climate change:

- Carbon dioxide (CO<sub>2</sub>)
- Methane (CH<sub>4</sub>)
- Nitrous oxide (N<sub>2</sub>O)

The majority of anthropogenic CO<sub>2</sub> emissions are byproducts of fossil fuel combustion. CH<sub>4</sub> is the main component of natural gas and is associated with agricultural practices and landfills. N<sub>2</sub>O is a colorless GHG that results from industrial processes, vehicle emissions, and agricultural practices.

Global warming potential (GWP) is a concept developed to compare the ability of each GHG to trap heat in the atmosphere relative to CO<sub>2</sub>. The GWP of a GHG is based on several factors, including the relative effectiveness of a gas to absorb infrared radiation and length of time (i.e., lifetime) that the gas remains in the atmosphere ("atmospheric lifetime"). The reference gas for GWP is CO<sub>2</sub>; therefore, CO<sub>2</sub> has a GWP of 1. The other main GHGs that have been attributed to human activity include CH<sub>4</sub>, which has a GWP of 28, and N<sub>2</sub>O, which has a GWP of 265

---

(EPA 2013). For example, 1 ton of CH<sub>4</sub> has the same contribution to the greenhouse effect as approximately 28 tons of CO<sub>2</sub>. GHGs with lower emissions rates than CO<sub>2</sub> may still contribute to climate change because they are more effective at absorbing outgoing infrared radiation than CO<sub>2</sub> (i.e., high GWP). The concept of CO<sub>2</sub>-equivalents (CO<sub>2</sub>e) is used to account for the different GWP potentials of GHGs to absorb infrared radiation.

Although the exact lifetime of any particular GHG molecule is dependent on multiple variables, it is understood by scientists who study atmospheric chemistry that more CO<sub>2</sub> is emitted into the atmosphere than is sequestered by ocean uptake, vegetation, and other forms of sequestration. GHG emissions related to human activities have been determined as “extremely likely” to be responsible (indicating 95 percent certainty) for intensifying the greenhouse effect and leading to a trend of unnatural warming of the earth’s atmosphere and oceans, with corresponding effects on global circulation patterns and climate (ARB 2014). The quantity of GHGs that it takes to ultimately result in climate change is not precisely known; however, no single project is expected to measurably contribute to a noticeable incremental change in the global average temperature, or to a global, local, or micro climate.

### **3.2 GHG INVENTORIES**

GHG emissions contributing to global climate change are attributable in large part to human activities associated with the transportation, industrial/manufacturing, electric utility, residential, commercial, and agricultural categories. Emissions of CO<sub>2</sub> are byproducts of fossil fuel combustion and CH<sub>4</sub> is the primary component in natural gas and is associated with agricultural practices and landfills. N<sub>2</sub>O is also largely attributable to agricultural practices and soil management.

#### **California**

ARB performs an annual GHG inventory for emissions and sinks of the six major GHGs. California produced 429 million metric tons (MMT) CO<sub>2</sub>e in 2016 (ARB 2018). Combustion of fossil fuel in the transportation category was the single largest source of California’s GHG emissions in 2016, accounting for 41 percent of total GHG emissions in the state. The transportation category was followed by the industrial and electric power (including in-state and out-of-state sources) categories, which account for 23 and 16 percent of the state’s total GHG emissions, respectively (ARB 2018).

---

## **County of San Diego**

In February 2018, in conjunction with the County of San Diego Climate Action Plan, the County of San Diego published a GHG inventory for County operations and the activities occurring within the unincorporated communities of San Diego County. The GHG inventory includes a discussion of the primary sources and annual levels of GHG emissions for 2014 (baseline year) and describes likely trends if emissions are not reduced for 2020, 2030, and 2050. Total GHG emissions in San Diego County in 2014 were estimated to be 3.2 MMT CO<sub>2</sub>e from the following sectors: transportation (on- and off-road), electricity, solid waste, natural gas, agriculture, water, wastewater, and propane (County of San Diego 2018). On-road transportation is the largest emissions sector, accounting for approximately 1.5 MMT CO<sub>2</sub>e, or 45 percent of total emissions. Energy consumption, including electricity and natural gas use, is the next largest source of emissions, accounting for approximately 1.1 MMT CO<sub>2</sub>e, or 35 percent of the total.

## **City of San Diego**

The most recent inventory completed by the City of San Diego was published in 2018 for the 2017 baseline year. The 2017 city-wide emissions were estimated to be approximately 10.2 MMT CO<sub>2</sub>e (City of San Diego 2018). Transportation is the largest emissions sector, accounting for approximately 54 percent of the total emissions. Energy consumption, including electricity and natural gas use, is the next largest source of emissions, accounting for approximately 42 percent of the total.



ITEM 12

---

This page intentionally left blank.

## SECTION 4 ANALYSIS OF IMPACTS

### 4.1 AIR QUALITY THRESHOLDS OF SIGNIFICANCE

According to Appendix G of the 2019 CEQA Guidelines, a project may have a significant impact to air quality if implementation of the project would:

**Impact AQ-1:** conflict with or obstruct implementation of the applicable air quality plan,

**Impact AQ-2:** result in cumulatively considerable net increase of any criteria pollutant for which the project region is nonattainment under an applicable federal or state ambient air quality standard,

**Impact AQ-3:** expose sensitive receptors to substantial pollutant concentrations, or

**Impact AQ-4:** result in other emissions (such as those leading to odors) adversely affecting a substantial number of people.

As stated in Appendix G of the 2019 CEQA Guidelines, the significance criteria established by the applicable air quality management district or air pollution control district may be relied on to make the impact determinations for specific program elements. SDAPCD and the District have not developed quantitative significance thresholds for CEQA projects. However, the City of San Diego has established recommended screening level thresholds of significance for regional pollutant emissions. Therefore, the City of San Diego screening thresholds of significance for regional pollutant emissions were used to analyze the impacts of the proposed project. The screening level thresholds are shown in Table 4.

**Table 4  
Regional Pollutant Emission Screening Level Standards of Significance**

	<b>VOC<sup>1</sup></b>	<b>NO<sub>x</sub></b>	<b>CO</b>	<b>SO<sub>x</sub></b>	<b>PM<sub>10</sub></b>	<b>PM<sub>2.5</sub><sup>2</sup></b>
Pounds per day	137	250	550	250	100	55

Notes:

<sup>1</sup> VOC standards based on levels per South Coast Air Quality Management District (SCAQMD) and the Monterey Bay Air Pollution Control District (MBAPCD), which have similar federal and state attainment status as San Diego.

<sup>2</sup> Standard for PM<sub>2.5</sub> from SCAQMD

VOC = volatile organic compounds; NO<sub>x</sub> = oxides of nitrogen; SO<sub>x</sub> = sulfur oxides, CO = carbon monoxide;

PM<sub>10</sub> = particulate matter less than 10 micrometers in diameter; PM<sub>2.5</sub> = particulate matter less than 2.5 micrometers in diameter.

Source: City of San Diego 2016

---

The City of San Diego screening level thresholds are based on SDAPCD Regulation II, Rule 20.2, Air Quality Impact Analysis Trigger Levels for new or modified stationary sources. Although these trigger levels do not generally apply to general land development projects, these levels may be used to evaluate the increased emissions from projects and to demonstrate that a project's emissions would not result in a significant impact to regional air quality and impede attainment of air quality standards for the region. Because regional air quality standards have been established for these criteria pollutants to protect the public with a margin of safety from adverse health impacts due to exposure to air pollution, these trigger levels can also be used to assess project emissions and inform the project's impacts to regional air quality and health risks under CEQA.

#### 4.2 GREENHOUSE GAS EMISSIONS THRESHOLDS OF SIGNIFICANCE

According to Appendix G of the 2019 CEQA Guidelines, implementation of a project and its incremental contribution to global climate change would be considered significant if it would do either of the following:

**Impact GHG-1:** generate GHG emissions, either directly or indirectly, that may have a significant impact on the environment, or

**Impact GHG-2:** conflict with an applicable plan, policy, or regulation adopted for the purpose of reducing the emissions of GHGs.

As stated in the CEQA Guidelines, these questions are “intended to encourage thoughtful assessment of impacts and do not necessarily represent thresholds of significance” (Title 14, Division 6, Chapter 3 Guidelines for Implementation of the CEQA, Appendix G, VII Greenhouse Gas Emissions). The CEQA Guidelines encourage but do not require lead agencies to adopt thresholds of significance (CEQA Guidelines, §15064.7). When developing these thresholds, and consistent with the December 2018 CEQA and Climate Change Advisory published by the California Office of Planning and Research (OPR 2018), the Guidelines allow lead agencies to develop their own significance threshold and/or to consider thresholds of significance adopted or recommended by other public agencies, or recommended by experts, provided that the thresholds are supported by substantial evidence. Individual lead agencies may also undertake a case-by-case approach for the use of significance thresholds for projects consistent with available guidance and current CEQA practice (OPR 2018).

---

The District has not adopted a specific GHG threshold to analyze projects under CEQA. Therefore, to establish additional context in which to consider the proposed project's GHG emissions, this analysis reviewed guidelines used by other public agencies. Other districts, including the South Coast Air Quality Management District (SCAQMD), have recommended that GHG emissions from construction and short-term sources be amortized over the lifetime of the project (typically assumed 30 years) for comparison with significance thresholds (SCAQMD 2008). The draft thresholds released by the SCAQMD include possible thresholds of 3,000 metric tons (MT) CO<sub>2</sub>e per year for all non-industrial projects (residential, commercial, and mixed-use projects). The most conservative threshold was included in the California Air Pollution Control Officers Association (CAPCOA) report, CEQA and Climate Change: Evaluating and Addressing Greenhouse Gas Emissions from Projects Subject to the California Environmental Quality Act, which recommends a threshold of 900 MT CO<sub>2</sub>e per year for any residential, commercial, or industrial project (CAPCOA 2008). These significance thresholds were developed to assess consistency of a project's emissions with the statewide framework for reducing GHG emissions. However, it is not the intent of the District to adopt this threshold as a mass emissions limit for this or other projects, but rather to provide this additional information to put the project-generated GHG emissions in the appropriate statewide context.

### **4.3 METHODOLOGY**

#### **Construction**

Construction-related activities are temporary, short-term sources of emissions. Sources of construction-related criteria air pollutant and GHG emissions include construction equipment exhaust; construction-related trips by workers, delivery and hauling truck trips; and fugitive dust from site preparation activities.

Construction-related emissions were estimated using the California Emissions Estimator Model (CalEEMod) Version 2016.3.2. CalEEMod allows the user to enter project-specific construction information, such as the construction schedule, the types and number of construction equipment, and the number and length of off-site motor vehicle trips. Construction of the proposed project is anticipated to begin in June 2019 and last approximately 6 to 8 weeks. Construction activities for installation of the lighting would include site preparation, minor excavation for the drill footing and underground trenching, and pole setting. Table 5 presents the construction phases and equipment assumptions associated with the proposed project.

Construction is anticipated to occur 5 days per week. The estimated construction workforce is a maximum of eight workers per day. The analysis also assumed minimal grading would be needed and a maximum of 50 cubic yards of earth would be transported. Approximately three truck trips would be necessary for material delivery and two concrete trucks would be necessary during construction of the light poles. Additional details are available in Attachment A.

**Table 5**  
**Construction Phasing and Construction Equipment Assumptions**

Construction Phase	Duration	Construction Equipment		
		Type	Quantity	Hours per Day
Site Preparation	2 days	Air Compressor	1	8
		Generator Set	1	8
Grading/Excavation	12 days	Bore/Dill Rig	1	8
		Excavator	1	8
		Forklift	1	4
Installation	10 days	Crane	1	8
		Forklift	1	4
Adjustments <sup>1</sup>	3 days	Crane	1	8
		Forklift	1	4

<sup>1</sup> Adjustments phase conservatively assumes same construction equipment usage as the installation phase.  
Source: Construction phasing and equipment provided by the District.

## Operations

As described previously, the purpose of the proposed project is to construct lighting at the existing multi-sport field. Currently, due to the lack of lighting, games on the multi-sport field start early enough in the day so that the students are able to complete the entire game before sunset. Therefore, the District has decided to construct lighting at the multi-sport field to allow games to start between 15 to 30 minutes after school is released. As such, the proposed project would only delay existing games and it is not anticipated that implementation of the proposed project would increase visitor attendance at the games. Therefore, operational emissions associated with the proposed project would be limited to indirect GHG emissions associated with electricity consumption.

Based on information provided by the District, the analysis assumed lights would be on a maximum of 14.5 hours during a typical week. Lighting would only be turned on Monday through Friday during a typical week. During a typical week with season transition and playoffs, the analysis assumed lights would be on a maximum of 22.5 hours. Lighting would be turned on Monday through Saturday during season transition and playoffs. Based on the District academic

---

calendar, it was assumed there are approximately 42 weeks in a school year, and 9 weeks out of the school year would be weeks with season transition and playoffs. Although use of the lighting during the summer when school is not in session would be limited to few events, the analysis also conservatively assumed that a typical summer week would have the lights on for the same amount of hours as a typical week during the school year (14.5 hours). The analysis assumed there are approximately 10 weeks of summer when school is not in session.

Based on information provided by Johnson Consulting Engineers, Inc., it is anticipated that the total load of the lighting system would be 79.10 kilowatts (Musco 2018). Given the anticipated duration that the lights would be on, annual electricity consumption would equate to approximately 61,382 kilowatt-hours per year. To determine the annual GHG emissions associated with operation of the lighting, the electricity consumption was then multiplied by the San Diego Gas & Electric (SDG&E) carbon intensity emission factor. The SDG&E carbon intensity emission factor was calculated based on SDG&E's 2017 Power Content Label and California electricity emission factors. Additional details are available in Attachment B.

#### **4.4 AIR QUALITY IMPACTS**

##### **4.4.1 Impact AQ-1: Conflict with or obstruct implementation of the applicable air quality plan?**

Air quality plans describe air pollution control strategies to be implemented by a city, county, or regional air district. The primary purpose of an air quality plan is to bring an area that does not attain NAAQS and CAAQS (shown in Table 1) into compliance with those standards pursuant to the requirements of the Clean Air Act and California Clean Air Act. As shown in Table 3, the SDAB is currently classified as a nonattainment area under the CAAQS for ozone, PM<sub>10</sub>, and PM<sub>2.5</sub>. The SDAB currently meets the NAAQS for all criteria air pollutants except ozone and is unclassifiable for PM<sub>10</sub>.

Nonattainment areas must submit a State Implementation Plan (SIP) outlining the combination of local, state, and federal strategies aimed at bringing the area into attainment. To address this requirement, the SDAPCD updated its Attainment Plan for the 2008 Eight-Hour Ozone Standard (Attainment Plan) and Regional Air Quality Strategy (RAQS) in 2016 (SDAPCD 2016b). A project's consistency with the RAQS and Attainment Plan is based on whether the project would exceed the estimated air basin emissions, which are based in part on equipment use assumptions, projections of population, and vehicle miles traveled (VMT). For instance, an increase in VMT



---

beyond projections in such plans could result in a significant adverse incremental effect on a region's ability to attain or maintain ambient air quality standards.

The proposed project would involve minimal construction activities and would be short term and temporary. The use of construction equipment in the RAQS is estimated for the region on an annual basis, and due to the minor construction activities and short duration of construction, the proposed project would not increase the assumptions for off-road equipment use. As discussed previously, the proposed project would construct lighting at the multi-sports field of the existing school and would not increase visitor attendance at the sports games. Thus, the proposed project would not increase population, employment, or vehicle trips over the current assumptions used to develop the RAQS and SIP. Therefore, implementation of the proposed project would not conflict with or obstruct implementation of the applicable air quality plan and this impact would be less than significant.

**4.4.2 Impact AQ-2: Result in cumulatively considerable net increase of any criteria pollutant for which the project region is nonattainment under an applicable federal or state ambient air quality standard?**

By its very nature, air pollution is largely a cumulative impact. The nonattainment status of regional pollutants is a result of past and present development within the SDAB, and this regional impact is cumulative rather than being attributable to any one source. A project's emissions may be individually limited, but cumulatively considerable when taken in combination with past, present, and future development projects.

Construction of the proposed project would generate temporary emissions of VOC, NO<sub>x</sub>, CO, SO<sub>x</sub>, PM<sub>10</sub>, and PM<sub>2.5</sub>. Emissions of VOC, NO<sub>x</sub>, CO, and SO<sub>x</sub> are associated primarily with mobile equipment exhaust, including off-road construction equipment and on-road motor vehicles. Fugitive dust emissions (PM<sub>10</sub> and PM<sub>2.5</sub>) are associated primarily with site preparation and vary as a function of parameters such as soil silt content, soil moisture, wind speed, acreage of disturbance area, and miles traveled by construction vehicles.

As shown in Table 6, construction activities for the proposed project would generate maximum daily emissions of approximately 1 pound of VOC, 8 pounds of NO<sub>x</sub>, 7 pounds of CO, less than 1 pound of SO<sub>x</sub>, 0.5 pound of PM<sub>10</sub>, and 0.4 pound of PM<sub>2.5</sub>. Additional modeling assumptions and details are provided in Attachment A.

**Table 6**  
**Unmitigated Daily Construction Emissions**

	<b>VOC (lbs/day)</b>	<b>NO<sub>x</sub> (lbs/day)</b>	<b>CO (lbs/day)</b>	<b>SO<sub>x</sub> (lbs/day)</b>	<b>PM<sub>10</sub> (lbs/day)<sup>1</sup></b>	<b>PM<sub>2.5</sub> (lbs/day)</b>
Maximum Daily Emissions	0.87	8.01	6.65	0.02	0.53	0.43
<b>Threshold of Significance</b>	137	250	550	250	100	55
<i>Significant Impact?</i>	No	No	No	No	No	No

**Notes:** VOC = volatile organic compounds; NO<sub>x</sub> = nitrogen oxides; CO = carbon monoxide; SO<sub>2</sub> = sulfur dioxide; PM<sub>10</sub> = suspended particulate matter; PM<sub>2.5</sub> = fine particulate matter; lbs/day = pound per day

Source: Estimated by AECOM in 2019

As shown in Table 6, maximum daily construction emissions of VOC, NO<sub>x</sub>, CO, SO<sub>x</sub>, PM<sub>10</sub>, and PM<sub>2.5</sub> would not exceed the recommended thresholds of significance. These thresholds are designed to identify those projects that would result in significant levels of air pollution and to assist the region in attaining the applicable state and federal ambient air quality standards. Projects that would not exceed the thresholds of significance would not contribute a considerable amount of criteria air pollutant emissions to the region's emissions profile, and would not impede attainment and maintenance of ambient air quality standards. Therefore, construction activities associated with the revised project would not be cumulatively considerable. Maintenance-related and operational activities of the multi-sport field are not anticipated to increase above existing conditions with implementation of the proposed project. Therefore, this impact would be less than significant.

#### **4.4.3 Impact AQ-3: Expose sensitive receptors to substantial pollutant concentrations?**

As discussed in Section 2.8, the nearest sensitive receptors would be multi-family residential units approximately 440 feet west of the multi-sport field. As shown in Table 6, construction and installation of the lighting poles would result in emissions of criteria air pollutants, but at levels that would not exceed the City of San Diego thresholds of significance. The thresholds of significance were designed to identify those projects that would result in significant levels of air pollution and to assist the region in attaining the applicable state and federal ambient air quality standards, which were established using health-based criteria to protect the public with a margin of safety from adverse health impacts due to exposure to air pollution. As such, the construction-related criteria air pollutant emissions associated with the proposed project would not expose sensitive receptors to substantial pollutant concentrations.

---

In addition to criteria air pollutants, construction of the proposed project would also generate TAC emissions, specifically diesel PM, associated with heavy-duty construction equipment operations. The Office of Environmental Health Hazard Assessment (OEHHA) developed a Guidance Manual for Preparation of Health Risk Assessments (OEHHA 2015). Due to uncertainty in assessing cancer risk from very short-term exposures, OEHHA does not recommend assessing cancer risk for construction of projects lasting less than 2 months for the nearest residential receptor. Since the duration of construction activities for the proposed project is anticipated to last approximately 6 to 8 weeks and would cease following completion of the project, the overall exposure period would not meet the requirements for assessing cancer risk (OEHHA 2015). In addition, construction emissions would occur intermittently throughout the day and would not occur as a constant plume of emissions from the project site.

Based on the anticipated construction schedule and the highly dispersive nature of diesel PM emissions, construction of the proposed project would not expose sensitive receptors to substantial TAC concentrations. Further, maintenance-related and operational activities of the multi-sport field are not anticipated to increase above existing conditions with implementation of the proposed project. In addition, educational land uses are not typically substantial sources of TACs. Therefore, the proposed project would not expose sensitive receptors to substantial pollutant concentrations and this impact would be less than significant.

#### **4.4.4 Impact AQ-4: Result in other emissions (such as those leading to odors) adversely affecting a substantial number of people?**

The occurrence and severity of odor impacts depend on numerous factors: the nature, frequency, and intensity of the source; wind speed and direction; and the presence of sensitive receptors. Although offensive odors rarely cause any physical harm, they still can be very unpleasant, and they can generate citizen complaints to local governments and regulatory agencies.

Potential construction-related sources of odors include diesel construction equipment that emit exhaust. However, because of the amount and types of equipment, the temporary nature of these emissions, and the highly diffusive properties of diesel exhaust, nearby receptors would not be affected by diesel exhaust odors associated with construction of the proposed project. Construction activities associated with the proposed project would be minimal and the odors would be typical of most construction sites and temporary in nature. Operation of the proposed project would remain similar to existing conditions and would not add any new odor sources. As a result, the proposed project would not result in other emissions (such as those leading to odors)

adversely affecting a substantial number of people. Therefore, this impact would be less than significant.

#### 4.5 GREENHOUSE GAS EMISSIONS IMPACTS

##### 4.5.1 Impact GHG-1: Generate GHG emissions, either directly or indirectly, that may have a significant impact on the environment?

Heavy-duty off-road equipment, materials transport, and worker commutes during construction of the proposed project would result in exhaust-related GHG emissions. The total CO<sub>2</sub>e emissions associated with construction of the proposed project would be approximately 14 MT CO<sub>2</sub>e.

Since the proposed project is not anticipated to increase visitor attendance and maintenance-related activities would remain similar to existing conditions, operational emissions associated with the proposed project would be limited to indirect GHG emissions associated with energy consumption of the light fixtures. Table 7 summarizes the operational emissions and amortized construction GHG emissions associated with the proposed project. Additional details are available in Attachments A and B.

**Table 7**  
**Annual GHG Emissions**

Source	GHG Emissions (MT CO <sub>2</sub> e)
Total Construction Emissions	14.29
Amortized Construction Emissions <sup>1</sup>	0.48
Operational Emissions	16.43
<b>Total Annual GHG Emissions<sup>2</sup></b>	<b>16.91</b>

MT CO<sub>2</sub>e = metric tons carbon dioxide equivalents

Notes: MT CO<sub>2</sub>e = metric tons carbon dioxide equivalents

<sup>1</sup>Amortized emissions estimated assuming a 30-year lifetime of the project (14 MT CO<sub>2</sub>e divided by 30 years).

<sup>2</sup> Total may not add due to rounding.

Source: Estimated by AECOM in 2019.

As shown in Table 7, the total construction-related and operational CO<sub>2</sub>e emissions of 17 MT CO<sub>2</sub>e associated with the proposed project would be substantially less than any of the proposed or adopted GHG thresholds discussed in Section 4.2 (CAPCOA annual threshold of 900 MT CO<sub>2</sub>e and SCAQMD annual threshold of 3,000 MT CO<sub>2</sub>e). Since these thresholds were developed to allow projects to demonstrate consistency with the statewide framework for

---

reducing GHG emissions, the proposed project would not generate GHG emissions, either directly or indirectly, that may have a significant impact on the environment. Therefore, impacts related to GHG emissions would be less than significant.

**4.5.2 Impact GHG-2: Conflict with an applicable plan, policy, or regulation adopted for the purpose of reducing the emissions of GHGs?**

Executive Order S-3-05, signed by former Governor Arnold Schwarzenegger on June 1, 2005, included a goal to reduce California's GHG emissions to year 2000 levels by 2010, 1990 levels by 2020, and 80 percent below the 1990 levels by the year 2050. In 2006, this goal was reinforced with the passage of Assembly Bill (AB 32), the Global Warming Solutions Act (California Health and Safety Code Division 25.5, Sections 38500, et seq.). AB 32 establishes regulatory, reporting, and market mechanisms to achieve quantifiable reductions in GHG emissions and establishes a cap on statewide GHG emissions. It requires that statewide GHG emissions be reduced to 1990 levels by 2020. In December 2008, the ARB adopted its Climate Change Scoping Plan (Scoping Plan), which contains the main strategies California will implement to achieve the required GHG reductions required by AB 32 (ARB 2008).

In 2008 and 2014, ARB approved the Scoping Plan and the first update to the Scoping Plan, respectively (ARB 2008, 2014). In 2016, the State Legislature passed Senate Bill (SB) 32, which established a 2030 GHG emissions reduction target of 40 percent below 1990 levels. In response to SB 32 and the companion legislation of AB 197, ARB approved the Final Proposed 2017 Scoping Plan Update: The Strategy for Achieving California's 2030 GHG Target in November 2017 (ARB 2017c). The 2017 Scoping Plan draws from the previous plans to present strategies to reaching California's 2030 GHG reduction target. While the Scoping Plan updates do include measures that would indirectly address GHG emissions associated with construction and operational activities, including the phasing in of cleaner technology for diesel engine fleets (including construction equipment) and enhanced energy efficiency, successful implementation of these measures predominantly depends on the development of laws and policies at the state level. As such, none of these statewide plans or policies constitute a regulation to adopt or implement a regional or local plan for reduction or mitigation of GHG emissions. Thus, it is assumed that any requirements or policies formulated under the mandate of AB 32 and SB 32 that would be applicable to the project, either directly or indirectly, would be implemented consistent with statewide policies and laws.

The District has not adopted a plan, policy, or regulation for the purpose of reducing GHG emissions. As such, the proposed project would not conflict with the AB 32 Scoping Plan and

---

Scoping Plan update; or any other plans, policies, or regulations for the purpose of reducing GHG emissions. As discussed in Section 4.5.1, the proposed project would also not generate GHG emissions that would have a significant impact on the environment. Further, as an effort to meet the goals of AB 32 to reduce statewide GHG emissions, the California Building Standards Code established the California Green Building Standards Code (*CALGreen*). *CALGreen* encourages sustainable construction practices and building design in the categories of planning and design, including energy efficiency. The proposed project would install light fixtures equipped with LED lights. LED is a highly energy-efficient lighting technology that consumes less electricity, and indirectly emits less GHG emissions, than incandescent lighting (DOE 2019). Therefore, based on the quantitative emission estimates and because the proposed project would not conflict with any applicable plan, policy, or regulation for the purpose of reducing GHG emissions, this impact would be less than significant.



ITEM 12

---

This page intentionally left blank.

---

## SECTION 5 REFERENCES

- California Air Pollution Control Officers Association (CAPCOA). 2008. CEQA & Climate Change. Available at <http://www.capcoa.org/wp-content/uploads/downloads/2010/05/CAPCOA-White-Paper.pdf>. Accessed February 2019.
- California Air Resources Board (ARB). 2008. Climate Change Scoping Plan. Available at [https://www.arb.ca.gov/cc/scopingplan/document/adopted\\_scoping\\_plan.pdf](https://www.arb.ca.gov/cc/scopingplan/document/adopted_scoping_plan.pdf). Accessed February 2019.
- . 2014. First Update to the Climate Change Scoping Plan: Building on the Framework. Pursuant to AB 32, the California Global Warming Solutions Act of 2006. Available at [https://www.arb.ca.gov/cc/scopingplan/2013\\_update/first\\_update\\_climate\\_change\\_scoping\\_plan.pdf](https://www.arb.ca.gov/cc/scopingplan/2013_update/first_update_climate_change_scoping_plan.pdf). Accessed January 2019.
- . 2016a. Ambient Air Quality Standards. Available at <https://www.arb.ca.gov/research/aaqs/aaqs2.pdf>. Accessed January 2019.
- . 2017a. Air Quality Data Statistics. Available at <https://arb.ca.gov/adam>. Accessed January 2019.
- . 2017b. Area Designation Maps/State and National. Available at <http://www.arb.ca.gov/desig/desig.htm>. Accessed January 2019.
- . 2017c. California's 2017 Climate Change Scoping Plan. Available at [https://www.arb.ca.gov/cc/scopingplan/scoping\\_plan\\_2017.pdf](https://www.arb.ca.gov/cc/scopingplan/scoping_plan_2017.pdf). Accessed January 2019.
- . 2018. California Greenhouse Gas Inventory for 2000–2016. Available at <https://www.arb.ca.gov/cc/inventory/data/data.htm>. Accessed January 2019.
- City of San Diego. 2016. California Environmental Quality Act. Significance Determination Thresholds. Available at <http://www.sandiego.gov/development-services/pdf/news/sdtceqa.pdf>. Accessed January 2019.

- 
- . 2018. 2018 Annual Report: Climate Action Plan. Available at [https://www.sandiego.gov/sites/default/files/city\\_of\\_san\\_diego\\_2018\\_cap\\_annual\\_report.pdf](https://www.sandiego.gov/sites/default/files/city_of_san_diego_2018_cap_annual_report.pdf). Accessed January 2019.
- County of San Diego. 2018. Climate Action Plan. Available at <https://www.sandiegocounty.gov/content/dam/sdc/pds/advance/cap/publicreviewdocuments/PostBOSDocs/San%20Diego%20County%20Final%20CAP.pdf>. Accessed January 2019.
- Department of Energy (DOE). 2019. LED Lighting. Available at <https://www.energy.gov/energysaver/save-electricity-and-fuel/lighting-choices-save-you-money/led-lighting>. Accessed February 2019.
- . 2016. Six Common Pollutants, Particulate Matter. Available at <https://www.epa.gov/pm-pollution/health-and-environmental-effects-particulate-matter-pm>. Accessed January 2019.
- Musco Sports Lighting, LLC (Musco). 2018. Canyon Crest Academy. Engineered Design: November 13, 2018.
- Office of Environmental Health Hazard Assessment (OEHHA). 2015. Hot Spots Guidance Manual. Available at [http://www.oehha.org/air/hot\\_spots/hotspots2015.html](http://www.oehha.org/air/hot_spots/hotspots2015.html). Accessed February 2019.
- Office of Planning and Research (OPR). 2018. CEQA and Climate Change Advisory. Available at [http://opr.ca.gov/docs/20181228-Discussion\\_Draft\\_Climate\\_Change\\_Advisory.pdf](http://opr.ca.gov/docs/20181228-Discussion_Draft_Climate_Change_Advisory.pdf). Accessed February 2019.
- San Diego County Air Pollution Control District (SDAPCD). 2016a. Annual Air Quality Monitoring Network Plan. Available at [http://www.sdapcd.org/content/dam/sdc/apcd/monitoring/2016\\_Network\\_Plan.pdf](http://www.sdapcd.org/content/dam/sdc/apcd/monitoring/2016_Network_Plan.pdf). Accessed January 2019.
- . 2016b. 2016 Revision of the Regional Air Quality Strategy for San Diego County. Available at <https://www.sdapcd.org/content/dam/sdc/apcd/PDF/Air%20Quality%20Planning/2016%20RAQS.pdf>. Accessed January 2019.

---

———. 2017. Attainment Status. Available at <https://www.sdapcd.org/content/sdc/apcd/en/air-quality-planning/attainment-status.html>. Accessed January 2019.

———. 2018. California Air Toxics “Hot Spots” Information and Assessment Act. Available at [https://www.sdapcd.org/content/dam/sdc/apcd/PDF/Toxics\\_Program/AttA-2016%20THS%20Program%20Rpt.pdf](https://www.sdapcd.org/content/dam/sdc/apcd/PDF/Toxics_Program/AttA-2016%20THS%20Program%20Rpt.pdf). Accessed January 2019.

South Coast Air Quality Management District (SCAQMD). 2008. Interim CEQA GHG Significance Threshold. Available at [http://www.aqmd.gov/docs/default-source/ceqa/handbook/greenhouse-gases-\(ghg\)-ceqa-significance-thresholds/ghgboardsynopsis.pdf?sfvrsn=2](http://www.aqmd.gov/docs/default-source/ceqa/handbook/greenhouse-gases-(ghg)-ceqa-significance-thresholds/ghgboardsynopsis.pdf?sfvrsn=2). Accessed February 2019.

U.S. Environmental Protection Agency (EPA).2013. Climate Change 2013: The Physical Science Basis. Available at <http://www.ipcc.ch/report/ar5/wg1/>. Accessed January 2019.

Western Regional Climate Center (WRCC). 2016. Period of Record Monthly Climate Summary. Poway Valley, California. Available at <https://wrcc.dri.edu/cgi-bin/cliMAIN.pl?ca7111>. Accessed January 2019.

ITEM 12

---

This page intentionally left blank.

**APPENDIX A**

**CONSTRUCTION EMISSION ESTIMATES**



Canyon Crest Academy Lighting Project - San Diego County, Winter

**Canyon Crest Academy Lighting Project**  
**San Diego County, Winter**

**1.0 Project Characteristics**

---

**1.1 Land Usage**

Land Uses	Size	Metric	Lot Acreage	Floor Surface Area	Population
User Defined Educational	1.00	User Defined Unit	0.00	0.00	0

**1.2 Other Project Characteristics**

<b>Urbanization</b>	Urban	<b>Wind Speed (m/s)</b>	2.6	<b>Precipitation Freq (Days)</b>	40
<b>Climate Zone</b>	13			<b>Operational Year</b>	2020
<b>Utility Company</b>	San Diego Gas & Electric				
<b>CO2 Intensity (lb/MWhr)</b>	720.49	<b>CH4 Intensity (lb/MWhr)</b>	0.029	<b>N2O Intensity (lb/MWhr)</b>	0.006

**1.3 User Entered Comments & Non-Default Data**

## Canyon Crest Academy Lighting Project - San Diego County, Winter

## Project Characteristics -

Land Use - User defined educational land use to account for installation of 4 stadium lighting poles. Approximate acreage for installation of poles (CIP diameter 48 inch). No building square footage.

Construction Phase - Project specific construction schedule.

Off-road Equipment - Project specific construction info per data request.

Off-road Equipment - Project specific construction info per data request.

Off-road Equipment - Phase modeled separately for concrete truck and material delivery trips, to overlap with installation phase.

Off-road Equipment - Project specific construction info per data request.

Off-road Equipment - Conservatively assumes same construction equipment as installation for adjustments

Grading - Approximately 50 cy anticipated to be excavated.

Trips and VMT - Based on maximum daily of 8 workers per day. Assumes each 16 CY capacity haul truck load. Vendor trips include 3 material truck trips and 2 concrete truck trips.

Vehicle Trips - No additional daily trips with installation of stadium lighting poles.

Energy Use - Energy consumption calculated off-model.

Stationary Sources - Emergency Generators and Fire Pumps - No stationary equipment.

Table Name	Column Name	Default Value	New Value
tblConstructionPhase	NumDays	0.00	11.00
tblConstructionPhase	NumDays	0.00	2.00
tblConstructionPhase	NumDays	0.00	1.00
tblConstructionPhase	NumDays	0.00	10.00
tblConstructionPhase	NumDays	0.00	3.00
tblConstructionPhase	PhaseEndDate	7/7/2019	7/29/2019
tblConstructionPhase	PhaseEndDate	7/7/2019	7/9/2019
tblConstructionPhase	PhaseStartDate	7/8/2019	7/15/2019
tblGrading	MaterialExported	0.00	50.00
tblLandUse	LotAcreage	0.00	1.0000e-003
tblOffRoadEquipment	OffRoadEquipmentType		Air Compressors

Canyon Crest Academy Lighting Project - San Diego County, Winter

tblOffRoadEquipment	OffRoadEquipmentType		Generator Sets
tblOffRoadEquipment	OffRoadEquipmentType		Bore/Drill Rigs
tblOffRoadEquipment	OffRoadEquipmentType		Excavators
tblOffRoadEquipment	OffRoadEquipmentType		Forklifts
tblOffRoadEquipment	OffRoadEquipmentUnitAmount	1.00	0.00
tblOffRoadEquipment	OffRoadEquipmentUnitAmount	1.00	0.00
tblOffRoadEquipment	OffRoadEquipmentUnitAmount	1.00	0.00
tblOffRoadEquipment	OffRoadEquipmentUnitAmount	2.00	0.00
tblOffRoadEquipment	OffRoadEquipmentUnitAmount	1.00	0.00
tblOffRoadEquipment	OffRoadEquipmentUnitAmount	1.00	0.00
tblOffRoadEquipment	OffRoadEquipmentUnitAmount	2.00	0.00
tblOffRoadEquipment	OffRoadEquipmentUnitAmount	2.00	1.00
tblOffRoadEquipment	OffRoadEquipmentUnitAmount	2.00	1.00
tblOffRoadEquipment	OffRoadEquipmentUnitAmount	2.00	0.00
tblOffRoadEquipment	OffRoadEquipmentUnitAmount	2.00	0.00
tblOffRoadEquipment	OffRoadEquipmentUnitAmount	2.00	0.00
tblOffRoadEquipment	UsageHours	8.00	0.00
tblOffRoadEquipment	UsageHours	8.00	0.00
tblOffRoadEquipment	UsageHours	1.00	0.00
tblOffRoadEquipment	UsageHours	6.00	0.00
tblOffRoadEquipment	UsageHours	8.00	0.00
tblOffRoadEquipment	UsageHours	4.00	0.00
tblOffRoadEquipment	UsageHours	4.00	8.00
tblOffRoadEquipment	UsageHours	4.00	8.00
tblOffRoadEquipment	UsageHours	6.00	0.00
tblOffRoadEquipment	UsageHours	6.00	4.00
tblOffRoadEquipment	UsageHours	6.00	4.00

## Canyon Crest Academy Lighting Project - San Diego County, Winter

tblOffRoadEquipment	UsageHours	8.00	0.00
tblOffRoadEquipment	UsageHours	8.00	0.00
tblOffRoadEquipment	UsageHours	8.00	0.00
tblTripsAndVMT	VendorTripNumber	0.00	10.00
tblTripsAndVMT	WorkerTripNumber	5.00	16.00
tblTripsAndVMT	WorkerTripNumber	8.00	16.00
tblTripsAndVMT	WorkerTripNumber	0.00	16.00
tblTripsAndVMT	WorkerTripNumber	0.00	16.00

**2.0 Emissions Summary**

---



Canyon Crest Academy Lighting Project - San Diego County, Winter

**2.2 Overall Operational**

**Unmitigated Operational**

	ROG	NOx	CO	SO2	Fugitive PM10	Exhaust PM10	PM10 Total	Fugitive PM2.5	Exhaust PM2.5	PM2.5 Total	Bio- CO2	NBio- CO2	Total CO2	CH4	N2O	CO2e
Category	lb/day										lb/day					
Area	1.0000e-005	0.0000	1.0000e-004	0.0000		0.0000	0.0000		0.0000	0.0000		2.2000e-004	2.2000e-004	0.0000		2.3000e-004
Energy	0.0000	0.0000	0.0000	0.0000		0.0000	0.0000		0.0000	0.0000		0.0000	0.0000	0.0000	0.0000	0.0000
Mobile	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000		0.0000	0.0000	0.0000		0.0000
<b>Total</b>	<b>1.0000e-005</b>	<b>0.0000</b>	<b>1.0000e-004</b>	<b>0.0000</b>	<b>0.0000</b>	<b>0.0000</b>	<b>0.0000</b>	<b>0.0000</b>	<b>0.0000</b>	<b>0.0000</b>		<b>2.2000e-004</b>	<b>2.2000e-004</b>	<b>0.0000</b>	<b>0.0000</b>	<b>2.3000e-004</b>

**Mitigated Operational**

	ROG	NOx	CO	SO2	Fugitive PM10	Exhaust PM10	PM10 Total	Fugitive PM2.5	Exhaust PM2.5	PM2.5 Total	Bio- CO2	NBio- CO2	Total CO2	CH4	N2O	CO2e
Category	lb/day										lb/day					
Area	1.0000e-005	0.0000	1.0000e-004	0.0000		0.0000	0.0000		0.0000	0.0000		2.2000e-004	2.2000e-004	0.0000		2.3000e-004
Energy	0.0000	0.0000	0.0000	0.0000		0.0000	0.0000		0.0000	0.0000		0.0000	0.0000	0.0000	0.0000	0.0000
Mobile	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000		0.0000	0.0000	0.0000		0.0000
<b>Total</b>	<b>1.0000e-005</b>	<b>0.0000</b>	<b>1.0000e-004</b>	<b>0.0000</b>	<b>0.0000</b>	<b>0.0000</b>	<b>0.0000</b>	<b>0.0000</b>	<b>0.0000</b>	<b>0.0000</b>		<b>2.2000e-004</b>	<b>2.2000e-004</b>	<b>0.0000</b>	<b>0.0000</b>	<b>2.3000e-004</b>



## Canyon Crest Academy Lighting Project - San Diego County, Winter

	ROG	NOx	CO	SO2	Fugitive PM10	Exhaust PM10	PM10 Total	Fugitive PM2.5	Exhaust PM2.5	PM2.5 Total	Bio- CO2	NBio-CO2	Total CO2	CH4	N2O	CO2e
Percent Reduction	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

### 3.0 Construction Detail

---

#### Construction Phase

Phase Number	Phase Name	Phase Type	Start Date	End Date	Num Days Week	Num Days	Phase Description
1	Site Preparation	Site Preparation	7/8/2019	7/9/2019	5	2	
2	Excavation	Grading	7/15/2019	7/29/2019	5	11	
3	Set Poles	Building Construction	7/30/2019	7/30/2019	5	1	
4	Installation	Building Construction	7/30/2019	8/12/2019	5	10	
5	Adjustments	Building Construction	8/13/2019	8/15/2019	5	3	

Acres of Grading (Site Preparation Phase): 0

Acres of Grading (Grading Phase): 0

Acres of Paving: 0

Residential Indoor: 0; Residential Outdoor: 0; Non-Residential Indoor: 0; Non-Residential Outdoor: 0; Striped Parking Area: 0 (Architectural Coating – sqft)

OffRoad Equipment

## Canyon Crest Academy Lighting Project - San Diego County, Winter

Phase Name	Offroad Equipment Type	Amount	Usage Hours	Horse Power	Load Factor
Set Poles	Cranes	0	0.00	231	0.29
Installation	Cranes	1	8.00	231	0.29
Adjustments	Cranes	1	8.00	231	0.29
Excavation	Concrete/Industrial Saws	0	0.00	81	0.73
Set Poles	Forklifts	0	0.00	89	0.20
Installation	Forklifts	1	4.00	89	0.20
Site Preparation	Graders	0	0.00	187	0.41
Adjustments	Forklifts	1	4.00	89	0.20
Set Poles	Tractors/Loaders/Backhoes	0	0.00	97	0.37
Installation	Tractors/Loaders/Backhoes	0	0.00	97	0.37
Excavation	Rubber Tired Dozers	0	0.00	247	0.40
Adjustments	Tractors/Loaders/Backhoes	0	0.00	97	0.37
Site Preparation	Air Compressors	1	8.00	78	0.48
Excavation	Tractors/Loaders/Backhoes	0	0.00	97	0.37
Site Preparation	Generator Sets	1	8.00	84	0.74
Site Preparation	Tractors/Loaders/Backhoes	0	0.00	97	0.37
Excavation	Bore/Drill Rigs	1	8.00	221	0.50
Excavation	Excavators	1	8.00	158	0.38
Excavation	Forklifts	1	4.00	89	0.20

Trips and VMT

Canyon Crest Academy Lighting Project - San Diego County, Winter

Phase Name	Offroad Equipment Count	Worker Trip Number	Vendor Trip Number	Hauling Trip Number	Worker Trip Length	Vendor Trip Length	Hauling Trip Length	Worker Vehicle Class	Vendor Vehicle Class	Hauling Vehicle Class
Set Poles	0	0.00	10.00	0.00	10.80	7.30	20.00	LD_Mix	HDT_Mix	HHDT
Site Preparation	2	16.00	0.00	0.00	10.80	7.30	20.00	LD_Mix	HDT_Mix	HHDT
Excavation	3	16.00	0.00	6.00	10.80	7.30	20.00	LD_Mix	HDT_Mix	HHDT
Installation	2	16.00	0.00	0.00	10.80	7.30	20.00	LD_Mix	HDT_Mix	HHDT
Adjustments	2	16.00	0.00	0.00	10.80	7.30	20.00	LD_Mix	HDT_Mix	HHDT

3.1 Mitigation Measures Construction

3.2 Site Preparation - 2019

Unmitigated Construction On-Site

	ROG	NOx	CO	SO2	Fugitive PM10	Exhaust PM10	PM10 Total	Fugitive PM2.5	Exhaust PM2.5	PM2.5 Total	Bio- CO2	NBio- CO2	Total CO2	CH4	N2O	CO2e
Category	lb/day										lb/day					
Fugitive Dust					0.0000	0.0000	0.0000	0.0000	0.0000	0.0000			0.0000			0.0000
Off-Road	0.7993	6.2251	6.1782	0.0105		0.3975	0.3975		0.3975	0.3975		998.2986	998.2986	0.0712		1,000.0777
<b>Total</b>	<b>0.7993</b>	<b>6.2251</b>	<b>6.1782</b>	<b>0.0105</b>	<b>0.0000</b>	<b>0.3975</b>	<b>0.3975</b>	<b>0.0000</b>	<b>0.3975</b>	<b>0.3975</b>		<b>998.2986</b>	<b>998.2986</b>	<b>0.0712</b>		<b>1,000.0777</b>

Canyon Crest Academy Lighting Project - San Diego County, Winter

**3.2 Site Preparation - 2019**

**Unmitigated Construction Off-Site**

	ROG	NOx	CO	SO2	Fugitive PM10	Exhaust PM10	PM10 Total	Fugitive PM2.5	Exhaust PM2.5	PM2.5 Total	Bio- CO2	NBio- CO2	Total CO2	CH4	N2O	CO2e
Category	lb/day										lb/day					
Hauling	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000		0.0000	0.0000	0.0000		0.0000
Vendor	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000		0.0000	0.0000	0.0000		0.0000
Worker	0.0711	0.0492	0.4678	1.3100e-003	0.1314	9.4000e-004	0.1324	0.0349	8.6000e-004	0.0357		130.7062	130.7062	4.2200e-003		130.8116
<b>Total</b>	<b>0.0711</b>	<b>0.0492</b>	<b>0.4678</b>	<b>1.3100e-003</b>	<b>0.1314</b>	<b>9.4000e-004</b>	<b>0.1324</b>	<b>0.0349</b>	<b>8.6000e-004</b>	<b>0.0357</b>		<b>130.7062</b>	<b>130.7062</b>	<b>4.2200e-003</b>		<b>130.8116</b>

**Mitigated Construction On-Site**

	ROG	NOx	CO	SO2	Fugitive PM10	Exhaust PM10	PM10 Total	Fugitive PM2.5	Exhaust PM2.5	PM2.5 Total	Bio- CO2	NBio- CO2	Total CO2	CH4	N2O	CO2e
Category	lb/day										lb/day					
Fugitive Dust					0.0000	0.0000	0.0000	0.0000	0.0000	0.0000			0.0000			0.0000
Off-Road	0.7993	6.2251	6.1782	0.0105		0.3975	0.3975		0.3975	0.3975	0.0000	998.2986	998.2986	0.0712		1,000.0777
<b>Total</b>	<b>0.7993</b>	<b>6.2251</b>	<b>6.1782</b>	<b>0.0105</b>	<b>0.0000</b>	<b>0.3975</b>	<b>0.3975</b>	<b>0.0000</b>	<b>0.3975</b>	<b>0.3975</b>	<b>0.0000</b>	<b>998.2986</b>	<b>998.2986</b>	<b>0.0712</b>		<b>1,000.0777</b>

Canyon Crest Academy Lighting Project - San Diego County, Winter

**3.2 Site Preparation - 2019**

**Mitigated Construction Off-Site**

	ROG	NOx	CO	SO2	Fugitive PM10	Exhaust PM10	PM10 Total	Fugitive PM2.5	Exhaust PM2.5	PM2.5 Total	Bio- CO2	NBio- CO2	Total CO2	CH4	N2O	CO2e
Category	lb/day										lb/day					
Hauling	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000		0.0000	0.0000	0.0000		0.0000
Vendor	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000		0.0000	0.0000	0.0000		0.0000
Worker	0.0711	0.0492	0.4678	1.3100e-003	0.1314	9.4000e-004	0.1324	0.0349	8.6000e-004	0.0357		130.7062	130.7062	4.2200e-003		130.8116
<b>Total</b>	<b>0.0711</b>	<b>0.0492</b>	<b>0.4678</b>	<b>1.3100e-003</b>	<b>0.1314</b>	<b>9.4000e-004</b>	<b>0.1324</b>	<b>0.0349</b>	<b>8.6000e-004</b>	<b>0.0357</b>		<b>130.7062</b>	<b>130.7062</b>	<b>4.2200e-003</b>		<b>130.8116</b>

**3.3 Excavation - 2019**

**Unmitigated Construction On-Site**

	ROG	NOx	CO	SO2	Fugitive PM10	Exhaust PM10	PM10 Total	Fugitive PM2.5	Exhaust PM2.5	PM2.5 Total	Bio- CO2	NBio- CO2	Total CO2	CH4	N2O	CO2e
Category	lb/day										lb/day					
Fugitive Dust					6.4000e-004	0.0000	6.4000e-004	1.0000e-004	0.0000	1.0000e-004			0.0000			0.0000
Off-Road	0.6201	7.0878	5.9273	0.0153		0.2894	0.2894		0.2662	0.2662		1,514.0457	1,514.0457	0.4790		1,526.0214
<b>Total</b>	<b>0.6201</b>	<b>7.0878</b>	<b>5.9273</b>	<b>0.0153</b>	<b>6.4000e-004</b>	<b>0.2894</b>	<b>0.2900</b>	<b>1.0000e-004</b>	<b>0.2662</b>	<b>0.2663</b>		<b>1,514.0457</b>	<b>1,514.0457</b>	<b>0.4790</b>		<b>1,526.0214</b>

Canyon Crest Academy Lighting Project - San Diego County, Winter

**3.3 Excavation - 2019**

**Unmitigated Construction Off-Site**

	ROG	NOx	CO	SO2	Fugitive PM10	Exhaust PM10	PM10 Total	Fugitive PM2.5	Exhaust PM2.5	PM2.5 Total	Bio- CO2	NBio- CO2	Total CO2	CH4	N2O	CO2e
Category	lb/day										lb/day					
Hauling	4.8700e-003	0.1655	0.0379	4.3000e-004	9.5300e-003	6.3000e-004	0.0102	2.6100e-003	6.1000e-004	3.2200e-003		46.4132	46.4132	4.3300e-003		46.5214
Vendor	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000		0.0000	0.0000	0.0000		0.0000
Worker	0.0711	0.0492	0.4678	1.3100e-003	0.1314	9.4000e-004	0.1324	0.0349	8.6000e-004	0.0357		130.7062	130.7062	4.2200e-003		130.8116
<b>Total</b>	<b>0.0759</b>	<b>0.2148</b>	<b>0.5057</b>	<b>1.7400e-003</b>	<b>0.1410</b>	<b>1.5700e-003</b>	<b>0.1425</b>	<b>0.0375</b>	<b>1.4700e-003</b>	<b>0.0390</b>		<b>177.1194</b>	<b>177.1194</b>	<b>8.5500e-003</b>		<b>177.3331</b>

**Mitigated Construction On-Site**

	ROG	NOx	CO	SO2	Fugitive PM10	Exhaust PM10	PM10 Total	Fugitive PM2.5	Exhaust PM2.5	PM2.5 Total	Bio- CO2	NBio- CO2	Total CO2	CH4	N2O	CO2e
Category	lb/day										lb/day					
Fugitive Dust					6.4000e-004	0.0000	6.4000e-004	1.0000e-004	0.0000	1.0000e-004			0.0000			0.0000
Off-Road	0.6201	7.0878	5.9273	0.0153		0.2894	0.2894		0.2662	0.2662	0.0000	1,514.0457	1,514.0457	0.4790		1,526.0214
<b>Total</b>	<b>0.6201</b>	<b>7.0878</b>	<b>5.9273</b>	<b>0.0153</b>	<b>6.4000e-004</b>	<b>0.2894</b>	<b>0.2900</b>	<b>1.0000e-004</b>	<b>0.2662</b>	<b>0.2663</b>	<b>0.0000</b>	<b>1,514.0457</b>	<b>1,514.0457</b>	<b>0.4790</b>		<b>1,526.0214</b>



Canyon Crest Academy Lighting Project - San Diego County, Winter

**3.3 Excavation - 2019**

**Mitigated Construction Off-Site**

	ROG	NOx	CO	SO2	Fugitive PM10	Exhaust PM10	PM10 Total	Fugitive PM2.5	Exhaust PM2.5	PM2.5 Total	Bio- CO2	NBio- CO2	Total CO2	CH4	N2O	CO2e
Category	lb/day										lb/day					
Hauling	4.8700e-003	0.1655	0.0379	4.3000e-004	9.5300e-003	6.3000e-004	0.0102	2.6100e-003	6.1000e-004	3.2200e-003		46.4132	46.4132	4.3300e-003		46.5214
Vendor	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000		0.0000	0.0000	0.0000		0.0000
Worker	0.0711	0.0492	0.4678	1.3100e-003	0.1314	9.4000e-004	0.1324	0.0349	8.6000e-004	0.0357		130.7062	130.7062	4.2200e-003		130.8116
<b>Total</b>	<b>0.0759</b>	<b>0.2148</b>	<b>0.5057</b>	<b>1.7400e-003</b>	<b>0.1410</b>	<b>1.5700e-003</b>	<b>0.1425</b>	<b>0.0375</b>	<b>1.4700e-003</b>	<b>0.0390</b>		<b>177.1194</b>	<b>177.1194</b>	<b>8.5500e-003</b>		<b>177.3331</b>

**3.4 Set Poles - 2019**

**Unmitigated Construction On-Site**

	ROG	NOx	CO	SO2	Fugitive PM10	Exhaust PM10	PM10 Total	Fugitive PM2.5	Exhaust PM2.5	PM2.5 Total	Bio- CO2	NBio- CO2	Total CO2	CH4	N2O	CO2e
Category	lb/day										lb/day					
Off-Road	0.0000	0.0000	0.0000	0.0000		0.0000	0.0000		0.0000	0.0000		0.0000	0.0000	0.0000		0.0000
<b>Total</b>	<b>0.0000</b>	<b>0.0000</b>	<b>0.0000</b>	<b>0.0000</b>		<b>0.0000</b>	<b>0.0000</b>		<b>0.0000</b>	<b>0.0000</b>		<b>0.0000</b>	<b>0.0000</b>	<b>0.0000</b>		<b>0.0000</b>

Canyon Crest Academy Lighting Project - San Diego County, Winter

**3.4 Set Poles - 2019**

**Unmitigated Construction Off-Site**

	ROG	NOx	CO	SO2	Fugitive PM10	Exhaust PM10	PM10 Total	Fugitive PM2.5	Exhaust PM2.5	PM2.5 Total	Bio- CO2	NBio- CO2	Total CO2	CH4	N2O	CO2e
Category	lb/day										lb/day					
Hauling	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000		0.0000	0.0000	0.0000		0.0000
Vendor	0.0480	1.2409	0.3549	2.6900e-003	0.0677	8.7800e-003	0.0765	0.0195	8.4000e-003	0.0279		288.5003	288.5003	0.0243		289.1081
Worker	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000		0.0000	0.0000	0.0000		0.0000
<b>Total</b>	<b>0.0480</b>	<b>1.2409</b>	<b>0.3549</b>	<b>2.6900e-003</b>	<b>0.0677</b>	<b>8.7800e-003</b>	<b>0.0765</b>	<b>0.0195</b>	<b>8.4000e-003</b>	<b>0.0279</b>		<b>288.5003</b>	<b>288.5003</b>	<b>0.0243</b>		<b>289.1081</b>

**Mitigated Construction On-Site**

	ROG	NOx	CO	SO2	Fugitive PM10	Exhaust PM10	PM10 Total	Fugitive PM2.5	Exhaust PM2.5	PM2.5 Total	Bio- CO2	NBio- CO2	Total CO2	CH4	N2O	CO2e
Category	lb/day										lb/day					
Off-Road	0.0000	0.0000	0.0000	0.0000		0.0000	0.0000		0.0000	0.0000	0.0000	0.0000	0.0000	0.0000		0.0000
<b>Total</b>	<b>0.0000</b>	<b>0.0000</b>	<b>0.0000</b>	<b>0.0000</b>		<b>0.0000</b>	<b>0.0000</b>		<b>0.0000</b>	<b>0.0000</b>	<b>0.0000</b>	<b>0.0000</b>	<b>0.0000</b>	<b>0.0000</b>		<b>0.0000</b>

Canyon Crest Academy Lighting Project - San Diego County, Winter

**3.4 Set Poles - 2019**

**Mitigated Construction Off-Site**

	ROG	NOx	CO	SO2	Fugitive PM10	Exhaust PM10	PM10 Total	Fugitive PM2.5	Exhaust PM2.5	PM2.5 Total	Bio- CO2	NBio- CO2	Total CO2	CH4	N2O	CO2e
Category	lb/day										lb/day					
Hauling	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000		0.0000	0.0000	0.0000		0.0000
Vendor	0.0480	1.2409	0.3549	2.6900e-003	0.0677	8.7800e-003	0.0765	0.0195	8.4000e-003	0.0279		288.5003	288.5003	0.0243		289.1081
Worker	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000		0.0000	0.0000	0.0000		0.0000
<b>Total</b>	<b>0.0480</b>	<b>1.2409</b>	<b>0.3549</b>	<b>2.6900e-003</b>	<b>0.0677</b>	<b>8.7800e-003</b>	<b>0.0765</b>	<b>0.0195</b>	<b>8.4000e-003</b>	<b>0.0279</b>		<b>288.5003</b>	<b>288.5003</b>	<b>0.0243</b>		<b>289.1081</b>

**3.5 Installation - 2019**

**Unmitigated Construction On-Site**

	ROG	NOx	CO	SO2	Fugitive PM10	Exhaust PM10	PM10 Total	Fugitive PM2.5	Exhaust PM2.5	PM2.5 Total	Bio- CO2	NBio- CO2	Total CO2	CH4	N2O	CO2e
Category	lb/day										lb/day					
Off-Road	0.5840	6.7212	2.8901	6.5300e-003		0.3100	0.3100		0.2852	0.2852		646.8708	646.8708	0.2047		651.9874
<b>Total</b>	<b>0.5840</b>	<b>6.7212</b>	<b>2.8901</b>	<b>6.5300e-003</b>		<b>0.3100</b>	<b>0.3100</b>		<b>0.2852</b>	<b>0.2852</b>		<b>646.8708</b>	<b>646.8708</b>	<b>0.2047</b>		<b>651.9874</b>

Canyon Crest Academy Lighting Project - San Diego County, Winter

**3.5 Installation - 2019**

**Unmitigated Construction Off-Site**

	ROG	NOx	CO	SO2	Fugitive PM10	Exhaust PM10	PM10 Total	Fugitive PM2.5	Exhaust PM2.5	PM2.5 Total	Bio- CO2	NBio- CO2	Total CO2	CH4	N2O	CO2e
Category	lb/day										lb/day					
Hauling	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000		0.0000	0.0000	0.0000		0.0000
Vendor	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000		0.0000	0.0000	0.0000		0.0000
Worker	0.0711	0.0492	0.4678	1.3100e-003	0.1314	9.4000e-004	0.1324	0.0349	8.6000e-004	0.0357		130.7062	130.7062	4.2200e-003		130.8116
<b>Total</b>	<b>0.0711</b>	<b>0.0492</b>	<b>0.4678</b>	<b>1.3100e-003</b>	<b>0.1314</b>	<b>9.4000e-004</b>	<b>0.1324</b>	<b>0.0349</b>	<b>8.6000e-004</b>	<b>0.0357</b>		<b>130.7062</b>	<b>130.7062</b>	<b>4.2200e-003</b>		<b>130.8116</b>

**Mitigated Construction On-Site**

	ROG	NOx	CO	SO2	Fugitive PM10	Exhaust PM10	PM10 Total	Fugitive PM2.5	Exhaust PM2.5	PM2.5 Total	Bio- CO2	NBio- CO2	Total CO2	CH4	N2O	CO2e
Category	lb/day										lb/day					
Off-Road	0.5840	6.7212	2.8901	6.5300e-003		0.3100	0.3100		0.2852	0.2852	0.0000	646.8708	646.8708	0.2047		651.9874
<b>Total</b>	<b>0.5840</b>	<b>6.7212</b>	<b>2.8901</b>	<b>6.5300e-003</b>		<b>0.3100</b>	<b>0.3100</b>		<b>0.2852</b>	<b>0.2852</b>	<b>0.0000</b>	<b>646.8708</b>	<b>646.8708</b>	<b>0.2047</b>		<b>651.9874</b>

Canyon Crest Academy Lighting Project - San Diego County, Winter

**3.5 Installation - 2019**

**Mitigated Construction Off-Site**

	ROG	NOx	CO	SO2	Fugitive PM10	Exhaust PM10	PM10 Total	Fugitive PM2.5	Exhaust PM2.5	PM2.5 Total	Bio- CO2	NBio- CO2	Total CO2	CH4	N2O	CO2e
Category	lb/day										lb/day					
Hauling	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000		0.0000	0.0000	0.0000		0.0000
Vendor	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000		0.0000	0.0000	0.0000		0.0000
Worker	0.0711	0.0492	0.4678	1.3100e-003	0.1314	9.4000e-004	0.1324	0.0349	8.6000e-004	0.0357		130.7062	130.7062	4.2200e-003		130.8116
<b>Total</b>	<b>0.0711</b>	<b>0.0492</b>	<b>0.4678</b>	<b>1.3100e-003</b>	<b>0.1314</b>	<b>9.4000e-004</b>	<b>0.1324</b>	<b>0.0349</b>	<b>8.6000e-004</b>	<b>0.0357</b>		<b>130.7062</b>	<b>130.7062</b>	<b>4.2200e-003</b>		<b>130.8116</b>

**3.6 Adjustments - 2019**

**Unmitigated Construction On-Site**

	ROG	NOx	CO	SO2	Fugitive PM10	Exhaust PM10	PM10 Total	Fugitive PM2.5	Exhaust PM2.5	PM2.5 Total	Bio- CO2	NBio- CO2	Total CO2	CH4	N2O	CO2e
Category	lb/day										lb/day					
Off-Road	0.5840	6.7212	2.8901	6.5300e-003		0.3100	0.3100		0.2852	0.2852		646.8708	646.8708	0.2047		651.9874
<b>Total</b>	<b>0.5840</b>	<b>6.7212</b>	<b>2.8901</b>	<b>6.5300e-003</b>		<b>0.3100</b>	<b>0.3100</b>		<b>0.2852</b>	<b>0.2852</b>		<b>646.8708</b>	<b>646.8708</b>	<b>0.2047</b>		<b>651.9874</b>

## Canyon Crest Academy Lighting Project - San Diego County, Winter

**3.6 Adjustments - 2019****Unmitigated Construction Off-Site**

	ROG	NOx	CO	SO2	Fugitive PM10	Exhaust PM10	PM10 Total	Fugitive PM2.5	Exhaust PM2.5	PM2.5 Total	Bio- CO2	NBio- CO2	Total CO2	CH4	N2O	CO2e
Category	lb/day										lb/day					
Hauling	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000		0.0000	0.0000	0.0000		0.0000
Vendor	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000		0.0000	0.0000	0.0000		0.0000
Worker	0.0711	0.0492	0.4678	1.3100e-003	0.1314	9.4000e-004	0.1324	0.0349	8.6000e-004	0.0357		130.7062	130.7062	4.2200e-003		130.8116
<b>Total</b>	<b>0.0711</b>	<b>0.0492</b>	<b>0.4678</b>	<b>1.3100e-003</b>	<b>0.1314</b>	<b>9.4000e-004</b>	<b>0.1324</b>	<b>0.0349</b>	<b>8.6000e-004</b>	<b>0.0357</b>		<b>130.7062</b>	<b>130.7062</b>	<b>4.2200e-003</b>		<b>130.8116</b>

**Mitigated Construction On-Site**

	ROG	NOx	CO	SO2	Fugitive PM10	Exhaust PM10	PM10 Total	Fugitive PM2.5	Exhaust PM2.5	PM2.5 Total	Bio- CO2	NBio- CO2	Total CO2	CH4	N2O	CO2e
Category	lb/day										lb/day					
Off-Road	0.5840	6.7212	2.8901	6.5300e-003		0.3100	0.3100		0.2852	0.2852	0.0000	646.8708	646.8708	0.2047		651.9874
<b>Total</b>	<b>0.5840</b>	<b>6.7212</b>	<b>2.8901</b>	<b>6.5300e-003</b>		<b>0.3100</b>	<b>0.3100</b>		<b>0.2852</b>	<b>0.2852</b>	<b>0.0000</b>	<b>646.8708</b>	<b>646.8708</b>	<b>0.2047</b>		<b>651.9874</b>



Canyon Crest Academy Lighting Project - San Diego County, Winter

**3.6 Adjustments - 2019**

**Mitigated Construction Off-Site**

	ROG	NOx	CO	SO2	Fugitive PM10	Exhaust PM10	PM10 Total	Fugitive PM2.5	Exhaust PM2.5	PM2.5 Total	Bio- CO2	NBio- CO2	Total CO2	CH4	N2O	CO2e
Category	lb/day										lb/day					
Hauling	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000		0.0000	0.0000	0.0000		0.0000
Vendor	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000		0.0000	0.0000	0.0000		0.0000
Worker	0.0711	0.0492	0.4678	1.3100e-003	0.1314	9.4000e-004	0.1324	0.0349	8.6000e-004	0.0357		130.7062	130.7062	4.2200e-003		130.8116
<b>Total</b>	<b>0.0711</b>	<b>0.0492</b>	<b>0.4678</b>	<b>1.3100e-003</b>	<b>0.1314</b>	<b>9.4000e-004</b>	<b>0.1324</b>	<b>0.0349</b>	<b>8.6000e-004</b>	<b>0.0357</b>		<b>130.7062</b>	<b>130.7062</b>	<b>4.2200e-003</b>		<b>130.8116</b>

**4.0 Operational Detail - Mobile**

---

**4.1 Mitigation Measures Mobile**

Canyon Crest Academy Lighting Project - San Diego County, Winter

	ROG	NOx	CO	SO2	Fugitive PM10	Exhaust PM10	PM10 Total	Fugitive PM2.5	Exhaust PM2.5	PM2.5 Total	Bio- CO2	NBio- CO2	Total CO2	CH4	N2O	CO2e
Category	lb/day										lb/day					
Mitigated	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000		0.0000	0.0000	0.0000		0.0000
Unmitigated	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000		0.0000	0.0000	0.0000		0.0000

4.2 Trip Summary Information

Land Use	Average Daily Trip Rate			Unmitigated	Mitigated
	Weekday	Saturday	Sunday	Annual VMT	Annual VMT
User Defined Educational	0.00	0.00	0.00		
Total	0.00	0.00	0.00		

4.3 Trip Type Information

Land Use	Miles			Trip %			Trip Purpose %		
	H-W or C-W	H-S or C-C	H-O or C-NW	H-W or C-W	H-S or C-C	H-O or C-NW	Primary	Diverted	Pass-by
User Defined Educational	9.50	7.30	7.30	0.00	0.00	0.00	0	0	0

4.4 Fleet Mix

Land Use	LDA	LDT1	LDT2	MDV	LHD1	LHD2	MHD	HHD	OBUS	UBUS	MCY	SBUS	MH
User Defined Educational	0.588316	0.042913	0.184449	0.110793	0.017294	0.005558	0.015534	0.023021	0.001902	0.002024	0.006181	0.000745	0.001271

5.0 Energy Detail

Historical Energy Use: N

Canyon Crest Academy Lighting Project - San Diego County, Winter

**5.1 Mitigation Measures Energy**

	ROG	NOx	CO	SO2	Fugitive PM10	Exhaust PM10	PM10 Total	Fugitive PM2.5	Exhaust PM2.5	PM2.5 Total	Bio- CO2	NBio- CO2	Total CO2	CH4	N2O	CO2e
Category	lb/day										lb/day					
NaturalGas Mitigated	0.0000	0.0000	0.0000	0.0000		0.0000	0.0000		0.0000	0.0000		0.0000	0.0000	0.0000	0.0000	0.0000
NaturalGas Unmitigated	0.0000	0.0000	0.0000	0.0000		0.0000	0.0000		0.0000	0.0000		0.0000	0.0000	0.0000	0.0000	0.0000

**5.2 Energy by Land Use - NaturalGas**

**Unmitigated**

	NaturalGas Use	ROG	NOx	CO	SO2	Fugitive PM10	Exhaust PM10	PM10 Total	Fugitive PM2.5	Exhaust PM2.5	PM2.5 Total	Bio- CO2	NBio- CO2	Total CO2	CH4	N2O	CO2e
Land Use	kBTU/yr	lb/day										lb/day					
User Defined Educational	0	0.0000	0.0000	0.0000	0.0000		0.0000	0.0000		0.0000	0.0000		0.0000	0.0000	0.0000	0.0000	0.0000
<b>Total</b>		<b>0.0000</b>	<b>0.0000</b>	<b>0.0000</b>	<b>0.0000</b>		<b>0.0000</b>	<b>0.0000</b>		<b>0.0000</b>	<b>0.0000</b>		<b>0.0000</b>	<b>0.0000</b>	<b>0.0000</b>	<b>0.0000</b>	<b>0.0000</b>

Canyon Crest Academy Lighting Project - San Diego County, Winter

**5.2 Energy by Land Use - Natural Gas**

**Mitigated**

	Natural Gas Use	ROG	NOx	CO	SO2	Fugitive PM10	Exhaust PM10	PM10 Total	Fugitive PM2.5	Exhaust PM2.5	PM2.5 Total	Bio- CO2	NBio- CO2	Total CO2	CH4	N2O	CO2e
Land Use	kBTU/yr	lb/day										lb/day					
User Defined Educational	0	0.0000	0.0000	0.0000	0.0000		0.0000	0.0000		0.0000	0.0000		0.0000	0.0000	0.0000	0.0000	0.0000
<b>Total</b>		<b>0.0000</b>	<b>0.0000</b>	<b>0.0000</b>	<b>0.0000</b>		<b>0.0000</b>	<b>0.0000</b>		<b>0.0000</b>	<b>0.0000</b>		<b>0.0000</b>	<b>0.0000</b>	<b>0.0000</b>	<b>0.0000</b>	<b>0.0000</b>

**6.0 Area Detail**

**6.1 Mitigation Measures Area**

	ROG	NOx	CO	SO2	Fugitive PM10	Exhaust PM10	PM10 Total	Fugitive PM2.5	Exhaust PM2.5	PM2.5 Total	Bio- CO2	NBio- CO2	Total CO2	CH4	N2O	CO2e
Category	lb/day										lb/day					
Mitigated	1.0000e-005	0.0000	1.0000e-004	0.0000		0.0000	0.0000		0.0000	0.0000		2.2000e-004	2.2000e-004	0.0000		2.3000e-004
Unmitigated	1.0000e-005	0.0000	1.0000e-004	0.0000		0.0000	0.0000		0.0000	0.0000		2.2000e-004	2.2000e-004	0.0000		2.3000e-004

Canyon Crest Academy Lighting Project - San Diego County, Winter

**6.2 Area by SubCategory**

**Unmitigated**

	ROG	NOx	CO	SO2	Fugitive PM10	Exhaust PM10	PM10 Total	Fugitive PM2.5	Exhaust PM2.5	PM2.5 Total	Bio- CO2	NBio- CO2	Total CO2	CH4	N2O	CO2e
SubCategory	lb/day										lb/day					
Architectural Coating	0.0000					0.0000	0.0000		0.0000	0.0000			0.0000			0.0000
Consumer Products	0.0000					0.0000	0.0000		0.0000	0.0000			0.0000			0.0000
Landscaping	1.0000e-005	0.0000	1.0000e-004	0.0000		0.0000	0.0000		0.0000	0.0000		2.2000e-004	2.2000e-004	0.0000		2.3000e-004
<b>Total</b>	<b>1.0000e-005</b>	<b>0.0000</b>	<b>1.0000e-004</b>	<b>0.0000</b>		<b>0.0000</b>	<b>0.0000</b>		<b>0.0000</b>	<b>0.0000</b>		<b>2.2000e-004</b>	<b>2.2000e-004</b>	<b>0.0000</b>		<b>2.3000e-004</b>

**Mitigated**

	ROG	NOx	CO	SO2	Fugitive PM10	Exhaust PM10	PM10 Total	Fugitive PM2.5	Exhaust PM2.5	PM2.5 Total	Bio- CO2	NBio- CO2	Total CO2	CH4	N2O	CO2e
SubCategory	lb/day										lb/day					
Architectural Coating	0.0000					0.0000	0.0000		0.0000	0.0000			0.0000			0.0000
Consumer Products	0.0000					0.0000	0.0000		0.0000	0.0000			0.0000			0.0000
Landscaping	1.0000e-005	0.0000	1.0000e-004	0.0000		0.0000	0.0000		0.0000	0.0000		2.2000e-004	2.2000e-004	0.0000		2.3000e-004
<b>Total</b>	<b>1.0000e-005</b>	<b>0.0000</b>	<b>1.0000e-004</b>	<b>0.0000</b>		<b>0.0000</b>	<b>0.0000</b>		<b>0.0000</b>	<b>0.0000</b>		<b>2.2000e-004</b>	<b>2.2000e-004</b>	<b>0.0000</b>		<b>2.3000e-004</b>

**7.0 Water Detail**

## Canyon Crest Academy Lighting Project - San Diego County, Winter

**7.1 Mitigation Measures Water****8.0 Waste Detail****8.1 Mitigation Measures Waste****9.0 Operational Offroad**

Equipment Type	Number	Hours/Day	Days/Year	Horse Power	Load Factor	Fuel Type
----------------	--------	-----------	-----------	-------------	-------------	-----------

**10.0 Stationary Equipment****Fire Pumps and Emergency Generators**

Equipment Type	Number	Hours/Day	Hours/Year	Horse Power	Load Factor	Fuel Type
----------------	--------	-----------	------------	-------------	-------------	-----------

**Boilers**

Equipment Type	Number	Heat Input/Day	Heat Input/Year	Boiler Rating	Fuel Type
----------------	--------	----------------	-----------------	---------------	-----------

**User Defined Equipment**

Equipment Type	Number
----------------	--------

**11.0 Vegetation**



Canyon Crest Academy Lighting Project - San Diego County, Annual

**Canyon Crest Academy Lighting Project**  
**San Diego County, Annual**

**1.0 Project Characteristics**

---

**1.1 Land Usage**

Land Uses	Size	Metric	Lot Acreage	Floor Surface Area	Population
User Defined Educational	1.00	User Defined Unit	0.00	0.00	0

**1.2 Other Project Characteristics**

<b>Urbanization</b>	Urban	<b>Wind Speed (m/s)</b>	2.6	<b>Precipitation Freq (Days)</b>	40
<b>Climate Zone</b>	13			<b>Operational Year</b>	2020
<b>Utility Company</b>	San Diego Gas & Electric				
<b>CO2 Intensity (lb/MWhr)</b>	720.49	<b>CH4 Intensity (lb/MWhr)</b>	0.029	<b>N2O Intensity (lb/MWhr)</b>	0.006

**1.3 User Entered Comments & Non-Default Data**

## Canyon Crest Academy Lighting Project - San Diego County, Annual

## Project Characteristics -

Land Use - User defined educational land use to account for installation of 4 stadium lighting poles. Approximate acreage for installation of poles (CIP diameter 48 inch). No building square footage.

Construction Phase - Project specific construction schedule.

Off-road Equipment - Project specific construction info per data request.

Off-road Equipment - Project specific construction info per data request.

Off-road Equipment - Phase modeled separately for concrete truck and material delivery trips, to overlap with installation phase.

Off-road Equipment - Project specific construction info per data request.

Off-road Equipment - Conservatively assumes same construction equipment as installation for adjustments

Grading - Approximately 50 cy anticipated to be excavated.

Trips and VMT - Based on maximum daily of 8 workers per day. Assumes each 16 CY capacity haul truck load. Vendor trips include 3 material truck trips and 2 concrete truck trips.

Vehicle Trips - No additional daily trips with installation of stadium lighting poles.

Energy Use - Energy consumption calculated off-model.

Stationary Sources - Emergency Generators and Fire Pumps - No stationary equipment.

Table Name	Column Name	Default Value	New Value
tblConstructionPhase	NumDays	0.00	11.00
tblConstructionPhase	NumDays	0.00	2.00
tblConstructionPhase	NumDays	0.00	1.00
tblConstructionPhase	NumDays	0.00	10.00
tblConstructionPhase	NumDays	0.00	3.00
tblConstructionPhase	PhaseEndDate	7/7/2019	7/29/2019
tblConstructionPhase	PhaseEndDate	7/7/2019	7/9/2019
tblConstructionPhase	PhaseStartDate	7/8/2019	7/15/2019
tblGrading	MaterialExported	0.00	50.00
tblLandUse	LotAcreage	0.00	1.0000e-003
tblOffRoadEquipment	OffRoadEquipmentType		Air Compressors

Canyon Crest Academy Lighting Project - San Diego County, Annual

tblOffRoadEquipment	OffRoadEquipmentType		Generator Sets
tblOffRoadEquipment	OffRoadEquipmentType		Bore/Drill Rigs
tblOffRoadEquipment	OffRoadEquipmentType		Excavators
tblOffRoadEquipment	OffRoadEquipmentType		Forklifts
tblOffRoadEquipment	OffRoadEquipmentUnitAmount	1.00	0.00
tblOffRoadEquipment	OffRoadEquipmentUnitAmount	1.00	0.00
tblOffRoadEquipment	OffRoadEquipmentUnitAmount	1.00	0.00
tblOffRoadEquipment	OffRoadEquipmentUnitAmount	2.00	0.00
tblOffRoadEquipment	OffRoadEquipmentUnitAmount	1.00	0.00
tblOffRoadEquipment	OffRoadEquipmentUnitAmount	1.00	0.00
tblOffRoadEquipment	OffRoadEquipmentUnitAmount	2.00	0.00
tblOffRoadEquipment	OffRoadEquipmentUnitAmount	2.00	1.00
tblOffRoadEquipment	OffRoadEquipmentUnitAmount	2.00	1.00
tblOffRoadEquipment	OffRoadEquipmentUnitAmount	2.00	0.00
tblOffRoadEquipment	OffRoadEquipmentUnitAmount	2.00	0.00
tblOffRoadEquipment	OffRoadEquipmentUnitAmount	2.00	0.00
tblOffRoadEquipment	UsageHours	8.00	0.00
tblOffRoadEquipment	UsageHours	8.00	0.00
tblOffRoadEquipment	UsageHours	1.00	0.00
tblOffRoadEquipment	UsageHours	6.00	0.00
tblOffRoadEquipment	UsageHours	8.00	0.00
tblOffRoadEquipment	UsageHours	4.00	0.00
tblOffRoadEquipment	UsageHours	4.00	8.00
tblOffRoadEquipment	UsageHours	4.00	8.00
tblOffRoadEquipment	UsageHours	6.00	0.00
tblOffRoadEquipment	UsageHours	6.00	4.00
tblOffRoadEquipment	UsageHours	6.00	4.00

## Canyon Crest Academy Lighting Project - San Diego County, Annual

tblOffRoadEquipment	UsageHours	8.00	0.00
tblOffRoadEquipment	UsageHours	8.00	0.00
tblOffRoadEquipment	UsageHours	8.00	0.00
tblTripsAndVMT	VendorTripNumber	0.00	10.00
tblTripsAndVMT	WorkerTripNumber	5.00	16.00
tblTripsAndVMT	WorkerTripNumber	8.00	16.00
tblTripsAndVMT	WorkerTripNumber	0.00	16.00
tblTripsAndVMT	WorkerTripNumber	0.00	16.00

**2.0 Emissions Summary**

---



Canyon Crest Academy Lighting Project - San Diego County, Annual

Quarter	Start Date	End Date	Maximum Unmitigated ROG + NOX (tons/quarter)	Maximum Mitigated ROG + NOX (tons/quarter)
1	7-8-2019	9-30-2019	0.0933	0.0933
		Highest	0.0933	0.0933

2.2 Overall Operational

Unmitigated Operational

	ROG	NOx	CO	SO2	Fugitive PM10	Exhaust PM10	PM10 Total	Fugitive PM2.5	Exhaust PM2.5	PM2.5 Total	Bio- CO2	NBio- CO2	Total CO2	CH4	N2O	CO2e
Category	tons/yr										MT/yr					
Area	0.0000	0.0000	1.0000e-005	0.0000		0.0000	0.0000		0.0000	0.0000	0.0000	2.0000e-005	2.0000e-005	0.0000	0.0000	2.0000e-005
Energy	0.0000	0.0000	0.0000	0.0000		0.0000	0.0000		0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000
Mobile	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000
Waste						0.0000	0.0000		0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000
Water						0.0000	0.0000		0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000
<b>Total</b>	<b>0.0000</b>	<b>0.0000</b>	<b>1.0000e-005</b>	<b>0.0000</b>	<b>0.0000</b>	<b>0.0000</b>	<b>0.0000</b>	<b>0.0000</b>	<b>0.0000</b>	<b>0.0000</b>	<b>0.0000</b>	<b>2.0000e-005</b>	<b>2.0000e-005</b>	<b>0.0000</b>	<b>0.0000</b>	<b>2.0000e-005</b>



Canyon Crest Academy Lighting Project - San Diego County, Annual

**2.2 Overall Operational**

**Mitigated Operational**

	ROG	NOx	CO	SO2	Fugitive PM10	Exhaust PM10	PM10 Total	Fugitive PM2.5	Exhaust PM2.5	PM2.5 Total	Bio- CO2	NBio- CO2	Total CO2	CH4	N2O	CO2e
Category	tons/yr										MT/yr					
Area	0.0000	0.0000	1.0000e-005	0.0000		0.0000	0.0000		0.0000	0.0000	0.0000	2.0000e-005	2.0000e-005	0.0000	0.0000	2.0000e-005
Energy	0.0000	0.0000	0.0000	0.0000		0.0000	0.0000		0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000
Mobile	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000
Waste						0.0000	0.0000		0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000
Water						0.0000	0.0000		0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000
<b>Total</b>	<b>0.0000</b>	<b>0.0000</b>	<b>1.0000e-005</b>	<b>0.0000</b>	<b>0.0000</b>	<b>0.0000</b>	<b>0.0000</b>	<b>0.0000</b>	<b>0.0000</b>	<b>0.0000</b>	<b>0.0000</b>	<b>2.0000e-005</b>	<b>2.0000e-005</b>	<b>0.0000</b>	<b>0.0000</b>	<b>2.0000e-005</b>

	ROG	NOx	CO	SO2	Fugitive PM10	Exhaust PM10	PM10 Total	Fugitive PM2.5	Exhaust PM2.5	PM2.5 Total	Bio- CO2	NBio-CO2	Total CO2	CH4	N2O	CO2e
Percent Reduction	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

**3.0 Construction Detail**

**Construction Phase**

Canyon Crest Academy Lighting Project - San Diego County, Annual

Phase Number	Phase Name	Phase Type	Start Date	End Date	Num Days Week	Num Days	Phase Description
1	Site Preparation	Site Preparation	7/8/2019	7/9/2019	5	2	
2	Excavation	Grading	7/15/2019	7/29/2019	5	11	
3	Set Poles	Building Construction	7/30/2019	7/30/2019	5	1	
4	Installation	Building Construction	7/30/2019	8/12/2019	5	10	
5	Adjustments	Building Construction	8/13/2019	8/15/2019	5	3	

**Acres of Grading (Site Preparation Phase): 0**

**Acres of Grading (Grading Phase): 0**

**Acres of Paving: 0**

**Residential Indoor: 0; Residential Outdoor: 0; Non-Residential Indoor: 0; Non-Residential Outdoor: 0; Striped Parking Area: 0 (Architectural Coating – sqft)**

**OffRoad Equipment**

## Canyon Crest Academy Lighting Project - San Diego County, Annual

Phase Name	Offroad Equipment Type	Amount	Usage Hours	Horse Power	Load Factor
Set Poles	Cranes	0	0.00	231	0.29
Installation	Cranes	1	8.00	231	0.29
Adjustments	Cranes	1	8.00	231	0.29
Excavation	Concrete/Industrial Saws	0	0.00	81	0.73
Set Poles	Forklifts	0	0.00	89	0.20
Installation	Forklifts	1	4.00	89	0.20
Site Preparation	Graders	0	0.00	187	0.41
Adjustments	Forklifts	1	4.00	89	0.20
Set Poles	Tractors/Loaders/Backhoes	0	0.00	97	0.37
Installation	Tractors/Loaders/Backhoes	0	0.00	97	0.37
Excavation	Rubber Tired Dozers	0	0.00	247	0.40
Adjustments	Tractors/Loaders/Backhoes	0	0.00	97	0.37
Site Preparation	Air Compressors	1	8.00	78	0.48
Excavation	Tractors/Loaders/Backhoes	0	0.00	97	0.37
Site Preparation	Generator Sets	1	8.00	84	0.74
Site Preparation	Tractors/Loaders/Backhoes	0	0.00	97	0.37
Excavation	Bore/Drill Rigs	1	8.00	221	0.50
Excavation	Excavators	1	8.00	158	0.38
Excavation	Forklifts	1	4.00	89	0.20

Trips and VMT

Canyon Crest Academy Lighting Project - San Diego County, Annual

Phase Name	Offroad Equipment Count	Worker Trip Number	Vendor Trip Number	Hauling Trip Number	Worker Trip Length	Vendor Trip Length	Hauling Trip Length	Worker Vehicle Class	Vendor Vehicle Class	Hauling Vehicle Class
Set Poles	0	0.00	10.00	0.00	10.80	7.30	20.00	LD_Mix	HDT_Mix	HHDT
Site Preparation	2	16.00	0.00	0.00	10.80	7.30	20.00	LD_Mix	HDT_Mix	HHDT
Excavation	3	16.00	0.00	6.00	10.80	7.30	20.00	LD_Mix	HDT_Mix	HHDT
Installation	2	16.00	0.00	0.00	10.80	7.30	20.00	LD_Mix	HDT_Mix	HHDT
Adjustments	2	16.00	0.00	0.00	10.80	7.30	20.00	LD_Mix	HDT_Mix	HHDT

3.1 Mitigation Measures Construction

3.2 Site Preparation - 2019

Unmitigated Construction On-Site

	ROG	NOx	CO	SO2	Fugitive PM10	Exhaust PM10	PM10 Total	Fugitive PM2.5	Exhaust PM2.5	PM2.5 Total	Bio- CO2	NBio- CO2	Total CO2	CH4	N2O	CO2e
Category	tons/yr										MT/yr					
Fugitive Dust					0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000
Off-Road	8.0000e-004	6.2300e-003	6.1800e-003	1.0000e-005		4.0000e-004	4.0000e-004		4.0000e-004	4.0000e-004	0.0000	0.9056	0.9056	6.0000e-005	0.0000	0.9073
<b>Total</b>	<b>8.0000e-004</b>	<b>6.2300e-003</b>	<b>6.1800e-003</b>	<b>1.0000e-005</b>	<b>0.0000</b>	<b>4.0000e-004</b>	<b>4.0000e-004</b>	<b>0.0000</b>	<b>4.0000e-004</b>	<b>4.0000e-004</b>	<b>0.0000</b>	<b>0.9056</b>	<b>0.9056</b>	<b>6.0000e-005</b>	<b>0.0000</b>	<b>0.9073</b>

Canyon Crest Academy Lighting Project - San Diego County, Annual

**3.2 Site Preparation - 2019**

**Unmitigated Construction Off-Site**

	ROG	NOx	CO	SO2	Fugitive PM10	Exhaust PM10	PM10 Total	Fugitive PM2.5	Exhaust PM2.5	PM2.5 Total	Bio- CO2	NBio- CO2	Total CO2	CH4	N2O	CO2e
Category	tons/yr										MT/yr					
Hauling	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000
Vendor	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000
Worker	6.0000e-005	5.0000e-005	4.7000e-004	0.0000	1.3000e-004	0.0000	1.3000e-004	3.0000e-005	0.0000	3.0000e-005	0.0000	0.1198	0.1198	0.0000	0.0000	0.1199
<b>Total</b>	<b>6.0000e-005</b>	<b>5.0000e-005</b>	<b>4.7000e-004</b>	<b>0.0000</b>	<b>1.3000e-004</b>	<b>0.0000</b>	<b>1.3000e-004</b>	<b>3.0000e-005</b>	<b>0.0000</b>	<b>3.0000e-005</b>	<b>0.0000</b>	<b>0.1198</b>	<b>0.1198</b>	<b>0.0000</b>	<b>0.0000</b>	<b>0.1199</b>

**Mitigated Construction On-Site**

	ROG	NOx	CO	SO2	Fugitive PM10	Exhaust PM10	PM10 Total	Fugitive PM2.5	Exhaust PM2.5	PM2.5 Total	Bio- CO2	NBio- CO2	Total CO2	CH4	N2O	CO2e
Category	tons/yr										MT/yr					
Fugitive Dust					0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000
Off-Road	8.0000e-004	6.2300e-003	6.1800e-003	1.0000e-005		4.0000e-004	4.0000e-004		4.0000e-004	4.0000e-004	0.0000	0.9056	0.9056	6.0000e-005	0.0000	0.9073
<b>Total</b>	<b>8.0000e-004</b>	<b>6.2300e-003</b>	<b>6.1800e-003</b>	<b>1.0000e-005</b>	<b>0.0000</b>	<b>4.0000e-004</b>	<b>4.0000e-004</b>	<b>0.0000</b>	<b>4.0000e-004</b>	<b>4.0000e-004</b>	<b>0.0000</b>	<b>0.9056</b>	<b>0.9056</b>	<b>6.0000e-005</b>	<b>0.0000</b>	<b>0.9073</b>

## Canyon Crest Academy Lighting Project - San Diego County, Annual

**3.2 Site Preparation - 2019****Mitigated Construction Off-Site**

	ROG	NOx	CO	SO2	Fugitive PM10	Exhaust PM10	PM10 Total	Fugitive PM2.5	Exhaust PM2.5	PM2.5 Total	Bio- CO2	NBio- CO2	Total CO2	CH4	N2O	CO2e
Category	tons/yr										MT/yr					
Hauling	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000
Vendor	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000
Worker	6.0000e-005	5.0000e-005	4.7000e-004	0.0000	1.3000e-004	0.0000	1.3000e-004	3.0000e-005	0.0000	3.0000e-005	0.0000	0.1198	0.1198	0.0000	0.0000	0.1199
<b>Total</b>	<b>6.0000e-005</b>	<b>5.0000e-005</b>	<b>4.7000e-004</b>	<b>0.0000</b>	<b>1.3000e-004</b>	<b>0.0000</b>	<b>1.3000e-004</b>	<b>3.0000e-005</b>	<b>0.0000</b>	<b>3.0000e-005</b>	<b>0.0000</b>	<b>0.1198</b>	<b>0.1198</b>	<b>0.0000</b>	<b>0.0000</b>	<b>0.1199</b>

**3.3 Excavation - 2019****Unmitigated Construction On-Site**

	ROG	NOx	CO	SO2	Fugitive PM10	Exhaust PM10	PM10 Total	Fugitive PM2.5	Exhaust PM2.5	PM2.5 Total	Bio- CO2	NBio- CO2	Total CO2	CH4	N2O	CO2e
Category	tons/yr										MT/yr					
Fugitive Dust					0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000
Off-Road	3.4100e-003	0.0390	0.0326	8.0000e-005		1.5900e-003	1.5900e-003		1.4600e-003	1.4600e-003	0.0000	7.5544	7.5544	2.3900e-003	0.0000	7.6141
<b>Total</b>	<b>3.4100e-003</b>	<b>0.0390</b>	<b>0.0326</b>	<b>8.0000e-005</b>	<b>0.0000</b>	<b>1.5900e-003</b>	<b>1.5900e-003</b>	<b>0.0000</b>	<b>1.4600e-003</b>	<b>1.4600e-003</b>	<b>0.0000</b>	<b>7.5544</b>	<b>7.5544</b>	<b>2.3900e-003</b>	<b>0.0000</b>	<b>7.6141</b>



Canyon Crest Academy Lighting Project - San Diego County, Annual

**3.3 Excavation - 2019**

**Unmitigated Construction Off-Site**

	ROG	NOx	CO	SO2	Fugitive PM10	Exhaust PM10	PM10 Total	Fugitive PM2.5	Exhaust PM2.5	PM2.5 Total	Bio- CO2	NBio- CO2	Total CO2	CH4	N2O	CO2e
Category	tons/yr										MT/yr					
Hauling	3.0000e-005	9.2000e-004	2.0000e-004	0.0000	5.0000e-005	0.0000	5.0000e-005	1.0000e-005	0.0000	2.0000e-005	0.0000	0.2339	0.2339	2.0000e-005	0.0000	0.2344
Vendor	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000
Worker	3.5000e-004	2.7000e-004	2.5700e-003	1.0000e-005	7.1000e-004	1.0000e-005	7.1000e-004	1.9000e-004	0.0000	1.9000e-004	0.0000	0.6587	0.6587	2.0000e-005	0.0000	0.6592
<b>Total</b>	<b>3.8000e-004</b>	<b>1.1900e-003</b>	<b>2.7700e-003</b>	<b>1.0000e-005</b>	<b>7.6000e-004</b>	<b>1.0000e-005</b>	<b>7.6000e-004</b>	<b>2.0000e-004</b>	<b>0.0000</b>	<b>2.1000e-004</b>	<b>0.0000</b>	<b>0.8926</b>	<b>0.8926</b>	<b>4.0000e-005</b>	<b>0.0000</b>	<b>0.8936</b>

**Mitigated Construction On-Site**

	ROG	NOx	CO	SO2	Fugitive PM10	Exhaust PM10	PM10 Total	Fugitive PM2.5	Exhaust PM2.5	PM2.5 Total	Bio- CO2	NBio- CO2	Total CO2	CH4	N2O	CO2e
Category	tons/yr										MT/yr					
Fugitive Dust					0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000
Off-Road	3.4100e-003	0.0390	0.0326	8.0000e-005		1.5900e-003	1.5900e-003		1.4600e-003	1.4600e-003	0.0000	7.5544	7.5544	2.3900e-003	0.0000	7.6141
<b>Total</b>	<b>3.4100e-003</b>	<b>0.0390</b>	<b>0.0326</b>	<b>8.0000e-005</b>	<b>0.0000</b>	<b>1.5900e-003</b>	<b>1.5900e-003</b>	<b>0.0000</b>	<b>1.4600e-003</b>	<b>1.4600e-003</b>	<b>0.0000</b>	<b>7.5544</b>	<b>7.5544</b>	<b>2.3900e-003</b>	<b>0.0000</b>	<b>7.6141</b>





## Canyon Crest Academy Lighting Project - San Diego County, Annual

**3.4 Set Poles - 2019****Mitigated Construction Off-Site**

	ROG	NOx	CO	SO2	Fugitive PM10	Exhaust PM10	PM10 Total	Fugitive PM2.5	Exhaust PM2.5	PM2.5 Total	Bio- CO2	NBio- CO2	Total CO2	CH4	N2O	CO2e
Category	tons/yr										MT/yr					
Hauling	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000
Vendor	2.0000e-005	6.3000e-004	1.7000e-004	0.0000	3.0000e-005	0.0000	4.0000e-005	1.0000e-005	0.0000	1.0000e-005	0.0000	0.1328	0.1328	1.0000e-005	0.0000	0.1331
Worker	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000
<b>Total</b>	<b>2.0000e-005</b>	<b>6.3000e-004</b>	<b>1.7000e-004</b>	<b>0.0000</b>	<b>3.0000e-005</b>	<b>0.0000</b>	<b>4.0000e-005</b>	<b>1.0000e-005</b>	<b>0.0000</b>	<b>1.0000e-005</b>	<b>0.0000</b>	<b>0.1328</b>	<b>0.1328</b>	<b>1.0000e-005</b>	<b>0.0000</b>	<b>0.1331</b>

**3.5 Installation - 2019****Unmitigated Construction On-Site**

	ROG	NOx	CO	SO2	Fugitive PM10	Exhaust PM10	PM10 Total	Fugitive PM2.5	Exhaust PM2.5	PM2.5 Total	Bio- CO2	NBio- CO2	Total CO2	CH4	N2O	CO2e
Category	tons/yr										MT/yr					
Off-Road	2.9200e-003	0.0336	0.0145	3.0000e-005		1.5500e-003	1.5500e-003		1.4300e-003	1.4300e-003	0.0000	2.9342	2.9342	9.3000e-004	0.0000	2.9574
<b>Total</b>	<b>2.9200e-003</b>	<b>0.0336</b>	<b>0.0145</b>	<b>3.0000e-005</b>		<b>1.5500e-003</b>	<b>1.5500e-003</b>		<b>1.4300e-003</b>	<b>1.4300e-003</b>	<b>0.0000</b>	<b>2.9342</b>	<b>2.9342</b>	<b>9.3000e-004</b>	<b>0.0000</b>	<b>2.9574</b>

Canyon Crest Academy Lighting Project - San Diego County, Annual

**3.5 Installation - 2019**

**Unmitigated Construction Off-Site**

	ROG	NOx	CO	SO2	Fugitive PM10	Exhaust PM10	PM10 Total	Fugitive PM2.5	Exhaust PM2.5	PM2.5 Total	Bio- CO2	NBio- CO2	Total CO2	CH4	N2O	CO2e
Category	tons/yr										MT/yr					
Hauling	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000
Vendor	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000
Worker	3.2000e-004	2.4000e-004	2.3400e-003	1.0000e-005	6.4000e-004	0.0000	6.5000e-004	1.7000e-004	0.0000	1.7000e-004	0.0000	0.5988	0.5988	2.0000e-005	0.0000	0.5993
<b>Total</b>	<b>3.2000e-004</b>	<b>2.4000e-004</b>	<b>2.3400e-003</b>	<b>1.0000e-005</b>	<b>6.4000e-004</b>	<b>0.0000</b>	<b>6.5000e-004</b>	<b>1.7000e-004</b>	<b>0.0000</b>	<b>1.7000e-004</b>	<b>0.0000</b>	<b>0.5988</b>	<b>0.5988</b>	<b>2.0000e-005</b>	<b>0.0000</b>	<b>0.5993</b>

**Mitigated Construction On-Site**

	ROG	NOx	CO	SO2	Fugitive PM10	Exhaust PM10	PM10 Total	Fugitive PM2.5	Exhaust PM2.5	PM2.5 Total	Bio- CO2	NBio- CO2	Total CO2	CH4	N2O	CO2e
Category	tons/yr										MT/yr					
Off-Road	2.9200e-003	0.0336	0.0145	3.0000e-005		1.5500e-003	1.5500e-003		1.4300e-003	1.4300e-003	0.0000	2.9342	2.9342	9.3000e-004	0.0000	2.9574
<b>Total</b>	<b>2.9200e-003</b>	<b>0.0336</b>	<b>0.0145</b>	<b>3.0000e-005</b>		<b>1.5500e-003</b>	<b>1.5500e-003</b>		<b>1.4300e-003</b>	<b>1.4300e-003</b>	<b>0.0000</b>	<b>2.9342</b>	<b>2.9342</b>	<b>9.3000e-004</b>	<b>0.0000</b>	<b>2.9574</b>

Canyon Crest Academy Lighting Project - San Diego County, Annual

**3.5 Installation - 2019**

**Mitigated Construction Off-Site**

	ROG	NOx	CO	SO2	Fugitive PM10	Exhaust PM10	PM10 Total	Fugitive PM2.5	Exhaust PM2.5	PM2.5 Total	Bio- CO2	NBio- CO2	Total CO2	CH4	N2O	CO2e
Category	tons/yr										MT/yr					
Hauling	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000
Vendor	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000
Worker	3.2000e-004	2.4000e-004	2.3400e-003	1.0000e-005	6.4000e-004	0.0000	6.5000e-004	1.7000e-004	0.0000	1.7000e-004	0.0000	0.5988	0.5988	2.0000e-005	0.0000	0.5993
<b>Total</b>	<b>3.2000e-004</b>	<b>2.4000e-004</b>	<b>2.3400e-003</b>	<b>1.0000e-005</b>	<b>6.4000e-004</b>	<b>0.0000</b>	<b>6.5000e-004</b>	<b>1.7000e-004</b>	<b>0.0000</b>	<b>1.7000e-004</b>	<b>0.0000</b>	<b>0.5988</b>	<b>0.5988</b>	<b>2.0000e-005</b>	<b>0.0000</b>	<b>0.5993</b>

**3.6 Adjustments - 2019**

**Unmitigated Construction On-Site**

	ROG	NOx	CO	SO2	Fugitive PM10	Exhaust PM10	PM10 Total	Fugitive PM2.5	Exhaust PM2.5	PM2.5 Total	Bio- CO2	NBio- CO2	Total CO2	CH4	N2O	CO2e
Category	tons/yr										MT/yr					
Off-Road	8.8000e-004	0.0101	4.3400e-003	1.0000e-005		4.6000e-004	4.6000e-004		4.3000e-004	4.3000e-004	0.0000	0.8803	0.8803	2.8000e-004	0.0000	0.8872
<b>Total</b>	<b>8.8000e-004</b>	<b>0.0101</b>	<b>4.3400e-003</b>	<b>1.0000e-005</b>		<b>4.6000e-004</b>	<b>4.6000e-004</b>		<b>4.3000e-004</b>	<b>4.3000e-004</b>	<b>0.0000</b>	<b>0.8803</b>	<b>0.8803</b>	<b>2.8000e-004</b>	<b>0.0000</b>	<b>0.8872</b>



Canyon Crest Academy Lighting Project - San Diego County, Annual

**3.6 Adjustments - 2019**

**Unmitigated Construction Off-Site**

	ROG	NOx	CO	SO2	Fugitive PM10	Exhaust PM10	PM10 Total	Fugitive PM2.5	Exhaust PM2.5	PM2.5 Total	Bio- CO2	NBio- CO2	Total CO2	CH4	N2O	CO2e
Category	tons/yr										MT/yr					
Hauling	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000
Vendor	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000
Worker	9.0000e-005	7.0000e-005	7.0000e-004	0.0000	1.9000e-004	0.0000	1.9000e-004	5.0000e-005	0.0000	5.0000e-005	0.0000	0.1796	0.1796	1.0000e-005	0.0000	0.1798
<b>Total</b>	<b>9.0000e-005</b>	<b>7.0000e-005</b>	<b>7.0000e-004</b>	<b>0.0000</b>	<b>1.9000e-004</b>	<b>0.0000</b>	<b>1.9000e-004</b>	<b>5.0000e-005</b>	<b>0.0000</b>	<b>5.0000e-005</b>	<b>0.0000</b>	<b>0.1796</b>	<b>0.1796</b>	<b>1.0000e-005</b>	<b>0.0000</b>	<b>0.1798</b>

**Mitigated Construction On-Site**

	ROG	NOx	CO	SO2	Fugitive PM10	Exhaust PM10	PM10 Total	Fugitive PM2.5	Exhaust PM2.5	PM2.5 Total	Bio- CO2	NBio- CO2	Total CO2	CH4	N2O	CO2e
Category	tons/yr										MT/yr					
Off-Road	8.8000e-004	0.0101	4.3400e-003	1.0000e-005		4.6000e-004	4.6000e-004		4.3000e-004	4.3000e-004	0.0000	0.8803	0.8803	2.8000e-004	0.0000	0.8872
<b>Total</b>	<b>8.8000e-004</b>	<b>0.0101</b>	<b>4.3400e-003</b>	<b>1.0000e-005</b>		<b>4.6000e-004</b>	<b>4.6000e-004</b>		<b>4.3000e-004</b>	<b>4.3000e-004</b>	<b>0.0000</b>	<b>0.8803</b>	<b>0.8803</b>	<b>2.8000e-004</b>	<b>0.0000</b>	<b>0.8872</b>

Canyon Crest Academy Lighting Project - San Diego County, Annual

**3.6 Adjustments - 2019**

**Mitigated Construction Off-Site**

	ROG	NOx	CO	SO2	Fugitive PM10	Exhaust PM10	PM10 Total	Fugitive PM2.5	Exhaust PM2.5	PM2.5 Total	Bio- CO2	NBio- CO2	Total CO2	CH4	N2O	CO2e
Category	tons/yr										MT/yr					
Hauling	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000
Vendor	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000
Worker	9.0000e-005	7.0000e-005	7.0000e-004	0.0000	1.9000e-004	0.0000	1.9000e-004	5.0000e-005	0.0000	5.0000e-005	0.0000	0.1796	0.1796	1.0000e-005	0.0000	0.1798
<b>Total</b>	<b>9.0000e-005</b>	<b>7.0000e-005</b>	<b>7.0000e-004</b>	<b>0.0000</b>	<b>1.9000e-004</b>	<b>0.0000</b>	<b>1.9000e-004</b>	<b>5.0000e-005</b>	<b>0.0000</b>	<b>5.0000e-005</b>	<b>0.0000</b>	<b>0.1796</b>	<b>0.1796</b>	<b>1.0000e-005</b>	<b>0.0000</b>	<b>0.1798</b>

**4.0 Operational Detail - Mobile**

---

**4.1 Mitigation Measures Mobile**

Canyon Crest Academy Lighting Project - San Diego County, Annual

	ROG	NOx	CO	SO2	Fugitive PM10	Exhaust PM10	PM10 Total	Fugitive PM2.5	Exhaust PM2.5	PM2.5 Total	Bio- CO2	NBio- CO2	Total CO2	CH4	N2O	CO2e
Category	tons/yr										MT/yr					
Mitigated	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000
Unmitigated	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000

4.2 Trip Summary Information

Land Use	Average Daily Trip Rate			Unmitigated	Mitigated
	Weekday	Saturday	Sunday	Annual VMT	Annual VMT
User Defined Educational	0.00	0.00	0.00		
Total	0.00	0.00	0.00		

4.3 Trip Type Information

Land Use	Miles			Trip %			Trip Purpose %		
	H-W or C-W	H-S or C-C	H-O or C-NW	H-W or C-W	H-S or C-C	H-O or C-NW	Primary	Diverted	Pass-by
User Defined Educational	9.50	7.30	7.30	0.00	0.00	0.00	0	0	0

4.4 Fleet Mix

Land Use	LDA	LDT1	LDT2	MDV	LHD1	LHD2	MHD	HHD	OBUS	UBUS	MCY	SBUS	MH
User Defined Educational	0.588316	0.042913	0.184449	0.110793	0.017294	0.005558	0.015534	0.023021	0.001902	0.002024	0.006181	0.000745	0.001271

5.0 Energy Detail

Historical Energy Use: N



Canyon Crest Academy Lighting Project - San Diego County, Annual

**5.2 Energy by Land Use - Natural Gas**

**Mitigated**

	Natural Gas Use	ROG	NOx	CO	SO2	Fugitive PM10	Exhaust PM10	PM10 Total	Fugitive PM2.5	Exhaust PM2.5	PM2.5 Total	Bio- CO2	NBio- CO2	Total CO2	CH4	N2O	CO2e
Land Use	kBTU/yr	tons/yr										MT/yr					
User Defined Educational	0	0.0000	0.0000	0.0000	0.0000		0.0000	0.0000		0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000
<b>Total</b>		<b>0.0000</b>	<b>0.0000</b>	<b>0.0000</b>	<b>0.0000</b>		<b>0.0000</b>	<b>0.0000</b>		<b>0.0000</b>	<b>0.0000</b>	<b>0.0000</b>	<b>0.0000</b>	<b>0.0000</b>	<b>0.0000</b>	<b>0.0000</b>	<b>0.0000</b>

**5.3 Energy by Land Use - Electricity**

**Unmitigated**

	Electricity Use	Total CO2	CH4	N2O	CO2e
Land Use	kWh/yr	MT/yr			
User Defined Educational	0	0.0000	0.0000	0.0000	0.0000
<b>Total</b>		<b>0.0000</b>	<b>0.0000</b>	<b>0.0000</b>	<b>0.0000</b>

Canyon Crest Academy Lighting Project - San Diego County, Annual

**5.3 Energy by Land Use - Electricity**

**Mitigated**

	Electricity Use	Total CO2	CH4	N2O	CO2e
Land Use	kWh/yr	MT/yr			
User Defined Educational	0	0.0000	0.0000	0.0000	0.0000
<b>Total</b>		<b>0.0000</b>	<b>0.0000</b>	<b>0.0000</b>	<b>0.0000</b>

**6.0 Area Detail**

**6.1 Mitigation Measures Area**

	ROG	NOx	CO	SO2	Fugitive PM10	Exhaust PM10	PM10 Total	Fugitive PM2.5	Exhaust PM2.5	PM2.5 Total	Bio- CO2	NBio- CO2	Total CO2	CH4	N2O	CO2e
Category	tons/yr										MT/yr					
Mitigated	0.0000	0.0000	1.0000e-005	0.0000		0.0000	0.0000		0.0000	0.0000	0.0000	2.0000e-005	2.0000e-005	0.0000	0.0000	2.0000e-005
Unmitigated	0.0000	0.0000	1.0000e-005	0.0000		0.0000	0.0000		0.0000	0.0000	0.0000	2.0000e-005	2.0000e-005	0.0000	0.0000	2.0000e-005



Canyon Crest Academy Lighting Project - San Diego County, Annual

**6.2 Area by SubCategory**

**Unmitigated**

	ROG	NOx	CO	SO2	Fugitive PM10	Exhaust PM10	PM10 Total	Fugitive PM2.5	Exhaust PM2.5	PM2.5 Total	Bio- CO2	NBio- CO2	Total CO2	CH4	N2O	CO2e
SubCategory	tons/yr										MT/yr					
Architectural Coating	0.0000					0.0000	0.0000		0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000
Consumer Products	0.0000					0.0000	0.0000		0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000
Landscaping	0.0000	0.0000	1.0000e-005	0.0000		0.0000	0.0000		0.0000	0.0000	0.0000	2.0000e-005	2.0000e-005	0.0000	0.0000	2.0000e-005
<b>Total</b>	<b>0.0000</b>	<b>0.0000</b>	<b>1.0000e-005</b>	<b>0.0000</b>		<b>0.0000</b>	<b>0.0000</b>		<b>0.0000</b>	<b>0.0000</b>	<b>0.0000</b>	<b>2.0000e-005</b>	<b>2.0000e-005</b>	<b>0.0000</b>	<b>0.0000</b>	<b>2.0000e-005</b>

**Mitigated**

	ROG	NOx	CO	SO2	Fugitive PM10	Exhaust PM10	PM10 Total	Fugitive PM2.5	Exhaust PM2.5	PM2.5 Total	Bio- CO2	NBio- CO2	Total CO2	CH4	N2O	CO2e
SubCategory	tons/yr										MT/yr					
Architectural Coating	0.0000					0.0000	0.0000		0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000
Consumer Products	0.0000					0.0000	0.0000		0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000
Landscaping	0.0000	0.0000	1.0000e-005	0.0000		0.0000	0.0000		0.0000	0.0000	0.0000	2.0000e-005	2.0000e-005	0.0000	0.0000	2.0000e-005
<b>Total</b>	<b>0.0000</b>	<b>0.0000</b>	<b>1.0000e-005</b>	<b>0.0000</b>		<b>0.0000</b>	<b>0.0000</b>		<b>0.0000</b>	<b>0.0000</b>	<b>0.0000</b>	<b>2.0000e-005</b>	<b>2.0000e-005</b>	<b>0.0000</b>	<b>0.0000</b>	<b>2.0000e-005</b>

**7.0 Water Detail**

Canyon Crest Academy Lighting Project - San Diego County, Annual

**7.1 Mitigation Measures Water**

	Total CO2	CH4	N2O	CO2e
Category	MT/yr			
Mitigated	0.0000	0.0000	0.0000	0.0000
Unmitigated	0.0000	0.0000	0.0000	0.0000

**7.2 Water by Land Use**

**Unmitigated**

	Indoor/Outdoor Use	Total CO2	CH4	N2O	CO2e
Land Use	Mgal	MT/yr			
User Defined Educational	0 / 0	0.0000	0.0000	0.0000	0.0000
<b>Total</b>		<b>0.0000</b>	<b>0.0000</b>	<b>0.0000</b>	<b>0.0000</b>

Canyon Crest Academy Lighting Project - San Diego County, Annual

**7.2 Water by Land Use**

**Mitigated**

	Indoor/Outdoor Use	Total CO2	CH4	N2O	CO2e
Land Use	Mgal	MT/yr			
User Defined Educational	0 / 0	0.0000	0.0000	0.0000	0.0000
<b>Total</b>		<b>0.0000</b>	<b>0.0000</b>	<b>0.0000</b>	<b>0.0000</b>

**8.0 Waste Detail**

---

**8.1 Mitigation Measures Waste**

**Category/Year**

	Total CO2	CH4	N2O	CO2e
	MT/yr			
Mitigated	0.0000	0.0000	0.0000	0.0000
Unmitigated	0.0000	0.0000	0.0000	0.0000

Canyon Crest Academy Lighting Project - San Diego County, Annual

**8.2 Waste by Land Use**

**Unmitigated**

	Waste Disposed	Total CO2	CH4	N2O	CO2e
Land Use	tons	MT/yr			
User Defined Educational	0	0.0000	0.0000	0.0000	0.0000
<b>Total</b>		<b>0.0000</b>	<b>0.0000</b>	<b>0.0000</b>	<b>0.0000</b>

**Mitigated**

	Waste Disposed	Total CO2	CH4	N2O	CO2e
Land Use	tons	MT/yr			
User Defined Educational	0	0.0000	0.0000	0.0000	0.0000
<b>Total</b>		<b>0.0000</b>	<b>0.0000</b>	<b>0.0000</b>	<b>0.0000</b>

**9.0 Operational Offroad**

Equipment Type	Number	Hours/Day	Days/Year	Horse Power	Load Factor	Fuel Type
----------------	--------	-----------	-----------	-------------	-------------	-----------

Canyon Crest Academy Lighting Project - San Diego County, Annual

**10.0 Stationary Equipment**

---

**Fire Pumps and Emergency Generators**

Equipment Type	Number	Hours/Day	Hours/Year	Horse Power	Load Factor	Fuel Type
----------------	--------	-----------	------------	-------------	-------------	-----------

**Boilers**

Equipment Type	Number	Heat Input/Day	Heat Input/Year	Boiler Rating	Fuel Type
----------------	--------	----------------	-----------------	---------------	-----------

**User Defined Equipment**

Equipment Type	Number
----------------	--------

**11.0 Vegetation**

---

**ATTACHMENT B**

**OPERATIONAL EMISSION ESTIMATES**



Canyon Crest Academy Lighting Project  
Energy Consumption Emissions

Stadium Lighting Total Load	79.10 kW
-----------------------------	----------

Week	Maximum Hours per Week	Maximum Hours per Year	Energy Consumption (kWh)	GHG Emissions (MT CO <sub>2</sub> e)	Total GHG Emissions Per Year
Typical Week	14.5	479	37,849.35	9.52	16.43
Typical Week with Season Transition and Playoffs	22.5	203	16,017.75	4.03	
Typical Week during Summer	14.5	145	11,469.50	2.88	

Notes & Assumptions:  
 Analysis assumes approximately 42 weeks in a school year  
 Analysis assumes approximately 9 weeks out of the school year would be a typical week with season transition and playoffs.  
 Analysis assumes approximately 10 weeks during summer  
 Typical week with season transition and playoffs assumes lights would be on an average of 17.5 to 22.5 hrs per week.  
 Typical week assumes lights would be on an average of 9.5 to 14.5 hrs per week.  
 Source: San Dieguito Union High School District Academic Calendar (Available at: <https://www.sduhsd.net/documents/Department%20Listing/EdServices/District%20Instructional%20Calendar/2019-20%20Instructional%20Calendar-%20REVISED%2012-13-18.pdf>) and hours of operation provided by San Dieguito Union High School District.

San Diego Gas & Electric Emission Factor Calculations

Emissions Factors	t/kWh	Share of Portfolio	t/kWh	t/MWh	lbs/MWh
Eligible Renewable Sources	-	44%	-	-	-
Natural Gas	0.000459	39%	0.00017882	-	-
Unspecified	0.000427	17%	0.00007267	-	-
Total	-	100%	0.00025149	0.25148884	554.43732405

Source: SDG&E 2017 Power Content Label. Available: [https://www.energy.ca.gov/pcl/labels/2017\\_labels/SDG\\_and\\_E\\_2017\\_PCL.pdf](https://www.energy.ca.gov/pcl/labels/2017_labels/SDG_and_E_2017_PCL.pdf)

Natural Gas Facility Emissions Factor Calculation

	CO <sub>2</sub>	CH <sub>4</sub>	N <sub>2</sub> O	CO <sub>2</sub> e
kg per mmBtu <sup>1</sup>	53.06	-	-	-
g per mmBtu <sup>1</sup>	53,060	1.00	0.10	-
t per mmBtu	0.05	0.00	0.00	-
t CO <sub>2</sub> e per mmBtu	0.05	0.00	0.00	0.05
t CO <sub>2</sub> e per GJ	-	-	-	0.06

Source: EPA Emission Factors (March 2018) Available: [https://www.epa.gov/sites/production/files/2018-03/documents/emission-factors\\_mar\\_2018\\_0.pdf](https://www.epa.gov/sites/production/files/2018-03/documents/emission-factors_mar_2018_0.pdf)

Heat Rates

Value	Units
7.755	btu/kWh
0.00818196	GJ/kWh

Source: California Natural Gas-Fired Heat Rates (Table 1) Available: <http://www.energy.ca.gov/2017publications/CEC-200-2017-003/CEC-200-2017-003.pdf>

Natural Gas Facility Emissions Factor

Natural gas emissions factor	0.06	t CO <sub>2</sub> e per GJ
Natural gas facility heat rate	0.00818196	GJ/kWh
Natural Gas Facility Emissions Factor	0.000458507	t CO <sub>2</sub> e per kWh

Unspecified Electricity Source Emissions Factor Calculation

ARB California GHG Inventory Unspecified Electricity Emissions Factors

	CO <sub>2</sub>	CH <sub>4</sub>	N <sub>2</sub> O	CO <sub>2</sub> e	Units
Pacific Northwest (PNW)	427	0.008117	0.00094388	427.4774042	g/kWh
Pacific Southwest (PSW)	427	0.008117	0.00094388	427.4774042	g/kWh
PNW and PSW				0.000427477	t/kWh

Source: Annex 1B. Electricity Production - Imports. California's 2000-2014 GHG Emission Inventory Available: [https://www.arb.ca.gov/cc/inventory/doc/methods\\_00-14/annex\\_1b\\_electricity\\_production\\_imports.pdf](https://www.arb.ca.gov/cc/inventory/doc/methods_00-14/annex_1b_electricity_production_imports.pdf)

Unspecified Emissions Factor

Unspecified Electricity Emissions Factor	0.000427	t CO <sub>2</sub> e per kWh
--	----------	-----------------------------

Conversions

GJ	mmBtu	
1	0.947817	
g	kg	
1	1,000	
g	t	
1	0.000001	
lb	t	
2204.62	1	
kW	MW	
1	0.001	
GWP Factors		
CO <sub>2</sub>		1
CH <sub>4</sub>		28
N <sub>2</sub> O		265

**APPENDIX C**  
**NOISE REPORT**



AECOM  
401 West A Street  
Suite 1200  
San Diego, CA 92101  
aecom.com

**Project name:**  
Canyon Crest Academy Stadium Lighting  
Project

**To:**  
John Addleman  
San Dieguito Union High School District  
710 Encinitas Boulevard  
Encinitas, CA 92024

**From:**  
Christopher J. Kaiser, INCE

**Date:**  
February 22, 2019

**CC:**  
Meghan Haggblade, AECOM

# Technical Memorandum

**Subject: Canyon Crest Academy Stadium Lighting Noise Analysis**

---

## Introduction

---

The purpose of this noise analysis is to provide scientific and technical data regarding the existing noise environment and potential effects that may result from the Canyon Crest Academy Stadium Lighting Project (proposed project). The proposed project would install lighting fixtures at the multi-sport field on the school campus. The noise analysis will discuss the potential noise and vibration impacts resulting from construction and operations (e.g., noise sources associated with nighttime sporting events) at existing noise- and vibration-sensitive land uses in the vicinity of the proposed project.

## Project Background

Canyon Crest Academy (CCA) offers 21 varsity sports programs including tennis, basketball, volleyball, field hockey, soccer, lacrosse, baseball, and softball. Outdoor courts and fields for these sports are located at the south and southeast portions of the CCA campus. Currently, the tennis courts are lit, but the field used for field hockey, soccer, and lacrosse (referred to as the “multi-sport field”), as well as the baseball and softball fields, do not feature lighting fixtures. Because of this, current use of the multi-sport field must start early enough in the afternoon to complete an entire game or practice by sunset. This results in students leaving their last class early to prepare for their sporting event. In response to concerns raised by parents of the students involved in these athletic programs, the San Dieguito Union High School District (District) has decided to construct lighting at the multi-sport field. The installation of this lighting will allow games to start between 15 to 30 minutes after school is released.

The illumination provided by the proposed project will result in varsity-level games beginning as late as 6:00 p.m. during a typical week, and as late as 7:00 p.m. during season transition and playoff periods.

---

## Existing Conditions

---

CCA occupies roughly 51 acres in the Carmel Valley residential suburb of San Diego. The center of the multi-sport field is located approximately 660 feet northwest of State Route 56 (SR-56) edge of pavement, and roughly 3.2 miles east of Interstate 5. Noise- and vibration-sensitive land uses include several residential developments, San Diego Fire-Rescue Department Station 47, Pacific Trails Middle School, and the newly developed City of San Diego Pacific Highlands Ranch Community Park.

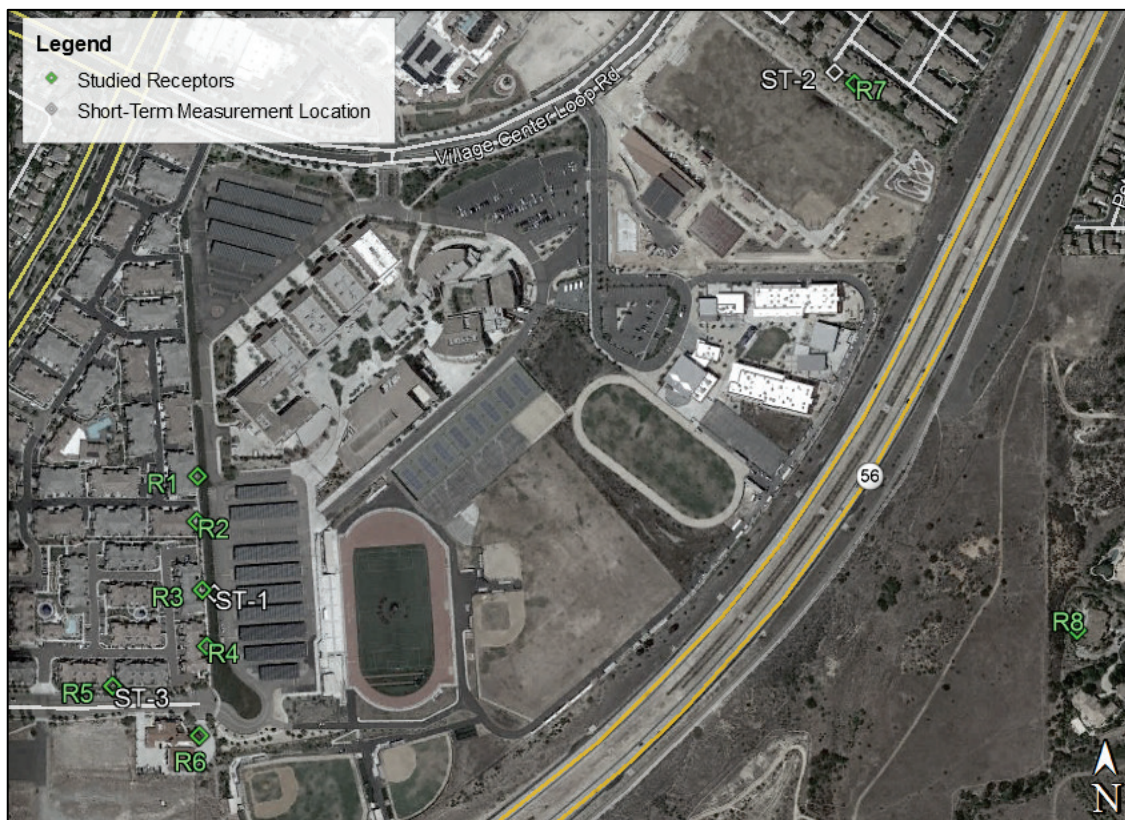


Memo  
Canyon Crest Academy Stadium Lighting Project  
February 22, 2019  
Page 2

## Assessment Methodology

To quantify the acoustical baseline conditions of the proposed project site and its vicinity, existing outdoor ambient sound levels were measured at a set of representative receptor locations in December 2018. The following were considered during selection of the measurement and representative receptor locations: the location of the proposed project site, the existing CCA campus vehicle ingress and egress routes, distance from existing noise sources, and distance from proposed project construction and operation noise and vibration sources.

Observed meteorological settings and other environmental conditions were also documented as part of this field measurement survey. The selected short-term (ST) measurement locations, as well as representative receiver (R) locations, are shown in Figure 1.



Map Data: Google, Imagery ©2019

**Figure 1. Noise Study Area with Short-Term Measurement Locations and Studied Receptors**

## Acoustical Terminology

For purposes of document brevity, a summary of relevant fundamental concepts and an explanation of terms related to noise and vibration are presented in Attachment A. For an expanded introduction to noise fundamentals beyond what is presented in Attachment A, refer to an industry-accepted reference text such as Noise & Vibration Control Engineering (Beranek & Ver 1992).



Memo  
Canyon Crest Academy Stadium Lighting Project  
February 22, 2019  
Page 3

Key acoustical terminology used in this technical memorandum is as follows:

- **CNEL**: Community Noise Equivalent Level, a 24-hour noise level metric
- **dB**: decibels; measurement of sound level magnitude
- **dB(A)**: decibels, A weighted
- **L<sub>dn</sub>**: day-night average sound level
- **L<sub>eq</sub>**: energy average sound level during a measured time interval
- **L<sub>max</sub>/L<sub>min</sub>**: root-mean-square of maximum and minimum sound levels, respectively, measured during a monitoring interval
- **L<sub>10</sub>, L<sub>50</sub>, L<sub>90</sub>**: Measured noise levels exceeded 10, 50, and 90 percent of the time, respectively
- **PWL**: sound power level
- **SPL**: sound pressure level
- **PPV**: peak particle velocity, typically expressed in inches per second (in/sec)

## Baseline Field Survey

### Instrumentation

Measurements were conducted using two Larson Davis (LD) Model 820 (serial numbers [SNs] 1597 and 1528) and one LD Model LxT (SN 4485) sound level meters (SLMs), rated by the American National Standards Institute (ANSI) as Type 1 per IEC 61672-1:2013, ANSI S1.4, and ANSI S1.43. The SLM microphones were fitted with standard 3.5-inch-diameter, spherical-shaped, open-cell foam windscreens and positioned roughly 5 feet above grade and at least 10 feet from any vertical acoustically reflecting surfaces. The SLMs were set using slow time-response and an A-weighted decibel scale. SLM calibration was field-checked before and after each measurement period with an LD Model CAL200 (SNs 5768 and 12226) acoustic calibrator. Where not already described, sound level measurements performed for this field survey were conducted in accordance with applicable portions of International Organization for Standardization (ISO) 1996-1, 1996-2, and 1996-3 (ISO 1982, 1987a, 1987b) standards.

A Kestrel Model 3500 (SN 2058303) handheld weather meter was used to determine average wind speed, temperature, barometric pressure, and relative humidity before each community measurement. Field data sheets, including meteorological observations, are included in Attachment B.

### Monitored Locations

A total of two ST measurements were conducted during the afternoon and evening of December 19, 2018, with an additional ST measurement conducted during the evening of February 13, 2019. Measurements were either attended or regularly visited by the field investigator so that noteworthy observations regarding perceived sound-producing events, processes, or activities (both natural and man-made) could be documented and, thus, help explain concurrent variances in the measured SPL. Observations and investigator notes were made on field data sheets, included as Attachment B.

ST-1 was located atop a vegetated slope that bounds the western perimeter southernmost parking lot of the CCA campus. The slope descends westward toward the abutting property line with the "Avino" multi-family residential development, which features two-story construction including balconies at most second-floor unit areas. The elevation of ST-1 was approximately 8 to 10 feet above the grade of first-story receptors at the foot of the slope. Although first-story receptors benefit from the acoustical shielding provided by their grade separation from the parking lot and multi-sport field activities, the elevation of second-story balconies maintain a direct line-of-sight to the subject parking lot but not to the multi-sport field.



Memo  
Canyon Crest Academy Stadium Lighting Project  
February 22, 2019  
Page 4

ST-2 was located northeast of the CCA campus adjacent to a common-use sidewalk on the southwestern boundary of the “Airoso” residential development. This location is separated from the CCA campus boundary by the newly constructed Pacific Highlands Ranch Community Park and Pacific Trails Middle School, but is located at an elevation that affords a line-of-sight, albeit distant, to the multi-sport field vicinity.

ST-3 was west of the CCA campus adjacent to a common-use sidewalk on the southern boundary of the “Avino” multi-family residential development. Although representing similar receptors as ST-1, this measurement location was added to the baseline ambient noise survey to capture existing traffic noise levels from vehicles on Edgewood Bend Court, Carmel Valley Road, and SR-56 that are more prominent on the south side of the residential development.

### Baseline Field Survey Results

ST SPL measurements were conducted during the afternoon and evening (4 p.m. to 9 p.m.) time periods at locations ST-1 and ST-2, and during the evening (7 p.m. to 10 p.m.) at location ST-3, on days when no organized athletic games were occurring at the multi-sport field. The time period was chosen with the intent of capturing baseline ambient sound levels at representative receptor locations during the specific time periods during which the proposed project would allow for future athletic games to occur. The duration of the ST measurements ranged from two (2) to five (5) consecutive hours, the dominant noise sources during the monitoring period were vehicular traffic from local roadways, SR-56, and campus roadways, and regular aircraft flyovers. Attachment B presents additional measurement data detail. Table 1 presents a summary of noise measurement results.

**Table 1. Summary of Measured Noise Levels and Metrics**

Measurement ID	Period (hh:mm)	A-Weighted Sound Pressure Level (dBA, SPL)						Estimated CNEL <sup>1</sup>
		L <sub>eq</sub>	L <sub>max</sub>	L <sub>min</sub>	L10	L50	L90	
ST-1	16:00 – 17:00	50	71	43	52	46	45	53
	17:00 – 18:00	53	73	43	54	48	45	
	18:00 – 19:00	51	66	43	52	49	47	
	19:00 – 20:00	54	73	48	54	53	51	
	20:00 – 21:00	52	65	44	54	52	50	
ST-2	16:00 – 17:00	52	66	46	53	51	50	57
	17:00 – 18:00	55	64	47	57	54	52	
	18:00 – 19:00	58	66	48	59	57	55	
	19:00 – 20:00	59	65	48	61	59	56	
	20:00 – 21:00	59	64	48	61	58	55	
ST-3	19:00 – 20:00	57	69	50	58	56	54	55
	20:00 – 21:00	58	80	48	57	55	52	

<sup>1</sup> CNEL was conservatively calculated by applying the average of measured daytime (16:00-19:00) L<sub>eq</sub> to all daytime hours and the average of measured evening (19:00-21:00) L<sub>eq</sub> to all evening hours, wherever applicable, and a nighttime L<sub>eq</sub> assumption of 40 dBA was assigned to all nighttime hours.

The primary noise sources at measurement location ST-1 during daytime hours were associated with distant traffic and parking lot activities (e.g., car pass-bys on the parking lot access road and student speech). Additional noise sources included intermittent aircraft flyovers and birdcall. During nighttime hours, birdcall ceased while traffic noise generated by observed increased traffic speeds on SR-56 became more prominent.





Memo  
Canyon Crest Academy Stadium Lighting Project  
February 22, 2019  
Page 5

The primary noise sources at measurement location ST-2 during daytime hours were associated with distant traffic on SR-56 and Village Loop Road. Additional noise sources included intermittent aircraft flyovers, birdcall, and infrequent pedestrian pass-bys on the adjacent common-use sidewalk. During nighttime hours, pedestrian pass-bys and birdcall ceased while traffic noise generated by observed increased traffic speeds on SR-56 became more prominent.

The primary noise sources at measurement location ST-3 during evening hours were associated with traffic on local roads and from SR-56. Additional noise sources included intermittent aircraft flyovers and birdcall.

---

## Regulatory Framework

---

### State of California

#### California Environmental Quality Act Impact Determination

The Governor's Office of Planning and Research issued updated California Environmental Quality Act (CEQA) guidance, effective as of December 28, 2018. Per these new 2019 CEQA Guidelines, Appendix G (as listed for Noise), the proposed project would be considered as having a significant impact when there would be:

- a) Generation of a substantial temporary or permanent increase in ambient noise levels in the vicinity of the project in excess of standards established in the local general plan or noise ordinance, or applicable standards of other agencies;
- b) Generation of excessive groundborne vibration or groundborne noise levels; or
- c) For a project located within the vicinity of a private airstrip or an airport land use plan or, where such a plan has not been adopted, within 2 miles of a public airport or public use airport, exposure of people residing or working in the project area to excessive noise levels.

#### California Department of Transportation – Vibration

The California Department of Transportation (Caltrans) Transportation and Construction Vibration Guidance Manual (Caltrans Manual) (Caltrans 2013) provides guidance for the analysis of vibratory impacts generated by transportation and construction projects by providing thresholds for structural damage and human perception/annoyance. Table 2 below shows a curated list of damage and annoyance thresholds from the Caltrans Manual, as applicable to various receptors and vibratory source types.

As shown in Table 2, vibratory activities have potential to result in structural damage when vibration levels exceed 0.25 to 2 PPV in/sec as applicable to the source type and receptor characterization, and potential for human annoyance when vibration levels exceed 0.1 to 0.9 PPV in/sec as applicable to the source type.



Memo  
Canyon Crest Academy Stadium Lighting Project  
February 22, 2019  
Page 6

**Table 2. Maximum Vibration Levels for Construction Equipment for Potential Damage and Annoyance (PPV in/sec)**

Structure Type	Potential Damage Thresholds		"Strongly Perceptible" Annoyance Criteria	
	Transient Sources	Continuous/Frequent Intermittent Sources	Transient Sources	Continuous/Frequent Intermittent Sources
Historic and some old buildings	0.5	0.25		
Older residential structures	0.5	0.3	0.9	0.1
New residential structures	1.0	0.5		
Modern industrial and commercial buildings	2.0	0.5		

**Note:** Transient sources generate a single vibratory event, such as blasting. Continuous/frequent sources include pile driving equipment and other construction activities generating multiple vibration-intensive events across a given period.

PPV in/sec = peak particle velocity in inches per second

Source: *Transportation and Construction Vibration Guidance Manual (Caltrans 2013)*

## City of San Diego

### City of San Diego Municipal Code

The City regulates noise through the City's Municipal Code, Chapter 5, Article 9.5, Noise Abatement and Control. The following sections of the ordinance provide sound level limits between adjacent properties and construction noise limits.

Section 59.5.0401 Sound Level Limits regulates noise sources by establishing 1-hour sound level thresholds at City of San Diego property lines. These limits, which vary by land use type and time of day, are shown in Table 3 below. This section of the code accompanying this table also specifies the following:

*It shall be unlawful for any person to cause noise by any means to the extent that the one-hour average sound level exceeds the applicable limit given in the following table, at any location in the City of San Diego on or beyond the boundaries of the property on which the noise is produced. The noise subject to these limits is that part of the total noise at the specified location that is due solely to the action of said person.*

**Table 3. San Diego Municipal Code Sound Level Limits**

Land Use	Time of Day	1-Hour Average Sound Level (dB)
1. Single Family Residential	7 a.m. to 7 p.m.	50
	7 p.m. to 10 p.m.	45
	10 p.m. to 7 a.m.	40
2. Multi-Family Residential (Up to a maximum density of 1/2000)	7 a.m. to 7 p.m.	55
	7 p.m. to 10 p.m.	50
	10 p.m. to 7 a.m.	45
3. All other residential	7 a.m. to 7 p.m.	60
	7 p.m. to 10 p.m.	55
	10 p.m. to 7 a.m.	50
4. Commercial	7 a.m. to 7 p.m.	65
	7 p.m. to 10 p.m.	60
	10 p.m. to 7 a.m.	60
5. Industrial or Agricultural	Any time	75

Source: *City of San Diego 2012*



Memo  
Canyon Crest Academy Stadium Lighting Project  
February 22, 2019  
Page 7

Section 59.5.0404 Construction Noise of the noise ordinance regulates noise produced by construction activities. Construction activities are prohibited between the hours of 7 p.m. and 7 a.m. and on Sundays and certain legal holidays, unless a permit has been granted beforehand by the Noise Abatement and Control Administrator or in conjunction with emergency work. Section 59.5.0404 also limits construction noise to an average sound level of 75 dBA during the 12-hour period from 7 a.m. to 7 p.m. at or beyond the property lines of any property zoned residential.

#### City of San Diego CEQA

The City of San Diego's CEQA Significance Determination Thresholds (City of San Diego 2016) outline the criteria and thresholds used to determine whether projects may have a significant effect on the environment under Section 21082.2 of CEQA (City of San Diego 2016). The City of San Diego CEQA Significance Determination Thresholds were considered in conjunction with the 2019 State CEQA Guidelines described above.

#### City of San Diego General Plan

The Noise Element of the City's General Plan (City of San Diego 2015) provides goals and policies to guide compatible land uses and incorporate noise attenuation measures for new uses. The goal of the Noise Element is controlling noise to acceptable levels at its source. However, when this is not feasible, the City applies additional measures to limit the effect of noise on future land uses, which include spatial separation, site planning, and building design techniques that address noise exposure and the insulation of buildings to reduce interior noise levels. Although the proposed project will not be constructing any new sensitive land uses, the City Land Use Noise Compatibility Guidelines, shown below in Table 4, are often used as a basis to determine project-related noise compatibility at existing sensitive land uses.

**Table 4. Land Use Noise Compatibility Guidelines**

Land Use Category	Exterior Noise Exposure (dBA CNEL)			
	60	65	70	75
<i>Parks and Recreational</i>				
Parks, Active and Passive Recreation				
Outdoor Spectator Sports, Golf Courses; Water Recreational Facilities; Indoor Recreation Facilities				
<i>Agricultural</i>				
Crop Raising & Farming; Community Gardens, Aquaculture, Dairies; Horticulture Nurseries & Greenhouses; Animal Raising, Maintain & Keeping; Commercial Stables				
<i>Residential</i>				
Single Dwelling Units; Mobile Homes		45		
Multiple Dwelling Units <i>*For uses affected by aircraft noise, refer to Policies NE-D.2. &amp; NE-D.3.</i>		45	45*	
<i>Institutional</i>				
Hospitals; Nursing Facilities; Intermediate Care Facilities; Kindergarten through Grade 12 Educational Facilities; Libraries; Museums; Child Care Facilities		45		
Other Educational Facilities including Vocational/Trade Schools and Colleges and Universities		45	45	
Cemeteries				
<i>Retail Sales</i>				
Building Supplies/Equipment; Food, Beverages & Groceries; Pets & Pet Supplies; Sundries Pharmaceutical, & Convenience Sales; Wearing Apparel & Accessories			50	50



Memo  
Canyon Crest Academy Stadium Lighting Project  
February 22, 2019  
Page 8

Commercial Services				
Building Services; Business Support; Eating & Drinking; Financial Institutions; Maintenance & Repair; Personal Services; Assembly & Entertainment (includes public and religious assembly); Radio & Television Studios; Golf Course Support			50	50
Visitor Accommodations		45	45	45
Offices				
Business & Professional; Government; Medical, Dental & Health Practitioner; Regional & Corporate Headquarters			50	50
Vehicle and Vehicular Equipment Sales and Services Use				
Commercial or Personal Vehicle Repair & Maintenance; Commercial or Personal Vehicle Sales & Rentals; Vehicle Equipment & Supplies Sales & Rentals; Vehicle Parking				
Wholesale, Distribution, Storage Use Category				
Equipment & Materials Storage Yards; Moving & Storage Facilities; Warehouse; Wholesale Distribution				
Industrial				
Heavy Manufacturing; Light Manufacturing; Marine Industry; Trucking & Transportation Terminals; Mining & Extractive Industries				
Research & Development				50
	<b>Compatible</b>	<b>Indoor Uses</b>	Standard construction methods should attenuate exterior noise to an acceptable indoor noise level. Refer to Section I.	
		<b>Outdoor Uses</b>	Activities associated with the land use may be carried out.	
45, 50	<b>Conditionally Compatible</b>	<b>Indoor Uses</b>	Building structure must attenuate exterior noise to the indoor noise level indicated by the number (45 or 50) for occupied areas. Refer to Section I.	
		<b>Outdoor Uses</b>	Feasible noise mitigation techniques should be analyzed and incorporated to make the outdoor activities acceptable. Refer to Section I.	
	<b>Incompatible</b>	<b>Indoor Uses</b>	New construction should not be undertaken.	
		<b>Outdoor Uses</b>	Severe noise interference makes outdoor activities unacceptable.	

Source: City of San Diego 2015

As Table 4 indicates, the City's exterior unconditional "compatible" noise level standard for residential uses (single and multiple dwelling units) is 60 dBA CNEL or less.

## Methodologies

### Studied Receptors

Due to the complex distribution of land uses in the proposed project vicinity, eight representative noise- and/or vibration-sensitive land uses were studied in this analysis. The representative receiver points are briefly summarized below.

- Receivers R1 through R5 are representative of the nearest receptors associated with the multi-family residential land use abutting the western property line of the CCA campus. Several receiver points were identified within this development due to its proximity to the proposed project and varying terrain features. Receiver R3 is closest to baseline measurement location ST-1.
- Receiver R6 is representative of the San Diego Fire-Rescue Department Station 47, located at the eastern cul-de-sac terminus of Edgewood Bend Court and the southernmost CCA campus access driveway.



Memo  
Canyon Crest Academy Stadium Lighting Project  
February 22, 2019  
Page 9

- Receiver R7 is representative of the multi-family residential development northeast of the CCA campus. This receiver is closest to baseline measurement location ST-2.
- Receiver R8 is representative of the single-family residential development south of SR-56 along Caminito Mendiola.

Although CCA and Pacific Trails Middle School would each be generally considered both a noise-sensitive and vibration-sensitive land use, proposed project construction and operation will occur outside of the school year and outside of school educational hours, respectively.

## Project Construction

Construction of the proposed project will occur on weekdays between the hours of 7:00 a.m. and 3:00 p.m., for an approximate 6- to 8-week-period. The following construction phases were studied for noise and vibration effects:

- **Phase 1: Site Preparation.** Lasting approximately 2 days, this construction phase will feature site clearing activities and on-site equipment, including an air compressor and electric generator.
- **Phase 2: Grading and Excavation.** Lasting approximately 11 days, this construction phase will feature the bulk of ground-disturbing activities such as the drilling of light pole footings and trenching for underground utilities. On-site equipment will include a drill rig, an excavator, and a forklift.
- **Phase 3: Installation.** Lasting approximately 10 days, this construction phase will feature pole setting and cable-pulling activities. On-site equipment will include a crane, a forklift, and a welding unit.

## Construction Noise

Project construction noise was estimated for each construction phase by considering the two to three primary construction sound sources and calculating their aggregate sound propagation toward studied receptor locations. The key assumptions for this analysis included in this method are as follows:

- Ground absorption effects (but no greater than 4.8 dBA reduction, regardless of distance traversed by the sound path, consistent with ISO 9613-2 (ISO 1996).
- Atmospheric absorption of -1 dBA per 1,000 feet of distance traveled.
- For receptors without line-of-sight to the multi-sport field due to terrain or structure shielding, a 5 dBA reduction was applied to the aggregate predicted noise level.

For a given construction phase, all pieces of studied equipment and/or vehicles are assumed to operate—on average—from the same source point location at the general geographic centroid of the proposed project site. Each piece of equipment and/or vehicle is assigned a reference  $L_{max}$  value at a reference distance (e.g., 50 feet), and an “acoustical usage factor” (AUF) that the Federal Highway Administration (FHWA) Roadway Construction Noise Model (RCNM) User’s Guide (FHWA 2006) describes as an estimated portion of a construction operation time period when the  $L_{max}$  value can be expected. These reference sound level and AUF values are presented for each construction phase in Attachment C.

The predicted aggregate proposed project construction noise SPL at the eight representative noise-sensitive receptor locations was calculated to determine if construction activities exceed the City construction noise ordinance limit of 75 dBA across a 12-hour period.

## Construction Vibration

Construction activities can generate groundborne vibration and noise of varying degrees based on the construction activity and equipment being used. The greatest amount of groundborne vibration and noise associated with construction activities



Memo  
Canyon Crest Academy Stadium Lighting Project  
February 22, 2019  
Page 10

would occur temporarily during soil-mix drilling activities. The Caltrans Manual (Caltrans 2013) provides an equation for vibration level prediction at a receptor location, which is expressed as:

$$PPV (in/sec) = PPV_{ref} \left(\frac{25}{D}\right)^n$$

Where:

PPV<sub>ref</sub> = Reference level of studied construction equipment;

D = Distance of the receptor from the construction activity; and

n = Value related to the vibration attenuation rate through the subject soil type.

Vibration levels generated by the soil-mix drilling activities were predicted using the reference level for caisson drilling reported in the Federal Transit Administration (FTA) Transit Noise and Impact Assessment Manual (FTA 2018) of 0.089 PPV in/sec at 25 feet, and an “n” value reported in the Caltrans Manual of 1.1, representative of conservatively hard soil types. This expression provides the means for the assessment of compliance with structural damage thresholds and human receptor annoyance levels at any given receptor distance.

## Project Operation

Although the operation of planned light fixtures at the multi-sport field will not inherently generate notable noise, the operation of the light fixtures will permit game-related activities to extend or shift into nighttime hours when athletic activities on the multi-sport field have typically been precluded due to low visibility. The two anticipated primary noise sources studied in this analysis are:

- Vehicular traffic associated with multi-sport field attendees entering and exiting the southernmost parking lot on Edgewood Bend Court and adjacent CCA campus roadways.
- Crowd-cheering from multi-sport field event attendees at existing bleacher seating areas.

Although typical attendance to games is expected to range from 400 to 700, playoff games may result in up to 1,000 attendees. It is not anticipated that the change in game time would increase the number of visitors at the sporting events. This operational analysis studies what is expected to be the “worst-case” scenario, considering the maximum number of persons attending an evening playoff game, and the expected acute traffic flows from attendees occurring after the evening games are finished.

## Traffic Noise Prediction

Average daily traffic and peak-hour traffic volume data collected in December 2018 for both game day and non-game day periods were obtained from the Canyon Crest Academy Trip Generation Study (Chen Ryan 2019) to determine typical flows and distributions of traffic through the southernmost campus entrance at the terminus of Edgewood Bend Court. Predictive traffic noise modeling was conducted using the FHWA Traffic Noise Model Version 2.5 (TNM 2.5). Peak-hour L<sub>eq</sub> results from the modeling were subsequently entered into CNEL calculations to allow for comparison with existing CNEL levels at studied representative receptor locations.

The predictive model considered traffic volumes, traffic speed, vehicle type, roadway width, and general intervening terrain between roadways and the studied receiver points. Proposed project traffic volumes were calculated for the post-game period by considering both the 494 maximum vehicle capacity of the multi-sport field parking lot and an assumption that approximately 50 vehicles would be entering or exiting the parking area for attendee curbside pick-up.

Due to their notable distance (e.g. >2,000 feet) from anticipated proposed project traffic flows, representative receiver points R7 and R8 were omitted from the traffic noise modeling effort.





Memo  
Canyon Crest Academy Stadium Lighting Project  
February 22, 2019  
Page 11

As previously discussed, receptors represented by receiver points R1 through R5 feature second-story balconies that maintain line-of-sight to proposed project traffic. To consider this direct exposure to proposed project traffic, additional receiver points were incorporated into the model at a second-story listener height of approximately 15 feet above grade at each of these locations.

### Crowd Cheering Noise Prediction

Propagation of sound generated by crowd cheering on the multi-sport field bleachers during game events was calculated using a spreadsheet-based model to predict SPL at the studied representative noise-sensitive receptor locations. This model used the same sound propagation assumptions listed for the construction noise prediction above.

With a maximum game-day turnout of up to 1,000 attendees, it was conservatively assumed that approximately 80% (i.e., 800) of these attendees would be actively vocalizing throughout the duration of the studied event hour. An even distribution of 400 male and 400 female voices were assumed to be shouting at full capacity for a total of 2 minutes of the studied hour, and otherwise were assumed to be speaking at a raised vocal level for the remaining 58 minutes.

All male and female voice sources were summed and assigned to the bleacher area using time-adjusted “raised” and “shouting” speech reference SPL for both men and women (Olsen 1998).

Receiver points R1 through R6 are located generally behind the multi-sport field bleachers; as a result, game attendees would be facing generally away from these receptors during the game and cheering events. At these receiver points, a reduction of 4 dB was applied to the predicted crowd cheer SPL to consider sound reduction inherent to human vocal directivity (Chu & Warnock 2001).

The crowd cheer sound source is assumed to emit—on average—from a point source location at the geographic centroid of the bleacher area. Predicted SPL were compared with existing hourly noise levels to determine whether the proposed project will exceed City ordinance sound level limits.

---

## Future Noise and Vibration Environment and Impacts

---

### Vehicular Traffic

Existing vehicular traffic on nearby roadways is the prominent source of noise at the studied receptor sites. Although the proposed project is not expected to increase the average daily traffic experienced on game days, the acute spike in traffic volume during multi-sport field egress that would have previously occurred in the late afternoons may now occur in the evening, potentially affecting the CNEL calculation at sensitive receptors. Table 5 presents predicted noise levels generated by estimated peak-hour game night traffic volumes on CCA campus roadways and Edgewood Bend Court.

The proposed project is predicted to generate future aggregate traffic noise levels slightly above existing CNEL values at receptors along the northern side of Edgewood Bend Court (represented by receiver R5) due to traffic volume increases on Edgewood Bend Court during the evening hours. Although traffic noise during the evening period may be distinctly audible at studied receptors, the overall increase in CNEL of 0 to 1 dBA is considered imperceptible with average healthy human hearing per FHWA Highway Traffic Noise: Analysis and Abatement Guidance (FHWA 2011). Thus, traffic noise level increases generated by the proposed project would be less than significant.



Memo  
Canyon Crest Academy Stadium Lighting Project  
February 22, 2019  
Page 12

**Table 5. Summary of Predicted Proposed Project Traffic Noise**

Receiver ID	Receiver Story Elevation	A-Weighted Sound Pressure Level (dBA)			
		Estimated Existing CNEL	Predicted Proposed Project Traffic (1-Hour Evening $L_{eq}$ )	Aggregate CNEL (Existing + Project)	Increase Due to Proposed Project Traffic
R1	First	53	46	53	0
	Second	53	46	53	0
R2	First	53	49	53	0
	Second	53	49	53	0
R3	First	53	47	53	0
	Second	53	50	53	0
R4	First	53	48	53	0
	Second	53	51	53	0
R5	First	55	57	55	0
	Second	55	56	55	0
R6	First	53	53	53	0

### Crowd Cheering

As stated previously, it is not anticipated that the change in game time would increase the number of visitors at the sporting events held at the multi-sport field. Predicted noise levels generated by crowd cheering during nighttime games are compared with measured baseline ambient noise levels measured during the 7 p.m. to 8 p.m. hour. The baseline period of 7 p.m. to 8 p.m. was identified for impact assessment because games are expected to begin at 7 p.m. at the latest, and subsequent hour periods would not be expected to feature a full 1-hour period of crowd vocalizations due to the limited duration of games played on the multi-sport field. Results of these predictions and comparisons are presented in Table 6.

**Table 6. Summary of Predicted Crowd Cheering Noise Levels**

Receiver ID	Representative Measurement ID	1-Hour A-Weighted Sound Pressure Level ( $L_{eq}$ , dBA)			
		Measured Existing (7 p.m. – 8 p.m.)	Proposed Project Predicted Crowd Cheering Over 60-Minute Period	Aggregate Sound Level (Proposed Project + Existing Ambient)	Exceeds City Sound Level Limit (45 dBA)?
R1	ST-1	54	43	54	No <sup>1</sup>
R2	ST-1	54	44	54	No <sup>1</sup>
R3	ST-1	54	46	55	No <sup>1</sup>
R4	ST-1	54	47	55	No <sup>1</sup>
R5	ST-3	57	41	57	No <sup>1</sup>
R6	ST-1	54	43	54	No <sup>1</sup>
R7	ST-2	59	38	59	No <sup>1</sup>
R8	ST-2	59	33	59	No <sup>1</sup>

<sup>1</sup> Although the proposed project may generate sound levels in excess of the City sound level limit, all receivers experience existing ambient noise levels in notable excess of City sound level limits from existing traffic and intermittent aircraft noise sources.



Memo  
Canyon Crest Academy Stadium Lighting Project  
February 22, 2019  
Page 13

As shown in Table 6, measured existing noise levels will exceed those generated by the proposed project crowd cheering by 7 to 26 dBA at the studied receptors. Therefore, noise level impacts resulting from evening-time crowd cheering at the multi-sport field would be less than significant.

### Construction Noise

Predicted construction noise levels at each studied representative receiver location generated by performance of the three proposed project construction phases are presented in Table 7.

**Table 7. Summary of Predicted Project Construction Noise Levels**

Receiver ID	12-Hour Sound Pressure Level ( $L_{eq}$ , dBA)		
	Construction Phase 1	Construction Phase 2	Construction Phase 3
R-1	46	48	44
R-2	47	49	45
R-3	48	50	46
R-4	48	50	46
R-5	44	46	42
R-6	46	48	44
R-7	40	42	38
R-8	35	37	33

Hourly average noise levels would vary depending on the duration of equipment operation, type of equipment, relative distance of the construction equipment to the noise-sensitive receptor, and presence of intervening barriers. No studied noise sensitive land uses are predicted to experience a 12-hour average noise level exceeding the City ordinance 12-hour construction noise level limit of 75 dBA,  $L_{eq}$ . Therefore, noise levels generated by proposed project construction would be less than significant.

### Vibration from Construction

The closest vibration-sensitive structure to the proposed project is located approximately 390 feet west of the nearest soil-mix drilling site. At this distance, the predicted vibration level from the drilling activity would reach up to 0.004 PPV in/sec. This is well-below the applicable potential vibration damage threshold of 1 PPV in/sec and the applicable annoyance criterion of 0.1 PPV in/sec. Additionally, groundborne noise will be significantly lower than the noise generated by above-ground construction noise sources. Therefore, exposure of persons or structures to excessive groundborne vibration or groundborne noise levels is not anticipated and impacts would be less than significant.

### Vibration from Operation

Proposed project operation will not generate any measurable groundborne noise or vibration levels above what is already experienced at the studied receptors. Therefore, exposure of persons or structures to excessive groundborne vibration or groundborne noise levels is not anticipated and impacts would be less than significant.

### Exposure of Workers to Excessive Noise from Airport Operations

The proposed project is located within the Marine Corps Air Station (MCAS) Miramar Air Installations Compatible Use Zones (AICUZ) (MCAS 2005). MCAS is located approximately 6 miles south-southeast of the proposed project, and the proposed



Memo  
Canyon Crest Academy Stadium Lighting Project  
February 22, 2019  
Page 14

project is not within the boundary of any predicted CNEL noise contours presented in the MCAS AICUZ. Therefore, the exposure of faculty, students, staff, or visitors to excessive noise levels from airport operations would be less than significant.

---

## References

---

- Beraneek, L. L., and I. L. Ver, eds. 1992. Noise and Vibration Control Engineering, John Wiley & Sons, Inc., New York, NY.
- California Department of Transportation (Caltrans). 2013. Transportation and Construction Vibration Guidance Manual. Division of Environmental Analysis. September.
- Chen Ryan Associates, Inc. 2019. Canyon Crest Academy Trip Generation Study. January.
- Chu, W. T., and A.C.C. Warnock. 2001. Detailed Directivity of Sound Fields Around Human Talkers.
- International Organization for Standardization (ISO). 1996. "Acoustics – Attenuation of sound during propagation outdoors – Part 2: General method of calculation." ISO 9613-2:1996(E).
- International Organization for Standardization (ISO). 1996. "Acoustics – Description and measurement of environmental noise" ISO 1996-1, 1996-2, 1996-3:2016(E).
- Marine Corps Air Station (MCAS) Miramar. 2005. Marine Corps Air Station Miramar AICUZ Update.
- Olsen, Wayne. 1998. Average Speech Levels and Spectra in Various Speaking/Listening Conditions: A Summary of the Pearson, Bennett, and Fiddell (1977) Report.
- San Diego, City of. 2012. San Diego Municipal Code, Noise Abatement and Control.
- San Diego, City of. 2015. General Plan Noise Element. Updated June 29, 2015.
- San Diego, City of. 2016. Environmental Quality Act Significance Determination Thresholds. Planning Department.
- United States Department of Transportation (USDOT) Federal Highway Administration (FHWA). 2006. Roadway Construction Noise Model User's Guide – FHWA-HEP-05-054.
- United States Department of Transportation (USDOT) Federal Transit Administration (FTA). 2018. Transit Noise and Vibration Impact Assessment - FTA Repot No. 0123.
- United States Federal Highway Administration (FHWA). 2011. Highway Traffic Noise: Analysis and Abatement Guidance. (FHWA-HEP-10-025).

**ATTACHMENT A**  
**NOISE AND VIBRATION TERMS**

- Sound – For purposes of this analysis, is a physical phenomenon generated by vibrations that result in waves that travel through a medium, such as air, and result in auditory perception by the human brain.
- Frequency – Sound frequency is measured in Hertz (Hz), which is a measure of how many times each second the crest of a sound pressure wave passes a fixed point. For example, when a drummer beats a drum, the skin of the drum vibrates a number of times per second. When the drum skin vibrates 100 times per second it generates a sound pressure wave that is oscillating at 100 Hz, and this pressure oscillation is perceived by the ear/brain as a tonal pitch of 100 Hz. Sound frequencies between 20 and 20,000 Hz are within the range of sensitivity of the best human ear.
- Amplitude or Level – Is measured in decibels (dB) using a logarithmic scale. A sound level of zero dB is approximately the threshold of human hearing and is barely audible under extremely quiet listening conditions. Normal speech has a sound level of approximately 60 dB. Sound levels above approximately 110 dB begin to be felt inside the human ear as discomfort and eventually pain at 120 dB and higher levels. The minimum change in the sound level of individual events that an average human ear can detect is about one to two dB. A three to five dB change is readily perceived. A change in sound level of about 10 dB is usually perceived by the average person as a doubling (or if decreasing by 10 dB, halving) of the sound's loudness.
- Sound pressure – Sound level is usually expressed by reference to a known standard. This report refers to sound pressure level (SPL), which is expressed on a logarithmic scale with respect to a reference value of 20 micropascals ( $\mu\text{Pa}$ ). SPL depends not only on the power of the source, but also on the distance from the source and on the acoustical characteristics of the space surrounding the source.
- Sound power – Unlike sound pressure, which varies with distance from a source, sound power (and its counterpart sound power level, PWL) is the acoustic power of a source typically expressed in Watts.
- A-weighting – Sound from a tuning fork contains a single frequency (a pure tone), but most sounds one hears in the environment do not consist of a single frequency and instead are composed of a broad band of frequencies differing in sound level. The method commonly used to quantify environmental sounds consists of evaluating all frequencies of a sound according to a weighting system that reflects the typical frequency-dependent sensitivity of average healthy human hearing. This is called "A-weighting," and the decibel level measured is referred to as dBA. In practice, the level of a sound source is conveniently measured using a sound level meter that includes a filter corresponding to the dBA "curve" of decibel adjustment per octave band center frequency (OBCF) from a "flat" or unweighted SPL.
- Equivalent sound level – Environmental sound levels vary continuously and include a mixture of sound from near and distant sources. A single descriptor,  $L_{eq}$ , may be used to describe such sound that is changing in level from one moment to another.  $L_{eq}$  is the energy-average sound level during a measured time interval. It is the "equivalent" constant sound level that would have to be produced by a single, steady source to equal the acoustic energy contained in the fluctuating sound level measured.
- Statistical sound level ( $L_n$ ) – A sound level exceeded for a cumulative "n" percentage of a measurement or studied time period, such as  $L_{10}$ ,  $L_{50}$  or  $L_{90}$ . The  $L_{50}$  value is often referred to as the "median" sound level, while  $L_{90}$  is commonly called the "background" level as it typically represents acoustical contribution from continuous or "steady-state" sound sources and the perceived indistinct din of background sound due to the amalgamation of many contributing distant sound sources in the environment.
- Day-Night Average Sound Level – ( $L_{dn}$ ) represents the average sound level for a 24-hour day and is calculated by adding a 10-dB penalty only to sound levels during the night period (10:00 p.m. to 7:00 a.m.).



**ATTACHMENT B**  
**MEASUREMENT DATA**

GENERAL

AECOM Acoustics and Noise Control Practice  
FIELD NOISE MEASUREMENT DATA FORM

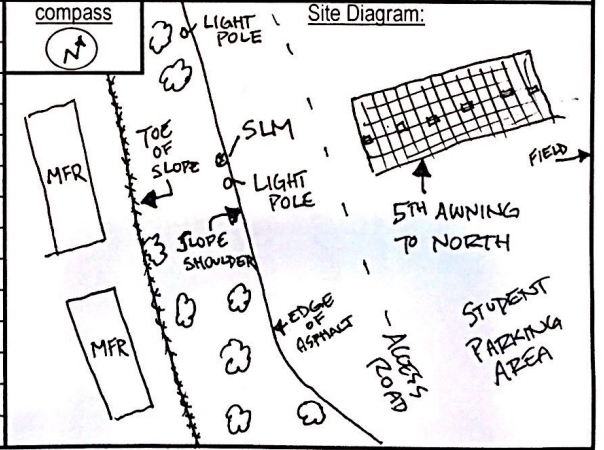
ITEM 12

Project Name: CCA LIGHTING Project #: \_\_\_\_\_ Date: 12/18/18 Page \_\_\_\_\_ of \_\_\_\_\_  
 Measurement Location: ST-1 Analyst: CK/CJ

Sound Level Meter Model #: <u>LD 820</u> Serial #: <u>1597</u> Weighting: <input checked="" type="radio"/> C / Flat Response: <input checked="" type="radio"/> S / Fast / Impl Windscreen: <input checked="" type="radio"/> Yes / No (explain)		Field Calibration Model #: <u>CAL200</u> Serial #: <u>5768</u> Calibration Level (dB): <u>94/10</u> Pre-Test: <u>113.9</u> dBA Post-Test: <u>113.7</u> dBA		Meteorological Data Model #: <u>K3500</u> Time Obs/Meas: <u>16:00</u> Serial #: <u>7058303</u> Precipitation: Yes (explain) / <input checked="" type="radio"/> No Wind: Steady / Gusty / <input checked="" type="radio"/> Calm Avg Wind Speed/Direction: <u>0-1/NA</u> m/s / <input checked="" type="radio"/> M/H Temp (°F): <u>73.1</u> RH (%): <u>62.5</u> Bar Psr (Hg): <u>24.83</u> Cloud Cover (%): <u>5</u>	
Topo: Flat / <input checked="" type="radio"/> Hilly Terrain: Hard / Soft / <input checked="" type="radio"/> Mud / Agg / Snow		GPS Coordinates (at SLM location)*			

Loc. ID	Start Time (hh:mm)	Stop Time (hh:mm)	Notes/Events
ST-1	16:00	21:00	16:00 - TRAFFIC ON SR-56 MOVING ~40-50 MPH, NOT DISTINCTLY AUDIBLE. INTERMITTENT YELLING FROM FIELD (BOYS SOCCER PRACTICE). STUDENTS TALKING IN LOT. 16:07 - MV-22 FLYOVER 16:12 - MV-22 FLYOVER 16:21 - LEFT SITE FOR ST-2. 17:08 - RETURNED TO SITE. SEEMING INCREASE IN TRAFFIC IN LOT. TRACK & FIELD PRACTICE ON FIELD. SR-56 TRAFFIC NOISE NOW DISTINCT. 17:08 - DISTANT EW (FIXED-WING) FLYOVER. 17:14 - DISTANT EW FLYOVER. 17:20 - BACK-TO-BACK <del>AT</del> MV-22 FLYOVER. 17:24 - STUDENTS MOMENTARILY YELLING IN LOT. MUSIC FROM PARKED CAR (~2MIN) 17:30 - LEFT SITE.

Roadway Name/Dir.	PARKING LOT ACCESS
Speed (post/obs*)	5-10 MPH
Number of Lanes	2
Width (pave/row)	~30 Ft
1- or 2- way	2
Grade	N/A
Bus Stops	N/A
Stoplights	N/A
Motorcycles	0
Automobiles	12
Medium Trucks	0
Heavy Trucks	0
Buses	0
Count duration	10 MIN



# - note coordinate system if other than NAD83 \* - Speed estimated by Radar / Driving / Observation  
 Additional Notes/Comments: REGULAR FW, ROTARY, MV-22  
 Photos Taken?  Yes / No  
 Noise Sources (circle all that apply): distant aircraft • roadway traffic • rail ops • landscaping • rustling leaves • children playing • dogs barking/birds • localizing/insects/mechanical  
 Additional Notes and Sketches on Reverse or Indicated Separate Sheet(s)







**AECOM Acoustics and Noise Control Practice**  
**FIELD NOISE MEASUREMENT DATA FORM**

ITEM 12

Project Name: \_\_\_\_\_ Project #: 60590688 Date: 2/12/19 Page 1 of 1  
Measurement Location: Edgewood Bend Court Analyst: Tim Wolk

<b>Sound Level Meter</b> Model #: <u>WT</u> Serial #: <u>0004485</u>	<b>Field Calibration</b> Model #: <u>CAL200</u> Serial #: <u>12226</u> Calibration Level (dB): <u>94 (114)</u> Pre-Test <u>0.4</u> dBA Post-Test <u>-0.12</u> dBA	<b>Meteorological Data</b> Model #: <u>Kestrel 3500</u> Serial #: <u>2058303</u> Time Obs/Meas: <u>18:49</u> Precipitation: Yes (explain) <u>(No)</u> Wind: Steady / Gusty <u>(Calm)</u> Avg Wind Speed/Direction: <u>0</u> m/s / <u>(MPH)</u> Temp (°F): <u>67.9°</u> RH (%): <u>61.5</u> Bar Psr (Hg): <u>29.76</u> Cloud Cover (%): <u>100%</u>
Weighting: A / C / <u>(Flat)</u> Response: <u>(Slow)</u> / Fast / Impl Windscreen: <u>(Yes)</u> / No (explain)	GPS Coordinates (at SLM location) <sup>#</sup> <u>32.955772, -117.192261</u>	Topo: <u>(Flat)</u> / Hilly Terrain: Hard / Soft / <u>(Mixed)</u> / Agg / Snow

Loc. ID	Start Time (hh:mm)	Stop Time (hh:mm)	Metrics			Statistics			Notes/Events
			L <sub>eq</sub>	L <sub>min</sub>	L <sub>max</sub>	L <sub>10</sub>	L <sub>50</sub>	L <sub>90</sub>	
	19:00								General traffic in surrounding area
	19:40								No events, general traffic
	19:56								hooter for usual car
	20:20								Aircraft overhead
	20:23								Aircraft overhead
	20:28								Car starting behind meter / horn
	20:37								Car alarm (behind meter)
	20:55								hooter than usual engine
		21:01							

Roadway Name/Dir.	<u>Edgewood Bend Court/E/W</u>	compass 	Site Diagram: 
Speed (post/obs*)	<u>35 mph</u>		
Number of Lanes	<u>2</u>		
Width (pave/row)	<u>pave</u>		
1- or 2- way	<u>2 way</u>		
Grade	<u>level</u>		
Bus Stops	<u>None</u>		
Stoplights	<u>None</u>		
Motorcycles	<u>-</u>		
Automobiles	<u>19</u>		
Medium Trucks	<u>-</u>		
Heavy Trucks	<u>-</u>		
Buses	<u>-</u>		
Count duration	<u>20:00-20:15</u>		

# - note coordinate system if other than NAD84 \* - Speed estimated by Radar / Driving / Observation

Additional Notes/Comments: Photos - view NE of meter, & view S of area meter facing General Noise is auto traffic on Hwy 54 & Carmel Valley Road. Photos Taken? (Yes) / No

Noise Sources (circle all that apply): (distant aircraft) (roadway traffic) / rail ops/landscaping/rustling leaves/children playing/dogs barking/birds vocalizing/insects/mechanical

Additional Notes and Sketches on Reverse or Indicated Separate Sheet(s)

### Detailed Measurement Data

Measurement ID	Date	Time	Leq	A-Weighted Sound Pressure Level (SPL, dBA)				
				Lmin	Lmax	L10	L50	L90
ST-1	2019-12-19	16:00	50.7	43.2	59.5	54.6	46.6	43.6
ST-1	2019-12-19	16:01	43.8	42.9	45.7	44.7	43.6	43.1
ST-1	2019-12-19	16:02	44.0	43.0	46.9	44.8	43.7	43.1
ST-1	2019-12-19	16:03	47.5	43.0	57.7	49.6	43.9	43.2
ST-1	2019-12-19	16:04	48.4	43.7	54.1	51.9	46.6	43.8
ST-1	2019-12-19	16:05	48.0	43.4	55.3	51.5	45.0	43.8
ST-1	2019-12-19	16:06	46.8	43.5	53.4	48.8	45.5	43.8
ST-1	2019-12-19	16:07	52.5	47.0	56.3	55.5	51.6	47.7
ST-1	2019-12-19	16:08	47.8	44.9	52.0	49.6	47.6	45.8
ST-1	2019-12-19	16:09	49.0	45.4	53.6	51.8	47.5	46.1
ST-1	2019-12-19	16:10	47.0	44.5	51.3	49.7	46.3	45.2
ST-1	2019-12-19	16:11	49.6	45.3	55.0	52.8	48.5	45.8
ST-1	2019-12-19	16:12	51.8	45.6	55.5	54.8	50.5	46.4
ST-1	2019-12-19	16:13	47.1	44.1	56.0	50.1	44.7	44.1
ST-1	2019-12-19	16:14	44.8	43.2	48.9	46.5	44.3	43.3
ST-1	2019-12-19	16:15	48.8	45.1	54.4	51.1	47.9	45.7
ST-1	2019-12-19	16:16	52.4	46.1	57.6	55.2	51.6	48.0
ST-1	2019-12-19	16:17	46.7	43.5	52.1	49.8	44.8	43.5
ST-1	2019-12-19	16:18	46.8	43.9	56.4	47.7	44.7	44.1
ST-1	2019-12-19	16:19	48.3	45.4	56.2	49.8	47.3	45.5
ST-1	2019-12-19	16:20	48.3	45.1	51.7	50.5	48.0	45.6
ST-1	2019-12-19	16:21	51.7	46.4	65.7	51.5	48.4	46.9
ST-1	2019-12-19	16:22	54.4	45.6	65.4	57.7	51.0	46.1
ST-1	2019-12-19	16:23	46.9	43.8	60.1	47.2	45.0	43.8
ST-1	2019-12-19	16:24	52.9	44.2	61.5	58.1	45.9	44.3
ST-1	2019-12-19	16:25	45.7	44.6	48.0	46.8	45.5	44.6
ST-1	2019-12-19	16:26	51.8	44.3	62.6	54.4	46.4	44.8
ST-1	2019-12-19	16:27	51.0	44.5	58.8	55.7	46.8	44.5
ST-1	2019-12-19	16:28	44.2	43.1	49.0	45.0	43.7	43.1
ST-1	2019-12-19	16:29	44.8	43.6	46.7	45.7	44.6	44.0
ST-1	2019-12-19	16:30	52.4	44.3	62.5	55.1	48.4	44.7
ST-1	2019-12-19	16:31	52.8	45.5	60.6	57.0	48.8	46.4
ST-1	2019-12-19	16:32	48.8	44.2	59.0	51.6	44.8	44.2
ST-1	2019-12-19	16:33	45.4	44.0	48.2	46.3	45.3	44.3
ST-1	2019-12-19	16:34	52.8	45.1	62.4	57.9	46.9	45.4
ST-1	2019-12-19	16:35	53.1	44.7	62.1	58.3	48.1	45.1
ST-1	2019-12-19	16:36	51.6	44.2	61.8	54.0	45.9	44.3
ST-1	2019-12-19	16:37	47.8	44.1	55.2	52.1	44.9	44.2
ST-1	2019-12-19	16:38	49.5	43.9	59.9	52.4	44.9	44.2
ST-1	2019-12-19	16:39	44.8	43.9	46.2	45.7	44.7	44.1
ST-1	2019-12-19	16:40	44.7	43.8	46.4	45.7	44.7	44.1
ST-1	2019-12-19	16:41	52.5	45.0	64.4	54.6	46.0	45.2
ST-1	2019-12-19	16:42	52.8	45.0	59.0	56.6	50.8	45.8
ST-1	2019-12-19	16:43	50.9	44.4	62.0	54.5	46.0	44.4
ST-1	2019-12-19	16:44	47.0	43.9	54.5	49.2	45.2	44.2
ST-1	2019-12-19	16:45	50.8	44.4	60.9	53.7	46.5	44.9
ST-1	2019-12-19	16:46	50.0	43.8	60.4	53.1	44.8	44.0
ST-1	2019-12-19	16:47	50.0	43.5	61.2	52.9	44.7	43.5
ST-1	2019-12-19	16:48	45.0	43.9	49.4	45.9	44.7	44.1
ST-1	2019-12-19	16:49	57.3	44.7	70.9	58.4	47.7	45.7
ST-1	2019-12-19	16:50	49.1	43.9	58.4	52.8	44.8	44.1
ST-1	2019-12-19	16:51	53.2	44.1	61.0	58.1	48.4	44.8
ST-1	2019-12-19	16:52	47.2	44.0	54.9	49.1	45.4	44.3
ST-1	2019-12-19	16:53	46.8	44.1	53.6	49.4	45.4	44.3
ST-1	2019-12-19	16:54	46.7	43.6	52.8	50.4	44.8	44.0
ST-1	2019-12-19	16:55	48.3	43.6	57.8	51.2	44.6	43.6
ST-1	2019-12-19	16:56	46.9	44.1	53.6	50.4	44.9	44.2
ST-1	2019-12-19	16:57	44.7	44.0	46.1	45.5	44.6	44.1
ST-1	2019-12-19	16:58	51.9	44.4	60.9	57.0	47.3	44.7
ST-1	2019-12-19	16:59	51.5	44.3	62.6	54.2	45.7	44.3
ST-1	2019-12-19	17:00	58.5	45.2	71.5	59.6	50.6	48.6
ST-1	2019-12-19	17:01	48.8	45.1	54.2	52.1	46.9	45.4
ST-1	2019-12-19	17:02	49.6	44.2	60.0	52.0	45.4	44.3
ST-1	2019-12-19	17:03	57.2	44.4	69.6	59.7	51.9	44.8
ST-1	2019-12-19	17:04	53.5	46.2	60.0	57.0	52.1	47.2
ST-1	2019-12-19	17:05	52.0	44.6	61.0	57.3	47.5	45.2
ST-1	2019-12-19	17:06	49.0	44.4	58.7	51.8	45.7	44.5
ST-1	2019-12-19	17:07	48.7	44.4	57.2	51.9	45.6	44.4
ST-1	2019-12-19	17:08	47.1	44.7	49.6	48.9	46.7	45.0
ST-1	2019-12-19	17:09	52.9	46.7	65.4	56.4	49.1	47.2
ST-1	2019-12-19	17:10	57.4	44.6	66.2	62.8	51.5	45.3
ST-1	2019-12-19	17:11	55.0	44.6	65.2	59.0	50.5	45.1
ST-1	2019-12-19	17:12	52.6	45.7	59.7	56.8	49.7	46.4
ST-1	2019-12-19	17:13	49.0	44.5	58.1	51.5	46.2	44.5
ST-1	2019-12-19	17:14	52.0	44.2	64.2	50.8	47.9	45.0

Measurement ID	Date	Time	Leq	A-Weighted Sound Pressure Level (SPL, dBA)				
				Lmin	Lmax	L10	L50	L90
ST-1	2019-12-19	17:15	55.2	45.1	63.2	59.9	50.0	45.9
ST-1	2019-12-19	17:16	54.6	45.6	62.3	58.7	51.3	46.8
ST-1	2019-12-19	17:17	55.5	45.0	65.2	59.6	50.5	45.6
ST-1	2019-12-19	17:18	56.3	47.5	63.6	59.7	53.8	49.1
ST-1	2019-12-19	17:19	52.9	45.7	59.8	57.5	48.8	46.4
ST-1	2019-12-19	17:20	57.6	47.2	62.5	61.7	55.5	48.3
ST-1	2019-12-19	17:21	49.7	44.1	59.0	51.8	46.1	44.3
ST-1	2019-12-19	17:22	49.5	44.5	59.5	52.5	45.5	44.5
ST-1	2019-12-19	17:23	48.5	44.5	53.1	50.9	47.2	45.1
ST-1	2019-12-19	17:24	52.6	44.8	60.1	57.0	49.1	45.4
ST-1	2019-12-19	17:25	52.1	46.3	58.5	56.2	50.1	47.0
ST-1	2019-12-19	17:26	58.7	46.6	71.1	63.1	49.2	47.4
ST-1	2019-12-19	17:27	55.9	44.8	63.8	60.1	51.4	45.6
ST-1	2019-12-19	17:28	55.1	47.8	63.8	58.5	52.6	48.8
ST-1	2019-12-19	17:29	46.8	45.1	50.7	48.7	46.3	45.3
ST-1	2019-12-19	17:30	61.4	45.3	72.6	64.9	51.2	46.1
ST-1	2019-12-19	17:31	55.3	45.1	64.2	62.2	46.8	45.3
ST-1	2019-12-19	17:32	47.3	45.1	53.6	49.7	45.9	45.2
ST-1	2019-12-19	17:33	47.6	44.2	55.9	50.9	44.9	44.2
ST-1	2019-12-19	17:34	52.0	45.1	60.6	56.9	47.5	45.4
ST-1	2019-12-19	17:35	53.2	43.4	64.9	56.5	44.8	43.6
ST-1	2019-12-19	17:36	49.0	43.8	56.7	52.7	46.5	44.6
ST-1	2019-12-19	17:37	51.9	43.2	63.4	54.8	44.5	43.5
ST-1	2019-12-19	17:38	44.4	43.4	48.8	44.9	44.2	43.4
ST-1	2019-12-19	17:39	44.1	43.2	45.4	44.9	44.0	43.2
ST-1	2019-12-19	17:40	46.0	43.6	56.9	46.8	44.4	43.6
ST-1	2019-12-19	17:41	53.7	43.8	63.2	58.8	48.5	44.2
ST-1	2019-12-19	17:42	44.4	43.4	47.2	45.0	44.4	43.5
ST-1	2019-12-19	17:43	44.3	43.5	46.5	45.0	44.3	43.5
ST-1	2019-12-19	17:44	48.2	43.7	55.5	51.8	45.6	44.2
ST-1	2019-12-19	17:45	50.4	43.5	62.0	52.9	44.7	43.6
ST-1	2019-12-19	17:46	49.7	44.3	60.7	52.0	45.4	44.3
ST-1	2019-12-19	17:47	52.8	44.7	63.9	55.7	46.7	45.1
ST-1	2019-12-19	17:48	48.1	44.3	56.2	50.6	46.0	45.0
ST-1	2019-12-19	17:49	49.7	44.2	59.0	52.5	46.7	45.1
ST-1	2019-12-19	17:50	49.8	44.4	59.8	52.6	45.9	44.4
ST-1	2019-12-19	17:51	58.2	44.3	69.7	62.6	49.5	44.6
ST-1	2019-12-19	17:52	49.0	44.3	58.5	51.7	45.9	44.4
ST-1	2019-12-19	17:53	49.7	44.2	60.7	52.7	44.8	44.2
ST-1	2019-12-19	17:54	46.9	44.2	52.3	50.0	45.9	44.3
ST-1	2019-12-19	17:55	48.8	45.2	57.5	50.0	46.9	45.3
ST-1	2019-12-19	17:56	45.5	44.6	46.7	46.5	45.6	45.1
ST-1	2019-12-19	17:57	46.0	45.0	48.5	47.2	45.7	45.1
ST-1	2019-12-19	17:58	46.2	44.8	52.3	47.5	45.8	45.0
ST-1	2019-12-19	17:59	48.0	44.4	57.0	50.6	45.1	44.4
ST-1	2019-12-19	18:00	45.2	44.3	46.9	45.9	45.3	44.3
ST-1	2019-12-19	18:01	48.1	44.3	56.3	51.2	45.7	44.4
ST-1	2019-12-19	18:02	48.8	45.3	55.8	52.1	47.0	45.4
ST-1	2019-12-19	18:03	45.8	44.6	47.5	46.7	45.7	44.7
ST-1	2019-12-19	18:04	51.6	44.5	63.3	53.7	45.8	44.5
ST-1	2019-12-19	18:05	48.3	45.5	53.9	51.1	47.4	45.7
ST-1	2019-12-19	18:06	45.9	44.9	48.4	46.8	45.8	45.1
ST-1	2019-12-19	18:07	50.2	44.6	57.9	54.3	46.7	45.0
ST-1	2019-12-19	18:08	45.6	44.5	46.9	46.7	45.6	44.8
ST-1	2019-12-19	18:09	45.6	44.4	47.3	46.8	45.5	44.4
ST-1	2019-12-19	18:10	46.8	45.8	47.8	47.7	46.8	46.1
ST-1	2019-12-19	18:11	52.0	44.8	63.4	54.9	46.6	45.2
ST-1	2019-12-19	18:12	50.8	44.1	63.4	51.8	45.1	44.2
ST-1	2019-12-19	18:13	44.6	43.4	45.5	45.5	44.6	43.4
ST-1	2019-12-19	18:14	45.4	43.9	47.0	46.2	45.4	44.5
ST-1	2019-12-19	18:15	44.9	44.0	45.8	45.7	44.8	44.2
ST-1	2019-12-19	18:16	44.8	44.3	45.4	45.4	44.8	44.3
ST-1	2019-12-19	18:17	45.5	44.4	47.0	46.7	45.5	44.4
ST-1	2019-12-19	18:18	50.5	44.1	61.3	53.4	45.6	44.4
ST-1	2019-12-19	18:19	46.2	44.5	50.1	48.0	45.7	44.7
ST-1	2019-12-19	18:20	46.3	45.1	48.1	47.0	46.4	45.4
ST-1	2019-12-19	18:21	46.6	45.7	47.2	47.0	46.5	46.0
ST-1	2019-12-19	18:22	45.8	44.3	47.4	46.9	45.7	44.6
ST-1	2019-12-19	18:23	46.1	45.0	48.1	46.9	46.1	45.2
ST-1	2019-12-19	18:24	54.3	46.6	65.6	58.7	47.8	46.9
ST-1	2019-12-19	18:25	46.9	45.5	48.4	47.9	46.8	45.8
ST-1	2019-12-19	18:26	48.2	46.9	49.6	49.0	48.2	47.2
ST-1	2019-12-19	18:27	51.1	46.4	61.0	53.2	48.0	47.1
ST-1	2019-12-19	18:28	49.1	47.5	50.6	49.9	49.0	48.0
ST-1	2019-12-19	18:29	49.0	46.2	51.6	50.5	48.8	47.0
ST-1	2019-12-19	18:30	50.6	47.2	58.5	53.1	48.6	47.4
ST-1	2019-12-19	18:31	51.3	47.5	59.0	53.0	49.9	48.5



Measurement ID	Date	Time	Leq	A-Weighted Sound Pressure Level (SPL, dBA)				
				Lmin	Lmax	L10	L50	L90
ST-1	2019-12-19	18:32	57.4	49.7	64.4	62.1	54.7	51.2
ST-1	2019-12-19	18:33	53.7	48.1	61.4	56.4	51.7	49.0
ST-1	2019-12-19	18:34	55.7	47.1	63.6	60.9	50.4	47.6
ST-1	2019-12-19	18:35	49.4	47.9	51.6	50.1	49.3	48.2
ST-1	2019-12-19	18:36	49.8	48.4	54.1	51.3	49.1	48.4
ST-1	2019-12-19	18:37	49.8	48.4	51.4	50.8	49.7	48.4
ST-1	2019-12-19	18:38	52.5	50.2	59.1	53.9	51.5	50.5
ST-1	2019-12-19	18:39	50.4	48.6	57.0	51.2	49.7	48.6
ST-1	2019-12-19	18:40	54.6	50.2	60.6	57.3	53.6	50.6
ST-1	2019-12-19	18:41	51.6	49.0	56.9	53.3	51.1	49.2
ST-1	2019-12-19	18:42	49.7	48.0	52.0	50.7	49.5	48.5
ST-1	2019-12-19	18:43	53.3	48.3	64.1	55.3	49.4	48.3
ST-1	2019-12-19	18:44	54.6	47.6	63.8	58.6	50.5	47.6
ST-1	2019-12-19	18:45	51.2	47.5	59.2	54.3	49.2	47.5
ST-1	2019-12-19	18:46	55.3	48.7	63.8	60.1	50.6	49.1
ST-1	2019-12-19	18:47	50.9	48.8	55.5	51.9	50.3	49.1
ST-1	2019-12-19	18:48	51.0	49.5	55.3	52.9	50.1	49.5
ST-1	2019-12-19	18:49	51.0	49.7	52.3	51.8	50.8	50.1
ST-1	2019-12-19	18:50	52.0	50.3	54.2	53.1	51.8	50.8
ST-1	2019-12-19	18:51	52.6	50.7	54.6	53.7	52.5	51.2
ST-1	2019-12-19	18:52	53.3	51.2	54.7	54.6	53.3	51.7
ST-1	2019-12-19	18:53	52.4	51.0	53.5	53.0	52.3	51.4
ST-1	2019-12-19	18:54	52.3	50.1	54.0	53.6	52.2	50.5
ST-1	2019-12-19	18:55	52.3	49.5	60.8	53.4	50.6	49.6
ST-1	2019-12-19	18:56	52.6	50.2	58.6	54.5	51.6	50.4
ST-1	2019-12-19	18:57	51.2	48.7	52.7	52.3	51.2	49.6
ST-1	2019-12-19	18:58	51.4	49.8	53.7	52.9	51.1	50.1
ST-1	2019-12-19	18:59	53.0	50.8	54.5	54.0	53.0	51.5
ST-1	2019-12-19	19:00	53.1	52.1	54.1	53.8	53.1	52.2
ST-1	2019-12-19	19:01	53.4	52.5	54.1	53.9	53.4	52.7
ST-1	2019-12-19	19:02	53.9	52.7	55.3	54.8	53.8	53.1
ST-1	2019-12-19	19:03	53.1	51.7	54.7	54.2	53.1	52.0
ST-1	2019-12-19	19:04	54.0	51.3	59.3	55.5	53.1	52.0
ST-1	2019-12-19	19:05	53.4	52.1	54.3	54.2	53.4	52.4
ST-1	2019-12-19	19:06	53.2	51.1	54.3	53.9	53.2	52.1
ST-1	2019-12-19	19:07	51.0	49.5	52.2	51.8	51.0	50.1
ST-1	2019-12-19	19:08	53.3	52.1	54.2	53.9	53.3	52.4
ST-1	2019-12-19	19:09	53.2	51.2	59.6	54.5	52.4	51.4
ST-1	2019-12-19	19:10	52.7	51.5	53.8	53.6	52.6	51.6
ST-1	2019-12-19	19:11	52.4	51.1	53.6	52.9	52.4	51.6
ST-1	2019-12-19	19:12	53.7	51.8	55.5	54.8	53.6	52.2
ST-1	2019-12-19	19:13	54.2	53.5	55.0	54.8	54.2	53.5
ST-1	2019-12-19	19:14	53.3	51.1	55.0	54.6	53.4	51.5
ST-1	2019-12-19	19:15	53.3	52.0	54.6	54.2	53.2	52.2
ST-1	2019-12-19	19:16	53.0	51.7	54.2	53.8	53.0	52.1
ST-1	2019-12-19	19:17	53.7	52.5	54.7	54.5	53.6	53.0
ST-1	2019-12-19	19:18	55.2	51.3	62.8	59.3	53.2	52.1
ST-1	2019-12-19	19:19	53.1	52.1	54.1	53.8	53.1	52.2
ST-1	2019-12-19	19:20	54.3	53.1	55.6	55.0	54.3	53.4
ST-1	2019-12-19	19:21	56.8	53.9	62.9	59.1	55.8	54.3
ST-1	2019-12-19	19:22	53.8	51.6	58.7	55.9	52.7	51.7
ST-1	2019-12-19	19:23	52.0	51.2	52.7	52.7	52.0	51.2
ST-1	2019-12-19	19:24	56.3	51.1	63.4	59.7	53.7	51.6
ST-1	2019-12-19	19:25	57.2	54.3	64.1	59.7	55.6	54.4
ST-1	2019-12-19	19:26	56.0	53.9	62.2	57.6	55.5	54.4
ST-1	2019-12-19	19:27	61.4	52.4	73.3	65.1	56.1	54.2
ST-1	2019-12-19	19:28	54.2	52.3	56.2	55.5	54.0	52.6
ST-1	2019-12-19	19:29	52.6	50.6	55.4	54.4	52.1	51.2
ST-1	2019-12-19	19:30	54.8	51.1	63.2	56.4	53.2	51.9
ST-1	2019-12-19	19:31	52.2	49.9	54.3	53.8	52.0	50.5
ST-1	2019-12-19	19:32	54.3	52.8	55.6	54.9	54.3	53.3
ST-1	2019-12-19	19:33	54.7	50.8	64.2	56.7	52.1	51.2
ST-1	2019-12-19	19:34	51.5	49.5	58.8	52.5	51.2	50.0
ST-1	2019-12-19	19:35	51.4	48.8	52.6	52.6	51.5	49.9
ST-1	2019-12-19	19:36	52.0	50.6	52.9	52.8	51.9	51.1
ST-1	2019-12-19	19:37	52.6	50.6	56.8	53.7	52.3	51.1
ST-1	2019-12-19	19:38	52.3	50.6	53.9	53.6	52.2	51.2
ST-1	2019-12-19	19:39	52.9	50.6	62.1	52.9	52.1	51.1
ST-1	2019-12-19	19:40	56.5	49.7	70.7	54.3	51.2	50.2
ST-1	2019-12-19	19:41	52.0	50.9	53.1	52.8	51.9	51.2
ST-1	2019-12-19	19:42	51.5	49.6	53.6	52.9	51.2	50.1
ST-1	2019-12-19	19:43	52.0	51.3	53.1	52.8	52.0	51.3
ST-1	2019-12-19	19:44	53.1	52.1	54.3	53.9	53.1	52.2
ST-1	2019-12-19	19:45	52.8	51.3	54.1	53.7	52.6	51.7
ST-1	2019-12-19	19:46	52.6	50.8	53.8	53.7	52.6	51.4
ST-1	2019-12-19	19:47	52.0	51.2	53.2	52.8	52.1	51.2
ST-1	2019-12-19	19:48	52.2	51.1	53.1	52.8	52.1	51.2

Measurement ID	Date	Time	Leq	A-Weighted Sound Pressure Level (SPL, dBA)				
				Lmin	Lmax	L10	L50	L90
ST-1	2019-12-19	19:49	51.2	49.8	52.8	52.4	50.8	50.1
ST-1	2019-12-19	19:50	51.0	49.1	52.5	52.4	51.2	49.3
ST-1	2019-12-19	19:51	50.7	49.6	51.4	51.4	50.6	50.0
ST-1	2019-12-19	19:52	50.6	49.4	51.7	51.5	50.5	49.5
ST-1	2019-12-19	19:53	50.5	48.9	52.6	51.7	50.3	49.2
ST-1	2019-12-19	19:54	49.6	48.4	50.7	50.6	49.6	48.5
ST-1	2019-12-19	19:55	50.3	49.2	51.4	51.1	50.4	49.4
ST-1	2019-12-19	19:56	50.1	48.9	51.7	50.9	50.0	49.2
ST-1	2019-12-19	19:57	50.4	49.2	51.8	51.5	50.4	49.3
ST-1	2019-12-19	19:58	51.3	49.1	55.1	52.6	50.8	49.6
ST-1	2019-12-19	19:59	50.5	49.2	51.7	51.2	50.4	49.4
ST-1	2019-12-19	20:00	52.0	50.7	54.3	52.9	51.9	51.0
ST-1	2019-12-19	20:01	52.6	50.4	60.2	54.4	52.1	50.8
ST-1	2019-12-19	20:02	55.5	51.8	65.2	56.9	53.0	52.1
ST-1	2019-12-19	20:03	52.1	49.4	53.5	53.5	52.0	50.3
ST-1	2019-12-19	20:04	53.2	50.8	54.9	54.6	53.2	51.3
ST-1	2019-12-19	20:05	52.0	50.8	53.5	52.8	52.0	51.1
ST-1	2019-12-19	20:06	52.9	50.5	57.0	55.6	51.9	51.0
ST-1	2019-12-19	20:07	53.2	49.9	56.0	55.5	52.4	50.5
ST-1	2019-12-19	20:08	53.0	51.2	54.7	54.0	52.9	52.0
ST-1	2019-12-19	20:09	52.3	50.2	54.3	53.8	51.9	50.9
ST-1	2019-12-19	20:10	52.6	50.3	54.5	53.8	52.6	50.8
ST-1	2019-12-19	20:11	51.0	47.3	53.3	52.7	50.8	48.4
ST-1	2019-12-19	20:12	52.0	50.3	53.5	52.9	52.2	50.8
ST-1	2019-12-19	20:13	52.8	50.5	53.9	53.8	52.9	51.6
ST-1	2019-12-19	20:14	51.3	48.8	53.3	52.8	51.2	49.4
ST-1	2019-12-19	20:15	50.8	49.0	51.8	51.7	50.7	49.8
ST-1	2019-12-19	20:16	51.0	49.2	52.8	52.0	50.8	49.6
ST-1	2019-12-19	20:17	52.1	50.5	54.0	52.9	52.1	50.8
ST-1	2019-12-19	20:18	50.6	48.4	52.0	51.7	50.5	49.3
ST-1	2019-12-19	20:19	50.3	47.8	52.2	51.5	50.3	48.7
ST-1	2019-12-19	20:20	50.6	47.6	52.4	51.9	50.6	48.6
ST-1	2019-12-19	20:21	52.0	48.3	53.9	53.6	52.1	49.3
ST-1	2019-12-19	20:22	51.8	50.0	53.8	52.9	51.6	50.4
ST-1	2019-12-19	20:23	50.8	49.8	52.5	51.7	50.7	50.1
ST-1	2019-12-19	20:24	51.6	50.2	52.7	52.3	51.5	51.0
ST-1	2019-12-19	20:25	50.7	49.4	52.4	51.7	50.7	50.0
ST-1	2019-12-19	20:26	52.9	49.8	55.5	54.5	52.6	51.2
ST-1	2019-12-19	20:27	52.4	50.3	54.7	53.7	52.3	51.1
ST-1	2019-12-19	20:28	51.3	49.4	54.4	53.5	50.8	49.5
ST-1	2019-12-19	20:29	53.0	51.7	53.9	53.8	53.0	52.1
ST-1	2019-12-19	20:30	53.3	52.2	55.0	54.3	52.9	52.2
ST-1	2019-12-19	20:31	54.3	52.3	57.0	55.8	54.0	52.7
ST-1	2019-12-19	20:32	55.9	52.5	58.2	57.5	55.8	54.2
ST-1	2019-12-19	20:33	53.8	48.7	56.4	55.9	53.5	50.2
ST-1	2019-12-19	20:34	54.5	51.9	56.9	55.8	54.3	52.7
ST-1	2019-12-19	20:35	53.4	50.7	54.9	54.7	53.4	51.5
ST-1	2019-12-19	20:36	53.4	50.5	55.9	55.5	52.9	51.2
ST-1	2019-12-19	20:37	53.3	48.9	55.9	54.9	53.4	50.3
ST-1	2019-12-19	20:38	52.5	49.3	54.3	53.8	52.7	50.3
ST-1	2019-12-19	20:39	50.3	44.9	52.9	51.9	50.4	47.0
ST-1	2019-12-19	20:40	50.3	44.1	52.8	51.9	50.7	45.0
ST-1	2019-12-19	20:41	49.9	47.3	52.3	51.6	49.8	48.1
ST-1	2019-12-19	20:42	51.9	50.5	53.6	53.0	51.8	51.0
ST-1	2019-12-19	20:43	51.7	50.3	53.8	52.8	51.6	50.7
ST-1	2019-12-19	20:44	52.7	48.0	56.3	53.9	52.6	49.8
ST-1	2019-12-19	20:45	52.9	48.1	55.9	55.0	53.4	48.8
ST-1	2019-12-19	20:46	52.1	48.8	54.6	53.8	52.0	49.7
ST-1	2019-12-19	20:47	52.8	50.8	55.5	54.2	52.6	51.4
ST-1	2019-12-19	20:48	50.5	49.0	51.9	51.7	50.5	49.3
ST-1	2019-12-19	20:49	51.0	48.6	52.9	52.6	50.9	49.1
ST-1	2019-12-19	20:50	52.0	49.6	54.8	53.6	52.2	49.7
ST-1	2019-12-19	20:51	51.7	50.5	53.1	52.7	51.6	50.7
ST-1	2019-12-19	20:52	52.5	50.8	53.9	53.5	52.5	51.6
ST-1	2019-12-19	20:53	51.6	49.6	52.8	52.7	51.6	50.4
ST-1	2019-12-19	20:54	52.6	50.0	54.5	53.8	52.7	50.5
ST-1	2019-12-19	20:55	52.3	49.1	54.5	53.9	52.3	50.0
ST-1	2019-12-19	20:56	52.5	50.4	54.9	53.8	52.4	51.1
ST-1	2019-12-19	20:57	53.3	50.3	55.0	54.7	53.4	51.3
ST-1	2019-12-19	20:58	51.8	50.0	53.2	52.9	51.8	50.5
ST-2	2019-12-19	20:59	51.8	49.4	53.3	52.9	51.9	50.2
ST-2	2019-12-19	16:00	49.8	46.9	55.4	50.9	49.3	47.9
ST-2	2019-12-19	16:01	50.4	47.0	56.9	52.7	49.5	47.4
ST-2	2019-12-19	16:02	50.5	45.9	56.5	52.5	50.1	47.1
ST-2	2019-12-19	16:03	49.5	45.9	54.4	51.3	49.2	46.7
ST-2	2019-12-19	16:04	49.9	48.5	51.4	50.9	49.8	48.9
ST-2	2019-12-19	16:05	50.6	48.5	53.0	51.9	50.5	49.0

Measurement ID	Date	Time	Leq	A-Weighted Sound Pressure Level (SPL, dBA)				
				Lmin	Lmax	L10	L50	L90
ST-2	2019-12-19	16:06	50.9	49.2	52.4	51.9	51.0	49.5
ST-2	2019-12-19	16:07	56.0	51.2	59.9	59.0	55.1	51.8
ST-2	2019-12-19	16:08	50.2	46.3	52.4	51.8	50.4	47.4
ST-2	2019-12-19	16:09	50.0	47.3	53.0	50.9	49.9	48.4
ST-2	2019-12-19	16:10	51.3	48.9	53.5	52.8	51.0	49.3
ST-2	2019-12-19	16:11	51.3	48.2	53.7	52.8	51.3	49.3
ST-2	2019-12-19	16:12	54.6	49.7	59.3	58.0	52.0	50.2
ST-2	2019-12-19	16:13	49.4	47.8	51.5	50.7	49.3	48.1
ST-2	2019-12-19	16:14	50.6	48.7	53.2	51.9	50.4	49.1
ST-2	2019-12-19	16:15	51.6	49.9	53.5	52.8	51.5	50.3
ST-2	2019-12-19	16:16	53.3	50.9	56.2	55.3	52.8	51.4
ST-2	2019-12-19	16:17	52.9	51.0	55.4	54.1	52.6	51.3
ST-2	2019-12-19	16:18	53.3	50.8	55.3	54.5	53.2	52.1
ST-2	2019-12-19	16:19	52.7	50.5	54.8	53.8	52.7	51.3
ST-2	2019-12-19	16:20	52.9	50.8	54.4	53.9	52.9	52.0
ST-2	2019-12-19	16:21	53.1	50.8	55.9	54.8	52.9	51.3
ST-2	2019-12-19	16:22	52.1	48.5	60.5	53.3	51.4	49.6
ST-2	2019-12-19	16:23	51.2	47.5	53.8	52.9	51.0	48.5
ST-2	2019-12-19	16:24	52.7	49.8	54.8	54.0	52.7	51.1
ST-2	2019-12-19	16:25	52.3	49.3	57.0	54.9	51.4	50.0
ST-2	2019-12-19	16:26	51.2	47.2	55.2	53.9	50.5	48.2
ST-2	2019-12-19	16:27	51.7	48.8	57.2	53.8	51.0	49.5
ST-2	2019-12-19	16:28	51.8	49.3	54.4	53.4	51.6	49.8
ST-2	2019-12-19	16:29	52.9	50.3	55.4	54.6	52.6	51.1
ST-2	2019-12-19	16:30	51.1	49.0	53.2	52.6	50.8	49.6
ST-2	2019-12-19	16:31	50.6	47.2	52.8	52.4	50.6	48.2
ST-2	2019-12-19	16:32	51.5	48.5	53.3	52.7	51.5	49.6
ST-2	2019-12-19	16:33	54.0	51.5	55.8	55.0	54.1	52.0
ST-2	2019-12-19	16:34	54.0	51.3	55.8	55.0	54.0	52.4
ST-2	2019-12-19	16:35	51.7	49.6	54.0	53.2	51.6	50.2
ST-2	2019-12-19	16:36	49.7	47.3	52.0	51.3	49.3	48.1
ST-2	2019-12-19	16:37	50.9	48.3	52.8	52.0	51.1	48.9
ST-2	2019-12-19	16:38	50.8	48.5	53.2	52.6	50.0	48.9
ST-2	2019-12-19	16:39	51.0	49.4	52.6	52.2	50.9	50.0
ST-2	2019-12-19	16:40	52.9	50.5	55.4	54.6	52.7	50.8
ST-2	2019-12-19	16:41	55.4	53.4	57.3	56.7	55.4	53.9
ST-2	2019-12-19	16:42	55.7	51.4	61.9	58.6	54.6	52.1
ST-2	2019-12-19	16:43	51.4	49.8	52.9	52.1	51.4	50.4
ST-2	2019-12-19	16:44	54.1	49.8	66.1	54.7	51.5	50.3
ST-2	2019-12-19	16:45	58.0	50.3	70.0	61.8	52.7	50.9
ST-2	2019-12-19	16:46	67.3	48.3	80.8	71.4	57.1	49.5
ST-2	2019-12-19	16:47	55.5	48.1	67.8	57.4	52.3	49.5
ST-2	2019-12-19	16:48	54.3	50.3	62.8	57.5	52.6	51.1
ST-2	2019-12-19	16:49	51.6	49.8	53.9	52.8	51.4	50.3
ST-2	2019-12-19	16:50	53.0	51.0	55.8	54.6	52.9	51.5
ST-2	2019-12-19	16:51	51.9	50.6	53.5	52.9	51.7	51.1
ST-2	2019-12-19	16:52	51.1	48.8	54.3	52.6	51.0	49.4
ST-2	2019-12-19	16:53	48.9	46.4	51.1	50.2	48.8	47.2
ST-2	2019-12-19	16:54	50.6	48.0	53.6	51.9	50.5	49.0
ST-2	2019-12-19	16:55	50.4	48.0	52.6	51.8	50.4	48.5
ST-2	2019-12-19	16:56	49.8	48.4	51.9	50.9	49.8	48.6
ST-2	2019-12-19	16:57	53.0	49.6	54.6	54.6	53.0	50.9
ST-2	2019-12-19	16:58	52.1	48.5	54.3	53.7	52.3	49.1
ST-2	2019-12-19	16:59	49.8	48.3	51.6	51.3	49.6	48.3
ST-2	2019-12-19	17:00	53.2	49.4	55.5	54.8	53.3	50.6
ST-2	2019-12-19	17:01	55.9	50.5	62.0	59.2	54.4	51.7
ST-2	2019-12-19	17:02	53.0	51.3	55.4	54.1	53.0	51.8
ST-2	2019-12-19	17:03	52.2	50.1	54.3	53.6	52.2	50.5
ST-2	2019-12-19	17:04	53.2	49.3	58.1	55.8	52.6	50.2
ST-2	2019-12-19	17:05	52.1	49.5	53.9	53.5	52.2	50.5
ST-2	2019-12-19	17:06	53.7	48.8	63.4	55.4	53.1	49.4
ST-2	2019-12-19	17:07	53.9	52.1	55.7	54.8	53.7	52.4
ST-2	2019-12-19	17:08	54.0	52.0	55.4	54.9	53.9	52.6
ST-2	2019-12-19	17:09	54.1	52.2	56.4	55.0	53.9	52.8
ST-2	2019-12-19	17:10	54.5	52.5	57.4	55.9	54.3	53.1
ST-2	2019-12-19	17:11	54.9	52.4	60.5	56.0	54.6	53.0
ST-2	2019-12-19	17:12	54.6	52.2	55.9	55.6	54.5	52.8
ST-2	2019-12-19	17:13	52.9	48.7	55.9	54.7	52.6	49.5
ST-2	2019-12-19	17:14	55.0	51.1	64.2	54.7	52.7	51.5
ST-2	2019-12-19	17:15	54.7	47.9	62.5	59.1	51.4	49.0
ST-2	2019-12-19	17:16	52.3	47.4	57.0	55.1	51.4	48.6
ST-2	2019-12-19	17:17	51.9	47.8	55.8	53.8	51.4	48.8
ST-2	2019-12-19	17:18	53.4	51.6	55.1	54.7	53.2	52.1
ST-2	2019-12-19	17:19	55.0	52.3	57.5	56.8	54.6	53.0
ST-2	2019-12-19	17:20	58.9	54.5	62.5	61.5	57.9	55.2
ST-2	2019-12-19	17:21	54.9	52.6	57.1	56.4	54.4	53.1
ST-2	2019-12-19	17:22	53.9	51.9	55.6	54.8	53.8	52.9

*Selected intervals removed from base due to atypical skateboard roll-by on measurement location.*

Measurement ID	Date	Time	Leq	A-Weighted Sound Pressure Level (SPL, dBA)				
				Lmin	Lmax	L10	L50	L90
ST-2	2019-12-19	17:23	52.6	50.8	54.3	53.8	52.4	51.2
ST-2	2019-12-19	17:24	52.9	50.0	55.8	54.7	52.5	50.7
ST-2	2019-12-19	17:25	53.6	51.6	56.1	55.2	53.3	51.8
ST-2	2019-12-19	17:26	51.7	49.2	54.3	53.0	51.5	50.0
ST-2	2019-12-19	17:27	52.7	50.5	55.6	54.4	52.3	51.1
ST-2	2019-12-19	17:28	52.7	49.8	57.0	54.7	51.9	50.6
ST-2	2019-12-19	17:29	52.5	49.1	54.7	53.9	52.5	50.1
ST-2	2019-12-19	17:30	55.0	52.1	57.2	56.7	54.7	53.0
ST-2	2019-12-19	17:31	54.2	51.1	57.9	56.8	53.2	51.4
ST-2	2019-12-19	17:32	54.2	51.9	57.3	55.8	53.8	52.4
ST-2	2019-12-19	17:33	53.9	51.9	56.8	55.7	53.3	52.2
ST-2	2019-12-19	17:34	55.8	53.8	58.6	57.6	55.4	54.2
ST-2	2019-12-19	17:35	55.6	52.2	58.4	57.1	55.6	52.9
ST-2	2019-12-19	17:36	55.3	49.2	59.7	58.3	54.5	49.7
ST-2	2019-12-19	17:37	54.8	49.3	59.1	56.9	54.3	51.9
ST-2	2019-12-19	17:38	55.5	51.3	59.3	57.2	55.0	53.1
ST-2	2019-12-19	17:39	56.9	53.1	60.5	58.9	56.5	54.2
ST-2	2019-12-19	17:40	55.2	50.8	58.8	57.5	54.6	52.2
ST-2	2019-12-19	17:41	57.8	53.7	60.1	58.9	57.8	55.9
ST-2	2019-12-19	17:42	55.9	51.8	59.6	58.3	55.2	52.8
ST-2	2019-12-19	17:43	55.6	51.8	58.6	57.4	55.5	52.9
ST-2	2019-12-19	17:44	54.9	52.4	58.4	56.7	54.5	52.8
ST-2	2019-12-19	17:45	55.9	52.8	58.6	57.7	55.5	53.8
ST-2	2019-12-19	17:46	56.4	54.2	58.7	57.9	56.0	54.8
ST-2	2019-12-19	17:47	57.5	55.4	59.2	58.8	57.5	56.0
ST-2	2019-12-19	17:48	56.5	53.7	59.3	58.6	56.2	54.3
ST-2	2019-12-19	17:49	56.7	53.1	60.7	59.1	56.1	53.9
ST-2	2019-12-19	17:50	57.8	55.5	60.7	59.7	57.4	56.1
ST-2	2019-12-19	17:51	56.8	52.9	58.9	58.4	56.7	54.2
ST-2	2019-12-19	17:52	57.0	53.4	59.7	58.9	57.1	54.2
ST-2	2019-12-19	17:53	57.0	54.3	59.9	58.5	56.9	54.8
ST-2	2019-12-19	17:54	57.6	54.3	60.2	59.4	57.4	55.3
ST-2	2019-12-19	17:55	57.1	54.0	59.8	59.0	56.9	54.8
ST-2	2019-12-19	17:56	56.9	53.0	60.0	59.1	56.4	54.6
ST-2	2019-12-19	17:57	55.3	52.4	59.5	57.1	55.0	53.2
ST-2	2019-12-19	17:58	54.0	52.2	56.7	55.4	53.7	52.6
ST-2	2019-12-19	17:59	55.0	52.2	58.4	56.8	54.8	52.9
ST-2	2019-12-19	18:00	55.0	51.2	57.8	56.8	55.1	51.7
ST-2	2019-12-19	18:01	52.9	49.9	56.0	54.4	52.7	50.7
ST-2	2019-12-19	18:02	54.6	50.8	57.3	56.2	54.3	52.8
ST-2	2019-12-19	18:03	55.8	53.7	58.2	56.9	55.7	54.2
ST-2	2019-12-19	18:04	57.5	53.9	60.0	59.5	57.4	54.8
ST-2	2019-12-19	18:05	57.1	54.0	60.4	59.2	56.6	55.0
ST-2	2019-12-19	18:06	56.2	52.2	59.3	58.3	55.8	53.1
ST-2	2019-12-19	18:07	55.2	52.0	58.3	56.9	55.1	53.1
ST-2	2019-12-19	18:08	54.5	52.4	57.5	56.1	54.2	52.5
ST-2	2019-12-19	18:09	54.7	52.3	56.5	56.0	54.7	53.1
ST-2	2019-12-19	18:10	54.9	52.2	57.7	56.5	54.8	53.1
ST-2	2019-12-19	18:11	52.6	49.5	55.8	54.1	52.4	50.3
ST-2	2019-12-19	18:12	53.4	50.7	55.7	55.0	53.2	51.3
ST-2	2019-12-19	18:13	51.8	48.3	54.8	53.4	51.9	49.8
ST-2	2019-12-19	18:14	53.5	50.5	58.2	55.9	52.4	51.0
ST-2	2019-12-19	18:15	53.5	50.2	55.9	55.4	53.4	50.9
ST-2	2019-12-19	18:16	52.9	49.8	56.3	54.8	52.4	50.4
ST-2	2019-12-19	18:17	54.3	51.4	56.5	55.6	54.3	52.5
ST-2	2019-12-19	18:18	51.4	47.9	54.6	53.6	51.0	48.7
ST-2	2019-12-19	18:19	53.5	49.3	56.4	55.6	53.4	50.3
ST-2	2019-12-19	18:20	54.3	53.0	56.1	55.6	54.1	53.2
ST-2	2019-12-19	18:21	55.2	53.5	56.9	56.1	55.3	54.0
ST-2	2019-12-19	18:22	53.2	50.6	55.5	54.7	53.1	51.5
ST-2	2019-12-19	18:23	54.0	50.7	57.8	56.5	53.3	52.0
ST-2	2019-12-19	18:24	55.3	51.6	58.1	57.0	55.1	53.2
ST-2	2019-12-19	18:25	55.0	52.5	58.0	57.0	54.6	53.3
ST-2	2019-12-19	18:26	55.1	53.0	57.0	56.4	55.1	53.6
ST-2	2019-12-19	18:27	54.9	52.5	58.3	56.5	54.6	53.1
ST-2	2019-12-19	18:28	55.1	51.5	58.5	57.4	54.7	52.1
ST-2	2019-12-19	18:29	54.6	51.1	57.6	56.5	54.3	52.4
ST-2	2019-12-19	18:30	56.1	52.8	59.6	57.8	56.0	53.6
ST-2	2019-12-19	18:31	56.3	53.4	59.9	58.3	55.7	54.2
ST-2	2019-12-19	18:32	58.5	54.8	62.5	60.6	58.1	55.8
ST-2	2019-12-19	18:33	57.0	53.4	61.8	59.3	56.7	54.3
ST-2	2019-12-19	18:34	57.2	52.4	61.9	60.1	56.4	53.4
ST-2	2019-12-19	18:35	57.8	51.9	60.6	59.8	58.3	52.6
ST-2	2019-12-19	18:36	59.1	57.1	60.5	60.4	59.1	57.6
ST-2	2019-12-19	18:37	59.2	57.1	61.3	60.6	58.9	58.1
ST-2	2019-12-19	18:38	59.4	56.8	60.8	60.6	59.5	57.7
ST-2	2019-12-19	18:39	56.7	55.0	58.5	58.2	56.6	55.3

Measurement ID	Date	Time	Leq	A-Weighted Sound Pressure Level (SPL, dBA)				
				Lmin	Lmax	L10	L50	L90
ST-2	2019-12-19	18:40	57.2	54.6	59.9	59.2	56.8	55.2
ST-2	2019-12-19	18:41	58.2	55.6	60.0	59.5	58.2	56.8
ST-2	2019-12-19	18:42	57.6	55.8	59.7	59.2	57.4	56.3
ST-2	2019-12-19	18:43	56.6	54.0	60.3	58.0	56.3	54.6
ST-2	2019-12-19	18:44	55.3	52.3	58.6	57.6	54.6	52.8
ST-2	2019-12-19	18:45	57.2	53.3	60.1	59.0	57.1	54.3
ST-2	2019-12-19	18:46	58.4	55.1	60.8	60.0	58.0	56.6
ST-2	2019-12-19	18:47	59.7	55.0	63.8	61.9	59.1	57.0
ST-2	2019-12-19	18:48	59.9	56.0	62.1	61.4	60.0	57.9
ST-2	2019-12-19	18:49	61.2	58.5	63.9	62.8	61.2	59.2
ST-2	2019-12-19	18:50	62.6	58.6	65.6	64.6	62.2	60.4
ST-2	2019-12-19	18:51	62.0	58.1	64.4	63.6	62.1	59.5
ST-2	2019-12-19	18:52	62.0	57.8	64.4	63.8	61.7	59.6
ST-2	2019-12-19	18:53	61.4	58.8	63.3	62.8	61.4	59.8
ST-2	2019-12-19	18:54	62.1	59.5	64.4	63.6	62.1	60.3
ST-2	2019-12-19	18:55	62.5	60.4	65.6	64.4	62.1	61.1
ST-2	2019-12-19	18:56	62.2	60.5	64.1	63.5	61.9	61.1
ST-2	2019-12-19	18:57	60.9	59.0	63.1	62.0	60.9	59.5
ST-2	2019-12-19	18:58	59.9	56.7	62.1	61.6	59.9	58.1
ST-2	2019-12-19	18:59	60.4	55.9	62.8	62.3	60.3	58.0
ST-2	2019-12-19	19:00	60.5	57.2	62.8	62.1	60.5	59.0
ST-2	2019-12-19	19:01	59.9	55.7	62.5	61.4	59.7	58.1
ST-2	2019-12-19	19:02	59.8	56.6	62.2	61.0	60.0	57.7
ST-2	2019-12-19	19:03	60.0	55.0	61.9	61.4	60.0	58.3
ST-2	2019-12-19	19:04	59.5	56.4	62.2	61.3	59.3	57.5
ST-2	2019-12-19	19:05	59.8	55.5	62.7	61.7	59.6	57.7
ST-2	2019-12-19	19:06	59.6	56.9	61.2	60.8	59.6	58.2
ST-2	2019-12-19	19:07	57.9	52.6	61.5	60.0	58.2	54.3
ST-2	2019-12-19	19:08	61.1	58.5	63.4	62.4	61.0	59.5
ST-2	2019-12-19	19:09	59.3	51.6	63.9	61.4	59.0	55.5
ST-2	2019-12-19	19:10	59.8	56.6	62.4	61.6	59.6	57.8
ST-2	2019-12-19	19:11	59.7	55.2	62.6	61.8	59.6	56.6
ST-2	2019-12-19	19:12	59.0	55.0	61.6	60.8	59.0	57.0
ST-2	2019-12-19	19:13	60.2	57.4	62.9	61.9	60.1	58.3
ST-2	2019-12-19	19:14	59.0	54.1	62.9	60.7	58.7	56.6
ST-2	2019-12-19	19:15	60.5	56.9	63.1	62.1	60.6	57.9
ST-2	2019-12-19	19:16	60.0	53.9	63.6	62.0	59.9	56.2
ST-2	2019-12-19	19:17	60.9	55.2	63.1	62.1	61.0	59.1
ST-2	2019-12-19	19:18	58.0	51.5	61.5	60.5	57.9	52.9
ST-2	2019-12-19	19:19	59.7	56.4	62.7	61.1	59.5	57.6
ST-2	2019-12-19	19:20	60.1	55.2	62.6	61.6	60.0	57.6
ST-2	2019-12-19	19:21	60.3	55.4	63.5	62.6	60.0	56.6
ST-2	2019-12-19	19:22	59.5	54.4	63.1	61.4	59.2	57.0
ST-2	2019-12-19	19:23	59.5	50.9	63.3	61.0	59.5	55.7
ST-2	2019-12-19	19:24	58.8	52.2	62.0	60.7	58.5	55.6
ST-2	2019-12-19	19:25	59.1	54.4	61.6	60.7	58.8	56.8
ST-2	2019-12-19	19:26	59.2	54.7	61.9	61.2	59.3	55.5
ST-2	2019-12-19	19:27	58.0	52.7	61.6	59.9	57.7	55.5
ST-2	2019-12-19	19:28	58.5	51.0	62.6	60.5	58.2	55.2
ST-2	2019-12-19	19:29	55.9	48.7	59.5	58.4	55.4	52.2
ST-2	2019-12-19	19:30	56.1	49.7	59.0	57.9	56.3	52.4
ST-2	2019-12-19	19:31	56.8	51.6	59.7	58.7	56.5	53.1
ST-2	2019-12-19	19:32	57.6	52.6	60.1	59.4	57.6	53.8
ST-2	2019-12-19	19:33	57.5	53.2	61.1	59.2	57.2	55.4
ST-2	2019-12-19	19:34	56.3	49.9	59.5	58.4	55.9	53.1
ST-2	2019-12-19	19:35	57.0	47.5	60.5	59.4	57.1	51.1
ST-2	2019-12-19	19:36	58.4	54.4	61.6	60.8	58.0	55.2
ST-2	2019-12-19	19:37	57.9	50.2	61.7	59.9	57.8	52.7
ST-2	2019-12-19	19:38	58.3	54.6	60.5	59.7	58.4	56.3
ST-2	2019-12-19	19:39	58.2	53.5	62.2	60.7	57.4	55.1
ST-2	2019-12-19	19:40	61.2	55.2	64.0	63.0	61.0	58.3
ST-2	2019-12-19	19:41	61.7	57.1	64.5	63.6	61.5	58.8
ST-2	2019-12-19	19:42	59.5	56.1	63.5	60.9	59.3	57.4
ST-2	2019-12-19	19:43	60.1	52.1	63.0	61.7	60.2	56.6
ST-2	2019-12-19	19:44	59.3	56.3	61.7	61.1	59.2	56.6
ST-2	2019-12-19	19:45	58.4	55.7	61.6	60.0	57.8	56.2
ST-2	2019-12-19	19:46	58.2	50.6	60.9	60.0	58.4	52.7
ST-2	2019-12-19	19:47	57.7	53.5	60.6	59.5	57.5	54.5
ST-2	2019-12-19	19:48	58.8	55.2	61.5	60.2	58.9	56.3
ST-2	2019-12-19	19:49	57.2	52.7	60.1	58.8	57.1	53.9
ST-2	2019-12-19	19:50	56.7	53.5	59.6	58.4	56.4	54.3
ST-2	2019-12-19	19:51	58.0	53.6	60.0	59.6	58.1	55.7
ST-2	2019-12-19	19:52	58.9	54.8	62.1	60.3	58.7	56.4
ST-2	2019-12-19	19:53	57.7	51.8	60.2	59.4	57.8	54.3
ST-2	2019-12-19	19:54	57.8	51.8	60.0	59.3	57.9	55.0
ST-2	2019-12-19	19:55	58.4	54.1	61.2	60.5	58.1	55.9
ST-2	2019-12-19	19:56	59.5	55.6	62.8	61.5	59.2	56.6

Measurement ID	Date	Time	Leq	A-Weighted Sound Pressure Level (SPL, dBA)				
				Lmin	Lmax	L10	L50	L90
ST-2	2019-12-19	19:57	60.5	55.7	63.8	62.3	60.3	57.9
ST-2	2019-12-19	19:58	59.9	53.5	63.1	62.4	59.5	54.8
ST-2	2019-12-19	19:59	57.7	54.0	61.0	59.6	57.3	55.1
ST-2	2019-12-19	20:00	58.5	55.6	60.7	59.8	58.5	56.4
ST-2	2019-12-19	20:01	58.3	55.8	60.2	59.4	58.2	56.9
ST-2	2019-12-19	20:02	57.7	52.5	60.8	59.7	57.6	54.3
ST-2	2019-12-19	20:03	55.9	47.7	60.0	58.3	56.0	49.8
ST-2	2019-12-19	20:04	56.9	51.5	62.0	58.9	56.6	53.4
ST-2	2019-12-19	20:05	55.8	52.0	58.5	57.6	55.6	52.9
ST-2	2019-12-19	20:06	58.0	51.1	63.6	61.1	56.7	53.8
ST-2	2019-12-19	20:07	59.7	53.0	63.1	62.2	59.5	55.6
ST-2	2019-12-19	20:08	59.9	56.1	62.5	61.6	59.9	57.5
ST-2	2019-12-19	20:09	59.4	54.3	62.8	61.8	58.8	56.0
ST-2	2019-12-19	20:10	59.0	54.8	61.6	60.7	58.8	56.5
ST-2	2019-12-19	20:11	58.4	53.2	61.6	60.7	57.9	54.4
ST-2	2019-12-19	20:12	59.5	56.7	62.2	61.4	59.1	57.5
ST-2	2019-12-19	20:13	60.7	56.3	62.8	62.2	61.1	57.3
ST-2	2019-12-19	20:14	59.2	54.5	62.5	61.3	58.8	56.0
ST-2	2019-12-19	20:15	58.7	54.0	61.7	60.8	58.5	55.3
ST-2	2019-12-19	20:16	59.1	54.6	62.1	61.1	58.8	56.3
ST-2	2019-12-19	20:17	59.5	52.6	63.1	61.4	59.7	54.6
ST-2	2019-12-19	20:18	58.7	51.2	62.7	61.4	58.3	53.0
ST-2	2019-12-19	20:19	57.6	49.5	61.1	59.7	57.6	53.4
ST-2	2019-12-19	20:20	57.9	48.3	61.6	60.4	57.5	52.1
ST-2	2019-12-19	20:21	58.8	52.0	62.0	60.6	59.0	55.2
ST-2	2019-12-19	20:22	58.5	56.2	61.1	60.3	58.1	56.7
ST-2	2019-12-19	20:23	57.6	52.8	60.5	59.5	57.6	54.0
ST-2	2019-12-19	20:24	59.3	50.6	62.5	61.4	59.0	56.5
ST-2	2019-12-19	20:25	58.4	52.5	61.3	60.4	58.1	54.8
ST-2	2019-12-19	20:26	59.4	52.5	63.3	61.7	59.1	56.0
ST-2	2019-12-19	20:27	59.0	52.0	61.6	60.9	59.2	54.5
ST-2	2019-12-19	20:28	56.3	51.1	59.1	58.4	56.0	52.8
ST-2	2019-12-19	20:29	58.6	53.8	60.9	60.0	58.6	55.7
ST-2	2019-12-19	20:30	56.9	51.6	59.7	58.9	56.9	52.6
ST-2	2019-12-19	20:31	56.7	51.4	61.3	58.9	56.2	52.9
ST-2	2019-12-19	20:32	58.9	50.8	62.9	61.3	58.9	53.3
ST-2	2019-12-19	20:33	57.9	50.9	61.4	60.6	57.8	51.6
ST-2	2019-12-19	20:34	59.9	56.3	63.7	61.8	59.7	57.3
ST-2	2019-12-19	20:35	59.6	53.6	63.6	61.6	59.4	56.8
ST-2	2019-12-19	20:36	59.6	55.3	63.8	62.4	58.3	57.0
ST-2	2019-12-19	20:37	60.2	48.8	63.1	61.7	60.4	55.7
ST-2	2019-12-19	20:38	59.5	48.7	62.7	61.8	59.7	53.3
ST-2	2019-12-19	20:39	56.3	47.6	60.1	59.1	56.1	50.3
ST-2	2019-12-19	20:40	56.0	50.1	58.4	57.9	55.7	52.0
ST-2	2019-12-19	20:41	56.9	54.1	59.7	58.8	56.6	54.5
ST-2	2019-12-19	20:42	58.9	55.4	62.4	60.6	58.6	56.6
ST-2	2019-12-19	20:43	58.8	56.2	61.6	60.6	58.6	56.7
ST-2	2019-12-19	20:44	58.2	48.8	61.6	60.7	58.2	51.4
ST-2	2019-12-19	20:45	58.9	47.7	62.7	61.6	59.0	52.7
ST-2	2019-12-19	20:46	57.9	51.9	61.8	60.1	57.7	54.6
ST-2	2019-12-19	20:47	60.6	54.4	63.0	62.4	60.5	57.5
ST-2	2019-12-19	20:48	58.7	53.4	62.4	60.9	58.3	55.0
ST-2	2019-12-19	20:49	59.3	50.9	62.9	61.8	59.4	53.5
ST-2	2019-12-19	20:50	60.4	53.8	63.9	62.7	60.0	57.0
ST-2	2019-12-19	20:51	58.9	51.6	62.6	61.7	58.2	54.0
ST-2	2019-12-19	20:52	59.0	52.6	62.9	61.3	58.8	54.7
ST-2	2019-12-19	20:53	57.8	53.2	62.3	60.4	56.9	54.3
ST-2	2019-12-19	20:54	59.5	52.2	62.3	61.6	59.9	53.6
ST-2	2019-12-19	20:55	59.4	55.1	63.7	61.2	59.2	56.3
ST-2	2019-12-19	20:56	59.0	52.8	63.1	61.4	58.5	55.4
ST-2	2019-12-19	20:57	59.8	54.4	63.2	61.8	59.5	56.9
ST-2	2019-12-19	20:58	58.6	55.2	61.1	60.2	58.4	56.7
ST-2	2019-12-19	20:59	58.2	54.8	61.6	60.5	57.4	55.7
ST-3	2019-02-12	19:00	52.9	52.1	55.3	53.5	52.9	52.5
ST-3	2019-02-12	19:01	52.8	52.0	54.0	53.4	52.8	52.3
ST-3	2019-02-12	19:02	55.3	50.5	62.0	56.7	54.2	52.0
ST-3	2019-02-12	19:03	56.0	52.7	60.3	58.7	55.1	53.4
ST-3	2019-02-12	19:04	52.9	49.6	59.1	54.4	53.3	50.4
ST-3	2019-02-12	19:05	56.6	49.8	62.8	60.5	54.9	51.7
ST-3	2019-02-12	19:06	54.9	52.7	57.5	56.2	54.6	53.4
ST-3	2019-02-12	19:07	55.5	52.0	57.4	56.5	55.6	54.0
ST-3	2019-02-12	19:08	55.7	53.8	57.3	56.3	55.6	54.9
ST-3	2019-02-12	19:09	56.6	53.8	59.0	58.1	56.2	54.9
ST-3	2019-02-12	19:10	57.0	53.8	58.7	58.3	57.0	55.2
ST-3	2019-02-12	19:11	56.7	53.9	60.0	58.4	56.5	54.6
ST-3	2019-02-12	19:12	56.3	54.9	57.6	57.1	56.3	55.3
ST-3	2019-02-12	19:13	55.6	53.4	58.6	56.9	55.3	54.1



Measurement ID	Date	Time	Leq	A-Weighted Sound Pressure Level (SPL, dBA)				
				Lmin	Lmax	L10	L50	L90
ST-3	2019-02-12	19:14	57.0	55.2	59.0	58.4	56.5	55.6
ST-3	2019-02-12	19:15	58.8	56.8	61.2	60.4	58.6	57.3
ST-3	2019-02-12	19:16	58.1	56.7	59.6	59.0	58.1	57.3
ST-3	2019-02-12	19:17	57.1	55.4	58.5	58.0	57.1	56.2
ST-3	2019-02-12	19:18	55.7	52.9	57.8	57.2	55.6	54.1
ST-3	2019-02-12	19:19	55.3	52.9	60.6	57.1	54.1	53.5
ST-3	2019-02-12	19:20	53.7	50.0	60.5	56.0	52.3	50.5
ST-3	2019-02-12	19:21	52.3	50.8	54.0	53.3	52.2	51.3
ST-3	2019-02-12	19:22	52.7	51.1	55.1	53.5	52.5	51.5
ST-3	2019-02-12	19:23	52.6	49.7	59.3	54.6	51.9	50.5
ST-3	2019-02-12	19:24	51.3	50.3	52.6	52.0	51.2	50.6
ST-3	2019-02-12	19:25	55.7	51.6	63.2	57.6	54.0	52.0
ST-3	2019-02-12	19:26	56.4	53.1	58.1	57.5	56.4	55.0
ST-3	2019-02-12	19:27	58.3	52.3	63.9	60.9	57.6	53.8
ST-3	2019-02-12	19:28	58.3	53.8	63.9	60.9	56.8	55.0
ST-3	2019-02-12	19:29	56.2	52.0	61.5	59.3	55.2	53.1
ST-3	2019-02-12	19:30	56.7	51.6	60.2	59.3	56.2	52.7
ST-3	2019-02-12	19:31	58.9	53.0	66.1	61.6	56.7	54.0
ST-3	2019-02-12	19:32	56.8	52.3	64.2	57.8	56.2	53.3
ST-3	2019-02-12	19:33	58.3	54.8	64.9	60.1	57.6	56.0
ST-3	2019-02-12	19:34	54.5	50.0	58.2	57.1	54.6	51.2
ST-3	2019-02-12	19:35	56.3	53.5	58.6	57.7	56.2	54.5
ST-3	2019-02-12	19:36	55.1	51.8	60.4	56.2	54.4	52.9
ST-3	2019-02-12	19:37	54.6	52.1	59.7	56.6	54.1	52.6
ST-3	2019-02-12	19:38	54.8	51.9	60.5	58.1	53.4	52.3
ST-3	2019-02-12	19:39	54.7	51.9	56.7	55.9	54.6	52.9
ST-3	2019-02-12	19:40	55.0	52.7	57.7	56.7	54.6	53.4
ST-3	2019-02-12	19:41	56.4	53.2	62.3	58.1	55.4	54.3
ST-3	2019-02-12	19:42	55.5	51.8	63.0	57.1	54.2	52.6
ST-3	2019-02-12	19:43	54.4	51.8	57.4	55.4	54.3	53.0
ST-3	2019-02-12	19:44	55.6	51.7	58.2	57.4	55.2	53.9
ST-3	2019-02-12	19:45	56.0	53.6	58.8	57.5	55.8	54.3
ST-3	2019-02-12	19:46	58.7	55.1	61.8	60.4	58.6	55.6
ST-3	2019-02-12	19:47	58.3	55.9	60.3	59.7	58.2	56.7
ST-3	2019-02-12	19:48	59.0	55.5	64.1	60.7	58.4	56.7
ST-3	2019-02-12	19:49	57.5	54.9	60.2	59.2	57.3	55.3
ST-3	2019-02-12	19:50	58.9	57.2	60.8	60.1	58.7	57.9
ST-3	2019-02-12	19:51	59.3	57.1	60.6	60.1	59.3	58.2
ST-3	2019-02-12	19:52	59.5	56.2	61.8	61.1	59.4	57.3
ST-3	2019-02-12	19:53	57.9	55.3	61.1	59.1	57.9	56.3
ST-3	2019-02-12	19:54	56.7	53.5	60.7	58.5	56.1	54.2
ST-3	2019-02-12	19:55	60.4	57.1	68.9	62.9	58.7	57.6
ST-3	2019-02-12	19:56	58.4	54.9	61.2	59.9	58.4	56.2
ST-3	2019-02-12	19:57	59.6	57.3	61.5	60.6	59.4	58.5
ST-3	2019-02-12	19:58	59.1	57.2	61.1	60.0	59.1	57.9
ST-3	2019-02-12	19:59	57.5	54.4	59.5	58.8	57.6	55.4
ST-3	2019-02-12	20:00	56.9	52.6	59.5	58.6	57.1	53.2
ST-3	2019-02-12	20:01	57.1	52.6	60.6	59.6	56.3	53.8
ST-3	2019-02-12	20:02	56.5	52.5	61.0	58.9	55.8	54.4
ST-3	2019-02-12	20:03	55.8	52.3	57.8	57.0	55.8	53.8
ST-3	2019-02-12	20:04	54.8	51.6	59.9	57.4	54.2	52.1
ST-3	2019-02-12	20:05	53.8	51.7	58.4	55.8	53.1	52.1
ST-3	2019-02-12	20:06	52.2	50.5	56.1	52.9	52.2	51.2
ST-3	2019-02-12	20:07	52.9	50.9	53.9	53.6	53.1	51.3
ST-3	2019-02-12	20:08	52.9	50.5	57.8	54.4	52.8	51.4
ST-3	2019-02-12	20:09	52.2	50.4	53.9	53.1	52.2	51.1
ST-3	2019-02-12	20:10	51.2	48.8	53.7	52.8	51.1	49.7
ST-3	2019-02-12	20:11	50.1	48.1	52.7	51.1	50.0	49.0
ST-3	2019-02-12	20:12	49.6	47.8	52.1	50.8	49.2	48.4
ST-3	2019-02-12	20:13	52.1	47.5	56.2	54.7	51.2	48.8
ST-3	2019-02-12	20:14	52.9	48.9	56.9	54.8	52.6	50.4
ST-3	2019-02-12	20:15	53.0	49.4	56.4	54.8	52.8	50.5
ST-3	2019-02-12	20:16	53.0	49.6	55.8	54.5	52.9	50.9
ST-3	2019-02-12	20:17	54.1	50.5	57.0	55.4	54.2	51.9
ST-3	2019-02-12	20:18	55.0	50.9	58.7	57.6	53.9	51.7
ST-3	2019-02-12	20:19	62.8	52.5	70.4	67.1	57.9	53.1
ST-3	2019-02-12	20:20	53.2	50.0	57.6	54.6	53.0	51.1
ST-3	2019-02-12	20:21	52.2	48.5	58.4	54.6	50.9	49.1
ST-3	2019-02-12	20:22	55.3	48.4	63.3	58.7	51.1	49.3
ST-3	2019-02-12	20:23	70.6	52.3	80.3	74.6	62.3	52.6
ST-3	2019-02-12	20:24	56.8	51.1	65.3	60.7	54.1	52.9
ST-3	2019-02-12	20:25	52.6	49.1	57.2	55.2	51.9	50.1
ST-3	2019-02-12	20:26	52.2	50.2	53.5	53.1	52.3	50.9
ST-3	2019-02-12	20:27	51.7	49.4	54.9	52.8	51.5	50.1
ST-3	2019-02-12	20:28	54.1	51.1	57.7	55.3	53.6	52.5
ST-3	2019-02-12	20:29	60.4	51.9	71.4	65.7	54.1	52.5
ST-3	2019-02-12	20:30	52.6	50.9	54.1	53.5	52.6	51.8

Measurement ID	Date	Time	Leq	A-Weighted Sound Pressure Level (SPL, dBA)				
				Lmin	Lmax	L10	L50	L90
ST-3	2019-02-12	20:31	52.4	49.3	54.2	53.4	52.6	50.8
ST-3	2019-02-12	20:32	52.5	49.5	55.4	54.5	52.1	50.4
ST-3	2019-02-12	20:33	54.1	50.7	58.0	56.1	53.1	51.8
ST-3	2019-02-12	20:34	56.3	52.2	59.4	58.3	56.0	53.8
ST-3	2019-02-12	20:35	56.8	53.1	61.6	59.1	56.0	54.4
ST-3	2019-02-12	20:36	57.5	52.8	61.5	59.2	57.3	54.2
ST-3	2019-02-12	20:37	55.6	51.6	58.6	57.5	55.8	52.7
ST-3	2019-02-12	20:38	55.9	51.6	58.1	57.4	55.9	52.7
ST-3	2019-02-12	20:39	57.4	54.5	60.1	59.0	57.2	55.5
ST-3	2019-02-12	20:40	54.9	51.7	57.8	56.6	54.5	53.2
ST-3	2019-02-12	20:41	56.0	52.6	58.3	57.7	56.0	53.6
ST-3	2019-02-12	20:42	55.7	52.8	58.5	57.6	55.3	53.8
ST-3	2019-02-12	20:43	57.0	53.3	59.7	58.3	57.1	55.1
ST-3	2019-02-12	20:44	56.9	54.5	58.7	58.1	56.8	55.6
ST-3	2019-02-12	20:45	55.9	52.5	59.5	57.4	55.6	53.9
ST-3	2019-02-12	20:46	56.8	52.3	62.5	59.5	55.1	53.2
ST-3	2019-02-12	20:47	55.9	53.1	57.7	57.0	55.9	54.3
ST-3	2019-02-12	20:48	54.7	51.7	57.4	56.3	54.3	52.8
ST-3	2019-02-12	20:49	56.1	51.0	60.1	58.6	55.7	51.7
ST-3	2019-02-12	20:50	56.7	53.0	60.0	58.2	56.5	54.1
ST-3	2019-02-12	20:51	56.8	52.5	62.9	59.1	55.9	53.7
ST-3	2019-02-12	20:52	56.6	53.2	59.1	58.1	56.5	54.4
ST-3	2019-02-12	20:53	57.6	52.5	60.9	59.7	57.2	54.4
ST-3	2019-02-12	20:54	57.1	51.4	63.4	59.2	56.4	53.7
ST-3	2019-02-12	20:55	56.2	52.8	59.3	58.4	55.4	53.6
ST-3	2019-02-12	20:56	58.7	52.8	64.0	60.9	57.9	55.5
ST-3	2019-02-12	20:57	57.1	52.9	60.9	59.6	56.3	54.0
ST-3	2019-02-12	20:58	58.3	52.9	63.8	61.4	57.4	55.3
ST-3	2019-02-12	20:59	57.2	53.7	62.0	59.5	56.4	54.6

**ATTACHMENT C**

**CONSTRUCTION SOUND LEVEL AND AUF VALUES**

**RCNM Construction Noise References**

	Equipment Description	No. of Units	RCNM acoustical usage factor (%)	RCNM Lmax @ 50ft Spec 721.560	RCNM Lmax @ 50ft Measured	Single Unit L <sub>eq</sub> (at 50ft)	Aggregate L <sub>eq</sub> (at 50ft)	Hours of Ops	12-Hr L <sub>eq</sub> , dBA (at 50ft)
Phase 1	Air Compressor	1	0.4	80.0	78.0	76.0	76	8	74.3
	Generator	1	0.5	82.0	81.0	79.0	79	8	77.2
	<i>No Other Equipment</i>	-	-	-	-	-	-	-	-
Phase 2	Drill Rig	1	0.5	80	N/A	77.0	77	8	75.2
	Excavator	1	0.4	85	81	81.0	81	8	79.3
	Forklift (Backhoe)	1	0.4	80.0	78.0	76.0	76	4	71.2
Phase 3	Crane	1	0.16	85	81	77.0	77	8	75.3
	Forklift (Backhoe)	1	0.4	80	78	76.0	76	4	71.2
	Welder	1	0.4	73.0	74.0	69.0	69	8	67.3

**APPENDIX D**  
**TRIP GENERATION STUDY**



January 17, 2019

Meghan Haggblade

**AECOM**

401 West A Street, Suite 1200

San Diego, CA 92101

**SUBJECT: Canyon Crest Academy Trip Generation Study**

Dear Ms. Haggblade:

As per your request, Chen Ryan Associates prepared this technical letter to document the trip generation study performed at Canyon Crest Academy (CCA), a public charter school located within the City of San Diego.

**BACKGROUND**

The CCA Stadium Lighting Project (proposed project) includes the construction of four stadium lighting poles around the multi-sport field at CCA. The poles would be placed outside of the track, at the four corners of the multi-sport field. The maximum height of the pole and light fixture at the southwest corner of the multi-sport field would be 80 feet above the ground, while the other three poles and light fixtures would reach 90 feet above the ground level. All project features would occur within the existing footprint of the multi-sport field.

The light fixtures would be equipped with LED lights. On the southwest pole, two fixtures would be placed at 10 feet above the ground level for uplighting purposes to ensure there are no gaps in the lighting on the field. Two fixtures at 50 feet and two at 55 feet above the ground level would be placed on the southwest for egress illumination, to ensure a safe exit from the bleachers. This lighting does not extend into the parking lot, as there is already lighting underneath the solar panels installed in the parking lots. There would be 15 light fixtures placed at 80 feet above ground level on the southwest pole directed at the field and track to light the field. On the northwest pole, two uplighting fixtures would be placed at 15 feet above ground level. Two egress lighting fixtures would be placed at 60 feet and two at 65 feet above the ground level. 15 light fixtures would be placed at 90 feet above ground level for field lighting. For the two poles on the east side of the field, two uplighting fixtures would be placed at 15 feet above ground level, two egress lighting fixtures would be placed at 60 feet above ground level, and 14 lighting fixtures would be placed at 90 feet above ground level.

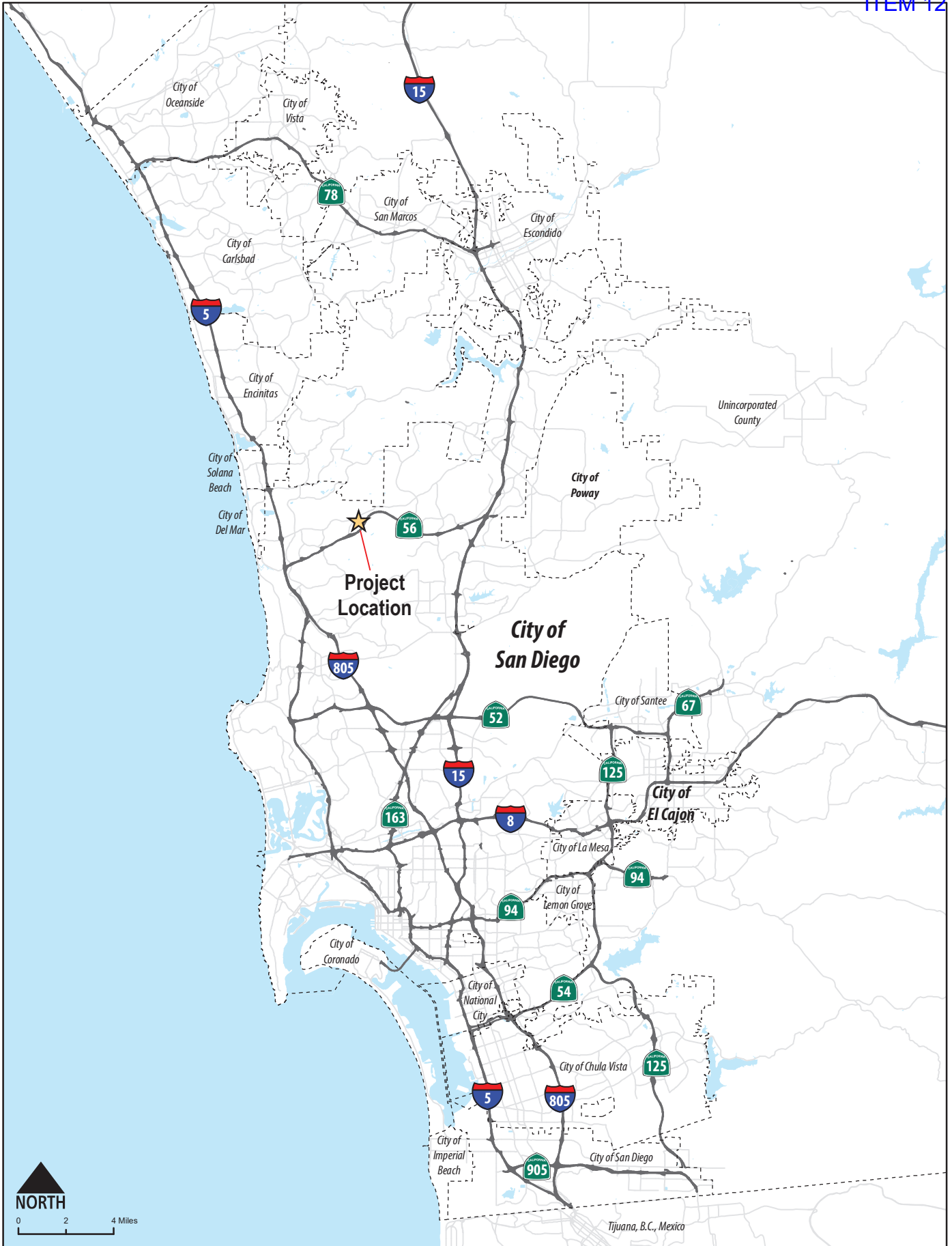
It is anticipated that construction of the proposed project would take roughly six to eight weeks and would occur during the summer when school is not in session. All light fixtures would be turned off by 9:30 PM.



The City of San Diego Trip Generation Manual (May 2003) Table 1 employs an industry standard trip generation rate for high schools. It is not anticipated that addition of the lighting would increase visitation at the sporting events, however, a trip generation study is warranted to examine if existing afternoon outdoor athletics events are presently incurring more vehicle traffic than non-event days. It should be noted that, high trip generation sports such as football are currently not offered at this time at CCA. If it is determined that vehicle traffic is significantly higher on game days compared to non-game days, a Transportation Impact Study would be required as stated in the City of San Diego Traffic Impact Study Manual (July 1998).

**Figure 1** displays the location of Canyon Crest Academy. Access to this school are provided via three (3) driveways, as displayed in **Figure 2**. Descriptions of each individual driveway are provided below:

- *Driveway #1* is located off of Village Center Loop Road providing primary access to the northwestern parking lot area and the student drop-off/pick-up area during arrival and dismissal. This driveway serves as both an entrance and an exit for the school site.
- *Driveway #2* is located near Driveway #1 and also takes access off of Village Center Loop Road. However, Driveway #2 functions as the primary access for the northeastern parking lot area. This driveway too serves as both an entrance and an exit for the school site.
- *Driveway #3* is located off of Edgewood Bend Court providing access to the southwestern parking lot area. This driveway serves as both an entrance and an exit for the school site.



Canyon Crest Academy Trip Generation Study



Figure 1  
Regional Location



Canyon Crest Academy Trip Generation Study

Figure 2  
Site Map



**DATA COLLECTION**

Traffic entering and leaving the CCA site was collected at the three project driveways using 24-hour video recording technology, in which average daily traffic (ADT) and PM peak hour traffic volumes were obtained. The data collection process was conducted over three (3) different week days, including two (2) days in which outdoor athletics sporting events occurred (Boys Soccer) and one day in which no athletic sporting events occurred. These games typically begin at 3:00 PM and end at 4:30 PM.

Based upon the CCA schedule (**Attachment A**), the soccer games have a scheduled start time at 3 PM, which would anticipate that game-related trips would arrive between 30 minutes to 1 hour (2:00 – 3:00) before game time. Based upon the schedule and review of the counts, the ending of the game would be at 4:30, which would anticipate that game-related trips would depart the campus between 30 minutes to 1 hour (4:30 – 5:30) after the games' conclusion. Based on our review of the data, it was determined that the conclusion of outdoor athletics game times coincide with the overall campus's PM peak hour, between 4:30 PM and 5:30 PM.

**Table 1** summarizes the data collected from the CCA site. Traffic counts are provided in **Attachment B**.

**TABLE 1  
CANYON CREST ACADEMY TRIP GENERATION**

Count Date	Outdoor Event Day?	Schoolwide ADT	Hour before game time (in/out)	Hour after game time (in/out)
11/28/2018 (Wednesday)	Boys Soccer	10,689	912 (543 / 369)	952 (315 / 637)
12/18/2018 (Tuesday)	Boys Soccer	9,598	771 (494 / 277)	757 (212 / 545)
<b>Event Day Average</b>		<b>10,144</b>	<b>842 (519 / 323)</b>	<b>855 (264 / 591)</b>
12/13/2018 (Thursday)	No	10,062	757 (490 / 267)	781 (334 / 447)
<b>Difference<sup>1</sup></b>		<b>82</b>	<b>85 (29 / 56)</b>	<b>74 (-70 / 144)</b>

Source: Bearcat Enterprises, Chen Ryan Associates, January 2019

Note:

<sup>1</sup> = Nominal difference between the Event Day Average and the Non-Event Day (12/13/18)

As shown in Table 1, the following conclusions were made regarding the data collected:

- CCA event days generate an average of 10,144 daily trips, with 842 trips occurring one hour before the game, and 855 trips occurring during the hour after the game.
- The Non-Event Day (December 13<sup>th</sup>, 2018) generated of 10,062 daily trips, with 757 trips occurring one hour before the game, and 781 trips occurring during the hour after the game.
- Event days incurred 82 more total daily trips with 85 additional trips (29 inbound / 56 outbound) during the hour period before games, and 74 additional trips (-70 inbound / 144 outbound) during the hour period after games.

## CONCLUSION

The installation of the proposed lightings project will result a later starting time for outdoor sports that utilized the athletic fields such as soccer and lacrosse. High trip generation sports such as football are currently not offered at this time at CCA. Due to the shift in starting time, it is anticipated that the 85 pre-game trips shown in Table 1 would occur between 4 PM and 6 PM. Whereas, the 74 post game trips would occur after the PM peak hour.

In accordance to the City of San Diego Traffic Impact Study Manual (July 1998), the Traffic Impact Study (TIS) Requirement Flow Chart (provided in **Attachment C**) states that projects that conforms to the Community Plan Land Use and do not generate greater than 1,000 ADT or more than 100 trips during the peak hour (based on driveway rates) are not required to conduct a Transportation Impact Study.

As shown above, the total trips generated by the outdoor events would not exceed 1,000 ADT or more than 100 trips during the PM peak hour. Thus, it can be concluded that a TIS would not be required for the proposed project.

Please feel free to contact me at (619) 756-3868 with any questions and/or comments.

Sincerely,



Phuong Nguyen, PE  
Project Manager

**ATTACHMENT A – CANYON CREST ACADEMY SCHEDULE**



CCA College Visit Calendar, CCA Counseling, CCA Grading Periods, CCA School Events, CCA Testing, Canyon Crest Academy Foundation Calendar, Home Campus Schedules, CCA Envision Master Calendar Public 2018-2019

Dec 2018 (Pacific Time - Los Angeles)

ITEM 12

Sun	Mon	Tue	Wed	Th	Fri	Sat
25	26	27	28	29	30	1
	3 pm - Wrestling	GIVING TUESDAY 12 pm - UC Santa 3 pm - Wrestling 3:30 pm - Water 4:30 pm - Water 5:30 pm - Basketball,	7 pm - ETA Conservatory Cabaret @ Black Box Theater 2:15 pm - SCAD - 3 pm - Soccer, Boys 3 pm - Wrestling 3:45 pm - Soccer, 5:30 pm - Basketball,		7 pm - Fall All-Envision Dance Production 6 pm - Wrestling All 8:15 am - Coffee 3 pm - Basketball, 3 pm - Wrestling 3:15 pm - Soccer,	9 am - Wrestling 9:30 am - Soccer, 9:30 am - Wrestling 11 am - Soccer, Girls 2 pm - Soccer, Girls 3:30 pm - Basketball,
2	3	4	5	6	7	8
2 pm - Cross 2 pm - Cross	3 pm - Soccer, Girls 3 pm - Soccer, Girls 3 pm - Wrestling 5:15 pm - Water Polo 5:30 pm - Basketball, 6:30 pm - Water	3 pm - Wrestling 4:30 pm - Soccer, 5:30 pm - Basketball, 5:30 pm - Basketball, 6 pm - Basketball, 7 pm - Basketball,	Late Start 4:30 pm - Soccer, 4:30 pm - Wrestling 5:15 pm - Water Polo 6 pm - Wrestling	3 pm - Wrestling 3:15 pm - Campus 4 pm - Basketball, 4:30 pm - Soccer, 5:20 pm - Water 5:30 pm - Basketball,	ETA Fall Play (BB) 12 pm - Wrestling 4 pm - Basketball, 4 pm - Water Polo, 5:30 pm - Water 7 pm - Water Polo,	9 am - Wrestling 9:30 am - Water 10 am - Water Polo, 11 am - Water Polo, 2 pm - Water Polo,
9	10	11	12	13	14	15
	Initialize M3 Grade 10 am - Student 3 pm - Soccer, Boys 3 pm - Wrestling 3:30 pm - Soccer, 3:30 pm - Soccer, 5:15 pm - Water Polo	7:30 am - Monthly 10 am - 10th Grade 3 pm - Soccer, Boys 3 pm - Soccer, Boys 3 pm - Wrestling 3:30 pm - Soccer, 3:30 pm - Soccer,	10 am - 10th Grade 3 pm - Wrestling 4 pm - Basketball, 4:40 pm - Soccer, 5:15 pm - Water Polo 5:30 pm - Basketball, 6:30 pm - Water	ETA Fall Play (BB) 3 pm - Wrestling 3:15 pm - Soccer, 5 pm - Basketball, 6 pm - Soccer, Girls	10 am - Wrestling 12 pm - University of 3 pm - Wrestling 3:15 pm - Soccer, 4 pm - Basketball, 5:30 pm - Basketball,	9 am - Wrestling 10 am - Wrestling 10:30 am - Basketbal 4 pm - Soccer, Boys 5:30 pm - Basketball, 7 pm - Basketball,
16	17	18	19	20	21	22
	3 pm - Basketball, 3 pm - Soccer, Girls 3 pm - Soccer, Girls 3 pm - Wrestling 3:15 pm - Soccer, 5:15 pm - Water Polo	3 pm - Soccer, Boys 3 pm - Soccer, Boys 3 pm - Soccer, Boys 3 pm - Wrestling 3:15 pm - Water 3:30 pm - Soccer,	8 am - Late Start 3 pm - Wrestling 5 pm - Basketball, 5 pm - December 5:15 pm - Water Polo	Last day to drop a Last day to drop a 12 pm - Cambridge & 3 pm - Soccer, Boys 3 pm - Soccer, Girls 3 pm - Soccer, Girls	3 pm - Wrestling 3:50 pm - Water 4 pm - Basketball, 4:30 pm - Basketball, 5:30 pm - Basketball, 5:30 pm - Basketball,	8 am - Water Polo, 9 am - Wrestling 9 am - Wrestling 11 am - Water Polo, 12 pm - Basketball, 4 pm - Water Polo,
23	24	25	26	27	28	29
	Winter Break--No School					
			11 am - Field Hockey	5 pm - Basketball,	6:30 pm - Basketball,	
30	31	1	2	3	4	5
Winter Break--No School						

Girls Soccer match took place off campus at Escondido Charter

Girls Soccer matches took place off campus

Girls Soccer matches took place at San Pasqual

**ATTACHMENT B – TRAFFIC COUNTS**

# Chen Ryan Associates

3900 Fifth Avenue, Suite 310 San Diego, CA 92103

## Average Daily Traffic

Location: **Canyon Crest Academy Pointe**

Date: **Wednesday, November 28, 2018** Total Daily Volume: **4899** Description: **Total Volume**

0:00	1:00	2:00	3:00	4:00	5:00	6:00	7:00	8:00	9:00	10:00	11:00	12:00	13:00	14:00	15:00	16:00	17:00	18:00	19:00	20:00	21:00	22:00	23:00
0	0	0	0	0	0	68	1359	218	245	86	332	88	445	342	597	408	413	138	2	158	0	0	0
0	0	0	0	0	0	0	69	146	19	19	34	17	34	41	248	56	152	53	0	14	0	0	0
0	0	0	0	0	0	5	258	26	80	15	156	26	179	49	195	81	133	26	2	93	0	0	0
0	0	0	0	0	0	14	488	25	123	30	84	20	172	82	94	106	79	27	0	50	0	0	0
0	0	0	0	0	0	49	544	21	23	22	58	25	60	170	60	165	49	32	0	1	0	0	0

Date: **Wednesday, November 28, 2018** Total Daily Volume: **2167** Description: **Northbound Volume**

0:00	1:00	2:00	3:00	4:00	5:00	6:00	7:00	8:00	9:00	10:00	11:00	12:00	13:00	14:00	15:00	16:00	17:00	18:00	19:00	20:00	21:00	22:00	23:00
0	0	0	0	0	0	17	340	92	97	40	169	41	290	92	346	222	230	59	2	130	0	0	0
0	0	0	0	0	0	0	10	68	5	5	13	7	7	22	143	32	77	34	0	9	0	0	0
0	0	0	0	0	0	0	57	8	18	8	126	10	99	16	113	39	92	11	2	76	0	0	0
0	0	0	0	0	0	2	121	10	65	15	10	11	144	18	53	64	39	7	0	45	0	0	0
0	0	0	0	0	0	15	152	6	9	12	20	13	40	36	37	87	22	7	0	0	0	0	0

Date: **Wednesday, November 28, 2018** Total Daily Volume: **2732** Description: **Southbound Volume**

0:00	1:00	2:00	3:00	4:00	5:00	6:00	7:00	8:00	9:00	10:00	11:00	12:00	13:00	14:00	15:00	16:00	17:00	18:00	19:00	20:00	21:00	22:00	23:00
0	0	0	0	0	0	51	1019	126	148	46	163	47	155	250	251	186	183	79	0	28	0	0	0
0	0	0	0	0	0	0	59	78	14	14	21	10	27	19	105	24	75	19	0	5	0	0	0
0	0	0	0	0	0	5	201	18	62	7	30	16	80	33	82	42	41	15	0	17	0	0	0
0	0	0	0	0	0	12	367	15	58	15	74	9	28	64	41	42	40	20	0	5	0	0	0
0	0	0	0	0	0	34	392	15	14	10	38	12	20	134	23	78	27	25	0	1	0	0	0

Report Generated by "Count Data" all rights reserved

# Chen Ryan Associates

3900 Fifth Avenue, Suite 310 San Diego, CA 92103

## Average Daily Traffic

Location: **Canyon Crest Academy Pointe**

Date: **Thursday, December 13, 2018** Total Daily Volume: **4387** Description: **Total Volume**

0:00	1:00	2:00	3:00	4:00	5:00	6:00	7:00	8:00	9:00	10:00	11:00	12:00	13:00	14:00	15:00	16:00	17:00	18:00	19:00	20:00	21:00	22:00	23:00
7	0	0	0	0	3	43	1052	324	238	68	367	89	439	295	506	256	408	204	86	2	0	0	0
0	0	0	0	0	0	0	55	236	27	8	59	24	59	31	197	54	134	43	29	2	0	0	0
1	0	0	0	0	0	9	173	24	87	27	124	18	196	31	167	80	141	19	14	0	0	0	0
6	0	0	0	0	0	12	373	27	87	18	105	27	134	71	98	69	97	70	23	0	0	0	0
0	0	0	0	0	3	22	451	37	37	15	79	20	50	162	44	53	36	72	20	0	0	0	0

Date: **Thursday, December 13, 2018** Total Daily Volume: **1627** Description: **Northbound Volume**

0:00	1:00	2:00	3:00	4:00	5:00	6:00	7:00	8:00	9:00	10:00	11:00	12:00	13:00	14:00	15:00	16:00	17:00	18:00	19:00	20:00	21:00	22:00	23:00
3	0	0	0	0	0	8	230	102	80	17	136	38	224	44	265	95	219	119	47	0	0	0	0
0	0	0	0	0	0	0	6	73	6	3	17	15	15	14	102	26	47	17	13	0	0	0	0
0	0	0	0	0	0	3	34	10	14	7	97	2	88	9	85	22	90	11	9	0	0	0	0
3	0	0	0	0	0	2	88	7	43	5	7	15	96	9	52	34	59	43	19	0	0	0	0
0	0	0	0	0	0	3	102	12	17	2	15	6	25	12	26	13	23	48	6	0	0	0	0

Date: **Thursday, December 13, 2018** Total Daily Volume: **2760** Description: **Southbound Volume**

0:00	1:00	2:00	3:00	4:00	5:00	6:00	7:00	8:00	9:00	10:00	11:00	12:00	13:00	14:00	15:00	16:00	17:00	18:00	19:00	20:00	21:00	22:00	23:00
4	0	0	0	0	3	35	822	222	158	51	231	51	215	251	241	161	189	85	39	2	0	0	0
0	0	0	0	0	0	0	49	163	21	5	42	9	44	17	95	28	87	26	16	2	0	0	0
1	0	0	0	0	0	6	139	14	73	20	27	16	108	22	82	58	51	8	5	0	0	0	0
3	0	0	0	0	0	10	285	20	44	13	98	12	38	62	46	35	38	27	4	0	0	0	0
0	0	0	0	0	3	19	349	25	20	13	64	14	25	150	18	40	13	24	14	0	0	0	0

Report Generated by "Count Data" all rights reserved

# Chen Ryan Associates

3900 Fifth Avenue, Suite 310 San Diego, CA 92103

## Average Daily Traffic

Location: Canyon Crest Academy Pointe

Date: Tuesday, December 18, 2018		Total Daily Volume: 4151										Description: Total Volume											
0:00	1:00	2:00	3:00	4:00	5:00	6:00	7:00	8:00	9:00	10:00	11:00	12:00	13:00	14:00	15:00	16:00	17:00	18:00	19:00	20:00	21:00	22:00	23:00
0	0	0	2	4	4	74	1095	239	177	86	307	84	406	293	467	276	297	154	74	92	20	0	0
0	0	0	2	0	0	5	47	170	17	12	56	19	55	33	215	42	82	55	20	15	17	0	0
0	0	0	0	0	0	6	199	39	65	19	117	27	161	36	103	56	137	37	15	34	3	0	0
0	0	0	0	4	0	20	374	14	72	12	79	20	132	89	87	104	50	36	29	43	0	0	0
0	0	0	0	0	4	43	475	16	23	43	55	18	58	135	62	74	28	26	10	0	0	0	0

Date: Tuesday, December 18, 2018		Total Daily Volume: 1892										Description: Northbound Volume											
0:00	1:00	2:00	3:00	4:00	5:00	6:00	7:00	8:00	9:00	10:00	11:00	12:00	13:00	14:00	15:00	16:00	17:00	18:00	19:00	20:00	21:00	22:00	23:00
0	0	0	1	1	3	17	279	110	73	36	149	39	248	69	260	182	190	87	51	84	13	0	0
0	0	0	1	0	0	3	6	74	8	2	24	9	13	18	120	29	54	35	13	11	10	0	0
0	0	0	0	0	0	1	52	27	14	14	91	18	91	18	51	35	91	20	10	33	3	0	0
0	0	0	0	1	0	9	96	4	37	0	12	9	104	19	51	75	27	20	20	40	0	0	0
0	0	0	0	0	3	4	125	5	14	20	22	3	40	14	38	43	18	12	8	0	0	0	0

Date: Tuesday, December 18, 2018		Total Daily Volume: 2259										Description: Southbound Volume											
0:00	1:00	2:00	3:00	4:00	5:00	6:00	7:00	8:00	9:00	10:00	11:00	12:00	13:00	14:00	15:00	16:00	17:00	18:00	19:00	20:00	21:00	22:00	23:00
0	0	0	1	3	1	57	816	129	104	50	158	45	158	224	207	94	107	67	23	8	7	0	0
0	0	0	1	0	0	2	41	96	9	10	32	10	42	15	95	13	28	20	7	4	7	0	0
0	0	0	0	0	0	5	147	12	51	5	26	9	70	18	52	21	46	17	5	1	0	0	0
0	0	0	0	3	0	11	278	10	35	12	67	11	28	70	36	29	23	16	9	3	0	0	0
0	0	0	0	0	1	39	350	11	9	23	33	15	18	121	24	31	10	14	2	0	0	0	0

Report Generated by "Count Data" all rights reserved

# Chen Ryan Associates

3900 Fifth Avenue, Suite 310 San Diego, CA 92103

## Average Daily Traffic

Location: **Community Park Pointe**

Date: **Wednesday, November 28, 2018** Total Daily Volume: **3388** Description: **Total Volume**

0:00	1:00	2:00	3:00	4:00	5:00	6:00	7:00	8:00	9:00	10:00	11:00	12:00	13:00	14:00	15:00	16:00	17:00	18:00	19:00	20:00	21:00	22:00	23:00
7	0	0	0	0	4	35	824	641	68	55	92	178	190	410	460	134	137	76	19	47	5	0	6
7	0	0	0	0	0	5	120	511	17	10	25	17	73	33	280	17	65	3	0	21	3	0	0
0	0	0	0	0	0	1	84	111	23	18	28	35	50	39	96	20	46	27	3	13	2	0	3
0	0	0	0	0	0	9	280	7	21	12	21	98	48	81	56	24	18	38	3	5	0	0	0
0	0	0	0	0	4	20	340	12	7	15	18	28	19	257	28	73	8	8	13	8	0	0	3

Date: **Wednesday, November 28, 2018** Total Daily Volume: **2149** Description: **Northbound Volume**

0:00	1:00	2:00	3:00	4:00	5:00	6:00	7:00	8:00	9:00	10:00	11:00	12:00	13:00	14:00	15:00	16:00	17:00	18:00	19:00	20:00	21:00	22:00	23:00
6	0	0	0	0	0	9	438	352	46	37	62	94	150	227	394	120	128	36	3	38	5	0	4
6	0	0	0	0	0	3	45	261	12	4	17	8	50	21	247	15	59	1	0	16	3	0	0
0	0	0	0	0	0	0	61	80	17	12	21	6	44	22	79	16	46	9	1	13	2	0	2
0	0	0	0	0	0	3	167	4	14	8	14	69	43	16	44	23	18	21	0	3	0	0	0
0	0	0	0	0	0	3	165	7	3	13	10	11	13	168	24	66	5	5	2	6	0	0	2

Date: **Wednesday, November 28, 2018** Total Daily Volume: **1239** Description: **Southbound Volume**

0:00	1:00	2:00	3:00	4:00	5:00	6:00	7:00	8:00	9:00	10:00	11:00	12:00	13:00	14:00	15:00	16:00	17:00	18:00	19:00	20:00	21:00	22:00	23:00
1	0	0	0	0	4	26	386	289	22	18	30	84	40	183	66	14	9	40	16	9	0	0	2
1	0	0	0	0	0	2	75	250	5	6	8	9	23	12	33	2	6	2	0	5	0	0	0
0	0	0	0	0	0	1	23	31	6	6	7	29	6	17	17	4	0	18	2	0	0	0	1
0	0	0	0	0	0	6	113	3	7	4	7	29	5	65	12	1	0	17	3	2	0	0	0
0	0	0	0	0	4	17	175	5	4	2	8	17	6	89	4	7	3	3	11	2	0	0	1

Report Generated by "Count Data" all rights reserved



# Chen Ryan Associates

3900 Fifth Avenue, Suite 310 San Diego, CA 92103

## Average Daily Traffic

Location: **Community Park Pointe**

Date: <b>Thursday, December 13, 2018</b>		Total Daily Volume: <b>3331</b>											Description: <b>Total Volume</b>										
0:00	1:00	2:00	3:00	4:00	5:00	6:00	7:00	8:00	9:00	10:00	11:00	12:00	13:00	14:00	15:00	16:00	17:00	18:00	19:00	20:00	21:00	22:00	23:00
3	0	0	0	2	0	18	623	535	44	64	78	82	139	307	458	151	336	115	315	51	7	2	1
0	0	0	0	0	0	2	83	378	5	15	20	8	32	18	290	14	33	63	34	24	4	2	0
0	0	0	0	0	0	5	91	141	10	19	26	23	48	18	71	37	102	4	78	20	3	0	0
1	0	0	0	2	0	2	179	10	16	17	14	39	41	71	54	63	129	9	164	6	0	0	0
2	0	0	0	0	0	9	270	6	13	13	18	12	18	200	43	37	72	39	39	1	0	0	1

Date: <b>Thursday, December 13, 2018</b>		Total Daily Volume: <b>2027</b>											Description: <b>Northbound Volume</b>										
0:00	1:00	2:00	3:00	4:00	5:00	6:00	7:00	8:00	9:00	10:00	11:00	12:00	13:00	14:00	15:00	16:00	17:00	18:00	19:00	20:00	21:00	22:00	23:00
2	0	0	0	2	0	5	333	305	27	41	54	47	105	163	372	91	192	78	169	33	7	1	0
0	0	0	0	0	0	0	38	194	3	6	11	4	14	13	245	8	21	47	15	16	4	1	0
0	0	0	0	0	0	2	55	102	8	12	22	10	43	9	63	15	67	2	16	13	3	0	0
0	0	0	0	2	0	0	105	6	10	12	9	27	39	10	36	45	72	4	114	4	0	0	0
2	0	0	0	0	0	3	135	3	6	11	12	6	9	131	28	23	32	25	24	0	0	0	0

Date: <b>Thursday, December 13, 2018</b>		Total Daily Volume: <b>1304</b>											Description: <b>Southbound Volume</b>										
0:00	1:00	2:00	3:00	4:00	5:00	6:00	7:00	8:00	9:00	10:00	11:00	12:00	13:00	14:00	15:00	16:00	17:00	18:00	19:00	20:00	21:00	22:00	23:00
1	0	0	0	0	0	13	290	230	17	23	24	35	34	144	86	60	144	37	146	18	0	1	1
0	0	0	0	0	0	2	45	184	2	9	9	4	18	5	45	6	12	16	19	8	0	1	0
0	0	0	0	0	0	3	36	39	2	7	4	13	5	9	8	22	35	2	62	7	0	0	0
1	0	0	0	0	0	2	74	4	6	5	5	12	2	61	18	18	57	5	50	2	0	0	0
0	0	0	0	0	0	6	135	3	7	2	6	6	9	69	15	14	40	14	15	1	0	0	1

Report Generated by "Count Data" all rights reserved

# Chen Ryan Associates

3900 Fifth Avenue, Suite 310 San Diego, CA 92103

## Average Daily Traffic

Location: **Community Park Pointe**

Date: **Tuesday, December 18, 2018** Total Daily Volume: **2796** Description: **Total Volume**

0:00	1:00	2:00	3:00	4:00	5:00	6:00	7:00	8:00	9:00	10:00	11:00	12:00	13:00	14:00	15:00	16:00	17:00	18:00	19:00	20:00	21:00	22:00	23:00
0	0	0	2	0	1	72	588	523	76	57	85	118	127	296	395	142	137	68	84	19	4	1	1
0	0	0	0	0	0	37	82	377	18	23	23	18	36	13	250	31	19	38	11	4	0	0	0
0	0	0	2	0	0	4	95	131	25	12	29	28	42	22	66	25	57	13	27	4	3	0	1
0	0	0	0	0	0	5	160	8	13	5	14	56	31	64	40	48	20	3	26	11	1	0	0
0	0	0	0	0	1	26	251	7	20	17	19	16	18	197	39	38	41	14	20	0	0	1	0

Date: **Tuesday, December 18, 2018** Total Daily Volume: **1656** Description: **Northbound Volume**

0:00	1:00	2:00	3:00	4:00	5:00	6:00	7:00	8:00	9:00	10:00	11:00	12:00	13:00	14:00	15:00	16:00	17:00	18:00	19:00	20:00	21:00	22:00	23:00
0	0	0	2	0	0	4	296	286	43	33	54	70	96	160	313	97	89	25	71	12	3	1	1
0	0	0	0	0	0	0	30	197	10	8	12	11	20	6	198	22	16	11	7	1	0	0	0
0	0	0	2	0	0	2	59	84	14	6	24	9	38	4	58	19	51	4	22	2	2	0	1
0	0	0	0	0	0	0	82	3	8	4	9	39	27	14	33	28	16	2	25	9	1	0	0
0	0	0	0	0	0	2	125	2	11	15	9	11	11	136	24	28	6	8	17	0	0	1	0

Date: **Tuesday, December 18, 2018** Total Daily Volume: **1140** Description: **Southbound Volume**

0:00	1:00	2:00	3:00	4:00	5:00	6:00	7:00	8:00	9:00	10:00	11:00	12:00	13:00	14:00	15:00	16:00	17:00	18:00	19:00	20:00	21:00	22:00	23:00
0	0	0	0	0	1	68	292	237	33	24	31	48	31	136	82	45	48	43	13	7	1	0	0
0	0	0	0	0	0	37	52	180	8	15	11	7	16	7	52	9	3	27	4	3	0	0	0
0	0	0	0	0	0	2	36	47	11	6	5	19	4	18	8	6	6	9	5	2	1	0	0
0	0	0	0	0	0	5	78	5	5	1	5	17	4	50	7	20	4	1	1	2	0	0	0
0	0	0	0	0	1	24	126	5	9	2	10	5	7	61	15	10	35	6	3	0	0	0	0

Report Generated by "Count Data" all rights reserved

# Chen Ryan Associates

3900 Fifth Avenue, Suite 310 San Diego, CA 92103

## Average Daily Traffic

Location: **Edgewood Bend Ct**

Date: **Wednesday, November 28, 2018** Total Daily Volume: **2402** Description: **Total Volume**

0:00	1:00	2:00	3:00	4:00	5:00	6:00	7:00	8:00	9:00	10:00	11:00	12:00	13:00	14:00	15:00	16:00	17:00	18:00	19:00	20:00	21:00	22:00	23:00
0	0	0	0	0	13	36	404	207	372	36	92	83	227	160	415	133	126	34	17	42	3	0	2
0	0	0	0	0	0	2	21	106	166	3	4	5	10	13	290	17	67	15	8	2	3	0	1
0	0	0	0	0	1	7	59	43	183	9	70	54	88	10	72	25	32	10	5	15	0	0	1
0	0	0	0	0	1	11	141	17	20	20	5	19	107	37	28	36	15	6	1	10	0	0	0
0	0	0	0	0	11	16	183	41	3	4	13	5	22	100	25	55	12	3	3	15	0	0	0

Date: **Wednesday, November 28, 2018** Total Daily Volume: **1194** Description: **Eastbound Volume**

0:00	1:00	2:00	3:00	4:00	5:00	6:00	7:00	8:00	9:00	10:00	11:00	12:00	13:00	14:00	15:00	16:00	17:00	18:00	19:00	20:00	21:00	22:00	23:00
0	0	0	0	0	2	17	140	177	360	32	13	76	43	110	112	48	38	8	13	3	1	0	1
0	0	0	0	0	0	1	15	85	165	3	1	4	3	2	62	5	20	3	6	2	1	0	0
0	0	0	0	0	1	5	28	39	181	7	1	53	11	5	23	9	11	2	3	0	0	0	1
0	0	0	0	0	1	7	37	13	12	19	4	16	18	28	14	11	4	2	1	1	0	0	0
0	0	0	0	0	0	4	60	40	2	3	7	3	11	75	13	23	3	1	3	0	0	0	0

Date: **Wednesday, November 28, 2018** Total Daily Volume: **1208** Description: **Westbound Volume**

0:00	1:00	2:00	3:00	4:00	5:00	6:00	7:00	8:00	9:00	10:00	11:00	12:00	13:00	14:00	15:00	16:00	17:00	18:00	19:00	20:00	21:00	22:00	23:00
0	0	0	0	0	11	19	264	30	12	4	79	7	184	50	303	85	88	26	4	39	2	0	1
0	0	0	0	0	0	1	6	21	1	0	3	1	7	11	228	12	47	12	2	0	2	0	1
0	0	0	0	0	0	2	31	4	2	2	69	1	77	5	49	16	21	8	2	15	0	0	0
0	0	0	0	0	0	4	104	4	8	1	1	3	89	9	14	25	11	4	0	9	0	0	0
0	0	0	0	0	11	12	123	1	1	1	6	2	11	25	12	32	9	2	0	15	0	0	0

Report Generated by "Count Data" all rights reserved

# Chen Ryan Associates

3900 Fifth Avenue, Suite 310 San Diego, CA 92103

## Average Daily Traffic

Location: **Edgewood Bend Ct**

Date: <b>Thursday, December 13, 2018</b>		Total Daily Volume: <b>2353</b>											Description: <b>Total Volume</b>										
0:00	1:00	2:00	3:00	4:00	5:00	6:00	7:00	8:00	9:00	10:00	11:00	12:00	13:00	14:00	15:00	16:00	17:00	18:00	19:00	20:00	21:00	22:00	23:00
1	0	0	0	0	19	58	848	70	51	9	171	23	226	155	418	72	156	20	36	12	5	3	0
0	0	0	0	0	0	8	19	57	5	1	15	5	12	11	265	18	60	2	5	8	3	1	0
1	0	0	0	0	0	16	117	6	26	2	81	9	113	22	88	17	52	6	18	1	0	0	0
0	0	0	0	0	0	20	327	3	16	2	54	4	81	37	38	19	35	4	4	0	1	1	0
0	0	0	0	0	19	14	385	4	4	4	21	5	20	85	27	18	9	8	9	3	1	1	0

Date: <b>Thursday, December 13, 2018</b>		Total Daily Volume: <b>1153</b>											Description: <b>Eastbound Volume</b>										
0:00	1:00	2:00	3:00	4:00	5:00	6:00	7:00	8:00	9:00	10:00	11:00	12:00	13:00	14:00	15:00	16:00	17:00	18:00	19:00	20:00	21:00	22:00	23:00
0	0	0	0	0	11	41	600	20	37	6	80	12	49	95	106	27	40	5	20	4	0	0	0
0	0	0	0	0	0	5	14	12	3	0	10	4	9	2	55	8	22	1	3	0	0	0	0
0	0	0	0	0	0	14	95	4	23	1	2	4	24	11	27	6	7	1	10	1	0	0	0
0	0	0	0	0	0	12	228	1	8	1	51	1	10	30	12	7	8	1	0	0	0	0	0
0	0	0	0	0	11	10	263	3	3	4	17	3	6	52	12	6	3	2	7	3	0	0	0

Date: <b>Thursday, December 13, 2018</b>		Total Daily Volume: <b>1200</b>											Description: <b>Westbound Volume</b>										
0:00	1:00	2:00	3:00	4:00	5:00	6:00	7:00	8:00	9:00	10:00	11:00	12:00	13:00	14:00	15:00	16:00	17:00	18:00	19:00	20:00	21:00	22:00	23:00
1	0	0	0	0	8	17	248	50	14	3	91	11	177	60	312	45	116	15	16	8	5	3	0
0	0	0	0	0	0	3	5	45	2	1	5	1	3	9	210	10	38	1	2	8	3	1	0
1	0	0	0	0	0	2	22	2	3	1	79	5	89	11	61	11	45	5	8	0	0	0	0
0	0	0	0	0	0	8	99	2	8	1	3	3	71	7	26	12	27	3	4	0	1	1	0
0	0	0	0	0	8	4	122	1	1	0	4	2	14	33	15	12	6	6	2	0	1	1	0

Report Generated by "Count Data" all rights reserved

# Chen Ryan Associates

3900 Fifth Avenue, Suite 310 San Diego, CA 92103

## Average Daily Traffic

Location: **Edgewood Bend Ct**

Date: <b>Tuesday, December 18, 2018</b>					Total Daily Volume: <b>2651</b>										Description: <b>Total Volume</b>								
0:00	1:00	2:00	3:00	4:00	5:00	6:00	7:00	8:00	9:00	10:00	11:00	12:00	13:00	14:00	15:00	16:00	17:00	18:00	19:00	20:00	21:00	22:00	23:00
0	0	0	0	0	1	50	864	65	59	18	161	17	239	182	451	162	127	90	60	78	23	0	4
0	0	0	0	0	0	4	23	52	2	2	17	4	8	22	274	18	58	28	18	10	18	0	3
0	0	0	0	0	0	13	119	5	31	3	67	2	121	23	114	32	28	30	18	28	4	0	1
0	0	0	0	0	0	17	366	5	23	4	49	4	81	37	42	74	24	13	21	33	1	0	0
0	0	0	0	0	1	16	356	3	3	9	28	7	29	100	21	38	17	19	3	7	0	0	0

Date: <b>Tuesday, December 18, 2018</b>					Total Daily Volume: <b>1287</b>										Description: <b>Eastbound Volume</b>								
0:00	1:00	2:00	3:00	4:00	5:00	6:00	7:00	8:00	9:00	10:00	11:00	12:00	13:00	14:00	15:00	16:00	17:00	18:00	19:00	20:00	21:00	22:00	23:00
0	0	0	0	0	1	32	599	22	40	10	74	7	55	134	138	45	39	46	29	8	8	0	0
0	0	0	0	0	0	2	20	14	2	2	7	2	8	10	69	10	8	16	9	3	7	0	0
0	0	0	0	0	0	11	91	2	25	0	5	1	22	13	43	13	9	4	10	2	1	0	0
0	0	0	0	0	0	10	250	5	10	1	47	3	14	31	19	14	11	9	7	2	0	0	0
0	0	0	0	0	1	9	238	1	3	7	15	1	11	80	7	8	11	17	3	1	0	0	0

Date: <b>Tuesday, December 18, 2018</b>					Total Daily Volume: <b>1364</b>										Description: <b>Westbound Volume</b>								
0:00	1:00	2:00	3:00	4:00	5:00	6:00	7:00	8:00	9:00	10:00	11:00	12:00	13:00	14:00	15:00	16:00	17:00	18:00	19:00	20:00	21:00	22:00	23:00
0	0	0	0	0	0	18	265	43	19	8	87	10	184	48	313	117	88	44	31	70	15	0	4
0	0	0	0	0	0	2	3	38	0	0	10	2	0	12	205	8	50	12	9	7	11	0	3
0	0	0	0	0	0	2	28	3	6	3	62	1	99	10	71	19	19	26	8	26	3	0	1
0	0	0	0	0	0	7	116	0	13	3	2	1	67	6	23	60	13	4	14	31	1	0	0
0	0	0	0	0	0	7	118	2	0	2	13	6	18	20	14	30	6	2	0	6	0	0	0

Report Generated by "Count Data" all rights reserved

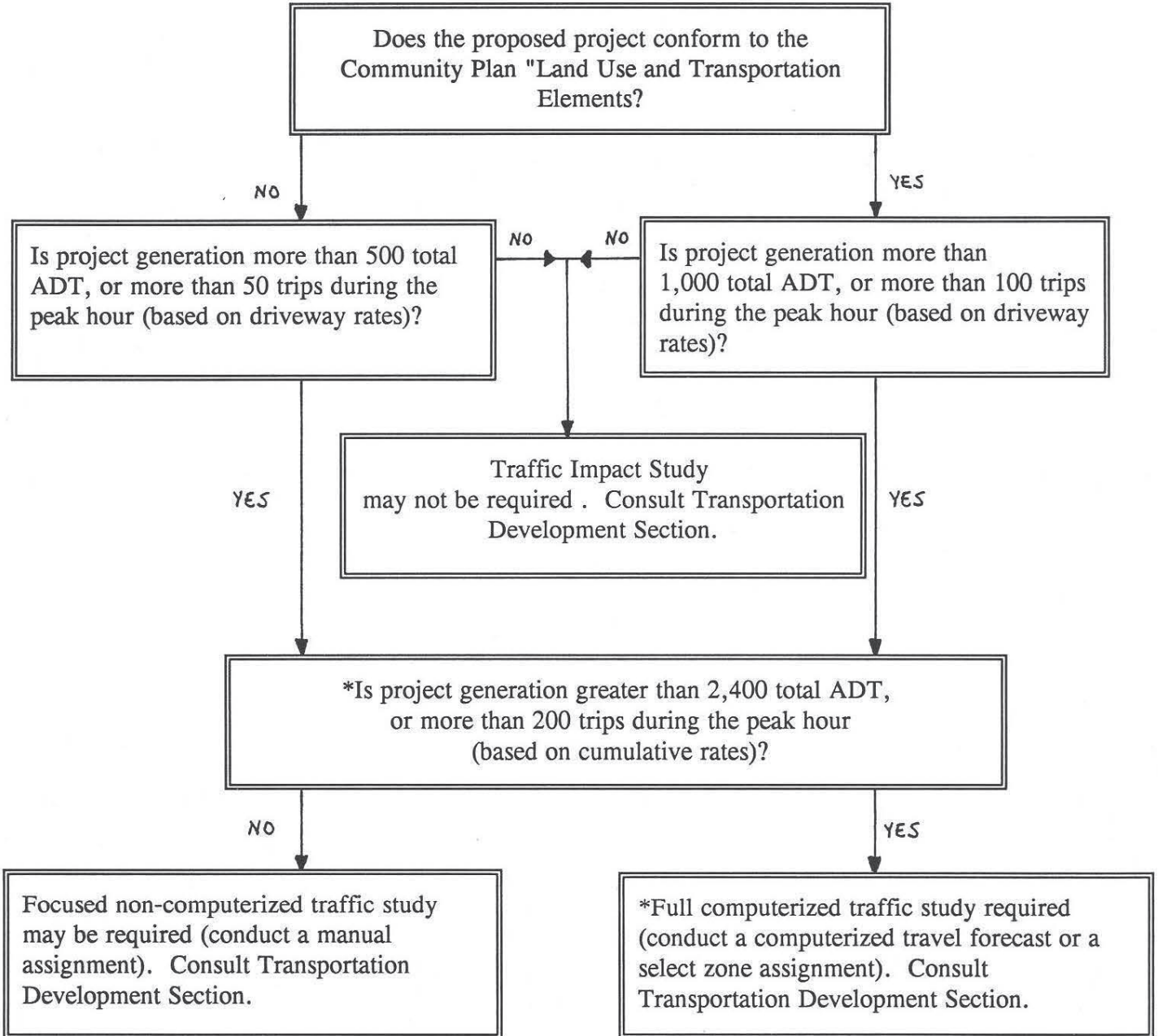
**ATTACHMENT C – SAN DIEGO TRAFFIC IMPACT STUDY MANUAL FLOW CHART**



Figure 1 - Traffic Impact Study Requirement Flow Chart

October 1997

**TRAFFIC IMPACT STUDY  
REQUIREMENT FLOW CHART**



\*To conform with the 1991 Congestion Management Program Enhanced California Environmental Quality Act (CEQA) review process for traffic analysis.

**APPENDIX E**  
**PUBLIC COMMENT RECEIVED**

Haggblade, Meghan

---

From: Addleman, John <[john.addleman@sduhsd.net](mailto:john.addleman@sduhsd.net)>  
Sent: Tuesday, March 12, 2019 11:16 AM  
To: Haggblade, Meghan  
Subject: Fwd: Support CCA stadium lighting  
Attachments: IMG\_1573.jpg

First official response.

John Addleman  
Executive Director of Planning Services  
San Dieguito Union High School District  
684 Requeza Street  
Encinitas, CA 92024  
760-753-6491x5532

----- Forwarded message -----

From: Manjeet Ranu <[porcupineblur@me.com](mailto:porcupineblur@me.com)>  
Date: Sun, Mar 10, 2019 at 2:36 PM  
Subject: Support CCA stadium lighting  
To: John Addleman <[john.addleman@sduhsd.net](mailto:john.addleman@sduhsd.net)>

Howdy John. The ND is adequate as prepared. Hope all is well.

-Manjeet

# San Dieguito Union High School District

## INFORMATION REGARDING BOARD AGENDA ITEM

**TO:** BOARD OF TRUSTEES

**DATE OF REPORT:** April 5, 2019

**BOARD MEETING DATE:** May 9, 2019

**PREPARED BY:** Bryan Marcus  
Associate Superintendent of Educational Services

**SUBMITTED BY:** Robert A. Haley, Ed.D., Superintendent

**SUBJECT:** APPROVAL OF RESOLUTION, "SUPPORT FOR CIVIC LEARNING"

-----

### EXECUTIVE SUMMARY

Schools are a critical place for students to develop the civic knowledge, skills and values needed to effectively contribute to and participate in our democracy.

History and the related social sciences emphasize the development of civic and democratic values as integral elements of citizenship. The History Social Science Framework encourages students to understand the relationship between citizens and the state and to recognize their role as members of their community. Whether studying U.S. history, world history, government, economics, or geography, students should become familiar with the growth of representative government and democratic institutions, ideas, and habits as well as the presence, absence, or contestation of fundamental rights. San Dieguito Union High School District provides a wide range of opportunities across our grades 7-12 classrooms and campuses to support our students with the development of their civic knowledge and involvement in democratic processes.

### RECOMMENDATION:

It is recommended that the Board approve the resolution, "Support for Civic Learning", as shown on the attached supplement.

### FUNDING SOURCE:

Not applicable.

## SAN DIEGUITO UNION HIGH SCHOOL DISTRICT RESOLUTION

### SUPPORT FOR CIVIC LEARNING

On motion of Member \_\_\_\_\_, Seconded by Member \_\_\_\_\_, the following resolution is adopted on May 9, 2019:

**WHEREAS**, *College and Career Readiness for All Students* is the mission of the San Dieguito Union High School District. We are currently preparing our students to graduate prepared to succeed in college and in a wide range of post-secondary options in order to work and live productively.

**WHEREAS**, schools are a critical place for students to develop the civic knowledge, skills and values needed to effectively contribute to and participate in our democracy. There has never been a better – or more crucial time – to revitalize civic learning in our schools; as we implement Common Core State Standards, we cannot leave civic learning behind; and

**WHEREAS**, the success of the nation and state depends on educated, informed and engaged citizens and residents, and California currently ranks 28<sup>th</sup> of 50 states in civic engagement; and

**WHEREAS**, the education system has a major role in ensuring students have equitable access to learning to participate in our democracy. Revitalizing civic learning opportunities can contribute to meeting these goals; and

**WHEREAS**, we have much to gain by revitalizing high quality civic learning that encourages students to think critically, collaborate, develop research skills, assess and synthesize information, and present coherent arguments based on data. High quality civic learning also helps teach our students skills needed for the 21<sup>st</sup> century workplace including creativity, initiative and innovation; and

**WHEREAS**, the National Council for Social Studies framework providing guidance to enhance the rigor of K-12 civics education has identified Six Proven Practices in Civic Learning.

- Classroom instruction in government, history, geography, law, democracy and economics;
- Discussion of current events and controversial issues;
- Service learning experiences that are directly linked to curriculum and instruction;
- Extracurricular activities;
- Student participation in school governance; and
- Simulations of democratic processes; and

ITEM 13

**WHEREAS**, the district currently makes it possible for students to be part of student government through Associated Student Bodies (ASB) where students run for officer positions and have a voice in student government; and

**WHEREAS**, the Common Core standards in History/Social Science work require that students learn to analyze multiple perspectives and be able to determine the central ideas or information of a primary and secondary source; and

**WHEREAS**, the students in the San Dieguito Union High School District are being offered multiple opportunities to test their knowledge of analyzing primary and secondary sources through document based questioning and assessments that focus on primary and secondary sources; and

**THEREFORE, BE IT RESOLVED**, that the Board of Trustees of the San Dieguito Union High School District requests that the Superintendent and staff make a commitment to work towards developing civic literacy of all its students by integrating the Six Proven Practices into instructional practice and school life.

**BE IT FURTHER RESOLVED**, that the District establishes a goal to make schools aware of and encourage participation in the application for the annual Civic Learning Award.

**BE IT FURTHER RESOLVED**, that the Board of Trustees of the San Dieguito Union High School District lead by example on what good participatory citizenship looks like by actively reaching out to constituents, including students; carefully considering the needs and wishes of parents and students; thoroughly deliberating issues that come before us, working collaboratively, and appropriately delegating and supporting the Superintendent in carrying out the vision of the district so that the students' interests are best served.

---

---

---

---

---



# San Dieguito Union High School District

## INFORMATION REGARDING BOARD AGENDA ITEM

**TO:** BOARD OF TRUSTEES

**DATE OF REPORT:** April 26, 2019

**BOARD MEETING DATE:** May 9, 2019

**PREPARED BY:** Cindy Frazee,  
Associate Superintendent/Human Resources

**SUBMITTED BY:** Robert A. Haley, Ed.D.  
Superintendent

**SUBJECT:** APPROVAL OF DECLARATION OF NEED  
FOR FULLY QUALIFIED EDUCATORS

-----

### EXECUTIVE SUMMARY

According to the 1994 California Commission on Teacher Credentialing (CCTC) requirement, in order to hire teachers on emergency credentials a "Declaration of Need" must be approved by the Board of Trustees and forwarded to the Commission. The attached form covers the anticipated 2019-20 school year.

### RECOMMENDATION:

It is recommended that the Board approve the attached "Declaration of Need for Fully Qualified Educators."

### FUNDING SOURCE:

Not Applicable.

ITEM 14

Email: [credentials@ctc.ca.gov](mailto:credentials@ctc.ca.gov)  
Website: [www.ctc.ca.gov](http://www.ctc.ca.gov)



State of California  
Commission on Teacher Credentialing  
Certification Division  
1900 Capitol Avenue  
Sacramento, CA 95811-4213

**DECLARATION OF NEED FOR FULLY QUALIFIED EDUCATORS**

Original Declaration of Need for year: 2019-20

Revised Declaration of Need for year: \_\_\_\_\_

**FOR SERVICE IN A SCHOOL DISTRICT**

Name of District: San Dieguito Union High School District District CDS Code: 68346

Name of County: San Diego County CDS Code: 37

By submitting this annual declaration, the district is certifying the following:

- A diligent search, as defined below, to recruit a fully prepared teacher for the assignment(s) was made
- If a suitable fully prepared teacher is not available to the school district, the district will make a reasonable effort to recruit based on the priority stated below

The governing board of the school district specified above adopted a declaration at a regularly scheduled public meeting held on 05 / 09 / 2019 certifying that there is an insufficient number of certificated persons who meet the district's specified employment criteria for the position(s) listed on the attached form. The attached form was part of the agenda, and the declaration did NOT appear as part of a consent calendar.

► **Enclose a copy of the board agenda item**

With my signature below, I verify that the item was acted upon favorably by the board. The declaration shall remain in force until June 30, 2020.

Submitted by (Superintendent, Board Secretary, or Designee):

<u>Robert A. Haley</u>	_____	<u>Superintendent</u>
<i>Name</i>	<i>Signature</i>	<i>Title</i>
<u>(760) 943-3505</u>	<u>(760)753-6491</u>	<u>05/09/2019</u>
<i>Fax Number</i>	<i>Telephone Number</i>	<i>Date</i>

710 Encinitas Blvd., Encinitas, CA 92024  
*Mailing Address*

robert.haley@sduhsd.net  
*Email Address*

**FOR SERVICE IN A COUNTY OFFICE OF EDUCATION, STATE AGENCY OR NONPUBLIC SCHOOL OR AGENCY**

Name of County \_\_\_\_\_ County CDS Code \_\_\_\_\_

Name of State Agency \_\_\_\_\_

Name of NPS/NPA \_\_\_\_\_ County of Location \_\_\_\_\_

ITEM 14

The Superintendent of the County Office of Education or the Director of the State Agency or the Director of the NPS/NPA specified above adopted a declaration on \_\_\_\_/\_\_\_\_/\_\_\_\_, at least 72 hours following his or her public announcement that such a declaration would be made, certifying that there is an insufficient number of certificated persons who meet the county's, agency's or school's specified employment criteria for the position(s) listed on the attached form.

The declaration shall remain in force until June 30, \_\_\_\_\_.

► **Enclose a copy of the public announcement**

Submitted by Superintendent, Director, or Designee:

<i>Name</i>	<i>Signature</i>	<i>Title</i>
<i>Fax Number</i>	<i>Telephone Number</i>	<i>Date</i>
<i>Mailing Address</i>		
<i>E-Mail Address</i>		

► *This declaration must be on file with the Commission on Teacher Credentialing before any emergency permits will be issued for service with the employing agency*

**AREAS OF ANTICIPATED NEED FOR FULLY QUALIFIED EDUCATORS**

Based on the previous year's actual needs and projections of enrollment, please indicate the number of emergency permits the employing agency estimates it will need in each of the identified areas during the valid period of this Declaration of Need for Fully Qualified Educators. This declaration shall be valid only for the type(s) and subjects(s) identified below.

This declaration must be revised by the employing agency when the total number of emergency permits applied for exceeds the estimate by ten percent. Board approval is required for a revision.

<b>Type of Emergency Permit</b>	<b>Estimated Number Needed</b>
CLAD/English Learner Authorization (applicant already holds teaching credential)	<u>8</u>
Bilingual Authorization (applicant already holds teaching credential)	<u>1</u>
List target language(s) for bilingual authorization: <u>Spanish</u>	
Resource Specialist	<u>3</u>
Teacher Librarian Services	<u>0</u>

**LIMITED ASSIGNMENT PERMITS**

Limited Assignment Permits may only be issued to applicants holding a valid California teaching credential based on a baccalaureate degree and a professional preparation program including student teaching.

Based on the previous year's actual needs and projections of enrollment, please indicate the number of Limited Assignment Permits the employing agency estimates it will need in the following areas:

ITEM 14

TYPE OF LIMITED ASSIGNMENT PERMIT	ESTIMATED NUMBER NEEDED
Multiple Subject	0
Single Subject	4
Special Education	6
TOTAL	10

**EFFORTS TO RECRUIT CERTIFIED PERSONNEL**

The employing agency declares that it has implemented in policy and practices a process for conducting a diligent search that includes, but is not limited to, distributing job announcements, contacting college and university placement centers, advertising in local newspapers, exploring incentives included in the Teaching as a Priority Block Grant (refer to [www.cde.ca.gov](http://www.cde.ca.gov) for details), participating in state and regional recruitment centers and participating in job fairs in California.

If a suitable fully prepared teacher is not available to the school district, the district made reasonable efforts to recruit an individual for the assignment, in the following order:

- A candidate who qualifies and agrees to participate in an approved internship program in the region of the school district
- An individual who is scheduled to complete initial preparation requirements within six months

**EFFORTS TO CERTIFY, ASSIGN, AND DEVELOP FULLY QUALIFIED PERSONNEL**

Has your agency established a District Intern program? Yes  No

If no, explain. \_\_\_\_\_

Does your agency participate in a Commission-approved college or university internship program? Yes  No

If yes, how many interns do you expect to have this year? 5

If yes, list each college or university with which you participate in an internship program.

CSUSM, SDSU, National University, USD  
\_\_\_\_\_  
\_\_\_\_\_

If no, explain why you do not participate in an internship program.

\_\_\_\_\_  
\_\_\_\_\_

# San Dieguito Union High School District

## INFORMATION REGARDING BOARD AGENDA ITEM

**TO:** BOARD OF TRUSTEES

**DATE OF REPORT:** April 29, 2019

**BOARD MEETING DATE:** May 9, 2019

**PREPARED BY:** Cindy Frazee  
Associate Superintendent/Human Resources

**SUBMITTED BY:** Robert A. Haley, Ed.D.  
Superintendent

**SUBJECT:** APPROVAL OF DELETION OF CURRENT BOARD POLICIES 4341.1 ATTACHMENT A, MANAGEMENT SALARY SCHEDULE; 4441.2/4241.2 ATTACHMENT A, CONFIDENTIAL EMPLOYEES SALARY SCHEDULE; & 4541 ATTACHMENT A, SUPERVISORY EMPLOYEES SALARY SCHEDULE / APPROVAL OF SALARY INCREASES FOR NON-REPRESENTED EMPLOYEE GROUPS / AND APPROVAL OF REVISED SALARY SCHEDULES (3): MANAGEMENT SALARY SCHEDULE, CONFIDENTIAL EMPLOYEES SALARY SCHEDULE, & SUPERVISORY EMPLOYEES SALARY SCHEDULE

---

### EXECUTIVE SUMMARY

San Dieguito Union High School District is a member of the California School Boards Association (CSBA). CSBA provides guidance and board policy templates for member districts. The SDUHSD Board Policies 4341.1 Attachment A, Management Salary Schedule, 4441.2/4241.2 Attachment A, Confidential Employees Salary Schedule and 4541 Attachment A, Supervisory Employees salary schedules, were reviewed and based on CSBA templates and guidance are optional; most school districts do not have salary schedules as Board Policy. It is recommended that the Board delete these optional policies for non-represented employee groups.

While salary schedules for non-represented groups will not be included in Board Policy, any change to employee salaries/salary schedules must be approved by the Board of Trustees. There are three (3) groups of employees who are not represented in the collective bargaining process (Supervisory, Confidential, and Management). The administration has a responsibility to recommend salaries for non-represented groups that are both competitive and within the district's ability to fund. These groups are

## ITEM 15

being recommended for a 1.0% (one percent) salary increase, effective July 1, 2018, which is included in the attachments.

Currently there are no changes to the contracted management salary schedules. Any revision to contracted management salaries will be brought forth at a future date.

### **RECOMMENDATION**

It is recommended that the Board approve deletion of current Board Policies 4341.1 Attachment A, Management Salary Schedule; 4441.2/4241.2 Attachment A, Confidential Employees Salary Schedule; & 4541 Attachment A, Supervisory Employee Salary Schedule, approve the salary increases for non-represented employee groups, and adopt the Management Salary Schedule, Confidential Employees Salary Schedule, and Supervisory Employees Salary Schedule, as shown in the attached supplements.

### **FUNDING SOURCE:**

General Fund

Attachments: Management Employees Salary Schedule  
Confidential Employees Salary Schedule  
Supervisory Employees Salary Schedule

**San Dieguito Union High School District  
Management Employees - Salary Schedule  
Effective July 1, 2018  
Board Approved:**

ITEM 15

**Certificated Management**

Group	Range	Title	Step 1	Step 2	Step 3	Step 4	Work Days
4	3	Principal, Sr. High School	150,093	156,913	164,064	171,585	220
4	4	Principal, Middle School	137,124	143,316	149,814	156,635	220
4	5	Asst.Principal, Sr. High School	129,127	134,938	141,043	147,453	210
4	6	Asst.Principal, Middle School	116,655	121,894	127,390	133,162	200
4	6	Program Supervisor - Special Education	116,655	121,894	127,390	133,162	200
4	17	Director of Accountability & Special Programs	137,124	143,316	149,814	156,635	220
4	8	Executive Director of Educational Services	153,586	160,752	168,274	176,173	222
4	10	Director of PPS and Alternative Programs	141,254	147,647	154,286	161,399	220
4	13	Coordinator of Special Education	126,464	132,276	138,370	144,769	220
4	13	Coordinator of Student Support Services	126,464	132,276	138,370	144,769	220
4	10	Director of School & Student Services	141,254	147,749	154,286	161,399	220
4	17	Director of Special Education	137,124	143,316	149,814	156,635	220
4	20	District Mental Health Support Provider	113,327	118,463	123,846	129,504	196

**Classified Management**

Group	Range	Title	Step 1	Step 2	Step 3	Step 4	Work Year
5	2	Director of Fiscal Services	127,403	133,049	138,981	145,210	12 MO
5	2	Director of Classified Personnel	127,403	133,049	138,981	145,210	12 MO
5	2	Director of Human Resources	127,403	133,049	138,981	145,210	12 MO
5	2	Director of Planning Services	127,403	133,049	138,981	145,210	12 MO
5	2	Director of Technology Project Management	127,403	133,049	138,981	145,210	12 MO
5	2	Director of Maintenance, Operations, & Trans.	127,403	133,049	138,981	145,210	12 MO
5	2	Director of Information Technology	127,403	133,049	138,981	145,210	12 MO
5	3	Construction Project Manager - II	101,002	105,536	110,297	115,297	12 MO
5	4	Director of Nutrition Services	111,162	116,203	121,499	127,058	12 MO
5	4	Director of Purchasing & Risk Management	111,162	116,203	121,499	127,058	12 MO
5	4	Director of Student Information Services	111,162	116,203	121,499	127,058	12 MO
5	8	Chief Facilities Officer	150,093	156,913	164,064	171,585	12 MO
5	8	Executive Director of Planning Services	150,093	156,913	164,064	171,585	12 MO
5	9	Construction Project Manager - I	89,208	93,153	97,295	101,645	12 MO
5	10	Director of Purchasing	107,898	112,646	117,602	122,778	12 MO

246 days = 12 month employee

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

All classified managers are governed by the Personnel Commission's Rules and Regulations for the Classified Service (merit system).

As of January 1, 2016, the District's Health and Welfare benefits contribution has been embedded into salaries. The District makes a minimal contribution for eligible employees' health and welfare benefits as noted on the

[Benefits at a Glance](#) webpage

The employee is responsible for paying the difference, tenths, for their selected health and welfare benefits. The amount of the health care credit shall increase annually using the same method health and welfare benefits are increased in the collective bargaining agreement with SDAFA.

**Longevity Benefits**

An increment of \$3,136 for a 12 month, 8 hours per day full-time employee at the end of 10, 15, 20, 25 and 30 years in the District shall be added to the employee's annual salary. The longevity increment of those employees employed less than 12 months or less than 8 hours per day will be prorated in accordance with the number of months and/or hours or regular employment.

1% increase effective July 1, 2018.



## ITEM 15

**San Dieguito Union High School District  
Confidential Employees - Salary Schedule  
Effective July 1, 2018  
Board Approved:**

<b>Executive Assistant to the Superintendent (Range 2)</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>Annual Days Worked</b>
Annual	\$ 85,396	\$ 89,096	\$ 92,841	\$ 96,928	\$ 101,173	246
Monthly	\$ 7,116	\$ 7,426	\$ 7,737	\$ 8,078	\$ 8,431	
Hourly	\$ 41.06	\$ 42.83	\$ 44.63	\$ 46.60	\$ 48.64	

<b>Executive Assistant (Range 1)</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>Annual Days Worked</b>
Annual	\$ 77,104	\$ 80,274	\$ 83,685	\$ 87,273	\$ 90,993	246
Monthly	\$ 6,426	\$ 6,689	\$ 6,973	\$ 7,273	\$ 7,582	
Hourly	\$ 37.07	\$ 38.59	\$ 40.24	\$ 41.97	\$ 43.75	

All employees on the Confidential Schedule are governed by the Personnel Commission's Rules and Regulations for the Classified Service (merit system).

As of January 1, 2016, the District's Health and Welfare benefits contribution has been embedded into salaries. The District makes a minimal contribution for eligible employees' health and welfare benefits as noted on the [Benefits at a Glance](#) webpage

The employee is responsible for paying the difference, tenths, for their selected health and welfare benefits.

The amount of the health care credit shall increase annually using the same method health and welfare benefits are increased in the collective bargaining agreement with SDFA.

**LONGEVITY BENEFITS**

An increment of 2.5% of salary for a 12-month, eight hours per-day, full-time employee at the end of 10, 15, 20, 25 and 30 years respectively, of satisfactory service shall be added to the employee's annual salary. The longevity increment for those employees employed less than 12 months or less than eight hours per day will be prorated in accordance with the number of months and hours of regular employment.

## ITEM 15

**San Dieguito Union High School District  
Supervisory Employees - Salary Schedule  
Effective July 1, 2018  
Board Approved:**

Title	1	2	3	4	5	Annual Work Days
	Annual	Annual	Annual	Annual	Annual	
	Monthly	Monthly	Monthly	Monthly	Monthly	
	Hourly	Hourly	Hourly	Hourly	Hourly	
<b>Range 4</b> Nutrition Services Supervisor	\$ 44,855	\$ 47,265	\$ 49,531	\$ 52,162	\$ 54,738	192
	\$ 3,737	\$ 3,938	\$ 4,127	\$ 4,346	\$ 4,561	
	\$ 21.57	\$ 22.73	\$ 23.82	\$ 25.08	\$ 26.32	
<b>Range 5</b> Custodial Supervisor I	\$ 64,772	\$ 67,662	\$ 70,501	\$ 73,183	\$ 76,602	246
	\$ 5,398	\$ 5,639	\$ 5,875	\$ 6,098	\$ 6,383	
	\$ 31.14	\$ 32.53	\$ 33.90	\$ 35.18	\$ 36.82	
<b>Range 6</b> Nutrition Program Supervisor/Registered Dietician Transportation Supervisor	\$ 79,751	\$ 83,163	\$ 86,888	\$ 90,769	\$ 94,860	246
	\$ 6,646	\$ 6,930	\$ 7,241	\$ 7,564	\$ 7,905	
	\$ 38.34	\$ 39.99	\$ 41.77	\$ 43.63	\$ 45.60	
<b>Range 7</b> Grounds & Custodial Supervisor Information Systems Support Supervisor	\$ 85,308	\$ 88,992	\$ 93,016	\$ 97,207	\$ 101,627	246
	\$ 7,109	\$ 7,416	\$ 7,751	\$ 8,101	\$ 8,469	
	\$ 41.02	\$ 42.78	\$ 44.72	\$ 46.73	\$ 48.85	
<b>Range 8</b> No classifications currently are allocated at this range	\$ 85,629	\$ 89,319	\$ 93,362	\$ 97,573	\$ 102,014	246
	\$ 7,136	\$ 7,444	\$ 7,780	\$ 8,132	\$ 8,501	
	\$ 41.17	\$ 42.95	\$ 44.88	\$ 46.90	\$ 49.05	
<b>Range 9</b> Maintenance Supervisor Technology Supervisor	\$ 91,413	\$ 95,468	\$ 99,727	\$ 104,291	\$ 109,068	246
	\$ 7,618	\$ 7,956	\$ 8,310	\$ 8,691	\$ 9,089	
	\$ 43.96	\$ 45.90	\$ 47.94	\$ 50.15	\$ 52.44	
<b>Range 10</b> Nutrition Services Coordinator	\$ 51,583	\$ 54,355	\$ 56,961	\$ 59,986	\$ 62,948	192
	\$ 4,299	\$ 4,529	\$ 4,746	\$ 5,000	\$ 5,246	
	\$ 24.80	\$ 26.13	\$ 27.38	\$ 28.84	\$ 30.27	

All employees on the Supervisory Schedule are governed by the Personnel Commission's Rules and Regulations for the Classified Service (merit system).

As of January 1, 2016, the District's Health and Welfare benefits contribution has been embedded into salaries. The District makes a minimal contribution for eligible employees' health and welfare benefits as noted on the [Benefits at a Glance](#) webpage

The employee is responsible for paying the difference, tenths, for their selected health and welfare benefits. The amount of the health care credit shall increase annually using the same method health and welfare benefits are increased in the collective bargaining agreement with SDFA.

Note: Nutrition Services supervisory employees working less than 246 days per year shall receive a full district health care credit and/or flexible spending account in order to participate in the classified management/supervisory health insurance program. The amount of the health care credit and/or flexible spending account shall increase annually using the same method health and welfare benefits are increased in the collective bargaining agreement with CSEA.

#### **LONGEVITY BENEFITS**

An increment of 2.5% of salary for a 12-month, eight hours per-day, full-time employee at the end of 10, 15, 20, 25 and 30 years respectively, of satisfactory service shall be added to the employee's annual salary. The longevity increment for those employees employed less than 12 months or less than eight hours per day will be prorated in accordance with the number of months and hours of regular employment.

1% increase effective July 1, 2018.

# San Dieguito Union High School District

## INFORMATION REGARDING BOARD AGENDA ITEM

**TO:** BOARD OF TRUSTEES

**DATE OF REPORT:** April 26, 2019

**BOARD MEETING DATE:** May 9, 2019

**PREPARED BY:** Tina Douglas, Associate Superintendent,  
Business Services

**SUBMITTED BY:** Robert A. Haley, Ed.D., Superintendent

**SUBJECT:** **APPROVAL OF DELETION OF CURRENT BOARD  
POLICY SERIES 3000, BUSINESS, AND REPLACE  
WITH ADOPTION OF REVISED BOARD POLICY  
SERIES 3000**

\*\*\*\*\*

### EXECUTIVE SUMMARY

San Dieguito Union High School District (SDUHSD) is a member of the California School Boards Association (CSBA). CSBA provides guidance and board policy templates for member districts. The SDUHSD Board Policy Series 3000 Business, were reviewed based on those templates and guidance. It is recommended that the Board delete the current Board policies series and replace with adoption of the entire revised series 3000, as presented. This action will remove the old policies and replace them with the new ones. The policies have, in some cases, been renumbered and retitled to be consistent with CSBA. Some of the policies in the Series are optional and of those some are not recommended for adoption. The polices are shown in an editing format consistent with CSBA guidance, red strikeouts denote deletions and red italics denote insertions.

### RECOMMENDATION:

It is recommended that the Board approve deleting the current Board Policy Series 3000 Business, and replace with adoption of the revised Board Policy Series 3000, as shown in the attached supplement.

### FUNDING SOURCE:

N/A

## **Board Policy**

### **Concepts And Roles**

BP 3000

#### **Business and Noninstructional Operations**

The Governing Board recognizes that the business and other noninstructional operations of the district support the educational program by maximizing and prioritizing resources and providing a safe and healthy environment for students and staff. The Superintendent or designee shall ensure that the district's business and noninstructional operations are efficient and responsive to the needs of students, parents/guardians, staff, and the community.

The district shall maintain high standards of safety in the operation of facilities, equipment, and services. The Superintendent or designee shall establish a risk management program that promotes safety and protects district resources.

In the development of a district budget, the Board and the Superintendent or designee shall establish a calendar that reflects the full budget cycle and a process that satisfies the requirements of law, including opportunities for public input. The Superintendent or designee shall provide fiscal data and prepare a proposed budget document within the budget priorities and parameters set by the Board. The Board shall adopt a budget that is aligned with the district's vision and goals and enables the district to meet its fiscal obligations.

The Board expects sound fiscal management from the administration. The Superintendent or designee shall administer the adopted budget in accordance with Board policies and accepted business practices.

The Board shall monitor financial operations so as to ensure the district's fiscal integrity and accountability to the community. The Superintendent or designee shall complete all required financial reports, facilitate the independent audit process, recommend financial plans for meeting program needs, and keep the Board informed about the district's fiscal and noninstructional operations.

#### **Legal Reference:**

##### **EDUCATION CODE**

- 35035 Powers and duties of superintendent
- 35160 Authority of governing boards
- 35160.1 Broad authority of school district
- 35161 Powers and duties of governing boards

#### **Management Resources:**

##### **WEB SITES**

CSBA: <http://www.csba.org>

California Association of School Business Officials: <http://www.casbo.org>

ITEM 16

California Department of Education: <http://www.cde.ca.gov>  
Fiscal Crisis and Management Assistance Team: <http://www.fcmat.org>  
School Services of California: <http://www.sscal.com>

(12/89 10/96) 7/06

# **Board Policy**

## **Budget**

BP 3100

### **Business and Noninstructional Operations**

The Governing Board recognizes its critical responsibility for adopting a sound budget each fiscal year which is aligned with the district's vision, goals, priorities, local control and accountability plan (LCAP), and other comprehensive plans. The district budget shall guide decisions and actions throughout the year and shall serve as a tool for monitoring the fiscal health of the district.

The district budget shall show a complete plan and itemized statement of all proposed expenditures and all estimated revenues for the following fiscal year, together with a comparison of revenues and expenditures for the current fiscal year. The budget shall also include the appropriations limit and the total annual appropriations subject to limitation as determined pursuant to Government Code 7900-7914.

#### **Budget Development and Adoption Process**

In order to provide guidance in the development of the budget, the Board shall annually establish budget priorities based on identified district needs and goals and on realistic projections of available funds.

The Superintendent or designee shall oversee the preparation of a proposed district budget for approval by the Board and shall involve appropriate staff in the development of budget projections.

The Board shall hold a public hearing on the proposed budget in accordance with Education Code 42103 and 42127.

The Board shall adopt the district budget on or before July 1 of each year.

At a public meeting scheduled on a date after the public hearing on the budget, the Board shall, following its adoption of the LCAP or an annual update to the LCAP, adopt the budget. The budget shall include the expenditures necessary to implement the LCAP or the annual update to the LCAP.

The budget that is formally adopted by the Board shall adhere to the state's Standardized Account Code Structure as prescribed by the Superintendent of Public Instruction.

The Superintendent or designee may supplement this format with additional information as necessary to effectively communicate the budget to the Board, staff, and public.

## ITEM 16

No later than five days after the Board adopts the district budget or by July 1, whichever occurs first, the Board shall file with the County Superintendent of Schools the adopted district budget and supporting data. The budget and supporting data shall be maintained and made available for public review.

If the County Superintendent disapproves or conditionally approves the district's budget, the Board shall review and respond to his/her recommendations at a public meeting on or before October 8. The response shall include any revisions to the adopted budget and any other proposed actions to be taken as a result of those recommendations.

#### Budget Criteria and Standards

The Superintendent or designee shall develop a district budget in accordance with state criteria and standards specified in 5 CCR 15440-15450 as they relate to projections of average daily attendance (ADA), enrollment, ratio of ADA to enrollment, local control funding formula revenue, salaries and benefits, other revenues and expenditures, facilities maintenance, deficit spending, unrestricted general fund balance, and reserves. In addition, he/she shall provide the supplemental information specified in 5 CCR 15451 which addresses the methodology and budget assumptions used, contingent liabilities, use of one-time revenues for ongoing expenditures, use of ongoing revenues for one-time expenditures, contingent revenues, contributions, long-term commitments, unfunded liabilities, status of collective bargaining agreements, the LCAP, and LCAP expenditures.

The district budget shall provide for increasing or improving services for unduplicated students at least in proportion to the increase in funds apportioned on the basis of the number and concentration of unduplicated students in accordance with 5 CCR 15496. Unduplicated students are students who are eligible for free or reduced-price meals, English learners, and/or foster youth.

The Board may establish other budget assumptions or parameters which may take into consideration the stability of funding sources, legal requirements and constraints on the use of funds, anticipated increases and/or decreases in the cost of services and supplies, program requirements, and any other factors necessary to ensure that the budget is a realistic plan for district revenues and expenditures.

#### Fund Balance

The district shall classify fund balances in compliance with Governmental Accounting Standards Board (GASB) Statement 54, as follows:

1. Nonspendable fund balance includes amounts that are not expected to be converted to cash, such as resources that are not in a spendable form (e.g., inventories and prepaids) or that are legally or contractually required to be maintained intact.
2. Restricted fund balance includes amounts constrained to specific purposes by their providers or by law.



## ITEM 16

3. Committed fund balance includes amounts constrained to specific purposes by the Board.

For this purpose, all commitments of funds shall be approved by a majority vote of the Board. The constraints shall be imposed no later than the end of the reporting period (June 30), although the actual amounts may be determined subsequent to that date but prior to the issuance of the financial statements.

4. Assigned fund balance includes amounts which are intended for a specific purpose but do not meet the criteria to be classified as restricted or committed.

The Board delegates authority to assign funds to the assigned fund balance to the Superintendent and authorizes the assignment of such funds to be made any time prior to the issuance of the financial statements. The Superintendent may further delegate the authority to assign funds at his/her discretion.

5. Unassigned fund balance includes amounts that are available for any purpose.

When multiple types of funds are available for an expenditure, the district shall first utilize funds from the restricted fund balance as appropriate, then from the committed fund balance, then from the assigned fund balance, and lastly from the unassigned fund balance.

The Board intends to maintain a minimum assigned and unassigned fund balance in an amount the Board deems sufficient to maintain fiscal solvency and stability and to protect the district against unforeseen circumstances.

If the assigned and unassigned fund balance falls below the level set by the Board due to an emergency situation, unexpected expenditures, or revenue shortfalls, the Board shall develop a plan to recover the fund balance which may include dedicating new unrestricted revenues, reducing expenditures, and/or increasing revenues or pursuing other funding sources.

### Reserve Balance

The district budget shall include a minimum reserve balance for economic uncertainties that is consistent with the percentage or amount specified in 5 CCR 15450. *The board also intends to maintain an additional target reserve of 4.5% above the minimum requirement.*

In any year that the district is notified by the Superintendent of Public Instruction that the amount of monies in the state Public School System Stabilization Account equals or exceeds three percent of the combined total of general fund revenues appropriated for school districts and allocated local proceeds of taxes, the district budget shall not contain a combined assigned or unassigned ending general fund balance that is in excess of 10 percent of these funds.

### Long-Term Financial Obligations

The district's current-year budget and multiyear projections shall include adequate provisions for

## ITEM 16

addressing the district's long-term financial obligations, including, but not limited to, long-term obligations resulting from collective bargaining agreements, financing of facilities projects, unfunded or future liability for retiree benefits, and accrued workers' compensation claims.

The Board shall approve a plan for meeting the district's long-term obligations to fund nonpension, other postemployment benefits (OPEBs). This plan shall include a specific funding strategy and the method that will be used to finance the district's annual fiscal obligations for such benefits in a manner that continually reduces the deficit to the district to the extent possible. The Board reserves the authority to review and amend the funding strategy as necessary to ensure that it continues to serve the best interests of the district and maintains flexibility to adjust for changing budgetary considerations.

## Legal Reference:

## EDUCATION CODE

1240 Duties of county superintendent of schools  
 33127-33131 Standards and criteria for local budgets and expenditures  
 41202 Determination of minimum level of education funding  
 42103 Public hearing on proposed budget; requirements for content of proposed budget  
 42122-42129 Budget requirements  
 42130-42134 Financial certifications  
 42140-42141 Disclosure of fiscal obligations  
 42238-42251 Apportionments to districts, especially:  
 42238.01-42238.07 Local control funding formula  
 42602 Use of unbudgeted funds  
 42610 Appropriation of excess funds and limitation thereon  
 45253 Annual budget of personnel commission  
 45254 First year budget of personnel commission  
 52060-52077 Local control and accountability plan

## GOVERNMENT CODE

7900-7914 Appropriations limit

## CODE OF REGULATIONS, TITLE 5

15060 Standardized account code structure  
 15440-15451 Criteria and standards for school district budgets  
 15494-15496 Local control funding formula, expenditures

## Management Resources:

## CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

California School Accounting Manual

New Requirements for Reporting Fund Balance in Governmental Funds, January 7, 2011

## FISCAL CRISIS AND MANAGEMENT ASSISTANCE TEAM PUBLICATIONS

Fiscal Oversight Guide for AB 1200, AB 2756 and Subsequent Related Legislation, September 2006

## GOVERNMENT FINANCE OFFICERS ASSOCIATION

Best Practice: Appropriate Level of Unrestricted Fund Balance in the General Fund, 2009

## GOVERNMENTAL ACCOUNTING STANDARDS BOARD STATEMENTS

Statement 75, Accounting and Financial Reporting by Employers for Post-employment Benefits

ITEM 16

Other Than Pensions, June 2015

Statement 54, Fund Balance Reporting and Governmental Fund Type Definitions, March 2009

WEB SITES

CSBA: <http://www.csba.org>

Association of California School Administrators: <http://www.acsa.org>

California Department of Education, Finance and Grants: <http://www.cde.ca.gov/fg>

California Department of Finance: <http://www.dof.ca.gov>

Fiscal Crisis and Management Assistance Team: <http://www.fcmat.org>

Government Finance Officers Association: <http://www.gfoa.org>

Governmental Accounting Standards Board: <http://www.gasb.org>

School Services of California, Inc.: <http://www.sscal.com>

(12/14 10/15) 12/17

# **Administrative Regulation**

## **Budget**

AR 3100

### **Business and Noninstructional Operations**

#### Public Hearing

The agenda for the public hearing on the district budget shall be posted at least 72 hours before the hearing and shall indicate the location where the budget may be inspected. The proposed budget shall be available for public inspection at least three working days before this hearing.

The Superintendent or designee shall notify the County Superintendent of Schools of the location, dates, and times at which the proposed budget may be inspected, as well as the location, date, and time of the public hearing, in sufficient time for the County Superintendent to publish such information in a newspaper of general circulation at least 10 days but not more than 45 days before the hearing as required by Education Code 42103.

Whenever the proposed district budget includes a combined assigned and unassigned ending fund balance that exceeds the minimum recommended reserve for economic uncertainties adopted by the State Board of Education, the district shall provide, for each fiscal year included in the budget, the following information for public review and discussion at the public hearing:

1. The minimum recommended reserve for economic uncertainties
2. The combined assigned and unassigned ending fund balances that are in excess of the minimum recommended reserve
3. A statement of reasons substantiating the need for the combined assigned and unassigned ending balances that are in excess of the minimum recommended reserve

During the hearing, any district resident may speak to the proposed budget or to any item in the budget. The hearing may conclude when all residents who have requested to be heard have had the opportunity to speak.

#### Budget Review Committee for Disapproved Budgets

If the district's budget is disapproved by the County Superintendent for any reason other than his/her disapproval of the district's local control and accountability plan (LCAP) or annual update to the LCAP, the budget shall be reviewed by a budget review committee, unless the Board and County Superintendent agree to waive the requirement and the California Department of Education accepts the waiver.

This committee shall consist of either:

ITEM 16

1. Three persons selected by the Board from a list of candidates provided by the Superintendent of Public Instruction (SPI), who shall be selected within five working days after receiving the list of candidates

2. A regional review committee convened by the County Superintendent with the approval of the Board

If the budget review committee recommends disapproval of the district budget, the Board may submit a response to the SPI no later than five working days after receipt of the committee's report. The response may include any revisions to the adopted final budget and any other proposed actions to be taken as a result of the committee's recommendations.

If the SPI disapproves the district budget after reviewing the committee's report and the district's response, the Board shall consult with the County Superintendent as he/she develops and adopts, by December 31, a fiscal plan and budget that will allow the district to meet its financial obligations. For the current fiscal year, the district shall operate in accordance with the budget adopted by the County Superintendent.

Until the district receives approval of its budget, it shall continue to operate either on the basis of the prior year's budget or on the basis of the current year's unapproved budget as adopted and revised by the Board, whichever budget contains a lower total spending authority.

(10/13 12/14) 10/15

ITEM 16

**Board Policy**  
**Transfer Of Funds**

BP 3110  
**Business and Noninstructional Operations**

Deleted/Not Included Optional Policy

**Board Policy**  
**Lottery Funds**

BP 3220.1  
**Business and Noninstructional Operations**

Deleted/Not Included Optional Policy

## **Board Policy**

### **Federal Grant Funds**

BP 3230

#### **Business and Noninstructional Operations**

The Governing Board recognizes the district's responsibility to maintain fiscal integrity and transparency in the use of all funds awarded through federal grants. The district shall comply with all requirements detailed in any grant agreement with an awarding agency and with the federal Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards specified in 2 CFR 200.0-200.521 and any stricter state laws and district policy.

Any goods or services purchased with federal funds shall be reasonable in cost and necessary for the proper and efficient performance or administration of the program.

The Superintendent or designee shall ensure that the district's financial management systems and procedures provide for the following:

1. Identification in district accounts of each federal award received and expended and the federal program under which it was received
2. Accurate, current, and complete disclosure of the financial and performance results of each federal award or program in accordance with the reporting requirements of 2 CFR 200.327 and 200.328
3. Records and supporting documentation that adequately identify the source and application of funds for federally funded activities, including information pertaining to federal awards, authorizations, obligations, unobligated balances, assets, expenditures, income, and interest
4. Effective controls and accountability for all funds, property, and other assets and assurance that all assets are used solely for authorized purposes
5. Comparison of actual expenditures with budgeted amounts for each federal award
6. Written procedures to implement provisions governing payments as specified in 2 CFR 200.305
7. Written procedures for determining the allowability of costs in accordance with 2 CFR 200.400-200.475 and the terms and conditions of the federal grant award

The Superintendent or designee shall develop and implement appropriate internal control processes to reasonably assure that transactions are properly executed, recorded, and accounted for so that the district can prepare reliable financial statements and federal reports, maintain



## ITEM 16

accountability over assets, and demonstrate compliance with federal laws, regulations, and conditions of the federal award.

Equipment purchased with federal funds shall be properly inventoried and adequately maintained to safeguard against loss, damage, or theft of the property.

All staff involved in the administration or implementation of programs and activities supported by federal funds shall receive information and training on the allowable use of federal funds, purchasing procedures, and reporting processes commensurate with their duties.

The district shall submit performance reports to the awarding agency in accordance with the schedule and indicators required for that federal grant by law and the awarding agency. As required, such reports may include a comparison of actual accomplishments to the objectives of the federal award, the relationship between financial data and performance accomplishments, the reasons that established goals were not met if applicable, cost information to demonstrate cost effective practices, analysis and explanation of any cost overruns or high unit costs, and other relevant information. The final performance report shall be submitted within 90 days after the ending date of the grant.

Legal Reference:

EDUCATION CODE

42122-42129 Budget requirements

CODE OF FEDERAL REGULATIONS, TITLE 2

180.220 Amount of contract subject to suspension and debarment rules

200.0-200.521 Federal uniform grant guidance, especially:

200.1-200.99 Definitions

200.100-200.113 General provisions

200.317-200.326 Procurement standards

200.327-200.329 Monitoring and reporting

200.333-200.337 Record retention

200.400-200.475 Cost principles

200.500-200.521 Audit requirements

CODE OF FEDERAL REGULATIONS, TITLE 34

76.730-76.731 Records related to federal grant programs

CODE OF FEDERAL REGULATIONS, TITLE 48

2.101 Federal acquisition regulation; definitions

Management Resources:

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

California Department of Education Audit Guide

California School Accounting Manual

EDUCATION AUDIT APPEALS PANEL PUBLICATIONS

Guide for Annual Audits of K-12 Local Education Agencies and State Compliance Reporting

U.S. DEPARTMENT OF EDUCATION PUBLICATIONS

Questions and Answers Regarding 2 CFR Part 200, March 17, 2016

WEB SITES

ITEM 16

California Department of Education: <http://www.cde.ca.gov>  
Education Audit Appeals Panel: <http://www.eaap.ca.gov>  
Office of Management and Budget, Uniform Guidance:  
[https://www.whitehouse.gov/omb/grants\\_docs](https://www.whitehouse.gov/omb/grants_docs)  
State Controller's Office: <http://www.sco.ca.gov>  
System for Award Management (SAM): [www.sam.gov/portal/SAM/###11](http://www.sam.gov/portal/SAM/###11)  
U.S. Department of Education: <http://www.ed.gov>  
U.S. Government Accountability Office: <http://www.gao.gov>

9/16

# Administrative Regulation

## Federal Grant Funds

AR 3230

### Business and Noninstructional Operations

To ensure the lawful expenditure of any federal formula or discretionary grant funds awarded to the district, the Superintendent or designee shall comply with the requirements of the Office of Management and Budget's Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (the "Uniform Guidance"), as contained in 2 CFR 200.0-200.521 and Appendices I-XII.

#### Allowable Costs

Prior to obligating or spending any federal grant funds, the Superintendent or designee shall determine whether a proposed purchase is an allowable expenditure in accordance with 2 CFR 200.400-200.475 and the terms and conditions of the award. He/she shall also determine whether the expense is a direct or indirect cost as defined in 2 CFR 200.413 and 200.414 and, if the purchase will benefit other programs not included in the grant award, the appropriate share to be allocated to the federal grant.

The Superintendent or designee shall review and approve all transactions involving federal grant funds and shall ensure the proper coding of expenditures consistent with the California School Accounting Manual.

#### Period of Performance

All obligations of federal funds shall occur on or between the beginning and ending dates of the grant project and shall be paid no later than 90 days after the end of the funding period, unless specifically authorized by the grant award to be carried over beyond the initial term of the grant.

#### Procurement

When procuring goods and services with a federal grant, the Superintendent or designee shall comply with the standards contained in 2 CFR 200.317-200.326 and Appendix II of Part 200, or with any applicable state law or district policy that is more restrictive.

As appropriate to encourage greater economy and efficiency, the Superintendent or designee shall avoid acquisition of unnecessary or duplicative items, give consideration to consolidating or breaking out procurements, analyze lease versus purchase alternatives, consider entering into an interagency agreement for procurement of common or shared goods and services, and/or use federal excess or surplus property.

The procurement of goods or services with federal funds shall be conducted in a manner that

## ITEM 16

provides full and open competition in accordance with state laws and district regulations and the following requirements:

1. Any purchase of supplies or services that does not exceed the "micro-purchase" threshold specified in 48 CFR 2.101 may be awarded without soliciting competitive quotes, provided that the district considers the price to be reasonable and maintains written evidence of this reasonableness in the record of all micro-purchases.
2. For any purchase that exceeds the micro-purchase threshold but is less than the bid limit required by Public Contract Code 20111, the Superintendent or designee shall utilize "small-purchase" procedures that include obtaining price or rate quotes from an adequate number of qualified sources.
3. Contracts for goods or services over the bid limits required by Public Contract Code 20111 shall be awarded pursuant to California law and AR 3311 - Bids, unless exempt from bidding under the law.
4. If a purchase is exempt from bidding and the district's solicitation is by a request for proposals, the award may be made by either a fixed-price or cost-reimbursement type contract awarded to the entity whose proposal is most advantageous to the program, with price and other factors considered.
5. Procurement by noncompetitive proposals (sole sourcing) may be used only when the item is available exclusively from a single source, the need or emergency will not permit a delay resulting from competitive solicitation, the awarding agency expressly authorizes sole sourcing in response to the district's request, and/or competition is determined inadequate after solicitation of a number of sources.
6. Time and materials type contracts may be used only after a determination that no other contract is suitable and if the contract includes a ceiling price that the contractor exceeds at its own risk. Time and materials type contract means a contract for which the cost is the sum of the actual cost of materials and direct labor hours charged at fixed hourly rates that reflect wages, general administrative expenses, and profit.

For any purchase of \$25,000 or more, the Superintendent or designee shall verify that any vendor which is used to procure goods or services is not excluded or disqualified by the federal government.

All solicitations shall incorporate a clear and accurate description of the technical requirements for the material, product, or service to be procured. Such description shall not, in competitive procurements, contain features which unduly restrict competition. The description shall avoid detailed product specifications to the extent possible, but may include a statement of the qualitative nature of the material, product, or service to be procured and, when necessary, shall set forth those minimum essential characteristics and standards to which it must conform if it is to satisfy its intended use. When it is impractical or not economical to make a clear and accurate description of the technical requirements, a brand name or equivalent description may be used to

## ITEM 16

define the performance or other salient requirements of procurement, clearly stating the specific features of the named brand which must be met by offers. In addition, every solicitation shall identify all requirements which the offer must fulfill and any other factors to be used in evaluating bids or proposals.

The Superintendent or designee shall maintain sufficient records to document the procurement, including, but not limited to, the rationale for the method of procurement, selection of the contract type, contractor selection or rejection, and the basis for the contract price.

The Superintendent or designee shall ensure that all contracts for purchases using federal grant funds contain the applicable contract provisions described in Appendix II to Part 200 - Contract Provisions for Non-Federal Entity Contracts Under Federal Awards.

#### Capital Expenditures

The Superintendent or designee shall obtain prior written approval from the awarding agency before using federal funds to make capital expenditures, including the acquisition of land, facilities, equipment, and intellectual property and expenditures to make additions, improvements, modifications, replacements, rearrangements, reinstallations, renovations, or alterations to capital assets that materially increase their value or useful life.

#### Conflict of Interest

No Governing Board member, district employee, or district representative shall participate in the selection, award, or administration of a contract supported by federal funds if he/she has a real or apparent conflict of interest, such as when he/she or a member of his/her immediate family, his/her partner, or an organization which employs or is about to employ any of them has a financial interest in or a tangible personal benefit from a firm considered for a contract. Such persons are prohibited from soliciting or accepting gratuities, favors, or anything of monetary value from contractors or subcontractors unless the gift is an unsolicited item of nominal value.

Employees engaged in the selection, award, and administration of contracts shall also comply with BB 9270 - Conflict of Interest.

#### Cash Management

The Superintendent or designee shall ensure the district's compliance with 2 CFR 200.305 pertaining to payments and cash management, including compliance with applicable methods and procedures that minimize the time elapsing between the transfer of funds to the district and the district's disbursement of funds.

When authorized by law, the district may receive advance payments of federal grant funds, limited to the minimum amounts needed and timed in accordance with the actual immediate cash requirements of the district for carrying out the purpose of the program or project. Except under specified conditions, the district shall maintain the advance payments in an interest-bearing account. The district shall remit interest earned on the advanced payment to the awarding agency

## ITEM 16

on an annual basis, but may retain interest amounts specified in 2 CFR 200.305 for administrative expenses.

When required by the awarding agency, the district shall instead submit a request for reimbursement of actual expenses incurred. The district may also request reimbursement as an alternative to receiving advance payments.

The Superintendent or designee shall maintain source documentation supporting the expenditure of federal funds, such as invoices, time sheets, payroll stubs, or other appropriate documentation.

#### Personnel

All district employees who are paid in full or in part with federal funds, including employees whose salary is paid with state or local funds but is used to meet a required match or in-kind contribution to a federal program, shall document the amount of time they spend on grant activities.

#### Records

Except as otherwise provided in 2 CFR 200.333, or where state law or district policy requires a longer retention period, financial records, supporting documents, statistical records, and all other district records related to a federal award shall be retained for a period of three years from the date of submission of the final expenditure report or, for a federal award that is renewed quarterly or annually, from the date of the submission of the quarterly or annual financial report.

#### Audits

Whenever the district expends \$750,000 or more in federal grant funds during a fiscal year, it shall arrange for either a single audit or a program-specific audit in accordance with 2 CFR 200.507 or 200.514.

The Superintendent or designee shall ensure that the audit meets the requirements specified in 2 CFR 200.500-200.521.

Specified records pertaining to the audit of federal funds expended by the district shall be transmitted to the clearinghouse designated by the federal Office of Management and Budget and shall be made available for public inspection. Such records shall be transmitted within 30 days after receipt of the auditor's report or within nine months after the end of the audit period, whichever is sooner, unless a longer period is agreed to in advance by the federal agency or a different period is specified in a program-specific audit guide.

In the event that the audit identifies any deficiency, the Superintendent or designee shall promptly act to either correct the identified deficiency, produce recommended improvements, or demonstrate that the audit finding is invalid or does not warrant action.

## Board Policy

### Transportation Fees

BP 3250

#### Business and Noninstructional Operations

Because the cost of providing student transportation exceeds funding provided by the state, the Governing Board finds it necessary to charge fees for home-to-school student transportation.

The Superintendent or designee shall annually submit proposed transportation fee schedules for Board approval. Fees shall be determined on the basis of operating costs in accordance with law.

No charge shall be made for any transportation of students whose individualized education program require transportation or whose parents/guardians are determined indigent pursuant to administrative regulations.

#### Legal Reference:

##### EDUCATION CODE

10913 Fees for uses of school buses for community recreation purposes

35330 Excursions or field trips

39800-39860 Transportation, especially:

39801.5 Transportation fees for adults

39807.5 Payment of transportation cost; amount of payment

39809.5 Excess fees; adjustments

39837 Fees for summer employment transportation

41850 Home-to-school and special education transportation

49557 Applications for free and reduced price meals

49558 Confidentiality of applications and records

56026 Individuals with exceptional needs

##### CODE OF REGULATIONS, TITLE 5

350 Fees not permitted

##### CODE OF FEDERAL REGULATIONS, TITLE 7

245.8 (a) Nondiscrimination practices for children eligible to receive free and reduced price meals and free milk

##### COURT DECISIONS

Arcadia Unified School District et al v. State Department of Education, 2 Cal. 4th 251 (1992)

Hartzell v. Connell, 35 Cal.3d 899 (1984)

#### Management Resources:

##### CDE MANAGEMENT ADVISORIES

0619.92 Fees for Pupil Transportation (#92-05)

##### CDE PROGRAM ADVISORIES

0609.95 School transportation fee exemption for handicapped children and pupils whose parents



ITEM 16

or guardians are indigent (LO: 2-95)

(6/92 12/92) 10/97

## **Administrative Regulation**

### **Transportation Fees**

AR 3250

#### **Business and Noninstructional Operations**

##### Fee Schedule and Collection

Transportation fees charged by the district shall not exceed the statewide average nonsubsidized cost of providing such transportation to a student on a publicly owned or operated transit system, as determined by the Superintendent of Public Instruction.

The total amount received by the district from the state and parent/guardian fees shall not exceed the actual operating cost of home-to-school transportation during the fiscal year. If excess fees are collected due to errors in estimated costs, fees shall be reduced in succeeding years.

The Governing Board shall certify to the County Superintendent of Schools that the district has levied fees in accordance with law and that, in the event that excess fees have been charged, the fees have been reduced and excess fee revenue eliminated.

Bus passes and tickets shall be sold at the district *transportation* office. No money shall be collected on school buses.

##### Fees for Additional Services

In addition to charging fees for home-to-school transportation provided in accordance with Education Code 39800, the district shall charge fees for students traveling to and from their places of employment during the summer in connection with a summer employment program for youth.

The district may also charge fees for:

1. Students traveling to full-time occupational classes provided by a Regional Occupational Program or Center
2. Matriculated or enrolled adults traveling to and from school, or adults pursuing other educational purposes
3. Community recreation as provided in Education Code 39835

##### Exemption from Fees

Eligibility for free transportation based on indigency shall be based on the income eligibility scales used for the free and reduced-price lunch program and/or proof of receipt of Temporary

ITEM 16

Assistance to Needy Families (TANF).

At the beginning of the school year and whenever a new student is enrolled, parents/guardians shall receive information about free transportation eligibility standards, application procedures and appeal procedures.

All applications and records related to eligibility for free transportation shall be confidential and used only for purposes directly connected with the free transportation program.

Students receiving free transportation shall not be identified by the use of special bus passes, tickets, lines, seats or any other means. They shall in no way be treated differently from other students, nor shall their names be published, posted or announced in any manner or used for any purpose other than the transportation program.

(6/92 12/92) 10/97

## **Board Policy**

### **Fees And Charges**

BP 3260

#### **Business and Noninstructional Operations**

The Governing Board recognizes its responsibility to ensure that books, materials, equipment, supplies, and other resources necessary for students' participation in the district's educational program are made available to them at no cost.

No student shall be required to pay a fee, deposit, or other charge for his/her participation in an educational activity which constitutes an integral fundamental part of the district's educational program, including curricular and extracurricular activities.

As necessary, the Board may approve fees, deposits, and other charges which are specifically authorized by law. When approving such fees, deposits, or charges, establishing fee schedules, or determining whether waivers or exceptions should be granted, the Board shall consider relevant data, including the socioeconomic conditions of district students' families and their ability to pay.

The Superintendent or designee may provide information or professional development opportunities to administrators, teachers, and other personnel regarding permissible fees.

#### **Complaints**

A complaint alleging district noncompliance with the prohibition against requiring student fees, deposits, or other charges shall be filed in accordance with the district's procedures in BP/AR 1312.3 - Uniform Complaint Procedures.

If, upon investigation, the district finds merit in the complaint, the Superintendent or designee shall recommend and the Board shall adopt an appropriate remedy to be provided to all affected students and parents/guardians in accordance with 5 CCR 4600.

Information related to the prohibition against requiring students to pay fees for participation in an educational activity shall be included in the district's annual notification of uniform complaint procedures to be provided to all students, parents/guardians, employees, and other interested parties pursuant to 5 CCR 4622.

#### **Legal Reference:**

##### **EDUCATION CODE**

8239 Preschool and wraparound child care services

8250 Child care and development services for children with disabilities

8263 Child care eligibility

8422 21st Century High School After School Safety and Enrichment for Teens programs

8482.6 After School Education and Safety programs

ITEM 16

8760-8774 Outdoor science and conservation programs  
17453.1 District sale or lease of Internet appliances or personal computers to students or parents  
17551 Property fabricated by students  
19910-19911 Offenses against libraries  
32033 Eye protective devices  
32221 Insurance for athletic team member  
32390 Fingerprinting program  
35330-35332 Excursions and field trips  
35335 School camp programs  
38080-38086.1 Cafeteria establishment and use  
38120 Use of school band equipment on excursions to foreign countries  
39801.5 Transportation for adults  
39807.5 Payment of transportation costs  
39837 Transportation of students to places of summer employment  
48050 Residents of adjoining states  
48052 Tuition for foreign residents  
48904 Liability of parent or guardian  
49010-49013 Student fees  
49065 Charge for copies  
49066 Grades, effect of physical education class apparel  
49091.14 Prospectus of school curriculum  
51810-51815 Community service classes  
52612 Tuition for adult classes  
52613 Nonimmigrant foreign nationals  
56504 School records; students with disabilities  
60410 Students in classes for adults  
GOVERNMENT CODE  
6253 Request for copy; fee  
CALIFORNIA CONSTITUTION  
Article 9, Section 5 Common school system  
CODE OF REGULATIONS, TITLE 5  
350 Fees not permitted  
4600-4687 Uniform complaint procedures  
UNITED STATES CODE, TITLE 8  
1184 Foreign students  
COURT DECISIONS  
Driving School Assn of CA v. San Mateo Union HSD (1993) 11 Cal. App. 4th 1513  
Arcadia Unified School District v. State Department of Education (1992) 2 Cal 4th 251  
Steffes v. California Interscholastic Federation (1986) 176 Cal. App. 3d 739  
Hartzell v. Connell (1984) 35 Cal. 3d 899  
CTA v. Glendale School District Board of Education (1980) 109 Cal. App. 3d 738

Management Resources:

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

Pupil Fees: Damage to School Property, Fiscal Management Advisory 16-01, September 16,

ITEM 16

2016

Pupil Fees: Parent Service Hours, Fiscal Management Advisory 15-01, January 20, 2015

Pupil Fees, Deposits, and Other Charges: Cap and Gown for High School Graduation Ceremony,

Addendum to Fiscal Management Advisory 12-02, October 4, 2013

Fees, Deposits and Other Charges, Fiscal Management Advisory 12-02, April 24, 2013

WEB SITES

CSBA: <http://www.csba.org>

California Department of Education: <http://www.cde.ca.gov>

(11/12 4/14) 3/17

## **Administrative Regulation**

### **Fees And Charges**

AR 3260

#### **Business and Noninstructional Operations**

When approved by the Governing Board, the Superintendent or designee may impose a fee for the following:

1. Insurance for athletic team members, with an exemption providing for the district to pay the cost of the insurance for any team member who is financially unable to pay
2. Insurance for medical or hospital service for students participating in field trips and excursions
3. Expenses of students' participation in a field trip or excursion within the state or to another state, the District of Columbia, or a foreign country, as long as no student is prohibited from making the field trip due to lack of funds
4. Student fingerprinting program, as long as the fee does not exceed the actual costs associated with the program
5. School camp programs in outdoor science education, conservation education, or forestry operated pursuant to Education Code 8760-8774, provided that the fee is not mandatory and no student is denied the opportunity to participate for nonpayment of the fee
6. Reimbursement for the direct cost of materials provided by the district to a student for the fabrication of nonperishable personal property the student will take home for his/her own possession and use, such as wood shop, art, or sewing projects kept by the student
7. Home-to-school transportation and transportation between regular, full-time day schools and regional occupational centers, programs, or classes, as long as the fee does not exceed the statewide average unsubsidized cost per student and exemptions are made for indigent and disabled students
8. Transportation for students to and from their places of employment in connection with any summer employment program for youth
9. Deposit for school band instruments, music, uniforms, and other regalia which school band members take on excursions to foreign countries
10. Sale or lease of personal computers or of Internet appliances that allow a person to connect to or access the district's educational network, provided that the items are sold or leased to parents/guardians at no more than cost and the district provides network access for families who cannot afford it



## ITEM 16

11. An adult education or secondary school community service class in civic, vocational, literacy, health, homemaking, and technical and general education, not to exceed the cost of maintaining the class
12. Eye safety devices worn in courses or activities involving the use of hazardous substances likely to cause injury to the eyes, when being sold to students and/or teachers or instructors to keep and at a price not to exceed the district's actual costs
13. Actual cost of furnishing copies of any student's records, except that no charge shall be made for furnishing up to two transcripts or two verifications of a former student's records or for reproducing records of a student with a disability when the cost would effectively prevent the parent/guardian from exercising the right to receive the copies
14. Actual cost of duplication for reproduction of the prospectus of school curriculum or for copies of public records
15. Food sold at school, subject to free and reduced-price meal program eligibility and other restrictions specified in law
16. As allowed in law, replacement cost or reimbursement for lost or willfully damaged district books, supplies, or property, or for district property loaned to a student that he/she fails to return
17. Tuition for district school attendance by an out-of-state or out-of-country resident
18. Adult education books, materials, transportation, and classes, except that no fee may be charged for classes in elementary subjects, classes for which high school credit is granted when taken by a person who does not hold a high school diploma, or classes in English and citizenship
19. Preschool and child care and development services, in accordance with the fee schedule established by the Superintendent of Public Instruction, unless the family qualifies for subsidized services or the program is for severely disabled children and the student is eligible to enroll in it
20. Participation in a before-school or after-school program that is funded as an After School Education and Safety (ASES) program, 21st Century Community Learning Center (21st CCLC), or 21st Century High School After School Safety and Enrichment for Teens program, provided that fees are waived or reduced for families with students who are eligible for free or reduced-price meals and, in regard to ASES and 21st CCLC programs, fees are not charged if the district knows the student is a homeless or foster youth
21. Advanced Placement and International Baccalaureate Diploma examinations for college credits, as long as the examination is not a course requirement and the results have no impact on student grades or credits in the course

## **Board Policy**

### **Sale And Disposal Of Books, Equipment And Supplies**

BP 3270

#### **Business and Noninstructional Operations**

The Governing Board recognizes its fiscal responsibility to maximize the use of district equipment, supplies, instructional materials, and other personal property while providing up-to-date resources that facilitate student learning and effective district operations. When the Board, upon recommendation of the Superintendent or designee, declares any district-owned personal property unusable, obsolete, or no longer needed, the Board shall determine the estimated value of the property and shall decide whether the property will be donated, sold, or otherwise disposed of as prescribed by law and administrative regulation.

The Board shall approve the price and terms of any sale or lease of personal property of the district.

If the Board members who are in attendance at a meeting unanimously agree that the property, whether one or more items, does not exceed \$2,500 in value, the property may be sold without advertising for bids.

If the Board members who are in attendance at a meeting unanimously find that the value of the property is insufficient to defray the costs of arranging a sale, the property may be donated to a charitable organization deemed appropriate by the Board or may be disposed of in the local public dump.

The Superintendent or designee shall establish procedures to be used whenever the district sells equipment or supplies originally acquired under a federal grant or subgrant. Such procedures shall be designed to ensure the highest possible return.

#### Legal Reference:

##### EDUCATION CODE

17540-17542 Sale or lease of personal property by one district to another

17545-17555 Sale of personal property

35168 Inventory, including record of time and mode of disposal

60510-60530 Sale, donation, or disposal of instructional materials

##### GOVERNMENT CODE

25505 District property; disposition; proceeds

##### CODE OF REGULATIONS, TITLE 5

3944 Consolidated categorical programs, district title to equipment

3946 Disposal of equipment purchased with state and federal consolidated application funds

##### UNITED STATES CODE, TITLE 40

549 Surplus property

##### CODE OF FEDERAL REGULATIONS, TITLE 2

ITEM 16

200.0-200.521 Federal uniform grant guidance

Management Resources:

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

California School Accounting Manual

Standards for Evaluating Instructional Materials for Social Content, 2013

WEB SITES

California Department of Education: <http://www.cde.ca.gov>

School Services of California, Inc.: <http://www.sscal.com>

(10/15 3/16) 9/16

## **Administrative Regulation**

### **Sale And Disposal Of Books, Equipment And Supplies**

AR 3270

#### **Business and Noninstructional Operations**

##### Instructional Materials

Surplus or undistributed obsolete instructional materials that are usable for educational purposes may be sold by the district. Alternatively, such materials may be donated to:

1. Another district, county free library, or other state institution
2. A United States public agency or institution
3. A nonprofit charitable organization
4. Children or adults in California or foreign countries for the purpose of increasing the general literacy of the people

Any organization, agency, or institution receiving obsolete instructional materials donated by the district shall certify to the Governing Board that it agrees to make no charge to any persons to whom it gives or lends these materials.

Surplus or undistributed obsolete instructional materials which are unusable or which cannot be distributed as specified above may be disposed of by either of the following:

1. Mutilated as not to be salable as instructional materials and sold for scrap or for use in the manufacture of paper pulp or other substances at the highest obtainable price
2. Destroyed by any economical means, provided that the materials are not destroyed until at least 30 days after the district has given notice to all persons who have filed a request for such notice

##### Equipment/Supplies Acquired with Federal Funds

When the district has a need to replace equipment originally purchased with funds from a federal grant or subgrant, it may, subject to the approval of the agency that awarded the grant, trade in the original equipment or sell the property and use the proceeds to offset the cost of the replacement property.

When any original or replacement equipment or supplies acquired under a federal grant or subgrant are no longer needed for the original project or program or for other federally supported activities, the district may retain or sell such items or, if the item has a current fair market value

## ITEM 16

of less than \$5,000, may otherwise dispose of the item in a manner approved by the Board. Whenever the district sells equipment or supplies that have a current fair market value of \$5,000 or more, it shall provide an amount to the federal agency equal to the agency's share of the current market value of the equipment or the proceeds from the sale of the equipment or supplies.

In the event that the district is provided equipment that is federally owned, the district shall request disposition instructions from the federal agency when it no longer needs the equipment.

### Other Personal Property

The district may sell other surplus or obsolete district-owned personal property through any of the following methods:

1. The Superintendent or designee may advertise for bids by posting a notice in at least three public places in the district for at least two weeks, or by publishing a notice at least once a week for at least two weeks in a newspaper having a general circulation in the district and, if possible, publishing within the district. The district shall sell the property to the highest responsible bidder or shall reject all bids.

Property for which no qualified bid has been received may be sold, without further advertising, by the Superintendent or designee.

2. The property may be sold by means of a public auction conducted by district employees, employees of other public agencies, or by contract with a private auction firm.

3. The district may sell the property without advertising for bids under any of the following conditions:

- a. The Board members in attendance at a meeting have unanimously determined that the property does not exceed \$2,500 in value.

- b. The district sells the property to agencies of the federal, state, or local government, to any other school district, or to any agency eligible under the federal surplus property law and the sale price equals the cost of the property plus the estimated cost of purchasing, storing, and handling.

- c. The district sells or leases the property to agencies of the federal, state, or local government or to any other school district and the price and terms of the sale or lease are fixed by the Board and approved by the County Superintendent of Schools.

Money received from the sale of surplus personal property shall be either deposited in the district reserve or general fund or credited to the fund from which the original purchase was made.

(11/09 10/15) 9/16

ITEM 16

## **Board Policy**

### **Sale Or Lease Of District-Owned Real Property**

BP 3280

#### **Business and Noninstructional Operations**

Deleted/Not Included Optional Policy

## **Administrative Regulation**

### **Sale Or Lease Of District-Owned Real Property**

AR 3280

#### **Business and Noninstructional Operations**

Deleted/Not Included Optional Policy

## **Board Policy**

### **Gifts, Grants And Bequests**

BP 3290

#### **Business and Noninstructional Operations**

The Governing Board may accept any gift, grant, or bequest of money, property, or service to the district from any individual, organization, foundation, or public or private agency that desires to support the district's educational program. While greatly appreciating suitable donations, the Board shall reject any gift which may directly or indirectly impair its authority to make decisions in the best interest of district students or its ability or commitment to provide equitable educational opportunities.

Before accepting any gift, grant, or bequest, the Board shall carefully consider any conditions or restrictions imposed by the donor to ensure their consistency with the district's vision, philosophy, and operations. If the Board believes the district will be unable to fully satisfy the donor's conditions, the gift shall not be accepted.

In addition, the Board shall ensure that acceptance of the gift, grant, or bequest does not:

1. Involve creation of a program which the Board would be unable to sustain when the donation is exhausted
2. Entail undesirable or excessive costs
3. Promote the use of violence, drugs, tobacco, or alcohol
4. Advertise or endorse the use of non-nutritious food or beverages during the school day
5. Encourage or enable the violation of any law or district policy
6. Imply endorsement of any business or product or unduly commercialize or politicize the school environment

Any gift of books or instructional materials may only be accepted if they meet district criteria for selection of instructional materials.

All gifts, grants, and bequests shall become district property. Donors are encouraged to donate all gifts to the district rather than to a particular school, classroom, or teacher. At the Superintendent or designee's discretion, a gift may be used at a particular school or classroom.

When any gift of money received by the district is not immediately used, it shall be placed in the county treasury in accordance with law.



## ITEM 16

The Superintendent or designee shall annually provide a report to the Board indicating the gifts, grants, and/or bequests received on behalf of the district in the preceding fiscal year. The report shall include a statement of account and expenditure of all gifts of money and an inventory of all gifts of physical assets.

### Corporate Sponsorship

The Board may enter into an agreement or arrangement with an outside entity for the sponsorship of an educational, athletic, or other program or activity. When appropriate, the agreement may allow the outside entity to advertise or promote its business, product, or service in district publications or on district property or web sites.

Every sponsorship agreement shall be in writing and shall be approved by the Board. The Board shall ensure that the district's relationship and arrangement with the sponsor are consistent with the district's mission, values, and goals. Any advertising or promotional message, image, or other depiction to be used by the sponsor shall meet the standards set for commercial advertising on district property and in district-sponsored publications in accordance with BP 1325 - Advertising and Promotion.

Each sponsorship agreement shall contain statements including, but not limited to:

1. The purpose of the relationship with the sponsor, details of the benefits to the district, and how the benefits will be distributed
2. The duration of the agreement and the roles, expectations, rights, and responsibilities of the district and the sponsor, including whether and to what extent the sponsor is allowed to advertise or promote its products and/or services
3. The authority of the Board to retain exclusive right over the use of the district's name, logo, and other proprietary information and the requirement that the sponsor obtain prior approval of the Board before using such information
4. The prohibition against the collection or distribution of students' personal information except as allowed by law
5. The authority of the Board to terminate the agreement without any penalty or sanction to the district if the sponsor's message, business, or product becomes inconsistent with the district's vision, mission, or goals or the sponsor engages in any prohibited activity

### Online Fundraising

Any person or entity who wishes to conduct an online fundraising campaign, including a crowdfunding campaign, for the benefit of the district, a school, or a classroom shall submit a written request for prior approval to the Superintendent or designee. Approval of requests shall take into consideration compatibility with the district's vision and goals, core beliefs, instructional priorities, and infrastructure; the manner in which donations are collected and

## ITEM 16

distributed; equity of the use of funds; and any other factors deemed relevant or appropriate by the district.

Any person or entity approved to conduct an online fundraising campaign shall comply with relevant district policies and procedures, including ensuring financial transparency in describing the purpose and use of the funds and protecting student privacy as applicable. Such person or entity shall specify that the district, rather than a staff member, classroom, or school, will own the funded resources.

Funds raised by an online fundraising campaign and donated to the district shall be subject to the same terms, criteria for acceptance, and accountability measures as any other donation as specified in this policy.

#### Appreciation

The Board may show appreciation for any donation to the district in any manner it deems appropriate. Such appreciation may take the form of letters of recognition or Board resolutions; plaques, commendations, or awards; planting of commemorative trees or gardens; or naming or renaming of buildings, grounds, or facilities. Conferment of any such honor shall be in accordance with applicable Board policy.

#### Legal Reference:

##### EDUCATION CODE

- 1834 Acquisition of materials and apparatus
- 35160 Powers and duties
- 35162 Power to sue, be sued, hold and convey property
- 41030 School district may invest surplus monies from bequest or gifts
- 41031 Special fund or account in county treasury
- 41032 Authority of school board to accept gift or bequest; investments; gift of land requirements
- 41035 Advisory committee
- 41036 Function of advisory committee
- 41037 Rules and regulations
- 41038 Applicability of other provisions of chapter

#### Management Resources:

##### WEB SITES

California Consortium of Education Foundations: <http://www.cceflink.org>

## **Board Policy**

### **Expenditures And Purchases**

BP 3300

#### **Business and Noninstructional Operations**

The Governing Board recognizes its fiduciary responsibility to oversee the prudent expenditure of district funds. In order to best serve district interests, the Superintendent or designee shall develop and maintain effective purchasing procedures that are consistent with sound financial controls and that ensure the district receives maximum value for items purchased. He/she shall ensure that records of expenditures and purchases are maintained in accordance with law.

#### Expending Authority

The Superintendent or designee may purchase supplies, materials, apparatus, equipment, and services up to the amounts specified in Public Contract Code 20111, beyond which a competitive bidding process is required. The Board shall not recognize obligations incurred contrary to Board policy and administrative regulations.

The Board shall review all transactions entered into by the Superintendent or designee on behalf of the Board every 60 days.

The Superintendent or designee may authorize an expenditure which exceeds the budget classification allowance against which the expenditure is the proper charge only if an amount sufficient to cover the purchase is available in the budget for transfer by the Board.

District funds shall not be expended for the purchase of alcoholic beverages.

#### Purchasing Procedures

Insofar as possible, goods and services purchased shall meet the needs of the person or department ordering them at the lowest price consistent with standard purchasing practices. Maintenance costs, replacement costs, and trade-in values shall be considered when determining the most economical purchase price. When price, fitness, and quality are equal, recycled products shall be preferred when procuring materials for use in district schools and buildings.

All purchases shall be made by formal contract or purchase order or shall be accompanied by a receipt. In order to eliminate the processing of numerous small purchase orders, the Superintendent or designee may create a "blanket" or "open" purchase order system for the purchase of minor items as needed from a vendor. He/she shall ensure that the "open" purchase order system details a maximum purchase amount, the types of items that can be purchased under this order, the individuals authorized to approve purchases, and the expiration date of the "open" order.

ITEM 16

Legal Reference:

EDUCATION CODE

17604 Delegation of powers to agents; approval or ratification of contracts by governing board

17605 Delegation of authority to purchase supplies and equipment

32370-32376 Recycling paper

32435 Prohibited use of public funds, alcoholic beverages

35010 Control of district; prescription and enforcement of rules

35035 Powers and duties of superintendent

35160 Authority of governing boards

35250 Duty to keep certain records and reports

38083 Purchase of perishable foodstuffs and seasonal commodities

41010 Accounting system

41014 Requirement of budgetary accounting

GOVERNMENT CODE

4330-4334 California made materials

PUBLIC CONTRACT CODE

3410 U.S. produce and processed foods

20111 Contracts over \$50,000; contracts for construction; award to lowest responsible bidder

Management Resources:

WEB SITES

CSBA, Financial Services: <http://www.csba.org/fs>

California Association of School Business Officials: <http://www.casbo.org>

California Department of Education: <http://www.cde.ca.gov>

(2/94 10/96) 7/06

# Board Policy

## Bids

BP 3311

### Business and Noninstructional Operations

The Governing Board is committed to promoting public accountability and ensuring prudent use of public funds. When leasing, purchasing, or contracting for equipment, materials, supplies, or services for the district, including when contracting for public projects involving district facilities, the Board shall explore lawful opportunities to obtain the greatest possible value for its expenditure of public funds. When required by law, or if the Board determines that it is in the best interest of the district, such contracts shall be made using competitive bidding.

No work, project, service, or purchase shall be split or separated into smaller work orders or projects for the purpose of evading legal requirements for competitive bidding.

The Superintendent or designee shall establish comprehensive bidding procedures for the district in accordance with law. The procedures shall include a process for advertising bids, instructions and timelines for submitting and opening bids, and other relevant requirements.

For award of contracts which, by law or Board policy, require prequalification, the procedures shall identify a uniform system for rating bidders on the basis of a completed questionnaire and financial statements.

When calling for bids, the Superintendent or designee shall ensure that the bid specifications clearly describe in appropriate detail the quality, delivery, and service required and include all information which the district knows, or has in its possession, that is relevant to the work to be performed or that may impact the cost of performing the work.

Except as authorized by law, contracts shall be let to the lowest responsible bidder who shall give such security as the Board requires, or else all bids shall be rejected.

When the Board has determined that it is in the best interest of the district, the district may piggyback onto the contract of another public agency or corporation to lease or purchase any personal property to the extent authorized by law.

#### Legal Reference:

#### EDUCATION CODE

17070.10-17079.30 Leroy F. Greene School Facilities Act

17250.10-17250.55 Design-build contracts

17406 Lease-leaseback contracts

17595 Purchase of supplies through Department of General Services

ITEM 16

17602 Purchase of surplus property from federal agencies  
38083 Purchase of perishable foodstuffs and seasonable commodities  
38110-38120 Apparatus and supplies  
39802 Transportation services

BUSINESS AND PROFESSIONS CODE

7056 General engineering contractor  
7057 General building contractor

CODE OF CIVIL PROCEDURE

446 Verification of pleadings

GOVERNMENT CODE

4217.10-4217.18 Energy conservation contracts  
4330-4334 Preference for California-made materials  
6252 Definition of public record  
53060 Special services and advice  
54201-54205 Purchase of supplies and equipment by local agencies

PUBLIC CONTRACT CODE

1102 Emergencies  
1103 Definition, responsible bidder  
2000-2002 Responsive bidders  
3000-3010 Roofing projects  
3400 Bids, specifications by brand or trade name not permitted  
3410 United States produce and processed foods  
4113 Prime contractor; subcontractor  
6610 Bid visits  
12200 Definitions, recycled goods, materials and supplies  
20101-20103.7 Public construction projects, requirements for bidding  
20103.8 Award of contracts  
20110-20118.4 Local Agency Public Construction Act; school districts  
20189 Bidder's security, earthquake relief  
22000-22045 Alternative procedures for public projects (UPCCAA)  
22152 Recycled product procurement

COURT DECISIONS

Los Angeles Unified School District v. Great American Insurance Co., (2010) 49 Cal.4th 739  
Great West Contractors Inc. v. Irvine Unified School District, (2010) 187 Cal.App.4th 1425  
Marshall v. Pasadena Unified School District, (2004) 119 Cal.App.4th 1241  
Konica Business Machines v. Regents of the University of California, (1988) 206 Cal.App.3d 449  
City of Inglewood-Los Angeles County Civic Center Authority v. Superior Court, (1972) 7 Cal.3d 861

ATTORNEY GENERAL OPINIONS

89 Ops.Cal.Atty.Gen. 1 (2006)

Management Resources:

WEB SITES

CSBA: <http://www.csba.org>

California Association of School Business Officials: <http://www.casbo.org>

ITEM 16

California Department of Education: <http://www.cde.ca.gov>  
California Department of General Services: <https://www.dgs.ca.gov>

(8/13 5/16) 12/16



## **Administrative Regulation**

### **Bids**

AR 3311

### **Business and Noninstructional Operations**

#### Advertised/Competitive Bids

The district shall advertise for any of the following:

1. A public project contract that involves an expenditure of \$15,000 or more, including a contract for construction, reconstruction, erection, alteration, renovation, improvement, painting, repainting, demolition, or repair work involving a district owned, leased, or operated facility
2. A contract that exceeds the amount specified in law, as annually adjusted by the Superintendent of Public Instruction, for any of the following:
  - a. The purchase of equipment, materials, or supplies to be furnished, sold, or leased to the district
  - b. Services, not including construction services or special services and advice in accounting, financial, legal, or administrative matters
  - c. Repairs that are not a public project, including maintenance

Maintenance means routine, recurring, and usual work for preserving, protecting, and keeping a district facility operating in a safe, efficient, and continually usable condition for the intended purpose for which it was designed, improved, constructed, altered, or repaired. Maintenance includes, but is not limited to, carpentry, electrical, plumbing, glazing, and other craft work designed to preserve the facility, as well as repairs, cleaning, and other operations on machinery and other permanently attached equipment. Maintenance does not include painting, repainting, or decorating other than touchup, or among other types of work, janitorial or custodial services and protection provided by security forces.

#### Instructions and Procedures for Advertised Bids

The Superintendent or designee shall call for bids by placing a notice at least once a week for two weeks in a local newspaper of general circulation published in the district, or if no such newspaper exists, then in some newspaper of general circulation that is circulated in the county. The Superintendent or designee also may post the notice on the district's web site or through an electronic portal. The notice shall state the work to be done or materials or supplies to be furnished and the time and place and web site where bids will be opened.

The notice shall contain the time, date, and location of any mandatory prebid conference, site

## ITEM 16

visit, or meeting and details regarding when and where project documents, including the final plan and specifications, are available. Any such mandatory visit or meeting shall occur not less than five calendar days after the publication of the initial notice.

Bid instructions and specifications shall include the following requirements and information:

1. All bidders shall certify in writing the minimum, if not exact, percentage of post-consumer materials in products, materials, goods, or supplies offered or sold.
2. All bids for construction work shall be presented under sealed cover. The district may accept a bid that has been submitted electronically or on paper.

The bid shall be accompanied by a form of bidder's security, including either cash, a cashier's check payable to the district, a certified check made payable to the district, or a bidder's bond executed by an admitted surety insurer and made payable to the district. The security of unsuccessful bidders shall be returned in a reasonable period of time, but in no event later than 60 days after the bid is awarded.

3. When a standardized proposal form is provided by the district, bids not presented on the standard form shall be disregarded.
4. Bids shall not be accepted after the advertised bid opening time, regardless of whether the bids are actually opened at that time.
5. When two or more identical lowest or highest bids are received, the Governing Board may determine by lot which bid shall be accepted.
6. If the district requires that the bid include prices for items that may be added to or deducted from the scope of work in the contract, the bid solicitation shall specify which one of the following methods will be used to determine the lowest bid. In the absence of such a specification, only the method provided in item #6a below shall be used.
  - a. The lowest bid shall be the lowest total of the bid prices on the base contract without consideration of the prices on the additive or deductive items.
  - b. The lowest bid shall be the lowest total of the bid prices on the base contract and those additive or deductive items that were specifically identified in the bid solicitation as being used for the purpose of determining the lowest bid price.
  - c. The lowest bid shall be the lowest total of the bid prices on the base contract and those additive or deductive items that, when taken in order from a specifically identified list of those items in the solicitation, and added to or subtracted from the base contract, are less than or equal to a funding amount publicly disclosed by the district before the first bid is opened.

The lowest bid shall be determined in a manner that prevents any information that would identify any of the bidders or proposed subcontractors or suppliers from being revealed to the district

## ITEM 16

before the ranking of all bidders from lowest to highest has been determined.

7. In determining the lowest bid, the district shall consider only responsive bids that conform to bid specifications and are submitted by responsible bidders who have demonstrated trustworthiness, quality, fitness, capacity, and experience to satisfactorily perform the public works contract.

a. When a bid is determined to be nonresponsive, the Superintendent or designee shall notify the bidder and give him/her an opportunity to respond to the determination.

b. When the lowest bidder is determined to be nonresponsible, the Superintendent or designee shall notify the bidder of his/her right to present evidence of his/her responsibility at a hearing before the Board.

8. After being opened, all submitted bids become public records pursuant to Government Code 6252 and shall be made available for public review pursuant to law, Board policy, and administrative regulation.

#### Prequalification Procedure

When required by law or the Board, the Superintendent or designee shall establish a uniform system for rating bidders on the basis of completed questionnaires and financial statements in order to determine the size of contracts on which each bidder is qualified to bid. For this purpose, the Superintendent or designee shall furnish prospective bidders a standardized prequalification questionnaire and financial record which, when completed, shall indicate a bidder's statement of financial ability and experience in performing public works. The bidder's information shall be verified under oath in the manner in which civil law pleadings are verified. The questionnaires and financial statements shall not be public records and shall not be open to public inspection.

When any public project involves an expenditure of \$1,000,000 or more and is funded or reimbursed wholly or partly by the School Facilities Program funds or other future state school bond, the district shall prequalify prospective bidders either quarterly or annually. The prequalification shall be valid for one year and the following requirements shall apply:

1. Prospective bidders, including, but not limited to, prime, general engineering, and general building contractors and electrical, mechanical, and plumbing subcontractors, as defined in Public Contract Code 4113 or Business and Professions Code 7056 or 7057, as applicable, shall submit a standardized questionnaire and financial statement 10 or more business days, as determined by the district, before the date fixed for the public opening of sealed bids.

2. Prospective bidders shall be prequalified by the district five or more business days, as determined by the district, before the date fixed for the public opening of sealed bids.

If the project includes electrical, mechanical, or plumbing components that will be performed by electrical, mechanical, or plumbing contractors, the Superintendent or designee shall make available to all bidders a list of prequalified general contractors and electrical,

## ITEM 16

mechanical, and plumbing subcontractors five or more business days, as determined by the district, before the date fixed for the public opening of sealed bids.

For all other contracts requiring competitive bidding, the district may establish a procedure for prequalifying bidders on a quarterly basis and may authorize that prequalification be considered valid for up to one calendar year following the date of the initial prequalification. Prospective bidders for such contracts shall submit the questionnaire and financial statement at least five days before the date fixed for public opening of sealed bids and shall be prequalified by the district at least one day before the fixed bid-opening date.

#### Award of Contract

The district shall award each contract to the lowest responsible bidder, except in the following circumstances:

1. When the contract is for the procurement and/or maintenance of electronic data processing systems and supporting software, in which case the Board may contract with any one of the three lowest responsible bidders
2. When the contract is for any transportation service which involves an expenditure of more than \$10,000 and which will be made with any person or corporation other than a common carrier, municipally owned transit system, or a parent/guardian of a student who is to be transported, in which case the Board may contract with other than the lowest bidder
3. When the contract is one for which the Board has established goals and requirements relating to participation of disabled veteran or small business enterprises in accordance with Public Contract Code 2000-2002, in which case the Board may contract with the lowest responsible bidder who submits a responsive bid and complies or makes a good faith effort to comply with the goals and requirements
4. When procuring a lease-leaseback contract, in which case the Board shall award the contract based on objective criteria for determining the best combination of price and qualifications in accordance with Education Code 17400 and 17406
5. When procuring a design-build contract for a public works project in excess of \$1,000,000 in accordance with Education Code 17250.20, in which case the Board may award the contract to either the low bid or the best value to the district, taking into consideration, at a minimum, price, technical design and construction expertise, and life-cycle costs

#### Bids Not Required

Without advertising for bids and upon a determination that it is in the best interest of the district, the Board may authorize another public corporation or agency, by contract, lease, requisition, or purchase order, to lease data-processing equipment or to purchase materials, supplies, equipment, automotive vehicles, tractors, and other personal property for the district in the manner that the other public corporation or agency is authorized to make the leases or purchases

ITEM 16

from a vendor ("piggyback"). Alternatively, if the public corporation or agency has an existing contract with a vendor for the lease or purchase of personal property, the district may authorize the lease or purchase of personal property directly from the vendor and make payments under the same terms that are available to the public corporation or agency under the contract.

Supplementary textbooks, library books, educational films, audiovisual materials, test materials, workbooks, instructional computer software packages, or periodicals may be purchased in any amount without taking estimates or advertising for bids.

Perishable foodstuffs and seasonal commodities needed in the operations of cafeterias may be purchased through bid or on the open market.

Bids shall not be required for day labor under circumstances specified in Public Contract Code 20114. Day labor shall include the use of maintenance personnel employed on a permanent or temporary basis.

In an emergency when any repairs, alterations, work, or improvement to any school facility is necessary to permit the continuance of existing school classes or to avoid danger to life or property, the Board may, by unanimous vote and with the approval of the County Superintendent of Schools, contract for labor and materials or supplies without advertising for or inviting bids or may authorize the use of day labor or force account for the emergency purpose.

The district may purchase any surplus property from the federal government or any of its agencies in any quantity needed for the operation of its schools without taking estimates or advertising for bids.

(10/15 5/16) 12/16

## **Board Policy**

### **Uniform Public Construction Cost Accounting Procedures**

BP 3311.1

#### **Business and Noninstructional Operations**

In awarding contracts for public works projects involving district facilities, the Governing Board desires to obtain the best value to the district and ensure the qualifications of contractors to complete the project in a satisfactory manner. The Board has, by resolution, adopted the procedures set forth in the Uniform Public Construction Cost Accounting Act pursuant to Public Contract Code 22030-22045, including the informal bidding procedures when allowed by law.

The Board delegates to the Superintendent or designee the responsibilities to award any contract eligible for informal bidding procedures and to develop plans, specifications, and working details for all public projects requiring formal bidding procedures.

No work, project, service, or purchase shall be split or separated into smaller work orders or projects for the purpose of evading legal requirements for competitive bidding.

Projects awarded through the UPCCAA shall be subject to the cost accounting procedures established by the California Uniform Construction Cost Accounting Commission.

#### **Emergency Actions**

When formal bids are required by law but an emergency necessitates immediate repair or replacements, the Board may, upon a four-fifths vote of the Board, proceed to replace or repair a facility without adopting plans, specifications, strain sheets, or working details or giving notice for bids to let contracts. The work may be done by day labor under the direction of the Board and/or contractor. The emergency action shall subsequently be reviewed by the Board in accordance with Public Contract Code 22050 and shall be terminated at the earliest possible date that conditions warrant, so that the remainder of the emergency action may be completed by giving notice for bids to let contracts.

#### **Legal Reference:**

##### **PUBLIC CONTRACT CODE**

1102 Definition of emergency

20110-20118.4 Local Agency Public Construction Act; school districts

22000-22020 California Uniform Construction Cost Accounting Commission

22030-22045 Alternative procedures for public projects (UPCCAA), especially:

22032 Applicability of procedures based on amount of project

22034 Informal bidding procedure

22035 Emergency need for repairs or replacement

22037-22038 Formal bidding procedures for projects exceeding \$175,000

22050 Alternative emergency procedures

ITEM 16

Management Resources:

CALIFORNIA UNIFORM CONSTRUCTION COST ACCOUNTING COMMISSION  
PUBLICATIONS

Cost Accounting Policies and Procedures Manual

Frequently Asked Questions

WEB SITES

CSBA: <http://www.csba.org>

California Association of School Business Officials: <http://www.casbo.org>

California Uniform Construction Cost Accounting Commission:

[http://www.sco.ca.gov/ard\\_cuccac.html](http://www.sco.ca.gov/ard_cuccac.html)



## **Administrative Regulation**

### **Uniform Public Construction Cost Accounting Procedures**

AR 3311.1

#### **Business and Noninstructional Operations**

Procedures for awarding contracts for public works projects shall be determined on the basis of the amount of the project, as follows:

1. Public projects of \$60,000 or less may be performed by district employees by force account, negotiated contract, or purchase order.
2. Contracts for public projects of \$200,000 or less may be awarded through the following informal procedures:
  - a. The Superintendent or designee shall prepare a notice inviting informal bids which describes the project in general terms, explains how to obtain further information about the project, and states the time and place for the submission of bids. This notice shall be disseminated by mail, fax, or email to either or both of the following:
    - (1) All contractors on a list of qualified contractors maintained by the district for the category of work being bid, unless the product or service is proprietary, at least 10 calendar days before bids are due
    - (2) All construction trade journals identified pursuant to Public Contract Code 22036
  - b. The district shall review the informal bids that were submitted and award the contract, except that:
    - (1) If all bids received through the informal process are in excess of \$200,000, the contract may be awarded to the lowest responsible bidder, provided that the Governing Board adopts a resolution with a four-fifths vote to award the contract at \$212,500 or less and the Board determines the district's cost estimate is reasonable.
    - (2) If no bids are received through the informal bid procedure, the project may be performed by district employees by force account or negotiated contract.
3. Public projects of more than \$200,000 shall, except as otherwise provided by law, be subject to formal bidding procedures, as follows:
  - a. Notice inviting formal bids shall state the time and place for receiving and opening sealed bids and distinctly describe the project. The notice shall be disseminated in both of the following ways:

ITEM 16

(1) Through publication in a newspaper of general circulation in the district's jurisdiction or, if there is no such newspaper, then by posting the notice in at least three places designated by the district as places for posting its notices. Such notice shall be published at least 14 calendar days before the date that bids will be opened.

(2) By mail and electronically, if available, by either fax or email, to all construction trade journals identified pursuant to Public Contract Code 22036. Such notice shall be sent at least 15 calendar days before the date that bids will be opened.

In addition to the notice required above, the district may give such other notice as it deems proper.

b. The district shall award the contract as follows:

(1) The contract shall be awarded to the lowest responsible bidder. If two or more bids are the same and the lowest, the district may accept the one it chooses.

(2) At its discretion, the district may reject all bids presented and declare that the project can be more economically performed by district employees, provided that the district notifies an apparent low bidder, in writing, of the district's intention to reject the bid. Such notice shall be mailed at least two business days prior to the hearing at which the district intends to reject the bid.

(3) If no bids are received through the formal bid procedure, the project may be performed by district employees by force account or negotiated contract.

(12/16) 12/18

## **Administrative Regulation**

### **Lease-Leaseback Contracts**

AR 3311.2

#### **Business and Noninstructional Operations**

The district may lease currently owned district property to any person, firm, or corporation for a minimum of \$1 per year, as long as the lease requires the person, firm, or corporation to construct a building or buildings on the property for the district's use during the lease and the property and building(s) will vest in the district at the expiration of the lease ("lease-leaseback").

Any lease-leaseback contract shall be awarded through a competitive "best value" procurement process whereby a person, firm, or corporation is selected on the basis of objective criteria for evaluating the qualifications of proposers, with the resulting selection representing the best combination of price and qualifications. To make this determination, the district shall use the following procedures:

1. Request for Sealed Proposals: The Superintendent or designee shall prepare a request for sealed proposals which shall include:
  - a. An estimate of the project's price
  - b. A clear, precise description of any preconstruction services that may be required and the facilities to be constructed
  - c. The key elements of the contract to be awarded
  - d. A description of the format that proposals shall follow and the elements they shall contain
  - e. The standards the district will use in evaluating proposals
  - f. The date on which proposals are due
  - g. The timetable the district will follow in reviewing and evaluating proposals
2. Notice: At least 10 days before the date for receipt of the proposals, the Superintendent or designee shall give notice of the request for sealed proposals using both of the following methods:
  - a. Providing notice at least once a week for two weeks in a local newspaper of general circulation pursuant to Public Contract Code 20112
  - b. Providing notice in a trade paper of general circulation published in the county where the project is located

## ITEM 16

3. Prequalification: A proposer shall be prequalified in accordance with Public Contract Code 20111.6(b)-(m) in order to submit a proposal. Any electrical, mechanical, and plumbing subcontractors shall be subject to the same prequalification requirements.

4. Evaluation Criteria: The request for sealed proposals shall identify all criteria that the district will consider in evaluating the proposals and qualifications of the proposers, including relevant experience, safety record, price proposal, and other factors specified by the district. The price proposal shall include, at the district's discretion, either a lump-sum price for the contract to be awarded or the proposer's proposed fee to perform the services requested, including the proposer's proposed fee to perform preconstruction services or any other work related to the facilities to be constructed, as requested by the district.

The request for sealed proposals shall specify whether each criterion will be evaluated on a pass-fail basis or will be scored as part of the "best value" score, and whether proposers must achieve any minimum qualification score for award of the contract. For each scored criterion, the district shall identify the methodology and rating or weighting system that will be used by the district in evaluating the criterion, including the weight assigned to the criterion and any minimum acceptable score.

5. Evaluation of Proposals: All proposals received shall be reviewed to determine whether they meet the format requirements and the standards specified in the request for sealed proposals. The district shall evaluate the qualifications of the proposers based solely upon the criteria and evaluation methodology set forth in the request for sealed proposals, and shall assign a best value score to each proposal. Once the evaluation is complete, all responsive proposals shall be ranked from the highest best value to the lowest best value to the district.

6. Award of Contract: The award of the contract shall be made by the Governing Board to the responsive proposer whose proposal is determined, in writing by the Board, to be the best value to the district.

If the selected proposer refuses or fails to execute the tendered contract, the Board may award the contract to the proposer with the second highest best value score, if deemed in the best interest of the district. If that proposer then refuses or fails to execute the tendered contract, the Board may award the contract to the proposer with the third highest best value score.

Upon issuance of a contract award, the district shall publicly announce its award, identifying the entity to which the award is made, along with a statement regarding the basis of the award. The statement regarding the contract award and the contract file shall provide sufficient information to satisfy an external audit.

7. Rejection of Proposals: At its discretion, the Board may reject all proposals and request new proposals.

Prior to entering into a lease-leaseback agreement, the Superintendent or designee shall have on file the contractor's enforceable commitment that the contractor and its subcontractors at every

ITEM 16

tier will use a skilled and trained workforce to perform all work on the project or contract that falls within an apprenticeable occupation in the building and construction trades.

Any lease-leaseback agreement shall be reviewed by the district's legal counsel to ensure that all required terms, including a lease term that provides for the district's occupancy of the building or improved property during the lease and an appropriate financing component, are included in the agreement.

Legal Reference:

EDUCATION CODE

17400 Definitions

17406 Lease-leaseback contract

17407.5 Use of a skilled and trained workforce

PUBLIC CONTRACT CODE

20111.6 Prequalification procedures

20112 Notices

COURT DECISIONS

McGee v. Balfour Beatty Construction, LLC, et al. (4/12/16, No. B262850)

Davis v. Fresno Unified School District, (2015) 237 Cal.App.4th 261

Management Resources:

WEB SITES

CSBA: <http://www.csba.org>

California Association of School Business Officials: <http://www.casbo.org>

# Administrative Regulation

## Design-Build Contracts

AR 3311.3

### Business and Noninstructional Operations

The Governing Board may approve a contract with a single entity for both design and construction of any school facility in excess of \$1,000,000, awarding the contract to either the low bid or the best value as determined by evaluation of objective criteria.

Design-build documents shall not include provisions for long-term project operations, but may include operations during a training or transition period.

The procurement process for design-build projects shall be as follows:

1. The district shall prepare a set of documents setting forth the scope and estimated price of the project. The documents may include, but are not limited to:
  - a. The size, type, and desired design character of the project
  - b. Performance specifications that cover the quality of materials, equipment, and workmanship
  - c. Preliminary plans or building layouts
  - d. Any other information deemed necessary to describe adequately the district's needs

The performance specifications and any plans shall be prepared by a design professional who is duly licensed and registered in California.

2. The district shall prepare and issue a request for qualifications in order to prequalify, or develop a short list of, the design-build entities whose proposals shall be evaluated for final selection. The request for qualifications shall include, but is not limited to, all of the following elements:
  - a. Identification of the basic scope and needs of the project or contract, the expected cost range, the methodology that will be used by the district to evaluate proposals, the procedure for final selection of the design-build entity, and any other information deemed necessary by the district to inform interested parties of the contracting opportunity
  - b. Significant factors that the district reasonably expects to consider in evaluating qualifications, including technical design and construction expertise, acceptable safety record, and all other non-price-related factors

## ITEM 16

c. A standard template request for statements of qualifications prepared by the district, which shall contain all of the information required pursuant to Education Code 17250.25

The district also may identify specific types of subcontractors that must be included in the statement of qualifications and proposal.

A design-build entity shall not be prequalified or short-listed unless the entity provides an enforceable commitment to the district that the entity and its subcontractors at every tier will use a skilled and trained workforce, as defined in Education Code 17250.25, to perform all work on the project or contract that falls within an apprenticeable occupation in the building and construction trades. The entity may demonstrate such commitment through a project labor agreement, by becoming a party to the district's project labor agreement, or through an agreement with the district to provide evidence of compliance on a monthly basis during the performance of the project or contract.

3. The district shall prepare a request for proposals (RFP) that invites prequalified or short-listed entities to submit competitive sealed proposals in a manner prescribed by the district. The RFP shall include the information identified in items #2a and 2b above and the relative importance or weight assigned to each of the factors. If the district uses a best value selection method for a project, the district may reserve the right to request proposal revisions and hold discussions and negotiations with responsive proposers, in which case the district shall so specify in the request for proposals and shall publish separately or incorporate into the request for proposals applicable procedures to be observed by the district to ensure that any discussions or negotiations are conducted in good faith.

4. For those projects utilizing low bid as the final selection method, the bidding process shall result in lump-sum bids by the prequalified or short-listed design-build entities, and the contract shall be awarded to the lowest responsible bidder.

5. For those projects utilizing best value as a selection method, the following procedures shall be used:

a. Competitive proposals shall be evaluated using only the criteria and selection procedures specifically identified in the request for proposals. Criteria shall be weighted as deemed appropriate by the district and shall, at a minimum, include price, unless a stipulated sum is specified; technical design and construction experience; and life-cycle costs over 15 or more years.

b. Following any discussions or negotiations with responsive proposers and completion of the evaluation process, the responsive proposers shall be ranked on a determination of value provided, provided that no more than three proposers are required to be ranked.

c. The contract shall be awarded to the responsible entity whose proposal is determined by the district to have offered the best value to the public.

d. The district shall publicly announce the contract award, identifying the entity to which



ITEM 16

the award is made and the basis of the award. This statement and the contract file shall provide sufficient information to satisfy an external audit.

Legal Reference:

EDUCATION CODE

17250.10-17250.55 Design-build contracts

Management Resources:

WEB SITES

CSBA: <http://www.csba.org>

California Association of School Business Officials: <http://www.casbo.org>

California Department of Education, Facilities: <http://www.cde.ca.gov/ls/fa>

ITEM 16

**Administrative Regulation**  
**Procurement Of Technological Equipment**

AR 3311.4  
**Business and Noninstructional Operations**

Deleted/Not Included Optional Policy

# Board Policy

## Contracts

BP 3312

### Business and Noninstructional Operations

The Governing Board recognizes its responsibility to enter into contracts on behalf of the district for the acquisition of equipment, supplies, services, and other resources necessary for the achievement of district goals. In exercising this authority to enter into a contract, the Board shall ensure that the district's interest is protected and that the terms of the contract conform to applicable legal standards, including the bidding requirements in Public Contract Code 20111.

The Board may, by a majority vote, delegate to the Superintendent or designee the authority to enter into contracts on behalf of the district. To be valid or to constitute an enforceable obligation against the district, all such contracts must be approved and/or ratified by the Board.

#### Contracts for Non-nutritious Foods or Beverages

The district shall not enter into or renew a contract for the sale of foods or beverages that do not meet applicable nutritional standards specified in Education Code 49431-49431.7, 5 CCR 15500-15501 or 15575-15578, or 7 CFR 210.11 or 220.12, unless the contract specifies that such sale will occur off campus or outside the time restriction specified in the applicable law.

Before the district enters into or renews a contract that grants exclusive or nonexclusive advertising or sale of carbonated beverages, non-nutritious beverages, or non-nutritious foods as defined in law, the Board shall ensure that the district has sufficient internal controls in place to protect the integrity of public funds and to ensure that funds raised as a result of the contract benefit public education.

The Superintendent or designee shall develop the district's internal control procedures to protect the integrity of public funds. Such internal controls may include, but not be limited to, the following:

1. Procedures that produce accurate and reliable financial statements and, at the same time, safeguard the assets, financial resources, and integrity of every employee responsible for handling money or property. Control systems shall be systematically evaluated and revised to keep pace with the changing responsibilities of management.
2. Procedures to ensure that district personnel do not handle cash or product at the school site. The contract shall specify that the vendor stock the machines and shall provide cash accounting, along with a check, for district proceeds directly to the control office.

Any contract for the sale or advertisement of non-nutritious foods or carbonated or non-nutritious beverages shall be entered into on a competitive bid basis pursuant to Public

## ITEM 16

Contract Code 20111 or through the issuance of a Request for Proposal.

~~OPTION 1:—The Board shall hold an annual public hearing to review and discuss all existing and potential contracts for the sale of foods and beverages on campus, including those sold as full meals or through competitive sales, fundraisers, or vending machines. The Board shall hold a public hearing for any contract not discussed at the annual public hearing. (Education Code 35182.5)~~

The Board shall not enter into or renew any contract that grants exclusive or nonexclusive advertising or sale of carbonated beverages, non-nutritious beverages, or non-nutritious foods until parents/guardians, students, and members of the public have had an opportunity to comment on the contract at a public hearing held during a regularly scheduled Board meeting. The Board shall clearly, and in a manner recognizable to the general public, identify in the agenda the contract to be discussed at the meeting.

The public hearing shall include, but not be limited to, a discussion of the nutritional value of foods and beverages sold within the district; the availability of fresh fruit, vegetables, and grains in school meals and snacks, including locally grown and organic produce; the amount of fat, sugar, and additives in the foods and beverages discussed; and barriers to student participation in school breakfast and lunch programs.

The contract shall be accessible to the public and may not include a confidentiality clause that would prevent the district or a district school from making any part of the contract public.

#### Contracts for Electronic Products or Services

The Board shall not enter into a contract for electronic products or services that requires the dissemination of advertising to students, unless the Board:

1. Enters into the contract at a noticed, public hearing of the Board.
2. Makes a finding that the electronic product or service is or would be an integral component of the education of students.
3. Makes a finding that the district cannot afford to provide the electronic product or service unless it contracts to permit dissemination of advertising to students.
4. As part of the district's normal, ongoing communication to parents/guardians, provides written notice that the advertising will be used in the classroom or other learning center.
5. Offers parents/guardians the opportunity to request in writing that their child not be exposed to the program that contains the advertising. A request shall be honored for the school year in which it is submitted, or longer if specified, but may be withdrawn by the parents/guardians at any time.

#### Contracts for Digital Storage and Maintenance of Student Records

## ITEM 16

The district may enter into or renew a contract with a third party for the purpose of providing services, including cloud-based services, for the digital storage, management, and retrieval of student records and/or to provide digital educational software that authorizes a third-party provider of digital educational software to access, store, and use student records. For these purposes, student records include any information maintained by the district that is directly related to a student and any information acquired directly from the student through the use of instructional software or applications assigned to the student by a teacher or other district employee, and do not include de-identified information.

Any such contract shall contain all of the following:

1. A statement that student records continue to be the property of and under the control of the district
2. If applicable, a description of the means by which students may retain possession and control of their own student-generated content, as defined in Education Code 49073.1, including options by which a student may transfer student-generated content to a personal account
3. A prohibition against the third party using any information in the student record for any purpose other than those required or specifically permitted by the contract
4. A description of the procedures by which a parent/guardian or a student age 18 years or older may review personally identifiable information in the student's records and correct erroneous information
5. A description of the actions the third party will take, including the designation and training of responsible individuals, to ensure the security and confidentiality of student records
6. A description of the procedures for notifying the affected parent/guardian, or the affected student if age 18 years or older, in the event of an unauthorized disclosure of the student's records
7. A certification that a student's records shall not be retained or available to the third party upon completion of the terms of the contract and a description of how that certification will be enforced, except that these requirements shall not apply to student-generated content if the student chooses to establish or maintain an account with the third party for the purpose of storing that content
8. A description of how the district and the third party will jointly ensure compliance with the federal Family Educational Rights and Privacy Act, 20 USC 1232g
9. A prohibition against the third party using personally identifiable information in student records to engage in targeted advertising

Contracts for Personal Services

ITEM 16

In addition, the district may enter into or renew any contract for personal service if any of the following conditions exists:

1. The contract is for new district functions and the Legislature has specifically mandated or authorized the performance of the work by independent contractors.
2. The services contracted are not available within the district, cannot be performed satisfactorily by district employees, or are of such a highly specialized or technical nature that the necessary expert knowledge, experience, and ability are not available through the district.
3. The services are incidental to a contract for the purchase or lease of real or personal property, including, but not be limited to, agreements to service or maintain office equipment or computers that are leased or rented.
4. The district's policy, administrative, or legal goals and purposes cannot be accomplished through the utilization of persons selected pursuant to the regular or ordinary district hiring process.
5. The nature of the work is such that the criteria for emergency appointments, as defined in Education Code 45103.1, apply.
6. The contractor will provide equipment, materials, facilities, or support services that could not feasibly be provided by the district in the location where the services are to be performed.
7. The services are of such an urgent, temporary, or occasional nature that the delay that would result from using the district's regular or ordinary hiring process would frustrate their very purpose.

Legal Reference:

EDUCATION CODE

200-262.4 Prohibition of discrimination on the basis of sex

14505 Provisions required in contracts for audits

17250.10-17250.55 Design-build contracts

17595-17606 Contracts

35182.5 Contract prohibitions

45103.1 Personal services contracts

45103.5 Contracts for management consulting service related to food service

49073.1 Contract requirements for digital storage, maintenance and retrieval of student records

49431-49431.7 Nutritional standards

CODE OF CIVIL PROCEDURE

685.010 Rate of interest

GOVERNMENT CODE

12990 Nondiscrimination and compliance employment programs

53260 Contract provision re maximum cash settlement

ITEM 16

53262 Ratification of contracts with administrative officers

LABOR CODE

1775 Penalties for violations

1810-1813 Working hours

PUBLIC CONTRACT CODE

4100-4114 Subletting and subcontracting fair practices

7104 Contracts for excavations; discovery of hazardous waste

7106 Noncollusion affidavit

20111 Contracts over \$50,000; contracts for construction; award to lowest responsible bidder

20104.50 Construction Progress Payments

22300 Performance retentions

CODE OF REGULATIONS, TITLE 5

15500 Food sales by student organizations

15501 Sales in high schools and junior high schools

15575-15578 Food and beverage requirements outside of the federal school meal programs

UNITED STATES CODE, TITLE 20

1232g Family Educational Rights and Privacy Act

1681-1688 Title IX, discrimination

CODE OF FEDERAL REGULATIONS, TITLE 7

210.1-210.31 National School Lunch Program

220.1-220.21 National School Breakfast Program

Management Resources:

CSBA PUBLICATIONS

Student Wellness: A Healthy Food and Physical Activity Policy Resource Guide, rev. 2005

WEB SITES

CSBA: <http://www.csba.org>

California Association of School Business Officials: <http://www.casbo.org>

(11/03 11/05) 4/15



## **Board Policy**

### **Educational Travel Program Contracts**

BP 3312.2

### **Business and Noninstructional Operations**

Deleted/Not Included Optional Policy

## **Board Policy**

### **Payment For Goods And Services**

BP 3314

### **Business and Noninstructional Operations**

Deleted/Not Included Optional Policy

## **Administrative Regulation**

### **Payment For Goods And Services**

AR 3314

### **Business and Noninstructional Operations**

Deleted/Not Included Optional Policy

## **Board Policy**

### **Revolving Funds**

BP 3314.2

### **Business and Noninstructional Operations**

Deleted/Not Included Optional Policy

ITEM 16

## **Board Policy**

### **Claims And Actions Against The District**

BP 3320

#### **Business and Noninstructional Operations**

Deleted/Not Included Optional Policy

## **Administrative Regulation**

### **Claims And Actions Against The District**

AR 3320

#### **Business and Noninstructional Operations**

Deleted/Not Included Optional Policy

## **Board Policy**

### **Travel Expenses**

BP 3350

#### **Business and Noninstructional Operations**

Deleted/Not Included Optional Policy

# Board Policy

## Management Of District Assets/Accounts

BP 3400

### Business and Noninstructional Operations

The Governing Board recognizes its fiduciary responsibility to effectively manage and safeguard the district's assets and resources in order to help achieve the district's goals for student learning. The Superintendent or designee shall establish and maintain an accurate, efficient financial management system that enhances the district's ability to meet its fiscal obligations, produces reliable financial reports, and complies with laws, regulations, policies, and procedures. He/she shall ensure that the district's accounting system provides ongoing internal controls and meets generally accepted accounting standards.

#### Capital Assets

The Superintendent or designee shall develop a system to accurately identify and value district assets in order to help ensure financial accountability and to minimize the risk of loss or misuse. District assets with a useful life of more than one year and an initial acquisition cost of \$5,000 or more shall be considered capital assets. The Superintendent or designee shall determine the estimated useful life of each capital asset and shall calculate and report the estimated loss of value or depreciation during each accounting period for all capital assets.

#### Internal Controls/Fraud Prevention

The Board expects Board members, employees, consultants, vendors, contractors, and other parties maintaining a business relationship with the district to act with integrity and due diligence in dealings involving the district's assets and fiscal resources.

The Superintendent or designee shall develop internal controls which aid in the prevention and detection of fraud, financial impropriety, or irregularity within the district. These internal controls may include, but are not limited to, segregating employee duties relating to authorization, custody of assets, and recording or reporting of transactions; providing detailed, written job descriptions explaining the segregation of functions; adopting an integrated financial system; conducting background checks on business office employees; and requiring continuous in-service training for business office staff on the importance of fraud prevention.

All employees shall be alert for any indication of fraud, financial impropriety, or irregularity within their area of responsibility. Any employee who suspects fraud, impropriety, or irregularity shall immediately report those suspicions to his/her immediate supervisor and/or the Superintendent or designee. In addition, the Superintendent or designee shall establish a method for employees and outside persons to anonymously report any suspected instances of fraud, impropriety, or irregularity.

ITEM 16

The Superintendent or designee shall have primary responsibility for any necessary investigations of suspected fraud, impropriety, or irregularity, in coordination with legal counsel, the district's auditors, law enforcement agencies, or other governmental entities, as appropriate.

The Superintendent or designee shall provide regular reports to the Board on the status of the district's internal control procedures and recommend any necessary revisions to related Board policies or administrative regulations.

Legal Reference:

EDUCATION CODE

14500-14508 Financial and compliance audits

35035 Powers and duties of superintendent

35250 Duty to keep certain records and reports

41010-41023 Accounting regulations, budget controls and audits

42600-42603 Control of expenditures

42647 Drawing of warrants by district on county treasurer; form; reports, statements and other data

GOVERNMENT CODE

53995-53997 Obligation of contract

Management Resources:

GOVERNMENTAL ACCOUNTING STANDARDS BOARD

Statement 34, Basic Financial Statements - and Management's Discussion and Analysis - For State and Local Governments, June 1999

WEB SITES

CSBA: <http://www.csba.org>

California Association of School Business Officials: <http://www.casbo.org>

California Department of Education, School Finance: <http://www.cde.ca.gov/fg>

California State Controller's Office: <http://www.sco.ca.gov>

Fiscal Crisis & Management Assistance Team: <http://www.fcmat.org>

Governmental Accounting Standards Board: <http://www.gasb.org>

School Services of California: <http://www.sscal.com>

(7/01 7/03) 7/07

## **Administrative Regulation**

### **Management Of District Assets/Accounts**

AR 3400

#### **Business and Noninstructional Operations**

##### Accounts

The district's accounting system shall fully comply with the definitions, instructions and procedures set forth in the California Department of Education School Accounting Manual.

The Superintendent or designee shall ensure that funds are encumbered in the district accounting records immediately after an expenditure is committed for subsequent payment.

##### Fraud Prevention and Investigation

Fraud, financial improprieties or irregularities include but are not limited to:

1. Forgery or unauthorized alteration of any document or account belonging to the district
2. Forgery or unauthorized alteration of a check, bank draft or any other financial document
3. Misappropriation of funds, securities, supplies or other assets
4. Impropriety in the handling of money or reporting of financial transactions
5. Profiteering as a result of insider knowledge of district information or activities
6. Disclosing confidential and/or proprietary information to outside parties
7. Disclosing investment activities engaged in or contemplated by the district
8. Accepting or seeking anything of material value from contractors, vendors or persons providing services or materials to the district
9. Destroying, removing or inappropriately using of records, furniture, fixtures or equipment
10. Failing to provide financial records to authorized state or local entities
11. Any other dishonest or fraudulent act

The Superintendent or designee shall investigate reports of fraudulent activity in a manner that protects the confidentiality of the parties and the facts. All employees involved in the

ITEM 16

investigation shall be advised to keep information about the investigation confidential.

If an investigation substantiates the occurrence of a fraudulent activity, the Superintendent or designee shall issue a report to appropriate personnel and to the Governing Board. The final disposition of the matter and any decision to file a criminal complaint or refer the matter to the appropriate law enforcement and/or regulatory agency for independent investigation shall be made in consultation with legal counsel. The result of the investigation shall not be disclosed to or discussed with anyone other than those individuals with a legitimate need to know.

(10/93 6/95) 7/03

## **Board Policy**

### **Investing**

BP 3430

#### **Business and Noninstructional Operations**

All or part of the special reserve fund of the district, or any surplus monies not required for the immediate necessities of the district, may be invested as allowed by law for public funds.

The Board recognizes the importance of overseeing investments made with district funds, including investments by the county treasurer. The Superintendent or designee shall maintain ongoing communication with any county committee established for the purpose of overseeing county investments. In addition, the Superintendent or designee shall keep the Board informed about county policies that guide the investment of these funds.

#### Legal Reference:

##### EDUCATION CODE

- 41001 Deposit of money in county treasury
- 41002 General fund deposits and exceptions
- 41002.5 Deposit of certain funds in insured institutions
- 41003 Funds received from rental of real property
- 41015 Authorization of and limitation investment of district funds
- 41017 Deposit of miscellaneous receipts
- 41018 Disposition of money received
- 42840-42843 Special reserve fund

##### GOVERNMENT CODE

- 16430 Eligible securities for investment of surplus money
- 17581.5 Mandates contingent upon state funding
- 27000.3 Fiduciary for deposits in county treasury
- 27130-27137 County treasury oversight committees
- 53600-53609 Investment of surplus
- 53630-53686 Deposit of funds, especially:
  - 53635 Local agency funds; deposit or investment
  - 53646 Treasurer reports and statements of investment policy
- 53852.5 Investment term for funds designated for repayment of notes
- 53859.02 Borrowing by local agency

#### Management Resources:

##### CALIFORNIA DEBT AND INVESTMENT ADVISORY COMMISSION PUBLICATIONS

Local Agency Investment Guidelines, 2002, rev. 2004

##### WEB SITES

California State Treasurer's Office, California Debt and Investment Advisory Commission:

<http://www.treasurer.ca.gov/cdiac>

(2/96 6/97) 3/05



ITEM 16

## **Administrative Regulation**

### **Investing**

AR 3430

### **Business and Noninstructional Operations**

Deleted/Not Included Optional Policy

## **Administrative Regulation**

### **Inventories**

AR 3440

#### **Business and Noninstructional Operations**

In order to provide for the proper tracking and control of district property, the Superintendent or designee shall maintain an inventory of equipment in accordance with law for the following:

1. All equipment items currently valued in excess of \$500
2. All equipment items purchased with state and/or federal categorical funds that have a useful life of more than one year with an acquisition cost of \$500 or more per unit

In addition, the Superintendent or designee may maintain a list of specific items which shall be inventoried for internal control purposes regardless of their initial cost or current value.

The inventory shall contain a record of the following information:

1. Name and description of the property
2. Identification number
3. Original cost of the item of equipment or a reasonable estimate if the original cost is unknown
4. Date of acquisition
5. Location of use
6. The date and method of disposal

In addition to the information specified in items #1-6 above, the following information shall be recorded for equipment acquired with state and/or federal categorical funds unless otherwise specified in law:

1. Source of the property (funding source)
2. Titleholder
3. Percentage of federal participation in the cost of the property
4. Use and condition of property

ITEM 16

5. Sale price of the property upon disposition and method used to determine current fair market value

At the time of purchase, the Superintendent or designee shall affix a label to the equipment containing the identification number and the district name. Equipment items purchased with categorical program funds shall also be labeled with the name of the project in accordance with 5 CCR 3946.

Whenever an equipment item is moved to a new location or the equipment is used for a new purpose, the new location or purpose shall be recorded in the inventory.

A copy of the inventory shall be kept at the district office and at the appropriate school site.

The Superintendent or designee shall annually submit an inventory listing of federally owned property in its custody to the federal agency that granted the award.

#### Physical Inventory

At least once every two years, a physical inventory of equipment shall be conducted and the results reconciled with the property records.

#### Legal Reference:

##### EDUCATION CODE

35168 Inventory of equipment

##### CODE OF REGULATIONS, TITLE 5

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

16022-16023 Classification of records

16035 Historical inventory of equipment

##### UNITED STATES CODE, TITLE 20

2301-2414 Strengthening Career and Technical Education for the 21st Century Act

##### CODE OF FEDERAL REGULATIONS, TITLE 2

200.0-200.521 Federal uniform grant guidance

#### Management Resources:

##### CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

California School Accounting Manual

##### WEB SITES

California Association of School Business Officials: <http://www.casbo.org>

California Department of Education: <http://www.cde.ca.gov>

School Services of California, Inc.: <http://www.sscal.com>

Office of Management and Budget: <https://www.whitehouse.gov/omb>

ITEM 16

**Administrative Regulation**  
**Petty Cash Funds**

AR 3451  
**Business and Noninstructional Operations**

Deleted/Not Included Optional Policy

**Board Policy**  
**Student Activity Funds**

BP 3452  
**Business and Noninstructional Operations**

Deleted/Not Included Optional Policy

## **Board Policy**

### **Financial Reports And Accountability**

BP 3460

#### **Business and Noninstructional Operations**

The Governing Board is committed to ensuring public accountability and the fiscal health of the district. The Board shall adopt sound fiscal policies, oversee the district's financial condition, and continually evaluate whether the district's budget and financial operations support the district's goals for student achievement.

When required by law or the Board, the Superintendent or designee shall submit to the Board reports of the district's financial status, including, but not limited to, any report specified in this Board policy or accompanying administrative regulation. When any such report must be approved by the Board prior to its submission to a local, state, and/or federal agency, the Superintendent or designee shall provide the report to the Board in sufficient time to enable the Board to carefully review the report and meet any applicable submission deadline.

The Board shall regularly communicate the district's financial position to the public and shall use financial reports to determine what actions and budget amendments, if any, are needed to ensure the district's financial stability.

If district conditions predict fiscal distress or indicate that the district might not be able to meet its fiscal obligations, the Board and Superintendent or designee shall act quickly to identify and resolve these conditions. The Board shall work cooperatively with the County Superintendent of Schools to improve the district's fiscal health and may contract with an external individual or organization to advise the district on fiscal matters.

#### **Unaudited Actual Receipts and Expenditures**

On or before September 15, the Board shall approve and file with the County Superintendent a statement of the district's unaudited actual receipts and expenditures for the preceding fiscal year. The Superintendent or designee shall prepare this statement using the state's standardized account code structure (SACS) as prescribed by the Superintendent of Public Instruction (SPI).

#### **Gann Appropriations Limit Resolution**

On or before September 15, the Board shall adopt a resolution identifying, pursuant to Government Code 7900-7914, the district's estimated appropriations limit for the current fiscal year and the actual appropriations limit for the preceding fiscal year. Documentation used to identify these limits shall be made available to the public on the day of the Board meeting.

#### **Interim Reports/Certification of Ability to Meet Fiscal Obligations**

## ITEM 16

The Superintendent or designee shall submit two interim fiscal reports to the Board, the first report covering the district's financial and budgetary status for the period ending October 31 and the second report covering the period ending January 31. The reports and supporting data shall be made available by the district for public review.

Within 45 days after the close of the period reported, the Board shall approve the interim report and certify, on the basis of the interim report and any additional financial information known by the Board, whether the district will be able to meet its fiscal obligations for the remainder of the fiscal year and, based on current forecasts, for the two subsequent fiscal years. The certification shall be classified as one of the following:

1. "Positive certification" indicating that the district will meet its financial obligations for the current fiscal year and two subsequent fiscal years
2. "Qualified certification" indicating that the district may not meet its financial obligations for the current fiscal year or two subsequent fiscal years
3. "Negative certification" indicating that the district will be unable to meet its financial obligations for the remainder of the fiscal year or the subsequent fiscal year

The Superintendent or designee shall submit a copy of each interim report and certification to the County Superintendent using the state's SACS software, as prescribed by the SPI.

If the district's certification is subsequently changed by the County Superintendent from a positive to a qualified or negative certification, or from a qualified to a negative certification, the Board may appeal the decision to the SPI within five days of receiving the notice of change.

Whenever the district receives a qualified or negative certification from the Board or the County Superintendent, the Superintendent or designee shall cooperate in the implementation of any remedial actions taken or prescribed by the County Superintendent under the authority granted to him/her pursuant to Education Code 42131.

If the second interim report is accompanied by a qualified or negative certification, the Board shall, no later than June 1, provide to the County Superintendent, the State Controller, and the SPI a financial statement as of April 30 ("third interim report") that projects the district's fund and cash balances through June 30.

At any time during the year when the County Superintendent conducts a comprehensive review of the district's financial and budgetary conditions after he/she has determined that the district's budget does not comply with state criteria and standards for fiscal stability, the Board shall review the County Superintendent's recommendations at a public Board meeting. Within 15 days of receiving the report, the district shall notify the County Superintendent and the SPI of its proposed actions on the recommendation.

Audit Report

## ITEM 16

By April 1 of each year, the Board shall provide for an annual audit of the district's books and accounts.

To conduct the audit, the Board shall select a certified public accountant or public accountant licensed by the State Board of Accountancy from among those deemed qualified by the State Controller.

The Board shall not select any public accounting firm to provide audit services if the lead or coordinating audit partner having primary responsibility for the audit, or the audit partner responsible for reviewing the audit, has performed audit services for the district in each of the six previous fiscal years.

No later than December 15, the report of the audit for the preceding fiscal year shall be filed with the County Superintendent, the CDE, and the State Controller.

Prior to December 15 whenever possible, but in no case later than January 31, the Board shall review, at an open meeting, the annual district audit for the prior year, any audit exceptions identified in that audit, the recommendations or findings of any management letter issued by the auditor, and any description of correction or plans to correct any exceptions or any issue raised in a management letter.

The Board shall have an opportunity at the meeting to ask questions of the auditor and request further information about the audit findings.

Legal Reference:

EDUCATION CODE

- 1240 Duties of county superintendent of schools
- 14500-14508 Financial and compliance audits
- 17070.10-17079.30 Leroy F. Greene School Facilities Act
- 17150-17150.1 Public disclosure of non-voter-approved debt
- 17170-17199.5 California School Finance Authority
- 33127 Standards and criteria for local budgets and expenditures
- 33128 Standards and criteria; inclusions
- 33129 Standards and criteria; use by local agencies
- 35035 Powers and duties of superintendent
- 41010-41024 Accounting system and audits
- 41326 Emergency apportionment
- 41344 Repayment of apportionment significant audit exceptions
- 41344.1 Appeals of audit findings
- 41455 Examination of financial problems of local districts
- 42100-42105 Requirement to prepare and file annual statement
- 42120-42129 Budget requirements
- 42130-42134 Financial reports and certifications



ITEM 16

42140-42142 Public disclosure of fiscal obligations  
42637 County superintendent review of district's financial and budgetary conditions  
42652 Revocation or suspension of warrant authority  
48300-48316 Student attendance alternatives  
52060-52077 Local control and accountability plan  
GOVERNMENT CODE  
3540.2 School district; qualified or negative certification; proposed agreement review and comment  
7900-7914 Appropriations limit  
16429.1 Local agency investment fund  
53646 Reports of investment policy and compliance  
CODE OF REGULATIONS, TITLE 2  
1859.104 Leroy F. Greene School Facilities Program, reporting requirements  
CODE OF REGULATIONS, TITLE 5  
15060 Standardized account code structure  
15070 Submission of reports using standardized account code structure  
15440-15451 Criteria and standards for school district budgets  
15453-15464 Criteria and standards for school district interim reports  
19810-19816.1 Audits  
UNITED STATES CODE, TITLE 31  
7501- 7507 Single audits of federal program funds  
CODE OF FEDERAL REGULATIONS, TITLE 2  
200.0-200.521 Federal uniform grant guidance

Management Resources:

CALIFORNIA DEPARTMENT OF EDUCATION COMMUNICATIONS  
New Financial Reporting Requirements for Postemployment Benefits Other than Pensions,  
February 26, 2007  
Audit Resolution Process: Repayment Plans, December 8, 2000  
FISCAL CRISIS AND MANAGEMENT ASSISTANCE TEAM PUBLICATIONS  
Fiscal Oversight Guide for AB 1200, AB 2756 and Subsequent Related Legislation, September  
2006  
GOVERNMENTAL ACCOUNTING STANDARDS BOARD STATEMENTS  
Statement 75, Accounting and Financial Reporting by Employers for Post-employment Benefits  
Other Than Pensions, June 2015  
Statement 54, Fund Balance Reporting and Governmental Fund Type Definitions, March 2009  
Statement 34, Basic Financial Statements and Management's Discussion and Analysis - For State  
and Local Governments, June 1999  
STATE CONTROLLER PUBLICATIONS  
Standards and Procedures for Audits of California K-12 Local Educational Agencies (annual  
publication)  
U.S. GOVERNMENT ACCOUNTABILITY OFFICE AND PRESIDENT'S COUNCIL ON  
INTEGRITY AND EFFICIENCY (PCIE) PUBLICATIONS  
Government Auditing Standards, 2011  
Financial Audit Manual, revised 2008  
WEB SITES

ITEM 16

CSBA: <http://www.csba.org>  
California Association of School Business Officials: <http://www.casbo.org>  
California County Superintendents Educational Services Association: <http://www.ccsesa.org>  
California Department of Education, Finance and Grants: <http://www.cde.ca.gov/fg>  
Education Audit Appeals Panel: <http://www.eaap.ca.gov>  
Fiscal Crisis and Management Assistance Team: <http://www.fcmat.org>  
Governmental Accounting Standards Board: <http://www.gasb.org>  
School Services of California: <http://www.sscal.com>  
State Controller's Office: <http://www.sco.ca.gov>  
U.S. Government Accountability Office: <http://www.gao.gov>  
U.S. Office of Management and Budget: <http://www.whitehouse.gov/omb>

(11/04 11/08) 4/13

## **Administrative Regulation**

### **Financial Reports And Accountability**

AR 3460

#### **Business and Noninstructional Operations**

##### Interim Reports

Each interim fiscal report developed pursuant to Education Code 42130 shall include an assessment of the district budget as revised to reflect current information regarding the adopted state budget, district property tax revenues, if any, and ending balances for the preceding fiscal year.

The interim reports shall be based on State Board of Education (SBE) criteria and standards which address fund and cash balances, reserves, deficit spending, estimation of average daily attendance (ADA), projected enrollment, ratio of ADA to enrollment, projected local control funding formula (LCFF) revenue, salaries and benefits, other revenues and expenditures, and facilities maintenance. For purposes of assessing projections of LCFF revenue, the first interim report shall be compared to the adopted district budget, and the second interim report shall be compared to the projections in the first interim report.

The report shall also provide supplemental information regarding contingent liabilities, use of one-time revenues for ongoing expenditures, contingent revenues, contributions (i.e., projected contributions from unrestricted general fund resources to restricted general fund resources, projected transfers to or from the general fund to cover operating deficits in the general fund or any other fund, and capital project cost overruns that may impact the general fund budget), long-term commitments, unfunded liabilities, temporary interfund borrowings, the status of labor agreements, and the status of other funds.

##### Audit Report

The Superintendent or designee shall establish a timetable for the completion and review of the annual audit within the deadlines established by law.

The audit shall include an audit of income and expenditures by source of funds for all funds of the district, including the student body and cafeteria funds and accounts, state and federal grant funds, and any other funds under the control or jurisdiction of the district, as well as an audit of student attendance procedures. The audit shall also include a determination of whether LCFF funds were expended in accordance with the district's local control and accountability plan or an approved annual update of the plan.

If an audit finding results in the district being required to repay an apportionment or pay a penalty, the district may appeal the finding to the Education Audit Appeals Panel by making an informal summary appeal within 30 days of receiving the final audit report or initiating a formal

## ITEM 16

appeal within 60 days of receiving the report.

While a public accounting firm is performing the audit of the district, it shall not provide any nonauditing, management, or other consulting services for the district except as provided in Government Auditing Standards, Amendment #3, published by the U.S. Government Accountability Office.

#### Report on Expenditures of State Facilities Funds

When the district participates in the school facilities program pursuant to Education Code 17070.10-17079.30, the Superintendent or designee shall annually report a detailed list of all expenditures of state facilities funds, including interest, and of the district's matching funds for completed projects until all such funds are expended. The report shall identify expenditures on a project-by-project basis, reflect completed projects that were reimbursed within that fiscal year, and clearly indicate the list of projects that have been completed.

Audits of facilities projects shall be concluded within one year of project completion, and shall be included as part of the district's audit for the fiscal year in which the project is reported as completed. A project shall be deemed completed when any of the following conditions is met:

1. When the notice of completion for the project has been filed, all outstanding invoices, claims, and change orders have been satisfied, and the facility is currently in use by the district
2. Three years from the date of the final fund release for an elementary school project
3. Four years from the date of the final fund release for a middle or high school project

#### Negative Balance Report

Whenever the district reports a negative unrestricted fund balance or a negative cash balance in its annual budget or annual audit report, it shall include in the budget a statement that identifies the reasons for the negative unrestricted fund balance or negative cash balance and the steps that have been taken to ensure that the negative balance will not occur at the end of the current fiscal year.

#### Non-Voter-Approved Debt Report

Upon approval by the Board to proceed with the issuance of revenue bonds or any agreement for financing school construction pursuant to Education Code 17170-17199.5, the Superintendent or designee shall notify the County Superintendent of Schools and the county auditor. The Superintendent or designee shall provide the Board, the county auditor, the County Superintendent, and the public with related repayment schedules and evidence of the district's ability to repay the obligation.

When the Board is considering the issuance of certificates of participation and other debt instruments that are secured by real property and do not require the approval of the voters of the

ITEM 16

district, the Superintendent or designee shall provide notice to the County Superintendent and county auditor no later than 30 days before the Board's approval to proceed with issuance. The Superintendent or designee shall provide the Board, the county auditor, the County Superintendent, and the public with information necessary to assess the anticipated effect of the debt issuance, including related repayment schedules, evidence of the district's ability to repay the obligation, and the issuance costs.

Other Postemployment Benefits Report

In accordance with GASB Statement 75, the district's financial statements shall report the expense of nonpension other postemployment benefits (OPEBs) on an accrual basis over retirees' active working lifetime, as determined by a qualified actuary procured by the Superintendent or designee. To the extent that these OPEBs are not prefunded, the district shall report a liability on its financial statements.

The Superintendent or designee shall annually present the estimated accrued but unfunded cost of OPEBs and the actuarial report upon which those costs are based at a public meeting of the Board.

The district's financial obligation for OPEBs shall be reevaluated every two years in accordance with GASB 75.

(4/14 9/16) 10/18

## **Board Policy**

### **Debt Issuance And Management**

BP 3470

#### **Business and Noninstructional Operations**

The Governing Board is committed to long-term capital and financial planning and recognizes that the issuance of debt is a key source for funding the improvement and maintenance of school facilities and managing cash flow. Any debt issued by the district shall be consistent with law and this policy.

The district shall not enter into indebtedness or liability that in any year exceeds the income and revenue provided for such year, unless two-thirds of the voters approve the obligation or one of the exceptions specified in law applies.

When the Board determines that it is in the best interest of the district, the Board may issue debt or order an election to issue debt. The Superintendent or designee shall make recommendations to the Board regarding appropriate financing methods for capital projects or other projects that are authorized purposes for debt issuance. When approved by the Board and/or the voters as applicable, the Superintendent or designee shall administer and coordinate the district's debt issuance program and activities, including the timing of issuance, sizing of issuance, method of sale, structuring of the issue, and marketing strategies.

The Superintendent or designee shall retain a financial advisor, municipal advisor, investment advisor, and other financial services professionals as needed to assist with the structuring of the debt issuance and to provide general advice on the district's debt management program, financing options, investments, and compliance with legal requirements. Contracts for services provided by such advisors may be for a single transaction or for multiple transactions, consistent with the contracting requirements in Education Code 17596. In the event that the district issues debt through a negotiated sale, underwriters may be selected for multiple transactions if multiple issuances are planned for the same project. In addition, the district shall select a legal team on an as-needed basis to assist with debt issuances or special projects.

#### Goals

The district's debt issuance activities and procedures shall be aligned with the district's vision and goals for providing adequate facilities and programs that support student learning and well-being. When issuing debt, the district shall ensure that it:

1. Maintains accountability for the fiscal health of the district, including prudent management and transparency of the district's financing programs
2. Attains the best possible credit rating for each debt issue in order to reduce interest costs, within the context of preserving financial flexibility and meeting capital funding requirements

ITEM 16

3. Takes all practical precautions and proactive measures to avoid any financial decision that will negatively impact current credit ratings on existing or future debt issues
4. Maintains effective communication with rating agencies and, as appropriate, credit enhancers such as bond insurers or other providers of credit or liquidity instruments in order to enhance the creditworthiness, liquidity, or marketability of the debt
5. Monitors the district's statutory debt limit in relation to assessed valuation within the district and the tax burden needed to meet long-term debt service requirements
6. When determining the timing of debt issuance, considers market conditions, cash flows associated with repayment, and the district's ability to expend the obtained funds in a timely, efficient, and economical manner consistent with federal tax laws
7. Determines the amortization (maturity) schedule which will fit best within the overall debt structure of the district at the time the new debt is issued
8. Considers the useful lives of assets funded by the debt issue, as well as repair and replacement costs of those assets to be incurred in the future
9. Preserves the availability of the district's general fund for operating purposes and other purposes that cannot be funded by the issuance of voter-approved debt
10. Meets the ongoing obligations and accountability requirements associated with the issuance and management of debt under state and federal tax and securities laws

Authorized Purposes for the Issuance of Debt

The district may issue debt for any of the following purposes:

1. To pay for the cost of capital improvements, including acquiring, constructing, reconstructing, rehabilitating, replacing, improving, extending, enlarging, and/or equipping district facilities
2. To refund existing debt
3. To provide for cash flow needs

Pursuant to Government Code 53854, general operating costs, including, but not limited to, items normally funded in the district's annual operating budget, shall not be financed from debt payable later than 15 months from the date of issuance. The district may deem it desirable to finance cash flow requirements under certain conditions so that available resources better match expenditures within a given fiscal year. To satisfy both state constitutional and statutory constraints, such cash flow borrowing shall be payable from taxes, income, revenue, cash receipts, and other moneys attributable to the fiscal year in which the debt is issued.



## ITEM 16

## Authorized Types of Debt

The Superintendent or designee shall recommend to the Board potential financing method(s) that result in the highest benefit to the district, with the cost of staff and consultants considered. Potential financing sources may include:

1. Short-Term Debt
  - a. Short-term debt, such as tax and revenue anticipation notes (TRANs), when necessary to allow the district to meet its cash flow requirements
  - b. Bond anticipation notes (BANs) to provide interim financing for capital bond projects that will ultimately be paid from general obligation bonds
  - c. Grant anticipation notes (GANs) to provide interim financing pending the receipt of grants and/or loans from the state or federal government that have been appropriated and committed to the district
2. Long-Term Debt
  - a. General obligation bonds for projects approved by voters
  - b. Special tax bonds issued pursuant to the Mello-Roos Community Facilities Act of 1982
3. Lease financing, including certificates of participation (COPs)
  - a. Lease financing to fund the highest priority capital equipment purchases when pay-as-you-go financing is not feasible
  - b. Lease financing to fund facilities projects when there is insufficient time to obtain voter approval or in instances where obtaining voter approval is either not feasible or unavailable
4. Special financing programs or structures offered by the federal or state government, such as Qualified Zone Academy Bonds or other tax credit obligations or obligations that provide subsidized interest payments, when the use of such programs or structures is determined to result in sufficiently lower financing costs compared to traditional tax-exempt bonds and/or COPs
5. Temporary borrowing from other sources such as the County Treasurer

COPs, TRANs, revenue bonds, or any other non-voter approved debt instrument shall not be issued by the district in any fiscal year in which the district has a qualified or negative certification, unless the County Superintendent of Schools determines, pursuant to criteria established by the Superintendent of Public Instruction, that the district's repayment of that indebtedness is probable.

## ITEM 16

## Relationship of Debt to District Facilities Program and Budget

Decisions regarding the issuance of debt for the purpose of financing capital improvement shall be aligned with current needs for acquisition, development, and/or improvement of district property and facilities as identified in the district's facilities master plan or other applicable needs assessment, the projected costs of those needs, schedules for the projects, and the expected resources.

When considering a debt issuance, the Board and the Superintendent or designee shall evaluate both the short-term and long-term implications of the debt issuance and additional operating costs associated with the new projects involved. Such evaluation may include, but is not limited to, the projected ratio of annual debt service to the tax burden on the district's taxpayers and the ratio of annual debt service secured by the general fund to general fund expenditures.

The district may enter into credit enhancement agreements such as municipal bond insurance, surety bonds, letters of credit, and lines of credit with commercial banks, municipal bond insurance companies, or other financial entities when their use is judged to lower borrowing costs, eliminate restrictive covenants, or have a net economic benefit to the financing.

## Structure of Debt Issues

The district shall consider the overall impact of the current and future debt burden of the financing when determining the duration of the debt issue.

The district shall design the financing schedule and repayment of debt so as to take best advantage of market conditions, ensure cost effectiveness, provide flexibility, and, as practical, recapture or maximize its debt capacity for future use. Principal amortization will be structured to meet debt repayment, tax rate, and flexibility goals.

For new money debt issuances for capital improvements, the district shall size the debt issuance with the aim of funding capital projects as deemed appropriate by the Board, as long as the issuance is consistent with the overall financing plan, does not exceed the amount authorized by voters, and, unless a waiver is sought and received from the state, will not cause the district to exceed the limitation on debt issuances specified in the California Constitution or Education Code 15106.

To the extent practicable, the district shall also consider credit issues, market factors, and tax law when sizing the district's bond issuance. The sizing of refunding bonds shall be determined by the amount of money that will be required to cover the principal of, any accrued interest on, and any redemption premium for the debt to be paid on the call date and to cover appropriate financing costs.

Any general obligation bond issued by the district shall mature within 40 years of the issuance date or as otherwise required by law.

The final maturity of equipment or real property lease obligations will be limited to the useful

## ITEM 16

life of the assets to be financed but, with respect to a lease purchase of equipment, no longer than a period of 10 years.

### Method of Sale

For the sale of any district-issued debt, the Superintendent or designee shall recommend the method of sale with the potential to achieve the lowest financing cost and/or to generate other benefits to the district. Potential methods of sale include:

1. A competitive bidding process through which the award is based on, among other factors, the lowest offered true interest cost
2. Negotiated sale, subject to approval by the district to ensure that interest costs are in accordance with comparable market interest rates
3. Private placement sale, when the financing can or must be structured for a single or limited number of purchasers or where the terms of the private placement are more beneficial to the district than either a negotiated or competitive sale

### Investment of Proceeds

The district shall actively manage the proceeds of debt issued for public purposes in a manner that is consistent with state law governing the investment of public funds and with the permitted securities covenants of related financing documents executed by the district. Where applicable, the district's official investment policy and legal documents for a particular debt issuance shall govern specific methods of investment of bond-related proceeds. Preservation of principal shall be the primary goal of any investment strategy, followed by the availability of funds and then by return on investment.

With regard to general obligation bonds, the district shall invest new money bond proceeds in the county treasury pool as required by law.

The management of public funds shall enable the district to respond to changes in markets or changes in payment or construction schedules so as to ensure liquidity and minimize risk.

### Refunding/Restructuring

The district may consider refunding or restructuring outstanding debt if it will be financially advantageous or beneficial for debt repayment and/or structuring flexibility. When doing so, the district shall consider the maximization of the district's expected net savings over the life of the debt issuance and, when using a general obligation bond to refund an existing bond, shall ensure that the final maturity of the refunding bond is no longer than the final maturity of the existing bond.

### Internal Controls

## ITEM 16

The Superintendent or designee shall establish internal control procedures to ensure that the proceeds of any debt issuance are directed to the intended use. Such procedures shall assist the district in maintaining the effectiveness and efficiency of operations, properly expending funds, reliably reporting debt incurred by the district and the use of the proceeds, complying with all laws and regulations, preventing fraud, and avoiding conflict of interest.

The district shall be vigilant in using bond proceeds in accordance with the stated purposes at the time such debt was incurred as defined in the text of the voter-approved bond measure.

When feasible, the district shall issue debt with a defined revenue source in order to preserve the use of the general fund for general operating purposes.

The district shall annually conduct a due diligence review to ensure its compliance with all ongoing obligations applicable to issuers of debt. Such a review may be conducted by general legal counsel or bond counsel. Any district personnel involved in conducting such reviews shall receive periodic training regarding their responsibilities.

In addition, the Superintendent or designee shall ensure that the district completes, as applicable, all performance and financial audits that may be required for any debt issued by the district, including disclosure requirements applicable to a particular transaction.

#### Records/Reports

At least 30 days prior to the sale of any debt issue, the Superintendent or designee shall submit a report of the proposed issuance to the California Debt and Investment Advisory Commission (CDIAC). Such report shall include a self-certification that the district has adopted a policy concerning the use of debt that complies with law and that the contemplated debt issuance is consistent with that policy.

On or before January 31 of each year, the Superintendent or designee shall submit a report to the CDIAC regarding the debt authorized, the debt outstanding, and the use of proceeds of the issued debt for the period from July 1 to June 30.

The Superintendent or designee shall provide initial and any annual or ongoing disclosures required by 17 CFR 240.10b-5 and 240.15c2-12 to the Municipal Securities Rulemaking Board, investors, and other persons or entities entitled to disclosure, and shall ensure that the district's disclosure filings are updated as needed.

The Superintendent or designee shall maintain transaction records of decisions made in connection with each debt issuance, including the selection of members of the financing team, the structuring of the financing, selection of credit enhancement products and providers, and selection of investment products. Each transaction file shall include the official transcript for the financing, interest rates and cost of issuance on the day when the debt was sold ("final number runs"), and a post-pricing summary of the debt issue. In addition, documentation evidencing the expenditure of proceeds, the use of debt-financed property by public and private entities, all sources of payment or security for the debt, and investment of proceeds shall be kept for as long

## ITEM 16

as the debt is outstanding, plus the period ending three years after the financial payment date of the debt or the final payment date of any obligations or series of bonds issued to refund directly or indirectly all of any portion of the debt, whichever is later.

The Superintendent or designee shall annually report to the Board regarding debts issued by the district, including information on actual and projected tax rates, an analysis of bonding capacity, ratings on the district's bonds, market update and refunding opportunities, new development for California bond financings, and the district's compliance with post-issuance requirements.

**Legal Reference:****EDUCATION CODE**

5300-5441 Conduct of elections  
15100-15262 Bonds for school districts and community college districts  
15264-15276 Strict accountability in local school construction bonds  
15278-15288 Citizen's oversight committees  
15300-15425 School Facilities Improvement Districts  
17150 Public disclosure of non-voter-approved debt  
17400-17429 Leasing of district property  
17450-17453.1 Leasing of equipment  
17456 Sale or lease of district property  
17596 Duration of contracts  
42130-42134 Financial reports and certifications

**ELECTIONS CODE**

1000 Established election dates

**GOVERNMENT CODE**

8855 California Debt and Investment Advisory Commission  
53311-53368.3 Mello-Roos Community Facilities Act  
53410-53411 Bond reporting  
53506-53509.5 General obligation bonds  
53550-53569 Refunding bonds of local agencies  
53580-53595.55 Bonds  
53850-53858 Tax and revenue anticipation notes  
53859-53859.08 Grant anticipation notes

**CALIFORNIA CONSTITUTION**

Article 13A, Section 1 Tax limitation  
Article 16, Section 18 Debt limit

**UNITED STATES CODE, TITLE 15**

78o-4 Registration of municipal securities dealers

**UNITED STATES CODE, TITLE 26**

54E Qualified Zone Academy Bonds

**CODE OF FEDERAL REGULATIONS, TITLE 17**

240.10b-5 Prohibition against fraud or deceit

240.15c2-12 Municipal securities disclosure

**CODE OF FEDERAL REGULATIONS, TITLE 26**

ITEM 16

1.6001-1 Records

Management Resources:

CALIFORNIA DEBT AND INVESTMENT ADVISORY COMMISSION PUBLICATIONS

California Debt Issuance Primer

GOVERNMENT FINANCE OFFICERS ASSOCIATION PUBLICATIONS

An Elected Official's Guide to Debt Issuance, 2nd Ed., 2016

Understanding Your Continuing Disclosure Responsibilities, Best Practice, September 2015

Investment of Bond Proceeds, Best Practice, September 2014

Selecting and Managing Municipal Advisors, Best Practice, February 2014

Debt Management Policy, Best Practice, October 2012

Analyzing and Issuing Refunding Bonds, Best Practice, February 2011

INTERNAL REVENUE SERVICE PUBLICATIONS

Tax Exempt Bond FAQs Regarding Record Retention Requirements

Tax-Exempt Governmental Bonds, Publication 4079, rev. 2016

U.S. GOVERNMENT ACCOUNTABILITY OFFICE PUBLICATIONS

Internal Control System Checklist

WEB SITES

California Debt and Investment Advisory Commission: <http://www.treasurer.ca.gov/cdiac>

Government Finance Officers Association: <http://www.gfoa.org>

Internal Revenue Service: <http://www.irs.gov>

Municipal Security Rulemaking Board, Electronic Municipal Market Access (EMMA):  
<http://www.emma.msrb.org>

U.S. Government Accountability Office: <http://www.gao.gov>

U.S. Securities and Exchange Commission: <http://www.sec.gov>

ITEM 16

**Board Policy**  
**Green School Operations**

BP 3510  
**Business and Noninstructional Operations**

Deleted/Not Included Optional Policy



# Board Policy

## Energy And Water Management

BP 3511

### Business and Noninstructional Operations

The Governing Board recognizes the importance of minimizing the district's use of natural resources, providing a high-quality environment that promotes health and productivity, and effectively managing the district's fiscal resources. To that end, the Superintendent or designee shall develop a resource management program which includes strategies for implementing effective and sustainable resource practices, exploring renewable and clean energy technologies, reducing energy and water consumption, minimizing utility costs, reducing the amount of waste of consumable materials, encouraging recycling and green procurement practices, and promoting conservation principles.

The Superintendent or designee shall regularly inspect district facilities and operations and make recommendations for maintenance and capital expenditures which may help the district reach its conservation and management goals.

The Superintendent or designee shall make every effort to identify funding opportunities and cost-reducing incentive programs to help the district achieve its conservation and management goals.

The Superintendent or designee shall periodically report to the Board on the district's progress in meeting its conservation and management goals.

#### Legal Reference:

##### EDUCATION CODE

41422 School term or session length, failure to comply due to disaster

46392 Emergency conditions; ADA estimate

##### PUBLIC RESOURCES CODE

25410-25421 Energy conservation assistance

##### WATER CODE

13383.5 Storm water discharge monitoring requirements

##### CODE OF REGULATIONS, TITLE 23

2200 Discharge permit fees

##### UNITED STATES CODE, TITLE 33

1342 National pollutant discharge elimination system

##### CODE OF FEDERAL REGULATIONS, TITLE 40

122.1-122.64 National pollutant discharge elimination system

#### Management Resources:

ITEM 16

CALIFORNIA DEPARTMENT OF EDUCATION MANAGEMENT ADVISORIES

0118.01 California's Energy Challenge

0706.90 Water Conservation Advisory, 90-09

0222.90 Average Daily Attendance Credit During Periods of Emergency 90-01

WEB SITES

CSBA: <http://www.csba.org>

Alliance to Save Energy: <http://www.ase.org>

California Department of Education, Facilities: <http://www.cde.ca.gov/ls/fa>

California Energy Commission: <http://www.energy.ca.gov>

California State Water Resources Control Board: <http://www.swrcb.ca.gov>

Department of General Resources, Green California, Sustainable Schools:

<http://www.green.ca.gov/GreenBuildings/schools>

(12/90 3/01) 7/07

**Administrative Regulation**  
**Energy And Water Management**

AR 3511  
**Business and Noninstructional Operations**

Deleted/Not Included Optional Policy

**Board Policy**  
**Integrated Waste Management**

BP 3511.1  
**Business and Noninstructional Operations**

Deleted/Not Included Optional Policy

**Administrative Regulation**  
**Integrated Waste Management**

AR 3511.1  
**Business and Noninstructional Operations**

Deleted/Not Included Optional Policy

## **Administrative Regulation Equipment**

AR 3512

### **Business and Noninstructional Operations**

District equipment shall be used primarily for educational purposes and/or to conduct district business. The Superintendent or designee shall ensure that all employees, students, and other users understand the appropriate use of district equipment and that any misuse may be cause for disciplinary action or loss of user privilege.

School-connected organizations may be granted reasonable use of the equipment for school-related matters as long as it does not interfere with the use by students or employees or otherwise disrupt district operations.

Employees transferred to another work site shall take with them only those personal items that have been purchased with their own funds unless otherwise authorized by the Superintendent or designee or applicable Board policy.

The Superintendent or designee shall maintain an inventory of all equipment currently valued in excess of \$500.

When equipment is unusable or is no longer needed, it may be sold, donated, or disposed of in accordance with Education Code 17540-17555 or 2 CFR 200.313, as applicable.

#### **Equipment Acquired with Federal Funds**

The Superintendent or designee shall obtain prior written approval from the California Department of Education or other awarding agency before purchasing equipment with federal funds.

All equipment purchased for federal programs funded through the consolidated application pursuant to Education Code 64000-64001 shall be labeled with the name of the project, identification number, and name of the district.

For any equipment acquired in whole or in part with federal funds, the Superintendent or designee shall develop adequate maintenance procedures to keep the property in good condition. He/she shall also develop adequate safeguards to prevent loss, damage, or theft of the property and shall investigate any loss, damage, or theft.

Equipment purchased for use in a federal program shall be used in that program as long as needed, whether or not the program continues to be supported by federal funds. The equipment may be used in other activities currently or previously supported by a federal agency when such use does not interfere with the work on the project or program for which it was originally

ITEM 16

acquired or when use of the equipment is no longer needed for the original program.

Legal Reference:

EDUCATION CODE

17540-17542 Sale or lease of personal property by one district to another

17545-17555 Sale of personal property

17605 Delegation of authority to purchase supplies and equipment

35160 Authority of governing boards

35168 Inventory of equipment

64000-64001 Consolidated application process

CODE OF REGULATIONS, TITLE 5

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

4424 Comparability of services

16023 Class 1 - Permanent records

UNITED STATES CODE, TITLE 20

6321 Fiscal requirements

CODE OF FEDERAL REGULATIONS, TITLE 2

200.0-200.521 Federal uniform grant guidance

Management Resources:

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

California School Accounting Manual

WEB SITES

California Department of Education: <http://www.cde.ca.gov>

Office of Management and Budget: <https://www.whitehouse.gov/omb>

(6/98 10/15) 9/16

# Exhibit Equipment

E 3512

## Business and Noninstructional Operations

### EQUIPMENT LOAN FORM

I assume the responsibility for the following district equipment:

Description	ID Number
_____	_____
_____	_____
_____	_____

School-related purpose: (Note: items are not for personal use)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

I will return the above equipment to \_\_\_\_\_(administrator or designee)no later than \_\_\_\_\_.

In borrowing the items listed above, I assume responsibility for any loss of or damage to the equipment or materials. If any items are damaged or lost, I will pay the cost of repairs or replacement.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Approved: \_\_\_\_\_

Date: \_\_\_\_\_

ITEM 16

**Administrative Regulation**  
**Cellular Phone Reimbursement**

AR 3513.1

**Business and Noninstructional Operations**

Deleted/Not Included Optional Policy



## **Board Policy**

### **Tobacco-Free Schools**

BP 3513.3

#### **Business and Noninstructional Operations**

The Governing Board recognizes that smoking and other uses of tobacco and nicotine products constitute a serious public health hazard and are inconsistent with district goals to provide a healthy environment for students and staff.

The Board prohibits smoking and/or the use of tobacco products at any time in district-owned or leased buildings, on district property, and in district vehicles.

These prohibitions apply to all employees, students, and visitors at any school-sponsored instructional program, activity, or athletic event held on or off district property. Any written joint use agreement governing community use of district facilities or grounds shall include notice of the district's tobacco-free schools policy and consequences for violations of the policy.

Smoking means inhaling, exhaling, burning, or carrying of any lighted or heated cigar, cigarette, pipe, tobacco, or plant product intended for inhalation, whether natural or synthetic, in any manner or form, and includes the use of an electronic smoking device that creates aerosol or vapor or of any oral smoking device for the purpose of circumventing the prohibition of smoking.

Tobacco products include:

1. Any product containing, made, or derived from tobacco or nicotine that is intended for human consumption, whether smoked, heated, chewed, absorbed, dissolved, inhaled, snorted, sniffed, or ingested by any other means, including, but not limited to, cigarettes, cigars, little cigars, chewing tobacco, pipe tobacco, or snuff
2. An electronic device that delivers nicotine or other vaporized liquids to the person inhaling from the device, including, but not limited to, an electronic cigarette, cigar, pipe, or hookah
3. Any component, part, or accessory of a tobacco product, whether or not sold separately

This policy does not prohibit the use or possession of prescription products and other cessation aids that have been approved by the U.S. Department of Health and Human Services, Food and Drug Administration, such as nicotine patch or gum.

Smoking or use of any tobacco-related product or disposal of any tobacco-related waste is prohibited within 25 feet of any playground, except on a public sidewalk located within 25 feet of the playground. In addition, any form of intimidation, threat, or retaliation against a person for

ITEM 16

attempting to enforce this policy is prohibited.

Legal Reference:

EDUCATION CODE

48900 Grounds for suspension/expulsion

48901 Prohibition against tobacco use by students

BUSINESS AND PROFESSIONS CODE

22950.5 Stop Tobacco Access to Kids Enforcement Act; definitions

HEALTH AND SAFETY CODE

39002 Control of air pollution from nonvehicular sources

104350-104495 Tobacco use prevention, especially:

104495 Prohibition of smoking and tobacco waste on playgrounds

104559 Tobacco use prohibition

119405 Unlawful to sell or furnish electronic cigarettes to minors

LABOR CODE

3300 Employer, definition

6304 Safe and healthful workplace

6404.5 Occupational safety and health; use of tobacco products

UNITED STATES CODE, TITLE 20

6083 Nonsmoking policy for children's services

7111-7122 Student Support and Academic Enrichment Grants

CODE OF FEDERAL REGULATIONS, TITLE 21

1140.1-1140.34 Unlawful sale of cigarettes and smokeless tobacco to minors

PUBLIC EMPLOYMENT AND RELATIONS BOARD RULINGS

Eureka Teachers Assn. v. Eureka City School District (1992) PERB Order #955 (16 PERC 23168)

CSEA #506 and Associated Teachers of Metropolitan Riverside v. Riverside Unified School District (1989) PERB Order #750 (13 PERC 20147)

Management Resources:

WEB SITES

California Department of Education, Alcohol, Tobacco and Other Drug Prevention:

<http://www.cde.ca.gov/ls/he/at>

California Department of Education, Tobacco-Free School District Certification:

<http://www.cde.ca.gov/ls/he/at/tobaccofreecert.asp>

California Department of Public Health, Tobacco Control:

<http://www.cdph.ca.gov/programs/tobacco>

Occupational Safety and Health Standards Board: <http://www.dir.ca.gov/OSHSB/oshsb.html>

U.S. Environmental Protection Agency: <http://www.epa.gov>

(3/11 4/14) 7/16

## **Administrative Regulation**

### **Tobacco-Free Schools**

AR 3513.3

#### **Business and Noninstructional Operations**

##### Notifications

Information about the district's tobacco-free schools policy and enforcement procedures shall be communicated clearly to employees, parents/guardians, students, and the community.

The Superintendent or designee shall ensure that signs stating "Tobacco use is prohibited" are prominently displayed at all entrances to school property.

##### Enforcement/Discipline

Any employee or student who violates the district's tobacco-free schools policy shall be asked to refrain from smoking and shall be subject to disciplinary action as appropriate.

The Superintendent or designee shall not be required to physically eject a nonemployee who is smoking or to request that the nonemployee refrain from smoking under circumstances involving a risk of physical harm to the district or any employee.

(7/02 3/11) 7/16

## Board Policy

### Drug And Alcohol Free Schools

BP 3513.4

#### Business and Noninstructional Operations

The Governing Board recognizes the need to keep district schools free of drugs and alcohol in order to create a safe and healthy environment conducive to learning and promote student health and well-being. The Board prohibits the possession, use, or sale of drugs and alcohol at any time in district-owned or leased buildings, on district property, and in district vehicles, unless otherwise permitted by law.

The following substances are prohibited on all district property:

1. Any substance which may not lawfully be possessed, used, or sold in California
2. Cannabis or cannabis products
3. Alcoholic beverages, ~~unless approved by the Superintendent or designee for limited purposes specified in Business and Professions Code 25608~~

Prescription medication, except for prescribed cannabis, may be administered at school in accordance with law, district policy and regulations, and written statements by the parent/guardian and the student's authorized health care provider as applicable.

Information about the district's drug- and alcohol-free schools policy and the consequences for violations shall be communicated clearly to employees, parents/guardians, students, and the community.

#### Enforcement/Discipline

The Superintendent or designee shall take appropriate action to eliminate the possession, use, or sale of alcohol and other drugs and related paraphernalia in district facilities, on district property, in district vehicles, or at school-sponsored activities. As appropriate, he/she may direct anyone violating this policy to leave school property and/or refer the matter to law enforcement.

Students and employees who violate the terms of this policy may be subject to discipline and/or referred to assistance programs in accordance with law and Board policy.

#### Legal Reference:

##### EDUCATION CODE

44940 Compulsory leave of absence for certificated persons

44940.5 Procedures when employees are placed on compulsory leave of absence

45123 Employment after conviction of controlled substance offense

ITEM 16

45304 Compulsory leave of absence for classified persons  
48900 Suspension or expulsion (grounds)  
48900.5 Suspension, limitation on imposition; exception  
48901 Smoking or use of tobacco prohibited  
48901.5 Prohibition of electronic signaling devices  
48902 Notification of law enforcement authorities; civil or criminal immunity  
48909 Narcotics or other hallucinogenic drugs  
48915 Expulsion; particular circumstances

BUSINESS AND PROFESSIONS CODE

25608 Alcohol on school property; use in connection with instruction

GOVERNMENT CODE

8350-8357 Drug-free workplace

HEALTH AND SAFETY CODE

11053-11058 Standards and schedules

11353.6 Juvenile Drug Trafficking and Schoolyard Act

11362.1 Possession and use of cannabis, persons age 21 and over

11362.3 Limitations on possession and use of cannabis

11362.79 Limitations on medical use of cannabis

104559 Tobacco use prohibition

PENAL CODE

13860-13864 Suppression of drug abuse in schools

VEHICLE CODE

13202.5 Drug and alcohol related offenses by person under age of 21, but aged 13 or over;

UNITED STATES CODE, TITLE 20

7101-7122 Student Support and Academic Enrichment Grants

UNITED STATES CODE, TITLE 21

812 Schedules of controlled substances

844 Penalties for possession of controlled substance

UNITED STATES CODE, TITLE 41

8101-8106 Drug-Free Workplace Act

COURT DECISIONS

Ross v. RagingWire Telecommunications, Inc., 42 Cal. 4th 920 (2008)

**Board Policy**  
**Environmental Safety**

BP 3514  
**Business and Noninstructional Operations**

Deleted/Not Included Optional Policy

**Administrative Regulation**  
**Environmental Safety**

AR 3514  
**Business and Noninstructional Operations**

Deleted/Not Included Optional Policy

**Board Policy**  
**Hazardous Substances**

BP 3514.1  
**Business and Noninstructional Operations**

Deleted/Not Included Optional Policy

# Administrative Regulation

## Hazardous Substances

AR 3514.1

### Business and Noninstructional Operations

Cautionary Notice: Government Code 17581.5 relieves districts from the obligation to perform specified mandated activities when the Budget Act does not provide reimbursement during that fiscal year. The Budget Act of 2018 (SB 840, Ch. 29, Statutes of 2018) extends the suspension of these requirements through the 2018-19 fiscal year. As a result, certain provisions of the following administrative regulation related to the removal of chemicals may be suspended.

Hazardous substance means a substance, material, or mixture which is likely to cause illness or injury by reason of being explosive, flammable, poisonous, corrosive, oxidizing, an irritant, or otherwise harmful. Hazardous substances, as identified by the Department of Industrial Relations, are listed in 8 CCR 339.

#### Storage and Disposal of Chemicals

The Superintendent or designee shall adopt measures to ensure that hazardous substances on any district property are stored and disposed of properly in accordance with law. Such measures shall include, but are not limited to, the following:

1. Substances which react violently or evolve toxic vapors or gases when mixed, or which in combination become toxic, flammable, explosive, or otherwise hazardous, shall be separated from each other in storage by distance, partitions, secondary containment, or otherwise so as to preclude accidental contact between them.
2. Hazardous substances shall be stored in containers which are chemically inert to and appropriate for the type and quantity of the hazardous substance.
3. Containers of hazardous substances shall not be stored in such locations or manner as to result in physical damage to or deterioration of the container or where they are exposed to heat sufficient to rupture the container or to cause leakage.
4. Containers used to package a substance which gives off toxic, poisonous, corrosive, asphyxiant, suffocant, or anesthetic fumes, gases, or vapors in hazardous amounts, excluding small quantities of such materials kept in closed containers or materials kept in tank cars or trucks, shall not be stored in locations where it could be reasonably anticipated that persons would be exposed.

The Superintendent or designee shall regularly remove and dispose of all chemicals whose estimated shelf life has elapsed.



## ITEM 16

## Hazard Communication Program

The district's written hazard communication program shall include at least the components listed below and shall be available upon request to all employees and their designated representatives. The program shall apply to any hazardous substance which is known to be present in the workplace in such a manner that employees may be exposed under normal conditions of use or in a reasonably foreseeable emergency resulting from workplace operations.

### 1. Container Labeling

No container of hazardous substance, unless exempted by law, shall be accepted by the district or any district school unless labeled, tagged, or marked by the supplier with the identity of the hazardous substance, hazard warning statements, and the name and address of the chemical manufacturer or importer. No label on an incoming container shall be removed or intentionally defaced unless the container is immediately marked with the required information.

Whenever hazardous substances are transferred from their original containers to other containers, the secondary containers shall likewise be labeled with the identity and hazard warning statement, unless the substances are intended only for the immediate use of the employee who performs the transfer.

### 2. Safety Data Sheets

Upon receiving a hazardous substance or mixture, the Superintendent or designee shall ensure that the manufacturer or importer has furnished a safety data sheet (SDS) as required by law. If the SDS is missing or obviously incomplete, the Superintendent or designee shall, within seven working days of noting the missing or incomplete information, request a new SDS from the manufacturer or importer. If a response is not received within 25 working days, the Superintendent or designee shall send a copy of the district's written inquiry to the California Occupational Safety and Health Division (Cal/OSHA).

The Superintendent or designee shall maintain the required SDS for each hazardous substance in the workplace and shall ensure that it is readily accessible to employees in their work area during working hours. The SDS may be maintained in paper copy, electronically, or through other means, provided that employees have immediate access and understand how to use the alternative system.

### 3. Employee Information and Training

Employees shall receive information and training on hazardous substances in their work area at the time of their initial assignment and whenever a new hazard is introduced into their work area. The information and training shall include, but are not limited to, the following topics:

- a. The requirements of 8 CCR 5194, including employee rights described therein

## ITEM 16

- b. The location and availability of the district's written hazard communication program, including the list of hazardous materials and all SDS
  - c. Any operations in the work area where hazardous substances are present
  - d. The physical and health effects of the hazardous substances in the work area
  - e. Methods and observations that may be used to detect the presence or release of hazardous substances in the work area
  - f. Measures that employees can take to protect themselves from exposure to hazardous substances, including specific procedures the district has implemented to protect employees, such as appropriate work practices, emergency procedures, and personal protective equipment to be used
  - g. How to read and use the labels and SDS
4. List of Hazardous Substances

The written hazard communication program shall include a list of the hazardous substances known to be present in the workplace as a whole or for individual work areas.

### 5. Hazardous Nonroutine Tasks

When employees are required to perform hazardous nonroutine tasks or to work on unlabeled pipes that contain hazards, they shall first receive information about the specific hazards to which they may be exposed during this activity and the protective/safety measures which must be used, such as ventilation, respirators, other personal protective equipment, and/or the presence of another employee. They shall also receive information about emergency procedures to follow if accidentally exposed to the hazardous substance.

### 6. Information to Contractors

To ensure that outside contractors and their employees work safely in district facilities, the Superintendent or designee shall inform contractors of hazardous substances which are present on the site and precautions that they may take to lessen the possibility of exposure. It shall be the contractor's responsibility to disseminate this information to his/her employees and subcontractors.

### Chemical Hygiene Plan

The district's chemical hygiene plan shall address exposure to hazardous chemicals in school laboratories and shall include the following components:

- 1. Standard operating procedures relevant to safety and health considerations to be followed when laboratory work involves the use of hazardous chemicals

ITEM 16

2. Criteria that the district will use to determine and implement control measures to reduce exposure to hazardous chemicals, including engineering controls, the use of personal protective equipment, and hygiene practices
3. A requirement that protective equipment comply with state regulations and that specific measures be taken to ensure proper and adequate performance of such equipment
4. Provision of specified information at the time of an employee's initial assignment to a work area where hazardous chemicals are present and prior to assignments involving new exposure situations
5. Provision of specified employee training in accordance with the schedule determined by the Superintendent or designee
6. The circumstances under which a particular laboratory operation, procedure, or activity shall require prior approval of the Superintendent or designee before implementation
7. Provisions for medical consultations and examinations whenever there is evidence, as specified, that the employee may have been exposed to a hazardous chemical
8. Designation of an employee, who is qualified by training or experience, to serve as the district's chemical hygiene officer to provide technical guidance in the development and implementation of the chemical hygiene plan
9. Provisions for additional employee protection for work with particularly hazardous substances, as specified

The plan shall be readily available to employees and employee representatives, and, upon request, to Cal/OSHA.

The Superintendent or designee shall review and evaluate the effectiveness of the chemical hygiene plan at least annually and shall update it as necessary.

## **Administrative Regulation**

### **Integrated Pest Management**

AR 3514.2

#### **Business and Noninstructional Operations**

##### Definitions

Integrated pest management (IPM) means a strategy that focuses on long-term prevention or suppression of pest problems through a combination of techniques such as monitoring for pest presence and establishing treatment threshold levels, using nonchemical practices to make the habitat less conducive to pest development, improving sanitation, and employing mechanical and physical controls.

School site means any facility used as a child day care facility or for kindergarten, elementary, or secondary school purposes and includes the buildings or structures, playgrounds, athletic fields, vehicles, or any other area of property visited or used by students.

##### Program Components

The Superintendent or designee shall designate an employee at the district office and/or school site to develop, implement, and coordinate an IPM strategy that incorporates effective, least toxic pest management practices.

The IPM coordinator shall prepare and annually update a districtwide or school site IPM plan based on the template provided by the California Department of Pesticide Regulation (DPR).

The IPM plan shall include the name of the district and/or school IPM coordinator, the pesticides expected to be applied at the school site by district employees and/or pest control applicators, and a date that the plan shall be reviewed and, if necessary, updated.

The district shall use pesticides that pose the least possible hazard and are effective in a manner that minimizes risks to people, property, and the environment. Such pesticides shall only be used after careful monitoring indicates they are needed according to pre-established guidelines and treatment thresholds.

The IPM plan and this administrative regulation shall not apply to reduced-risk pesticides, including self-contained baits or traps, gels or pastes used for crack and crevice treatments, antimicrobials, and pesticides exempt from registration by law.

The district's program shall include, but not necessarily be limited to, the following components:

1. Identifying and monitoring pest population levels and identifying practices that could affect pest populations. Strategies for managing the pest shall be influenced by the pest species

ITEM 16

and whether that species poses a threat to people, property, or the environment.

2. Setting action threshold levels to determine when pest populations or vegetation at a specific location might cause unacceptable health or economic hazards that would indicate corrective action should be taken.
3. Modifying or eliminating pest habitats to deter pest populations and minimize pest infestations.
4. Considering a full range of possible alternative cost-effective treatments. Such alternative treatments may include taking no action or controlling the pest by physical, horticultural, or biological methods. Cost or staffing considerations alone will not be adequate justification for the use of chemical control agents.
5. Selecting nonchemical pest management methods over chemical methods whenever such methods are effective in providing the desired control or, when it is determined that chemical methods must be used, giving preference to those chemicals that pose the least hazardous effects to people and the environment.

No pesticide that is prohibited by DPR or the U.S. Environmental Protection Agency, as listed on the DPR web site, shall be used at a school site.

6. Limiting pesticide purchases to amounts needed for the year. Pesticides shall be stored at a secure location that is not accessible to students and unauthorized staff. They shall be stored and disposed of in accordance with state regulations and product label directions.
7. Informing parents/guardians and employees regarding pesticide use as described in the sections "Notifications" and "Warning Signs" below.
8. Ensuring that persons applying pesticides follow label precautions and are sufficiently trained in the principles and practices of IPM as described in the section "Training" below.
9. Evaluating the effectiveness of treatments to determine if revisions to the IPM plan are needed.

#### Training

The IPM coordinator and any employee or contractor who may be designated to apply a pesticide at a school site shall annually complete a DPR-approved training course on IPM and the safe use of pesticides in relation to the unique nature of school sites and children's health.

Any district employee who handles pesticides shall also receive pesticide-specific safety training prior to applying pesticides and annually thereafter in accordance with 3 CCR 6724.

#### Notifications

## ITEM 16

Staff and parents/guardians of students enrolled at a school site shall be annually notified, in writing, regarding pesticide products expected to be applied at the school site in the upcoming year. The notification shall include at least the following:

1. The name of each pesticide product expected to be applied in the upcoming year and the active ingredient(s) in it
2. The Internet address (<http://www.cdpr.ca.gov/schoolipm>) used to access information on pesticides and pesticide use reduction developed by the DPR pursuant to Food and Agricultural Code 13184
3. If the school has posted its IPM plan, the Internet address where the plan may be found
4. The opportunity to view a copy of the IPM plan in the school office
5. An opportunity for interested persons to register to receive prior notification of each application of a pesticide at the school site
6. Other information deemed necessary by the IPM coordinator

Whenever a person registers to receive notice of individual pesticide application pursuant to item #5 above, the IPM coordinator shall notify such registered persons of individual pesticide applications at least 72 hours prior to the application. The notice shall include the product name, the active ingredient(s) in the product, and the intended date of application.

If a pesticide product not included in the annual notification is subsequently intended for use at a school site, the IPM coordinator shall provide written notification of its intended use to staff and parents/guardians of students enrolled at the school, at least 72 hours prior to the application.

If a school chooses to use a pesticide not exempted pursuant to Education Code 17610.5, it shall post the school or district IPM plan on the school's web site or, if the school does not have a web site, then on the district web site. If neither the school nor district has a web site, then the IPM plan shall be included with the annual notification sent to staff and parents/guardians pursuant to Education Code 17612 as described above. When not required, the IPM coordinator may post or distribute the IPM plan at his/her discretion.

Whenever the IPM coordinator deems that the immediate use of a pesticide is necessary to protect the health and safety of students, staff, or other persons at the school site, he/she shall make every effort to provide the required notifications prior to the application of the pesticide.

#### Warning Signs

The IPM coordinator shall post a warning sign at each area of the school site where pesticides will be applied that shall be visible to all persons entering the treated area. The sign shall be posted at least 24 hours prior to the application and shall remain posted until 72 hours after the application. The warning sign shall prominently display the following information:

## ITEM 16

1. The term "Warning/Pesticide Treated Area"
2. The product name, manufacturer's name, and the EPA's product registration number
3. Intended areas and dates of application
4. Reason for the pesticide application

When advance posting is not possible due to an emergency condition requiring immediate use of a pesticide to protect the health and safety of students, staff, or other persons or the school site, the warning sign shall be posted immediately upon application and shall remain posted until 72 hours after the application.

#### Records

At the end of each calendar year, the IPM coordinator shall submit to DPR, on a form provided by DPR, a copy of the records of all pesticide use at the school site for that year, excluding any pesticides exempted by law and any pesticide use reported by the pest control operator pursuant to Food and Agricultural Code 13186. The IPM coordinator may submit more frequent reports at his/her discretion.

Each school site shall maintain records of all pesticide use at the school for four years, and shall make the information available to the public, upon request, in accordance with the California Public Records Act. A school may meet this requirement by retaining a copy of the warning sign posted for each pesticide application with a recording on that copy of the amount of the pesticide used.

#### Pesticide Use near School Site

Upon receiving notification pursuant to 3 CCR 6692 that a grower expects to use agricultural pesticides within one-quarter mile of a school site Monday through Friday from 6:00 a.m. to 6:00 p.m., the principal or designee shall notify the Superintendent or designee, IPM coordinator, staff at the school site, and parents/guardians of students enrolled at the school.

The principal or designee may communicate with any grower within one-quarter mile of the school to request that the grower not apply pesticides during evenings or weekends when school activities are scheduled.

#### Legal Reference:

##### EDUCATION CODE

17366 Legislative intent (fitness of buildings for occupancy)

17608-17614 Healthy Schools Act of 2000

48980 Notice at beginning of term



ITEM 16

48980.3 Notification of pesticides  
BUSINESS AND PROFESSIONS CODE  
8593.2 Licensed pest control operators; training requirements  
FOOD AND AGRICULTURAL CODE  
11401-12408 Pest control operations and agricultural chemicals  
13180-13188 Healthy Schools Act of 2000  
GOVERNMENT CODE  
3543.2 Scope of representation; right to negotiate safety conditions  
6250-6270 California Public Records Act  
CODE OF REGULATIONS, TITLE 3  
6147 Pesticides exempted from registration requirements  
6690-6692 Pesticide use near school sites  
6724 Training of employees handling pesticides  
CODE OF REGULATIONS, TITLE 8  
340-340.2 Employer's obligation to provide safety information  
UNITED STATES CODE, TITLE 7  
136-136y Insecticide, Fungicide and Rodenticide Act

Management Resources:

CALIFORNIA DEPARTMENT OF PESTICIDE REGULATION PUBLICATIONS

California School IPM Model Program Guidebook

Healthy Schools Act Requirements for Public K-12 Schools

School District Integrated Pest Management Plan Template

U.S. ENVIRONMENTAL PROTECTION AGENCY

Pest Control in the School Environment: Implementing Integrated Pest Management (IPM), May 2017

WEB SITES

California Department of Education: <http://www.cde.ca.gov>

California Department of Pesticide Regulation, School IPM:  
<http://www.cdpr.ca.gov/schoolipm>

U.S. Environmental Protection Agency, Integrated Pest Management at Schools:  
<http://www.epa.gov/managing-pests-schools>

## **Board Policy**

### **Campus Security**

BP 3515

#### **Business and Noninstructional Operations**

The Governing Board is committed to providing a school environment that promotes the safety of students, employees, and visitors to school grounds. The Board also recognizes the importance of protecting district property, facilities, and equipment from vandalism and theft.

The Superintendent or designee shall develop campus security procedures which are consistent with the goals and objectives of the district's comprehensive safety plan and site-level safety plans. Such procedures shall be regularly reviewed to reflect changed circumstances and to assess their effectiveness in achieving safe school objectives.

#### Surveillance Systems

The Board believes that reasonable use of surveillance cameras will help the district achieve its goals for campus security. In consultation with the safety planning committee and relevant staff, the Superintendent or designee shall identify appropriate locations for the placement of surveillance cameras. Cameras shall not be placed in areas where students, staff, or community members have a reasonable expectation of privacy. Any audio capability on the district's surveillance equipment shall be disabled so that sounds are not recorded.

Prior to the operation of the surveillance system, the Superintendent or designee shall ensure that signs are posted at conspicuous locations at affected school buildings and grounds. These signs shall inform students, staff, and visitors that surveillance may occur and shall state whether the district's system is actively monitored by school personnel. The Superintendent or designee shall also provide prior written notice to students and parents/guardians about the district's surveillance system, including the locations where surveillance may occur, explaining that the recordings may be used in disciplinary proceedings, and that matters captured by the camera may be referred to local law enforcement, as appropriate.

To the extent that any images from the district's surveillance system create a student or personnel record, the Superintendent or designee shall ensure that the images are accessed, retained, and disclosed in accordance with law, Board policy, administrative regulation, and any applicable collective bargaining agreements.

#### Legal Reference:

##### EDUCATION CODE

32020 Access gates

32211 Threatened disruption or interference with classes

32280-32288 School safety plans

35160 Authority of governing boards

ITEM 16

35160.1 Broad authority of school districts  
38000-38005 Security patrols  
49050-49051 Searches by school employees  
49060-49079 Student records

PENAL CODE

469 Unauthorized making, duplicating or possession of key to public building  
626-626.10 Disruption of schools

CALIFORNIA CONSTITUTION

Article 1, Section 28(c) Right to Safe Schools

UNITED STATES CODE, TITLE 20

1232g Family Educational Rights and Privacy Act

COURT DECISIONS

New Jersey v. T.L.O. (1985) 469 U.S. 325

ATTORNEY GENERAL OPINIONS

83 Ops.Cal.Atty.Gen. 257 (2000)

75 Ops.Cal.Atty.Gen. 155 (1992)

Management Resources:

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

Safe Schools: A Planning Guide for Action, 2002

NATIONAL INSTITUTE OF JUSTICE PUBLICATIONS

The Appropriate and Effective Use of Security Technologies in U.S. Schools: A Guide for Schools and Law Enforcement Agencies, 1999

WEB SITES

CSBA: <http://www.csba.org>

California Department of Education, Safe Schools Office: <http://www.cde.ca.gov/lss>

National Institute of Justice: <http://www.ojp.usdoj.gov/nij>

Issued: 3/07

## **Administrative Regulation**

### **Campus Security**

AR 3515

#### **Business and Noninstructional Operations**

The Superintendent or designee shall ensure that the district's campus security plan includes strategies to:

1. Secure the campus perimeter and school facilities in order to prevent criminal activity

These strategies include a risk management analysis of each campus' security system, lighting system, and fencing. Procedures to ensure unobstructed views and eliminate blind spots caused by doorways and landscaping shall also be considered. In addition, parking lot design may be studied, including methods to discourage through traffic.

2. Secure buildings from outsiders and discourage trespassing

These strategies may include requiring visitor registration, staff and student identification tags, and patrolling of places used for congregating and loitering.

3. Discourage vandalism and graffiti

These strategies may include plans to immediately cover graffiti as well as campus beautification projects and shall also include students and the community in these projects.

4. Control access to keys and other school inventory
5. Detect and intervene with school crime

These strategies may include the creation of a school watch program, an anonymous crime reporting system, analysis of school crime incidents, and collaboration with local law enforcement agencies, including providing for law enforcement presence.

All staff shall receive training in building and grounds security procedures.

#### **Keys**

All keys used in a school shall be the responsibility of the principal or designee. Keys shall be issued only to those employees who regularly need a key in order to carry out normal activities of their position.

The principal or designee shall create a key control system with a record of each key assigned and room(s) or building(s) which the key opens.

ITEM 16

Keys shall be used only by authorized employees and shall never be loaned to students. The master key shall not be loaned.

The person issued a key shall be responsible for its safekeeping. The duplication of school keys is prohibited. If a key is lost, the person responsible shall immediately report the loss to the principal or designee and shall pay for a replacement key.

(3/89 6/96) 3/07

# Board Policy

## Disruptions

BP 3515.2

### Business and Noninstructional Operations

The Governing Board is committed to providing a safe and orderly environment for students, staff, and others on district property or while engaged in school activities.

The Superintendent or designee shall remove any individual who, by his/her presence or action, disrupts or threatens to disrupt normal operations at a school campus or any other district facility, threatens the health or safety of anyone on district property, or causes or threatens to cause damage to district property or to any property on school grounds.

The Superintendent or designee shall establish a plan describing staff responsibilities and actions to be taken when an individual is causing or threatening to cause a disruption. The plan shall address, as appropriate, visitor registration procedures; campus security measures; evacuation procedures; lock-down procedures; possible responses to an active shooter situation; communications within the school and with parents/guardians, law enforcement, and the media in the event of an emergency; and crisis counseling or other assistance for students and staff after a disruption. In developing such a plan, the Superintendent or designee shall consult with law enforcement to create guidelines for law enforcement support and intervention when necessary.

The Superintendent or designee shall provide training to school staff on how to identify and respond to actions or situations that may constitute a disruption.

Any employee who believes that a disruption may occur shall immediately contact the principal. The principal or designee shall notify law enforcement in accordance with Education Code 48902 and 20 USC 7961 and in other situations, as appropriate.

#### Legal Reference:

##### EDUCATION CODE

- 32210 Willful disturbance of public school or meeting, misdemeanor
- 32211 Threatened disruption or interference with classes; misdemeanor
- 35160 Authority of governing boards
- 44810 Willful interference with classroom conduct
- 44811 Disruption of classwork or extracurricular activities
- 48902 Notification of law enforcement authorities
- 51512 Prohibited use of electronic listening or recording device

##### PENAL CODE

- 243.5 Assault or battery on school property
- 415.5 Disturbance of peace of school

ITEM 16

626-626.11 Schools, crimes, especially:  
626.7 Failure to leave campus or facility; wrongful return; penalties; notice; exceptions  
626.8 Disruptive presence at schools  
626.81 Misdemeanor for registered sex offender to come onto school grounds  
626.85 Misdemeanor for specified drug offender presence on school grounds  
626.9 Gun Free School Zone Act  
627-627.10 Access to school premises  
653b Loitering about schools or public places  
12556 Imitation firearms  
30310 Prohibition against ammunition on school grounds  
UNITED STATES CODE, TITLE 20  
7961 Gun-Free Schools Act  
COURT DECISIONS  
Reeves v. Rocklin Unified School District, (2003) 109 Cal.App.4th 652  
In Re Joseph F., (2000) 85 Cal.App.4th 975  
In Re Jimi A., (1989) 209 Cal.App.3d 482  
In Re Oscar R., (1984) 161 Cal.App.3d 770  
ATTORNEY GENERAL OPINIONS  
79 Ops.Cal.Atty.Gen. 58 (1996)

Management Resources:

U.S. DEPARTMENT OF EDUCATION PUBLICATIONS

Guide for Developing High-Quality School Emergency Operations Plans, 2013

WEB SITES

CSBA: <http://www.csba.org>

California Department of Education, Safe Schools Office: <http://www.cde.ca.gov/lss>

U.S. Department of Education: <http://www.ed.gov>



# Administrative Regulation

## Disruptions

AR 3515.2

### Business and Noninstructional Operations

The principal or designee may direct any person, except a student, school employee, or other person required by his/her employment to be on school grounds, to leave school grounds or school activity if:

1. The principal or designee has reasonable basis for concluding that the person is committing or has entered the campus with the purpose of committing an act which is likely to interfere with the peaceful conduct, discipline, good order, or administration of the school or a school activity, or with the intent of inflicting damage to any person or property.
2. The person fights or challenges another person to a fight, willfully disturbs another person by loud and unreasonable noise, or uses offensive language which could provoke a violent reaction.
3. The person, without lawful business for being present, loiters around a school or reenters a school within 72 hours after he/she was asked to leave.
4. The person is required to register as a sex offender pursuant to Penal Code 290 and does not have a lawful purpose and written permission from the principal or designee to be on school grounds.
5. The person is a specified drug offender, as defined in Penal Code 626.85, and does not have written permission from the principal or designee to be on school grounds. However, such specified drug offender may be on school grounds during any school activity if he/she is a student or the parent/guardian of a student attending the school.
6. The person willfully or knowingly creates a disruption with the intent to threaten the immediate physical safety of students, staff, or others while attending, arriving at, or leaving school.
7. The person has otherwise established a continued pattern of unauthorized entry on school grounds.

The principal or designee shall allow a parent/guardian who was previously directed to leave school grounds to reenter for the purpose of retrieving his/her child for disciplinary reasons, medical attention, or family emergencies, or with the principal or designee's prior written permission.

When directing any person to leave school premises, the principal or designee shall inform the

ITEM 16

person that he/she may be guilty of a crime if he/she:

1. Fails to leave or remains after being directed to leave
2. Returns to the campus without following the school's posted registration requirements
3. Returns within seven days after being directed to leave

Whenever an individual is causing or threatening to cause a disruption at any district facility other than a school campus, the Superintendent or designee may direct that individual to leave the facility consistent with this regulation and the accompanying Board policy.

#### Appeal Procedure

Any person who is asked to leave a school building or grounds may appeal to the Superintendent or designee. This appeal shall be made no later than the second school day after the person has departed from the school building or grounds. After reviewing the matter with the principal or designee and the person making the appeal, the Superintendent or designee shall render his/her decision within 24 hours after the appeal is made, and this decision shall be binding.

The decision of the Superintendent or designee may be appealed to the Governing Board. Such an appeal shall be made no later than the second school day after the Superintendent or designee has rendered his/her decision. The Board shall consider and decide the appeal at its next scheduled regular or adjourned regular public meeting. The Board's decision shall be final.

In any circumstance where a person has been directed to leave a school building or ground where the Superintendent's or Board's office is situated, he/she may nevertheless enter the school building or ground solely for the purpose of making the appeal.

## **Board Policy**

### **Unmanned Aircraft Systems (Drones)**

BP 3515.21

#### **Business and Noninstructional Operations**

Deleted/Not Included Optional Policy

## **Board Policy**

### **District Police/Security Department**

BP 3515.3

#### **Business and Noninstructional Operations**

Deleted/Not Included Optional Policy

## **Administrative Regulation**

### **District Police/Security Department**

AR 3515.3

#### **Business and Noninstructional Operations**

Deleted/Not Included Optional Policy

## **Board Policy**

### **Recovery For Property Loss Or Damage**

BP 3515.4

#### **Business and Noninstructional Operations**

Deleted/Not Included Optional Policy

ITEM 16

**Administrative Regulation**  
**Recovery For Property Loss Or Damage**

AR 3515.4  
**Business and Noninstructional Operations**

Deleted/Not Included Optional Policy

## **Board Policy**

### **Sex Offender Notification**

BP 3515.5

#### **Business and Noninstructional Operations**

In order to protect students while they are traveling to and from school, or attending school or a school-related activity, the Governing Board believes it is important that the district respond appropriately when a law enforcement agency notifies the district about registered sex offenders who may reside or work within district boundaries.

The Superintendent or designee shall establish an ongoing relationship with law enforcement officials to coordinate the receipt and dissemination of such information. To the extent authorized by law, the Superintendent or designee also shall establish procedures for notifying appropriate staff as necessary.

To protect the district and its employees from liability, employees shall disseminate sex offender information in good faith, and only in the manner and to the extent authorized by the law enforcement agency.

#### Legal Reference:

##### EDUCATION CODE

32211 Threatened disruption or interference with classes; offense

35160 Authority of boards

35160.1 Board authority of school districts

48981 Parent/guardian notifications; methods

##### PENAL CODE

290 Registration of sex offenders

290.4 Sex offender registration; compilation of information

290.45 Release of sex offender information

290.46 Making information about certain sex offenders available via the Internet

290.9 Addresses of persons who violate duty to register

290.95 Disclosure by person required to register as sex offender

626.8 Disruptive entry or entry of sex offender upon school grounds

626.81 Sex offender; permission to volunteer at school

830.32 School district and community college police

3003 Parole, geographic placement

##### UNITED STATES CODE, TITLE 42

14071 Jacob Wetterling Crimes Against Children and Sexually Violent Offender

Registration Program Act

##### ATTORNEY GENERAL OPINIONS

82 Ops.Cal.Atty.Gen. 20 (1999)

#### Management Resources:

ITEM 16

WEB SITES

California Department of Justice, Megan's Law mapping: <http://www.meganslaw.ca.gov>

(2/99 11/03) 3/05

ITEM 16

**Administrative Regulation**  
**Sex Offender Notification**

AR 3515.5  
**Business and Noninstructional Operations**

Deleted/Not Included Optional Policy



## **Administrative Regulation**

### **Criminal Background Checks For Contractors**

AR 3515.6

#### **Business and Noninstructional Operations**

When the employees of any entity contracting with the district to provide specified services will have contact with students, the entity shall certify in writing to the Superintendent or designee that none of those employees has been convicted of a violent or serious felony as defined in Education Code 45122.1. In the case of a sole proprietor, the Superintendent or designee shall prepare and submit the employee's fingerprints to the Department of Justice. If any contracting employee who may have contact with students has been convicted of a violent or serious felony as defined, a certificate of rehabilitation and a pardon as required pursuant to Education Code 45125.1 shall be submitted to the Superintendent or designee before the contracting employee is authorized to perform the work for the district.

These requirements shall apply to a sole proprietor or entity contracting with the district to provide any of the following services:

1. School and classroom janitorial services
2. School site administrative services
3. School site grounds and landscape maintenance services
4. Student transportation services
5. School site food-related services
6. Construction, reconstruction, rehabilitation, or repair of a school facility

On a case-by-case basis, the Superintendent or designee may require a contracting entity providing school site services other than those listed above to comply with these requirements.

The Superintendent or designee may determine that criminal background checks will not be required if:

1. The contracting entity is providing services in an emergency or exceptional situation, such as when student health or safety is endangered or when repairs are needed to make school facilities safe and habitable.
2. The employees of the contracting entity will have limited contact with students. In determining whether a contract employee has limited contact with students, the Superintendent or designee shall consider the totality of the circumstances, including factors such as the length

ITEM 16

of time the contractors will be on school grounds, whether students will be in proximity with the site where the contractors will be working, and whether the contractors will be working by themselves or with others.

Upon a determination that an employee will have limited contact with students, the Superintendent or designee shall take appropriate steps to protect the safety of any students who may come in contact with this employee.

These steps may include, but are not limited to, ensuring that the employee is working during nonschool hours, providing for regular patrols or supervision of the site from district security or personnel, ensuring that the employee is not working alone when students are present, limiting the employee's access to school grounds, and/or providing the employee with a visible means of identification.

3. The contract is for the construction, reconstruction, rehabilitation, or repair of a school facility and either item #1 or #2 above applies or the district uses one or more of the following methods to ensure student safety:
  - a. The installation of a physical barrier at the worksite to limit contact with students
  - b. Continual supervision and monitoring of all employees of the entity by an employee of the entity whom the Department of Justice has ascertained has not been convicted of a violent or serious felony
  - c. Surveillance of employees of the entity by school personnel

Legal Reference:

EDUCATION CODE

41302.5 School districts, definition

45122.1 Classified employees, conviction of a violent or serious felony

45125.1 Criminal background checks for contractors

45125.2 Criminal background checks for construction

PENAL CODE

667.5 Prior prison terms, enhancement of prison terms

1192.7 Plea bargaining limitation

Management Resources:

WEB SITES

Department of Justice: <https://oag.ca.gov/fingerprints>

## **Board Policy**

### **Firearms On School Grounds**

BP 3515.7

#### **Business and Noninstructional Operations**

The Governing Board is committed to providing a safe environment for students, staff, and visitors on campus. The Superintendent or designee shall consult with local law enforcement and other appropriate individuals and agencies to address the security of school campuses.

Possession of a firearm on or within 1,000 feet of school grounds is prohibited, except under the limited circumstances specified in Penal Code 626.9. School grounds include, but are not limited to, school buildings, fields, storage areas, and parking lots.

If a district employee observes or suspects that any unauthorized person is in possession of a firearm on or near school grounds or at a school activity, he/she shall immediately notify the principal or designee and law enforcement.

The prohibition against the possession of firearms on school grounds shall be included in the district's comprehensive safety plan and shall be communicated to district staff, parents/guardians, and the community.

#### Legal Reference:

##### EDUCATION CODE

32281 Comprehensive safety plan

38001.5 District security officers; requirements if carry firearm

##### PENAL CODE

626.9 Gun Free School Zone Act

830.32 District police department; district decision to authorize carrying of firearm

16150 Definition of ammunition

16520 Definition of firearm

26150-26225 Concealed weapons permit

30310 Prohibition against ammunition on school grounds

##### UNITED STATES CODE, TITLE 18

921 Definitions, firearms and ammunition

922 Firearms, unlawful acts

923 Firearm licensing

##### UNITED STATES CODE, TITLE 20

7961 Gun-Free Schools Act; student expulsions for possession of firearm

#### Management Resources:

##### WEB SITES

Office of the Attorney General: <http://oag.ca.gov/firearms>

## **Board Policy**

### **Emergencies And Disaster Preparedness Plan**

BP 3516

#### **Business and Noninstructional Operations**

The Governing Board recognizes that all district staff and students must be prepared to respond quickly and responsibly to emergencies, disasters, and threats of disaster. The district shall take all reasonable steps to prevent and/or mitigate the impact of a disaster on district students, staff, and schools.

The Superintendent or designee shall develop and maintain a disaster preparedness plan which contains routine and emergency disaster procedures, including, but not limited to, earthquake emergency procedures, and adaptations for individuals with disabilities in accordance with the Americans with Disabilities Act. Such procedures shall be incorporated into the comprehensive school safety plan.

In developing the disaster preparedness plan, the Superintendent or designee shall involve district staff at all levels, including administrators, district police or security officers, facilities managers, transportation managers, food services personnel, school psychologists, counselors, school nurses, teachers, classified employees, and public information officers. As appropriate, he/she shall also collaborate with law enforcement, fire safety officials, emergency medical services, health and mental health professionals, parents/guardians, and students.

The plan shall comply with state-approved Standardized Emergency Management System (SEMS) guidelines established for multiple-jurisdiction or multiple-agency operations and with the National Incident Management System.

The Superintendent or designee shall provide training to employees regarding their responsibilities, including periodic drills and exercises to test and refine staff's responsiveness in the event of an emergency.

The Board shall grant the use of school buildings, grounds, and equipment to public agencies, including the American Red Cross, for mass care and welfare shelters during disasters or other emergencies affecting the public health and welfare. The Board shall cooperate with such agencies in furnishing and maintaining whatever services the district may deem necessary to meet the community's needs.

District employees are considered disaster service workers and are subject to disaster service activities assigned to them.

Legal Reference:

EDUCATION CODE

32001 Fire alarms and drills

ITEM 16

32040 Duty to equip school with first aid kit  
32280-32289 School safety plans  
32290 Safety devices  
39834 Operating overloaded bus  
46390-46392 Emergency average daily attendance in case of disaster  
49505 Natural disaster; meals for homeless students; reimbursement  
CIVIL CODE  
1714.5 Release from liability for disaster service workers and shelters  
GOVERNMENT CODE  
3100-3109 Public employees as disaster service workers; oath or affirmation  
8607 Standardized emergency management system  
CALIFORNIA CONSTITUTION  
Article 20, Section 3 Oath or affirmation  
CODE OF REGULATIONS, TITLE 5  
550 Fire drills  
560 Civil defense and disaster preparedness plans  
CODE OF REGULATIONS, TITLE 19  
2400-2450 Standardized emergency management system  
UNITED STATES CODE, TITLE 42  
12101-12213 Americans with Disabilities Act

Management Resources:

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS  
Crisis Response Box, 2000  
CALIFORNIA GOVERNOR'S OFFICE OF EMERGENCY SERVICES PUBLICATIONS  
Active Shooter Awareness Guidance, February 2018  
State of California Emergency Plan, 2017  
School Emergency Response: Using SEMS at Districts and Sites, June 1998  
FEDERAL EMERGENCY MANAGEMENT AGENCY PUBLICATIONS  
National Incident Management System, 3rd ed., October 2017  
U.S. DEPARTMENT OF EDUCATION PUBLICATIONS  
Guide for Developing High-Quality School Emergency Operations Plans, 2013  
WEB SITES  
CSBA: <http://www.csba.org>  
American Red Cross: <http://www.redcross.org>  
California Attorney General's Office: <http://oag.ca.gov>  
California Department of Education, Crisis Preparedness: <http://www.cde.ca.gov/lr/ss/cp>  
California Governor's Office of Emergency Services: <http://www.caloes.ca.gov>  
California Seismic Safety Commission: <http://www.seismic.ca.gov>  
Centers for Disease Control and Prevention: <http://www.cdc.gov>  
Federal Emergency Management Agency: <http://www.fema.gov>  
U.S. Department of Education, Emergency Planning:  
<http://www2.ed.gov/admins/lead/safety/crisisplanning.html>  
U.S. Department of Homeland Security: <http://www.dhs.gov>

## **Administrative Regulation**

### **Emergencies And Disaster Preparedness Plan**

AR 3516

#### **Business and Noninstructional Operations**

The Superintendent or designee shall ensure that district and/or school site plans address, at a minimum, the following types of emergencies and disasters:

1. Fire on or off school grounds which endangers students and staff
2. Earthquake, flood, or other natural disasters
3. Environmental hazards, such as leakages or spills of hazardous materials
4. Attack or disturbance, or threat of attack or disturbance, by an individual or group
5. Bomb threat or actual detonation
6. Biological, radiological, chemical, and other activities, or heightened warning of such activities
7. Medical emergencies and quarantines, such as a pandemic influenza outbreak

The Superintendent or designee shall ensure that the district's procedures include strategies and actions for prevention/mitigation, preparedness, response, and recovery, including, but not limited to, the following:

1. Regular inspection of school facilities and equipment, identification of risks, and implementation of strategies and measures to increase the safety and security of school facilities
2. Instruction for district staff and students regarding emergency plans, including:
  - a. Training of staff in first aid and cardiopulmonary resuscitation
  - b. Regular practice of emergency procedures by students and staff
3. Specific determination of roles and responsibilities of staff during a disaster or other emergency, including determination of:
  - a. The appropriate chain of command at the district and, if communication between the district and site is not possible, at each site
  - b. Individuals responsible for specific duties

ITEM 16

- c. Designation of the principal for the overall control and supervision of activities at each school during an emergency, including authorization to use his/her discretion in situations which do not permit execution of prearranged plans
  - d. Identification of at least one person at each site who holds a valid certificate in first aid and cardiopulmonary resuscitation
  - e. Assignment of responsibility for identification of injured persons and administration of first aid
4. Personal safety and security, including:
    - a. Identification of areas of responsibility for the supervision of students
    - b. Procedures for the evacuation of students and staff, including posting of evacuation routes
    - c. Procedures for the release of students, including a procedure to release students when reference to the emergency card is not feasible
    - d. Identification of transportation needs, including a plan which allows bus seating capacity limits to be exceeded when a disaster or hazard requires students to be moved immediately to ensure their safety
    - e. Provision of a first aid kit to each classroom
    - f. Arrangements for students and staff with special needs
    - g. Upon notification that a pandemic situation exists, adjustment of attendance policies for students and sick leave policies for staff with known or suspected pandemic influenza or other infectious disease
5. Closure of schools, including an analysis of:
    - a. The impact on student learning and methods to ensure continuity of instruction
    - b. How to provide for continuity of operations for essential central office functions, such as payroll and ongoing communication with students and parents/guardians
6. Communication among staff, parents/guardians, the Governing Board, other governmental agencies, and the media during an emergency, including:
    - a. Identification of spokesperson(s)
    - b. Development and testing of communication platforms, such as hotlines, telephone trees,



ITEM 16

web sites, social media, and electronic notifications

- c. Development of methods to ensure that communications are, to the extent practicable, in a language and format that is easy for parents/guardians to understand
  - d. Distribution of information about district and school site emergency procedures to staff, students, and parents/guardians
7. Cooperation with other state and local agencies, including:
- a. Development of guidelines for law enforcement involvement and intervention
  - b. Collaboration with the local health department, including development of a tracking system to alert the local health department of a substantial increase of student or staff absenteeism as indicative of a potential outbreak of an infectious disease
8. Steps to be taken after the disaster or emergency, including:
- a. Inspection of school facilities
  - b. Provision of mental health services for students and staff, as needed

(11/04 7/06) 5/18

## **Administrative Regulation**

### **Fire Drills and Fires**

AR 3516.1

#### **Business and Noninstructional Operations**

##### Fire Drills

The principal shall cause the fire alarm signal to be sounded at least once every month.

The principal shall also hold fire drills ~~at least once a month at the elementary level~~, four times every school year at the intermediate level, and not less than twice every school year at the secondary level.

1. The principal shall notify staff as to the schedule for fire drills.
2. Whenever a fire drill is held, all students, teachers and other employees shall be directed to leave the building.
3. Teachers shall ascertain that no student remains in the building.
4. Teachers shall be prepared to select alternate exits and shall direct their classes to these exits whenever the designated escape route is blocked.
5. The principal or designee shall keep a record of each fire drill conducted and file a copy of this record with the office of the Superintendent or designee.

##### Legal Reference:

###### EDUCATION CODE

17074.50-17074.56 Automatic fire detection, alarm and sprinkler systems

32001 Uniform fire signals

32040 Duty to equip school with first aid kit

###### CODE OF REGULATIONS, TITLE 5

550 Fire drills

(3/89 10/96) 11/01

## **Administrative Regulation**

### **Bomb Threats**

AR 3516.2

**Business and Noninstructional Operations**

Deleted/Not Included Optional Policy

## **Administrative Regulation**

### **Earthquake Emergency Procedure System**

AR 3516.3

**Business and Noninstructional Operations**

Deleted/Not Included Optional Policy

## **Board Policy**

### **Emergency Schedules**

BP 3516.5

#### **Business and Noninstructional Operations**

In order to provide for the safety of students and staff, the Governing Board authorizes the Superintendent or designee to close a school site, change the regular school day schedule, or take any necessary action when hazardous environmental or weather conditions or other emergencies warrant.

When an emergency condition causes a school closure, reduction in attendance, or change in schedule pursuant to Education Code 41422 or 46392, thereby preventing the district from complying with the minimum number of instructional days or minutes required by law, the Superintendent or designee shall complete and submit to the Superintendent of Public Instruction the necessary forms for obtaining approval of the days of the closure, reduction in attendance, or change in schedule. The Superintendent or designee shall submit other relevant district records as may be required.

The Superintendent or designee shall establish a system for informing students and parents/guardians when school buses are not operating as scheduled, the school day schedule is changed, or the school is closed. The district's notification system shall include, but is not limited to, notifying local television and radio stations, posting on district web site(s), sending email and text messages, and/or making telephone calls.

Whenever the school day schedule changes after students have arrived at school, the Superintendent or designee shall ensure that students are supervised in accordance with the procedures specified in the district's emergency and disaster preparedness plan.

The Superintendent or designee may provide a means to make up lost instructional time later during the year. Students and parents/guardians shall receive timely advanced notice of any resulting changes in the school calendar or school day schedule.

#### **Legal Reference:**

##### **EDUCATION CODE**

- 41420 Required length of school term
- 41422 Schools not maintained for 175 days
- 46010 Total days of attendance
- 46100-46192 Attendance; maximum credit; minimum day
- 46390 Calculation of ADA in emergency
- 46391 Lost or destroyed ADA records
- 46392 Decreased attendance in emergency situation

ITEM 16

VEHICLE CODE

34501.6 School buses; reduced visibility

Management Resources:

CALIFORNIA DEPARTMENT OF EDUCATION CORRESPONDENCE

90-01 Average Daily Attendance Credit During Periods of Emergency, February 10, 2005

WEB SITES

California Department of Education: <http://www.cde.ca.gov>

(12/92 11/99) 7/10

# Administrative Regulation

## Facilities Inspection

AR 3517

### Business and Noninstructional Operations

The Superintendent or designee shall inspect school facilities to ensure that they are maintained in good repair. At a minimum, he/she shall assess those facility conditions specified on the facilities inspection tool developed by the Office of Public School Construction, including, but not limited to, the following:

1. **Gas Leaks:** Gas systems and pipes appear and smell safe, functional, and free of leaks.
2. **Mechanical Systems:** Heating, ventilation, and air conditioning systems, as applicable, are functional and unobstructed; appear to supply an adequate amount of air to all classrooms, work spaces, and facilities; and maintain interior temperatures within normally acceptable ranges.
3. **Windows and Doors:** Windows and doors are intact, functional, and open, close, and lock as designed, unless there is a valid reason they should not function as designed.
4. **Fences and Gates:** Fences and gates are intact, functional, and free of holes and other conditions that could present a safety hazard to students, staff, or others. Locks and other security hardware function as designed.
5. **Interior Surfaces (walls, floors, ceilings):** Interior surfaces are free of safety hazards from tears, holes, missing floor and ceiling tiles, torn carpet, water damage, or other cause. Ceiling tiles are intact. Surfaces display no evidence of mold or mildew.
6. **Hazardous Materials:** Hazardous and flammable materials are stored properly. No evidence of peeling, chipping, or cracking paint is apparent. No indicators of mold, mildew, or asbestos exposure are evident. There does not appear to be evidence of hazardous materials that may pose a threat to the health and safety of students or staff.
7. **Structures:** Posts, beams, supports for portable classrooms and ramps, and other structures appear intact, secure, and functional as designed. Ceilings and floors are not sloping or sagging beyond their intended design. There is no visible evidence of severe cracks, dry rot, mold, or damage that undermines structural components.
8. **Fire Safety and Emergency Equipment:** Fire sprinklers, fire extinguishers, emergency alarm systems, and all emergency equipment and systems appear to be functioning properly. Fire alarm pull stations are clearly visible. Fire extinguishers are current and placed in all required areas, including every classroom and assembly area. Emergency exits are clearly marked and unobstructed.

## ITEM 16

9. Electrical Systems: Electrical systems, components, and equipment, including switches, junction boxes, panels, wiring, outlets, and light fixtures, are securely enclosed, properly covered and guarded from student access, and appear to be working properly.
  10. Lighting: Interior and exterior lighting appears to be adequate and working properly. Lights do not flicker, dim, or malfunction, and there is no unusual hum or noise from light fixtures.
  11. Pest/Vermin Infestation: No visible or odorous indicators of pest or vermin infestation are evident.
  12. Drinking Fountains: Interior and exterior drinking fountains are functional, accessible, and free of leaks. Drinking water pressure is adequate. Fountain water is clear and without unusual taste or odor, and moss, mold, or excessive staining is not evident.
  13. Restrooms: Restrooms are fully operational, maintained and cleaned regularly, and stocked at all times with supplies (including toilet paper, soap, and paper towels or functional hand dryers) in accordance with Education Code 35292.5. The school keeps all restrooms open during school hours when students are not in classes and keeps a sufficient number of restrooms open during school hours when students are in classes, except when necessary to temporarily close a restroom for student safety or to repair the facility.
- In addition, in a school serving any of grades 6-12 in which 40 percent or more of the students in the school or school attendance area are from low-income families, at least 50 percent of the school's restrooms are stocked with feminine hygiene products, for which students are not charged.
14. Sewers: The sanitary sewer system controls odors as designed, displays no signs of stoppage, backup, or flooding in school facilities or on school grounds, and appears to be functioning properly.
  15. Roofs: Roofs, gutters, roof drains, and downspouts appear to be functioning properly and are free of visible damage and evidence of disrepair when observed from the ground from inside and outside the building.
  16. Drainage: School grounds do not exhibit signs of drainage problems, such as visible evidence of flooded areas, eroded soil, water damage to asphalt playgrounds or parking areas, or clogged storm drain inlets.
  17. Playground/School Grounds: Playground equipment (exterior fixtures, seating, tables, and equipment), school grounds, fields, walkways, and parking lot surfaces are functional and free of significant cracks, trip hazards, holes, deterioration that affects functionality or safety, and other health and safety hazards.
  18. Overall Cleanliness: School grounds, buildings, common areas, and individual rooms



ITEM 16

appear to have been cleaned regularly and are free of accumulated refuse and unabated graffiti. Restrooms, drinking fountains, and food preparation or serving areas appear to have been cleaned each day that school is in session.

In addition, to ensure the health and safety of students, the Superintendent or designee shall provide for the testing of drinking water on campus and of the soil and painted surfaces of school facilities for the presence of lead and/or other harmful substances, in accordance with state and federal standards.

The Superintendent or designee shall ensure that any necessary repairs or removal of hazards identified during the inspection are made in a timely and expeditious manner.

An assessment of the safety, cleanliness, and adequacy of school facilities, including any needed maintenance to ensure good repair as defined in Education Code 17002, shall be reported on the school accountability report card.

Any complaint alleging a school facility condition that poses an emergency or urgent threat to the health or safety of students or staff, or alleging that a school restroom is not clean, maintained, or kept open, shall be addressed in accordance with AR 1312.4 - Williams Uniform Complaint Procedures.

The Superintendent or designee shall provide the Board with regular reports regarding the district's facility inspection program and updates of any visits to district schools by the County Superintendent of Schools.

Legal Reference:

EDUCATION CODE

1240 County superintendent of schools, duties

17002 Definitions

17070.10-17077.10 Leroy F. Greene School Facilities Act of 1998

17565-17591 Property maintenance and control

17592.72 Urgent or emergency repairs, School Facility Emergency Repair Account

33126 School accountability report card

35186 Williams uniform complaint procedure

35292.5-35292.6 School maintenance

HEALTH AND SAFETY CODE

116277 Lead testing in drinking water

CODE OF REGULATIONS, TITLE 2

1859.300-1859.330 Emergency Repair Program

UNITED STATES CODE, TITLE 20

6314 Title I schoolwide program

UNITED STATES CODE, TITLE 42

300f-300j-27 Safe Drinking Water Act

ITEM 16

Management Resources:

COALITION OF ADEQUATE SCHOOL HOUSING PUBLICATIONS

Facility Inspection Tool Guidebook, February 2008

STATE ALLOCATION BOARD, OFFICE OF PUBLIC SCHOOL CONSTRUCTION  
PUBLICATIONS

Facility Inspection Tool: School Facility Conditions Evaluation

WEB SITES

CSBA: <http://www.csba.org>

California County Superintendents Educational Services Association: <http://www.ccsesa.org>

California Department of Education, Williams Case: <http://www.cde.ca.gov/eo/ce/wc/index.asp>

Coalition of Adequate School Housing: <http://www.cashnet.org>

State Allocation Board, Office of Public School Construction: <http://www.opsc.dgs.ca.gov>

U.S. Environmental Protection Agency: <http://www.epa.gov>

(11/06 7/08) 12/17

# Board Policy

## Risk Management/Insurance

BP 3530

### Business and Noninstructional Operations

The Governing Board strongly supports a risk management program that protects district resources and promotes the safety of students, staff and the public.

The Superintendent or designee shall establish a risk management program that uses effective safety and loss control practices. The district shall strive to keep its liability at a minimum and its insurance premiums as low as possible while maintaining adequate protection. To determine the most economical means of insuring the district consistent with required services, the Superintendent or designee shall annually review the district's options for obtaining coverage, including qualified insurance agents, a joint powers agency, self-insurance or a combination of these means.

The Board reserves the right to remove an insurance agent-of-record or a participating agent whenever, in the judgment of the Board, such action becomes desirable for the best interests of the district.

To attempt to minimize the district's exposure to liability, the Board shall adopt clear policies related to discrimination, harassment, safety procedures, and the timely handling of claims. The Superintendent or designee shall ensure that these policies and related procedures are enforced fairly and consistently.

#### Legal Reference:

##### EDUCATION CODE

17029.5 Contract funding; board liability

17565-17592 Board duties re property maintenance and control

32350 Liability on equipment loaned to district

35162 Power to sue, be sued, hold and convey property

35200-35214 Liabilities, especially:

35208 Liability insurance

35211 Driver training civil liability insurance

35213 Reimbursement for loss, destruction or damage of personal property

35214 Liability self-insurance

35331 Medical or hospital service for students on field trip

39837 Transportation of pupils to places of summer employment

41021 Requirement for employees' indemnity bonds

44873 Qualifications for physician (liability coverage)

49470-49474 District medical services and insurance

##### GOVERNMENT CODE

820.9 Board members not vicariously liable for injuries caused by district

ITEM 16

989-991.2 Local public entity insurance  
LABOR CODE  
3200-4855 Workers' compensation

(6/85 9/88) 10/95

## **Administrative Regulation**

### **Risk Management/Insurance**

AR 3530

#### **Business and Noninstructional Operations**

##### Risk Management

The Superintendent or designee shall take action to:

1. Identify the risks inherent in the operation of district programs
2. Assess the above risks and keep records of accidents, losses and damage
3. Mitigate risks through loss control and safety-related activities
4. Determine the extent to which risks should be assumed by the district or covered by the purchase of insurance or pooling with other districts

Employees are expected to take reasonable precautions for the care and safety of the school equipment with which they have been entrusted. Employees may be held responsible for recurring damage or losses that occur due to their negligence or lack of supervision. Responsibilities related to safety and loss control shall be included in employee job descriptions.

##### Insurance

Insurance coverage shall include, but may not be limited to:

1. Liability insurance
2. Fire insurance for buildings, equipment and vehicles
3. Workers' compensation insurance
4. Fidelity bond insurance

A suitable bond indemnifying the district against loss shall be purchased for employees responsible for handling district funds and may be purchased for employees responsible for handling district property. The district shall bear the cost of this bonding.

(6/85 9/88) 10/95

## **Board Policy**

### **Transportation**

BP 3540

#### **Business and Noninstructional Operations**

The Governing Board desires to provide for the safe and efficient transportation of students to and from school as necessary to ensure student access to the educational program, promote regular attendance and reduce tardiness. The extent to which the district provides for transportation services shall depend upon student and community needs and a continuing assessment of financial resources.

The Superintendent or designee shall recommend to the Board the most economical and appropriate means of providing transportation services.

The Superintendent or designee shall develop procedures to promote safety for students traveling on school buses.

The Superintendent or designee shall ensure the qualifications of bus drivers and related staff employed by the district, provide for the maintenance and operation of district-owned school buses and other equipment, and ensure adequate facilities for equipment storage and maintenance.

#### Legal Reference:

##### EDUCATION CODE

35330 Excursions and field trips

35350 Authority to transport pupils

39800-39860 Transportation, especially:

39800 Powers of governing board to provide transportation for pupils to and from school; definition of "municipally owned transit system"

39801 Contract with County Superintendent of Schools to provide transportation

39802-39803 Bids and contracts for transportation services

39806 Payments to parents in lieu of transportation

39807 Food and lodging payments in lieu of transportation

39807.5 Transportation fees

39808 District transportation of private school students

41850-41854 Allowances for transportation

41860-41862 Supplemental allowances for transportation

45125.1 Criminal background checks for contractors

##### GOVERNMENT CODE

3540-3549.3 Educational Employment Relations Act

##### CODE OF REGULATIONS, TITLE 5

14100-14103 Use of school buses and school pupil activity buses

15240-15343 Allowances for student transportation, especially:

ITEM 16

15253-15272 District records related to transportation

VEHICLE CODE

2807 School bus inspection

COURT DECISIONS

Arcadia Unified School District et. al. v. State Department of Education, 2 Cal. 4th 251 (1992)

(9/91 6/92) 10/97



## **Administrative Regulation**

### **Transportation**

AR 3540

#### **Business and Noninstructional Operations**

No student shall be required to be transported for any reason without the written permission of the student's parent/guardian, except in emergency situations involving illness or injury to the student.

#### Means of Transportation

To provide transportation services, the Governing Board may purchase, rent or lease vehicles; contract with a common carrier or municipally owned transit system; contract with responsible private parties including the parent/guardian of the student being transported; and/or contract with the County Superintendent of Schools.

In contracting for transportation services, the district shall comply with all applicable laws related to bids and contracts.

In lieu of providing transportation in whole or in part, the district may pay the student's parents/guardians either their actual and necessary expenses in transporting the student or the cost of the student's food and lodging at a place convenient to the school. In either case, the amount of the payment shall not exceed the cost that would be incurred by the district to provide for the transportation of the student to and from school.

10/97

## **Administrative Regulation**

### **Transportation Routes And Services**

AR 3541

#### **Business and Noninstructional Operations**

The Superintendent or designee shall design transportation routes and stops within district boundaries that promote student safety, maximum efficiency in the use of buses, and decreased traffic in and around the schools.

Students shall be eligible for transportation service to and from school if the distance between their school-established bus stop and the school is beyond the minimum listed below:

1. For elementary school students:

Grades 4-8: one mile

2. For students attending a three-year junior high school:

Grades 7-9: one mile

3. For students attending a four-year high school:

Grades 9-12: two miles

The Superintendent or designee may authorize transportation below these limits when safety problems or hazards exist.

The Superintendent or designee shall communicate in writing to parents/guardians regarding bus routes, schedules, and stops. He/she may also arrange for local media to publish such information.

With the Governing Board's authorization, transportation services may be provided or arranged by the district for:

1. Students traveling to and from school during the regular school day
2. Field trips and excursions
3. School activities, expositions or fairs, or other activities determined to be for the benefit of students
4. District employees, parents/guardians, and adult volunteers traveling to and from educational activities authorized by the district

## ITEM 16

6. Students traveling to full-time occupational classes provided by a regional occupational center or program
7. Students traveling to and from their places of employment during the summer in connection with a summer employment program for youth
8. Matriculated or enrolled adults traveling to and from school, or adults for educational purposes other than to and from school
9. Private school students, upon the same terms, in the same manner, and on the same routes provided for district students
10. Nonschool purposes as allowed by law, such as:
  - a. Community recreation
  - b. Public transportation

Students who attend school outside of their school attendance area or district boundaries may be eligible for transportation services in accordance with district policy.

The district shall provide home-to-school transportation and additional transportation services as needed for students with disabilities as specified in their individualized education program or Section 504 plan.

The Superintendent or designee shall provide transportation to homeless students in accordance with law, Board policy, and administrative regulation. When the student resides outside of district boundaries, the Superintendent or designee shall consult with the superintendent of the district of residence to apportion the responsibility and costs of transportation.

The Superintendent or designee shall collaborate with the local child welfare agency to determine the provision, arrangement, and funding of transportation to enable foster youth to attend their school of origin when it is in the student's best interest to do so.

Legal Reference:

EDUCATION CODE

10900.5 Use of school buses for community recreation

35330 Excursions and field trips

35350 Authority to transport pupils

39800-39809.5 Transportation, general provisions, especially:

39800 Powers of governing board to provide transportation to and from school

39801.5 Transportation for adults

39808 Transportation for private school students

39830-39843 School buses, especially:

39835 Use of school buses for community recreation

ITEM 16

39837 Transportation to summer employment program  
39837.5 Transportation of employees, parents/guardians, and adult volunteers to school activities  
39860 Transportation to school activities  
41850-41856 Allowances for transportation  
41860-41863 Supplementary allowances for transportation  
48853.5 Educational placement of students residing in licensed children's institutions  
CODE OF REGULATIONS, TITLE 5  
15240-15244 Allowances for student transportation, definitions  
UNITED STATES CODE, TITLE 20  
1400-1482 Individuals with Disabilities Education Act  
6312 Transportation to maintain children in foster care in school of origin  
UNITED STATES CODE, TITLE 42  
11432 McKinney-Vento Homeless Assistance Act  
CODE OF FEDERAL REGULATIONS, TITLE 34  
104.4 Equal opportunity under the Rehabilitation Act of 1973, Section 504  
300.17 Free appropriate public education  
300.34 Special education related services

Management Resources:

CSBA PUBLICATIONS

Special Education Pupil Transportation: Considerations in the Era of LCFF, Governance Brief,  
April 2014

WEB SITES

California Department of Education, Office of School Transportation:

<http://www.cde.ca.gov/ls/tn/or/assignment.asp>

Pupil Transportation Safety Institute: <http://www.ptsj.org>

## **Administrative Regulation**

### **Transportation For School-Related Trips**

AR 3541.1

#### **Business and Noninstructional Operations**

The district may provide transportation for students, employees, and other individuals for field trips and other school-related trips approved according to Board policy and administrative regulation.

The Superintendent or designee shall determine the most appropriate and cost-effective mode of transportation for each approved trip. He/she may authorize the use of district vehicles, contract to provide transportation, or arrange transportation by the use of other vehicles.

The Superintendent or designee shall ensure that the district or contractor has sufficient liability insurance for transportation on school-related trips.

When district transportation is provided, students may be released from using district transportation only with the advance written permission of their parents/guardians.

School-related organizations requesting transportation shall be fully responsible for the costs of their trips unless funding has been approved by the Governing Board.

#### Transportation by Private Vehicle

##### ~~OPTION 1: (No private vehicles)~~

##### ~~Private vehicles shall not be used to provide transportation for school related trips.~~

The Superintendent or designee may authorize the transportation of students by private vehicle when the vehicle is driven by an adult age 21 or older who possesses a valid California driver's license or, if he/she is a nonresident on active military duty in California, possesses a valid license from his/her state of residence. To be approved, a driver shall have a good driving record and possess at least the minimum insurance required by law. Any person providing transportation to district students in a private vehicle shall register with the district for such purposes.

Drivers shall receive safety and emergency instructions which shall be kept in their vehicle.

All student passengers shall submit permission slips signed by their parents/guardians. Teachers shall ensure that each driver has a copy of the permission slip for each student riding in his/her vehicle.

The number of passengers, including the driver, shall not exceed the capacity for which the vehicle was designed. Trucks may not transport more persons than can safely sit in the passenger

## ITEM 16

compartment. The driver shall ensure that the manufacturer's recommendations for his/her vehicle are followed regarding the seating of children in seats equipped with airbags.

The driver or any other person shall not smoke or have in his/her immediate possession a lighted pipe, cigar, or cigarette containing tobacco or any other plant when there is a minor in the motor vehicle, whether the motor vehicle is in motion or at rest.

#### Passenger Restraint Systems

All drivers shall wear safety belts and shall ensure that all passengers are properly secured in seat belts or child passenger restraint systems in accordance with law.

A child who is under age 8 years shall be properly secured in a rear seat in an appropriate child passenger restraint system meeting federal safety standards, except under any of the following circumstances:

1. The child is four feet nine inches or taller, in which case a safety belt may be used.
2. Use of a child passenger restraint system would be impractical by reason of physical unfitness, medical condition, or size and an appropriate special needs child passenger restraint system is not available.
3. There is no rear seat, the rear seats are side-facing jump seats or rear-facing seats, the child passenger restraint system cannot be installed properly in the rear seat, all rear seats are already occupied by children under age 8 years, or medical reasons necessitate that the child not ride in the rear seat.
4. The child is otherwise exempted by law.

#### Legal Reference:

##### EDUCATION CODE

35330 Excursions and field trips

35332 Transportation by air

39830 School bus

39830.1 School pupil activity bus

39860 Transportation to special activities by district

44808 Liability when students not on school property

##### HEALTH AND SAFETY CODE

118947-118949 Prohibition against smoking in motor vehicle with minor

##### PUBLIC UTILITIES CODE

5384.2 District not liable for charter-party carrier

##### VEHICLE CODE

545 School bus, definition

12814.6 Limitations of provisional driver's license

ITEM 16

- 27315 Mandatory use of seat belts in private passenger vehicles
- 27360-27360.5 Child passenger restraint systems
- 27363 Child passenger restraint systems, exemptions

Management Resources:

WEB SITES

California Department of Motor Vehicles: <http://www.dmv.ca.gov>

California Highway Patrol: <http://www.chp.ca.gov>

California Office of Traffic Safety: <http://www.ots.ca.gov>

National Highway Traffic Safety Administration: <http://www.nhtsa.dot.gov>

(11/04 11/07) 11/11



# Exhibit

## Transportation For School-Related Trips

E 3541.1

### Business and Noninstructional Operations

Exhibit 1

#### SCHOOL DRIVER REGISTRATION FORM

##### DRIVER INFORMATION

Driver (circle one):    Employee          Parent/Guardian          Volunteer  
 Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Telephone: (\_\_\_\_) \_\_\_\_\_ Cell Phone: (\_\_\_\_) \_\_\_\_\_  
 Driver's License No.: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

##### VEHICLE INFORMATION

Name of Owner: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Make: \_\_\_\_\_ Year: \_\_\_\_\_ License Plate No.: \_\_\_\_\_  
 Registration Expiration: \_\_\_\_\_ Seating Capacity: \_\_\_\_\_

##### INSURANCE INFORMATION

Insurance Company: \_\_\_\_\_ Telephone: (\_\_\_\_) \_\_\_\_\_  
 Policy No.: \_\_\_\_\_ Expiration Date: \_\_\_\_\_  
 Liability Limits of Policy: \_\_\_\_\_

##### DRIVER STATEMENT

I certify that I have not been convicted of reckless driving or driving under the influence of drugs or alcohol within the past five years and that the information given above is true and correct. I understand that if an accident occurs, my insurance coverage shall bear primary responsibility for any losses or claims for damages.

I certify that I have received and will abide by the driver instructions provided by the district.

Name: \_\_\_\_\_ Date: \_\_\_\_\_

(3/02) 11/07

-----

ITEM 16

Exhibit 2

DRIVER INSTRUCTIONS

When using your vehicle to transport students on field trips or other school activity trips:

1. Be sure that you have registered with the district for such purposes and have a valid driver's license and current liability insurance at or above the minimum amount required by law for each occurrence.
2. Check the safety of your vehicle: tires, brakes, lights, horn, suspension, etc.
3. Carry only the number of passengers for which your vehicle was designed. If you have a pickup truck, carry only as many as can safely sit in the passenger compartment.
4. Require each passenger to use an appropriate child passenger restraint system (child car seat or booster seat) or safety belt in accordance with law.
5. Do not smoke a pipe, cigar, or cigarette while there are minors in the vehicle, as required by law.
6. Obey all traffic laws.
7. Take the most direct route to the destination or event without unnecessary stops.

In case of emergency, keep all students together and call 911 and the district office.

(3/02) 11/07

## **Board Policy**

### **Transportation For Students With Disabilities**

BP 3541.2

#### **Business and Noninstructional Operations**

The Governing Board desires to meet the transportation needs of students with disabilities to enable them to benefit from special education and related services. The district shall provide appropriate transportation services for a student with disabilities when the district is the student's district of residence and the transportation services are required by his/her individualized education program (IEP) or Section 504 accommodation plan.

The specific needs of the student shall be the primary consideration when an IEP team is determining the student's transportation needs. Considerations may include, but are not limited to, the student's health needs, travel distances, physical accessibility and safety of streets and sidewalks, accessibility of public transportation systems, midday or other transportation needs, extended-year services, and, as necessary, implementation of a behavioral intervention plan.

The Superintendent or designee shall provide IEP teams with information about district transportation services in order to assist them in making decisions as to the mode, schedule, and location of transportation services that may be available to each student with disabilities. The IEP team may communicate with district transportation staff and/or invite transportation staff to attend IEP team meetings where the student's transportation needs will be discussed.

Transportation services specified in a student's IEP or Section 504 plan shall be provided at no cost to the student or his/her parent/guardian.

If a student whose IEP or accommodation plan specifies transportation needs is excluded from school bus transportation for any reason, such as suspension, expulsion, or other reason, the district shall provide alternative transportation at no cost to the student or parent/guardian.

The Superintendent or designee shall ensure that any mobile seating devices used on district buses are compatible with bus securement systems required by 49 CFR 571.222.

As necessary, a student with disabilities may be accompanied on school transportation by a service animal, as defined in 28 CFR 35.104, including a specially trained guide dog, signal dog, or service dog.

When transportation is not specifically required by the IEP or Section 504 plan of a student with disabilities, the student shall be subject to the rules and policies regarding regular transportation offerings within the district.

ITEM 16

Legal Reference:

EDUCATION CODE

39807.5 Payment of transportation cost  
39839 Guide dogs, signal dogs, and service dogs on bus  
41850-41854 Allowances for transportation  
48300-48315 Alternative interdistrict attendance program  
48915.5 Expulsion of students with exceptional needs  
56040 No cost for special education and related services  
56195.8 Adoption of policies  
56327 Assessment for special education and related services  
56345 Individualized education program  
56365-56366.1 Nonpublic nonsectarian schools or agencies

CIVIL CODE

54.1-54.2 Service animals

CODE OF REGULATIONS, TITLE 5

15243 Physically handicapped minors  
15271 Exclusion from report

UNITED STATES CODE, TITLE 20

1400-1482 Individuals with Disabilities Education Act

UNITED STATES CODE, TITLE 29

794 Section 504 of the Rehabilitation Act of 1973

CODE OF FEDERAL REGULATIONS, TITLE 28

35.104 Definitions

35.136 Service animals

CODE OF FEDERAL REGULATIONS, TITLE 34

104.4 Equal opportunity under the Rehabilitation Act of 1973, Section 504

300.1-300.818 Individuals with Disabilities Education Act, especially:

300.34 Transportation defined as related service

CODE OF FEDERAL REGULATIONS, TITLE 49

571.222 Federal requirements for bus securement systems

Management Resources:

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

Special Education Transportation Guidelines

Pupil Fees, Deposits and Other Charges, Fiscal Management Advisory 12-02, April 24, 2013

U.S. DEPARTMENT OF EDUCATION PUBLICATIONS

Protecting Students with Disabilities: Frequently Asked Questions About Section 504 and the Education of Children with Disabilities, 2009

Questions and Answers on Serving Children with Disabilities Eligible for Transportation, 2009

WEB SITES

California Department of Education: <http://www.cde.ca.gov>

U.S. Department of Education: <http://www.ed.gov>

U.S. Department of Education, Office for Civil Rights: <http://www.ed.gov/ocr>

# **Administrative Regulation**

## **School Bus Drivers**

AR 3542

### **Business and Noninstructional Operations**

#### Qualifications

All drivers employed to operate school buses or student activity buses shall possess, and shall retain in their immediate possession while operating the bus, the following documents:

1. A valid driver's license issued by the California Department of Motor Vehicles (DMV) for the appropriate class of vehicle to be driven and endorsed for school bus and/or passenger transportation
2. A certificate issued by the California Highway Patrol (CHP) which permits the operation of school buses or student activity buses, as applicable

The Superintendent or designee may use an electronic fingerprinting system, managed by the California Department of Justice, to fingerprint an applicant for an initial certificate to drive a school bus or student activity bus.

When initially applying for or renewing a license or certificate to drive a school bus or student activity bus, and annually upon reaching age 65 years, the driver shall submit to the DMV and to the Superintendent or designee a report of a medical examination conducted in accordance with the timelines and procedures specified in Vehicle Code 12517.2.

The Superintendent or designee shall notify each driver of the expiration date of his/her driver's license, certificate, and medical certificate and shall ensure each document is renewed prior to expiration.

School bus and student activity bus drivers shall be subject to drug and alcohol testing in accordance with Board policy and the requirements of federal law.

The Superintendent or designee shall notify the DMV within five days whenever any driver refuses, fails to comply, or receives a positive test result on a drug or alcohol test; is dismissed for a cause related to student transportation safety; or is reinstated after being dismissed for a cause related to student transportation safety.

#### Training

In addition to any other training required to obtain or renew the certificate authorizing operation of a school bus or student activity bus, drivers shall receive training which includes, but is not limited to:

## ITEM 16

1. First aid practices deemed necessary for school bus drivers, through a course of instruction that prepares drivers to pass the related DMV examination
2. The proper installation of mobile seating devices in the bus securement systems
3. The proper actions to be taken in the event that a school bus is hijacked

To determine any other needs for professional development, the Superintendent or designee shall periodically review accident reports involving district drivers and may seek input from drivers, district and school administrators, students, and/or other stakeholders on desired topics for professional development.

### Authority

Students transported in a school bus or student activity bus shall be under the authority of, and responsible directly to, the driver of the bus. The driver shall be held responsible for the orderly conduct of the students while they are on the bus or being escorted across a street, highway, or road.

The driver shall have the authority to discontinue the operation of a school bus or student activity bus whenever he/she determines that it is unsafe to continue.

This regulation and AR 5131.1 - Bus Conduct shall be made available to parents/guardians, students, teachers, and other interested parties.

### Responsibilities

The driver's primary responsibility is to safely transport students to and from school and school activities. He/she shall follow procedures contained in district plans and regulations pertaining to transportation safety.

The driver shall stop to load or unload students only at school bus stops designated by the Superintendent or designee, or authorized by the Superintendent or designee for school activity trips.

The driver shall activate the amber warning light system, flashing red signal lights, and stop arm signal and shall escort students in accordance with Vehicle Code 22112.

The driver shall not require any student to leave the bus en route between home and school or other destinations.

The driver shall not drive a school bus or student activity bus while using a wireless telephone or using a wireless communications device for text-based communication, except when otherwise authorized by law and AR 3543 - Transportation Safety and Emergencies.

ITEM 16

The driver shall report the following to the Superintendent or designee:

1. The condition of the bus at the completion of each work day
2. His/her duty status for each 24-hour period, including, but not limited to, the number of hours on and off duty
3. Any traffic accident involving the bus

In addition to notifying the Superintendent or designee, the driver shall immediately notify the CHP of any traffic accident and, if the bus is operated under contract, his/her employer.

#### Vehicle Idling

The driver of a school bus or student activity bus shall:

1. Turn off the bus engine upon stopping at a school or within 100 feet of a school and not restart the engine more than 30 seconds before beginning to depart
1. Not cause or allow the bus to idle at any location greater than 100 feet from a school for more than five consecutive minutes or for an aggregated period of more than five minutes in any one hour

However, vehicle idling may be allowed under limited conditions, including, but not limited to, occasions when idling is necessary to:

1. Stop for an official traffic control signal or device, for traffic conditions under which the driver has no control, or at the direction of law enforcement
2. Ascertain that the bus is in safe operating condition and properly equipped
3. Operate equipment designed to safely load, unload, or transport students with disabilities
4. Operate a heater, air conditioner, defroster, or other equipment as necessary to ensure the safety or health of passengers
5. Cool down a turbo-charged diesel engine before turning off the engine
6. Recharge a battery or other energy storage unit of a hybrid electric bus or vehicle

The Superintendent or designee shall notify all drivers, upon employment and at least once per year thereafter, of the requirements specified above and the potential legal and employment consequences of failure to comply. All complaints of noncompliance shall be reviewed and remedial action taken as necessary. The Superintendent or designee shall retain records of the training and of any complaints and enforcement actions for at least three years.



ITEM 16

Reports

The Superintendent or designee shall retain records of:

1. Each driver's duty status and supporting documents provided pursuant to 13 CCR 1201 and 1213. Such records shall be retained for six months and made available to the CHP upon request.
2. The different types of vehicles and vehicle combinations each driver has demonstrated capability to operate.
3. Records of each driver's license, certificate, medical certificate, first aid certificate, and training as specified in 13 CCR 1234.
4. Daily vehicle inspection reports prepared by drivers pursuant to 13 CCR 1215.

Legal Reference:

EDUCATION CODE

39800.5 Qualifications of driver of 15-passenger van

39830-39842 School buses

40080-40090.5 Training required to obtain or renew bus driver certificate

45125.1 Criminal background checks for contractors

56195.8 Training in installation of mobile seating devices

HEALTH AND SAFETY CODE

39640-39642 Vehicle idling, penalties

PENAL CODE

241.3 Assault against school bus driver

243.3 Battery against school bus driver

VEHICLE CODE

415 Definition of motor vehicle

545 Definition of school bus

546 Definition of student activity bus

1808.8 Dismissal for safety-related cause

2570-2574 Contracts with private school bus contractors

12516-12517.4 Certification requirements

12522 First aid training for school bus drivers

13370-13371 Suspension or revocation of bus driver certificate

13376 Driver certificates; revocation or suspension; sex offense prosecution

22112 School bus signals; roadway crossings

23123-23125 Prohibitions against use of wireless telephone and text communications while driving; exceptions

25257-25257.7 School bus equipment

34501.6 School buses; reduced visibility

CODE OF REGULATIONS, TITLE 5

14103 Authority of the driver

14104 School bus driver instructor

ITEM 16

CODE OF REGULATIONS, TITLE 13

1200-1202.2 Motor carrier safety

1212-1228 School bus driver requirements

1234 Reports regarding school buses and bus drivers

2480 Vehicle idling

CODE OF FEDERAL REGULATIONS, TITLE 49

40.1-40.413 Transportation drug and alcohol testing programs

382.101-382.605 Controlled substance and alcohol use and testing

571.222 Federal motor vehicle safety standard #222

Management Resources:

DEPARTMENT OF MOTOR VEHICLES PUBLICATIONS

California Commercial Driver Handbook

NATIONAL HIGHWAY TRAFFIC SAFETY ADMINISTRATION PUBLICATIONS

School Bus Driver In-Service Safety Series, October 2011

WEB SITES

California Air Resources Board: <http://www.arb.ca.gov>

California Department of Education, Office of School Transportation:

<http://www.cde.ca.gov/ls/tn>

California Highway Patrol: <http://www.chp.ca.gov>

California Department of Motor Vehicles: <http://www.dmv.ca.gov>

California Department of Justice: <http://oag.ca.gov>

National Transportation Safety Board: <http://www.nts.gov>

U.S. Department of Transportation, National Highway Traffic Safety Administration:

<http://www.nhtsa.dot.gov>

## **Administrative Regulation**

### **Transportation Safety And Emergencies**

AR 3543

#### **Business and Noninstructional Operations**

Each day, prior to driving a school bus, each school bus driver shall inspect the bus to ensure that it is in safe operating condition and equipped as required by law and that all equipment is in good working order. At the completion of each day's work, the driver shall prepare and sign a written report of the condition of the equipment specified in 13 CCR 1215. The report shall indicate any defect or deficiency discovered by or reported to the driver which would affect safe operation or result in mechanical breakdown of the bus. If no defect or deficiency is discovered or reported, the driver shall so indicate on the report. Any defect or deficiency that would affect safe operation shall be repaired prior to operating the bus.

#### **Passenger Restraint Systems**

The Superintendent or designee shall ensure that any school bus or student activity bus which is purchased or leased by the district is equipped with a combination pelvic and upper torso passenger restraint system at all designated seating positions if that bus:

1. Is a Type 1 school bus designed for carrying more than 16 passengers and the driver, and was manufactured on or after July 1, 2005
2. Is a Type 2 school bus or student activity bus designed for carrying 16 or fewer passengers and the driver, or for carrying 20 or fewer passengers and the driver if the bus has a manufacturer's vehicle weight rating of 10,000 pounds or less, and was manufactured on or after July 1, 2004

When a school bus or student activity bus is equipped with a passenger restraint system, all passengers shall use the passenger restraint system.

#### **Fire Extinguishers**

Each school bus shall be equipped with at least one fire extinguisher, located in the driver's compartment, which meets the standards specified in law. In addition, a wheelchair school bus shall have another fire extinguisher placed at the wheelchair loading door or emergency exit. All fire extinguishers shall be regularly inspected and serviced in accordance with regulations adopted by the State Fire Marshal.

#### **Child Safety Alert System**

In accordance with Vehicle Code 28160, each school bus or student activity bus shall be

## ITEM 16

equipped with an operational child safety alert system at the interior rear of the bus that requires the driver to either manually contact or scan the device, thereby prompting the driver to inspect the entirety of the interior of the vehicle before exiting.

A student activity bus that does not have a child safety alert system may be used only if all of the following apply:

1. The student activity bus is not used exclusively to transport students.
2. When the student activity bus is used to transport students, the students are accompanied by at least one adult chaperone selected by a school official. If an adult chaperone is not a school employee, the chaperone shall meet the requirements for a school volunteer.
3. One adult chaperone has a list of every student and adult chaperone, including a school employee, who is on the student activity bus at the time of departure.
4. The driver has reviewed all safety and emergency procedures before the initial departure, and the driver and adult chaperone have signed a form, with the time and date, acknowledging that the safety plan and procedures were reviewed.
5. Immediately before departure from any location, the adult chaperone shall account for each student on the list of students, verify the number of students to the driver, and sign a form indicating that all students are present or accounted for.
6. After students have exited a student activity bus, and before driving away, the driver shall check all areas of the bus, including, but not limited to, overhead compartments and bathrooms, to ensure that the bus is vacant.
7. The driver shall sign a form with the time and date verifying that all required procedures have been followed.
8. The information required to be recorded pursuant to items #4, 5, and 7 may be recorded on a single form and shall be retained by the district for a minimum of two years.

#### Electronic Communications Devices

A bus driver is prohibited from driving a school bus or student activity bus while using a wireless telephone or other electronic wireless communications device except for work-related or emergency purposes, including, but not limited to, contacting a law enforcement agency, health care provider, fire department, or other emergency service agency or entity. In any such permitted situation, the driver shall only use a wireless telephone or device that is specifically designed and configured to allow voice-operated and hands-free operation or a function that requires only a single swipe or tap of the driver's finger provided the device is mounted on the windshield, dashboard, or center console of the bus.

#### Safe Bus Operations

## ITEM 16

School buses and student activity buses shall not be operated whenever the number of passengers exceeds bus seating capacity, except when necessary in emergency situations which require that individuals be transported immediately to ensure their safety.

School bus operations shall be limited when atmospheric conditions reduce visibility on the roadway to 200 feet or less during regular home-to-school transportation service. Bus drivers for school activity trips may discontinue bus operation whenever they determine that it is unsafe to continue operation because of reduced visibility.

#### Unauthorized Entry

The Superintendent or designee may place a notice at bus entrances that warns against unauthorized entry. The driver or another school official may order any person to disembark if that person enters a bus without prior authorization.

#### Transportation Safety Plan for Boarding and Exiting Buses

The Superintendent or designee shall develop a transportation safety plan containing procedures for school personnel to follow to ensure the safe transport of students. The plan shall address all of the following:

1. Determination of whether students in grades prekindergarten through 8 require an escort to cross a private road or highway at a bus stop pursuant to Vehicle Code 22112
2. Procedures for all students in grades prekindergarten through 8 to follow as they board and exit the bus at their bus stops
3. Boarding and exiting a school bus at a school or other trip destination
4. Procedures to ensure that a student is not left unattended on a school bus, student activity bus, or, if applicable, youth bus
5. Procedures and standards for designating an adult chaperone, other than the driver, to accompany students on a school activity bus

A copy of the plan shall be kept at each school site and made available upon request to the California Highway Patrol (CHP).

#### Student Instruction

Students who are transported in a school bus or student activity bus shall receive instruction in school bus emergency procedures and passenger safety as follows:

1. Each year, all students who receive home-to-school transportation in a school bus shall be provided appropriate instruction in safe riding practices and emergency evacuation drills.

## ITEM 16

2. At least once each school year, all students in grades 7 through 8 who receive home-to-school transportation shall receive safety instruction which includes, but is not limited to:
  - a. Proper loading and unloading procedures, including escorting by the driver
  - b. How to safely cross the street, highway, or private road
  - c. In school buses with passenger restraint systems, instruction in the use of such systems as specified in 5 CCR 14105, including, but not limited to, the proper fastening and release of the passenger restraint system, acceptable placement of passenger restraint systems on students, times at which the passenger restraint systems should be fastened and released, and acceptable placement of the passenger restraint systems when not in use
  - d. Proper passenger conduct
  - e. Bus evacuation procedures
  - f. Location of emergency equipment

As part of this instruction, students shall evacuate the school bus through emergency exit doors. Instruction also may include responsibilities of passengers seated next to an emergency exit.

Each time the above instruction is given, the following information shall be documented:

- a. District name
- b. School name and location
- c. Date of instruction
- d. Names of supervising adults
- e. Number of students participating
- f. Grade levels of students
- g. Subjects covered in instruction
- h. Amount of time taken for instruction
- i. Bus driver's name
- j. Bus number

## ITEM 16

## k. Additional remarks

This documentation shall be kept on file at the district office or the school for one year and shall be available for inspection by the CHP.

3. Before departing on a school activity trip, all students riding on a school bus or student activity bus shall receive safety instruction which includes, but is not limited to, the location of emergency exits and the location and use of emergency equipment. This instruction also may include responsibilities of passengers seated next to an emergency exit.

## Bus Accidents

In the event of a school bus accident, the driver shall immediately notify the CHP and the Superintendent or designee. The driver shall not leave the immediate vicinity of the bus to seek aid unless necessary.

The Superintendent or designee shall maintain a report of each accident that occurred on public or private property involving a school bus with students aboard. The report shall contain pertinent details of the accident and shall be retained for 12 months from the date of the accident. If the accident was not investigated by the CHP, the Superintendent or designee shall forward a copy of the report to the local CHP within five work days of the date of the accident.

The Superintendent or designee shall review all investigations of bus incidents and accidents to develop preventative measures.

## Legal Reference:

## EDUCATION CODE

39830-39843 Transportation, school buses

39860 Contract for transportation; requirement that student not be left unattended

51202 Instruction in personal and public health and safety

## PENAL CODE

241.3 Assault against school bus driver

243.3 Battery against school bus driver

## VEHICLE CODE

415 Definition of motor vehicle

545-546 Definition of school bus and student activity bus

22112 Loading and unloading passengers

23123.5 Use of wireless telephone or communications device while driving; exceptions

23125 Use of wireless telephone prohibited while driving school bus

27316-27316.5 Passenger restraint systems

28160 Child safety alert system

34500 California Highway Patrol responsibility to regulate safe operation of school buses

34501.5 California Highway Patrol responsibility to adopt rules re: safe operation of school buses

34501.6 School buses; reduced visibility

34508 California Highway Patrol responsibility to adopt rules re: equipment and bus



ITEM 16

operations

CODE OF REGULATIONS, TITLE 5

14100-14105 School buses and student activity buses

CODE OF REGULATIONS, TITLE 13

1200-1294 Motor carrier safety

2480 Airborne toxic control measure; limitation on bus idling

CODE OF REGULATIONS, TITLE 19

574-575.3 Inspection and maintenance of fire extinguishers

CODE OF FEDERAL REGULATIONS, TITLE 49

571.1-571.500 Motor vehicle standards, including school buses

Management Resources:

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

Passenger Restraints Frequently Asked Questions

WEB SITES

American School Bus Council: <http://www.americanschoolbuscouncil.org>

California Association of School Business Officials: <http://www.casbo.org>

California Association of School Transportation Officials: <http://www.castoways.org>

California Department of Education, Office of School Transportation:

<http://www.cde.ca.gov/ls/tn>

California Highway Patrol: <http://www.chp.ca.gov>

National Transportation Safety Board: <http://www.nts.gov>

U.S. Department of Transportation, National Highway Traffic Safety Administration:

<http://www.nhtsa.dot.gov>

(11/12 12/16) 12/18

## **Board Policy**

### **Food Service/Child Nutrition Program**

BP 3550

### **Business and Noninstructional Operations**

Deleted/Not Included Optional Policy

## **Administrative Regulation**

### **Food Service/Child Nutrition Program**

AR 3550

### **Business and Noninstructional Operations**

Deleted/Not Included Optional Policy

## **Board Policy**

### **Food Service Operations/Cafeteria Fund**

BP 3551

#### **Business and Noninstructional Operations**

The Governing Board intends that school food services shall be a self-supporting, nonprofit program. To ensure program quality and increase cost effectiveness, the Superintendent or designee shall centralize and direct the purchasing of foods and supplies, the planning of menus, and the auditing of all food service accounts for the district.

The Superintendent or designee shall ensure that all food service personnel possess the required qualifications and receive ongoing professional development related to the effective management and implementation of the district's food service program in accordance with law.

At least once each year, food service administrators, other appropriate personnel who conduct or oversee administrative procedures, and other food service personnel shall receive training provided by the California Department of Education (CDE).

#### **Meal Sales**

Meals may be sold to students, district employees, Board members, and employees or members of the fund or association maintaining the cafeteria.

In addition, meals may be sold to nonstudents, including parents/guardians, volunteers, students' siblings, or other individuals, who are on campus for a legitimate purpose. Any meals served to nonstudents shall not be subsidized by federal or state reimbursements, food service revenues, or U.S. Department of Agriculture (USDA) foods.

Meal prices, as recommended by the Superintendent or designee and approved by the Board, shall be based on the costs of providing food services and consistent with Education Code 38084 and 42 USC 1760.

The Superintendent or designee shall establish strategies and procedures for the collection of meal payments, including delinquent meal payments. Such procedures shall conform with 2 CFR 200.426 and any applicable CDE guidance. The Superintendent or designee shall clearly communicate these procedures to students and parents/guardians, and shall make this policy and the accompanying administrative regulation available to the public.

The Superintendent or designee shall ensure that a student whose parent/guardian has unpaid school meal fees is not overtly identified, shamed, treated differently, or served a meal that differs from the meal served to other students.

Students who are enrolled in the free or reduced-price meal program shall receive meals free of

## ITEM 16

charge or at a reduced price in accordance with law, Board policy, and administrative regulation. Such students shall not be overtly identified or treated differently from other students.

#### Cafeteria Fund

The Superintendent or designee shall establish a cafeteria fund independent of the district's general fund.

~~OPTION 1: The wages, salaries, and benefits of food service employees shall be paid from the district's general fund. At any time, the Board may order reimbursement from the district's cafeteria fund for these payments in amounts prescribed by the Board and not exceeding the costs actually incurred.~~

The wages, salaries, and benefits of food service employees shall be paid from the cafeteria fund.

#### Procurement of Foods, Equipment and Supplies

To the maximum extent practicable, foods purchased for use in school meals by the district or by any entity purchasing food on its behalf shall be domestic commodities or products. Domestic commodity or product means an agricultural commodity that is produced in the United States and a food product that is processed in the United States substantially using agricultural commodities that are produced in the United States.

A nondomestic food product may be purchased for use in the district's food service program only as a last resort when the product is not produced or manufactured in the United States in sufficient and reasonable quantities of a satisfactory quality, or when competitive bids reveal the costs of a United States product are significantly higher than the nondomestic product. In such cases, the Superintendent or designee shall retain documentation justifying the use of the exception.

Furthermore, the district shall accept a bid or price for an agricultural product grown in California before accepting a bid or price for an agricultural product grown outside the state, if the quality of the California-grown product is comparable and the bid or price does not exceed the lowest bid or price of a product produced outside the state.

Bid solicitations and awards for purchases of equipment, materials, or supplies in support of the district's child nutrition program, or for contracts awarded pursuant to Public Contract Code 2000, shall be consistent with the federal procurement standards in 2 CFR 200.318-200.326. Awards shall be let to the most responsive and responsible party. Price shall be the primary consideration, but not the only determining factor, in making such an award.

#### Program Monitoring and Evaluation

The Superintendent or designee shall present to the Board, at least annually, financial reports regarding revenues and expenditures related to the food service program.

ITEM 16

The Superintendent or designee shall provide all necessary documentation required for the Administrative Review conducted by the CDE to ensure compliance of the district's food service program with federal requirements related to maintenance of the nonprofit school food service account, meal charges, paid lunch equity, revenue from nonprogram goods, indirect costs, and USDA foods.

Legal Reference:

EDUCATION CODE

- 38080-38086 Cafeteria, establishment and use
- 38090-38095 Cafeterias, funds and accounts
- 38100-38103 Cafeterias, allocation of charges
- 42646 Alternate payroll procedure
- 45103.5 Contracts for management consulting services; restrictions
- 49490-49493 School breakfast and lunch programs
- 49500-49505 School meals
- 49554 Contract for services
- 49550-49564.5 Meals for needy students
- 49580-49581 Food recovery program

FOOD AND AGRICULTURE CODE

- 58595 Preference for California-grown agricultural products

HEALTH AND SAFETY CODE

- 113700-114437 California Retail Food Code

PUBLIC CONTRACT CODE

- 2000-2002 Responsive bidders
- 20111 Contracts

CODE OF REGULATIONS, TITLE 5

- 15550-15565 School lunch and breakfast programs

UNITED STATES CODE, TITLE 42

- 1751-1769j School lunch programs
- 1771-1791 Child nutrition, including:

- 1773 School breakfast program

CODE OF FEDERAL REGULATIONS, TITLE 2

- 200.56 Indirect costs, definition
- 200.318-200.326 Procurement standards
- 200.400-200.475 Cost principles
- 200 Appendix VII Indirect cost proposals

CODE OF FEDERAL REGULATIONS, TITLE 7

- 210.1-210.31 National School Lunch Program
- 220.1-220.21 National School Breakfast Program
- 250.1-250.70 USDA foods

Management Resources:

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

California School Accounting Manual

Food Distribution Program Administrative Manual

Storage and Inventory Management of U.S. Department of Agriculture Foods, NSD

ITEM 16

Management Bulletin, FDP-01-2018, January 2018

Unpaid Meal Charges: Local Meal Charge Policies, Clarification on Collection of Delinquent Meal Payments, and Excess Student Account Balances, NSD Management Bulletin, SNP-03-2017, April 2017

Clarification for the Use of Alternate Meals in the National School Lunch and School Breakfast Programs, Bad Debt Policies, and the Handling of Unpaid Meal Charges, NSD Management Bulletin, USDA-SNP-06-2015, May 2015

Cafeteria Funds--Allowable Uses, NSD Management Bulletin, NSD-SNP-07-2013, May 2013  
Paid Lunch Equity Requirement, NSD Management Bulletin, USDA-SNP-16-2012, October 2012

Adult and Sibling Meals in the National School Lunch and School Breakfast Programs, NSD Management Bulletin 00-111, July 2000

U.S. DEPARTMENT OF AGRICULTURE PUBLICATIONS

FAQs About School Meals

Unpaid Meal Charges: Guidance and Q&A, SP 23-2017, March 2017

Indirect Costs: Guidance for State Agencies and School Food Authorities SP 60-2016, September 2016

Overcoming the Unpaid Meal Challenge: Proven Strategies from Our Nation's Schools, September 2016

Unpaid Meal Charges: Local Meal Charge Policies, SP 46-2016, July 2016

Compliance with and Enforcement of the Buy American Provision in the National School Lunch Program, SP 24-2016, February 2016

Discretionary Elimination of Reduced Price Charges in the School Meal Programs, SP 17-2014, January 2014

WEB SITES

California Department of Education, Nutrition Services Division: <http://www.cde.ca.gov/ls/nu>

California School Nutrition Association: <http://www.calsna.org>

U.S. Department of Agriculture, Food and Nutrition Service: <http://www.fns.usda.gov/cnd>

## **Administrative Regulation**

### **Food Service Operations/Cafeteria Fund**

AR 3551

#### **Business and Noninstructional Operations**

##### Payments for Meals

With the exception of students who are eligible to receive meals at no cost, students may pay on a per-meal basis or may submit payments in advance. The Superintendent or designee shall maintain a system for accurately recording payments received and tracking meals provided to each student.

At the beginning of the school year, and whenever a student enrolls during the school year, parents/guardians shall be notified of the district's meal payment policies and be encouraged to prepay for meals whenever possible. The Superintendent or designee shall communicate the district's meal payment policies through multiple methods, including, but not limited to:

1. Explaining the meal charge policy within registration materials provided to parents/guardians at the start of the school year
2. Including the policy in print versions of student handbooks, if provided to parents/guardians annually
3. Providing the policy whenever parents/guardians are notified regarding the application process for free and reduced-price meals, such as in the distribution of applications at the start of the school year
4. Posting the policy on the district's web site
5. Establishing a system to notify parents/guardians when a student's meal payment account has a low or negative balance

In order to avoid potential misuse of a student's food service account by someone other than the student in whose name the account has been established, the Superintendent or designee shall verify a student's identity when setting up the account and when charging any meal to the account. The Superintendent or designee shall investigate any claim that a bill does not belong to a student or is inaccurate, shall not require a student to pay a bill that appears to be the result of identity theft, and shall open a new account with a new account number for a student who appears to be the subject of identity theft.

Any payments made to a student's food service account shall, if not used within the school year, be carried over into the next school year or be refunded to the student's parents/guardians.

##### Unpaid and Delinquent Meal Charges



## ITEM 16

No later than 10 days after a student's school meal account has reached a negative balance, the Superintendent or designee shall so notify the student's parent/guardian. Before sending this notification, the district shall exhaust all options and methods to directly certify the student for free or reduced-price meals. If the district is not able to directly certify the student, the notice to the parent/guardian shall include a paper copy of, or an electronic link to, an application for free or reduced-price meals and the Superintendent or designee shall contact the parent/guardian to encourage submission of the application.

The district may attempt to collect unpaid school meal fees from a parent/guardian, but shall not use a debt collector.

The district shall not direct any action toward a student to collect unpaid school meal fees.

The district's efforts to collect debt shall be consistent with district policies and procedures, California Department of Education (CDE) guidance, and 2 CFR 200.426. The district shall not spend more than the actual debt owed in efforts to recover unpaid meal charges.

The Superintendent or designee shall maintain records of the efforts made to collect unpaid meal charges and, if applicable, financial documentation showing when the unpaid meal balance has become an operating loss.

#### Reimbursement Claims

The Superintendent or designee shall maintain records of the number of meals served each day by school site and by category of free, reduced-price, and full-price meals. The Superintendent or designee shall submit reimbursement claims for school meals to CDE using the online Child Nutrition Information and Payment System.

#### Cafeteria Fund

All proceeds from food sales and other services offered by the cafeteria shall be deposited in the cafeteria fund as provided by law. The income and expenditures of any cafeteria revolving account established by the Governing Board shall be recorded as income and expenditures of the cafeteria fund.

The cafeteria fund shall be used only for those expenditures authorized by the Board as necessary for the operation of school cafeterias in accordance with Education Code 38100-38103, 2 CFR Part 200 Appendix VII, and the California School Accounting Manual.

Any charges to, or transfers from, a food service program shall be dated and accompanied by a written explanation of the expenditure's purpose and basis.

Net cash resources in the nonprofit school food service shall not exceed three months average expenditures.

(12/13 5/17) 3/18

**Board Policy**  
**Summer Meal Program**

BP 3552  
**Business and Noninstructional Operations**

Deleted/Not Included Optional Policy

**Administrative Regulation**  
**Summer Meal Program**

AR 3552  
**Business and Noninstructional Operations**

Deleted/Not Included Optional Policy

## **Board Policy**

### **Free And Reduced Price Meals**

BP 3553

#### **Business and Noninstructional Operations**

The Governing Board recognizes that adequate nutrition is essential to the development, health, and learning of all students. The Superintendent or designee shall facilitate and encourage the participation of students from low-income families in the district's food service program.

The district shall provide at least one nutritionally adequate meal each school day, free of charge or at a reduced price, for students whose families meet federal eligibility criteria.

To provide optimal nutrition and reduce the administrative burden of food service operations, the Superintendent or designee shall assess the eligibility of district schools to provide breakfast and/or lunch free of charge to all students at the school under a federally funded universal meal service provision, such as Provision 2 or the Community Eligibility Provision, pursuant to 42 USC 1759a.

If any district school meets the criteria for a "very high poverty school" through its eligibility for the federal Community Eligibility Provision reimbursement rate pursuant to 42 USC 1759a, the district shall apply to the California Department of Education (CDE) to operate a universal meal service, unless the Board adopts a resolution stating that the district is unable to comply with this requirement due to fiscal hardship. The resolution shall be part of the public agenda for at least two consecutive Board meetings, first as an information item and then as an action item. The Board shall reconsider the resolution at least once every four years.

The Superintendent or designee shall ensure that meals provided through the free and reduced-price meals program meet applicable state and/or federal nutritional standards in accordance with law, Board policy, and administrative regulation.

The Board shall approve, and shall submit to the CDE for approval, a plan that ensures that students eligible to receive free or reduced-price meals and milk are not treated differently from other students.

#### **Confidentiality/Release of Records**

All applications and records related to eligibility for the free and reduced-price meal program shall be confidential and may not be released except as provided by law and authorized by the Board or pursuant to a court order.

The Board authorizes designated employees to use individual records pertaining to student eligibility for the free and reduced-price meal program for the following purposes:

## ITEM 16

1. Disaggregation of academic achievement data
2. Identification of students eligible for services under the federal Elementary and Secondary Education Act pursuant to 20 USC 6301-6576

If a student transfers from the district to another district, charter school, county office of education program, or private school, the Superintendent or designee may share the student's meal eligibility information to the other educational agency to assist in the continuation of the student's meal benefits.

The Superintendent or designee may release the name and eligibility status of a student participating in the free or reduced-price meal program to another school district, charter school, or county office of education that is serving a student living in the same household for purposes related to program eligibility and data used in local control funding formula calculations.

The Superintendent or designee may release the name and eligibility status of a student participating in the free or reduced-price meal program to the Superintendent of Public Instruction for purposes of determining allocations under the local control funding formula and for assessing accountability of that funding.

The Superintendent or designee may release information on the school lunch program application to the local agency that determines eligibility for participation in the Medi-Cal program if the student has been approved for free meals or, if included in the agreement with the local agency, for reduced-price meals. He/she also may release information on the school lunch application to the local agency that determines eligibility for CalFresh or another nutrition assistance program authorized under 7 CFR 210.1 if the student has been approved for free or reduced-price meals. Information may be released for these purposes only if the student's parent/guardian consents to the sharing of information and the district has entered into a memorandum of understanding with the local agency which, at a minimum, includes the roles and responsibilities of the district and local agency and the process for sharing the information. After sharing information with the local agency for purposes of determining eligibility for that program, no further information shall be shared unless otherwise authorized by law.

Legal Reference:

EDUCATION CODE

- 48980 Notice at beginning of term
- 49430-49434 Pupil Nutrition, Health, and Achievement Act of 2001
- 49490-49494 School breakfast and lunch programs
- 49500-49505 School meals
- 49510-49520 Nutrition
- 49530-49536 Child Nutrition Act of 1974
- 49547-49548.3 Comprehensive nutrition service
- 49550-49564.5 Meals for needy students

CODE OF REGULATIONS, TITLE 5

- 15510 Mandatory meals for needy students
- 15530-15535 Nutrition education

ITEM 16

15550-15565 School lunch and breakfast programs  
UNITED STATES CODE, TITLE 20  
1232g Federal Educational Rights and Privacy Act  
6301-6576 Elementary and Secondary Education Act  
UNITED STATES CODE, TITLE 42  
1751-1769j School lunch program  
1771-1791 Child nutrition, especially:  
1773 School breakfast program  
CODE OF FEDERAL REGULATIONS, TITLE 7  
210.1-210.31 National School Lunch Program  
220.10-220.21 National School Breakfast Program  
245.1-245.13 Determination of eligibility for free and reduced-price meals and free milk

Management Resources:

CSBA PUBLICATIONS

Monitoring for Success: A Guide for Assessing and Strengthening Student Wellness Policies, 2012

Student Wellness: A Healthy Food and Physical Activity Policy Resource Guide, 2012

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

Direct Certification Implementation Checklist  
Free and Reduced-Price Meals: Universal Meal Service, Nutrition Services Division Management Bulletin SNP-01-2018, January 2018

U.S. DEPARTMENT OF AGRICULTURE PUBLICATIONS

Eligibility Manual for School Meals: Determining and Verifying Eligibility, July 2015

U.S. DEPARTMENT OF AGRICULTURE PUBLICATIONS (continued)

Provision 2 Guidance: National School Lunch and School Breakfast Programs, Summer 2002

WEB SITES

CSBA: <http://www.csba.org>

California Department of Education, Nutrition Services Division: <http://www.cde.ca.gov/ls/nu>

California Food Policy Advocates: <http://cfpa.net>

California Project LEAN (Leaders Encouraging Activity and Nutrition):

<http://www.californiaprojectlean.org>

U.S. Department of Agriculture, Food and Nutrition Service: <http://www.fns.usda.gov/cnd>

## **Administrative Regulation**

### **Free And Reduced Price Meals**

AR 3553

#### **Business and Noninstructional Operations**

##### Applications

The Superintendent or designee shall ensure that the district's application form for free and reduced-price meals and related materials include the statements specified in Education Code 49557 and 7 CFR 245.5. The district's application packet shall include the notifications and information listed in Education Code 49557.2.

The application form and related information shall be distributed in paper form to all parents/guardians at the beginning of each school year and shall be available to students at all times during the school day.

An application form and related information shall also be provided whenever a new student is enrolled.

At the beginning of each school year, the Superintendent or designee shall send a public release, containing the same information supplied to parents/guardians and including eligibility criteria, to local media, the local unemployment office, and any major employers in the district attendance area contemplating large layoffs. Copies of the public release shall be made available upon request to any interested person.

##### Eligibility

The Superintendent or designee shall determine students' eligibility for the free and reduced-price meal program based on the criteria specified in 42 USC 1758 and 1773 and 7 CFR 245.1-245.13 and made available by the California Department of Education.

Participants in the CalFresh, California Work Opportunity and Responsibility to Kids (CalWORKS), and Medi-Cal programs shall be directly certified for enrollment in the free and reduced-price meal program without further application. Participants in other state or federal programs may be directly certified when authorized by law.

##### Verification of Eligibility

Not later than November 15 of each year, the Superintendent or designee shall verify the eligibility of a sample of household applications approved for the school year in accordance with the sample sizes and procedures specified in 42 USC 1758 and 7 CFR 245.6a.

If the review indicates that the initial eligibility determination is correct, the Superintendent or

## ITEM 16

designee shall verify the approved household application. If the review indicates that the initial eligibility determination is incorrect, the Superintendent or designee shall:

1. If the eligibility status changes from reduced price to free, make the increased benefits immediately available and notify the household of the change in benefits
2. If the eligibility status changes from free to reduced price, first verify the application, then notify the household of the correct eligibility status, and, when required by law, send a notice of adverse action as described below
3. If the eligibility status changes from free or reduced price to paid, send the household a notice of adverse action as described below

If any household is to receive a reduction or termination of benefits as a result of verification activities, or if the household fails to cooperate with verification efforts, the Superintendent or designee shall reduce or terminate benefits, as applicable, and shall properly document and retain on file in the district the reasons for ineligibility. He/she also shall send a notice of adverse action to any household that is to receive a reduction or termination of benefits. Such notice shall be provided 10 days prior to the actual reduction or termination of benefits. The notice shall advise the household of:

1. The change and the reasons for the change
2. The right to appeal, when the appeal must be filed to ensure continued benefits while awaiting a hearing and decision, and instructions on how to appeal
3. The right to reapply at any time during the school year

#### Confidentiality/Release of Records

The Superintendent designates the following district employee(s) to use individual records pertaining to student participation in the free and reduced-price meal program for the purpose of disaggregation of academic achievement data and/or the provision of services under the federal Elementary and Secondary Education Act pursuant to 20 USC 6301-6576.

*Associate Superintendent, Administrative Services*

In using the records for such purposes, the Superintendent or designee shall ensure that:

1. No individual indicators of participation in the free and reduced-price meal program are maintained in the permanent records of any student if not otherwise allowed by law.
2. Information regarding individual student participation in the free and reduced-price meal program is not publicly released.
3. All other confidentiality provisions required by law are met.



ITEM 16

4. Information collected regarding individual students certified to participate in the free and reduced-price meal program is destroyed when no longer needed for its intended purpose.

Nondiscrimination Plan

The district's plan for students receiving free or reduced-price meals shall ensure the following:

1. The names of the students shall not be published, posted, or announced in any manner, or used for any purpose other than the National School Lunch and School Breakfast Programs, unless otherwise provided by law.
2. There shall be no overt identification of any of the students by the use of special tokens or tickets or by any other means.
3. The students shall not be required to work for their meals or for milk.
4. The students shall not be required to use a separate dining area, go through a separate serving line or entrance, or consume their meals or milk at a different time.

When more than one lunch, breakfast, or type of milk is offered, the students shall have the same choice of meals or milk as is available to those students who pay the full price.

Prices

The maximum price that shall be charged to eligible students for reduced-price meals shall be 40 cents for lunch and 30 cents for breakfast.

(3/16 7/16) 3/18

## Board Policy

### Other Food Sales

BP 3554

#### Business and Noninstructional Operations

The Governing Board believes that sales of foods and beverages at school during the school day should be aligned with the district's goals to promote student wellness. Any food sales conducted outside the district's food service program shall meet nutritional standards specified in law, Board policy, and administrative regulation and shall not reduce student participation in the district's food service program.

The Board authorizes the Superintendent or designee to approve the sale of foods and beverages outside the district's food service program, including sales by student or school-connected organizations, sales through vending machines, and/or sales at secondary school student stores for fundraising purposes.

When vending machines are sponsored by the district or a student or adult organization, the Superintendent or designee shall determine how and where vending machines may be placed at school sites, district offices, or other school facilities.

#### Legal Reference:

##### EDUCATION CODE

35182.5 Contracts, non-nutritious beverages

48931 Authorization and sale of food

49430-49434 Pupil Nutrition, Health, and Achievement Act of 2001

51520 School premises; prohibited solicitations

##### CODE OF REGULATIONS, TITLE 5

15500 Food sales in elementary schools

15501 Sales in high schools and junior high schools

15575-15578 Requirements for foods and beverages outside the federal meals program

##### HEALTH AND SAFETY CODE

113700-114437 California Retail Food Code

##### UNITED STATES CODE, TITLE 42

1751-1769j National School Lunch Act, including:

1758b Local wellness policy

1771-1791 Child nutrition, School Breakfast Program

##### CODE OF FEDERAL REGULATIONS, TITLE 7

210.1-210.31 National School Lunch Program

220.1-220.21 National School Breakfast Program

#### Management Resources:

##### CSBA PUBLICATIONS

Nutrition Standards for Schools: Implications for Student Wellness, Policy Brief, rev. October

ITEM 16

2007

Monitoring for Success: Student Wellness Policy Implementation Monitoring Report and Guide, 2007

Student Wellness: A Healthy Food and Physical Activity Policy Resource Guide, rev. April 2006

CALIFORNIA DEPARTMENT OF EDUCATION MANAGEMENT BULLETINS

06-110 Restrictions on Food and Beverage Sales Outside of the School Meal Program, August 2006

FISCAL CRISIS AND MANAGEMENT ASSISTANCE TEAM PUBLICATIONS

Associated Student Body Accounting Manual and Desk Reference, 2002

NATIONAL ASSOCIATION OF STATE BOARDS OF EDUCATION PUBLICATIONS

Fit, Healthy and Ready to Learn, 2000

WEB SITES

CSBA: <http://www.csba.org>

California Department of Education, Nutrition Services Division: <http://www.cde.ca.gov/ls/nu>

California Department of Public Health: <http://www.cdph.ca.gov>

California Healthy Kids Resource Center: <http://www.californiahealthykids.org>

California Project LEAN (Leaders Encouraging Activity and Nutrition):

<http://www.californiaprojectlean.org>

Centers for Disease Control and Prevention: <http://www.cdc.gov>

Fiscal Crisis and Management Assistance Team: <http://www.fcmat.org>

National Association of State Boards of Education (NASBE): <http://www.nasbe.org>

U.S. Dept. of Agriculture, Food and Nutrition Information Center: <http://www.nal.usda.gov/fnic>

(11/03 11/05) 11/07

# Administrative Regulation

## Other Food Sales

AR 3554

### Business and Noninstructional Operations

#### Requirements for Schools Participating in Federal Meal Program

For any district school participating in the National School Lunch and/or Breakfast Program, food and beverage sales conducted outside the district's food service program on school campuses during the school day shall comply with applicable nutritional standards specified in 7 CFR 210.11 and 220.12 or with state nutrition standards in Education Code 49431-49431.7 and 5 CCR 15500-15501 and 15575-15578, whichever rule is stricter.

These standards shall apply to all competitive foods and beverages sold from midnight before the school day to one-half hour after the end of the school day.

In a school with any of grades K-8 that is participating in the National School Lunch and/or Breakfast Program, the Superintendent or designee shall not permit the sale of foods by a student organization except when all of the following conditions are met:

1. The student organization sells only one food item per sale.
2. The specific nutritious food item is approved by the Superintendent or designee in accordance with Board policy.
3. The sale does not begin until after the close of the regularly scheduled midday food service period.
4. The sale during the regular school day is not of food items prepared on the premises.
5. There are no more than four such sales per year per school.
6. The food sold is not one sold in the district's food service program at that school during that school day.

In any middle or high school, a student organization may be approved to sell food items during or after the school day if all of the following conditions are met:

1. Only one student organization conducts a food sale on a given school day and the organization sells no more than three types of food or beverage items, except that up to four days during the school year may be designated on which any number of organizations may conduct the sale of any food items.

ITEM 16

2. The specific nutritious food items are approved by the Superintendent or designee in accordance with Board policy.
3. Food items sold during the regular school day are not prepared on the premises.
4. The food items sold are not those sold in the district's food service program at that school during that school day.

The Superintendent or designee shall maintain records, and shall require organizations selling foods and beverages to maintain records, to document compliance with federal nutrition standards for all competitive foods and beverages sold through and outside the district's food services program. At a minimum, these records shall include receipts, nutrition labels, and/or product specifications.

(11/05 11/07) 12/13

## **Board Policy**

### **Nutrition Program Compliance**

BP 3555

#### **Business and Noninstructional Operations**

The Governing Board recognizes the district's responsibility to comply with state and federal nondiscrimination laws as they apply to the district's nutrition programs. The district shall not deny any individual the benefits or service of any nutrition program or discriminate against him/her on any basis prohibited by law.

#### Coordinator

The Board designates the compliance officer(s) specified in AR 1312.3 - Uniform Complaint Procedures as the district's civil rights coordinator to ensure compliance with the laws governing its nutrition programs and to investigate any related complaints.

The responsibilities of the compliance officer/coordinator include, but are not limited to:

1. Providing the name of the civil rights coordinator, Section 504 coordinator, and Title IX coordinator, if different from the civil rights coordinator, to the California Department of Education and other interested parties
2. Annually providing mandatory civil rights training to all frontline staff who interact with program applicants or participants and to those who supervise frontline staff

The subject matter of such training shall include, but not be limited to, collection and use of data, effective public notification systems, complaint procedures, compliance review techniques, resolution of noncompliance, requirements for reasonable accommodation of persons with disabilities, requirements for language assistance, conflict resolution, and customer service.

3. Establishing admission and enrollment procedures that do not restrict enrollment of students on the basis of race, ethnicity, national origin, or disability, including preventing staff from incorrectly denying applications and ensuring that such persons have equal access to all programs
4. Sending a public release announcing the availability of the child nutrition programs and/or changes in the programs to public media and to community and grassroots organizations that interact directly with eligible or potentially eligible participants
5. Communicating the program's nondiscrimination policy and applicable complaint procedures, as provided in the section "Notifications" below
6. Providing appropriate translation services when a significant number of persons in the

## ITEM 16

surrounding population have limited English proficiency

7. Ensuring that every part of a facility is accessible to and usable by persons with disabilities and that participants with disabilities are not excluded from the benefits or services due to inaccessibility of facilities
8. Ensuring that special meals are made available to participants with disabilities who have a medical statement on file documenting that their disability restricts their diet
9. Implementing procedures to process and resolve civil rights (discrimination) complaints and program-related complaints, including maintaining a complaint log and working with the appropriate person to resolve any complaint
10. Developing a method, which preferably uses self-identification or self-reporting, to collect racial and ethnic data for potentially eligible populations, applicants, and participants

#### Notifications

The U.S. Department of Agriculture's (USDA) "And Justice for All" civil rights poster or a substitute poster approved by the USDA's Food and Nutrition Service shall be displayed in areas visible to the district's nutrition program participants, such as food service areas and school offices.

The coordinator shall notify the public, all program applicants, participants, and potentially eligible persons of their program rights and responsibilities and steps necessary for participation. Applicants, participants, and the public also shall be advised of their right to file a complaint, how to file a complaint, the complaint procedures, and that a complaint may be file anonymously or by a third party.

In addition, all forms of communication available to the public regarding program availability shall contain, in a prominent location, the following statement:

"In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination



## ITEM 16

Complaint Form, (AD-3027) found online at: [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

- (1) mail: U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410;
- (2) fax: (202) 690-7442; or
- (3) email: [program.intake@usda.gov](mailto:program.intake@usda.gov).

This institution is an equal opportunity provider."

Forms of communication requiring this nondiscrimination statement include, but are not limited to, web sites, public information releases, publications, and posters, but exclude menus. The nondiscrimination statement need not be included on every page of program information on the district's or school's web site, but the statement or a link to the statement shall be included on the home page of the program information.

A short version of the nondiscrimination statement, stating "This institution is an equal opportunity provider," may be used on pamphlets, brochures, and flyers in the same print size as the rest of the text.

### Complaints

Any complaint concerning the district's nutrition programs shall be investigated using the process identified in AR 1312.3 - Uniform Complaint Procedures.

When a complaint alleging discrimination of the basis of race, color, national origin, sex, age, or disability is unresolved at the district level, the coordinator shall notify the complainant of the option to contact and/or forward his/her complaint to one of the following agencies:

1. Child Nutrition Program Civil Rights and Program Complaint Coordinator, California Department of Education, Nutrition Services Division, 1430 N Street, Room 4503, Sacramento, CA 95814-2342 or call (916) 323-8531 or (800) 952-5609
2. U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410, (866) 632-9992, (800) 877-8339 (Federal Relay Service - English), (800) 845-6136 (Federal Relay Service - Spanish), fax (202) 690-7442, or email [program.intake.usda.gov](mailto:program.intake.usda.gov).

ITEM 16

Legal Reference:

EDUCATION CODE

200-262.4 Prohibition of discrimination  
48985 Notices to parents in language other than English  
49060-49079 Student records  
49490-49590 Child nutrition programs

PENAL CODE

422.6 Interference with constitutional right or privilege

CODE OF REGULATIONS, TITLE 5

3080 Application of section  
4600-4687 Uniform complaint procedures  
4900-4965 Nondiscrimination in elementary and secondary education programs

UNITED STATES CODE, TITLE 20

1400-1482 Individuals with Disabilities in Education Act  
1681-1688 Discrimination based on sex or blindness, Title IX

UNITED STATES CODE, TITLE 29

794 Section 504 of the Rehabilitation Act of 1973

UNITED STATES CODE, TITLE 42

2000d-2000d-7 Title VI, Civil Rights Act of 1964  
2000e-2000e-17 Title VII, Civil Rights Act of 1964 as amended  
2000h-2000h-6 Title IX

12101-12213 Americans with Disabilities Act

CODE OF FEDERAL REGULATIONS, TITLE 7

210.23 National School Lunch Program, district responsibilities

215.7 Special Milk Program, requirements for participation

215.14 Special Milk Program, nondiscrimination

220.7 School Breakfast Program, requirements for participation

225.3 Summer Food Service Program, administration

225.7 Summer Food Service Program, program monitoring

CODE OF FEDERAL REGULATIONS, TITLE 28

35.101-35.190 Americans with Disabilities Act

36.303 Auxiliary aids and services

CODE OF FEDERAL REGULATIONS, TITLE 34

100.1-100.13 Nondiscrimination in federal programs, effectuating Title VI

104.1-104.39 Section 504 of the Rehabilitation Act of 1973

106.1-106.61 Discrimination on the basis of sex, effectuating Title IX, especially:

106.9 Dissemination of policy

Management Resources:

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

Civil Rights and Complaint Procedures for the U.S. Department of Agriculture Child Nutrition Programs, rev. November 2015

U.S. DEPARTMENT OF AGRICULTURE, FOOD AND NUTRITION SERVICE  
PUBLICATIONS

Civil Rights Compliance and Enforcement - Nutrition Programs and Activities, FNS Instruction

ITEM 16

113-1, November 2005

U.S. DEPARTMENT OF EDUCATION, OFFICE FOR CIVIL RIGHTS PUBLICATIONS

Notice of Non-Discrimination, August 2010

WEB SITES

California Department of Education, Nutrition Services Division: <http://www.cde.ca.gov/ls/nu>

U.S. Department of Agriculture, Food and Nutrition Services: <http://www.fns.usda.gov>

U.S. Department of Agriculture, Office for Civil Rights: <http://www.ascr.usda.gov>

U.S. Department of Education, Office for Civil Rights: <http://www2.ed.gov/ocr>

(7/10) 7/16

ITEM 16

## **Board Policy**

### **District Records**

BP 3580

**Business and Noninstructional Operations**

Deleted/Not Included Optional Policy

## **Administrative Regulation**

### **District Records**

AR 3580

**Business and Noninstructional Operations**

Deleted/Not Included Optional Policy

# Board Policy

## Consultants

BP 3600

### Business and Noninstructional Operations

The Governing Board authorizes the use of consultants to provide expert professional advice or specialized technical or training services which are not needed on a continuing basis and which cannot be provided by district staff because of limitations of time, experience or knowledge. Individuals, firms or organizations employed as consultants may assist management with decisions and/or project development related to financial, economic, accounting, engineering, legal, administrative, instructional or other matters.

As part of the contract process, the Superintendent or designee shall determine, in accordance with Internal Revenue Service guidelines, that the consultant is properly classified as an independent contractor. District employees who perform extra-duty consultant services shall not be retained as independent contractors. They shall be considered employees for all purposes, even if the additional services are not related to their regular duties.

All consultant contracts shall be brought to the Board for approval.

The district shall not contract for consulting services that can be performed without charge by a public agency or official unless these services are unavailable from the public source for reasons beyond the district's control.

All qualified firms or resource persons shall be accorded equal opportunity for consultant contracts regardless of race, creed, color, gender, national or ethnic origin, age or disability.

Independent contractors applying for a consultant contract shall submit a written conflict of interest statement disclosing financial interests as determined necessary by the Superintendent or designee, depending on the range of duties to be performed by the consultant. The Superintendent or designee shall consider this statement when deciding whether to recommend the consultant's employment.

When employees of a public university, county office of education or other public agency serve as consultant or resource persons for the district, they shall certify as part of the consultant agreement that they will not receive salary or remuneration other than vacation pay from any other public agency for the specific days when they work for this district.

Legal Reference:

EDUCATION CODE

10400-10407 Cooperative improvement programs

ITEM 16

35010 Control of districts; prescription and enforcement of rules  
35172 Promotional activities  
35204 Contract with attorney  
17596 Limit on continuing contracts  
44925 Part-time readers employed as independent contractors  
45103 Classified service in districts not incorporating the merit system  
45103.5 Contracts for food service consulting services  
45134-45135 Employment of retired classified employee  
45256 Merit system districts; classified service; positions established for professional experts  
on a temporary basis

GOVERNMENT CODE

53060 Contract for special services and advice

Management Resources:

INTERNAL REVENUE SERVICE PUBLICATIONS

15-A Employer's Supplemental Tax Guide

(1/85 9/88) 10/96

# San Dieguito Union High School District

## INFORMATION REGARDING BOARD AGENDA ITEM

**TO:** BOARD OF TRUSTEES

**DATE OF REPORT:** April 29, 2019

**BOARD MEETING DATE:** May 9, 2019

**PREPARED & SUBMITTED BY:** Robert A. Haley, Ed.D., Superintendent

**SUBJECT:** APPROVAL OF DELETION OF CURRENT BOARD POLICY SERIES 9000, BOARD BYLAWS, AND REPLACE WITH ADOPTION OF REVISED BOARD POLICY SERIES 9000

\*\*\*\*\*

### EXECUTIVE SUMMARY

San Dieguito Union High School District is a member of the California School Boards Association (CSBA). CSBA provides guidance and board policy templates for member districts. The SDUHSD Board Policy Series 9000-Board Bylaws were reviewed based on those templates and guidance. It is recommended that Board delete the current Board policies series and replace with adoption of the entire revised series 9000, as presented. This action will remove the old policies and replace them with the new ones. The policies have, in some cases, been renumbered and retitled to be consistent with CSBA. Some of the policies in the Series are optional and of those some are not recommended for adoption. The polices are shown in an editing format consistent with CSBA guidance, red strikeouts denote deletions and red italics denote insertions.

### RECOMMENDATION:

It is recommended that the Board approve deleting the current Board Policy Series 9000, Board Bylaws, and replace with adoption of the revised Board Policy Series 9000, as shown in the attached supplement.

### FUNDING SOURCE:

N/A



## **Board Bylaw**

### **Role Of The Board**

BB 9000

#### **Board Bylaws**

The Governing Board has been elected by the community to provide leadership and citizen oversight of the district. The Board shall ensure that the district is responsive to the values, beliefs, and priorities of the community.

The Board shall work with the Superintendent to fulfill its major responsibilities, which include:

1. Setting the direction for the district through a process that involves the community, parents/guardians, students, and staff and is focused on student learning and achievement
2. Establishing an effective and efficient organizational structure for the district by:
  - a. Employing the Superintendent and setting policy for hiring of other personnel
  - b. Overseeing the development and adoption of policies
  - c. Establishing academic expectations and adopting the curriculum and instructional materials
  - d. Establishing budget priorities and adopting the budget
  - e. Providing safe, adequate facilities that support the district's instructional program
  - f. Setting parameters for negotiations with employee organizations and ratifying collective bargaining agreements
3. Providing support to the Superintendent and staff as they carry out the Board's direction by:
  - a. Establishing and adhering to standards of responsible governance
  - b. Making decisions and providing resources that support district priorities and goals
  - c. Upholding Board policies
  - d. Being knowledgeable about district programs and efforts in order to serve as effective spokespersons
4. Ensuring accountability to the public for the performance of the district's schools by:
  - a. Evaluating the Superintendent and setting policy for the evaluation of other personnel

ITEM 17

- b. Monitoring and evaluating the effectiveness of policies
  - c. Serving as a judicial (hearing) and appeals body in accordance with law, Board policies, and negotiated agreements
  - d. Monitoring student achievement and program effectiveness and requiring program changes as necessary
  - e. Monitoring and adjusting district finances
  - f. Monitoring the collective bargaining process
5. Providing community leadership and advocacy on behalf of students, the district's educational program, and public education in order to build support within the local community and at the state and national levels

The Board is authorized to establish and finance any program or activity that is not in conflict with, inconsistent with, or preempted by law.

Legal Reference:

EDUCATION CODE

- 5304 Duties of governing board (re school district elections)
- 12400-12405 Authority to participate in federal programs
- 17565-17592 Board duties re property maintenance and control
- 33319.5 Implementation of authority of local agencies
- 35000 District name
- 35010 Control of district; prescription and enforcement of rules
- 35020-35046 Officers and agents
- 35100-35351 Governing boards, especially:
- 35160-35185 Powers and duties
- 35291 Rules

Management Resources:

CSBA PUBLICATIONS

Professional Governance Standards, November 2000

NATIONAL SCHOOL BOARDS ASSOCIATION PUBLICATIONS

The Key Work of School Boards, 2000

WEB SITES

CSBA: <http://www.csba.org>

National School Boards Association: <http://www.nsba.org>

(2/97 3/01) 7/06

## **Board Bylaw**

### **Governance Standards**

BB 9005

#### **Board Bylaws**

The Governing Board believes that its primary responsibility is to act in the best interests of every student in the district. The Board also has major commitments to parents/guardians, all members of the community, employees, the state of California, laws pertaining to public education, and established policies of the district. To maximize Board effectiveness and public confidence in district governance, Board members are expected to govern responsibly and hold themselves to the highest standards of ethical conduct.

The Board expects its members to work with each other and the Superintendent to ensure that a high-quality education is provided to each student. Each individual Board member shall:

1. Keep learning and achievement for all students as the primary focus
2. Value, support and advocate for public education
3. Recognize and respect differences of perspective and style on the Board and among staff, students, parents and the community
4. Act with dignity, and understand the implications of demeanor and behavior
5. Keep confidential matters confidential
6. Participate in professional development and commit the time and energy necessary to be an informed and effective leader
7. Understand the distinctions between Board and staff roles, and refrain from performing management functions that are the responsibility of the Superintendent and staff
8. Understand that authority rests with the Board as a whole and not with individuals

Board members also shall assume collective responsibility for building unity and creating a positive organizational culture. To operate effectively, the Board shall have a unity of purpose and:

1. Keep the district focused on learning and achievement for all students
2. Communicate a common vision
3. Operate openly, with trust and integrity
4. Govern in a dignified and professional manner, treating everyone with civility and

ITEM 17

respect

5. Govern within Board-adopted policies and procedures
6. Take collective responsibility for the Board's performance
7. Periodically evaluate its own effectiveness
8. Ensure opportunities for the diverse range of views in the community to inform Board deliberations

Legal Reference:

EDUCATION CODE

35010 Power of governing board to adopt rules for its own governance

35160 Board authority to act in any manner not conflicting with law

35164 Actions by majority vote

GOVERNMENT CODE

1090 Financial interest in contract

1098 Disclosure of confidential information

1125-1129 Incompatible activities

54950-54963 The Ralph M. Brown Act

87300-87313 Conflict of interest code

Management Resources:

CSBA PUBLICATIONS

CSBA Professional Governance Standards, 2000

WEB SITES

CSBA: [http:// www.csba.org](http://www.csba.org)

(7/84 9/89) 3/01

# Board Bylaw

## Public Statements

BB 9010

### Board Bylaws

The Governing Board recognizes the responsibility of Board members in their role as community leaders to participate in public discourse on matters of civic or community interest, including those involving the district, and their right to freely express their personal views. However, to ensure communication of a consistent, unified message regarding district issues, Board members are expected to respect the authority of the Board to choose its representatives to communicate its positions and to abide by established protocols.

All public statements authorized to be made on behalf of the Board shall be made by the Board president or, if appropriate, by the Superintendent or other designated representative.

When speaking for the district, the Board encourages its spokespersons to exercise restraint and tact and to communicate the message in a manner that promotes public confidence in the Board's leadership.

Board spokespersons shall not disclose confidential information or information received in closed session except when authorized by a majority of the Board.

When speaking to community groups, members of the public, or the media, individual Board members should recognize that their statements may be perceived as reflecting the views and positions of the Board. Board members have a responsibility to identify personal viewpoints as such and not as the viewpoint of the Board.

In addition, the Board encourages members who participate on social networking sites, blogs, or other discussion or informational sites to conduct themselves in a respectful, courteous, and professional manner and to model good behavior for district students and the community. Such electronic communications are subject to the same standards and protocols established for other forms of communication. ~~and the disclosure requirements of the California Public Records Act may likewise apply to them.~~

#### Legal Reference:

EDUCATION CODE

35010 Control of district; prescription and enforcement of rules

GOVERNMENT CODE

6250-6270 California Public Records Act

54960 Actions to stop or prevent violation of meeting provisions

54963 Confidential information in closed session

#### Management Resources:

WEB SITES

CSBA: <http://www.csba.org>

ITEM 17

(9/90 6/94) 8/13

## **Board Bylaw**

### **Disclosure Of Confidential/Privileged Information**

BB 9011

#### **Board Bylaws**

The Governing Board recognizes the importance of maintaining the confidentiality of information acquired as part of a Board member's official duties. Confidential/privileged information shall be released only to the extent authorized by law.

#### Disclosure of Closed Session Information

A Board member shall not disclose confidential information acquired during a closed session to a person not entitled to receive such information, unless a majority of the Board has authorized its disclosure.

Confidential information means a communication made in a closed session that is specifically related to the basis for the Board to meet lawfully in closed session.

The Board shall not take any action against any person for disclosing confidential information, nor shall the disclosure be considered a violation of the law or Board policy, when the person is:

1. Making a confidential inquiry or complaint to a district attorney or grand jury concerning a perceived violation of law, including disclosing facts necessary to establish the illegality or potential illegality of a Board action that has been the subject of deliberation during a closed session
2. Expressing an opinion concerning the propriety or legality of Board action in closed session, including disclosure of the nature and extent of the illegal or potentially illegal action
3. Disclosing information that is not confidential

#### Other Disclosures

A Board member shall not disclose, for pecuniary gain, confidential information acquired in the course of his/her official duties. Confidential information includes information that is not a public record subject to disclosure under the Public Records Act, information that by law may not be disclosed, or information that may have a material financial effect on the Board member.

Disclosures excepted from this prohibition are those made to law enforcement officials or to the joint legislative audit committee when reporting on improper governmental activities.

#### Legal Reference:

EDUCATION CODE

35010 Power of governing board to adopt rules for its own governance

35146 Closed session



ITEM 17

EVIDENCE CODE

1040 Privilege for official information

GOVERNMENT CODE

1098 Public officials and employees re confidential information

3549.1 Meeting and negotiating in public educational employment

6250-6270 Inspection of public records

54950-54963 Brown Act, especially:

54956.8 Open meeting laws

54956.9 Closed meeting for pending litigation

54957 Closed session; "employee" defined; exclusion of witnesses

54957.1 Subsequent public report and rollcall vote; employee matters in closed session

54957.5 Public records

54957.6 Closed session; representatives with employee organization

54957.7 Reasons for closed session

54963 Confidential information in closed session

ATTORNEY GENERAL OPINIONS

80 Ops.Cal.Atty.Gen. 231 (1997)

Management Resources:

CSBA PUBLICATIONS

Professional Governance Standards, November 2000

WEB SITES

CSBA: <http://www.csba.org>

(3/88 6/98) 11/02

# Board Bylaw

## Board Member Electronic Communications

BB 9012

### Board Bylaws

The Governing Board recognizes that electronic communication is an efficient and convenient way for Board members to communicate and expedite the exchange of information within the district and with members of the public. Board members shall exercise caution so as to ensure that electronic communications are not used as a means for the Board to deliberate outside of an agendaized Board meeting nor to circumvent the public's right to access records regarding district business.

A majority of the Board shall not, outside of an authorized meeting, use a series of electronic communications of any kind, directly or through intermediaries, to discuss, deliberate, or take action on any item that is within the subject matter jurisdiction of the Board.

Examples of permissible electronic communications concerning district business include, but are not limited to, dissemination of Board meeting agendas and agenda packets, reports of activities from the Superintendent, and reminders regarding meeting times, dates, and places.

In addition, Board members may use electronic communications to discuss matters that do not pertain to district business, regardless of the number of Board members participating in the discussion.

Board members shall make every effort to ensure that their electronic communications conform to the same standards and protocols established for other forms of communication. A Board member may respond, as appropriate, to an electronic communication received from a member of the community and should make clear that his/her response does not necessarily reflect the views of the Board as a whole. Any complaint or request for information should be forwarded to the Superintendent in accordance with Board bylaws and protocols so that the issue may receive proper consideration and be handled through the appropriate district process. As appropriate, communication received from the media shall be forwarded to the *Superintendent designated-district spokesperson*.

To the extent possible, electronic communications regarding any district-related business shall be transmitted through a district-provided device or account. ~~When any such communication is transmitted through a Board member's personal device or account, he/she shall copy the communication to a district electronic storage device for easy retrieval.~~

Legal Reference:

EDUCATION CODE

35140 Time and place of meetings

35145 Public meetings

35145.5 Agenda; public participation; regulations

35147 Open meeting law exceptions and applications

ITEM 17

GOVERNMENT CODE

6250-6270 California Public Records Act

11135 State programs and activities, discrimination

54950-54963 The Ralph M. Brown Act, especially:

54952.2 Meeting, defined

54953 Meetings to be open and public; attendance

54954.2 Agenda posting requirements, board actions

COURT DECISIONS

City of San Jose v. Superior Court (2017) 2 Cal.5th 608

Management Resources:

CSBA PUBLICATIONS

Legal Alert: Tips for Governing Boards in Response to Public Records Act Ruling on Electronic Communications, March 2017

The Brown Act: School Boards and Open Meeting Laws, rev. 2014

ATTORNEY GENERAL PUBLICATIONS

The Brown Act: Open Meetings for Legislative Bodies, 2003

WEB SITES

CSBA: <http://www.csba.org>

CSBA, Agenda Online:

<http://www.csba.org/ProductsAndServices/AllServices/AgendaOnline.aspx>

California Attorney General's Office: <http://oag.ca.gov>

(11/08) 5/17

# Board Bylaw

## Organization

BB 9100

### Board Bylaws

Each year, the Governing Board shall hold an annual organizational meeting. In any year in which a regular election of district Board members is conducted, the organizational meeting shall be held within a 15-day period beginning from the date upon which a Board member elected at that election takes office. During non-election years, the meeting shall be held within the same 15-day period on the calendar.

The day and time of the annual meeting shall be selected by the Board at its regular meeting held immediately prior to the first day of the 15-day period. On behalf of the Board, the Superintendent shall notify the County Superintendent of Schools of the day and time selected. Within 15 days prior to the date of the annual meeting, the clerk of the Board, with the assistance of the Superintendent, shall notify in writing all Board members and members-elect of the date and time selected for the meeting.

At this meeting the Board shall:

1. Elect a president and a clerk and/or vice president from its members
2. Appoint the Superintendent as secretary to the Board
3. Authorize signatures
4. Approve a schedule of regular meetings for the year ~~and a Board governance calendar stating the time when the Board will address important governance matters~~
5. Designate Board representatives to serve on committees or commissions of the district, other public agencies, or organizations with which the district partners or collaborates
6. Review and/or consider resources that define and clarify the Board's governance and leadership roles and responsibilities including, but not limited to, governance standards, meeting protocols, Board rules and bylaws, and other Board development materials

### Election of Officers

~~OPTION 1: The Board shall each year elect one of its members to be (clerk)/(vice president).— This member shall be one who previously has not served in office, unless all the Board's members have previously served in office. After serving one year as (clerk)/(vice president), the elected member shall serve one year as president of the Board.~~

The Board shall each year elect its entire slate of officers.

ITEM 17

~~No Board member shall serve more than — consecutive year(s) in the same office.~~

The election of Board officers shall be conducted during an open session of the annual organizational meeting.

Legal Reference:

EDUCATION CODE

5017 Term of office

35143 Annual organizational meeting date, and notice

35145 Public meetings

GOVERNMENT CODE

54953 Meetings to be open and public; attendance

ATTORNEY GENERAL OPINIONS

68 Ops.Cal.Atty.Gen. 65 (1985)

59 Ops.Cal.Atty.Gen. 619, 621-622 (1976)

(9/92) 7/15

## **Board Bylaw**

### **Terms Of Office**

BB 9110

#### **Board Bylaws**

The Governing Board shall consist of five members whose terms shall be staggered so that as nearly as practicable, one half of the members shall be elected in each year in which the Board's elections are regularly held.

The term of office for Board members elected in regular elections shall be four years, commencing on the second Friday in December following their election.

Board members whose terms have expired shall continue to discharge the duties of office until their successors have qualified by taking the oath of office.

If a regularly scheduled Board election date is changed due to consolidation with a statewide or municipal general election, the term of incumbent Board members shall be extended to align with the next applicable election.

#### Legal Reference:

##### EDUCATION CODE

5000-5033 Election of school district board members

35010 Control of district

35012 Board members; number, election and terms

35107 Eligibility

##### ELECTIONS CODE

1302 Local elections, school district election

10400-10418 Consolidation of elections

14050-14057 California Voter Participation Rights Act

##### GOVERNMENT CODE

1302 Continuance in office until qualification of successor

1303 Exercising functions of office without having qualified

1360 Necessity of taking constitutional oath

#### Management Resources:

##### WEB SITES

CSBA: <http://www.csba.org>

(12/92 3/93) 10/18

## **Board Bylaw**

### **President**

BB 9121

### **Board Bylaws**

The Governing Board shall elect a president from among its members to provide leadership on behalf of the governance team and the educational community it serves.

To ensure that Board meetings are conducted in an efficient, transparent, and orderly manner, the president shall:

1. Call such meetings of the Board as he/she may deem necessary, giving notice as required by law
2. Consult with the Superintendent or designee on the preparation of Board meeting agendas
3. Call the meeting to order at the appointed time and preside over the meeting
4. Announce the business to come before the Board in its proper order
5. Enforce the Board's bylaws related to the conduct of meetings and help ensure compliance with applicable requirements of the Brown Act
6. Recognize persons who desire to speak, and protect the speaker who has the floor from disturbance or interference
7. Facilitate the Board's effective deliberation, ensuring that each Board member has an opportunity to participate in the deliberation and that the discussion remains focused
8. Rule on issues of parliamentary procedure
9. Put motions to a vote, and clearly state the results of the vote

The president shall have the same rights as other members of the Board, including the right to discuss and vote on all matters before the Board.

The president shall perform other duties in accordance with law and Board policy including, but not limited to:

1. Signing all instruments, acts, orders, and resolutions necessary to comply with legal requirements and carry out the will of the Board
2. Working with the Superintendent or designee to ensure that Board members have necessary materials and information



ITEM 17

3. Subject to Board approval, appointing and dissolving all committees
4. In conjunction with the Superintendent or designee, representing the district as the Board's spokesperson in communications with the media
5. Leading the Board's advocacy efforts to build support within the local community and at the state and national levels

The president ~~shall~~ *may* participate in the California School Boards Association's Board President's Workshop and other professional development opportunities to enhance his/her leadership skills.

~~OPTION 1: When the president resigns or is absent, the clerk shall perform the president's duties. When both the president and clerk are absent, the Board shall choose a president pro tempore to perform the president's duties.~~

OPTION 2: When the president resigns or is absent, the vice president shall perform the president's duties. When both the president and vice president are absent, the clerk shall perform the president's duties.

Legal Reference:

EDUCATION CODE

35022 President of the board

35143 Annual organizational meetings; dates and notice

GOVERNMENT CODE

54950-54963 Ralph M. Brown Act

Management Resources:

CSBA PUBLICATIONS

Call to Order: A Blueprint for Great Board Meetings, 2015

Board Presidents' Handbook, revised 2002

CSBA Professional Governance Standards, 2000

WEB SITES

CSBA: <http://www.csba.org>

(9/89 7/03) 7/17

## **Board Bylaw**

### **Secretary**

BB 9122

### **Board Bylaws**

The Governing Board shall appoint the Superintendent to serve as secretary to the Board. The secretary to the Board shall be responsible for maintaining an accurate and complete record of all Board proceedings and shall:

1. Prepare, distribute and maintain the Board agenda
2. Record, distribute and maintain the Board minutes
3. Maintain Board records and documents
4. Conduct official correspondence for the Board
5. As directed by the Board, sign and execute official papers
6. Perform other duties as assigned by the Board

#### Legal Reference:

##### EDUCATION CODE

35025 Secretary and bookkeeper

35143 Annual organizational meetings; dates and notice

35250 Duty to keep certain records and reports

##### GOVERNMENT CODE

54950-54963 Ralph M. Brown Act

#### Management Resources:

##### CSBA PUBLICATIONS

CSBA Professional Governance Standards, 2000

##### WEB SITES

CSBA: <http://www.csba.org>

(7/84 9/89) 7/03

## **Board Bylaw**

### **Clerk**

BB 9123

### **Board Bylaws**

The Governing Board shall elect a clerk from its own membership at the annual organizational meeting.

The duties of the clerk shall be to:

1. Certify or attest to actions taken by the Board when required
2. Maintain such other records or reports as required by law
3. Sign documents on behalf of the district as directed by the Board
4. Serve as presiding officer in the absence of the president and vice president
5. Notify Board members and members-elect of the date and time for the annual organizational meeting
6. Perform any other duties assigned by the Board

#### Legal Reference:

##### EDUCATION CODE

- 17593 Repair and supervision of property (duty of district clerk)
- 35038 Appointment of clerk by county superintendent of schools
- 35039 Dismissal of clerk
- 35121 Appointment of clerk in certain city and high school districts
- 35143 Annual organizational meetings
- 35250 Duty to keep certain records and reports
- 38113 Duty of clerk (re provision of school supplies)

##### GOVERNMENT CODE

- 54950-54963 Ralph M. Brown Act

#### Management Resources:

##### CSBA PUBLICATIONS

CSBA Professional Governance Standards, 2000

##### WEB SITES

CSBA: <http://www.csba.org>

(9/88 7/03) 3/11

ITEM 17

## **Board Bylaw**

**Attorney**

BB 9124

**Board Bylaws**

Optional policy not recommended for adoption.

---

## **Board Bylaw**

**Board Committees**

BB 9130

**Board Bylaws**

Optional policy not recommended for adoption.

## Board Bylaw

### Board Representatives

BB 9140

#### Board Bylaws

The Governing Board recognizes that effective performance of its community leadership responsibilities may require its participation in district or community committees on matters of concern to the district and its students. As needed, the Board may appoint any of its members to serve as its representative on a district committee or on a committee of another public agency or organization of which the Board or district is a member or to which the Board is invited to participate.

When making such appointments, the Board shall clearly specify the authority and responsibilities of the representative(s), including, but not limited to, reporting back to the Board regarding committee activities and/or actions. Board representatives shall not exercise the authority of the Board without prior Board approval.

If a committee discusses a topic on which the Board has taken a position, the Board member shall express the position of the Board. When contributing his/her own ideas or opinions, the representative shall clearly indicate that he/she is expressing his/her individual idea or opinion.

#### ~~Board Representative to Elect Members of County Committee on School District Organization~~

~~At its annual organizational meeting, the Board shall designate one Board member as its representative to elect members to the county committee on school district organization.~~

#### Legal Reference:

##### EDUCATION CODE

4000-4014 County committees on school district organization

35020-35046 School district officers and agents (power of governing board to employ or appoint)

35160 Authority of governing boards

##### GOVERNMENT CODE

54952.2 Meetings

#### Management Resources:

##### CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

California Department of Education District Organization Handbook, 2010

(11/86 10/95) 3/11

# Board Bylaw

## Student Board Members

BB 9150

### Board Bylaws

In order to enhance communication and collaboration between the Governing Board and the student body and to teach students the importance of civic involvement, the Board supports the participation of high school students in district governance.

#### ~~Petition~~

~~High school students may submit a petition to the Board requesting the appointment of at least one student Board member.~~

~~To qualify for Board consideration, the petition for student representation shall contain the signatures of no less than 500 regularly enrolled high school students or no less than 10 percent of the number of regularly enrolled high school students, whichever is less.~~

~~Within 60 days of receiving a student petition, or at the next regularly scheduled Board meeting if no meeting is held within those 60 days, the Board shall order the inclusion of at least one student member on the Board.~~

#### Election of Student Board Member

Student Board member positions shall be filled by a vote of students enrolled in the high school(s) in accordance with procedures prescribed by the Board.

The term of student Board member(s) shall be one year, commencing on July 1.

#### Role and Responsibilities of Student Board Members

Student Board member(s) shall have the right to attend all Board meetings except closed (executive) sessions.

All materials presented to Board members, except those related to closed sessions, shall be presented to student Board members at the same time they are presented to voting Board members. Student Board member(s) shall also be invited to attend staff briefings or be provided with a separate staff briefing within the same timeframe as the briefing of other Board members.

Student Board member(s) shall be recognized at Board meetings as full member(s), shall be seated with other members of the Board, and shall be allowed to participate in questioning witnesses and discussing issues.

Student Board member(s) shall be allowed to cast preferential votes on all matters except those subject to closed session discussion. Preferential voting means a formal expression of opinion

## ITEM 17

that is recorded in the minutes and cast before the official vote of the Board. Preferential votes shall not affect the final numerical outcome of a vote.

Student Board member(s) may make motions that may be acted upon by the Board, except on matters dealing with employer-employee relations pursuant to Government Code 3540-3549.3.

A student Board member shall not be liable for any acts of the Board.

Student Board member(s) shall be entitled to be reimbursed for mileage to the same extent as other members of the Board but shall not receive compensation for attendance at Board meetings.

#### Student Board Member Development

The Superintendent or designee may, at district expense, provide learning opportunities to student Board members through trainings, workshops, and conferences, such as those offered by the California School Boards Association and other organizations, to enhance their knowledge, understanding, and performance of their Board responsibilities.

The Superintendent or designee may periodically provide an orientation for student Board member candidates to give them an understanding of the responsibilities and expectations of Board service.

#### Elimination of Position

Once established, the student Board member position shall continue to exist until the Board, by majority vote of all voting Board members, approves a motion to eliminate the position. Such a motion shall be listed as a public agenda item for a Board meeting prior to the motion being voted upon.

#### Legal Reference:

##### EDUCATION CODE

33000.5 Appointment of student member to State Board of Education

35012 Board members; number, election and terms; student members

35160 Authority of governing boards

##### GOVERNMENT CODE

3540-3549.3 Educational Employment Relations Act

#### Management Resources:

##### WEB SITES

CSBA: <http://www.csba.org>

California Association of Student Councils: <http://www.casc.net>

California Association of Student Leaders: <http://www.caslboard.com>

National School Boards Association: <http://www.nsba.org>

(7/11 12/15) 12/17



# Board Bylaw

## Limits Of Board Member Authority

BB 9200

### Board Bylaws

The Governing Board recognizes that the Board is the unit of authority over the district and that a Board member has no individual authority. Board members shall hold the education of students above any partisan principle, group interest, or personal interest.

Unless agreed to by the Board as a whole, individual members of the Board shall not exercise any administrative responsibility with respect to the schools or command the services of any school employee. Individual Board members shall submit requests for information to the Superintendent. Board members shall refer Board-related correspondence to the Superintendent for forwarding to the Board or for placement on the Board's agenda, as appropriate.

Individual Board members do not have the authority to resolve complaints. Any Board member approached directly by a person with a complaint should refer the complainant to the Superintendent or designee so that the problem may receive proper consideration and be handled through the appropriate district process.

A Board member whose child is attending a district school should be aware of his/her role as a Board member when interacting with district employees about his/her child. ~~Because his/her position as a Board member may inhibit the performance of school personnel, the Board member should inform the Superintendent or designee before volunteering in his/her child's classroom.~~

The Superintendent or designee shall provide a copy of the state's open meeting laws (Brown Act) to each Board member and to anyone who is elected to the Board but has not yet assumed office.

Board members and persons elected to the Board who have not yet assumed office are responsible for complying with the requirements of the Brown Act.

#### Legal Reference:

##### EDUCATION CODE

200-262.4 Prohibition of discrimination

7054 Use of district property

35010 Control of district; prescription and enforcement of rules

35100-35351 Governing boards, especially:

35160-35184 Powers and duties

35291 Rules

35292 Visits to schools (Board members)

51101 Rights of parents/guardians

##### GOVERNMENT CODE

54950-54962 The Ralph M. Brown Act, especially:

54952.1 Member of a legislative body of a local agency

ITEM 17

54952.7 Copies of chapter to members of legislative body

Management Resources:

CSBA PUBLICATIONS

CSBA Professional Governance Standards, 2000

WEB SITES

CSBA: <http://www.csba.org>

(2/94 3/04) 7/06

# Board Bylaw

## Governing Board Elections

BB 9220

### Board Bylaws

#### Board Member Qualifications

Any person is eligible to be a member of the Governing Board, without further qualifications, if he/she is 18 years of age or older, a citizen of California, a resident of the school district, a registered voter, and not legally disqualified from holding civil office. Any person who has been convicted of a felony involving the giving, accepting, or offering of a bribe, embezzlement or theft of public funds, extortion, perjury, or conspiracy to commit any such crime, under California law or the law of another state, the United States of America, or another country, is not eligible to be a candidate for office or elected as a Board member except when he/she has been granted a pardon in accordance with law.

A district employee elected to the Board shall resign his/her employment before being sworn in or shall have his/her employment automatically terminated upon being sworn into office.

The Board encourages all candidates to become knowledgeable about the role of board members. The Superintendent or designee shall provide all candidates with information that will enable them to understand the responsibilities and expectations of being a Board member, including information regarding available workshops, seminars, and/or training. The Superintendent or designee shall provide all candidates with the county election official's contact information and general information about school programs, district operations, and Board responsibilities.

#### ~~Consolidation of Elections~~

~~To reduce costs associated with conducting elections, the Board may consolidate Board elections with the local municipal or statewide primary or general election in accordance with Elections Code 1302.~~

~~In addition, if a regularly scheduled Board election held other than on a statewide election date results in a decrease in local voter turnout of 25 percent or more compared to the average local turnout for the previous four statewide general elections, the Board shall take action to consolidate Board elections with statewide elections. The district shall move its election to the next state statewide election date, unless the Board has adopted a plan by January 1, 2018 to consolidate Board elections not later than the November 8, 2022 statewide general election.~~

~~In order to consolidate elections based on either circumstance described above, the Board shall adopt a resolution and submit it to the County Board of Supervisors for approval not later than 240 days prior to the date of the currently scheduled district election. regularly scheduled Board election is changed due to consolidation of elections, the terms of office of incumbent Board members shall be extended to align with the next applicable election.~~

## ITEM 17

## Elections Process and Procedures

The district is divided into trustee areas and each trustee area shall be represented by a Board member who resides in and is elected by voters residing within that trustee area. Trustee areas shall be balanced by population as required by state and federal law.

Prior to March 1 following the year in which the results of each decennial federal census are released, the Board shall adjust the boundaries of the district's trustee areas based on population figures as validated by the Population Research Unit of the Department of Finance.

~~OPTION 2: (Election using "at-large" voting method)~~

~~Board members may reside anywhere within the district's boundaries and shall be elected by all voters in the district.~~

~~OPTION 3: (Election from trustee area/hybrid method)~~

~~Each Board member shall reside within the trustee area that he/she represents but shall be elected by all voters in the district.~~

~~To ensure ongoing compliance with the California Voting Rights Acts, the Board may review the district's Board election method to determine whether any modification is necessary due to changes in the district's population or any of its racial, color, or language minority group composition. The review shall be based on the Superintendent or designee's report to the Board after the release of each decennial federal census.~~

If the Board determines that a change is necessary, it shall hold public hearings in accordance with Elections Code 10100 before adopting a resolution at an open meeting specifying the change(s), and shall, in accordance with Education Code 5019, obtain approval from the county committee on school district organization having jurisdiction over the district.

## Campaign Conduct

All candidates, including current Board members running as incumbents, shall abide by local, county, state, and federal requirements regarding campaign donations, funding, and expenditures.

A Board member shall not expend, and a candidate shall not accept, any public money for the purpose of seeking elective office. ~~However, the district may establish a dedicated fund for those seeking election to the Board, provided that the funds are available to all candidates who are qualified pursuant to Education Code 35107 without regard to incumbency or political preference.~~

In order to help protect the public's trust in the electoral process as well as the public's confidence in the Board and district, the Board encourages all candidates to sign and adhere to the principles in the Code of Fair Campaign Practices pursuant to Elections Code 20440.

## ITEM 17

## Statement of Qualifications

On the 125th day prior to the day fixed for the general district election, the Board secretary or his/her designee shall deliver a notice, bearing the secretary's signature and district seal, to the county elections official describing both of the following:

1. The elective offices of the district to be filled at the general election and which offices, if any, are for the balance of an unexpired term
2. Whether the district or the candidate is to pay for the publication of a statement of qualifications pursuant to Elections Code 13307

OPTION 1: Candidates for the Board may submit a candidate statement to the elections official for inclusion in the voter's pamphlet. Candidate statements shall be limited to no more than 200 words.

~~OPTION 2: Candidates for the Board may submit a candidate statement to the elections official for inclusion in the voter's pamphlet. Candidate statements shall be limited to no more than 400 words.~~

When the elections official allows for the electronic distribution of candidate statements, a candidate for the Board may, in addition to or instead of submitting a candidate statement for inclusion in the mailed voter's pamphlet, prepare and submit a candidate statement for electronic distribution.

~~OPTION 1: In order to help defray the costs of campaigning for the Board, the district shall pay the cost of printing, handling, translating, mailing, and/or electronically distributing candidate statements filed pursuant to Elections Code 13307.~~

OPTION 2: The district shall assume no part of the cost of printing, handling, translating, mailing, or electronically distributing candidate statements filed pursuant to Elections Code 13307. As a condition of having candidate statements included in the hard copy and/or electronic voter's pamphlet, the district may require candidates to pay their estimated pro rata share of these costs to the district in advance pursuant to Elections Code 13307.

## Tie Votes in Board Member Elections

OPTION 1: Whenever a tie makes it impossible to determine which of two or more candidates has been elected to the Board, the Board shall immediately notify the candidates who received the tie votes of the time and place where the candidates or their representatives should appear before the Board. The Board at that time shall determine the winner by lot.

~~OPTION 2: Whenever a tie makes it impossible to determine which of two or more candidates has been elected to the Board, the Board shall schedule a runoff election in accordance with law.~~

ITEM 17

~~OPTION 3: Before each election, the Board shall decide whether to resolve a potential tie by lot or by a runoff election. If the Board has decided to resolve a tie by lot, the Board shall, immediately after the election, notify the candidates who received the tie votes of the time and place where the candidates or their representatives should appear before the Board. The Board at that time shall determine the winner by lot. If the Board has decided to resolve a tie with a runoff election, the Board shall schedule the runoff election in accordance with law.~~

Legal Reference:

EDUCATION CODE

- 1006 Qualifications for holding office, county board of education
- 5000-5033 Elections
- 5220-5231 Elections
- 5300-5304 General provisions (conduct of elections)
- 5320-5329 Order and call of elections
- 5340-5345 Consolidation of elections
- 5360-5363 Election notice
- 5380 Compensation (of election officer)
- 5390 Qualifications of voters
- 5420-5426 Cost of elections
- 5440-5442 Miscellaneous provisions
- 7054 Use of district property
- 35107 Eligibility; school district employees
- 35177 Campaign expenditures or contributions
- 35239 Compensation of governing board member of districts with less than 70 ADA

ELECTIONS CODE

- 20 Public office eligibility
- 1302 Local elections, school district election
- 2201 Grounds for cancellation
- 4000-4008 Elections conducted wholly by mail
- 10010 District boundaries
- 10400-10418 Consolidation of elections
- 10509 Notice of election by secretary
- 10600-10604 School district elections
- 13307 Candidate's statement
- 13308 Candidate's statement contents
- 13309 Candidate's statement, indigence
- 14025-14032 California Voting Rights Act
- 14050-14057 California Voter Participation Rights Act
- 20440 Code of Fair Campaign Practices

GOVERNMENT CODE

- 1021 Conviction of crime
- 1097 Illegal participation in public contract
- 12940 Nondiscrimination, Fair Employment and Housing Act
- 81000-91014 Political Reform Act

PENAL CODE

- 68 Bribes

ITEM 17

74 Acceptance of gratuity  
424 Embezzlement and falsification of accounts by public officers  
661 Removal for neglect or violation of official duty

CALIFORNIA CONSTITUTION

Article 2, Section 2 Voters, qualifications  
Article 7, Section 7 Conflicting offices  
Article 7, Section 8 Disqualification from office

UNITED STATES CODE, TITLE 52

10301-10508 Voting Rights Act

COURT DECISIONS

Rey v. Madera Unified School District, (2012) 203 Cal. App. 4th 1223  
Randall v. Sorrell, (2006) 126 S.Ct. 2479  
Sanchez v. City of Modesto, (2006) 145 Cal. App. 4th 660  
Dusch v. Davis, (1967) 387 U.S. 112

ATTORNEY GENERAL OPINIONS

85 Ops.Cal.Atty.Gen. 49 (2002)  
83 Ops.Cal.Atty.Gen. 181 (2000)  
81 Ops.Cal.Atty.Gen. 98 (1998)  
69 Ops.Cal.Atty.Gen. 290 (1986)

Management Resources:

CALIFORNIA SCHOOL BOARDS ASSOCIATION PUBLICATIONS

Legal Alert on the Impact of Senate Bill No. 415 on School Board Elections, January 2017

WEB SITES

CSBA: <http://www.csba.org>

California Secretary of State's Office: <http://www.sos.ca.gov>

Fair Political Practices Commission: <http://www.fppc.ca.gov>

Institute for Local Self Government: <http://www.ca-ilg.org>

(11/06 4/13) 7/17



## **Board Bylaw**

### **Resignation**

BB 9222

### **Board Bylaws**

A member of the Governing Board who wishes to resign from the Board shall file a written resignation with the County Superintendent of Schools.

The resigning Board member shall also notify the Board and give a copy of his/her written resignation to the Board secretary.

The resignation shall become effective when filed with the County Superintendent, except when a deferred effective date is specified in the resignation. A Board member may not defer the effective date of his/her resignation for more than 60 days after he/she files the resignation with the County Superintendent.

Once filed, a written resignation, whether specifying a deferred effective date or otherwise, shall be irrevocable.

A Board member who tenders his/her resignation with a deferred effective date shall, until the effective date of the resignation, continue to exercise all the powers of the office, except that he/she shall not have the right to vote for his/her successor in an action taken by the Board to make a provisional appointment.

A Board member who resigns shall file, within 30 days of leaving office, a revised Statement of Economic Interest/Form 700 covering the period of time between the closing date of the last statement required to be filed and the date he/she leaves office.

#### Legal Reference:

##### EDUCATION CODE

5090-5095 Vacancies on the board

35178 Resignation with deferred effective date

##### GOVERNMENT CODE

1770 Vacancy on the board

87300-87313 Conflict of interest code

87500 Statement of economic interests

#### Management Resources:

##### CSBA PUBLICATIONS

Filling a Board Vacancy, rev. December 2010

##### WEB SITES

CSBA: <http://www.csba.org>

(7/84 9/89) 5/16

## **Board Bylaw**

### **Filling Vacancies**

BB 9223

### **Board Bylaws**

#### Events Causing a Vacancy

A vacancy on the Governing Board may occur for any of the following events:

1. The death of an incumbent
2. The adjudication pursuant to a quo warranto proceeding declaring that an incumbent is physically or mentally incapacitated due to disease, illness, or accident and that there is reasonable cause to believe that the incumbent will not be able to perform the duties of his/her office for the remainder of his/her term
3. A Board member's resignation

A vacancy resulting from resignation occurs when the written resignation is filed with the County Superintendent of Schools having jurisdiction over the district, except where a deferred effective date is specified in the resignation so filed, in which case the resignation shall become operative on that date. A Board member may not defer the effective date of his/her resignation for more than 60 days after he/she files the resignation with the County Superintendent. Upon being filed with the County Superintendent, a written resignation, whether specifying a deferred effective date or otherwise, shall be irrevocable.

4. A Board member's removal from office, including by recall
5. A Board member's ceasing to be a resident of the district

A vacancy on the Board also occurs when a Board member ceases to inhabit the trustee area which he/she represents on the Board.

6. A Board member's absence from the state for more than 60 days, except in the following situations:
  - a. Upon district business with the approval of the Board
  - b. With the consent of the Board for an additional period not to exceed a total absence of 90 days

In the case of illness or other urgent necessity, and upon a proper showing thereof, the time limited for absence from the state may be extended by the Board.

- c. For federal military deployment, not to exceed an absence of a total of six months, as a

## ITEM 17

member of the armed forces of the United States or the California National Guard

If the absence of the Board member for this purpose exceeds six months, the Board may approve an additional six-month absence upon a showing that there is a reasonable expectation that the member will return within the second six-month period, and the Board may appoint an interim member to serve in his/her absence. If two or more members of the Board are absent by reason of these circumstances, and those absences result in the inability to establish a quorum at a regular meeting, the Board may immediately appoint one or more interim members as necessary to enable the Board to conduct business and discharge its responsibilities. The term of an interim member appointed in these circumstances shall not extend beyond the return of the absent Board member or beyond the next regularly scheduled election for that office, whichever occurs first.

7. A Board member's ceasing to discharge the duties of his/her office for the period of three consecutive months, except when prevented by illness or when absent from the state with the permission required by law
8. A Board member's conviction of a felony or any offense involving a violation of his/her official duties or conviction of a designated crime resulting in a forfeiture of office
9. A Board member's refusal or neglect to file his/her required oath within the time prescribed
10. The decision of a competent tribunal declaring void a Board member's election or appointment
11. A Board member's commitment to a hospital or sanitarium as a drug addict, dipsomaniac, inebriate, or stimulant addict by a court of competent jurisdiction, in which case the office shall not be deemed vacant until the order of commitment has become final
12. A "failure to elect" in which no candidate or an insufficient number of candidates have filed to run for a Board seat(s)

#### Timelines for Filling a Vacancy

When a vacancy occurs, the Board shall take the following action, as appropriate:

1. When a vacancy occurs within four months of the end of a Board member's term, the Board shall take no action.
2. When a vacancy occurs longer than four months before the end of a Board member's term, the Board shall, within 60 days of the date of the vacancy or the filing of the member's deferred resignation, either order an election or make a provisional appointment, unless a special election is mandated as described in item #3 below.
3. When a vacancy occurs from six months to 130 days before a regularly scheduled Board

## ITEM 17

election at which the position is not scheduled to be filled, a special election to fill the position shall be consolidated with the regular election. The person so elected shall take office at the first regularly scheduled Board meeting following the certification of the election and shall serve only until the end of the term of the position which he/she was elected to fill.

### Eligibility

In order to be appointed or elected to fill a vacancy on the Board, a person must meet the eligibility requirements specified in Education Code 35107.

### Provisional Appointments

When authorized by law to make a provisional appointment to fill a vacancy on the Board, the Board ~~shall may~~ advertise in the local media to solicit candidate applications or nominations. ~~A committee consisting of less than a quorum of the Board shall ensure that applicants are eligible for Board membership and announce the names of the eligible candidates. The Board Secretary shall ensure the applicants are eligible for Board membership.~~ The Board ~~shall may~~ interview the candidates at a public meeting, accept oral or written public input, and select the provisional appointee by a majority vote.

Within 10 days after the appointment is made, the Board shall post notices of the actual vacancy, or the filing of a deferred resignation, and the provisional appointment. The notice shall be published in the local newspaper pursuant to Government Code 6061 and posted in at least three public places within the district.

The notice shall contain:

1. The date of the occurrence of the vacancy or the date of the filing of, and the effective date of, the resignation
2. The full name of the appointee
3. The date of appointment
4. A statement notifying the voters that unless a petition calling for a special election pursuant to Education Code 5091 is filed in the office of the County Superintendent within 30 days of the provisional appointment, it shall become an effective appointment

The person appointed shall hold office until the next regularly scheduled election for district Board members and shall be afforded all the powers and duties of a Board member upon appointment.

### Appointment Due to Failure to Elect

When a vacancy occurs because no candidate or an insufficient number of candidates have been nominated (i.e., a failure to elect) and a district election will not be held, the Board shall appoint

## ITEM 17

a qualified person to the office. This appointment shall be made at a meeting prior to the day fixed for the election and the appointee shall be seated at the organizational meeting as if elected at the district election.

When an appointment is being made because of a failure to elect, the district shall publish a notice once in a newspaper of general circulation published in the district, or if no such newspaper exists, in a newspaper having general circulation within the district. This notice shall state that the Board intends to make an appointment and shall inform persons of the procedure available for applying for the appointment.

The procedure for selecting and interviewing candidates shall be the same as the procedures for "Provisional Appointments," as specified above.

## Legal Reference:

## EDUCATION CODE

5000-5033 Elections  
 5090-5095 Vacancies  
 5200-5208 Districts governed by boards of education  
 5300-5304 Elections  
 5320-5329 Order and call of election  
 5340-5345 Consolidation of elections  
 5360-5363 Election notice  
 5420-5426 Cost of elections  
 5440-5442 Miscellaneous provisions, elections  
 35107 Eligibility of board members  
 35178 Resignation with deferred effective date

## ELECTIONS CODE

10600-10604 School district elections  
 11381-11386 Candidates for recall

## GOVERNMENT CODE

1064 Absence from state  
 1770 Vacancies: definition  
 3000-3003 Forfeiture of office  
 3060-3075 Removal other than by impeachment  
 6061 One time notice  
 54950-54963 The Ralph M. Brown Act

## PENAL CODE

88 Bribery, forfeiture from office

## UNITED STATES CODE, TITLE 18

704 Military medals or decorations

## ATTORNEY GENERAL OPINIONS

58 Ops.Cal.Atty.Gen. 888 (1975)

## Management Resources:

## CSBA PUBLICATIONS

Filling a Board Vacancy, rev. December 2010

ITEM 17

WEB SITES

CSBA: <http://www.csba.org>

California State Attorney General's Office, Quo Warranto Applications:

[http://ag.ca.gov/opinions/quo\\_warranto.php](http://ag.ca.gov/opinions/quo_warranto.php)

(11/08 11/11) 8/14

## **Board Bylaw**

### **Oath Or Affirmation**

BB 9224

### **Board Bylaws**

Prior to entering upon the duties of their office, all Governing Board members shall take the oath or affirmation required by law.

The oath may be administered and certified by a Board member, secretary or assistant secretary to the Board, Superintendent, deputy or assistant superintendent, principal, or County Superintendent of Schools or any other person authorized in Education Code 60.

The executed oath shall be filed with the County Clerk.

Legal Reference:

EDUCATION CODE

60 Persons authorized to administer and certify oaths

GOVERNMENT CODE

1303 Misdemeanor for failure to take oath

1360-1369 Oath of office

3100-3109 Oath or affirmation of allegiance

CALIFORNIA CONSTITUTION

Article 20, Section 3 Oath of office

COURT DECISIONS

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

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

(9/91) 7/03



## Board Bylaw Orientation

BB 9230

### Board Bylaws

The Governing Board recognizes the importance of providing all newly elected or appointed Board members with support and information to assist them in becoming effective members of the Board. Incoming Board members shall be provided an orientation designed to build their knowledge of the district and an understanding of the responsibilities of their position. Such orientation may include the provision of information, support, and/or training related to Board functions, policies, protocols, and standards of conduct.

As early as possible following the election or appointment of Board members, one or more orientation sessions ~~shall~~ *may* be held during open meeting(s) of the Board. The Board president and the Superintendent or designee shall develop an agenda for the meeting(s) and shall identify resources that may be useful for incoming Board members.

Upon their election or appointment, incoming Board members shall be provided a copy of the Brown Act and informed that, pursuant to Government Code 54952.1, they must conform to the Act's requirements as if they had already assumed office. Additional information for incoming Board members may include, but is not limited to, Board bylaws related to the limits of individual Board member authority, the conduct of Board meetings, and other Board operations; governance standards for ethical conduct; legal requirements related to conflict of interest and prohibited political activity; protocols for speaking with district staff, members of the public, and the media; and publications on effective governance practices.

In addition, the Superintendent or designee shall provide incoming Board members with specific background information regarding the district, including, but not limited to, the district's vision and goals statements, local control and accountability plan and other comprehensive plans, student demographic data, student achievement data, district policy manual, district budget, and minutes of recent open Board meetings.

The Superintendent or designee may offer incoming Board members a tour of district schools and facilities, and may introduce them to district and school site administrators and other staff.

Incoming members are encouraged, at district expense and with approval of the Board, to attend the California School Boards Association's Orientation for New Trustees, Institute for New and First-Term Board Members, and workshops and conferences relevant to the needs of the individual member, the Board as a whole, or the district.

Legal Reference:

EDUCATION CODE

33360 Department of Education and statewide association of school district boards; annual workshops

33362-33363 Reimbursement of expenses; board member or member-elect

ITEM 17

GOVERNMENT CODE

54950-54963 The Ralph M. Brown Act, especially:

54952.1 Member of a legislative body

54952.2 Open meeting laws; posting agenda; board actions

54952.7 Copies of Brown Act to board members

Management Resources:

CSBA PUBLICATIONS

Professional Governance Standards for School Boards

The Brown Act: School Boards and Open Meeting Laws, rev. December 2014

WEB SITES

CSBA: <http://www.csba.org>

(7/08 8/14) 7/17

# Board Bylaw

## Board Training

BB 9240

### Board Bylaws

The Governing Board believes that the Board's ability to effectively and responsibly govern the district is essential to promoting student achievement, building positive community relations, and protecting the public interest in district schools. Board members shall be provided sufficient opportunities for professional development that helps them understand their responsibilities, stay abreast of new developments in education, and develop boardsmanship skills.

The Board and/or the Superintendent or designee shall provide an orientation to newly elected or appointed Board members which includes comprehensive information regarding Board roles, policies, and procedures and the district's vision and goals, operations, and current challenges. Throughout their first term, Board members shall continue to participate in additional educational opportunities designed to assist them in understanding the principles of effective governance, including, but not limited to, information on school finance and budgets, student achievement and assessment, labor relations, community relations, program evaluation, open meeting laws (the Brown Act), conflict of interest laws, and other topics necessary to govern effectively and in compliance with law.

All Board members are encouraged to continuously participate in advanced training offered by the California School Boards Association in order to reinforce boardsmanship skills and build knowledge related to key education issues. Such activities may include online courses, webinars, webcasts, and in-person attendance at workshops and conferences. In addition, workshops and consultations may be held within the district on issues that involve the entire governance team.

~~Funds for board training shall be budgeted annually for the Board and each Board member. In selecting appropriate activities, the Board and/or individual Board members shall consider activities that are aligned with the district's vision and goals and the needs of the Board or individual member to obtain specific knowledge and skills. The Board shall annually develop a board training calendar in order to schedule and track board training activities and to schedule opportunities for Board members to report on the activities in which they participated.~~

Board members may attend a conference or similar public gathering with other Board members and/or with the Superintendent or designee in order to develop common knowledge and understanding of an issue or engage in team-building exercises. In such cases, a majority of the Board members shall not discuss among themselves, other than as part of the scheduled program, business of a specified nature that is within the district's jurisdiction, so as not to violate the Brown Act open meeting laws pursuant to Government Code 54952.2.

Board members shall report to the Board, orally or in writing, on the board training activities they attend, for the purpose of sharing the acquired knowledge or skills with the full Board and enlarging the benefit of the activity to the Board and district.

ITEM 17

Legal Reference:

GOVERNMENT CODE

54950-54963 The Ralph M. Brown Act, especially:

54952.2 Meeting

Management Resources:

CSBA PUBLICATIONS

Professional Governance Standards for School Boards

WEB SITES

CSBA: <http://www.csba.org>

California County Boards of Education: <http://www.theccbe.org>

National School Boards Association: <http://www.nsba.org>

(12/87 6/94) 12/16

## **Board Bylaw**

### **Remuneration, Reimbursement And Other Benefits**

BB 9250

#### **Board Bylaws**

##### Compensation

~~OPTION 1: Each member of the Governing Board may receive the maximum monthly compensation as provided for in Education Code 35120.~~

OPTION 2: Each member of the Governing Board may receive a monthly compensation of \$400.

~~OPTION 3: The members of the Governing Board view their Board service as a voluntary contribution to the community and elect not to receive the compensation to which they are entitled pursuant to Education Code 35120.~~

On an annual basis, the Board may increase the compensation of Board members beyond the limit delineated in Education Code 35120 in an amount not to exceed five percent based on the present monthly rate of compensation.

Board members are not required to accept payment for meetings attended.

Any member who does not attend all Board meetings during the month is eligible to receive only a percentage of the monthly compensation equal to the percentage of meetings he/she attended, unless otherwise authorized by the Board in accordance with law.

A member may be compensated for meetings he/she missed when the Board, by resolution, finds that he/she was performing designated services for the district at the time of the meeting or that he/she was absent because of illness, jury duty, or a hardship deemed acceptable by the Board.

Student Board members shall receive no compensation for meetings attended.

Whenever a quorum of Board members serves as another legislative body which will meet simultaneously or in serial order to a Board meeting, the Board clerk or a member of the Board shall verbally announce the amount of any additional compensation or stipend that each member will be entitled to receive as a result of convening the simultaneous or serial meeting.

##### Reimbursement of Expenses

Board members shall be reimbursed for actual and necessary expenses incurred when performing authorized services for the district. Expenses for travel, telephone, business meals, or other authorized purposes shall be in accordance with policies established for district personnel and at the same rate of reimbursement.

## ITEM 17

Board members shall be reimbursed for travel expenses incurred when performing services directed by the Board.

Authorized purposes may include, but are not limited to, attendance at educational seminars or conferences designed to improve Board members' skills and knowledge; participation in regional, state, or national organizations whose activities affect the district's interests; attendance at district or community events; and meetings with state or federal officials on issues of community concern.

Personal expenses shall be the responsibility of individual Board members. Personal expenses include, but are not limited to, the personal portion of any trip, ~~tips or gratuities~~, alcohol, entertainment, laundry, expenses of any family member who is accompanying the Board member on district-related business, personal use of an automobile, and personal losses and traffic violation fees incurred while on district business.

Any questions regarding the propriety of a particular type of expense should be resolved by the Superintendent or designee before the expense is incurred.

~~Board members may use district issued credit cards while on official district business and consistent with the limits established for district personnel. Personal expenses shall not be charged on a district issued credit card, even if the Board member intends to subsequently reimburse the district for the personal charges.~~

#### Health and Welfare Benefits for Current Board Members

Board members may participate in the health and welfare benefits program provided for district employees.

Health and welfare benefits for Board members shall be no greater than that received by the district's nonsafety employees with the most generous schedule of benefits.

OPTION 1: The district shall pay the premiums required for Board members electing to participate in the district health and welfare benefits program. ~~to the same extent that it pays for district employees.~~

~~OPTION 2: Board members who elect to participate shall pay the full cost of premiums.~~

~~OPTION 3: The district shall pay \$ \_\_\_\_\_ as a reimbursement for costs of approved health plans that have been paid by Board members.~~

Health and welfare benefits provided to Board members shall be extended, at his/her own expense and at the same level, to their spouse/registered domestic partner and to their eligible dependent children as specified in law and the health plan.

#### Health and Welfare Benefits for Former Board Members

ITEM 17

Former Board members may participate in the health and welfare benefits program provided for district employees under the conditions specified below.

Health and welfare benefits for former Board members shall be no greater than those received by district nonsafety employees with the most generous schedule of benefits.

~~OPTION 1: (Benefits paid by district)~~

~~The district shall pay the premiums for health and welfare benefits of any former Board member who served in office after January 1, 1981, began his/her term before January 1, 1995, and has served for 12 or more years.~~

~~Any other former Board member who served at least one term may participate in the health and welfare benefits program at his/her own expense if coverage is in effect at the time he/she leaves office.~~

OPTION 2: (Benefits paid by former Board member)

Any former Board member leaving the Board after at least one term of office may participate in the health and welfare benefits program at his/her own expense if coverage is in effect at the time ~~of retirement~~ *he/she leaves office.*

Health and welfare benefits provided to a former Board member shall be extended, at his/her expense and at the same level, to his/her spouse/registered domestic partner and eligible dependent children as specified in law and the health plan.

Legal Reference:

EDUCATION CODE

- 33050-33053 General waiver authority
- 33362-33363 Reimbursement of expenses for attendance at workshops
- 35012 Board members; number, election and term
- 35044 Payment of traveling expenses of representatives of board
- 35120 Compensation for services as member of governing board
- 35172 Promotional activities
- 44038 Cash deposits for transportation purchased on credit

FAMILY CODE

- 297-297.5 Rights, protections and benefits under law; registered domestic partners

GOVERNMENT CODE

- 8314 Use of public resources
- 20322 Elective officers; election to become member
- 20420-20445 Membership in Public Employees' Retirement System; definition of safety employees
- 53200-53209 Group insurance
- 54952.3 Simultaneous or serial meetings; announcement of compensation

HEALTH AND SAFETY CODE

- 1373 Health services plan, coverage for dependent children

ITEM 17

INSURANCE CODE

10277-10278 Group and individual health insurance, coverage for dependent children

UNITED STATES CODE, TITLE 26

403 Tax-sheltered annuities

UNITED STATES CODE, TITLE 42

18011 Right to maintain existing health coverage

CODE OF FEDERAL REGULATIONS, TITLE 26

1.403(b)-2 Tax-sheltered annuities, definition of employee

COURT DECISIONS

Thorning v. Hollister School District, (1992) 11 Cal.App.4th 1598

Board of Education of the Palo Alto Unified School District v. Superior Court of Santa Clara

County, (1979) 93 Cal.App.3d 578

ATTORNEY GENERAL OPINIONS

91 Ops.Cal.Atty.Gen. 37 (2008)

83 Ops.Cal.Atty.Gen. 124 (2000)

Management Resources:

INSTITUTE FOR LOCAL GOVERNMENT PUBLICATIONS

Sample Expense and Use of Public Resources Policy Statement, January 2006

INTERNAL REVENUE SERVICE PUBLICATIONS

Tax-Sheltered Annuity Plans (403(b) Plans) for Employees of Public Schools and Certain Tax-Exempt Organizations, Publication 571, rev. February 2013

WEB SITES

CSBA: <http://www.csba.org>

Institute for Local Government: <http://www.ca-ilg.org>

Internal Revenue Service: <http://www.irs.gov>

Public Employees' Retirement System: <http://www.calpers.ca.gov>

(11/01 11/02) 8/13



# Exhibit

## Remuneration, Reimbursement And Other Benefits

E 9250

### Board Bylaws

#### RESOLUTION ON BOARD COMPENSATION FOR MISSED MEETINGS

WHEREAS, the Governing Board of the \_\_\_\_\_ School District appreciates the services provided by members of the Board and provides compensation for meeting attendance in accordance with Education Code 35120 and Board Bylaw 9250; and

WHEREAS, Education Code 35120 provides that the monthly compensation provided to Board members shall be commensurate with the percentage of meetings attended during the month unless otherwise authorized by Board resolution; and

WHEREAS, Education Code 35120 specifies limited circumstances under which the Board is authorized to compensate a Board member for meetings he/she missed; and

WHEREAS, the Board finds that (name of Board member) did not attend the Board meeting(s) on (dates) for the following reason(s): (check applicable reasons)

- Performance of other designated duties for the district during the time of the meeting
- Illness or jury duty
- Hardship deemed acceptable by the Board

NOW THEREFORE BE IT RESOLVED that the Board of the \_\_\_\_\_ School District approves full compensation of the Board member for the month of \_\_\_\_\_.

PASSED AND ADOPTED THIS \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ at a regular meeting, by the following vote:

AYES:\_\_\_\_\_ NOES:\_\_\_\_\_ ABSENT:\_\_\_\_\_

Attest:

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
President

## **Board Bylaw**

### **Legal Protection**

BB 9260

### **Board Bylaws**

#### Liability Insurance

The Governing Board shall provide insurance necessary to protect Board members and employees while acting within the scope of their office or employment in accordance with Education Code 35208.

#### Protection Against Liability

No Board member shall be liable for harm caused by his/her act or omission when acting within the scope of district responsibilities. The act or omission must be in conformity with federal, state and local laws and made in furtherance of an effort to control, discipline, expel or suspend a student, or maintain order or control in the classroom or school.

The protection against liability shall not apply when:

1. The Board member acted with willful or criminal misconduct, gross negligence, recklessness, or a conscious, flagrant indifference to the harmed person's right to safety.
2. The Board member caused harm by operating a motor vehicle.
3. The Board member was not properly licensed, if required, by the State for such activities.
4. The Board member was found by a court to have violated a federal or state civil rights law.
5. The Board member was under the influence of alcohol or any drug at the time of the misconduct.
6. The misconduct constituted a crime of violence pursuant to 18 USC 16 or an act of terrorism for which the Board member has been convicted in a court.
7. The misconduct involved a sexual offense for which the Board member has been convicted in a court.

#### Legal Reference:

##### EDUCATION CODE

17029.5 Contract funding; board liability

35208 Liability insurance

35214 Liability insurance (self-insurance or a combination of self-insurance and insurance through an insurance company)

ITEM 17

GOVERNMENT CODE

815.3 Intentional torts

820-823 Tort Claims Act

825.6 Indemnification of public entity

1090-1098 Conflicts of interest, prohibitions applicable to specified officers

54950-54963 The Ralph M. Brown Act

87100-89503 Conflicts of interest

UNITED STATES CODE, TITLE 18

16 Crime of violence defined

UNITED STATES CODE, TITLE 20

6731-6738 Teacher Protection Act

COURT DECISIONS

Caldwell v. Montoya (Paramount Unified School District) 10 Cal 4th 972 (1995)

(3/88 10/95) 7/03

## **Board Bylaw**

### **Conflict Of Interest**

BB 9270

#### **Board Bylaws**

The Governing Board desires to maintain the highest ethical standards and help ensure that decisions are made in the best interest of the district and the public. Accordingly, no Board member, district employee, or other person in a designated position shall participate in the making of any decision for the district when the decision will or may be affected by his/her financial, family, or other personal interest or consideration.

Even if a prohibited conflict of interest does not exist, a Board member shall abstain from voting on personnel matters that uniquely affect his/her relatives. However, a Board member may vote on collective bargaining agreements and personnel matters that affect a class of employees to which his/her relative belongs. Relative means an adult who is related to the Board member by blood or affinity within the third degree, as determined by the common law, or an individual in an adoptive relationship within the third degree.

A relationship within the third degree includes an individual's parents, grandparents, great-grandparents, children, grandchildren, great-grandchildren, brothers, sisters, aunts, uncles, nieces, nephews, and the similar family of the individual's spouse/registered domestic partner unless the individual is widowed or divorced.

The Board shall adopt for the district a conflict of interest code that incorporates the provisions of 2 CCR 18730 by reference, specifies the district's designated positions, and provides the disclosure categories required for each position. The conflict of interest code shall be submitted to the district's code reviewing body for approval, in accordance with Government Code 87303 and within the deadline for submission established by the code reviewing body.

Upon direction by the code reviewing body, the Board shall review the district's conflict of interest code and submit any changes to the code reviewing body or, if no change is required, the Board shall submit a written statement to that effect.

When a change in the district's conflict of interest code is necessitated due to changed circumstances, such as the creation of new designated positions, changes to the duties assigned to existing positions, amendments, or revisions, the amended code shall be submitted to the code reviewing body within 90 days after the changed circumstances necessitating the amendments have become apparent.

When reviewing and preparing the district's conflict of interest code, the Superintendent or designee shall provide officers, employees, consultants, and members of the community adequate notice and a fair opportunity to present their views.

Board members and designated employees shall annually file a Statement of Economic Interest/Form 700 in accordance with the disclosure categories specified in the district's conflict

## ITEM 17

of interest code. A Board member who leaves office or a designated employee who leaves district employment shall, within 30 days, file a revised statement covering the period of time between the closing date of the last required statement and the date of leaving office or district employment.

#### Conflict of Interest under the Political Reform Act

A Board member, designated employee, or other person in a designated position shall not make, participate in making, or in any way use or attempt to use his/her official position to influence a governmental decision in which he/she knows or has reason to know that he/she has a disqualifying conflict of interest. A disqualifying conflict of interest exists if the decision will have a "reasonably foreseeable material financial effect," which is distinguishable from the effect on the public generally, on the Board member, designated employee, or other person in a designated position, his/her immediate family, or any financial interest described in 2 CCR 18700.

A Board member, designated employee, or other person in a designated position makes a governmental decision when he/she, acting within the authority of his/her office or position, authorizes or directs any action on a matter, votes or provides information or opinion on it, contacts or appears before a district official for the purpose of affecting the decision, or takes any other action specified in 2 CCR 18704.

However, a Board member shall participate in the making of a contract in which he/she has a financial interest if his/her participation is required by the rule of necessity or legally required participation pursuant to Government Code 87101 and 2 CCR 18705.

#### ~~Additional Requirements for Boards that Manage Public Investments~~

~~Any Board member who manages public investments pursuant to Government Code 87200 and who has a financial interest in a decision shall, upon identifying a conflict or potential conflict of interest and immediately prior to the consideration of the matter, do all of the following:— (Government Code 87105; 2 CCR 18707)~~

- ~~1.—— Publicly identify each financial interest that gives rise to the conflict or potential conflict of interest in detail sufficient to be understood by the public, except that disclosure of the exact street address of a residence is not required.~~
- ~~2.—— Recuse himself/herself from discussing and voting on the matter, or otherwise acting in violation of Government Code 87100. The Board member shall not be counted toward achieving a quorum while the item is discussed.~~

~~However, the Board member may speak on the issue during the time that the general public speaks on it and may leave the dais to speak from the same area as members of the public.— He/she may listen to the public discussion and deliberations of the matter with members of the public.~~

## ITEM 17

~~3. Leave the room until after the discussion, vote, and any other disposition of the matter is concluded, unless the matter has been placed on the portion of the agenda reserved for uncontested matters.~~

~~— If the item is on the consent calendar, the Board member must recuse himself/herself from discussing or voting on that matter, but the Board member is not required to leave the room during consideration of the consent calendar.~~

~~4. If the Board's decision is made during closed session, disclose his/her interest orally during the open session preceding the closed session. This disclosure shall be limited to a declaration that his/her recusal is because of a conflict of interest pursuant to Government Code 87100. He/she shall not be present when the item is considered in closed session and shall not knowingly obtain or review a recording or any other nonpublic information regarding the Board's decision.~~

#### Conflict of Interest under Government Code 1090 - Financial Interest in a Contract

Board members, employees, or district consultants shall not be financially interested in any contract made by the Board on behalf of the district, including in the development, preliminary discussions, negotiations, compromises, planning, reasoning, and specifications and solicitations for bids. If a Board member has such a financial interest in a contract made by the Board, the contract is void.

A Board member shall not be considered to be financially interested in a contract in which he/she has only a "remote interest," as specified in Government Code 1091, if the interest is disclosed during a Board meeting and noted in the official Board minutes. The affected Board member shall not vote or debate on the matter or attempt to influence any other Board member or district official to enter into the contract.

In addition, a Board member shall not be considered to be financially interested in a contract in which his/her interest is a "noninterest" as defined in Government Code 1091.5. Noninterest includes a Board member's interest in being reimbursed for his/her actual and necessary expenses incurred in the performance of his/her official duties, in the employment of his/her spouse/registered domestic partner who has been a district employee for at least one year prior to the Board member's election or appointment, or in any other applicable circumstance specified in Government Code 1091.5.

#### Common Law Doctrine Against Conflict of Interest

A Board member shall abstain from any official action in which his/her private or personal interest may conflict with his/her official duties.

#### Incompatible Offices and Activities

Board members shall not engage in any employment or activity or hold any office which is inconsistent with, incompatible with, in conflict with, or inimical to the Board member's duties

## ITEM 17

as an officer of the district.

### Gifts

Board members and designated employees may accept gifts only under the conditions and limitations specified in Government Code 89503 and 2 CCR 18730.

The limitation on gifts does not apply to wedding gifts and gifts exchanged between individuals on birthdays, holidays, and other similar occasions, provided that the gifts exchanged are not substantially disproportionate in value.

In addition, the limitation on gifts does not apply to informational materials such as books, reports, pamphlets, calendars, and periodicals.

Gifts of travel and related lodging and subsistence shall be subject to the current gift limitation, except when:

1. The travel is in connection with a speech given by a Board member or designated employee, provided the lodging and subsistence expenses are limited to the day immediately preceding, the day of, and the day immediately following the speech and the travel is within the United States.
2. The travel is provided by a person or agency specified in Government Code 89506, including a government, governmental agency or authority, bona fide public or private educational institution, as defined in Revenue and Taxation Code 203, or nonprofit organization exempt from taxation under section 501(c)(3) of the Internal Revenue Code.

Gifts of travel exempted from the gift limitation, as described in items #1 and 2 above, shall nevertheless be reportable on the recipient's Statement of Economic Interest/Form 700 as required by law.

A gift of travel does not include travel provided by the district for Board members and designated employees.

### Honoraria

Board members and designated employees shall not accept any honorarium, which is defined as any payment made in consideration for any speech given, article published, or attendance at any public or private conference, convention, meeting, social event, meal, or like gathering.

The term honorarium does not include:

1. Earned income for personal services customarily provided in connection with a bona fide business, trade, or profession, unless the sole or predominant activity of the business, trade, or profession is making speeches
2. Any honorarium which is not used and, within 30 days after receipt, is either returned to

ITEM 17

the donor or delivered to the district for donation into the general fund without being claimed as a deduction from income for tax purposes

Legal Reference:

EDUCATION CODE

1006 Qualifications for holding office  
35107 School district employees  
35230-35240 Corrupt practices, especially:  
35233 Prohibitions applicable to members of governing boards  
41000-41003 Moneys received by school districts  
41015 Investments

FAMILY CODE

297.5 Rights, protections, and benefits of registered domestic partners

GOVERNMENT CODE

1090-1099 Prohibitions applicable to specified officers  
1125-1129 Incompatible activities  
81000-91014 Political Reform Act of 1974, especially:  
82011 Code reviewing body  
82019 Definition, designated employee  
82028 Definition, gift  
82030 Definition, income  
82033 Definition, interest in real property  
82034 Definition, investment  
87100-87103.6 General prohibitions  
87200-87210 Disclosure  
87300-87313 Conflict of interest code  
87500 Statements of economic interests  
89501-89503 Honoraria and gifts  
89506 Ethics; travel  
91000-91014 Enforcement

PENAL CODE

85-88 Bribes

REVENUE AND TAXATION CODE

203 Taxable and exempt property - colleges

CODE OF REGULATIONS, TITLE 2

18110-18997 Regulations of the Fair Political Practices Commission, especially:  
18700-18707 General prohibitions  
18722-18740 Disclosure of interests  
18753-18756 Conflict of interest codes

COURT DECISIONS

McGee v. Balfour Beatty Construction, LLC, et al. (4/12/16, No. B262850)  
Davis v. Fresno Unified School District (2015) 237 Cal.App.4th 261  
Klistoff v. Superior Court, (2007) 157 Cal.App.4th 469  
Thorpe v. Long Beach Community College District, (2000) 83 Cal.App.4th 655  
Kunec v. Brea Redevelopment Agency, (1997) 55 Cal.App.4th 511

ATTORNEY GENERAL OPINIONS



ITEM 17

92 Ops.Cal.Atty.Gen. 26 (2009)  
92 Ops.Cal.Atty.Gen. 19 (2009)  
89 Ops.Cal.Atty.Gen. 217 (2006)  
86 Ops.Cal.Atty.Gen. 138(2003)  
85 Ops.Cal.Atty.Gen. 60 (2002)  
82 Ops.Cal.Atty.Gen. 83 (1999)  
81 Ops.Cal.Atty.Gen. 327 (1998)  
80 Ops.Cal.Atty.Gen. 320 (1997)  
69 Ops.Cal.Atty.Gen. 255 (1986)  
68 Ops.Cal.Atty.Gen. 171 (1985)  
65 Ops.Cal.Atty.Gen. 606 (1982)  
63 Ops.Cal.Atty.Gen. 868 (1980)

Management Resources:

CSBA PUBLICATIONS

Conflict of Interest: Overview of Key Issues for Governing Board Members, Fact Sheet, July 2010

FAIR POLITICAL PRACTICES COMMISSION PUBLICATIONS

Can I Vote? A Basic Overview of Public Officials' Obligations Under the Conflict-of-Interest Rules, 2005

INSTITUTE FOR LOCAL GOVERNMENT PUBLICATIONS

Understanding the Basics of Public Service Ethics: Personal Financial Gain Laws, 2009

Understanding the Basics of Public Service Ethics: Transparency Laws, 2009

WEB SITES

CSBA: <http://www.csba.org>

Fair Political Practices Commission: <http://www.fppc.ca.gov>

Institute of Local Government: <http://www.ca-ilg.org>

(7/10) 5/16

**Exhibit**  
**Conflict Of Interest**

E 9270  
**Board Bylaws**

~~RESOLUTION ADOPTING A  
CONFLICT OF INTEREST CODE~~

~~WHEREAS, the Political Reform Act, Government Code 87300-87313, requires each public agency in California to adopt a conflict of interest code; and~~

~~WHEREAS, the Governing Board of the \_\_\_\_\_ School District has previously adopted a local conflict of interest code; and~~

~~WHEREAS, past and future amendments to the Political Reform Act and implementing regulations may require conforming amendments to be made to the district's conflict of interest code; and~~

~~WHEREAS, a regulation adopted by the Fair Political Practices Commission, 2 CCR 18730, provides that incorporation by reference of the terms of that regulation, along with an agency-specific appendix designating positions and disclosure categories shall constitute the adoption and amendment of a conflict of interest code in conformance with Government Code 87300 and 87306; and~~

~~WHEREAS, the \_\_\_\_\_ School District has recently reviewed its positions, and the duties of each position, and has determined that (changes/no changes) to the current conflict of interest code are necessary; and~~

~~WHEREAS, any earlier resolutions, bylaws, and/or appendices containing the district's conflict of interest code shall be rescinded and superseded by this resolution and Appendix; and~~

~~NOW THEREFORE BE IT RESOLVED that the \_\_\_\_\_ School District Governing Board adopts the following Conflict of Interest Code including its Appendix of Designated Employees and Disclosure Categories:~~

~~PASSED AND ADOPTED THIS \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ at a meeting, by the following vote:~~

~~AYES: \_\_\_\_\_ NOES: \_\_\_\_\_ ABSENT: \_\_\_\_\_~~

Attest:

\_\_\_\_\_  
Secretary/President

## ITEM 17

~~Conflict of Interest Code of the~~  
~~School District~~

The provisions of 2 CCR 18730 and any amendments to it adopted by the Fair Political Practices Commission, together with the attached Appendix specifying designated positions and disclosure categories, are incorporated by reference and shall constitute the district's conflict of interest code.

Governing Board members and designated employees shall file a Statement of Economic Interest/Form 700 in accordance with the disclosure categories listed in the attached Appendix. The Statement of Economic Interest shall be filed with the district's filing officer and/or, if so required, with the district's code reviewing body. The district's filing officer shall make the statements available for public review and inspection.

**APPENDIX**

## Disclosure Categories

1. Category 1: A person designated Category 1 shall disclose:
  - a. Interests in real property located entirely or partly within district boundaries, or within two miles of district boundaries, or of any land owned or used by the district.
  - b. Investments or business positions in or income from sources which are engaged in the acquisition or disposal of real property within the district, are contractors or subcontractors which are or have been within the past two years engaged in work or services of the type used by the district, or manufacture or sell supplies, books, machinery, or equipment of the type used by the district.
2. Category 2: A person designated Category 2 shall disclose:
  - a. Investments or business positions in or income from sources which are contractors or subcontractors engaged in work or services of the type used by the department which the designated person manages or directs.
  - b. Investments or business positions in or income from sources which manufacture or sell supplies, books, machinery, or equipment of the type used by the department which the designated person manages or directs. For the purposes of this category, a principal's department is his/her entire school.
- ~~3. Full Disclosure: Because it has been determined that the district's Board members and/or Superintendent "manage public investments," they and other persons designated for "full disclosure" shall disclose, in accordance with Government Code 87200:~~
  - ~~a. Interests in real property located entirely or partly within district boundaries, or within~~

ITEM 17

~~two miles of district boundaries, or of any land owned or used by the district.~~

~~b. Investments, business positions, and sources of income, including gifts, loans, and travel payments.~~

Designated Position and Disclosure Category

Governing Board Member, 1  
Superintendent of Schools, 1  
Associate Superintendent, 1  
Purchasing Director, 1  
Fiscal Services Director, 1  
Chief Facilities Officer, 1  
Executive Director of Planning Services, 1  
Director of Technology Project, 1  
Director of Maintenance, Operations & Transportation, 1  
Construction Project Manager-I & II, 1  
Facilities Construction Planner, 1  
Purchasing Buyer, 1  
Contracts Analyst, 1  
Construction Contracts Analyst, 1  
Director, 2  
Principal, 2  
Assistant Principal, 2  
Executive Director, 2  
Program Coordinator/Supervisor, 2  
Project Specialist, 2  
Supervisor, 2  
Independent Citizens Oversight Committee (ICOC) Member, 2

~~Disclosures for Consultants~~

~~Consultants are designated employees who must disclose financial interests as determined on a case by case basis by the Superintendent or designee. The Superintendent or designee's written determination shall include a description of the consultant's duties and a statement of the extent of disclosure requirements based upon that description. All such determinations are public records and shall be retained for public inspection along with this conflict of interest code.~~

~~A consultant is an individual who, pursuant to a contract with the district, makes a governmental decision whether to:~~

- ~~1. Approve a rate, rule, or regulation~~
- ~~2. Adopt or enforce a law~~
- ~~3. Issue, deny, suspend, or revoke any permit, license, application, certificate, approval,~~

ITEM 17

~~order, or similar authorization or entitlement~~

~~4. Authorize the district to enter into, modify, or renew a contract that requires district approval~~

~~5. Grant district approval to a contract that requires district approval and in which the district is a party, or to the specifications for such a contract~~

~~6. Grant district approval to a plan, design, report, study, or similar item~~

~~7. Adopt or grant district approval of district policies, standards, or guidelines~~

~~A consultant is also an individual who, pursuant to a contract with the district, serves in a staff capacity with the district and in that capacity participates in making a governmental decision as defined in 2 CCR 18704, subsections (a) and (b), or performs the same or substantially all the same duties for the district that would otherwise be performed by an individual holding a position specified in the district's conflict of interest code. (2 CCR 18700.3)~~

(7/10) 5/16

# Board Bylaw

## Board Policies

BB 9310

### Board Bylaws

The Governing Board shall adopt written policies to convey its expectations for actions that will be taken in the district, clarify roles and responsibilities of the Board and Superintendent, and communicate Board philosophy and positions to students, staff, parents/guardians, and the community.

The Board shall ensure that district policies align with the district's vision and goals, promote student learning and achievement, provide for consistent and fair treatment of students and staff, and proactively address equity and the provision of equal access to opportunities for all students.

The Board recognizes the importance of maintaining a policy manual that is up to date and reflects the mandates of law. Board policies are binding on the district to the extent that they do not conflict with federal or state law and are consistent with the district's collective bargaining agreements. No Board policy, bylaw, or administrative regulation, or any portion thereof, shall be operative if it is found to be in conflict with applicable federal or state law or regulations or court decisions. If any portion of a policy is found to be invalid, that invalidity shall not affect other provisions of the policy.

Policies shall be regularly reviewed at a time allocated for this purpose on the agenda of public Board meetings.

The Board shall review certain policies annually, as required by Education Code 35160.5. If no revisions are deemed necessary, the Board minutes shall nevertheless indicate that the review was conducted. Other policies shall be monitored and reviewed as specified in the policy itself or as needed to reflect changes in law or district circumstances.

### Policy Development and Adoption Process

~~The district's policy development process shall include the following basic steps:~~

1. The Board and/or Superintendent or designee shall identify the need for a new policy or revision of an existing policy. The need may arise from a change in law, a new district vision statement, new goals in the local control and accountability plan, educational research or trends, an incident that has arisen in the district, or a recommendation or request from staff, a parent/guardian, or other interested person.

- ~~2. As needed, the Superintendent or designee shall gather fiscal data, staff and public input, related district policies, sample policies from the California School Boards Association or other organizations or agencies, and other useful information and data to fully inform the Board about a particular issue.~~

## ITEM 17

~~3. The Board may hold discussions during a public Board meeting to gain an understanding of the issue and provide initial direction to the Superintendent or designee. The discussion may include, but not be limited to, community expectations, staff recommendations, and the expected impact of the policy on student learning and well-being, equity, governance, and the district's fiscal resources and operational efficiency.~~

~~4. The Board or Superintendent may request that legal counsel review the draft policy as appropriate.~~

5. The Superintendent or designee shall develop and present a draft policy for a first reading at a public Board meeting. ~~At its second reading, the Board may take action on the proposed policy. The Board may waive the second reading or may require an additional reading if necessary.~~

Only policies formally adopted by a majority vote of the Board shall constitute official Board policy.

The district's policy development process may be revised or expanded as needed based on the issue being considered, the need for more information, or the desire to provide greater opportunities for consultation and public input.

Policies shall become effective upon Board adoption or at a future date if so designated by the Board at the time of adoption.

#### Board Bylaws

The Board shall prescribe and enforce rules for its own governance consistent with state law and regulations.

Bylaws governing Board operations may be developed, adopted, and amended following the same procedures as those used for the adoption or amendment of Board policy.

#### Administrative Regulations

The Superintendent or designee shall be responsible for developing and enforcing administrative regulations for the operation of the district. Administrative regulations shall be consistent with law and Board policy and shall be designed to promote the achievement of district goals and objectives. Administrative regulations may describe specific actions to be taken, roles and responsibilities of staff, timelines, and/or other provisions. The Superintendent or designee may also develop procedures manuals, handbooks, or other guides to carry out the intent of Board policy.

When Board policies are amended, the Superintendent or designee shall review corresponding administrative regulations to ensure that they conform to the intent of the revised policy. In case

## ITEM 17

of conflict between administrative regulation and Board policy, policy shall prevail.

The Board may review and/or approve administrative regulations for the purpose of ensuring conformity with the intent of Board policy.

#### Monitoring and Evaluation

At any time, the Board and Superintendent or designee may determine that progress reports to the Board on the implementation and/or effectiveness of the policy should be scheduled. If so, the Board and Superintendent or designee shall agree upon a timeline and, as applicable, measures for evaluating the effectiveness of the policy in achieving its purpose.

#### Access to Policies

The Superintendent or designee shall ensure that all district employees and the public have access to an up-to-date district policy manual. The policy manual shall be maintained electronically. ~~and/or by paper copy.~~

As necessary, the Superintendent or designee shall notify staff, parents/guardians, students, and other stakeholders whenever a policy that affects them is adopted or revised. He/she may determine the appropriate communication strategy depending on the issue. Policies shall be posted on the district's web site when required by law.

#### Legal Reference:

##### EDUCATION CODE

- 35010 Control of district; prescription and enforcement of rules
- 35160 Authority of governing boards
- 35160.5 Annual review of school district policies
- 35163 Official actions, minutes and journal
- 35164 Vote requirements

#### Management Resources:

##### WEB SITES

CSBA, Policy Services, including Policy Update Service, Governance and Management Using Technology (GAMUT Online), Policy Review Program, Individual District Policy Workshops, Agenda Online, and Manual Maintenance: <http://www.csba.org/ps>

(6/99 7/06) 7/18



# Board Bylaw

## Meetings And Notices

BB 9320

### Board Bylaws

Meetings of the Governing Board are conducted for the purpose of accomplishing district business. In accordance with state open meeting laws (Brown Act), the Board shall hold its meetings in public and shall conduct closed sessions during such meetings only as authorized by law. To encourage community involvement in the schools, Board meetings shall provide opportunities for questions and comments by members of the public. All meetings shall be conducted in accordance with law and the Board's bylaws, policies, and administrative regulations.

A Board meeting exists whenever a majority of Board members gather at the same time and place to hear, discuss, or deliberate upon any item within the subject matter jurisdiction of the Board or district.

A majority of the Board shall not, outside of an authorized meeting, use a series of communications of any kind, directly or through intermediaries, to discuss, deliberate, or take action on any item that is within the subject matter jurisdiction of the Board. However, an employee or district official may engage in separate conversations with Board members in order to answer questions or provide information regarding an item within the subject matter jurisdiction of the Board, as long as that employee or district official does not communicate the comments or position of any Board members to other Board members.

In order to help ensure the participation of individuals with disabilities at Board meetings, the Superintendent or designee shall provide appropriate disability-related accommodations or modifications upon request in accordance with the Americans with Disabilities Act.

### Regular Meetings

*The Board shall hold regular meetings each month excluding July. The Board shall hold two regular meetings in June. The dates, times and locations shall be set at the Board's annual organizational meeting.*

~~The Board shall hold \_\_\_\_\_ regular meeting(s) each month. Regular meetings shall be held at \_\_\_\_\_ p.m. on the \_\_\_\_\_ (day) at the \_\_\_\_\_.~~

At least 72 hours prior to a regular meeting, the agenda shall be posted at one or more locations freely accessible to members of the public and on the district's Internet web site.

Whenever agenda materials relating to an open session of a regular meeting are distributed to the Board less than 72 hours before the meeting, the Superintendent or designee shall make the materials available for public inspection at a public office or location designated for that purpose.

## ITEM 17

## Special Meetings

Special meetings of the Board may be called at any time by the presiding officer or a majority of the Board members. However, a special meeting shall not be called regarding the salary, salary schedule, or other compensation of the Superintendent, assistant superintendent, or other management employee as described in Government Code 3511.1.

Written notice of special meetings shall be delivered personally or by any other means to all Board members and the local media who have requested such notice in writing. The notice also shall be posted on the district's Internet web site. The notice shall be received at least 24 hours before the time of the meeting. The notice shall also be posted at least 24 hours before the meeting in a location freely accessible to the public. The notice shall specify the time and place of the meeting and the business to be transacted or discussed. No other business shall be considered at this meeting.

Any Board member may waive the 24-hour written notice requirement prior to the time of the meeting by filing a written waiver of notice with the clerk or secretary of the Board or by being present at the meeting at the time it convenes.

Every notice of a special meeting shall provide an opportunity for members of the public to directly address the Board concerning any item that has been described in the meeting notice, before or during the item's consideration.

## Emergency Meetings

In the case of an emergency situation for which prompt action is necessary due to the disruption or threatened disruption of public facilities, the Board may hold an emergency meeting without complying with the 24-hour notice and/or 24-hour posting requirement for special meetings pursuant to Government Code 54956. The Board shall comply with all other requirements for special meetings during an emergency meeting.

An emergency situation means either of the following:

1. An emergency, which shall be defined as a work stoppage, crippling activity, or other activity that severely impairs public health and/or safety as determined by a majority of the members of the Board
2. A dire emergency, which shall be defined as a crippling disaster, mass destruction, terrorist activity, or threatened terrorist act that poses peril so immediate and significant that requiring the Board to provide one-hour notice before holding an emergency meeting may endanger the public health and/or safety as determined by a majority of the members of the Board

Except in the case of a dire emergency, the Board president or designee shall give notice of the emergency meeting by telephone at least one hour before the meeting to the local media that have requested notice of special meetings. All telephone numbers provided by the media in the

## ITEM 17

most recent request for notification must be exhausted. If telephone services are not functioning, the notice requirement of one hour is waived and, as soon after the meeting as possible, the Board shall notify those media representatives of the meeting and shall describe the purpose of the meeting and any action taken by the Board. In the case of a dire emergency, the Board president or designee shall give such notice at or near the time he/she notifies the other members of the Board about the meeting.

The minutes of the meeting, a list of persons the Board president or designee notified or attempted to notify, a copy of the roll call vote, and any actions taken at the meeting shall be posted for at least 10 days in a public place as soon after the meeting as possible.

#### Adjourned/Continued Meetings

A majority vote by the Board may adjourn/continue any regular or special meeting to a later time and place that shall be specified in the order of adjournment. Less than a quorum of the Board may adjourn such a meeting. If no Board members are present, the secretary or the clerk may declare the meeting adjourned to a later time and shall give notice in the same manner required for special meetings.

Within 24 hours after the time of adjournment, a copy of the order or notice of adjournment/continuance shall be conspicuously posted on or near the door of the place where the meeting was held.

#### Study Sessions, Retreats, Public Forums, and Discussion Meetings

The Board may occasionally convene a study session or public forum to study an issue in more detail or to receive information from staff or feedback from members of the public.

The Board may also convene a retreat or discussion meeting to discuss Board roles and relationships.

Public notice shall be given in accordance with law when a quorum of the Board is attending a study session, retreat, public forum, or discussion meeting. All such meetings shall comply with the Brown Act and shall be held in open session and within district boundaries. ~~Action items shall not be included on the agenda for these meetings.~~

#### Other Gatherings

Attendance by a majority of Board members at any of the following events is not subject to the Brown Act provided that a majority of the Board members do not discuss specific district business among themselves other than as part of the scheduled program:

1. A conference or similar public gathering open to the public that involves a discussion of issues of general interest to the public or to school board members
2. An open, publicized meeting organized by a person or organization other than the district

## ITEM 17

to address a topic of local community concern

3. An open and noticed meeting of another body of the district
4. An open and noticed meeting of a legislative body of another local agency
5. A purely social or ceremonial occasion
6. An open and noticed meeting of a standing committee of the Board, provided that the Board members who are not members of the standing committee attend only as observers

Individual contacts or conversations between a Board member and any other person are not subject to the Brown Act.

#### Location of Meetings

Meetings shall not be held in a facility that prohibits the admittance of any person on the basis of ancestry or any characteristic listed in Government Code 11135, including, but not limited to, religion, sex, or sexual orientation. In addition, meetings shall not be held in a facility which is inaccessible to individuals with disabilities or where members of the public must make a payment or purchase in order to be admitted.

Meetings shall be held within district boundaries, except to do any of the following:

1. Comply with state or federal law or court order or attend a judicial or administrative proceeding to which the district is a party
2. Inspect real or personal property which cannot conveniently be brought into the district, provided that the topic of the meeting is limited to items directly related to the property
3. Participate in meetings or discussions of multiagency significance, provided these meetings are held within one of the other agencies' boundaries, with all participating agencies giving the notice required by law
4. Meet in the closest meeting facility if the district has no meeting facility within its boundaries or if its principal office is located outside the district
5. Meet with elected or appointed state or federal officials when a local meeting would be impractical, solely to discuss legislative or regulatory issues affecting the district over which the state or federal officials have jurisdiction
6. Meet in or near a facility owned by the district but located outside the district, provided the meeting agenda is limited to items directly related to that facility
7. Visit the office of the district's legal counsel for a closed session on pending litigation, when doing so would reduce legal fees or costs

ITEM 17

8. Attend conferences on nonadversarial collective bargaining techniques
9. Interview residents of another district regarding the Board's potential employment of an applicant for Superintendent of the district
10. Interview a potential employee from another district

Meetings exempted from the boundary requirements, as specified in items #1-10 above, shall still be subject to the notice and open meeting requirements for regular and special meetings when a quorum of the Board attends the meeting.

If a fire, flood, earthquake, or other emergency renders the regular meeting place unsafe, meetings shall be held for the duration of the emergency at a place designated by the Board president or designee, who shall so inform all news media who have requested notice of special meetings by the most rapid available means of communication.

#### Teleconferencing

A teleconference is a meeting of the Board in which Board members are in different locations, connected by electronic means through audio and/or video.

The Board may use teleconferences for all purposes in connection with any meeting within the Board's subject matter jurisdiction. All votes taken during a teleconference meeting shall be by roll call.

During the teleconference, at least a quorum of the members of the Board shall participate from locations within district boundaries.

Agendas shall be posted at all teleconference locations and shall list all teleconference locations whenever they are posted elsewhere. Additional teleconference locations may be provided to the public.

All teleconference locations shall be accessible to the public. All teleconferenced meetings shall be conducted in a manner that protects the statutory and constitutional rights of the parties or the public appearing before the Board, including the right of the public to address the Board directly at each teleconference location.

All Board policies, administrative regulations, and bylaws shall apply equally to meetings that are teleconferenced. The Superintendent or designee shall facilitate public participation in the meeting at each teleconference location.

#### Legal Reference:

##### EDUCATION CODE

35140 Time and place of meetings

35143 Annual organizational meeting, date, and notice

ITEM 17

35144 Special meeting  
35145 Public meetings  
35145.5 Agenda; public participation; regulations  
35146 Closed sessions  
35147 Open meeting law exceptions and applications

GOVERNMENT CODE

3511.1 Local agency executives  
11135 State programs and activities, discrimination  
54950-54963 The Ralph M. Brown Act, especially:  
54953 Meetings to be open and public; attendance  
54954 Time and place of regular meetings  
54954.2 Agenda posting requirements, board actions  
54956 Special meetings; call; notice  
54956.5 Emergency meetings

UNITED STATES CODE, TITLE 42

12101-12213 Americans with Disabilities Act  
CODE OF FEDERAL REGULATIONS, TITLE 28  
35.160 Effective communications  
36.303 Auxiliary aids and services

COURT DECISIONS

Wolfe v. City of Fremont, (2006) 144 Cal.App. 544

ATTORNEY GENERAL OPINIONS

88 Ops.Cal.Atty.Gen. 218 (2005)  
84 Ops.Cal.Atty.Gen. 181 (2001)  
84 Ops.Cal.Atty.Gen. 30 (2001)  
79 Ops.Cal.Atty.Gen. 69 (1996)  
78 Ops.Cal.Atty.Gen. 327 (1995)

Management Resources:

CSBA PUBLICATIONS

The Brown Act: School Boards and Open Meeting Laws, rev. 2014

INSTITUTE FOR LOCAL GOVERNMENT PUBLICATIONS

The ABCs of Open Government Laws

LEAGUE OF CALIFORNIA CITIES PUBLICATIONS

Open and Public IV: A Guide to the Ralph M. Brown Act, 2nd Ed., 2010

WEB SITES

CSBA: <http://www.csba.org>

CSBA, Agenda Online:

<http://www.csba.org/Services/Services/GovernanceTechnology/AgendaOnline.aspx>

California Attorney General's Office: <http://www.ag.ca.gov>

Institute for Local Government: <http://www.ca-ilg.org>

League of California Cities: <http://www.cacities.org>

# **Board Bylaw**

## **Closed Session Purposes And Agendas**

BB 9321

### **Board Bylaws**

The Governing Board is committed to complying with state open meeting laws and modeling transparency in its conduct of district business. The Board shall hold closed sessions only for purposes authorized by law. A closed session may be held during a regular, special, or emergency meeting in accordance with law.

Each agenda shall contain a general description of each closed session item to be discussed at the meeting, as required by law.

The Board shall disclose in open session the items to be discussed in closed session. In the closed session, the Board may consider only those matters covered in its statement. After the closed session, the Board shall reconvene in open session before adjourning the meeting, and when applicable, shall disclose any action taken in the closed session, in the manner prescribed by Government Code 54957.1.

The Board shall not disclose any information that is protected by state or federal law. In addition, no victim or alleged victim of tortious sexual conduct or child abuse shall be identified in any Board agenda, notice, announcement, or report required by the Brown Act, unless the identity of the person has previously been publicly disclosed.

A Board member shall not disclose confidential information received in a closed session unless the Board authorizes the disclosure of that information.

### **Personnel Matters**

The Board may hold a closed session under the "personnel exception" to consider the appointment, employment, evaluation of performance, discipline, or dismissal of an employee. Such a closed session shall not include discussion or action on proposed compensation except for a reduction of compensation that results from the imposition of discipline.

The Board may also hold a closed session to hear complaints or charges brought against an employee by another person or employee, unless the employee requests an open session. Before the Board holds a closed session on specific complaints or charges brought against an employee, the employee shall receive written notice of his/her right to have the complaints or charges heard in open session if desired. This notice shall be delivered personally or by mail at least 24 hours before the time of the session.

The Board may hold a closed session to discuss a district employee's application for early withdrawal of funds in a deferred compensation plan when the application is based on financial hardship arising from an unforeseeable emergency due to illness, accident, casualty, or other extraordinary event, as specified in the deferred compensation plan.

## ITEM 17

Agenda items related to district employee appointments and employment shall describe the position to be filled. Agenda items related to performance evaluations shall specify the title of the employee being reviewed. Agenda items related to employee discipline, dismissal, or release require no additional information.

### Negotiations/Collective Bargaining

Unless otherwise agreed upon by the parties involved, the following shall not be subject to the Brown Act:

1. Any meeting and negotiating discussion between the district and a recognized or certified employee organization
2. Any meeting of a mediator with either party or both parties to the meeting and negotiating process
3. Any hearing, meeting, or investigation conducted by a factfinder or arbitrator
4. Any executive (closed) session of the district or between the district and its designated representative for the purpose of discussing its position regarding any matter within the scope of representation and instructing its designated representatives

The Board may meet in closed session to review the Board's position and/or instruct its designated representative regarding salaries, salary schedules, or compensation paid in the form of fringe benefits of its represented and unrepresented employees. Prior to the closed session, the Board shall identify its designated representative in open session. Any closed session held for this purpose may include discussions of the district's available funds and funding priorities, but only insofar as they relate to providing instructions to the Board's designated representative.

Closed sessions may take place prior to and during consultations and discussions with representatives of employee organizations and unrepresented employees. For unrepresented employees, closed sessions held pursuant to Government Code 54957.6 shall not include final action on the proposed compensation of one or more unrepresented employees.

For represented employees, the Board may also meet in closed session regarding any other matter within the statutorily provided scope of representation.

The Board also may meet in closed session with a state conciliator or mediator who has intervened in proceedings regarding any of the purposes enumerated in Government Code 54957.6.

Agenda items related to negotiations shall specify the name of the district's designated representative(s) attending the closed session. If circumstances necessitate the absence of a specified designated representative, an agent or designee may participate in place of the absent representative as long as the name of the agent or designee is announced at an open session held



## ITEM 17

prior to the closed session. The agenda shall also specify the name of the organization representing the employee(s) or the position title of the unrepresented employee who is the subject of the negotiations.

#### Matters Related to Students

The Board shall meet in closed session to consider the expulsion of a student, unless the student submits a written request at least five days before the date of the hearing that the hearing be held in open session. Regardless of whether the expulsion hearing is conducted in open or closed session, the Board may meet in closed session for the purpose of deliberating and determining whether the student should be expelled.

The Board shall meet in closed session to address any student matter that may involve disclosure of confidential student information, or to consider a suspension, disciplinary action, or any other action against a student except expulsion. If a written request for open session is received from the parent/guardian or adult student, it will be honored to the extent that it does not violate the privacy rights of any other student.

Agenda items related to student matters shall briefly describe the reason for the closed session, such as "student expulsion hearing" or "grade change appeal," without violating the confidentiality rights of individual students. The student shall not be named on the agenda, but a number may be assigned to the student in order to facilitate record keeping. The agenda shall also state that the Education Code requires closed sessions in these cases in order to prevent the disclosure of confidential student record information.

#### Security Matters

The Board may meet in closed session with the Governor, Attorney General, district attorney, district legal counsel, sheriff or chief of police, or their respective deputies, or a security consultant or a security operations manager, on matters posing a threat to the security of public buildings; to the security of essential public services, including water, drinking water, wastewater treatment, natural gas service, and electric service; or to the public's right of access to public services or public facilities.

The Board may meet in closed session during an emergency meeting held pursuant to Government Code 54956.5 to meet with law enforcement officials for the emergency purposes specified in Government Code 54957 if agreed to by a two-thirds vote of the Board members present. If less than two-thirds of the members are present, then the Board must agree by a unanimous vote of the members present.

Agenda items related to security matters shall specify the name of the law enforcement agency and the title of the officer, or name of applicable agency representative and title, with whom the Board will consult.

#### Conference with Real Property Negotiator

## ITEM 17

The Board may meet in closed session with its real property negotiator prior to the purchase, sale, exchange, or lease of real property by or for the district in order to grant its negotiator authority regarding the price and terms of payment for the property.

Before holding the closed session, the Board shall hold an open and public session to identify its negotiator(s) and the property under negotiation and to specify the person(s) with whom the negotiator may negotiate.

For purposes of real property transactions, negotiators may include members of the Board.

Agenda items related to real property negotiations shall specify the district negotiator attending the closed session. If circumstances necessitate the absence of a specified negotiator, an agent or designee may participate in place of the absent negotiator as long as the name of the agent or designee is announced at an open session held prior to the closed session. The agenda shall also specify the name of the negotiating parties and the street address of the real property under negotiation. If there is no street address, the agenda item shall specify the parcel number or another unique reference of the property. The agenda item shall also specify whether instruction to the negotiator will concern price, terms of payment, or both.

### Pending Litigation

Based on the advice of its legal counsel, the Board may hold a closed session to confer with or receive advice from its legal counsel regarding a pending litigation when a discussion of the matter in open session would prejudice the district's position in the litigation. For this purpose, "litigation" means any adjudicatory proceeding, including eminent domain, before a court, administrative body exercising its adjudicatory authority, hearing officer, or arbitrator.

Litigation is considered "pending" in any of the following circumstances:

1. Litigation to which the district is a "party" has been initiated formally.
2. A point has been reached where, in the Board's opinion based on the advice of its legal counsel regarding the "existing facts and circumstances," there is a "significant exposure to litigation" against the district, or the Board is meeting solely to determine whether, based on existing facts or circumstances, a closed session is authorized.

Existing facts and circumstances for these purposes are limited to the following:

- a. Facts and circumstances that might result in litigation against the district but which the district believes are not yet known to potential plaintiffs and which do not need to be disclosed.
- b. Facts and circumstances including, but not limited to, an accident, disaster, incident, or transactional occurrence which might result in litigation against the district, which are already known to potential plaintiffs and which must be publicly disclosed before the closed session or specified on the agenda.

ITEM 17

- c. The receipt of a claim pursuant to the Tort Claims Act or a written threat of litigation from a potential plaintiff. The claim or written communication must be available for public inspection.
  - d. A threat of litigation made by a person in an open meeting on a specific matter within the responsibility of the Board.
  - e. A threat of litigation made by a person outside of an open meeting on a specific matter within the responsibility of the Board, provided that the district official or employee receiving knowledge of the threat made a record of the statement before the meeting and the record is available for public inspection. Such record does not need to identify an alleged victim of tortious sexual conduct or anyone making a threat on his/her behalf or identify an employee who is the alleged perpetrator of any unlawful or tortious conduct, unless the identity of this person has been publicly disclosed.
3. Based on existing facts and circumstances, the Board has decided to initiate or is deciding whether to initiate litigation.

Before holding a closed session pursuant to the pending litigation exception, the Board shall state on the agenda or publicly announce the subdivision of Government Code 54956.9 under which the closed session is being held. If authority is based on Government Code 54956.9(a), the Board shall either state the title or specifically identify the litigation to be discussed or state that doing so would jeopardize the district's ability to effectuate service of process upon unserved parties or to conclude existing settlement negotiations to its advantage.

Agenda items related to pending litigation shall be described as a conference with legal counsel regarding either "existing litigation" or "anticipated litigation."

"Existing litigation" items shall identify the name of the case specified by either the claimant's name, names of parties, or case or claim number, unless the Board states that to identify the case would jeopardize service of process or existing settlement negotiations.

"Anticipated litigation" items shall state that there is significant exposure to litigation pursuant to Government Code 54956.9(b) and shall specify the potential number of cases. When the district expects to initiate a suit, items related to anticipated litigation shall state that the discussion relates to the initiation of litigation pursuant to Government Code 54956.9(c) and shall specify the potential number of cases. The agenda or an oral statement before the closed session may be required to provide additional information regarding existing facts and circumstances described in item #2 b-e above.

#### Joint Powers Agency Issues

The Board may meet in closed session to discuss a claim for the payment of tort liability losses, public liability losses, or workers' compensation liability incurred by a joint powers agency (JPA) formed for the purpose of insurance pooling or self-insurance authority of which the district is a member.

## ITEM 17

Closed session agenda items related to liability claims shall specify the claimant's name and the name of the agency against which the claim is made.

When the board of the JPA has so authorized and upon advice of district legal counsel, the Board may meet in closed session in order to receive, discuss, and take action concerning information obtained in a closed session of the JPA. During the Board's closed session, a Board member serving on the JPA board may disclose confidential information acquired during a closed session of the JPA to fellow Board members.

The Board member may also disclose the confidential JPA information to district legal counsel in order to obtain advice on whether the matter has direct financial or liability implications for the district.

Closed session agenda items related to conferences involving a JPA shall specify the closed session description used by the JPA and the name of the Board member representing the district on the JPA board. Additional information listing the names of agencies or titles of representatives attending the closed session as consultants or other representatives shall also be included.

#### Review of Audit Report from California State Auditor's Office

Upon receipt of a confidential final draft audit report from the California State Auditor's Office, the Board may meet in closed session to discuss its response to that report. After public release of the report from the California State Auditor's Office, any Board meeting to discuss the report must be conducted in open session, unless exempted from that requirement by some other provision of law.

Closed session agenda items related to an audit by the California State Auditor's Office shall state "Audit by California State Auditor's Office."

#### Review of Assessment Instruments

The Board may meet in closed session to review the contents of any student assessment instrument approved or adopted for the statewide testing system. Before any such meeting, the Board shall agree by resolution to accept any terms or conditions established by the State Board of Education for this review.

Agenda items related to the review of student assessment instruments shall state that the Board is reviewing the contents of an assessment instrument approved or adopted for the statewide testing program and that Education Code 60617 authorizes a closed session for this purpose in order to maintain the confidentiality of the assessment under review.

Legal Reference:  
EDUCATION CODE  
35145 Public meetings

ITEM 17

35146 Closed session (re student suspension)  
44929.21 Districts with ADA of 250 or more  
48912 Governing board suspension  
48918 Rules governing expulsion procedures; hearings and notice  
49070 Challenging content of students records  
60617 Meetings of governing board

GOVERNMENT CODE

3540-3549.3 Educational Employment Relations Act  
6252-6270 California Public Records Act  
54950-54963 The Ralph M. Brown Act

COURT DECISIONS

Morrison v. Housing Authority of the City of Los Angeles Board of Commissioners, (2003) 107 Cal.App.4th 860  
Bell v. Vista Unified School District, (2001) 82 Cal.App. 4th 672  
Fischer v. Los Angeles Unified School District, (1999) 70 Cal.App. 4th 87  
Furtado v. Sierra Community College District (1998) 68 Cal.App. 4th 876  
Roberts v. City of Palmdale, (1993) 5 Cal.App. 4th 363  
Sacramento Newspaper Guild v. Sacramento County Board of Supervisors, (1968) 263 Cal.App. 2d 41  
San Diego Union v. City Council, (1983) 146 Cal.App.3d 947

ATTORNEY GENERAL OPINIONS

94 Ops.Cal.Atty.Gen. 82 (2011)  
86 Ops.Cal.Atty.Gen. 210 (2003)  
78 Ops.Cal.Atty.Gen. 218 (1995)  
59 Ops.Cal.Atty.Gen. 532 (1976)  
57 Ops. Cal. Atty. Gen. 209 (1974)

Management Resources:

CSBA PUBLICATIONS

The Brown Act: School Boards and Open Meeting Laws, 2009

ATTORNEY GENERAL PUBLICATIONS

The Brown Act: Open Meetings for Legislative Bodies, 2003

LEAGUE OF CALIFORNIA CITIES PUBLICATIONS

Open and Public IV: A Guide to the Ralph M. Brown Act, rev. July 2010

WEB SITES

CSBA: <http://www.csba.org>

California Attorney General's Office: <http://www.oag.ca.gov>

League of California Cities: <http://www.cacities.org>

(7/12 12/14) 06/16

## Board Bylaw

### Closed Session Actions And Reports

BB 9321.1

#### Board Bylaws

No matters other than those announced in open session shall be acted upon during the closed session.

The Board shall reconvene in open session before adjourning and report closed session actions, the votes or abstentions thereon, and other disclosures required by Government Code 54957.1. These disclosures may be made at the location announced in the agenda for the closed session, as long as the public is allowed to be present at that location for the purpose of hearing them.

#### Personnel Matters

The Board shall report any personnel action taken and the votes or abstentions thereon at the public meeting during which the closed session is held. This report shall identify the title of the position. However, the report of a dismissal or nonrenewal of an employment contract shall be deferred until the first public meeting after administrative remedies, if any, have been exhausted.

#### Negotiations/Collective Bargaining

Final action on the proposed compensation of one or more unrepresented employees shall not be taken during the closed session.

Approval of an agreement concluding closed session labor negotiations with represented employees shall be reported after the agreement is final and has been accepted or ratified by the other party. This report shall identify the item approved and the other party or parties to the negotiation.

#### Student Matters

Actions related to student matters shall be taken in open session and shall be a matter of public record. No information shall be released in violation of student privacy rights provided in law.

~~OPTION 1: In an expulsion action, the student's name and the cause for expulsion shall be disclosed in open session.~~

~~OPTION 2: In an expulsion action, the student's name shall not be disclosed, but the cause for the expulsion shall be disclosed in open session.~~

#### Real Estate Negotiations

Approval of an agreement concluding real estate negotiations shall be reported after the agreement is final. If the Board renders the agreement final, it shall report that approval, the

## ITEM 17

votes or abstentions thereon, and the substance of the agreement in open session at the public meeting during which the closed session is held. If final approval rests with the other party, the Superintendent or designee shall disclose the fact of that approval and the substance of the agreement upon inquiry by any person, as soon as the other party or its agent has informed the district of its approval.

### Pending Litigation

The Board shall report the following actions related to pending litigation, and the votes or abstentions thereon, at the public meeting during which the closed session is held:

1. Approval to legal counsel to defend, appeal or not appeal, or otherwise appear in litigation. This report shall identify the adverse parties, if known, and the substance of the litigation.
2. Approval to legal counsel to initiate or intervene in a lawsuit. This report shall state that directions to initiate or intervene in the action have been given and that details will be disclosed to inquiring parties after the lawsuit is commenced unless doing so would jeopardize the district's ability to serve process on unserved parties or its ability to conclude existing settlement negotiations to its advantage.
3. Acceptance of a signed offer from the other party or parties which finalizes the settlement of pending litigation. This report shall state the substance of the agreement.

If approval is given to legal counsel to settle pending litigation and if final approval rests with the other party or with the court, the district shall report the fact of approval, the substance of the agreement and the vote and abstentions thereon to persons who inquire once the settlement is final.

### JPA/Self-Insurance Claims

The Board shall report the disposition of joint powers authority or self-insurance claims and the votes or abstentions thereon at the public meeting during which the closed session is held. This report shall include the name of the claimant(s), the name of the agency claimed against, the substance of the claim and the monetary settlement agreed upon by the claimant.

### Review of Assessment Instruments

At the public meeting during which the Board holds a closed session to review student assessment instruments, the Board shall confirm that this review was made. Any actions related to the review shall be taken in open session without revealing any proprietary or confidential information and shall be a matter of public record.

Legal Reference:  
EDUCATION CODE  
35145 Public meetings

ITEM 17

35146 Closed session (re student matters)  
48918 Rules governing expulsion procedures; hearings and notice  
49073-49079 Privacy of student records  
60617 Meetings of governing board  
GOVERNMENT CODE  
54950-54963 The Ralph M. Brown Act, especially:  
54957.1 Closed sessions; public report of action taken  
54957.6 Closed sessions; representatives to employee organization(s)  
54957.7 Disclosure of items to be discussed  
UNITED STATES CODE, TITLE 20  
1232g Family Educational Rights and Privacy Act  
CODE OF FEDERAL REGULATIONS, TITLE 34  
99.1-99.8 Family Educational Rights and Privacy  
COURT DECISIONS  
Kleitman v. Superior Court (1999) 87 Cal.Rptr.2d 813  
ATTORNEY GENERAL OPINIONS  
80 Ops.Cal.Atty.Gen. 85 (1997)

(2/97 6/97) 2/98



# Board Bylaw

## Agenda/Meeting Materials

BB 9322

### Board Bylaws

#### Agenda Content

Governing Board meeting agendas shall reflect the district's vision and goals and the Board's focus on student learning.

Each agenda shall state the meeting time and place and shall briefly describe each business item to be transacted or discussed, including items to be discussed in closed session.

The agenda shall provide members of the public the opportunity to address the Board on any agenda item before or during the Board's consideration of the item. However, the agenda need not provide an opportunity for public comment when the agenda item has previously been considered at an open meeting of a committee comprised exclusively of Board members, provided that members of the public were afforded an opportunity to comment on the item at that meeting and that the item has not been substantially changed since the committee considered it.

The agenda for a regular Board meeting shall also provide members of the public an opportunity to provide comment on matters which are not on the agenda but which are within the subject matter jurisdiction of the Board.

Each agenda for a regular meeting shall list the address designated by the Superintendent or designee for public inspection of documents related to an open session item that have been distributed to the Board less than 72 hours before the meeting.

The agenda shall include information regarding how, when, and to whom a request should be made if an individual requires disability-related accommodations or modifications, including auxiliary aids and services, in order to participate in the Board meeting.

#### Agenda Preparation

The Board president and the Superintendent, as secretary to the Board, shall work together to develop the agenda for each regular and special meeting.

Any Board member or member of the public may request that a matter within the jurisdiction of the Board be placed on the agenda of a regular meeting. The request shall be submitted in writing to the Superintendent or designee with supporting documents and information. ~~if any, at least one week before the scheduled meeting date. Items submitted less than a week before the scheduled meeting date may be postponed to a later meeting in order to allow sufficient time for consideration and research of the issue.~~

## ITEM 17

The Board president and Superintendent shall decide whether a request from a member of the public is within the subject matter jurisdiction of the Board. Items not within the subject matter jurisdiction of the Board may not be placed on the agenda. In addition, before placing the item on the agenda, the Board president and Superintendent shall determine if the item is merely a request for information or whether the issue is covered by an existing policy or administrative regulation.

If the Board president and Superintendent deny a request from a Board member to place an item on the agenda, the Board member may request the Board to take action to determine whether the item shall be placed on the agenda.

The Board president and Superintendent shall also decide whether an agenda item is appropriate for discussion in open or closed session, and whether the item should be an action item subject to Board vote or an information item that does not require immediate action.

In order to promote efficient meetings, the Board may bundle a number of items and act upon them together by a single vote through the use of a consent agenda. Consent items shall be items of a routine nature and items for which Board discussion is not anticipated and for which the Superintendent recommends approval. When any Board member requests the removal of an item from the consent agenda, the item shall be removed and given individual consideration for action as a regular agenda item.

The agenda shall provide an opportunity for members of the public to comment on any consent agenda item that has not been previously considered.

Any Board action that involves borrowing \$100,000 or more shall be discussed, considered, and deliberated upon as a separate item of business on the meeting agenda.

All public communications with the Board are subject to requirements of relevant Board policies and administrative regulations.

#### Agenda Dissemination to Board Members

At least 72 hours before each regular meeting, each Board member shall be provided *a digital* copy of the agenda ~~and agenda packet, including the Superintendent or designee's report; minutes to be approved; copies of communications; reports from committees, staff, and others~~ and other available documents pertinent to the meeting.

When special meetings are called, Board members shall receive, at least 24 hours prior to the meeting, notice of the business to be transacted.

Board members shall review agenda materials before each meeting. Individual members may confer directly with the Superintendent or designee to ask questions and/or request additional information on agenda items. However, a majority of Board members shall not, outside of a noticed meeting, directly or through intermediaries or electronic means discuss, deliberate, or take action on any matter within the subject matter jurisdiction of the Board.

## ITEM 17

## Agenda Dissemination to Members of the Public

Any agenda and related materials distributed to the Board shall be made available to the public upon request without delay. Only those documents which are disclosable public records under the Public Records Act and which relate to an agenda item scheduled for the open session portion of a regular meeting shall be made available to the public.

At least 72 hours prior to a regular meeting, the agenda shall be posted at one or more locations freely accessible to members of the public.

In addition, the Superintendent or designee shall post the agenda on the homepage of the district web site. The posted agenda shall be accessible through a prominent direct link to the current agenda or to the district's agenda management platform in accordance with Government Code 54954.2. When the district utilizes an integrated agenda management platform, the link to that platform shall take the user directly to the web site with the district's agendas, and the current agenda shall be the first available.

If a document which relates to an open session agenda item of a regular Board meeting is distributed to the Board less than 72 hours prior to a meeting, the Superintendent or designee shall make the document available for public inspection at a designated location at the same time the document is distributed to all or a majority of the Board.

The Superintendent or designee shall mail a copy of the agenda or a copy of all the documents constituting the agenda packet to any person who requests the items. The materials shall be mailed at the time the agenda is posted or upon distribution of the agenda to a majority of the Board, whichever occurs first.

Any request for mailed copies of agendas or agenda packets shall be in writing and shall be valid for the calendar year in which it is filed. Written requests must be renewed following January 1 of each year.

Persons requesting mailing of the agenda or agenda packet shall pay an annual fee, as determined by the Superintendent or designee, not to exceed the cost of providing the service.

Any document prepared by the district or Board and distributed during a public meeting shall be made available for public inspection at the meeting. Any document prepared by another person shall be made available for public inspection after the meeting. These requirements shall not apply to a document that is exempt from public disclosure under the Public Records Act.

Upon request, the Superintendent or designee shall make the agenda, agenda packet, and/or any writings distributed at the meeting available in appropriate alternative formats to persons with a disability, as required by the Americans with Disabilities Act.

Legal Reference:  
EDUCATION CODE

ITEM 17

35144 Special meetings  
35145 Public meetings  
35145.5 Right of public to place matters on agenda

GOVERNMENT CODE

6250-6270 Public Records Act  
53635.7 Separate item of business  
54954.1 Mailed agenda of meeting  
54954.2 Agenda posting requirements; board actions  
54954.3 Opportunity for public to address legislative body  
54954.5 Closed session item descriptions  
54956.5 Emergency meetings  
54957.5 Availability of public records  
54960.2 Challenging board actions; cease and desist

UNITED STATES CODE, TITLE 42

12101-12213 Americans with Disabilities Act  
CODE OF FEDERAL REGULATIONS, TITLE 28

35.160 Effective communications  
36.303 Auxiliary aids and services

COURT DECISIONS

Mooney v. Garcia, (2012) 207 Cal.App.4th 229  
Caldwell v. Roseville Joint Union High School District, 2007 U.S. Dist. LEXIS 66318

ATTORNEY GENERAL OPINIONS

99 Ops. Cal. Atty. Gen. 11 (2016)  
78 Ops. Cal. Atty. Gen. 327 (1995)

Management Resources:

CSBA PUBLICATIONS

Call to Order: A Blueprint for Great Board Meetings, 2015  
The Brown Act: School Boards and Open Meeting Laws, rev. 2014

ATTORNEY GENERAL PUBLICATIONS

The Brown Act: Open Meetings for Legislative Bodies, rev. 2003

WEB SITES

CSBA, Agenda Online: <http://www.csba.org>  
California Attorney General's Office: <http://www.oag.ca.gov>

(3/08 11/12) 12/18

# Board Bylaw

## Meeting Conduct

BB 9323

### Board Bylaws

#### Meeting Procedures

All Governing Board meetings shall begin on time and shall be guided by an agenda prepared in accordance with Board bylaws and posted and distributed in accordance with the Ralph M. Brown Act (open meeting requirements) and other applicable laws.

The Board president shall conduct Board meetings in accordance with Board bylaws and procedures that enable the Board to efficiently consider issues and carry out the will of the majority.

The Board believes that late night meetings deter public participation, can affect the Board's decision-making ability, and can be a burden to staff. Regular Board meetings shall be adjourned at *10:00 p.m.* unless extended to a specific time determined by a majority of the Board. The meeting shall be extended no more than once and subsequently may be adjourned to a later date.

#### Quorum and Abstentions

The Board shall act by majority vote of all of the membership constituting the Board.

The Board believes that when no conflict of interest requires abstention, its members have a duty to vote on issues before them. When a member abstains, his/her abstention shall not be counted for purposes of determining whether a majority of the membership of the Board has taken action.

~~Provided the Board typically has seven members and there are no more than two vacancies on the Board, the vacant position(s) shall not be counted for purposes of determining how many members of the Board constitute a majority. In addition, whenever any provisions of the Education Code require unanimous action of all or a specific number of the members, the vacant position(s) shall not be counted for purposes of determining the total membership constituting the Board.~~

#### Public Participation

Members of the public are encouraged to attend Board meetings and to address the Board concerning any item on the agenda or within the Board's jurisdiction. ~~So as not to inhibit public participation, persons attending Board meetings shall not be requested to sign in, complete a questionnaire, or otherwise provide their name or other information as a condition of attending the meeting.~~

In order to conduct district business in an orderly and efficient manner, the Board requires that public presentations to the Board comply with the following procedures:

## ITEM 17

1. The Board shall give members of the public an opportunity to address the Board on any item of interest to the public that is within the subject matter jurisdiction of the Board, either before or during the Board's consideration of the item.

2. At a time so designated on the agenda at a regular meeting, members of the public may bring before the Board matters that are not listed on the agenda. The Board shall take no action or discussion on any item not appearing on the posted agenda, except as authorized by law.

3. Without taking action, Board members or district staff members may briefly respond to statements made or questions posed by the public about items not appearing on the agenda. Additionally, on their own initiative or in response to questions posed by the public, a Board or staff member may ask a question for clarification, make a brief announcement, or make a brief report on his/her own activities.

Furthermore, the Board or a Board member may provide a reference to staff or other resources for factual information, ask staff to report back to the Board at a subsequent meeting concerning any matter, or take action directing staff to place a matter of business on a future agenda.

4. The Board need not allow the public to speak on any item that has already been considered by a committee composed exclusively of Board members at a public meeting where the public had the opportunity to address the committee on that item. However, if the Board determines that the item has been substantially changed since the committee heard the item, the Board shall provide an opportunity for the public to speak.

5. A person wishing to be heard by the Board shall first be recognized by the president and shall then proceed to comment as briefly as the subject permits.

Individual speakers shall be allowed three minutes to address the Board on each agenda or nonagenda item. The Board shall limit the total time for public input on each item to 20 minutes. ~~With Board consent,~~ The Board president may increase or decrease the time allowed for public presentation, depending on the topic and the number of persons wishing to be heard. The president may take a poll of speakers for or against a particular issue and may ask that additional persons speak only if they have something new to add.

In order to ensure that non-English speakers receive the same opportunity to directly address the Board, any member of the public who utilizes a translator shall be provided at least twice the allotted time to address the Board, unless simultaneous translation equipment is used to allow the Board to hear the translated public testimony simultaneously.

6. The Board president may rule on the appropriateness of a topic, subject to the following conditions:

a. If a topic would be suitably addressed at a later time, the Board president may indicate the time and place when it should be presented.

ITEM 17

b. The Board shall not prohibit public criticism of its policies, procedures, programs, services, acts, or omissions.

c. The Board shall not prohibit public criticism of district employees. However, whenever a member of the public initiates specific complaints or charges against an individual employee, the Board president shall inform the complainant of the appropriate complaint procedure.

7. The Board president shall not permit any disturbance or willful interruption of Board meetings. Persistent disruption by an individual or group or any conduct or statements that threaten the safety of any person(s) at the meeting shall be grounds for the president to terminate the privilege of addressing the Board.

The Board may remove disruptive individuals and order the room cleared if necessary. In this case, members of the media not participating in the disturbance shall be allowed to remain, and individuals not participating in such disturbances may be allowed to remain at the discretion of the Board. When the room is ordered cleared due to a disturbance, further Board proceedings shall concern only matters appearing on the agenda.

When such disruptive conduct occurs, the Superintendent or designee shall contact local law enforcement as necessary.

#### Recording by the Public

Members of the public may record an open Board meeting using an audio or video recorder, still or motion picture camera, cell phone, or other device, provided that the noise, illumination, or obstruction of view does not persistently disrupt the meeting. The Superintendent or designee may designate locations from which members of the public may make such recordings without causing a distraction.

If the Board finds that noise, illumination, or obstruction of view related to these activities would persistently disrupt the proceedings, these activities shall be discontinued or restricted as determined by the Board.

#### Legal Reference:

##### EDUCATION CODE

5095 Powers of remaining board members and new appointees

32210 Willful disturbance of public school or meeting a misdemeanor

35010 Prescription and enforcement of rules

35145.5 Agenda; public participation; regulations

35163 Official actions, minutes and journal

35164 Vote requirements

35165 Effect of vacancies upon majority and unanimous votes by seven member board

##### CODE OF CIVIL PROCEDURE

527.8 Workplace Violence Safety Act

##### GOVERNMENT CODE

ITEM 17

- 54953.3 Prohibition against conditions for attending a board meeting
- 54953.5 Audio or video recording of proceedings
- 54953.6 Broadcasting of proceedings
- 54954.2 Agenda; posting; action on other matters
- 54954.3 Opportunity for public to address legislative body; regulations
- 54957 Closed sessions
- 54957.9 Disorderly conduct of general public during meeting; clearing of room

PENAL CODE

- 403 Disruption of assembly or meeting

COURT DECISIONS

- City of San Jose v. Garbett, (2010) 190 Cal.App.4th 526
- Norse v. City of Santa Cruz, (9th Cir. 2010) 629 F3d 966
- McMahon v. Albany Unified School District, (2002) 104 Cal.App.4th 1275
- Rubin v. City of Burbank, (2002) 101 Cal.App.4th 1194
- Baca v. Moreno Valley Unified School District, (1996) 936 F.Supp. 719

ATTORNEY GENERAL OPINIONS

- 90 Ops.Cal.Atty.Gen. 47 (2007)
- 76 Ops.Cal.Atty.Gen. 281 (1993)
- 66 Ops.Cal.Atty.Gen. 336 (1983)
- 63 Ops.Cal.Atty.Gen. 215 (1980)
- 61 Ops.Cal.Atty.Gen. 243, 253 (1978)
- 59 Ops.Cal.Atty.Gen. 532 (1976)
- 55 Ops.Cal.Atty.Gen. 26 (1972)

Management Resources:

CSBA PUBLICATIONS

- Call to Order: A Blueprint for Great Board Meetings, 2015
- The Brown Act: School Boards and Open Meeting Laws, rev. 2014

ATTORNEY GENERAL PUBLICATIONS

- The Brown Act: Open Meetings for Local Legislative Bodies, 2003

WEB SITES

- CSBA: <http://www.csba.org>
- California Attorney General's Office: <https://oag.ca.gov>



## **Board Bylaw**

### **Actions By The Board**

BB 9323.2

#### **Board Bylaws**

The Governing Board shall act by a majority vote of all of the membership constituting the Board, unless otherwise required by law.

An "action" by the Board means:

1. A collective decision by a majority of the Board members
2. A collective commitment or promise by a majority of the Board members to make a positive or negative decision
3. A vote by a majority of the Board members when sitting as the Board upon a motion, proposal, resolution, order, or ordinance

The Board shall not take action by secret ballot, whether preliminary or final.

Actions taken by the Board in open session shall be recorded in the Board minutes.

#### Action on Non-Agenda Items

After publicly identifying the item, the Board may take action on a subject not appearing on the posted meeting agenda under any of the following conditions:

1. When a majority of the Board determines that an emergency situation exists, as defined for emergency meetings pursuant to Government Code 54956.5
2. When two-thirds of the members present, or if less than two-thirds of the members are present then by a unanimous vote of all members present, determine that the need to take immediate action came to the district's attention after the agenda was posted
3. When an item appeared on the agenda of, and was continued from, a meeting that occurred not more than five days earlier

#### Challenging Board Actions

The district attorney's office or any interested person may file an action in court for the purpose of:

1. Stopping or preventing the Board's violation or threatened violation of the Brown Act
2. Determining the applicability of the Brown Act to ongoing or future threatened Board

## ITEM 17

actions

3. Determining the applicability of the Brown Act to a past action of the Board that is not specified in Government Code 54960.1, provided that:
  - a. Within nine months of the alleged violation, a cease and desist letter is submitted to the Board, clearly describing the past Board action and the nature of the alleged violation.
  - b. The time for the Board to respond has expired and the Board has not provided an unconditional commitment to cease and desist from and not repeat the past action alleged to have violated the Brown Act.
  - c. The action is brought within the time required by Government Code 54960.2.
4. Determining the validity, under state or federal law, of any Board rule or action which penalizes any of its members or otherwise discourages their expression
5. Compelling the Board to audio record its closed sessions because of a court's finding of the Board's violation of any applicable Government Code provision

The district attorney or any interested person may file an action in court to nullify a Board action which is alleged to be in violation of law regarding any of the following:

1. Open meeting and teleconferencing
2. Agenda posting
3. Closed session item descriptions
4. New or increased tax assessments
5. Special meetings
6. Emergency meetings

Prior to bringing any action to nullify a Board action, the district attorney or other interested person shall present a demand to "cure and correct" the alleged violation. The demand shall clearly describe the challenged action and the nature of the alleged violation and shall be presented to the Board in writing within 90 days of the date when the action was taken. If the alleged violation concerns action taken in an open session but in violation of Government Code 54954.2 (agenda posting), the written demand must be made within 30 days of the date when the alleged action took place.

Within 30 days of receiving the demand, the Board shall do one of the following:

1. Cure or correct the challenged action and inform the demanding party in writing of its

## ITEM 17

actions to cure or correct.

2. Determine not to cure or correct the alleged violation and inform the demanding party in writing of its decision to not cure or correct.
3. Take no action. If the Board takes no action within the 30-day period, its inaction shall be considered a decision not to cure or correct the challenged action.

Legal Reference:

EDUCATION CODE

- 15266 School construction bonds
- 17466 Declaration of intent to sell or lease real property
- 17481 Lease of property with residence for nondistrict purposes
- 17510-17512 Leasing for production of gas, resolution requiring unanimous vote
- 17546 Private sale of personal property
- 17556-17561 Dedication of real property
- 35140-35149 Meetings
- 35160-35178.4 Powers and duties
- 48660-48661 Community day schools, establishment and restrictions

CODE OF CIVIL PROCEDURE

- 425.16 Special motion to strike in connection with a public issue
- 1245.240 Eminent domain vote requirements
- 1245.245 Eminent domain, resolution adopting different use

GOVERNMENT CODE

- 53090-53097.5 Regulation of local agencies by counties and cities
- 53724 Parcel tax resolution requirements
- 53790-53792 Exceeding the budget
- 53820-53833 Temporary borrowing
- 53850-53858 Temporary borrowing
- 54950-54963 The Ralph M. Brown Act, especially:
  - 54952.6 Action taken, definition
  - 54953 Meetings to be open and public; attendance; prohibition against secret ballots
  - 54960-54960.5 Actions to prevent violations
- 65352.2 Coordination with planning agency

PUBLIC CONTRACT CODE

- 3400 Bid specifications
- 20111 Contracts over \$50,000; contracts for construction; award to lowest responsible bidder
- 20113 Emergencies, award of contracts without bids
- 20114 Repairs, maintenance, and improvements to district facilities by day labor or force account
- 22034 Uniform Public Construction Cost Accounting Act informal bidding ordinance
- 22035 Repair or replacement of facilities in case of emergency
- 22050 Emergency contracting procedures

COURT DECISIONS

- Los Angeles Times Communications LLC v. Los Angeles County Board of Supervisors (2003)  
112 Cal.App.4th 1313

ITEM 17

McKee v. Orange Unified School District (2003) 110 Cal.App.4th 1310  
Bell v. Vista Unified School District (2002) 82 Cal.App.4th 672  
Boyle v. City of Redondo Beach (1999) 70 Cal.App.4th 1109

Management Resources:

CSBA PUBLICATIONS

The Brown Act: School Boards and Open Meeting Laws, 2014

ATTORNEY GENERAL PUBLICATIONS

The Brown Act: Open Meetings for Local Legislative Bodies, 2003

LEAGUE OF CALIFORNIA CITIES PUBLICATIONS

Open and Public IV: A Guide to the Ralph M. Brown Act 2nd Edition, rev. July 2010

WEB SITES

CSBA: <http://www.csba.org>

Institute for Local Government: <http://www.ca-ilg.org>

Office of the Attorney General: <http://www.oag.ca.gov>

(3/11 11/12) 3/19

ITEM 17

**Exhibit**

**Actions By The Board**

E 9323.2

**Board Bylaws**

Exhibit not required and not recommended for adoption.

## Board Bylaw

### Minutes And Recordings

BB 9324

#### Board Bylaws

The Governing Board recognizes that maintaining accurate minutes of Board meetings helps foster public trust in Board governance and provides a record of Board actions for use by district staff and the public.

The secretary of the Board shall keep minutes and record all official Board actions. The Board's minutes shall be public records and shall be made available to the public upon request.

The minutes of Board meetings shall include, but not be limited to:

1. A notation of which Board members are present, in person or by teleconference, and whether a member is not present for part of the meeting due to late arrival and/or early departure
2. ~~A brief summary of the Board's discussion on each agenda topic, rather than a verbatim record of each Board member's specific points of view during the discussion~~
3. A *summary list* of the public comments made on agendized items and unagendized topics
4. The specific language of each motion and the names of the Board members who made and seconded the motion
5. Preferential votes cast by student Board member(s)
6. Any action taken by the Board, and the vote or abstention on that action of each Board member present

Upon request by a student's parent/guardian, or by the student if age 18 or older, the minutes shall not include the student's or parent/guardian's address, telephone number, date of birth, or email address, or the student's name or other directory information as defined in Education Code 49061. The request to exclude such information shall be made in writing to the secretary or clerk of the Board.

~~The Board agenda shall include a statement of the option and process for students and parents/guardians to request that such information be excluded from the minutes.~~

The Superintendent or designee shall distribute a copy of the "unapproved" minutes of the previous meeting(s) with the agenda ~~for the next~~ *at a subsequent* regular meeting. The Board shall approve the minutes as circulated or with necessary amendments.

Upon approval by the Board, the minutes shall be signed by the *Board Clerk and the*

## ITEM 17

*Superintendent/Secretary to the Board.*

Official Board minutes and recordings shall be stored in a secure location and shall be retained in accordance with law.

Any minutes or recordings kept for Board meetings held in closed session shall be kept separately from the minutes or recordings of regular and special meetings. Minutes or recordings of closed sessions are not public records.

**Recording or Broadcasting of Meetings**

The district may tape, film, stream, or broadcast any open Board meeting. At the beginning of the meeting, the Board president shall announce that a recording or broadcasting is being made at the direction of the Board and that the recording or broadcast may capture images and sounds of those attending the meeting. As practicable, the recorder or camera shall be placed in plain view of meeting participants.

Any district recording may be erased or destroyed 30 days after the meeting. Recordings made at the direction of the Board during a meeting are public records and, upon request, shall be made available for inspection by members of the public on district equipment without charge.

**Legal Reference:****EDUCATION CODE**

- 35012 Number of members; terms; student board members
- 35145 Public meetings
- 35163 Official actions, minutes and journals
- 35164 Vote requirements
- 49061 Student records; definitions
- 49073.2 Privacy of student and parent/guardian personal information

**GOVERNMENT CODE**

- 54952.2 Meeting defined
- 54953 Meetings
- 54953.5 Audio or video recording of proceedings
- 54953.6 Broadcasting of proceedings
- 54957.2 Closed sessions; clerk; minute book
- 54960 Violations and remedies

**PENAL CODE**

- 632 Unlawful to intentionally record a confidential communication without consent

**CODE OF REGULATIONS, TITLE 5**

- 16020-16027 Classification and retention of records

**Management Resources:****CSBA PUBLICATIONS**

Call to Order: A Blueprint for Great Board Meetings, 2015

The Brown Act: School Boards and Open Meeting Laws, rev. 2014

**WEB SITES**

ITEM 17

CSBA, Agenda Online: <http://www.agendaonline.com>

(7/08 4/14) 12/18



## **Board Bylaw**

### **Board Self-Evaluation**

BB 9400

#### **Board Bylaws**

The Governing Board shall annually conduct a self-evaluation in order to demonstrate accountability to the community and ensure that district governance effectively supports student achievement and the attainment of the district's vision and goals.

The evaluation may address any area of Board responsibility, including, but not limited to, Board performance in relation to vision setting, curriculum, personnel, finance, policy development, collective bargaining, community relations, and advocacy. The evaluation may also address objectives related to Board meeting operations, relationships among Board members, relationship with the Superintendent, understanding of Board and Superintendent roles and responsibilities, communication skills, or other governance or boardsmanship skills.

The Board shall evaluate itself as a whole. Individual Board members are also expected to use the evaluation process as an opportunity to assess and set goals for their own personal performance.

Each year, the Board, with assistance from the Superintendent, shall determine an evaluation method or instrument that measures key components of board responsibility and previously identified performance objectives. Visual and/or audio recordings of a Board meeting may only be used as an evaluation tool when consent is given by all Board members.

Any discussion involving the Board's self-evaluation shall be conducted in open session.

At the request of the Board, a facilitator may be used to assist with the evaluation process. The Board may invite the Superintendent or other individual(s) with pertinent information to provide input into the evaluation process.

Following the evaluation, the Board ~~shall~~ *may* set goals, define and/or refine protocols, and establish priorities and objectives for the following year's evaluation. The Board ~~shall~~ *may* also develop strategies for strengthening Board performance based on identified areas of need, including, but not limited to, Board trainings such as those offered by the California School Boards Association.

Legal Reference:

GOVERNMENT CODE

54950-54963 Brown Act; board self-evaluations not covered

Management Resources:

CSBA PUBLICATIONS

Professional Governance Standards

Defining Governance, Issue 3: Governance Practices, Governance Brief, April 2014

ITEM 17

WEB SITES

CSBA: <http://www.csba.org>

CSBA Board Self-Evaluation: <http://bse.csba.org>

(9/88 3/02) 7/17

# San Dieguito Union High School District

## INFORMATION REGARDING BOARD AGENDA ITEM

**TO:** BOARD OF TRUSTEES

**DATE OF REPORT:** May 2, 2019

**BOARD MEETING DATE:** May 9, 2019

**PREPARED & SUBMITTED BY:** Robert A. Haley, Ed.D., Superintendent

**SUBJECT:** ADOPTION OF SDUHSD GOVERNANCE HANDBOOK

\*\*\*\*\*

### EXECUTIVE SUMMARY

Following the election held in November 2018, the Board of Trustees met with the purpose of forming a new governance team. One of the results of this meeting(s) was the desire to develop a Governance Handbook that would outline a Unity of Purpose and Protocols for interaction. The Unity of Purpose is a common focus, overarching goals, and the values and beliefs governance team members share about students, the district and public education that help them transcend their individual differences to fulfill a greater purpose.

A draft was developed that reflected elements to be included by the Board of Trustees as a whole. A sub-committee was formed consisting of the Superintendent, Board President and Board Clerk, which was tasked with further editing and drafting. The handbook presented reflects the consensus of the sub-committee and is recommended for adoption.

The Governance Handbook will enable the governance team to perform its responsibilities in a way that best benefits all students. The handbook relies on the California School Boards Association for the overall framework. The Governance Handbook will be reviewed periodically and re-adopted on an annual basis at the Board’s Annual Organizational Meeting.

### RECOMMENDATION:

It is recommended that the Board adopt the SDUHSD Governance Handbook, as shown in the attached supplement.

### FUNDING SOURCE:

N/A



# San Dieguito Union High School District

## Governance Handbook 2019

### Board of Trustees

---

	Term	Area
Beth Hergesheimer, President	2020	2
Maureen "Mo" Muir, Vice-President	2022	1
Joyce Dalessandro, Trustee	2020	4
Kristin Gibson, Clerk	2022	5
Melisse Mossy, Trustee	2022	3

### Superintendent

---

Robert A. Haley, Ed.D.

*This handbook reflects the governance team's work on creation of a framework for effective governance. This involves ongoing discussions about unity of purpose, roles, commitment to norms, protocols and coming to agreement on formal structures that will enable the governance team to perform its responsibilities in a way that best benefits all students. The handbook relies on the California School Boards Association for the overall framework.*

## Unity of Purpose

---

*Unity of Purpose is a common focus, overarching goals, and the values and beliefs governance team members share about students, the district and public education that help them transcend their individual differences to fulfill a greater purpose.*

### Vision

---

All Students: Engaged, Inspired, Prepared

### Mission

---

To provide a world-class education for all students through quality programs that engage students, inspire achievement and service to others; prepare them to be lifelong learners and responsible members of society.

## Core Values

---

- We are committed to the safety and wellness of our students
- We will make decisions based on what is best for students
- We will focus on the positive aspects of our district
- We will work together to meet our challenges
- We will model the type of behavior we expect in our district

## Effective Governance

---

*School district governance is the process of reaching agreements that balance and reflect community values, beliefs and priorities in policies that focus and align all district efforts to enhance student achievement.*

There are three dimensions to the effective governance of any organization: the actions of an individual, a group coming together to govern and the performance of the governance responsibilities by the group.

In San Dieguito Union High School District, the Board and Superintendent work together as a governance team. We will:

1. Maintain unity of purpose,
2. Agree on and govern with appropriate roles,
3. Create and sustain a positive governance culture, and
4. Create a supportive structure for effective governance.

## Governance Responsibilities

---

**We are responsible for setting the direction for the community's schools.** Of all the roles and responsibilities of governing boards, none is more central to the purpose of local public school governance than ensuring that a long-term vision is established for the school system. The vision reflects the consensus of the community, the board and the district staff as to what students need in order to achieve their highest potential. The vision should set a direction for the school district, driving every aspect of the district's program.

**We are responsible for establishing an effective and efficient structure for the school district.** The board is responsible for establishing and maintaining an organizational structure that supports the district's vision and empowers the professional staff. Although the board does not implement policies or programs, board members are responsible for:

- employing the superintendent and setting policy for hiring of other personnel;
- overseeing the development of and adopting policies;
- setting a direction for and adopting curriculum;
- establishing budget priorities, adopting the budget and overseeing facilities issues; and
- providing direction for and accepting collective bargaining agreements.

**We are responsible for providing support.** After establishing the structure, boards through their behavior and actions, have a responsibility to support the superintendent and staff as they carry out the direction of the board. This involves:

## ITEM 18

- acting with a professional demeanor that models the district's beliefs and vision;
- making decisions and providing resources that support mutually agreed upon priorities and goals;
- upholding district policies the board has approved;
- ensuring a positive personnel climate exists; and
- being knowledgeable enough about district efforts to explain them to the public.

**We are responsible for ensuring accountability to the public.** As community representatives, boards are accountable to the public for the performance of the community's schools. Boards establish systems and processes to monitor results, evaluate the school system's progress toward accomplishing the district's vision and communicate that progress to the local community. In order to ensure personnel, program and fiscal accountability, boards are responsible for:

- evaluating the superintendent and setting policy for the evaluation of other personnel;
- monitoring, reviewing and revising policies;
- serving as a judicial and appeals body;
- monitoring student achievement and program effectiveness and requiring program changes as indicated;
- monitoring and adjusting district finances; and
- monitoring the collective bargaining process.

**We are responsible for acting as community leaders.** Board members have a responsibility to involve the community in meaningful ways in setting a direction for the district and to communicate clear information about district policies, educational programs, fiscal condition and progress on goals adopted to achieve the vision. As the only locally elected officials chosen solely to represent the interests of students, board members also have a responsibility to speak out on behalf of those students. Boards are advocates for students, the school district's educational programs and public education. Board members build support for public education in the local community and at the state and national levels.

**Individual Trustee Standards:**

- Keeps learning and achievement for all students as the primary focus.
- Values, supports and advocates for public education.
- Recognizes and respects differences of perspective and style on the board and among staff, students, parents and the community.
- Acts with dignity, and understands the implications of demeanor and behavior.
- Keeps confidential matters confidential.
- Participates in professional development and commits the time and energy necessary to be an informed and effective leader.
- Understands the distinctions between board and staff roles, and refrains from performing management functions that are the responsibility of the superintendent and staff.
- Understands that authority rests with the board as a whole and not with individuals.

## ITEM 18

**Superintendent Standards:**

- Promotes the success of all students and supports the efforts of the board of trustees to keep the district focused on learning and achievement.
- Values, advocates and supports public education and all stake holders.
- Recognizes and respects the differences of perspective and style on the board and among staff, students, parents and the community — and ensures that the diverse range of views inform board decisions.
- Acts with dignity, treats everyone with civility and respect, and understands the implications of demeanor and behavior.
- Serves as a model for the value of lifelong learning and supports the board’s continuous professional development.
- Works with the board as a “governance team” and assures collective responsibility for building a unity of purpose, communicating a common vision and creating a positive organizational culture.
- Recognizes that the board/superintendent governance relationship is supported by the management team.
- Understands the distinctions between board and staff roles, and respects the role of the board as the representative of the community.
- Understands that authority rests with the board as a whole; provides guidance to the board to assist in decision-making; and provides leadership based on the direction of the board as a whole.
- Communicates openly with trust and integrity including providing all members of the board with equal access to information, and recognizing the importance of both responsive and anticipatory communications.
- Accepts leadership responsibility and accountability for implementing the vision, goals and policies of the district.

## Governance Norms

---

We agree to:

- Focus on the interest of students
- Be trustworthy and maintain confidentiality
- Participate and interact as a team
- Be courteous to each other and our constituents
- Show respect for each other, staff and the community
- Communicate openly with honesty
- Commit the time necessary to govern effectively
- Be informed and prepared for meetings and duties
- Not take disagreements personally
- Not surprise staff or fellow trustees
- Listen openly for understanding
- Share the same information base
- Not make assumptions
- Ask questions for clarification

## ITEM 18

- Respect the history of the district while focusing on the present and future
- Accept and support the majority
- Request breaks as needed during meetings

## Governance Protocols

To effectively meet district priorities, goals and challenges, the board and superintendent must function together as a governance leadership team. The following protocols were developed to support and promote the effectiveness of the governance team and to ensure a positive and productive working relationship among board members, the superintendent, district staff, and the community. The protocols were developed for and by the members of the governance team, and may be modified over time as needed.

Topic	Board Meetings
<b>Rationale</b>	The board meeting is a meeting to conduct board business in public. Well-run efficient meetings model leadership and proactive thinking, promote trust and confidence, and provide opportunities to demonstrate planning for the future and strategically moving the district forward.
<b>Protocol</b>	<ul style="list-style-type: none"> <li>• Board agendas shall include the district's vision and goals</li> <li>• Board agenda presentations, reports and items will relate to the district's vision, mission and goals.</li> </ul>
<b>Protocol</b>	<p><b>Placement of Items on the Agenda</b></p> <p>Any board member or member of the public may request that a matter within the jurisdiction of the board be placed on the board meeting agenda. Clarification of the agenda placement process, appropriate placement of items on the board agenda and sufficient time for gathering information on the issue is critical to effective discussion and deliberation.</p> <ul style="list-style-type: none"> <li>• A section on the agenda at each regular meeting will include an opportunity to request future items. The items can be presentations, reports or action.</li> <li>• Trustees may send requests for agenda items to the superintendent and/or the board president with reasons for the requested items.</li> <li>• The superintendent and the board president will work together to determine the appropriate placement of board requested items.</li> <li>• The board president will follow up with the requesting trustee with information about the request, when the item will be considered, or ask for more information.</li> <li>• If the item is not to be placed on an agenda, the board president will follow up with the trustee and give an explanation as to why.</li> </ul>



## ITEM 18

Protocol	<p><b>Board Meeting Management – Public Comment</b></p> <p>The board wants to demonstrate deliberation with professionalism and respect. Trustees want to ensure that multiple voices of the community are heard and that the process for community input is clearly defined.</p> <ul style="list-style-type: none"> <li>• The board president will introduce the purpose of the meeting and restate the guidelines for public input as listed on the board meeting agenda.</li> <li>• For items not on the agenda, members of the public will be asked, but not required, to submit a comment card with their name and information.</li> <li>• Three minutes are allotted for each speaker and twenty minutes will be allotted for each topic. The board president shall be responsible for enforcing these limits fairly. The board president may ask the vice-president, clerk or staff to assist in timing. The board president has discretion to add more time for a topic, but may choose to add the additional time at the end of the meeting. The board president may shorten the amount of time per speaker. If a speaker does not want his or her time shortened the board president may ask that they wait until the end of the meeting.</li> <li>• For items on the agenda, members of the public will be asked, but not required, to submit a comment card with their name and information.</li> <li>• The board president will call on the member of the public immediately after the item is introduced or, at his or her discretion, after background information has been provided.</li> </ul>
Protocol	<p><b>Board Meeting Management – Action Items</b></p> <ul style="list-style-type: none"> <li>• The board president will introduce the item.</li> <li>• The board president will either have public comment before or after background information is provided. The public is allowed to comment, but not participate in board deliberation.</li> <li>• The board president may ask for a motion and a second prior to receiving staff information or after.</li> <li>• Trustees may be asked for clarification by a fellow trustee as to why they voted a particular way on an item and, as a courtesy, they are asked to respond.</li> </ul>
Protocol	<p><b>Board Meeting Management – Consent Items</b></p> <p>The board wants to effectively use time during its meetings. Consent items are routine in nature and often reflect prior decisions. Placement on the consent agenda does not mean the item is not important.</p> <ul style="list-style-type: none"> <li>• Any member of the public, staff or a trustee may request an item be pulled from the consent agenda. An item only needs to be pulled if a separate vote on the item is requested. Without pulling an item, a trustee may ask for clarification or comment on an item.</li> <li>• The board president will ask for a motion, a second, and then ask if there are further questions or comments from trustees prior to voting on the consent agenda.</li> </ul>

## ITEM 18

<b>Protocol</b>	<p><b>Board Meeting Management – Closed Session</b></p> <p>The governing board recognizes the importance of maintaining the confidentiality of information acquired as part of a board member's official duties. The responsibility of the board includes being privy to closed sessions or confidential information about district litigation, personnel, negotiations, superintendent evaluation, or other issues permitted under the Brown Act.</p> <ul style="list-style-type: none"> <li>• Pursuant to the Brown Act, the board president will announce closed session and the topics to be discussed.</li> <li>• The board president shall ensure that the discussion in closed session is solely on the topics listed.</li> <li>• Board members will not breach confidentiality. If a board member inadvertently or accidentally violates a confidential issue, he or she will take immediate responsibility for the action by notifying the board president and the superintendent.</li> </ul>
<b>Protocol</b>	<p><b>Board Meeting Management – Interaction with the Public</b></p> <p>The board meeting is a meeting to conduct board business in public. Board meetings are the opportunity for the board, as a whole, to get information from staff and make decisions consistent with the unity of purpose.</p> <ul style="list-style-type: none"> <li>• The board president is the presiding officer for the meeting and responsible for ensuring compliance with Government Code.</li> <li>• Although the public may comment on items, deliberation is restricted to the board. The board may ask the superintendent questions or ask for recommendations.</li> <li>• During a meeting, the public is entitled to see and hear information used by an individual trustee to make a decision or reach a conclusion.</li> <li>• Trustees are not to have private conversations during meetings.</li> <li>• During a recess, trustees should be careful about how they interact with members of the public so as to ensure the public, and fellow trustees, know about information that may be relevant to a decision.</li> <li>• Trustees shall ensure a quorum does not interact with the public during a recess.</li> </ul>
<b>Protocol</b>	<p><b>Board Study Sessions</b></p> <p>Study sessions are for specific topics of interest and an opportunity to study issues in depth, discuss the topic and provide direction. They may include</p>

## ITEM 18

	<p>action if the item is properly agendaized. The topics are usually those where additional discussion and education is needed to make important decisions.</p> <ul style="list-style-type: none"> <li>• The board president and superintendent shall ensure the meeting requirements of the Brown Act are met.</li> <li>• Annually, or as needed, the board may identify topics that require a study session.</li> <li>• The superintendent is responsible for providing the board with the necessary information and access to staff.</li> <li>• The board president will ensure the conduct of the meeting allows all trustees to participate.</li> </ul>
<b>Protocol</b>	<p><b>Board Conversation Meetings</b></p> <p>Conversation meetings are opportunities for the board to have discussions on topics of interest. Conversation meetings can include staff and/or members of the public. Action is not taken at a conversation meeting.</p> <ul style="list-style-type: none"> <li>• The board president and superintendent shall ensure the meeting requirements of the Brown Act are met.</li> <li>• Annually, or as needed, the board may identify topics that require a conversation meeting.</li> <li>• The superintendent is responsible for providing the board with the necessary information and access to staff.</li> <li>• The board president will ensure the conduct of the meeting allows all trustees to participate.</li> </ul>
<b>Topic</b>	<b>Long-range Planning</b>
<b>Rationale</b>	<p>The board establishes the district vision, multi-year and annual goals to promote clarity of direction, focus and alignment of resources. Important to the work of the board is the ability to track progress over multiple years, especially due to the lag time with data reporting. The board is mindful of resources and the impact of decisions on district and community resources. The governance team wants to demonstrate proactive planning that is synchronized with the budget.</p>
<b>Protocol</b>	<ul style="list-style-type: none"> <li>• The board will hold at least annually a session dedicated to long-range planning and goal setting.</li> <li>• The board's goals should take into account the limits of district resources.</li> <li>• The annual goal setting process will be directly linked to the evaluation of the superintendent's performance.</li> </ul>
<b>Topic</b>	<b>Individual Board Member Roles in Public</b>
<b>Rationale</b>	<p>Trustees are a resource to the community for information about the district's schools, programs, and pending decisions. The public needs to understand that final authority rests with the entire board. Trustees need to understand the importance and value of being visible and accessible to the community.</p>

ITEM 18

<b>Protocol</b>	<ul style="list-style-type: none"> <li>Trustees will strive to educate the public about their role as elected officials, entrusted with the education of all the students of the community.</li> <li>Trustees will make visible their dedication and commitment and clarify their authority as one of five in all decisions and actions.</li> <li>Confidentiality shall be maintained at all times.</li> </ul>
<b>Protocol</b>	<p><b>Individual Board Member Roles in the Public – Concerns or Complaints</b></p> <ul style="list-style-type: none"> <li>Listen, being careful not to imply agreement, since only one perspective is being expressed.</li> <li>Clarify that a board member is one of five and that authority rests with the majority in all board decisions and actions.</li> <li>Strive to ensure a community member feels heard and empowered with next steps. Provide information and direction to policies or processes or the person in the district (e.g. teacher, principal, superintendent) who can most directly help them with their concern.</li> <li>Board members will use judgment in responding, being mindful of their role in judicial review.</li> <li>Trustees will contact the superintendent when they direct a community member to a level above a teacher.</li> <li>Confidentiality will be maintained at all times.</li> </ul>

<b>Topic</b>	<b>Board Member Roles – Media Relations</b>
<b>Rationale</b>	The board has an obligation to inform the community regarding decisions, positions, and planning. One way this can be accomplished is through the media. Crisis situations may also arise that require providing the media with information or responding to the media.
<b>Protocol</b>	<ul style="list-style-type: none"> <li>The board president is authorized to speak for the board as a whole.</li> <li>The board president may delegate this authority as needed.</li> <li>The superintendent speaks for the district.</li> <li>Individual trustees should be careful in public when communicating their individual positions.</li> <li>If individual trustees are contacted by the media, they should redirect the request to the board president or the superintendent.</li> <li>If an individual trustee communicates with the media his or her own position, he or she should notify the board president and the superintendent.</li> <li>Confidentiality shall be maintained at all times.</li> </ul>

<b>Topic</b>	<b>Board Member Roles – Receiving and Responding to Emails</b>
<b>Rationale</b>	Trustees have an obligation to hear community concern, questions and suggestions. One way in which this occurs is through email.

## ITEM 18

<b>Protocol</b>	<p><b>Emails sent to all board members</b></p> <ul style="list-style-type: none"> <li>• Emails will be forwarded to the superintendent.</li> <li>• Trustees may respond to the sender that the email was forwarded to the superintendent and staff.</li> <li>• If a response is required, it will come from the board president if it is a board policy or governance issue, for all other reasons the response should come from the superintendent or designated staff.</li> <li>• The superintendent will ensure all trustees are copied on a response.</li> </ul>
<b>Protocol</b>	<p><b>Emails sent to individual board members</b></p> <ul style="list-style-type: none"> <li>• Emails will be forwarded to the superintendent.</li> <li>• Trustees may respond to the sender that the email was forwarded to the superintendent and staff.</li> <li>• If a response is required, it will come from the superintendent or designated staff.</li> <li>• The superintendent will ensure that the receiving trustees, or all trustees, are copied on a response.</li> </ul>
<b>Protocol</b>	<p><b>Emails sent requesting opinions or answers directly from board members</b></p> <ul style="list-style-type: none"> <li>• Emails will be forwarded to the superintendent.</li> <li>• Trustees may respond that they hear the concern, but opinions are best dealt with through the governance process. Further, trustees may respond that the superintendent or designated staff will answer questions.</li> </ul>
<b>Topic</b>	<b>Board Member Roles – Social Media</b>
<b>Rationale</b>	Trustees use of social media can raise concerns about adherence to the Brown Act.
<b>Protocol</b>	<ul style="list-style-type: none"> <li>• Trustees should make it clear they are communicating as individuals and not representatives of the board.</li> <li>• Trustees should avoid discussions in social media that include a quorum of the board.</li> <li>• Trustees should not post content that indicates they have already formed an opinion on a topic before the board for consideration before the deliberative process has taken place.</li> <li>• If complaints or concerns about schools are posted on social media, trustees should inform the poster to contact the appropriate staff member.</li> </ul>
<b>Topic</b>	<b>Board Member Roles – Visiting Schools</b>
<b>Rationale</b>	In order to fulfill the unity of purpose, trustees need to see our classrooms, schools and other facilities. Visits are intended to be informative and coordination is needed so as not to interfere with instruction or the work of the district.

## ITEM 18

<b>Protocol</b>	<ul style="list-style-type: none"> <li>• A series of coordinated school visits will be scheduled throughout the year by the superintendent.</li> <li>• The superintendent will ensure visitations are compliant with the provision of Government Code.</li> <li>• Trustees may ask the superintendent to arrange other visitations. The superintendent will ensure the visitation does not interfere with instruction or the work of the district.</li> <li>• The superintendent may or may not be in attendance for the visitation.</li> <li>• Trustees should ensure that during visitations, as they interact, they are only doing so as individuals and not speaking for the board as a whole.</li> <li>• Confidentiality shall be maintained at all times.</li> </ul>
-----------------	--

<b>Topic</b>	<b>Board/Superintendent Communication</b>
<b>Rationale</b>	Board members should be knowledgeable and equally informed about district programs and issues. There should be open lines of communication between the board and the superintendent and there should be no surprises for either the superintendent or the board.
<b>Protocol</b>	<ul style="list-style-type: none"> <li>• The superintendent will prepare a weekly memorandum for the board.</li> <li>• The board would like to hear any sensitive information directly from the superintendent or the superintendent's designee when the superintendent is not available.</li> <li>• The superintendent will maintain an open door policy and will schedule one-on-one meetings with trustees as needed.</li> <li>• The board and the superintendent will strive to inform each other of any important situations.</li> <li>• Trustees will meet with the superintendent in advance of board meetings with questions or requests for clarification about information in the board packet. If they are unable to meet they may call, text or email the superintendent.</li> <li>• Trustees should contact the superintendent, not his staff, for information requests. If the request will take significant staff time, the superintendent may notify the board president and seek direction as to how or if he can comply. When an individual requests information it will be shared, as needed, with all trustees.</li> <li>• Confidentiality shall be maintained at all times.</li> </ul>

<b>Topic</b>	<b>Superintendent Evaluation</b>
<b>Rationale</b>	The superintendent evaluation is an important leadership tool to focus and align all District efforts. The process provides an opportunity for promoting continual and sustained improvement for the district.

## ITEM 18

Topic	Superintendent Evaluation
<b>Protocol</b>	<ul style="list-style-type: none"> <li>• Annually the board will conduct a formal evaluation of the superintendent’s performance in order to assess his effectiveness in leading the district toward established goals.</li> <li>• The evaluation process shall be led by the board president and conducted in accordance with the superintendent’s employment agreement.</li> <li>• The board will schedule a mid-year review of the superintendent to reflect on preliminary results and make any adjustments to the district’s direction.</li> <li>• Prior to the evaluation, the superintendent will prepare a report of progress toward district goals, superintendent's self-appraisal of accomplishments and performance, and a review of actions taken to address any board recommendations from the previous evaluation.</li> <li>• Each trustee independently evaluates the superintendent's performance. The board president, or board designee, will summarize and combine the individual evaluations to create a consensus document. The evaluation will be a composite of individual board members' perspectives, but there will be only one final evaluation representing the board's collective judgment. This final evaluation will be provided to the superintendent for his response.</li> <li>• The board will meet in closed session with the superintendent to discuss the evaluation and goals for the following year.</li> </ul>
Topic	Board Governance Self-Assessment
<b>Rationale</b>	Conducting a governance self-evaluation demonstrates accountability to the community and the intention of the governance team to strengthen and improve governance practices.
<b>Protocol</b>	<ul style="list-style-type: none"> <li>• The board supports continuous improvement through an evaluation of governance practices and effectiveness.</li> <li>• Annually the board will schedule a conversation/study session meeting to reflect on governance practices and participate in a self-evaluation process. During the evaluation, the governance team will discuss what is working well and what can be improved.</li> </ul>

## ITEM 18

**Board Calendar 2019**

---

**January**

- Governor's Proposed Budget
- Board Services – Independent Auditor's Report
- Board Policy Review 0000 Philosophy, Goals, Objectives and Comprehensive Plans
- Mid-year Evaluation of the Superintendent

**February**

- Board Policy Review 1000 Community Relations
- Special Board Meeting – Governance

**March**

- Personnel Services – Probationary Teacher Non-reelection (if necessary – may be earlier)
- Business Services – Second Interim Financial Report
- Board Policy Review 2000 Administration
- Board Services – Independent Citizens Oversight Committee Annual Report

**April**

- Board Policy Review 3000 Business and Noninstructional Operations
- Independent Citizens Oversight Committee Prop AA Audit and Report (may be earlier)

**May**

- Governor's Proposed Budget May Revision
- Recognition of District Employees of the Year
- Board Policy Review 4000 Personnel

**June (Two Regular Meetings)**

- Board Policy Review 5000 Students
- Board Services – Local Control Accountability Plan Public Hearing and Adoption
- Business Services – Annual Budget Public Hearing and Adoption
- Evaluation of the Superintendent

**July**

- No Regular Meeting Scheduled

**August**

- Business Services – Revisions to Budget Based on State Action (if necessary)
- Board Policy Review 6000 Instruction

**September**

- Educational Services – Sufficiency of Instructional Materials (Public Hearing)
- Business Services – Unaudited Actuals
- Board Policy Review 7000 Facilities
- Seating of Student Board Members

**October**

- Board Policy Review 9000 Board Bylaws
- Administrative Services - Enrollment Report

**November**

- Notice of Organizational Meeting

**December**

- California School Boards Association Annual Education Conference
- Annual Organizational Meeting
- Business Services – First Interim Financial Report



# Governance Agreement

---

The San Dieguito Union High School District Board of Trustees is entrusted by the community to uphold the Constitutions of California and the United States, to protect the public interest in schools and to ensure that a high quality education is provided to each student.

Board and Superintendent function together as a governance leadership team in order to effectively meet district challenges. The Governance Handbook reflects our operational agreements.

*As San Dieguito Union High School District Trustees, we have reviewed, and agree to, the outline of effective governance contained in this handbook.*

Affirmed on this \_\_\_\_\_ day of \_\_\_\_\_, 2019

\_\_\_\_\_  
Trustee

\_\_\_\_\_  
Trustee

\_\_\_\_\_  
Trustee

\_\_\_\_\_  
Trustee

\_\_\_\_\_  
Trustee

\_\_\_\_\_  
Superintendent

***Portions of this document are taken from language found in the California School Boards Association governance documents.***

# San Dieguito Union High School District

## INFORMATION REGARDING BOARD AGENDA ITEM

**TO:** BOARD OF TRUSTEES

**DATE OF REPORT:** April 2, 2019

**BOARD MEETING DATE:** May 9, 2019

**PREPARED BY:** Bryan Marcus  
Associate Superintendent / Educational Services

**SUBMITTED BY:** Robert A. Haley, Ed.D., Superintendent

**SUBJECT:** **WILLIAMS COMPLAINT QUARTERLY REPORT,  
2018-19, 3<sup>rd</sup> QUARTER, JANUARY – MARCH,  
2019**

-----

### EXECUTIVE SUMMARY

State law requires school districts to submit reports to the San Diego County Office of Education (SDCOE) and to the district governing board on the number of complaints each district has received related to the Williams Settlement, i.e., instructional materials sufficiency, emergency facilities issues, and teacher vacancies and misassignments.

Attached is the report for the third quarter, 2018-19, from January through March, 2019.

### RECOMMENDATION:

It is recommended that the Board review and accept the attached Williams Complaint Report for the third quarter, from January through March, 2019, as shown in the attached supplement.

### FUNDING SOURCE:

Not applicable.

**COMMUNITY RELATIONS****1312.3/AR-1, ATTACHMENT C****UNIFORM COMPLAINT PROCEDURES  
QUARTERLY UNIFORM COMPLAINT REPORT SUMMARY**

For submission to School District Governing Board and County Office of Education

District Name: San Dieguito Union High School DistrictQuarter covered by this report (ex. Jan. – Mar. 2005): January 1, 2019 through March 31, 2019

Please fill in the following table; enter 0 in any cell that does not apply.

DESCRIPTION	NUMBER OF COMPLAINTS RECEIVED IN QUARTER	NUMBER OF COMPLAINTS RESOLVED	NUMBER OF COMPLAINTS UNRESOLVED; EXPLANATION ATTACHED
Instructional Materials	0	0	0
Facilities	0	0	0
Teacher Vacancy and Misassignment	0	0	0
Totals	0	0	0

Submitted by: Bryan Marcus  
(Print Full Name)Associate Superintendent/Educational Services  
(Title)Signature: Date: 4/9/2019