

San Dieguito

Union High School District

2010 -
2011

Annual Budget

General & Special Funds

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Table of Contents

- Introduction 1
 - About San Dieguito Union High School District 1
 - About Our Schools 1
 - Budget Introduction..... 2
 - Quick Facts 4
- 2010-11 General Fund Budget 5
 - Revenue Summary 5
 - Expenditure Summary..... 7
 - Three-Year Outlook..... 10
- 2010-11 Budgets by Program Area 12
 - Educational Services 12
 - Associate Superintendent of Educational Services..... 12
 - Curriculum & Assessment 14
 - Pupil Services & Special Education 16
 - Library Media Services 18
 - Technology Services 19
 - Career Technical Education 20
 - Regional Occupational Program (ROP) 20
- School Budgets..... 21
 - Formula Allocation 21
 - Non-Formula Allocation 22
 - Canyon Crest Academy 24
 - Carmel Valley Middle School 25
 - Diegueño Middle School 26
 - Earl Warren Middle School 27
 - La Costa Canyon High School 28
 - North Coast Alternative High School 29
 - Oak Crest Middle School 30
 - San Dieguito Academy 31
 - Sunset High School..... 32
 - Torrey Pines High School 33

Human Resources	34
Associate Superintendent of Human Resources.....	34
Personnel Commission.....	35
Contractual Salaries	36
Hourly & Extra-Curricular Salaries	38
Business Services	39
Associate Superintendent of Business Services.....	39
Planning & Financial Management	40
Finance	41
Purchasing & Warehouse.....	42
Risk Management	43
Operations	44
Transportation	46
Board of Trustees & Superintendent	47
2010-11 Special Fund Budgets.....	48
Adult Education Fund, 11-00	48
Nutrition Services Fund, 13-00	49
Deferred Maintenance Fund, 14-00	50
Pupil Transportation Equipment Fund, 15-00	51
Special Reserve Other Than Capital Outlay, 17-42	51
Building Fund, 21-09	52
Capital Facilities, 25-18	52
Capital Facilities, 25-19	52
County School Facilities Fund, 35-00	53
Special Reserve for Capital Projects, 40-00	53
Self-Insurance Fund, 67-16	54
Other Post Employment Benefits Fund, 67-17	54
Deductible Insurance Loss Fund, 67-30	55

Introduction

About San Dieguito Union High School District

Students are most successful when a strong partnership exists between school and home and we are very fortunate to live in a community that places a high priority on supporting our young people and a first-rate educational program.

SDUHSD serves students from five elementary school districts in North County: Encinitas, Rancho Santa Fe, Cardiff, Solana Beach, and Del Mar. Students from those districts matriculate through our middle schools and high schools, with the exception of those from the Rancho Santa Fe School District, who begin here as freshmen.

Booming population growth and demographic diversity have characterized the North County and SDUHSD in the past 15 years. Families from all parts of the world are attracted to our inviting climate and exceptional learning institutions, enriching our schools with a wide variety of languages and cultural backgrounds. From surfers to scientists, from beach cottages to high tech towers, this district represents a broad range on the socio-economic spectrum.

Many parents are employed at such neighboring institutions as the University of California, San Diego, the Scripps Institute of Oceanography, the Scripps Clinic and Research Foundation, nearby biotechnology firms in Sorrento Valley, and high tech giants like Qualcomm, all of which influence the high standards of education and expectation at San Dieguito.

About Our Schools

The San Dieguito Union High School District is an award winning district comprised of nine schools, four middle schools, four comprehensive high schools and one alternative high school. Our schools have received National Blue Ribbon awards eight times, California Distinguished School Awards fifteen times and the New American High school award one time. District high schools have been consistently listed in the top 250 high schools in the Country. The San Dieguito District ranks among the highest in San Diego County and the State on a yearly basis for student achievement as measured by the Academic Performance Index. Our students have received numerous awards and earned national recognition for their work in math, science, language arts, visual and performing arts as well as boasting some of San Diego County's strongest athletic programs.

The District also offers an alternative education program for 9th-12th grades at the Sunset Continuation High School campus in Encinitas. In addition, students may attend the North Coast Alternative High School (NCA), an independent study program for high school teens seeking individualized attention and flexible scheduling. And for adults, the District provides a strong Adult Education program located at the San Dieguito High School Academy.

Students progress to the four high schools from four middle schools in the District as follows: Students from Oak Crest and Diegueno Middle Schools are in the boundaries to attend La Costa Canyon High School, and students from Earl Warren and Carmel Valley Middle Schools are in the boundaries to attend Torrey Pines High School. (Note that students from the Rancho Santa Fe School District are in the attendance boundaries for Torrey Pines.)

While all students living in the District have the option to enroll at either La Costa Canyon or Torrey Pines High Schools within their attendance areas, they are also eligible to attend San Dieguito High School Academy (or San Dieguito Academy) and Canyon Crest Academy, both of which are designed as schools of choice. Canyon Crest Academy is a school of choice, with a special focus on technology and the visual and performing arts and technology.

Budget Introduction

The District's budget is a policy document that should represent the collective interests of all stakeholders in the education of students in this community. Throughout the year, the District regularly updates the Board of Trustees on budget matters. The Board of Trustees will officially consider the budget five times throughout the year:

- Adoption (June, 2010),
- Fall Revision (no later than 45 days after the State adopts its budget),
- First Interim (as of October 31, 2010)
- Second Interim (as of January 31, 2011)
- Spring Revision (May, 2011)

Last year, the State General Fund dropped by over 20%. This resulted in precipitous cuts to education. The District was forced to make dramatic reductions across the board - cuts to staffing, supplies, support services, etc. We were, however, spared even further reductions when we "fell into" Basic Aid status as a result of our significant loss of funding from the State as a Revenue Limit district. While becoming Basic Aid has been helpful, it has not solved budgetary problems for the following reasons:

- District revenues per student are still less than they should have been as a consequence of the economic downturn.
- In June, 2009, the District was notified that as a Basic Aid district, we would have to make a "fair share" contribution back to the State from our Categorical Funding equal to the loss incurred by Revenue Limit districts.

While the District was faced with a loss of an additional \$8 million in revenue over two years, we did receive one-time federal stimulus monies (ARRA) that will partially offset these losses. In the 2009-10 and 2010-11 fiscal years, we attempted to keep programs intact, forestall further

reductions and manage our budget by using one-time revenues, carryover funds and reserves until the financial picture became more clear. These stabilizing actions may be short-lived, depending on the timing and strength of the eventual economic recovery. While we are cautious in our projections, we also understand that it makes no sense to make further reductions prematurely.

For the first time since the passage of Proposition 13, next year's property tax will be reduced statewide. This is because the California Consumer Price Index (CCPI) for this year resulted in a negative number (-0.237%). Property tax is adjusted annually by CCPI or 2%, whichever is lower. The negative CCPI means property tax will decline. Additionally, we are seeing a decline in assessed value of homes purchased during and after the housing bubble. As a Basic Aid district that relies on local property tax for its funding, this has serious implications. San Dieguito and the other Basic Aid districts in the county are working closely with the Tax Assessor as we project our revenue for next year.

Our final challenge is how to close the gap between revenue and expense. As we have responded to this economic crisis, we have been fortunate to have adequate cash reserves that have allowed us to avoid the drastic cuts many other districts have had to make. We ended 2008-09 with higher reserves due to one-time federal stimulus money and savings from the spending freeze. We have been very deliberate and purposeful in determining whether to use reserves to maintain programs or reduce expenditures, but those reserves will not sustain us forever without taking a careful look at the underlying costs of running a high-quality educational program with increasingly limited resources.

As we entered into the 2010-11 budget planning process, we faced the challenge of closing the gap between projected revenue and expenditures despite much uncertainty with respect to the impact that state decisions will have on the actual revenue we receive. This is because the District is required to adopt a budget by June 30th of each year, even if the State has not. While our budget assumptions are based on the most reliable information available to us, a budget is a living document and will be subject to change as the year progresses.

Quick Facts

District Statistics	
Projected Enrollment	12,309
Projected Average Daily Attendance	11,878
Number of School Sites	9
Number of Middle Schools	4
Number of High Schools	4
Number of Continuation & Alternative Schools	2
Number of Adult Schools	1
Average Class Size, Grades 7-8	34:1
Average Class Size, Grades 9-12	35:1
Certificated Personnel FTE	523.66
Classified Personnel FTE	331.00
Teacher FTE	476.70
Administrator & Supervisor FTE	56.07
Total General Fund Income	92,793,819
Total General Fund Expenses	98,918,384
Unrestricted Revenues	71,365,841
Unrestricted Expenditures	76,675,167
General Fund Revenue per ADA	7,812
General Fund Expenditures per ADA	8,328
Total Teacher Salaries	41,144,115
Average Teacher Salary	86,310
Contribution to Health & Welfare Benefits	9,021,417
Lottery Income as a Percentage of Income	1.6%
California State Lottery Income	1,476,000

2010-11 General Fund Budget

Revenue Summary

In 2008-09, San Dieguito Union High School District transitioned into a Basic Aid district. Basic Aid districts are those whose local property tax revenue exceeds their entitlement to state funding. Prior to that year, the District received funding from the State based on its average daily attendance (ADA). The District entered Basic Aid only because state funding was cut so dramatically that its property tax finally exceeded what the State would have funded it under the Revenue Limit formula.

While Basic Aid has allowed for some stability compared to our neighboring Revenue Limit districts, the State cut categorical funding to Basic Aid districts under what is known as the “Fair Share” deal. In 2010-11, the District will only receive from the State \$120 per ADA under a guarantee provided for in the State constitution.

The District receives its income from four major sources:

Property Tax, which is referred to as Revenue Limit below. For 2010-11, the District is projecting a decline in property tax revenue due to adjustments in assessed value.

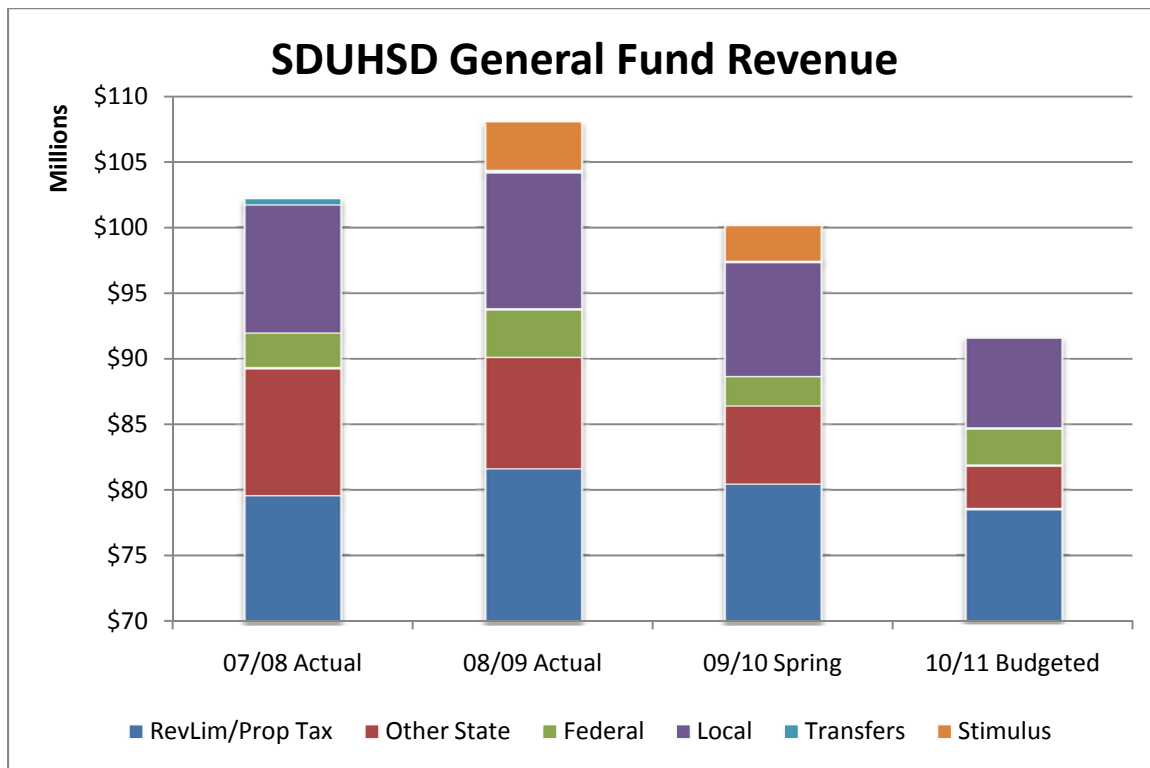
Federal Revenue, which includes Title I & II funding and miscellaneous grants. The decline in revenue indicated below is due to the loss of one-time stimulus funding. No further federal stimulus dollars are anticipated at this time. The District receives relatively little federal income compared to other districts.

State Revenue, which includes Lottery and the \$120/ADA guarantee. Categorical funding is essentially eliminated for 2010-11, as the District will be funded at its state constitutional minimum guarantee. The \$120/ADA funding includes the District’s allocation for Home-to-School transportation, Economic Impact Aid, and approximately \$500,000 in Tier III categorical flexibility. Lottery funding is less than 2% of the General Fund revenue.

Local Revenue, which includes donations, college testing fees, facility use fees, special education and ROP funding through the County Office of Education, and bus pass fees. Local revenue is always lower at budget adoption as the District only accounts for donation, testing, and facility use revenue as it is received.

	2009-10 Spring Revision	2010-11 Proposed Budget	Variance
REVENUE LIMIT	80,430,482	78,536,707	(1,893,775)
FEDERAL REVENUE	5,028,384	3,527,483	(1,500,901)
STATE REVENUE	5,940,482	3,715,419	(2,225,063)
LOCAL REVENUE	8,738,068	7,014,210	(1,723,858)
ALL OTHERS	20,100	-	(20,100)
Total	100,157,516	92,793,819	(5,769,997)

The chart below demonstrates the impact of funding cuts from 2007-08 to present.



Expenditure Summary

While revenue has declined due to downturn in the economy, the community's expectation that the District continue to provide a world-class education has not diminished. The District responded to the economic crisis in several ways. Staff prepared the budget based on assumptions from credible sources and conservative estimates to preserve the fiscal health of the District. The goals of the Strategic Plan were weighed against anticipated resources and the needs of all District programs before deliberate action was taken to reduce or contain costs.

- Beginning in Spring, 2008, the District placed a freeze on purchasing, limiting purchases to those items that were necessary for the curriculum or crucial for the operation of the schools.
- Budgets were subject to a greater level of scrutiny throughout the year. Budgets were adjusted wherever possible to more accurately reflect projected expenditures
- Unspent amounts in budgets were not carried over into subsequent fiscal years, with the exception of donation accounts and restricted program funds.
- Staffing was reviewed, resulting in reductions across the District.

Most of the expenditures of the District are committed to the salaries and benefits for employees of the District. It takes people to teach students, and in San Dieguito Union High School District, 86% of the District's budgeted expenditures are related to the services of District employees.

Budget containment is challenging as many expenses will naturally grow from year to year. For example, teachers will move up on the salary schedule through their years of experience and education levels attained. Or, contractors and suppliers will increase their pricing due to inflation. The District is also not immune to the annual increases in health insurance rates imposed upon employers throughout the country.

The major categories of expenditures are:

Certificated Salaries includes teachers, counselors, nurses, librarians, psychologists, principals, assistant principals, instructional leaders, and others who provide services that require credentials from the State of California. The reduction in certificated salaries for 2010-11 is due to retirements of several senior teachers, some of whom were not replaced while others were replaced with new teachers who are much lower on the salary schedule.

Classified Salaries includes all of the support personnel in the District, including instructional assistants, library & media technicians, custodians, bus drivers, health technicians, maintenance personnel, secretaries, technology staff, accountants, human resources staff, and classified management. The reduction in classified positions is due to elimination of positions throughout the District office and school sites.

Fringe Benefits includes the health, welfare, and statutory benefits for District employees such as medical, dental and life insurance plans, retirement contributions, unemployment insurance, social security and workers' compensation expenses. The cost of benefits continues to rise, particularly in the areas of health insurance, unemployment insurance and employer contributions to CalPERS.

Books and Supplies includes all of the instructional and non-instructional materials and equipment needed to operate world-class schools, such as textbooks, computers, software, classroom equipment & supplies, college testing materials, custodial items, fuel, grounds & maintenance equipment, and office supplies. Most of the expenses related to gifts and donations will appear in the Books & Supplies line; as such, this category will increase throughout the year as donation revenue is received. There will also be an increase of approximately \$1.1M as 2009-10 restricted categorical fund balances are carried forward into 2010-11.

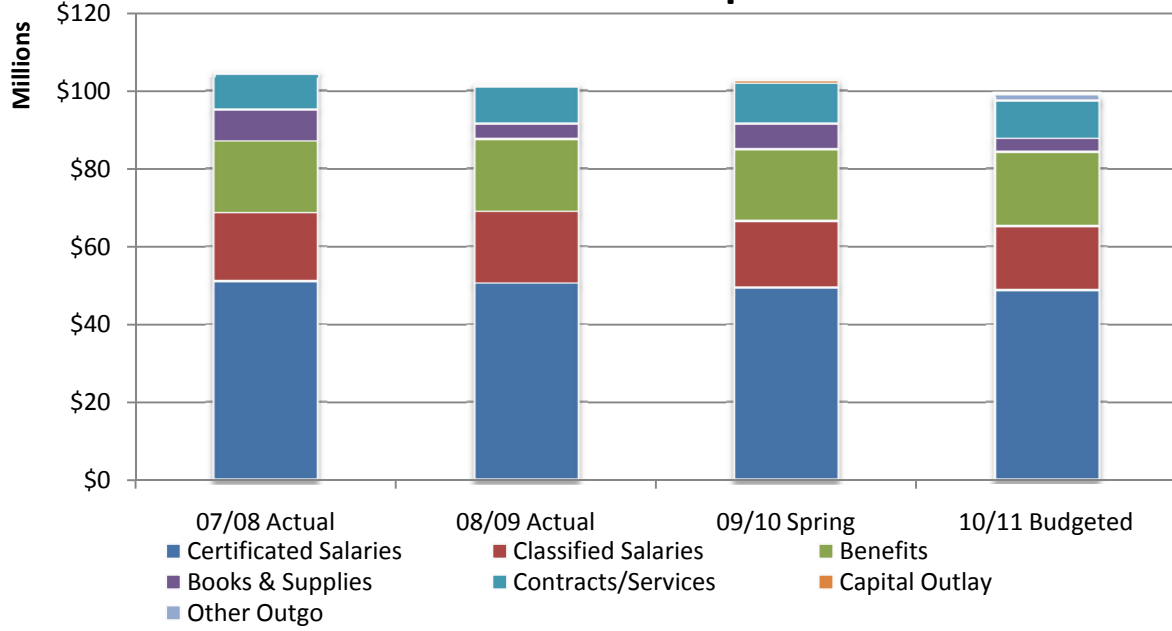
Contracts, Services, & Utilities includes special education services, electrical, water, gas, and telecommunication expenses, insurance, equipment rents & leases, postage, consultants and travel expenses.

Capital Outlay includes high-value equipment purchases and facility improvements. In 2009-10, the District used one-time federal stimulus funds associated with special education to purchase seven new buses for special needs students.

Other Outgo includes inter-fund transfers for indirect costs of categorical programs, inter-agency agreements, and other inter-fund contributions. Other Outgo increases in

	2009-10 Spring Revision	2010-11 Proposed Budget	Variance
CERTIFICATED SALARIES	49,439,090	48,792,033	(647,057)
CLASSIFIED SALARIES	17,132,899	16,499,106	(633,793)
FRINGE BENEFITS	18,374,585	19,076,599	702,014
BOOKS AND SUPPLIES	6,543,846	3,319,462	(3,224,387)
CONTRACT, SERVICES, UTIL.	10,133,757	9,567,135	(566,622)
CAPITAL OUTLAY	889,896	132,366	(757,530)
OTHER OUTGO	(48,053)	1,531,683	1,579,736
Total	101,381,242	98,918,384	(3,280,478)

SDUHSD General Fund Expenditures



Three-Year Outlook

As part of the budget adoption process, districts must submit a multi-year projection (MYP) of its revenue and expenditures for the budget year and two subsequent years. The District must demonstrate the ability to meet its financial obligations while maintaining the legally-required minimum unrestricted reserve of 3%. Based on the MYP, the District will certify to the San Diego County Office of Education that its budget is Positive, Qualified, or Negative.

Certification	Positive	Qualified	Negative
Financial Obligations	District will be able to meet its financial obligations for the current year and subsequent two years	District may not be able to meet its financial obligations for the current fiscal year or two subsequent fiscal years	District will be unable to meet its financial obligations for the remainder of the fiscal year or for the subsequent fiscal year
Fund Balance & Cash	Fund balance at the end of this fiscal year and the two subsequent fiscal years will be positive and cash balance will be positive at the end of this fiscal year	Fund balance at the end of this fiscal year and the two subsequent fiscal years may not be positive and/or cash balance may not be positive at the end of this fiscal year	Fund balance at the end of this fiscal year and the two subsequent fiscal years will be negative and/or cash balance will be negative at the end of this fiscal year
Reserves	Available reserves are not less than the percentages listed in the Standards & Criteria		

The District will be submitting a Positive certification with the 2010-11 Budget. This is a result of the reductions that have been made throughout the District in staffing, supplies, and services as well as anticipated reductions which will be necessary in 2011-12 and 2012-13 to close the deficit between revenue and expenditures. Additionally, the District will need to draw upon General Fund reserves and Special Reserve Fund 17-42 over the next three years in order to maintain a Positive certification.

The following chart summarizes the Unrestricted General Fund income, expenditures, and ending balances for the budget and two subsequent years. Current projections indicate the District will need to use the Special Reserve Fund 17-42 in addition to the remaining unrestricted General Fund balance to meet the legally required 3% minimum unrestricted reserve in 2012-13. As economic conditions change, staff will reevaluate the assumptions used in the MYP to assist the Board and administration in making decisions affecting the District’s fiscal health.

General Fund/ Unrestricted	2010-11	2011-12	2012-13
Income	71,365,841	72,456,699	73,209,255
Expenditures	76,675,167	77,526,717	77,575,585
Surplus (Deficit)	(5,309,326)	(5,070,017)	(4,366,330)
Beginning Balance	15,205,079	9,895,753	4,848,236
Ending Balance	9,895,753	4,825,736	459,406
Total GF Expenditures	98,845,439	98,348,215	98,630,175
Percent Reserve	10.0%	4.9%	0.5%

2010-11 Budgets by Program Area

Educational Services

Associate Superintendent of Educational Services

Educational Services provides leadership to curriculum development, assessing student achievement, monitoring the English Learner program and managing categorically supported academic and campus support programs. Additionally, the Department is responsible for managing student information as it relates to attendance, grade reporting and transcripts. The following is a list of areas overseen by the Educational Services Department:

- Academic Intervention
- AVID
- Bilingual Parent Program
- Categorical Funds
- English Learner Program
- Grants
- GATE
- Instructional Data Analysis
- Staff Development
- State and Federal Reporting
- Student Achievement
- Student Information

The Associate Superintendent / Educational Services budgets funds to cover a variety of items associated with the instructional program. The budget includes the cost of assessment and data collection. State-required testing may eventually be reimbursed through mandated costs.

Other items that make up the budget for the Educational Services department include Western Association of Schools and Colleges (WASC) (annual accrediting costs, supplies).

Considering the reduction in State textbook funding, the English textbook adoption has been postponed. In an effort to reduce textbook expenditures, students will be encouraged to use the online version of textbooks in their core classes. Should replacement of any lost/damaged books, or purchase of additional textbooks become necessary, the cost will be covered by the 10-11 state Instructional Materials Funding Realignment Program funds.

2010-11 – No Changes

Resource	2009-10 Spring Revision	2010-11 Proposed Budget
INSTRUCTIONAL MATERIALS	226,041	335,000
DEPARTMENT CHAIRPERSONS	214,066	216,730
DISTRICT INSTR.PROGRAM	237,761	205,843
INSTRUCTIONAL STAFF DEVL P-SITE	110,000	186,605
EW SD CO. CONTRACT LIBRARY SVCS	100,000	100,000
ARTS & MUSIC - SITES	53,224	50,000
SUMMER SCHOOL	217,156	19,116
SATURDAY SCHOOL	18,811	18,896
WASC	5,000	5,000
READI PROGRAM	500	2,885
LOTTERY INSTRUCTIONAL MATERIALS	111,367	-
SB70 CAREER DEV-7TH/8TH GRADES	5,300	-
STAR TESTING	1,753	-
STRATEGIC PLAN	7,107	-
TEXTBOOKS LOST/DAMAGED	5,772	-
TITLE VI-FORMULA ENTITLEMENTS	4,307	-
Total	1,318,165	1,140,075

Curriculum & Assessment

Academic Support Programs

In order to achieve Adequate Yearly Progress (AYP) under the Federal mandate of NCLB (No Child Left Behind), and to remain compliant with state law, districts are required to provide supplementary support services above and beyond the regular academic program for students who are designated as English learners, Title I or deemed at risk of not meeting high school diploma requirements. Unless Adequate Yearly Progress (AYP) is achieved by all subgroups, individual schools and/or the District are designated as Program Improvement and sanctions apply.

2010-11 – Expansion of support programs for students at risk of not meeting Adequate Yearly Progress, not passing the California High School Exit Exam and/or earning D/F grades in core academic classes. Included in the expansion of support programs will be web-based intervention curriculum as well as the addition of subject-specific AVID tutors for all District support programs

Reduction of 1.0 FTE Testing Assistant/Bilingual and 5.88 FTE Bilingual Instructional Assistants

Guidance Counselors

There are currently 26.0 Guidance Counselors to assist students in their needs, including meeting graduation requirements and coping with personal and social concerns. Counseling services are supplemented by 9.6 psychologist positions to perform assessments for special ed. placement, Designated Instruction Services (DIS) counseling, preparation of 504 plans, and related services. 3.0 District Program Specialists assist with Individual Education Plan (IEP) and 504 meetings and assessments. 1.0 Psychologist and 1.0 Social Worker serve the READI (substance abuse prevention) program.

2010-11 – In order to maintain counseling levels, one-time Title I stimulus money is being used to offset the costs. A portion of middle school counselors salary at our Title I schools are covered by Title I.

Addition of 0.2 FTE Psychologist

Categorical Programs

Due to recent changes in categorical flexibility for TIER III programs many of the supplemental programs are being covered through the general fund. The District still receives State and Federal restricted funds to operate a variety of supplemental programs to assist staff in meeting program goals and the special needs of specific student groups. The funding is outlined in the Consolidated Application. Categorical Programs also include state and federal competitive grants awarded for fixed periods of time and are renewable if progress is made towards meeting the program goals:

2010-11 – While significantly reduced, all Categorical Programs, Block Grants, and

Competitive Grants will operate within the limits of projected income and restricted expenditures based on State/Federal guidelines.

Resource	2009-10 Spring Revision	2010-11 Proposed Budget
TARGETED INSTRUCTION IMPROVEMENT	1,147,411	878,919
SUPPLEMENTAL SCH. COUNSELING	600,000	369,495
ECONOMIC IMPACT AID (SITES)	462,518	330,772
SCHOOL SAFETY & VIOLENCE PREV	261,455	232,812
NCLB: TITLE II, PT A, TCHR QLTY	244,881	228,722
TITLE I BASIC GRANTS OCMS	236,463	218,993
TITLE I BASIC GRANTS DIEGUENO	138,521	124,855
NCLB: ARRA TITLE I, PART A	250,995	95,000
TITLE I BASIC GRANTS EWMS	95,309	74,715
TITLE I BASIC GRNTS LOW INC&NEG	107,877	73,881
ARRA:SFSF 7390 PUPIL RETENTION	49,321	50,733
TITLE III LEP STUDENT PROGRAM	78,071	50,700
TITLE II IMMIGRANT EDUC PROG	45,581	41,324
ECONOMIC IMPACT AID (EIA)	56,612	28,524
7393 PROF DEV BLOCK GRANT	456,158	27,919
SCHOOL & LIBRARY IMPRV BLOCK GRANT	397,153	19,187
STATE FEDERAL PROJ ADMIN	11,602	14,050
TITLE IV EIA DISPLACED STUDENT	6,746	5,428
CURR/ASSESSMENT SUPVN	3,370	5,250
TITLE II ENHNC EDUC THRU TECH	4,292	4,292
ENG LANG ACQ PRGM-TCHR/STDT	1,025	1,593
7370 SUPPL PRGS - CCA	28,086	134
7370 SUPPL PROGS - SDA	121,542	
CAL HEALTH SCIENCE CAP BLD PRJ	64,888	
ARRA: SFSF 7140 GATE	45,043	-
ELAP - SITES	26,595	
AP FEE REIMBURSEMENT PROG	22,765	-
"NCLB: TTL II, PART A, PRIN TRNG"	6,208	-
TUPE CVMS	3,633	-
TITLE VI FLEX CELDT	3,085	-
ARRA: SFSF 7392 TCHR CREDENT BLOCK	3,000	-
TUPE 9-12 STOP V	1,064	-
TITLE VI-FORMULA ENTITLEMENTS	182	-
TUPE ELEMENTARY ENTITLEMENT	152	-
Total	4,869,877	2,877,298

Pupil Services & Special Education

Pupil Services

The Pupil Services Department employs a team of professionals implement wide-ranging educational and support programs that provide instruction and services the students of the San Dieguito Union High School District. Listed below are services provided by the Pupil Services Department:

- American Disabilities Act/Section 504 Accommodations
- AOD - Alcohol & Other Drugs - READI - Recovery Education Alcohol & Drug Instruction
- Authorization for Administration of Medication- Prescription
- Authorization for Administration of Medication - Nonprescription
- Custodian of Student Records
- Health Services
- Home/Hospital Instruction
- Intra/Inter District Transfers
- Involuntary Transfer Appeals
- Juvenile Court Notices - Student Probation
- Psychological Services
- Residency Verification
- SARB - School Attendance Review Board
- Section 504
- Special Education Services
- Student Expulsions
- SSS - Student Success Services
- Subpoenas
- Suspension Appeals
- WorkAbility

Special Education

The District is required by federal (IDEA) and state law (AB602) to provide a continuum of programs for disabled students. The funding model for Special Education provides for equalization on a yearly basis and program flexibility. Funding is allocated on average daily attendance (ADA) not the number of special education students in the District. Special Education programs are based on student enrollment and disability. Special Education caseloads will continue to be staffed at the maximum state allowed ratio of 28:1.

All regional programs receiving funding for support services will continue to be staffed with Instructional Assistants, in addition to students requiring support as mandated by their IEP.

The Special Education Department this year saw a reduction in staff. Reductions included: Student Support Services, District Program Specialist, two Speech/Language Assistants and a Secretary.

2010-11 – No Changes

Health Services

The Executive Director of Pupil Services with the support of the School Nurse coordinate the health services District-wide In addition, the District employs eight Health Technicians to cover the school sites (7.0 FTE).

2010-11 – No Changes

Resource	2009-10 Spring Revision	2010-11 Proposed Budget
SPECIAL EDUCATION	8,417,173	9,190,749
SP ED-IDEA B GRNT ENT PL94-14	1,254,800	1,240,500
SP.ED.-SEAS	511,230	511,886
SP ED-IDEA ADULT TRANS PRGM	445,446	451,766
ADULT TRANSITION SH PRGM	427,099	459,746
SPED PROJ WORKABILITY LEA	289,184	289,184
COASTAL LEARNING ACADEMY	278,387	290,168
SPED:IDEA LOCAL ASST PRIV SCH	97,421	97,421
SPED MASTR PLAN ADM	11,300	8,150
SPED PERSONNEL STAFF DEVELOPMT	4,120	4,120
SPED LOW INCIDENCE ENTITLEMENT	1,566	1,566
ARRA IDEA-ADULT TRANSITION	7,000	-
ARRA SPEC ED - SEAS	56,850	-
SPED: ARRA IDEA PT B, SEC 611	1,830,180	-
SPED:ARRA IDEA PTB SEC611 PRIV	120,000	-
PSYCHOLOGICAL SERVICES	14,600	20,000
NCCSE CONTRIBUTORY	12,000	12,000
JCCS SPECIAL ED.	10,000	10,000
HOME HEALTH TUTORING	88,503	88,888
PUPIL PERSONNEL ADMIN	30,938	29,148
HEALTH SERVICES	16,604	10,810
WORK EXPERIENCE	50	-
Total	13,924,451	12,716,102

Library Media Services

In order to meet site and student needs within a reduced budget, the District has gradually staffed libraries with Lead Library Technicians. Beginning with the 2010-11 school year, Lead Library Technicians will manage all libraries, with the exception of Earl Warren's joint use library.

A certificated position, District Library-Media Coordinator, has been developed to facilitate the supervision and coordination of the library media program district-wide. The District Library-Media Coordinator will assist in the selection of Lead Library Technicians, train and supervise them, serve as liaison to the sites' administration and staff, and generally ensure the quality of the library media program throughout the District.

Budgets for media center staffing and costs is allocated between site and district-level budgets.

2010-11 – Reduction of 4.40 FTE Library Media Teachers. Addition of 3.71 FTE Lead Library Media Technicians.

Technology Services

The Technology Services department supports Enterprise Technology Systems in alignment with SDUHSD strategic goals and objectives. The responsibilities of the SDUHSD Technology Services Department include the following areas: Instructional Technology, Professional Development and Training, Educational and Student Information Systems, Business Applications, Data/Internet Systems, and Technical Support (hardware & software).

The use of technology and its integration into curriculum continues to grow at an exponential rate. The District is completing its fourth year with Eagle Aeries, which proves to be a major improvement and cost savings over the previous SIS. The District has increased the size of its connection to the San Diego County Office of Education to support the increase in subscriptions and use of web services. The current connection is approximately half the cost of the previous connection and delivers twice the bandwidth. This is possible because the District is able to take advantage of new services offered by AT&T. The connections to the school sites have also been upgraded to support current and future demands. The new District web page is complete and available online. A High School Selection database and website continues to assist in the enrollment and scheduling process; wireless coverage has been implemented at CCA, LCC, TP, SDA and SS/NC. The District has implemented a new Data Warehousing solution called Data Director. The ongoing subscription for Data Director will be \$75,000 for 2010 and 2011.

2010-11 – Elimination of one – 1.0 FTE Media Technician/Web Technician;

Software license expenses from other Educational Services budget areas have been transferred to the Technology budget

Resource	2009-10 Spring Revision	2010-11 Proposed Budget
DATA PROCESSING	463,685	566,585
DISTRICT ADM - TECHNOLOGY	325,312	489,300
INSTR. TECHNOLOGY	185,345	214,357
Total	974,342	1,270,242

Career Technical Education

Career Technical Education is a redesign initiative that facilitates students in making a successful transition from secondary education to college and career. The overriding vision is to incorporate 21st century skills that truly prepare students to succeed in postsecondary education, the workplace, and community life, keeping America internationally competitive. Its mission is to prepare our future workforce to be viable in the global market.

SDUHSD and our community will provide comprehensive, challenging academic and technical education programs to help prepare all students for university, other post-secondary, and career options.

Our commitment as a district is to support the Career Technical Education vision and recognize it as a key component in overall student growth and development. By doing so, San Dieguito Union High School District will not only retain its status as an academic leader but also prepare each student for lifelong career exploration and development. Further, the District will explore a professional development theme, based on the Career Technical Education vision, and commit resources to supporting teachers in academic/technical integration.

2010-11 – No Changes

Regional Occupational Program (ROP)

San Dieguito ROP is one of 22 school districts that comprise the greater San Diego County ROP system. ROP classes are tuition free and offer more in-depth career and technical training. After completing an ROP class, students receive not only a certificate of completion but also a competency list that indicates all of the competencies they have mastered in the ROP course. All ROP courses have an annual advisory where industry representatives update curricula and validate the continued need for the class based on employment opportunities in the area.

San Dieguito ROP currently offers classes in auto technology, architectural design, business management, cabinetmaking, computer applications, computer game design, child development, computer-aided drafting (CAD), culinary arts, digital media production, engineering design and development, fashion design and fashion merchandising, guitar making, marketing, photo imaging, screen printing, and metal and welding fabrication. Instructors who teach in these programs are credentialed by the State of California.

2010-11 – Transfer of 1.0 Assistant Principal from Adult Education to ROP

Resource	2009-10 Spring Revision	2010-11 Proposed Budget
ROP	1,311,874	1,350,148
Total	1,311,874	1,350,148

School Budgets

Formula Allocation

Funds are allocated to each school site based on their average daily attendance (ADA) to purchase supplemental books and supplies or to meet the other needs of the schools' instructional programs. The formula allocation has historically been \$109.00 for high school ADA and \$89.00 for middle school ADA. Schools were instructed to reserve 25% of their formula allocation at budget adoption. In good budget years, the unallocated holdings were released for the schools' use. In 2008-09 and 2009-10, the unallocated holdings were redirected to the General Fund at mid-year due to the State budget crisis. For 2010-11, the formula allocation has been lowered by 25%, in recognition of the ongoing budget crisis, but schools do not need to reserve funds. The Formula Budgets are therefore essentially flat when adjusted for changes in ADA. As with prior years, \$7.00 per student of each site's formula budget will be set aside in a separate account and matched with \$7.00 from the general fund to be utilized exclusively to replace obsolete computers and related equipment.

2009-10 ADA by School at P-1 Projected Formula Budget				
	7-8 ADA @ \$66.75		9-12 ADA @ \$81.75	
Carmel Valley MS	1394	\$ 93,063		
Diegueño MS	824	\$ 54,980		
Earl Warren MS	654	\$ 43,671		
Oak Crest MS	954	\$ 63,679		
Canyon Crest Academy			1740	\$ 142,251
La Costa Canyon HS			2381	\$ 194,616
North Coast Academy			74	\$ 6,049
San Dieguito Academy			1480	\$ 121,015
Sunset HS			179	\$ 14,629
Torrey Pines HS			2533	\$ 207,076

2010-11 – Site Formula Allocation lowered to \$81.75 per high school ADA and \$66.75 per middle school ADA; sites do not have to reserve funds in their unallocated holdings.

Sunset & North Coast will be funded at P-2 levels in recognition of their enrollment which grows throughout the school year.

Non-Formula Allocation

The Non-Formula Budget for school sites are for a variety of expenses outside of their Formula Budget that are not related to enrollment or ADA. Examples of Non-Formula budget items include:

- Donations
- College Testing
- High School Exit Exam
- WASC Accreditation
- Transportation costs associated with extra-curricular field trips (athletics, drama, academic team, speech, etc.)
- Extra-curricular athletic supplies, equipment, and other expenses
- Facility and Field Use
- Clerical & Custodial substitute allowance
- Parking Fines

Many of the line items in the school site Non-Formula budgets grow throughout the school year. Donation budgets start the year with a zero balance and are increased as donation revenue is received. While the goal is to use donation funds in the year they are donated to the school, a certain amount is usually unspent at the end of the year. After the 2009-10 books are closed, any unspent amounts will be carried over into the 2010-11 Budget for the schools' continuing use.

Additional support for school-based programs is accomplished through Categorical Funds (See [Curriculum & Assessment](#) section). Budgeting for these programs is managed at the District level. Allotments for staffing, textbooks, or supplies made to school sites under these programs do not appear in either their Formula or Non-Formula budgets.

2010-11 – Budgeting for extra-curricular field trip costs, which was previously accounted for in the Transportation Department budget and charged back to the school sites, now appears in the schools' Non-Formula budgets. This will allow the schools to more accurately & easily track their field trip costs.

Any unspent gift & donation amounts from 2009-10 will be carried over into the schools' budgets

Non-Formula Allocations	Athletics	Clerical & Custodial Subs	Aeries Supplies	2010-11 Non-Formula
Carmel Valley MS	-	5,000	450	5,450
Diegueño MS	-	5,000	450	5,450
Earl Warren MS	-	5,000	450	5,450
Oak Crest MS	-	5,000	450	5,450
Canyon Crest Academy	18,000	5,000	1,300	24,300
La Costa Canyon HS	18,000	5,000	1,300	24,300
San Dieguito Academy	18,000	5,000	1,300	24,300
Torrey Pines HS	18,000	5,000	1,300	24,300
Sunset HS	-	2,500	100	2,600
North Coast Academy	-	-	100	100

Canyon Crest Academy

Canyon Crest Academy is a learning community based on the values of shared responsibility and mutual respect among teachers, staff, parents and students. Canyon Crest Academy commits to providing positive, meaningful and rigorous learning experiences that promote the intellectual, social, physical and creative development of students. The curriculum responds to evolving student interests and includes specialized and in-depth studies. Students are supported in taking intellectual and creative risks as they engage in their studies. Canyon Crest Academy honors diversity of thought and culture, while being united in its mission. Graduates of Canyon Crest Academy experience a personal connection to the curriculum that enables them to be confident, life-long learners.

Resource	2009-10 Spring Revision	2010-11 Proposed Budget
SCHOOLS-FORMULA	142,825	142,251
SCHOOLS-NON-FORMULA	279,556	101,166
Total	422,381	243,417

Carmel Valley Middle School

Carmel Valley Middle School (CVMS) opened in 1999 and serves more than 1,300 students in a rapidly growing and dynamic community. Our mission is to educate our students to become lifelong learners who will be resourceful, responsible, and compassionate community members. Our school-wide theme, Carmel Valley Connects, focuses on making middle school a supportive and enjoyable transition while encouraging high academic achievement. Over 30 student clubs and activities help students feel connected on campus. Excellent teachers and an involved and supportive parent community create a learning environment that is safe and respectful, offering each student a variety of opportunities to succeed. All classroom instruction is tied to the California Content Standards. In 2006 our Academic Performance Index (API) increased 10 points to 941. In 2003 we were named a California Distinguished School.

Resource	2009-10 Spring Revision	2010-11 Proposed Budget
SCHOOLS-FORMULA	89,657	93,063
SCHOOLS-NON-FORMULA	126,298	30,476
Total	215,955	123,539

Diegueño Middle School

At Diegueño Middle School, all students are provided with a rigorous, challenging, standards-based core curriculum. Assessments are being incorporated into the core curriculum to provide information about student performance levels. Our focus is to meet the needs of all students by providing an environment of excellence and inclusion involving all staff, parents, and students.

We are proud of the efforts of our students, parents, and staff — Team Diegueño — that resulted in Diegueño being recognized twice as a California Distinguished School and twice as a National Blue Ribbon School. We continue to use this team approach to pursue additional ways of providing a positive, safe, academically challenging environment for all students.

Resource	2009-10 Spring Revision	2010-11 Proposed Budget
SCHOOLS-FORMULA	56,310	54,980
SCHOOLS-NON-FORMULA	53,398	31,449
Total	109,708	86,429

Earl Warren Middle School

Earl Warren Middle School (EWMS) is committed to individual student achievement and success. We continuously work to develop curriculum strategies that enhance the development of each child's potential. Our school enjoys a small but diverse student population, in which students benefit from being a part of a true community of learners. We focus on increasing the achievement of all subgroups. We provide ongoing staff development and evaluation to ensure that all teachers integrate California Content Standards throughout the curriculum. EWMS offers numerous support programs to assist students' academic and social growth. Homeroom and sustained silent reading are important parts of our learning environment. Support groups explore decision-making and coping skills, teach study skills, and develop personal and academic goals. Our entire community is dedicated to the success of every student.

Resource	2009-10 Spring Revision	2010-11 Proposed Budget
SCHOOLS-FORMULA	40,155	43,671
SCHOOLS-NON-FORMULA	116,388	14,151
Total	156,543	57,822

La Costa Canyon High School

Welcome to La Costa Canyon High School, Home of the Mavericks, where our mission is to develop a community of life-long learners, creative thinkers, and responsible individuals, by providing innovative, quality educational programs in a safe, supportive environment. Since opening in 1996, LCC has established high standards for academic achievement and extracurricular activities, placing Mavericks in the national spotlight. Mavericks maintain high academic standards with over 90% of students attending college after graduation, have nationally recognized and award winning speech and debate teams, performing arts programs, superior athletic programs, and the only marching band in the area, The Maverick Brigade. Our school is proud of this exemplary foundation of learning and achievement. Mavericks are on the move! LCC enjoys the many benefits of parent volunteer hours and additional funds that are raised each year by the LCC Foundation and Parent Association. LCC programs are significantly enhanced by support of the Foundation, which raises funds and in-kind donations annually to improve educational and developmental opportunities in the areas of visual and performing arts, academic and athletic programs. We look forward to working with you as we continue to build on these traditions while preparing every student for achievement and success in the 21st century. Go Mavs!!

Resource	2009-10 Spring Revision	2010-11 Proposed Budget
SCHOOLS-FORMULA	200,672	194,616
SCHOOLS-NON-FORMULA	206,569	206,219
Total	407,241	400,825

North Coast Alternative High School

North Coast is the alternative high school serving the San Dieguito Union High School District and shares a campus with Sunset. North Coast's course of study is consistent with the District's curriculum, shaped by state and District academic standards. North Coast uses state-approved, District-adopted textbooks and employs the same graduation requirements as the other high schools in the District.

North Coast consists of two classrooms and two small offices. The school operates on a traditional calendar.

The principal, Rick Ayala, serves both North Coast and Sunset.

North Coast is an individualized program that operates on an independent-study format, and students from throughout the District transfer here for a variety of reasons. Upon registration, the transferring student and North Coast teacher work together to develop a plan that will best meet the student's needs. Students are required to attend school a minimum of two times per week, while completing at least 30-hours of schoolwork each week. Students who wish to attend school more than the two times a week requirement are welcome to do so. Teachers are available to assist students, administer tests, and assign new classes each school day from 7:00 a.m. to 2:00 p.m.

Students at North Coast usually enroll in two academic classes at time, allowing full effort to be focused on those two classes. Consequently, in order to stay on track in meeting graduation goals, classes must be completed at a faster rate than the regular semester format. Students who wish to stay on pace with the traditional high schools should complete two classes every 6 weeks.

Resource	2009-10 Spring Revision	2010-11 Proposed Budget
SCHOOLS-FORMULA	6,070	6,049
SCHOOLS-NON-FORMULA	100	100
Total	6,170	6,149

Oak Crest Middle School

Oak Crest Middle School prides itself on having a highly educated and qualified teaching staff that cares not only about the student's academic development but equally about the student's social and emotional development. Our school is recognized District-wide for having a friendly, caring, nurturing teaching staff that loves working with this age group. We have fun at Oak Crest with our students, as witnessed by the teacher participation in our student versus staff competitions at lunch and by the number of teachers who volunteer to help chaperone dances and other extracurricular activities.

Our parents are very involved in our school. They volunteer in many areas and have raised over \$27,000, which has funded departmental needs and capital improvements to our school. We welcome and count on parent participation. Please feel free to stop by Oak Crest to find out about ways you can become involved in our school.

Resource	2009-10 Spring Revision	2010-11 Proposed Budget
SCHOOLS-FORMULA	65,915	63,679
SCHOOLS-NON-FORMULA	83,340	20,005
Total	149,255	83,684

San Dieguito Academy

San Dieguito Academy (SDA) is a school of choice. It is a comprehensive, public, four-year high school with a student population of 1573. It is a learning community which encourages active student involvement, leadership, and teamwork. SDA values rigorous academics and personal student attention. Career awareness ties the classroom to the community through our Career Pathways Program. Students volunteer their time in many ways.

Our active Associated Student Body supports many activities for student involvement throughout the year. Academics, media, languages other than English, career interest areas, community service, physical activities, and politics are represented by the many clubs and events on campus. Parents and community members are encouraged to take an active role at SDA. They are members of Site Council, SDA Foundation, Student Success Services, and serve in volunteer capacities.

SDA seeks to form meaningful partnerships with other learning institutions. Many students in their junior and senior years take classes at Mira Costa or Palomar Community Colleges. From the class of 2009, self-reported data showed 31% are attending two-year colleges and 59% are attending four-year colleges, some of which are: University of Arizona, California Institute of the Arts, Carnegie Mellon University, University of Colorado, BYU, Columbia University, Cornell University, Boston University, University of San Diego, New York University, Northwestern University, Occidental College, University of Oregon, Penn State University, Rochester Institute of Technology, University of San Francisco, University of Washington, University of the Pacific, Wellesley College, Williams College, and a variety of colleges within the University of California and Cal State systems.

Resource	2009-10 Spring Revision	2010-11 Proposed Budget
SCHOOLS-FORMULA	118,721	121,015
SCHOOLS-NON-FORMULA	252,885	87,993
Total	371,606	209,008

Sunset High School

Sunset High School is the continuation high school in our district. We have earned full accreditation by the Western Association of Schools and Colleges (WASC) and were named a Model Continuation High School by the California Department of Education for 2003-2008.

Sunset is designed to give extensive help to students in need of flexibility and individualized attention. Ninety percent of our students are involved in one of the 13 support groups that play a large part in the students' readiness to learn. We believe that students must take responsibility for their school progress and their lives. Our goal is to empower them in this process. We learn, grow, and improve alongside our students.

Resource	2009-10 Spring Revision	2010-11 Proposed Budget
SCHOOLS-FORMULA	10,702	14,629
SCHOOLS-NON-FORMULA	10,898	4,390
Total	21,600	19,019

Torrey Pines High School

Torrey Pines High School (TPHS) is rooted in a tradition of excellence, and we are proud of its consistently rigorous and challenging curriculum. Today we offer more class choices than ever before, while making certain that all students have an equal opportunity to succeed. We believe in providing parents and students with the information and the opportunity to make thoughtful and informed decisions for course selection and for students to take personal responsibility for their education.

Students in journalism, science, the arts, and athletics have received recognition in regional, state, and national competitions. We celebrate the fact that more than 1,200 of our students participated in Advanced Placement (AP) testing and that 85 percent of our seniors sat for the SAT college admissions exam. We continue to prepare our students for success and achievement beyond high school.

Resource	2009-10 Spring Revision	2010-11 Proposed Budget
SCHOOLS-FORMULA	213,362	207,076
SCHOOLS-NON-FORMULA	337,755	197,619
Total	551,117	404,695

Human Resources

Associate Superintendent of Human Resources

In the San Dieguito Union High School District, student achievement is our highest priority. Human Resources contributes to the success of our students by recruiting, hiring, training, and developing the best qualified teachers and support staff available.

The Human Resources Department is divided into three key areas: Certificated Personnel (teachers), Classified Personnel (support staff) and Management/Supervisory (both classified and certificated). Included in each are recruitment, employment, evaluation, and certification as well as employee benefits.

2010-11 – No Changes

Resource	2009-10 Spring Revision	2010-11 Proposed Budget
DIST ADM ASST SUPT HR	58,350	68,775
PEER ASSISTANCE & REVIEW	28,054	26,667
HUMAN RESOURCES - CLASSIFIED	50,926	22,120
DISTRICT ADM - PROFESSIONAL GROWTH	4,000	1,000
BLOODBORNE PATHOGEN	500	100
TEACHER CREDENTIALING	2,350	-
DONNA HINE DANIELS TTE DONATE	51	-
Total	144,231	118,662

Personnel Commission

The Classified Personnel Office is part of the District's overall Human Resources Division.

All positions in the school district that do not require a teaching or related credential are part of the Classified Service. The jobs are grouped according to job families such as clerical, computer technology, transportation, instructional assisting, nutrition services, and facilities. Classified personnel play an important role supporting our students and our teachers. Most often it is the friendly face of a classified employee that students and parents first see when they come to our schools.

2010-11 – Reduction of 1.0 FTE Human Resources Assistant

Resource	2009-10 Spring Revision	2010-11 Proposed Budget
PERSONNEL COMMISSION	320,942	228,905
FINGERPRINTING	22,000	17,000
Total	342,942	245,905

Contractual Salaries

The funds assigned to teacher salaries are directly associated with the pupil teacher ratio. Although class size is a factor of the pupil-teacher ratio, the two terms are not synonymous since one period of a student’s regular school day is set aside for teacher preparation. The calculations in this document are based on the pupil-teacher ratio – total student enrollment divided by the number of classroom teachers (exclusive of categorical programs such as special ed., Regional Occupational Program (ROP), etc.)

The contractual pupil-teacher ratio for the fall of 2009-10 was – Middle School (MS) 28 to 1, High School (HS) 29 to 1. This results in an average class size of MS 34 to 1 and HS 35 to 1 exclusive of special ed. classes. Very few sections were added to facilitate specialized courses and/or to relieve large classes. Additional sections were provided to San Dieguito and Canyon Crest academies to accommodate the four-by-four schedule.

The maximum number of certificated administrators a district may employ is determined by a formula that is based on the type of district and the size of the teaching staff. Included in the administrative formula are teachers who render support services outside the classroom in non-federally funded programs, i.e. Associated Student Body (ASB), athletic director, School Improvement Plan (SIP) coordinator, etc. Excluded from the administrative formula is the time required to manage such federally funded programs as Title VII and VEA, as well as certain pupil personnel services administrators, i.e. counseling/ guidance. The position of Director of Instructional Support was eliminated.

The chart below represents the total of all salaries and benefits charged to the General Fund. This data includes compensation budgeted within some programs included elsewhere in this document, such as Special Education, Transportation Routine Restricted Maintenance, hourly & extra-curricular programs, or substitutes and overtime in program/department budgets.

	2009-10 Spring Revision	2010-11 Proposed Budget	Variance
CERTIFICATED SALARIES	49,439,090	48,792,033	(647,057)
CLASSIFIED SALARIES	17,132,899	16,499,106	(633,793)
FRINGE BENEFITS	18,374,585	19,076,599	702,014
Total Compensation	84,946,574	84,367,738	(578,836)

The next two charts represent the total Full Time Equivalent (FTE) certificated and classified positions charged to all funds--General Fund and Special Funds.

Certificated FTE	2009-10	2010-11	Variance
	Spring Revision	Proposed Budget	
Teachers	494.22	476.70	(17.52)
Pupil Support	42.00	38.60	(3.40)
Administrators	33.00	33.00	-
Other Certificated	8.69	8.36	(0.33)
Total FTE	577.91	556.66	(21.25)

2010-11 – Budget cuts necessitate a reduction of 21.25 certificated FTE. Staffing would still remain within contractual requirements; however, under-enrolled classes will be combined, offered on alternate years or eliminated.

Elimination of 1.0 FTE Director of Educational Services.

Funding transfer of 1.0 FTE Assistant Principal from Adult Education Fund 11-00 to General Fund/ROP

Classified FTE	2009-10	2010-11	Variance
	Spring Revision	Proposed Budget	
Instructional Aides	51.27	44.39	(6.88)
Classified Support	167.49	167.95	0.46
Administrator/Supervisory	23.07	23.07	-
Clerical/Office Support	123.97	114.22	(9.75)
Other Classified	12.28	12.27	(0.01)
Total FTE	378.08	361.90	(16.18)

2010-11 – Site-Based changes:

Reduction of 4.51 Office Assistants

Reduction of 1.24 FTE Secretaries

Reduction of .51 Campus Supervisor/High School

Addition of .50 Campus Supervisor/Middle School

Hourly & Extra-Curricular Salaries

Athletics

The direct cost of supporting an individual sport is based on the salary of the coach, the supplies involved, and the cost of transportation. Indirect expenses include costs associated with maintaining the grounds, facilities and utilities. One-hundred ninety-six (196) District paid at \$691,567 and one-hundred eighteen (118) District reimbursed at \$339,264, for a total of three-hundred fourteen (314) coaching salaries varied from approximately \$1,534 to \$5,707 in 2009-10 depending on the sport and the coach's experience. Transportation costs are the primary responsibility of the site through parent pay, boosters, etc. Currently, any deficit is assumed by the general fund. Estimates for direct costs of athletics in 2009-10 are:

2010-11 – No change

Extra-Curricular & Co-Curricular Programs

The District provided sixty-nine (69) stipends that ranged from \$1,435 to \$5,594 for such extra-curricular and co-curricular programs as drama, music, speech, and academic teams. Most of the transportation costs are provided through parent and foundation contributions. Any deficit in the account is currently paid through the general fund.

2010-11 – Adjust as per contract

Resource	2009-10 Spring Revision	2010-11 Proposed Budget
ATHLETICS	1,167,256	1,168,974
TEACHERS SALARIES	904,900	970,300
GUIDANCE & COUNSELING	80,000	110,000
CUSTODIAL	13,000	30,000
SUBSTITUTES-FORMULA	23,000	11,000
SCHOOL ADMIN NON-FORMULA	15,000	10,000
CAMPUS & NOON SUPVRS	15,846	4,100
SDFA REIMB	5,090	2,890
DISTRICT BOARD COST	2,213	2,222
DISTRICT ADMINISTRATION	300	300
ALTERNATIVE EDUCATION	1,000	-
CONTINUATION	5,000	-
Total	2,332,605	2,309,786

Business Services

Associate Superintendent of Business Services

The Associate Superintendent of Business Services directs and coordinates all business and operational functions of the District including: Facilities (construction, maintenance and operations), Finance, Nutrition Services, Planning and Financial Management Services, Purchasing and Warehousing, Risk Management, and Transportation. The Associate Superintendent of Business Services has fiscal responsibility for the District's general fund as well as thirteen special funds.

2010-11 – No change

Resource	2009-10 Spring Revision	2010-11 Proposed Budget
DIST ADM ASST SUPT BUSINESS	257,828	271,100
Total	257,828	271,100

Planning & Financial Management

The Planning and Financial Management Department is responsible for the District's internal auditing and planning program including Mello Roos bond and tax collection for facility project funding. The department conducts examinations of internal controls and recommends improvements to financial systems and to operational processes. Planning functions include the development and update of the master plan, analyzing enrollment trends, identification of funding sources, and coordination of land acquisition, construction and modernization activities. The department works closely with the District's architect and site staff to ensure that there are adequate school and support facilities to house and educate students of the District.

Planning

State funding has been made available for the San Dieguito Academy performing arts center. Construction on the performing arts center is expected to begin July 2010. As well, the District secured the ability to use Qualified School Construction Bonds for the implementation of the District's solar plan. Solar facilities will be constructed at Canyon Crest Academy and La Costa Canyon High School sites beginning June 2010 with completion in the Spring of 2011. The systems will offset approximately 70% of the electrical use at both sites.

Financial Management

Staff has developed a facility use rentals audit program implemented in Fall 2009. Staff is looking to finalize a student activity funds audit program to commence in the fall of 2010.

2010-11 – Reduction of 1.0 FTE Accounting Technician

A new resource has been added for debt service of Qualified School Construction Bonds funding the solar projects.

Resource	2009-10 Spring Revision	2010-11 Proposed Budget
DIRECTOR FACILITIES PLANNING/SERV	15,900	9,955
SOLAR PROJECTS	-	1,648,118
Total	15,900	1,658,073

Finance

The Finance Office has three areas of responsibility: payroll, budgeting, and accounting/accounts payable. San Dieguito Union High School District maintains fourteen separate funds including general fund, adult education, nutrition services, special reserve, developer fees, building funds and others. In 2008-09 more than 5,800 commercial warrants were processed for all the funds. In addition, about 540 revolving cash fund checks were issued, and approximately 16,700 payroll checks/stubs were prepared and distributed.

Drastic cuts to state funding and the District's transition to Basic Aid has led to a higher level of budget analysis and monitoring. The Finance Office has provided new, more timely and user-friendly budget reports to sites and departments in order to assist with budget analysis. This on-going process will continue in 2010-2011 to ensure sites and departments stay within budget. In addition, the Finance Department continues to evaluate processes for cost-effectiveness.

2010-11 – Reduction of 1.0 FTE Accounting Assistant.

Loss of Tier III Staff Development Buyback funds which were applied through the Finance budget to offset certificated salaries and reduction in indirect costs from special programs which transfer through the Finance department result in a net increase to the budget.

Resource	2009-10 Spring Revision	2010-11 Proposed Budget
DIST ADM FISCAL SERVICES	327,072	386,750
MANDATED COSTS	30,000	30,000
DIST ADM SUPERINTENDENT	20,000	20,000
OTHER STATE	3,000	-
OTHER STATE - DEFERRED MAINTEN.	3,000	-
STAFF DEVELOPMENT BUYBACK-UNRESTR	(421,532)	-
Total	(38,460)	436,750

Purchasing & Warehouse

The responsibilities of the Purchasing department include negotiating and securing pricing to acquire goods & services District-wide, conducting competitive bids, and negotiating terms and conditions of various agreements. The Warehouse staff is responsible for receiving deliveries at a central warehouse, delivering equipment and supplies to school sites, and fulfilling the District's mail receipt and delivery functions. As needed, the Warehouse staff also assists with other District activities such as obsolete equipment & textbook surplus sales, record retention housing & shredding, and testing & summer school material distribution. In 2009-10, the Purchasing and Warehouse staff handled approximately 3,240 purchase orders, 146 contracts, and 30 bids totaling \$13,357,333.44 worth of goods and services to the District.

A pilot purchasing card program was initiated in March of 2010 so that the Purchasing department could enhance timeliness and efficiency on certain purchases. Initial use of the program is intended for the buyers to make purchases where purchase orders are not accepted and to learn the internal workings of the program. If the program is effective, it may be slowly expanded to other sites and departments in 2010-11 to replace petty cash and many open purchase orders.

2010-11 – Elimination of 1.0 FTE Warehouse Delivery Worker

Resource	2009-10 Spring Revision	2010-11 Proposed Budget
DIST ADM DIRECTOR OF PURCHASING	111,022	109,550
MICROFILMING	24,310	16,650
DISTRICT ADM - WAREHOUSE	17,400	16,450
GENERAL SUPPLIES	1,500	1,500
Total	154,232	144,150

Risk Management

Risk Management works closely with site and District administrators, reviews current District practices and implements or improves existing programs and practices to ensure the safety and security of students at school and employees in the workplace. The activities include coordinating workers' compensation, property, and liability claims and implementing cost reduction and loss prevention programs. The District will continue to pool its resources with 69 San Diego/Imperial County districts and charter schools in the Risk Management JPA for the purpose of providing cost-effective insurance coverage for workers' compensation, property, and liability.

The District has greatly reduced the number and cost of workers' compensation claims over the last nine years. The continued successes in this program have resulted in significant savings over the past three years. Improved claim performance has resulted in excess equity in the District's self insurance funds held at the JPA. In 2009-10, \$154,177 in equity will be returned to the unrestricted general fund from the workers' compensation self insurance fund and \$76,005 will be returned to the deductible loss fund from the property & liability self insurance fund.

Additionally, Risk Management has oversight of the contracts with law enforcement agencies to provide school resource officers assigned to District schools. Program cost for 2009-10 was \$144,420, paid entirely from federal stimulus funds.

2010-11 – Liability and property insurance premiums have increased due to the addition of new special education school buses in 2009-10 and a hardening excess insurance market. The workers compensation premium has also increased slightly.

School Resource Officer Program with Encinitas and Carlsbad cost estimated at \$150,000 pending final negotiations. Tier III categorical monies will fully fund the School Resource Officer program.

Resource	2009-10 Spring Revision	2010-11 Proposed Budget
RISK MANAGEMENT SERVICES	585,971	584,100
OTHER OUTGO	20,000	20,000
EXCESS PREMIUM-WORKERS COMP	10,000	-
Total	615,971	604,100

Operations

The Operations Department is comprised of Maintenance, Grounds and Custodial Services. We have dedicated our department's mission statement to providing and maintaining the best facilities, services and response time possible in support of the educational process.

Additionally, this department is responsible for overseeing the District's construction projects (including new construction and modernization projects), implementing the deferred maintenance program, and managing the integrated pest management programs.

Our staff manages a District-wide energy conservation program, a recycling program and the District's storm water management plan. We are proud to report that as a part of our ongoing efforts to protect the environment, we are adopting eco-friendly products and applications each day!

Maintenance

The Maintenance Department currently is staffed by 17 maintenance personnel. The department is responsible for the maintenance of over 150 buildings and related equipment and continues to process over 7,000 work orders per fiscal year.

2010-11 - Operating costs will increase by 5% due to the loss of deferred maintenance funding.

Reduction of 1.0 FTE Plumber/Irrigation Specialist.

Addition of 1.0 FTE Maintenance Worker I.

Deferred maintenance projects which were previously funded by State income into the Deferred Maintenance Fund 14-00 have been shifted to the Maintenance budget (See [Deferred Maintenance Fund](#) section)

Grounds

The Grounds Department currently is staffed by (16) grounds workers responsible for maintaining over 300 acres of landscaped areas and athletic playing fields District-wide.

2010-11 – Reduction of 1.0 FTE Grounds Equipment Operator

Custodial

The Custodial Department is currently staffed by 52 custodians and locker room attendants working throughout the District. This department is presently responsible for over 1.4 million square feet of custodial cleaning, trash & recycling, indoor air quality, and integrated pest management.

We successfully completed a pilot program of mid-day custodians who assist with lunch trash pick-up two (2) hours per day at the four (4) high school campuses. This program later expanded to twelve (12) positions. The 2010-11 program will allow for one (1) position at each middle school, and one (1) position, down from two (2), at each high school.

2010-11 – Reduction of 1.0 FTE Mid-Day Custodians

Reduction of 1.0 FTE Secretary work year from 12 months to 11 months

Utilities

The cost of utilities continues to rise with no immediate market indicators of leveling off. In spite of fee increases, the Operations Department continues to realize budget savings through conservation measures. Additional savings are due to mandated watering restrictions which originated in 2009-10 and are set to continue indefinitely. Solar energy projects for one (1) mega-watt production each are set to begin construction at LCC and CCA campuses July 1, 2010.

Utilities Costs	2009-10 Spring Revision	2010-11 Proposed Budget
Gas & Electricity	1,930,000	1,867,000
Voice/Telephone/Data	234,500	234,500
Water	482,500	438,500
Sewer	189,000	153,500
Total	2,836,000	2,693,500

2010-11 - The budget decreases by \$140,000 due to conservation efforts.

Resource	2009-10 Spring Revision	2010-11 Proposed Budget
RESTRICTED MAINT ACCT SB50	2,271,644	2,236,434
MAINTENANCE	712,750	760,200
GROUNDS	648,633	647,168
CUSTODIAL	2,983,570	404,400
OPERATIONS D.O.	314,074	249,500
UTILITIES	13,500	2,202,672
ENERGY MANAGEMENT	20,647	-
FIELD USE - MISC.	81,174	-
OPERATIONS RECYCLING PROGRAM	3,000	-
PEPSI - MAINTENANCE	2,273	-
Total	7,051,265	6,500,374

Transportation

The San Dieguito Transportation Department is currently staffed by 68 school bus drivers and support staff. We are engaged in transporting 1,300 Home-To-School students and approximately 160 special needs students each day, driving over 700,000 miles annually. In addition to 55 buses, our Vehicle Maintenance Staff is also responsible for maintaining the District's 50 fleet vehicles and more than 200 pieces of equipment.

During 2009-2010, our department replaced 7 of our aging school buses with 2010 International buses that greatly enhance our service to students with special needs. Web-based GPS tracking on our bus fleet continues to provide us a tool that ensures safe, secure and efficient service. We are exploring the use of environmentally responsible bio-fuel to power our diesel buses.

2010-11 – School bus passes increase to \$600/annual, \$300/semester.

Reduction of 0.25 FTE Transportation Dispatcher

Resource	2009-10 Spring Revision	2010-11 Proposed Budget
TRANSPORTATION-SPECIAL ED	2,517,026	2,582,326
TRANSPORTATION - HOME TO SCHOOL	1,060,067	1,180,515
22ND AGRI. DISTRIST NON-COOP	122,000	76,000
I/A PRIVATE CONTRACTOR	55,000	70,000
NON COOP OTHER MILES	40,000	20,000
ATHLETICS	411,948	-
PEPSI - TRANSPORTATION	30	-
Total	4,206,071	3,928,841

Board of Trustees & Superintendent

Board of Trustees

The San Dieguito Union High School District is governed by a five member Board of Trustees. The Trustees serve four-year terms, with elections occurring every two years. The Board meets regularly in open session to establish the unifying vision for the District's educational programs, provide oversight of the District's budget, administrative and human resource functions, and set District policy. The Board is also responsible for appointing the Superintendent.

The District Board Cost budget covers expenses which are the responsibility of the Board of Trustees, such as annual audit costs and certain legal expenses. This budget also covers the District's contribution to the San Diego County Registrar of Voters in years when there are board elections.

2010-11 – Board Cost increased by \$40,000 for payment to the San Diego County Registrar of Voters for November, 2010 election expenses

Superintendent

The Superintendent is directly responsible to the Board of Trustees to carry out its vision and policies. The Superintendent is the liaison between the Board and the District, communicating regularly with the Board on matters requiring their action so they may make informed decisions. The Superintendent acts as the District's chief executive officer, overseeing all school and District operations. This includes ensuring all staff have a continuous focus on student achievement, developing curriculum and contemporary educational practices in cooperation with certificated staff, ensuring a safe educational environment, enforcing attendance and student discipline policies, appointing high quality staff, submitting periodic budget reports to the Board, establishing administrative regulations, and being responsive to the community.

2010-11 – No Changes

Resource	2009-10 Spring Revision	2010-11 Proposed Budget
DISTRICT BOARD COST	106,700	135,550
DIST ADM SUPERINTENDENT	49,225	42,200
GROWTH RESERVE	12,300	-
Total	168,225	177,750

2010-11 Special Fund Budgets

Adult Education Fund, 11-00

Adult education provides lifelong educational opportunities and services to over 5000 adult learners. The Adult Education program provides ESL (English as a Second Language) classes, and enables adults to obtain their citizenship after studying in the program. Adults may earn a High School Diploma or GED certificate through the Adult School. Classes in art, exercise and writing are provided for older adults. The Adult School includes a Parent Participation Pre-School as well. The Community Education component addresses the unique needs of individuals and the community by providing adults with the knowledge and skills necessary to participate effectively as citizens, workers, family members, and consumers of goods and services.

2010-11 – Transfer of 1.0 Assistant Principal to ROP

	2009-10 Estimated	2010-11 Proposed
Income	911,529	906,000
Expenditures	1,206,386	1,010,609
Surplus (Deficit)	(294,857)	(104,609)
Beginning Balance	399,466	104,609
Ending Balance	104,609	-

Below is further detail on Adult Education program expenses:

Resource	2009-10 Spring Revision	2010-11 Proposed Budget
SCHOOL ADMINISTRATION	495,885	395,155
UNRESTRICTED RESOURCES	422,497	274,276
ADULT ED: ADULT BASIC ED & ESL	117,193	117,693
ADULT ED: ENG LIT & CIVICS EDUC	61,869	67,494
AD ED SENIOR CLASS	46,675	43,275
AD ED P'NT PARTICIP	30,639	40,525
ADULT ESL ED-321 SERVICES	23,813	24,813
AD ED COOKING CLASS	13,000	10,000
AD ED GOLF	4,775	9,000
AD ED GED	5,926	8,543
ONLINE COURSES	2,413	8,000
AD ED FLOWER ARRANGEMENT	5,150	3,800
AD ED CERAMICS	3,500	3,500
AD ED FEES	5,377	3,000
AD ED TENNIS	-	1,200
AD ED COMPUTER CLASS	335	335
AD ED OTHER OUTGO	48,591	-
Total	1,287,638	1,010,609

Nutrition Services Fund, 13-00

The Nutrition Services Department is a self-supporting fund with a \$3.1 million budget. The department administers the National School Lunch Program at all 9 District schools. The department employs 61 people including a Director, Nutrition Specialist, and 8 site supervisors as well as an Administrative Secretary and various food production and service workers. Labor and food are the department's major expenses. Federal and state reimbursement revenues are supplemented in a variety of ways including *a la carte* sales, catering sales, elementary school district meal sales, and snack and beverage vending commissions.

The partnership between SDUHSD and the Del Mar Union School District (DMUSD) continues to be mutually beneficial. The additional revenue stream has a positive impact on the department's bottom line. DMUSD will renew its contract with SDUHSD for 2010-11.

A break-even ending balance is expected for the Nutrition Services Department. Breakfast programming was successfully implemented at Oak Crest and Diegueno Middle Schools (March 2010). On the horizon are efforts in the way of group purchasing for snack and beverage items via the North County Educational Purchasing Consortium. Dairy and paper supplies have successfully been contracted in this manner and the impact to the bottom line has been positive. The Department is also pursuing local produce via collaboration with the San Diego Growers community. Lastly, we continue to make aesthetic improvements to existing foodservice facilities as well as upgrades to our technology and equipment.

2010-11 – Reimbursable meal price to remain at \$3.75. No staffing changes anticipated.

	2009-10 Estimated	2010-11 Proposed
Income	3,093,838	3,164,846
Expenditures	3,100,221	3,152,327
Surplus (Deficit)	(6,383)	12,519
Beginning Balance	677,639	677,639
Ending Balance	671,256	683,775

Deferred Maintenance Fund, 14-00

This fund is established pay for repair and replacement of major facility systems such as roofs, heating & ventilation systems, doors, carpet, paint, etc that are subject to wear and tear over time. Prior to the 2009-10 school year, the District received an allocation from the State for deferred maintenance which was matched by a contribution from the General Fund. Deferred Maintenance became a Tier III program in 2009-10 and was cut as part of the Fair Share reductions targeted at Basic Aid district. Both the State and District contributions were eliminated under the Tier III flexibility provisions.

It is important to note, however, that the deferred maintenance needs continue to be critical to the operations of our facilities. Projects that were previously funded by the Deferred Maintenance Fund have been shifted to the Facilities budget in the Unrestricted General Fund (See [Facilities Maintenance](#) section).

While program requirements are temporarily suspended under Tier III, Facilities Maintenance continues to maintain the Five-Year Deferred Maintenance Plan in anticipation of program and funding restoration in 2013-14 as well as to ensure a safe & healthy environment in all our schools

	2009-10 Estimated	2010-11 Proposed
Income	-	-
Expenditures	601,766	80,000
Surplus (Deficit)	(601,766)	(80,000)
Beginning Balance	686,845	85,079
Ending Balance	85,079	5,079

Pupil Transportation Equipment Fund, 15-00

This fund was created for the purpose of accounting separately for income and expenses related to the acquisition of pupil transportation equipment. A portion of the District's revenue from the rental of buses to the 22nd District Agricultural Association is deposited in this fund. The seven buses purchased in 2009-10 were funded from federal stimulus money and not this fund.

	2009-10 Estimated	2010-11 Proposed
Income	39,000	24,600
Expenditures	-	-
Surplus (Deficit)	39,000	24,600
Beginning Balance	13,615	52,615
Ending Balance	52,615	77,215

Special Reserve Other Than Capital Outlay, 17-42

The purpose of this fund is to supplement the opening of new schools and possibly other post employment benefit (OPEB) obligations. This fund is considered an unrestricted reserve and can be called upon to meet the District's minimum reserve requirements. It is the District's intent to place these funds into an OPEB trust once it is fiscally able to do so.

	2009-10 Estimated	2010-11 Proposed
Income	83,000	65,000
Expenditures	-	-
Surplus (Deficit)	83,000	65,000
Beginning Balance	2,385,668	2,468,668
Ending Balance	2,468,668	2,533,668

Building Fund, 21-09

This fund is used exclusively to account for one-time income from North City West JPA. The balance will diminish until funds are depleted.

	2009-10 Estimated	2010-11 Proposed
Income	8,000	8,000
Expenditures	237,113	-
Surplus (Deficit)	(229,113)	8,000
Beginning Balance	364,094	134,981
Ending Balance	134,981	142,981

Capital Facilities, 25-18

Used for developer fees generated by agreements before 1987, this is a dwindling resource fund.

	2009-10 Estimated	2010-11 Proposed
Income	70,591	12,500
Expenditures	498,275	440,508
Surplus (Deficit)	(427,684)	(428,008)
Beginning Balance	966,312	538,628
Ending Balance	538,628	110,620

Capital Facilities, 25-19

Used for developer fees collected after 1987 and before many of the currently established Mello-Roos districts were formed. The use of these funds is limited to capital expenditures related to enrollment growth.

	2009-10 Estimated	2010-11 Proposed
Income	600,000	22,000
Expenditures	1,743,135	414,200
Surplus (Deficit)	(1,143,135)	(194,200)
Beginning Balance	2,352,983	1,209,848
Ending Balance	1,209,848	1,015,648

County School Facilities Fund, 35-00

This fund is used exclusively to account for income from the State for construction of school facilities.

	2009-10 Estimated	2010-11 Proposed
Income	7,470,450	-
Expenditures	-	-
Surplus (Deficit)	7,470,450	-
Beginning Balance	-	7,470,450
Ending Balance	7,470,450	7,470,450

Special Reserve for Capital Projects, 40-00

This fund is being used by the TPHS Foundation for architectural expenses relating to the Visual Performing Arts Center at TPHS, as well as the San Dieguito Academy Foundation for expenses related to the Biotech Lab classroom conversion at SDA. This fund balance will decline until all funds are depleted.

	2009-10 Estimated	2010-11 Proposed
Income	250	250
Expenditures	1,441	-
Surplus (Deficit)	(1,191)	250
Beginning Balance	25,449	24,258
Ending Balance	24,258	24,508

Self-Insurance Fund, 67-16

This fund is used as an escrow account for funds generated as a result of participation in the insurance waiver program for certificated staff. The balance in this fund grows until a distribution is agreed upon between the District and the San Dieguito Faculty Association.

	2009-10 Estimated	2010-11 Proposed
Income	140,000	140,000
Expenditures	-	-
Surplus (Deficit)	140,000	140,000
Beginning Balance	239,852	379,852
Ending Balance	379,852	519,852

Other Post Employment Benefits Fund, 67-17

This fund is used as an escrow account to fund the annual “pay-as-you-go” amount for Other Post Employment Benefits (OPEB). The General Fund makes contributions to this fund and then premiums are paid from this account. Assets do not count toward the unfunded OPEB liability as the funds are not held in a special trust.

	2009-10 Estimated	2010-11 Proposed
Income	500,000	500,000
Expenditures	550,753	618,285
Surplus (Deficit)	(50,753)	(118,285)
Beginning Balance	(1,363,811)	(1,414,565)
Ending Balance	(1,414,565)	(1,532,850)

Deductible Insurance Loss Fund, 67-30

This fund is used to pay deductible amounts on insurance claims and to pay for repairs and reimbursements when claims are not made to insurance providers. Income is derived from either inter-fund transfers from the General Fund or when surplus equity is released from the Risk Management JPA.

	2009-10 Estimated	2010-11 Proposed
Income	96,005	20,000
Expenditures	50,000	50,000
Surplus (Deficit)	46,005	(30,000)
Beginning Balance	107,365	153,370
Ending Balance	153,370	123,370