

San Pasqual Union School District

The Little School in the Valley

15305 Rockwood Road, Escondido, CA 92027-6700
Phone 760-745-4931 Fax 760-745-2473 E-Mail spusd@sanpasqualunion.net
Website: www.sanpasqualunion.com

BOARD OF EDUCATION REGULAR MEETING

Tuesday, March 13, 2018 at San Pasqual Union School in Trussell Hall

Closed Session at 5:00 p.m. followed by Regular Session

I. CALL TO ORDER

Blaise Jackson, President	_____	Tim Spivey, Clerk	_____
Angie Baker, Vice President	_____	Scott Heidemann, Trustee	_____
David Hersey, Trustee	_____	Shannon Hargrave, Supt /Secretary	_____
		Pamela Hansen, Recording Secretary	_____

II. CLOSED SESSION (5:00 Conference Room)

- A. Personnel Matters - (GC§54957.6) appointments, transfers, resignations and/or reassignments.
- B. Conference with Legal Counsel – Anticipated Litigation
Significant exposure to litigation pursuant to paragraph 2 Or 3 of subdivision d of section 54956.9 (1 case) (Gov't Code section 54956.9)

III. OPEN SESSION (5:30 Trussell Hall)

- A. Welcome to guest and pledge of allegiance.
- B. Report of action taken in closed session.

Action _____

Motion By _____ Seconded by _____ Vote _____

Baker _____ Jackson _____ Heidemann _____ Hersey _____ Spivey _____

- C. HEARING OF THE PUBLIC: Persons wishing to speak to an item on the agenda or another topic that lies within the Board's jurisdiction.
- D. APPROVAL OF AGENDA AND MINUTES: Current agenda and minutes of the 2-13-18 Regular meeting. Any changes for either the full agenda or the consent calendar must be made at this time.

Action _____

Motion By _____ Seconded by _____ Vote _____

Baker _____ Jackson _____ Heidemann _____ Hersey _____ Spivey _____

- E. CURRICULUM REPORT – Julie Romero
- F. SUPERINTENDENT REPORT
- G. SCHOOL SAFETY UPDATE
- H. LCAP GOAL 3 UPDATE

IV. ACTION / DISCUSSION

- I. SECOND INTERIM BUDGET REPORT: Director of Finance, Rhonda Brown will report to the Board on the district budget. This second interim report requires Board approval. This budget report meets all criteria as measured by the San Diego County Office of Education

Action _____

Motion By _____ Seconded by _____ Vote _____

Baker _____ Jackson _____ Heidemann _____ Hersey _____ Spivey _____

- J. **AGREEMENT:** Tentative agreement between District and SPETA. Article 3 Definitions, Article 12 Reassignment Procedures, Article 13 Leaves, Article 18 Hours and Adjunct Duties, Article 21 Salary. The agreement includes a proposal to increase the salary schedule by 2% retroactive to January 1, 2018, plus a one-time bonus of \$500 to each employee, prorated for part-time staff. This proposal applies to all certificated and classified staff, except for the Superintendent.

Action _____

Motion By _____ *Seconded by* _____ *Vote* _____

Baker _____ *Jackson* _____ *Heidemann* _____ *Hersey* _____ *Spivey* _____

V. CONSENT AGENDA

- K. **FINANCIAL REPORTS:** Collection advice, revolving cash, purchase orders, donations, credit card expenditures, commercial warrants.
- L. **APPROVAL OF RESOLUTION NUMBER R17-18-04:** Non-reelection and release of probationary certificated personnel.
- M. **APPROVAL OF RESOLUTION NUMBER R17-18-05:** Non-reelection and release of temporary certificated personnel.

Action _____

Motion By _____ *Seconded by* _____ *Vote* _____

Baker _____ *Jackson* _____ *Heidemann* _____ *Hersey* _____ *Spivey* _____

VI. BOARD MEMBER COMMENTS

- N. Comments by members.

ADJOURNMENT

IMPORTANT DATES

3/16 **2-8 Assembly Awards**
3/16 **MS Charity Dance**
3/26-4/2 **Spring Break**

Separate attachments available by request at the District office. San Pasqual Union provides appropriate disability accommodations. Any person who requires disability-related accommodations or modifications including auxiliary aids and services in order to participate in the Board meeting should contact the Superintendent or designee in writing.

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BOARD OF EDUCATION MINUTES

Tuesday, February 13, 2018 at San Pasqual Union School

Closed Session (4:45)

- Board voted 4/5 to ratify the proposed TA with SPETA with Member Hersey abstaining

Regular Session

- Regular meeting called to order at 6:05p.m. All members present with the exception of Member Heidemann who was in closed session but left before open session due to a family matter Superintendent Hargrave and recording secretary, Pamela Hansen were also present
- Public was welcomed and the flag salute was recited
- Public Hearing: No one requested to address the Board
- Member Hersey moved to approve the agenda and minutes. Member Spivey seconded the motion. Motion passed 4/0.
- Julie Romero gave a curriculum report on the ELD program. (Available on the SPU website)
- Stephanie Jones gave a presentation on the Special Education program TEAMS. (Available on the SPU website)
- Rhonda Brown provided an update on the Wireless Network Infrastructure-Submitted RFP, mandatory vendor walk-through on January 30th bids to be received by February 28, 2018, E-rate equipment funds to be used in 2018-19. Mrs. Brown also gave an update the Chromebook replacements, have approximately \$44,006 from SRSA Grant and will begin replacing the 300+ Chromebook that will not be supported though Google

Superintendent Report

- HHSA (Health and Human Services Agency) MOU: The Every Student Succeeds Act (ESSA) requires students in foster care receive transportation to their school of origin when in the student's best interest. ESSA states that this transportation can be funded one of three ways: solely by the LEA, solely by the child welfare authority, or by a cost-sharing agreement. SDCOE has negotiated a cost-sharing agreement with the County of San Diego County's Child Welfare Services that satisfies this requirement. Child Welfare will contribute to the one-third of the costs, SDCOE will cover \$3.13 per mile, and the District will pick up the remainder of the expense
- The district is entering into an agreement with Vista Hill to conduct a formal Independent Mental Health Educational Evaluation (IEE). Depending upon the result, Vista Hill may provide counseling
- Contract with Fagen, Friedman & Fulfroost - Summer Delasandro moved firms and she has been providing legal counsel to the district and is familiar with our programs and staff.
- Working with SDCOE to support our LCAP and the necessary updates

- Garden work day Feb 3, building an outdoor classroom, weeding, planting, etc. Over 50 volunteers helped make the day successful
- Met with Safari Park today and they will be donating three trees for our campus. In addition, they have applied for an endowment and if approved they will add K-4 next year (instead of adding one grade a year. In March, Kinder teachers will join the SF staff at their site for PD and lesson development. If endowment approved, we will send first grade in April, and so on
- The Board selected 6 representatives for the CSBA Delegate Assembly. Member Jackson moved to approve the selections and Member Hersey seconded the motion. Motion passed 4/0

Action / Discussion Items

- MOU between the County of San Diego by and through it's Health and Human Services Agency was approved. Motion by Member Hersey and seconded by Member Baker. Motion passed 4/0
- 2018-2019 & 2019-2020 Calendar was approved. Motion made by Member Hersey and seconded by Member Baker. Motion passed 4/0

Consent Agenda

Member Spivey moved to approve the consent agenda. Member Hersey seconded the motion. Motion passed 4/0.

Comments by Trustees:

Member Spivey: Mr. Spivey appreciated the team work in closed session. He felt it was very healthy for the district. He also felt that Julie Romero's compassion is very compelling and he carries a lot of respect for her.

Member Baker: Mrs. Baker appreciates Stephanie and Julie very much for what they do for our students and all that goes into helping them. Mrs. Baker is happy about all the strides that our district is making to help the EL's and SPED students. She feels it is very hard to see Shannon go but looking forward to working together to find a replacement.

Member Hersey: Mr. Hersey feels that the ELD program is a fascinating program. Mr. Hersey feels the cooperation with the community and teachers is spectacular. He is very happy with our progress and is excited about his role and the benefit for all students including his own.

Member Jackson: Mr. Jackson is feeling reassured about hearing all the positive things going on, and all the lasting changes brought on by Shannon.

Regular meeting adjourned at 6:58

Next meeting 3/13/2018 5:00pm Closed session



SAN DIEGO COUNTY OFFICE OF EDUCATION

6401 Linda Vista Road, San Diego, CA 92111 • 858-292-3500 • www.sdcoe.net
San Diego County Superintendent of Schools Dr. Paul Gothold

March 8, 2018

Mrs. Shannon Hargrave
Superintendent
San Pasqual Union School District
15305 Rockwood Road
Escondido, CA 92027-6700

Dear Mrs. Hargrave:

We have received the San Pasqual Union School District's Disclosure of Collective Bargaining Agreement in accordance with AB 1200 (Statutes of 1991, Chapter 1213) and Government Code 3547.5. The disclosure indicates that the proposed agreements are effective January 1, 2018 through June 30, 2018 for the district's certificated association, as well as the classified employees, and excluding the Superintendent. This will be acted upon by the governing board at its meeting on March 13, 2018.

The agreement proposes to increase the salary schedule by 2%, retroactive to January 1, 2018, plus a one-time bonus of \$500 to each employee, prorated for part-time staff. This agreement applies to all certificated and classified staff, except for the Superintendent. The total estimated increase in compensation, including benefits, is \$80,000 for the 2017-18 fiscal year. The district maintains the appropriate 4% reserve for economic uncertainties in the General Fund, and there does not appear to be any adverse impact due to the agreement in the current fiscal year.

Section 3547.5 of the Government Code requires the district superintendent and the chief business official to certify in writing that the cost of the collective bargaining agreement can be met during the term of the agreement. Furthermore, E.C. 42142 requires school districts to adopt necessary budget revisions within 45 days of approval of a collective bargaining agreement. Please forward a copy of the budget revisions and the original signed certification upon approval by the governing board.

Questions or concerns may be directed to me at (858) 292-3537, or Natalie Schuff, Business Advisory Consultant at (858) 292-3634.

Sincerely,

Brent Watson
Executive Director
District Financial Services

BW: NS: VS

cc: Rhonda Brown, Director of Finance, San Pasqual Union School District
Retirement Reporting Unit, San Diego County Office of Education

February 7, 2018

Tentative Agreement

For the District

Shannon Hargrave
Date: 2/7/18

For the Association

Joseph D.
Date: 2/7/18

ARTICLE 3
DEFINITIONS

- A. "Unit Member" or "Employee" refers to any certificated employee who is included in the appropriate unit as defined in Article 2 and therefore covered by the terms and provisions of this Agreement.
- B. "School days" means days during which students are required to be in attendance.
- C. "Negotiable items" means unit members' salaries, hours, terms and conditions of employment as set forth in Section 3543.2 of the Educational Employment Relations Act (Act).
- D. "Work Day" or "Day" means days during which unit members are required to be in attendance at school, unless otherwise provided for in this Agreement.
- E. "School Day" means the amount of time during which students are required to be in school, unless otherwise provided for in this Agreement.
- F. "Negotiate in good faith" means serious and honest efforts on the part of each party to reach agreement, including, but not limited to, the duty on the part of each party to provide the other with all public information (i.e., records, data, worksheets and budgetary materials) which may be relevant to the negotiations of negotiable items, and also the duty to meet and negotiate as provided by Section 3543.7 of the Educational Employment Relations Act.
- G. "Paid Leave of Absence" means that a unit member shall be entitled:
1. To receive wages and all fringe benefits, i.e., insurance and retirement benefits;
 2. Upon return, the unit member shall have the same rights as if he/she had not taken leave;
 3. To receive credit for annual salary increments provided during his/her leave.
- H. "Unpaid Leave of Absence" means that a unit member shall be entitled:
1. To continue insurance benefits if he/she pays premiums;
 2. Upon return, the unit member shall have the same rights as if he/she had not taken leave.
- I. "Immediate family" means the mother, father, grandmother, grandfather or a grandchild of the unit member or of the spouse of the unit member, and the spouse/domestic partner, son, son-in-law, daughter, daughter-in-law, brother, brother-in-law, sister or sister-in-law of the unit member, or any relative living in the immediate household of the unit member.
- J. "Board" means the duly elected governing board of the San Pasqual Union School District.
- K. "Per Diem" or "Daily Rate of Pay" is calculated by taking the unit member's annual salary and dividing by the number of required workdays in the year.
- L. "Pro rata hourly rate of pay" is calculated by dividing the unit member's "daily rate of pay" (as defined in Article 3K) by 7.5.
- M. "Compensation Time (comp-time)" means time during which unit members are released from their work duties and are not required to be in attendance at school. **Comp-time is earned, granted, and utilized in 15 minute increments and may only be used during the work day when the Unit Member is not responsible for the supervision of students or attendance at meetings. Accumulated comp-time must be used in the fiscal year earned unless accrued within the last 30 calendar days of the school year. Comp time accrued within the last 30 calendar days of the school year may be rolled over to the following year.**

Unit members seeking comp time shall submit a Comp Time Request form within two (2) school days of accruing time. Unit members who fail to complete the form within the 2-day time period will not be granted comp time.

ARTICLE 12
REASSIGNMENT PROCEDURES

A. Definitions

1. Reassignments are defined as a change in grade level or subject area within the same work location.
2. Reassignments may be unit member-initiated (voluntary) or District initiated (involuntary).
3. Room Change – Any change which requires a physical change from one room to another.

B. Voluntary Reassignments

1. Unit members may initiate their own reassignment by submitting a written request to the District Superintendent. Forms will be emailed by the District to all unit members by March 1st. In order to ensure consideration for placement in a new position for the coming school year, a unit member's written request for reassignment must be submitted by March 15th.
 - a) The request shall be effective until the following March 15th.
2. Written requests for reassignment may be submitted at any time during the District's regular office hours.
3. Unit members who have submitted the required form for a voluntary reassignment shall be notified of any certificated openings as soon as they come to the attention of the District. Only unit members who submitted the voluntary reassignment request will be considered for the certificated opening. The Administration shall make reasonable effort to notify all unit members who have a form on file requesting transfer to the vacant position. The District will attempt to contact unit members who have a completed reassignment request on file via District email. If no response is received from the Unit member, the District will attempt to contact the Unit member through the telephone number provided. Unit members will have 3 business days to notify the District to receive consideration for the vacant position. If the vacancy occurs ~~due to retirement, resignation, leave of absence, or death,~~ within **eight (8) days before or after the start of a new school year**, ~~one (1) week of the beginning of school,~~ unit members will have ~~one (1) day~~ **24 hours** to receive consideration for the vacant position after the District has made reasonable effort to notify all unit members who have a **grade level preference** form on file requesting **interest in** the vacant position. ~~If the vacancy occurs on or after "Teacher Report Day" but before the first student day, the District may fill the position at their discretion. Any vacancy occurring on or after the first student day shall be filled according existing contract provisions.~~
4. The District shall post notice of all known certificated vacancies as soon as they come to the attention of the District
5. If a unit member's request for voluntary reassignment is denied, he/she shall be granted, upon request, a meeting with the administrator to discuss the reasons for the denial.

6. No position shall be filled until after the closing date for applications as specified on the notice of vacancy.
7. Currently employed certificated staff members who have applied for and are qualified for a vacant position in the District's teaching staff shall receive first consideration for the position prior to the employment of anyone from outside the District, except as mandated by federal or state employment guidelines.
8. When two or more unit members apply for and are qualified for a position declared vacant by the District, the following criteria shall be considered in selecting the individual to fill the position:
 - a) Experience and recent training of the staff member compared to other candidates for the position to be filled.
 - b) Special qualifications, including personal skills and abilities of the staff member compared with the skills and abilities possessed by other candidates which are in particular demand for the position in question.
 - c) Credential requirements.
 - d) The best interests of the District's educational programs.
 - e) If the above factors are, for all intent, equal between two or more candidates for a position, the person with the greatest seniority in the District will normally be given consideration in filling the vacancy.
9. A permanent unit member shall be given the first consideration to fill a temporary vacancy created by another permanent unit member taking a leave of absence. Such change of assignment shall be for one (1) year. When the unit member on leave returns to active employment, the unit member will be placed in a teaching position for which he or she is certified to teach. In the event more than one (1) unit member applies for a temporary vacancy, the criteria specified in Section 8 above, shall be used to determine who should fill the position.

C. Involuntary Reassignment and/or Involuntary Room Change

1. The Superintendent may make involuntary reassignments in accordance with the established educational goals, staffing requirements of the District and the best interests of the District's educational programs. Reassignments shall not be used as a disciplinary measure or for the purpose of harassment.
2. Unit members shall be given notification of any administrative order that they be reassigned for the coming school year and, excepting emergency or unforeseen circumstances. Such notification shall normally be provided by June 15.
3. Should the reassignment of a unit member become necessary at any time after two (2) weeks prior to the commencement of a new school year due to enrollment changes or other emergency circumstances, and should such a reassignment involve a grade level assignment and/or subject matter assignment, the affected unit member, upon request, shall be entitled to receive two (2) full days of released time for use in preparing for his/her new assignment. If the assignment change impacts a unit member's

preparation, the unit member may request and receive an additional day without instructional duties.

4. A meeting between the unit member and the Superintendent or his/her designee will be held before a new assignment is made, at which time the unit member will be notified as to the reasons for the proposed reassignment. Other possible alternatives will be discussed and considered.
5. When considering the filling of an existing vacancy through the involuntary reassignment, the following criteria shall be considered in selecting the individual to fill the position:
 - a) Experience and recent training of the staff member compared to other candidates for the position to be filled;
 - b) Special qualifications, including personal skills and abilities of the staff member compared with the skills and abilities possessed by other candidates that are in particular demand for the position in question;
 - c) Credential requirements.
 - d) The best interests of the District's educational programs.
 - e) If the above factors are, for all intent, equal between two or more unit members subject to involuntary reassignment, the unit member with the least district-wide seniority who is properly credentialed will normally be selected.
6. If a decrease in the number of students or the elimination of program(s) and/or funding occurs, the District shall seek volunteers prior to making any involuntary reassignment. Unit members, who must be involuntarily reassigned from their current positions because of declining enrollment or for other similar reasons, shall be given the first opportunity to request placement in any vacancies that exist at the time, or that become existent during the summer vacation period if the unit member is qualified for the vacancy.
7. An involuntary reassignment shall not result in the loss of compensation, seniority, or any fringe benefit to a unit member.
8. No unit member may be reassigned to a position for which he/she does not have a proper credential.
9. The District shall provide assistance in the moving of the unit member's materials whenever he/she is reassigned.
10. Should a Unit Member be required to make a Room Change they shall be entitled to receive two (2) full days of comp-time for use in facilitating the move. If said move is in the summer, the District shall compensate for two (2) full days of comp-time the following school year. Said days shall be taken at the discretion of the unit member with prior approval of the District which shall not be unreasonably withheld. **Unit members required to make an involuntary Room Change shall complete a Declaration of Room Change given them to by the District. This form shall be completed within 30 school days of said room change. Unit members who fail to complete the form within the 30-day time period will not be granted comp time for room change.**

11. In the event the District establishes an additional work location for unit members, the parties hereto agree to reopen negotiations regarding transfer procedures.

ARTICLE 13

LEAVES

The mandatory leave benefits provided unit members by the Education Code are incorporated into this Agreement except as supplemented in this Article.

A. Sick Leave (Illness and Injury)

The unit member shall be allowed one (1) day of sick leave for each month worked with a maximum of ten (10) days sick leave annually.

1. Each unit member beginning active service on the first day of the school year is credited in advance with ten (10) sick leave days upon initial employment with the District. Unused sick leave days are cumulative without limit. Upon termination of employment in the District, any days taken in excess of earned cumulative days, will be docked in the last salary payment.
2. Each unit member must be employed on or before the tenth (10th) day of the month in order for that month to be counted in computing sick leave.
3. If a unit member is employed after the beginning of the school year or on a part-time basis, the days are pro-rated according to that percentage.
4. In the event the unit member cannot report to duty, the unit member will notify the District by the means outlined in the employee handbook as soon as possible but no later than 6:30 a.m. and indicate the number of days of absence, if known. Lesson plans must be provided in a printable and usable form by the teacher no later than 8:00 am.
5. Sick leave shall be utilized in increments of half day or full day ~~only~~. A substitute teacher ~~will be~~ **is typically** hired on a half day or full day basis. AM half day is from 8:00 to 11:45. PM half day is from 11:45 to 3:30. If the teacher returns by 11:45 am the teacher will be charged for a half day substitute. ~~But i~~ If a teacher who has arranged for an AM half day substitute returns after 11:45 am, the substitute ~~will be paid for a full day~~ and this will be considered a full day of sick leave.

Exceptions to the above are as follows:

~~The only exception to the above is~~

- a. ~~e~~**On individual/grade level planning** minimum days when students leave at 1:30 p.m. **and no substitute teacher is required.**
- b. **At 3:00 pm for medical appointments after the safe dismissal of students.**
- c. **With prior approval of the Superintendent/designee.**

In each of these incidences, Unit Members may take leave in increments of 15 minutes and must notify the office prior to their departure from campus. Unit Members must arrange for after-school duty coverage (if needed). If a District meeting is scheduled, prior approval is required from Superintendent/designee.

B. Differential Leave Benefits

1. When a unit member has used up all his/her current and accumulated sick leave and is still absent due to illness or accident, the unit member shall receive his/her regular salary, minus the cost of a substitute to fill the position, for a period extending no longer than five continuous school months beyond the unit member's 11th day of absence during the current school year. (Education Code 44977) Differential benefits shall not be provided for days on which the unit member receives full pay as a result of accumulated sick leave.

C. Pregnancy and Child Birth

1. Unit members may use accumulated sick leave as set forth in this Article for disabilities caused or contributed to by pregnancy, miscarriage, or childbirth, and recovery therefrom. The unit member and her physician shall determine the length of such sick leave, including the date on which the leave is to begin and the date on which the duties are to be resumed.
2. Disabilities caused or contributed to by pregnancy, miscarriage, childbirth, and recovery therefrom are, for all job-related purposes, temporary disabilities and shall be treated as such under any health or temporary disability insurance or sick leave plan available in connection with employment.
3. Unit members may be entitled to childcare leave in accordance with federal and state laws. In addition, he/she may apply for Personal Leave, in accordance with Section K of this Article.

D. Personal Necessity/Business Leave

1. Up to seven (7) days of unused sick leave, may be used by the unit member at his/her election for reasons of personal necessity/business (Ed. Code 44981). Of those seven (7) days, three (3) may be used at the discretion of the unit member who shall not be required to give verification or explain the reason for the leave.
 - a. Unit members may request leaves that are beyond the above-mentioned allocations. Subject to the approval of the Superintendent, the unit member will be entitled to their daily rate minus the daily rate of the substitute.
2. Unit members shall submit notification for personal necessity/business leave to the District administration at least one (1) day prior to the beginning date of the leave, except where extenuating circumstances, as referenced in Education Code 44981, make this impossible.

E. Paternity Leave

Upon the birth of a child, the father shall be granted one (1) day of leave with no loss of salary.

F. Adoption Leave

Upon the request of the unit member and presentation to the Superintendent of proof of adoption, the unit member shall be granted one (1) day of paid leave of absence.

G. Bereavement Leave

Each unit member is entitled to three (3) days of absence, or five (5) days if out of state travel is required, for the death of any member of his/her immediate family including unborn children. In such cases, no deduction is made from his/her salary.

H. Subpoena Leave of Absence

1. Subpoena Leave is provided when a unit member is absent because of a mandatory court appearance as a witness, not a litigant, in response to a subpoena duly served. A unit member shall suffer no monetary loss by reason of this service, but shall receive that portion of his/her salary, which represents the difference between fees paid by the court, or by the party requiring the appearance, and his/her regular salary.
2. A copy of the subpoena or a certificate from the clerk of the court and a report of fees received, exclusive of mileage, shall be filed with the absence report in the District Office.

I. Industrial Accident and Illness Leave

1. A unit member shall be entitled to Industrial Accident and Illness Leave of not more than sixty working days of entitlement pursuant to Education Code 44984.
2. The total of the unit member's temporary disability indemnity and the portion of salary due him/her during her/his absence shall equal her/his full salary.
3. A unit member shall be deemed to have recovered from an industrial accident or illness, and thereby able to return to work, at such time as she/he and her/his physician agree that there has been such a recovery.
4. An industrial accident or illness as used in this paragraph means any injury or illness whose cause can be traced to the performance of services for the District.
5. The District's report of an industrial accident or illness shall be kept on file in the Business Office.
6. The benefits provided in this paragraph are in addition to sick leave benefits. Accordingly, the District shall not deduct accumulated sick leave from the sick leave allotment of a unit member who is absent as the result of an industrial accident or illness.

J. Jury Leave

1. Unit members may be absent from assignments to serve as jurors without loss of pay, up to a maximum of thirty (30) calendar days. Mileage paid to unit members serving as jurors may be kept by the unit member.
2. Unit members desirous of serving on jury duty when called upon should notify the District office in writing, providing at least three (3) days notification.
3. Unit members who successfully postpone jury duty to a non-workday will receive up to five (5) days of substitute pay for jury duty service performed on up to five (5) non-workdays.

K. Personal Leave

1. A unit member may request a leave without pay for personal reasons. Such leaves may be granted for a maximum period of one (1) year. Upon request the leave may be extended for an additional year.
2. The beginning dates of such leaves shall normally be established to coincide with normal breaks in the school year. The normal ending date of such leaves shall coincide with the end of the trimester semester or the end of the student school year in which requested.
3. The unit member shall notify the District, sixty (60) calendar days prior to the ending date of the leave, of his/her intent to return to service.

L. Verification of Leaves

Claim for leave shall be substantiated as follows:

1. Sickness or Injury – The signed statement of the unit member on the District Absence Report will, in most cases, suffice. The Superintendent may require that a claim for sick leave be supported by a written statement from the attending physician after five (5) days.
2. Death in the Family – The signed statement of the unit member identifying the family relationship of the deceased on the Absence Report Form will normally suffice.
3. Accident involving the unit member or the unit member's Family – The manner of proof shall be a written statement from the unit member citing the circumstances substantiated in cases of personal injury by a physician's statement or, in cases of property damage, verification of the accident by an official.
4. Appearance in Court – The claim for leave will be supported by a copy of the subpoena or order of the court.

M. In-Service Leave

A unit member may request, and the Superintendent may or may not grant paid in-service leave. The purpose shall be to improve the District's educational program by providing an opportunity for the unit member to visit another class, attend a workshop, or receive other specialized in-service training.

N. Return from Leave

A permanent unit member returning from paid or unpaid leave, of no longer than one (1) year, shall be entitled to return to the same position classification he/she had prior to the leave.

ARTICLE 18
HOURS AND ADJUNCT DUTIES

A. Work Hours/Work Day

1. The work hours for unit members shall be seven (7) hours and thirty (30) minutes, inclusive of a minimum of forty (40) minute duty-free lunch plus a five (5) minute passing time to occur at the end of lunch.
2. The normal workday shall begin thirty (30) minutes before the pupil instructional day and shall end thirty (30) minutes following the end of the pupil instructional day. With the exception of scheduled meetings or assigned supervision duties, the time before and after school is a designated teacher preparation time.
3. Unit members shall be allowed to leave the work site following the safe dismissal of students on the workday preceding winter break.
4. Unit members shall be required to attend three (3) nighttime school functions per year. Unit members shall not be required to remain later than 9:00 PM. All K-5 teachers (including K-5 specialty teachers) shall attend one (1) Back to School Night, one (1) Open House Night, and at least one (1) other evening event. All 6-8 teachers (including 6-8 specialty teachers) shall attend one (1) Back to School Night, one (1) middle school dance, and at least one (1) other evening event. (See G3 for part-time certificated requirements.) Nighttime school functions for all grades may include but are not limited to the following: Back to School Night, Open House, Visual and Performing Arts (VAPA) performances, dances, promotion, etc.
5. One (1) day per week, students shall be dismissed at 1:30 p.m. Unit members shall utilize the remainder of the workday onsite. Unit members will use half of the minimum days per year exclusively for individual and/or grade level planning and preparation. The District will use half of the minimum days per year at the discretion of the Superintendent and/or his/her designee with input from the Leadership Team. All minimum days shall be calendared as to District-use or Unit Member-use by mutual agreement prior to the beginning of the school year subject to change by mutual agreement.
6. Preparation/Planning Time
 - a) Unit members will have at least 60 minutes of individual preparation/planning time during each full week of instruction while their students are scheduled and receive instruction through educational programs under the supervision and/or presence of a credentialed teacher. During shortened weeks, unit members will continue to have preparation/planning time on their regularly scheduled days. Preparation/planning time provided under this section is contingent upon the staffing of other educational programs by a certificated teacher.
 - b) The District will make every an effort to not schedule meetings (i.e., IEP, 504, SST) which require unit member attendance during the Unit Member's scheduled school-day preparation time. **If a Unit Member is required to attend such a meeting** ~~In the event a Parent can only attend said meeting~~ during the Unit Member's scheduled preparation time, the District shall compensate the Unit Member by providing the Unit Member an equivalent amount of prep time

compensation time (comp-time).

7. No unit member shall be required to be on duty more than three and one-half hours (3 1/2) without being provided a relief break of at least ten (10) minutes.
8. The Superintendent **and/or designee** may schedule up to one (1) additional hour to the workday ~~per month~~; **no more than seven (7) times per school year. No more than four (4) of those sessions require the Unit Member's physical attendance. The District will notify Unit Members at least one month prior to these sessions.** ~~which must be noticed at least one month prior.~~ **The remaining sessions may be conducted virtually on tasks with a recommended completion time not to exceed one (1) hour. Virtual participation will require verification of completion and are to be completed within a timeframe specified by the Superintendent/designee.**
9. In addition to a weekly shortened day for unit member preparation, shortened days shall be scheduled for: parent conference days; the last day of each reporting period; last day of the instructional year; the last work day prior to the winter break; three (3) days the first week of the instructional year, the first day, Thursday and one (1) other day as determined; and any additional days as may be determined by the Superintendent.
10. During the week of Parent Conferences, in which the instructional day is shortened for the purpose of meeting with parents or guardians, unit members shall meet with parents or guardians during the two (2) hours following the dismissal of students. Each unit member may select one (1) of the days during the week of parent teacher conferences in which parent-teacher conferences will not be conducted. This early release day is provided in lieu of extra compensation for instances in which parent-teacher conferences occur after the designated two (2) hour period for conferencing.

B. Work Load/Adjunct Duties

1. Unit members may be assigned supervision duties on an equal and rotating basis.
2. Adjunct duties within the workday shall be equally distributed among unit members.
3. Teacher's Support Position –Teacher's Support Position (TSP) shall be a non-classroom assignment whose duties shall include ELL and/or Title 1 services. For work beyond the normal contractual day, the TSP may utilize either comp time or hourly rate determined by mutual agreement between the District and unit member.

C. Participation on Committees

Unit member participation on all District committees shall be on a voluntary basis.

D. In-Service Training

In-service programs shall be developed and implemented through the Curriculum and Instruction Committee and/or Leadership Team and Administration. Within 5 school days of a Leadership Team meeting, Leadership Team grade level representatives shall communicate a summary of the meeting to their grade level and/or subject matter teachers.

E. Work Year/Instructional Year

1. Unit members shall provide instruction for one hundred eighty (180) days. In addition there shall be five (5) days of non-instructional time. The District may require new unit members to attend up to one (1) additional non-instructional day for orientation and

#8
Effective
2018-19
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preparation prior to the start of the school year. At least one (1) full workday will be delegated to unit member classroom preparation prior to the start of school year without meetings where attendance is required.

2. The student instructional year shall be one hundred eighty (180) days per year. There shall be one (1) student-free day immediately following the conclusion of the student instructional year.
3. The school year calendar listing all instructional days, non-instructional days, vacations, and holidays is included as Appendix B. The school year calendar shall be negotiated annually prior to its official adoption.

F. Student Implementation, Planning, and Assessment

~~Unit members, Instructional Aides and Administrators will meet at the end of each trimester grading period to discuss and record the assessment of individual student progress made toward meeting the School Improvement Program emphasis areas. The District at the end of the first, second and third trimester grading periods for this purpose will provide a coordinated minimum day. The addition of minimum days at the end of the first, second and third trimesters specified above, shall have no adverse fiscal impact on District revenue.~~

G. Part-Time FTE Certificated

1. Staff Meetings- Part Time Unit Member may be required at the Superintendent's discretion to attend up to three (3) staff meetings per school year. Part Time Unit Member will be paid **at the Unit Member's hourly rate**.
2. Parent Teacher Conferences – Part Time Unit Member will be required to attend Parent Teacher Conferences for two (2) out of the five (5) days of Parent Teacher Conference Week.
3. Nighttime School Functions- Part Time Unit Member shall attend Back to School Night and/or Open House (depending on grade level) , and/or one (1) night-time function, for a total of two (2) nighttime functions.
4. Unit members in part time positions are entitled to all the provisions as specified Article 20, Health and Welfare Benefits, and Article 21, Salary. However, the District's contribution shall be prorated, based upon each unit member's percentage of position held. Part time members receive step credit for one year if their contract is for over 50%. If the member's part time contract is 20% to 50%, the member must work two years to receive one step on the salary schedule. Members working less than 20% receive step credit based on the percentage of FTE worked.

ARTICLE 21

SALARY

A. WAGES

1. The salary schedule and salary schedule index is set forth in Appendix A.
 - a) For the 2016-17 school year the salary schedule shall be increased by 3%. This increase is to be retroactive to July 1, 2016.

For the 2016-17 school year, there shall be a one-time off-schedule payment of \$500 (prorated for part-time certificated unit members).
 - b) For the 2017-18 school year the salary schedule shall be increased by 2%. This increase is to be retroactive to January 1, 2018.**

For the 2017-18 school year, there shall be a one-time off-schedule payment of \$500 (prorated for part-time certificated unit members).
2. The effective date for the salary schedule shall be the start of the fiscal year unless otherwise negotiated.
3. The payroll period shall be defined as monthly commencing the first day of each calendar month for the school year. Salary payments shall be made not later than the last day of the payroll period provided the district office is open.
4. Regular salary shall be payable in ten or twelve (10/12) installments.
5. Salary Placement and Advancement:
 - a) The minimum requirement for placement in Column I of the schedule is the possession of an appropriate California Teaching or Services Credential and a Bachelor's Degree.
 - b) The minimum requirements for initial placement or advancement to Column II are possession of a Teaching Credential plus thirty (30) or more upper division or graduate semester credits earned subsequent to the Bachelor's Degree from a regionally accredited college or university and an appropriate California Teaching or Services Credential. Semester credits must meet the criteria set forth in Section 6.
 - c) The minimum requirements for initial placement or advancement to Column III are possession of an appropriate California Teaching or Services Credential and an earned Bachelor's Degree plus forty-five (45) or more upper division or graduate semester credits earned subsequent to the Bachelor's Degree from a regionally accredited college or university. Semester credits must meet the criteria set forth in Section 6.
 - d) The minimum requirements for initial placement or advancement to Column IV are possession of an appropriate California Teaching or Services Credential and an earned Bachelor's Degree plus sixty (60) or more upper division or graduate semester credits earned subsequent to the Bachelor's Degree from a regionally accredited college or university or an earned Master's Degree or Doctorate Degree. Semester credits must meet the criteria set forth in Section 6.

institution and the unit member shall have possessed a valid public teaching credential in the United States at the time of the prior service.

- c) The service requirement for advancing one step on the salary schedule shall be in accordance with the statutory definition of one (1) year's full time regular contract service or the equivalent of one (1) year's full time regular contract service in a certificated position within the District.

B. Payment For Extra Assignments or Duty

1.
 - a) Unit members performing extra duty assignments making use of their professional expertise, such as **after school instruction** ~~directed tutoring~~, directed student instruction (i.e., ESY, Home Hospital, etc.), **district** curriculum development and delivering **district** in-service training shall be paid, with prior approval from the District, at their **pro-rated hourly rate of pay** ~~for Column 1, Step 6, from the current salary schedule.~~
 - b) Unit members attending activities or in-services provided for the professional development of unit members outside the contractual workday or performing duties not making use of their professional expertise may be paid, with prior approval from the District, at the hourly rate for Column 1, Step 6, from the current salary schedule.
 - c) The District shall make known to Unit Members all opportunities for paid extra duty assignments. When two or more unit members apply for and are qualified for the opportunity, the following criteria shall be considered in selecting the individual to participate in the extra duty assignment:
 - 1) Teaching assignment requirements.
 - 2) Special qualifications, including personal skills and abilities of the staff member compared with the skills and abilities possessed by other candidates which are in particular demand for the extra duty assignment.
 - 3) Experience and recent training of the staff member compared to other candidates for the extra duty assignment.
 - 4) The best interests of the District's educational programs.
 - 5) If the above factors are, for all intent, equal between two or more candidates, the extra duty assignment will be filled by lottery.
 - d) Any activity offered by the District outside the contractual day, including summer, with or without pay, shall be strictly voluntary.
2. ~~Specially funded programs such as summer school, grants or other extra assignments of duties shall be funded per the discretion of the Superintendent or designee at the hourly rate for Column 1, Step 6, from the current salary schedule or the rate specified within the grant or program, whichever is greater.~~
3. ~~Unit members who work beyond the work day to attend I.E.P. meetings or S.S.T. meetings shall be paid additional compensation not to exceed one hour of their pro-rated hourly rate of pay.~~

Payment for extra assignments or duty shall not be subject to retro pay calculation.

**SAN PASQUAL UNION SCHOOL DISTRICT
COLLECTION ADVICE
FOR THE MONTH OF FEBRUARY 2018**

INCOME:

Delta Airline	\$1,000.00
Michael Veach	\$200.00
Dobeck Family	\$100.00
Saints Adopt	<u>\$50.00</u>
Total	\$1,350.00

REIMBURSEMENT:

Lunch	\$8,418.77
Snacks	\$492.50
School Nutrition-Federal Nov '17	\$4,284.65
Field Trip-1st	\$47.00
Field Trip-3rd	\$136.00
Field Trip-6th grade camp	\$680.00
Field Trip-7th	\$562.00
VAPA Choir-Disneyland	\$1,897.00
Retirement Benefits-Bostroms	\$1,219.50
Holiday Program DVD's	\$15.00
Preschool Tuition-Feb '18	\$13,731.50
Preschool Registration	\$35.00
Preschool Lunches	\$217.75
Kids Club Tuition-Jan '17/Feb '18	\$14,424.00
Kids Club Registration	<u>\$60.00</u>
Total	\$46,220.67

GRAND TOTAL \$47,570.67

**SAN PASQUAL UNION SCHOOL DISTRICT
MONTHLY LIST OF REVOLVING CASH FUND PAYMENT
FOR FEBRUARY 2018**

NO ACTIVITY FOR THE MONTH OF FEBRUARY 2018

CERTIFICATION OF APPROVAL OF REVOLVING CASH FUND PAYMENTS

I hereby certify that the governing Board in its meeting March 13, 2018 approved the list of
Revolving Cash Fund Payments for the month of February 2018

Date

Shannon Hargrave, District Superintendent

PURCHASE ORDER REPORT
FEBRUARY 2018

PO Number	Date	Supplier	Description	Fund	Amount
000000801	2/6/2018	CASBO	REGISTRATION FEE	0100	50.00
000000802	2/15/2018	LAKESHORE LEARNING MATERIALS	KIDS CLUB SUPPLIES	6300	213.35
000000803	2/28/2018	COMM USA	COMMUNICATION/BATTERY	0100	68.34

COMMERCIAL WARRANT REPORT
FEBRUARY 2018

Supplier ID	Supplier	Payment Date	Amount	Description
W00270	WELLS FARGO	2/1/2018	405.97	HARGRAVE CREDIT CARD PAYMENT
W00271	WELLS FARGO	2/1/2018	105.20	SIFUENTES CREDIT CARD PAYMENT
W00272	WELLS FARGO	2/1/2018	99.93	HANSEN CREDIT CARD PAYMENT
W00273	WELLS FARGO	2/1/2018	90.00	BURROUGHS CREDIT CARD PAYMENT
W00275	WELLS FARGO	2/1/2018	4,557.41	BROWN CREDIT CARD PAYMENT
H00530	HOME DEPOT	2/6/2018	584.32	CUSTODIAL SUPPLIES
000000092	SHAINA MILLER	2/12/2018	32.30	REIMB SAGE SUPPLIES
000000240	CHRISTINA KNIGHT	2/12/2018	146.30	REIMB SAGE SUPPLIES
A00300	AMERICAN BATTERY SUPPLY	2/12/2018	219.77	CUSTODIAL SUPPLIES
G00295	GRANGETTO'S FARM & GARDEN	2/12/2018	148.79	CUSTODIAL SUPPLIES
000000067	REPUBLIC SERVICES	2/13/2018	484.24	TRASH & RECYCLING SERVICE
000000070	MILLS COMMUNICATIONS	2/13/2018	93.75	TELEPHONE REPAIR
000000162	ANA L HUI	2/13/2018	475.00	TRANSLATION SERVICES
000000177	GOPHER PATROL	2/13/2018	300.00	GOPHER CONTROL
000000179	ECONOMY RESTAURANT EQUIPMENT & SUPPLY CO	2/13/2018	3,814.38	CAFETERIA- ICE MACHINE
000000249	SAN DIEGO ZOO GLOBAL	2/13/2018	690.00	FIELD TRIP
000000254	SPU FOUNDATION	2/13/2018	500.00	DONATION
B00120	BCM MECHANICAL SERVICE	2/13/2018	300.00	MAINTENANCE REPAIR
C00370	CHEVRON USA INC.	2/13/2018	387.13	VAN FUEL
H00500	HOLLANDIA DAIRY	2/13/2018	1,859.77	MILK, JUICE, DAIRY PRODUCTS
N00260	NATIONWIDE TRUST COMPANY FSB	2/13/2018	5,000.00	HARGRAVE RETIREMENT INCENTIVE
S01170	SUPREME SCHOOL SUPPLY COMPANY	2/13/2018	161.45	ATTENDANCE SUPPLIES
G00383	GREGG PROVENCAL SERVICE	2/14/2018	601.17	CUSTODIAL REPAIR
000000005	GINNY PRIEST	2/15/2018	81.10	REIMB SCIENCE SUPPLIES
000000094	READY LINE FLEET SERVICE INC	2/15/2018	416.00	BUS INSPECTION/REPAIR
000000248	CITY OF POWAY	2/15/2018	212.00	FIELD TRIP
C00260	CANON FINANCIAL SERVICES	2/15/2018	1,844.73	COPIER LEASE/SERVICE/USAGE
O00101	OFFICE DEPOT, INC.	2/15/2018	841.02	SUPPLIES
P00491	PITNEY BOWES/PURCHASE POWER	2/15/2018	200.00	POSTAGE
R00100	RADY CHILDREN'S HOSPITAL-	2/15/2018	669.75	SCHOOL NURSE CONSULTING
R00398	RIVER FIRE & SECURITY	2/15/2018	560.00	MAINTENANCE REPAIR
S00140	SAN DIEGO GAS & ELECTRIC	2/15/2018	9,148.05	GAS & ELECTRIC SERVICE
W00200	WAXIE SANITARY SUPPLY	2/15/2018	730.85	CUSTODIAL SUPPLIES
000000099	ERIN O'CARROLL	2/16/2018	178.16	REIMB RED BARN ART SUPPLIES
000000102	SOLIANT HEALTH, INC.	2/16/2018	1,320.00	SCHOOL OCCUPATIONAL THERAPIST
000000253	JEFFREY PARKER	2/16/2018	752.00	VAPA DVD'S/HOLIDAY PROGRAM
B00120	BCM MECHANICAL SERVICE	2/16/2018	246.00	MAINTENANCE REPAIR
R00300	REVOLVING CASH FUND	2/16/2018	85.40	REIMB REVOLVING CASH
S00770	SIMPLEXGRINNELL	2/16/2018	688.56	MAINTENANCE REPAIR
000000255	SAN DIEGO CHILDREN'S DISCOVERY MUSEUM	2/23/2018	670.00	FIELD TRIP
000000005	GINNY PRIEST	2/27/2018	62.09	REIMB SCIENCE SUPPLIES
000000070	MILLS COMMUNICATIONS	2/27/2018	275.00	PHONE SERVICE AGREEMENT
000000180	STEVEN BOSTROM, JR.	2/27/2018	4.62	REIMB CUSTODIAL SUPPLIES
000000231	GOLD STAR FOODS, INC	2/27/2018	507.10	CAFETERIA SNACKS/FOOD
E00178	EL PLANTIO NURSERY	2/27/2018	300.00	SAGE PLANTS
H00170	SHANNON HARGRAVE	2/27/2018	500.89	REIMB TRAVEL FOR ADMIN AWARD
J00250	FRANCES JUAREZ	2/27/2018	13.60	REIMB TPT SUPPLIES
M00115	JOLENE MALLORY	2/27/2018	224.60	REIMB SCIENCE SUPPLIES
R00190	KIM READ-SMITH	2/27/2018	32.00	REIMB PARKING FOR TRAVEL/VAPA
000000098	MESSAGE LOGIX, INC	2/28/2018	509.00	ANNUAL LICENSE RENEWAL
000000102	SOLIANT HEALTH, INC.	2/28/2018	660.00	SCHOOL OCCUPATIONAL THERAPIST
000000157	DIMENSION DATA NORTH AMERICA	2/28/2018	1,137.41	NETWORK INFRASTRUCTURE
000000177	GOPHER PATROL	2/28/2018	300.00	GOPHER CONTROL
A00475	AR VERTABRATE PEST CONTROL	2/28/2018	400.00	ANT CONTROL
A00600	AT&T	2/28/2018	763.60	LONG DISTANCE SERVICE
B00120	BCM MECHANICAL SERVICE	2/28/2018	408.00	MAINTENANCE REPAIR
C00091	CA DEPARTMENT OF EDUCATION	2/28/2018	26.00	COMMODITY DELIVERY FEES

COMMERCIAL WARRANT REPORT
FEBRUARY 2018

C00282	CASBO	2/28/2018	50.00	REGISTRATION FEES
C00438	CITY OF ESCONDIDO	2/28/2018	1,135.14	WATER PAYMENT
G00070	GALASSO'S BAKERY	2/28/2018	35.40	BAKERY SERVICE
H00180	TIM HARMON	2/28/2018	55.59	REIMB MILEAGE FOR 6TH GR. CAMP
O00101	OFFICE DEPOT, INC.	2/28/2018	543.30	SUPPLIES
P00025	P&R PAPER SUPPLY COMPANY	2/28/2018	429.90	CAFETERIA SUPPLIES
S01161	SUNRISE PRODUCE	2/28/2018	671.65	CAFETERIA PRODUCE
W00200	WAXIE SANITARY SUPPLY	2/28/2018	80.81	CUSTODIAL SUPPLIES

**SAN PASQUAL UNION SCHOOL DISTRICT
DONATIONS
FOR THE MONTH OF FEBRURAY 2018**

<u>Organization/General Public</u>	<u>Donation</u>	<u>Purpose</u>
Delta Airlines/Webster	\$1,000.00	\$500 Sport Program \$500 Foundation
Michael Veach	\$200.00	General Donation
Dobeck Family	\$100.00	Kids Club Supplies



Prepared For	SAN PASQUAL UNION SCHOOL SHANNON L HARGRAVE
Account Number	
Statement Closing Date	01/23/18
Days in Billing Cycle	29
Next Statement Date	02/23/18

For 24-Hour Customer Service Call:
800-225-5935

Inquiries or Questions:
Wells Fargo SBL PO Box 29482
Phoenix, AZ 85038-8650

Payments:
Payment Remittance Center PO Box 77033
Minneapolis, MN 55480-7733

Credit Line	\$15,250
Available Credit	\$14,844

Payment Information

New Balance	\$405.97
Current Payment Due (Minimum Payment)	\$25.00
Current Payment Due Date	02/13/18

If you wish to pay off your balance in full: The balance noted on your statement is not the payoff amount. Please call 800-225-5935 for payoff information.

Account Summary

Previous Balance		\$460.96
Credits	-	\$0.00
Payments	-	\$460.96
Purchases & Other Charges	+	\$405.97
Cash Advances	+	\$0.00
Finance Charges	+	\$0.00
New Balance	=	\$405.97

Rate Information

Your rate may vary according to the terms of your agreement.

TYPE OF BALANCE	ANNUAL INTEREST RATE	DAILY FINANCE CHARGE RATE	AVERAGE DAILY BALANCE	PERIODIC FINANCE CHARGES	TRANSACTION FINANCE CHARGES	TOTAL FINANCE CHARGES
PURCHASES	11.000%	.03013%	\$0.00	\$0.00	\$0.00	\$0.00
CASH ADVANCES	25.240%	.06915%	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL				\$0.00	\$0.00	\$0.00

Important Information

TOTAL *FINANCE CHARGE* BILLED IN 2017 \$3.90

TOTAL *FINANCE CHARGE* PAID IN 2017 \$3.90

See reverse side for important information.



Transaction Details

Trans	Post	Reference Number	Description	Credits	Charges
01/05	01/05	2443106QM2DJZPWTQ	AMAZON MKTPLACE PMTS WWW. WWW.AMAZON.CO WA		6.99
01/05	01/05	2490641QM1DTXWQH1	DNH*GODADDY.COM 480-5058855 AZ		39.98
01/11	01/11	2412157QW000AK1WS	CUE WALNUT CREEK CA		359.00
01/13	01/13	7485620QY0A9B2KE6	Branch Payment - Check	460.96	

Wells Fargo News

EFFECTIVE IMMEDIATELY, THE ADDRESS YOU'VE BEEN SENDING YOUR PAYMENT TO HAS CHANGED. PLEASE SEND ALL FUTURE PAYMENTS TO:

PAYMENT REMITTANCE CENTER PO BOX 77033 MINNEAPOLIS, MN 55480-7733

IN ORDER TO ENSURE ON TIME PAYMENTS, YOU MUST USE THIS ADDRESS FOR ALL FUTURE PAYMENTS.

Remember there are no foreign transaction fees when you make international purchases or use your card for purchases while travelling outside of the U.S. With your Wells Fargo Business Card, you can take your business anywhere around the world and have the confidence you'll get:

- No foreign transaction fees on your purchases
- Enhanced security with chip card technology

"No foreign transaction fees" applies to business credit cards issued by Wells Fargo and this account in particular. For information on other Wells Fargo credit and debit cards, please see your account agreement or visit wells Fargo.com.

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Prepared For	SAN PASQUAL UNION SCHOOL RAYMUNDO SIFUENTES
Account Number	
Statement Closing Date	01/23/18
Days in Billing Cycle	29
Next Statement Date	02/23/18

For 24-Hour Customer Service Call:
800-225-5935

Inquiries or Questions:
Wells Fargo SBL PO Box 29482
Phoenix, AZ 85038-8650

Payments:
Payment Remittance Center PO Box 77033
Minneapolis, MN 55480-7733

Credit Line	\$3,000
Available Credit	\$2,857

Payment Information

New Balance	\$105.20
Current Payment Due (Minimum Payment)	\$25.00
Current Payment Due Date	02/13/18

If you wish to pay off your balance in full: The balance noted on your statement is not the payoff amount. Please call 800-225-5935 for payoff information.

Account Summary

Previous Balance		\$706.01
Credits	-	\$0.00
Payments	-	\$706.01
Purchases & Other Charges	+	\$105.20
Cash Advances	+	\$0.00
Finance Charges	+	\$0.00
New Balance	=	\$105.20

Rate Information

Your rate may vary according to the terms of your agreement.

TYPE OF BALANCE	ANNUAL INTEREST RATE	DAILY FINANCE CHARGE RATE	AVERAGE DAILY BALANCE	PERIODIC FINANCE CHARGES	TRANSACTION FINANCE CHARGES	TOTAL FINANCE CHARGES
PURCHASES	11.490%	.03147%	\$0.00	\$0.00	\$0.00	\$0.00
CASH ADVANCES	25.240%	.06915%	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL				\$0.00	\$0.00	\$0.00

Important Information

TOTAL *FINANCE CHARGE* BILLED IN 2017 \$5.37
TOTAL *FINANCE CHARGE* PAID IN 2017 \$5.37

See reverse side for important information.

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"10" to arrive by Current Payment



Transaction Details

Trans	Post	Reference Number	Description	Credits	Charges
01/05	01/05	2444500QN8PTN4YX3	LITTLE CAESARS 1658 0002 ESCONDIDO CA		37.72
01/10	01/10	2443106QS2E05Q5QK	AMAZON.COM AMZN.COM/BILL AMZN.COM/BILL WA		58.48
01/13	01/13	7485620QY0A9B2KFF	Branch Payment - Check	706.01	
01/18	01/18	2449215D2MHB63BDB	SQ *H2GO FRESH DRIN ESCONDIDO CA		9.00

Wells Fargo News

EFFECTIVE IMMEDIATELY, THE ADDRESS YOU'VE BEEN SENDING YOUR PAYMENT TO HAS CHANGED. PLEASE SEND ALL FUTURE PAYMENTS TO:

PAYMENT REMITTANCE CENTER PO BOX 77033 MINNEAPOLIS, MN 55480-7733

IN ORDER TO ENSURE ON TIME PAYMENTS, YOU MUST USE THIS ADDRESS FOR ALL FUTURE PAYMENTS.

Remember there are no foreign transaction fees when you make international purchases or use your card for purchases while travelling outside of the U.S. With your Wells Fargo Business Card, you can take your business anywhere around the world and have the confidence you'll get:

- No foreign transaction fees on your purchases
- Enhanced security with chip card technology

"No foreign transaction fees" applies to business credit cards issued by Wells Fargo and this account in particular. For information on other Wells Fargo credit and debit cards, please see your account agreement or visit wells Fargo.com.

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2008



Prepared For	SAN PASQUAL UNION SCHOOL PAMELA HANSEN
Account Number	
Statement Closing Date	01/23/18
Days in Billing Cycle	29
Next Statement Date	02/23/18

For 24-Hour Customer Service Call:
800-225-5935

Inquiries or Questions:
Wells Fargo SBL PO Box 29482
Phoenix, AZ 85038-8650

Payments:
Payment Remittance Center PO Box 77033
Minneapolis, MN 55480-7733

Credit Line	\$1,000
Available Credit	\$900

Payment Information

New Balance	\$99.93
Current Payment Due (Minimum Payment)	\$25.00
Current Payment Due Date	02/13/18

If you wish to pay off your balance in full: The balance noted on your statement is not the payoff amount. Please call 800-225-5935 for payoff information.

Account Summary

Previous Balance		\$97.21
Credits	-	\$0.00
Payments	-	\$97.21
Purchases & Other Charges	+	\$99.93
Cash Advances	+	\$0.00
Finance Charges	+	\$0.00
New Balance	=	\$99.93

Rate Information

Your rate may vary according to the terms of your agreement.

TYPE OF BALANCE	ANNUAL INTEREST RATE	DAILY FINANCE CHARGE RATE	AVERAGE DAILY BALANCE	PERIODIC FINANCE CHARGES	TRANSACTION FINANCE CHARGES	TOTAL FINANCE CHARGES
PURCHASES	11.000%	.03013%	\$0.00	\$0.00	\$0.00	\$0.00
CASH ADVANCES	25.240%	.06915%	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL				\$0.00	\$0.00	\$0.00

Important Information

TOTAL *FINANCE CHARGE* BILLED IN 2017 \$0.00
TOTAL *FINANCE CHARGE* PAID IN 2017 \$0.00

See reverse side for important information.



Transaction Details

<i>Trans</i>	<i>Post</i>	<i>Reference Number</i>	<i>Description</i>	<i>Credits</i>	<i>Charges</i>
01/02	01/02	2443106QKWQ1J1HK0	ALBERTSONS 4713 ESCONDIDO CA		33.35
01/10	01/10	2443106QVWQ1MFV5L	VONS #2344 ESCONDIDO CA		66.58
01/13	01/13	7485620QY0A9B2JYZ	Branch Payment - Check	97.21	

Wells Fargo News

EFFECTIVE IMMEDIATELY, THE ADDRESS YOU'VE BEEN SENDING YOUR PAYMENT TO HAS CHANGED. PLEASE SEND ALL FUTURE PAYMENTS TO:

PAYMENT REMITTANCE CENTER PO BOX 77033 MINNEAPOLIS, MN 55480-7733

IN ORDER TO ENSURE ON TIME PAYMENTS, YOU MUST USE THIS ADDRESS FOR ALL FUTURE PAYMENTS.

Remember there are no foreign transaction fees when you make international purchases or use your card for purchases while travelling outside of the U.S. With your Wells Fargo Business Card, you can take your business anywhere around the world and have the confidence you'll get:

- No foreign transaction fees on your purchases
- Enhanced security with chip card technology

"No foreign transaction fees" applies to business credit cards issued by Wells Fargo and this account in particular. For information on other Wells Fargo credit and debit cards, please see your account agreement or visit wells Fargo.com.

019



Prepared For	SAN PASQUAL UNION SCHOOL MR MARK BURROUGHS
Account Number	
Statement Closing Date	01/23/18
Days in Billing Cycle	29
Next Statement Date	02/23/18

For 24-Hour Customer Service Call:
800-225-5935

Inquiries or Questions:
Wells Fargo SBL PO Box 29482
Phoenix, AZ 85038-8650

Payments:
Payment Remittance Center PO Box 77033
Minneapolis, MN 55480-7733

Credit Line	\$1,000
Available Credit	\$895

Payment Information

New Balance	\$90.00
Current Payment Due (Minimum Payment)	\$25.00
Current Payment Due Date	02/13/18

If you wish to pay off your balance in full: The balance noted on your statement is not the payoff amount. Please call 800-225-5935 for payoff information.

Account Summary

Previous Balance		\$515.98
Credits	-	\$0.00
Payments	-	\$515.98
Purchases & Other Charges	+	\$90.00
Cash Advances	+	\$0.00
Finance Charges	+	\$0.00
New Balance	=	\$90.00

Rate Information

Your rate may vary according to the terms of your agreement.

TYPE OF BALANCE	ANNUAL INTEREST RATE	DAILY FINANCE CHARGE RATE	AVERAGE DAILY BALANCE	PERIODIC FINANCE CHARGES	TRANSACTION FINANCE CHARGES	TOTAL FINANCE CHARGES
PURCHASES	11.000%	.03013%	\$0.00	\$0.00	\$0.00	\$0.00
CASH ADVANCES	25.240%	.06915%	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL				\$0.00	\$0.00	\$0.00

Important Information

TOTAL *FINANCE CHARGE* BILLED IN 2017 \$0.00
 TOTAL *FINANCE CHARGE* PAID IN 2017 \$0.00

See reverse side for important information.



Transaction Details

<i>Trans</i>	<i>Post</i>	<i>Reference Number</i>	<i>Description</i>	<i>Credits</i>	<i>Charges</i>
01/13	01/13	7485620QY0A9B2KF8	Branch Payment - Check	515.98	
01/17	01/17	2478930D2E20FHG6K	ABM PARKING COLUMBIA GARA SAN DIEGO CA		30.00
01/18	01/18	2478930D3E8855JSN	ABM PARKING COLUMBIA GARA SAN DIEGO CA		30.00
01/19	01/19	2478930D5EE6WW11V	ABM PARKING COLUMBIA GARA SAN DIEGO CA		30.00

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Prepared For	SAN PASQUAL UNION SCHOOL RHONDA M BROWN
Account Number	
Statement Closing Date	01/23/18
Days in Billing Cycle	29
Next Statement Date	02/23/18

Credit Line	\$15,250
Available Credit	\$10,494

For 24-Hour Customer Service Call:
800-225-5935

Inquiries or Questions:
Wells Fargo SBL PO Box 29482
Phoenix, AZ 85038-8650

Payments:
Payment Remittance Center PO Box 77033
Minneapolis, MN 55480-7733

Payment Information

New Balance	\$4,557.41
Current Payment Due (Minimum Payment)	\$91.00
Current Payment Due Date	02/13/18

If you wish to pay off your balance in full: The balance noted on your statement is not the payoff amount. Please call 800-225-5935 for payoff information.

Account Summary

Previous Balance		\$1,032.42
Credits	-	\$0.00
Payments	-	\$1,032.42
Purchases & Other Charges	+	\$4,557.41
Cash Advances	+	\$0.00
Finance Charges	+	\$0.00
New Balance	=	\$4,557.41

Rate Information

Your rate may vary according to the terms of your agreement.

TYPE OF BALANCE	ANNUAL INTEREST RATE	DAILY FINANCE CHARGE RATE	AVERAGE DAILY BALANCE	PERIODIC FINANCE CHARGES	TRANSACTION FINANCE CHARGES	TOTAL FINANCE CHARGES
PURCHASES	11.490%	.03147%	\$0.00	\$0.00	\$0.00	\$0.00
CASH ADVANCES	25.240%	.06915%	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL				\$0.00	\$0.00	\$0.00

Important Information

TOTAL *FINANCE CHARGE* BILLED IN 2017 \$45.85
 TOTAL *FINANCE CHARGE* PAID IN 2017 \$45.85

See reverse side for important information.



Transaction Details

Trans	Post	Reference Number	Description	Credits	Charges
01/06	01/06	2412157QP0005RXZS	CUE WALNUT CREEK CA		359.00
01/06	01/06	2412157QP0005RY0A	CUE WALNUT CREEK CA		359.00
01/06	01/06	2412157QP0005RY0V	CUE WALNUT CREEK CA		359.00
01/06	01/06	2412157QP0005RY02	CUE WALNUT CREEK CA		359.00
01/06	01/06	2412157QP0005RY13	CUE WALNUT CREEK CA		359.00
01/08	01/08	2443106QR2DYKJBFB	AMAZON MKTPLACE PMTS WWW. WWW.AMAZON.CO WA		81.73
01/13	01/13	7485620QY0A9B2K1J	Branch Payment - Check	1,032.42	
01/19	01/19	2449215D3S1GPLEW9	PAYPAL *SANDCASP 402-935-7733 CA		70.00
01/20	01/20	2425802D50FX2TMQB	THE WEBSTAUANT STORE 717-392-7472 PA		2,570.68
01/21	01/21	2443106D5KJ86ST3Y	FASTRAK CSC 415-486-8655 CA		40.00

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SAN PASQUAL UNION SCHOOL DISTRICT

**RESOLUTION REGARDING NON-REELECTION AND RELEASE OF
PROBATIONARY CERTIFICATED EMPLOYEE
RESOLUTION NUMBER R17-18-04**

On motion of member _____ seconded by member _____, the following Resolution is adopted:

WHEREAS, the District currently employs an individual serving as a probationary certificated employee, that employee having been offered employment as a probationary certificated employee of this school district and having accepted employment as a probationary certificated employee;

WHEREAS, the Education Code allows for release and non-reelection of probationary certificated employees;

WHEREAS, the terms and conditions of employment contained in the offer of employment and/or employment contract of the below referenced probationary certificated employee provides for a specific duration of employment as a probationary certificated employee;

WHEREAS, this Board relied upon the terms and conditions of those contracts, and desires to allow that contract to expire without renewal and to release and terminate the employment of the below referenced employee as permitted by the agreement and the Education Code, so that her employment ends upon the close of current school year or the expiration of her applicable employment contract (whichever occurs earlier);

WHEREAS, as this Board of Trustees reviews the educational priorities of this District and the methods and means of providing educational services and determines the kinds of personnel required, this Board intends to decrease the number of employed certificated staff, thereby impacting the employment of certificated staff serving as probationary employees;

WHEREAS, the number of certificated positions for the following school year will be reduced through certificated layoffs, attrition, administrative actions and/or otherwise, so that in any event the following named probationary employee would not be reemployed, as vacant positions will not be available;

WHEREAS, under those circumstances whether considered independently or cumulatively, this Board wishes to provide notice to this employee whose services will not be continued into next school year, of the expiration of their contract and non-reemployment and release from employment (effective upon the close of this current school year or the expiration of the applicable employment contract, whichever occurs earlier), so may commence considerations of employment alternatives elsewhere for next school year;

NOW, THEREFORE, BE IT RESOLVED AND ORDERED that as to the following individual(s) serving as a probationary certificated employee, the contractual duration of employment be and is implemented so that employment is expired and not continued, and is released and is not reelected for the next succeeding school year effective upon the last workday of this current school year or if different per contract upon the expiration of her applicable probationary or other employment contract (whichever occurs earlier): Incumbents in position numbers: 1031161, 30003055, 30007055

SAN PASQUAL UNION SCHOOL DISTRICT

**RESOLUTION REGARDING NON-REELECTION AND RELEASE OF
TEMPORARY CERTIFICATED EMPLOYEE
RESOLUTION NUMBER R17-18-05**

On motion of member _____ seconded by member _____, the following Resolution is adopted:

WHEREAS, the District currently employs an individual serving as a temporary certificated employee, that employee having been offered employment as a temporary certificated employee of this school district and having accepted employment as a temporary certificated employee;

WHEREAS, the Education Code allows for release and non-reelection of temporary certificated employees;

WHEREAS, the terms and conditions of employment contained in the offer of employment and/or employment contract of the below referenced temporary certificated employee provides for a specific duration of employment as a temporary certificated employee;

WHEREAS, this Board relied upon the terms and conditions of those contracts, and desires to allow that contract to expire without renewal and to release and terminate the employment of the below referenced employee as permitted by the agreement and the Education Code, so that her employment ends upon the close of current school year or the expiration of her applicable employment contract (whichever occurs earlier);

WHEREAS, as this Board of Trustees reviews the educational priorities of this District and the methods and means of providing educational services and determines the kinds of personnel required, this Board intends to decrease the number of employed certificated staff, thereby impacting the employment of certificated staff serving as temporary employees;

WHEREAS, the number of certificated positions for the following school year will be reduced through certificated layoffs, attrition, administrative actions and/or otherwise, so that in any event the following named temporary employee would not be reemployed, as vacant positions will not be available;

WHEREAS, under those circumstances whether considered independently or cumulatively, this Board wishes to provide notice to this employee whose services will not be continued into next school year, of the expiration of their contract and non-reemployment and release from employment (effective upon the close of this current school year or the expiration of the applicable employment contract, whichever occurs earlier), so may commence considerations of employment alternatives elsewhere for next school year;

NOW, THEREFORE, BE IT RESOLVED AND ORDERED that as to the following individual(s) serving as a temporary certificated employee, the contractual duration of employment be and is implemented so that employment is expired and not continued, and is released and is not reelected for the next succeeding school year effective upon the last workday of this current school year or if different per contract upon the expiration of her applicable temporary or other employment contract (whichever occurs earlier): Incumbents in position numbers: 30007056, 30008405