

# 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](mailto:spusd@sanpasqualunion.net)

Website: [www.sanpasqualunion.com](http://www.sanpasqualunion.com)

### **BOARD OF EDUCATION REGULAR MEETING**

**Tuesday, September 12, 2017 at San Pasqual Union School**

**5:30 p.m. Regular Session**

#### **I. CALL TO ORDER**

Blaise Jackson, President \_\_\_\_\_

Scott Heidemann, Clerk \_\_\_\_\_

Angie Baker, Member \_\_\_\_\_

David Hersey, Member \_\_\_\_\_

Tim Spivey, Member \_\_\_\_\_

Shannon Hargrave, Supt /Secretary \_\_\_\_\_

Pamela Hansen, Recording Secretary \_\_\_\_\_

#### **II. CLOSED SESSION**

- A. Certificated Personnel - appointments, transfers, resignations, and or reassignments/evaluations (Government Code Section 54957)  
Superintendent's Goals and Objectives

#### **III. OPEN REGULAR SESSION**

- A. Welcome to guests and pledge of allegiance.
- B. HEARING OF THE PUBLIC: Persons wishing to speak to an item on the agenda or another topic that lies within the Board's jurisdiction
- C. APPROVAL OF AGENDA AND MINUTES: Current agenda and minutes of the 8/8/17 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* \_\_\_\_\_

- D. REPORT OF ACTION TAKEN IN CLOSED SESSION

*Action* \_\_\_\_\_

*Motion By* \_\_\_\_\_ *Seconded by* \_\_\_\_\_ *Vote* \_\_\_\_\_

- E. WILLIAMS SETTLEMENT ANNUAL HEARING OF THE PUBLIC: *EC* Section 60119 requires that local governing boards hold an annual public hearing and adopt a resolution (DOC) stating whether each pupil in the LEA has sufficient textbooks or instructional materials in reading/language arts, mathematics, science, and history-social science aligned to content standards and consistent with the content and cycles of the curriculum framework adopted by the SBE.
- F. UNAUDITED ACTUAL FINANCIAL REPORT: The Board will consider accepting the final financial report for school year 2016-2017 as certified by the San Diego County Office of Education. The full report is available in the district office.

*Action* \_\_\_\_\_

*Motion By* \_\_\_\_\_ *Seconded by* \_\_\_\_\_ *Vote* \_\_\_\_\_

- G. SUPERINTENDENT REPORT
- H. FACILITY REPORT

**IV. DISCUSSION**

- A. POLICY MANUAL CHANGES: First Reading of recommended changes to the District Policy Manual as recommended by the California School Board Association. These changes (including technical revisions) and corrections. This document is available by request in the district office during regular business hours. BOARD POLICY BP 6161.1(a)  
INSTRUCTION: Selection and evaluation of instructional materials. Pursuant of Education Code 60200 and 60400, the Governing Board is responsible for the adoption of textbooks and other instructional materials, as defined in the Education Code 60010, for use in district schools.

*Action* \_\_\_\_\_

*Motion By* \_\_\_\_\_ *Seconded by* \_\_\_\_\_ *Vote* \_\_\_\_\_

**V. ACTION/DISCUSSION**

- A. CALIFORNIA CENTER FOR THE ARTS MOU: Approval of MOU between San Pasqual Union and the California Center for the Arts to strength and support local performing arts education programs within schools by providing funding support for students in the Concert Hall and Center Theater.

*Action* \_\_\_\_\_

*Motion By* \_\_\_\_\_ *Seconded by* \_\_\_\_\_ *Vote* \_\_\_\_\_

B. Update Board Goals / Objectives

*Action* \_\_\_\_\_

*Motion By* \_\_\_\_\_ *Seconded by* \_\_\_\_\_ *Vote* \_\_\_\_\_

**VI. CONSENT AGENDA**

- A. FINANCIAL REPORTS: Collection advice, revolving cash, purchase orders, commercial warrants, donations, credit card expenditures,.
- B. PRINCIPAL DESIGNEE: Designate Christine English to serve as designee in the absence of Mr. Burroughs and/or Mrs. Hargrave.
- C. RESOLUTION #R17-18-01: In order to receive state instructional materials funds, the Governing Board is required by Education Code Section 60119 to hold a public hearing and adopt a resolution by the eighth week of the school year per the Williams Settlement.
- D. RESOLUTION #R17-18-02: Adoption of resolution establishing the estimated GANN Limit for the current fiscal year 17-18 and the actual appropriations limit for the preceding fiscal year 2016-207
- E. 2015-2016 and revising the limit for the previous year. This annually establishes maximum appropriation limitations for public agencies.

*Action* \_\_\_\_\_

*Motion By* \_\_\_\_\_ *Seconded by* \_\_\_\_\_ *Vote* \_\_\_\_\_

**VII. BOARD COMMENTS AND DATES**

- F. Comments by Trustees

**ADJOURNMENT**

**Mark Your Calendar - Important Dates**

9/15 Fiesta on the Fairway

9/15 Grandparents Day

CSBA Conference:

November 30-December 2, 2017 in San Diego (Convention Center)

## **NEXT MEETING OCTOBER 17, 2017**

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.

# 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](mailto:spusd@sanpasqualunion.net)

Website: [www.sanpasqualunion.net](http://www.sanpasqualunion.net)

## **BOARD OF EDUCATION MINUTES**

**Tuesday, August 8, 2017 at San Pasqual Union School**

### **Regular Session**

- Regular meeting called to order at 5:33 p.m. All members present except Member Jackson. Superintendent Hargrave and recording secretary, Pamela Hansen were also present.
- Public was welcomed and the flag salute was recited.
- Public Hearing: Leah Goodwin for CCAE addressed the board. Welcoming our continued partnership. She wanted to thank the school for our support and Superintendent Hargrave for her leadership. She is working with the theater management to secure a holiday show date for SPU.
- Member Hersey moved to approve the agenda. Member Heidemann seconded the motion.
- *Aye: Heidemann, Hersey, Spivey, Baker      Absent: 1      No: 0*
  
- Superintendent Report
  - Fall Pilot of HM - decision to be made for Spring
  - SPU hosted Brown Act Workshop for Lozano Smith, (Mark, Joanne, Pamela attended)
  - Saints Day - solar eclipse (SDCOE direction)
  - Removal of asphalt , new tree
  - Partnership with Safari Park to reach more students
  - Partnership with CCAE
  - New lunch software program - Pay Schools (Point of Sale)
  - Continuation of the SDG&E Coalition (focus on rates reduction for school districts)
  - Enrollment currently 578 students, last year we started with 554 and ended with 558
  - Parent letter re: Mrs. Zdunich
  
- Facility Report: Director of Maintenance and Operations Ray Sifuentes reported the status of the campus and buildings. Summer projects included replacing K-1 grass, addition of the spinner on K-1 playground, replacing some of the coral grass, adding wood chips to K-1 and lower playground, removal of asphalt in front of 500 building, tree will be planted 8/18, painted the kitchen, outside painting in progress, laced and trim all campus trees, Fire placed fixed in library, and HVAC assessment done. Completed bus / van inspections. Still working to complete the 400 portables and the replacement of the partition in the boys bathroom, getting the well tanks replaced.

### **Action / Discussion Items**

- Member Hersey moved to approve the MOU between San Pasqual Union and CCAE for our continued partnership Member Heidemann seconded the motion
- *Aye: Heidemann, Hersey, Spivey, Baker      Absent: 1      No: 0*

### **Consent Agenda**

- Member Heidemann moved to approve the consent agenda. Member Hersey seconded the motion.
- Motion passed 5/0.  
*Aye: Heidemann, Hersey, Spivey, Baker      Absent: 1      No: 0*

### **Comments by Trustees:**

- Member Hersey: Looking forward to the Payschools option to pay for items. Likes that we are still collaborating with the SDG&E coalition. Pleased about the decision to move Saints day due to the eclipse. Ray is giving the school a great facelift and appreciates all the work that he has done.
- Member Spivey: Ditto to Member Hersey. Very happy to be in a school where his children are begging to come back to after summer. Proud of the community outreach with Safari Park and CCEA.
- Member Heidemann: Hope we are ready for students to return. Enrollment numbers are definitely showing we are doing great things.
- Member Baker: Ditto to all. Thank you to all the staff, teachers and admin, and especially Rhonda who keeps us frugal and keeps the money where it belong : with the kids!

**Regular meeting adjourned at 6:16pm**

**Next meeting 9/12/17 5:30pm**

# San Pasqual Union SD

## Board Policy

### Equipment, Books And Materials

BP 6161

#### Instruction

*F-11 → Current approved  
no updates*

The Governing Board recognizes that student learning is enhanced when students have access to high-quality textbooks, equipment and other instructional materials for each of the subjects they are studying. To adequately support the Board-approved curriculum, instructional materials also should be up to date.

The Superintendent or designee shall develop procedures for determining the sufficiency of district instructional materials in providing accurate, current information and ensuring that students have access to standards-based materials. When new instructional materials have been chosen in accordance with the district's selection and evaluation policy, the Board shall make final decisions regarding their purchase.

- (cf. 0440 - District Technology Plan)
- (cf. 3270 - Sale and Disposal of Books, Equipment and Supplies)
- (cf. 6141 - Curriculum Development and Evaluation)
- (cf. 6161.1 - Selection and Evaluation of Instructional Materials)
- (cf. 6163.1 - Library Media Centers)

#### Legal Reference:

##### EDUCATION CODE

60010 Definitions

60040-60047 Instructional requirements and materials

60119 Public hearing on sufficiency of materials

60200-60206 Elementary school materials

60240-60252 State Instructional Materials Fund

60400-60411 High school textbooks

60420-60424 Instructional Materials Funding Realignment Program

##### CODE OF REGULATIONS, TITLE 5

9505-9532 Instructional materials

9531-9532 Instructional Materials Funding Realignment Program

#### Management Resources:

##### WEB SITES

CDE, Curriculum Frameworks and Instructional Resources Division: <http://www.cde.ca.gov/cfir>

Policy SAN PASQUAL UNION SCHOOL DISTRICT

adopted: October 14, 2003 Escondido, California

# San Pasqual Union SD

## Board Policy

### Supplementary Instructional Materials

BP 6161.11

#### Instruction

*Old Policy  
with board language  
& recommend using  
6161.1(a)*

The Board of Trustees encourages teachers to use supplementary instructional materials which are relevant to curriculum objectives and compatible with district goals and objectives. By using such materials, teachers can introduce content and instructional strategies that enrich the curriculum, enhance learning, help students make critical judgments, and stimulate their intellectual growth.

Teachers shall carefully preview all supplementary instructional materials in order to ensure that, in their professional judgment, the materials are:

1. Directly related to the course of study in which they are being used
2. Appropriate for students' ages and maturity levels

Supplementary instructional materials must also be consistent with criteria developed for the selection and evaluation of other instructional materials. If the teacher believes that the materials may be in conflict with district criteria, the teacher shall confer with the principal or designee before using them.

(cf. 6161.1 - Selection and Evaluation of Instructional Materials)

When using supplementary materials, teachers shall provide appropriate introductory and follow-up activities. In addition, teachers shall ensure that supplementary materials do not supplant the use of basic texts or teaching activities.

All materials must be used within legal copyright limits.

(cf. 6162.6 - Use of Copyrighted Materials)

#### \* Films

Teachers may use videos, DVD's, motion pictures or films (these terms are used interchangeably) which are relevant to curriculum objectives and appropriate for students' ages and abilities. Any of these types of materials which are adopted, purchased, leased, or supplied by the district or County may be used in the classroom without prior approval. Films which are not obtained from the above sources may be used provided that they enrich the curriculum, enhance learning, help students make critical judgments and stimulate intellectual growth, subject to the conditions below.



\* This sounds  
OK with one  
change

Teachers must seek prior approval from a school administrator for films which include sexual situations, strong language, reference to substance abuse, and violence and horror. "G" rated motion pictures may be used in grades K through 8 without prior approval. "PG" motion pictures may be used in grades 6 to 8 with prior written permission of a parent or guardian. If a parent chooses not to allow their student to view a film then that student must be placed in another room and given an alternative assignment. "R" and "PG-13" rated motion pictures may not be shown. If the film is unrated then it must be submitted to administration for approval prior to use in the classroom.

Teachers are encouraged to show portions of films to illustrate the learning they wish to accomplish rather than entire movies.

if we add this back in  
I recommend changing  
to grades 4-8.

Legal Reference:

EDUCATION CODE

233.5 Duty re instruction in morals, manners and citizenship

18111 Exclusion of books by governing board

51510 Prohibited study or supplemental materials

51511 Religious matters properly included

51933 Sex education materials

60010 Definitions

COURT DECISIONS

McCarthy v. Fletcher, (1989) 207 Cal. App. 3d 130

Policy SAN PASQUAL UNION SCHOOL DISTRICT

adopted: March 2, 1999 Escondido, California

revised: November 12, 2009

# CSBA Sample Board Policy

**Instruction**

BP 6161.1(a)

## SELECTION AND EVALUATION OF INSTRUCTIONAL MATERIALS

Note: Pursuant to Education Code 60200 and 60400, the Governing Board is responsible for the adoption of textbooks and other instructional materials, as defined in Education Code 60010, for use in district schools. See the accompanying administrative regulation for required and optional criteria for the selection of instructional materials. See BP 6161.11 - Supplementary Instructional Materials and BP 6163.1 - Library Media Centers for selection processes regarding supplementary materials.

OK  
↓

The Governing Board desires that district instructional materials, as a whole, present a broad spectrum of knowledge and viewpoints, reflect society's diversity, and enhance the use of multiple teaching strategies and technologies. The Board shall adopt instructional materials based on a determination that such materials are an effective learning resource to help students achieve grade-level competency and that the materials meet criteria specified in law. Textbooks, technology-based materials, and other educational materials shall be aligned with academic content standards and the district's curriculum to ensure that they effectively support the district's adopted courses of study.

*(cf. 0440 - District Technology Plan)*

*(cf. 6000 - Concepts and Roles)*

*(cf. 6011 - Academic Standards)*

*(cf. 6141 - Curriculum Development and Evaluation)*

*(cf. 6143 - Courses of Study)*

*(cf. 6146.1 - High School Graduation Requirements)*

*(cf. 6161.11 - Supplementary Instructional Materials)*

*(cf. 6162.5 - Student Assessment)*

*(cf. 6163.1 - Library Media Centers)*

Note: The following paragraph is for use by districts that maintain any of grades K-8 and may be revised to reflect the grade levels offered by the district. Pursuant to Education Code 60200, the State Board of Education (SBE) is required to adopt basic instructional materials in specified subjects that districts may select for use in grades K-8. As amended by AB 575 (Ch. 550, Statutes of 2016), Education Code 60200 provides that the SBE may adopt materials in any of the specified subject areas at least once, but not more than twice, every eight years.

Education Code 60210 authorizes the Board to select materials that have not been approved by the SBE, provided they are aligned with state academic content standards or Common Core State Standards. In addition, if the district uses materials not adopted by the SBE, the majority of participants in the review process must be teachers assigned to the subject area or grade level for which the materials will be used; see section below entitled "Review Process."

The Board shall select instructional materials for use in grades K-8 that have been approved by the State Board of Education (SBE) or have otherwise been determined to be aligned with the state academic content standards adopted pursuant to Education Code 60605 or the Common Core State Standards adopted pursuant to Education Code 60605.8. (Education Code 60200, 60210)

**SELECTION AND EVALUATION OF INSTRUCTIONAL MATERIALS (continued)**

Note: The following paragraph is for use by districts that maintain high schools.

N/A

The Board shall adopt instructional materials for grades 9-12 upon determining that the materials meet the criteria specified in law and administrative regulation. (Education Code 60400)

**Review Process**

Note: The following optional section may be revised to reflect district practice.

The Superintendent or designee shall establish a process by which instructional materials shall be reviewed for recommendation to the Board. Toward that end, he/she may establish an instructional materials review committee to evaluate and recommend instructional materials.

(cf. 1220 - Citizen Advisory Committees)

Note: Pursuant to Education Code 60002, the Board must provide for "substantial" teacher involvement in the selection of instructional materials and must promote the involvement of parents/guardians and other members of the community in the selection of instructional materials. The Education Code does not define "substantial."

No!

The review process shall involve teachers in a substantial manner and shall encourage the participation of parents/guardians and community members. (Education Code 60002)

(cf. 6020 - Parent Involvement)

In addition, the instructional materials review committee may include administrators, other staff who have subject-matter expertise, and students as appropriate.

Note: The following paragraph is for use by districts that maintain any of grades K-8.

If the district chooses to use instructional materials for grades K-8 that have not been adopted by the SBE, the Superintendent or designee shall ensure that a majority of the participants in the district's review process are classroom teachers who are assigned to the subject area or grade level of the materials. (Education Code 60210)

Individuals who participate in the selection or review of instructional materials shall not have a conflict of interest, as defined in administrative regulation, in the materials being reviewed.

(cf. 9270 - Conflict of Interest)

**SELECTION AND EVALUATION OF INSTRUCTIONAL MATERIALS** (continued)

The committee shall review instructional materials using criteria provided in law and administrative regulation, and shall provide the Board with documentation supporting its recommendations.

All recommended instructional materials shall be available for public inspection at the district office.

*(cf. 5020 - Parent Rights and Responsibilities)*

Note: SBE Policy on Guidelines for Piloting Textbooks and Instructional Materials provides a sample process for piloting instructional materials that addresses the selection of materials to pilot, a chronology of the process, and additional considerations, such as conflict of interest, contacts with publishers, and consideration of standards maps.

OK The district may pilot instructional materials, using a representative sample of classrooms for a specified period of time during a school year, in order to determine how well the materials support the district's curricular goals and academic standards. Feedback from teachers piloting the materials shall be made available to the Board before the materials are adopted.

**Public Hearing on Sufficiency of Instructional Materials**

Note: As a condition of receiving funds for instructional materials from any state source, Education Code 60119 requires the Board to annually hold a public hearing to determine whether each student in the district has sufficient standards-aligned textbooks or instructional materials in English/language arts (including English language development), mathematics, science, and history-social science that are consistent with the content and cycles of the curriculum framework adopted by the SBE. As clarified in the California Department of Education's (CDE) Instructional Materials FAQ, state funding sources for instructional materials include local control funding formula funds and Proposition 20 (2000) lottery funds. The Board must also make a written determination during the hearing as to the sufficiency of textbooks or instructional materials in foreign language and health courses, as well as science laboratory equipment in science laboratory courses, although the provision of the materials or the equipment in these courses is not a condition for receipt of state funding.

Education Code 1240 requires the County Superintendent of Schools to review the textbooks and instructional materials of underperforming schools and, if he/she determines that a school does not have sufficient materials, to prepare a report outlining the noncompliance and give the district a chance to remedy the deficiency. If the deficiency is not remedied by the second month of the school year, the County Superintendent may request that the CDE purchase textbooks or materials for the district, and the cost must be repaid by the district. The CDE will issue a public statement at an SBE meeting indicating the district's failure to provide instructional materials.

OK The Board shall annually conduct one or more public hearings on the sufficiency of the district's textbooks and other instructional materials. (Education Code 60119)

Note: Education Code 60119 specifies that the hearing must be held within eight weeks of the beginning of the school year. Option 1 is for use by districts without any schools on a multitrack year-round calendar. Option 2 is for use by districts with schools on a multitrack year-round calendar.

**SELECTION AND EVALUATION OF INSTRUCTIONAL MATERIALS** (continued)

*OK*  
**OPTION 1:** The hearing shall be held on or before the end of the eighth week from the first day students attend school for that year. (Education Code 60119)

**OPTION 2:** The hearing shall be held on or before the end of the eighth week from the first day of the school year of any district school that operates on a multitrack year-round calendar that begins its school year in August or September. (Education Code 60119)

Note: The remainder of this policy applies to all districts.

The Board encourages participation by parents/guardians, teachers, interested community members, and bargaining unit leaders at the hearing. Ten days prior to the hearing, the Superintendent or designee shall post a notice in three public places within the district containing the time, place, and purpose of the hearing. The hearing shall not take place during or immediately following school hours. (Education Code 60119)

(cf. 9322 - Agenda/Meeting Materials)

Note: Education Code 60119 requires the Board to adopt a resolution indicating whether or not each student in each school has sufficient standards-aligned textbooks or instructional materials for the subjects specified in items #1-6 below. See the accompanying Exhibit for a sample resolution.

At the hearing(s), the Board shall determine, through a resolution, whether each student in each school, including each English learner, has sufficient textbooks or instructional materials which are aligned to the state content standards adopted pursuant to Education Code 60605 or the Common Core State Standards adopted pursuant to Education Code 60605.8 and which are consistent with the content and cycles of the state's curriculum frameworks. Sufficiency of instructional materials shall be determined in each of the following subjects: (Education Code 60119)

1. Mathematics *Previously adopted: CPM (6-8) and Engage NY (K-5)*

(cf. 6142.92 - Mathematics Instruction)

2. Science *no textbooks available, using supplemental materials: Mystery Science (K-5), Explore Learning Animals (3-8) Stemscopes (6-8).*

(cf. 6142.93 - Science Instruction)

3. History-social science

(cf. 6142.94 - History-Social Science Instruction)

4. English language arts, including the English language development component of an adopted program *Relating Houghton Mifflin K-8*

**SELECTION AND EVALUATION OF INSTRUCTIONAL MATERIALS** (continued)

(cf. 6142.91 - English/Language Arts Instruction)  
 (cf. 6174 - Education for English Learners)

5. World/foreign language ~~X~~ N/A

(cf. 6142.2 - World/Foreign Language Instruction)

6. Health *adopted last year*

(cf. 6142.8 - Comprehensive Health Education)

Note: The following paragraph is for use by districts that maintain any of grades 9-12.

The Board shall also determine the availability of science laboratory equipment, as applicable to science laboratory courses offered in grades 9-12. (Education Code 60119)

*N/A*  
 In making these determinations, the Board shall consider whether each student has sufficient textbooks and/or instructional materials to use in class and to take home. However, this does not require that each student have two sets of materials. The materials may be in a digital format as long as each student, at a minimum, has and can access the same materials in the class and to take home as all other students in the same class or course in the district and has the ability to use and access them at home. However, the materials shall not be considered sufficient if they are photocopied sheets from only a portion of a textbook or instructional materials copied to address a shortage. (Education Code 60119)

Note: Pursuant to Education Code 60119, if the Board makes a determination that there are insufficient textbooks or instructional materials, the Board must take action to ensure that the materials are provided within two months of the beginning of the school year. The CDE's Instructional Materials FAQ states that, if a district has submitted purchase orders to the publisher to purchase materials to remedy the insufficiency, these materials should be received and made available to students by the end of the second month of the school year. Thus, districts are strongly encouraged to hold the public hearing as early in the school year as possible in order to provide sufficient time to correct any deficiencies.

*OR*  
 If the Board determines that there are insufficient textbooks or instructional materials, it shall provide information to classroom teachers and to the public setting forth, for each school in which an insufficiency exists, the percentage of students who lack sufficient standards-aligned textbooks or instructional materials in each subject area and the reasons that each student does not have sufficient textbooks or instructional materials. The Board shall take any action, except an action that would require reimbursement by the Commission of State Mandates, to ensure that each student has sufficient materials within two months of the beginning of the school year in which the determination is made. (Education Code 60119)

The degree to which every student has sufficient access to standards-aligned instructional materials shall be included in the district's local control and accountability plan. (Education Code 52060)

**SELECTION AND EVALUATION OF INSTRUCTIONAL MATERIALS (continued)**

*(cf. 0460 - Local Control and Accountability Plan)*

**Complaints**

Note: Complaints regarding the contents of instructional materials are addressed in BP/AR 1312.2 - Complaints Concerning Instructional Materials. See AR 1312.4 - Williams Uniform Complaint Procedures for language regarding complaints about deficiencies in instructional materials.
--

OR

Complaints concerning instructional materials shall be handled in accordance with law, Board policy, and administrative regulation.

*(cf. 1312.2 - Complaints Concerning Instructional Materials)*  
*(cf. 1312.4 - Williams Uniform Complaint Procedures)*

*Legal Reference: (see next page)*

# CSBA Sample Administrative Regulation

**Instruction**

AR 6161.1(a)

## **SELECTION AND EVALUATION OF INSTRUCTIONAL MATERIALS**

### **Criteria for Selection and Adoption of Instructional Materials**

*OR*  
In recommending textbooks or other instructional materials for adoption by the Governing Board, the Superintendent or designee shall ensure that such materials:

1. Are aligned to any applicable academic content standards adopted by the State Board of Education (SBE) pursuant to Education Code 60605 and/or Common Core Standards adopted pursuant to Education Code 60605.8

*(cf. 6011 - Academic Standards)*

Note: The following paragraph is for use by districts that offer any of grades K-8. Pursuant to Education Code 60200, the State Board of Education (SBE) is responsible for adopting at least five basic instructional materials for grades K-8 in specified core subjects and any other subject for which the SBE determines that the adoption of instructional materials is necessary or desirable. AB 1246 (Ch. 668, Statutes of 2012) amended Education Code 60200, 60203, 60207, and 60209 to revise the process and timelines used by the state to adopt such materials. Although Education Code 60200.7 prohibits the SBE from adopting instructional materials until the 2015-16 school year, an exception established in Education Code 60207, as amended by AB 1246, authorizes the SBE to adopt K-8 instructional materials in mathematics by March 30, 2014.

Education Code 60210, as added by AB 1246, authorizes the Governing Board to select instructional materials for grades K-8 that have not been approved by the SBE, provided they are aligned with state academic content standards adopted by the SBE pursuant to Education Code 60605 or Common Core Standards adopted pursuant to Education Code 60605.8 and have been reviewed through a process that requires a majority of the participants in the process to be classroom teachers who are assigned to the subject area or grade level for which the materials will be used; also see the accompanying Board policy.

Because state adoptions of instructional materials are postponed, Education Code 60605.86, as added by SB 140 (Ch. 623, Statutes of 2011), and Education Code 60605.87-60605.88, as added by AB 1719 (Ch. 636, Statutes of 2012), require the California Department of Education (CDE) to recommend and the SBE to approve lists of K-8 supplementary instructional materials aligned with the Common Core Standards in English language arts by September 30, 2012, mathematics by July 30, 2013, and English language development by June 30, 2014. See BP 6161.11 - Supplementary Instructional Materials.

For grades K-8, the Superintendent or designee shall select instructional materials from among the list of materials adopted by the SBE and/or other materials that have not been adopted by the SBE but are aligned with the state academic content standards and/or the Common Core Standards. (Education Code 60200, 60210)

*(cf. 6161.11 - Supplementary Instructional Materials)*



**SELECTION AND EVALUATION OF INSTRUCTIONAL MATERIALS (continued)**

*Legal Reference:*

EDUCATION CODE

- 220 *Prohibition against discrimination*
  - 1240 *County superintendent, general duties*
  - 33050-33053 *General waiver authority*
  - 33126 *School accountability report card*
  - 35272 *Education and athletic materials*
  - 44805 *Enforcement of course of studies; use of textbooks, rules and regulations*
  - 49415 *Maximum textbook weight*
  - 51501 *Nondiscriminatory subject matter*
  - 52060-52077 *Local control and accountability plan*
  - 60000-60005 *Instructional materials, legislative intent*
  - 60010 *Definitions*
  - 60040-60052 *Instructional requirements and materials*
  - 60060-60063.5 *Requirements for publishers and manufacturers*
  - 60070-60076 *Prohibited acts (re instructional materials)*
  - 60110-60115 *Instructional materials on alcohol and drug education*
  - 60119 *Public hearing on sufficiency of materials*
  - 60200-60210 *Elementary school materials*
  - 60226 *Requirements for publishers and manufacturers*
  - 60350-60352 *Core reading program instructional materials*
  - 60400-60411 *High school textbooks*
  - 60510-60511 *Donation for sale of obsolete instructional materials*
  - 60605 *State content standards*
  - 60605.8 *Common Core State Standards*
  - 60605.86-60605.88 *Supplemental instructional materials aligned with Common Core State Standards*
- CODE OF REGULATIONS, TITLE 5
- 9505-9530 *Instructional materials*

*Management Resources:*

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

*Instructional Materials FAQ*

01-05 *Guidelines for Piloting Textbooks and Instructional Materials*, rev. January 2015

*Standards for Evaluating Instructional Materials for Social Content*, 2013

WEB SITES

CSBA: <http://www.csba.org>

Association of American Publishers: <http://www.publishers.org>

California Academic Content Standards Commission, *Common Core State Standards*:

<http://www.scoe.net/castandards>

California Department of Education: <http://www.cde.ca.gov>

**SELECTION AND EVALUATION OF INSTRUCTIONAL MATERIALS** (continued)

Note: The following **optional** paragraph is for use by districts offering any of grades 9-12 and may be revised to reflect district practice. One way to ensure that instructional materials in core courses for grades 9-12 are aligned to state standards is through a review of standards maps created by the CDE. A template of the standards map is available on the CDE's web site.

N/A For grades 9-12, the Superintendent or designee shall review instructional materials in history-social science, mathematics, English/language arts, and science using a standards map in order to determine the extent to which the materials are aligned to state academic content standards.

Note: Item #2 below is for use by districts that offer any of grades 9-12.

N/A 2. For grades 9-12, are provided by publishers that comply with the requirements of Education Code 60040-60052, 60060-60062, and 60226 (Education Code 60400)

OR 3. Do not reflect adversely upon persons because of their race or ethnicity, gender, religion, disability, nationality, sexual orientation, occupation, or other characteristic listed in Education Code 220, nor contain any sectarian or denominational doctrine or propaganda contrary to law (Education Code 51501, 60044)

(cf. 0410 - Nondiscrimination in District Programs and Activities)

OR 4. To the satisfaction of the Board, are accurate, objective, current, and suited to the needs and comprehension of district students at their respective grade levels (Education Code 60045)

OR 5. With the exception of literature and trade books, use proper grammar and spelling (Education Code 60045)

Note: Education Code 60048 and 60200 require that the Board not adopt basic instructional materials that provide unnecessary exposure to a commercial brand name, product, or corporate or company logo, unless it makes specific findings that the use has an educational purpose or is incidental to the general nature of an illustration, as provided in item #6 below. The SBE publication Standards for Evaluating Instructional Materials for Social Content details standards for the use of brand names and corporate logos in instructional materials.

OR 6. Do not expose students to a commercial brand name, product, or corporate or company logo unless the Board makes a specific finding that the use is appropriate based on one of the following: (Education Code 60048, 60200)

a. The commercial brand name, product, or corporate or company logo is used in text for an educational purpose as defined in guidelines or frameworks adopted by the SBE.

**SELECTION AND EVALUATION OF INSTRUCTIONAL MATERIALS (continued)**

- OR  
↓
- b. The appearance of a commercial brand name, product, or corporate or company logo in an illustration is incidental to the general nature of the illustration.

*(cf. 1325 - Advertising and Promotion)*

- 7. If the materials are technology-based materials, are both available and comparable to other, equivalent instructional materials (Education Code 60052)

Note: Education Code 60040-60043 require that specific subject matter be included in the district's instructional materials. Education Code 60040 requires that instructional materials include accurate portrayals of the cultural and racial diversity of society as specified. Education Code 60041 requires (1) accurate portrayal of humanity's place in ecological systems and the need to protect the environment and (2) the effects of tobacco, alcohol, and other drug use on the human system. Education Code 60042 requires the Board to adopt materials as it deems necessary to encourage thrift, fire prevention, and the humane treatment of animals and people. Education Code 60043 requires that the Board, when appropriate to the comprehension of students, adopt textbooks for social science, history, or civics classes that contain the Declaration of Independence and the Constitution of the United States. If desired, the district may expand item #8 below to list these specific requirements.

- 8. Meet the requirements of Education Code 60040-60043 for specific subject content

Note: Items #9-18 below are **optional** and may be revised to reflect district practice. The district may choose to develop subject-specific criteria as well as general criteria.

- 9. Support the district's adopted courses of study and curricular goals

*(cf. 6141 - Curriculum Development and Evaluation)*  
*(cf. 6142.2 - World/Foreign Language Instruction)*  
*(cf. 6142.8 - Comprehensive Health Education)*  
*(cf. 6142.91 - English/Language Arts Instruction)*  
*(cf. 6142.92 - Mathematics Instruction)*  
*(cf. 6142.93 - Science Instruction)*  
*(cf. 6142.94 - History-Social Science Instruction)*  
*(cf. 6143 - Courses of Study)*  
*(cf. 6146.1 - High School Graduation Requirements)*

- 10. Contribute to a comprehensive, balanced curriculum

- 11. Demonstrate reliable quality of scholarship as evidenced by:

- a. Accurate, up-to-date, and well-documented information
- b. Objective presentation of diverse viewpoints
- c. Clear, concise writing and appropriate vocabulary

**SELECTION AND EVALUATION OF INSTRUCTIONAL MATERIALS** (continued)

- OR  
↓
- d. Thorough treatment of subject matter
  12. Provide for a wide range of materials at all levels of difficulty, with appeal to students of varied interests, abilities, and developmental levels
  13. Include materials that stimulate discussion of contemporary issues and improve students' thinking and decision-making skills
  14. Contribute to the proper articulation of instruction through grade levels
  15. As appropriate, have corresponding versions available in languages other than English
  16. Include high-quality teacher's guides
  17. Meet high standards in terms of the quality, durability, and appearance of paper, binding, text, and graphics

Note: 5 CCR 9517.2 sets the following maximum weight standards for each student textbook: three pounds for grades K-4, four pounds for grades 5-8, and five pounds for grades 9-12. 5 CCR 9517.2 requires publishers submitting textbooks to the SBE that exceed those weight standards to provide lighter weight alternatives, such as split volumes or electronic editions, soft cover editions, or other alternate physical formats. For materials for grades 9-12, publishers must disclose the availability of lighter weight alternatives. Item #18 below includes textbook weight as one of the criteria for Board consideration.

18. When available, include options for lighter weight materials in order to help minimize any injury to students by the combined weight of instructional materials

**Conflict of Interest**

Note: The following **optional** section is for use by districts that choose to require individuals who will participate in the review process to first complete a disclosure statement which provides an opportunity to disclose any conflict of interest or appearance of conflict of interest.

The following conflict of interest rules are not applicable to "public officials" (including Board members and designated staff) who are subject to the district's conflict of interest code pursuant to the Political Reform Act. Such persons who are making decisions concerning instructional materials must comply with the more stringent conflict of interest requirements described in BB 9270 - Conflict of Interest.

To ensure integrity and impartiality in the evaluation and selection of instructional materials, any district employee who is participating in the evaluation of instructional materials and not otherwise designated in the district's conflict of interest code shall sign a disclosure statement indicating that he/she:

**SELECTION AND EVALUATION OF INSTRUCTIONAL MATERIALS** (continued)

Note: Education Code 60061 requires publishers to provide instructional materials free of charge within California to the same extent that they provide free materials to other states or school districts; see Price List of Adopted Instructional Materials on the CDE web site. However, Education Code 60071 forbids publishers from offering "valuable thing(s)" to school officials for the purpose of influencing the purchase of instructional materials. The CDE's Instructional Materials FAQ clarifies that, in accordance with the definition of "technology-based materials" in Education Code 60010, districts may accept electronic equipment necessary to make use of technology-based materials provided that such equipment is used by students and teachers as a learning resource, not to replace computers or related equipment in an existing computer lab or to establish a new computer lab.

- OR  
↓
1. Shall not accept any emolument, money, or other valuable thing or inducement to directly or indirectly introduce, recommend, vote for, or otherwise influence the adoption or purchase of any instructional material (Education Code 60072)

Sample copies of instructional materials are exempted from this prohibition. (Education Code 60075)

Note: Items # 2-4 below are **optional** and should be modified to reflect district practice.

2. Is not employed by nor receives compensation from the publisher or supplier of the instructional materials or any person, firm, organization, subsidiary, or controlling entity representing it
3. Does not have and will not negotiate a contractual relationship with the publisher or supplier of the instructional materials or any person, firm, organization, subsidiary, or controlling entity representing it
4. Does not have an interest as a contributor, author, editor, or consultant in any textbook or other instructional material submitted to the district

(cf. 9270 - Conflict of Interest)

(11/10 11/11) 11/12

# CSBA Sample Board Policy

**Instruction**

BP 6161.11(a)

## SUPPLEMENTARY INSTRUCTIONAL MATERIALS

Note: The following **optional** policy addresses the selection of instructional materials that are used to supplement the basic textbooks and other instructional materials adopted by the Governing Board for use in grades K-8 pursuant to Education Code 60200 or for grades 9-12 pursuant to Education Code 60400. See BP/AR 6161.1 - Selection and Evaluation of Instructional Materials for requirements pertaining to the selection of those basic instructional materials.

*OK*  
The Governing Board encourages the use of supplementary instructional materials to enrich the curriculum and enhance student learning. Such materials shall be aligned with district goals, curriculum objectives, and academic standards and shall supplement and not supplant the use of Board-adopted basic instructional materials that serve as the primary learning resources.

*(cf. 0000 - Vision)*

*(cf. 0200 - Goals for the School District)*

*(cf. 6011 - Academic Standards)*

*(cf. 6161.1 - Selection and Evaluation of Instructional Materials)*

*(cf. 6163.1 - Library Media Centers)*

*Supplementary instructional materials* include, but are not limited to, instructional materials that are designed to serve one or more of the following purposes: (Education Code 60010)

1. To provide more complete coverage of one or more subjects included in a given course
2. To meet the various learning ability levels of students in a given age group or grade level
3. To meet the diverse educational needs of students with a language disability in a given age group or grade level
4. To meet the diverse educational needs of students reflective of a condition of cultural pluralism
5. To use current, relevant technology that further engages interactive learning in the classroom and beyond

*(cf. 6142.91 - English/Language Arts Instruction)*

*(cf. 6142.92 - Mathematics Instruction)*

*(cf. 6142.93 - Science Instruction)*

*(cf. 6142.94 - History-Social Science Instruction)*

**SUPPLEMENTARY INSTRUCTIONAL MATERIALS** (continued)

Supplementary instructional materials may be selected by the Superintendent or designee, school administrators, or teachers, as applicable, and obtained through donations to the district and/or available funding sources designated for these purposes.

*(cf. 1260 - Educational Foundation)*

*(cf. 3290 - Gifts, Grants and Bequests)*

*(cf. 4132/4232/4332 - Publication or Creation of Materials)*

Note: In McCarthy v. Fletcher, a California appellate court clarified that the Board may exclude materials from classroom teaching because they are educationally unsuitable and unrelated to the goals specified in Education Code 233.5, but not simply because the materials contain ideas to which Board or community members object.

As appropriate, supplementary instructional materials shall meet the criteria developed for the selection and evaluation of basic instructional materials as described in AR 6161.1 - Selection and Evaluation of Instructional Materials. Supplementary instructional materials shall be directly related to the course of study in which they are being used and shall be appropriate for the age and maturity level of the students.

The use or reproduction of supplementary instructional materials shall be in accordance with federal copyright law.

*(cf. 6162.6 - Use of Copyrighted Materials)*

**Supplementary Materials Aligned with Common Core Standards**

Note: The following **optional** section is for use by districts that maintain any of grades K-8. Pursuant to Education Code 60605.8, the State Board of Education (SBE) has adopted Common Core Standards in English language arts and mathematics; see BP 6011 - Academic Standards. In November 2012, the SBE adopted updated English language development standards for English learners which are aligned to the Common Core Standards. However, the SBE has not yet adopted K-8 textbooks and instructional materials aligned to the Common Core Standards because Education Code 60200.7 suspended state adoptions of instructional materials until the 2015-16 school year. To bridge the gap, Education Code 60605.86, as added by SB 140 (Ch. 623, Statutes of 2011), and Education Code 60605.87-60605.88, as added by AB 1719 (Ch. 636, Statutes of 2012), require the California Department of Education (CDE) to recommend and the SBE to approve lists of supplementary instructional materials aligned with the Common Core Standards in English language arts by September 30, 2012, mathematics by July 30, 2013, and English language development by June 30, 2014. These lists of supplementary materials will be available on the CDE's web site and are informational only; districts are not required to purchase any of the supplementary materials.

To prepare district students to achieve the Common Core Standards in English language arts and mathematics and the English language development standards, as applicable, the Board may select supplementary instructional materials from the lists of materials determined by the State Board of Education (SBE) to be aligned with those standards. (Education Code 60605.86-60605.88)

**SUPPLEMENTARY INSTRUCTIONAL MATERIALS** (continued)

Note: Pursuant to Education Code 60605.86-60605.88, as added by SB 140 (Ch. 623, Statutes of 2011) and AB 1719 (Ch. 636, Statutes of 2012), the district may select supplementary materials that are not on the SBE-approved lists. Such materials must be reviewed and recommended by content review experts who are selected by the Board, meet specified qualifications, and serve without compensation. The Board must ensure that the selected materials comply with SBE-approved evaluation criteria, which are available on the CDE's web site, and specified legal requirements for instructional materials, including social content review requirements.

ER The Board may approve supplementary instructional materials that are not on the lists approved by the SBE but which are aligned with the Common Core Standards provided that the materials comply with the evaluation criteria established by the SBE and Education Code 60050, 60060-60062, and 60226. The Board shall select content review experts who possess the qualifications specified in law to review and recommend such supplementary materials. The majority of the content review experts shall be teachers who are credentialed and/or authorized in the subject area they are reviewing and the remainder shall include appropriate persons from postsecondary educational institutions, school and district curriculum administrators, and other persons who are knowledgeable in the subject area. (Education Code 60605.86-60605.88)

**Appropriateness of Materials**

Note: The following **optional** section may be revised to reflect district practice, including any district criteria for the appropriateness of supplementary instructional materials and/or circumstances under which materials should be submitted to the principal or other designee for review prior to their use (e.g., when materials relate to controversial issues or are presented in a controversial manner or context, such as when materials contain nudity, sexual content, graphic violence, or extensive profanity). The district is encouraged to consult legal counsel prior to adopting such criteria or processes or when banning films, electronic resources, or other materials solely on the basis of industry ratings.

OR Whenever a district employee proposes to use a supplementary resource which is not included in the approved learning resources of the district, he/she shall preview the material to determine whether, in his/her professional judgment, it is appropriate for the grade level taught and is consistent with district criteria for the selection of supplementary instructional materials.

The employee shall confer with the Superintendent or designee as necessary to determine the compliance of the material with district criteria. The primary considerations should be the educational value, appropriateness, and relevance of the materials as well as the ages and maturity of the students.

(cf. 6141.2 - *Recognition of Religious Beliefs and Customs*)  
 (cf. 6142.1 - *Sexual Health and HIV/AIDS Prevention Instruction*)  
 (cf. 6144 - *Controversial Issues*)

*Legal Reference: (see next page)*



**SUPPLEMENTARY INSTRUCTIONAL MATERIALS (continued)**

*Legal Reference:*

EDUCATION CODE

233.5 *Duty regarding instruction in morals, manners, and citizenship*

18111 *Exclusion of books by governing board*

51510 *Prohibited study or supplemental materials*

51511 *Religious matters properly included*

51933 *Sex education materials*

60010 *Definitions*

60050 *Social content review of instructional materials*

60060-60062 *Requirements of publishers*

60200.7 *Suspension of state instructional materials adoptions*

60226 *Learner verification of instructional materials*

60400 *Adoption of high school instructional materials*

60605.8 *Common Core Standards*

60605.86-60605.88 *Supplemental instructional materials aligned with Common Core Standards*

60811.3 *English language development standards*

COURT DECISIONS

McCarthy v. Fletcher, (1989) 207 Cal. App. 3d 130

Fowler v. Board of Education of Lincoln County, (1978) 819 F.2d 657

*Management Resources:*

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

Standards for Evaluating Instructional Materials for Social Content, 2000

WEB SITES

CSBA: <http://www.csba.org>

California Department of Education: <http://www.cde.ca.gov>

(12/90 10/95) 11/12



## Memorandum of Understanding: Community Partnership

**Between:**

California Center for the Arts, Escondido  
340 N. Escondido Blvd  
Escondido, CA 92025

**And:**

San Pasqual Union School District  
15305 Rockwood Road  
Escondido, Ca 92027

We, California Center for the Arts, Escondido, agree to the following clauses:

**Purpose:** To strengthen and support local performing arts education programs within schools by providing funding support for student shows in the Concert Hall and Center Theater.

**Responsibilities:**

- The Center agrees to continue funding the performing arts programs of the aforementioned schools in accordance with the terms outlined in the Finance Details section of this document.
- The Center will choose the dates that are available to the schools and will also group them in a way that requires minimal setup between shows, alleviating some of the Tech Labor costs.
- Once the Performing arts season is confirmed, the Center will provide the list of available dates to the designated administrator of each district, who will in turn work directly with each school in choosing dates.
- Each school's event contact (e.g. band teacher or dance teacher) will be responsible for signing a Certificate and Guidelines Agreement, Theater Policy Agreement and Ticket Order Form for their dates of use.
- Each school will be responsible for following all guidelines and procedures currently in practice for the use of The Center facilities.
- Each school will be responsible for any and all fees arising from their use of The Center facilities that is not defined or is outside of the arrangements outlined in the Finance Details.

**Usage Details:**

The Center agrees to provide the following fee schedule for usage:

- **Option B:** Performing Arts show with paid admission or non performing arts events. As available, up to two days per year or 4 days total by the end of this agreement, and scheduled no more than two months out.

School District	Option B Allotment	Notes
San Pasqual Union	No more than 2 days per year	Only option B available. A total of 2 dates per year and 4 dates available for use by June 30, 2019.



## Memorandum of Understanding: Community Partnership

**Finance Details:**

<b>Option B: Performing Arts Shows with Paid Admission or Non Performing Arts Events</b>			
Description	Value	CCAЕ Funded	School Responsibility
Concert Hall Rent	\$2,280.00/day	X	
Center Theater Rent	\$600/day	X	
Tech Labor	Varies		X
Tech Supplies	Varies	CCAЕ owned equipment	Hard Costs (e.g. batteries, etc.)
Concert Hall Usher Services	\$600.00/performance		X
Center Theater Usher Services	\$250.00/performance		X
Ticket Printing	\$0.25/ticket		X
Facility Fee	\$1.00 - \$3.00/ ticket	X	
Ticket Office Labor Concert Hall	\$500.00/performance		X
Ticket Office Labor Center Theater	\$400.00/performance		X
Credit Card Reimbursement	4% applicable sales		X
Music Licensing Fees	.16% or Flat Rate		X

**Reporting and Review:**

- A detailed settlement will be created by the Theater Sales Department, and submitted to The Center's Finance Department upon completion of each school performance.
- A copy will be distributed to each school for review and signature, noting the donation value and the amount remaining on their account.
- Should there be a balance due each school will be responsible for this amount owed to The Center. If ticket sales were utilized the amount due will be withheld from the final ticket sales payable to the school, per Center rental policy.
- ***Should any school representative have questions or wish to review terms of this agreement, questions will be directed to The Center through Julianna Crespo, Performing Arts Director.***

**Term of Agreement:**

This agreement is a two year agreement and takes effect on September 1, 2017, and is valid through June 30, 2019 (17-18 Season & 18-19 Season).

**Renewal of Agreement:**

The agreement usage will be reviewed and discussed at the end of the 2018/19 season. Modifications to the agreement, if needed, will be negotiated and presented for consideration by all parties prior to May 1, 2019.

AGREED TO AND ACCEPTED:

**For: California Center for the Arts, Escondido**

**For: San Pasqual Union District**

**By:** \_\_\_\_\_  
**Julianna Crespo, Performing Arts Director**

**By:** \_\_\_\_\_  
**Shannon Hargrave, Superintendent**



# San Pasqual

## Union School District

*The Little School in the Valley*

### MEMO

In accordance with EC48911(h), the primary site administrator/principal may designate one person to act as the principal's primary designee for the school year to assist with disciplinary procedures, and campus supervision.

I designate the following to serve as my primary designee for the 2017-2018 school year, who, along with me as superintendent/principal, have the authority to suspend students from school.

Christine English

Should I be absent from the school site, either of the above named designees may act in this capacity.

\_\_\_\_\_  
*Primary Site Administrator/Principal's Signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*San Pasqual Union School*  
*School Site*

**SAN PASQUAL UNION SCHOOL DISTRICT  
COLLECTION ADVICE  
FOR THE MONTH OF AUGUST 2017**

**NO ACTIVITY FOR THE MONTH OF AUGUST 2017**

**SAN PASQUAL UNION SCHOOL DISTRICT  
MONTHLY LIST OF REVOLVING CASH FUND PAYMENT  
FOR AUGUST 2017**

**NO ACTIVITY FOR THE MONTH OF AUGUST 2017**

**CERTIFICATION OF APPROVAL OF REVOLVING CASH FUND PAYMENTS**

I hereby certify that the governing Board in its meeting September 12, 2017 aproved the list of  
Revolving Cash Fund Payments for the month of August 2017

---

Date

---

Shannon Hargrave, District Superintendent

PURCHASE ORDER REPORT  
AUGUST 2017

PO Numner	Date	Supplier	PO Ref	Fund	Amount
0000000720	8/1/2017	K/P LLC	REGISTRATION SUPPLIES	0100	64.95
0000000721	8/1/2017	SCHOOL HEALTH	HEALTH OFFICE SUPPLIES	0100	132.06
0000000722	8/2/2017	VIRCO	CLASSROOM CHAIRS	0100	1,266.01
0000000723	8/3/2017	PAYSCHOOLS	SOFTWARE FOOD SERVICES	1300	1,098.00
0000000724	8/4/2017	CERTIFIED EDUCATION CONSULTANTS. INC	WRITING ON LINE MANUAL	0100	1,995.00
0000000725	8/8/2017	TURBOSCAPE, INC.	PLAYGROUND WOODCHIPS	0100	5,986.00
0000000726	8/8/2017	SOLIANT HEALTH, INC.	O.T. SERVICES	0100	22,440.00
0000000727	8/16/2017	CARDIAC SCIENCE CORP.	HEALTH SUPPLIES	0100	407.30
0000000728	8/16/2017	COMM USA	SAFETY SUPPLIES	0100	1,025.51
0000000729	8/16/2017	GOLD STAR FOODS, INC	CAFETERIA FOOD/SNACKS	1300	3,950.00
0000000730	8/17/2017	TROXELL COMMUNICATIONS, INC.	DOC CAM FOR T-K	0100	507.21
0000000731	8/17/2017	TROXELL COMMUNICATIONS, INC.	PROJECTOR FOR T-K	0100	658.02
0000000732	8/17/2017	DELL MARKETING L.P.	COMPUTER EQUIPMENT	0100	150.85
0000000733	8/21/2017	DELL MARKETING L.P.	BATTERY	0100	70.04
0000000734	8/21/2017	OFFICE DEPOT, INC.	COPY SERVICE	0100	1,225.60
0000000735	8/21/2017	PAYSCHOOLS	KEY PAD	1300	295.00
0000000736	8/28/2017	DIGITAL RIVER, INC	SOFTWARE LICENSE	0100	2,496.00
0000000737	8/28/2017	US GAMES/BSN SPORTS	PLAYGROUND EQUIPMENT	0100	242.92
0000000738	8/29/2017	DATEL SYSTEMS INC.	PROJECTOR SCREEN	0100	90.51
0000000739	8/29/2017	MIRACLE RECREATION EQUIP CO.	TABLES	0100	1,343.21

COMMERCIAL WARRANT REPORT  
AUGUST 2017

Supplier ID	Supplier	Payment Date	Amount	Description
P00300	PAULEY EQUIPMENT CO, INC.	8/1/2017	16,968.47	CUSTODIAL EQUIPMENT
0000000063	ALPHA-AMERICAN SIGNS INC.	8/4/2017	190.00	CUSTODIAL REPAIR
W00271	WELLS FARGO	8/4/2017	1,622.59	CREDIT CARD PAYMENT SIFUENTES
W00275	WELLS FARGO	8/4/2017	186.75	CREDIT CARD PAYMENT BROWN
0000000043	CPM EDUCATIONAL PROGRAM	8/7/2017	288.58	CLASSROOM MATERIALS
0000000049	MOLLY MAID OF NORTHEAST SAN DIEGO	8/7/2017	1,848.00	CUSTODIAL SERVICES
0000000127	AURELIO AGUILAR	8/7/2017	240.00	CUSTODIAL SERVICES
0000000177	GOPHER PATROL	8/7/2017	300.00	GOPHER CONTROL
0000000180	STEVEN BOSTROM, JR.	8/7/2017	9.19	REIMB SUPPLIES
0000000221	FIREPLACES PLUS	8/7/2017	695.83	SERVICE EXISTING GAS LOG
0000000222	EXPLORE LEARNING	8/7/2017	2,195.00	PROFESSIONAL DEVEOLPMENT
0000000223	MYSTERY SCIENCE	8/7/2017	1,498.00	ELECTIVE SUPPLIES
0000000225	BEST PLUMBING SPECIALTIES INC.	8/7/2017	85.72	MAINTENANCE SUPPLIES
0000000230	MONICA ITAMURA	8/7/2017	260.87	REIMB BANNERS
A00540	ASSOCIATION OF CALIFORNIA	8/7/2017	2,304.00	ACSA MEMBERSHIP RENEWALS
A00600	AT&T	8/7/2017	1,492.66	TELEPHONE/LONG DISTANCE SERVICE
B00185	BLACKBOARD INC.	8/7/2017	2,517.48	LICENSE RENEWAL
B00312	BRAIN POP	8/7/2017	2,395.00	LICENSE RENEWAL
B00375	BROWN INDUSTRIES, INC.	8/7/2017	73.76	SERVICE PINS
C00548	COMPANION CORP.	8/7/2017	798.00	TEXTBOOK TRACKER
C00720	CURRICULUM ASSOCIATES, INC.	8/7/2017	261.37	CURRICULUM
L00125	LAKESHORE LEARNING MATERIALS	8/7/2017	272.36	CLASSROOM SUPPLIES
P00213	PARKHOUSE TIRE, INC	8/7/2017	268.68	CUSTODIAL REPAIR
S00769	SIMPLEX	8/7/2017	354.00	ALARM SERVICE
0000000007	CDW GOVERNMENT	8/8/2017	17,077.50	CHROME BOOKS
0000000173	STANLEY STEEMER	8/8/2017	2,047.00	CLASSROOM CARPET CLEANING
0000000224	ACCELERATE LEARNING	8/8/2017	1,409.00	LICENSE RENEWAL
B00217	BOOKLIST	8/8/2017	125.00	SUBSCRIPTION RENEWAL
C00282	CASBO	8/8/2017	1,000.00	MEMBERSHIP DUES
D00115	DEPARTMENT OF TOXIC	8/8/2017	150.00	HAZARD WASTE FEES
G00295	GRANGETTO'S FARM & GARDEN	8/8/2017	321.14	CUSTODIAL SUPPLIES
I00950	IXL LEARNING	8/8/2017	3,750.00	LICENSE RENEWAL
O00101	OFFICE DEPOT, INC.	8/8/2017	439.58	OFFICE SUPPLIES
R00460	ROCHESTER 100 INC.	8/8/2017	366.00	CLASSROOM SUPPLIES
V00400	VOCABULARY & SPELLINGCITY.COM	8/8/2017	607.50	LICENSE RENEWAL
W00200	WAXIE SANITARY SUPPLY	8/8/2017	1,783.77	CUSTODIAL SUPPLIES
Z00100	ZANER-BLOSER	8/8/2017	3,130.36	CURRICULUM
C00370	CHEVRON USA INC.	8/9/2017	68.10	TRUCK FUEL
0000000127	AURELIO AGUILAR	8/10/2017	240.00	CUSTODIAL SERVICES
0000000102	SOLIANT HEALTH, INC.	8/11/2017	330.00	SCHOOL OCCUPATIONAL THERAPIST
V00218	VISTA HILL-COMMUNITY SERVICE	8/11/2017	4,293.00	MENTAL HEALTH SPECIALIST
0000000162	ANA L HUI	8/14/2017	162.50	TRANSLATION SERVICES
0000000227	D. L. BURTON INC.	8/15/2017	2,500.00	ASPHALT REMOVAL
0000000059	ROSETTA STONE LTD.	8/18/2017	6,127.50	LICENSE RENEWAL
0000000141	NICOLE DEVINE	8/18/2017	248.03	MILEAGE REIMBURSEMENT
0000000154	ROTO-ROOTER SERVICE & PLUMBING	8/18/2017	824.95	CUSTODIAL REPAIR
0000000167	SITEONE LANDSCAPE SUPPLY	8/18/2017	41.75	CUSTODIAL SUPPLIES
0000000183	NEWSELA, INC.	8/18/2017	750.00	LICENSE RENEWAL
C00260	CANON FINANCIAL SERVICES	8/18/2017	92.37	COPIER SERVICE CONTRACT
G00295	GRANGETTO'S FARM & GARDEN	8/18/2017	26.16	CUSTODIAL SUPPLIES
H00145	HANDWRITING WITHOUT TEARS	8/18/2017	323.15	CURRICULUM
S00140	SAN DIEGO GAS & ELECTRIC	8/18/2017	13,080.62	GAS & ELECTRIC SERVICE



## COMMERCIAL WARRANT REPORT

AUGUST 2017

S00490	SCHIEFER, CAROL	8/18/2017	15.00 REIMB T PAY T
S00769	SIMPLEX	8/18/2017	630.00 ALARM REPAIR
V00221	VISTA PAINT	8/18/2017	13.88 CUSTODIAL SUPPLIES
F00098	FLAG MART	8/22/2017	94.48 AMERICAN FLAG
O00101	OFFICE DEPOT, INC.	8/22/2017	2,458.59 SUPPLIES
0000000098	MESSAGE LOGIX, INC	8/25/2017	481.50 SOFTWARE RENEWAL
0000000127	AURELIO AGUILAR	8/25/2017	480.00 CUSTODIAL SERVICES
0000000220	COMMERCIAL FLOOR RIDERS	8/25/2017	10,900.60 400 BUILDING RENOVATION
B00120	BCM MECHANICAL SERVICE	8/25/2017	242.00 MAINTENANCE REPAIR
G00383	GREGG PROVENCAL SERVICE	8/25/2017	170.00 CAFETERIA REPAIR
W00200	WAXIE SANITARY SUPPLY	8/25/2017	156.82 CUSTODIAL SUPPLIES
E00190	ENGLISH, CHRISTINE	8/28/2017	102.30 REIMB SUPPLIES
H00110	HAL'S SPORT SHOP	8/28/2017	51.72 SPORTS SUPPLIES
H00530	HOME DEPOT	8/28/2017	2,614.26 SUPPLIES
0000000231	GOLD STAR FOODS, INC	8/29/2017	592.81 CAFETERIA FOOD
G00070	GALASSO'S BAKERY	8/29/2017	53.10 BAKERY SERVICE
P00025	P&R PAPER SUPPLY COMPANY	8/29/2017	184.47 CAFETERIA SUPPLIES
0000000232	MATTHEW ITAMURA	8/31/2017	1,134.56 REIMB BANNERS



Prepared For	SAN PASQUAL UNION SCHOOL SHANNON L HARGRAVE
Account Number	
Statement Closing Date	07/25/17
Days in Billing Cycle	32
Next Statement Date	08/23/17

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

Inquiries or Questions:  
WF Business Direct PO Box 29482  
Phoenix, AZ 85038-8650

Credit Line	\$15,750
Available Credit	\$15,750

Payments:  
Payment Remittance Center PO Box 6426  
Carol Stream, IL 60197-6426

**Payment Information**

Credit Balance	-\$139.60
----------------	-----------

Your account has a credit balance,  
no payment is due.

**Account Summary**

Previous Balance		\$484.58
Credits	-	\$199.99
Payments	-	\$484.58
Purchases & Other Charges	+	\$60.39
Cash Advances	+	\$0.00
Finance Charges	+	\$0.00
New Balance	=	-\$139.60

**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	10.750%	.02945%	\$0.00	\$0.00	\$0.00	\$0.00
CASH ADVANCES	24.990%	.06846%	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL				\$0.00	\$0.00	\$0.00

**Transaction Details**

Trans	Post	Reference Number	Description	Credits	Charges
07/01	07/01	74801975N8B7XNNHS	BOOKRAGS.COM 2065197910 WA	199.99	
07/14	07/14	7485620650A9TJ1F4	Branch Payment - Check	484.58	
07/24	07/24	24224436E30VLZ1QM	AGRUSAS SUPER SAND ESCONDIDO CA		60.39

See reverse side for important information.



Prepared For	SAN PASQUAL UNION SCHOOL RAYMUNDO SIFUENTES
Account Number	
Statement Closing Date	07/25/17
Days in Billing Cycle	32
Next Statement Date	08/23/17

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

Inquiries or Questions:  
WF Business Direct PO Box 29482  
Phoenix, AZ 85038-8650

Payments:  
Payment Remittance Center PO Box 6426  
Carol Stream, IL 60197-6426

Credit Line	\$3,000
Available Credit	\$1,377

**Payment Information**

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.

New Balance	\$1,622.59
<b>Current Payment Due (Minimum Payment)</b>	<b>\$32.00</b>
<b>Current Payment Due Date</b>	<b>08/15/17</b>

**Account Summary**

Previous Balance		\$640.02
Credits	-	\$13.52
Payments	-	\$640.02
Purchases & Other Charges	+	\$1,636.11
Cash Advances	+	\$0.00
Finance Charges	+	\$0.00
New Balance	=	\$1,622.59

**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	11.240%	.03079%	\$0.00	\$0.00	\$0.00	\$0.00
CASH ADVANCES	24.990%	.06846%	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL				\$0.00	\$0.00	\$0.00

**Transaction Details**

Trans	Post	Reference Number	Description	Credits	Charges
06/22	06/24	24060655ES66M36Q4	TRAFFIC SUPPLY INC 760-8843735 CA 01 00 8130	9510000	129.07
07/14	07/14	242476064EJE2JPFD	XCLUDER 847-495-4700 IL		1,207.26
07/14	07/14	2469216632XSF9DG6	AMAZON MKTPLACE PMTS AMZN.COM/BILL WA		80.64
07/14	07/14	7485620650A9TJ1GE	Branch Payment - Check	640.02	
07/15	07/15	740710565WPBDV7A7	THE MOWER SHOP INC FORT SMITH AR 01 00 0000 9201000	13.52	
07/22	07/22	24301376Q3DWMP2NV	SHERATON GARDEN GROVE ANA GARDEN GROVE CA		219.14

See reverse side for important information.



Prepared For	SAN PASQUAL UNION SCHOOL CECILIA Q BOSTROM
Account Number	----
Statement Closing Date	07/25/17
Days in Billing Cycle	32
Next Statement Date	08/23/17

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

Inquiries or Questions:  
WF Business Direct PO Box 29482  
Phoenix, AZ 85038-8650

Payments:  
Payment Remittance Center PO Box 6426  
Carol Stream, IL 60197-6426

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

**Payment Information**

New Balance	\$0.00
<b>Current Payment Due (Minimum Payment)</b>	<b>\$0.00</b>
<b>Current Payment Due Date</b>	<b>08/15/17</b>

**Account Summary**

Previous Balance		\$412.05
Credits	-	\$0.00
Payments	-	\$412.05
Purchases & Other Charges	+	\$0.00
Cash Advances	+	\$0.00
Finance Charges	+	\$0.00
New Balance	=	\$0.00

**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	11.240%	.03079%	\$0.00	\$0.00	\$0.00	\$0.00
CASH ADVANCES	24.990%	.06846%	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL				\$0.00	\$0.00	\$0.00

**Transaction Details**

Trans	Post	Reference Number	Description	Credits	Charges
07/14	07/14	7485620650A9TJ1GN	Branch Payment - Check	412.05	

See reverse side for important information.



Prepared For	SAN PASQUAL UNION SCHOOL RHONDA M BROWN
Account Number	
Statement Closing Date	07/25/17
Days in Billing Cycle	32
Next Statement Date	08/23/17

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

Inquiries or Questions:  
WF Business Direct PO Box 29482  
Phoenix, AZ 85038-8650

Payments:  
Payment Remittance Center PO Box 6426  
Carol Stream, IL 60197-6426

Credit Line	\$15,750
Available Credit	\$14,545

**Payment Information**

New Balance	\$1,139.50
Current Payment Due (Minimum Payment)	\$25.00
Current Payment Due Date	08/15/17

*Claimed fraud - Card  
cancelled 8/1 -  
Will issue a new card  
Will receive new  
Statement  
\* Ted 8/1*

**Account Summary**

Previous Balance		\$2,950.04
Credits	-	\$0.00
Payments	-	\$2,950.04
Purchases & Other Charges	+	\$1,139.50
Cash Advances	+	\$0.00
Finance Charges	+	\$0.00
New Balance	=	\$1,139.50

**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	11.240%	.03079%	\$0.00	\$0.00	\$0.00	\$0.00
CASH ADVANCES	24.990%	.06846%	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL				\$0.00	\$0.00	\$0.00

**Transaction Details**

Trans	Post	Reference Number	Description	Credits	Charges
06/24	06/24	24445005GHEYF2ML9	USPS.COM CLICKNSHIP 800-344-7779 DC Fraud		148.60
07/01	07/01	74143615R00JKX6VD	SOUNDTRAP AB STOCKHOLM SE <i>Only pay</i>		186.75
07/01	07/01	24445005PHEYK8J7D	USPS.COM CLICKNSHIP 800-344-7779 DC Fraud		95.15
07/10	07/10	244450060HEYZK7GD	USPS.COM CLICKNSHIP 800-344-7779 DC "		216.90
07/14	07/14	7485620650A9TJ1HR	Branch Payment - Check	2,950.04	
07/17	07/17	244450067HEXPDN93	USPS.COM CLICKNSHIP 800-344-7779 DC "		161.80
07/22	07/22	24445006QHEVBR7VH	USPS.COM CLICKNSHIP 800-344-7779 DC "		90.85
07/22	07/22	24445006QHEVBR7Y4	USPS.COM CLICKNSHIP 800-344-7779 DC "		239.45

See reverse side for important information.

**SAN PASQUAL UNION SCHOOL DISTRICT  
GOVERNING BOARD RESOLUTION**

**Resolution #R17-18-01**

**Williams Settlement Legislation  
Resolution on Sufficiency of Instructional Materials for 2017-18**

**WHEREAS**, the Governing Board is required by Education Code Section 60119 to hold a public hearing and adopt a resolution by the eighth week of the school year, determining that every pupil, including English learners, has sufficient textbooks or instructional materials, or both, that are aligned to the content standards in each of the following subjects that are consistent with the content and cycles of the curriculum framework adopted by the State Board of Education: mathematics, science, history-social science, reading/language arts, health.

**WHEREAS**, “sufficient textbooks or instructional materials,” means that each pupil, including English learners, has a textbook or instructional materials, or both, to use in class and home. This does not require two sets of textbooks or instructional materials for each pupil.

**THEREFORE BE IT RESOLVED**, that the Governing Board hereby determines, as required by Education Code Section 60119, that the school district has sufficient instructional materials for each pupil in the following areas:

1. Mathematics
2. Science
3. History-Social Science
4. Reading/language arts, including the English language development component of an adopted program
5. Health

**PASSED AND ADOPTED** this 12<sup>th</sup> day of September 2017, the Board of Trustees of the San Pasqual Union School District of San Diego County, California, by the following vote:

AYES: \_\_\_\_\_ NOES: \_\_\_\_\_ ABSENT: \_\_\_\_\_ ABSTAIN: \_\_\_\_\_

I hereby certify that the foregoing is a full, true and correct copy of the resolution adopted by said Board of Trustees at a regularly called and conducted meeting held on said date.

\_\_\_\_\_  
**President of the Board**

\_\_\_\_\_  
**Clerk to the Board**

**SAN PASQUAL UNION SCHOOL DISTRICT  
GOVERNING BOARD RESOLUTION**

**Resolution #R17-18-02**

**RESOLUTION FOR ADOPTING THE "GANN" LIMIT**

**WHEREAS**, in November of 1979, the California electorate did adopt Proposition 4, commonly called the Gann Amendment, which added Article XIII-B to the California Constitution; and,

**WHEREAS**, the provisions of that Article establish maximum appropriation limitations, commonly called "Gann Limits," for public agencies, including school districts; and,

**WHEREAS**, the District must establish a revised Gann limit for the 2016-17 fiscal year and a projected Gann Limit for the fiscal year 2017-18 in accordance with the provisions of Article XIII-B and applicable statutory law;

**WHEREAS** Government Code Section 7902.1 provides that school districts may increase their Gann limits under specified circumstances;

**THEREFORE, BE IT RESOLVED** that this Board does provide public notice that the attached calculations and documentation of the Gann limits for the 2016-2017 and 2017-2018 fiscal years are made in accord with applicable constitutional and statutory law;

**AND BE IT FURTHER RESOLVED** that this Board does hereby declare that the appropriations in the Budget for the 2016-2017 and 2017-2018 fiscal years do not exceed the limitations imposed by Proposition 4;

**AND BE IT FURTHER RESOLVED** that the Superintendent provides copies of this resolution along with the appropriate attachments to interested citizens of this district.

**PASSED AND ADOPTED** this 12th day of September 2017, the Board of Trustees of the San Pasqual Union School District of San Diego County, California, by the following vote:

AYES: \_\_\_\_\_ NOES: \_\_\_\_\_ ABSENT: \_\_\_\_\_ ABSTAIN: \_\_\_\_\_

I hereby certify that the foregoing is a full, true and correct copy of the resolution duly adopted by said Board of Trustees at a regularly called and conducted meeting held on said date, which resolution is on file and of record in the office of said Board.

\_\_\_\_\_  
**President of the Board**

\_\_\_\_\_  
**Clerk to the Board**