

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 8, 2016 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 _____

Angie Baker, Vice President _____

David Hersey, Trustee _____

Tim Spivey, Trustee _____

Scott Heidemann, Clerk _____

Shannon Hargrave, Supt /Secretary _____

Cece Bostrom, Recording Secretary _____

II. CLOSED SESSION PURSUANT TO GOV'T CODE SECTIONS 54957

AND 54956.9 (d)(2) (5:00 p.m.)

A. Certificated Personnel - (GC§54957.6) appointments, transfers, resignations and/or reassignments. Conference with the district negotiator Shannon Hargrave, superintendent regarding negotiations (GC§54957.6)

B. Conference with Legal Counsel regarding Potential Litigation - (GC§54956.9).

III. OPEN SESSION *Trussell Hall*

A. Welcome to guest and pledge of allegiance.

B. Report of action taken in closed session.

Action _____

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

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 2-11-16 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* _____

E. PTA/FOUNDATION REPORT

F. CURRICULUM REEPORT

G. SUPERINTENDENT REPORT

H. COMPREHENSIVE SAFETY PLAN: Approval of Comprehensive School Safety Plan SB 187 compliance document for the 2015-2016 school year.

Action _____

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

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* _____

J. EMPLOYEE BENEFITS: Changes and clarification to BP 4250.

Action _____

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

I. CONSENT AGENDA

- A. FINANCIAL REPORTS: Collection advice, revolving cash, purchase orders, donations, credit card expenditures, commercial warrants.
- B. AGREEMENT: Approval to enter into Interdistrict attendance agreements for the 2016-2021 with Poway Unified, Ramona Unified, San Marcos Unified, Vista Unified, Temecula Valley Unified, Escondido Union Elementary, and Valley Center –Pauma Unified.
- C. APPROVAL OF RESOLUTION NUMBER R14-15-07: Non-reelection and release of probationary certificated personnel.
- D. SURPLUS SALE: Authorization to dispose of equipment and vehicle.
- E. CALSTATE TEACH AGREEMENT: Authorization to engage in a partnership with CalState TEACH to provide support for the preparation of CalState TEACH intern candidates in the District.

Action _____

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

II. FUTURE BOARD ITEMS AND COMMENTS

- 1. Member Jackson, Spivey, Hersey and Superintendent Shannon Hargrave attending SSDA Conference in Sacramento, March 9th -11th.
- 2. Community Forum scheduled for Tuesday, April 26, 2016 at 6:00 p.m.
- 3. Request change of June 21, 2016 Board meeting to Thursday, June 16, 2016.

ADJOURNMENT

IMPORTANT DATES

3/9-3/11	SSDA Annual Conference in Sacramento *Attending: Hargrave, Jackson, Hersey, Spivey
3/12	Spring Brunch
3/21-3/28	Spring Break
4/1	Art Day
4/12	Regular Board Meeting at 5:30 p.m.
4/26	Community Forum at 6:00 p.m.
5/10	Regular Board Meeting at 5:30 p.m.
6/7	8th GradePromotion at 6:00 p.m.
6/14	Regular Board Meeting at 5:30 p.m. <i>First Reading of Budget and LCAP</i>
6/21	Second Board meeting to approve Budget and LCAP <i>Asking permission to change meeting to Thursday, 6/16.</i>

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 9, 2016 at San Pasqual Union School

Regular Session

- Meeting called to order at 5:37 p.m. Member Jackson, Baker and Hersey present. Member Spivey and Heidemann absent. Superintendent Hargrave and recording secretary, Cece Bostrom also present.
- Public was welcomed and the flag salute was recited.
- No comments from the public during the hearing of the public on the Districts Effectiveness funding.
- No one from the public addressed the Board during the regular public hearing.
- Member Baker moved to approve the minutes of 1/12/16. Member Hersey seconded the motion. Motion passed 3/0.

Aye: Baker, Jackson, Hersey Absent: Heidemann, Spivey No: 0

Reports:

- No report from PTA or Foundation

Curriculum Report

Middle school teacher presented information on the film production class and the use of technology.

Member Heidemann arrived at 6:02.

Budget Report:

Director of Finance, Rhonda Brown gave an update on the Governor's state budget.

Superintendent Report

- Creating an updated technology plan starting with the upgrading of the infrastructure with hot spots in needed areas.
- Currently working with the California Center for the Arts and the Red Barn Arts to bring all K-8 students enrichment opportunities.
- The SAGE committee continues to clean out the school garden by having garden work days.
- Teacher PLC day was focused on CAASPP training, looking at data and interventions. Two teachers went to other schools to look at new science standards and their Stem programs.
- Attended Superintendent Symposium in Sacramento.
- Sending teachers to the CUE conference in March and working on getting them Google certified.
- Will be attending County School Board meeting on behalf of the District to present letter of support for all they have done.
- Working on the facilities needs after gas leak and roof leaks. Installing surveillance system on campus and speakers in the maintenance yard.

Presentation:

- Student, Liam Myers addressed the Board on use of skateboards as a means of travel to school. Liam will be meeting with administration on how they can add skateboards to the policy.

- Science teacher, Jolene Mallory requested permission to show PG13 movie, Interstellar. Movie will be shown in the science class as it deals with science concepts such as the black holes, relativity, and space travel. Movie will create enriched conversation with topics of astronomy. Member Hersey moved to support the process of asking the Board for permission to show movies along with parent approval. Member Heidemann seconded the motion. Motion passed 4/0.

Aye: Baker, Jackson, Hersey, Heidemann Absent: Spivey No: 0

- Middle School teacher, Jolene Mallory along with parent Shaina Miller have formed the San Pasqual Green Team who is made up of students who are interested in helping the environment through waste reduction, composting, recycling and energy conservation. She presented some of their ideas for campus beautification and plans to enter the Green School challenge.

Action/Discussion

- Member Hersey moved to approve the School Accountability Report Card as presented. Member Baker seconded the motion. Motion passed 4/0.
Aye: Baker, Jackson, Hersey, Heidemann Absent: Spivey No: 0
- Member Heidemann moved to approve the CSBA Consortium agreement as presented. Member Hersey seconded the motion. Motion passed 4/0.
Aye: Baker, Jackson, Hersey, Heidemann Absent: Spivey No: 0
- Motion to approve BP 4250 was brought to a vote. Motion was unanimously a no. Recommendations to bring to next Board meeting for further discussion.
Aye: 0 No: Baker, Jackson, Hersey, Heidemann Absent: Spivey
- Member Heidemann moved to approve consent agenda. Member Baker seconded the motion. Motion passed 4/0.
Aye: Baker, Jackson, Hersey, Heidemann Absent: Spivey No: 0

Comments by Trustees:

- **Member Spivey:** Absent
- **Member Heidemann:** Apologized for being late.
- **Member Hersey:** Thanked everyone for their presentations. He really enjoyed it.
- **Member Baker:** Enjoyed all the presentations and enjoyed having students present.
- **Member Jackson:** Echoed everyone's comments. Asked Board to select a date to hold a Community Forum regarding the proposed housing development. Board would like to meet in April.

Closed session was not needed.

Member Jackson moved to adjourn at 7:29 p.m.

Shannon Hargrave, Secretary
SH:cb

Comprehensive School Safety Plan SB 187 Compliance Document

**2015-2016
School Year**

School: San Pasqual Union Elementary School
CDS Code: 37-68353-6040331
District: San Pasqual Union Elementary School District
Address: 15305 Rockwood Road
Escondido, CA 92027
Date of Adoption: April 12, 2016

Approved by:

Name	Title	Signature	Date
Blasie Jackson	Governing Board President		
Angie Baker	Governing Board VP		
Scott Heidemann	Governing Board Clerk		
David Hersey	Governing Board Member		
Tim Spivey	Governing Board Member		
Herb Sarnoff	School Site Council		
Alisa Kosner	School Site Council		
Bill Burwell	School Site Council		
Allyson Essex	School Site Council		
Dara Cerwonka	School Site Council		

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Senate Bill 187: Comprehensive School Safety Plan Purpose

The California Education Code (sections 32280-32288) outlines the requirements of all schools operating any kindergarten and any grades 1 to 12, inclusive, to write and develop a school safety plan relevant to the needs and resources of that particular school.

In 2004, the Legislature and Governor recast and renumbered the Comprehensive School Safety Plan provisions in SB 719 and AB 115. It is the intent of the Legislature in enacting the provisions to support California public schools as they develop their mandated comprehensive safety plans that are the result of a systematic planning process, that include strategies aimed at the prevention of, and education about, potential incidents involving crime and violence on school campuses.

The historical requirement of the Comprehensive School Safety Plan was presented in Senate Bill 187, which was approved by the Governor and chaptered in 1997. This legislation contained a sunset clause that stated that this legislation would remain in effect only until January 1, 2000. Senate Bill 334 was approved and chaptered in 1999 and perpetuated this legislation under the requirement of the initial legislation.

Comprehensive School Safety Plans are required under SB 719 & AB 115 and contains the following elements:

Assessment of school crime committed on school campuses and at school-related functions

- Child abuse reporting procedures
- Disaster procedures
- Suspension and expulsion policies
- Procedures to notify teachers of dangerous pupils
- Discrimination and harassment policies
- School wide dress code policies
- Procedures for safe ingress and egress
- Policies enacted to maintain a safe and orderly environment
- Rules and procedures on school discipline
- Hate crime reporting procedures

The Comprehensive School Safety Plan will be reviewed and updated by March 1st every year. In July of every year, the school will report on the status of its school safety plan including a description of its key elements in the annual school accountability report card.

A copy of the Comprehensive School Safety Plan is available for review at www.sanpasqualunion.net.

Safety Plan Vision

San Pasqual Union School District is committed to creating a safe, secure, orderly, and caring learning environment. Safety is central to the daily operation of the school with a purposeful connection between physical safety/security as well as psychological safety/security.

Components of the Comprehensive School Safety Plan (EC 32281)

San Pasqual Union Elementary School Safety Committee

Assessment of School Safety

San Pasqual Union School District uses the process of assessment and planning, physical protection and response capacity development designed to: 1) Protect students and staff from physical harm; 2) Minimize disruption and ensure the continuity of education for all children; 3) Develop and maintain a culture of safety; and 4) Inform parents of safety plan and procedures. SPU assesses hazards, vulnerabilities, capacities and resources; plans and implements for physical risk reduction, maintenance of safe facilities, standard operating procedures and training for disaster response; create preparedness plans and conduct regular drills for a variety of potential incidents. SPU practices, monitors, and improves by holding drills to practice, reflect, and update.

In addition, San Pasqual Union School's physical safety plan includes measures such as volunteer clearance, visitor check-in and identification badges. The school district Comprehensive School Safety Plan is aligned with the recommendations from the San Diego County Office Education, state Homeland Security, local emergency responders, and public safety officials and use the general response practices outlined in the National Incident Management System (NIMS). Review and assessment of the current safety needs are conducted regularly.

Strategies and Programs to Provide and Maintain a High Level of Safety (EC 32281(a)1, items A-J)

San Pasqual Union School's 27-acre facility is completely fenced and locked. There are 5 security cameras that monitor and record activities at campus perimeter gates and main entrances, 24 hours per day, 7 days per week. The school campus is also monitored by the facilities and maintenance staff from 6:30 am to 9:00 pm. Both certificated and classified staff supervise students before school, during recess/nutrition, lunch, and after school. The District has adopted and proactively implements 'Character Counts' with the Six Pillars of Character: Trustworthiness, Respect, Responsibility, Fairness, Caring, and Citizenship. Students are taught to be people of character and these values are reinforced daily. The District proactively implements an annual 'Expectations Expo' where students are explicitly taught and encouraged to practice safe, on task, accepting, and respectful behaviors. Monthly training and practice drills for staff, students, and volunteers are held to prepare for a potential crisis event. The District has response protocols for situations and/or students who are at-risk or in crisis. Interventions are designed for students who may not respond to prevention efforts. Staff is trained in Trauma Informed Care, Restorative Justice, and Positive Behavior Intervention Supports (PBIS). Student support through Vista Hill mental health services, interns from the USC social work program, and a school psychologist are available to provide counseling support to all students. The District has a Safety Planning Committee that meets annually to review and update the school safety plan to reflect current needs.

Appropriate strategies and programs are in place to provide and maintain a high level of school safety and address the school's procedures for complying with existing laws related to school safety, which shall include the development of all of the following:

- Child abuse reporting procedures consistent with Penal Code 11164
- Routine and emergency disaster preparedness and procedures
- Policies pursuant to Ed Code 48915(c) and other school-designated serious acts which would lead to suspension, expulsion or mandatory expulsion recommendations
- Procedures to notify teachers of dangerous students pursuant to Ed Code 49079
- Discrimination and harassment policy consistent with the prohibition against discrimination pursuant to Ed Code 200-262.4
- Procedures for safe ingress and egress of students, parents/guardians, and employees to and from school
- Safe and orderly environment conducive to learning
- Rules and procedures on school discipline adopted pursuant to Ed Code 35291 and 35291.5
- Procedures for reporting bullying and school crimes, including but not limited to We Tip and Anonymous Alerts.
- Healthy Kids Survey administered to 5th and 7th grade students, staff, and parent groups.
- Staff and parent volunteers are required to wear identification badges.

School safety is the job of the entire school community. The Safety Plan is a continuous process that focuses on:

- Committee representation
- Staff training
- Review of basic emergency and standard operating procedures

- School Evacuation Route Maps posted in each classroom
- Identification of campus and neighborhood risks and hazards
- Check and re-supply administration, health office, and classroom emergency backpacks
- Check and re-supply four emergency bins
- Update student emergency cards
- Communicate emergency plans with families
- Communicate student-family reunification procedures to parents
- Implement a variety of emergency drills and procedures
- Reflect, update, and plan

(A) Child Abuse Reporting Procedures (EC 35294.2 [a] [2]; PC 11166)

School district staff is required by law to report cases of suspected child abuse and neglect to the appropriate law enforcement agency when they have a reasonable suspicion that a child has been a victim of child abuse and/or neglect. As mandated reporters, the staff of the San Pasqual Union School District has a responsibility to protect students by facilitating the prompt reporting of known and suspected incidents of child abuse. As per Board Policy 5141, "The Superintendent or designee shall provide training regarding the reporting duties of mandated reporters." SPU uses a portion of its staff development time at the beginning of the year to train staff on the laws, policies, and procedures required of school employees as mandatory reporters.

Each incident report is prepared on the Social Services Suspected Child Abuse Report (SS8572) form. Reports are made by telephone and/or faxed to the hotline. All incident reports are confidential. All Social Services representatives are required to sign-in the front office and provide appropriate court orders/identification (all confidential reports of suspected child abuse are maintained on file in the school office).

Board Policy available on our web page www.sanpasqualunion.net and in our district office

(B) Disaster Procedures (EC 35295-35297; GC 8607 and 3100)

Disaster Plan (See Appendix C-F)

Per Board Policy 3516, through on-going emergency training and drills for all staff, students, and visitors, the Superintendent or designee shall ensure that the District plan addresses:

- Fire on/off school grounds which endangers students, staff, and visitors.
- Earthquake or natural disasters
- Environmental hazards
- Attack or disturbance, or threat of attack or disturbance, by an individual or group
- Bomb threat or actual detonation
- Biological, radiological, chemical, and other activities, or heightened warning of such activities
- Medical emergencies and quarantines

The dismissal of students from school shall be governed by the emergency procedures outlined in this plan and consistent with the Incident Command System. Students may only be released to parent, guardian or other adult specified on the Emergency Card. However, this policy does not preclude the exercise of professional judgment by an administrator when the circumstances of the situation indicate dismissal to be in the best interest of the student. Each teacher is in possession of a student enrollment sheet and a copy is kept in the teacher's red Emergency Backpack. Teachers are required to remain with students until directed otherwise. San Pasqual Union prepares and implements a school disaster plan that designates responsibilities, action steps, and an established chain of command.

Board Policy available on our web site www.sanpasqualunion.net and in our district office

Public Agency Use of School Buildings for Emergency Shelters

San Pasqual Union School will be available to governmental agencies, such as law enforcement, fire, and the Red Cross, as directed and needed.

(C) School Suspension, Expulsion and Mandatory Expulsion Guidelines

Per Board Policy 5144, the Board of Trustees is committed to providing a safe, supportive, and positive school environment which is conducive to learning and preparing students for responsible citizenship by fostering self-discipline and personal responsibility. As per Ed Code 48900, disciplinary measures that may result in loss of instructional time or cause students to be disengaged from school, such as detention, suspension, and expulsion, shall be imposed only when required by law or when other means of correction have been documented to have failed.

Ensuring all students are in class every day and have access to learning is a priority of San Pasqual Union School. However, there are times when behaviors can impact the safety and learning of others. In these cases, administrators may choose to suspend a student from school for behavior if other interventions and corrective actions have not been successful. Students may be suspended or expelled for the following acts committed while on school grounds, while going to or coming from school or at a school-sponsored activity/event on or off-campus, including in another school district: 1) Assault or Battery, 2) Controlled Substances, 3) Damage to School or Private Property, 4) Defiance or Disruption, 5) Drug Paraphernalia, 6) Harassment, Threats, Intimidation, 7) Hate Violence, 8) Imitation Firearms, 9) Physical Injury to Others, 10) Profanity or Obscenity, 11) Robbery or Extortion, 12) Sale of Controlled Substances, 13) Sexual Assault, 14) Sexual Harassment, 15) Stealing, 16) Terrorist Threats, 17) Tobacco and Nicotine, 18) Weapons or Other Dangerous Objects, 19) Laser Pointers, 20) Hazing, and 21) Bullying.

Alternative and Other Means of Correction (EC 48900, 48900.5) - SPU may document other means of corrections short of suspension and expulsion and place the documentation in the pupil's record. Other means of correction may include: a conference between school personnel, the pupil's parent and the pupil; referrals to the school counselor, social worker, and/or psychologist; Student Success Team (SST); or other intervention-related teams that assess behavior and develop and implement behavior plans.

Board Policy is available on our web site www.sanpasqualunion.net and in our district office. In addition, the information can be found in San Pasqual Union School Family Resource Book.

(D) Procedures to Notify Teachers of Dangerous Pupils (EC 49079)

Ed Code 49079 and Welfare and Institutions Code 827 require that state teachers must be notified of the reason(s) a student has been suspended. The San Pasqual Union School District has incorporated this notification into the existing attendance reporting and discipline screens. All information regarding suspension and expulsion is confidential and may not be shared with any other student(s) or parent(s). Pursuant to Welfare & Institution Code 827(b) and Ed Code 59378, the Court notifies the Superintendent of SPU regarding students who have engaged in certain criminal conduct.

Board Policy and Administrative Regulation 4158 address employee security, authorizing the Superintendent or designee to develop strategies for protecting employees from potentially dangerous persons and situations.

Board Policy is available on our web site www.sanpasqualunion.net and in our district office.

(E) Sexual Harassment Policies (EC 212.6 [b])

Sexual harassment of any student by any employee, student or other person at school or at any school related activity is prohibited. Staff and students must be assured that they need not endure, for any reason, any harassment that impairs their educational environment or emotional well-being at San Pasqual Union School. Any forms of harassment must be reported to administration. Information related to a complaint of sexual harassment shall be confidential to the extent possible, and individuals involved in the investigation of such a complaint shall not discuss related information outside the investigation process.

Per Board Policy 5145.7 (Students), the Board of Trustees is committed to maintaining a safe school environment that is free from harassment and discrimination. The Board prohibits sexual harassment of students at school or at school-sponsored or school-related activities. The Board also prohibits retaliatory behavior or action against any person who files a complaint, testifies, or otherwise participates in district complaint process.

Per Board Policy 4119.11 (Personnel), prohibited sexual harassment includes, but is not limited to, unwelcome sexual advances, ~~unwanted requests for sexual favors, or other unwanted verbal, visual, or physical conduct of a sexual nature made against another~~ person of the same or opposite sex in the work or educational setting (Ed Code 212.5). Any employee who engages in, permits or fails to report sexual harassment shall be subject to disciplinary action up to and including dismissal. In addition, criminal or civil charges may be brought against the alleged harasser. SPU uses a portion of its staff development time at the beginning of the year to train staff on the laws, policies, and procedures required regarding sexual harassment.

Board Policy is available on our web site www.sanpasqualunion.net and in our district office. Information can also be found in the San Pasqual Union School Family Resource Book.

(F) School-wide Dress Code Relating to Gang-Related Apparel (EC 35183)

Per Board Policy 5132, the Board of Trustees believes that appropriate dress and grooming contribute to a productive learning environment. The Board expects students to give proper attention to personal cleanliness and to wear clothes that are suitable for the school activities in which they participate. Students' clothing must not present a health or safety hazard or a distraction which would interfere with the educational process.

Per EC 35183, students may not wear clothing denoting gang affiliation.

Students who violate the dress code policy will be requested to fix inappropriate clothing, change into District provided clothing, or contact parents/guardians to have proper clothing items brought to school.

Ed Code Title V, Section 302: A pupil who goes to school without proper attention having been given to personal cleanliness or neatness of dress, may be sent home to be properly prepared for school, or shall be required to prepare himself for the schoolroom before entering.

Board Policy is available on our web site www.sanpasqualunion.net and in our district office. Additional information, including the full SPUSD dress code, can be found in the SPUSD Family Resource Book.

(G) Procedure for Safe Ingress and Egress of Pupils, Parents, and Staff to and from School (EC 35294.2)

San Pasqual Union School collaborates with school staff, parent groups, local public works, public safety departments, and other city/county agencies in the development and implementation of Ingress and Egress procedures.

Per Board Policy 5142 Safe Routes To School Program, the Board of Trustees recognizes that walking, bicycling, and other forms of active transport to school promote students' physical activity and reduce vehicle traffic and air pollution in the vicinity of school. In addition, the Board recognizes the importance of providing a safe school environment that is conducive to learning and helps ensure student safety and prevention of student injury. The Superintendent or designee shall implement appropriate practices to minimize the risk of harm to students.

Board Policy is available on our web site www.sanpasqualunion.net and in our district office.

(H) A Safe and Orderly School Environment Conducive to Learning (EC 35294.2)

Component:

Facilities in Good Repair & Student Safety - (LCAP)

Element:

Prioritize a safe, clean, and well-maintained school facility and campus.

Opportunity for Improvement:

Maintain a safe and secure school environment.

Objectives	Action Steps	Resources	Lead Person	Evaluation
District will maintain playground equipment structures, blacktop playgrounds, and grass fields as designated.	As measured by: Facility Inspection Tool (FIT) will be completed annually to evaluate campus conditions. Focus will be on facility maintenance, cleanliness, and student, staff, and campus safety.	Maintenance & Facilities	Administration and Facilities & Maintenance Manager	Annually, as required.
District will maintain property in compliance with fire and safety requirements.	Annual Fire and Safety Inspection by the San Diego Fire Department.	Maintenance & Facilities	Administration and Facilities & Maintenance Manager	Annually, as required.
District will set aside funds for routine restricted maintenance, plus additional funds for deferred maintenance as needed.	Review of Budget in June, 1st Interim in December, 2nd Interim in March and Unaudited Actuals in September.	Business Office	Administration, Chief Business Officer, and Facilities & Maintenance Manager	As required
Energy efficiency upgrades will occur as needed.	Prop 39 analysis and upgrades	Maintenance & Facilities	Administration and Facilities & Maintenance Manager	Annually, as required.

Objectives	Action Steps	Resources	Lead Person	Evaluation
High quality instructional program in a safe and supporting environment.	<p>Students are to be inside the classroom only when a teacher or adult supervisor is present.</p> <p>Students are to remain in their assigned areas before/after school, during breaks, and at lunchtime. Playing around restrooms and classrooms is not permitted.</p> <p>A pass is required for any student out of class at any time, except for scheduled breaks and passing periods.</p> <p>Students are expected to be quiet, courteous, and respectful while in the office.</p> <p>Defacing school property is a major offense. Students will be disciplined and parents are liable to pay for repairs or replacement.</p> <p>Closed Campus - a student may not leave campus at any time before school is dismissed without being checked out through the Main Office by a parent, guardian, or other approved adult.</p> <p>All electronic devices must be turned off during the school day unless specific permission is granted by a staff member.</p>	Staff & Administration	Administration	As needed

Component:

Pupil Engagement - Local Control Accountability Plan (LCAP)

Element:

Increase student engagement, involvement, and connectedness within the school environment.

Opportunity for Improvement:

Programs and strategies implemented for student attendance, chronic absenteeism, and discipline rates. Students and staff receive ongoing training and resources to meet the changing needs of the individual students and the student body.

Objectives	Action Steps	Resources	Lead Person	Evaluation
Character Education and curriculum programs.	District will continue to develop and implement Character Education, student activities, and student leadership opportunities.	Teachers	Administration	Review of student academic, discipline, and attendance records.
Positive Behavior Interventions and Programs.	District will provide professional development for all staff. For example, Trauma Informed Care, Restorative Justice, Positive Behavior Intervention Support (PBIS), ASB Leadership Conference, Character curriculum.	Teachers and counselors	Administration	Review of student academic, discipline, and attendance records.
Mental Health Support.	District will continue to provide mental health professionals; including counselor, school psychologist, and social worker intern(s) (based on funding).	School Psychologist	Administration	Review of student academic, discipline, and attendance records.
Visual and Performing Arts	District will continue 'Red Barn Art' committee and programs. All students will have access to VAPA opportunities.	Red Barn Art Committee & VAPA teacher	Administration	Review of student academic, discipline, and attendance records.
Outdoor Education	District will continue with school Garden "SAGE" - Students Are Growing Everyday. All students will have access to garden opportunities.	SAGE Committee & Custodian	Administration	Review of student academic, discipline, and attendance records.
After School Athletics & Activities	District will continue with after school athletics and choir programs. All students will have access to after school opportunities.	Athletic Director & VAPA teacher	Administration	Review of student academic, discipline, and attendance records.

Component:

School Climate - Local Control Accountability Plan (LCAP)

Element:

Positive culture for teaching and learning.

Opportunity for Improvement:

Increase staff, student and parent involvement. Increase school spirit and pride. Involve all stakeholders in creating a positive teaching & learning environment that emphasizes high expectations for school citizenship.

Objectives	Action Steps	Resources	Lead Person	Evaluation
Student academic achievement recognition.	<ul style="list-style-type: none"> • Student certificates for character traits, attendance, teacher recognition, and honor roll. • Student award assemblies. • Accelerated Reader program to recognize students in multiple ways: Word of the Month, AR Star, and whole class achievement. • All students have an opportunity to participate and achieve. 	Teachers and Librarian	Administrator	Student participation and achievement
Staff achievement recognition.	<ul style="list-style-type: none"> • Teachers recognizing teachers during Professional Learning Community meetings through drops (How Full Is Your Bucket). • Teacher of the Year selection and recognition. • Teacher appreciation day/week activities. 	Teachers, parents & administration	Administration	Teacher morale as measured by teacher attendance and Healthy Kids Survey*
Character Development	<ul style="list-style-type: none"> • Character education for all students. • Patriotic Character Assemblies and activities • Character Cards for K-3 students. 	Teachers	Administration	As measured by attendance and discipline rates.
Anti-Bullying Measures	Anti-Bullying and Cyber Bullying education and assemblies for staff, students, and parents.	Teachers & administration	Administration	As measured by attendance and discipline rates.

Staff, Student, Parent/Guardian and Community Activities	<ul style="list-style-type: none"> • Family Nights • Book Fairs • VAPA events • Award assemblies • Loved One's Luncheon • ART Day (Red Barn Art) • Harvest Day (SAGE) • Other PTA and Foundation events 	Teachers, parents & administration	Administration	As measured by parent involvement and event attendance
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(I) School Discipline Rules and Consequences (EC 35291 and EC 35291.5)

San Pasqual Union Elementary School Student Conduct Code

Conduct Code Procedures

All San Pasqual Union School students are encouraged to S.O.A.R., as reflected:

Safe and Self-Controlled
On-Task
Accepting of Others
Responsible and Respectful

All students receive positive privileges and awards for appropriate behavior. Students who choose to disobey the rules receive fair, consistent consequences for their actions. The SPUSD classroom code of conduct is based on the premise that the teacher has the right to teach and every student has the right to learn. Per EC 48900(k), no student has a right to disrupt the learning environment. All students are expected to demonstrate acceptable behavior and adhere to state laws and school rules, all of which are designed to ensure a safe campus and a productive learning environment. The "Five Rules for Schoolwide Discipline" are as follows:

- 1) Follow directions the first time they are given
- 2) Use appropriate school language
- 3) Keep hands, feet and objects to self
- 4) Treat others and their property with kindness and respect
- 5) Respect all adults and school property and use all school equipment correctly.

Teachers and staff maintain an effective learning environment through engaging lessons and positive classroom management techniques. Teachers are empowered to address incidents of misbehavior directly in their classrooms. Students who behave in inappropriate ways and violate school rules and standards will receive appropriate consequences for their actions. Multiple offenses in one day or repeated violations over time will typically trigger the following sequence of consequences: First time - verbal warning, Second time - change of space or task, parent notified via teacher, and Third time - referred to administrator; parent notified of the infraction and consequences. Steps may be skipped and consequences elevated for more serious offenses.

Per Ed Code 44807 & CCR 300, every teacher in the public schools shall hold students to a strict account for their conduct on the way to and from school, on the playground or during recess, and at any school sponsored event. Per Board Policy 5144 - The Board of Trustees is committed to providing a safe, supportive, and positive school environment which is conducive to student learning and to preparing students for responsible citizenship by fostering self-discipline and personal responsibility. The Board believes that high expectations for student behavior, use of effective school and classroom management strategies, provision of appropriate intervention and support, and parent involvement can minimize the need for disciplinary measures that exclude students from instruction as a means for correcting student misbehavior. The Superintendent or designee shall design a complement of effective, age-appropriate strategies for maintaining a positive school climate and correcting student misbehavior. The strategies shall focus on providing students with needed supports; communicating clear, appropriate, and consistent expectations and consequences for student conduct; and ensuring equity and continuous improvement in the implementation of district discipline policies and practices. In addition, the Superintendent or designee's strategies shall reflect the Board's preference for the use of positive interventions and alternative disciplinary measures over exclusionary discipline measures as a means for correcting student misbehavior. Disciplinary measures that may result in loss of instructional time or cause students to be disengaged from school, such as detention, suspension, and expulsion, shall be imposed only when required by law or when other means of correction have been documented to have failed. (Ed Code 48900.5)

Boar Policy is available on our web site www.sanpasqualunion.net and in our district office. Information can also be found in the San Pasqual Union School Family Resource Book.

(J) Hate Crime Reporting Procedures and Policies

Per Board Policy 5145.9 - The Governing Board affirms the right of every student to be protected from hate-motivated behavior. It is the intent of the Board to promote harmonious relationships that enable students to gain a true understanding of the civil rights and social responsibilities of people in our society. Behavior or statements that degrade an individual on the basis of his/her race, ethnicity, culture, heritage, gender, sexual orientation, physical/mental attributes, religious beliefs or practices shall not be tolerated. Any student who feels that he/she is a victim of hate-motivated behavior shall immediately contact the Principal or designee. Any staff who receive notice of hate-motivated behavior or personally observes such behavior shall notify the Principal, Superintendent, or designee, and law enforcement, as appropriate. Students demonstrating hate-motivated behavior shall be subject to discipline in accordance with Board Policy and administrative regulation.

Board Policy is available on our web site www.sanpasqualunion.net and in our district office. Information can also be found in the San Pasqual Union School Family Resource Book.

Safety Plan Review, Evaluation and Amendment Procedures

San Pasqual Union School District Administration, Safety Planning Committee, and School Site Council shall consult with local law enforcement and review, evaluate, and update the plan annually. The School Site Council and the Governing Board will approve the updated plan annually.

Safety Plan Appendices

Emergency Contact Numbers

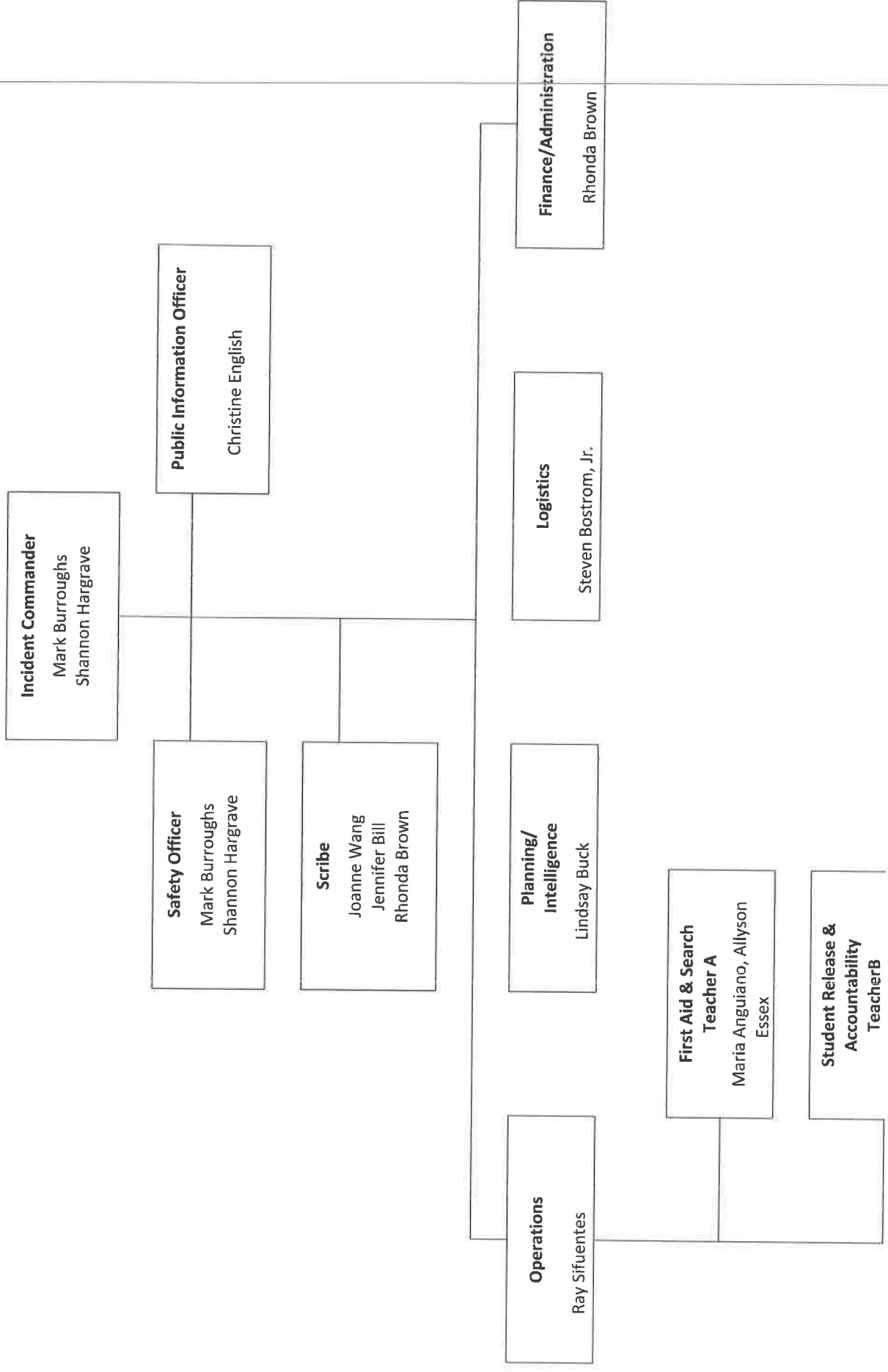
Utilities, Responders and Communication Resources

Type	Vendor	Number	Comments
School District	San Pasqual Union School District	(760) 745-4931	
Law Enforcement/Fire/Paramedic	San Diego Police Department	(619) 531-2000	
Law Enforcement/Fire/Paramedic	Escondido Police Department	(760) 839-4721	
Law Enforcement/Fire/Paramedic	San Diego Sheriff's Department	(858) 565-5200	
Law Enforcement/Fire/Paramedic	San Diego Fire Department	(619) 533-4300	
Law Enforcement/Fire/Paramedic	San Pasqual Fire Department	(760) 480-9924	
Law Enforcement/Fire/Paramedic	Escondido Fire Department	(760) 839-5400	
Local Hospitals	Palomar Medical Center	(760) 739-3000	2185 Citracado Pkwy, Escondido, CA 92029
Local Hospitals	Pomerado Hospital	(760) 796-6812	1540 E. Valley Pkwy, Escondido CA 92027
Local Hospitals	Rady Children's Hospital	(858) 576-1700	3020 Children's Way, San Diego, CA 92123

Safety Plan Review, Evaluation and Amendment Procedures

Activity Description (i.e. review steps, meetings conducted, approvals, etc)	Date and Time	Attached Document (description and location)
Safety Plan review and update with Safety Committee twice yearly	August/September & January/February	Meeting notes and attendees are maintained with the Office Manager
Safety Plan review, update, and approval with School Site Council once yearly	February/March	Meeting notes and attendees are maintained with the Office Manager. Copies are filed as required.
Safety Plan reviewed with Leadership Team	February/March	Meeting notes and attendees are maintained with the Office Manager
Safety Plan review with staff at beginning of year staff meeting, reviewed throughout year as needed	August/September	Meeting notes and attendees are maintained with the Office Manager

San Pasqual Union Elementary School Incident Command System



Incident Command Team Responsibilities

Standardized Emergency Response Management System Overview

The California Standardized Emergency Management System (SEMS) is designed to centralize and coordinate emergency response through the use of standardized terminology and processes. This greatly facilitates the flow of information and resources among the agencies participating in response to an emergency. SEMS consists of five functions:

Management

During an emergency, the Incident Commander directs response actions from a designated Command Post. To effectively do this, the Incident Commander must constantly assess the situation, and develop and implement appropriate strategies. The Incident Commander must be familiar with the available resources, accurately document all response actions, and effectively communicate response strategies to others participating in the response. This function is typically filled by the school principal. The principal is assisted in carrying out this function by a Public Information & Liaison Officer and Safety Officer.

Planning & Intelligence

Planning and Intelligence involves the use of various methods to efficiently gather information, weigh and document the information for significance, and actively assess the status of the emergency. This understanding and knowledge about the situation at hand is vital to the effective management of a response. These activities are performed by a single person who reports directly to the Incident Commander.

Operations

All response actions are implemented under by Operations. This includes staff performing first aid, crisis intervention, search and rescue, site security, damage assessment, evacuations, and the release of students.

Logistics

Logistics supports the response by coordinating personnel; assembling and deploying volunteers; providing supplies, equipment, and services; and facilitating communications among emergency responders.

Finance & Administration

Finance & Administration involves the purchasing of all necessary materials, tracking financial records, timekeeping for emergency responders, and recovering school records following an emergency. These activities are performed by a single person who reports directly to the Incident Commander.

Emergency Response Guidelines

Step One: Identify the Type of Emergency

Identification of the emergency by the Incident Commander

Step Two: Identify the Level of Emergency

Determination by the Incident Commander

Step Three: Determine the Immediate Response Action

Response is determined by Safety Plan. Initial response by staff and students will most always include one or more of the four basic 'initial action steps': 1) Duck and Cover, 2) Evacuate Building(s), 3) Shelter-In-Place, and 4) Lock-Down

Step Four: Communicate the Appropriate Response Action

The Incident Commander will provide direction either in person or by other means as necessary such as public address system, email, phone, text, and/or use of 'all-call system'. Teachers to follow guidelines from Safety Plan and Incident Command System.

Types of Emergencies & Specific Procedures

Aircraft Crash

- Call 911
- Duck & Cover and Evacuate as needed
- Take roll and report to Incident Commander
- Determine if any students or staff are in immediate danger or injured. Deploy Search & Rescue and administer first aid if needed.
- Incident Commander to determine level of response and determine next action steps
- Communicate with parents/guardians and community
- Prepare incident status report for emergency response personnel
- Debrief with staff

Animal Disturbance

- Call Custodian and/or Animal Control to secure animal
- Shelter-in-Place and Evacuate or relocate to another classroom or area as needed
- Take roll and report to Incident Commander
- Determine if any students or staff are in immediate danger or injured and administer first aid if needed.
- Await further instructions from Incident Commander or "All Clear" signal
- Communicate with parents/guardians and community
- Prepare incident status report
- Debrief with staff

Armed Assault on Campus

- Call 911
- Lockdown procedures
- Duck and Cover (hide)
- Follow direction from Incident Commander or Law Enforcement (wait for "All Clear" signal)
- Take roll and determine if any students or staff are in immediate danger or injured.
- Communicate with parents/guardians and community
- Prepare incident status report for emergency response personnel
- Debrief with staff and law enforcement

Biological or Chemical Release

- Call 911, HazMat, and/or San Diego Gas & Electric
- Evacuate areas/buildings as needed. Shelter-in-Place and remain indoors.
- Shut-off all heating and ventilation systems.
- Take roll and report to Incident Commander
- Determine if any students or staff are in immediate danger or injured. Administer first aid if needed.
- Incident Commander to determine level of response and determine next action steps
- Communicate with parents/guardians and community
- Prepare incident status report for emergency response personnel
- Debrief with staff

Bomb Threat/ Threat Of violence

Most bomb threats are received by phone. Bomb threats are serious until proven otherwise. Act quickly, but remain calm and obtain information from the bomb threat procedures list (found in Safety Plan and kept at all phones in the office).

If a bomb threat is received by phone:

- Remain calm. Keep the caller on the line for as long as possible. DO NOT HANG UP, even if the caller does.
- Listen carefully. Be polite and show interest.

- Try to keep the caller talking to learn more information.
- If possible, write a note to a colleague to call the authorities (flash orange card), or as soon as the caller hangs up, immediately notify authorities.
- If your phone has a display, copy the number and/or letters on the window display.
- Immediately upon termination of the call, do not hang up, but from a different phone, contact Federal Protective Service (FPS) Police immediately with information and await instructions.

If a bomb threat is received by handwritten note:

- Call 911 and FPS
- Contact Incident Commander (administrator)
- Handle note as minimally as possible.

If a bomb threat is received by email:

- Call 911 and FPS
- Contact Incident Commander (administrator)
- Do not delete the message.

Signs of a suspicious Package:

No return address, excessive postage, stains, strange odor, strange sounds, unexpected delivery, poorly handwritten, misspelled words, incorrect titles, foreign postage, restrictive notes.

DO NOT:

- * Use two-way radios or cellular phone (radio signals have the potential to detonate a bomb).
- * Evacuate the building until police arrive and evaluate the threat.
- * Activate the fire alarm.
- * Touch or move a suspicious package.

Take roll and report to Incident Commander

Incident Commander/authorities to determine level of response and determine next action steps

Communicate with parents/guardians and community

Prepare incident status report for emergency response personnel

Debrief with staff

Bus Disaster

The following procedures are for use by bus drivers and appropriate school administration in the event of a bus disaster (earthquake, accident) that occurs while students are on a field trip or being transported to or from school. This section addresses a general emergency, however bus drivers may need to make spontaneous, independent decisions based on the nature of the emergency, age of the children, location of the bus, and other unique circumstances to ensure student safety.

- Call 911
- Protect student passengers from injuries and the bus from further damage. Administer first aid if needed.
- Turn off the ignition and follow bus inspection guidelines.
- Follow bus evacuation procedures if conditions are safer outside the bus than inside.
- Take roll and report situation to school administrator.
- Bus Driver to remain with students.
- Do not release any students to anyone unless told to do so by school administration or law enforcement (record).
- School administrator will dispatch a school representative to the bus location and provide support.
- Communicate with parents/guardians and community
- Prepare incident status report for emergency response personnel
- Debrief with staff

Disorderly Conduct

In the event of civil disturbance, gunfire/police action in vicinity, armed intruder, hostage crisis, other other threat situation as appropriate.

- Call 911
- Lockdown and Duck & Cover (hide)
- Take roll and report to Incident Commander
- Incident Commander and authorities will determine level of response and determine next action steps
- Communicate with parents/guardians and community
- Prepare incident status report for emergency response personnel
- Debrief with staff

Earthquake

Earthquakes generally occur without warning and may cause minor to serious ground shaking, damage to building and injuries.

- Call 911 if needed
- Duck and Cover & Evacuate as needed
- Take roll and report to Incident Commander
- Determine if any students or staff are in immediate danger or injured. Deploy Search & Rescue and administer first aid if needed.
- Incident Commander and/or authorities to determine level of response and determine next action steps
- Communicate with parents/guardians and community
- Prepare incident status report for emergency response personnel
- Debrief with staff

Explosion or Risk Of Explosion

- Call 911 if needed
- Duck and Cover - DO NOT approach windows or doors
- Take roll and report to Incident Commander
- Determine if any students or staff are in immediate danger or injured. Deploy Search & Rescue and administer first aid if needed.
- Incident Commander and/or authorities to determine level of response and determine next action steps
- Communicate with parents/guardians and community
- Prepare incident status report for emergency response personnel
- Debrief with staff

Fire in Surrounding Area

Notify the office, administration and Incident Commander. Sound the school alarm if needed.

- Call 911 if needed. If threat is not eminent, contact local fire department to determine location and direction of fire.
- Evacuate when directed based on location of fire. Or, shelter-in-place if directed by fire department.
- Take roll and report to Incident Commander
- Determine if any students or staff are in immediate danger or injured. Deploy Search & Rescue and administer first aid if needed.
- Incident Commander and/or authorities to determine level of response and determine next action steps
- Communicate with parents/guardians and community
- Prepare incident status report for emergency response personnel
- Debrief with staff

Fire on School Grounds

Notify the office, administration and Incident Commander. Sound the school alarm if needed.

- Call 911 if needed.
- Evacuate when directed based on location of fire. Or, shelter-in-place if directed by fire department.
- Take roll and report to Incident Commander

- Determine if any students or staff are in immediate danger or injured. Deploy Search & Rescue and administer first aid if needed.
- Incident Commander and/or authorities to determine level of response and determine next action steps
- Communicate with parents/guardians and community
- Prepare incident status report for emergency response personnel
- Debrief with staff

Flooding

Warning of impending flood and severe weather. School should receive warnings by authorities. If access to the Internet, the National Weather Service supplies current weather information, including severe weather warnings at AM 760, weather.com, and via the SD Emergency app

- Call 911 if needed.
- Keep students indoors until it is determined to be safe, shelter-in-place.
- Take roll and report to Incident Commander
- Incident Commander and/or authorities to determine level of response and determine next action steps
- Communicate with parents/guardians and community
- Prepare incident status report for emergency response personnel
- Debrief with staff

Loss or Failure Of Utilities

Administration and custodial staff to determine the nature of the source of the utility loss. Isolate the area and shut off the supply of water, gas or electricity to the affected system component or building. If necessary, shut off the gas, water or electrical supply to the entire campus. Detailed maps indicate utility shut offs and mechanical equipment for heating, ventilation, and air conditioning units. These maps are kept in the custodial barn, the front office, the Safety Plan, and in the Crisis Response Box.

- Call 911 if needed.
- Evacuate when directed or shelter-in-place, depending upon the loss of utility.
- Take roll and report to Incident Commander
- Incident Commander and/or authorities to determine level of response and determine next action steps
- Communicate with parents/guardians and community
- Prepare incident status report for emergency response personnel
- Debrief with staff

Caution:

- If gas leak, do not use the mechanical fire bells as it may create an explosive spark (use speaker system). Do not turn off lights or other electrical equipment which may cause a spark. Leave doors open to provide ventilation.
- * If water or sewer break, evacuate the building.

Motor Vehicle Crash

Notify the office, administration and Incident Commander.

- Call 911 if needed.
- Take roll and report to Incident Commander
- Determine if any students or staff are in immediate danger or injured.
- Evacuate to a safe area if necessary. If evacuation is not necessary, students and staff should remain away from accident in either classrooms or in assigned areas.
- Incident Commander and/or authorities to determine level of response and determine next action steps
- Communicate with parents/guardians and community
- Prepare incident status report for emergency response personnel
- Debrief with staff

Psychological Trauma

School administrators, counselors, psychologists and mental health professionals will follow the necessary steps. A Crisis Intervention Team may assess the range of crisis intervention services needed during and following the emergency. A Threat Assessment may occur. The physical safety of those involved and around the incident will be ensured and attention will focus on the emotional and psychological needs of students and staff.

Suspected Contamination of Food or Water

School administrators and custodians will respond and the safety needs of the students addressed.

- Call 911 if needed.
- Take roll and report to Incident Commander
- Determine if any students or staff are in immediate danger or injured.
- Incident Commander and/or authorities to determine level of response and determine next action steps
- Communicate with parents/guardians and community
- Prepare incident status report for emergency response personnel
- Debrief with staff

Unlawful Demonstration or Walkout

School administrators will respond and contact 911 if necessary. Appropriate steps will be followed for student safety.

- Shelter-in-place and/or Lock Down, Evacuation/Relocation strategies will be employed as needed.
- Take roll and report to Incident Commander
- Communicate with parents/guardians and community
- Prepare incident status report for emergency response personnel
- Debrief with staff

San Pasqual Union SD

Board Policy

Employee Benefits

BP 4250

Personnel

Benefit Eligible is defined as being employed for a total of 34 hours per week or more

12 Month Employees

1. Ten paid holidays per year plus four local as stipulated by law. Holiday pay will be based upon number of hours the employee averages per day during regular school week.
2. One-day paid sick leave per month as stipulated by law. Unused sick leave is accumulative from year to year. An absence for more than three days may require verification by a physician's certification of illness.
3. The district shall contribute to each eligible unit member the agreed upon amount from the San Pasqual Elementary Teacher Association bargaining contract for health and welfare benefit contribution. In addition, the district will provide to its member an optional Section 125 account. ~~The district will also reimburse to each benefit eligible unit member an amount not to exceed \$400.00 dollars for out of pocket medical expenses.~~ Benefits shall be offered as follows:
 - a. Medical - Full medical coverage is offered to eligible unit member and their eligible dependents.
 - b. Dental/Vision - Full dental coverage is offered for each eligible unit member. The unit member, if desired, can purchase dependent coverage at member cost.
 - c. Life - Life insurance in the amount of \$50,000 is provided to each full time unit member.
4. Other benefits apply as stipulated by law.

11 Month Employees

1. Nine paid holidays per year as stipulated by law. Holiday pay will be based upon number of hours the employee averages per day during regular school week.
2. One-day paid sick leave per month as stipulated by law. Unused sick leave is accumulative from year to year. An absence for more than three days may require verification by a physician's certification of illness.

3. The district shall contribute to each eligible unit member the agreed upon amount from the San Pasqual Elementary Teacher Association bargaining contract for health and welfare benefit contribution. In addition, the district will provide to its member an optional Section 125 account. ~~The district will also reimburse to each benefit eligible unit member an amount not to exceed \$400.00 dollars for out of pocket medical expenses.~~ Benefits shall be offered as follows:

- a. Medical - Full medical coverage is offered to eligible unit member and their eligible dependents.
 - b. Dental/Vision - Full ~~dental~~ coverage is offered for each eligible unit member. The unit member, if desired, can purchase dependent coverage at member cost.
 - c. Life - Life insurance in the amount of \$50,000 is provided to each full time unit member.
4. Other benefits apply as stipulated by law.

10 - Month Employees

1. Nine paid holidays per year as stipulated by law. Holiday pay will be based upon the number of hours the employee averages per day during a regular school week.
2. One-day paid sick leave per month as stipulated by law. Unused sick leave is cumulative from year to year. An absence for more than three days may require verification by a physician's certification of illness.
3. The district shall contribute to each eligible unit member 80% of the agreed upon amount from the San Pasqual Elementary Teacher Association bargaining contract for health and welfare benefit contribution. In addition, the district will provide to its member an optional Section 125 account. ~~The district will also reimburse to each benefit eligible unit member an amount not to exceed \$400.00 for out of pocket medical expenses.~~ Benefits shall be offered as follows:

- a. Medical - Full medical coverage is offered to eligible unit member and their eligible dependents.
 - b. Dental/Vision - Full ~~dental~~ coverage is offered for each eligible unit member. The unit member, if desired, can purchase dependent coverage at member cost.
 - c. Life - Life insurance in the amount of \$50,000 is provided to each full time unit member.
4. Other benefits apply as stipulated by law.

Classified Vacation Policy

1 through 5 years	10 days	(.83 days per month)
6 through 9 years	15 days	(1.25 days per month)
10 or more years	20 days	(1.67 days per month)

~~Full-time employees earn per the schedule above.~~

~~Part-time employees averaging 4 hours per day or more earn days based upon the number of hours the employee averages per day during a regular school week.~~

~~10-month and 11-month employees are expected to use vacation time any time the school is closed for holidays, (i.e. Thanksgiving Break, Winter Break, Spring Break, etc.)~~

~~An employee may carry only two years of vacation on the books. Any unused vacation time at the end of the second year will be lost. All vacation and sick time is based upon the district's fiscal year.~~

Paid Vacation: Employees shall receive a monthly rate of vacation, according to years of service, for each month they are in a paid status for more than one-half of the working days of the month. The employee's anniversary date shall be the basis for the computation of earned vacation for longevity in service. Part-time employees averaging 20 hours per week or more, earn vacation based upon the number of hours the employee works per day during a regular school week.

	<u>12-Month Employee</u>	<u>11-Month Employee</u>	<u>10-Month Employee</u>
1 through 5 year(s)	10 days	9 days	8 days
6 through 9 years	15 days	14 days	13 days
10 or more years	20 days	18 days	17 days

Vacation Pay Upon Termination: The termination date will be the employee's last day of service, and any unused vacation to be paid will be computed to that date

Vacation Carry-Over: If for any reason a classified employee is not permitted to take all or any part of their annual vacation the amount not taken shall be accumulated for use in the following year. Employees may only accumulate up to one year of vacation from year to year. Any unused vacation time (beyond one year) will be lost at the end of the fiscal year. All vacation time is based upon the District's fiscal year.

Holidays: When a paid holiday falls during the scheduled vacation of an employee, such paid holiday shall not be counted as a vacation day. 10 and 11-month employees are expected to use vacation time any time the school is closed for holidays, (i.e. Thanksgiving Break, Winter Break, Spring Break, etc).

Vacation Scheduling: Vacations shall be scheduled by the District at times requested by employees consistent with the best interests of the District and within the District's work requirements.

Policy SAN PASQUAL UNION SCHOOL DISTRICT
adopted: _____ Escondido, California

**SAN PASQUAL UNION SCHOOL DISTRICT
COLLECTION ADVICE
FOR THE MONTH OF FEBRUARY 2016**

INCOME:

Foundation	\$2,000.00
Sage Gardent-T-shirts	\$520.00
Artsonia-Red Barn Arts	\$300.00
Daddy Daughter Dance	\$4,705.00
Sports Banquet	\$55.00
 Total	 \$7,580.00

REIMBURSEMENT:

Lunch	\$14,353.50
School Nutrition-Federal/Dec. '15	\$5,037.08
School Nutrition-State/Dec. '15	\$363.59
School Nutrition-Federal/Jan. '16	\$6,939.99
School Nutrition-State/Jan. '16	\$503.48
Snacks	\$609.00
Preschool Lunches	\$219.50
Field Trip-3rd Grade	\$32.00
Field Trip-5th Grade	\$2,070.50
Field Trip-6th Grade Camp	\$320.00
Bus Transportation-Timken Museum	\$433.68
Health Premiums-Bostrom	\$560.75
Personal Phone Usage	\$331.02
Preschool Tuition Feb '16	\$12,402.00
Kids Club Tuition-Jan '16	\$12,817.00
Kids Club Tuition-Feb '16	\$12,442.50
Kids Club Registration	\$60.00
 Total	 \$69,495.59

GRAND TOTAL	<u>\$77,075.59</u>
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**SAN PASQUAL UNION SCHOOL DISTRICT
MONTHLY LIST OF REVOLVING CASH FUND PAYMENT
FOR FEBRUARY 2016**

NO ACTIVITY FOR THE MONTH OF FEBRUARY 2016

CERTIFICATION OF APPROVAL OF REVOLVING CASH FUND PAYMENTS

I hereby certify that the governing Board in its meeting March 8, 2016 aproved the list of
Revolving Cash Fund Payments for the month of February 2016.

Date

Shannon Hargrave, District Superintendent

Purchase Order Report
February 2016

PO No.	Date	Supplier	Description	Fund	Amount
0000000401	2/3/2016	HOUGHTON MIFFLIN HARCOURT ASSESSMENT	SPECIAL ED TESTING MATERIALS	0100	288.76
0000000402	2/9/2016	K/P CORPORATION	STUDENT CUM FILES	0100	64.49
0000000403	2/17/2016	MI TECHNOLOGIES, INC	PROJECTOR BULBS	0100	136.08
0000000404	2/19/2016	TROXELL COMMUNICATIONS, INC.	PROJECTORS	0100	1,116.72
0000000405	2/25/2016	POSITIVE PROMOTIONS	TESTING SUPPLIES	0100	780.64
0000000406	2/26/2016	SAN DIEGO COUNTY SUPERINTENDENT	REGISTRATION JOB FAIR	0100	100.00
0000000407	2/29/2016	COMM USA	EAR PHONES FOR WALKIE TALKIES	0100	177.48
0000000408	2/29/2016	TROXELL COMMUNICATIONS, INC.	PROJECTOR MOUNTS	0100	198.72

**SAN PASQUAL UNION SCHOOL DISTRICT
DONATIONS
FOR THE MONTH OF FEBRUARY 2016**

<u>Organization/General Public</u>	<u>Donation</u>	<u>Purpose</u>
Foundation	\$1,000.00	Red Barn Arts
	\$1,000.00	Sage Garden

COMMERCIAL WARRANT REPORT
FEBRUARY 2016

Supplier ID	Supplier	Payment Date	Amount	Description
0000000095	ERRIN ARNOLD	2/1/2016	147.95	REIMB SUPPLIES DD DANCE
0000000139	ELIZABETH LAVINE	2/1/2016	56.38	REIMB SUPPLIES DD DANCE
0000000099	ERIN O'CARROLL	2/5/2016	291.90	REIMB SUPPLIES DD DANCE
0000000127	AURELIO AGUILAR	2/5/2016	120.00	LANDSCAPE SERVICES
0000000154	ROTO-ROOTER SERVICE & PLUMBING	2/5/2016	6,257.50	GAS LEAK REPAIR
A00001	A&R FOODS DISTRIBUTORS	2/5/2016	379.56	CAFETERIA SNACKS/FOOD
G00070	GALASSO'S BAKERY	2/5/2016	42.75	BAKERY SERVICE
P00025	P&R PAPER SUPPLY COMPANY	2/5/2016	322.86	CAFETERIA SUPPLIES
0000000094	READY LINE FLEET SERVICE INC	2/8/2016	443.87	BUS MAINTENANCE/REPAIR/INSPECTION
0000000151	ALIGNMENT PLUS	2/8/2016	1,212.38	BUS REPAIR
C00091	CA DEPARTMENT OF EDUCATION	2/8/2016	49.40	COMMODITY DELIVER FEE
C00370	CHEVRON USA INC.	2/8/2016	314.39	SPECIAL ED FUEL
D00100	DEMCO, INC	2/8/2016	87.71	LIBRARY SUPPLIES
H00320	HERITAGE TOURS OF SAN DIEGO	2/8/2016	150.00	FIELD TRIP
I00150	ILLUMINATE EDUCATION, INC	2/8/2016	598.00	REGISTRATION FEES CONFERENCE
N00050	NASCO MODESTO	2/8/2016	444.15	ART SUPPLIES
O00101	OFFICE DEPOT, INC.	2/8/2016	493.81	SUPPLIES
R00250	RENAISSANCE LEARNING, INC.	2/8/2016	71.55	STAR READING
S00470	SCANTRON CORPORATION	2/8/2016	344.70	TESTING SUPPLIES
S00950	SPEECH SERVICES, INC	2/8/2016	3,822.50	SPEECH CONSULTANT
U00401	US FOODS	2/8/2016	4,757.85	CAFETERIA FOOD
W00270	WELLS FARGO	2/8/2016	515.97	HARGRAVE PAYMENT
W00271	WELLS FARGO	2/8/2016	25.00	SIFUENTES PAYMENT
W00275	WELLS FARGO	2/8/2016	3,857.17	BROWN PAYMENT
H00500	HOLLANDIA DAIRY	2/11/2016	1,740.80	MILK, JUICE, DAIRY PRODUCTS
P00995	PZA GUY, INC.	2/12/2016	926.00	CAFETERIA FOOD - PIZZA
0000000014	DUGMORE AND DUNCAN OF CA INC	2/23/2016	742.40	MAINTENANCE SUPPLIES
0000000086	S D COUNTY OFFICE OF EDUCATION	2/23/2016	115.50	FEB RETIREE BEBEPITS- DENTAL/VISION
0000000102	SOLIANI HEALTH, INC.	2/23/2016	1,980.00	SCHOOL OCCUPATIONAL THERAPIST
0000000141	NICOLE DEVINE	2/23/2016	281.23	REIMB SP ED MILEAGE
0000000146	VEBA	2/23/2016	1,168.00	FEB RETIREE BENEFITS- HEALTH
0000000154	ROTO-ROOTER SERVICE & PLUMBING	2/23/2016	1,155.11	GAS LEAK REPAIR
0000000156	HOUGHTON MIFFLIN HARCOURT	2/23/2016	297.83	SP ED TESTING MATERIALS
A00475	AR VERTABRATE PEST CONTROL	2/23/2016	1,025.00	PEST CONTROL
B00229	CECILIA BOSTROM	2/23/2016	141.53	REIMB PLC SUPPLIES
C00091	CA DEPARTMENT OF EDUCATION	2/23/2016	31.20	COMMODITY FEES
C00260	CANON SOLUTIONS AMERICA, INC.	2/23/2016	2,009.69	COPIER LEASE/ USAGE FEES
D00120	DIAMOND ENVIRONMENTAL SERVICES	2/23/2016	118.96	PORTABLE TOILET SERVICE
G00200	GLASER & BAILEY AWARDS, INC	2/23/2016	45.00	AWARDS
G00383	GREGG PROVENCAL SERVICE	2/23/2016	230.48	CAFETERIA REPAIR
H00530	HOME DEPOT	2/23/2016	992.12	CUSTODIAL SUPPLIES
J00500	JW PEPPER & SON, INC.	2/23/2016	218.22	VAPA SUPPLIES
L00585	LOZANO SMITH, LLP	2/23/2016	1,843.75	ATTORNEY SERVICES
M00382	MITEL LEASING	2/23/2016	481.69	PHONE LEASE
O00101	OFFICE DEPOT, INC.	2/23/2016	443.57	INSTRUCTIONAL SUPPLIES
R00036	R&R CONTROLS	2/23/2016	75.00	MAINTENANCE
S00130	SAN DIEGO COUNTY SUPERINTENDENT	2/23/2016	470.23	COPIES OUTSOURCED
V00060	VERIZON WIRELESS	2/23/2016	250.40	OFFICE COMMUNICATION
0000000067	REPUBLIC SERVICES	2/24/2016	485.07	TRASH & RECYCLING SERVICE
O00101	OFFICE DEPOT, INC.	2/24/2016	632.16	SUPPLIES
P00491	PITNEY BOWES/PURCHASE POWER	2/24/2016	200.00	POSTAGE

COMMERCIAL WARRANT REPORT
FEBRUARY 2016

R00100	RADY CHILDREN'S HOSPITAL-	2/24/2016	650.75 SCHOOL NURSE CONSULTING
S00130	SAN DIEGO COUNTY SUPERINTENDENT	2/24/2016	9,750.00 CLOUD RENEWAL
S00140	SAN DIEGO GAS & ELECTRIC	2/24/2016	8,275.89 GAS & ELECTRIC SERVICE
S00798	SMART & FINAL	2/24/2016	531.54 PRESCHOOL/KIDS CLUB SNACKS
W00200	WAXIE SANITARY SUPPLY	2/24/2016	1,042.49 CUSTODIAL SUPPLIES
0000000029	MATT AND COURTNEY FLEMING	2/25/2016	2,750.00 SPECIAL ED SETTLEMENT PAYMENT
0000000103	RILEY'S FARM	2/25/2016	1,041.24 RILEY'S FARM FIELD TRIP

Prepared For	SAN PASQUAL UNION SCHOOL SHANNON L HARGRAVE
Account Number	
Statement Closing Date	01/25/16
Days in Billing Cycle	33
Next Statement Date	02/23/16

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	\$15,234

Payment Information

New Balance	\$515.97
Current Payment Due	\$25.00
Current Payment Due Date	02/16/16

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		\$508.16
Credits	-	\$0.00
Payments	-	\$508.16
Purchases & Other Charges	+	\$515.97
Cash Advances	+	\$0.00
Finance Charges	+	\$0.00
New Balance	=	\$515.97

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	10.000%	.02739%	\$0.00	\$0.00	\$0.00	\$0.00
CASH ADVANCES	24.240%	.06641%	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL				\$0.00	\$0.00	\$0.00

Important Information

TOTAL *FINANCE CHARGE* BILLED IN 2015 \$0.00
TOTAL *FINANCE CHARGE* PAID IN 2015 \$0.00

See reverse side for important information.

☒ APPROVED
R. Brown



Transaction Details

<i>Trans</i>	<i>Post</i>	<i>Reference Number</i>	<i>Description</i>	<i>Credits</i>	<i>Charges</i>
01/05	01/05	2490641QM0LG4HR6B	DNH*GODADDY.COM 480-5058855 AZ		20.99
01/06	01/06	2416407QP8NFQ6ANR	VONS Store00023432 CARLSBAD CA		95.50
01/06	01/06	2475541QP3T4F5SYQ	PROVANTAGE LLC 800-3361166 OH		357.54
01/13	01/13	2416407QY8NF6TFHZ	VONS Store00023432 CARLSBAD CA		21.96
01/13	01/13	7485620QY0A92WSRF	Branch Payment - Check	508.16	
01/14	01/14	2416407QZ8NFEDMK8	VONS Store00023440 ESCONDIDO CA		19.98

Wells Fargo News

What can Messages and Alerts do for your business?

Wells Fargo Business Online® can deliver timely updates on your business credit card account via email or text. Alerts allow you to control and receive only the messages that are important to you. Sign up for Alerts during your Wells Fargo Online session by going to the Messages and Alerts tab.

Prepared For	SAN PASQUAL UNION SCHOOL RAYMUNDO SIFUENTES
Account Number	
Statement Closing Date	01/25/16
Days in Billing Cycle	33
Next Statement Date	02/23/16

Credit Line	\$3,000
Available Credit	\$2,967

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

Payment Information

New Balance	\$32.40
Current Payment Due	\$25.00
Current Payment Due Date	02/16/16

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		\$409.15
Credits	-	\$0.00
Payments	-	\$409.15
Purchases & Other Charges	+	\$32.40
Cash Advances	+	\$0.00
Finance Charges	+	\$0.00
New Balance	=	\$32.40

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	10.490%	.02873%	\$0.00	\$0.00	\$0.00	\$0.00
CASH ADVANCES	24.240%	.06641%	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL				\$0.00	\$0.00	\$0.00

Important Information

TOTAL *FINANCE CHARGE* BILLED IN 2015 \$0.00

TOTAL *FINANCE CHARGE* PAID IN 2015 \$0.00

☒ APPROVED
R. Brown

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	7485620QY0A92WSJH	Branch Payment - Check	409.15	
01/19	01/19	2444500D48PPVFS4F	LITTLE CAESARS 1658 0002 ESCONDIDO CA		32.40

Wells Fargo News

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Wells Fargo Business Online® can deliver timely updates on your business credit card account via email or text. Alerts allow you to control and receive only the messages that are important to you. Sign up for Alerts during your Wells Fargo Online session by going to the Messages and Alerts tab.

01/13

Prepared For	SAN PASQUAL UNION SCHOOL CECILIA Q BOSTROM
Account Number	
Statement Closing Date	01/25/16
Days in Billing Cycle	33
Next Statement Date	02/23/16

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	\$975

Payment Information

New Balance	\$0.00
Current Payment Due	\$0.00
Current Payment Due Date	02/16/16

Account Summary

Previous Balance		\$55.00
Credits	-	\$0.00
Payments	-	\$55.00
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	10.490%	.02873%	\$0.00	\$0.00	\$0.00	\$0.00
CASH ADVANCES	24.240%	.06641%	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL				\$0.00	\$0.00	\$0.00

Important Information

TOTAL *FINANCE CHARGE* BILLED IN 2015 \$0.00

TOTAL *FINANCE CHARGE* PAID IN 2015 \$0.00

See reverse side for important information.



Transaction Details

Trans	Post	Reference Number	Description	Credits	Charges
01/13	01/13	7485620QY0A92WSQD	Branch Payment - Check	55.00	

Wells Fargo News

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Prepared For	SAN PASQUAL UNION SCHOOL RHONDA M BROWN
Account Number	
Statement Closing Date	01/25/16
Days in Billing Cycle	33
Next Statement Date	02/23/16

Credit Line	\$15,750
Available Credit	\$11,892

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

Payment Information

New Balance	\$3,857.17
Current Payment Due	\$77.00
Current Payment Due Date	02/16/16

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		\$2,492.54
Credits	-	\$0.00
Payments	-	\$2,492.54
Purchases & Other Charges	+	\$3,857.17
Cash Advances	+	\$0.00
Finance Charges	+	\$0.00
New Balance	=	\$3,857.17

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	10.490%	.02873%	\$0.00	\$0.00	\$0.00	\$0.00
CASH ADVANCES	24.240%	.06641%	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL				\$0.00	\$0.00	\$0.00

Important Information

TOTAL *FINANCE CHARGE* BILLED IN 2015 \$0.00

TOTAL *FINANCE CHARGE* PAID IN 2015 \$0.00

✓ APPROVED
R. Brown

See reverse side for important information.



Transaction Details

Trans	Post	Reference Number	Description	Credits	Charges
01/13	01/13	7485620QY0A92WPTV	Branch Payment - Check	2,492.54	
01/14	01/14	2449215QYS13RVRY9	MONOPRICE COM 909-989-8887 CA		7.41
01/15	01/15	2427539D007LLSR1A	SCREENFLEX PORTABLE PARTI847-7262900 IL		3,356.00
01/15	01/15	2469216QZ00E1LHV2	WEB*NETWORKSOLUTIONS 888-642-9675 FL		113.97
01/18	01/18	2469216D200RYPLZS	AMAZON MKTPLACE PMTS AMZN.COM/BILL WA		249.50
01/19	01/19	2423168D48AJ3M62L	IAT INTERACTIVE 914-273-2233 NY		53.29
01/19	01/19	2490641D30LVYZF56	B&H PHOTO, 800-606-6969 800-2215743 NY		77.00

Wells Fargo News

What can Messages and Alerts do for your business?

Wells Fargo Business Online® can deliver timely updates on your business credit card account via email or text. Alerts allow you to control and receive only the messages that are important to you. Sign up for Alerts during your Wells Fargo Online session by going to the Messages and Alerts tab.

BOARD OF EDUCATION
Kimberley Beatty
Michelle O'Connor-Ratcliff
Andrew Patapow
Charles Sellers
T.J. Zane

SUPERINTENDENT
John P. Collins, Ed.D.



STUDENT ATTENDANCE AND DISCIPLINE

Shawn M. Wirth, Ed.D.
Director

sneelywirth@powayusd.com

858-521-2840
FAX 858-485-1519

POWAY UNIFIED SCHOOL DISTRICT

DATE: January 8, 2016

TO:

Alpine Union School District
Bonsall Union School District
Borrego Springs Unified School District
Cajon Valley Union School District
Cardiff Elementary School District
Carlsbad Unified School District
Chula Vista Elementary School District
Coronado Unified School District
Dahesa Elementary School District
Del Mar Union School District
Encinitas Union School District
Escondido Union Elementary School District
Escondido Union High School District
Fallbrook Union Elementary School District
Fallbrook Union High School District
Grossmont Union High School District
Jamul-Dulzura Union School District
Julian Union Elementary School District
Julian Union High School District
La Mesa-Spring Valley School District
Lake Elsinore Unified School District

Lakeside Union School District
Lemon Grove School District
Mountain Empire Unified School District
Murrieta Unified School District
National Elementary School District
Oceanside Unified School District
Ramona Unified School District
Rancho Santa Fe Union School District
San Diego Unified School District
San Dieguito Union High School District
San Marcos Unified School District
San Pasqual Union School District
Santee School District
Solana Beach School District
South Bay Union School District
Spencer Valley School District
Sweetwater Union High School District
Temecula Valley Unified School District
Vallecitos Elementary School District
Valley Center – Pauma Unified
Vista Unified School District
Warner Unified School District

FROM: Shawn M. Wirth, Ed.D., Director of Student Attendance and Discipline

RE: INTERDISTRICT ATTENDANCE AGREEMENT FOR 2016-2021

An Interdistrict Attendance Agreement for the 2016-2021 school years between Poway Unified School District and your district.

After your Governing Board has approved this mutual agreement, please return it to our office.

This agreement and all Interdistrict Transfer Permits for processing should be sent to:

Poway Unified School District
Student Attendance and Discipline
15250 Avenue of Science
San Diego, CA 92128

If you have any questions regarding this agreement, please contact Nancy Dannhauser at (858) 251-2842. Thank you for your assistance in this matter.

SMW/nd
Enclosure

School Districts of San Diego County
INTERDISTRICT ATTENDANCE AGREEMENT

This agreement made and entered into this 8th day of January, 20 16 by and between the Poway Unified School District of San Diego County and the San Pasqual Union School District of San Diego County is effective only for the school year(s) 20 16 through 20 21 (up to 5 years) and neither party is bound by any of the covenants herein contained after the expiration of said school year.

The above mentioned parties mutually agree as follows:

- Each of the districts will accept insofar as facilities permit, students who are residents of the other said district who have proper permits for attendance from the district superintendant or his designee of the school district of residence who are eligible to attend the classes of the schools operated by the district of attendance, and who are acceptable to said district of attendance.
- The respective school districts will furnish the said pupils the same advantages, supplies, and regular instructional services as are furnished to the pupils in attendance at their respective schools, exclusive of transportation to and from said schools unless special arrangements are previously agreed upon.
- In accordance with Education Code Section 46607, the attendance of said pupils shall be credited as follows (check appropriate boxes):

☐ The attendance shall be credited to the district of attendance with the district of attendance assuming all costs of education unless other arrangements are jointly agreed upon.

☐ **Districts with 25 percent or more reduction in PL 81-874 funds as a result of interdistrict attendance:** The attendance shall be credited to the district of residence with tuition — not to exceed the actual cost per ADA for the grade level or program less any income, other than tuition, received by the district of attendance on account of such attendance — to be paid to the district of attendance.

☐ **Consortium of School Districts Operating Adult Programs:** The attendance may be credited on the basis of the district of residence with interdistrict tuition paid to the district of attendance as agreed to by the participating districts.

- Final payment, if any, to be made to the district no later than August 31, after the close of the fiscal year.

CONDITIONS

- As per district policy or regulations the terms of revocation of student interdistrict contract are as follows:
☒ Discipline ☒ Attendance ☒ Academics
As per district policy or regulations the terms of revocation of student interdistrict contract are as follows:
☐ Discipline ☐ Attendance ☐ Academics
- Additional conditions (optional) Both districts must agree
☒ Partial agreements to the end of the year
☒ Locations of the school site, once admitted is at the discretion of the receiving district.
☐ Other, specify _____

APPEAL PROCESS

DISTRICT APPEAL PROCESS AS FOLLOWS:

- Director, Student Attendance & Discipline _____
- Executive Director, Student Support Services _____
- Associate Superintendent _____

The application deadline of January 1 has been waived ☒ Yes ☐ No

Signature [Signature]
Title Director, Student Attendance and Discipline

Approved by the Governing Board on:

Date _____

District schools/programs known to be impacted at the time of this agreement:

DISTRICT APPEAL PROCESS AS FOLLOWS:

- _____
- _____
- _____

The application deadline of January 1 has been waived ☐ Yes ☐ No

SIGNATURES
Signature _____
Title _____

Approved by the Governing Board on:

Date _____

District schools/programs known to be impacted at the time of this agreement:

IN WITNESS WHEREOF, the governing boards of said districts have approved this agreement on the dates indicated above and authorized their representatives to sign in their behalf.

Poway Unified School District

San Pasqual Union School District

The canary copy of this agreement should be filed with the County Office ONLY if tuition is to be paid by a San Diego County school district to the district of attendance.



San Pasqual

Union School District

The Little School in the Valley

15305 Rockwood Road

Escondido, CA 92027-6700

(760) 745-4931

FAX (760) 745-2473

<http://sanpasqual.schoolwires.com>

March 8, 2016

To:

Ramona Unified School District
San Marcos Unified School District
Vista Unified School District
Temecula Valley Unified School District
Escondido Union Elementary School District
Valley Center – Pauma Unified School District

From: Shannon Hargrave, Superintendent

RE: INTERDISTRICT ATTENDANCE AGREEMENT FOR 2016-2021

An Intedistrict Attendance Agreement for the 2016-2021 school year between San Pasqual Union School District and your district.

After your governing Board has approved this mutual agreement, please return it to our office.

This agreement and all Interdistrict Transfer Permits for processing should be sent to:

San Pasqual Union School District
15305 Rockwood Rd
Escondido, CA 92027

If you have any questions regarding this agreement, please contact Mark Burroughs at (760) 745-4931.
Thank you for your assistance in this matter.

SH/mb
Enclosure

School Districts of San Diego County
INTERDISTRICT ATTENDANCE AGREEMENT

This agreement made and entered into this 8th day of March, 2016 by and between the San Pasqual Union School District of San Diego County and the Escondido Union Elementary School District of San Diego County is effective only for the school year(s) 2016 through 2021 (up to 5 years) and neither party is bound by any of the covenants herein contained after the expiration of said school year.

The above mentioned parties mutually agree as follows:

- Each of the districts will accept insofar as facilities permit, students who are residents of the other said district who have proper permits for attendance from the district superintendent or his designee of the school district of residence who are eligible to attend the classes of the schools operated by the district of attendance, and who are acceptable to said district of attendance.
- The respective school districts will furnish the said pupils the same advantages, supplies, and regular instructional services as are furnished to the pupils in attendance at their respective schools, exclusive of transportation to and from said schools unless special arrangements are previously agreed upon.
- In accordance with Education Code Section 46607, the attendance of said pupils shall be credited as follows (check appropriate boxes):

☒ The attendance shall be credited to the district of attendance with the district of attendance assuming all costs of education unless other arrangements jointly agreed upon.

☐ **Districts with 25 percent or more reduction in PL 81-874 funds as a result of interdistrict attendance:** The attendance shall be credited to the district of residence with tuition — not to exceed the actual cost per ADA for the grade level or program less any income, other than tuition, received by the district of attendance on account of such attendance — to be paid to the district of attendance.

☐ **Consortium of School Districts Operating Adult Programs:** The attendance may be credited on the basis of the district of residence with interdistrict tuition paid to the district of attendance as agreed to by the participating districts.

- Final payment, if any, to be made to the district no later than August 31, after the close of the fiscal year.

CONDITIONS

- As per district policy or regulations the terms of revocation of student interdistrict contract are as follows:
☒ Discipline ☒ Attendance ☒ Academics
☐ Discipline ☐ Attendance ☐ Academics
- Additional conditions (optional) Both districts must agree
☐ Partial agreements to the end of the year
☐ Locations of the school site, once admitted is at the discretion of the receiving district.
☐ Other, specify _____

APPEAL PROCESS

DISTRICT APPEAL PROCESS AS FOLLOWS:

- Assistant Principal
- Superintendent
- _____

The application deadline of January 1 has been waived ☒ Yes ☐ No

DISTRICT APPEAL PROCESS AS FOLLOWS:

- _____
- _____
- _____

The application deadline of January 1 has been waived ☐ Yes ☐ No

SIGNATURES

Signature _____

Title Assistant Principal

Approved by the Governing Board on:

Date March 8, 2016

District schools/programs known to be impacted at the time of this agreement:

IN WITNESS WHEREOF, the governing boards of said districts have approved this agreement on the dates indicated above and authorized their representatives to sign in their behalf.

San Pasqual Union School District

_____ School District

The canary copy of this agreement should be filed with the County Office ONLY if tuition is to be paid by a San Diego County school district to the district of attendance.

School Districts of San Diego County
INTERDISTRICT ATTENDANCE AGREEMENT

This agreement made and entered into this 8th day of March, 2016 by and between the San Pasqual Union School District of San Diego County and the Valley Center - Pauma Unified School District of San Diego County is effective only for the school year(s) 2016 through 2021 (up to 5 years) and neither party is bound by any of the covenants herein contained after the expiration of said school year.

The above mentioned parties mutually agree as follows:

- Each of the districts will accept insofar as facilities permit, students who are residents of the other said district who have proper permits for attendance from the district superintendent or his designee of the school district of residence who are eligible to attend the classes of the schools operated by the district of attendance, and who are acceptable to said district of attendance.
- The respective school districts will furnish the said pupils the same advantages, supplies, and regular instructional services as are furnished to the pupils in attendance at their respective schools, exclusive of transportation to and from said schools unless special arrangements are previously agreed upon.
- In accordance with Education Code Section 46607, the attendance of said pupils shall be credited as follows (check appropriate boxes):

☒ The attendance shall be credited to the district of attendance with the district of attendance assuming all costs of education unless other arrangements jointly agreed upon.

☐ **Districts with 25 percent or more reduction in PL 81-874 funds as a result of interdistrict attendance:** The attendance shall be credited to the district of residence with tuition — not to exceed the actual cost per ADA for the grade level or program less any income, other than tuition, received by the district of attendance on account of such attendance — to be paid to the district of attendance.

☐ **Consortium of School Districts Operating Adult Programs:** The attendance may be credited on the basis of the district of residence with interdistrict tuition paid to the district of attendance as agreed to by the participating districts.

- Final payment, if any, to be made to the district no later than August 31, after the close of the fiscal year.

CONDITIONS

- As per district policy or regulations the terms of revocation of student interdistrict contract are as follows:
☒ Discipline ☒ Attendance ☒ Academics
☐ Discipline ☐ Attendance ☐ Academics
- Additional conditions (optional) Both districts must agree
☐ Partial agreements to the end of the year
☐ Locations of the school site, once admitted is at the discretion of the receiving district.
☐ Other, specify _____

APPEAL PROCESS

DISTRICT APPEAL PROCESS AS FOLLOWS:

- Assistant Principal
- Superintendent
- _____

The application deadline of January 1 has been waived ☒ Yes ☐ No

DISTRICT APPEAL PROCESS AS FOLLOWS:

- _____
- _____
- _____

The application deadline of January 1 has been waived ☐ Yes ☐ No

SIGNATURES

Signature _____

Title Assistant Principal

Approved by the Governing Board on:

Date March 8, 2016

District schools/programs known to be impacted at the time of this agreement:

IN WITNESS WHEREOF, the governing boards of said districts have approved this agreement on the dates indicated above and authorized their representatives to sign in their behalf.

San Pasqual Union School District

_____ School District

The canary copy of this agreement should be filed with the County Office ONLY if tuition is to be paid by a San Diego County school district to the district of attendance.

School Districts of San Diego County
INTERDISTRICT ATTENDANCE AGREEMENT

This agreement made and entered into this 8th day of March, 2016 by and between the San Pasqual Union School District of San Diego County and the Vista Unified School District of San Diego County is effective only for the school year(s) 2016 through 2021 (up to 5 years) and neither party is bound by any of the covenants herein contained after the expiration of said school year.

The above mentioned parties mutually agree as follows:

- Each of the districts will accept insofar as facilities permit, students who are residents of the other said district who have proper permits for attendance from the district superintendent or his designee of the school district of residence who are eligible to attend the classes of the schools operated by the district of attendance, and who are acceptable to said district of attendance.
- The respective school districts will furnish the said pupils the same advantages, supplies, and regular instructional services as are furnished to the pupils in attendance at their respective schools, exclusive of transportation to and from said schools unless special arrangements are previously agreed upon.
- In accordance with Education Code Section 46607, the attendance of said pupils shall be credited as follows (check appropriate boxes):

☒ The attendance shall be credited to the district of attendance with the district of attendance assuming all costs of education unless other arrangements jointly agreed upon.

☐ **Districts with 25 percent or more reduction in PL 81-874 funds as a result of interdistrict attendance:** The attendance shall be credited to the district of residence with tuition — not to exceed the actual cost per ADA for the grade level or program less any income, other than tuition, received by the district of attendance on account of such attendance — to be paid to the district of attendance.

☐ **Consortium of School Districts Operating Adult Programs:** The attendance may be credited on the basis of the district of residence with interdistrict tuition paid to the district of attendance as agreed to by the participating districts.

- Final payment, if any, to be made to the district no later than August 31, after the close of the fiscal year.

CONDITIONS

- As per district policy or regulations the terms of revocation of student interdistrict contract are as follows:
☒ Discipline ☒ Attendance ☒ Academics
☐ Discipline ☐ Attendance ☐ Academics
- Additional conditions (optional) Both districts must agree
☐ Partial agreements to the end of the year
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☐ Other, specify _____

APPEAL PROCESS

DISTRICT APPEAL PROCESS AS FOLLOWS:

- Assistant Principal
- Superintendent
- _____

The application deadline of January 1 has been waived ☒ Yes ☐ No

DISTRICT APPEAL PROCESS AS FOLLOWS:

- _____
- _____
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The application deadline of January 1 has been waived ☐ Yes ☐ No

SIGNATURES

Signature _____

Title Assistant Principal

Approved by the Governing Board on:

Date March 8, 2016

District schools/programs known to be impacted at the time of this agreement:

IN WITNESS WHEREOF, the governing boards of said districts have approved this agreement on the dates indicated above and authorized their representatives to sign in their behalf.

San Pasqual Union School District

_____ School District

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School Districts of San Diego County
INTERDISTRICT ATTENDANCE AGREEMENT

This agreement made and entered into this 8th day of March, 2016 by and between the San Pasqual Union School District of San Diego County and the Ramona Unified School District of San Diego County is effective only for the school year(s) 2016 through 2021 (up to 5 years) and neither party is bound by any of the covenants herein contained after the expiration of said school year.

The above mentioned parties mutually agree as follows:

- Each of the districts will accept insofar as facilities permit, students who are residents of the other said district who have proper permits for attendance from the district superintendent or his designee of the school district of residence who are eligible to attend the classes of the schools operated by the district of attendance, and who are acceptable to said district of attendance.
- The respective school districts will furnish the said pupils the same advantages, supplies, and regular instructional services as are furnished to the pupils in attendance at their respective schools, exclusive of transportation to and from said schools unless special arrangements are previously agreed upon.
- In accordance with Education Code Section 46607, the attendance of said pupils shall be credited as follows (check appropriate boxes):

☒ The attendance shall be credited to the district of attendance with the district of attendance assuming all costs of education unless other arrangements jointly agreed upon.

☐ **Districts with 25 percent or more reduction in PL 81-874 funds as a result of interdistrict attendance:** The attendance shall be credited to the district of residence with tuition — not to exceed the actual cost per ADA for the grade level or program less any income, other than tuition, received by the district of attendance on account of such attendance — to be paid to the district of attendance.

☐ **Consortium of School Districts Operating Adult Programs:** The attendance may be credited on the basis of the district of residence with interdistrict tuition paid to the district of attendance as agreed to by the participating districts.

- Final payment, if any, to be made to the district no later than August 31, after the close of the fiscal year.

CONDITIONS

- As per district policy or regulations the terms of revocation of student interdistrict contract are as follows:
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☐ Discipline ☐ Attendance ☐ Academics
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☐ Partial agreements to the end of the year
☐ Locations of the school site, once admitted is at the discretion of the receiving district.
☐ Other, specify _____

APPEAL PROCESS

DISTRICT APPEAL PROCESS AS FOLLOWS:

- Assistant Principal
- Superintendent
- _____

DISTRICT APPEAL PROCESS AS FOLLOWS:

- _____
- _____
- _____

The application deadline of January 1 has been waived ☒ Yes ☐ No

The application deadline of January 1 has been waived ☐ Yes ☐ No

SIGNATURES

Signature _____

Title Assistant Principal

Approved by the Governing Board on:

Date March 8, 2016

District schools/programs known to be impacted at the time of this agreement:

Signature _____

Title _____

Approved by the Governing Board on:

Date _____

District schools/programs known to be impacted at the time of this agreement:

IN WITNESS WHEREOF, the governing boards of said districts have approved this agreement on the dates indicated above and authorized their representatives to sign in their behalf.

San Pasqual Union School District

_____ School District

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School Districts of San Diego County
INTERDISTRICT ATTENDANCE AGREEMENT

This agreement made and entered into this 8th day of March, 2016 by and between the San Pasqual Union School District of San Diego County and the San Marcos Unified School District of San Diego County is effective only for the school year(s) 2016 through 2021 (up to 5 years) and neither party is bound by any of the covenants herein contained after the expiration of said school year.

The above mentioned parties mutually agree as follows:

- Each of the districts will accept insofar as facilities permit, students who are residents of the other said district who have proper permits for attendance from the district superintendent or his designee of the school district of residence who are eligible to attend the classes of the schools operated by the district of attendance, and who are acceptable to said district of attendance.
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- Final payment, if any, to be made to the district no later than August 31, after the close of the fiscal year.

CONDITIONS

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☐ Locations of the school site, once admitted is at the discretion of the receiving district.
☐ Other, specify _____

APPEAL PROCESS

DISTRICT APPEAL PROCESS AS FOLLOWS:

- Assistant Principal
- Superintendent
- _____

The application deadline of January 1 has been waived ☒ Yes ☐ No

DISTRICT APPEAL PROCESS AS FOLLOWS:

- _____
- _____
- _____

The application deadline of January 1 has been waived ☐ Yes ☐ No

SIGNATURES

Signature _____

Title Assistant Principal

Approved by the Governing Board on:

Date March 8, 2016

District schools/programs known to be impacted at the time of this agreement:

IN WITNESS WHEREOF, the governing boards of said districts have approved this agreement on the dates indicated above and authorized their representatives to sign in their behalf.

San Pasqual Union School District

_____ School District

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School Districts of San Diego County
INTERDISTRICT ATTENDANCE AGREEMENT

This agreement made and entered into this 8th day of March, 2016 by and between the San Pasqual Union School District of San Diego County and the Temecula Valley Unified School District of San Diego County is effective only for the school year(s) 2016 through 2021 (up to 5 years) and neither party is bound by any of the covenants herein contained after the expiration of said school year.

The above mentioned parties mutually agree as follows:

- Each of the districts will accept insofar as facilities permit, students who are residents of the other said district who have proper permits for attendance from the district superintendent or his designee of the school district of residence who are eligible to attend the classes of the schools operated by the district of attendance, and who are acceptable to said district of attendance.
- The respective school districts will furnish the said pupils the same advantages, supplies, and regular instructional services as are furnished to the pupils in attendance at their respective schools, exclusive of transportation to and from said schools unless special arrangements are previously agreed upon.
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- Additional conditions (optional) Both districts must agree
☐ Partial agreements to the end of the year
☐ Locations of the school site, once admitted is at the discretion of the receiving district.
☐ Other, specify _____

APPEAL PROCESS

DISTRICT APPEAL PROCESS AS FOLLOWS:

- Assistant Principal
- Superintendent
- _____

DISTRICT APPEAL PROCESS AS FOLLOWS:

- _____
- _____
- _____

The application deadline of January 1 has been waived ☒ Yes ☐ No

The application deadline of January 1 has been waived ☐ Yes ☐ No

SIGNATURES

Signature _____

Title Assistant Principal

Approved by the Governing Board on:

Date March 8, 2016

District schools/programs known to be impacted at the time of this agreement:

Signature _____

Title _____

Approved by the Governing Board on:

Date _____

District schools/programs known to be impacted at the time of this agreement:

IN WITNESS WHEREOF, the governing boards of said districts have approved this agreement on the dates indicated above and authorized their representatives to sign in their behalf.

San Pasqual Union School District

School District

The canary copy of this agreement should be filed with the County Office ONLY if tuition is to be paid by a San Diego County school district to the district of attendance.

SAN PASQUAL UNION SCHOOL DISTRICT

**RESOLUTION REGARDING NON-REELECTION AND RELEASE OF
PROBATIONARY CERTIFICATED EMPLOYEE
RESOLUTION NUMBER R15-16-07**

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):

Amanda Narez, Amanda Greenwood, Jenny Lynch, Keith Haman, Heather Oshinski, Roxanne Suttles, Kristin Andrade, Currie Webster

BE IT FURTHER RESOLVED AND ORDERED that the District Superintendent or the Superintendent's designee(s) provide notice to the above named employee that her employment contract has expired and, in accordance with the Education Code, that the Governing Board has determined to not reelect and to release effective upon the last day of this current school year or if different, upon the expiration of her applicable probationary or other employment contract (whichever occurs earlier) and that employment is thereby ended accordingly, and that the notification be provided as may be required by law.

IN WITNESS OF the adoption of the foregoing Resolution, we, the members present and voting thereon, have hereunto set our hands this 8th day of March, 2016, at a meeting duly held at Escondido, San Diego County, California.

BOARD OF TRUSTEES OF THE
SAN PASQUAL UNION SCHOOL DISTRICT

Approval:

Dissenting

Abstaining

Absent

I, Shannon Hargrave, Superintendent and Secretary to the Board of Trustees of the San Pasqual Union School District of San Diego County, California, do hereby certify that the foregoing is a full, true, and correct copy of a Resolution duly adopted by said Board at a duly scheduled meeting thereof.

Date: March 8, 2016

Shannon Hargrave
Superintendent/Secretary to the Board of
Trustees of San Pasqual Union School District

TO: BOARD OF EDUCATION

MEETING DATE: March 8, 2016

FROM: Ray Sifuentes, Director of Operations

AGENDA ITEM: I-D

**SUBJECT: Authorize District to dispose of
equipment and vehicle**

- | | |
|-------------------------------------|-------------------------|
| <input type="checkbox"/> | Action |
| <input checked="" type="checkbox"/> | Consent Calendar |
| <input type="checkbox"/> | First Reading |
| <input type="checkbox"/> | Information |
| <input type="checkbox"/> | Presentation |
| <input type="checkbox"/> | Public Hearing |
| <input type="checkbox"/> | Roll Call Vote Required |

RECOMMENDATION: Authorize District to dispose of equipment and vehicle

DISCUSSION: In accordance with Board Policy 3270 dealing with the sale and disposal of District property including books, equipment and supplies, the District asks that the Board authorize either the sale, donation or disposal of items deemed outdated or beyond repair.

The school would like to add a 1990 Chevrolet 15 passenger G-series van plate# 039600. Blue book value is \$2,500 for one in good condition. Estimated cost for repairs would be significantly above \$2,500. Therefore, it would not be cost effective.

A 2007 twelve passenger Chevrolet Express-series van plate# 1262633 was purchased with restricted special education funds to replace the 1990 van.

FISCAL IMPACT: None to the unrestricted General Fund

MOVED BY _____ **SECONDED BY** _____ **VOTE** _____



TERMS OF AGREEMENT
PUBLIC SCHOOL DISTRICTS

Intern Teaching

CalStateTEACH and the San Pasqual Union School District

About CalStateTEACH: CalStateTEACH is a multiple subject credential program of the California State University. Its goal is to prepare creative, collaborative and reflective teachers for California's future. It offers an Intern as well as a Student Teaching option and is managed through Regional Centers located on the following CSU campuses: Fresno, Fullerton, Los Angeles and Monterey Bay.

Purpose of the Agreement:

To engage the San Pasqual Union School District and CalStateTEACH in a partnership to provide support for the preparation of CalStateTEACH intern candidates in the District. This partnership will be concentrated in the activities of three individuals: the CalStateTEACH candidate, the faculty representative of the CSU, hereinafter referred to as the assigned Faculty and a mentor teacher from the school, hereinafter referred to as the School Site Mentor. CalStateTEACH does not demand or require any exclusive arrangement with the District. The District is obligated only to provide appropriate support for CalStateTEACH candidates and staff to reach the common goal of placing fully credentialed teachers in California classrooms. The partners acknowledge they are equally responsible to establish a system of support and supervision that meets the standards established by the California Commission on Teacher Credentialing.

Overview of this Agreement:

CalStateTEACH agrees to provide multiple subject credential coursework and university supervision for each participating candidate, and the District agrees to provide intern candidates with a School Site Mentor and appropriate support.

CalStateTEACH agrees to do the following:

1. Give highest priority in admissions to qualified applicants whom the District wishes to offer positions as multiple subject teachers.
2. Cooperate to the fullest extent possible to assist the School and District to reach its goals of providing quality educational experiences for its students by conducting all activities with respect to preparing interns in an unobtrusive, efficient and supportive manner.
3. Provide each candidate with a high quality program of study which integrates program assignments with the candidate's classroom teaching.
4. Establish a Central Advisory Board for the CalStateTEACH program and encourage the District to participate on the Board.



5. Provide each candidate with an assigned CalStateTEACH faculty member who will make regular visits to the classroom, evaluate lessons and give specific feedback, confer with the principal and staff as needed, and act as program advisor.
6. Provide orientation materials to both the School Site Mentor and the principal.
7. Communicate regularly with the principal and the School Site Mentor, as well as provide the opportunity for them to give feedback on any aspect of the program and staff.
8. Provide an on-going, faculty-facilitated online forum for all candidates in group, with regular opportunities for discussion, problem solving, peer interaction and access to the assigned Faculty member.
9. Assist District candidates in processes related to enrollment, financial aid, and credential application, including applying for the CalStateTEACH Intern Credential through the CSU lead campus.

The school and district agree to do the following:

1. Nominate a fully credentialed teacher with at least 3 years teaching experience and authorization to work with English learners to serve as a School Site Mentor for each participating intern candidate. This should be a current elementary teacher in the school. In cases where an appropriate individual is not available, a retired teacher may be considered.
2. Ensure that the School Site Mentor has sufficient opportunity to observe, coach and guide the candidate. (Approximately two hours per week will be needed, one hour of which should be in direct classroom observation or modeling during the candidate's teaching day.)
3. Upon the request of the assigned CalStateTEACH faculty, assure the participation of the school principal in specific candidate progress reviews or evaluations.
4. Provide additional resources, such as staff development, exemplary classroom observations, and additional mentoring, as needed to promote the success of candidates in difficult assignments.
5. Ensure that each candidate has access to technological resources available at the school site.
6. Assume the financial responsibility for providing site mentor support since CalStateTEACH no longer has intern grant funding.

Signature of Superintendent or Authorized Representative
Signed

Date

Signature of the CalStateTEACH Regional Director
Signed

Date