

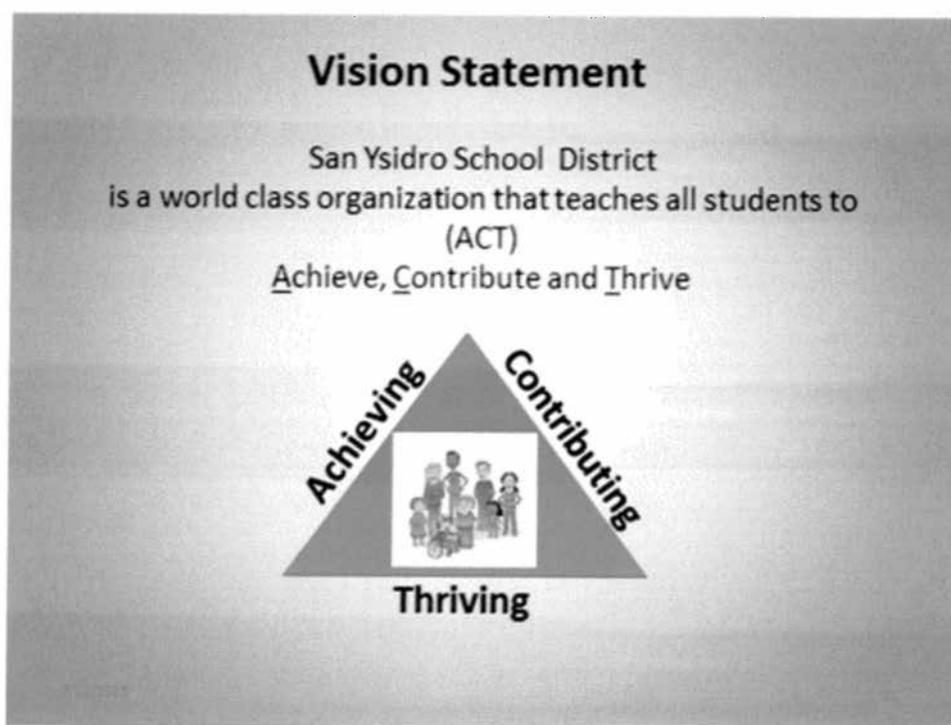
# GENERAL ADMINISTRATION



# San Ysidro School District

## San Ysidro Governing Board and Superintendent Strategic Plan

**“Quality education and opportunity for all students to succeed.”**



**2015-2020**

## Introduction and Background

The San Ysidro Governing Board and Superintendent are committed to providing dedicated service to the San Ysidro School District and Community. To that end, a strategic planning retreat was conducted at the San Ysidro School District Office on July 17 and 18, 2015 TO:

- Develop a blueprint for action and change which results in long-term commitment by all;
- Identify actions to address and issues affecting the Board, Superintendent and District;
- Provide focus for Board and Superintendent, to work efficiently and effectively;
- Bridge relationships between board members as a group and between the Board and Superintendent resulting in an active working team;
- Provide a basis for realistic assessment of resources, including ways to evaluate the strategic plan's success;
- Create a mechanism for change;
- Clearly define the Board's mission, vision and values;
- Establish realistic goals and objectives consistent with the mission;
- Identify strategies in a defined time frame which can be implemented;
- Communicate goals and objectives to the constituents;
- Ensure the most effective use is made of District resources; **BY**

Bringing together their best and most reasoned efforts to build consensus about what the Board and Superintendent want to accomplish for San Ysidro School District.

Through consensus exercises, the Board and Superintendent worked together as a team to develop their Mission and Vision Statements. They also adopted a set of Core Values to provide the basis for their actions and decisions. Information included in The Board and Superintendent's Strategic Plan has full Board and Superintendent Consensus.



### **San Ysidro School District Mission Statement:**

The Mission Statement of an organization explains why it exists. It needs to be clear and simple and avoid elaborate language & jargon. It should be easily explained by others.

It is the mission of the Board and the Superintendent to provide:

**“Quality education and opportunity for all students to succeed.”**

### **San Ysidro School District Vision Statement:**

The Vision Statement is the Vision Statement is the desired end state. It should be clear and simple and avoid elaborate language and buzz words. It should be easily explained by those involved.

The San Ysidro School District is a world class organization **teaching students to (ACT) Achieve, Contribute and Thrive.**

### **San Ysidro School District Core Values:**

The District Core Values are the principles, standards, and actions considered worthwhile by the Board and Superintendent. These values include how people treat each other, how the group conducts business and what is most important to the Board and Superintendent. The Board and Superintendent adopted the following Core Values:

#### **We Value:**

- Students first by providing a quality education in a safe environment;
- High expectations and standards through accountability and responsibility;
- All staff and community input;
- Openness and transparency; and
- Integrity, honesty and respect.

**Our actions are in accord with these values and fair judgment**

## **Status Analysis:**

The Board and Superintendent made careful and realistic analysis of the status of the District focusing on the following areas:

- Executive Operating
- Business and Facilities
- Instructional Division
- Educational Services
- Special Education
- Human Resources Division
- Technology

## **Identification of Four Focus Areas:**

Based upon the Status Analysis, Four Focus areas were identified:

- Executive Operating
- Business and Facilities
- Instructional (including Educational Services and Special Education)
- Human Resources Division

Technology was identified as a component of each of the four focus areas and thus would be considered in each of the four identified focus areas.

## **Priorities for Goals and Work Plans**

The Board and Superintendent identified topics and priorities for which Goals would be developed into Work Plans. The Superintendent will collaborate with staff to refine goals with identified objectives and strategies that include a measureable timeline for completion and identify who will be responsible for completion. The priorities identified within the Focus Areas include:

### **Instructional Work Plan**

Long Term (3 to 5 years):

- Develop signature program/s –STEAM,
- Reconfiguration of existing schools and study of Beyer or Charter HS.
- PTA and Parent development
- ASB

Short Term (within the year)

- Create Instructional Plans (SPED, LEA, TECH, Dual Language, EL, ASB, Site, Consolidated App, etc.
- Develop Budgets and full understanding of resources and plans
- Develop a plan to address Average Daily Attendance (ADA)

- Develop Safety Plans for the District and School
- Develop a plan to study existing facilities and the Beyer facility use
- Develop short term parent and community engagement plan
- Train and implement compliant ASB in schools

## **Business and Facilities Work Plan**

Long Term (3 to 5 years):

- Maintain a Balanced Budget at all times
- Facilities Analysis and Implement Beyer facility use.
- Ongoing Negotiations

Short Term (within the year)

- Hire a Chief Operating Officer to oversee the Business Division
- Balance Budget
- Implement Position Control Document
- Monitor and hold all accountable for Average Daily Attendance (ADA)
- Workers Comp and Risk Management
- Transportation plan
- Develop a plan to Reconfigure Schools
- Develop a plan to analyze the facilities needs and uses across the District including M&O, solar use, construction needs, details of property owned by district, etc.
- Provide an update on the modernization plan
- Negotiations

## **Human Resources Work Plan**

Long Term (3 to 5 years):

- All Job Descriptions reviewed and updated
- Classified Study
- Support continued development of ADA
- Ongoing Professional Development
- Ongoing Negotiations
- Staff Appreciation

Short Term (within the year)

- Develop a job description for a Chief Operating Officer to oversee Business Division
- Support balanced budget through development of a new Position Control Document.
- Develop a new District Organizational Chart
- Provide training for all managers to complete evaluations based on Job Descriptions
- Develop a plan to review job descriptions in light of duties needed and appropriate pay for job classifications

- Develop an HR plan for Reconfiguration of Schools for student continued attendance
- Work with Business and Instruction to Develop an HR plan in conjunction with Beyer facilities plan
- Confirm and Monitor employee to student ratios for ADA support
- Develop a Professional Development Plan for Administrators including evaluations, workers comp, ADA accommodations, child abuse reporting, harassment prevention,
- Develop a Worker's Comp Plan
- Negotiations: Develop District's short term negotiations plan
- Develop a staff appreciation plan

### **Executive Operations Work Plan**

Long Term (3 to 5 years):

- Board Policies
- Technology Implementation
- Professional Development Implementation
- Charter High School Opening
- Short Term (within the year)

Short Term (within the year)

- Superintendent evaluation and Board Protocols and Balanced Budget
- Reliable Cabinet and Organizational Chart
- Negotiations
- Evaluations for all, complaint training, Internal staff communications
- Instructional plan updates and status
- Plans for: Professional Development training for Administrators; Website update and development; Technology plan and E-Rate expenditures; Board Policies.
- Plans for School Reconfiguration study; Beyer Facilities, and Charter High School.
- Collaboration; parent engagement; and plan for resolution of existing law suits and potential litigation.

The Superintendent will meet with staff and develop specific recommended Goals, strategies and objectives for each of the priority areas identified by the Board and the Superintendent. The Goals, Strategies and Objectives will be presented as a completed Work Plan and will be ready for Board approval at the end of the Superintendent's One Hundred Day Work Plan Period.

### **Communication Plan**

The Board and Superintendent Strategic Plan will be published on the District Website. All administrators will have a copy of the Work Plan. The Work Plans, will in part, be an integral component of all administrators' evaluations. A status review will be provided at the end of the Superintendent's One Hundred Day Plan.

**SAN YSIDRO SCHOOL DISTRICT  
GOVERNING BOARD AGENDA**

---

**TO:** Governing Board

**BOARD MEETING DATE:** July 30, 2015

**FROM:** Julio Fonseca, Ed.D  
Superintendent

**SCHOOL/DEPARTMENT:**  
Business Services

**AGENDA ITEM:** ADOPTED BUDGET 2015-16 - REVISED

**BACKGROUND INFORMATION:**

Education Code Section (E.C.) 42127 specifies the requirement that districts adopt a budget for the following year by July 1. For districts that have elected the single-budget adoption, E.C. 42127(i)(4) states that, "Not later than 45 days after the Governor signs the annual Budget Act, the school district shall make available for public review any revisions in revenues and expenditures that it has made to its budget to reflect the funding made available by that Budget Act." The Budget was signed on June 19, 2015, which means that the 45 days falls on Monday, August 3, 2015. Note that this does not specify that revisions must be made; rather, it requires that any revisions that the district chooses to make be available for public review within 45 days after the Governor signs the Budget.

**Changes in revenue:**

- Revenue Limit Sources decreased due to LCFF changes: -\$173,921
  - Gap funding reduced from 53% to 51.5%
- Federal Revenue decreased McKinney-Vento grant elimination: -\$125,000
- State Revenue increased for one-time funding: +\$1,100,000

**Net change in Revenue: +\$801,079**

**Changes in expenditures:**

- Administrative Confidential Secretary: +\$50,000
  - To be adjusted when position filled with actual amounts
- Elimination of McKinney-Vento grant expenditures: -\$125,000
- Full payment of retirement incentive to PARS: +\$1,020,270
  - Adopted Budget provided for five annual payments

**Net change in Expenditures: +\$953,774**

**Net Change in Fund Balance -\$152,695**

**RECOMMENDATION:**

Approve the revised 2015-16 Adopted Budget.

---

Renewal     New     Amendment     Ratify     Other

**Business Services Reviewed:** \_\_\_\_\_

Financial Implications?

Are funds for this item included in the 2015-2016 Budget?

Requisition #

Yes     No

Yes     No

\$

(Amount)

(Name of funding source and/or location)

(Funding account number)

---

Recommended for:     Approval     Denial    Certification Requested     Yes     No

**Superintendent's Office Certification:**

  
\_\_\_\_\_  
Julio Fonseca, Ed.D, Superintendent  
Secretary to the Board

DESCRIPTION	OBJECT CODE	FY 2015-16 Adopted Budget			FY 2015-16 Revised Budget			FY 2015-16 Difference		
		Unrestricted	Restricted	Combined	Unrestricted	Restricted	Combined	Unrestricted	Restricted	Combined
		\$ 4,554,436	\$ 1,740,766	\$ 6,295,202	\$ 4,554,436	\$ 1,740,766	\$ 6,295,202	\$ 4,554,436	\$ 1,740,766	\$ 6,295,202
<b>A Beginning Balance as of July 1</b>										
<b>B Revenues</b>										
1 Revenue Limit Sources	8010-8099	\$ 41,106,831	\$ 173,427	\$ 41,280,258	\$ 40,932,910	\$ 173,427	\$ 41,106,337	\$ (173,921)	\$ -	\$ (173,921) 1
2 Federal Revenues	8100-8299	\$ 22,588	\$ 3,010,864	\$ 3,033,452	\$ 22,588	\$ 2,885,864	\$ 2,908,452	\$ -	\$ (125,000)	\$ (125,000) 2
3 Other State Revenues	8300-8599	\$ 1,499,696	\$ 410,843	\$ 1,910,539	\$ 2,599,696	\$ 410,843	\$ 3,010,539	\$ 1,100,000	\$ -	\$ 1,100,000 3
4 Other Local Revenues	8600-8799	\$ 156,986	\$ 2,959,878	\$ 3,116,864	\$ 156,986	\$ 2,959,878	\$ 3,116,864	\$ -	\$ -	\$ -
<b>5 Total Revenues</b>		<b>\$ 42,786,101</b>	<b>\$ 6,555,012</b>	<b>\$ 49,341,113</b>	<b>\$ 43,712,180</b>	<b>\$ 6,430,012</b>	<b>\$ 50,142,192</b>	<b>\$ 926,079</b>	<b>\$ (125,000)</b>	<b>\$ 801,079</b>
<b>Beginning Balance &amp; Revenue (A+B5)</b>		<b>\$ 47,340,537</b>	<b>\$ 8,295,778</b>	<b>\$ 55,636,315</b>	<b>\$ 48,266,616</b>	<b>\$ 8,170,778</b>	<b>\$ 56,437,394</b>	<b>\$ 5,480,515</b>	<b>\$ 1,615,766</b>	<b>\$ 7,096,281</b>
<b>C Expenditures</b>										
1 Certificated Salaries	1000-1999	\$ 17,372,630	\$ 3,440,155	\$ 20,812,785	\$ 17,372,630	\$ 3,440,155	\$ 20,812,785	\$ -	\$ -	\$ -
2 Classified Salaries	2000-2999	\$ 4,508,125	\$ 2,437,269	\$ 6,945,394	\$ 4,558,125	\$ 2,372,282	\$ 6,930,407	\$ 50,000	\$ (64,987)	\$ (14,987) 4,5
3 Employee Benefits	3000-3999	\$ 5,961,532	\$ 1,784,360	\$ 7,745,892	\$ 5,961,532	\$ 1,762,126	\$ 7,723,658	\$ -	\$ (22,234)	\$ (22,234) 5
4 Books & Supplies	4000-4999	\$ 2,411,840	\$ 839,945	\$ 3,251,785	\$ 2,411,840	\$ 825,267	\$ 3,237,107	\$ -	\$ (14,678)	\$ (14,678) 5
5 Services, Other Operating Exp	5000-5999	\$ 3,689,258	\$ 2,931,433	\$ 6,620,691	\$ 3,689,258	\$ 2,916,836	\$ 6,606,094	\$ -	\$ (14,597)	\$ (14,597) 5
6 Capital Outlay	6000-6999	\$ 100,397	\$ -	\$ 100,397	\$ 100,397	\$ -	\$ 100,397	\$ -	\$ -	\$ -
7 Other Outgo - exclude Direct Sup.	7100-7299	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
8 Debt Service	7400-7499	\$ 245,085	\$ -	\$ 245,085	\$ 1,265,355	\$ -	\$ 1,265,355	\$ 1,020,270	\$ -	\$ 1,020,270 6
9 Direct Support/Indirect Costs	7300-7399	\$ (417,828)	\$ 233,700	\$ (184,128)	\$ (409,324)	\$ 225,196	\$ (184,128)	\$ 8,504	\$ (8,504)	\$ -
10 CSR Reduction (for info only)	1000-7999	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
11 Projected Budget Reduction		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>12 Total Expenditures:</b>		<b>\$ 33,871,039</b>	<b>\$ 11,666,862</b>	<b>\$ 45,537,901</b>	<b>\$ 34,949,813</b>	<b>\$ 11,541,862</b>	<b>\$ 46,491,675</b>	<b>\$ 1,078,774</b>	<b>\$ (125,000)</b>	<b>\$ 953,774</b>
<b>D Interfund Xfers/Other Sources</b>										
1 Transfers In	8910-8929	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
2 Transfers Out	7610-7629	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
3 Sources	8930-8979	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
4 Uses	7630-7699	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
5 Contributions	8980-8999	\$ (5,111,850)	\$ 5,111,850	\$ -	\$ (5,111,850)	\$ 5,111,850	\$ -	\$ -	\$ -	\$ -
<b>E Net Increase (Decrease) in Fund Balance</b>		<b>\$ 3,803,212</b>	<b>\$ -</b>	<b>\$ 3,803,212</b>	<b>\$ 3,650,517</b>	<b>\$ -</b>	<b>\$ 3,650,517</b>	<b>\$ (152,695)</b>	<b>\$ -</b>	<b>\$ (152,695)</b>
<b>F Ending Balance</b>		<b>\$ 8,357,648</b>	<b>\$ 1,740,766</b>	<b>\$ 10,098,414</b>	<b>\$ 8,204,953</b>	<b>\$ 1,740,766</b>	<b>\$ 9,945,719</b>	<b>\$ 4,401,741</b>	<b>\$ 1,740,766</b>	<b>\$ 6,142,507</b>
1 Revolving Cash	9711	\$ 9,659	\$ -	\$ 9,659	\$ 9,659	\$ -	\$ 9,659	\$ -	\$ -	\$ -
2 Other Reserves	97xx	\$ 103,305	\$ -	\$ 103,305	\$ 103,305	\$ -	\$ 103,305	\$ -	\$ -	\$ -
3 Restricted	9740	\$ -	\$ 1,740,766	\$ 1,740,766	\$ -	\$ 1,740,766	\$ 1,740,766	\$ -	\$ -	\$ -
4 Stabilization Arrangements	9750	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
5 Other Commitments	9760	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
6 Assigned - Other Assignments	9780	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
7 Reserve for Economic Uncertainties	9789	\$ 1,366,137	\$ -	\$ 1,366,137	\$ 1,394,750	\$ -	\$ 1,394,750	\$ 28,613	\$ -	\$ 28,613 7
8 Unassigned/unappropriated Amount	9790	\$ 6,878,547	\$ -	\$ 6,878,547	\$ 6,697,238	\$ -	\$ 6,697,238	\$ (181,309)	\$ -	\$ (181,309) 8
<b>G Components of Ending Fund Balance Total</b>		<b>\$ 8,357,648</b>	<b>\$ 1,740,766</b>	<b>\$ 10,098,414</b>	<b>\$ 8,204,953</b>	<b>\$ 1,740,766</b>	<b>\$ 9,945,719</b>	<b>\$ (152,695)</b>	<b>\$ -</b>	<b>\$ (152,695)</b>

Explanation of differences between Adopted and Revised Budget  
 Change in gap funding percentage from 53.08% to 51.52%  
 Elimination of McKinney-Vento Grant revenue  
 One-time mandate funds  
 Administrative Confidential Secretary position  
 Elimination of McKinney-Vento Grant expenditures  
 Full payment of PARS (retirement incentive) in a lump sum  
 Increase reserve for economic uncertainties due to expenditure increase  
 Net change in fund balance due to changes above

**BUSINESS**

**SAN YSIDRO SCHOOL DISTRICT  
GOVERNING BOARD AGENDA**

---

**TO:** Governing Board

**BOARD MEETING DATE:** July 30, 2015

**FROM:** Julio Fonseca, Ed.D.  
Superintendent

**SCHOOL/DEPARTMENT:** Educational Services

**AGENDA ITEM:** BOYS AND GIRLS CLUB OF SOUTH COUNTY AGREEMENT

**BACKGROUND INFORMATION:**

The Boys and Girls Club of South County is a youth development agency whose primary mission is to improve the quality of life of young people as participating members of our community. On July 9<sup>th</sup>, the Board voted and approved The Boys and Girls Club of South County to provide before and after school enrichment services as framed in the After School Education and Safety (ASES) Program grant.

Services will be provided at La Mirada, Willow, Smythe, Sunset, San Ysidro Middle, Vista Del Mar and Ocean View Hills Schools.

**COST IMPLICATIONS:**

The costs incurred will be supported through the ASES grant and the Supplemental & Concentration funds.

**RECOMMENDATION:**

Approve/Ratify the agreement with the Boys and Girls Club of South County for After School Education and Safety Program for 2015-16.

---

Renewal     New     Amendment     Ratify     Other

**Business Services Reviewed:** \_\_\_\_\_

Financial Implications?

Are funds for this item included in the 2015-2016 Budget?

Requisition # from PeopleSoft:

Yes     No

Yes     No

\$950,691.97

(Amount)

ASES Grant &  
Supplemental/Concentration Funds

(Name of funding source and/or location)

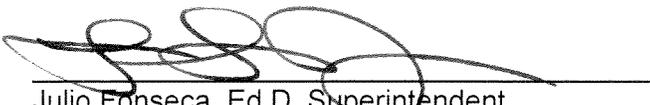
(Funding account number)

---

Recommended for:     Approval     Denial

Certification Requested     Yes     No

**Superintendent's Office Certification:**

  
Julio Fonseca, Ed.D, Superintendent  
Secretary to the Board

**SAN YSIDRO SCHOOL DISTRICT  
GOVERNING BOARD AGENDA**

---

**TO:** Governing Board

**BOARD MEETING DATE:** July 30, 2015

**FROM:** Julio Fonseca, Ed.D.  
Superintendent

**SCHOOL/DEPARTMENT:** Educational Services

**AGENDA ITEM:** *APPROVAL OF THE CERTIFICATION REQUIREMENT COSTS FOR THE AVID PROGRAM AT SAN YSIDRO MIDDLE SCHOOL*

**BACKGROUND INFORMATION:**

AVID, Advancement Via Individual Determination, is a global nonprofit organization dedicated to closing the achievement gap by preparing all students for college and other postsecondary opportunities. Established more than 30 years ago with one teacher in one classroom, AVID today impacts more than 800,000 students in 44 states and 16 other countries/territories.

- AVID Teaches skills and behaviors for academic success
- Provides intensive support with tutorials and strong student/teacher relationships
- Creates a positive peer group for students
- Develops a sense of hope for personal achievement gained through hard work and determination

As a result, policymakers and educators now consider AVID's mission to be an essential strategy for closing the achievement gap, making college access and success available to all students. AVID will establish its certification initially at SYMS with the goal to implement at other school sites in the next few years.

**COST IMPLICATIONS:**

The costs incurred by the San Ysidro School District for the implementation of AVID at SYMS through the Supplemental & Concentration funds:

- \$3,585 Annual AVID Membership
- \$6,952 Summer Institute Training for 8 Teachers
- \$4,520 AVID Library Package
- \$15,000 Secondary Avid District Leadership Training (covers 2 years of training)

**RECOMMENDATION:**

Approve the AVID Certification Costs for San Ysidro Middle School.

Renewal     New     Amendment     Ratify     Other

**Business Services Reviewed:** \_\_\_\_\_

Financial Implications?

Yes     No

Are funds for this item included in the 2015-2016 Budget?

Yes     No

Requisition # from PeopleSoft:

\$30,057  
(Amount)

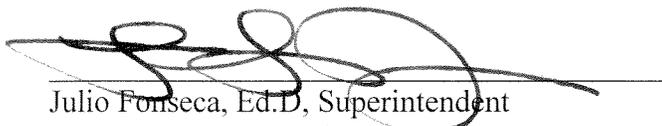
Supplemental & Concentration Funds  
(Name of funding source and/or location)

(Funding account number)

Recommended for:     Approval     Denial

Certification Requested     Yes     No

**Superintendent's Office Certification:**

  
Julio Fonseca, Ed.D, Superintendent  
Secretary to the Board