



February 21, 2019

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DEHESA

**Regular Governing
Board Meeting**

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Agenda

Welcome

Welcome to the meeting of the Dehesa School District Governing Board. Your interest in our school district is appreciated.

Our Governing Board

Our community elects five Board members who serve four-year terms. The Board members are responsible for the overall operation for the school district. Among its duties, the Board adopts and annual budget, approves expenditures, establishes policies and regulations, authorizes employment of all personnel, approves curriculum and textbooks, and appoints the Superintendent.

Cindy White

Mrs. White was first elected to the governing Board in November 2002, re-elected in 2006, 2010, 2014 and 2018. Her current term expires in 2022.

Karl Becker

Mr. Becker was elected to the board in 2010 and reelected in 2014 and 2018. His current term expires in 2022

Christina Becker

Mrs. Becker was first elected to the Governing Board in the year 2014 and reelected in 2018. Her current term expires in 2022.

Mark Zacovic

Dr. Zacovic was first elected to the governing Board in November 2016. His current term expires in 2020.

Karen Kirkpatrick

Mrs. Kirkpatrick was appointed to the governing Board in December 2017 and elected to the Board in 2018. Her current term expires in 2020.

DEHESA SCHOOL DISTRICT

LOCATION & TIME

CLOSED SESSION - 4:00 p.m.

Dehesa School – Room D4

LOCATION & TIME -

OPEN SESSION -5:00 p.m.

Dehesa School - MPR

REGULAR GOVERNING BOARD MEETING

FEBRUARY 21, 2019

AGENDA

Accommodations: In compliance with the American with Disabilities Act 1990, if you need special assistance to participate in this meeting, please contact the office of the Superintendent at 619-444-2161. Notification of 48 hours prior to the meeting will enable the District to make reasonable arrangements to ensure accessibility to that meeting.

In compliance with Government Code section 54957.5, non-exempt writings that are distributed to a majority or all of the board in advance of a meeting, may be viewed at Dehesa School District, 4612 Dehesa Road, El Cajon, CA 92019, or at the scheduled meeting. In addition, if you would like a copy of any record related to an item on the agenda, please contact Deborah Cagney.

Board of Education agendas and minutes are, by law, public documents. Please note the Dehesa School District posts Board agendas and minutes on the school website; <https://dehesasd.sdcoe.net>.

Cell Phones/Electronic Devices: As a courtesy to all meeting attendees, please set cellular phones and electronic devices to silent mode and engage in conversations outside the meeting room.

Public Comments: If you wish to speak regarding an item on the agenda, please complete a speaker card located on the podium and present it to the Administrative Secretary prior to the start of the meeting. When the Board President invites you to the podium, please state your name before making your presentation. In the interest of time and order, presentations from the public are limited to 3 minutes per person.

I. Call to Order

- A. Public Comment on Closed Session Items.

II. Closed Session

- A. PUPIL PERSONNEL MATTERS: The Governing Board will recess to Closed Session to consider pupil personnel matters pursuant to Government Code Section 35146, 72122, and 48918
- B. PERSONNEL MATTERS: The Governing Board will recess to Closed Session to consider personnel matters pursuant to Government Code Section 54957
 - 1. Appointment, Employment, Evaluation of Performance, Discipline, Leaves, or Dismissal of a Public

Employee

- C. NEGOTIATIONS: The Governing Board will recess to Closed Session to consider negotiations and related matters pursuant to Government Code 54957.
 - 1. Employee Organizations: DTA, CSEA, and Unrepresented Employees
- D. POTENTIAL LITIGATION: The Governing Board will recess to Closed Session for conference with Legal Counsel regarding Anticipated Litigation-Significant exposure to litigation pursuant to paragraph (2) or (3) of subdivision (d) of Government Code section 54956.9.
- E. REAL PROPERTY: The Governing Board will recess to Closed Session to consider real property pursuant to Government Code 54956.8 (b) (1).

III. Public Meeting

- A. Call to Order and Establishing a Quorum
- B. Closed Session Report of Any Action Taken
- C. Pledge of Allegiance
- D. Agenda Approval

IV. Requests to Address the Board

A. District/Community Organization Reports

- 1. Spotlight on Education: 2nd Grade Presentation
- 2. Parents' Club – Jade Clark, President
- 3. Dehesa Teacher's Association – Farida Blakey, President
- 4. California School Employees Association #663 – Jackie Finch, President
- 5. Diego Hills Central Charter School – Kevin Ogden
- 6. Dehesa Charter – Terri Novacek
- 7. The Heights Charter School – Diana Whyte
- 8. Inspire Charter & Pacific Coast Academy – Nick Nichols
- 9. Method Schools – Jessica Spallino
- 10. Valiant Charter / California Academy of Sport Science/ University Prep – Justin Schmitt
- 11. Citizen Input

B. Trustee Reports and Comments – Trustees will report and comment as desired.

V. Consent Items

The following items are considered by the Superintendent to be of a routine nature and are acted on with one motion. Any recommendation may be removed at the request of any Board Member and placed under new and/or unfinished business.

- A. **Approval of Minutes** – It is recommended that the board of Trustees approve the minutes of the following meetings:
 - 1. Regular Board Meeting – January 15, 2019.

B. Approval of Warrants and Purchase Orders – It is recommended that the Board of Trustees approve the commercial warrants and purchase orders as presented.

C. Conferences and Workshops

1. CASTO 51st Annual State Conference.
2. Small School District Association.
3. Code to the Future West Coast Immersion Site Conference.
4. Code to the Future Leaders Conference.

D. Contracts

1. Approval of Girard, Edwards, Stevens & Tucker LLP Contract.
2. Approval of Atkinson, Andelson, Loya, Ruud & Romo Contract.
3. Approval of Consultancy Agreement with Allison Hawk, Nurse.
4. Ratification of Revolution Food Contract.
5. Ratification of Master Agreement for Professional Services with Infinity Communications and Consulting.

E. InterDistrict Attendance Agreements

1. Approval of the InterDistrict Attendance Agreement with Lemon Grove School District.

F. Correspondence

1. 2018-2019 First Interim Report.
2. 2019 Ballot for CSBA Delegate Assembly.
3. Target River Summary Report.
4. U.S. Department of Transportation Drug and Alcohol Testing Report.
5. Safety Compliance Report/Terminal Record Update.

G. Educational Services

1. Approval of School Accountability Report Card for the 2017-2018 School Year.
2. Approval of the CA Comprehensive Sexual Education Curriculum.

H. Personnel

1. Accept the resignation of a certificated employee effective 2/14/19.

VI. Information & Proposals (Action may be taken)

A. Report, Information, and Presentations

1. Budget Report
2. Facilities Report

3. Superintendents' Report
 - a. Enrollment Update
 - b. China Report
4. Principal's Report
 - a. LCAP Update

B. Discussion

1. Purchase of computers for Board Members.

VII. Action Items

A. Public Hearings - None

B. Old Business – None

C. New Business

1. The Board will consider the approval of the 2018-2019 Comprehensive Safety Plan.
2. The Board will consider the approval of Low Performing School Block Grant.

D. Negotiations

1. Acceptance of Contract Proposal from Classified School Employees Association (CSEA).
2. Acceptance of Contract Proposal from Dehesa Teacher's Association (DTA).

E. Board Policies

1. Updated Board Policies, Regulations and Exhibits Personnel 4211-4212.42.
2. Policy Updates BP/AR460, AR33.11.1, AR3543, AR4200, AR5113, AR5131.41.

VIII. Advance Planning

A. Next Meeting

1. Regular Board Meeting March 14, 2019. Closed Session at 4:00 p.m.
Open Session at 5:00 p.m.

B. Agenda Items – Trustees may request placing items on the next agenda.

IX. Adjournment



Charter School Update

School Name: Diego Hills Central

Date: 2/06/19

Enrollment Update: 549

Monthly Highlights:

- **National School Counselor Week**
 - ASVAB Testing
 - Think for Yourself – Students learn about healthy relationships and how to form boundaries with others
 - FAFSA Completion
 - Student Survey – Students are asked questions to better understand what could improve the counseling program
- **Cyber Safety Training**
 - SDPD presented on how to teach our students about cyber bullying and identity theft
- **Boys/Girls Basketball**
 - One girls and one boys team have started practicing and playing games with other Learn4Life schools.
- **Brandman Pilot**
 - 5 students began an introductory online College Success class for college credit.
 - Students who complete the introductory course will be encouraged to take another college course through Brandman, which will count toward the CCI on the state dashboard
- **Field Trips**
 - San Diego Continuing Education
 - Mesa Community College

Please return to Nancy Hauer as soon as possible so that I can share with the Board.



Charter School Update

School Name: Diego Hills Central - Chicago/Riverside

Date: 2/04/19

Enrollment Update: 191 Independent Studies students

33 Homeschool students

Monthly Highlights:

- DHC – Chicago/Riverside continues to provide SGI classes for all levels of English, ELD, math, science, AVID, Art Therapy, professional skills, SLAM, and Yoga. More students are attending the SGIs than ever.
- Several of DHC staff members, including teachers, tutors, and paraprofessionals began clubs in January. Clubs range from Student Body Leaders, American Sign Language Club, Crafts Club, Music Club, and the Art Club. Please see the picture of DHC's Sign Language Interpreter, Angeles Camacho, as she teaches sign language to 8 students in her American Sign Language Club.
- DHC/Chicago successful finished the last class of Emergency Medical Technician classes on January 30 with 18 students.
- The DHC AVID classes are running twice a week with 12 students. April Weiner, AVID Teacher, and Alex Le is the AVID Tutor are doing a great job with the class. Four of the AVID students are working on college classes from Brandman University.

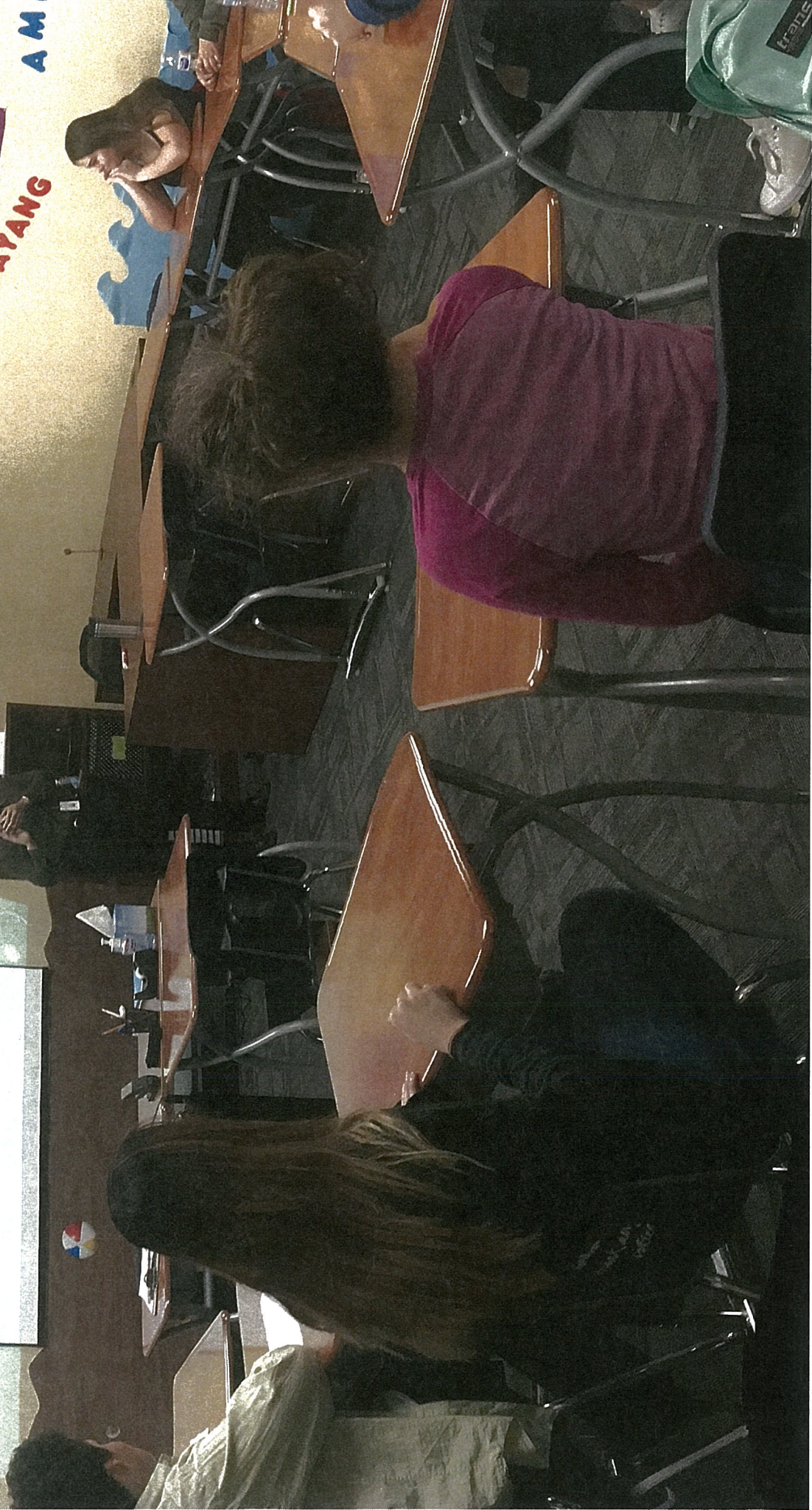
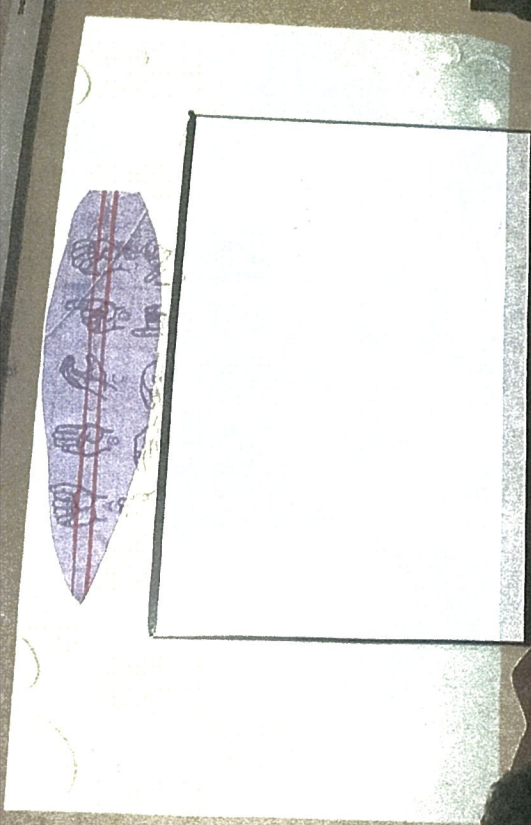
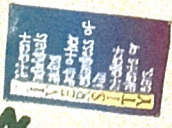
- DHC/Chicago continues to have therapy dogs on campus 5 days a week for students to interact with. Students and staff are enjoying the experience. Students are staying longer at the site to work on their assignments just to interact with the dogs a little longer.
- DHC has started a new school wide tradition. We celebrate students and staff birthdays by displaying a birthday calendar with students' and staff's birthdays. On the last Thursday of every month, students and staff celebrate together with a cupcake.
- On January 26, 19 students and three chaperones attended the theater show "Wicked" at the Pantages Theater in Los Angeles. This was the first theater show that these students had ever attended. Three of our students are deaf and they received a special interpreting by the theater's sign language interpreters.
- DHC/ Chicago staff did a two-day professional development training in January on restorative justice practices. These new practices will be used at the Diego Hills Central site as well as the Cops4Kids site in San Jacinto. Both sites are supervised by Minerva Clayton, Principal. The topics that were addressed: identify root causes of behavior, allow all parties to be heard, offers unbiased and objective facilitator engagement, provide executable solutions, and restorative circles.
- DHC/ Chicago participated in the Youth Leadership Conference at Universal Studios with ten students.
- Representatives from the 66er's Stadium came to do a job fair at the site. There were 15 students that attended and they filled out applications for potential jobs at the stadium.

Thank you,

Nancy



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Charter School Update

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Date: 2/06/19

Enrollment Update: 549

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- **National School Counselor Week**
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 - Think for Yourself – Students learn about healthy relationships and how to form boundaries with others
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- **Cyber Safety Training**
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- **Boys/Girls Basketball**
 - One girls and one boys team have started practicing and playing games with other Learn4Life schools.
- **Brandman Pilot**
 - 5 students began an introductory online College Success class for college credit.
 - Students who complete the introductory course will be encouraged to take another college course through Brandman, which will count toward the CCI on the state dashboard
- **Field Trips**
 - San Diego Continuing Education
 - Mesa Community College

Please return to Nancy Hauer as soon as possible so that I can share with the Board.



Charter School Update

School Name: Method Schools

Date: 2/13/19

Enrollment Update: 202

Monthly Highlights:

- **Preparing for CAASPP testing in April with intense interventions for all students**
- **Participated in regional robotics event this past weekend**
- **Holding a wellness event for all community members this evening, focusing on overall health**
- **Summer enrollment underway**
-

Please return to Nancy Hauer as soon as possible so that I can share with the Board.

Thank you,

Nancy



Charter School Update

School Name: Inspire Charter School - South

Date: February 13, 2019

Enrollment Update: 4,317 students

Monthly Highlights: Inspire Charter School - South hosted our WASC Self-Study visit in January. WASC was pleased to observe several parent-student-teacher meetings, high school labs, and validate our work. Inspire and Pacific Coast Academy teachers hosted a Family Science event and Family Art Night in January.

School Name: Pacific Coast Academy

Date: February 13, 2019

Enrollment Update: 3,884 students

Monthly Highlights: Inspire and Pacific Coast Academy teachers hosted a Family Science event and Family Art Night in January.

Please return to Nancy Hauer as soon as possible so that I can share with the Board.

Thank you,

Nancy

Dehesa School District Board Meeting Minutes

January 15, 2019

I. Call to order

President, Cindy White called the meeting to order at 4:00 p.m. The Board convened into Closed Session

II. Closed Session

III. Public Meeting

The Board reconvened at 5:03 p.m. President, Cindy White called the meeting to order and led the pledge of allegiance. Christina Becker asked to have some items moved on the agenda. Discussion that changes to the next agenda would be made. Mark Zacovic made a motion to approve the agenda. Seconded by Christina Becker. Vote as follows:

Ayes: Cindy White, Mark Zacovic, Christina Becker, Karl Becker, Karen Kirkpatrick

Nays: None

Absent: None

Abstain: None

IV. Requests to address the Board

A. District/Community Organization Reports

- 1. Presentation of Certificates of Election:** Nancy Hauer presented Cindy White, Christina Becker, Karl Becker and Karen Kirkpatrick with the Certificates of Election.
- 2. 7th Grade Presentation:** Lori Reidy was in attendance with a couple of her students. Beth and Nicholas from Lori's Science class showed the Board how to make an atom with cookies, frosting, and other candies. Lori explained that hands on labs reinforces learning.
- 3. Parents' Club:** Heather Griffiths spoke on behalf of the Parents' Club. Working on getting all the finances moved over to East County Credit Union. Discussion at the Parents' Club meeting about the upcoming Tupperware fundraiser. The Parents' Club also discussed the arrival of the Chinese Exchange Students.

4. **DTA:** No Report.
5. **California School Employees Association #663:** No Report.
6. **Inspire Charter School South & Pacific Coast Academy:** Nancy Hauer spoke on behalf of Inspire Charter School-South and Pacific Coast Academy. Inspire Charter School – South has enrollment of 4,485 students. Pacific Coast Academy has enrollment of 3,854. They are having their first spelling bee with 25 participants on Friday. They have cookies, certificates, and medals for the participants. The winner will go to the Scripps Spelling Bee.
7. **Dehesa Charter:** No Report.
8. **Diego Hills Central Charter School -Chicago/Riverside:** Nancy Hauer spoke on behalf of Diego Hills Central Charter School. Enrollment is at 179 Independent Studies students and 30 Homeschool students. Diego Hills Central – Chicago/Riverside continues to provide SGI classes for all levels of English, ELD, math, science, Art Therapy, professional skills, Math 180, SLAM, and Yoga. They will continue with their Emergency Medical Technician classes on January 9th with 18 students. The Avid classes will continue with 12 students. April Weiner, AVID Teacher, is doing a great job with the program. Wonder Writers will start another round of classes beginning the week of January 7th. They continue to have therapy dogs on campus 5 days a week for students to interact with. Students and staff are enjoying the experience. Students are staying longer at the site to work on their assignments just to interact with the dogs a little longer. The DHC/Chicago staff will be going through a two-day professional development training in January on restorative justice practices. This is to assist staff in providing positive discipline solution.
9. **The Heights Charter School:** Nancy Hauer spoke on behalf of The Heights Charter School. Enrollment is at 246 students. They got notification that they received the Low Performing Student Block Grant which they estimate will give them an additional amount of approximately \$25,000 to help students identified as low performing on the CAASP that were not already included in the supplemental funding numbers (low income, EL, immigrant, etc.). Their sixth graders will be going to camp on January 22-25, 2019. This year they will be attending Raintree Ranch, which is affiliated with Camp Marston. The focus will be a science camp/theme. Their first

semester ends on January 25, 2019. Applications for the 2019-2020 school year have started to come in.

10. **Method Schools:** Nancy Hauer spoke on behalf of Method Schools. Enrollment is at 192 students. Track B enrollment approaching close date. They are providing promotional enrollment events to grow enrollment as much as possible before close date. They just completed SBAC practice testing and are following up with additional test prep sessions and instructional interventions. New Tiles courses beginning semester 2 include: 3D Printing, Comic Book Characters, Book Crew, Anime, Intermediate Guitar, Flag Football and Career Exploration. Summer School enrollments opens January 28, 2019. They are projecting an increase in enrollment from last year.
11. **Valiant Charter/ California Academy of Sport Science/ University Prep:** Johnathon Newman was in attendance from Valiant Charter. The P1 ADA is 3,544.76. Staff participated in an all-staff professional development conference in early January. Their professional learning community this year is focused on increasing student login time/attendance. State testing preparations are underway. Letters are being sent and Physical Fitness Testing is on this month's docket. ELAC meetings continue to support EL students. We continue to help Lori Reidy with the language curriculum software. Nancy Hauer spoke on behalf of California Academy of Sport Science and University Prep. California Academy of Sports Science has a P1 ADA of 1908.09. Staff are actively connecting students with local resources and sports organization. They continue to attract a variety of students. Their professional learning community this year is focused on increasing student login time/attendance. Their quarter 1 interventions resulted in 25% increase in login time. Some field trips include: iFly, March Field Air Museum and Kids Run OC.
12. **Citizen Input:** None

- B. **Board Input:** Christina Becker would like the items on the Agenda to have more items under consent so that there could be better use of the Board members time at the meetings. State Building Report should be changed to Facility Report. All items should be in the Board Packet and only those items that really need to be discussed should be under the Action Items. Cindy White said she does not mind some of the changes. Make sure to have action may be taken in parentheses

for non-action items. Mark Zacovic agrees. Cindy White said that the Board needs to be patient with changes. Karl Becker asked about the computers for the Board members so that the meetings can become paperless. Anna said that they would work on getting computers ordered for the Board.

Karen Kirkpatrick talked about the website and that they are getting some of the pictures uploaded and it is coming along nicely.

Anna Buxbaum talked about how Alpine cancelled our food contract. Sheila White has been researching companies and found Revolution foods. They have really good food that is produced in nut free facilities and the food is all non-GMO. They have choices each day of a regular entrée or a vegetarian entrée. The cost would be a little higher but, we would have more control than with joining another district. The Board will ratify at the next meeting.

V. Routine Action Items

Karl Becker made a motion to approve the Routine Action Items. Seconded by Karen Kirkpatrick. Vote as follows:

Ayes: Cindy White, Mark Zacovic, Christina Becker, Karl Becker, Karen Kirkpatrick

Nays: None

Absent: None

Abstain: None

VI. Information & Proposals

A. **Correspondence:** The Board reviewed the letter from the Sweetwater Authority.

B. Report, Information, and Presentations

1. **Budget Report:** Anna Buxbaum went over the budget report with the Board. Said that they are working on getting the collection accounts paid and have had some success.

2. **State School Building Report:** None

3. **Principal Report:** Heather Griffiths spoke about what is happening this month at Dehesa. There will be a host family information meeting on Wednesday January 16th. The Chinese exchange students will be here from January 28th- February 9th. There will be 15 middle school students. We are organizing Dehesa Student Ambassadors to assist students and help them assimilate. Hosting will fully fund Chinese exchange trip for seven Dehesa

eighth grade students over spring break. SDCOE Family Life curriculum preview is on January 23rd. Professional Development will continue to focus on writing and improvement in science. NEU San Diego conference is January 28-29, 2019. We are sending 3 staff members.

4. **Enrollment:** Nancy Hauer reported that we have enrollment of 157 students. That is up from 152 last year.
 5. **Williams Quarterly Report:** Nancy Hauer spoke about the report and how we have received no complaints.
 6. **Asbestos Hazard Emergency Response Act (AHERA) 3-year reinspection:** Nancy Hauer spoke about the inspection and how it is a required 3-year inspection for Asbestos. No Asbestos was found.
- C. **Discussion:** Christina Becker said that she would like to see Computer Science Academy scrolling across the marquee to advertise more that we are a Computer Science School.

VII. Action Items

- A. **Public Hearings** – None
- B. **Old Business** – None
- C. **New Business**

1. **Material Revision for Inspire School South:** Mark Zacovic made a motion to approve the Material Revision for Inspire School South. Seconded by Karen Kirkpatrick. Vote as follows:

Ayes: Cindy White, Mark Zacovic, Christina Becker, Karl Becker, Karen Kirkpatrick

Nays: None

Absent: None

Abstain: None

2. **Occupational Therapist Contract:** Karl Becker made a motion to approve the Occupational Therapist Contract. Seconded by Karen Kirkpatrick. Vote as follows:

Ayes: Cindy White, Mark Zacovic, Christina Becker, Karl Becker, Karen

Kirkpatrick

Nays: None

Absent: None

Abstain: None

- 3. World of Work Grant:** Karen Kirkpatrick made a motion to approve the World of Work Grant. Seconded by Mark Zacovic. Vote as follows:

Ayes: Cindy White, Mark Zacovic, Christina Becker, Karl Becker, Karen Kirkpatrick

Nays: None

Absent: None

Abstain: None

- 4. 2017-2018 Audit Report:** Karl Becker made a motion to approve the 2017-2018 Audit Report. Seconded by Mark Zacovic. Mark Zacovic asked if it would be possible for the auditors to come out and present the report to the Board. Anna Buxbaum said that yes, they will come to the Board meeting to present if requested. She will ask for them to come out and present for the next audit. Vote as follows:

Ayes: Cindy White, Mark Zacovic, Christina Becker, Karl Becker, Karen Kirkpatrick

Nays: None

Absent: None

Abstain: None

D. Negotiations - None

E. Board Policies

1. Updated Board Policies, Regulations and Exhibits BP 4131 – 4161.5:

Mark Zacovic made a motion to approve the Updated Board Policies, Regulations and Exhibits BP 4131 – 4161.5. Seconded by Karen Kirkpatrick. Vote as follows:

Ayes: Cindy White, Mark Zacovic, Christina Becker, Karl Becker, Karen Kirkpatrick

Nays: None

Absent: None

Abstain: None

F. Personnel

- 1. Hire a long-term substitute effective 12/18/2018 – 06/13/2019**
- 2. Hire an Instructional Aide effective 1/14/2019 – 06/13/2019**

Karl Becker made a motion to approve Personnel items 1 & 2. Seconded by Mark Zacovic. Vote as follows:

Ayes: Cindy White, Mark Zacovic, Christina Becker, Karl Becker, Karen Kirkpatrick

Nays: None

Absent: None

Abstain: None

VIII. Advance Planning

A. Next Meeting

1. Next meeting will be February 21, 2019. Closed session at 4:00 p.m. Open Session at 5:00 p.m.

IX. Adjournment

Cindy White adjourned the meeting at 6:34 p.m.

Respectfully Submitted by:

Approved by:

Deborah Cagney
Administrative Secretary

Karen Kirkpatrick
Clerk of the Board

**DEHESA SCHOOL DISTRICT
COMMERCIAL WARRANT LISTING
January 2019**

Date	Warrant ID	Vendor Name	Fund	Invoice	Object Descr	Inv Amount	Warrant Amt
1/8/2019	14494297	School Nurse Supply, Inc.	GENERAL FUND	7797	Materials And Supplies	380.68	380.68
1/8/2019	14494298	HOLLANDIA DAIRY, INC.	CAFETERIA SPECIAL REVENUE FUND	1.3.2019	Food	189.18	189.18
1/8/2019	14494299	LYNN'S LOCKSMITH SERVICE	GENERAL FUND	305505	Materials And Supplies	6.98	6.98
1/9/2019	14495002	AT & T	CHILD DEVELOPMENT FUND	11.20.18-12.19.18	Telephone	47.25	47.25
1/9/2019	14495003	Bojorquez, Gabrielle	GENERAL FUND	TK/K Craft Supplies	Materials And Supplies	32.58	32.58
1/9/2019	14495004	CAJON VALLEY UNION SCHOOL DIST	GENERAL FUND	Code To The Future Posters	Materials And Supplies	126.00	126.00
1/9/2019	14495005	SAN DIEGO CTY SPEECH PATHOLOGY	GENERAL FUND	December 2018	Prof/Consult Srv&Operate Exp	2,977.50	2,977.50
1/9/2019	14495006	Verbal Behavior Associates	GENERAL FUND	December 2018	Prof/Consult Srv&Operate Exp	2,674.00	2,674.00
1/9/2019	14495007	WASTE MANAGEMENT	GENERAL FUND	January 2019	Operations & Housekeeping	340.35	340.35
1/10/2019	14495584	STS-School TechSupply	GENERAL FUND	Computer Screen Teacher	Non-Capitalized Equipment	96.19	96.19
1/10/2019	14495585	CASBO	GENERAL FUND	CASBO Conference Anna_Sheila	Travel And Conferences	1,590.00	-1,590.00
1/10/2019	14495586	MASON'S SAW SERVICE	GENERAL FUND	Leaf Blower Repair	Rentl,Lease,Repair&Non-Cap Imp	235.42	235.42
1/10/2019	14495587	School Life	GENERAL FUND	Brag Tags 7789	Materials And Supplies	80.36	80.36
1/10/2019	14495588	SYCUAN RESORT	GENERAL FUND	December 2018	Materials And Supplies	520.00	520.00
1/11/2019	14496290	BorderLAN Security	GENERAL FUND	Phone System	Equipment	11,133.81	11,133.81
1/11/2019	14496291	SAN DIEGO COUNTY	GENERAL FUND	RegistrationSex Ed Curriculum	Travel And Conferences	25.00	25.00
1/11/2019	14496292	VISTA HILL	GENERAL FUND	December 2018	Prof/Consult Srv&Operate Exp	1,417.00	1,417.00
1/15/2019	14497264	Department of Justice	GENERAL FUND	Fingerprints_IN347964	Prof/Consult Srv&Operate Exp	49.00	49.00
1/15/2019	14497265	School Services of California, Inc.	GENERAL FUND	Gov. Budget Workshop	Travel And Conferences	450.00	450.00
1/15/2019	14497266	SAN DIEGO COUNTY	GENERAL FUND	Training Mental Health First A	Travel And Conferences	25.00	25.00
1/15/2019	14497266	SAN DIEGO COUNTY	GENERAL FUND	Training Chronic Absenteeism	Travel And Conferences	65.00	65.00
1/15/2019	14497267	SAN DIEGO COUNTY	GENERAL FUND	Marine Science Floating Lab	Prof/Consult Srv&Operate Exp	670.00	670.00
1/15/2019	14497268	HOLLANDIA DAIRY, INC.	CAFETERIA SPECIAL REVENUE FUND	1.10.2019	Food	276.41	276.41
1/15/2019	14497268	Keenan & Associates	GENERAL FUND	Jan 2019	Health & Welfare Benefits, Cer	117.00	117.00
1/15/2019	14497268	Keenan & Associates	GENERAL FUND	Dec 2018	Health & Welfare Benefits,Clas	3.00	3.00
1/15/2019	14497268	Keenan & Associates	GENERAL FUND	Nov 2018	Health & Welfare Benefits,Clas	18.75	18.75
1/15/2019	14497268	Keenan & Associates	GENERAL FUND	Dec 2018	Health & Welfare Benefits, Cer	(19.50)	(19.50)
1/15/2019	14497268	Keenan & Associates	GENERAL FUND	Nov 2018	Health & Welfare Benefits,Clas	30.75	30.75
1/15/2019	14497268	Keenan & Associates	GENERAL FUND	Dec 2018	Health & Welfare Benefits,Clas	22.80	22.80
1/15/2019	14497268	Keenan & Associates	GENERAL FUND	Jan 2019	Health & Welfare Benefits,Clas	135.00	135.00
1/15/2019	14497268	Keenan & Associates	GENERAL FUND	Jan 2019	Health & Welfare Benefits,Clas	122.40	122.40
1/15/2019	14497269	MRC SMART TECHNOLOGY SERVICES	GENERAL FUND	IN993927	Materials And Supplies	826.86	826.86
1/15/2019	14497270	New York Giant Pizza	CAFETERIA SPECIAL REVENUE FUND	December 2018	Food	216.00	216.00
1/15/2019	14497271	SAN DIEGO GAS & ELECTRIC	GENERAL FUND	December 2018	Operations & Housekeeping	3,876.33	3,876.33
1/15/2019	14497272	University Prep	GENERAL FUND	Univ,Prep Special Advance App	Income Suspense	9,130,658.00	9,342,548.00
1/15/2019	14497272	University Prep	GENERAL FUND	University Prep 2nd QTR EPA	Epa State Aid - Current Year	211,890.00	211,890.00
1/15/2019	14497273	XEROX EDUCATION PUBLICATIONS	GENERAL FUND	12.22.18-1.21.19	Rentl,Lease,Repair&Non-Cap Imp	717.62	717.62
1/16/2019	14497901	Target River	GENERAL FUND	1644	Prof/Consult Srv&Operate Exp	3,320.00	3,320.00
1/16/2019	14497901	Target River	GENERAL FUND	1669	Prof/Consult Srv&Operate Exp	3,320.00	3,320.00
1/18/2019	14499188	CAJON VALLEY UNION SCHOOL DIST	GENERAL FUND	Fuel 19241	Materials And Supplies	1,945.63	1,945.63
1/23/2019	14500408	HOLLANDIA DAIRY, INC.	CAFETERIA SPECIAL REVENUE FUND	1.17.19	Food	225.22	225.22
1/23/2019	14500409	OTAY WATER DISTRICT	GENERAL FUND	Jan 2019	Operations & Housekeeping	357.45	357.45
1/24/2019	14500897	West Coast Air Conditioning, Inc.	GENERAL FUND	Wood Fascia Invoice 2	Rentl,Lease,Repair&Non-Cap Imp	21,950.00	21,950.00
1/24/2019	14500898	SYNCHRONY BANK/AMAZON	GENERAL FUND	Dec-Jan 2019	Materials And Supplies	36.33	36.33
1/24/2019	14500898	SYNCHRONY BANK/AMAZON	GENERAL FUND	Dec-Jan 2019	Materials And Supplies	294.02	294.02
1/24/2019	14500898	SYNCHRONY BANK/AMAZON	GENERAL FUND	Dec-Jan 2019	Materials And Supplies	8.07	8.07
1/24/2019	14500898	SYNCHRONY BANK/AMAZON	GENERAL FUND	Dec-Jan 2019	Materials And Supplies	91.28	91.28
1/24/2019	14500899	CREATIVE BUS SALES, INC.	GENERAL FUND	Bus Parts 8024343	Materials And Supplies	18.47	18.47
1/24/2019	14500900	STANDARD ELECTONICS	GENERAL FUND	Security Monitoring 18-19	Rentl,Lease,Repair&Non-Cap Imp	360.00	360.00
1/24/2019	14500901	HOME DEPOT/GEFC	GENERAL FUND	Dec-Jan 2019	Materials And Supplies	223.34	223.34

**DEHESA SCHOOL DISTRICT
COMMERCIAL WARRANT LISTING
January 2019**

Date	Warrant ID	Vendor Name	Fund	Invoice	Object Descr	Inv Amount	Warrant Amt
1/24/2019	14500901	HOME DEPOT/GEFC	GENERAL FUND	Dec-Jan 2019	Materials And Supplies	284.12	
1/24/2019	14500902	Rick and Susan Wu	GENERAL FUND	Wu Reimbursement 1724	Legal Expense	300.00	300.00
1/30/2019	14503298	Tom Silva Consulting	GENERAL FUND	December/January 2018-19	Prof/Consult Srv&Operate Exp	1,812.50	1,812.50
1/31/2019	14503987	STATE WATER RESOURCES CONTROL BOARD	GENERAL FUND	2019 Annual Permit Fee	Prof/Consult Srv&Operate Exp	484.00	484.00
1/31/2019	14503988	BorderLAN Security	GENERAL FUND	Phone Hookup (Sheila)	Equipment	85.52	85.52
1/31/2019	14503989	GovConnection, Inc	GENERAL FUND	Smart Net Total Care	Prof/Consult Srv&Operate Exp	787.50	787.50
1/31/2019	14503990	HOLLANDIA DAIRY, INC.	CAFETERIA SPECIAL REVENUE FUND	1.24.2019	Food	135.26	135.26
1/31/2019	14503991	Lancaster Archery Supply	GENERAL FUND	Archery Equipment	Materials And Supplies	883.78	883.78
1/31/2019	14503992	Master Teacher	GENERAL FUND	ParaEducator Training (Brady)	Travel And Conferences	55.00	55.00
1/31/2019	14503993	New York Giant Pizza	CAFETERIA SPECIAL REVENUE FUND	January 2019	Food	324.00	324.00
1/31/2019	14503994	Radcliff, Rachael	GENERAL FUND	Classroom Supplies 1.22.19	Materials And Supplies	128.34	128.34
1/31/2019	14503995	REVOLVING FUND	GENERAL FUND	January 2019	Travel And Conferences	12.76	326.30
1/31/2019	14503995	REVOLVING FUND	GENERAL FUND	January 2019	Materials And Supplies	29.50	
1/31/2019	14503995	REVOLVING FUND	GENERAL FUND	January 2019	Travel And Conferences	32.00	
1/31/2019	14503995	REVOLVING FUND	GENERAL FUND	January 2019	Materials And Supplies	10.58	
1/31/2019	14503995	REVOLVING FUND	GENERAL FUND	January 2019	Postage	34.10	
1/31/2019	14503995	REVOLVING FUND	GENERAL FUND	January 2019	Materials And Supplies	9.35	
1/31/2019	14503995	REVOLVING FUND	GENERAL FUND	January 2019	Materials And Supplies	28.76	
1/31/2019	14503995	REVOLVING FUND	GENERAL FUND	January 2019	Postage	150.00	
1/31/2019	14503995	REVOLVING FUND	GENERAL FUND	January 2019	Materials And Supplies	19.25	
1/31/2019	14503996	School Facility Consultants	CAPITAL FACILITIES/SB2068 FUND	Nov. Consulting Services	Prof/Consult Srv&Operate Exp	100.00	100.00
1/31/2019	14503997	School Life	GENERAL FUND	Brag Tags	Materials And Supplies	217.24	217.24
1/31/2019	14503998	SMALL SCHOOL DISTRICTS' ASSOC.	GENERAL FUND	2019 SSDA Conference	Travel And Conferences	448.00	448.00
1/31/2019	14503999	Verbal Behavior Associates	GENERAL FUND	November 2018	Prof/Consult Srv&Operate Exp	4,385.00	4,610.00
1/31/2019	14503999	Verbal Behavior Associates	GENERAL FUND	September 2018	Prof/Consult Srv&Operate Exp	225.00	
1/31/2019	14504000	Rick and Susan Wu	GENERAL FUND	12.22.18/12.29.18 Reimb.	Legal Expense	200.00	200.00
						9,415,354.09	9,415,354.09

**DEHESA SCHOOL DISTRICT
PURCHASE ORDERS
January 2019**

DATE	PO NUMBER	VENDOR	Description	AMOUNT	BUDGET CATEGORY
01/02/19	7802	Mason's Saw	Leaf Blower Repair	\$ 235.42	General Fund
01/02/19	7803	SDCOE	Absenteeism Training (Brandy)	\$ 65.00	General Fund
01/02/19	7804	SDCOE	Youth Mental Health Training (Brandy)	\$ 25.00	General Fund
01/08/19	7805	CASBO	Annual Conference (Anna & Sheila)	\$ 1,590.00	General Fund
01/09/19	7806	Gov Connection	Smart Net	\$ 787.50	General Fund
01/10/19	7807	School Facility Consultants	Consulting - School Facilities Bonds	\$ 100.00	General Fund
01/10/19	7808	Amazon	Legos (1st Grade)	\$ 294.02	General Fund
01/10/19	7809	School Life	Brag Tags	\$ 217.24	General Fund
01/14/19	7810	West Coast Air Conditioning	Wood Fascia Replacement	\$ 21,950.00	General Fund
01/14/19	7811	SHI	Quickbooks Desktop Pro 2019	\$ 224.85	Child Development Fund
01/15/19	7812	STS Education	Laptop Computer (Nancy)	\$ 1,073.17	General Fund
01/16/19	7813	Karolyn Smith	Books for Middle School	\$ 675.00	General Fund
01/16/19	7814	BorderLan	Phone Hookup (Sheila)	\$ 85.52	General Fund
01/17/19	7815	Southwest	Supplies for Teachers/Office	\$ 529.13	General Fund
01/22/19	7816	SSDA	2019 Annual Conference (Nancy)	\$ 448.00	General Fund
01/22/19	7817	The Master Teacher	ParaEducator Training (Brady)	\$ 55.00	General Fund
01/22/19	7818	State Water Resources Control Board	Annual Permit Fee	\$ 484.00	General Fund
01/28/19	7819	JayBright Co	Bus Washing	\$ 524.00	General Fund
01/28/19	7820	McGraw Hill	Books (Eileen Tierney)	\$ 2,022.31	General Fund
01/30/19	7821	Sears Parts Direct	Parts for Tractor/Lawn Mower	\$ 286.66	General Fund
01/30/19	7823	SDCOE	Sexual Health Educator Training	\$ 15.00	General Fund
01/31/19	7824	EWG	Shirts/Stickers with Logo	\$ 265.21	General Fund
01/31/19	7825	Infinity Comm	E-Rate Consultants	\$ 2,500.00	General Fund
01/31/19	7826	CASBO	SD Section Annual Conference (Anna & Sheila)	\$ 110.00	General Fund
Total				\$ 34,562.03	

Requestor's Responsibility: Obtain Travel Approval, Pre-Register Yourself, Make All Travel Arrangements

DEHESA SCHOOL DISTRICT TRAVEL & CONFERENCE REQUEST FORM

DATE 2-6-19

***COMPLETE ALL BLUE FIELDS**

EMPLOYEE NAME	EE ID #	POSITION	SUBSTITUTE REQUIRED:		FULL DAY(S)	1/2 DAY(S)	SUB COST
			Yes	No			
Jacqueline Finch	142-187	TRANSPORTATION COORDINATOR		X	3		0

CONFERENCE / WORKSHOP / MEETING INFORMATION

VENDOR/ORGANIZATION NAME	CASTO - CA. ASSOCIATION OF SCHOOL TRANSPORTATION OFFICIALS			
TITLE	51 ST ANNUAL STATE CONFERENCE			
LOCATION	12021 HARBOR BLV., GARDEN GROVE, CA 92840			
DESCRIPTION/BUSINESS PURPOSE	TO STAY AHEAD OF CURRENT LAWS, NEWS, REGULATIONS, PROPOSED LEGISLATION, REVIEW CURRENT PRACTICES			
DATES	TO	4-13-19	FROM	4-15-19
OVERNIGHT STAY REQUIRED?	YES		NO	

ESTIMATED EXPENSES	QTY	RATE	TOTAL
REGISTRATION FEE(S)	1	\$399 ⁰⁰	\$399.
LODGING	2	\$186 ³⁴	\$372 ⁶⁸
TRANSPORTATION: AIRFARE, BUS, TRAIN			\$0.
MILEAGE (RATE PER MILE \$.56 AS OF 1/1/16)			
ENTER NUMBER OF MILES TO BE DRIVEN	214		\$119 ⁸⁴
CAB/TAXI, SHUTTLE, PARKING, OTHER			\$0.
MEALS			
BREAKFAST (\$7.00 PER DAY MAX)	2		\$14.
LUNCH (\$11.00 PER DAY MAX)	3		\$33.
DINNER (\$23.00 PER DAY MAX)	2		\$46.
TOTAL			\$984.52

PLEASE ATTACH REGISTRATION INFORMATION

BUDGET	
BUDGET	

APPROVED BY (NAME):	
SUPERVISOR SIGNATURE	DATE

By signing below, I certify the requested travel is appropriate and necessary for conducting official District business, and agree to comply with Board Policy.

Jacqueline Finch
2-6-19
 EMPLOYEE SIGNATURE DATE

SUPERINTENDENT SIGNATURE	DATE
--------------------------	------



California Association of School Transportation Officials

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51st Annual State Conference - Attendees

Start **Saturday, April 13, 2019**
End **Monday, April 15, 2019**
Location **Garden Grove / Anaheim California**

Registration

- **01: School Bus Driver - Saturday Only Special - \$25.00**
This option is open to all School Bus Drivers. The special includes access to workshops and vendor EXPO only. Extra Ticket must be purchased for Dinner & Dancing event.
- **03: Full Conference (Non-Members) - \$499.00** *— \$399— Member*
This option includes attendance to all Programs, Keynote, Vendor EXPO, Saturday Evening Dinner & Dancing, Sunday Breakfast, Sunday Meet and Greet and Mondays Programs.
- **07: Weekend Special (Non-Members) - \$349.00**
This option only includes Saturday Programs, Saturday Vendor EXPO, Saturday Evening Dinner Event, Sunday Morning Breakfast, and Sunday Programs.
- **Speaker / Presenter**



[Click here to see the full program schedule](#)

[Login to see members only pricing and options](#)

2019 CASTO Annual State Conference will be held at the Delta by Marriott in Garden Grove / Anaheim, California

Help us celebrate our 51th Annual State Conference! Saturday evening will be dinner and dancing to a live band.

Full Conference pricing will increase after March 8th, 2019 - Register Now!

[Register](#)

The Bowling Tournament will take place Friday, April 12, 2019 at the Fountain Bowl, 17110 Brookhurst Street, Fountain Valley, CA 92708. The Tournament will begin at 11:00 a.m. and consist of 2 games. Transportation will be provided from

the hotel. The bus will depart from the hotel at 10:00 a.m. The bus will depart at 1:00 p.m. Individual cost is \$50.00. Lane sponsorship is available at \$200 per lane. Lane Sponsorships include one free bowler registration. A team is four (4) people.

Special Event - Sunday Night

Come join the fun for a few hours at Knott's Berry Farm from 4:30 p.m. to 10:00 p.m. Transportation will be provided. **(Extra Ticket Required)**

CONFERENCE FACILITIES AND HOUSING

Delta by Marriott, 12021 Harbor Blvd, Garden Grove, CA 92840. Room rates are \$149.00/night, plus tax and a reduced Hospitality fee of \$10.00 which includes, parking, business center, internet and more. For Reservations: click this link:
<https://book.passkey.com/go/castomeetingapril2019>

Deadline for conference rate is March 11, 2019.

Conference Speakers:

Keynote Speaker | Vicki Sanderson - Professional Speaker, Educational Consultant, Humorist, and Author

Dr LaFaye Platter | The Neuroscience of Giving Constructive Feedback

Alex Robinson M.Ed., CDPT | Understanding the Special Needs of our Passengers & the Special Needs of our Operations

Therese M Anderson | Personal Brand and Social Media

California Department of Education, Office of School Transportation

| CDE Roundtable is Back!

Nico Chavez | Legislative Info

Ron Kinney | CHP Crash Data - Before and After Lap/Shoulder Belts

Carol Fong | Orange County Department of Education

castoways.org | 855.227.8668

Handwritten calculations:
149.00
TAX - 25.62

174.62
Hospitality fee → 11.72

186.34
286.34

726.68



**2019 California Association of School Transportation Officials
51st Annual State Conference**

Saturday, April 13, 2019

8:00 - 10:00		Registration Open: 6:00 AM - 8:00 AM - Anacapa Room 1,2	
10:00 - 10:15	10:15 - 11:30	11:30 - 1:00	1:00 - 2:15
Loading and Unloading Procedures Sabine Konrad Catalina Ballroom A CDE For Instructors		STOP! - Reaction Time Scott Rea Catalina Ballroom A CDE For Instructors	
Break		Break	
Lunch on Your Own Understanding the Special Needs of our Passengers & the Special Needs of our Operations Alex Robinson M.Ed., CDPPT New York City Department of Education Catalina Ballroom B Carl Fong For Managers / Supervisors		Lunch on Your Own A Day in the Life of a Transportation Leader Alex Robinson M.Ed., CDPPT New York City Department of Education Catalina Ballroom B Theresa M Anderson MAPT Region 5 Director Personal Brand & Social Media Catalina Ballroom C Avalon 3	
Registration Open: 7:00 AM - 8:00 AM - Anacapa Room 1,2			
Sunday, April 14, 2019			
8:00 - 10:00	10:00 - 10:15	10:15 - 11:30	11:30 - 1:00
Presentation of Colors Poster Contest Awards Installation of Officers Catalina Ballroom		Understanding the Certificate Action Review Board Process For Instructors Dano Rybar CDE Catalina Ballroom A Reasonable Suspicion Training For Supervisors (Part 1) Certification - Must Attend Both Sessions CDT Catalina Ballroom B TBA	
Break		Lunch on Your Own CDE Roundtable CDE / OST Catalina Ballroom A Reasonable Suspicion Training For Supervisors (Part 2) Certification - Must Attend Both Sessions CDT Catalina Ballroom B TBA	
Monday, April 15, 2019			
8:00 - 8:45	8:45 - 10:00	10:00 - 10:15	10:15 - 11:30
Legislative Info The Neuroscience of Giving Constructive Feedback Nico Chavez School Transportation Coalition LaFaye Platter		State Agency Panel CA, Department of Ed CA, Highway Patrol CA, Dept of Motor Vehicles CA, Air Resources Board Catalina Ballroom	
Break		Lunch on Your Own NAPT Update Theresa M Anderson NAPT Region 5 Director Catalina Ballroom	
Meet & Greet with Vendors Santa Rosa Palio		Meet & Greet with Vendors Santa Rosa Palio	
Off-Site Special Event Extra Ticket Must Be Purchased in Advance Knotts Berry Farm		Off-Site Special Event Extra Ticket Must Be Purchased in Advance Knotts Berry Farm	
SPTAG Advisory Meeting CA, Department of Ed CA, Highway Patrol CA, Dept of Motor Vehicles Catalina Ballroom		SPTAG Advisory Meeting CA, Department of Ed CA, Highway Patrol CA, Dept of Motor Vehicles Catalina Ballroom	

*** Program Topics and Schedules are subject to change

Requestor's Responsibility: Obtain Travel Approval, Pre-Register Yourself, Make All Travel Arrangements

DEHESA SCHOOL DISTRICT TRAVEL & CONFERENCE REQUEST FORM

DATE 1/24/2019

EMPLOYEE NAME	EE ID #	POSITION	SUBSTITUTE REQUIRED:		FULL DAY(S)	1/2 DAY(S)	SUB COST
			Yes	No			
Nancy Hauer		Superintendent		x	2		0

CONFERENCE / WORKSHOP / MEETING INFORMATION

VENDOR/ORGANIZATION NAME	Small School District Association		
TITLE	Annual Conference		
LOCATION	Sacramento CA		
DESCRIPTION/BUSINESS PURPOSE	Small School District Conference for Superintendents		
DATES	3/31/2019		4/2/2109
OVERNIGHT STAY REQUIRED?	X		NO

ESTIMATED EXPENSES	QTY	RATE	TOTAL	NOTES/COMMENTS
REGISTRATION FEE(S)	1	\$ 448.00	\$ 448.00	PLEASE ATTACH REGISTRATION INFORMATION
LODGING		\$ 199.28	\$ 457.54	
TRANSPORTATION: AIRFARE, BUS, TRAIN		\$ 264.96	\$ 264.96	
MILEAGE (RATE PER MILE \$.545 AS OF 1/1/2018)		\$ 0.545	\$ -	
ENTER NUMBER OF MILES TO BE DRIVEN			\$ -	
RENTAL CAR, CAB/TAXI, SHUTTLE, PARKING, OTHER			\$ -	
MEALS				
BREAKFAST (\$7.00 PER DAY MAX)			\$ -	
LUNCH (\$11.00 PER DAY MAX)			\$ -	
DINNER (\$23.00 PER DAY MAX)			\$ -	
TOTAL			\$ 1,170.50	

BUDGET	
BUDGET	

APPROVED BY (NAME):	<i>Nancy Hauer</i>	
SUPERVISOR SIGNATURE	<i>Nancy Hauer</i>	DATE <u>1/24/19</u>

By signing below, I certify the requested travel is appropriate and necessary for conducting official District business, and agree to comply with Board Policy.		
EMPLOYEE SIGNATURE	<i>Nancy Hauer</i>	DATE <u>1/24/19</u>

SUPERINTENDENT SIGNATURE	<i>Nancy Hauer</i>	DATE	<u>1-24-19</u>
--------------------------	--------------------	------	----------------



Nancy Hauer <nancy.hauer@dehesasd.net>

Your Mar-31-2019 Confirmation #3521672075

1 message

Hilton Hotels & Resorts Confirmed

Tue, Jan 22, 2019 at 9:38

<noreply@h4.hilton.com>

AM

To: "NANCY.HAUER@DEHESASD.NET" <NANCY.HAUER@dehesasd.net>



NANCY HAUER,
see you on Mar-31-2019



Your Upcoming Stay

Hilton Sacramento Arden West

2200 Harvard St

Sacramento CA 95815-3306, US

T: +1 9169224700

Confirmation #3521672075

Sun

31

March

Check In: 3:00PM

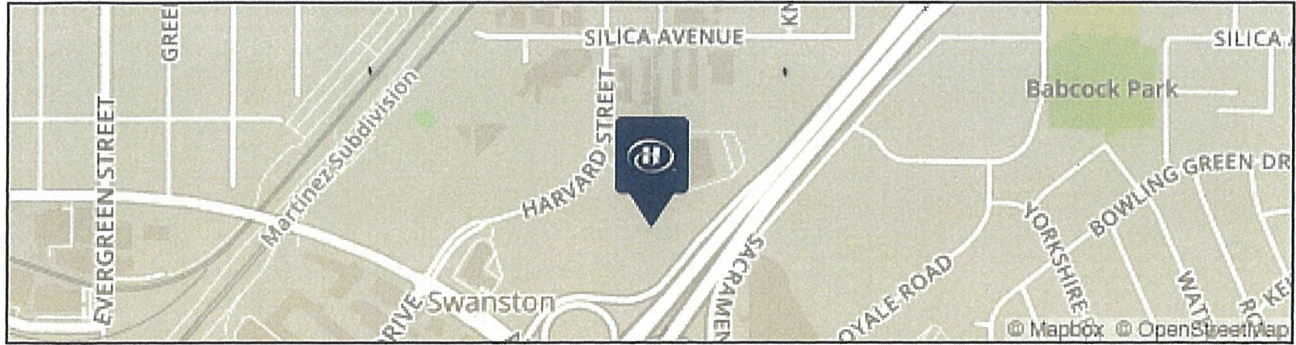
Tue

2

April

Check Out: 12:00PM

2 nights



Your Room Information

1 KING BED NONSMOKING

Rooms: 1

Guests: 1 Adult

NANCY HAUER,
 ENJOY A SPECIAL ROOM
 UPGRADE FOR ONLY **\$17**

[SHOW MY CUSTOM UPGRADE](#) ▶

Plan ahead by making an Arrival Request.

[Order Now](#)


Your Rate Information

HONORS SEMI-FLEX

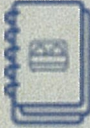
Rate Per Night:	
Mar-31-2019 - Apr-02-2019	199.28 USD
Total for Stay per Room Rate:	398.55 USD
Taxes	58.99 USD
Total for Stay	457.54 USD




Your Stay Benefits






Experience Dining



Your On Site Amenities



Explore Neighborhood



fill up on points
for a limited time, earn up to
7,500 bonus points on car rentals

GET STARTED

FIND NEW EXPERIENCES DURING YOUR UPCOMING STAY

EXPLORE NOW

viator | Travel with an **Insider**
A TripAdvisor® Company

every stay is a gift

Get something for everyone when you put Points towards your Amazon.com purchases.

LEARN MORE

Hilton HONORS | **amazon**

Rate Rules and Cancellation Policy

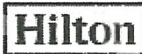
- Please contact us should you need to cancel your reservation.

Tax

12.30% Per Room Per Night

2.50% Per Room Per Night

Self Parking: 11.00 USD



Please do not reply to this email, as mail sent to this address cannot be answered. If you have questions please visit our [Customer Support](#) page and select the applicable contact method.

Disclaimer: Room interior varies by hotel and the room booked may differ from room shown in this email.

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2/2019

Dehesa Elementary School District Mail - Your Mar-31-2019 Confirmation #3521672075

Any change to your arrival or departure date or room type is subject to hotel availability and may result in a possible rate change or additional fee. Changes also may not be possible at a later date. Please [click here](#) to see all rules and restrictions.

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Hilton Reservations and Customer Care | 2050 Chenault Drive | Carrollton, Texas 75006, USA

2019_R03_B02_NMK_OTR_V33_MULTIBR_H03_ML



Credit card saved to account
Your credit card has been added to your account.

SSDA
Small Schools

Your flight is booked!

We're sending a confirmation email to nancy.hauer@dehesasd.net right now.

Trip summary

✈ Flight

CONFIRMATION #
NWDUEW

MAR 31 - APR 2
SAN → SMF

FLIGHT TOTAL
\$264.96

3/31 - Sacramento

MAR 31 - APR 2
San Diego, CA to Sacramento, CA

Confirmation # **NWDUEW**

PASSENGERS	EST. POINTS	EXTRAS	FARE
Nancy Carole Hauer Rapid Rewards®/Acct # 20311747923	+ 1,097 PTS		Wanna Get Away

Departing 3/31/19 Sunday

Wanna Get Away \$150.40
(Adult x1)



DEPARTS

10:15 AM

SAN

San Diego, CA - SAN

FLIGHT

4483

Nonstop



ARRIVES

11:50 AM

SMF

Sacramento, CA - SMF

TRAVEL TIME
1hr 35min

EarlyBird Check-In® \$20.00
(One-way trip x1)

SUBTOTAL

\$170.40

Returning

4/2/19 Tuesday



DEPARTS

3:20 PM

SMF

Sacramento, CA - SMF

FLIGHT
523

Nonstop



ARRIVES

4:50 PM

SAN

San Diego, CA - SAN

TRAVEL TIME
1hr 30min

Wanna Get Away \$32.26
(Adult x1)

EarlyBird Check-In® \$20.00
(One-way trip x1)

SUBTOTAL

\$52.26

Taxes & fees \$42.30

Flight total \$264.96

Icon legend



WiFi available



Live TV available



EarlyBird Check-In®

Helpful Information:

- Please read the [fare rules](#) associated with this purchase.
- When booking with Rapid Rewards® points, your point balance may not immediately update in your account.

Payment summary

PAYMENT INFORMATION



MasterCard 0375
XXXXXXXXXXXX0375
Expiration: 7/21

CARD HOLDER
Nancy Hauer

BILLING ADDRESS
4612 Dehesa Rd.
El Cajon, CA US 92019

AMOUNT PAID

\$264.96

Total charged

SUBTOTAL	\$222.66
TAXES & FEES	\$42.30
TOTAL DOLLARS	\$264.96

[Show price breakdown](#)

Thank you, Nancy,

Your registration for SSDA's 2019 Annual Conference was successfully received.

Below is your confirmation. Print this page for your records. You will also receive an email confirmation of this transaction.

Total: \$448.00

Confirmation Number: REG 0012543759

If you have any questions, please feel free to contact us.

Thank you!

Requestor's Responsibility: Obtain Travel Approval, Pre-Register Yourself, Make All Travel Arrangements

DEHESA SCHOOL DISTRICT TRAVEL & CONFERENCE REQUEST FORM

DATE 1/22/2019

EMPLOYEE NAME	EE ID #	POSITION	SUBSTITUTE REQUIRED:		FULL DAY(S)	1/2 DAY(S)	SUB COST
			Yes	No			
Jholei Evans		Lead Teacher	X		3		\$110/day
Heather Griffiths		Principal		X	3		N/A
Lori Reidy		Teacher	X		3		\$110/day

CONFERENCE / WORKSHOP / MEETING INFORMATION

VENDOR/ORGANIZATION NAME	Code to the Future		
TITLE	West Coast Immersion Site Conference		
LOCATION	Costa Mesa, CA		
DESCRIPTION/BUSINESS PURPOSE	Site Code to the Future immersion team training		
DATES	TO 2/4/19		FROM 2/6/19
OVERNIGHT STAY REQUIRED?	Yes X		NO

ESTIMATED EXPENSES	QTY	RATE	TOTAL	NOTES/COMMENTS
REGISTRATION FEE(S)	3	\$ -	\$ -	PLEASE ATTACH REGISTRATION INFORMATION
LODGING	8	\$ 159.00	\$ 1,272.00	
TRANSPORTATION: AIRFARE, BUS, TRAIN			\$ -	
MILEAGE (RATE PER MILE \$.545 AS OF 1/1/2018)	201	\$ 0.545	\$ 109.55	
ENTER NUMBER OF MILES TO BE DRIVEN	201		\$ -	
RENTAL CAR, CAB/TAXI, SHUTTLE, PARKING, OTHER			\$ -	
MEALS				
BREAKFAST (\$7.00 PER DAY MAX)	6	\$ 7.00	\$ 42.00	
LUNCH (\$11.00 PER DAY MAX)	3	\$ 11.00	\$ 33.00	
DINNER (\$23.00 PER DAY MAX)	9	\$ 23.00	\$ 207.00	
TOTAL			\$ 1,663.55	

BUDGET	
BUDGET	

APPROVED BY (NAME):	
SUPERVISOR SIGNATURE	DATE

By signing below, I certify the requested travel is appropriate and necessary for conducting official District business, and agree to comply with Board Policy.	
EMPLOYEE SIGNATURE <i>Heather Griffiths</i>	DATE 1/22/19

SUPERINTENDENT SIGNATURE <i>Nancy Bauer</i>	DATE 1-22-19
---	--------------

Attendees will be responsible for their own breakfast and dinner on Monday and Tuesday. For guests' convenience, the hotel has an on-site Starbucks, a breakfast buffet, and a restaurant.

Register

Please register for the conference here. _____

IMMERSION SITE CONFERENCES:

(Note: Both East and West Coast Immersion site conferences are identical and provided for travel convenience.)

3050 Bristol St
Costa Mesa 92626

WEST COAST IMMERSION SITE CONFERENCE

Attendees will experience an exciting 3-day getaway with fellow principals, teachers, and academic specialists from districts across the country. Each day is packed with engaging sessions including presentations, project collaboration, success stories, and networking opportunities.

* 2 days prior to ^{arrival} date
cancel w/o penalty

Dates & Location:

West Coast: February 4-6 (M-W) - Costa Mesa, CA

\$159./night
(group rate)

Who's Invited:

1 Principal and 2 Educators (teacher, coach, etc.) per site.

2/3-2/6 159 x 6 =
Room 1, 2 (3 nights)

Hotel Information

Conference participants are encouraged to stay at the Hilton Orange County/Costa Mesa. There is a room block reserved for the three nights of the conference, featuring discounted rates.

2/3-2/5
Room 3 (2 nights)

Attendees can call the front desk at (714) 540-7000 and reference _____

Immersion Site Conference to reserve their rooms. The block is first-come, first-serve, and spots are limited.

159 x 2 =

\$1272.

Transportation

We recommend taking a shuttle or taxi to and from the hotel and the airport (we recommend Orange County Airport: SNA).

Meals

Code To The Future will be providing lunch both Monday and Tuesday and will be providing breakfast on Wednesday.

Sun. Dinner
Mon - B&D
Tues - B&D
Wed. - L

YOUR TRIP:

Total Route: **3 hr 19 min - 201 miles**



Est. Fuel cost: \$18.20 - IRS Reimbursement: \$109.55

Print a full health report of your car with HUM vehicle diagnostics (800) 906-2501

4612 Dehesa Rd, El Cajon, CA 92019-2922

1. Start out going west on Dehesa Rd toward Sloane Canyon Rd.

Then 4.39 miles

2. Dehesa Rd becomes E Washington Ave.

Then 0.61 miles

3. Turn right onto Jamacha Rd/CA-54/County Hwy-S17. Continue to follow CA-54/County Hwy-S17.

Then 1.26 miles

4. Turn left to take the I-8 W ramp.

Then 0.01 miles

5. Merge onto I-8 W.

Then 1.19 miles

6. Take the CA-67 exit, EXIT 17, toward Downtown/Magnolia Ave.

Then 0.21 miles

7. Merge onto CA-67 N toward Lakeside/Santee.

Then 1.64 miles

8. Merge onto CA-52 W via EXIT 2.

Then 13.61 miles

9. Merge onto I-805 N via EXIT 3.

Then 5.79 miles

10. I-805 N becomes I-5 N.

Then 53.34 miles

11. Merge onto CA-73 N via EXIT 85A toward Long Beach (Portions toll).

Then 17.10 miles

12. Take the Bear St exit, EXIT 17C.

Then 0.23 miles

↩ 11. Turn left onto E Washington Ave.

Then 0.61 miles

↑ 12. E Washington Ave becomes Dehesa Rd.

Then 4.39 miles

📍 13. 4612 DEHESA RD is on the left.

📍 4612 Dehesa Rd, El Cajon, CA 92019-2922

This leg: 1 hr 40 min - 101.11 miles

Requestor's Responsibility: Obtain Travel Approval, Pre-Register Yourself, Make All Travel Arrangements

DEHESA SCHOOL DISTRICT TRAVEL & CONFERENCE REQUEST FORM

DATE 1/24/2019

EMPLOYEE NAME	EE ID #	POSITION	SUBSTITUTE REQUIRED:		FULL DAY(S)	1/2 DAY(S)	SUB COST
			Yes	No			
Nancy Hauer		Superintendent		X	3		

CONFERENCE / WORKSHOP / MEETING INFORMATION

VENDOR/ORGANIZATION NAME	Code to the Future		
TITLE	Leaders Conference		
LOCATION	Costa Mesa CA		
DESCRIPTION/BUSINESS PURPOSE	Districts who are involved with Code to the Future are required to attend 2 conferences 1 for Superintendents and Cabinet Members and 1 for Principals and teachers		
DATES	8-Apr	10-Apr	
OVERNIGHT STAY REQUIRED?	X	NO	

ESTIMATED EXPENSES	QTY	RATE	TOTAL	NOTES/COMMENTS
REGISTRATION FEE(S)			\$ -	PLEASE ATTACH REGISTRATION INFORMATION
LODGING			\$ -	
TRANSPORTATION: AIRFARE, BUS, TRAIN			\$ 598.54	
MILEAGE (RATE PER MILE \$.545 AS OF 1/1/2018)		\$ 0.545	\$ 118.80	
ENTER NUMBER OF MILES TO BE DRIVEN			\$ 218.00	
RENTAL CAR, CAB/TAXI, SHUTTLE, PARKING, OTHER			\$ -	
MEALS				
BREAKFAST (\$7.00 PER DAY MAX)			\$ -	
LUNCH (\$11.00 PER DAY MAX)			\$ -	
DINNER (\$23.00 PER DAY MAX)			\$ -	
TOTAL			\$ 935.34	

BUDGET	
BUDGET	

APPROVED BY (NAME):	<i>Nancy Hauer</i>	
SUPERVISOR SIGNATURE	<i>Nancy Hauer</i>	DATE <u>1/24/19</u>

By signing below, I certify the requested travel is appropriate and necessary for conducting official District business, and agree to comply with Board Policy.		
EMPLOYEE SIGNATURE	<i>Nancy Hauer</i>	DATE <u>1/24/19</u>

SUPERINTENDENT SIGNATURE	<i>Nancy Hauer</i>	DATE <u>1-24-19</u>
--------------------------	--------------------	---------------------



Nancy Hauer <nancy.hauer@dehesasd.net>

Your Apr-07-2019 Confirmation #3516707922

1 message

Hilton Hotels & Resorts Confirmed

Wed, Jan 16, 2019 at 3:02

<noreply@h4.hilton.com>

PM

To: "nancy.hauer@dehesasd.net" <nancy.hauer@dehesasd.net>



Nancy Hauer, join Hilton Honors



Nancy Hauer,
see you on Apr-07-2019



Your Upcoming Stay

Hilton Costa Mesa-Orange County Airport

3050 Bristol St.

Costa Mesa CA 92626, US

T: +1 7145407000

Confirmation #3516707922

Sun

7

April

Check In: 4:00PM

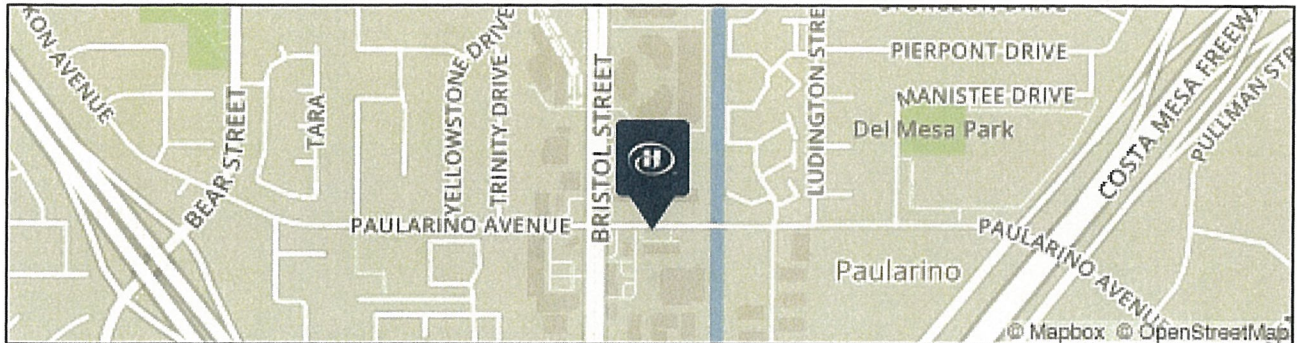
3 nights

Wed

10

April

Check Out: 11:00AM



Your Room Information

1 KING BED

Rooms: 1

Guests: 1 Adult

NANCY HAUER,
 ENJOY A SPECIAL ROOM
 UPGRADE FOR ONLY **\$16**
 SHOW MY CUSTOM UPGRADE

Plan ahead by making an Arrival Request.

Order Now

Your Rate Information

LEADERS CONFERENCE

Rate Per Night:

Apr-07-2019 - Apr-10-2019

179.00 USD

Total for Stay per Room Rate:

537.00 USD

Taxes


61.54 USD

Total for Stay


598.54 USD



Your Stay Benefits



Experience Dining




Your On Site Amenities



Explore Neighborhood

CODE

To The Future

 1 x Ticket
Order total: Free

 Monday, April 8, 2019 at 8:00 AM - Wednesday, April 10, 2019 at 11:00 AM (PDT)
[Add to Google](#) · [Outlook](#) · [iCal](#) · [Yahoo](#)

 **Hilton Orange Co./Costa Mesa**
3050 Bristol St.
Costa Mesa, CA 92626
[\(View on map\)](#)

[View event details](#)

Code To The Future

[Follow](#)

Questions about this event?

[Contact the organizer](#)

Order Summary

Order #883730221 - January 15, 2019

Nancy Hauer

1 x **General Admission**

Free

[View and manage your order online](#)

Printable PDF tickets are attached to this email

This order is subject to Eventbrite Terms of Service, Privacy Policy, and Cookie Policy.

Ticket Information

Ticket #1: General Admission

Nancy Hauer

nancy.hauer@dehesasd.net

What School District are you representing?

Dehesa

Are you planning on reserving a hotel room for the conference?

Yes

eventbrite



This email was sent to nancy.hauer@dehesasd.net

Eventbrite | 155 5th St, 7th Floor | San Francisco, CA 94103

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Nancy Hauer ✎

1 ticket • 0 likes • 0 following

Tickets

APR
8



Code To The Future: Leaders Conference

Mon, Apr 8, 8:00am

Free order #883730221 on January 15, 2019

[See past tickets](#)

© 2019 Eventbrite



Nancy Hauer <nancy.hauer@dehesasd.net>

Your Tickets for Code To The Future: Leaders Conference

1 message

Eventbrite <orders@eventbrite.com>
Reply-To: nate.harper@codetothefuture.com
To: nancy.hauer@dehesasd.net

Tue, Jan 15, 2019 at 11:34 AM

eventbrite

Nancy,
you're good to go



Keep your tickets handy

Get the app

Code To The Future: Leaders Conference

**AGREEMENT FOR THE PROVISION OF LEGAL SERVICES BY
GIRARD, EDWARDS, STEVENS & TUCKER LLP**

THIS AGREEMENT is made and entered into this ___ day of February, 2019, by and between the DEHESA SCHOOL DISTRICT, hereinafter called "CLIENT," and GIRARD, EDWARDS, STEVENS & TUCKER LLP, hereinafter called "ATTORNEYS."

In consideration of the promises and the mutual agreements contained in this Agreement for the Provision of Legal Services, CLIENT and ATTORNEYS agree as follows:

ATTORNEYS agree to provide the following professional services upon request:

1. Represent and advise CLIENT on those aspects of law as directed by the CLIENT;
2. Prepare legal opinions regarding statutes, court decisions, legislation, and other legal issues;
3. Represent the CLIENT before the courts, and other legal and administrative agencies;
4. Assist CLIENT in legal matters relating to administration of the CLIENT;
5. Perform such other duties as may be assigned by CLIENT in meeting its obligations under the law; and
6. Other duties as assigned by CLIENT and acceptable to ATTORNEYS.

ATTORNEYS shall provide those legal services reasonably required to represent CLIENT in these matters. ATTORNEYS shall also take reasonable steps to keep the CLIENT informed of significant developments and respond to the CLIENT's inquiries. CLIENT shall be truthful with ATTORNEYS, cooperate with ATTORNEYS, keep ATTORNEYS informed of developments, and perform the obligations it has agreed to perform under this Agreement. This Agreement shall continue in effect at CLIENT's option unless terminated in writing with at least 30 days advance notice.

CLIENT agrees to pay ATTORNEYS the following rates for legal services performed with no cap on the number of hours to be provided at these rates:

- | | |
|----------------------------|-------------------------|
| • Partners | \$270.00 - \$305.00/hr. |
| • Associate Attorneys | \$240.00 - \$260.00/hr. |
| • Law Clerk/Paralegal | \$150.00/hr |
| • Administrative Assistant | \$110.00/hr |
| • David W. Girard | \$425.00/hr |

CLIENT will be billed in minimum increments of one-tenth (0.1) of an hour at ATTORNEYS' prevailing rates for all time spent on CLIENT's matters at a minimum of three-tenths (0.3) of an hour for any work performed in one business day.

CLIENT agrees that it will pay ATTORNEYS any increase in their hourly rates. CLIENT will be notified of increases in hourly rates 30 days in advance, either by letter or by a notation on the monthly bill from ATTORNEYS. Agreements for legal fees other than the current hourly basis may be made by mutual written agreement for special projects.

CLIENT further agrees to reimburse ATTORNEYS for actual and necessary expenses and costs with respect to providing legal services, including but not limited to costs of mileage, lodging and travel expenses (including travel time), copying and facsimile transmissions, serving pleadings, filing fees and other charges assessed by courts and other public agencies, arbitrator's fees, court reporter's fees, jury fees, witness fees, investigation expenses, overnight delivery costs, costs of computer research outside of standard databases, consultant's fees and expert witness fees.

ATTORNEYS shall send CLIENT a statement for fees and costs incurred every calendar month. ATTORNEYS' statements shall: (1) clearly state the hourly rate; (2) the hours billed; and (3) provide a thorough description of the work performed. CLIENT shall pay ATTORNEYS' statements within 30 days of each statement's date.

It is expressly understood and agreed to by both parties that ATTORNEYS, while carrying out and complying with any of the terms and conditions of this Agreement, is an independent contractor and is not an employee of the CLIENT. Nevertheless CLIENT agrees that it shall provide ATTORNEYS with a defense and indemnification for any and all acts undertaken by ATTORNEYS on CLIENTS behalf to the extent ATTORNEYS would be entitled to such indemnity and defense if ATTORNEYS or its staff were employed by CLIENT.

IN WITNESS WHEREOF, the parties hereto have signed this Agreement for the provision of legal services.

Nancy Hauer, Superintendent
Dehesa School District

Date: _____

Eric E. Stevens, Partner
Girard, Edwards, Stevens & Tucker LLP

Date: _____

AGREEMENT FOR SPECIAL SERVICES

I. PARTIES

This Agreement for Special Services (the "Agreement") is made this 1st day of December, 2018, between the law firm of ATKINSON, ANDELSON, LOYA, RUUD & ROMO, a Professional Law Corporation, hereinafter referred to as the "Law Firm," and DEHESA SCHOOL DISTRICT, hereinafter referred to as "District."

II. RECITALS; PURPOSE; MATTERS

The District desires to retain and engage the Law Firm to perform legal and, upon request, non-legal consultant services on the District's behalf, and the Law Firm is willing to accept said engagement on the terms and conditions contained in this Agreement. The Law Firm agrees to provide such services to the District, including representation in administrative and court proceedings, as requested by the District. The place and time for such services are to be designated by the Superintendent of the District or designee.

III. TERMS AND CONDITIONS

A. The term of this Agreement shall be December 1, 2018, through November 30, 2019. For the period December 1, 2018, through November 30, 2019, the District hereby agrees to pay the Law Firm in connection with the above-referenced services as authorized at the following hourly rates:

Senior Partners	\$270.00
Partners/Senior Counsel	\$255.00
Senior Associates	\$240.00
Associates	\$235.00
Electronic Technology Litigation Specialist	\$220.00
Non-Legal Consultants	\$200.00
Senior Paralegals/Law Clerks	\$155.00
Paralegals/Legal Assistants	\$150.00

The Law Firm shall bill in quarter-hour increments. A fixed rate may be established for specially identified projects, subject to prior approval by the District.

B. In addition, the District hereby agrees to pay a 5% per month administrative charge calculated and based on monthly fees billed to cover related operational expenses incurred by the Law Firm. This administrative fee is in lieu of charging the District for Westlaw,

photocopies, automobile mileage, parking, facsimiles, telephone, document preparation, and postage. This does not include items listed in paragraph D below.

C. The Law Firm may charge the full hourly rate to more than one client for services provided concurrently during the same time period. For example, in the course of traveling to the District or while providing legal services at the District, it may be necessary for the Law Firm to provide billable services to other clients.

D. The Law Firm shall not be obligated to advance costs on behalf of the District; however, for purposes of convenience and in order to expedite matters, the Law Firm reserves the right to advance costs on behalf of the District with the Superintendent's or designee's prior approval in the event a particular cost item exceeds \$2,000.00 in amount, and without the prior approval of the District in the event a particular cost item totals \$2,000.00 or less. Typical cost advances include, but are not limited to, messenger fees, travel costs, bonds, witness fees, overnight delivery, deposition and court reporter fees, transcript costs, expert witness fees, investigative fees, etc. If the Law Firm retains, with authorization from the District, experts or consultants for the benefit of the District, rather than the District contracting directly with any expert or consultant, it is agreed that the District shall pay a five percent (5%) fee ("consultant processing fee") on such expert and consultant costs paid by the Law Firm in order to offset certain costs to the Law Firm resulting from administering and initially paying such expert and consultant fees on behalf of the District.

E. A detailed description of the attorney work performed and the costs advanced by the Law Firm will be prepared on a monthly basis as of the last day of the month and will be mailed to the District on or about the 15th of the following month. Payment of the full amount due, as reflected on the monthly statements, will be due to the Law Firm from the District by the 10th of each month, unless other arrangements are made. In the event there are retainer funds of the District in the Law Firm's Trust account at the time a monthly billing statement is prepared, funds will be transferred from the Law Firm's Trust Account to the Law Firm's General Account to the extent of the balance due on the monthly statement and a credit therefor will be reflected on the monthly statement. Any balance of fees or costs advanced remaining unpaid for a period of 30 days will be subject to a 1% per month service charge.

F. The District agrees to review the Law Firm's monthly statements promptly upon receipt and to notify the Law Firm, in writing, with respect to any disagreement with the monthly statement. Failure to communicate written disagreement with the Law Firm's monthly statement within thirty (30) days of the District's receipt thereof shall be deemed to signify the District's agreement that the monthly billing statement accurately reflects: (a) the legal services performed; and (b) the proper charge for those legal services.

G. The District agrees to fully cooperate with the Law Firm in connection with the Law Firm's representation of the District including, but not limited to, attending mandatory court hearings and other appearances and providing necessary information and documentation to enable the Law Firm to adequately represent the District.

H. The District has the right, at any time, and either with or without good cause, to discharge the Law Firm as the District's attorneys. In the event of such a discharge of the Law

Firm by the District, however, any and all unpaid attorneys' fees and costs owing to the Law Firm from the District shall be immediately due and payable.

I. The Law Firm reserves the right to discontinue the performance of legal services on behalf of the District upon the occurrence of any one or more of the following events:

1. Upon order of Court requiring the Law Firm to discontinue the performance of said legal services;

2. Upon a determination by the Law Firm in the exercise of its reasonable and sole discretion, that state or federal legal ethical principles require it to discontinue legal services for the District;

3. Upon the failure of the District to perform any of the District's obligations hereunder with respect to the payment of the Law Firm's fees and costs advanced; or

4. Upon the failure of the District to perform any of the District's obligations hereunder with respect to cooperation with the Law Firm in connection with the Law Firm's representation of the District.

J. In the event that the Law Firm ceases to perform legal services for the District as hereinabove provided, the District agrees that it will promptly pay to the Law Firm any and all unpaid fees or costs advanced, and retrieve all of its files, signing a receipt therefor. Further, the District agrees that, with respect to any litigation where the Law Firm has made an appearance in Court on its behalf, the District will promptly execute an appropriate Substitution of Attorney form.

K. The Law Firm maintains errors and omissions insurance coverage applicable to the services to be rendered.

L. It is understood and agreed that the Law Firm, while engaged in carrying out and complying with any of the terms and conditions of this Agreement, is an independent contractor and is not an employee of the District.

IV. SPECIALIZED LEGAL SERVICES

For specialized litigation and transactional services in the areas of construction, procurement, technology, prevailing wage, real property, intellectual property, CEQA, mitigation negotiations, school and college finance, tax, bankruptcy, copyright, trademark, non-profit organizations, immigration, and appellate law, the District agrees to pay the Law Firm at rates higher than the standard hourly rates for special projects or particular scopes of work. The Law Firm shall inform the District of the rates for specialized services and the Superintendent or designee shall agree to such rates in writing prior to any billings for specialized legal services by the Law Firm.

V. RELATED POST-INVESTIGATION SERVICES

If an attorney who conducted an investigation for the District is subsequently asked or required to prepare for and/or testify, including, without limitation, at deposition, trial, arbitration or any other proceeding, because of services rendered under this Agreement, and/or if the investigating attorney must respond to subpoenas or discovery or otherwise respond or perform services with respect to any matter relating to or arising out of services performed for the District, the District agrees to pay the Law Firm for all time expended (including preparation time) at the investigating attorney's then current regular hourly rate and to reimburse the Law Firm for reasonable costs and expenses incurred.

VI. CONSENT TO JOINT REPRESENTATION

The District acknowledges that from time to time Law Firm may be asked to perform legal services on a matter affecting two or more public education local agencies. In such situations before proceeding with representation, Law Firm shall provide the District with a written disclosure of the relevant circumstances and of the actual and reasonably foreseeable adverse consequences to the District, and shall seek separate written consent to joint representation from all involved parties if permissible according to ethical principles applicable to attorneys. The District acknowledges that it is often in the best interest of the District for such representation to commence without undue delay which may result from waiting until a regularly-scheduled Board meeting. Therefore, the Governing Board of the District hereby delegates to the Superintendent or designee authority to consent to joint representation in the circumstances described in this paragraph, and to execute such written consent on behalf of the Board and District.

VII. SERVICES PERFORMED BY LAW FIRM-PROVIDED NON-LEGAL CONSULTANTS

The Law Firm has an affiliation with non-legal education consultants who are available to assist the District in areas including, but not limited to, personnel/business office audits, human resources/collective bargaining consultation, public/employee relations surveys and communications, media and public relations, budget analysis/support services, instructional coaching/counseling at school improvement sites, special education, student discipline, leadership coaching, board/superintendent relations and best practices, and interim management placement.

Because the Law Firm has a financial interest in the District's use of these affiliated non-legal consultants, the rules of the State Bar of California require that the District provide its informed written consent to this arrangement prior to utilizing these services. Execution of this Agreement shall be deemed "informed consent" for the purposes of this paragraph. The District is hereby advised that it may seek the advice of an independent attorney of its choice prior to providing such written consent.

Please also be advised that because the services of these non-legal consultants are provided to the District outside of the attorney-client relationship, communications with these non-legal consultants will not be protected from disclosure by the attorney-client privilege.

VIII. CONSENT TO LAW FIRM COMMUNICATION

As part of our commitment to client service, the Law Firm will send the District periodic alerts on case developments and legislative changes, and notices of Breakfast Briefings, conferences, and other training opportunities designed to help the District with daily legal concerns. The Law Firm will send those and other additional service notices to the District via regular mail and/or electronic mail at the email address which you designate or the email used in your daily communications with us. These email notices are a convenient way to keep the District administrators apprised of important legal changes. By execution of this Agreement, the District and designated contact(s) consent to receive such communications by electronic mail subject to the right to unsubscribe at any time.

IX. BINDING ARBITRATION

If any dispute arises out of, or related to, a claimed breach of this Agreement, the professional services rendered by attorneys, or any other disagreement of any nature, type, or description, regardless of the facts or the legal theories which may be involved, including attorney malpractice, such dispute shall be resolved by binding arbitration by a single arbitrator. Each side will bear its own costs and attorney fees. The parties agree to waive their right to a jury and to an appeal.

X. DURATION

This Agreement shall be effective December 1, 2018, through November 30, 2019, and thereafter shall continue from month-to-month at the then current hourly rate set forth herein until modified in writing by mutual agreement or terminated by either party upon thirty (30) days' written notice.

///

///

///

XI. EXECUTION DATE

This Agreement is entered into this ____ day of December, 2018.

“Law Firm”

ATKINSON, ANDELSON, LOYA, RUUD & ROMO

Dated: _____

By: _____
MARK R. BRESEE

“District”

DEHESA SCHOOL DISTRICT

Dated: _____

By: _____

**CONSULTANCY AGREEMENT
BETWEEN THE
DEHESA SCHOOL DISTRICT AND, NURSE**

Allison Lynn Hawk, licensed to practice nursing in the State of California, agrees to provide the following professional nursing services to Dehesa School.

LOCATION OF SERVICES: The described services shall be delivered at Dehesa School, 4612 Dehesa Road, El Cajon, CA 92019.

RATE OF COMPENSATION: The rate of \$50.00 per hour shall be paid to Allison Lynn Hawk by the Dehesa School District.

ANTICIPATED WORK TIME: As needed basis, for General Ed and Special Ed screenings.

DESCRIPTION OF SERVICES TO BE PROVIDED (only on an as needed basis):

1.0 Mandated Screenings

- 1.1 Conduct health screenings for initial and triennial IEP's.
- 1.2 Conduct/oversee vision screenings of students, as needed
- 1.3 Conduct/oversee color vision screenings for first grade boys
- 1.4 Conduct/oversee re-screenings, as indicated
- 1.5 Conduct/oversee necessary referral and follow-up
- 1.6 Conduct/oversee statistical data

EQUIPMENT: All required equipment and supplies will be provided by the Dehesa School District.

INSURANCE: Liability Insurance of no less than \$1,000,000 shall be carried by the Dehesa School District.

MODIFICATION AND TERMS OF THE AGREEMENT: This agreement may be modified at any time with the agreement of both parties. The terms of this agreement will be effective February 21, 2019 and remain effective until it is modified or terminated by either party.

PASSED AND APPROVED by the Governing Board of the Dehesa School District on February 21, 2019.

Nancy Hauer, Superintendent/Principal

Allison Hawk

Allison Hawk, RN

Date

2/12/19

Date

Child Nutrition Vendor Quotation Sheet

Vendor	Price Quote		Delivery	Total Breakfast Cost	Total Lunch Cost	Responsive/ Responsible	Date
	B: \$2.00	L: \$2.75					
Cajon Valley School District	B: \$2.00	L: \$2.75	NO	\$ 1,800.00	\$ 5,694.00	YES	11/30/2018
Grossmont Union Highschool District	B: \$2.25	L: \$3.25	NO	\$ 2,025.00	\$ 6,175.00	YES	12/4/2018
Revolution Foods	B: \$2.00	L: \$2.95	YES	\$ 1,800.00	\$ 5,605.00	YES	1/14/2019
Mountain Empire Unified School District	Not Offered	N/A	N/A	N/A	N/A	NO	12/4/2018
La Mesa Spring Valley School District	Not Offered	N/A	N/A	N/A	N/A	NO	12/4/2018
Preferred Meals	No Response	N/A	N/A	N/A	N/A	NO	12/19/2018
Jamul-Dulzura	No Response	N/A	N/A	N/A	N/A	NO	12/19/2018

Notes:

Monthly cost estimation includes Mileage (.58 per mile) and labor cost (employee travel time) for pickup of food where pickup is required.

All listed vended meals include all components of a reimbursable meal, paper products necessary for service, including cutlery and napkins.

AGREEMENT TO PROVIDE MEALS
Between Revolution Foods, Inc. and Dehesa School District

Meal Vendor: Revolution Foods, Inc. 12919 Leyva St. Norwalk, CA 90650

Receiving Sponsor: Dehesa School District 4612 Dehesa Rd, El Cajon, CA 92019, USA

Agreement Number:	Vendor Number:
--------------------------	-----------------------

This agreement made this January 22, 2019 between the Meal Vendor, Revolution Foods, Inc. (“Revolution Foods”) and the receiving sponsor, Dehesa School District (“Dehesa SD”), is created for the purpose of providing: (check all that apply)

- Breakfast under the National School Lunch Program
- Lunch under the National School Lunch Program
- Snack under the National School Lunch Program
- Supper under the Child and Adult Care Food Program

It is hereby agreed that:

A. Statement of Work

Revolution Foods will provide meals to Dehesa SD that comply with the nutrition standards established by the United States Department of Agriculture (USDA) for the National School Lunch Program and the Child and Adult Care Food Program. Dehesa SD will be responsible for claiming reimbursement from the appropriate State agency for all meals served to children enrolled in Dehesa SD schools.

Both Revolution Foods and Dehesa SD will comply with all applicable Federal, State and local statutes and regulations with regard to the preparation and consumption of meals which meet the National School Lunch Program and the Child and Adult Care Food Program meal requirements, including, but not limited to, all applicable regulations relating to the overt identification of needy pupils, the nutritional content of meals, and nondiscrimination. All records maintained by Revolution Foods and Dehesa SD with bearing to the agreement will be open to inspection by proper Federal, State, and local authorities in accordance with applicable statutes and regulations.

Additional details on Revolution Foods operating procedures can be found in the School Handbook.

A.1. Meal Ordering and Meal Components

- a. The number of meals prepared by Revolution Foods will be determined by the quantity ordered by Dehesa SD. Dehesa SD will notify Revolution Foods of the quantity needed for each week no later than 5:00 p.m. of each Tuesday for the following week of service. Dehesa SD will place orders using Revolution Foods online ordering system.
- b. Revolution Foods will provide the following in sufficient quantity for the number of meals ordered:
 - Entrées will be provided in individually packaged portions
 - Sides including fruit, vegetable and milk will be provided in bulk
 - White milk, choice of 1% or nonfat
 - Utensils
 - Napkins
 - Serving utensils as needed
 - Paper boats for bulk lunch vegetable service
 - Paper trays for lunch service

- Condiments as designed with the meal
- c. **Field Trips:** Revolution Foods will provide Dehesa SD with sack lunches for field trips when requested at the standard order time of no later than 5:00 p.m. of each Tuesday for the following week of service.
- d. **Offer vs. Serve:** Revolution Foods will provide breakfast and lunch meals following Offer vs. Serve (OVS), a system designed to reduce waste and give students greater flexibility and choice. Revolution Foods will monitor lunch fruit and vegetable quantities to ensure there is enough fruit and vegetables for all students who wish to partake, while reducing the amount of unnecessary waste and/or leftovers. Fruits and vegetables provided during lunch service are intended to be consumed during the specified meal and shall not be used for other programs and activities.
- e. **Special Scheduling:** Special scheduling of meal serving times will require two weeks advance notice. Fees may apply.
- f. Refer to Section C – Meal Price and associated assumptions, and Section D – Fees.

A.2. Delivery and Service of Meals

- a. Revolution Foods will transport meals from the preparation site to the school site. The delivery time to Dehesa SD will be agreed upon by both parties.
- b. Revolution Foods will provide all of the equipment necessary to transport the meals to Dehesa SD. Dehesa SD shall make available for next day pickup any and all property owned by Revolution Foods.
- c. Dehesa SD will provide all personnel necessary to accept delivery, serve, and supervise the consumption of meals.
- d. See attached Exhibit A: Sites Where Program Will Operate.

A.3. Equipment and Care of Meals

- a. Revolution Foods will be responsible for the condition and care of meals until Dehesa SD accepts delivery and, thereafter, Dehesa SD will be responsible for maintaining the proper temperature of the meal components until they are consumed.
- b. Dehesa SD shall be responsible for providing all equipment at Dehesa SD location(s) needed for Revolution Foods to provide Services.

A.4. Holidays

Revolution Foods will not provide hot food service for the following holidays. Revolution Foods will notify Dehesa SD should holidays change. Revolution Foods may offer a shelf stable meal for any or all of these listed holidays and will work with interested parties to make specific arrangements.

- November 22-23, 2018 – Thanksgiving
- December 25-31, 2018 – Winter Holiday
- January 1, 2019 – New Year’s Day
- January 21, 2019 – Martin Luther King Jr. Day
- May 28, 2019 – Memorial Day
- July 4, 2019 – Independence Day

A.5. Monthly Menu Planning

- a. No later than one (1) week prior to the end of each month, Revolution Foods will provide to Dehesa SD a monthly menu covering the meals to be served for the following month. Revolution Foods will provide menu documentation no later than one (1) week in advance of service upon written request. This will include:
 - Monthly Menu Portion Detail to demonstrate compliance with Meal Patterns: National School Lunch Program for grades PK, K-5, 6-8, 9-12, and the Child and Adult Care Food Program for ages 6-18 years.
 - Carbohydrate Report to assist parents and staff in ordering for students with diabetes.
 - Allergen Report tracking the eight commonly recognized allergen components (wheat, dairy, eggs, soy, shellfish, fish, peanuts, tree nuts) as defined by the Food Allergen Labeling and Consumer Protection Act of 2004 (FALCPA) to assist staff in ordering for special meal accommodations.
- b. Menu changes or substitutions may be required due to unforeseen circumstances; in the event a substitution is required, Revolution Foods will communicate the need in writing.
- c. Students with special dietary needs must have on file a signed statement by a medical doctor or a recognized medical authority. Revolution Foods accommodates special needs only regarding food allergies resulting from the (8) major allergens as defined by the Food Allergen Labeling and Consumer Protection Act of 2004 (FALCPA): dairy, soy, peanut, tree nut, fish, shellfish, egg, and wheat. Revolution Foods is not capable of modifying texture, providing items outside of those we source (i.e. nutritional supplements), or changing the nutritional profile of individual menu items or foods to meet any of the needs associated with disabilities. These types of accommodation must be addressed at the school level, by Dehesa SD. As mutually agreed upon, there may be an additional charge for meal accommodations outside the vegetarian and dairy-free meal alternatives.

A.6. Buy American

Revolution Foods will comply with the Buy American requirement, which dictates that Dehesa SD participating in the federal school meal programs are required to purchase domestic commodities and products for Dehesa SD meals to the maximum extent practicable. Domestic commodity or product means an agricultural commodity that is produced in the U.S. and a food product that is processed in the U.S. substantially (at least 51 percent) using agricultural commodities that are produced in the U.S. (7CFR210.21, 220.16).

A.7. Records and Audit

- a. Dehesa SD will conduct the free and reduced-price application process, including the distribution, review, approval, and verification of applications for the sites belonging to Dehesa SD. All applications and eligibility requirements will be handled at the site by Dehesa SD. Dehesa SD is responsible for all point of service meal counts and completion of all documents required by the applicable Child Nutrition Program, including making claims for reimbursements.
- b. Revolution Foods will maintain all necessary records on the nutritional components and quantities of the meals delivered to Dehesa SD and make said records available for inspection by Dehesa SD, State and Federal authorities upon written request. Revolution Foods will retain records for a period of three years from the date of final payment hereunder; except that if any audit finding has not been resolved, the records shall be retained beyond the three-year period as long as required for the resolution of the issues raised by the audit.
- c. Revolution Foods will provide to Dehesa SD document requisition support in the event of an audit by the State Department of Education, or local governing entity for reimbursable Child Nutrition Programs, including Administrative Review circumstances. Dehesa SD shall be responsible for notifying Revolution Foods within three (3) business days of receiving any information from a State Agency of an audit, technical assistance or other action. Dehesa SD shall be responsible for forwarding the complete written notification from the governing entity so that Revolution Foods is positioned to best support the requisition request and tailor the support to exactly what is required. Typical document requisition in a formal audit includes support with menus, production records, recipes, labels and product formulation statements.

A.8. Licenses and Permits

- a. Revolution Foods will prepare meals at a site that maintains the appropriate state and local health certifications for the facility, and will maintain certification at all times.
- b. Dehesa SD shall have state or local health certifications as needed for each of their school sites and shall maintain certification for the duration of the agreement.

B. Agreement Period

As allowed by Federal procurement guidelines, contracts may be renewed by mutual agreement for up to four additional one-year periods (a.k.a. Option Years) following the Base Year, with price negotiable. At time of renewal, both Revolution Foods and Dehesa SD shall execute an agreement addendum/amendment stating the extended agreement period.

Base Year: This agreement will begin on March 1, 2019 and will end June 30, 2019.

C. Meal Price

Revolution Foods will charge Dehesa SD the following:

Meal	# of Full Serving Days	Average Minimum # of Meals per Day	Price per Meal
Breakfast, cold	63	50	\$2.00
Lunch	63	95	\$2.95
			\$4.25 + tax for faculty/adults
Snack	--	--	\$0.86

C.1 Assumptions

Financial terms of the Agreement are based upon existing conditions and the following assumptions. If there is a material change in conditions, including, without limitation, changes to the following assumptions, the financial terms of the Agreement shall be adjusted to compensate for such change through a formal contract revision or addendum. All pricing arrangements will remain confidential between Dehesa SD and Revolution Foods.

- a. Changes in Dehesa SD’s policies, practices and service requirements shall result in an appropriate adjustment.
- b. The annual number of full serving days shall not be less than the numbers specified above.
- c. Menu patterns follow the National School Lunch Program for grades PK, K-5, 6-8, 9-12, and the Child and Adult Care Food Program for ages 6-18 years.
- d. Under Offer vs. Serve, fruits and vegetables provided during breakfast and lunch to each school are enough such that any student receiving a lunch may have the fruit and/or vegetable if so desired. Revolution Foods will monitor fruits and vegetables consumption and minimize the amount of extra fruits and vegetables provided. Fruits and vegetables are intended to be consumed during the specified meal and shall not be used for other programs and activities.
- e. There shall be no competitive food and beverage sales during the meal service times for breakfast, lunch, snack and/or supper. Competitive foods are defined as all foods not provided by Revolution Foods during the assigned meal period for the duration of the contract. Suspended service shall result in damages paid to Revolution Foods in the amount equal to the average minimum number of meals per day multiplied by the number of days of suspended service multiplied by the price per meal affected.

- f. Dehesa SD and its representatives, including principals, teachers and staff, shall fully cooperate with Revolution Foods in the implementation of the food program.
- g. Legislation, regulations and reimbursement rates that create changes in the nonprofit food service shall remain consistent.
- h. The government reimbursement rates in effect as of July 1 shall remain consistent throughout the year.
- i. Changes to meal components and quantities required by the National School Lunch Act or the National School Lunch Program shall result in an appropriate adjustment.
- j. See Exhibit A: Sites Where Program Will Operate. This list may be added to or deleted from as appropriate upon mutual agreement.
- k. Revolution Foods meals are not intended or labeled for retail sale.

C.2 Economic Price Adjustment and Price Negotiation

At the end of the term, the contract may be renewed in which the meal price will be adjusted, at a minimum, by the Consumer Price Index for all Urban Consumers (CPI-U) for Food Away from Home.

D. Fees

Fees described below shall apply to each affected delivery site location(s) as listed in Exhibit A: Sites Where Program Will Operate. Fees charged to Dehesa SD shall not be paid from the non-profit school food service account pursuant to 2 CFR 200.441. Fees shall be paid from Dehesa SD's general funds.

D.1. Calendar Management

- a. Dehesa SD shall provide Revolution Foods with a calendar for the school year no later than thirty (30) days prior to the beginning of service, and by June 1 in renewing years. Failure of Dehesa SD to provide Revolution Foods with the calendar will result in a \$50 fee. Failure to provide the calendar prior to the service start date will result in a \$250 fee. At a minimum, the calendar shall provide the following:
 - Field trip days
 - Minimum days
 - Testing days
 - Days in which meal participation is expected to be less than 50% of the norm
 - Days in which meals will not be ordered and the reason
- b. Dehesa SD shall block out non-service off-days accordingly for each site no later than thirty (30) days prior to the beginning of service using the systems and tools provided by Revolution Foods' online ordering system. Revolution Foods may block out non-service off-days on behalf of Dehesa SD and will charge a \$250 fee.
- c. Dehesa SD shall notify Revolution Foods of additional events not captured on the initial calendar in which meal times or normal operations may be affected for the following month. For example, Dehesa SD shall notify Revolution Foods by September 1st for events occurring in October. Failure of Dehesa SD to notify Revolution Foods of additional events will result in a fee equal to 50% of the meal price times the average minimum number of meals per day as listed in Section C for the applicable meal. If the average minimum number of meals per day is a combined minimum across multiple delivery sites, the number shall be divided evenly across sites for the purpose of this calculation only.

D.2. New Order Placement after Deadline

- a. New orders placed after the stated deadline of Tuesday 5:00 p.m. will be charged the following:
 - First time orders placed after the deadline will not incur an additional charge.
 - Late order placements occurring the second and third time will incur a \$50 charge.
 - Late order placements occurring on/after the fourth incident will incur a \$100 charge.
- b. As a valued partner, Revolution Foods will do its best to accommodate the request. All late orders are subject to product availability – Revolution Foods may suggest an alternative meal if the requested meal is not available.

D.3. Order Increase

- a. Order increases made after the stated deadline of Tuesday 5:00 p.m. will be charged the full applicable meal price listed in Section C plus an additional \$50.
- b. Revolution Foods will do its best to accommodate the request. Order increases are subject to product availability – Revolution Foods may suggest an alternative meal if the requested meal is not available.

D.4. Order Cancellation or Decrease

Because food is prepared fresh daily, Revolution Foods reserves the right to charge either a portion or the full price per meal for any order cancellations or decreases.

- a. Revolution Foods understands that extenuating circumstances may occur in which Dehesa SD shall have a need to decrease the number of meals ordered. Revolution Foods will partner with Dehesa SD to accommodate order decreases that occur after the stated deadline of Tuesday 5:00 p.m. in which meals are not needed within 48 hours. The order decrease shall not exceed 50% of the original order.

Order decreases occurring on/after the fourth incident will incur the full applicable meal price listed in Section C plus an additional 10% surcharge.

- b. For cancellations and decreases that that occur after the stated deadline of Tuesday 5:00 p.m., and within 48 hours of when meals are to be delivered:
 - First time order cancellations and decreases will be charged 50% of the applicable meal price listed in Section C.
 - Second time order cancellations and decreases will be charged the full applicable meal price listed in Section C.
 - Order cancellations and decreases occurring on/after the third incident will incur the full applicable meal price listed in Section C plus an additional 10% surcharge.

D.5. Convenience Fee

Revolution Foods reserves the right to charge a convenience fee of up to 10% per meal for changes after the stated deadline of Tuesday 5:00 p.m. that affect operations, but do not result in an increase or decrease in the number of meals originally ordered. An example of this may be changing regular lunch meals ordered to fieldtrip lunches.

D.6. Supplies

As stated in Section A.1 for Meal Ordering and Meal Components, Revolution Foods will provide the necessary utensils, napkins, paper supplies and condiments in sufficient quantity for the number of meals ordered. Any depletion of supplies outside the meal program will be charged to Dehesa SD at full case value.

D.7. Inclement Weather

1. **Forecasts Calling for Next Day Inclement Weather** – Dehesa SD must contact the Revolution Foods’ designated contact via telephone or email (in non-urgent cases) to report possible weather interruptions.
2. **For All Schools Initiating Weather Closure Process** – Revolution Foods will offer to refund the cost of the meals ordered *if cancelled by 10AM preceding the day of service. Meals cancelled between 10AM and 5PM the previous day will receive a 50% refund.*
3. **Local Announcement that School(s) will Remain Closed For Consecutive Days** – Dehesa SD must contact Revolution Foods each day of closure by 10 AM to determine plans for the following day and to discuss the upcoming menus and delivery schedule for the when classes resume. The same weather related order cancellation and refund policy applies. Menus are subject to change.
4. **Communication to School Administrators** – To best serve students’ needs, all communication to Revolution Foods regarding cancellation of planned meal services must be made in email/writing to the designated Revolution Foods contact. In the event that the school is open but road conditions are poor, Revolution Foods will do everything in its power to ensure that students have access to healthy, fresh meals in time for normal meal service. To do so, Revolution Foods reserves the right to alter routes and delivery times at its discretion. Revolution Foods team will work with Dehesa SD closely to ensure coordinated delivery in this instance.

E. Payment Terms

Revolution Foods will issue itemized electronic invoices for the full cost of the breakfast, lunch, snack and/or supper, plus any additional items ordered, including, but not limited to, milk, snack items, additional utensils, supplies, and any other applicable fees. Dehesa SD shall submit payment to Revolution Foods in such form as required by Revolution Foods within thirty (30) days of receipt of Revolution Foods invoice.

Revolution Foods reserves the right to charge up to a seven percent interest rate (compounded monthly) on any balance left unpaid on an invoice. No food service account funds shall be used for payment of interest or late fees. For avoidance of doubt, failure to pay an invoice is considered a material breach of this agreement.

No payment shall be made for meals that are spoiled or unwholesome at the time of delivery, do not meet the specifications, or do not otherwise meet the requirement of the agreement. However, no deduction will be made unless Dehesa SD provides to Revolution Foods in writing of the meal service for which the deduction is to be made, specifying the number of meals for which Dehesa SD intends to deduct payment and setting forth the reasons for the deduction. Dehesa SD shall provide such notice no later than twenty-four hours after the date the meal was served. Dehesa SD shall keep evidence of food items for inspection by Revolution Foods. Credit may be withheld without proper evidence.

F. Confidentiality and Rights In Data

During the term of this agreement, Revolution Foods may grant to Dehesa SD a nonexclusive right to access certain proprietary materials of Revolution Foods. Dehesa SD shall not disclose any of Revolution Foods' trade secrets or other confidential information, directly or indirectly, during or after the term of the agreement. Dehesa SD shall not photocopy or otherwise duplicate any such material without the prior written consent of Revolution Foods. All trade secrets and other confidential information shall remain the exclusive property of Revolution Foods and shall be returned to Revolution Foods immediately upon termination of the agreement. Dehesa SD shall not use any confusingly similar names, marks, systems, insignia, symbols, procedures, and methods. Without limiting the forgoing and except for software provided by Dehesa SD, Dehesa SD specifically agrees that all software associated with the operation of the service, including without limitation, menu systems, accounting systems, and other software, are owned by or licensed to Revolution Foods and not Dehesa SD. Furthermore, Dehesa SD's access or use of such software shall not create any right, title interest, or copyright in such software and Dehesa SD shall not retain such software beyond the termination of the agreement. In the event of any breach of this provision, Revolution Foods shall be entitled to equitable relief, including an injunction or specific performance, in addition to all other remedies otherwise available.

Unless otherwise required by law, subpoena or court order, Dehesa SD shall not disclose any of Revolution Foods' trade secrets or other confidential information, directly or indirectly, during or after the term of the agreement. Unless otherwise required by law, subpoena or court order, Dehesa SD shall not photocopy or otherwise duplicate any such material without the prior written consent of Revolution Foods.

As used in this Agreement, Revolution Foods' "Confidential Information" shall mean any and all technical and non-technical information disclosed or provided to Dehesa SD by or on behalf of Revolution Foods in written, oral or electronic form in connection with this Agreement. Confidential Information will include, without limitation trade secrets as defined by law, strategic and product development plans, sales and training methods, financial statements, products and/or services, pricing plans/data, business or commercialization plans, customer lists, project records, market data/reports, employee lists or compensation information, supplier and vendor lists, architectural reports, blueprints, marketing plans, existing and/or contemplated recipes/menus/food development strategies or plans, management and business manuals, forms, policies and procedures, ideas, studies not generally made available to the public.

Confidential Information shall not, however, include any information which (i) was publicly known and made generally available in the public domain prior to the time of disclosure by the disclosing party; (ii) becomes publicly known and made generally available after disclosure by the disclosing party to the receiving party through no action or inaction of the receiving party; (iii) is already in the possession of the receiving party at the time of disclosure by the disclosing party as shown by the receiving party's files and records immediately prior to the time of disclosure.

Any discovery, invention, software, or programs paid for by Dehesa SD shall be the property of Dehesa SD.

This provision shall survive termination of this agreement.

G. Indemnity

Revolution Foods agrees to defend, indemnify and hold harmless Dehesa SD and its directors, officers and employees for claims for death, bodily injury and damage to tangible property caused by the sole negligence or a wrongful act of Revolution Foods in the performance of this Agreement, and to pay all claims, damages, judgments, legal costs, adjuster fees and attorney fees related thereto.

Dehesa SD agrees to defend, indemnify and hold harmless Revolution Foods and its directors, officers and employees for claims for death, bodily injury and damage to tangible property caused by the sole negligence or a wrongful act of Dehesa SD in the performance of this Agreement, and to pay all claims, damages, judgments, legal costs, adjuster fees and attorney fees related thereto.

H. Limitation of Liability

Excluding either party's obligations in Section G above, in the event either party incurs any expenses, damages or other liabilities in connection with the performance or non-performance of any term or provision hereof or otherwise incurs indemnification obligations under this section, such party's liability to the other party shall not exceed the payments actually paid to Revolution Foods over the previous twelve months. In no event will either party be liable for any special, incidental, consequential or indirect damages or damages for lost profits arising in any way out of this Agreement, however caused and on any theory of liability. The foregoing limitation of liability and exclusion of certain damages shall apply regardless of the failure of essential purpose of any remedies available to either party.

I. Insurance

Dehesa SD will keep and maintain commercial general liability insurance in an amount no less than one million dollars (\$1,000,000) for each occurrence and two million dollars (\$2,000,000) in the aggregate. If requested, Dehesa SD will provide Revolution Foods with proof evidencing insurance in the amount, and specifying that the coverage will not be canceled or modified without thirty (30) days prior written notice to Revolution Foods.

Revolution Foods will keep and maintain commercial general liability insurance in an amount no less than one million dollars (\$1,000,000) for each occurrence and two million dollars (\$2,000,000) in the aggregate for any liability resulting from incidents of improper product preparation, contamination or transport and will provide Dehesa SD with a certificate, upon request, evidencing insurance in the amount, naming Dehesa SD as an additional insured and specifying that the coverage will not be canceled or modified without thirty (30) days prior written notice to Dehesa SD.

J. Termination

1. Either party may terminate this agreement for cause:
 - a. The non-breaching party shall give the breaching party written notice specifying the default, and the breaching party shall have thirty (30) days within which to cure the default. If the default is not cured within that time, the non-breaching party shall have the right to then terminate this Agreement for cause by giving fifteen (15) days additional written notice to the breaching party. If the breach is remedied prior to the proposed termination date, the non-breaching party may elect to continue this Agreement.
 - b. Immediately if either party becomes insolvent or becomes the subject of any other proceeding, receivership, liquidation or assignment for the benefit of creditors.
2. Either party may terminate this agreement at any time by giving sixty (60) days written notification to the other party, setting forth the reason and the effective date of termination. Upon such termination, Dehesa SD and Revolution Foods shall make settlement of all amounts due hereunder as follows.
3. The following shall occur upon termination, whether by cause or convenience:
 - a. Revolution Foods shall be paid according to the invoice issued to Dehesa SD for all meals and services provided through the effective termination date of service.
 - b. Dehesa SD shall pay Revolution Foods all outstanding balances, not in dispute, within fifteen (15) days of the effective date of termination.
 - c. For payments in dispute, Dehesa SD and Revolution Foods shall determine on a case-by-case basis the most equitable solution to both parties.
 - d. The total sum to be paid to Revolution Foods shall not exceed the total agreement price plus settlement costs, reduced by the amount of payments otherwise made, and the agreement price of work not terminated.
 - e. Dehesa SD will return all equipment owned by Revolution Foods immediately upon stoppage of service.

K. Force Majeure

Neither Revolution Foods nor Dehesa SD shall be liable to the other for any delay in, or failure of performance of, any covenant or promise contained in this agreement, nor shall any delay or failure constitute default or give rise to any liability for damages if, and only to the extent that, such delay or failure is caused by "force majeure". As used in this agreement, "force majeure" means acts of God; acts of the public enemy; acts of a governmental entity in its sovereign or contractual capacity; fires; floods; epidemics; quarantine restrictions; strikes or other labor disputes, freight embargoes, or illegality.

If any of the above causes an inability for Revolution Foods to deliver meals, Dehesa SD will not be responsible for the cost of un-delivered meals. However, Revolution Foods may suggest an alternative meal solution e.g. delivery from a local sandwich shop, in which case, Dehesa SD shall be fully responsible for payment of the alternate meal solution unless otherwise noted. Dehesa SD shall also be fully responsible for meals delivered but damaged by any of the above causes.

L. Severability

To the extent that this agreement may be executed and performance of the obligations of the parties may be accomplished within the intent of the agreement, the terms of this agreement are severable, and should any term or provision hereof be declared invalid or become inoperative for any reason, such invalidity or failure shall not affect the validity of any other term or provision hereof.

M. Survival of Certain Terms

Notwithstanding anything herein to the contrary, the parties understand and agree that all terms and conditions of this agreement and the exhibits and/or attachments hereto which may require continued performance, compliance, or effect beyond the termination or expiration date of the agreement shall survive such termination or expiration date and shall be enforceable as provided herein.

N. Entire Agreement; Modification and Amendment

This Agreement constitutes the final, complete and exclusive agreement of the Parties with respect to the subject matter in it and supersedes all prior and contemporaneous agreements, communications, negotiations or understandings between the Parties with respect to the matters addressed in it.

This Agreement is subject to such modifications as may be required by changes in Federal or State law, or their implementing regulations. Any such required modification shall automatically be incorporated into and be part of this agreement on the effective date of such change as if fully set forth herein. Except as provided above, no modification of this agreement shall be effective unless agreed to in writing by both parties in an amendment to this agreement that is properly executed and approved in accordance with applicable law.

O. Cooperation of the Parties

Revolution Foods and Dehesa SD agree to cooperate fully, to work in good faith, and to mutually assist each other in the performance of this agreement. In connection herewith, the parties shall meet to resolve problems associated with this agreement. Neither party will unreasonably withhold its approval of any act or request of the other to which the party's approval is necessary or desirable.

Any material changes to contract requests will require a formal contract revision or addendum and prices will be adjusted accordingly.

P. Assignment

In the event all or substantially all of Revolution Foods' assets are acquired by another company, Revolution Foods shall notify Dehesa SD in writing. Within 30 days, Dehesa SD has the right to continue service under the guidance of the acquirer, or terminate the agreement, effective immediately.

Q. Choice of Law

This agreement shall be construed and governed by the laws of the State of California. Any suit relating to this Agreement shall be instituted in a state or federal court in the State of California, and the Parties irrevocably consent and waive all objections to the jurisdiction of any such court.

R. Section Headings

The section headings or titles are for convenience only and shall have no substantive effect in the interpretation of the agreement.

The parties hereto are fully authorized and have executed this agreement:

Name and Title of Revolution Foods Official	Telephone Number
Joyce Huang, Director Contracts	(510) 545-4196
Signature of Revolution Foods Official	Date
Name and Title of Dehesa SD Official	Telephone Number
Signature of Dehesa SD Official	Date

Attached Exhibits:

- A. Sites Where Program Will Operate



INFINITY COMMUNICATIONS & CONSULTING, INC.
MASTER AGREEMENT FOR PROFESSIONAL SERVICES

Client No: 0562

This Agreement for Professional Services ("Agreement") is entered as of this day, January 30, 2019, between Infinity Communications & Consulting, Inc. hereinafter referred to as "Infinity," and Dehesa School District hereinafter referred to as the "Client." The parties agree as follows:

1. **SERVICES**

Infinity agrees to perform Consulting and Professional Services ("Services") on behalf of the Client as set forth in this agreement and attachments. Infinity's responsibilities and determination of reimbursable cost for said Services are set forth in the project attachment(s), which include the Infinity/Client Responsibilities, Terms, Payment Schedule(s) (if applicable) and Reimbursable Expenses Schedule.

2. **BASIS OF COMPENSATION**

Infinity will invoice for services performed under the scope of work for each of the project attachment(s). The client will render payment to Infinity upon receipt of invoices.

3. **TERM AND TERMINATION OF SERVICE**

Infinity's services are provided on a term commitment basis as specified in the project attachments. The term commences on the signed acceptance of the project attachment(s).

The Client and/or Infinity may terminate this Agreement, without cause, at any time by submitting written notice to the other party. The written Notice of Termination must be received no less than Thirty (30) days prior to the desired date of Termination.

In the event that the Client terminates this Agreement without cause, the Client agrees to compensate Infinity for all work, Service Fees, and reimbursable expenses completed prior to the date of termination, and release Infinity from all liability, claims and causes of action resulting from negligent acts or omissions of the Client, its agents and/or employees performed after the date of termination.

In the event that the Agreement is terminated, Infinity shall deliver copies of all data and files related to this Agreement to the Client within Thirty (30) days.

4. **CLIENT'S RESPONSIBILITY**

The Client agrees to comply with the responsibilities as specified in the project attachments to ensure the successful completion of services covered in this Agreement.

5. **RECORDS**

Infinity will maintain full and accurate records in connection with this Agreement and will make them available to the Client for inspection during normal business hours, Monday to Friday, 8am to 5pm.

6. **STATUS OF INFINITY**

The Client and Infinity agree that Infinity, in performing the services specified in this Agreement, shall act as an independent contractor and shall have control of all work and the manner in which it is performed. Infinity shall be free to contract for similar service to be performed for other parties while under contract with the Client. Infinity is not entitled to participate in any pension plan, insurance, bonus or similar benefits the Client provides for its employees.



7. COPYRIGHTS AND LICENSES

The Client and Infinity agree that in transmitting "Instruments of Services", or any other information, the transmitting party is the copyright owner of such information or has permission from the copyright owner to transmit such information for the use of this project.

Infinity and/or its Consultants shall be deemed the authors and owners of their respective "Instruments of Service", including, but not limited to Infinity's, Erate Template Forms, Bid Documents, Drawings and Specifications, and Infinity shall retain all common law, statutory and other reserved rights, including copy rights. The Submission or distribution of these "Instruments of Service" to meet the requirement of this Agreement shall not be construed as a publication in derogation of the reserved rights of Infinity and/or its consultants.

Upon execution of this Agreement, Infinity grants the Client a nonexclusive limited license to use Infinity's "Instrument of Service" solely and exclusively for the purposes of constructing, using, maintaining, altering and adding to the projects associated to this Agreement, provided that the Client substantially performs its obligation, including prompt payment of all fees due to Infinity, under this Agreement. If Infinity rightfully terminates this Agreement for cause the license granted to the Client shall terminate.

In the event that the Client uses the "Instruments of Service" without obtaining Infinity's written consent, the Client releases Infinity from all liability, claims and causes of action arising from such use.

8. HOLD HARMLESS & LIMITATION OF LIABILITY

Infinity and Client agree to hold the other party, its officers, agents, and employees harmless, from all suits, claims and liabilities resulting from negligent acts or omissions of the other party, its officers, agents or employees under this Agreement. In the event Infinity is found in breach of this Agreement and/or negligent, the parties agree that the maximum amount of damages the Client may receive from Infinity shall not exceed the aggregate payment(s) Infinity has actually received from Client under this Agreement during the particular year of the breach and/or negligence. Any legal action arising from or taken by either party, shall be governed by the laws of the State of California / County of Kern and shall be brought in its courts.

9. COMPLIANCE WITH LAWS


Infinity shall comply with all applicable federal, state and local laws, rules, regulations and ordinances involving its employees, including workers' compensation and tax laws.

10. MODIFICATION, ASSIGNMENT & ATTORNEY'S FEES

This Agreement may not be assigned by either party without the express written consent of the other. No modification shall be effective unless approved/acknowledge by both parties under a writing Addendum. If any action is brought concerning this Agreement, the prevailing party will be entitled to reasonable attorney's fees.

IN WITNESS THEREOF, the parties hereto have executed this Agreement on the date written below.

Infinity Communications & Consulting, Inc.



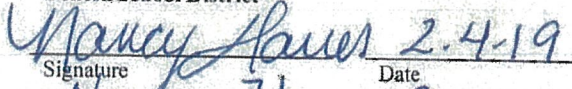
 Signature Date 01/30/19
 Martin Skiby

 Name Title Chief Operating Officer
 P.O. Box 999, Bakersfield, Ca. 93302

 Address/City/State/Zip
 82-0573429

 Federal Tax ID#

Dehesa School District



 Signature Date 2.4.19
 Nancy Hauer

 Name Title Superintendent
 4662 Dehesa Rd El Cajon, CA

 Address/City/State/Zip

 Federal Tax ID# 92019

INFINITY

COMMUNICATIONS AND CONSULTING

PROJECT ATTACHMENT #0562-18A

Master Agreement No: 0562

SERVICES: CATEGORY ONE E-RATE CONSULTING SERVICES

INFINITY'S RESPONSIBILITIES

Infinity shall perform the following tasks for our Category One E-rate Consulting Services:

E-rate and California Teleconnect Fund (CTF) Consulting Service

1. Client Access – Infinity will be available to the Client by phone, email, or in person to address Client related E-rate Funding issues. Client will provide Infinity with a minimum of 72 hours' notice of a request for onsite service.
2. Program Updates – Infinity will update the Client on changes in the E-rate and CTF process and help staff to take advantage of newly eligible products and services.
3. Program Compliance – Infinity will assist the Client to verify that USAC rules are being followed and, if necessary, provide guidance on new processes or procedures to ensure program compliance, in regards to Bid Evaluations, Procurement, Technology Plans, CIPA compliance, Technology Budget, and Document Retention.

E-rate Application Management

1. Needs Assessment and Strategic Planning – Infinity will assist the Client to determine a Filing Strategy that best meets the Client's needs to maximize the Client's E-rate funding opportunities.
2. Determination of Funding Request Amount – Infinity will prepare the required "Item 21 Attachment Sheet", by: review one (1) month of the Client's bills from eligible Service Providers to determine an estimated annual funding request, review of Client's current annual contract(s) for eligible services, and/or review of new contract(s) for eligible services.
3. File Forms – Infinity will prepare and file the following forms required by USAC's School and Library Division to receive E-rate Category One Telecommunications and Internet Access funding: Form 470, Form 471, and Form 486.
4. Administration of PIA Process – Infinity will assist the Client in responses to and delivery of the required documentation for USAC's "Program Integrity Assurance" (PIA) information requests.
5. Service Provider Collections – Infinity will prepare the Service Provider's required forms ("Discount Grids") to have the Client's eligible discounts added to the monthly Service Provider Bills (SPI Method), or prepare and file the Form 472 (BEAR Method) to have a reimbursement check issued for the eligible discount amount.
6. Application Status – Infinity will provide the Client with progress status on applications, reviews, and modifications, for the Client's open funding requests.

Request for Proposal (RFP) Management Services

1. Develop RFP Documents – Infinity will develop a Request for Proposal (RFP) for Category One Services in compliance with the Client's Local/State and the E-rate Program's procurement requirements. If newspaper publication is required, Infinity will assist the Client with compliance at least 20 days prior to receipt of responses to the Form 470.
2. RFP Tracking – Infinity will distribute and track, in electronic form only, the "RFP Documents" to prospective bidders thru Infinity's "Projects" website.
3. Administration of RFP Process – Infinity will prepare and distribute project clarification(s) and/or addenda(s) to address questions from prospective bidders.
4. Bid Opening – Infinity will conduct the opening of bid response(s). All bid openings will be held at Infinity's offices, unless otherwise agreed upon between the Client and Infinity.
5. Bid Evaluation – Infinity will evaluate the bid responses based on the E-rate Program's requirements for the "Evaluation of Bids", and provide the Client with recommendations for the award of contract(s).
6. Contract Administration – Infinity will collect the documents necessary for the award of contract from the successful bidder and coordinate the delivery to the Client for execution.

Audit Assistance

1. Document Retention – Infinity will maintain a copy of the documents required for E-rate Program's "Document Retention Policy", including: "Pre-bidding Process", "Bidding Process", "Award of Contracts", "Application Process", "Purchase and Delivery of Service", "Invoicing", "Inventory", and "Forms and Rules Compliance", for up to 10 years from the last date of service.
2. Document Assistance – Infinity will assist the Client in the preparation and delivery of the Auditor requested documentation.
3. Support Services – Infinity will represent the Client during all E-rate Audits.

INFINITY

COMMUNICATIONS AND CONSULTING

CLIENT'S RESPONSIBILITIES

The Client's responsibilities, for the successful completion of our Category One E-rate Consulting Services, shall include:

1. Appointing a representative to act on their behalf, with respect to this agreement and the subsequent projects, who has the authority to render decisions and approve Requests from Infinity, in a timely manner as not to cause unreasonable delay in the progress of Infinity's service.
2. Provide Infinity with reasonable access to the site, if applicable, to allow Infinity the ability to perform the work detailed in this agreement.
3. Provide Infinity all information, required for the successful completion of the agreed service, within 10 days, after the receipt of a request from Infinity. This includes at a minimum, but not limited to: Copies of Monthly Service Provider Bills, Copies of Service Provider Contracts, Approved Free & Reduced Lunch numbers, Budget Information, Copy of Approved Technology Plan, Copy of CIPA Compliance, and "Authorized Contact" information.
4. Provide a Letter of Authorization (LOA), authorizing Infinity, to act on the Client's behalf to file E-rate forms and respond to the USAC's request for information.
5. Sign and certify the E-rate forms required for the Client's application for funding, in a timely manner, as not to cause a failure to comply with the E-rate Program's time sensitive deadlines.
6. For New Contracted Services or Month to Month Services, *only*:
 - a. Conduct an "Open and Competitive" bid process, to comply with all applicable Local/State/Federal/E-rate Program procurement requirements, and bidding laws for all "new" requested services and contracts; including, but not limited to, publication of notice of the request for proposal in a newspaper of general circulation twice at least 10 days prior to receipt of the responses.
 - b. Conduct a non-bias bid evaluation, per the E-rate Program's "Evaluations of Bid" requirements, for all bid responses received as the result of posting a Form 470 (RFP).
 - c. Comply with all Local/State/Federal/E-rate Program requirements for the Award of Contract(s), including waiting a minimum of 28 days (after the filing of the Form 470 or RFP, whichever comes later) to execute contracts and/or to submit a Form 471 for the requested service.
 - d. Provide Infinity copies of all documents pertaining to an award of contract for each funding request, to comply with the E-rate Program's "Document Retention Policy", including but not limited to: Bidding Documents, Evaluation of responses, Board Meeting Minutes, Copies of the winning bidder's response, and Bidder's Item 21 Attachment Sheet.
7. Require the Service Provider, for the eligible services the Client is entitled to receive California Teleconnect Fund (CTF) support, to invoice USAC by the SPI Method (Form 474).
8. Maintain and update an "Equipment Asset Register" (EAR). The EAR shall detail the make, model, serial number, and location of all equipment purchased with the support of the Universal Services Fund (E-rate Program). The Client will provide Infinity a copy of the EAR for compliance with the "Inventory" section of E-rate's "Document Retention Policy".
9. Maintain and update a "Service Provider Reimbursement Reconciliation" (SPRR) spread sheet. The SPRR shall include, by FRN(s), the total amount of funds associated with each reimbursement, and/or the total amount of discounts (in the form of discounted bills, checks, or credits) received from the Service Provider. The Client will provide Infinity a copy of the SPRR for compliance with the "Invoicing" section of E-rate's "Document Retention Policy".
10. Retain documents, for each funding request, related to the "Pre-bidding Process", "Bidding Process", "Award of Contracts", "Application Process", "Purchase and Delivery of Service", "Invoicing", "Inventory", and "Forms and Rules Compliance" for a period of at least 10 years from the last date of service.

*** In the event, something unforeseen happens that is not covered under PROJECT ATTACHMENT #0562-18A with this contract, an additional fee will be negotiated before any additional services are provided.**

INFINITY

COMMUNICATIONS AND CONSULTING

TERM OF CONTRACT:

This Agreement is for a term of 3 years, with an expiration date of June 30, 2021. This agreement may be extended for two (2) additional one (1) year terms with written acknowledgement from both parties.

Infinity's fee will be an annual flat rate fee of \$2,500.00, for existing services Category One services.

* Existing services are for services currently being requested through the Erate program.

** Additional or new services may require an additional fee. This fee must be agreed to prior to billing.

Standard Hourly Rates Schedule

For additional works that is required outside the scope of the original project, the hourly rates listed will be charged. Standard Hourly Rates are subject to review and adjustment. The hourly rates effective on the date of the Agreement are:

Principal	\$175.00/hour
Sr. Systems Designer	\$155.00/hour
Systems Designer	\$125.00/hour
CAD Operator	\$75.00/hour
Sr. Project Manager	\$155.00/hour
Project Manager	\$95.00/hour
Design Team Coordinator	\$75.00/hour
Erate Compliance Consultant	\$140.00/hour
Erate Specialist, III	\$90.00/hour
Erate Specialist, II	\$75.00/hour
Erate Specialist, I	\$55.00/hour
Support Staff	\$50.00/hour


Reimbursable Expenses Schedule

Reimbursable Expense rates are subject to annual review and adjustment. The rates effective on the date of the Agreement are:

Newspaper Advertisement	at cost + 15%
8"x11" Copies/Impression	\$0.05/sheet
Blue Print Copies	at cost + 15%
Reproducible Copies (Mylar)	at cost + 15%
Reproducible Copies (Paper)	at cost + 15%
Long Distance Phone Calls	at cost + 15%
Legal Counsel	at cost + 15%
Travel Expenses:	
Mileage (auto)	\$0.545/mile
Airfare	at cost + 15%
Meals	at cost + 15%
Lodging	at cost + 15%
Standard Labor Rate	See Hourly Rate Schedule Above

IN WITNESS THEREOF, the parties hereto have executed this Agreement on the date written below

Infinity Communications & Consulting, Inc.




 Signature Date 01/30/2019

 Name Title Chief Operating Officer

 P.O. Box 999, Bakersfield, Ca, 93302
 Address/City/State/Zip

 82-0573429
 Federal Tax ID#

Dehesa School District



 Signature Date 2-4-19

 Name Title Superintendent

 4612 Dehesa Rd; El Cajon CA 92019
 Address/City/State/Zip

 95-6000935
 Federal Tax ID#

**School Districts of San Diego County
INTERDISTRICT ATTENDANCE AGREEMENT**

This agreement made and entered into this 1st of March, 2019, by and between the Lemon Grove School District of San Diego County and the Dehesa School District of San Diego County, is effective only for the school year(s) 2019 - 2024 (up to five 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:

1. Each of the districts will accept insofar as enrollment capacities 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.
2. 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.
3. 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.
 - For 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.
4. Final payment, if any, to be made to the district no later than August 31, after the close of the fiscal year.

TERMS & CONDITIONS

1. As per district policy or regulations, the district of attendance may revoke individual interdistrict attendance permits should a transferred student fails to adhere to the district's standards for student conduct, attendance or academic performance.
2. Additional conditions:
 - Permits may be authorized with a limited term to allow attendance through the end of a grading period or school year.
 - A district of attendance may require reapplication for admission an annual basis.
 - Other, specify: _____

DISTRICT PROCESS TO APPEAL OF DENIALS OR REFUSALS

District: <u>Lemon Grove School District</u>	District: <u>Dehesa School District</u>
Initial Approval/Denial: <u>Program Specialist</u>	Initial Approval / Denial: _____
Appeal: <u>Assistant Super, Ed. Services</u>	Appeal: _____
Personal Conference: _____	Personal Conference: _____

SIGNATURES

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

Signature: <u><i>Kimberly Bermales</i></u>	Signature: _____
Title: <u>Superintendent</u>	Title: _____
District: <u>Lemon Grove School District</u>	District: _____
Date Approved by Governing Board: <u>2/5/19</u>	Date Approved by Governing Board: _____



January 31, 2019

Ms. Nancy Hauer
Superintendent
Dehesa Elementary School District
4612 Dehesa Road
El Cajon, CA 92019-2922

Dear Ms. Hauer:

Re: 2018-19 First Interim Report

Our office has completed its review of your First Interim Report (SACS Form 01I) in compliance with the provisions of Education Code Section 42130 et seq. The district has submitted a positive certification, which means that the district will meet its financial obligations for the current fiscal year and subsequent two years.

The district's First Interim Report has been analyzed in the context of the 2018-19 State Budget Act. All of the data submitted by the district has been analyzed and appears to adequately reflect the financial status of your district as of October 31, 2018.

In accordance with the provisions of Education Code Section 42131, the County Superintendent of Schools will inform the California Department of Education that your district submitted a positive certification and we concur with this certification at this time.

The district's budget will be reevaluated at the time of the Second Interim Report to determine if the budget should be certified as positive, qualified, or negative. The county superintendent also has the authority to determine that a school district is not a going concern at any time during the fiscal year if the district may not meet its financial obligations [Education Code Section 42127.6(a)(1)]. Our office can take this action at any time if substantial progress is not made towards budget reductions.

Multi-Year Projections / Deficit Spending / Ending Fund Balance / Reserve for Economic Uncertainties

The district continues to deficit spend in the unrestricted general fund as follows:

- Projected unrestricted deficit/surplus spending
 - 2018-19 = \$ 590,425 deficit

- 2019-20 = \$ 266,690 surplus
- 2020-21 = \$ 172,501 surplus

- Projected unrestricted ending fund balance
 - 2018-19 = \$ 680,413
 - 2019-20 = \$ 947,103
 - 2020-21 = \$ 1,119,604

Deficit spending in 2018-19 has been lowered due to an Interfund Transfer from Fund 17, Special Reserve Fund for Other Than Capital Outlay, for \$366,000. Deficit spending permanently reduces the fund balance and can create future financial difficulties.

The state requires the district to maintain a Reserve for Economic Uncertainties equal to 5% of expenditures. The district projects that it will meet this requirement in 2018-19 and beyond.

We have reviewed the district's assumptions for the multi-year projection and they appear to be reasonable. Based upon these assumptions, the district will meet the required reserve percentage.

Transfers to Other Funds

The district estimates that the General Fund will have to make a transfer to the Child Development Fund of \$31,056 and the Cafeteria Fund of \$35,923 to cover operating expenses in 2018-19. The district should explore ways to contain costs in programs creating encroachment. Alternatively, the district can explore developing ongoing revenue sources to fund the encroachment.

Other Issues

Charter Schools

As the authorizing agency of the following Charter Schools:

- CA Academy of Sports Science
- Dehesa Charter
- Diego Hills Central Charter
- The Heights Charter
- Inspire South Charter
- Pacific Coast Charter (Learning Latitudes)
- Method Schools
- University Prep
- Valiant Academy

The district maintains fiscal oversight responsibilities, particularly in the key areas of accounting, attendance accounting, budgeting, and payroll. Please see Education Code Section 47604.32 for a detailed list of oversight duties.

The district should review charter budget reports at each cycle: budget, first interim, second interim, and unaudited actuals. It is also the district's responsibility to transmit these reports to our office by the deadline. Please coordinate with your district's charter schools in advance to ensure that the deadline is met.

Should any circumstances arise related to the district's charter schools that would negatively impact the financial condition of the district, please notify this office as soon as possible.

Conclusion

The district remains reliant on charter oversight revenue to cover its deficit spending. A decrease in charter revenue could significantly impact the financial standing of the district. We commend the district for its close monitoring of its charter schools, ensuring their strong financial position.

We appreciate the District's efforts to ensure fiscal solvency. Should any adverse circumstances arise which would negatively impact the financial condition of the district, please notify this office as soon as possible.

Should you have any questions concerning this review, please call me at (858) 292-3537 or Alex Wilmot, Consultant, Business Advisory Services at (858) 292-3649.

Sincerely,



Brent Watson
Executive Director
District Financial Services

BW: AW: VS

cc: Cynthia White, Board President, Dehesa Elementary School District
Anna Buxbaum, Business Manager, Dehesa Elementary School District



REQUIRES BOARD ACTION

Due: Fri. Mar. 15 return ballot in enclosed envelope

January 31, 2019

MEMORANDUM

To: All Board Presidents and Superintendents — CSBA Member Boards – **REGION 17**
From: Emma Turner, CSBA President
Re: 2019 Ballot for CSBA Delegate Assembly — **U.S. Postmark Deadline is Fri. March 15**

Enclosed is the ballot material for election to CSBA's Delegate Assembly from your region or subregion. It consists of: 1) the ballot (on red paper), the reverse side of which contains the names of ALL current members of the Delegate Assembly from your region or subregion; and 2) the required candidate biographical sketch form and, if submitted, a resume, which will be on the reverse side of the biographical sketch form. In addition, provided is a copy of the ballot on white paper to include with your board agenda. **Only the ballot on red paper is to be completed and returned. It must be postmarked by the U.S. Post Office on or before Friday, March 15, 2019. No exceptions.**

Your Board may vote for up to the number of vacancies in the region or subregion as indicated on the ballot. For example, if there are three vacancies, the Board may vote for up to three candidates. However, your Board may cast no more than one vote for any one candidate. (The ballot also contains a provision for write-in candidates; their name and district must be clearly printed in the space provided.)

The ballot must be signed by the Superintendent or Board Clerk and returned in the enclosed envelope; if the envelope is misplaced, you may use your district's stationery. Please write **DELEGATE ELECTION** prominently on the envelope along with the region or subregion number on the bottom left corner of the envelope (this number appears at the top of the ballot).

If there is a tie vote, a run-off election will be held. All re-elected and newly elected Delegates will serve two-year terms beginning April 1, 2019 – March 31, 2021. The next meeting of the Delegate Assembly takes place on Saturday, May 18 and Sunday, May 19 at the Hyatt Regency in Sacramento. The names of all Delegates will be available on CSBA's website no later than Monday, April 1. Please do not hesitate to contact CSBA's Executive Office at (800) 266-3382 should you have any questions.

Encs: Ballot on red paper and watermarked "copy" of ballot on white paper
List of all current Delegates on reverse side of ballot (red paper and white paper)
Candidate(s)' required Biographical Sketch Forms and resumes, if provided
CSBA-addressed envelope to send back ballots

Requires Board Action

CORRECTED BALLOT – USE THIS BALLOT

This complete, **ORIGINAL** Ballot must be **SIGNED** by the Superintendent or Board Clerk and returned in the enclosed envelope postmarked by the post office No later than **FRIDAY, MARCH 15, 2019**. Only **ONE** Ballot per Board. Be sure to mark your vote "X" in the box.

A PARTIAL, UNSIGNED, PHOTOCOPIED, OR LATE BALLOT WILL NOT BE VALID.

**OFFICIAL 2019 DELEGATE ASSEMBLY BALLOT
REGION 17
(San Diego County)**

Number of vacancies: 7 (Vote for no more than 7 candidates)

Delegates will serve two-year terms beginning April 1, 2019 - March 31, 2021

**denotes incumbent*

	Maria Betancourt-Castaneda (National SD)
	Leslie Ray Bunker (Chula Vista ESD)*
	Stephen Cochrane (Del Mar Un. SD)
	Maria Dalla (National SD)
	Al Guerra (Alpine Un. SD)*
	Andrew Hayes (Lakeside Un. SD)
	Beth Hergesheimer (San Dieguito Un. HSD)*
	Rodolfo Lopez (San Ysidro SD)
	Douglas W. Paulson (Escondido Un. SD)
	Dawn Perfect (Ramona USD)*
	Barbara Ryan (Santee SD)*

Provision for Write-in Candidate Name

School District

Signature of Superintendent or Board Clerk

Title

School District Name

Date of Board Action



2019 Delegate Assembly Candidate Biographical Sketch Form

DUE: Monday, January 7, 2019 – no late submissions accepted

Please complete, sign, and date this required ONE-page candidate biographical sketch form. An optional, ONE-page, single-sided, résumé may also be submitted; both will be copied exactly as received. Please do not state "see résumé" and do not re-type this form. It is the candidate's responsibility to confirm that all nomination materials have been received by the CSBA Executive Office.

Your signature indicates your consent to have your name placed on the ballot and to serve as a Delegate, if elected.

Signature: Maria Betancourt-Castañeda

Date: January 7, 2019

Name: Maria Betancourt-Castañeda

CSBA Region & subregion #: 17

District or COE: National School District

Years on board: 4

Profession: Parent/Self Employed Contact Number (please Cell Home Bus.): 619-495-8563

*Primary E-mail: mbcastaneda@nsd.us

(*Communications from CSBA will be sent to primary email)

Are you an incumbent Delegate? Yes No | If yes, year you became Delegate: _____

Why are you interested in becoming a Delegate? Please describe the skills and experiences you would bring to the Delegate Assembly. (Character count limit: 700)

As a Board member, I believe my role is to empower and advocate for the students, staff, and parents that I serve. Having recently been re-elected to the National School District Board, I feel honored to continue supporting the community where I also grew up. I am hard working, organized, reflective, and reliable; and believe that these are strong skills needed to be an effective Delegate. My reputation is one who will provide a voice for all stakeholders, and one who is not afraid to ask difficult questions. I am proud of the growth that we have achieved at the local level since I have been on the Board and would love to contribute at an even greater level as a Delegate for Region 17.



Please describe your activities and involvement on your local board, community, and/or CSBA. (Character count limit: 700)

Serving as Board President for 2018, and Board Clerk for 2017, have provided me valuable leadership experience. I would characterize my involvement an active Board member at meetings, visible out at our school sites, and connected with the community. I am a CSBA Master's in Governance graduate, and regularly participate in CSBA workshops, Legislative Action Days, as well as the annual conference. In addition, I am an involved member of the National Association for Latino Elected Officials, and stay well connected with our local legislators. I've also held president and Board positions for the local Youth Football and Cheer program, school PTO, and my neighborhood homeowners association.

What do you see as the biggest challenge facing governing boards and how can CSBA help address it? (Character count limit: 700)

The biggest challenge facing Governing Boards is securing fair funding from the state. Boards constantly have to balance expenditures for mandates and laws, with local initiatives and programs. Special education and pension increases are just two areas where the state needs to allocate adequate funding to meet mandates. Without fair funding, Boards are forced to find ways to cut programs in order to pay for these requirements. CSBA can continue to support local Boards with this effort by suggesting resolutions and policies, expanding the PACER program, facilitating Legislative Action Days, and supporting improved Delegate communication throughout each region.



E-mail: nominations@csba.org, or fax to (916) 371-3407, or US Mail to: CSBA | Attn: Executive Office | 3251 Beacon Blvd., West Sacramento, CA 95691. Please only submit biosketch form via one of these modes only; do not send multiple times. If you have any questions, please contact the Executive Office at (800) 266-3382.



2019 Delegate Assembly Candidate Biographical Sketch Form

DUE: Monday, January 7, 2019 – no late submissions accepted

Please complete, sign, and date this required ONE-page candidate biographical sketch form. An optional, ONE-page, single-sided, résumé may also be submitted; both will be copied exactly as received. Please do not state "see résumé" and do not re-type this form. It is the candidate's responsibility to confirm that all nomination materials have been received by the CSBA Executive Office.

Your signature indicates your consent to have your name placed on the ballot and to serve as a Delegate, if elected.

Signature: Leslie Ray Bunker Date: 12-31-18

Name: Leslie Ray Bunker CSBA Region & subregion #: 17
District or COE: Chula Vista Elementary School District Years on board: 4
Profession: Retired Teacher Contact Number (please v Cell Home Bus.): 619-425-9600, Ext. 1500
*Primary E-mail: leslie.bunker@cvesd.org
(*Communications from CSBA will be sent to primary email)
Are you an incumbent Delegate? Yes No | If yes, year you became Delegate: 2016

Why are you interested in becoming a Delegate? Please describe the skills and experiences you would bring to the Delegate Assembly.

I want to help my district and the students of California by working with CSBA and state legislators. By working together, we can protect local control, improve funding and thus provide the best education for all students. I am a good listener, reliable and work well on a committee. I went with our PACER to speak with local legislators, participated in Legislative Action Day and I am now on the AEC 2019 planning committee. I am prepared to work for all of our students.

Please describe your activities and involvement on your local board, community, and/or CSBA.

I am an active member of our board. I was President in 2018 and worked on the Policy Review Committee. I attend many district meetings and school events. I am involved in my church and it's mission work. I volunteer at the San Diego Zoo. I participate in Las Primeras (a women's philanthropic organization). In addition to the above noted CSBA activities, I attend our regional CSBA meetings.

What do you see as the biggest challenge facing governing boards and how can CSBA help address it?

Full and Fair Funding - CSBA must continue to educate legislators about unfunded mandates and the effects of the high cost of Special Education and STRS/PERS on education. CSBA needs to enlist the support of parents and the public by informing them about how we compare with other states. We must demonstrate what education could be like if we were the top funded state in the country.

E-mail: nominations@csba.org, or fax to (916) 371-3407, or US Mail to: CSBA | Attn: Executive Office | 3251 Beacon Blvd., West Sacramento, CA 95691. Please only submit biosketch form via one of these modes only; do not send multiple times. If you have any questions, please contact the Executive Office at (800) 266-3382.

2019 Delegate Assembly Candidate Biographical Sketch Form

DUE: Monday, January 7, 2019 – no late submissions accepted

Please complete, sign, and date this required ONE-page candidate biographical sketch form. An optional, ONE-page, single-sided, résumé may also be submitted; both will be copied exactly as received. Please do not state “see résumé” and do not re-type this form. It is the candidate’s responsibility to confirm that all nomination materials have been received by the CSBA Executive Office.

Your signature indicates your consent to have your name placed on the ballot and to serve as a Delegate, if elected.

Signature: Stephen Cochrane Digitally signed by Stephen Cochrane
Date: 2019.01.06 22:25:16 -10'00' **Date:** 01/07/2019

Name: Stephen Cochrane CSBA Region & subregion #: 17
 District or COE: Del Mar Union School District Years on board: 2
 Profession: SPED Professor/ Admin Contact Number (please v Cell Home Bus.): 858-414-0634
 *Primary E-mail: stephen.cochrane@alliant.edu
 (*Communications from CSBA will be sent to primary email)
 Are you an incumbent Delegate? Yes No | If yes, year you became Delegate: _____

Why are you interested in becoming a Delegate? Please describe the skills and experiences you would bring to the Delegate Assembly. (Character count limit: 700)

As a parent, former special education teacher, special education professor and university administrator managing teacher credential programs and Master of Arts in Education degrees with 25 years experience in the field of Education, I believe I have acquired some significant knowledge and skills which would positively contribute to the body of committed people who are devoting themselves to continually improve public education in California.

Please describe your activities and involvement on your local board, community, and/or CSBA. (Character count limit: 700)

- Served as a PTA executive board member for two years.
- Served as the Chair for the Special Education Local Planning Area (SELPA), North Coastal Consortium for Special Education.
- Served on the Special Education Advisory Board for the California Office of Administrative Hearings (OAH) for two years
- Served on the Board of Directors to the San Diego Learning Disabilities Association for two years.
- Served on the Board of Directors for Education Advocacy for Children for two years.
- Primary curriculum developer for an entire Special Education Credential and Masters degree program.
- Taught every course in a Special Education Credential and Masters degree program.

What do you see as the biggest challenge facing governing boards and how can CSBA help address it? (Character count limit: 700)

Challenges

- Changing the Special Education paradigm to improve student outcomes with or without additional funding.
- Implementing proactive measures to reduce cyberbullying.
- Implement proactive measures to increase social and emotional intelligences in students.
- Proactive measures to identify high school students' individual strengths and interests to help guide them in their post-secondary education and careers.

Solutions

- Collaboration between CSBA, Higher Education, Industry, Government and CA School Districts to identify goals and proactive solutions.

E-mail: nominations@csba.org, or fax to (916) 371-3407, or US Mail to: CSBA | Attn: Executive Office | 3251 Beacon Blvd., West Sacramento, CA 95691. Please only submit biosketch form via one of these modes only; do not send multiple times. If you have any questions, please contact the Executive Office at (800) 266-3382.

Stephen Cochrane, Ph.D.

Professional Experience

Alliant International University 09/2015 – Present
System-wide Director, Special Education (Special Education Credential Programs)
Associate Professor, Special Education

Azusa Pacific University 09/2004 – 08/2015
Associate Professor, Special Education
Coordinator, Special Education Degree & Credential Programs

Office of Administrative Hearings (OAH) 10/ 2012 – 10/2014
Advisory Committee Member, California Office of Administrative Hearings Special Education Advisory Committee

- Linda Cabatic, Director and Chief Administrative Law Judge of the Office of Administrative Hearings appointed me to serve as an advisor pertaining to Special Education matters to this judicial body for a two-year term. In this role, I advised the judiciary on matters pertaining to Special Education.

Learning Disabilities Association of San Diego 01/2011 – 12/2012
Member, Board of Directors

Educational Advocacy for Children
Member, Board of Director 02/2005 – 06/2008

- Educational Advocacy for Children was a non-profit corporation comprised of professionals who worked together to assist school districts in preparing children with special needs for college and career after high school.

Presentations and Publications

- Presented at juried, peer-reviewed State, National, and International Education Conferences over a 16-year period on a variety of Education topics.



2019 Delegate Assembly Candidate Biographical Sketch Form

DUE: Monday, January 7, 2019 – no late submissions accepted

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Your signature indicates your consent to have your name placed on the ballot and to serve as a Delegate, if elected.

Signature: Maria Dalla

Date: December 12, 2018

Name: Maria Dalla CSBA Region & subregion #: 17
District or COE: National School District Years on board: Four
Profession: Retired Contact Number (please v Cell Home Bus.): 619-318-4031
*Primary E-mail: mdalla@nsd.us
(*Communications from CSBA will be sent to primary email)
Are you an incumbent Delegate? Yes No | If yes, year you became Delegate: _____

Why are you interested in becoming a Delegate? Please describe the skills and experiences you would bring to the Delegate Assembly. (Character count limit: 700)

I am seeking to become a California School Boards Delegate because I want to participate in the policy making process to ensure that the California School Boards Association reflects the interests of the National School District and all school districts and county offices throughout the state. I have completed the California School Boards Association Masters in Governance Program and will continue to gain insight by seeking every opportunity to be informed and continuing to learn. I am ready to fulfill a critical governance role within the Association as a delegate.

Please describe your activities and involvement on your local board, community, and/or CSBA. (Character count limit: 700)

Community involvement and a fierce desire to advocate for the students of the National School District is my main motivation for having sought election to the National School District Governing Board. Now entering my second term as a school board member, I continue to invest a great deal of time educating myself and gaining skills that will help me make informed decisions for the betterment of our students and our district.

What do you see as the biggest challenge facing governing boards and how can CSBA help address it? (Character count limit: 700)

I see the allocation of school districts' limited resources as the biggest challenge facing most governing boards. There are many additional programs and projects that would benefit our students, but there is only "one pot of money" and many essential financial responsibilities pertaining to running a district that must be considered. CSBA can help governing boards by continuing to foster effective relationships with the Legislature, the Governor's office, Congress, the White House, administrative agencies and educational organizations to provide us the latest news and facts so that we can render effective local policy decisions that affect our districts.

E-mail: nominations@csba.org, or fax to (916) 371-3407, or US Mail to: CSBA | Attn: Executive Office | 3251 Beacon Blvd., West Sacramento, CA 95691. Please only submit biosketch form via one of these modes only; do not send multiple times. If you have any questions, please contact the Executive Office at (800) 266-3382.



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Your signature indicates your consent to have your name placed on the ballot and to serve as a Delegate, if elected.

Signature: Albert L Guerra

Digitally signed by Albert L Guerra
Date: 2019.01.07 16:50:22 -08'00'

Date: 1/7/19

Name: Al Guerra

CSBA Region & subregion #: 17

District or COE: ALpine Union School District

Years on board: 5

Profession: Meeting and Events Contact Number (please v Cell Home Bus.): 619-445-3236

*Primary E-mail: mralguerratrustee@gmail.com

(*Communications from CSBA will be sent to primary email)

Are you an incumbent Delegate? Yes No | If yes, year you became Delegate: 2017

Why are you interested in becoming a Delegate? Please describe the skills and experiences you would bring to the Delegate Assembly. (Character count limit: 700)

I have been a Delegate for the last two years in the San Diego Subregion and I wish to continue in my current role. I have a sincere interest in the quality and efficiency of public education in the community. Also, I bring a "small school" district perspective to the meetings.

Please describe your activities and involvement on your local board, community, and/or CSBA. (Character count limit: 700)

I am a longtime resident of Alpine and know that great schools go hand-in-hand with great communities. My children have been in the Alpine Union School District since 2008 and are now in fourth, seventh, and tenth grade. The Alpine voters recently re-elected me to the Alpine Union School Board. I am currently School Board President, but I have held the Vice-President and Clerk position as well.

What do you see as the biggest challenge facing governing boards and how can CSBA help address it? (Character count limit: 700)

I think that the substitute and teaching shortage is a problem all districts must deal with today. It would be nice to see CSBA work closer with the California Commission on Teaching Credentialing. We need solutions for quality substitutes and teachers.

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Your signature indicates your consent to have your name placed on the ballot and to serve as a Delegate, if elected.

Signature: *Andrew Hayes* Date: 1/2/2018

Name: Andrew Hayes CSBA Region & subregion #: 17
District or COE: Lakeside Union School District Years on board: just elected
Profession: CA Sen. Deputy District Director Contact Number (please check Cell Home Bus.): 619-922-7208
*Primary E-mail: athayes32@gmail.com
(*Communications from CSBA will be sent to primary email)
Are you an Incumbent Delegate? Yes No | If yes, year you became Delegate: _____

Why are you interested in becoming a Delegate? Please describe the skills and experiences you would bring to the Delegate Assembly. (Character count limit: 700)

My interest in becoming a delegate is simple: I believe in public education. As a person who received a well-rounded public education I understand its value. My experience working for two state legislators has provided me with a deep understanding of the critical role our legislators have in shaping the future of our students. Working for the legislature has allowed me to truly understand our state government, its processes and the impact it has on local school district funding and programs. Additionally, working for the legislature has permitted me to build important relationships with various leaders across our region and learn about the diverse set of challenges we face in education.

Please describe your activities and involvement on your local board, community, and/or CSBA. (Character count limit: 700)

I'm a lifelong Lakeside resident and a former student of the district I'm now serving. My involvement in my community is diverse. I'm a founding member of the Lakeside Kiwanis Club and I'm a proud member of the Santee-Lakeside Rotary Club and the Lakeside Historical society. I'm a staunch advocate for our local business community because of all they do for our district and as a result I volunteer with our Chamber of Commerce. I'm passionate about Civic learning and I participate as a judge in the annual "We the People" constitution competition. Ultimately, I want to take my knowledge of our state legislature, our region and advocate for a well-rounded education for our students.

What do you see as the biggest challenge facing governing boards and how can CSBA help address it? (Character count limit: 700)

I believe as boards we face an interrelated challenge. Namely, that our increasing district pension contributions directly impact the achievement of our students. The growth in contributions to PERS & STRS removes the opportunity for many districts to enhance our programs to meet the needs of all of our students, enhance the safety of our schools, compensate and train our employees and address the growing needs of our facilities. Though CSBA may not be able to stop the pension increases themselves CSBA can continue to create innovative solutions and build broad coalitions to support those programs and initiatives most impacted by these increasing costs through constant legislative advocacy.

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Your signature indicates your consent to have your name placed on the ballot and to serve as a Delegate, if elected.

Signature: Beth Hergesheimer

Date: 11/8/2018

Name: Beth Hergesheimer CSBA Region & subregion #: 17
District or COE: San Dieguito Union High School District Years on board: 14
Profession: Business Administration Contact Number (please v Cell Home Bus.): 760.753.6491
*Primary E-mail: beth.hergesheimer@sduhsd.net
(*Communications from CSBA will be sent to primary email)
Are you an incumbent Delegate? Yes No | If yes, year you became Delegate: 2014

Why are you interested in becoming a Delegate? Please describe the skills and experiences you would bring to the Delegate Assembly. (Character count limit: 700)

I have served 4 years as a delegate, including as President, and would like to continue deepening my school board work through involvement as a delegate. Our district has wrestled with educational topics such as updating the district Strategic Plan, passing a school bond, boundary vs. choice attendance at our high schools, charter school applications, International Baccalaureate and AP Capstone programs, developing Common Core/NGSS materials, increasing/improving technology, serving special needs students, and seeking ways to give our ESL households more of a voice. Such efforts have given me some perspective on what other schools in our region and state are working with and toward.

Please describe your activities and involvement on your local board, community, and/or CSBA. (Character count limit: 700)

I have served as the board representative to the Encinitas and Solana Beach City/School Liaison Committees, represented K-14 schools on the Encinitas City General Plan Advisory Committee, and represented our district on the North Coastal school district's Legislative Action Network. I came up through the ranks of our local PTA in Health and Safety, Legislative, and President Roles. I have worked in Human Resources for manufacturing firms and non-profit and for-profit hospitals which I feel correlates well with the "people" business that schools are. I have held clerk, vice-president and president positions on our local board multiple times. I have served on 2 non-profit advisory boards...

What do you see as the biggest challenge facing governing boards and how can CSBA help address it? (Character count limit: 700)

Cultivating connections among all parties involved in student education: staff, parents, students, community, legislators, businesses, and so on, because there are no simple solutions in accomplishing the ongoing work toward decreasing achievement gaps, increasing graduation rates/college readiness, improving/stabilizing funding, addressing student health and safety concerns, ensuring safe facilities, and other education specific tasks that are core goals we need to address in preparing our students to be productive participants in their communities.

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Your signature indicates your consent to have your name placed on the ballot and to serve as a Delegate, if elected.

Signature: Rodolfo Lopez Date: 1/7/19

Name: Rodolfo Lopez CSBA Region & subregion #: 17
District or COE: San Ysidro School District Years on board: Elected Nov. 2018
Profession: Businessman Contact Number (please Cell Home Bus.): (619) 581-7491
*Primary E-mail: rodolfo.lopez@systsdschools.org
(*Communications from CSBA will be sent to primary email)
Are you an incumbent Delegate? Yes No | If yes, year you became Delegate: _____

Why are you interested in becoming a Delegate? Please describe the skills and experiences you would bring to the Delegate Assembly. (Character count limit: 700)

I am interested in becoming a Delegate because I am committed to provide advocacy on behalf of the children of the San Ysidro School District. I want to participate in the policy making process to ensure that it reflects the interests of the San Ysidro School District and all school districts throughout the state. I want to strengthen the lines of communication between CSBA and local boards and school districts.

Having served on several Boards, I bring vast experience in Bond Oversight, policy making, budgeting and leadership. I have a degree in International Business and served in the Coast Guard Reserves.

Please describe your activities and involvement on your local board, community, and/or CSBA. (Character count limit: 700)

Served as a PTA President, currently a Board member for the San Ysidro Chamber of Commerce, Border View YMCA, and the Southwest Little League. I am a committee member for the Sweetwater Union High School District Bond Oversight Committee.

I am a lifelong resident and businessman in the San Ysidro community and have proudly helped support many San Ysidro families.

What do you see as the biggest challenge facing governing boards and how can CSBA help address it? (Character count limit: 700)

One of the biggest challenges facing governing boards, is the budget. Specifically, the impact of pension costs and the lack of Special Education funding. CSBA must continue to be the voice for adequate funding for education in the state of California for our students.

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Your signature indicates your consent to have your name placed on the ballot and to serve as a Delegate, if elected.

Signature: Douglas Paulson Date: 12/10/2018

Name: Douglas W. Paulson CSBA Region & subregion #: 17
 District or COE: Escondido Union School District Years on board: 2
 Profession: High School Teacher Contact Number (please v Cell Home Bus.): 760-522-8776
 *Primary E-mail: dpaulson@eusd.org
 (*Communications from CSBA will be sent to primary email)
 Are you an incumbent Delegate? Yes No | If yes, year you became Delegate: _____

Why are you interested in becoming a Delegate? Please describe the skills and experiences you would bring to the Delegate Assembly. (Character count limit: 700)

I am interested in increasing my participation in CSBA, especially in the areas of lobbying for full and fair educational funding and maintaining local control. I am in my second year as a school board member. I am proud to have worked collaboratively to promote a positive culture on our board and throughout our district. I recognize the importance of the local school board in setting the positive tone for the entire district. As Board President for the past year, I am proud of the emphasis we have placed on academics and the positive outcomes we are seeing. My background is in law enforcement and emergency services, and I've been a high school teacher for the past 22 years.

Please describe your activities and involvement on your local board, community, and/or CSBA. (Character count limit: 700)

I have completed the Master's in Governance Program, Board President's training, Governance Basics workshops, attended the CSBA Technology in the Classroom workshop, attended three CSBA annual conferences, and two CSBA political action programs. I have also participated in several Board workshops presented by CSBA. I believe that CSBA does an excellent job in assisting Boards to reach their full potential and in training board members to be effective advocates for education. I would like to expand beyond my local board to bring local voices to Sacramento to promote greater educational opportunities for all students.

What do you see as the biggest challenge facing governing boards and how can CSBA help address it? (Character count limit: 700)

Local school boards face a great many challenges, many of them brought by a lack of funding and attempts by the State legislature to control educational activities without input or buy-in from education professionals or local communities. I believe that the California School Boards Association, through its local school board members, has the responsibility and power to advocate for full and fair funding for our schools and students. Equally, we need to ensure that local decisions are made by local communities. CSBA is most effective when it is training and supporting local boards to make high quality decisions as well as influencing decisions at the State level that can benefit local schools

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Your signature indicates your consent to have your name placed on the ballot and to serve as a Delegate, if elected.

Signature: Dawn Perfect

Date: January 1, 2019

Name: <u>Dawn Perfect</u>	CSBA Region & subregion #: <u>17</u>
District or COE: <u>San Diego</u>	Years on board: <u>10</u>
Profession: <u>Executive Director</u>	Contact Number (please <input type="checkbox"/> Cell <input checked="" type="checkbox"/> Home <input type="checkbox"/> Bus.): <u>760.788.1983</u>
*Primary E-mail: <u>dawnperfect@att.net</u>	
(*Communications from CSBA will be sent to primary email)	
Are you an incumbent Delegate? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If yes, year you became Delegate: <u>2012</u>	

Why are you interested in becoming a Delegate? Please describe the skills and experiences you would bring to the Delegate Assembly.

CSBA is the strongest voice representing school board in shaping education policy for the state of California and I am eager to participate in that process.

We need a team of leaders to gather information and communicate the needs of our 42 San Diego school districts to the statewide organization. I have those skill and will work hard diligently to serve and represent Region 17 at the Delegate Assembly.

Please describe your activities and involvement on your local board, community, and/or CSBA.

Masters in Governance and CSBA Annual Education Conference - Attendee 10 years
San Diego County Superintendent's Achievement Gap Task Force
Grossmont/Cuyamaca College District Educational Master Plan participant
CSBA Golden Bell Validator
CIF Coordinating Council
District Budget Steering & 7-11 Facilities Committees, School Site Council, PTSA & Booster Clubs

What do you see as the biggest challenge facing governing boards and how can CSBA help address it?

Some challenges facing school boards are how to stay informed on changing statewide policies affecting school districts including: Development and implementation of unique LCAP goals within statewide guidelines; Changes to funding of pension systems and how this affects district budgets over the next several years; operation of charter schools within school districts and oversight responsibilities; teacher recruitment and retention. Periodic brief, nut-shell summaries of current topics in education would be a way CSBA could help board members stay up to date. Local trainings, or webinars, and short refreshers of MIG topics and current legislation would be particularly helpful.

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DAWN PERFECT

937 Bricklane Road, Ramona, California 92065

dawnperfect@att.net 760.788.1983

Dawn Perfect and her husband, Scott, are lifetime residents of San Diego County. They have four children; all educated in traditional public schools, as well as public Montessori and independent study programs.

An active volunteer in a variety of organizations, Dawn has always put an emphasis on education, both in the classroom and in the community. Through service with an assortment of non-profit groups, Dawn has forged a bond between classroom education and community opportunities available to students.

College readiness, vocational education through the integration of STEAM (science, technology, engineering, arts and math) and closing the achievement gap are key areas of interest.

Dawn was recently re-elected to a third term on the Ramona Unified Governing Board. She has served as Board President 3 years and Vice President 3 years

Employment: Ramona Parks and Recreation – Executive Director

Community Activities & Recognitions:

San Diego County School Board Member of the Year 2018

San Diego Region 17, California School Boards Association - Treasurer

Revitalization Infrastructure Chairperson, reporting to County Supervisor Dianne Jacob

Ramona Chamber of Commerce Citizen of the Year Nominee 2013

Grossmont/Cuyamaca College District – Educational Master Plan Advisory Group

CIF Coordinating Council

Community Planning Group – Transportation & Trails, Parks, Town Center Development

Palomar Health Community Action Council – Member

Ramona Intergenerational Campus – Chairperson

Friends of the Ramona Library – Lifetime Member

Boy Scouts of America – Award of Merit, Distinguished Commissioner, Council Silver Beaver

Education: San Diego State University, Palomar College; AA General Studies, AA Liberal Arts & Sciences, CSBA Masters in Governance

Ramona Unified School District Service: Elected Governing Board Member 2008, 2012, and 2016

Budget Steering Committee, 7-11 Facilities Committee, School Site Council President



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Your signature indicates your content to have your name placed on the ballot and to serve as a Delegate, if elected.

Signature: Barbara Ryan Date: December 18, 2018

Name: Barbara Ryan CSBA Region & subregion #: 17
District or COE: Santee School District Years on board: 39
Profession: Vice President, Gov't Affairs Contact Number (please V Cell Home Bus.): (619) 258-2304
*Primary E-mail: barbara.ryan@santeesd.net
(*Communications from CSBA will be sent to primary email)
Are you an incumbent Delegate? Yes No | If yes, year you became Delegate: 1986

Why are you interested in becoming a Delegate? Please describe the skills and experiences you would bring to the Delegate Assembly. (Character count limit: 700)

I wish to continue serving as a member of the Delegate Assembly to support CSBA in its role of speaking on behalf of students. My service as a school board member, in my community, and in my profession (Government Relations for a children's hospital) have provided me the opportunity to be well-versed on current issues facing local school boards and/CSBA, and well-positioned to influence education policy at all levels.

Please describe your activities and involvement on your local board, community, and/or CSBA. (Character count limit: 700)

I have served as President, Vice-President, Clerk, and Legislative Representative on my board, serve on several school district committees, and represent my district on the Chamber Executive Board. In addition, I am a member of the San Diego County School Boards Association Executive Committee. I currently represent school boards on the Children's Initiative Board and my County's Children's Mental Health Advisory Council. My participation in CSBA, in addition to the Delegate Assembly, is as follows: Legislative Relations Chair (State & Federal); Legislative Committee; Coordinated Children's Services Task Force; School Facilities Task Force; Welfare Reform Committee; and Heath Task Force.

What do you see as the biggest challenge facing governing boards and how can CSBA help address it? (Character count limit: 700)

Governing boards are charged with making sure the students in their districts receive the best possible educational experiences. I believe the biggest challenge we face today is having adequate resources and supportive laws/regulations to allow us to provide the highest quality education for our students. Advocacy at all levels of government is the key to success. CSBA can help address this challenge by continuing to provide advocacy training for board members and to use those collective voices to influence public policy.

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BARBARA RYAN

Biography

SCHOOL BOARD SERVICE

- **Santee Board of Education**
 - First elected in 1979
 - Re-elected in 1981, 1986, 1990, 1994, 1998, 2002, 2006, 2010, 2014, and 2018
 - Served as President, Vice President, Clerk and Legislative Representative
 - Currently serves as Legislative Representative

- **San Diego County School Boards Association**
 - Served as President, Vice President, Treasurer and Legislative Representative

- **California School Boards Association**
 - Currently:**
 - Member, Delegate Assembly
 - Member, Legislative Network
 - Served as:**
 - Legislative Relations Chair
 - Member, Legislative Committee
 - Member, Coordinated Children's Services Task Force
 - Member, School Facilities Task Force
 - Member, Welfare Reform Committee
 - Member, Health Task Force
 - Member, Condition of Children Council

COMMUNITY SERVICE (Past and Present)

- SAY San Diego, Board of Directors
- First 5 San Diego, Commission Member
- San Diego Commission on Children, Youth and Families
- Children's Initiative Board of Directors
- Foster Grandparents Board of Directors
- Serra Mesa Planning Group Executive Board
- Kearny Mesa Planning Group Executive Board
- School Site Council
- PTA Executive Board
- East County YMCA Board
- Santee Chamber of Commerce

AWARDS ACCOMPLISHMENTS

- East County Chamber of Commerce Women's in Leadership Award 2017
- SDCSBA Board Member of the Year 2011
- Champion for Children Award, Voices for Children
- YWCA Tribute to Women in Business Award
- President's Award, Santee Chamber of Commerce
- California Assembly Woman of the Year
- PTA Continuing Service Award
- PTA Honorary Service Award
- Citizen of the Year, Phi Delta Kappa
- Citizen of the Year, Santee Kiwanis Club

PROFESSIONAL

- Vice President, Government Affairs and Advocacy – Rady Children's Hospital-San Diego



GOVERNING BOARD

Irene Lopez, President
Antonio Martinez Clerk
Humberto Gurmilan, Vice-President
Rudy Lopez, Member
Rosaleah Pallasigue, Member

Quality education and opportunity for all students to succeed

February 5, 2019

Governing Board Members
CSBA Region 17
San Diego County

Re: Election of Rodolfo Lopez to CSBA Region 17 Delegate Assembly

Dear Members of the Governing Board:

The San Ysidro School District Governing Board unanimously nominated Rodolfo Lopez as a candidate to serve in the California School Boards Association Delegate Assembly, Region 17, at the December 13, 2018 Organizational Meeting. It is with great pleasure that I endorse Board Member Rodolfo Lopez.

Board Member Lopez is a lifelong resident and businessman within our community of San Ysidro. He and his family have lived and worked in San Ysidro for generations. Through their family business, La Bodega Hermanos Lopez, they helped support many San Ysidro families. He holds a degree in International Business. He served in the Coast Guard reserves and was sent to work with FEMA (the Federal Emergency Management Agency) during several hurricanes. Board Member Lopez has worked with former City Councilmember David Alvarez to address issues and concerns in San Ysidro.

Board Member Lopez has served as the president of the Smythe Elementary PTA and sits on the Boards of San Ysidro Chamber of Commerce, Border View YMCA and Southwest Little League. Board Member Lopez also serves on the Sweetwater Union High School District Bond Oversight Committee.

Board Member Lopez is committed to provide advocacy on behalf of the children of San Ysidro School District and in the state. He would like to be part of the policy making to ensure that it reflects the interests of all school districts throughout the state.

Our school district respectfully seeks your support to elect Board Member Rodolfo Lopez as a member of the CSBA Delegate Assembly.

Sincerely,

Gina A. Potter, Ed.D.
Superintendent



Santee School District

SCHOOLS

Cajon Park
Carlton Hills
Carlton Oaks
Chet F. Harritt STEAM
Hill Creek
Pepper Drive
PRIDE Academy
at Prospect Avenue
Rio Seco
Sycamore Canyon
Alternative
Success Program

February 6, 2019

Governing Board Members CSBA Region 17
San Diego County

RE: Re-election of Barbara Ryan to CSBA Region 17 Delegate Assembly

Dear Members of the Governing Board:

The Santee School District Board of Education unanimously nominated Barbara Ryan as a candidate for continuing service in the California School Boards Association Delegate Assembly, Region 17. It is with great pleasure that I endorse Mrs. Ryan's candidacy for another term as a delegate. Mrs. Ryan has worked with school board members and administrators as an elected member of the Delegate Assembly since 1982.

As a school board member for over 30 years, Mrs. Ryan exemplifies CSBA's Mission: "To provide leadership in setting and implementing the public education agenda and to support school board governance at the district and county levels." She has been a parent of five children in the Santee School District and now has grandchildren in our schools. She has worked countless hours in the board member capacity to improve education for all children in the county as well as the school district.

Mrs. Ryan truly believes in political and educational service. She has served the community of Santee for over three decades as a board member and has been an active member of CSBA during her tenure. Her passion is legislative affairs and her legislative expertise is a benefit to the students we serve and the students throughout the state of California.

It has always been Mrs. Ryan's goal that our students have the support necessary to receive a quality education and she continues to speak passionately, and without hesitation on their behalf in Sacramento. I encourage you to cast your vote for experience, knowledge, dedication, and commitment to education's goals and to children by supporting Barbara Ryan for the Region 17 CSBA Delegate Assembly.

Sincerely,

Kristin Baranski, Ed.D.
Superintendent

BOARD OF EDUCATION · Dustin Burns, Dianne El-Hajj, Ken Fox, Elana Levens-Craig, Barbara Ryan
DISTRICT SUPERINTENDENT · Kristin Baranski, Ed.D.

9625 Cuyamaca Street · Santee, California 92071-2674 · (619) 258-2300 · www.santeesd.net



CHULA VISTA ELEMENTARY SCHOOL DISTRICT

84 EAST J STREET • CHULA VISTA, CALIFORNIA 91910 • 619 425-9600

EACH CHILD IS AN INDIVIDUAL OF GREAT WORTH

February 8, 2019

Dear Members of the Governing Board:

At the November 18, 2018, meeting, the Chula Vista Elementary School District (District) Board of Education unanimously nominated Mrs. Leslie Ray Bunker as a candidate to the California School Boards Association (CSBA) Delegate Assembly representing Region 17. Mrs. Bunker is currently a member of the Delegate Assembly, serving a two-year term that ends in March 2019. I am writing on behalf of the Board to request your support for reelecting Mrs. Bunker to the position.

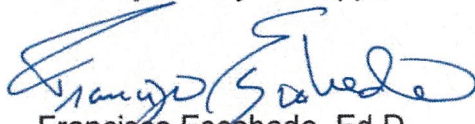
Mrs. Bunker has served as a Board Member since 2014. During this time, she has been providing positive and valued leadership. Her dedication to students and public schools is obvious in the decisions she makes. She always puts the needs of students first and has been an ardent supporter of integrating the arts in education and promoting student wellness through the District's Local Control and Accountability Plan.

Mrs. Bunker served over 25 years as a teacher in K-6 education, with expertise in bilingual education. She has a strong background and knowledge of educational issues and will work to advocate for the public education community throughout the state.

Her profound understanding of English Learner needs and assets has greatly affected our Local Control and Accountability Plan, which recently was awarded the prestigious CSBA Golden Bell Award.

We recognize the magnitude of the type of leadership provided by the CSBA Delegate Assembly and value the strength and contributions that Region 17 offers through its committed and hardworking delegates. Mrs. Leslie Bunker has been a positive and productive member of the Delegate Assembly.

Thank you for your support.

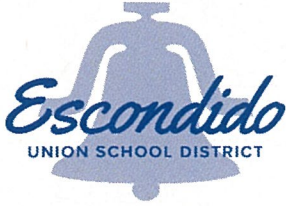

Francisco Escobedo, Ed.D.
Superintendent

BOARD OF EDUCATION

LESLIE RAY BUNKER ♦ ARMANDO FARIÁS ♦ LAURIE K. HUMPHREY ♦ EDUARDO REYES, Ed.D. ♦ FRANCISCO TAMAYO

SUPERINTENDENT

FRANCISCO ESCOBEDO, Ed.D.



BOARD OF EDUCATION

Gary M. Altenburg, DDS
Joan Gardner
Joe Muga, Ph.D.
Doug Paulson
Georgine M. Tomasi

SUPERINTENDENT
Luis A. Rankins-Ibarra, Ed.D.

CARILYN GILBERT
EDUCATION CENTER

2310 Aldergrove Ave.
Escondido, CA 92029
Tel (760) 432-2400
www.eusd.org

January 11, 2019

Board of Trustees
CSBA Region 17
San Diego County

Re: Doug Paulson, CSBA Region 17 Delegate Assembly

Dear Members of the Governing Board:

At the December 13, 2018, meeting of the Escondido Union School District Board of Education, the board unanimously nominated Doug Paulson, as a candidate for the California School Boards Association Delegate Assembly representing Region 17.

Mr. Paulson was elected to the Board of Education in 2016, and has just completed his second year as a trustee. He has represented the district at the Escondido Education COMPACT, City-School Subcommittee, GATE Collaborative, and District English Learner Advisory Committee.

As a high school teacher with more than 20 years of experience, Mr. Paulson has taught math, science, and English. A former deputy sheriff, National Park Service ranger, and Peace Corps volunteer, Mr. Paulson spends his time working on social justice issues and improving the lives of families in poverty.

Doug completed the CSBA Master in Governance program in March 2018 and has attended the CSBA AEC for three years in a row. As a board member who recognizes the many challenges brought by a lack of adequate funding, Doug has participated in two CSBA political action programs.

Mr. Paulson represents the educational interests of all students in our diverse district. His passionate commitment to ensure students benefit from a robust, comprehensive education make him an ideal representative for the Delegate Assembly. Please join our Board of Education in supporting Mr. Doug Paulson's nomination on the California School Boards Association's Delegate Assembly as Region 17 representative.

Sincerely,

Luis A. Rankins-Ibarra, Ed.D.
Superintendent of Schools
Escondido Union School District

Administration:

ANDREW S. JOHNSEN, Ed.D.
Superintendent
KIM REED, Ed.D.
Assistant Superintendent
ERIN GARCIA
Assistant Superintendent



Board of Trustees:

JOHN V. BUTZ
HOLLY FERRANTE
ANDREW HAYES
BONNIE LACHAPPA
RHONDA TAYLOR, Ed.D.

Board of Trustees
CSBA Region 17
San Diego County

Re: **Andrew Hayes**, CSBA Region 17 Delegate Assembly

Dear Members of the Governing Board:


It is with pleasure that we inform you that the governing board of the Lakeside Union School District has unanimously nominated Andrew Hayes as a candidate to the Delegate Assembly of the California School Boards Association.

Mr. Hayes currently serves as the Deputy District Director for California State Senator Brian Jones. His multiple years of legislative experience has allowed him to acquire knowledge about our state government, its processes and the impact it has on local school district funding and programs. He has a diverse involvement in our community. He is a founding member of the Lakeside Kiwanis Club, the Santee-Lakeside Rotary Club, and the Lakeside Historical Society. He is a staunch advocate for the local business community and is very involved with the local Chamber of Commerce.

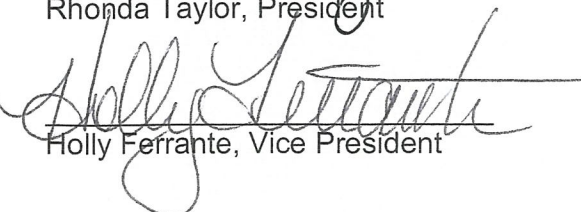
Mr. Hayes strongly believes in public education and has a deep understanding of the critical role our legislators have in shaping the future of our students. He is a board member in the community where he received a well- rounded education and as a result wants all students to receive a quality education like he did.

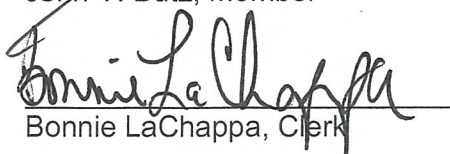
We know he would be an outstanding Delegate and is worthy of your trust and vote.

Sincerely,


Rhonda Taylor, President


John V. Butz, Member


Holly Ferrante, Vice President


Bonnie LaChappa, Clerk

San Dieguito

Union High School District

710 Encinitas Boulevard, Encinitas, CA 92024
Telephone (760) 753-6491
www.sduhsd.net

Board of Trustees
Joyce Dalessandro
Kristin Gibson
Beth Hergesheimer
Melisse Mossy
Maureen "Mo" Muir

Superintendent
Robert A. Haley, Ed.D.

Office of the Superintendent

February 13, 2019

Governing Board Members
CSBA Region 17
San Diego County

RE: Beth Hergesheimer
CSBA Region 17 Delegate Assembly Election

Dear Members of the Governing Board:

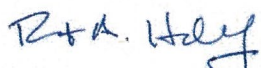
The Governing Board of the San Dieguito Union High School District (SDUHSD) unanimously nominated SDUHSD Board President Beth Hergesheimer as a candidate for the Delegate Assembly of the California School Boards Association (CSBA), at its December 13, 2018 Organizational meeting. It is with great pleasure that I endorse Board Member Beth Hergesheimer.

As a school board member for 14 years and a current CSBA Delegate Assembly Member, Ms. Hergesheimer exemplifies CSBA's mission where "boards of education are entrusted by their diverse communities to ensure that a high quality education is provided to each student." She has been a parent of three students in SDUHSD and now has a son who works as a public school teacher elsewhere in San Diego County.

Ms. Hergesheimer has worked countless hours as an active parent/community volunteer both as a board member and as a parent leader prior to her board service. Beth is honest and conscientious in her relationships with parents and colleagues. Beth is well liked by all who come in contact with her because of her personality, work ethic and readily apparent integrity. Beth has equal interest in all facets of public education including budget, law, curriculum, athletics, career and college prep, and the arts.

I encourage you to cast your vote for experience, knowledge, dedication and a commitment to CSBA's goals and mission to advance the best interests of all students, to re-elect Beth Hergesheimer.

Sincerely,



Robert A. Haley, Ed.D.
Superintendent



Dehesa Marketing Summary Report

Data through January 31, 2019

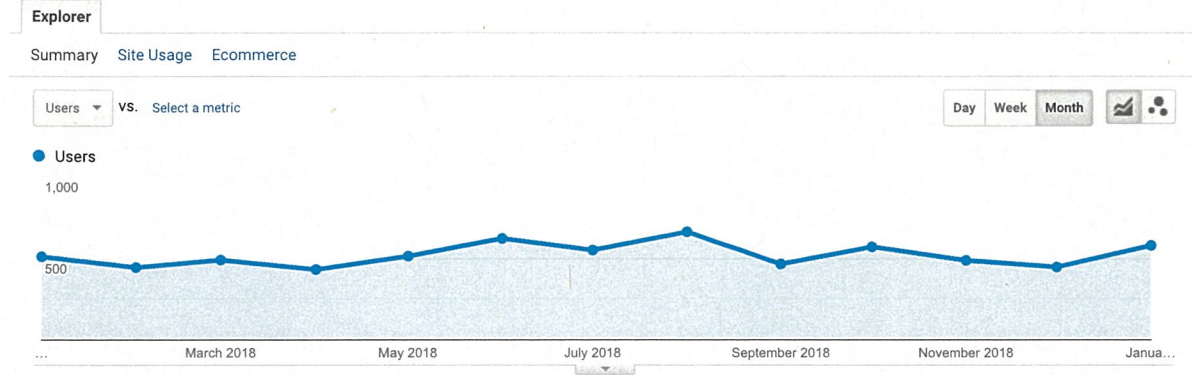
Advertising Tactics	Current
YouTube Impressions	227,068
Facebook/Instagram Impressions	151,195
Display Ad Impressions	640,295
Clicks Generated	1,040
Retargeting Ad Impressions	15,579
Blog Posts	4
Hours of SEO Work	50
Newspaper Ads	8
Yard Signs	100
Flyer Designed	Delivered
Inbound Phone Calls	79
Inbound Email Leads	36

	<i># of Unique Visitors</i>
Site Visitors to Landing Pages	1,192

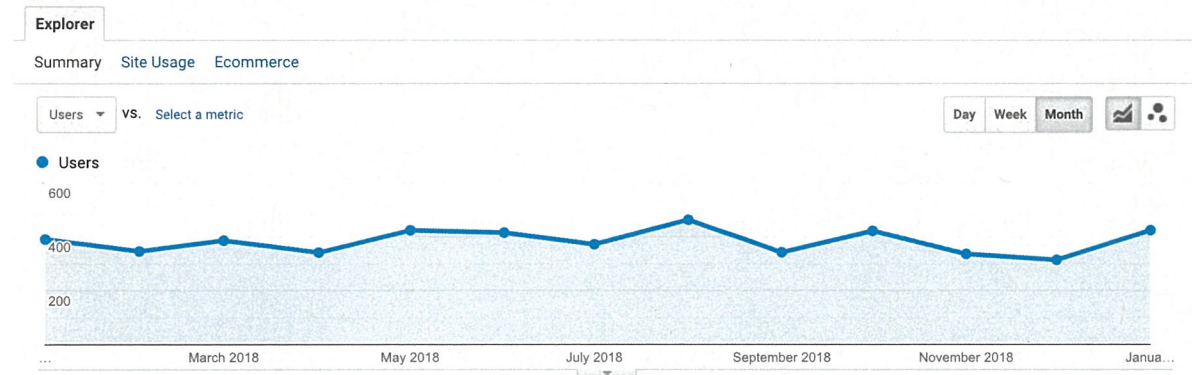
SEO Report			
Item	Completed Activities		#Hours Spent
Blog Set Up & Posting	Blog Set Up		1
	4 Blog Posts		
Tracking Set Ups	Analytics Goal Creation		4
	Google Analytics Set Up		
	Google Event Tracking Set Up		
	Google Webmasters Console Set Up		
	Page Meta Tagging		
Directory Listings + Backlinks	60 Directories Submitted		10
	80 Total Posts on Social Community Sites		27
	21 Guest Post/Backlinks		8
On Site Optimizations	Meta Tag Implementation		

Total			50 Hrs

Overall Traffic - Trend Chart Below Overall Traffic in Jan 2019: 579



Organic Traffic - Trend Chart Below Organic Traffic in Jan 2019: 424



STATE OF CALIFORNIA
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

**SAFETY COMPLIANCE REPORT/
TERMINAL RECORD UPDATE**

CHP 343 (Rev 12-17) OPI 062

NEW TERMINAL INFORMATION <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	CA NUMBER 50797	FILE CODE NUMBER 69604	COUNTY CODE 37	BED
TERMINAL TYPE <input type="checkbox"/> Truck <input checked="" type="checkbox"/> Bus <input type="checkbox"/> Mod Limo	CODE S	OTHER PROGRAM(S)	LOCATION CODE 680	SUBAREA B31

CARRIER LEGAL NAME Dehesa School District	TERMINAL NAME (IF DIFFERENT)	TELEPHONE NUMBER (W/AREA CODE) (619) 444-2161
--	------------------------------	--

TERMINAL STREET ADDRESS (NUMBER, STREET, CITY, ZIP CODE)

4612 Dehesa Rd., El Cajon, CA 92019

MAILING ADDRESS (NUMBER, STREET, CITY, STATE, ZIP CODE) (IF DIFFERENT FROM ABOVE)

Same as above

INSPECTION LOCATION (NUMBER, STREET, CITY OR COUNTY)

Same as above

LICENSE, FLEET AND TERMINAL INFORMATION

HM LIC. NO.	HWT. REG. NO.	IMS LIC. NO.	TRUCKS AND TYPES	TRAILERS AND TYPES	PASS VEH BY TYPE I 5 II	Mod Limo	DRIVERS 4	BIT FLEET SIZE Powered
EXP. DATE	EXP. DATE	EXP. DATE	REG. CT	HW VEH.	HW CONT.	PPB / CSAT <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A		Towed

TERMINALS IDENTIFIED IN SECTION 34515(b) CVC <input type="checkbox"/> Yes <input type="checkbox"/> No	FILE CODE NUMBERS OF TERMINALS INCLUDED IN INSPECTION AS A RESULT OF SECTION 34515(b) CVC
--	---

EMERGENCY CONTACTS (In Calling Order of Preference)

EMERGENCY CONTACT (NAME) Jackie Finch	DAY TELEPHONE NO. (W/AREA CODE) (619) 444-2161	NIGHT TELEPHONE NO. (W/AREA CODE) (619) 894-0611
EMERGENCY CONTACT (NAME) Nancy Hauer	DAY TELEPHONE NO. (W/AREA CODE) (619) 444-2161	NIGHT TELEPHONE NO. (W/AREA CODE) (619) 540-6204

ESTIMATED CALIFORNIA MILEAGE FOR THIS TERMINAL LAST YEAR [2018]

A UNDER 15,000	B 15,001 - 50,000	C 50,001 - 100,000 <input checked="" type="checkbox"/>	D 100,001 - 500,000	E 500,001 - 1,000,000	F 1,000,001 - 2,000,000	G 2,000,001 - 5,000,000	H 5,000,001 - 10,000,000	I MORE THAN 10,000,000
----------------	-------------------	--	---------------------	-----------------------	-------------------------	-------------------------	--------------------------	------------------------

OPERATING AUTHORITIES OR PERMITS

PUC	<input type="checkbox"/> T	<input type="checkbox"/> TCP	<input type="checkbox"/> PSC	MOTOR CARRIER OF PROPERTY PERMIT ACTIVE <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A	IMS FITNESS EVALUATION <input type="checkbox"/> Yes <input type="checkbox"/> No
USDOT	USDOT NUMBER 2886194	<input type="checkbox"/> MC	<input type="checkbox"/> MX	REASON FOR INSPECTION Annual School Bus Terminal Inspection	

INSPECTION FINDINGS INSPECTION RATINGS: S = Satisfactory U = Unsatisfactory C = Conditional UR = Unrated N/A = Not Applicable

REQUIREMENTS	VIOL	HAZARDOUS MATERIALS	CONTAINERS/TANKS	VEHICLES PLACED OUT-OF-SERVICE	TERMINAL
MAINTENANCE PROGRAM		1 S 2 S 3 S 4 S	1 S 2 S 3 S 4 S	1 S 2 S 3 S 4 S	1 S 2 S 3 S 4 S
DRIVER RECORDS		No. 4 Time	No. 4 Time	No. 4 Time	TOTAL TIME
DRIVER HOURS		<input checked="" type="checkbox"/> No H/M Transported <input type="checkbox"/> No H/M violations noted	No. Time	Time	Units

BRAKES	2
LAMPS & SIGNALS	
CONNECTING DEVICES	
STEERING & SUSPENSION	1
TIRES & WHEELS	
EQUIPMENT REQUIREMENTS	
CONTAINERS & TANKS	
HAZARDOUS MATERIALS	

REMARKS

Annual Terminal Inspection & Annual School Bus Certification

- See attached pages (part B and Part C) for inspection findings, actions necessary to gain compliance and directives.
- Inspected 4 and certified 4 school buses.

INSPECTION TYPE <input type="checkbox"/> I <input type="checkbox"/> R	NON-BIT <input type="checkbox"/>	CPSS <input type="checkbox"/> Yes <input type="checkbox"/> No	CHP 345 <input type="checkbox"/>	CHP 100D COL. <input type="checkbox"/>	INSPECTION DATE(S) 2/7/2019 02/08/2019	TIME IN	TIME OUT
INSPECTED BY (NAME(S)) T. Mattison					ID NUMBER(S) A10482	SUSPENSE DATE <input checked="" type="checkbox"/> Auto <input type="checkbox"/> None	

MOTOR CARRIER CERTIFICATION

I hereby certify that all violations described hereon and recorded on the attached pages (2 through 11), will be corrected in accordance with applicable provisions of the California Vehicle Code and the California Code of Regulations. I understand that I may request a review of an unsatisfactory rating by contacting the Motor Carrier Safety Unit Supervisor at (858) 650-3655 within 5 business days of the rating.

CURRENT TERMINAL RATING SATISFACTORY	CARRIER REPRESENTATIVE'S SIGNATURE <i>Jackie Finch</i>	DATE 2/8/2019
CARRIER REPRESENTATIVE'S PRINTED NAME Jackie Finch	TITLE Transportation Coordinator	DRIVER LICENSE NUMBER STATE N7534081 CA



US DOT #
2886194

Legal: DEHESA SCHOOL DISTRICT
Operating (DBA): DEHESA SCHOOL

2-11

MC/MX #: **State #:** 50797 **Federal Tax ID:** 95-6000988 (EIN)
Review Type: Non-ratable Review - Special Study
Scope: Terminal **Location of Review/Audit:** Company facility in the U. S. **Territory:** E

Operation Types		Interstate	Intrastate	Business: Corporation	Gross Revenue:	for year ending:
Carrier:	N/A		Non-HM			
Shipper:	N/A		N/A			
Cargo Tank:	N/A					

Company Physical Address:

4612 DEHESA ROAD
EL CAJON, CA 92019

Contact Name: Jackie Finch
Phone numbers: (1) 619- 444-2161 (2) Fax
E-Mail Address:

Company Mailing Address:

4612 DEHESA ROAD
EL CAJON, CA 92019

Carrier Classification

Private Passenger, Non-business Local Government Other: S Bus

Cargo Classification

Passengers

Equipment

	Owned			Term Leased			Trip Leased			
	Owned	Term	Leased	Trip	Leased	Owned	Term	Leased	Trip	Leased
School Bus, 16+	5			0	0					

Power units used in the U.S.: 5
 Percentage of time used in the U.S.: 100

Does carrier transport placardable quantities of HM? No
Is an HM Permit required? N/A

Driver Information

	Inter	Intra	Average trip leased drivers/month:
< 100 Miles:		4	Total Drivers: 4
>= 100 Miles:			CDL Drivers: 4





DEHESA SCHOOL (DEHESA SCHOOL DISTRICT dba) - Terminal
U.S. DOT #: 2886194

State #: 50797

3-11

Review Date:
02/08/2019

Part A

QUESTIONS regarding this report may be directed to the Border Division
Motor Carrier Safety Unit at:

Border Division Motor Carrier Safety Unit
9330 Farnam Street, San Diego, CA 92123
(858) 650-3655

This TERMINAL REVIEW deals only with safety compliance at this terminal.

Person(s) Interviewed

Name: Jackie Finch

Title: Transportation Coordinator

Name:

Title:





DEHESA SCHOOL (DEHESA SCHOOL DISTRICT dba) - Terminal
U.S. DOT #: 2886194

State #: 50797

4-11

Review Date:
02/08/2019

Part B Violations

Safety Fitness Rating Information:

Total Miles Operated 55,000
Recordable Accidents 0

OOS Vehicle (CR): 0
Number of Vehicle Inspected (CR): 4
OOS Vehicle (MCMIS): 0
Number of Vehicles Inspected (MCMIS): 0

Your proposed safety rating is :

This Review is not Rated.





DEHESA SCHOOL (DEHESA SCHOOL DISTRICT dba) - Terminal

U.S. DOT #: 2886194

State #: 50797

5-11

Review Date:
02/08/2019

Part B Requirements and/or Recommendations

1. 13CCR 1233.5 Carrier is required to notify the Department, in writing, of any change of address or cessation of regulated activity at any of the carrier's terminal. Such notification shall be made within 15 days of the change and shall be forwarded to:
CALIFORNIA HIGHWAY PATROL
COMMERCIAL RECORDS UNIT
P.O. BOX 942898
SACRAMENTO, CA 94298-0001
2. Forms and publications are available at the CHP internet website at: <http://www.chp.ca.gov/publications/index.html>





DEHESA SCHOOL (DEHESA SCHOOL DISTRICT dba) - Terminal

U.S. DOT #: 2886194

State #: 50797

6-11

Review Date:

02/08/2019

Part C

Reason for Review: Other BUS
Planned Action: Compliance Monitoring

Parts Reviewed Certification:

325 382 383 387 390 391 392 393 395 396 397 398 399 171 172 173 177 178 180

Prior Reviews **Prior Prosecutions** **Reason not Rated:** Special Study **Study Code:** CA
2/2/2018
2/22/2017
5/11/2016

Unsat/Unfit Information

Is the motor carrier of passengers subject to the safety fitness procedures contained in 49 CFR part 385 subpart A, AND does it transport passengers in a commercial motor vehicle?

Yes - Intrastate

Does carrier transport placardable quantities of hazardous materials?

Not Applicable

Unsat/Unfit rule:

Corporate Contact: Jackie Finch
Corporate Contact Title: Transportation Coordinator

Special Study Information:

Remarks:

Terminal Name: Dehesa School District

Terminal Address: 4612 Dehesa Rd., El Cajon, CA 92019

CA # 50797

FCN # 69604

Rating Information:

In accordance with 13 CCR 1233, this terminal has been rated Satisfactory at this time.

Annual Terminal Inspection & Annual School Bus Certification

Inspection Note:

Carrier's annual terminal inspection was conducted in conjunction with annual school bus certification process. Carrier's random sample was taken from the first 3 buses inspected 02-07-2019.

Inspected and certified 4 school buses.

Carrier's unit # 08-03 / 2004 Bluebird school bus CA license 1130128 has been temporary placed out of service by the carrier do to extensive mechanical issues. vehicle is currently in the repair shop

Additional Information:

Carrier is directed to correct all violations and areas of non-compliance noted herein this report.

Carrier is directed to fully comply with all applicable Federal, State, Local laws / ordinances, statutory and regulatory requirements.





DEHESA SCHOOL (DEHESA SCHOOL DISTRICT dba) - Terminal
U.S. DOT #: 2886194

State #: 50797

7-11

Review Date:
02/08/2019

Part C

Upload Authorized:	Yes	No
Authorized by:		Date:
Uploaded:	Yes	No
Verified by:		Failure Code:
		Date:





California Highway Patrol
9330 Farnham Street
San Diego, CA 92123
Phone: (858) 650-3600
Internationally Accredited Agency CHP407F/343A

Report Number: CAA104829549
Inspection Date: 02/07/2019
Start: 7:00 AM PT End: 8:00 AM PT
Inspection Level: V - Terminal
HM Inspection Type: None

DEHESA SCHOOL DISTRICT
4612 DEHESA ROAD
EL CAJON, CA, 92019

USDOT: 2886194 Phone#: (619)444-2161
MC/MX#: Phone#: (619)444-2015
State#: 50797

Location: EL CAJON, CA
Highway:
County: SAN DIEGO

Driver:
License#: State:
Date of Birth:
CoDriver:
License#: State:
Date of Birth:

Milepost: Shipper: N/A
Origin: Bill of Lading: N/A
Destination: Cargo:

VEHICLE IDENTIFICATION

Unit	Type	Make	Year	State	Plate	Equipment ID	VIN	GVWR	CVSA Existing	CVSA #
1	SB	INTL	2010	CA	1337941	909	4DRBWAAR6AA109919	23000		

BRAKE ADJUSTMENTS

Axle #	1	2
Right	1 1/4	1 1/2
Left	1 1/4	1 1/2
Chamber	L-24	L-30

VIOLATIONS: No violations were discovered

HazMat: No HM transported

Placard:

Cargo Tank:

Special Checks: No data for special checks

State Information:

Beat/Sub Area: B31; Odometer: 60584; File Code Number: 69604; Regulated Vehicle: Y; Pre-Cleared Vehicle: N; Fuel Type: D; Passenger Capacity: 79; Veh #1 Type: 13; WC Passenger Capacity: 0; Bus Type: 1; School Bus Cert: 02-07-2019; Address: 45/3000 01-04-2019 60,566; City St Zip: CERTIFIED / 02-07-2019

Report Prepared By: T. Mattison
Badge #: A10482

Copy Received By:

X

X





California Highway Patrol
9330 Farnham Street
San Diego, CA 92123
Phone: (858) 650-3600
Internationally Accredited Agency CHP407F/343A

Report Number: CAA104829548
Inspection Date: 02/07/2019
Start: 8:00 AM PT End: 9:00 AM PT
Inspection Level: V - Terminal
HM Inspection Type: None

DEHESA SCHOOL DISTRICT
4612 DEHESA ROAD
EL CAJON, CA, 92019

USDOT: 2886194 Phone#: (619)444-2161
MC/MX#: State#: 50797 Fax#: (619)444-2015

Location: EL CAJON, CA
Highway:
County: SAN DIEGO

Driver:
License#: State:
Date of Birth:
CoDriver:
License#: State:
Date of Birth:

Milepost: Shipper: N/A
Origin: N/A Bill of Lading: N/A
Destination: N/A Cargo: N/A

VEHICLE IDENTIFICATION

Unit	Type	Make	Year	State	Plate	Equipment ID	VIN	GVWR	CVSA Existing	CVSA #
1	SB	INTL	2018	CA	1539653	11-18	4DRBUC8N8KB532162	29800		

BRAKE ADJUSTMENTS

Axle #	1	2
Right	1 1/4	1 3/8
Left	1 1/4	1 3/8
Chamber	C-20	L-30

VIOLATIONS: No violations were discovered

HazMat: No HM transported

Placard:

Cargo Tank:

Special Checks: No data for special checks

State Information:

Beat/Sub Area: B31; Odometer: 7075; File Code Number: 69604; Regulated Vehicle: Y; Pre-Cleared Vehicle: N; Fuel Type: D; Passenger Capacity: 60; Veh #1 Type: 13; WC Passenger Capacity: 0; Bus Type: 1; School Bus Cert: 02-07-2019; Address: 45/3000 01-24-2019 / 67,04; City St Zip: CERTIFIED 02-07-2019

Report Prepared By: T. Mattison
Badge #: A10482

Copy Received By:

X

X





California Highway Patrol
9330 Farnham Street
San Diego, CA 92123
Phone: (858) 650-3600
Internationally Accredited Agency CHP407F/343A

Report Number: CAA104829547
Inspection Date: 02/07/2019
Start: 9:00 AM PT End: 10:00 AM PT
Inspection Level: V - Terminal
HM Inspection Type: None

DEHESA SCHOOL DISTRICT
4612 DEHESA ROAD
EL CAJON, CA, 92019

Driver:
License#: State:
Date of Birth:
CoDriver:
License#: State:
Date of Birth:

USDOT: 2886194 Phone#: (619)444-2161
MC/MX#: State#: 50797 Fax#: (619)444-2015
Location: EL CAJON, CA
Highway:
County: SAN DIEGO

Milepost: Shipper: N/A
Origin: N/A Bill of Lading: N/A
Destination: N/A Cargo: N/A

VEHICLE IDENTIFICATION

Unit	Type	Make	Year	State	Plate	Equipment ID	VIN	GVWR	CVSA Existing	CVSA #
1	SB	GMC	2010	CA	1142573	10	1GD9G5AG1A1119288	14200		

BRAKE ADJUSTMENTS

Axle #	1	2
Right	N/A	N/A
Left	N/A	N/A
Chamber	HYDR	HYDR

VIOLATIONS

Section	Type	Unit	OOS	Citation #	Verify	Crash	Violations Discovered
26451 VC	S	1	N		N	N	No or defective parking brake system on CMV --393.41: Parking brake won't hold to limit of traction.

HazMat: No HM transported

Placard:

Cargo Tank:

Special Checks: No data for special checks

State Information:

Beat/Sub Area: B31; Odometer: 64887; File Code Number: 69604; Regulated Vehicle: Y; Pre-Cleared Vehicle: N; Fuel Type: G; Passenger Capacity: 24; Veh #1 Type: 13; WC Passenger Capacity: 0; Bus Type: 1; School Bus Cert: 02-07-2019; Address: 45/3000 01-22-19 / 64,564; City St Zip: CERTIFIED 02-07-2019

Pursuant to Section 24004 CVC, violations recorded on this SafetyNet Inspection Report must be corrected prior to redispach. Violations marked out of service must be corrected before the vehicle is operated on the highway. For your convenience, KEEP THIS REPORT OR A COPY IN THE VEHICLE UNTIL ALL VIOLATIONS ARE CLEARED. This document should NOT be forwarded to the court for clearance procedures. DO NOT RETURN THIS FORM TO THE CALIFORNIA HIGHWAY PATROL.

Report Prepared By: Badge #:
T. Mattison A10482

Copy Received By:

X

X





California Highway Patrol
9330 Farnham Street
San Diego, CA 92123
Phone: (858) 650-3600
Internationally Accredited Agency CHP407F/343A

Report Number: CAA104829546
Inspection Date: 02/07/2019
Start: 10:00 AM PT End: 11:00 AM PT
Inspection Level: V - Terminal
HM Inspection Type: None

DEHESA SCHOOL DISTRICT
4612 DEHESA ROAD
EL CAJON, CA, 92019
USDOT: 2886194
MC/MX#:
State#: 50797
Location: EL CAJON, CA
Highway:
County: SAN DIEGO

Driver:
License#:
Date of Birth:
CoDriver:
License#:
Date of Birth:
Milepost: Shipper: N/A
Origin:
Destination:

State:
State:
Bill of Lading: N/A
Cargo:

VEHICLE IDENTIFICATION

Table with columns: Unit, Type, Make, Year, State, Plate, Equipment ID, VIN, GVWR, CVSA Existing, CVSA #

BRAKE ADJUSTMENTS

Table with columns: Axle #, Right, Left, Chamber

VIOLATIONS

Table with columns: Section, Type, Unit, OOS, Citation #, Verify Crash, Violations Discovered

HazMat: No HM transported

Placard:

Cargo Tank:

Special Checks: No data for special checks

State Information:

Beat/Sub Area: B31; Odometer: 196174; File Code Number: 69604; Regulated Vehicle: Y; Pre-Cleared Vehicle: N; Fuel Type: D; Passenger Capacity: 48; Veh #1 Type: 13; WC Passenger Capacity: 2; Bus Type: 1; School Bus Cert: 02-07-2019; Address: 45/3000 01-17-19 /196,018; City St Zip: CERTIFIED 02-07-2019

Pursuant to Section 24004 CVC, violations recorded on this SafetyNet Inspection Report must be corrected prior to redispach. Violations marked out of service must be corrected before the vehicle is operated on the highway. For your convenience, KEEP THIS REPORT OR A COPY IN THE VEHICLE UNTIL ALL VIOLATIONS ARE CLEARED. This document should NOT be forwarded to the court for clearance procedures. DO NOT RETURN THIS FORM TO THE CALIFORNIA HIGHWAY PATROL.

Report Prepared By: T. Mattison
Badge #: A10482

Copy Received By:

X

X



CARRIER INSPECTION
CHP 343D (Rev. 2-99) OPI 062

CARRIER NAME Dehesa School District	CA NUMBER 50797	LOC. CODE 680	SUBAREA B31
STREET ADDRESS, CITY, STATE, ZIP CODE 4612 Dehesa Rd., El Cajon, CA 92019	PHONE NUMBER (619) 444-2161	DATE 02/08/19	
CARRIER REPRESENTATIVE Jackie Finch	TITLE Transportation Coordinator	TIME IN	TIME OUT
INSPECTION LOCATION (IF OTHER THAN THE CARRIER'S PRINCIPAL PLACE OF BUSINESS)	U.S. DOT NUMBER 2886194	MC NUMBER	

On this date, the above named motor carrier was inspected by the California Highway Patrol. The inspection evaluated the carrier's compliance with the following requirements:

- CONTROLLED SUBSTANCE AND ALCOHOL TESTING PROGRAM [VC 34520 & 49 CFR 382]
- OTHER: _____

REMARKS

Controlled Substance and Alcohol Testing Program

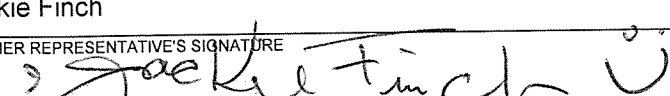
- See attached pages (part B and Part C) for inspection findings, actions necessary to gain compliance and directives.
- Carrier has been issued a satisfactory rating.

As a result of the inspection noted above, this carrier was assigned a compliance rating of SATISFACTORY. This rating applies only to carrier requirements - Terminals are rated separately.

RATING HISTORY 1 <u>S</u> 2 <u>S</u> 3 <u>S</u> 4 <u>S</u>	NUMBER OF RECORDS INSPECTED 7	NUMBER OF VIOLATIONS	CHP 345 ISSUED <input type="checkbox"/>	SUSPENSE DATE <input checked="" type="checkbox"/> Auto <input type="checkbox"/> None	CHP 100D COLUMN NO.
INSPECTED BY (NAME) T. Mattison	ID NUMBER A10482	CARRIER TYPE <input type="checkbox"/> Truck <input checked="" type="checkbox"/> Bus			

MOTOR CARRIER CERTIFICATION

I hereby certify that all violations recorded hereon and on the attached pages 2 through 6 will be corrected in accordance with applicable provisions of the California Vehicle Code and the California Code of Regulations. I understand that I may request a review of an unsatisfactory rating by contacting the Border Division Motor Carrier Safety Unit Supervisor at (8586) 503-5655 within 5 business days of the rating.

CARRIER REPRESENTATIVE'S PRINTED NAME Jackie Finch	TITLE Transportation Coordinator	DRIVER LICENSE NUMBER AND STATE N7534081
CARRIER REPRESENTATIVE'S SIGNATURE 	CURRENT CARRIER RATING SATISFACTORY	DATE 02/08/19



US DOT #
2886194

Legal: DEHESA SCHOOL DISTRICT
Operating (DBA): DEHESA SCHOOL

2-4

MC/MX #: **State #:** 50797 **Federal Tax ID:** 95-6000988 (EIN)
Review Type: Non-ratable Review - Special Study
Scope: Terminal **Location of Review/Audit:** Company facility in the U. S. **Territory:** E

Operation Types	Interstate	Intrastate	Business: Corporation Gross Revenue: for year ending:
Carrier:	N/A	Non-HM	
Shipper:	N/A	N/A	
Cargo Tank:	N/A		

Company Physical Address:

4612 DEHESA ROAD
EL CAJON, CA 92019

Contact Name: Jackie Finch
Phone numbers: (1) 619- 444-2161 (2) Fax
E-Mail Address:

Company Mailing Address:

4612 DEHESA ROAD
EL CAJON, CA 92019

Carrier Classification

Private Passenger, Non-business Local Government Other: S Bus

Cargo Classification

Passengers Other: Controlled Substance

Equipment

	Owned	Term Leased	Trip Leased	Owned	Term Leased	Trip Leased
School Bus, 16+	5	0	0			

Power units used in the U.S.: 5
 Percentage of time used in the U.S.: 100

Does carrier transport placardable quantities of HM? No
Is an HM Permit required? N/A

Driver Information

	Inter	Intra	Average trip leased drivers/month: 0
< 100 Miles:		4	Total Drivers: 4
>= 100 Miles:			CDL Drivers: 4





DEHESA SCHOOL (DEHESA SCHOOL DISTRICT dba) - Terminal

U.S. DOT #: 2886194

State #: 50797

3-4

Review Date:
02/08/2019

Part A

QUESTIONS regarding this report may be directed to the Border Division
Motor Carrier Safety Unit at:

Border Division Motor Carrier Safety Unit
9330 Farnam Street, San Diego, CA 92123
(858) 650-3655

This TERMINAL REVIEW deals only with safety compliance at this terminal.

Person(s) Interviewed

Name: Jackie Finch

Title: Transportation Coordinator

Name:

Title:





DEHESA SCHOOL (DEHESA SCHOOL DISTRICT dba) - Terminal
U.S. DOT #: 2886194

State #: 50797

4-0

Review Date:
02/08/2019

Part B Violations

Safety Fitness Rating Information:

Total Miles Operated 55,000
Recordable Accidents 0

OOS Vehicle (CR): 0
Number of Vehicle Inspected (CR): 4
OOS Vehicle (MCMIS): 0
Number of Vehicles Inspected (MCMIS): 0

Your proposed safety rating is :

This Review is not Rated.





DEHESA SCHOOL (DEHESA SCHOOL DISTRICT dba) - Terminal

U.S. DOT #: 2886194

State #: 50797

5-16

Review Date:

02/08/2019

Part B Requirements and/or Recommendations

1. 13CCR 1233.5 Carrier is required to notify the Department, in writing, of any change of address or cessation of regulated activity at any of the carrier's terminal. Such notification shall be made within 15 days of the change and shall be forwarded to:
CALIFORNIA HIGHWAY PATROL
COMMERCIAL RECORDS UNIT
P.O. BOX 942898
SACRAMENTO, CA 94298-0001
2. Forms and publications are available at the CHP internet website at: <http://www.chp.ca.gov/publications/index.html>





DEHESA SCHOOL (DEHESA SCHOOL DISTRICT dba) - Terminal
 U.S. DOT #: 2886194

State #: 50797

6-4

Review Date:
02/08/2019

Part C

Reason for Review: Other Controlled Substance
Planned Action: Compliance Monitoring

Parts Reviewed Certification:

325 382 383 387 390 391 392 393 395 396 397 398 399 171 172 173 177 178 180

Prior Reviews **Prior Prosecutions** **Reason not Rated:** Special Study **Study Code:** CA
 2/2/2018
 3/8/2017
 5/11/2016

Unsat/Unfit Information

Is the motor carrier of passengers subject to the safety fitness procedures contained in 49 CFR part 385 subpart A, AND does it transport passengers in a commercial motor vehicle? Yes - Intrastate
 Does carrier transport placardable quantities of hazardous materials? Not Applicable
 Unsat/Unfit rule:

Corporate Contact: Jackie Finch **Special Study Information:**
Corporate Contact Title: Transportation Coordinator

Remarks:
 Controlled Substance and Alcohol Testing Program

Carrier provided proof of enrollment in a controlled substance and alcohol testing program for the calendar year of 2019.

Carrier uses a consortium, CTI, Inc., PO Box 11869, Santa Ana, CA 92711 (800) 440-3784, to comply with Controlled Substance and Alcohol Testing requirements.

Carrier has been issued a satisfactory rating.

Carrier is directed to fully comply with all applicable Federal, State, Local laws / ordinances, statutory and regulatory requirements.

Upload Authorized:	Yes	No
Authorized by:		Date:
Uploaded:	Yes	No
Verified by:		Date:
		Failure Code:



Dehesa Elementary

School Accountability Report Card Reported Using Data from the 2017—18 School Year California Department of Education

By February 1 of each year, every school in California is required by state law to publish a School Accountability Report Card (SARC). The SARC contains information about the condition and performance of each California public school. Under the Local Control Funding Formula (LCFF) all local educational agencies (LEAs) are required to prepare a Local Control and Accountability Plan (LCAP), which describes how they intend to meet annual school-specific goals for all pupils, with specific activities to address state and local priorities. Additionally, data reported in an LCAP is to be consistent with data reported in the SARC.

- For more information about SARC requirements, see the California Department of Education (CDE) SARC web page at <https://www.cde.ca.gov/ta/ac/sa/>.
- For more information about the LCFF or LCAP, see the CDE LCFF web page at <https://www.cde.ca.gov/fq/aa/lc/>.
- For additional information about the school, parents/guardians and community members should contact the school principal or the district office.

DataQuest

DataQuest is an online data tool located on the CDE DataQuest web page at <https://dq.cde.ca.gov/dataquest/> that contains additional information about this school and comparisons of the school to the district and the county. Specifically, DataQuest is a dynamic system that provides reports for accountability (e.g., test data, enrollment, high school graduates, dropouts, course enrollments, staffing, and data regarding English learners).

Internet Access

Internet access is available at public libraries and other locations that are publicly accessible (e.g., the California State Library). Access to the Internet at libraries and public locations is generally provided on a first-come, first-served basis. Other use restrictions may include the hours of operation, the length of time that a workstation may be used (depending on availability), the types of software programs available on a workstation, and the ability to print documents.



Mrs. Heather Griffiths, Principal

Principal, Dehesa Elementary

About Our School

Dehesa School District is a one-school district, located in El Cajon, California in what was once known as the Upper Sweetwater Valley. The second oldest school in San Diego County, Dehesa School was established on April 5, 1876 with approximately a dozen local children in a 16' X 14' one-room schoolhouse. As the number of students grew, a succession of one-room schools followed, and in 1892 a bell was ordered from a foundry on the east coast, with a belfry added to the most recent structure. Today, the iconic Dehesa School Bell is displayed proudly in a custom made tower ready to greet all who enter our historic district and school office building built in 1951.

Since then, thanks to a 2014 community passed bond, Dehesa School was able to build a state of the art, two story, six classroom building that includes a new science lab, locker rooms, a conference room and two new sets of bathrooms. It also allowed for numerous other school improvements as well. On April 16, 2016, Dehesa celebrated the opening of its new building alongside staff, community members, Dehesa School Board members, and local dignitaries in a ribbon cutting ceremony. Dehesa School now proudly boasts at least one class for each grade (EAK-8), as it continues to follow a time honored tradition of excellence in education with small classes and a family atmosphere just as it has for the past 142 years.

Dehesa School District strives to build long standing relationships with its families and community. Together, we are committed to providing a nurturing, inspiring, and rigorous educational program for all students. Dehesa School is proud to employ the highest qualified teachers and most inspiring support staff around. Our school has continued to excel for over a century through the dynamic collaboration of strong leadership, community partnerships, student achievement, inspired 21st century teaching practices that strive to prepare students to be the leaders of tomorrow, and we are proud to be a No Excuses University School whose educational foundation is based on the Six Exceptional Systems of collaboration, standards alignment, assessment, data management, and interventions.

We offer 1:1 laptops for students K-8th grade, computer science immersion technology, digital citizenship classes, STEAM programs for all grades, engaging online learning programs, and archery and golf for our middle school students. Starting in the 2018-2019 School Year we are participating in the Chinese Foreign Exchange program. Kumeyaay language classes are being offered after school one day a week. Dehesa students also participate in monthly off-site cultural learning opportunities through our community partnership with the Sycuan Band of the Kumeyaay Nation Native American tribe. And, finally, to ensure that we are educating the whole child, we teach and celebrate the Six Pillars of Character with our school wide Character Counts program.

Principal's Comment

Nancy Hauer was our Principal during the 2014/15 school year. She is now the Superintendent of Dehesa, effective May 2015

Contact

*Dehesa Elementary
4612 Dehesa Rd.
El Cajon, CA 92019-2922*

*Phone: 619-444-2161
E-mail: heather.griffiths@dehesasd.net*

About This School

Contact Information (School Year 2018—19)

District Contact Information (School Year 2018—19)	
District Name	Dehesa Elementary
Phone Number	(619) 444-2161
Superintendent	Nancy Hauer
E-mail Address	nancy.hauer@dehesasd.net
Web Site	www.dehesasd.sdcoc.net

School Contact Information (School Year 2018—19)	
School Name	Dehesa Elementary
Street	4612 Dehesa Rd.
City, State, Zip	El Cajon, Ca, 92019-2922
Phone Number	619-444-2161
Principal	Mrs. Heather Griffiths, Principal
E-mail Address	heather.griffiths@dehesasd.net
Web Site	https://dehesasd.sdcoc.net/
County-District-School (CDS) Code	37680496038095

Last updated: 1/31/2019

School Description and Mission Statement (School Year 2018—19)

Our Mission

Our mission is to provide every student with meaningful and strategic learning opportunities in a supportive, family-oriented, country environment designed to equip them with the tools necessary to excel academically, socially, emotionally, and culturally in a competitive world as a lifelong learner ready to take their place as a 21st century leader of tomorrow.

Our Beliefs

- All children deserve a safe, secure, and supportive environment in which they learn and thrive.
- Consistency and fairness for all creates equality and unity.
- Mutual respect, kindness, honesty, and integrity builds trust and lasting relationships.
- Striving to produce quality work with attention to detail leads to success.
- Challenging a child's mind enables him/her to achieve their greatest potential.

Our Commitment as we focus on lifelong achievement for all:

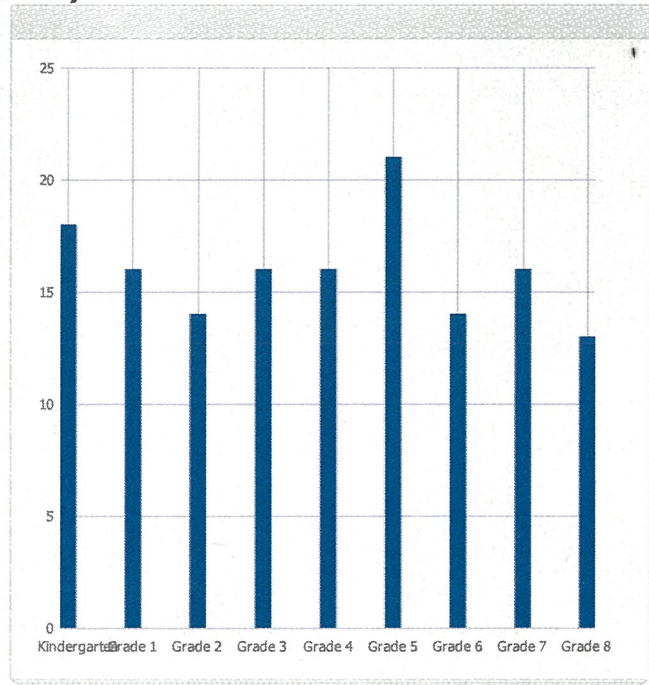
- To Provide professional development opportunities for all staff members.
- To encourage collaboration among school staff, community members, families, and students.
- To insist upon a school wide commitment to collegiality and professionalism.
- To offer a rigorous curriculum that supports the CCSS and National Standards.
- To Support staff by providing supplemental materials as needed.
- To implement the newest technology to support 21st century learning for our students.
- To improve school climate in an effort to better support student engagement and parent involvement.
- To increase average student daily attendance.
- To solicit stakeholder input from school staff, board members, community leaders, students, and parents.

- To hold fast to our NEU commitment, college readiness, and school spirit.

Last updated: 1/31/2019

Student Enrollment by Grade Level (School Year 2017—18)

Grade Level	Number of Students
Kindergarten	18
Grade 1	16
Grade 2	14
Grade 3	16
Grade 4	16
Grade 5	21
Grade 6	14
Grade 7	16
Grade 8	13
Total Enrollment	144



Last updated: 1/31/2019

Student Enrollment by Student Group (School Year 2017—18)

Student Group	Percent of Total Enrollment
Black or African American	1.4 %
American Indian or Alaska Native	6.9 %
Asian	%
Filipino	1.4 %
Hispanic or Latino	30.3 %
Native Hawaiian or Pacific Islander	%
White	41.4 %
Two or More Races	17.2 %
Other	1.4 %
Student Group (Other)	Percent of Total Enrollment
Socioeconomically Disadvantaged	51.0 %
English Learners	13.1 %
Students with Disabilities	17.9 %
Foster Youth	%

A. Conditions of Learning

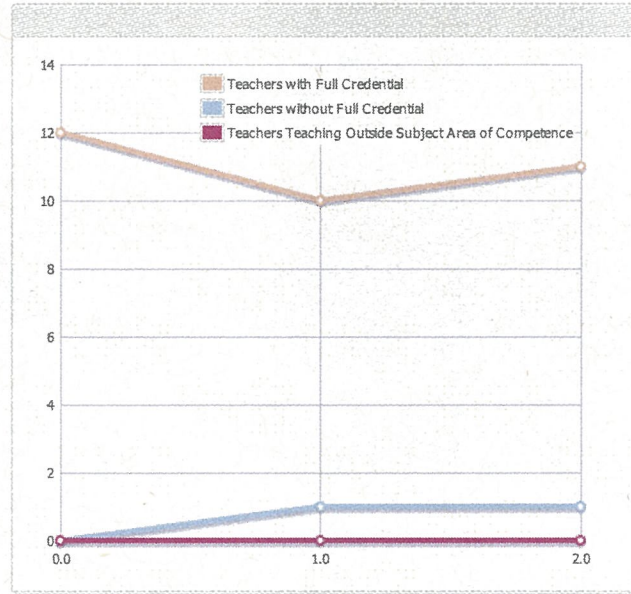
State Priority: Basic

The SARC provides the following information relevant to the State priority: Basic (Priority 1):

- Degree to which teachers are appropriately assigned and fully credentialed in the subject area and for the pupils they are teaching;
- Pupils have access to standards-aligned instructional materials; and
- School facilities are maintained in good repair

Teacher Credentials

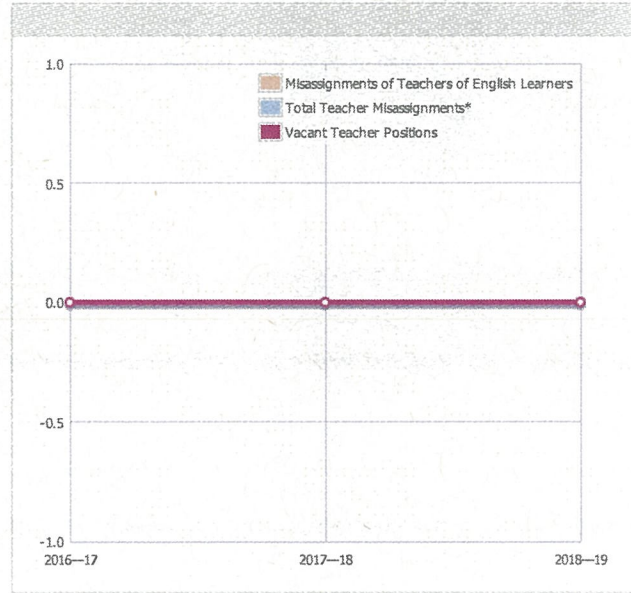
Teachers	School 2016—2017	School 2017—2018	School 2018—2019	District 2018—2019
With Full Credential	12	10	11	11
Without Full Credential	0	1	1	1
Teachers Teaching Outside Subject Area of Competence (with full credential)	0	0	0	0



Last updated: 1/31/2019

Teacher Misassignments and Vacant Teacher Positions

Indicator	2016—2017	2017—2018	2018—2019
Misassignments of Teachers of English Learners	0	0	0
Total Teacher Misassignments*	0	0	0
Vacant Teacher Positions	0	0	0



Note: "Misassignments" refers to the number of positions filled by teachers who lack legal authorization to teach that grade level, subject area, student group, etc.
 * Total Teacher Misassignments includes the number of Misassignments of Teachers of English Learners.

Last updated: 1/31/2019

Quality, Currency, Availability of Textbooks and Instructional Materials (School Year 2018—19)

Year and month in which the data were collected: September 2018

Subject	Textbooks and Instructional Materials/year of Adoption	From Most Recent Adoption?	Percent Students Lacking Own Assigned Copy
Reading/Language Arts	Kinder: McGraw Hill Wonders Student Textbooks 1st-5th Grade: McGraw-Hill Wonders Readers/Writers Workshop student Textbooks. Literature Anthology 6th Grade: Houghton-Mifflin Literature Anthology and Studysync. 7th-8th Grade: McDougal Littell, 2009 Literature Anthologies (Textbook) and StudySync	Yes	0.0 %
Mathematics	Kinder - 6th Grade: Go Math 7 & 8 th Grade: CPM Math (College Preparatory Masthematics Program) Books and Tool Kit Books	Yes	0.0 %
Science	K-6th Grade: MacMillan/McGraw-Hill, California Science (2008) 7th & 8th Grade: McDougal Littell, CA Science, 2008	Yes	0.0 %
History-Social Science	K-6 Grade: MacMillan/McGraw-Hill, California Vistas (2007) K-6 7th Grade: McDougal Littell, World History Medieval & Early Modern Times-CA Edition, 2006 8th Grade: McDougal Littell, Creating America, CA Edition, 2006	Yes	0.0 %
Foreign Language			0.0 %
Health			0.0 %
Visual and Performing Arts			0.0 %
Science Lab Eqpmt (Grades 9-12)	N/A	N/A	0.0 %

Note: Cells with N/A values do not require data.

Last updated: 2/1/2019

School Facility Conditions and Planned Improvements

The latest FIT report was conducted on Sept 6, 2018. The overall school rating was fair. Dehesa has fixed all the repairs that were noted as needing to be done.

Last updated: 2/1/2019

School Facility Good Repair Status

Year and month of the most recent FIT report: September 2018

System Inspected	Rating	Repair Needed and Action Taken or Planned
Systems: Gas Leaks, Mechanical/HVAC, Sewer	Good	
Interior: Interior Surfaces	Fair	
Cleanliness: Overall Cleanliness, Pest/Vermin Infestation	Good	
Electrical: Electrical	Good	
Restrooms/Fountains: Restrooms, Sinks/Fountains	Good	
Safety: Fire Safety, Hazardous Materials	Good	
Structural: Structural Damage, Roofs	Poor	<p style="text-align: center;">Concerns/Repair Needed</p> <ol style="list-style-type: none"> Ramp to counseling Center severely rusted and partially covered by unsecured plywood creating safety concern. Severely rotted wood beam on exterior of multi-purpose room is also a safety concern. <p style="text-align: center;">Corrective Action</p> <ol style="list-style-type: none"> All Items were fixed and are no longer an issue <p style="text-align: center;">*No structural issues were discovered during the fascia repair work; therefore, the buildings are structurally sound.</p>
External: Playground/School Grounds, Windows/Doors/Gates/Fences	Good	

Overall Facility Rate

Year and month of the most recent FIT report: September 2018

Overall Rating	Fair
----------------	------

Last updated: 2/1/2019

B. Pupil Outcomes

State Priority: Pupil Achievement

The SARC provides the following information relevant to the State priority: Pupil Achievement (Priority 4):

- **Statewide assessments** (i.e., California Assessment of Student Performance and Progress [CAASPP] System, which includes the Smarter Balanced Summative Assessments for students in the general education population and the California Alternate Assessments [CAAs] for English language arts/literacy [ELA] and mathematics given in grades three through eight and grade eleven. Only eligible students may participate in the administration of the CAAs. CAAs items are aligned with alternate achievement standards, which are linked with the Common Core State Standards [CCSS] for students with the most significant cognitive disabilities); and
- The percentage of students who have successfully completed courses that satisfy the requirements for entrance to the University of California and the California State University, or career technical education sequences or programs of study.

CAASPP Test Results in ELA and Mathematics for All Students Grades Three through Eight and Grade Eleven Percentage of Students Meeting or Exceeding the State Standard

Subject	School 2016—17	School 2017—18	District 2016—17	District 2017—18	State 2016—17	State 2017—18
English Language Arts / Literacy (grades 3-8 and 11)	35.0%	28.0%	39.0%	41.0%	48.0%	50.0%
Mathematics (grades 3-8 and 11)	32.0%	37.0%	22.0%	23.0%	37.0%	38.0%

Note: Percentages are not calculated when the number of students tested is ten or less, either because the number of students in this category is too small for statistical accuracy or to protect student privacy.

Note: ELA and Mathematics test results include the Smarter Balanced Summative Assessment and the CAA. The "Percent Met or Exceeded" is calculated by taking the total number of students who met or exceeded the standard on the Smarter Balanced Summative Assessment plus the total number of students who met the standard (i.e., achieved Level 3-Alternate) on the CAAs divided by the total number of students who participated in both assessments.

Last updated: 2/1/2019

CAASPP Test Results in ELA by Student Group Grades Three through Eight and Grade Eleven (School Year 2017–18)

CAASPP Assessment Results – English Language Arts (ELA)

Disaggregated by Student Groups, Grades Three Through Eight and Grade Eleven

Student Group	Total Enrollment	Number Tested	Percent Tested	Percent Met or Exceeded
All Students	97	95	97.94%	28.42%
Male	53	52	98.11%	23.08%
Female	44	43	97.73%	34.88%
Black or African American	--	--	--	--
American Indian or Alaska Native	--	--	--	--
Asian				
Filipino	--	--	--	--
Hispanic or Latino	29	28	96.55%	7.14%
Native Hawaiian or Pacific Islander				
White	40	40	100.00%	42.50%
Two or More Races	16	16	100.00%	43.75%
Socioeconomically Disadvantaged	48	48	100.00%	27.08%
English Learners	15	14	93.33%	
Students with Disabilities	25	25	100.00%	12.00%
Students Receiving Migrant Education Services				
Foster Youth				

Note: ELA test results include the Smarter Balanced Summative Assessment and the CAA. The "Percent Met or Exceeded" is calculated by taking the total number of students who met or exceeded the standard on the Smarter Balanced Summative Assessment plus the total number of students who met the standard (i.e., achieved Level 3–Alternate) on the CAAs divided by the total number of students who participated in both assessments.

Note: Double dashes (--) appear in the table when the number of students is ten or less, either because the number of students in this category is too small for statistical accuracy or to protect student privacy.

Note: The number of students tested includes all students who participated in the test whether they received a score or not; however, the number of students tested is not the number that was used to calculate the achievement level percentages. The achievement level percentages are calculated using only students who received scores.

Last updated: 2/1/2019

CAASPP Test Results in Mathematics by Student Group Grades Three through Eight and Grade Eleven (School Year 2017—18)

CAASPP Test Results in Mathematics

Disaggregated by Student Group, Grades Three Through Eight and Grade Eleven

Student Group	Total Enrollment	Number Tested	Percent Tested	Percent Met or Exceeded
All Students	97	95	97.94%	36.84%
Male	53	52	98.11%	40.38%
Female	44	43	97.73%	32.56%
Black or African American	--	--	--	--
American Indian or Alaska Native	--	--	--	--
Asian				
Filipino	--	--	--	--
Hispanic or Latino	29	28	96.55%	21.43%
Native Hawaiian or Pacific Islander				
White	40	40	100.00%	40.00%
Two or More Races	16	16	100.00%	50.00%
Socioeconomically Disadvantaged	48	48	100.00%	35.42%
English Learners	15	14	93.33%	14.29%
Students with Disabilities	25	25	100.00%	20.00%
Students Receiving Migrant Education Services				
Foster Youth				

Note: Mathematics test results include the Smarter Balanced Summative Assessment and the CAA. The "Percent Met or Exceeded" is calculated by taking the total number of students who met or exceeded the standard on the Smarter Balanced Summative Assessment plus the total number of students who met the standard (i.e., achieved Level 3-Alternate) on the CAAs divided by the total number of students who participated in both assessments.

Note: Double dashes (--) appear in the table when the number of students is ten or less, either because the number of students in this category is too small for statistical accuracy or to protect student privacy.

Note: The number of students tested includes all students who participated in the test whether they received a score or not; however, the number of students tested is not the number that was used to calculate the achievement level percentages. The achievement level percentages are calculated using only students who received scores.

Last updated: 2/1/2019

**CAASPP Test Results in Science for All Students
Grades Five, Eight and High School
Percentage of Students Meeting or Exceeding the State Standard**

Html.RenderAction("SarcDescription", new { sectionID = 80, cdscode = ViewBag.Cdscode });

Subject	School 2016–17	School 2017–18	District 2016–17	District 2017–18	State 2016–17	State 2017–18
Science (grades 5, 8, and high school)	N/A	N/A	N/A	N/A	N/A	N/A

Note: Cells with N/A values do not require data.

Note: The 2016–17 and 2017–18 data are not available. The CDE is developing a new science assessment based on the Next Generation Science Standards for California Public Schools (CA NGSS). The new California Science Test (CAST) was pilot-tested in spring 2017 and field-tested in spring 2018. The CAST will be administered operationally during the 2018–19 school year. The CAA for Science was pilot-tested for two years (i.e., 2016–17 and 2017–18) and the CAA for Science will be field-tested in 2018–19.

Note: Science test results include the CAST and the CAA for Science. The "Percent Met or Exceeded" is calculated by taking the total number of students who met or exceeded the standard on the CAST plus the total number of students who met the standard (i.e., achieved Level 3–Alternate) on the CAA for Science divided by the total number of students who participated on both assessments.

Last updated: 1/31/2019

State Priority: Other Pupil Outcomes

The SARC provides the following information relevant to the State priority: Other Pupil Outcomes (Priority 8):

- Pupil outcomes in the subject area of physical education

California Physical Fitness Test Results (School Year 2017—18)

Grade Level	Percentage of Students Meeting Four of Six Fitness Standards	Percentage of Students Meeting Five of Six Fitness Standards	Percentage of Students Meeting Six of Six Fitness Standards
5	23.8%	19.0%	19.0%
7	28.6%	7.1%	--

Note: Percentages are not calculated when the number of students tested is ten or less, either because the number of students in this category is too small for statistical accuracy or to protect student privacy.

Last updated: 1/31/2019

C. Engagement

State Priority: Parental Involvement

The SARC provides the following information relevant to the State priority: Parental Involvement (Priority 3):

- Efforts the school district makes to seek parent input in making decisions for the school district and each school site

Opportunities for Parental Involvement (School Year 2018–19)

We believe that parent participation in the overall educational program is essential. We recognize the value of our dedicated parent volunteers. Volunteering is beneficial for the children and very satisfying for the volunteer. We encourage participation at any level that is comfortable for parents. There are many ways to participate. A partial list includes:

- Parents Club
- Halloween Carnival
- Talent Show
- End-of-the-year Picnic
- Parent Advisory Commission
- Room Parent
- Volunteering in Classroom
- Volunteering for Campus Beautification
- Volunteering for Field Trips
- Volunteering to tutor reading students
- Volunteering on the playground
- District English Learners' Advisory Committee

State Priority: Pupil Engagement

The SARC provides the following information relevant to the State priority: Pupil Engagement (Priority 5):

- High school dropout rates; and
- High school graduation rates

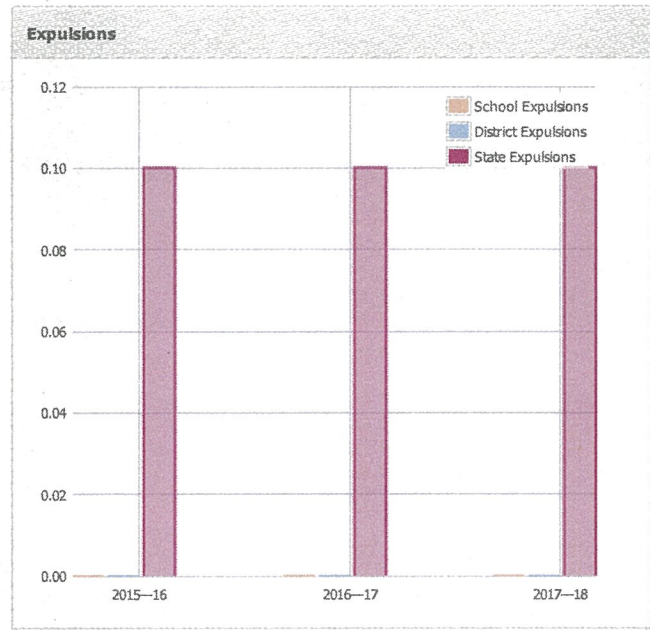
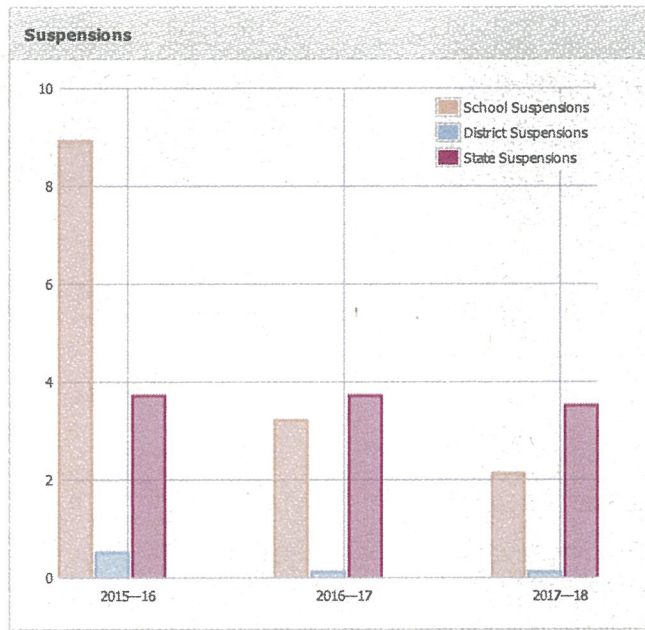
State Priority: School Climate

The SARC provides the following information relevant to the State priority: School Climate (Priority 6):

- Pupil suspension rates;
- Pupil expulsion rates; and
- Other local measures on the sense of safety

Suspensions and Expulsions

	School	School	School	District	District	District	State	State	State
Rate	2015—16	2016—17	2017—18	2015—16	2016—17	2017—18	2015—16	2016—17	2017—18
Suspensions	8.9%	3.2%	2.1%	0.5%	0.1%	0.1%	3.7%	3.7%	3.5%
Expulsions	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.1%	0.1%	0.1%



Last updated: 1/31/2019

School Safety Plan (School Year 2018—19)

The School Safety Plan details appropriate responses for a variety of emergency situations. Through the efforts of school administration, maintenance and operations, transportation, office, teaching and support staff, and local emergency response organizations, including the Sycuan Fire Department. Our plan describes steps necessary to ensure the safety of our students and staff in the event of an emergency situation. Emergency response materials and supplies have been secured and are stored on school grounds. The school has video surveillance in common areas and walkways. Security Gates have been installed and all visitors will be required to check in at the front office. Our staff has been trained for an active intruder situation.

Last updated: 2/1/2019

D. Other SARC Information

The information in this section is required to be in the SARC but is not included in the state priorities for LCFF.

Average Class Size and Class Size Distribution (Elementary) School Year (2015—16)

Grade Level	Average Class Size	Number of Classes * 1-20	Number of Classes * 21-32	Number of Classes * 33+
K	19.0	1		
1	18.0	1		
2				
3	22.0	1	1	
4	24.0		1	
5	20.0	1		
6	17.0	1		
Other**				

* Number of classes indicates how many classes fall into each size category (a range of total students per class).

** "Other" category is for multi-grade level classes.

Average Class Size and Class Size Distribution (Elementary) School Year (2016—17)

Grade Level	Average Class Size	Number of Classes * 1-20	Number of Classes * 21-32	Number of Classes * 33+
K	17.0	1		
1	19.0	1		
2	14.0	1		
3	16.0	1		
4	20.0	1		
5	22.0		1	
6	16.0	1		
Other**				

* Number of classes indicates how many classes fall into each size category (a range of total students per class).

** "Other" category is for multi-grade level classes.

Average Class Size and Class Size Distribution (Elementary) School Year (2017—18)

Grade Level	Average Class Size	Number of Classes * 1-20	Number of Classes * 21-32	Number of Classes * 33+
K	17.0	1		
1	16.0	1		
2	14.0	1		
3	15.0	1		
4	16.0	1		
5	23.0		1	
6	14.0	1		
Other**				

* Number of classes indicates how many classes fall into each size category (a range of total students per class).

** "Other" category is for multi-grade level classes.

Last updated: 2/1/2019

Average Class Size and Class Size Distribution (Secondary) (School Year 2015—16)

Subject	Average Class Size	Number of Classes * 1-20	Number of Classes * 21-32	Number of Classes * 33+
English				
Mathematics				
Science				
Social Science				

* Number of classes indicates how many classrooms fall into each size category (a range of total students per classroom). At the secondary school level, this information is reported by subject area rather than grade level.

Average Class Size and Class Size Distribution (Secondary) (School Year 2016—17)

Subject	Average Class Size	Number of Classes * 1-20	Number of Classes * 21-32	Number of Classes * 33+
English				
Mathematics				
Science				
Social Science				

* Number of classes indicates how many classrooms fall into each size category (a range of total students per classroom). At the secondary school level, this information is reported by subject area rather than grade level.

Average Class Size and Class Size Distribution (Secondary) (School Year 2017—18)

Subject	Average Class Size	Number of Classes * 1-20	Number of Classes * 21-32	Number of Classes * 33+
English				
Mathematics				
Science				
Social Science				

* Number of classes indicates how many classrooms fall into each size category (a range of total students per classroom). At the secondary school level, this information is reported by subject area rather than grade level.

Last updated: 1/31/2019

Academic Counselors and Other Support Staff (School Year 2017—18)

Title	Number of FTE* Assigned to School	Average Number of Students per Academic Counselor
Academic Counselor		
Counselor (Social/Behavioral or Career Development)	0.2	N/A
Library Media Teacher (Librarian)		N/A
Library Media Services Staff (Paraprofessional)	1.0	N/A
Psychologist	0.2	N/A
Social Worker		N/A
Nurse	0.1	N/A
Speech/Language/Hearing Specialist	0.2	N/A
Resource Specialist (non-teaching)		N/A
Other		N/A

Note: Cells with N/A values do not require data.

*One Full Time Equivalent (FTE) equals one staff member working full time; one FTE could also represent two staff members who each work 50 percent of full time.

Last updated: 2/1/2019

Expenditures Per Pupil and School Site Teacher Salaries (Fiscal Year 2016—17)

Level	Total Expenditures Per Pupil	Expenditures Per Pupil (Restricted)	Expenditures Per Pupil (Unrestricted)	Average Teacher Salary
School Site	\$5043.0	\$1040.0	\$4001.0	--
District	N/A	N/A	--	--
Percent Difference – School Site and District	N/A	N/A	--	--
State	N/A	N/A	\$7125.0	\$63218.0
Percent Difference – School Site and State	N/A	N/A	--	--

Note: Cells with N/A values do not require data.

Last updated: 2/1/2019

Types of Services Funded (Fiscal Year 2017–18)

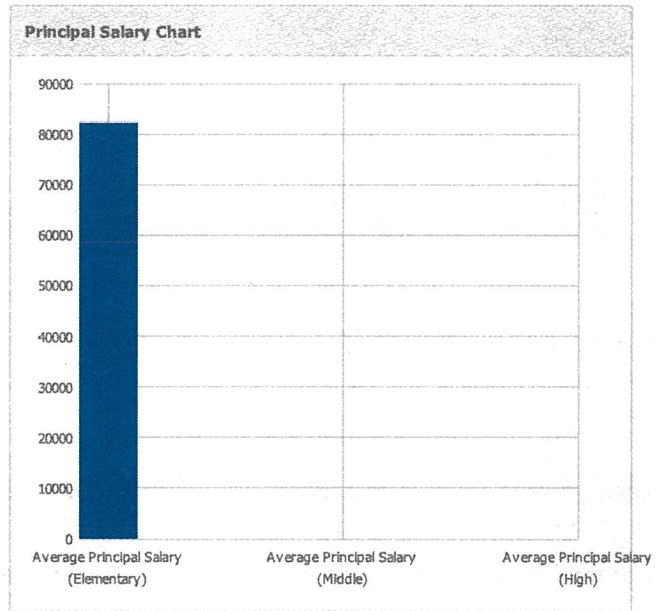
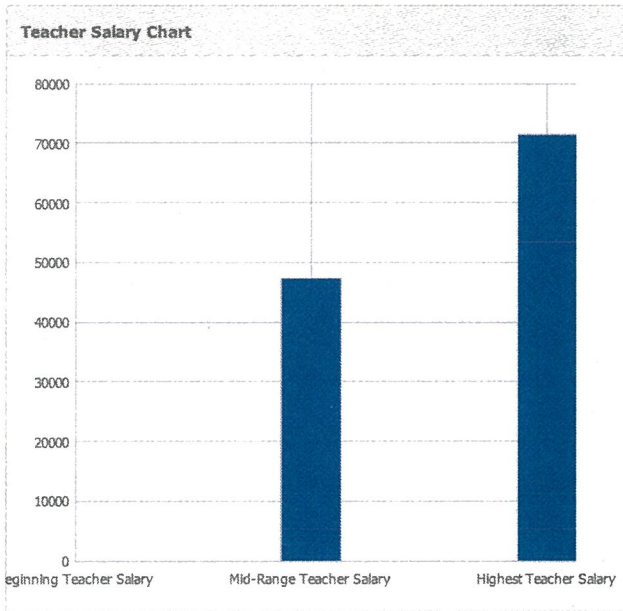
A variety of supplemental services are available at Dehesa School, funded by the school's categorical budgets: Title III, REAP, Indian Education and Special Education. These extra support services include after-school academic and performing arts classes as well as in classroom assistance, intervention groups, or smallgroup tutoring during the instructional day. In addition to the classroom teacher, instructional services are delivered by instructional aides.

Last updated: 2/1/2019

Teacher and Administrative Salaries (Fiscal Year 2016–17)

Category	District Amount	State Average For Districts In Same Category
Beginning Teacher Salary	--	\$44,375
Mid-Range Teacher Salary	\$47,303	\$65,926
Highest Teacher Salary	\$71,394	\$82,489
Average Principal Salary (Elementary)	\$82,231	\$106,997
Average Principal Salary (Middle)	--	\$109,478
Average Principal Salary (High)	--	--
Superintendent Salary	--	\$121,894
Percent of Budget for Teacher Salaries	13.0%	32.0%
Percent of Budget for Administrative Salaries	6.0%	7.0%

For detailed information on salaries, see the CDE Certificated Salaries & Benefits web page at <https://www.cde.ca.gov/ds/fd/cs/>.



Last updated: 2/1/2019

Professional Development

Dehesa staff receive two full days of professional development prior to the start of the school year as well as a full day training in February. Throughout the school year, teachers and staff also participate in approximately 30 weekly professional development trainings on Wednesdays which are early release days for our students. This year, professional development for staff members has centered around the theme of equity for all and improving school climate through trainings on Positive Behavior Intervention Support and Restorative Practices, and Growth Mindset. Teachers have also participated in the specific trainings and workshops on Board Adopted Core Curriculum. Our staff has also benefited from trainings in CPI/Non Violent Crisis Intervention provided by the East County Special Education Local Plan Area (SELPA) and Option Based Response training by the San Diego County Office of Education.

Last updated: 2/1/2019

Rights, Respect, Responsibility

A K-12 SEXUALITY EDUCATION CURRICULUM

Lesson Selection Guide (GRADES 3-5)

Eva Goldfarb, PhD

The 3R's curriculum was carefully designed to meet all of the National Sexuality Education Standards. The Standards identify the minimum essential core content and skills for sexuality education K-12 given student needs, limited teacher preparation, and typically available time and resources. Therefore, teachers and schools are encouraged to teach all of the lessons in the curriculum in their appropriate sequence.

This is not always possible, however. Often teachers are faced with having fewer class sessions available to them to devote to sexuality education than is optimal. In these cases, it can be useful to have some guidance on which sessions to teach. The purpose of this Lesson Selection Guide, therefore, is to assist educators in choosing the most appropriate lessons to teach if they are not able to cover all of them. Individual school districts may have specific curricular needs that should guide their selection of lessons. The 3Rs curriculum is designed for maximum flexibility with regard to choosing and adapting lesson plans to meet the needs of each district. This guide offers three possible configurations meant to capitalize on the number of hours that are available and provide a strong foundation for future lessons on the seven essential topics identified by the National Sexuality Education Standards. Research suggests that, on average, Elementary schools spend 5.7 hours or approximately (9) 40 minute lessons in grades K-5, on topics that are covered in the 3Rs curriculum.¹ Therefore, the guide below is written with those constraints in mind.

In the Grade 3-5 sequence, there are a total of twelve lessons, three in 3rd grade, four in 4th grade, and five in 5th grade. These twelve lessons cover all seven topics from the National Sexuality Education Standards. They are designed to build in a developmentally appropriate and sequential way so that lessons in each grade build upon ones from previous grade levels. The guides suggest which lessons to teach if one has only 10, 8, or 4 total sessions between 3rd and 5th grade. They take into consideration sequencing needs in grades 3-5, important baseline concepts for lessons that will be taught in grades 6-8 and beyond, as well as which core concepts are prioritized at this level.

Rights, Respect, Responsibility: A K-12 Sexuality Education Curriculum

Total number of lessons: **79** (plus 3 supplements)

Number of lessons Grades 3-5: **12**

- 3rd Grade: **3**
- 4th Grade: **4**
- 5th Grade: **5**

¹ Centers for Disease Control and Prevention, National Center for Chronic Disease and Prevention, Division of Adolescent School Health, SHPPS Topic and Component Specific Fact Sheets. http://www.cdc.gov/HealthyYouth/shpps/2006/factsheets/topic_component.htmshpps/2006/factsheets/topic_component.htm

COVERAGE OF TOPICS: FROM THE NATIONAL SEXUALITY EDUCATION STANDARDS IN 3RS GRADES 3-5

TOPIC	3RD GRADE	4TH GRADE	5TH GRADE	TOTAL LESSONS
Anatomy and Physiology	0	0	1	1
Puberty and Adolescent Development	0	1	1	2
Identity	1	0	1	2
Pregnancy and Reproduction	0	0	1	1
STDS/HIV	0	0	1	1
Healthy Relationships	1	1	1	3
Personal Safety	2	2	1	5

** The total number of lessons on the chart is higher than the number of lessons in grades 9-12 because some lessons cover more than one core concept.*

IF YOU ONLY HAVE 10 SESSIONS

GRADE	LESSON TITLE	TOPIC	NSES INDICATOR(S)	OTHER KEY CONCEPTS
3	Respect for All	Identity; Healthy Relationships	ID.5.SM.1; ID.5.ADV.1; HR.5.SM.1	Sexual orientation/LGBQ; Families; Accessing information/support/resources
3	Teasing, Harassment, and Bullying	Personal Safety	PS.5.CC.1; PS.5.INF.1; PS.5.AI.1	Bullying; Sexual abuse/assault prevention
3	Feeling SAFE!	Personal Safety	PS.2.SM.1	Sexual abuse/assault prevention; Accessing information/support/resources
4	Making Sense of Puberty	Puberty and Adolescent Development	PD.5.CC.1; PD.5.INF.1; PD.5.AI.1; PD.5.SM.1; PD.5.CC.2; PD.5.AI.2	Anatomy and reproduction; Accessing information/support/resources
4	Figuring Out Friendships	Healthy Relationships	HR.5.CC.1; HR.5.INF.1; HR.5.AI.1	Relationships; Decision-making;
4	Your Body, Your Rights	Personal Safety	PS.5.CC.2	Sexual abuse/assault prevention; Accessing information/support/resources; Consent
5	Being Clear with Your Friends	Healthy Relationships; Personal Safety	HR.5.IC.1; PS.5.IC.2	Relationships; Decision-making; Abstinence
5	Sexual and Reproductive Anatomy	Anatomy & Physiology	AP.5.CC.1; AP.5.AI.1	Anatomy and reproduction; Puberty; Abstinence
5	What is Love Anyway?	Identity	ID.5.AI.1	Relationships; Sexual orientation; Accessing information/support/resources

5	Puberty and Reproduction	Puberty and Adolescent Development; Pregnancy and Reproduction	PD.5.CC.1; PD.5.CC.3; PR.5.CC.1	Puberty; Anatomy and reproduction; Abstinence
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The 10 suggested lessons above focus on the topmost priorities for this grade level band: Personal Safety and Healthy Relationships by building on information in earlier grades to introduce skill building in combatting bullying, using refusal skills, communicating effectively, and advocating for the rights of others. These are skills that should be introduced early and are practiced again in the context of more advanced concepts related to sexual harassment, sexual assault, sexual pressure, abusive relationships, and LGBTQ rights in later grades. The lesson on puberty is an essential lesson for this age group and introduces concepts that are of high interest and applicability to fourth graders while also laying concepts for later lessons on reproduction and sexual health. The fifth grade lesson “Puberty and Reproduction” reinforces the important concepts from the earlier puberty lesson, while making the important transition to the connection between puberty and reproduction. This lesson lays the foundation for later discussions related to sexual decision making and sexual health. The two lessons related to identity build on previous lessons regarding treating others with respect and put it in the context of sexual orientation. The lesson in fifth grade encourages young people to seek out information from trusted sources about the topic of sexual orientation. The introduction of this topic at this grade level band makes subsequent discussion in later grades easier and more comfortable for students.

IF YOU ONLY HAVE 8 SESSIONS

GRADE	LESSON TITLE	TOPIC	NSES INDICATOR(S)	OTHER KEY CONCEPTS
3	Respect for All	Identity; Healthy Relationships	ID.5.SM.1; ID.5.ADV.1; HR.5.SM.1	Sexual orientation/LGBQ; Families; Accessing information/support/resources
3	Teasing, Harassment, and Bullying	Personal Safety	PS.5.CC.1; PS.5.INF.1; PS.5.AI.1	Bullying; Sexual abuse/assault prevention
3	Feeling SAFE!	Personal Safety	PS.2.SM.1	Sexual abuse/assault prevention; Accessing information/support/resources
4	Making Sense of Puberty	Puberty and Adolescent Development	PD.5.CC.1; PD.5.INF.1; PD.5.AI.1; PD.5.SM.1; PD.5.CC.2; PD.5.AI.2	Anatomy and reproduction; Accessing information/support/resources
4	Figuring Out Friendships	Healthy Relationships	HR.5.CC.1; HR.5.INF.1; HR.5.AI.1	Relationships; Decision-making;
5	Being Clear with Your Friends	Healthy Relationships; Personal Safety	HR.5.IC.1; PS.5.IC.2	Relationships; Decision-making; Abstinence
5	Sexual and Reproductive Anatomy	Anatomy & Physiology	AP.5.CC.1; AP.5.AI.1	Anatomy and reproduction; Puberty; Abstinence
5	What is Love Anyway?	Identity	ID.5.AI.1	Relationships; Sexual orientation; Accessing information/support/resources

These eight lessons emphasize the topics of Personal Safety and Healthy Relationships while also addressing important issues of identity, anatomy and physiology, and puberty. Although there is one fewer lesson on puberty and this guide does not include the lesson on pregnancy and reproduction, this set of lessons still provides an important foundation for the topics covered in later grades as described above.

IF YOU ONLY HAVE 4 SESSIONS

GRADE	LESSON TITLE	TOPIC	NSES INDICATOR(S)	OTHER KEY CONCEPTS
3	Respect for All	Identity; Healthy Relationships	ID.5.SM.1; ID.5.ADV.1; HR.5.SM.1	Sexual orientation/LGBQ; Families; Accessing information/support/resources
3	Teasing, Harassment, and Bullying	Personal Safety	PS.5.CC.1; PS.5.INF.1; PS.5.AI.1	Bullying; Sexual abuse/assault prevention
4	Making Sense of Puberty	Puberty and Adolescent Development	PD.5.CC.1; PD.5.INF.1; PD.5.AI.1; PD.5.SM.1; PD.5.CC.2; PD.5.AI.2	Anatomy and reproduction; Accessing information/support/resources
5	Being Clear with Your Friends	Healthy Relationships; Personal Safety	HR.5.IC.1; PS.5.IC.2	Relationships; Decision-making; Abstinence

If you only have four sessions, the suggested lessons above focus on the topmost priorities for this grade level band: Personal Safety and Healthy Relationships while providing a foundational lesson on puberty which is critically important at this developmental level, provides important information and introduces concepts essential for later discussions of pregnancy and sexual health. In addition, with such limited time available, these lessons provide the most comprehensive coverage of the National Sexuality Education Standards as these lessons meet between two and six standards each.

Rights, Respect, Responsibility

A K-12 SEXUALITY EDUCATION CURRICULUM

Lesson Selection Guide (GRADES 6-8)

Eva Goldfarb, PhD

The 3R's curriculum was carefully designed to meet all of the National Sexuality Education Standards. The Standards identify the minimum essential core content and skills for sexuality education K-12 given student needs, limited teacher preparation and typically available time and resources. Therefore, teachers and schools are encouraged to teach all of the lessons in the curriculum in their appropriate sequence.

This is not always possible, however. Often teachers are faced with having fewer class sessions available to them to devote to sexuality education than is optimal. In these cases, it can be useful to have some guidance on which sessions to teach. The purpose of this Lesson Selection Guide, therefore, is to assist educators in choosing the most appropriate lessons to teach if they are not able to cover all of them. Individual school districts may have specific curricular needs that should guide their selection of lessons. The 3Rs curriculum is designed for maximum flexibility with regard to choosing and adapting lesson plans to meet the needs of each district. This guide offers three possible configurations meant to capitalize on the number of hours that are available and provide a strong foundation for future lessons on the seven essential topics identified by the National Sexuality Education Standards. Research suggests that, on average, middle schools spend 7.5 hours, or approximately (9) 50 minute lessons in grades 6-8, on topics that are covered in the 3Rs curriculum.¹ Therefore, the guide below is written with those constraints in mind.

In the Grade 6-8 sequence, there are a total of 28 lessons in the 3Rs curriculum, seven in 6th grade, eleven in 7th grade, and ten in 8th grade. These 28 lessons cover all seven topics from the National Sexuality Education Standards. They are designed to build in a developmentally appropriate and sequential way so that lessons in each grade build upon ones from previous grade levels. This guide suggests which lessons to teach if one has only 21, 15, or 9 total sessions between 6th and 8th grade. They take into consideration sequencing needs in grades 6-8, important foundational concepts for lessons that will be taught in grades 9-12, as well as which core concepts are prioritized at this level. Since many schools are able to offer time for approximately 10 sessions in grades 6-8, the minimum suggested here is 9 sessions, evenly distributed across the three grade levels. The second level assumes there are an additional two sessions per grade level. The most comprehensive of the guides adds an additional six lessons distributed between grades 7 and 8. This reflects the 3Rs curriculum which includes more lessons in the upper grades.

Rights, Respect, Responsibility: A K-12 Sexuality Education Curriculum

Total number of lessons: **79** (plus 3 supplements)

Number of lessons Grades 6-8: **28**

- 6th Grade: **7**
- 7th Grade: **11**
- 8th Grade: **10**

¹ Centers for Disease Control and Prevention, National Center for Chronic Disease and Prevention, Division of Adolescent School Health, SHPPS Topic and Component Specific Fact Sheets. http://www.cdc.gov/HealthyYouth/shpps/2006/factsheets/topic_component.htmshpps/2006/factsheets/topic_component.htm

COVERAGE OF TOPICS GRADES: FROM THE NATIONAL SEXUALITY EDUCATION STANDARDS IN 3RS GRADES 6-8

TOPIC	6TH GRADE	7TH GRADE	8TH GRADE	TOTAL LESSONS
Anatomy and Physiology	1	2	0	3
Puberty and Adolescent Development	1	1	1	3
Identity	1	2	1	4
Pregnancy and Reproduction	3	4	4	11
STDS/HIV	1	2	4	7
Healthy Relationships	3	1	4	8
Personal Safety	1	1	2	4

**The total number of lessons on the chart is higher than the number of lessons in grades 6-8 because some lessons cover more than one core concept.*

IF YOU ONLY HAVE 21 SESSIONS

GRADE	LESSON TITLE	TOPIC	NSES INDICATOR(S)	OTHER KEY CONCEPTS
6	Change is Good	Puberty and Adolescent Development	PD.8.CC.1; PD.8.AI.1	Puberty; Accessing information/support/resources
6	Understanding Boundaries	Healthy Relationships; Personal Safety	HR.8.IC.1; PS.8.CC.3; PS.8.CC.4	Sexual abuse/assault prevention; Accessing information/support/resources; Consent
6	More than Friends: Understanding Romantic Relationships	Healthy Relationships	HR.8.CC.4	Relationships; Decision-Making; Abstinence
6	Liking and Loving: Now and When I'm Older	Pregnancy and Reproduction; Healthy Relationships	PR.8.CC.1; PR.8.CC.2; HR.8.CC.4	Sexual orientation/LGBQ; Relationships
6	Being a Sex Ed Sleuth	Anatomy and Physiology; Pregnancy and Reproduction; Sexually Transmitted Diseases and HIV	AP.8.AI.1; PR.8.AI.1; PR.8.AI.3; SH.8.AI.1	Accessing information/support/resources; Decision-making
7	Everyone's Got Body Parts - Part One	Anatomy and Physiology	AP.8.CC.1	Anatomy and Reproduction; STD/HIV; Abstinence
7	Everyone's Got Body Parts - Part Two	Anatomy and Physiology	AP.8.CC.1	Anatomy and Reproduction; STD/HIV; Abstinence
7	Reproduction Basics	Pregnancy and Reproduction	PR.8.CC.1	Anatomy and reproduction; Pregnancy
7	Protecting Your Health: Understanding and Preventing STDs	Sexually Transmitted Diseases and HIV	SH.8.CC.1; SH.8.CC.2; SH.8.CC.3	STD/HIV; Accessing information/support/resources; Decision-making

7	I am Who I Am	Identity	ID.8.CC.1; ID.8.IC.1	Sexual orientation/ LGBTQ; Gender Identity/ Transgender; Gender/ gender roles
7	Blue is for Boys, Pink is for Girls...Or Are They?	Identity	ID.8.INF.1	Gender/gender roles; Gender identity/ Transgender
7	Making Smart Choices	Puberty and Adolescent Development; Pregnancy and Reproduction;	PD.8.DM.1; PR.8.DM.1	Decision-making; Abstinence; Condoms and Birth Control
7	Let's Talk About Sex	Pregnancy and Reproduction; Sexually Transmitted Diseases and HIV	PR.8.IC.2; SH.8.IC.1	Decision-making; Abstinence; Condoms and Birth Control
7	Being Smart, Staying Safe Online	Healthy Relationships	HR.8.GS.1; HR.8.SM.2	Relationships; Sexual abuse/ assault prevention; Consent
8	Creating a Safe School: Celebrating All	Identity; Personal Safety	ID.8.AI.1; ID.8.ADV.1; PS.8.SM.2	Sexual orientation/ LGBTQ; Gender Identity/ Transgender
8	The World Around Me	Puberty and Adolescent Development; Pregnancy and Reproduction; Healthy Relationships; Sexually Transmitted Diseases and HIV	PD.8.INF.1; PR.8.INF.1; HR.8.INF.1; SH.8.INF.1	Decision-making; Relationships
8	Healthy or Unhealthy Relationships?	Healthy Relationships	HR.8.CC.1; HR.8.SM.1; HR.8.CC.2	Relationships; Gender/ Gender roles; Consent
8	Talking Without Speaking: The Role of Texting in Relationships	Healthy Relationships	HR.8.CC.5; HR.8.INF.2	Relationships; Decision-making; Consent
8	Warning Signs: Understanding Sexual Abuse and Assault	Personal Safety;	PS.8.CC.1; PS.8.CC.2; PS.8.AI.1	Sexual abuse/ assault prevention; Accessing information/support/ resources; Consent
8	Birth Control Basics	Pregnancy and Reproduction	PR.8.CC.3; PR.8.CC.4; PR.8.AI.2	Condoms and birth control
8	Using Condoms Effectively	Pregnancy and Reproduction; Sexually Transmitted Diseases and HIV	PR.8.SM.1/ SH.8.SM.1	Condoms and Birth Control; Abstinence; STD/ HIV

Of the seven topics in the 3Rs curriculum, the greatest emphasis in grades 6-8 is placed on Pregnancy and Reproduction, Healthy Relationship, and STDs/HIV, while all of the concepts are well-represented. The middle school lessons are intended to build on concepts introduced in elementary school, address developmentally appropriate issues through building knowledge, healthy dispositions, and skills, and lay the foundation for lessons that follow in High School. The 21 lessons suggested above cover essential topics for this grade, including those that may not appear again in high school (such as puberty, anatomy, and adolescent development), continue to build comfort, and prepare students to seek information from reliable sources as well as to continue discussing these important topics in grades 9-12. In particular, lessons on Identity introduce new concepts related to sexual orientation, gender identity, and gender roles and expressions that students will explore in greater detail in high school.

IF YOU ONLY HAVE 15 SESSIONS

GRADE	LESSON TITLE	TOPIC	NSES INDICATOR(S)	OTHER KEY CONCEPTS
6	Change is Good*	Puberty and Adolescent Development	PD.8.CC.1; PD.8.AI.1	Puberty; Accessing information/support/resources
6	Understanding Boundaries	Healthy Relationships; Personal Safety	HR.8.IC.1; PS.8.CC.3; PS.8.CC.4	Sexual abuse/assault prevention; Accessing information/support/resources; Consent
6	More than Friends: Understanding Romantic Relationships	Healthy Relationships	HR.8.CC.4	Relationships; Decision-Making; Abstinence
6	Liking and Loving: Now and When I'm Older	Pregnancy and Reproduction; Healthy Relationships	PR.8.CC.1; PR.8.CC.2; HR.8.CC.4	Sexual orientation/LGBQ; Relationships
6	Being a Sex Ed Sleuth	Anatomy and Physiology; Pregnancy and Reproduction; Sexually Transmitted Diseases and HIV	AP.8.AI.1; PR.8.AI.1; PR.8.AI.3; SH.8.AI.1	Accessing information/support/resources; Decision-making
7	Reproduction Basics	Pregnancy and Reproduction	PR.8.CC.1	Anatomy and reproduction; Pregnancy
7	I am Who I Am	Identity	ID.8.CC.1; ID.8.IC.1	Sexual orientation/LGBQ; Gender Identity/Transgender; Gender/gender roles
7	Blue is for Boys, Pink is for Girls...Or Are They?	Identity	ID.8.INF.1	Gender/gender roles; Gender identity/Transgender
7	Let's Talk About Sex	Pregnancy and Reproduction; Sexually Transmitted Diseases and HIV	PR.8.IC.2; SH.8.IC.1	Decision-making; Abstinence; Condoms and Birth Control

7	Being Smart, Staying Safe Online*	Healthy Relationships	HR.8.GS.1; HR.8.SM.2	Relationships; Sexual abuse/ assault prevention; Consent
8	Creating a Safe School: Celebrating All	Identity; Personal Safety	ID.8.AI.1; ID.8.ADV.1; PS.8.SM.2	Sexual orientation/ LGBTQ; Gender Identity/ Transgender
8	Healthy or Unhealthy Relationships?	Healthy Relationships	HR.8.CC.1; HR.8.SM.1; HR.8.CC.2	Relationships; Gender/ Gender roles; Consent
8	Talking Without Speaking: The Role of Texting in Relationships	Healthy Relationships	HR.8.CC.5; HR.8.INF.2	Relationships; Decision-making; Consent
8	Warning Signs: Understanding Sexual Abuse and Assault	Personal Safety;	PS.8.CC.1; PS.8.CC.2; PS.8.AI.1	Sexual abuse/ assault prevention; Accessing information/support/ resources; Consent
8	Birth Control Basics	Pregnancy and Reproduction	PR.8.CC.3; PR.8.CC.4; PR.8.AI.2	Condoms and birth control

The 15 lessons suggested above continue to represent an emphasis on pregnancy and reproduction, healthy relationships, and STDs/HIV while maintaining a balance of lessons across all of the topics. They focus on core knowledge and skills while addressing critical issues related to gender identity, roles and expression, and sexual orientation. The lessons that have been eliminated, while important, cover topics that will be covered again in high school, such as STD/HIV prevention and pregnancy and reproduction.

NOTE: The 7th grade lessons on Anatomy and Physiology: Everyone’s Got Body Parts – Part One and Part Two have been eliminated from the 15 session lesson group. If students have not had lessons on anatomy and puberty in grades K-5, however, these lessons should be put back in as basic knowledge of anatomy and functioning is essential for many of the lessons on pregnancy and reproduction and STD/HIV. Teachers may want to do an informal assessment of knowledge to determine the need for these lessons. If these are added back in, they can replace the two lessons indicated by an asterisk (*)

IF YOU ONLY HAVE 9 SESSIONS

GRADE	LESSON TITLE	TOPIC	NSES INDICATOR(S)	OTHER KEY CONCEPTS
6	Change is Good*	Puberty and Adolescent Development	PD.8.CC.1; PD.8.AI.1	Puberty; Accessing information/support/ resources
6	Understanding Boundaries	Healthy Relationships; Personal Safety	HR.8.IC.1; PS.8.CC.3; PS.8.CC.4	Sexual abuse/assault prevention; Accessing information/support/ resources; Consent
6	Being a Sex Ed Sleuth	Anatomy and Physiology; Pregnancy and Reproduction; Sexually Transmitted Diseases and HIV	AP.8.AI.1; PR.8.AI.1; PR.8.AI.3; SH.8.AI.1	Accessing information/ support/ resources; Decision-making

7	Reproduction Basics	Pregnancy and Reproduction	PR.8.CC.1	Anatomy and reproduction; Pregnancy
7	I am Who I Am	Identity	ID.8.CC.1; ID.8.IC.1	Sexual orientation/ LGBQ; Gender Identity/ Transgender; Gender/ gender roles
7	Let's Talk About Sex	Pregnancy and Reproduction; Sexually Transmitted Diseases and HIV	PR.8.IC.2; SH.8.IC.1	Decision-making; Abstinence; Condoms and Birth Control
8	Creating a Safe School: Celebrating All	Identity; Personal Safety	ID.8.AI.1; ID.8.ADV.1; PS.8.SM.2	Sexual orientation/ LGBQ; Gender Identity/ Transgender
8	Healthy or Unhealthy Relationships?	Healthy Relationships	HR.8.CC.1; HR.8.SM.1; HR.8.CC.2	Relationships; Gender/ Gender roles; Consent
8	Talking Without Speaking: The Role of Texting in Relationships	Healthy Relationships	HR.8.CC.5; HR.8.INF.2	Relationships; Decision-making; Consent

The nine lessons suggested here represent the essential core concepts and lessons for students in grades 6-8. They cover the topics of pregnancy and reproduction, healthy relationships, and STDs/HIV, while also including foundational lessons representing most of the other topics that emphasize skill development, body safety and integrity, and critical thinking related to information and decision-making. The lessons that were eliminated include 6th grade lessons on pregnancy and reproduction and healthy relationships, 7th grade lessons on healthy relationships and gender roles, and 8th grade lessons on warning signs of sexual abuse and birth control basics. While all of these lessons are important, and, to be most effective, should be covered multiple times through different grade levels, the content of these lessons does appear in different ways in other middle school lessons and again in High School. Additionally, in choosing the essential minimum core concepts and lessons, attention was paid to ensuring the most comprehensive coverage of the National Sexuality Education Standards. Thus, all but one lesson in this group meets at least two different standards while some meet up to four different standards.

DEHESA SCHOOL DISTRICT

To: Members of the Board
From: Nancy Hauer
Subject: Personnel
Recommendations

Meeting Date: February 21, 2019

- Action
- First Reading
- Information
- Presentation
- Discussion
- Public Hearing
- Roll Call Vote Required

The Governing Board is requested to approve/ratify the following personnel recommendations:

Personnel:

Classified: None

Certificated: To accept the resignation of a certificated employee effective 2/14/2019.

Agenda Item #:V.H.1

Dehesa School District

Fund Balances

(Cash in County Treasury as of January 31, 2019)

FUND	DESCRIPTION	BALANCE
01-00	GENERAL FUND	3,211,594.52
09-00	CHARTER SCHOOLS SPECIAL REVENUE FUND (FD 39)	132,618.03
12-06	CHILD DEVELOPMENT FUND	9,272.16
13-00	CAFETERIA SPECIAL REVENUE FUND	16,886.27
17-42	SPECIAL RESOURCE FUND (CHARTER OVERSIGHT)	1,630,139.41
20-00	SPECIAL RESERVE OPEB/RETIREE BENEFITS FUND	774,970.27
25-19	CAPITAL FACILITIES/SB2068 FUND	20,744.00
40-00	SPECIAL RESERVES/CAPITAL PROJECTS	251,706.93
	GRAND TOTAL	\$6,047,931.59

Please note that cash balances in the General Fund fluctuate on a regular basis. This is a normal feature of the fluid budget/accounting process.

DEHESA SCHOOL DISTRICT

To: Members of the Board
From: Nancy Hauer
Subject: Dehesa School Enrollment
as of February 21, 2019

- Meeting Date: February 21, 2019
- Action
 - First Reading
 - Information
 - Presentation
 - Public Hearing
 - Roll Call Vote Required
 - Discussion

Enrollment
Feb. 21, 2019

By Grade Level

EAK/TK.....	15
Kindergarten.....	16
1st Grade	17
2nd Grade	17
3rd Grade	16
4th Grade	17
5th Grade	17
6th Grade	18
7th	13
8th	13
	159

Enrollment
Feb 15, 2018

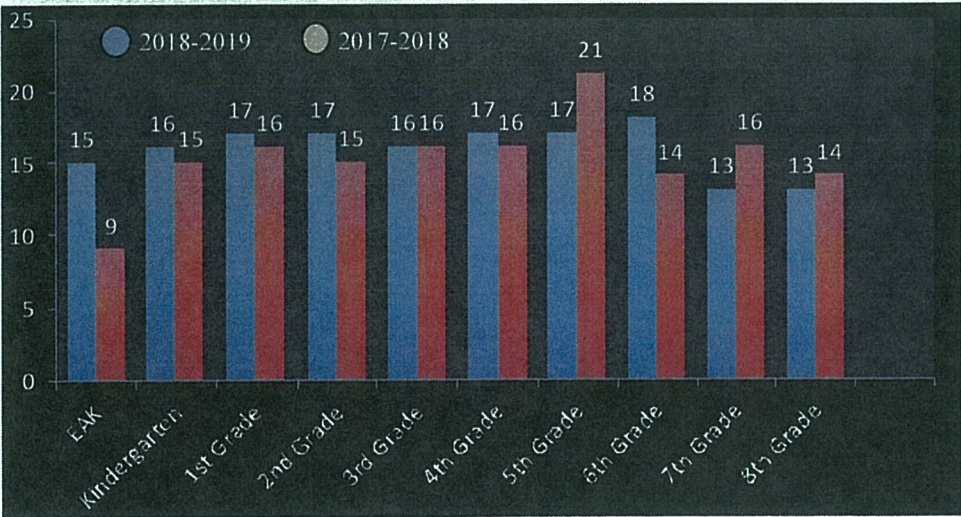
By Grade Level

EAK/TK.....	9
Kindergarten	15
1st Grade.....	16
2nd Grade.....	15
3rd Grade	16
4th Grade.....	16
5th Grade.....	21
6th Grade.....	14
7th.....	16
8th.....	14
	152

Inter District
Transfers

Students who live in our
District but attend a
different school
56

Students who live in
another district but attend
our school
71



DEHESA SCHOOL DISTRICT

To: Members of the Board
From: Nancy Hauer
Subject: Comprehensive Safety Plan

Meeting Date: February 21, 2019

- Action
- First Reading
- Information
- Presentation
- Discussion
- Public Hearing
- Roll Call Vote Required

Background: In order to comply with Education Code 32288, the District is required to have its Comprehensive Safety Plan Board approved by March 1st.

Report: Our Comprehensive Safety Plan is reviewed and revised annually. This year's revisions included the addition of chemicals utilized by our maintenance staff. After Board approval, the plan will be shared with CALFire, Alpine Sheriff's Department, Sycuan Police and Fire Department.

Financial Impact: None

Student Impact: The safety and security of our students is our number one priority.

Recommendation: Administration recommends approval of the 2018-2019 Comprehensive Safety plan.

Agenda Item #:VII.C.1



4612 Dehesa Rd.

El Cajon, CA 92019

COMPREHENSIVE
SAFETY
PLAN

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EMERGENCY PREPAREDNESS PLAN

I. INTRODUCTION

The purpose of Dehesa School is to provide safety for all students and staff. An emergency preparedness plan helps to ensure a safe school environment and helps to fulfill the mission of our organization. The plan is implemented to protect the safety of students, staff, parents, and itinerant staff at Dehesa School. This plan addresses the following objectives:

- Protect the safety and welfare of students and staff
- Provide for a safe and coordinated response to emergency situations
- Protect the organization's facilities and property
- In the case of emergency, allow Dehesa to restore normal conditions with minimal confusion in the shortest time possible
- Provide for coordination between the organization and local emergency services when necessary

II. DEHESA SCHOOL DISTRICT IMPORTANT PHONE NUMBERS

POSITION	NAME	PHONE	EMAIL
Superintendent	Nancy Hauer	(619) 540-6204	nancy.hauer@dehesasd.net
Principal	Heather Griffiths	(619) 840-9613	heather.griffiths@dehesasd.net
Business Manager	Anna Buxbaum	(619) 990-8176	anna.buxbaum@dehesasd.net
Administrative Assistant	Deborah Cagney	(619) 403-3417	deborah.cagney@dehesasd.net
Administrative Clerk	Brandy Kelley	(619)249-4006	brandy.kelley@dehesasd.net

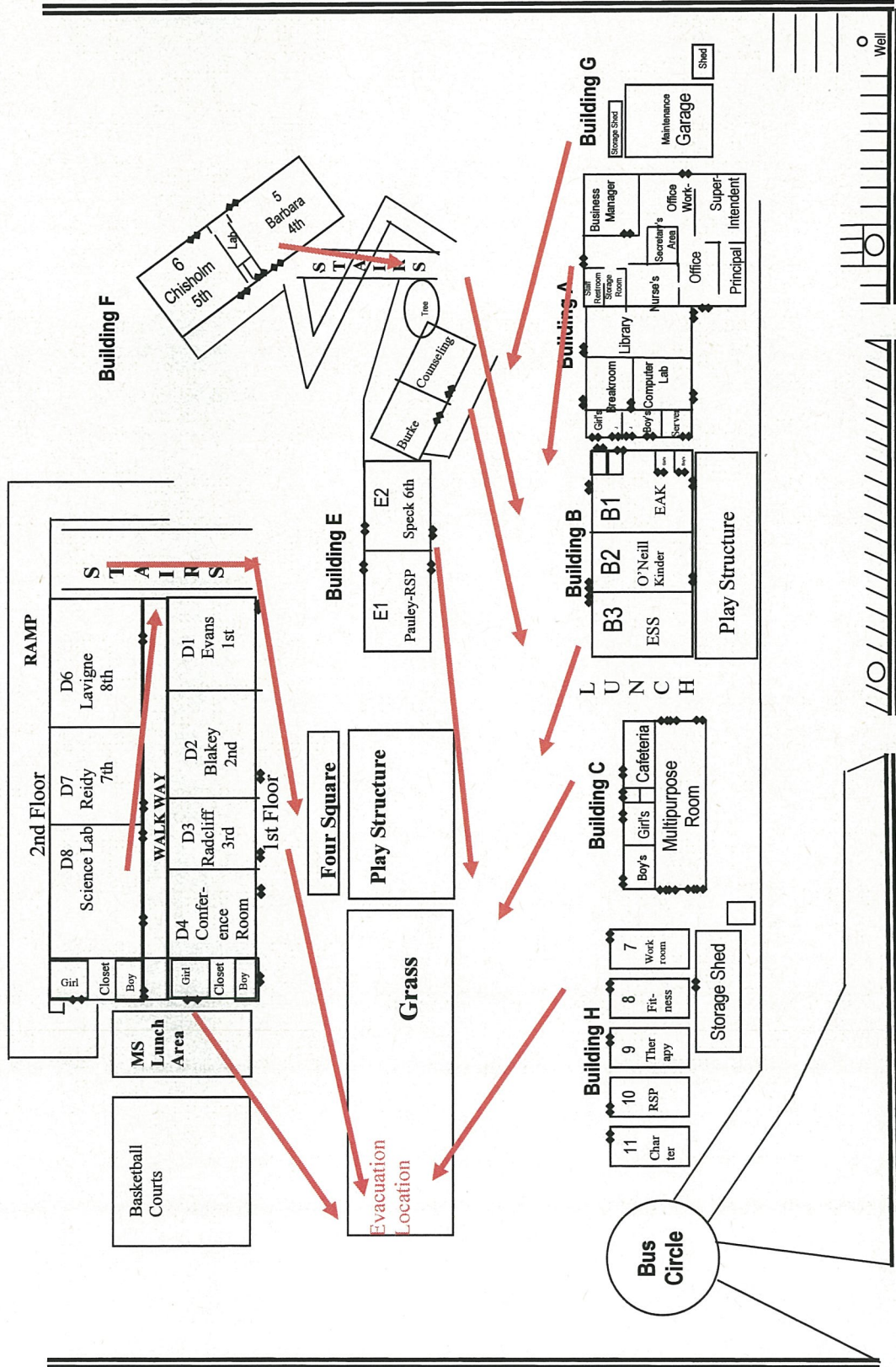
III. EMERGENCY CONTACT INFORMATION

DEHESA SCHOOL DISTRICT
4612 Dehesa Road, El Cajon, CA 92019

EMERGENCY		911
LAW ENFORCEMENT		Phone
Sheriff's Department 2751 Alpine Blvd. Alpine, CA 91901		Dispatch: (858)565-5200 Office: (619)659-2650
FIRE		Phone
CAL Fire 2249 Jamacha Rd El Cajon, CA 92021		(619) 590-3100
HOSPITALS	Address	Phone
<i>Clinics</i>		
Alpine Family Medicine	1620 Alpine Blvd., Alpine, CA 91901	(619) 445-6200
East County Urgent Care	1625 East Main Street. #100 El Cajon, CA 92021	(619) 376-1082
U.S. Health Works Medical Group – La Mesa	8090 Parkway Drive, La Mesa, CA 91942	(619) 697-3093
Partners Urgent Care - Grossmont	6136 Lake Murray Boulevard La Mesa, CA 91942	(619) 303-5500
<i>Acute Care Hospital</i>		
Grossmont Hospital	5555 Grossmont Center Dr. La Mesa, CA 91942	(619) 740-6000
Alvarado Hospital	6655 Alvarado Rd. San Diego, CA 92020	(619) 287-3270
OTHER SERVICES		
Animal Control		(619) 441-1580
Poison Control		(800) 222-1222
S.D. County Environmental Health		(858) 253-9933
S.D. County Hazardous Materials and Waste		(858) 505-6680
S.D. County Public Health and Human Services		(619) 337-6212
S.D. County Office of Education		(858) 292-3500
S.D. County Office of Emergency Services		(858) 565-3490
San Diego Gas and Electric		(800) 411-7343
Otay Water District		(619) 670-2222

IV. EVACUATION MAP

Dehesa School



NOT TO SCALE

V. EMERGENCY PREPARATION

The School Clerk will:

1. Update Safety Binder with:
 - a. Comprehensive Safety Plan
 - b. Injury Illness Prevention Plan (IIPP)
 - c. Exposure Control Plan
 - d. Student Accident Procedures & Forms
 - e. Student Emergency Cards
 - f. Update all Emergency First Aid Kits

The Principal will:

1. Advise staff/parents of Comprehensive Safety Plan and Incident Command System (ICS).
2. Plan for students with special needs.
3. Meet with appropriate persons and review duties and special assignments according to ICS.
4. Complete earthquake drills (California Education Code 35297):
 - at least once each school trimester
5. Complete fire drills (California Education Code 32001):
 - not less than once every calendar month
6. Complete lockdown drills (not required by California law, but is required by EEI):
 - not less than twice every school year
7. *Recommended to include in Safety Binder:* Compile Emergency Response lists that contain:
 - a. Student names with parent phone numbers (each trimester).
 - b. Staff members and phone numbers (cell and home).

Students will:

1. Cooperate during emergency drills, exercises, and during an incident.
2. Learn to be responsible for themselves and others in an incident.
3. Understand the importance of not being a bystander by reporting situations of concern.
4. Develop an awareness of natural, technological, and human-caused hazards and associated prevention, preparedness, and mitigation measures.

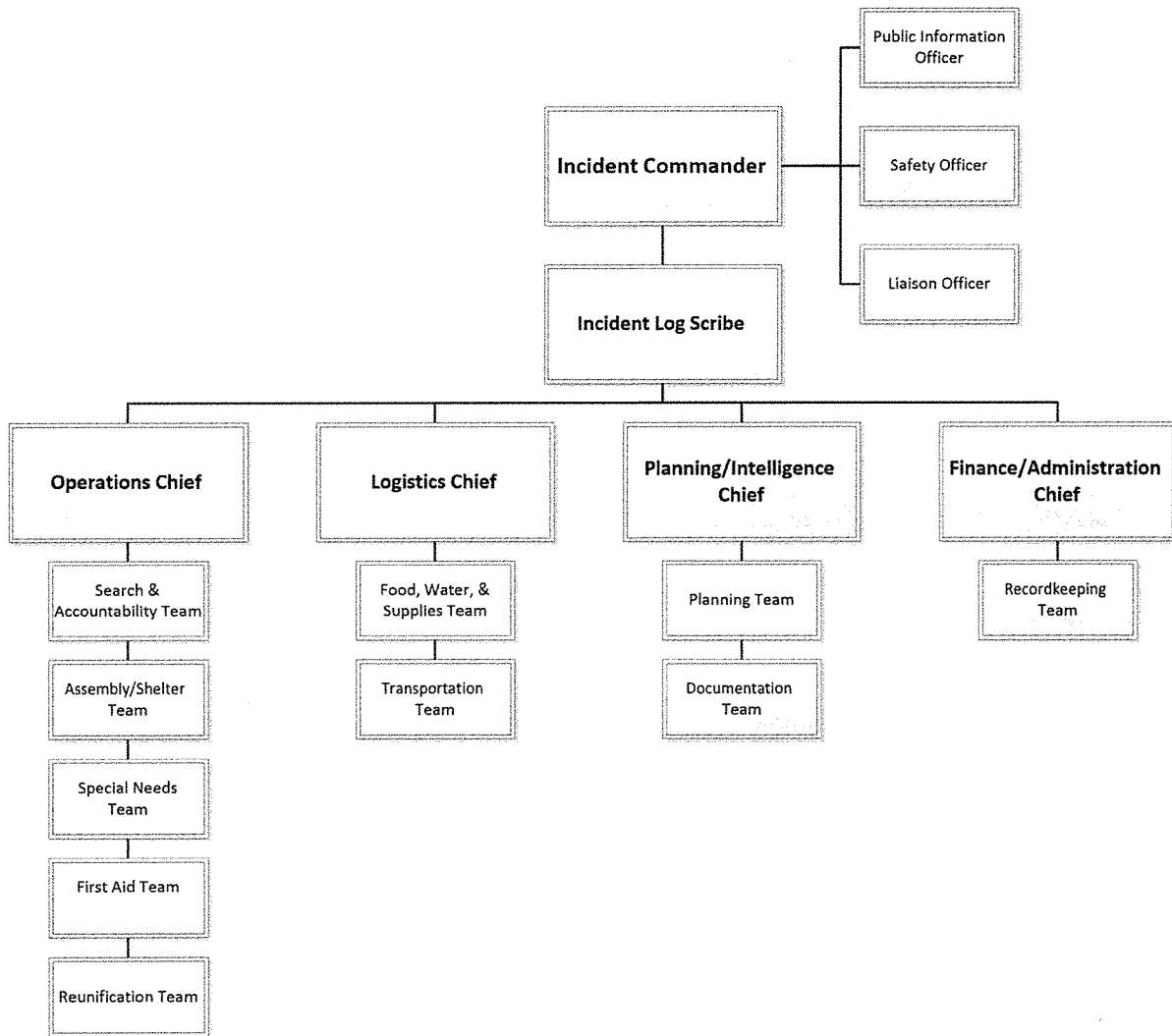
Parents/Guardians will:

1. Encourage and support school safety, violence prevention, and incident preparedness programs within the school.
2. Participate in volunteer service projects for promoting school incident preparedness.
3. Provide the school with requested information concerning the any safety incidents.
4. Practice incident management preparedness in the home to reinforce school training and ensure family safety.
5. Understand their roles during a school emergency.

VI. THE INCIDENT COMMAND SYSTEM (ICS)

The Incident Command System (ICS), is a nationally recognized organizational structure developed by the Federal Emergency Management Agency (FEMA) in compliance with the National Incident Management System (NIMS; Department of Homeland Security) that provides for role assignment and decision-making while planning for and reacting to critical incidents of all types. Implementing ICS will allow for all school personnel to know their area of responsibility during a crisis and to plan and practice the management of their specific role.

Below is Dehesa's Incident Command System's Organizational chart. This chart specifies the roles needed to be performed by staff members in order for an effective ICS to take place during an emergency situation.



VII. THE INCIDENT COMMAND SYSTEM (ICS) ROLES AND RESPONSIBILITIES

While the Operations and Logistics teams have immediate and essential roles in a crisis, and will be deployed to some extent in any incident, it may not be feasible to activate the other teams during a crisis. The roles required by each team will either be shared between staff, or given to appropriate personnel.

Management/Command Section

The Management/Command section consists of four teams:

1. The Incident Commander (Superintendent)
2. The Liaison Officer (Business Manager)
3. The Safety Officer (Principal)
4. The Public Information Officer (PIO) (Superintendent)

1. Incident Commander (Superintendent)

RESPONSIBILITIES:

- Determine the level of emergency response needed
- Activate the emergency response system by
 - Dialing 911 ○
 - Calling the Office ○
- Initiate ICS
- Decide whether to stay put or evacuate
- Make an appropriate announcement to students and staff
- Get the safety backpack and any other supplies
- Account for all students, staff, and visitors
- Meet with city/county emergency responders upon arrival
- Inform Principal of emergency
- Establish Command Post if necessary
- Activate a plan for releasing students to parents
- Document all activities
- Set up location for Command Post

2. Liaison Officer (Business Manager)

The Liaison Officer coordinates with incoming agency representatives and establishes a "link" between the IC and emergency personnel.

RESPONSIBILITIES:

- Coordinate with incoming agency representatives
- Interface between the Superintendent and the First Responder IC

3. Safety Officer (Principal)

RESPONSIBILITIES:

- Address the physical and emotional needs of responders
- Monitor responders to prevent unsafe actions by providing breaks or addressing other needs
- Provide ongoing updates to the Superintendent

4. Public Information Officer (Superintendent)

The person is responsible for the formulation and distribution of information about the incident to the news media.

RESPONSIBILITIES:

- Field all media inquiries and request for interviews
- Coordinate with the Principal and responding agencies to determine appropriate release of information
- Develop key messages
- Provide timely and accurate official statements, news releases, fact sheets, website notices, and letters to families and employees as events unfold
- Schedule media briefings or news conferences to provide updates and address rumors
- Serve as official spokesperson and identify other spokespersons as appropriate
- Provide guidance and training for additional spokespersons and provide general guidelines to staff for working with the media if appropriate
- Establish a media staging area and regulate access
- Manage media coverage and arrange coverage of memorial services and special events, if appropriate

Operations Team

The Operations Team section consists of four teams:

1. Search and Accountability Team
2. Assembly/Shelter Team
3. First Aid Team
4. Reunification Team

1. Search and Accountability Team

The role of this team is to check attendance of students and staff for the day of the incident and to determine who is missing or unaccounted for.

RESPONSIBILITIES:

- Checks attendance for that day for both students and adults (everyone on campus)
- Responsible for “sweeping” bathrooms, hallways, and other areas for students, staff, and visitors
- Determines who is missing or unaccounted for people
- Emergency responders will do actual major rescue efforts when they arrive
- Provide ongoing welfare checks

2. Assembly/Shelter Team**RESPONSIBILITIES:**

- Sets up evacuation location
- Coordinates evacuation of students
- Coordinates the supervision of students until release
- Gets information from Search and Accountability team
- Assess and report emergency needs of students/staff
- Ensure students are occupied with activities
- Sets up a parent center (staff personnel would be present)
- Documents person picking up child
- Coordinate with the Reunification Team
- Document all activities

3. First Aid Team

The First Aid team is responsible for coordinating school emergency medical response. This responsibility includes determining when the scope of an emergency exceeds the capabilities of the team and the need to notify the Regional Manager for outside assistance.

RESPONSIBILITIES:

- Get the medical supplies in school safety backpack
- Establish a first-aid station in a safe area
- Coordinate with paramedics when they arrive
- Move students away from people who are injured
- Maintain records of the injured or deceased
- Identify staff to accompany injured to hospital
- Document all activities
- Attach an ID tag on every victim in preparation for transporting to the hospital

4. Reunification Team

The Reunification Team is primarily responsible for coordinating the reunion of students and parents or legal guardians.

RESPONSIBILITIES:

- Coordinate reunion of students and parents
- Set up a reunion location in an appropriate space
- Coordinate with Shelter/Assembly Coordinator
- Ensure parents or legal guardians sign out each student
- Make sure all students are accounted for
- Maintain Student Release Sign Out Sheet (Appendix 4) and other records • Document activities

Logistics Team

The Logistics Team section consists of two teams:

1. Food, Water, and Supplies Team
2. Transportation Team

1. Food, Water, and Supplies Team**RESPONSIBILITIES:**

- Provide support people, supplies, and resources to the Operations team and other section teams
- Document all activities

2. Transportation Team

The transportation team is responsible for arranging buses or alternative modes of transportation for evacuation

RESPONSIBILITIES:

- Call for buses and supervise the loading of buses
- Arrange alternative transportation if necessary
- Log students on and off each bus

Planning/Intelligence Team (with Principal and Business Manager)

The Logistics Team section consists of two teams:

1. Planning Team
2. Documentation Team

1. Planning Team

RESPONSIBILITIES:

- Works with Superintendent in developing an action plan for next steps within a specified timeframe
- Coordinates social and emotional support services for students, staff, and visitors if necessary
- Provides information to parents in collaboration with Superintendent
- Develops plans to support students' return to learning in collaboration with Superintendent

2. Documentation Team

RESPONSIBILITIES:

- Also known as "incident Log Scribe" on Organizational Chart
- Team with the Superintendent and Principal
- Gather incident-related information from other teams for entry into the IC Post log
- Ensures all verbal communications are recorded
- Maintain and periodically distribute a situation report
- Referring newsworthy information to the Superintendent
- Ensuring that all messages are properly routed
- Document, in writing, all actions and communications (including the time) ordered and received by the Superintendent or other assigned personnel

Administration/Finance Team (Business Manager)

The Logistics Team section consists of one team:

1. Record Keeping

1. Record Keeping Team

RESPONSIBILITIES:

- Establish and maintain a file for employee time reports
- Establish objectives, make assignments and evaluate performance
- Maintain a list of all damaged or lost equipment for after-incident billing claims
- Maintain a current posting on all charges or credits for fuel, parts, services, etc.
- Ensure that all employee/agency identification is verified to be correct on the time report
- Ensure that time reports are signed
- Ensure that all records, personnel time recording forms, and any other finance documents are in order and have been submitted for processing.

VIII. EMERGENCY ACTIONS AND PROCEDURES

Below is a list of common emergency actions. The Principal will decide which emergency actions to implement, based on the situation. Staff members must become familiar with each emergency action and be prepared to perform assigned responsibilities according to the ICS. All students must be taught what to do when any of the common emergency actions are implemented.

COMMON	
<p>ALL CLEAR Used to conclude other immediate emergency actions and to notify staff and students that normal school operations can resume.</p>	<p>DROP/DUCK/COVER AND HOLD ON The action taken during an earthquake to protect students and staff from flying and falling debris.</p>
<p>EVACUATION The orderly movement of students and staff from school to another area when conditions outside are safer than inside.</p>	<p>LOCKDOWN Initiated when there is an immediate or imminent threat to occupants of a school and movement within will put students and staff in jeopardy. Lockdown involves a “no one in, no one out” scenario.</p>
<p>SHELTER IN PLACE Implemented to isolate students and staff from the outdoor environment and provide greater protection from external airborne contaminants.</p>	<p>STAND BY Notifies students and staff that further instructions will follow shortly.</p>
<p>TAKE COVER Instructs staff and students to move to and take refuge in the best-shielded areas within the school.</p>	<p>STUDENT RELEASE Implemented when students are released from school or relocating them at a time when parents expect their children to be at the school. Only implemented in times of extreme emergency that would warrant its execution.</p>

The following pages will outline these emergency actions and procedures in more detail.

IX. DUCK, COVER, AND HOLD ON

DUCK, COVER, AND HOLD ON is the action taken during an earthquake to protect students and staff from flying and falling debris. It is appropriate action for:

- Earthquake
- Explosion

PRINCIPAL ANNOUNCEMENT:

1. Make the following announcement:

Example: “Attention please. We are experiencing seismic activity. For your protection, follow **DUCK, COVER, AND HOLD ON** procedures. Get under a table or desk, away from windows and anything that could fall and hurt you. Hold that position until the shaking stops or until you receive further instructions.”

2. Initiate the Incident Command System if necessary.

STAFF AND STUDENT ACTIONS:

Inside

- ❑ Arrange desks so that they do not face windows.
- ❑ Instruct students to move away from windows.
- ❑ Immediately drop to the floor under desks, chairs or tables. With back to windows, place head between knees, hold on to a table leg with one hand and cover the back of the neck with the other arm.
- ❑ Remain in place until shaking stops or for at least 20 seconds. When quake is over, leave school. Do not run. Avoid routes with architectural overhangs. Do not re-enter school until declared safe by competent authority.

Outside

- ❑ Instruct students to move away from school, trees, overhanging wires and **DUCK, COVER and HOLD ON.**
- ❑ Upon the command **DUCK, COVER AND HOLD ON**, immediately move away from objects which might topple over, drop to the ground or get under a table close by, place head between knees, and cover back of neck with arms and hands.
- ❑ Remain in place until shaking stops or for at least 20 seconds.

X. EVACUATION

EVACUATION is implemented when conditions make it unsafe to remain in the school. This ACTION provides for the orderly movement of students and staff along prescribed routes from inside school to a designated outside area of safety. **EVACUATION** is considered appropriate for, but is not limited to, the following types of emergencies:

- Fire
- Bomb threat
- Chemical accident
- Explosion or threat of explosion
- Post earthquake

PRINCIPAL ANNOUNCEMENT:

1. Fire alarm
2. Provided time is available, make an announcement:

Example: **"Attention please. We need to initiate an EVACUATION of the school. Staff is to take their students to their designated safe area. Students please remain with your teacher."**

SUPERINTENDENT ACTIONS:

- ❑ Initiate the Incident Command System if necessary.
- ❑ A safe location should be established at the school away from the school and emergency response equipment that may arrive at the school. If unsafe for the current emergency, designate an alternate safe location.
- ❑ Take staff attendance.
- ❑ When clearance to return to the school is determined or received from appropriate agencies, announce **ALL CLEAR** to return to classrooms and resume school activities.
- ❑ Send students home with a brief written description of the emergency, how it was handled and, if appropriate, what steps are being taken in its aftermath.

STAFF ACTIONS:

- ❑ Instruct students to leave the school in an orderly manner using the designated evacuation routes and reassemble in the assigned safe location.
- ❑ Take the emergency backpack and student roster when leaving the classroom and take attendance when the class is reassembled in a safe location using the Student Emergency Evacuation Absence List in Appendix 2. Report attendance to the Superintendent or Principal.
- ❑ Remain in the safe location until further instructions are given.
- ❑ Wait for another ACTION or the **ALL CLEAR** instruction to return to the classroom and normal class routine.

XI. LOCKDOWN

LOCKDOWN is initiated to isolate students and school staff from danger when there is a crisis inside the school and movement within the school might put students and staff in jeopardy. **LOCKDOWN** is used to prevent intruders from entering occupied areas of the school. The concept of **LOCKDOWN** is no one in, no one out. All exterior doors are locked, and students and staff must remain in the classrooms or designated locations at all times. Teachers and other school staff are responsible for accounting for students and ensuring that no one leaves the safe area. **LOCKDOWN** is not normally preceded with an announcement. This ACTION is considered appropriate for, but is not limited to, the following types of emergencies:

- Gunfire
- Rabid animal at large
- Extreme violence outside the classroom

LOCKDOWN differs from **SHELTER-IN-PLACE** because it does not involve shutting down the HVAC systems and does not allow for the free movement within the school.

PRINCIPAL/SUPERINTENDENT ANNOUNCEMENT:

1. Make the following announcement:

Example: "Attention please. We have an emergency situation and must implement **LOCKDOWN** procedures. Students go immediately to the nearest classroom. Teachers lock classroom doors and keep all students inside the classroom until further notice. Do not open the door until notified by a school administrator or law enforcement."

PRINCIPAL/ SUPERINTENDENT ACTIONS:

- ❑ Initiate the Incident Command System if necessary.

- Make the announcement. Instruct teachers and staff to immediately lock doors and remain in the classroom or secured area until further instructions are provided.
- Call 911. Provide location, status of campus, all available details of situation.
- When clearance is received from appropriate agencies, give the **ALL CLEAR** instruction to indicate that it is safe to unlock the doors and return to the normal class routine.
- Send home with students a brief written description of the emergency, how it was handled and, if appropriate, what steps are being taken in its aftermath.

STAFF ACTIONS:

- If it is safe to clear the hallways, bathrooms and open areas, direct students to the closest safe classroom.
- Immediately lock doors and instruct students to lie down on the floor or prepare for ALICE techniques depending on the situation.
- Close any shades and/or blinds if it appears safe to do so.
- Remain quiet and calm in the classroom or secured area until further instructions are provided by the Principal or law enforcement.

STUDENT ACTIONS:

- Move quickly and quietly to the closest safe classroom.
- If rooms are locked, immediately hide in the closest safe zone: bathroom, closet, office area, etc. Lock the door or move furniture or trash bin to bar access to the room. Remain quiet until further instructions are provided by a school administrator or police.

XII. SHELTER IN PLACE

SHELTER IN PLACE is a short-term measure implemented when there is a need to isolate students and staff from the outdoor environment to prevent exposure to airborne contaminants. The procedures include closing and sealing doors, windows and vents; shutting down the classroom/school heating, ventilation and air conditioning systems to prevent exposure to the outside air; and turning off pilot lights.

PRINCIPAL/ SUPERINTENDENT ANNOUNCEMENT:

1. Make the following announcement:

Example: "Attention please. We have a hazard in the community and are instituting **SHELTER IN PLACE** procedures. Students and staff should remain inside with windows and doors securely closed and air conditioning units turned off. Those who are outside should immediately move to the protection of an inside room. Do not go outdoors until you receive further instructions."

PRINCIPAL/SUPERINTENDENT ACTIONS:

- Initiate the Incident Command System if necessary.
- Make an announcement. Give clear instructions, remain calm, and convey reassurance that the situation is under control.
- When clearance is received from appropriate agencies, give the **ALL CLEAR** instruction to indicate that the normal school routine can resume.
- Make arrangements for central HVAC shutdown, as necessary.

STAFF ACTIONS:

- Immediately clear students from the halls. Stay away from all doors and windows.
- Keep all students in the classroom until further instructions are received. Assist those needing special assistance.
- Secure individual classrooms: a) close and lock doors and windows; b) shut down the classroom HVAC system; c) turn off local fans in the area; d) seal gaps under doors and windows with wet towels or duct tape; e) seal vents with aluminum foil or plastic wrap; and f) turn off sources of ignition, such as pilot lights.
- Take attendance and call report in to Principal. Wait for further instructions.

STUDENT ACTIONS:

- Proceed to the classroom, if it is safe to do so.
- If not, follow staff directions to nearby classrooms or other rooms (e.g., auditorium, multipurpose room).
- If these are unsafe, follow instructions to proceed to an alternative indoor room.

XIII. ALL CLEAR

ALL CLEAR is used to conclude other immediate actions taken upon an emergency to notify staff and students that normal school operations can resume. **ALL CLEAR** signifies that the emergency is over. This is the final ACTION used to conclude the following actions:

- | | |
|--|---------------------------|
| ▪ DUCK, COVER and HOLD ON | • SHELTER IN PLACE |
| ▪ EVACUATION and REVERSE EVACUATION | • STANDBY |
| ▪ LOCKDOWN | • TAKE COVER |

ANNOUNCEMENT:

1. Make the following announcement:

<u>Example:</u>	"Your attention please. (Pause) ALL CLEAR. (Pause) ALL CLEAR. (Pause) ALL CLEAR. (Pause). It is now OK to resume normal school activities. Thank you all for your cooperation."
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SUPERINTENDENT/PRINCIPAL ACTIONS:

- Determine that the emergency is over and it is safe to resume classes. It may be necessary to talk to first responders to make this determination.
- Make the **ALL CLEAR** announcement.
- Send home with students for their parents/guardians a brief written description of the emergency, how it was handled and, if appropriate, what steps are being taken in its aftermath.

STAFF ACTIONS:

- ❑ As soon as the **ALL CLEAR** announcement has been made, return to the classroom or to desks and chairs, unlock doors and windows, and immediately begin discussions and activities in classrooms to assist students in addressing fear, anxiety, and other concerns.
- ❑ Notify parents, if appropriate.

XIV. STUDENT RELEASE

Certain situations may involve releasing students from school or relocating them at a time when parents expect their children to be at the school. Student release will be implemented by a school administrator in times of extreme emergency that warrant its execution. Whenever possible, it is preferred that students remain at school during the academic day.

FOUR STEPS FOR STAFF

1. Verify parent ID and authorization.
2. Have a staff member locate student(s).
3. Verify Student Release Sign Out Sheet in Appendix 2 is signed
4. Release student to custody of authorized adult.

FOUR STEPS FOR PARENTS

1. Fill out Student Release Sign Out Sheet in Appendix 2.
2. Show photo ID to school administrator.
3. Wait for student.
4. Leave campus immediately after student is released to your custody.

SUPERINTENDENT/PRINCIPAL ACTIONS:

- ❑ Set up Incident Command Post (ICP)
- ❑ Notify staff and communicate that this is not a drill.
- ❑ Designate a safe location. Analyze situation; re-evaluate evacuation spot to determine if students should be moved.
- ❑ Determine medical and assistance needs after population assessment. Determine search and rescue needs.
- ❑ Reassess as situation changes. Reassign emergency teams as needed.
- ❑ Keep staff informed as to status of missing student(s).

STAFF ACTIONS:

- ❑ Evacuate students to designated area, with students grouped as determined by school.
- ❑ Take student attendance using the Student Emergency Evacuation Absence List in Appendix 3. Please note if student was absent at roll call or if the student was a no show at the evacuation area and the possible location of student.
- ❑ Report population assessment to the Superintendent/Principal.
- ❑ Organize students. Monitor students' medical and emotional condition.

XV. TAKE COVER

TAKE COVER is implemented when it is necessary to move to and take refuge in the best- shielded areas within the school. It is appropriate for, but not limited to, the following:

- Actual enemy attack or imminent threat of attack.
- Severe windstorm with little or no warning.

ANNOUNCEMENT:

1. Make the following announcement:

Example: "Attention please. (Pause) **TAKE COVER** (Pause) **TAKE COVER**. (Pause) **TAKE COVER** (Pause) **Severe windstorm imminent**."

REGIONAL INCIDENT COMMANDER ACTIONS:

- Initiate the Incident Command System if necessary.
- Give clear instructions, remain calm, and convey reassurance.
- When clearance is received from appropriate agencies, give another ACTION instruction or the **ALL CLEAR** to indicate that the normal school activities can resume.
- Send home with students for their parents/guardians a brief written description of the emergency, how it was handled and, if appropriate, what steps are being taken in its aftermath.

XVI. CHILD ABUSE REPORTING PROCEDURES

Child abuse shall be reported in compliance with the procedures set forth in Dehesa School's Board Policy and in accordance with California law. As a general guideline, reporting should happen within 24 hours of the occurrence or incident. Child abuse reporting forms can be downloaded online. The reporting of suspected child abuse is mandatory.

Child abuse reporting procedures can be found here:

http://oag.ca.gov/regionals/all/files/agweb/pdfs/childabuse/8572_instruct.pdf.

Child abuse reporting form can be found here: http://ag.ca.gov/childabuse/pdf/ss_8572.pdf.

XVII. STUDENT INJURY OR ACCIDENT

Whether an accident is unintentional and results in minor injury or is the result of aggressive behavior on campus, it is important to complete a written report of the incident.

STAFF ACTIONS:

- Report accident to Principal and Superintendent.
- Provide the appropriate medical attention; including performing necessary life-sustaining measures (CPR/etc.), until trained Emergency Medical Services technicians arrive.

- Refer student to the family's choice of medical provider, or if needed, call 911 for emergency medical treatment.

REGIONAL INCIDENT COMMANDER ACTIONS:

- Contact parents, guardians as appropriate to seek appropriate follow-up services, if needed.

OTHER PREVENTATIVE/SUPPORTIVE ACTIONS:

- It is required that all classified staff have a CPR/1st Aid/AED certification. Dehesa provides this training to staff every August.
- Be sure to know the location of the AEDS on campus. (Office and MPR)
- Provide each teacher with information about students in his/her classroom having special medical or physical needs; such conditions might include allergies, fainting, seizures, or diabetes; include procedures that the teacher may follow in these specific emergencies.

XVIII. EMPLOYEE INJURY ON THE JOB

If an employee is injured on the job, the Principal or Superintendent must complete the [Injury/Accident Investigation Report](#) in Appendix 4, refer the employee for appropriate medical treatment, and complete the following steps:

1. If it is an emergency, call 911 and request an ambulance.
2. If it is not an emergency, refer the employee to the Medical Provider Network designated by the employer (unless the employee has pre-designated to use his or her own physician).
3. Contact the Confidential Secretary immediately after incident.
4. Contact Cal-OSHA within 8 hours of a death. A severe injury that requires hospitalization, amputation or loss of an eye, must be reported within 24 hours. (800) 321-6742.
5. District to contact JPA for Workman's Compensation Claim.

EXPOSURE CONTROL PLAN

I. INTRODUCTION

Dehesa School is committed to providing a safe and healthful work environment for our entire staff. In pursuit of this goal, the following exposure control plan (ECP) is provided to eliminate or minimize occupational exposure to blood borne pathogens in accordance with OSHA standard 29 *CFR* 1910.1030, "Occupational Exposure to Blood borne Pathogens."

The ECP is a key document to assist our organization in implementing and ensuring compliance with the standard, thereby protecting our employees. This ECP includes:

- Determination of employee exposure
- Implementation of various methods of exposure control, including: Universal precautions, Engineering and work practice controls, Personal protective equipment and Housekeeping
- Post-exposure evaluation and follow-up
- Communication of hazards to employees and training
- Recordkeeping
- Procedures for evaluating circumstances surrounding exposure incidents

Implementation methods for these elements of the standard are discussed in the subsequent pages of this ECP.

II. PROGRAM ADMINISTRATION

- The Superintendent is responsible for implementation of the ECP. Superintendent will maintain, review, and update the ECP at least annually, and whenever necessary to include new or modified tasks and procedures.
- Those employees who are determined to have occupational exposure to blood or other potentially infectious materials (OPIM) must comply with the procedures and work practices outlined in this ECP.
- The Superintendent will provide and maintain all necessary personal protective equipment (PPE), engineering controls, labels, and red bags as required by the standard. Superintendent will ensure that adequate supplies of the aforementioned equipment are available in the appropriate sizes.
- The Superintendent will be responsible for ensuring that all medical actions required by the standard are performed and that appropriate employee health and OSHA records are maintained.
- The Superintendent will be responsible for training, documentation of training, and making the written ECP available to employees, OSHA, and NIOSH representatives.

III. EMPLOYEE EXPOSURE DETERMINATION

The following is a list of all job classifications at our establishment in which all employees have occupational exposure and could potentially be exposed to blood and/or body fluids in the performance of their duties.

- Teacher
- Lead Teacher
- Instructional Aide
- Superintendent
- Principal
- Child Nutrition Coordinator
- Administrative Clerk
- Administrative Secretary
- Student Care Coordinator
- Student Care Assistant
- Resource Specialist
- Custodian
- Groundskeeper
- Multimedia Center Lead
- Transportation Coordinator
- School Bus Driver
- Maintenance Operations Lead

The following are tasks and procedures that may be performed and include a risk of exposure to blood borne pathogens:

- first aid procedures
- cleaning procedures involving blood or body fluid visibly contaminated with blood
- plumbing procedures involving maintenance and repair of bathrooms or cleaning solution disposal areas
- laundering of contaminated clothing, towels, etc.
- all "sharps" use and disposal procedures

IV. METHODS OF IMPLEMENTATION AND CONTROL

Standard Precautions (previously known as Universal Precautions)

All employees of Dehesa School are required to know and follow "standard precautions" as described by the Center for Disease Control (CDC). "Standard precautions" recognizes all body fluids as though they are infected with blood borne pathogens. This requires that all employees assume that all human blood and specific human body fluids are infectious for blood borne pathogens.

Exposure Control Plan

Employees covered by the blood borne pathogens standard receive an explanation of this ECP during the beginning of the school year. All employees can review this plan at any time during their work shifts by contacting the Confidential Secretary. Physical copies of this plan are available by request.

Engineering Controls and Work Practices

Engineering controls and work practice controls will be used to prevent or minimize exposure to blood borne pathogens. The specific engineering controls and work practice controls used are listed below:

- **Gloves:** Employees should wear protective gloves appropriate for risk status.
- **Handwashing:** Employees should wash hands immediately or as soon as possible after removal of gloves or other PPE and after contact with blood or other potentially infectious materials. If hand washing facilities are not immediately available, employees should use antiseptic hand cleaner or towelettes, and then wash hands with soap and water as soon as feasible.
- **Hazardous Materials:** Any container for storage, transport or shipping of potentially infectious material should be sealed and labeled or color coded.

If outside contamination of the primary container occurs, it should be placed within a second container which prevents leakage during handling/processing, storage, transport or shipping. The second container should be labeled with a biohazard sign. If the specimen could puncture the primary container, it should be placed in a puncture resistant second container meeting the characteristics as just stated.

- **Equipment:** Equipment which may become contaminated with blood or other potentially infectious material should be decontaminated unless decontamination is not feasible.

Contaminated equipment should be enclosed in a red biohazard bag or have attached a biohazard label stating which portions remain contaminated.

It is the responsibility of the Superintendent or his/her designated charge person (whoever handles the contaminated equipment) to notify all employees potentially handling the equipment, the servicing representative and/or manufacturer prior to releasing the contaminated equipment for shipping and/or decontamination.

- All procedures involving blood or other infectious materials should be performed in such a manner as to minimize splashing, spraying, splattering and generation of droplets.

Personal Protective Equipment (PPE) PPE is provided to our employees at no cost to them. Training in the use of the appropriate PPE for specific tasks or procedures is provided by the Superintendent.

The types of PPE available to employees are as follows:

- **Gloves:** Gloves should be worn when it can reasonably be anticipated the hands might have contact with blood, mucous membranes, non-intact skin, other potentially infectious materials and when touching or handling contaminated items or surfaces.
- **Face protection:** Face protection should be worn whenever splashes, spray, spatter, droplets or aerosols of blood or other potentially blood borne infectious materials may be present and eye, nose or mouth contamination can be anticipated.
- **Protective clothing:** Appropriate protective clothing should be worn in occupational exposure situations. The type and characteristics of the clothing will depend upon the task and degree of exposure anticipated.

PPE is located in the First Aid boxes

All employees using PPE must observe the following precautions:

- Wash hands immediately or as soon as feasible after removing gloves or other PPE.
- Remove PPE after it becomes contaminated and before leaving the work area.
- Wear appropriate gloves when it is reasonably anticipated that there may be hand contact with blood or OPIM, and when handling or touching contaminated items or surfaces; replace gloves if torn, punctured or contaminated, or if their ability to function as a barrier is compromised.
- Utility gloves may be decontaminated for reuse if their integrity is not compromised; discard utility gloves if they show signs of cracking, peeling, tearing, puncturing, or deterioration.
- Never wash or decontaminate disposable gloves for reuse.
- Wear appropriate face and eye protection when splashes, sprays, spatters, or droplets of blood or OPIM pose a hazard to the eye, nose, or mouth.
- Remove immediately or as soon as feasible any garment contaminated by blood or OPIM, in such a way as to avoid contact with the outer surface.

Housekeeping

Employees must wear appropriate personal protective equipment (PPE) during all cleaning of blood or other potentially infectious materials. Regulated waste is placed in containers which are closable, constructed to contain all contents and prevent leakage, appropriately labeled or color-coded (see the following section "Labels"), and closed prior to removal to prevent spillage or protrusion of contents during handling.

The procedure for handling sharps disposal containers is the person using the sharp instrument or item shall be responsible for its proper disposal immediately after use. Contaminated sharps are discarded immediately or as soon as possible in containers that are closable, puncture-resistant, leak proof on sides and bottoms, and appropriately labeled or color-coded. Sharps disposal containers are available at (must be easily accessible and as close as feasible to the immediate area where sharps are used).

Mops should be soaked in disinfectant after use and rinsed thoroughly. Non-disposable cleaning equipment (bins and pails) should be thoroughly rinsed in a disinfectant as soon as feasible after visible contamination and on a regular basis. Gloves and eye protection must be worn during all cleaning and disinfecting procedures.

Broken glassware that may be contaminated is only picked up using mechanical means, such as a brush and dustpan or other appropriate tools.

Labels

Biohazard warning labels shall be affixed to all containers containing blood or other potentially infectious material designated as "regulated waste".

Warning labels will include the biohazard symbol and will be fluorescent orange or orange-red with lettering or symbols in a contrasting color.

Labels should be attached to the biohazard container by string, wire, adhesive or other method to prevent loss or unintentional removal.

The Superintendent or designee is responsible for ensuring that warning labels are affixed or red bags are used as required if regulated waste or contaminated equipment is brought into the facility. Employees are to notify the Superintendent or designee if they discover regulated waste containers, refrigerators containing blood or OPIM, contaminated equipment, etc., without proper labels.

V. POST-EXPOSURE EVALUATION AND FOLLOW-UP

Should an exposure incident occur, contact the Superintendent at the following number (619) 5406204.

If an exposure incident occurs (i.e. an employee comes into contact with blood or OPIM), provide the initial first aid treatment such as cleaning the wound, flushing eyes, or other mucous membranes. Following initial first aid, the following activities will be performed:

- Document the routes of exposure and how the exposure occurred.
- Identify and document the source individual (unless the employer can establish that identification is infeasible or prohibited by state or local law).
- Obtain consent and make arrangements to have the source individual tested as soon as possible to determine HIV, HCV, and HBV infectivity; document that the source individual's test results were conveyed to the employee's health care provider.

- If the source individual is already known to be HIV, HCV and/or HBV positive, new testing need not be performed.
- Assure that the exposed employee is provided with the source individual's test results and with information about applicable disclosure laws and regulations concerning the identity and infectious status of the source individual (e.g., laws protecting confidentiality).
- After obtaining consent, collect exposed employee's blood as soon as feasible after exposure incident, and test blood for HBV and HIV serological status
- If the employee does not give consent for HIV serological testing during collection of blood for baseline testing, preserve the baseline blood sample for at least 90 days; if the exposed employee elects to have the baseline sample tested during this waiting period, perform testing as soon as feasible.

While Dehesa School will always strive to comply with OSHA requirements, we will also use every precaution to protect the privacy of each individual in accordance with all applicable laws and regulations.

VI. ADMINISTRATION OF POST-EXPOSURE EVALUATION AND FOLLOW-UP

The Superintendent ensures that the health care professional evaluating an employee after an exposure incident receives the following:

- a description of the employee's job duties relevant to the exposure incident
- route(s) of exposure
- circumstances of exposure
- if possible, results of the source individual's blood test
- relevant employee medical records, including vaccination status

The Superintendent provides the employee with a copy of the evaluating health care professional's written opinion within 15 days after completion of the evaluation.

VII. PROCEDURES FOR EVALUATING THE CIRCUMSTANCES SURROUNDING AN EXPOSURE INCIDENT

The Superintendent or designee will review the circumstances of all exposure incidents to determine:

- engineering controls in use at the time
- work practices followed
- a description of the device being used (including type and brand)
- protective equipment or clothing that was used at the time of the exposure incident (gloves, eye shields, etc.)
- location of the incident
- procedure being performed when the incident occurred
- employee's training

Superintendent will record all percutaneous injuries from contaminated sharps in a Sharps Injury Log.

If revisions to this ECP are necessary, Superintendent will ensure that appropriate changes are made.

VIII. EMPLOYEE TRAINING

All employees who have occupational exposure to blood borne pathogens receive initial and annual training.

All employees who have occupational exposure to blood borne pathogens receive training on the epidemiology, symptoms, and transmission of blood borne pathogen diseases. In addition, the training program covers, at a minimum, the following elements:

- a copy and explanation of the OSHA blood borne pathogen standard
- an explanation of our ECP and how to obtain a copy
- an explanation of methods to recognize tasks and other activities that may involve exposure to blood and OPIM, including what constitutes an exposure incident
- an explanation of the use and limitations of engineering controls, work practices, and PPE
- an explanation of the types, uses, location, removal, handling, decontamination, and disposal of PPE
- an explanation of the basis for PPE selection
- information on the Hepatitis B vaccine, including information on its efficacy, safety, method of administration, and the benefits of being vaccinated
- information on the appropriate actions to take and persons to contact in an emergency involving blood or OPIM
- an explanation of the procedure to follow if an exposure incident occurs, including the method of reporting the incident and the medical follow-up that will be made available
- information on the post-exposure evaluation and follow-up that the employer is required to provide for the employee following an exposure incident
- an explanation of the signs and labels and/or color coding required by the standard and used at this facility
- an opportunity for interactive questions and answers with the person conducting the training session

IX. RECORDKEEPING

Training records are completed for each employee upon completion of training. These documents will be kept for at least three years at the Superintendents' office.

The training records include:

- the dates of the training sessions
- the contents or a summary of the training sessions
- the names and qualifications of persons conducting the training
- the names and job titles of all persons attending the training sessions

Employee training records are provided upon request to the employee or the employee's authorized representative within 15 working days. Such requests should be addressed to Superintendent.

Medical Records

Medical records are maintained for each employee with occupational exposure in accordance with 29 CFR 1910.1020, "Access to Employee Exposure and Medical Records."

The Confidential Secretary is responsible for maintenance of the required medical records. These confidential records are kept in the Superintendents' office for at least the duration of employment plus 30 years.

Employee medical records are provided upon request of the employee or to anyone having written consent of the employee within 15 working days. Such requests should be sent to the Superintendent

OSHA Recordkeeping

5. An exposure incident is evaluated to determine if the case meets OSHA's Recordkeeping Requirements (29 CFR 1904). This determination and the recording activities are done by the Superintendent. Contact Cal-OSHA within 8 hours of a death. A severe injury that requires hospitalization, amputation or loss of an eye, must be reported within 24 hours. (800) 321-6742.

Sharps Injury Log

In addition to the 1904 Recordkeeping Requirements, all percutaneous injuries from contaminated sharps are also recorded in a Sharps Injury Log. All incidences must include at least:

- date of the injury
- type and brand of the device involved (syringe, suture needle) • department or work area where the incident occurred
- explanation of how the incident occurred.

This log is reviewed as part of the annual program evaluation and maintained for at least five years following the end of the calendar year covered. If a copy is requested by anyone, it must have any personal identifiers removed from the report.

HAZARD COMMUNICATION PLAN

I. INTRODUCTION

To ensure that information about the dangers of all hazardous chemicals used by Dehesa School is known by all affected employees, the following hazardous information program has been established. Under this program, you will be informed of the contents of the OSHA Hazard

Communications standard, the hazardous properties of chemicals with which you work, safe handling procedures and measures to take to protect yourself from these chemicals.

This program applies to all work operations in our company where you may be exposed to hazardous chemicals under normal working conditions or during an emergency situation. All work units of this company will participate in the Hazard Communication Program. Copies of the Hazard Communication Program are available in the Superintendents' Office for review by any interested employee.

The Superintendent is the program coordinator, with overall responsibility for the program, including reviewing and updating this plan as necessary.

II. CONTAINER LABELING

The Superintendent or designee will verify that all containers received for use will be clearly labeled as to the contents, note the appropriate hazard warning, and list the manufacturer's name and address.

The Superintendent or designee in each section will ensure that all secondary containers are labeled with either an extra copy of the original manufacturer's label or with labels marked with the identity and the appropriate hazard warning. For help with labeling, see the Superintendent or designee.

The Superintendent will review the company labeling procedures annually and will update labels as required.

III. SAFETY DATA SHEETS (SDSs)

The Superintendent is responsible for establishing and monitoring the company SDS program. He/she will ensure that procedures are developed to obtain the necessary SDSs and will review incoming SDS for new or significant health and safety information. He/she will see that any new information is communicated to affected employees. The procedure below will be followed when an SDS is not received at the time of initial shipment:

Employees, in most cases, will not be allowed to receive shipments without accompanied SDS information. Employee is expected to return the shipment to the vendor. If shipment cannot be returned, it is the responsibility of the Employee to contact the vendor and request a copy of the SDS information for the received shipment.

Copies of SDSs for all hazardous chemicals to which employees are exposed or are potentially exposed will be kept in the Superintendents' office.

SDSs will be readily available to all employees on Google Docs. If an SDS is not available, contact the Superintendent.

SDS have 16 sections under the American National Standards Institute (ANSI) SDS standard:

1. Substance identity and company contact information
2. Chemical composition and data on components
3. Hazards identification
4. First aid measures

5. Fire-fighting measures
6. Accidental release measures
7. Handling and storage
8. Exposure controls and personal protection
9. Physical and chemical properties
10. Stability and reactivity
11. Toxicological information
12. Ecological information
13. Disposal considerations
14. Transport information
15. Regulations
16. Other information

IV. EMPLOYEE TRAINING AND INFORMATION

The Superintendent is responsible for the Hazard Communication Program and will ensure that all program elements are carried out.

Everyone who works with or is potentially exposed to hazardous chemicals will receive initial training on the hazard communication standard and this plan before starting work. Each new employee will participate in a health and safety training provided by Safe Schools (or similar organization) and the Superintendent that includes the following information and training:

- An overview of the OSHA hazard communication standard.
- The hazardous chemicals present at his/her work area.
- The physical and health risks of the hazardous chemicals.
- Symptoms of overexposure.
- How to determine the presence or release of hazardous chemicals in the work area.
- How to reduce or prevent exposure to hazardous chemicals through use of control procedures, work practices and personal protective equipment.
- Steps EEI has taken to reduce or prevent exposure to hazardous chemicals.
- Procedures to follow if employees are overexposed to hazardous chemicals.
- How to read labels and SDSs to obtain hazard information.
- Location of the SDS file and written Hazard Communication program.

Prior to introducing a new chemical hazard into any section of EEI, each employee in that section will be given information and training as outlined above for the new chemical hazard.

V. HAZARDOUS NON-ROUTINE TASKS

Periodically, employees are required to perform non-routine tasks that are hazardous. Any employee contemplating a non-routine task involving possible chemical hazards will contact their supervisor.

The supervisor will ensure that employees are informed of:

1. The specific chemical hazards associated with the performance of these tasks.
2. Protective and safety measures the employee should use.

3. Steps that EEI is taking to reduce the hazards, including ventilation, respirators, the presence of another employee.
4. Specific emergency procedures to be used in the event of an accident or injury.

VI. INFORMING OTHER EMPLOYERS/CONTRACTORS

It is the responsibility of the Superintendent or designee to provide other employers and contractors with information about hazardous chemicals that their employees may be exposed to on a job location and suggested precautions for employees. It is the responsibility of the Superintendent or designee to obtain information about hazardous chemicals used by other employers to which employees of EEI may be exposed.

Other employers and contractors will be provided with SDS for hazardous chemicals generated by this company's operations in the following manner:

Requests will need to be made in writing to the Superintendent.

In addition to providing a copy of an SDS to other employers, other employers will be informed of necessary precautionary measures to protect employees exposed to operations performed by EEI.

Also, other employers will be informed of the hazard labels used by the company. If symbolic or numerical labeling systems are used, the other employees will be provided with information to understand the labels used for hazardous chemicals for which their employees may have exposure.

VII. LIST OF HAZARDOUS AND NON-TOXIC CHEMICALS

Cleaning Supplies

- | | |
|--|-----------------|
| 1. Kleen Pine | 18. Vinegar |
| 2. Bleach (Waxie) | 19. Goo Gone |
| 3. Mean Green All Purpose Degreaser | 20. Kleen White |
| 4. Windex | |
| 5. Zep Spree | |
| 6. Zep Floor Polish | |
| 7. Zep Floor Stripper | |
| 8. Liquid Odor Control | |
| 9. Graffiti Remover – Write Away, Knockout | |
| 10. C.L.R | |
| 11. Soft Scrub | |
| 12. Zep Carpet Shampoo | |
| 13. Folex Carpet Spot Remover | |
| 14. Krud Cutter | |
| 15. Lysol | |
| 16. Armorall | |
| 17. Foam Soap | |

Maintenance/Transportation

- | | |
|---------------------------------|----------------------------|
| 1. Tile Sealer | 24. Zep 65 |
| 2. Great Stuff Foam Filler | 25. Lemon Furniture Polish |
| 3. Carburetor and Choke Cleaner | 26. Dawn Dish soap |
| 4. Gojo Hand Cleaner | 27. Dust Off |
| 5. Wall Texture Spray | 28. Gas |
| 6. Rustoleum Spray Paint | 29. Diesel Fuel |
| 7. Round Up Weed Killer | 30. Coolant |
| 8. Ortho Home Defense (Ants) | 31. Pipe Joint Compound |
| 9. Wasp/Hornet Spray | 32. Painters Putty |
| 10. Rubbing Alcohol (Green) | 33. Plastic Wood |
| 11. Hydrogen Peroxide | 34. Battery Cleaner |
| 12. WD-40 | 35. Tire Sealant |
| 13. White Lithium Grease | 36. Super Glue |
| 14. Spackling | |
| 15. Plaster of Paris | |
| 16. Mineral Spirits | |
| 17. Turpentine | |
| 18. Paint Thinner | |
| 19. Echo Lube Chain | |
| 20. Echo Gas Mix | |
| 21. Oil Stain | |
| 22. Paint | |
| 23. Caulk | |

VIII. CHEMICALS IN UNLABELED CONTAINERS

Work activities are sometimes performed by employees in areas where chemicals are transferred through unlabeled containers. Prior to starting work in these areas, the employee shall contact Superintendent for information regarding:

- The chemical in the containers
- Potential hazards
- Required safety precautions

IX. PROGRAM AVAILABILITY

A copy of this program will be made available, upon request, to employees and their representatives. Staff are trained on proper disposal and storage of all chemicals.

ILLNESS & INJURY PREVENTION PLAN

I. INTRODUCTION

Dehesa School is committed to providing a safe and healthful workplace for all employees and to providing a safe and healthful facility for employees, students, and visitors. To achieve this goal, Dehesa School has implemented this Injury and Illness Prevention Program (IIPP). The program is designed to comply with the requirements contained in Title 8 of the California Code of Regulations, Section 3203 (T8 CCR 3203) and consist of the following eight elements:

- Responsibility
- Compliance
- Communication
- Hazard Assessment
- Accident/Exposure Investigation
- Hazard Correction
- Training and Instruction
- Recordkeeping

II. RESPONSIBILITY

The Injury and Illness Prevention Program (IIPP) Administrator, or Superintendent of Dehesa School has the authority and the responsibility for implementing and maintaining this IIPP for Dehesa School.

The Superintendent is responsible for:

- Updating IIPP annually
- Accident reporting
- Submitting 5020 reports to the insurance carrier and filing copies
- Completing the employer's section of the DWC-1 form for all medically treated accidents, and ensuring the employee receives this form within 24 hours of notification.
- Conducting accident investigations
- Claims management
- Administering employee safety training and recordkeeping
- Display postings as required by this program and Cal-OSHA regulations

The Superintendent has a major responsibility in ensuring their employees are provided a safe and healthy workplace by strictly complying with the provisions of the IIPP. This is accomplished by communicating EEI's emphasis on health and safety, analyzing work procedures for hazard identification and correction, ensuring regular workplace inspections, and encouraging prompt employee reporting of health and safety concerns without fear of reprisal.

They are responsible for:

- Communicating EEI's emphasis on health and safety
- Encouraging employees to report health and safety issues
- Immediately reporting all workplace injuries or illness(es) to Superintendent
- Ensuring injured employees are provided prompt medical care

- Conducting accident investigations
- Inspecting designated work area daily for safety hazards
- Correcting identified hazards
- Observe and evaluate safe work practices

Immediate responsibility for workplace health and safety rests with each individual employee. **Employees** and **students** are responsible for following the established work procedures and safety guidelines in their area. Employees and students are also responsible for using the personal protective equipment issued to protect them from identified hazards, and for reporting any unsafe conditions to their supervisors/teachers.

Other employee responsibilities include:

- Using common sense and good judgment at all times to prevent unnecessary injury or illness on the job
- Informing supervisors of workplace hazards without fear of reprisal
- Report any job-related injury or illness to the Superintendent, and seeking treatment promptly
- Reading and complying with the IIPP

III. COMPLIANCE

All employees are responsible for complying with safe and healthful work practices. Our system of ensuring that all workers comply with these practices includes one or more of the following:

- Informing workers of the provisions of the IIPP
- Evaluating the safety performance of all workers
- Recognizing employees who perform safe and healthful work practices
- Providing training to workers whose safety performance is deficient
- Disciplining workers for failure to comply with safe and healthful work practices

IV. COMMUNICATION

The Superintendent is responsible for communicating with all employees about occupational safety and health in a form readily understandable by all employees. Our communication system encourages all employees to inform their supervisors about workplace hazards without fear of reprisal. Our communication system includes the following items:

- New employee orientation, including a discussion of safety and health policies and procedures
- Review of the IIPP
- Training programs
- Posted or distributed safety information
- A system for employees to anonymously inform management about workplace hazards

V. HAZARD ASSESSMENT

Identifying and controlling hazards is one of the most important elements of a successful Injury and Illness Prevention Program. All employees share responsibility for identifying hazards in the workplace. Inspections to identify and evaluate workplace hazards shall be performed by a competent observer.

Inspections are performed annually or every two years and when the following occur:

1. Establishment of the IIPP.
 2. New substances, processes, procedures, or equipment which presents potential new hazards are introduced into our workplace.
 3. New and previously unidentified hazards are recognized.
 4. Severe occupational injuries and illnesses.
 5. Workplace conditions warrant an inspection.
- All inspections conducted annually should be documented using the Office/Classroom Inspection Checklist in Appendix 5. Please send this form to the Superintendent and keep a copy in the safety binder.

VI. ACCIDENT/EXPOSURE INVESTIGATIONS

Employees who are injured at work must report the injury immediately to their supervisor and the Superintendent. If immediate medical treatment beyond first aid is needed, call 911 or take to Urgent Care. The injured employee will be taken to the appropriate medical provider network (MPN).

Procedures for investigating workplace accidents and hazardous substance exposures include:

1. Interviewing injured employees and witnesses.
2. Examining the workplace for factors associated with the accident/exposure.
3. Determining the cause of the accident/exposure.
4. Taking corrective action to prevent the accident/exposure from reoccurring.
5. Recording the findings and actions taken on the Injury/Accident Investigation Report in Appendix 6. Please send this form to the Superintendent.
6. Following Cal OSHA regulations when applicable.

VII. HAZARD CORRECTION

Unsafe or unhealthy work conditions, practices, or procedures shall be corrected in a timely manner based on the severity of the hazards. Hazards shall be corrected as follows:

1. Immediately corrected when observed or discovered.
2. When an imminent hazard exists which cannot be immediately abated without endangering employee(s) and/or property, all exposed employees, students, and visitors will be removed from the area, except those necessary to correct the existing conditions. Employees who are required to correct the hazardous condition shall be provided with the necessary protection.

All hazards assessments and corrections should be documented using the Hazard Assessment & Correction Form in Appendix 7. Please send this form to the Superintendent and keep a copy in the safety binder.

VIII. TRAINING AND INSTRUCTION

All employees shall have training and instruction on general and job-specific safety and health practices.

Training and instruction is provided:

1. When the IIPP is first established.
2. For all new employees.
3. For all employees given new job assignments, for which training had not been previously provided.
4. Whenever new substances, processes, procedures, or equipment are introduced to the workplace and represent a new hazard.
5. Whenever the employer is made aware of new or previously unrecognized hazards.
6. For the Superintendent to familiarize them with the safety and health hazards to which employees under their immediate direction and control may be exposed.
7. For all employees with respect to hazards that is specific to each employee's job assignment.

General workplace safety and health practices include, but are not limited to, the following:

1. Implementation and maintenance of the IIPP.
2. Emergency action and fire prevention plan.
3. Provisions for medical services and first aid, including emergency procedures.
4. Prevention of musculoskeletal disorders, including proper lifting techniques.
5. Proper housekeeping, such as keeping stairways and aisles clear, work areas neat and orderly, and promptly cleaning up spills.
6. Prohibiting horseplay, scuffling, or other acts that adversely influence safety.
7. Proper storage to prevent stacking goods in an unstable manner and storing goods against doors, exits, fire extinguishing equipment, and electrical panels.
8. Proper and immediate reporting of hazards and accidents to the Superintendent using the appropriate form.
9. Hazard communication, including employee awareness of potential chemical hazards, and proper labeling of containers.
10. Proper storage and handling of toxic and hazardous substances, including prohibiting eating or storing food and beverages in areas where they can become contaminated.

IX. RECORDKEEPING

We are a local governmental entity (county, city, district, and/or any public or quasi-public corporation or public agency), and we are not required to keep written records of the steps taken to implement and maintain our IIPP. While written records are not required, we will maintain the following records:

1. Records of hazard assessment inspections.
2. Documentation of safety and health training.

I. APPENDICES

Appendix 1

POST-EMERGENCY EVACUATION DRILL SURVEY

1. School name: Dehesa
2. Location: 4612 Dehesa Rd. El Cajon, CA 92019
3. Your name:
4. Emergency Evacuation Drill date:
5. What was the most valuable part of the exercise?
6. Were individual roles and responsibilities clearly defined before the drill?
7. Please provide any suggestions for how this exercise could have been improved.
8. Do you feel there is any additional information or training regarding emergency preparedness at your School that you may need? Please explain.
9. Please list and explain any materials you feel is necessary for your location in regards to emergency planning?
10. Please list any additional comments you may have.

After completion of this survey, please submit to Superintendent

SUPERVISOR'S INJURY/ACCIDENT INVESTIGATION REPORT

(Please Print Clearly)

TYPE OF INCIDENT

- Student Injury/Illness
- Employee Injury/Illness
- Property
- Damage Vehicle
- Accident
- Other

LOCATION OF INCIDENT

School Name: _____ Other: _____

PERSONAL INFORMATION (If applicable)

Name of injured person: _____ Location: _____ Title: _____

Address: _____ City/State/Zip: _____

_____ Email: _____ Telephone: _____

_____ Date of Birth: _____ Grade (if applicable): _____

If employee injury, was employee given a DWC-1 form? _____ Yes _____ No

If no, why not? _____

PARENT/GUARDIAN INFORMATION (If student injury/illness)

Name: _____

Address: _____ City/State/Zip: _____

Telephone: _____ Email: _____

INCIDENT INFORMATION

Describe the incident in detail (attach additional pages if necessary):

Date of incident: ___ Time: ___ AM ___ PM ___ Address of incident: ___ City/State/Zip: _____

If property damage, vehicle accident, or other, describe the incident in detail (attach additional pages if necessary):

Specific body part(s) injured (If applicable):

Type of injury or illness:

Burn _____ Fracture _____ Cut _____ Sprain/strain _____ Other _____

Was medical treatment recommended? _____ Yes _____ No Was treatment refused? _____ Yes _____ No

What type of medical treatment was given? _____ *First Aid* _____ *Clinic* _____ *Emergency Room*
_____ *Paramedics* _____ *Hospitalization*

Did paramedics transport person? *Yes* _____ *No* _____ Date and Time: _____

If student injury was from school to EMS/Hospital was a Transfer Sheet completed

Yes _____ *No* _____

Cal OSHA Notification # _____ Date and Time: _____

WITNESS INFORMATION

Name: _____

Address: _____ City/State/Zip: _____

Telephone: _____ Email: _____

REPORTING INFORMATION

Name of person to whom the incident was reported: _____

Date and time the incident was reported to this person: _____ If the incident was not reported immediately, why not? _____

PREVENTION INFORMATION

What steps have been taken or recommended to prevent a recurrence?

I hereby certify that the above information is true and correct to my understanding of the incident.

Print Name: _____ Title: _____

Signature: _____ Date _____

Please forward this form to the Nancy Hauer immediately via email to nancy.hauer@dehesasd.net

Appendix 5

ANNUAL OFFICE/CLASSROOM DEPARTMENT SAFETY CHECKLIST

SCHOOL: _____

LOCATION: _____

DATE: _____

ROOM/SPACE: _____

NAME(S): _____

Instructions: Check each item below as "Satisfactory or "Unsatisfactory." Add any pertinent comments and the location of hazards in the space provided for each item checked "Unsatisfactory."

	Satisfactory	Unsatisfactory	Comment/Location
FLOORS No wet/slip, fall hazard No trip hazard No cords across walkway Other			
STAIRS – RAMPS (if applicable) Lighting adequate Non-slip surface Handrails – available & secure Other			
GENERAL SAFETY No aisles obstructed Area free of falling hazards First-aid material available Emergency lighting functioning Lighting okay Ladders/stools in good condition Housekeeping good Emergency phone number posted Other			
FIRE EQUIPMENT/EXITS Fire extinguishers accessible Fire extinguishers tagged/serviced Exits properly illuminated Exits clear and unobstructed Other			
FIRE HAZARDS Flammable aerosols and liquids – (Stored and handled properly) Storage areas labeled No Defective electrical cords Other			
ELECTRICAL HAZARDS Cords are put away after use No improper use of extension cords No extension cords plugged in that aren't being utilized Outlets at sinks are GFI Protected All outlet and switch covers in place Electrical panels are unobstructed Other			
HAZARDOUS MATERIALS Safety Data Sheets available Containers properly labeled Containers properly stored Other			

Inspector's signature: _____

**INSTRUCTIONS FOR COMPLETING THE
OFFICE/CLASSROOM INSPECTION
DEPARTMENT CHECKLIST
Staff Self-Evaluation and/or Facility Safety Checklist**

FLOORS:

- Look for slip/fall hazards such as wet or contaminated floors, leaking sinks, pipes, refrigerators, or other equipment, obstructed doorways, etc.
- Look for trip hazards such as uneven walking surfaces, loose or damaged floor tiles, torn carpets & mats, accumulated objects, etc.

STAIRS AND RAMPS:

- Look around work areas and surrounding areas that are frequently used. Look to see if ramps are outlined to indicate change in elevation.
- Check if stair edges are chipped or rounded off, making it easy to slip.
- Check if hand rails are secure and not loose.
- Look around work area and surrounding areas for adequate lighting at stairs and ramps.

GENERAL SAFETY:

- Make sure the lighting of the work space is adequate.
- Check if top of bookshelves or cabinets are overloaded with stored items. If so, remove items.
- Check if stacks of stored items are stable. If not, make stable.
- Remove or secure any stored items that may fall and hit someone in the event of an earthquake.
- Check the location of the nearest first aid station. Check if the station is properly stocked.
- Ask custodial or administration staff for the location of emergency lighting in the immediate work area or surrounding areas. Most emergency lighting will be in the interior halls or windowless rooms.
- Ask custodial or administration staff how to test battery operated emergency lighting in the area.
- Check light fixtures for any exposed wires, flickering (may indicate an electrical short), smoking, or odor.
- Check stools and step ladders for stability. All rubber feet should be in place to prevent slipping.
- Damaged stools and ladders should be removed from use immediately. NEVER USE THE TOP STEP!
- All areas should be neat and orderly. The hallway should not be used for storage. Walkways should be clear of trip, fall, or slip hazards.
- Emergency phone numbers for local contacts should be posted in the classrooms, in addition to 911.
- Check with the local administration staff for emergency procedures.

FIRE EQUIPMENT/EXITS:

- Know the location of the nearest fire extinguisher.
- No items should be hung on or blocking fire extinguishers.
- Fire extinguishers should be hung in an easily accessible location, approximately five feet above the floor.
- The location of the fire extinguisher should be marked with a sign.
- Check the fire extinguisher tag to see if it has been serviced within the last year. If it has not, the extinguisher is in need of service.
- Check the pressure gauge to see if the needle is in the green area of the gauge. If it is not, the extinguisher is in need of service.
- Check if exits are marked with exit signs.
- Check if the natural light during normal operating hours provides enough light to illuminate the exit sign in the event of a power failure. If not, the exit sign should be battery powered.
- Remove any obstructions from the exits.

FIRE HAZARDS:

- Remove any flammable aerosols and liquids from the classrooms.
- Flammable aerosols and liquids should be stored in a flammable liquid storage cabinet in the custodian area only.
- Check for any frayed, cut, or otherwise damaged electrical cord. If a light or appliance has a damaged cord, the light or appliance should be removed from the classroom.

ELECTRICAL HAZARDS:

- Extension cords should not be used for permanent power to equipment; additional permanent electrical outlets should be provided.
- Eliminate use of multiple extension cords and surge bars.
- Never use multiple extension cords and surge bars end-to-end.
- Extension cords should be unplugged when there are no appliances or equipment attached.
- Make sure all electrical outlets near sinks are equipped with GFI ("test" and "reset" buttons). Push the "test" and "reset" buttons to see if they work. When the "test" button is pushed, there should be no electrical power to the outlet. After testing, push the "reset" button to resume power to the outlet.
- Check that all outlet and switch plate covers are in place and not broken thereby exposing live electrical wires.
- Check that the electrical panel is not blocked by signs or art work, and the panel is easily accessible to emergency response personnel.

HAZARDOUS MATERIALS:

- There should be no hazardous materials (cleaning supplies, commercial paints, solvents, etc.) in the classrooms.
- Hazardous materials should be stored in the custodial areas.
- Safety Data Sheets (SDS) should be in a predetermined location for all hazardous materials. (In the same room supplies are used and stored.)
- All containers, especially secondary containers (containers used for smaller amounts of materials) and water, should be clearly labeled with the content name.

Appendix 6**HAZARD ASSESSMENT & CORRECTION RECORD FORM**

School Name:

Location:

Date of Inspection:	Area Inspected:	Inspected By:
Unsafe Condition or Work Practice:		
Corrective Action Taken:		
Date of Inspection:	Area Inspected:	Inspected By:
Unsafe Condition or Work Practice:		
Corrective Action Taken:		

TO: Dehesa School District Board of Education
FROM: Superintendent
DATE: Feb. 19, 2019

SUBJECT: APPROVAL OF THE LOW-PERFORMING STUDENTS BLOCK GRANT

ISSUE:

In order to receive funds through the Low-Performing Students Block Grant (LPSBG), the District must develop a plan describing how the funds will increase or improve evidence-based services for the students identified, how the effectiveness of services will be measured, and how the services align with and are described in the school district's Local Control and Accountability Plan (LCAP). An additional requirement is that the plan needs to be discussed and adopted at a regularly scheduled meeting by the governing board of the school district. On or before March 1, 2019, the District is required to report to the State Superintendent regarding the adopted plan to use the grant funds to increase the academic performance of pupils identified.

BACKGROUND:

Former Governor Brown signed Assembly Bill 1808 (AB 1808) into law on June 27, 2018. AB 1808 authorizes the allocation of a \$300 million-dollar LPSBG in the 2018-19 year to provide California's low-performing students with additional supports to increase their academic achievement as defined in California Education Code Section 41570(d).

The LPSBG funding is available to school districts that had students identified as low performing on the California Assessment of Student Performance and Progress during the 2016-17 year and who are not otherwise identified for supplemental grant funding under the local control funding formula or eligible for special education services.

The District had 11 students who met the criteria in the 2016-17 year resulting in an allocation of \$21,736.00.

FISCAL IMPACT:

The state allocation to the District is \$21,736.00. (LPSBG Funds)

RECOMMENDATION:

It is recommended that the Board of Trustees discuss and adopt the LPSBG plan at this board meeting in order to comply with the deadline above.

Respectfully submitted,

Nancy Hauer
Superintendent

Approved by:



Board of Trustees
Karl Becker, 2022
Karen Kirkpatrick, 2022
Cindy White, 2022
Christina Becker, 2022
Marc Zacovic, 2020

“Excellence in Education Since 1876”
4612 Dehesa Road
El Cajon, CA 92019
Telephone (619) 444-2161 / Fax (619) 444-2105

Superintendent
Nancy Hauer
Principal
Heather Griffiths
Business Manager
Anna Buxbaum

Low-Performing Students Block Grant 2018-19 through 2020-21



Report

Summarize how the funds will be used to increase or improve evidence-based services for pupils identified. (1046 of 1,050 maximum characters)

Funds will be used to support 11 students at Level 1 in ELA through McGraw-Hill SRA Reading Laboratories to provide a range of reading levels to encourage students to learn at their own pace; personalized instruction to help meet the needs of the students at various grade and reading levels. An intervention teacher will provide small group instruction to students performing at Level 1 to support/monitor student progress. An intervention teacher will analyze ELA NWEA/MAP data to determine needs and provide instruction focusing on building the foundational skills needed to increase achievement. To support students performing at Level 1 in mathematics, a math specialist/intervention teacher will analyze NWEA/MAP data in math to determine individual needs and provide direct instruction focusing on building the foundational skills needed to increase achievement. Additionally, students will be provided online, evidence based support through Freckle and will be assigned strands in ELA and Math geared toward reducing achievement gaps.

How will the effectiveness of the evidence-based services be measured? (494 of 1,050 maximum characters)

Struggling students' data will be analyzed each trimester to assess growth in target areas. NWEA/MAP provides teachers with an in depth student data report desegregated by learning strand to allow to for differentiated instruction designed to provide for individual needs. The SRA learning inventory will provide teachers the resources needed to execute individualized lessons and Freckle will provide on-going assessment and data to monitor student progress between NWEA/MAP testing periods.

How are services aligned with and described in the LEA's local control and accountability plan? (957 of 1,050 maximum characters)

Goal 1 states that the LEA will provide professional development to support/improve student achievement. Goal 2 provides for curriculum to support CCSS and National Standards, as well as purchase interim/supplemental materials to support student achievement. Goal 2 goes on to identify the hiring an intervention teacher to provide small group, direct instruction to struggling students. Goal 3 calls out for educators to administer assessments to collect and analyze data to support/improve student achievement. Goal 3A states that LEA will provide personalized learning time and/or small group differentiated instruction to improve pupil outcomes as measured by NWEA/MAP, STAR, and CAASPP data. Goal 3B specifically states that a paraprofessional and a credentialed teacher will provide RTI pull-out/push-in support to struggling students. Goal 5 states that the LEA will provide technology and related services to support/improve student achievement.

On what date was the LPSBG Plan discussed and adopted at a regularly scheduled meeting of the governing board of the school district, county board of education, or the governing body of the charter school? (MM/DD/YYYY)

02/21/2019

DEHESA SCHOOL DISTRICT

To: Members of the Board
From: Nancy Hauer
Subject: **Acceptance of Contract
Proposal from Classified
School Employees
Association (CSEA).**

Meeting Date: February 21, 2019

- Action
- First Reading
- Information
- Presentation
- Discussion
- Public Hearing
- Roll Call Vote Required

Background:

The Classified School Employees Association (CSEA) submitted their initial contract bargaining proposal for the 2018-2019-2020-2021 school years. Regarding this proposal, it is necessary for the Governing Board to:

- Acknowledge receipt
- Authorize the administration to make it available to interested persons
- Establish a public hearing

CSEA's intent to bargain for the 2018-2021 school years is attached.

Financial Impact:

Unknown at this time.

Student Impact:

None

Recommendation:

It is recommended that the Governing Board acknowledge receipt of the 2018-2021 bargaining proposal from CSEA, make it available to interested persons, and establish a public hearing regarding the proposal on March 14, 2019 at 5:00 p.m. in the Dehesa Governing Board/MPR.

Agenda Item #:VII.D.1

**Reopener Proposal
from the
California School Employees Association (CSEA)
and its
Dehesa Chapter 663
February 14, 2019**

CSEA and its Dehesa Chapter 663 submit the following proposals for reopener negotiations:

ARTICLE 11: PAY AND ALLOWANCES

Status quo except the Chapter requests a fair and equitable salary schedule increase for all bargaining unit members.

ARTICLE 12: HEALTH AND WELFARE BENEFITS

Status quo except the Chapter requests that the District add family members to employee medical coverage.

All other Articles and Sections shall remain in full force and effect unless modified through the bargaining process. CSEA reserves the right to amend, delete, or add to language prior to the conclusion of bargaining.

DEHESA SCHOOL DISTRICT

To: Members of the Board
From: Nancy Hauer
Subject: **Acceptance of Contract Proposal from Dehesa Teacher's Association (DTA)**

Meeting Date: February 21, 2019

- Action
- First Reading
- Information
- Presentation
- Discussion
- Public Hearing
- Roll Call Vote Required

Background:

The Dehesa Teacher's Association (DTA) submitted their initial contract bargaining proposal for the 2018-2019-2020-2021 school years. Regarding this proposal, it is necessary for the Governing Board to:

- Acknowledge receipt
- Authorize the administration to make it available to interested persons
- Establish a public hearing

DTA's intent to bargain for the 2018-2021 school years is attached.

Financial Impact:

Unknown at this time.

Student Impact:

None

Recommendation:

It is recommended that the Governing Board acknowledge receipt of the 2018-2021 bargaining proposal from DTA, make it available to interested persons, and establish a public hearing regarding the proposal on March 14, 2019 at 5:00 p.m. in the Dehesa Governing Board/MPR.

Agenda Item #:VII.D.2

Reopener Proposal
from the
Dehesa Teachers' Association (CTA)
and its
Dehesa Chapter
February 14, 2019

On behalf of the Dehesa Teachers' Association we will be proposing the following for the 2019-2020 school year:

ARTICLE 11: PAY AND ALLOWANCES

Status quo except the Chapter requests a fair and equitable salary schedule increase for all bargaining unit members.

ARTICLE 12: HEALTH AND WELFARE BENEFITS

Status quo

ARTICLE 18: SCHOOL CALENDAR/WORK YEAR

The CTA requests to review the school calendar and make any necessary changes.

All other Articles and Sections shall remain in full force and effect unless modified through the bargaining process. CTA reserves the right to amend, delete, or add to language prior to the conclusion of bargaining.

DEHESA SCHOOL DISTRICT

To: Members of the Board
From: Nancy Hauer
Subject: Updated Board Policies,
Regulations and Exhibits
Personnel 4211-4212.42

Meeting Date: February 21, 2019

- Action
- First Reading
- Information
- Presentation
- Discussion
- Public Hearing
- Roll Call Vote Required

Background: Our current Board policies have not been updated since June of 2003. The District worked with CSBA to update all of our policies. When each section is completed the Board will be presented a section for review and approval.

Report:

As you are aware, every Board member has taken a section of policy to review. There are a quite a few policies, regulations and exhibits in this section. This is our final section for review before we can send them all to CSBA for compilation. Karen Kirkpatrick and I are working on completing them as soon as possible. Thank you everyone for your diligence and hard work on completing this arduous task. My goal is to have this section finalized completely by the February meeting, if not sooner.

Financial Impact: None

Student Impact: Effective governance has a positive impact on student achievement.

Recommendation: Administration recommends approval of the new 4000's Board Policies, Regulations and Exhibits.

Agenda Item #:VII.E.1

Administrative Regulation

Family Care And Medical Leave

AR 4161.8 4261.8,4361.8

Personnel

The district shall not deny any eligible employee the right to family care, medical, or pregnancy disability leave (PDL) pursuant to the Family and Medical Leave Act (FMLA), the California Family Rights Act (CFRA), or the Fair Employment and Housing Act (FEHA) nor restrain or interfere with the employee's exercise of such right. In addition, the district shall not discharge an employee or discriminate or retaliate against him/her for taking such leave or for his/her opposition to or challenge of any unlawful district practice in relation to any of these laws or for his/her involvement in any related inquiry or proceeding. (Government Code 12945, 12945.2; 2 CCR 11094; 29 USC 2615)

(cf. 4030 - Nondiscrimination in Employment)

(cf. 4032 - Reasonable Accommodation)

(cf. 4033 - Lactation Accommodation)

Definitions

The words and phrases defined below shall have the same meaning throughout this administrative regulation except where a different meaning is otherwise specified.

Child (son or daughter) means a biological, adopted, or foster child; a stepchild; a legal ward; or a child to whom the employee stands in loco parentis, as long as the child is under 18 years of age or an adult dependent child. (Government Code 12945.2; 2 CCR 11087; 29 USC 2611)

Eligible employee for FMLA and CFRA purposes means an employee who has been employed with the district for at least 12 months and who has at least 1,250 hours of service with the district during the previous 12-month period. However, these requirements shall not apply when an employee applies for PDL. (Government Code 12945.2; 2 CCR 11087; 29 USC 2611; 29 CFR 825.110)

Employee disabled by pregnancy means an employee whose health care provider states that the employee is: (2 CCR 11035)

1. Unable because of pregnancy to perform any one or more of the essential functions of the job or to perform any of them without undue risk to the employee or other persons or to the pregnancy's successful completion
2. Suffering from severe "morning sickness" or needs to take time off for prenatal or postnatal care, bed rest, gestational diabetes, pregnancy-induced hypertension, preeclampsia, postpartum depression, childbirth, loss or end of pregnancy, recovery from childbirth or loss or end of pregnancy, or any other pregnancy-related condition

Parent means a biological, foster, or adoptive parent; a stepparent; a legal guardian; or another person who stood in loco parentis to the employee when the employee was a child. Parent does not include a spouse's parents. (Government Code 12945.2; 2 CCR 11087; 29 USC 2611; 29 CFR 825.122)

Serious health condition means an illness, injury (including, but not limited to, on-the-job injuries), impairment, or physical or mental condition of the employee or his/her child, parent, or spouse, including, but not limited to, treatment for substance abuse, that involves either of the following: (Government Code 12945.2; 2 CCR 11087, 11097; 29 USC 2611; 29 CFR 825.113-825.115)

1. Inpatient care in a hospital, hospice, or residential health care facility, any subsequent treatment in connection with such inpatient care, or any period of incapacity

A person is considered an inpatient when a health care facility formally admits him/her to the facility with the expectation that he/she will remain overnight and occupy a bed, even if it later develops that the person can be discharged or transferred to another facility and does not actually remain overnight.

Incapacity means the inability to work, attend school, or perform other regular daily activities due to a serious health condition, its treatment, or the recovery that it requires.

2. Continuing treatment or continuing supervision by a health care provider, including one or more of the following:

a. A period of incapacity of more than three consecutive full days

b. Any period of incapacity or treatment for such incapacity due to a chronic serious health condition

c. Any period of incapacity due to pregnancy or for prenatal care under FMLA

d. Any period of incapacity which is permanent or long term due to a condition for which treatment may not be effective

e. Any period of absence to receive multiple treatments, including recovery, by a health care provider

Spouse means a partner in marriage as defined in Family Code 300, including same sex partners in marriage, or a registered domestic partner within the meaning of Family Code 297-297.5. (Family Code 297, 297.5, 300; 2 CCR 11087; 29 CFR 825.122)

The district shall grant FMLA or CFRA leave to eligible employees for any of the following reasons: (Government Code 12945.2, 12945.6; 29 USC 2612; 29 CFR 825.112)

1. The birth of a child of the employee or placement of a child with the employee in connection with the employee's adoption or foster care of the child (parental leave)
2. To care for the employee's child, parent, or spouse with a serious health condition
3. The employee's own serious health condition that makes him/her unable to perform one or more essential functions of his/her position
4. Any qualifying exigency arising out of the fact that the employee's spouse, child, or parent is a military member on covered active duty or call to covered active duty (or has been notified of an impending call or order to covered active duty)
5. To care for a covered servicemember with a serious injury or illness if the covered servicemember is the employee's spouse, child, parent, or next of kin, as defined

In addition, the district shall grant PDL to any employee who is disabled by pregnancy, childbirth, or other related medical condition. (Government Code 12945; 2 CCR 11037)

Terms of Leave

An eligible employee shall be entitled to a total of 12 work weeks of FMLA or CFRA leave during any 12-month period, except in the case of leave to care for a covered service member as provided under "Military Caregiver Leave" below. To the extent allowed by law, CFRA and FMLA leaves shall run concurrently. (Government Code 12945.2; 29 USC 2612)

This 12-month period shall coincide with the fiscal year. (29 CFR 825.200)

In addition, any employee who is disabled by pregnancy, childbirth, or other related condition shall be entitled to PDL for the period of the disability not to exceed four months. For a part-time employee, the four months shall be calculated on a proportional basis. (Government Code 12945; 2 CCR 11042)

PDL shall run concurrently with FMLA leave for disability caused by an employee's pregnancy. At the end of the employee's FMLA leave for disability caused by pregnancy, or at the end of four months of PDL, whichever occurs first, a CFRA-eligible employee may request to take CFRA leave of up to 12 work weeks, for the reason of the birth of a child or to bond with or care for the child. (Government Code 12945, 12945.2; 2 CCR 11046, 11093)

Leave taken for the birth or placement of a child must be concluded within the 12-month period beginning on the date of the birth or placement of the child. Such leave does not need to be taken in one continuous period of time. (2 CCR 11090; 29 USC 2612)

If both parents of a child work for the district, their family care and medical leave related to the birth or placement of the child shall be limited to a combined total of 12 work weeks. This restriction shall apply regardless of the legal status of both parents' relationship. (Government Code 12945.2, 12945.6; 2 CCR 11088; 29 USC 2612)

Use/Substitution of Paid Leave

During the period of PDL or any FMLA or CFRA leave, the employee may elect to use his/her accrued vacation leave, accrued sick leave, or any other paid time off negotiated with the district that he/she is eligible to use. (Government Code 12945, 12945.2, 12945.6; 2 CCR 11044; 11092; 29 USC 2612)

The district and employee may also negotiate for the employee's use of any additional paid or unpaid time off instead of using the employee's CFRA leave. (2 CCR 11092)

(cf. 4141/4241 - Collective Bargaining Agreement)

(cf. 4161/4261/4361 - Leaves)

(cf. 4161.1/4361.1 - Personal Illness/Injury Leave)

(cf. 4261.1 - Personal Illness/Injury Leave)

Intermittent Leave/Reduced Work or Leave Schedule

PDL and family care and medical leave for the serious health condition of an employee or his/her child, parent, or spouse may be taken intermittently or on a reduced work or leave schedule when medically necessary, as determined by the health care provider of the person with the serious health condition. However, the district shall limit leave increments to the shortest period of time that the district's payroll system uses to account for absences or use of leave provided it is not to be greater than one hour. (2 CCR 11042, 11090; 29 USC 2612)

(cf. 4113.4/4213.4/4313.4 - Temporary Modified/Light-Duty Assignment)

The basic minimum duration of leave for the birth, adoption, or foster care placement of a child shall be two weeks. However, the district shall grant a request for such leave of less than two weeks on any two occasions. (2 CCR 11090; 29 USC 2612)

The district may require an employee to transfer temporarily to an available alternative position under any of the following circumstances: (2 CCR 11041, 11090; 29 USC 2612)

1. The employee needs intermittent leave or leave on a reduced work schedule that is foreseeable based on a planned medical treatment for the employee or family member.
2. A medical certification is provided by the employee's health care provider that, because of pregnancy, the employee has a medical need to take intermittent leave or leave on a reduced work schedule.
3. The district agrees to permit intermittent leave or leave on a reduced work schedule due to the birth, adoption, or foster care placement of the employee's child.

The alternative position must have equivalent pay and benefits and must better accommodate recurring periods of leave than the employee's regular job, and the employee must be qualified for the position. Transfer to an alternative position may include altering an existing job to better

accommodate the employee's need for intermittent leave or a reduced work or leave schedule. (2 CCR 11041, 11090; 29 USC 2612)

Request for Leave

The district shall consider an employee's request for PDL or family care and medical leave only if the employee provides at least verbal notice sufficient to make the district aware of the need to take the leave and the anticipated timing and duration of the leave. (2 CCR 11050, 11091)

For family care and medical leave, the employee need not expressly assert or mention FMLA/CFRA to satisfy this requirement. However, he/she must state the reason the leave is needed (e.g., birth of child, medical treatment). If more information is necessary to determine whether the employee is eligible for family care and medical leave, the Superintendent or designee shall inquire further and obtain the necessary details of the leave to be taken. (2 CCR 11091)

The district shall respond to requests for leave as soon as practicable, but no later than five business days after receiving the employee's request. (2 CCR 11091)

Based on the information provided by the employee, the Superintendent or designee shall designate the leave, paid or unpaid, as FMLA/CFRA qualifying leave and shall give notice of such designation to the employee. Failure of an employee to respond to permissible inquiries regarding the leave request may result in denial of CFRA protection if the district is unable to determine whether the leave is CFRA qualifying. (2 CCR 11091; 29 CFR 825.300)

When an employee is able to foresee the need for PDL or family care and medical leave at least 30 days in advance of the leave, the employee shall provide the district with at least 30 days advance notice before the leave. When the 30 days notice is not practicable because of a lack of knowledge of when leave will be required to begin, a change in circumstances, a medical emergency, or other good cause, the employee shall provide the district with notice as soon as practicable. Failure of an employee to provide required notice may result in a denial of leave. (2 CCR 11050, 11091)

In all instances, the employee shall consult with the Superintendent or designee and make a reasonable effort to schedule, subject to the health care provider's approval, any planned appointment or medical treatment or supervision so as to minimize disruption to district operations. (Government Code 12945.2; 2 CCR 11050, 11091)

The Superintendent or designee shall not request any genetic information related to an employee except as authorized by law in accordance with the California Genetic Information Nondiscrimination Act of 2011.

Release to Return to Work

Upon expiration of an employee's PDL or family care and medical leave taken for his/her own serious health condition, the employee shall present certification from the health care provider

that he/she is able to resume work. The certification shall address the employee's ability to perform the essential functions of his/her job.

(cf. 4112.4/4212.4/4312.4 - Health Examinations)

Rights to Reinstatement

Upon granting an employee's request for PDL or FMLA/CFRA leave, the Superintendent or designee shall guarantee to reinstate the employee in the same or a comparable position when the leave ends. (Government Code 12945.2; 2 CCR 11043, 11089; 29 USC 2614)

However, the district may refuse to reinstate an employee returning from FMLA or CFRA leave to the same or a comparable position if all of the following apply: (Government Code 12945.2; 2 CCR 11089; 29 USC 2614)

1. The employee is a salaried "key employee" who is among the highest paid 10 percent of district employees who are employed within 75 miles of the employee's worksite.
2. The refusal is necessary to prevent substantial and grievous economic injury to district operations.
3. The district informs the employee of its intent to refuse reinstatement at the time it determines that the refusal is necessary, and the employee fails to immediately return to service.

(cf. 4117.3 - Personnel Reduction)

(cf. 4217.3 - Layoff/Rehire)

The district may also refuse to reinstate an employee to the same or a comparable position if the FMLA/CFRA leave was fraudulently obtained by the employee. (2 CCR 11089; 29 CFR 825.216)

The district may refuse to reinstate an employee to the same position after taking PDL if, at the time the reinstatement is requested, the employee would not otherwise have been employed in that position for legitimate business reasons unrelated to the employee's PDL. (2 CCR 11043)

Maintenance of Benefits/Failure to Return from Leave

During the period when an employee is on PDL or family care and medical leave, he/she shall maintain his/her status with the district and the leave shall not constitute a break in service for purposes of longevity, seniority under any collective bargaining agreement, or any employee benefit plan. (Government Code 12945.2; 2 CCR 11092; 29 USC 2614)

For up to a maximum of four months for PDL and 12 work weeks for other family care and medical leave, the district shall continue to provide an eligible employee the group health plan coverage that was in place before he/she took the leave. The employee shall reimburse the district for premiums paid during the leave if he/she fails to return to district employment after

the expiration of all available leaves and the failure is for a reason other than the continuation, recurrence, or onset of a serious health condition or other circumstances beyond his/her control. (Government Code 12945.2; 2 CCR 11044, 11092; 29 USC 2614; 29 CFR 825.213)

(cf. 4154/4254/4354 - Health and Welfare Benefits)

In addition, during the period when an employee is on PDL or family care and medical leave, the employee shall be entitled to continue to participate in other employee benefit plans including life insurance, short-term or long-term disability insurance, accident insurance, pension and retirement plans, and supplemental unemployment benefit plans to the same extent and under the same conditions as would apply to an unpaid leave taken for any other purpose. However, for purposes of pension and retirement plans, the district shall not make plan payments for an employee during any unpaid portion of the leave period and the leave period shall not be counted for purposes of time accrued under the plan. (Government Code 12945.2; 2 CCR 11044, 11092)

The Superintendent or designee shall provide the following notifications regarding state and federal law related to PDL or FMLA/CFRA leave:

1. General Notice: Information explaining the provisions of the FEHA/PDL and FMLA/CFRA and employee rights and obligations shall be posted in a conspicuous place on district premises, or electronically, and shall be included in employee handbooks. (2 CCR 11049, 11095; 29 USC 2619)

The general notice shall also explain an employee's obligation to provide the Superintendent or designee with at least 30 days notice of the need for the requested leave, when the need is reasonably foreseeable at least 30 days prior to the start of the leave. (2 CCR 11050, 11091)

(cf. 4112.9/4212.9/4312.9 - Employee Notifications)

2. Eligibility Notice: When an employee requests leave, including PDL, or when the Superintendent or designee acquires knowledge that an employee's leave may be for an FMLA/CFRA qualifying reason, the Superintendent or designee shall, within five business days, provide notification to the employee of his/her eligibility to take such leave. (2 CCR 11049, 11091; 29 CFR 825.300)

3. Rights and Responsibilities Notice: Each time the eligibility notice is provided to an employee, the Superintendent or designee shall provide written notification explaining the specific expectations and obligations of the employee, including any consequences for a failure to meet those obligations. Such notice shall include, as applicable: (29 CFR 825.300)

a. A statement that the leave may be designated and counted against the employee's annual

If the district requires paid leave to be used during an otherwise unpaid family care and medical leave, the notice shall so specify. If the district requires an employee to present a release to

return to work certification that addresses the employee's ability to perform the essential functions of the job, the notice shall also specify that requirement. (2 CCR 11091, 11097; 29 CFR 825.300)

Any time the information provided in the designation notice changes, the Superintendent or designee shall, within five business days, provide the employee with written notice referencing the prior notice and describing any changes to the notice. (29 CFR 825.300)

Records

The Superintendent or designee shall maintain records pertaining to an individual employee's use of family care and medical leave in accordance with law. (Government Code 12946; 29 USC 2616; 42 USC 2000ff-1; 29 CFR 825.500)

Legal Reference:

EDUCATION CODE

44965 Granting of leaves of absence for pregnancy and childbirth

FAMILY CODE

297-297.5 Rights, protections, and benefits under law; registered domestic partners

300 Validity of marriage

GOVERNMENT CODE

12926 Fair employment and housing act, definitions

12940 Unlawful employment practices

12945 Pregnancy; childbirth or related medical condition; unlawful practice

12945.1-12945.2 California Family Rights Act

12945.6 Parental leave

12946 Fair Employment and Housing Act: discrimination prohibited

CODE OF REGULATIONS, TITLE 2

11035-11051 Sex discrimination: pregnancy, childbirth and related medical conditions

11087-11098 California Family Rights Act

UNITED STATES CODE, TITLE 1

7 Definition of marriage

UNITED STATES CODE, TITLE 29

2601-2654 Family and Medical Leave Act of 1993, as amended

UNITED STATES CODE, TITLE 42

2000ff-1-2000ff-11 Genetic Information Nondiscrimination Act of 2008

CODE OF FEDERAL REGULATIONS, TITLE 29

825.100-825.800 Family and Medical Leave Act of 1993

COURT DECISIONS

United States v. Windsor, (2013) 699 F.3d 169

Faust v. California Portland Cement Company, (2007) 150 Cal.App.4th 864

Tellis v. Alaska Airlines, (9th Cir., 2005) 414 F.3d 1045

Management Resources:

U.S. DEPARTMENT OF LABOR PUBLICATIONS

Military Family Leave Provisions of the FMLA Frequently Asked Questions and Answers

WEB SITES

California Department of Fair Employment and Housing: <http://www.dfeh.ca.gov>

U.S. Department of Labor, FMLA: <http://www.dol.gov/whd/fmla>

(8/13 7/15) 3/18

Regulation
adopted: August 2018

DEHESA SCHOOL DISTRICT
El Cajon, California

Administrative Regulation

Classified Personnel

AR 4200
Personnel

Exemption from Classified Service

Districts Not Incorporating the Merit System

Individuals hired solely for the following purposes are exempt from the classified service:
(Education Code 45103)

1. Substitute or short-term employees who are employed and paid for fewer than 195 work days per year, including holidays, sick leave, vacation, and other leaves of absences, irrespective of the number of hours worked per day
2. Apprentices and professional experts employed on a temporary basis for a specific project regardless of length of employment
3. Full-time students employed part time
4. Part-time students employed part time in any college work study program, or in a work experience education program conducted by a community college district, and which is financed by state or federal funds

Restricted Positions

Persons employed in restricted positions shall be classified employees for all purposes except that they shall not be subject to the provisions of Education Code 45272 and 45273 related to promotional examinations and the filling of vacancies, and shall not acquire permanent status or seniority credit. They shall be eligible for promotion into the regular classified service only after completing six months of satisfactory service, and only upon the subsequent satisfactory completion of the qualifying examinations required of all other persons serving in the same class in the regular classified service. (Education Code 45105, 45108)

(10/96 11/02) 12/17

Regulation
Adopted: September 2018

DEHESA SCHOOL DISTRICT
El Cajon, California

Administrative Regulation

Legal Status Requirement

AR 4211.2

Personnel

Within three business days of hire, the Superintendent or designee shall physically examine the documentation presented by the employee establishing his/her identity and employment authorization as set forth in U.S. Citizenship and Immigration Services Form I-9. The employee may present either an original document which establishes both employment authorization and identity or two separate original documents which establish authorization and identity. Only unexpired documents are acceptable. (8 CFR 274a.2)

(cf. 4030 - Nondiscrimination in Employment)

(cf. 4032 - Reasonable Accommodation)

The Superintendent or designee shall: (8 CFR 274a.2)

1. Ensure that the documents presented appear to be genuine and relate to the individual
2. Complete the "Employer Review and Verification" section and sign the attestation with a handwritten signature or electronic signature on Form I-9

Persons employed for three business days or less must provide such documentation on their first day. (8 CFR 274a.2)

If unable to provide satisfactory documentation because the document was lost, stolen, or damaged, the employee shall furnish a receipt indicating that a replacement document has been requested. This receipt must be presented within three business days of the hire, and the replacement document must be provided within 90 days of the hire. (8 CFR 274a.2)

If an individual's employment authorization expires, the Superintendent or designee must reverify Form I-9, by noting the document's identification number and expiration date on the form, no later than the date the work authorization expires. The employee shall present a document that shows either continuing employment authorization or a new grant of work authorization. (8 CFR 274a.2)

The district shall retain an individual's Form I-9 for three years after the date of the hire or for one year after the date his/her employment is terminated, whichever is later. (8 CFR 274a.2)

(cf. 3580 - District Records)

The Superintendent or designee shall copy documents presented by an individual for verification and shall retain them with the individual's Form I-9. The documents shall be kept confidential and used only as needed to help justify the district's past decision to accept the documents as

valid.

(cf. 4112.6/4212.6/4312.6 - Personnel Files)

(9/92 3/00) 3/09

Regulation
adopted:

DEHESA SCHOOL DISTRICT
El Cajon, California

Board Policy

Recruitment And Selection

BP 4211 4111, 4311

Personnel

The Governing Board is committed to employing suitable, qualified individuals to effectively carry out the district's vision, mission, and goals.

(cf. 0000 - Vision)

(cf. 0200 - Goals for the School District)

(cf. 4000 - Concepts and Roles)

(cf. 4100 - Certificated Personnel)

(cf. 4200 - Classified Personnel)

(cf. 4300 - Administrative and Supervisory Personnel)

The Superintendent or designee shall develop equitable, fair, and transparent recruitment and selection processes and procedures that ensure individuals are selected based on demonstrated knowledge, skills, and competence and not on any bias, personal preference, or unlawful discrimination.

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

(cf. 4030 - Nondiscrimination in Employment)

(cf. 4032 - Reasonable Accommodation)

(cf. 4111.2/4211.2/4311.2 - Legal Status Requirement)

When a vacancy occurs, the Superintendent or designee shall review the job description for the position to ensure that it accurately describes the major functions and duties of the position. He/she shall also disseminate job announcements to ensure a wide range of candidates.

The district's selection procedures shall include screening processes, interviews, recommendations from previous employers, and observations when appropriate, as necessary to identify the best possible candidate for a position.

(cf. 4112.61/4212.61/4312.61 - Employment References)

The Superintendent or designee may establish an interview committee to rank candidates and recommend finalists. During job interviews, applicants may be asked to describe or demonstrate how they will be able to perform the duties of the job. All discussions and recommendations shall be confidential in accordance with law.

(cf. 2230 - Representative and Deliberative Groups)

No inquiry shall be made with regard to any information prohibited by state or federal nondiscrimination laws.

The Superintendent or designee shall not inquire, orally or in writing, in regard to an applicant's salary history information, including compensation and benefits. He/she shall also not rely on salary history information as a factor in determining whether to offer employment to an applicant or the salary to offer. However, the Superintendent or designee may consider salary information that is disclosable under state or federal law or that the applicant discloses voluntarily and without prompting. Upon request, the Superintendent or designee shall provide the applicant the pay scale for the position to which he/she is applying. (Labor Code 432.3)

For each position, the Superintendent or designee shall present to the Board one candidate who meets all qualifications established by law and the Board for the position. No person shall be employed by the Board without the recommendation or endorsement of the Superintendent or designee.

(cf. 4112 - Appointment and Conditions of Employment)
(cf. 4112.2 - Certification)
(cf. 4112.22 - Staff Teaching English Learners)
(cf. 4112.23 - Special Education Staff)
(cf. 4112.8/4212.8/4312.8 - Employment of Relatives)
(cf. 4212 - Appointment and Conditions of Employment)
(cf. 4312.1 - Contracts)

Incentives

With Board approval and in accordance with district needs, the district may provide incentives to recruit teachers, administrators, or other employees, such as signing bonuses, assistance with beginning teacher induction and/or credential costs, mentoring, additional compensation, and/or subsidized housing.

Legal Reference:

EDUCATION CODE

200-262.4 Prohibition of discrimination

35035 Responsibilities of superintendent

44066 Limitations on certification requirement

44259 Teaching credential; exception; designated subjects; minimum requirements

44750 Teacher recruitment resource center

44830-44831 Employment of certificated persons

44858 Age or marital status in certificated positions

44859 Prohibition against certain rules and regulations re: residency

45103-45139 Employment (classified employees)

49406 Examination for tuberculosis

GOVERNMENT CODE

815.2 Liability of public entities and public employees

6250-6276.48 Public Records Act

12900-12996 Fair Employment and Housing Act, including:

12940-12957 Discrimination prohibited; unlawful practices
HEALTH AND SAFETY CODE
53570-53574 Teacher Housing Act of 2016
LABOR CODE
432.3 Salary information
UNITED STATES CODE, TITLE 5
552 Freedom of Information Act
UNITED STATES CODE, TITLE 8
1324a Unlawful employment of aliens
1324b Unfair immigration related employment practices
UNITED STATES CODE, TITLE 20
1681-1688 Title IX prohibition against discrimination
UNITED STATES CODE, TITLE 42
2000d-2000d-7 Title VI, Civil Rights Act of 1964
2000e-2000e-17 Title VII, Civil Rights Act of 1964 as amended
12101-12213 Americans with Disabilities Act
CODE OF FEDERAL REGULATIONS, TITLE 28
35.101-35.190 Americans with Disabilities Act
CODE OF FEDERAL REGULATIONS, TITLE 34
106.51-106.61 Nondiscrimination on the basis of sex in employment in education program or activities
COURT DECISIONS
C.A. v William S. Hart Union High School District et al., (2012) 138 Cal.Rptr.3d 1

Management Resources:

CALIFORNIA COUNTY SUPERINTENDENTS EDUCATIONAL SERVICES
ASSOCIATION PUBLICATIONS

Teacher Recruitment in California: An Analysis of Effective Strategies, Research Brief, Veritas Research and Evaluation Group, October 2017

WEB SITES

California County Superintendents Educational Services Association: <http://ccsesa.org/recruit>

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

California Department of Fair Employment and Housing: <http://www.dfeh.ca.gov>

Commission on Teacher Credentialing: <http://www.ctc.ca.gov>

Education Job Opportunities Information Network: <http://www.edjoin.org>

Teach USA: <http://culturalvistas.org/programs/us/teach-usa>

U.S. Equal Employment Opportunity Commission: <http://www.eeoc.gov>

(7/12 12/13) 3/18

Policy
adopted:

DEHESA SCHOOL DISTRICT
El Cajon, California

Board Policy

Legal Status Requirement

BP 4211.2

Personnel

The Governing Board shall ensure that the district employs only those individuals who are lawfully authorized to work in the United States.

The Superintendent or designee shall verify the employment eligibility of all persons hired by completing the U.S. Citizenship and Immigration Services Form I-9, Employment Eligibility Verification, for each individual hired and ensure that the district does not knowingly hire or continue to employ any person not authorized to work in the United States. (8 USC 1324a)

In accordance with law, the Superintendent or designee shall ensure that district employment practices do not unlawfully discriminate on the basis of citizenship status or national origin, including, but not limited to, discrimination against any refugees, grantees of asylum, or persons qualified for permanent or temporary residency.

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

(cf. 4030 - Nondiscrimination in Employment)

(cf. 4111/4211/4311 - Recruitment and Selection)

Legal Reference:

UNITED STATES CODE, TITLE 8

1324a Unlawful employment of aliens

1324b Unfair immigrant-related employment practices

CODE OF FEDERAL REGULATIONS, TITLE 8

274a.1-274a.14 Control of Employment of Aliens

Management Resources:

U.S. CITIZENSHIP AND IMMIGRATION SERVICES PUBLICATIONS

Handbook for Employers: Instructions for Completing Form I-9, April 2009

WEB SITES

U.S. Citizenship and Immigration Services: <http://www.uscis.gov>

(9/92 3/00) 3/09

Policy
adopted:

DEHESA SCHOOL DISTRICT
El Cajon, California

Administrative Regulation

Appointment And Conditions Of Employment

AR 4212
Personnel

Upon recommendation of the Superintendent, the Governing Board shall approve the appointment of all classified employees. The position and the pay rate shall be reported to the Board at a regular meeting.

Individuals appointed to the classified staff shall, at a minimum:

1. Submit to fingerprinting as required by law (Education Code 45125)
2. Not have been convicted of a violent or serious felony (Education Code 45122.1)
(cf. 4112.5/4212.5/4312.5 - Criminal Record Check)
3. Not have been convicted of any sex offense as defined in Education Code 44010 (Education Code 45123)
(cf. 4218 - Dismissal/Suspension/Disciplinary Action)
4. Not have been determined to be a sexual psychopath pursuant to Welfare and Institutions Code 6300-6332 (Education Code 45124)
5. If the individual will be working directly and in an unaccompanied setting with minor children on a more than incidental and occasional basis or will have supervision or disciplinary power over minor children, not be required to register as a sex offender pursuant to Penal Code 290 because of a conviction for a crime where the victim was a minor under the age of 16 (Penal Code 290.95)
(cf. 3515.5 - Sex Offender Notification)
6. Not have been convicted of any controlled substance offense as defined in Education Code 44011 (Education Code 45123)
7. Submit to a physical examination or provide proof thereof as required by law and Board policy (Education Code 45122, 49406)
(cf. 4112.4/4212.4/4312.4 - Health Examinations)
8. File the oath or affirmation of allegiance required by Government Code 3100-3109

(cf. 4112.3/4212.3/4312.3 - Oath or Affirmation)

9. Submit to drug and alcohol testing as required by Board policy

(cf. 4112.41/4212.41/4312.41 - Employee Drug Testing)

10. Fulfill any other requirements as specified by law, collective bargaining agreement, Board policy or administrative regulation

(cf. 4112.8/4212.8/4312.8 - Employment of Relatives)

Notification of Classification and Compensation

When first employed and upon each subsequent change in classification, classified employees other than short-term, limited-term or provisional employees shall be given two copies of their class specification, salary data, assignment or work location, duty hours and prescribed work week. Salary data shall specify pay period (monthly, semimonthly or other) and applicable rates of compensation (daily, hourly, overtime and differential rates). Employees shall keep one copy of this information and shall sign and date the other copy and return it to their supervisor. (Education Code 45169)

(cf. 4112.9/4212.9/4312.9 - Employee Notifications)

(cf. 4151/4251/4351 - Employee Compensation)

Legal Reference:

EDUCATION CODE

35161 Powers and duties

44010 Sex offense - definitions

44011 Controlled substance offense - definitions

44066 Limitation on certification requirements

45103 Classified service in districts not incorporating the merit system

45104 Positions not requiring certification qualifications

45105 Positions under various acts not requiring certification qualifications

45108 Restricted positions

45113 Rules and regulations for classified service in districts not incorporating the merit system

45122 Physical examinations

45122.1 Classified employees, conviction of a violent or serious felony

45123 Employment after conviction of sex offense or controlled substance offense

45125 Use of personal identification cards to ascertain conviction of crime

45169 Employee salary data

49406 Examination for tuberculosis

GOVERNMENT CODE

3100-3109 Oaths or affirmations

12940-12950 Unlawful employment practices

PENAL CODE

290 Registration of sex offenders

290.95 Disclosure by person required to register as sex offenders

667.5 Prior prison terms, enhancement of prison terms

1192.7 Plea bargaining limitation

1203.4 Discharged petitioner, change of plea

WELFARE AND INSTITUTIONS CODE

6300-6332 Sexual psychopaths

(10/97 7/00) 3/02

Regulation
adopted:

DEHESA SCHOOL DISTRICT
El Cajon, California

Administrative Regulation

Oath Or Affirmation

AR 4212.3 4112.3, 4312.3

Personnel

All district employees are declared by law to be disaster service workers and thus shall take the oath or affirmation required for disaster service workers before beginning employment with the district. In the event of natural, manmade or war-caused emergencies which result in conditions of disaster or extreme peril to life, property and resources, all district employees are subject to disaster service activities as assigned to them by their supervisors or by law. (Government Code 3100-3102)

(cf. 3516 - Emergencies and Disaster Preparedness Plan)

(cf. 9224 - Oath or Affirmation)

Legally employed noncitizens shall be exempt from taking this oath. (Government Code 3101)

At the advice of legal counsel, the Superintendent or designee may exempt an employee from taking the oath if he/she raises a valid religious objection.

The Superintendent, deputy or assistant superintendent, principal or other person authorized in Education Code 60 shall administer the oath or affirmation when a district employee is hired.

In the case of intermittent, temporary, emergency or successive employments, the Superintendent or designee may determine that the oath shall be effective for all successive periods of employment which begin within one calendar year from the date that the oath was subscribed.

(Government Code 3102)

(cf. 4121 - Temporary/Substitute Personnel)

The Superintendent or designee shall file the executed oath or affirmation within 30 days of the date on which it is taken and subscribed. An employee's oath or affirmation may be destroyed five years after the termination of employment. (Government Code 3105)

Reimbursement of Expenses for Disaster Service Workers

Whenever an employee seeks compensation or reimbursement of expenses as a disaster service worker, the Superintendent or designee shall ascertain and certify that the employee has taken the oath or affirmation. (Government Code 3107)

Legal Reference:

EDUCATION CODE

60 Persons authorized to administer and certify oaths

44334 Oath or affirmation required for credential

44354 Administration of oath required for credential

GOVERNMENT CODE

3100-3109 Oath or affirmation of allegiance

LABOR CODE

3211.9-3211.93a Disaster service, definitions for workers' compensation

CALIFORNIA CONSTITUTION

Article 20, Section 3 Oath of office

COURT DECISIONS

Chilton v. Contra Costa Community College District 55 Cal. App. 3d 544 (1976)

Vogel v. County of Los Angeles (1967) 68 Cal. 2d 18, 22

(9/91 10/95) 7/03

Regulation
adopted:

DEHESA SCHOOL DISTRICT
El Cajon, California

Administrative Regulation

Drug And Alcohol Testing For School Bus Drivers

AR 4212.42

Personnel

Definitions

For purposes of drug testing required by the U.S. Department of Transportation (DOT), drugs included in the tests are marijuana, cocaine, amphetamines, phencyclidine (PCP), and opiates. (49 CFR 40.3, 40.85, 382.107)

Alcohol concentration or level means the alcohol in a volume of breath expressed in terms of grams of alcohol per 210 liters of breath. For purposes of the DOT alcohol testing program, an alcohol level between 0.02 and 0.04 requires removal of the bus driver for a 24-hour period following the test. An alcohol level of 0.04 or higher requires immediate removal of the driver from performing safety-sensitive functions until the driver has successfully completed the return-to-duty process. (49 CFR 382.107, 382.201, 382.505)

Safety-sensitive function means all time from the time a driver begins to work or is required to be in readiness to work until the time he/she is relieved from work and all responsibility for performing work. Safety-sensitive functions include, but are not limited to, all time driving or otherwise in the bus; waiting at a district facility to be dispatched; inspecting, servicing, or conditioning the bus or bus equipment; loading or unloading the bus; supervising or assisting in the loading or unloading of the bus; and repairing, obtaining assistance, or remaining in attendance upon a disabled bus. (49 CFR 382.107)

(cf. 3540 - Transportation)
(cf. 3542 - School Bus Drivers)
(cf. 3543 - Transportation Safety and Emergencies)
(cf. 4020 - Drug and Alcohol-Free Workplace)

Designated Employer Representative

The Superintendent or designee shall identify a designated employer representative and shall provide his/her name and telephone number to the testing contractor to contact about any problems or issues that may arise during the testing process. (49 CFR 40.35, 40.215)

The designated employer representative shall be responsible for receiving test results and other communications, taking immediate action(s) to remove drivers from safety-sensitive functions, and making other required decisions in the testing and evaluation processes. (49 CFR 40.3)

Pre-employment Testing

When hiring a new driver, the Superintendent or designee shall, with the driver's written consent, request the driver's past drug and alcohol testing record, as specified in 49 CFR 40.25, from any

employer who has employed the driver at any time during the previous two years. In addition, the Superintendent or designee shall ask the driver if he/she tested positive, or refused to test, on any pre-employment drug or alcohol test that was administered during the past two years in the course of applying for another safety-sensitive transportation position that he/she did not obtain. The driver shall not be permitted to perform safety-sensitive functions if he/she refuses to provide consent to obtain the information from previous employers, the information from previous employers is not received within 30 days of the date on which the driver first performed safety-sensitive functions for the district, or the driver or a previous employer reports a violation of a drug or alcohol regulation without subsequent completion of the return-to-duty process. (49 CFR 40.25, 382.413)

Upon making a contingent offer of employment to a driver and prior to the first time the driver performs safety-sensitive functions for the district, the Superintendent or designee shall require the driver to undergo testing for drugs and to receive a verified negative test result. This testing requirement may be waived if all of the following conditions exist: (49 CFR 382.301)

1. The driver has participated in a qualified drug testing program within the previous 30 days.
2. While participating in the program, the driver either was tested within the past six months or participated in a random drug testing program for the previous 12 months.
3. The Superintendent or designee has contacted the testing program(s) in which the driver has participated and has obtained information about the program and the driver's participation as specified in 49 CFR 382.301.
4. No prior employer of the driver of whom the district has knowledge has records of the driver's violation of federal drug testing regulations within the previous six months.

In addition, the Superintendent or designee shall require the driver to undergo pre-employment alcohol testing in accordance with the procedures in 49 CFR 40.1-40.605 and to receive a test result indicating an alcohol concentration level of less than 0.04. (49 CFR 382.301)

Post-Accident Testing

As soon as practicable following an accident involving a school bus or student activity bus, the Superintendent or designee shall ensure that the driver involved is tested for alcohol and/or drugs under either of the following conditions: (49 CFR 382.303)

1. The accident involved loss of human life.
2. The driver receives a citation for a moving violation and the accident involved bodily injury to a person who required immediate medical treatment away from the scene of the accident and/or disabling damage to one or more vehicles requiring towing.

The Superintendent or designee shall attempt to administer a required alcohol test up to eight hours following the accident and/or a drug test up to 32 hours following the accident. The results

of an alcohol or drug test conducted by federal, state, or local officials having independent authority for the test shall be considered to meet this requirement. If the alcohol test is not administered within two hours following the accident, or the test for drugs is not administered within 32 hours following the accident, the Superintendent or designee shall make a record stating the reasons the test was not promptly administered. (49 CFR 382.303)

Random Testing

The Superintendent or designee shall ensure that random, unannounced drug and alcohol tests of bus drivers are conducted on testing dates reasonably spread throughout the year. Such tests shall be conducted during, immediately before, or immediately after the performance of safety-sensitive functions. (49 CFR 382.305)

The Superintendent or designee shall ensure that the percentage of district drivers randomly tested for drugs and alcohol meets or exceeds the minimum annual percentage rates specified in 49 CFR 382.305 or subsequently published in the Federal Register.

Each driver selected for random testing shall have an equal chance of being tested each time selections are made. (49 CFR 382.305)

Each driver who is selected for testing shall proceed to the test site immediately or, if performing a safety-sensitive function other than driving a bus, then as soon as possible after ceasing that function. (49 CFR 382.305)

Reasonable Suspicion Testing

A driver shall be required to submit to a drug or alcohol test whenever the Superintendent or designee has reasonable suspicion that the driver has violated the prohibitions against the use of drugs or alcohol. Such reasonable suspicion shall be based on specific, contemporaneous, articulable observations, conducted during, immediately before, or immediately after the performance of safety-sensitive functions, concerning the driver's appearance, behavior, speech, and/or body odors. Reasonable suspicion of drug use may also include indications of the chronic and withdrawal effects of drugs. (49 CFR 382.307)

The person who makes the required observations for reasonable suspicion testing for drugs or alcohol shall be trained in accordance with 49 CFR 382.603. The person who makes the determination that reasonable suspicion exists to conduct an alcohol test shall not be the same person who conducts the alcohol test. (49 CFR 382.307)

Within 24 hours of the observed behavior or before the results of the drug or alcohol test are released, whichever is earlier, the Superintendent or designee shall prepare and sign a written record of the observations leading to a reasonable suspicion test. (49 CFR 382.307)

An alcohol test required as a result of reasonable suspicion shall be administered within eight hours following the determination of reasonable suspicion. If the test is not administered within two hours, the Superintendent or designee shall prepare and maintain on file a record stating the

reasons the test was not promptly administered. (49 CFR 382.307)

In the absence of a reasonable suspicion alcohol test, the district shall take no action against a driver based solely on the driver's behavior and appearance, except that the driver shall not be allowed to report for or remain on safety-sensitive functions until an alcohol test is administered and the results show a concentration less than 0.02 or 24 hours have elapsed following the determination of reasonable suspicion. (49 CFR 382.307)

Return-to-Duty Testing

The Superintendent or designee may permit a driver who has violated federal drug or alcohol regulations to return to safety-sensitive functions after the driver has successfully complied with the education and treatment services prescribed by a substance abuse professional and has a taken a return-to-duty drug or alcohol test. The driver shall not resume performance of safety-sensitive functions unless the drug test shows a negative result and/or the alcohol test shows a concentration of less than 0.02. (49 CFR 40.305, 382.309)

Follow-Up Testing

Upon receiving a written follow-up testing plan from a substance abuse professional, the Superintendent or designee shall determine the actual dates for follow-up testing consistent with those recommendations and shall ensure that such tests are unannounced and follow no discernable pattern as to their timing. No additional tests beyond those included in the plan shall be imposed by the district. (49 CFR 40.307-40.309, 382.111)

Notifications

The Superintendent or designee shall provide each driver with materials explaining the federal regulations and the district's policy and procedure related to drug and alcohol testing and shall notify representatives of employee organizations of the availability of this information. This information shall include a detailed discussion of at least the following: (49 CFR 382.303, 382.113, 382.601)

1. The identity of the person designated by the district to answer driver questions about the materials
2. The categories of drivers who are subject to drug and alcohol testing
3. Sufficient information about the safety-sensitive functions performed by those drivers to make clear what period of the workday the driver is required to be in compliance
4. Specific information concerning prohibited driver conduct
5. The circumstances under which a driver will be tested for drugs and/or alcohol, including post-accident testing

6. The procedures that will be used to test for the presence of drugs and alcohol, protect the driver and the integrity of the testing processes, safeguard the validity of the test results, and ensure that those results are attributed to the correct driver
7. The requirement that a driver submit to drug and alcohol tests
8. An explanation of what constitutes a refusal to submit to a drug or alcohol test and the attendant consequences
9. The consequences for drivers found to have violated the prohibitions against drug or alcohol use, including the circumstances under which drivers will be removed immediately from safety-sensitive functions and the requirements for education, treatment, and return-to-duty testing
10. The consequences for drivers found to have a blood alcohol concentration between 0.02 and 0.04
11. Information concerning the effects of drug and alcohol use on an individual's health, work, and personal life; signs and symptoms of a drug or alcohol problem (the driver's or a co-worker's); and available methods of intervening when a drug or alcohol problem is suspected, including confrontation, referral to any employee assistance program, and/or referral to management

(cf. 4112.9/4212.9/4312.9 - Employee Notifications)

Each driver shall sign a statement certifying that he/she has received a copy of the above materials. The Superintendent or designee shall maintain the original of the signed certificate and may provide a copy of the certificate to the driver. (49 CFR 382.601)

In addition, prior to administering each alcohol or drug test, the driver shall be notified that the test is required pursuant to Title 49, Part 382, of the Code of Federal Regulations. (49 CFR 382.113)

The driver shall be notified of the results of drug and alcohol tests in accordance with 49 CFR 382.411.

Records

The Superintendent or designee shall maintain records of the district's drug and alcohol testing program in accordance with 49 CFR 40.333 and 382.401. Such records shall be maintained in a secure location with controlled access and shall be disclosed only in accordance with 49 CFR 382.405.

(cf. 3580 - District Records)

8/13

Regulation
adopted:

DEHESA SCHOOL DISTRICT
El Cajon, California

Administrative Regulation

Criminal Record Check

AR 4212.5

Personnel

The Superintendent or designee shall not hire or retain in employment, in a certificated or classified position, a person who has been convicted of a violent or serious felony as defined in Penal Code 667.5(c) or 1192.7(c), a controlled substance offense as defined in Education Code 44011, or a sex offense as defined in Education Code 44010. However, the Superintendent or designee shall not deny or terminate employment if: (Education Code 44830.1, 44836, 45122.1, 45123)

1. The conviction for a violent or serious felony, controlled substance offense, or sex offense is reversed and the person is acquitted of the offense in a new trial or the charges against the person are dismissed, unless the sex offense for which the conviction is dismissed pursuant to Penal Code 1203.4 involves a victim who was a minor.
2. A person convicted of a violent or serious felony has obtained a certificate of rehabilitation or a pardon.
3. A person who has been convicted of a serious felony, that is not also a violent felony, proves to the sentencing court that he/she has been rehabilitated for purposes of school employment for at least one year.
4. A person who has been convicted of a controlled substance offense is applying for or is employed in a certificated position and has a credential issued by the Commission on Teacher Credentialing.
5. A person who has been convicted of a controlled substance offense is applying for or is employed in a classified position and has been determined by the Governing Board, from the evidence presented, to have been rehabilitated for at least five years.

(cf. 4112 - Appointment and Conditions of Employment)

(cf. 4112.2 - Certification)

(cf. 4118 - Dismissal/Suspension/Disciplinary Action)

(cf. 4127/4227/4327 - Temporary Athletic Team Coaches)

(cf. 4218 - Dismissal/Suspension/Disciplinary Action)

A certificated employee may be hired by the district without obtaining a criminal record summary if that employee is employed as a certificated employee in another California school district and became a permanent employee of another California school district as of October 1, 1997. (Education Code 44830.1, 44836)

The Superintendent or designee shall not issue a temporary certificate of clearance to a person whose application for a credential, certificate, or permit is being processed by the Commission

on Teacher Credentialing if that person has been convicted of a violent or serious felony, unless the person is otherwise exempt pursuant to Education Code 44332.6 or 44830.1. (Education Code 44332.5, 44332.6)

Pre-Employment Record Check

The Superintendent or designee shall require each person to be employed by the district to submit his/her fingerprints electronically through the Live Scan system so that a criminal record check may be conducted by the Department of Justice (DOJ). The Superintendent or designee shall provide the applicant with a Live Scan request form and a list of nearby Live Scan locations.

When a person is applying for a classified position, the Superintendent or designee shall request that the DOJ also obtain a criminal record check through the Federal Bureau of Investigation whenever the applicant meets one of the following conditions: (Education Code 45125)

1. The applicant has not resided in California for at least one year immediately preceding the application for employment.
2. The applicant has resided in California for more than one year, but less than seven years, and the DOJ has ascertained that the person was convicted of a sex offense where the victim was a minor or a drug offense where an element of the offense is either the distribution to or the use of a controlled substance by a minor.

The Superintendent or designee shall immediately notify the DOJ when an applicant who has submitted his/her fingerprints to the DOJ is not subsequently employed by the district. (Penal Code 11105.2)

Subsequent Arrest Notification

The Superintendent or designee shall enter into a contract with the DOJ to receive notification of subsequent arrests resulting in conviction of any person whose fingerprints have been submitted to the DOJ. (Education Code 44830.1, 45125; Penal Code 11105.2)

Upon telephone or email notification by the DOJ that a current temporary employee, substitute employee, or probationary employee serving before March 15 of his/her second probationary year has been convicted of a violent or serious felony, the Superintendent or designee shall immediately place that employee on leave without pay. (Education Code 44830.1, 45122.1)

(cf. 4116 - Probationary/Permanent Status)
(cf. 4121 - Temporary/Substitute Personnel)

When the district receives written electronic notification by the DOJ of the fact of conviction, the temporary employee, substitute employee, or probationary employee serving before March 15 of his/her second probationary year shall be terminated automatically unless the employee challenges the DOJ record and the DOJ withdraws its notification in writing. Upon receipt of the

written withdrawal of notification by the DOJ, the Superintendent or designee shall immediately reinstate that employee with full restoration of salary and benefits for the period of time from the suspension without pay to the reinstatement if the employee is still employed by the district. (Education Code 44830.1, 45122.1)

The Superintendent or designee shall immediately notify the DOJ whenever a person whose fingerprints are maintained by the DOJ is terminated. (Penal Code 11105.2)

Notification of Applicant/Employee

The Superintendent or designee shall expeditiously furnish a copy of any DOJ notification to the applicant or employee to whom it relates if the information is a basis for an adverse employment decision. The copy shall be delivered in person or to the last contact information provided by the applicant or employee. (Penal Code 11105, 11105.2)

(cf. 4112.9/4212.9/4312.9 - Employee Notifications)

Maintenance of Records

The Superintendent shall designate at least one custodian of records who shall be responsible for the security, storage, dissemination, and destruction of all Criminal Offender Record Information (CORI) furnished to the district and shall serve as the primary contact for the DOJ for any related issues. (Penal Code 11102.2)

An employee designated as custodian of records shall receive a criminal background check clearance from the DOJ prior to serving in that capacity. (Penal Code 11102.2)

The custodian of records shall sign and return to the DOJ the Employee Statement Form acknowledging his/her understanding of the laws prohibiting misuse of CORI. In addition, the custodian of records shall ensure that any individual with access to CORI has on file a signed Employee Statement Form.

To ensure its confidentiality, CORI shall be accessible only to the custodian of records and shall be kept in a locked file separate from other files. CORI shall be used only for the purpose for which it is requested and its contents shall not be disclosed or reproduced. (Education Code 44830.1, 45125)

(cf. 4119.23/4219.23/4319.23 - Unauthorized Release of Confidential/Privileged Information)
(cf. 9011 - Disclosure of Confidential/Privileged Information)

Once a hiring determination is made, the applicant's CORI shall be destroyed to the extent that the identity of the individual can no longer be reasonably ascertained. (Education Code 44830.1, 45125; 11 CCR 708)

The Superintendent or designee shall immediately notify the DOJ whenever a designated custodian of records ceases to serve in that capacity. (Penal Code 11102.2)

Legal Reference:

EDUCATION CODE

- 44010 Sex offense
- 44011 Controlled substance offense
- 44332-44332.6 Temporary certificate of clearance
- 44346.1 Applicants for credential, conviction of a violent or serious felony
- 44830.1 Certificated employees, conviction of a violent or serious felony
- 44830.2 Certificated employees; interagency agreement for sharing criminal record information
- 44836 Conviction of a sex or controlled substance offense
- 44932 Grounds for dismissal of permanent certificated employees
- 45122.1 Classified employees, conviction of a violent or serious felony
- 45125 Use of personal identification cards to ascertain conviction of crime
- 45125.01 Classified employees; interagency agreement for sharing criminal record information
- 45125.5 Automated records check
- 45126 Duty of Department of Justice to furnish information
- 49024 Activity supervisor clearance certificates

PENAL CODE

- 667.5 Violent felonies
- 1192.7 Serious felonies
- 1203.4 Dismissal of conviction
- 11075-11081 Criminal record dissemination
- 11102.2 Maintenance of criminal offender records; custodian of records
- 11105 Access to criminal history information
- 11105.2 Subsequent arrest notification
- 11105.3 Record of conviction involving sex crimes, drug crimes or crimes of violence; availability to employer for applicants for positions with supervisory or disciplinary power over minors
- 11140-11144 Furnishing of state criminal history information
- 13300-13305 Local summary criminal history information

CODE OF REGULATIONS, TITLE 11

- 701-708 Criminal offender record information
- 720-724 Incomplete criminal history information
- 994-994.15 Certification of individuals who take fingerprint impressions

COURT DECISIONS

Central Valley Chapter of the 7th Step Foundation Inc. v. Evelle J. Younger, (1989) 214 Cal. App. 3d 145

Management Resources:

WEB SITES

Office of the Attorney General, Department of Justice, Background Checks:
<http://www.oag.ca.gov/fingerprints>

(10/98 7/02) 12/14

Regulation
adopted:

DEHESA SCHOOL DISTRICT
El Cajon, California

Exhibit

Criminal Record Check

E 4212.5

Personnel

EMPLOYEE STATEMENT FORM USE OF CRIMINAL JUSTICE INFORMATION

As an employee/volunteer of Dehesa School District, you may have access to confidential criminal record information which is controlled by state and federal statutes. Misuse of such information may adversely affect the individual's civil rights and violate constitutional rights of privacy. Penal Code 502 prescribes the penalties relating to computer crimes. Penal Code 11105 and 13300 identify who has access to criminal history information and under what circumstances it may be disseminated. Penal Code 11140-11144 and 13301-13305 prescribe penalties for misuse of criminal history information. Government Code 6200 prescribes felony penalties for misuse of public records. Penal Code 11142 and 13300 state:

"Any person authorized by law to receive a record or information obtained from a record who knowingly furnishes the record or information to a person not authorized by law to receive the record or information is guilty of a misdemeanor."

Civil Code 1798.53, Invasion of Privacy, states:

"Any person who intentionally discloses information, not otherwise public, which they know or should reasonably know was obtained from personal or confidential information maintained by a state agency or from records within a system of records maintained by a federal government agency, shall be subject to a civil action, for invasion of privacy, by the individual."

CIVIL, CRIMINAL, AND ADMINISTRATIVE PENALTIES:

*Penal Code 11141: DOJ furnishing to unauthorized person (misdemeanor)

*Penal Code 11142: Authorized person furnishing to other (misdemeanor)

*Penal Code 11143: Unauthorized person in possession (misdemeanor)

*California Constitution, Article I, Section 1 (Right to Privacy)

* Civil Code 1798.53, Invasion of Privacy

*Title 18 USC 641, 1030, 1951, and 1952

Any employee who is responsible for such misuse may be subject to immediate dismissal. Violations of this law may result in criminal and/or civil action.

I HAVE READ THE ABOVE AND UNDERSTAND THE POLICY REGARDING MISUSE OF CRIMINAL RECORD INFORMATION.

Signature

Date

Printed Name
Name of District

Title

PLEASE NOTE: Do not return this form to the DOJ. Your Custodian of Records should maintain these forms.

(10/97 7/10) 12/14

Exhibit
adopted:

DEHESA SCHOOL DISTRICT
El Cajon, California

Administrative Regulation

Personnel Files

AR 4212.6 4112.6, 4312.6

Personnel

The Superintendent or designee shall maintain personnel files for all current employees at the district's central office or at the location where the employee works.

The Superintendent or designee shall determine the types of information to be included in personnel files, including, but not limited to, records required by law, and shall process all material to be placed in such files.

(cf. 4112.5/4212.5/4312.5 - Criminal Record Check)

Personnel files for district police or security officers shall be maintained and accessed in accordance with Government Code 3305-3306.5 and AR 3515.3 - District Police/Security Department.

(cf. 3515.3 - District Police/Security Department)

Placement of Material in Personnel Files

Any supervisor or administrator who places written material or drafts written material for placement in an employee's file shall sign the material and indicate the date of the placement.

When an employee is asked to sign any material that is to be placed in his/her file, he/she shall be informed that the signature only signifies that he/she has read the material and does not necessarily indicate that he/she agrees with its contents.

Any request by an employee to include materials in his/her personnel file must be approved by the Superintendent or designee.

An employee may initiate a written reaction or response to his/her performance evaluation. The response shall be permanently attached to the evaluation and placed in the employee's personnel file.

(cf. 4115 - Evaluation/Supervision)

(cf. 4215 - Evaluation/Supervision)

(cf. 4315 - Evaluation/Supervision)

Derogatory Information

Information of a derogatory nature shall not be entered into an employee's personnel file unless and until the employee is given notice and an opportunity to review and comment on that information. Such a review shall take place during normal business hours. The employee shall be

released from duty for this purpose without a salary reduction. The employee may enter his/her own comments and have them attached to the derogatory statement. (Education Code 44031)

(cf. 1312.1 - Complaints Concerning District Employees)
(cf. 4112.9/4212.9/4312.9 - Employee Notifications)
(cf. 4118 - Dismissal/Suspension/Disciplinary Action)
(cf. 4218 - Dismissal/Suspension/Disciplinary Action)
(cf. 5141.4 - Child Abuse Prevention and Reporting)

Persons with Authorized Access

The Superintendent or designee shall maintain the confidentiality of any personnel records which, if inappropriately disclosed, would constitute an unwarranted invasion of the employee's privacy.

Access to an employee's personnel file shall be granted only to the employee, persons authorized by the employee, district personnel, and others with a valid "right to know" or "need to know" who are authorized access by the Superintendent or designee.

(cf. 4119.23/4219.23/4319.23 - Unauthorized Release of Confidential/Privileged Information)

Individual Governing Board members shall not be allowed to access personnel files, but the Board may request pertinent information from an employee's file in cases of personnel action.

(cf. 9011 - Disclosure of Confidential/Privileged Information)
(cf. 9321 - Closed Session Purposes and Agendas)
(cf. 9321.1 - Closed Session Actions and Reports)

Any authorized reviewer shall maintain strict confidence of the contents of a personnel file. Personnel files shall be reviewed and replaced within the shortest time possible. In no case shall a personnel file be left unattended or left unsecured overnight.

File Review by Employee

Any employee wishing to inspect his/her personnel record shall contact the Superintendent or designee.

With the exceptions noted below, all personnel records related to the employee's performance or to any grievance concerning the employee shall be made available for inspection by the employee. Noncredentialed employees shall have access to any numerical scores obtained as a result of written examinations. (Education Code 44031; Labor Code 1198.5)

The Superintendent or designee shall not be required to make available to the employee:
(Education Code 44031; Labor Code 1198.5)

1. Records related to the investigation of a possible criminal offense

2. Letters of reference

3. Ratings, reports, or records that were obtained prior to the employee's employment, prepared by identifiable examination committee members, or obtained in connection with a promotional examination

(cf. 4112.41/4212.41/4312.41 - Employee Drug Testing)

Personnel records related to the employee's job performance or to any grievance concerning him/her shall be made available to the employee at reasonable intervals and at reasonable times. The Superintendent or designee shall not be required to make such records available at a time when the employee is required to render services to the district, unless the employee is required to view the file where it is stored. (Education Code 44031; Labor Code 1198.5)

The Superintendent or designee shall do one of the following: (Labor Code 1198.5)

1. Keep a copy of each employee's personnel records at the place where the employee reports to work

2. Make the employee's personnel records available at the place where the employee reports to work within a reasonable period of time following the employee's request

3. Permit the employee to inspect the personnel records at the location where the district stores the personnel records, with no loss of compensation to the employee

Inspection shall take place in the presence of the Superintendent or designee. The Superintendent or designee shall keep a record of the date and time the file was reviewed and the name and title of the person(s) present during the review.

In no instance shall any material be removed from the records. Requests for copies of material in a personnel record must be made in writing.

Record Retention

Personnel records for current and former employees shall be retained in accordance with 5 CCR 16023.

(cf. 3580 - District Records)

The Superintendent or designee shall not expunge from an employee's personnel file, nor enter into an agreement that would authorize expunging from an employee's personnel file, credible complaints of, substantiated investigations into, or discipline for egregious misconduct as defined in Education Code 44932. However, such documentation may be removed if, during a hearing before the Board, an arbiter, personnel commission, Commission on Professional Competence, or administrative law judge, the employee prevailed, the allegations were

determined to be false, not credible, or unsubstantiated, or a determination was made that the discipline was not warranted. (Education Code 44939.5)

Legal Reference:

EDUCATION CODE

35253 Regulations to destroy records

44031 Personnel file contents and inspection

44663 Performance appraisals and related materials

GOVERNMENT CODE

3305-3306.5 District police officers; personnel files

6250-6270 California Public Records Act, especially:

6254 Exemption for personnel records if invasion of personal privacy

6254.3 Disclosure of home address and phone number

LABOR CODE

1198.5 Inspection of personnel files

PENAL CODE

11165.14 Report of investigation of child abuse complaint

CODE OF REGULATIONS, TITLE 5

16020-16022 Records, general provisions

16023-16027 Retention of records

COURT DECISIONS

Marken v. Santa Monica-Malibu Unified School District, (2012) 202 Cal.App.4th 1250

Bakersfield City School District v. Superior Ct. (2004) 118 Cal.App.4th 1041

ATTORNEY GENERAL OPINIONS

Cal. Atty. Gen., Indexed Letter, no. IL 75-73 (June 6, 1975)

(3/01 7/12) 3/16

Regulation
adopted:

DEHESA SCHOOL DISTRICT
El Cajon, California

Administrative Regulation

Personnel Files

AR 4212.6 4112.6, 4312.6

Personnel

The Superintendent or designee shall maintain personnel files for all current employees at the district's central office or at the location where the employee works.

The Superintendent or designee shall determine the types of information to be included in personnel files, including, but not limited to, records required by law, and shall process all material to be placed in such files.

(cf. 4112.5/4212.5/4312.5 - Criminal Record Check)

Personnel files for district police or security officers shall be maintained and accessed in accordance with Government Code 3305-3306.5 and AR 3515.3 - District Police/Security Department.

(cf. 3515.3 - District Police/Security Department)

Placement of Material in Personnel Files

Any supervisor or administrator who places written material or drafts written material for placement in an employee's file shall sign the material and indicate the date of the placement.

When an employee is asked to sign any material that is to be placed in his/her file, he/she shall be informed that the signature only signifies that he/she has read the material and does not necessarily indicate that he/she agrees with its contents.

Any request by an employee to include materials in his/her personnel file must be approved by the Superintendent or designee.

An employee may initiate a written reaction or response to his/her performance evaluation. The response shall be permanently attached to the evaluation and placed in the employee's personnel file.

(cf. 4115 - Evaluation/Supervision)

(cf. 4215 - Evaluation/Supervision)

(cf. 4315 - Evaluation/Supervision)

Derogatory Information

Information of a derogatory nature shall not be entered into an employee's personnel file unless and until the employee is given notice and an opportunity to review and comment on that information. Such a review shall take place during normal business hours. The employee shall be

released from duty for this purpose without a salary reduction. The employee may enter his/her own comments and have them attached to the derogatory statement. (Education Code 44031)

(cf. 1312.1 - Complaints Concerning District Employees)
(cf. 4112.9/4212.9/4312.9 - Employee Notifications)
(cf. 4118 - Dismissal/Suspension/Disciplinary Action)
(cf. 4218 - Dismissal/Suspension/Disciplinary Action)
(cf. 5141.4 - Child Abuse Prevention and Reporting)

Persons with Authorized Access

The Superintendent or designee shall maintain the confidentiality of any personnel records which, if inappropriately disclosed, would constitute an unwarranted invasion of the employee's privacy.

Access to an employee's personnel file shall be granted only to the employee, persons authorized by the employee, district personnel, and others with a valid "right to know" or "need to know" who are authorized access by the Superintendent or designee.

(cf. 4119.23/4219.23/4319.23 - Unauthorized Release of Confidential/Privileged Information)

Individual Governing Board members shall not be allowed to access personnel files, but the Board may request pertinent information from an employee's file in cases of personnel action.

(cf. 9011 - Disclosure of Confidential/Privileged Information)
(cf. 9321 - Closed Session Purposes and Agendas)
(cf. 9321.1 - Closed Session Actions and Reports)

Any authorized reviewer shall maintain strict confidence of the contents of a personnel file. Personnel files shall be reviewed and replaced within the shortest time possible. In no case shall a personnel file be left unattended or left unsecured overnight.

File Review by Employee

Any employee wishing to inspect his/her personnel record shall contact the Superintendent or designee.

With the exceptions noted below, all personnel records related to the employee's performance or to any grievance concerning the employee shall be made available for inspection by the employee. Noncredentialed employees shall have access to any numerical scores obtained as a result of written examinations. (Education Code 44031; Labor Code 1198.5)

The Superintendent or designee shall not be required to make available to the employee:
(Education Code 44031; Labor Code 1198.5)

1. Records related to the investigation of a possible criminal offense

2. Letters of reference

3. Ratings, reports, or records that were obtained prior to the employee's employment, prepared by identifiable examination committee members, or obtained in connection with a promotional examination

(cf. 4112.41/4212.41/4312.41 - Employee Drug Testing)

Personnel records related to the employee's job performance or to any grievance concerning him/her shall be made available to the employee at reasonable intervals and at reasonable times. The Superintendent or designee shall not be required to make such records available at a time when the employee is required to render services to the district, unless the employee is required to view the file where it is stored. (Education Code 44031; Labor Code 1198.5)

The Superintendent or designee shall do one of the following: (Labor Code 1198.5)

1. Keep a copy of each employee's personnel records at the place where the employee reports to work
2. Make the employee's personnel records available at the place where the employee reports to work within a reasonable period of time following the employee's request
3. Permit the employee to inspect the personnel records at the location where the district stores the personnel records, with no loss of compensation to the employee

Inspection shall take place in the presence of the Superintendent or designee. The Superintendent or designee shall keep a record of the date and time the file was reviewed and the name and title of the person(s) present during the review.

In no instance shall any material be removed from the records. Requests for copies of material in a personnel record must be made in writing.

Record Retention

Personnel records for current and former employees shall be retained in accordance with 5 CCR 16023.

(cf. 3580 - District Records)

The Superintendent or designee shall not expunge from an employee's personnel file, nor enter into an agreement that would authorize expunging from an employee's personnel file, credible complaints of, substantiated investigations into, or discipline for egregious misconduct as defined in Education Code 44932. However, such documentation may be removed if, during a hearing before the Board, an arbiter, personnel commission, Commission on Professional Competence, or administrative law judge, the employee prevailed, the allegations were

determined to be false, not credible, or unsubstantiated, or a determination was made that the discipline was not warranted. (Education Code 44939.5)

Legal Reference:

EDUCATION CODE

35253 Regulations to destroy records

44031 Personnel file contents and inspection

44663 Performance appraisals and related materials

GOVERNMENT CODE

3305-3306.5 District police officers; personnel files

6250-6270 California Public Records Act, especially:

6254 Exemption for personnel records if invasion of personal privacy

6254.3 Disclosure of home address and phone number

LABOR CODE

1198.5 Inspection of personnel files

PENAL CODE

11165.14 Report of investigation of child abuse complaint

CODE OF REGULATIONS, TITLE 5

16020-16022 Records, general provisions

16023-16027 Retention of records

COURT DECISIONS

Marken v. Santa Monica-Malibu Unified School District, (2012) 202 Cal.App.4th 1250

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ATTORNEY GENERAL OPINIONS

Cal. Atty. Gen., Indexed Letter, no. IL 75-73 (June 6, 1975)

(3/01 7/12) 3/16

Regulation
adopted:

DEHESA SCHOOL DISTRICT
El Cajon, California

Administrative Regulation

Employment References

AR 4212.61 4112.61, 4312.61

Personnel

The Superintendent or designee shall be responsible for processing requests for employment references, letters of recommendation, or information about the reasons for separation regarding all district employees other than himself/herself. All letters of recommendation to be issued on behalf of the district for current or former employees shall be approved by the Superintendent or designee. At his/her discretion, the Superintendent or designee may refuse to give a recommendation.

The Superintendent or designee may communicate information about the job performance or qualifications of a current or former district employee when such information is based upon credible evidence and is given to a prospective employer without malice and at the prospective employer's request. (Civil Code 47)

Any reference, letter of recommendation, or information provided about the reasons for separation issued on behalf of the district shall provide a truthful and accurate account of the employee's job performance and qualifications.

(cf. 4112.6/4212.6/4312.6 - Personnel Files)

(cf. 4117.5/4217.5/4317.5 - Termination Agreements)

No certificated employee shall write or sign any letter or memorandum which intentionally omits significant facts, or which states as facts matters which the writer does not know of his/her own knowledge to be true, relating to the professional qualifications or personal fitness to perform certificated services of any person who the writer knows will use the letter or memorandum to obtain professional employment. (5 CCR 80332)

No certificated employee shall agree to provide a positive letter of recommendation which misrepresents facts as a condition of another employee's resigning or withdrawing action against the district. (5 CCR 80332)

Legal Reference:

LABOR CODE

1050-1054 Reemployment privileges

CIVIL CODE

47 Privileged communication

CODE OF CIVIL PROCEDURE

527.3 Labor disputes

CODE OF REGULATIONS, TITLE 5

80332 Professional candor and honesty in letters or memoranda of employment

recommendation

COURT DECISIONS

Randi W. v. Muroc Joint Unified School District et al., (1997) 14 Cal. 4th 1066

(9/89 10/96) 7/17

Regulation
adopted:

DEHESA SCHOOL DISTRICT
El Cajon, California

Board Policy

Employment Of Relatives

BP 4212.8 4112.8, 4312.8

Personnel

The Governing Board desires to maximize staff and community confidence in district hiring, promotion, and other employment decisions by promoting practices that are free of conflicts of interest or the appearance of impropriety.

(cf. 4030 - Nondiscrimination in Employment)

(cf. 9270 - Conflict of Interest)

The Board prohibits the appointment of any person to a position for which his/her relative maintains management, supervisory, evaluation, or promotion responsibilities and prohibits an employee from participating in any decision that singularly applies to any of his/her relatives.

(cf. 4111/4211/4311 - Recruitment and Selection)

(cf. 4115 - Evaluation/Supervision)

(cf. 4215 - Evaluation/Supervision)

(cf. 4315 - Evaluation/Supervision)

For purposes of this policy, relative includes the individual's spouse, domestic partner, parents, grandparents, great-grandparents, children, grandchildren, great-grandchildren, brothers, sisters, aunts, uncles, nieces, nephews, and the similar family of the individual's spouse or domestic partner.

In addition, the Superintendent or designee may determine, on a case-by-case basis, whether to appoint a person to a position in the same department or facility as an employee with whom he/she maintains a personal relationship when that relationship has the potential to create (1) an adverse impact on supervision, safety, security, or morale of other district employees or (2) a conflict of interest for the individuals involved which is greater because of the their relationship than it would be for another person.

An employee shall notify his/her supervisor within 30 days of any change in his/her circumstances that may constitute a violation of this policy.

Legal Reference:

EDUCATION CODE

35107 School district employees

FAMILY CODE

297-297.5 Rights, protections, benefits under the law; registered domestic partners

GOVERNMENT CODE

1090-1098 Prohibitions applicable to specified officers

12940 Unlawful employment practices
CODE OF REGULATIONS, TITLE 2
7292.0-7292.6 Marital status discrimination, especially:
7292.5 Employee selection

Management Resources:

WEB SITES

California Department of Fair Employment and Housing: <http://www.dfeh.ca.gov>

Institute for Local Government: <http://www.cacities.org/index.jsp?zone=ilsg>

(2/86 3/91) 3/08

Policy
adopted:

DEHESA SCHOOL DISTRICT
El Cajon, California

Board Policy

Employee Notifications

BP 4212.9

Personnel

The Governing Board believes that providing clear communications to staff is essential to establishing a professional, positive work environment and enhancing their job performance. The Superintendent or designee shall provide district employees all notifications required by law and any other notifications he/she believes will promote staff knowledge of the district's policies, programs, activities, and operations.

When required by law, Board policy, or administrative regulation, district employees shall be asked to sign an acknowledgment indicating receipt of the notification. Such acknowledgments shall be retained in each employee's personnel file.

(cf. 3580 - District Records)

(cf. 4112.6/4212.6/4312.6 - Personnel Files)

Legal Reference:

EDUCATION CODE

231.5 Sexual harassment policy

17612 Notification of pesticide use

22455.5 STRS information to potential members

22461 Postretirement compensation limitation

35031 Nonreelection of superintendent, assistant superintendent, or manager of classified services

35171 Notice of regulations pertaining to certificated employee evaluations

37616 Notice of public hearing on year-round schedule

44031 Personnel file contents, inspection

44663-44664 Evaluation of certificated employees

44842 Reemployment notices, certificated employees

44896 Transfer of administrator or supervisor to teaching position

44916 Written statement of employment status

44929.21 Reelection or nonreelection of probationary employee after second year

44934 Notice of disciplinary action for cause

44938 Notice of unprofessional conduct and opportunity to correct

44940.5-44941 Notification of suspension and intent to dismiss

44948.3-44948.5 Dismissal of probationary employees

44949 Cause, notice and right to hearing

44951 Continuation in position unless notified, administrative or supervisory personnel

44954 Nonreelection of temporary employees

44955 Reduction in number of employees

45113 Notification of charges, classified employees
45117 Notice of layoff, classified employees
45169 Employee salary data, classified employees
45192 Industrial and accident leave
45195 Additional leave
46162 Notice of public hearing on block schedule
49013 Complaints regarding student fees
49079 Notification to teacher; student who has engaged in acts re: grounds suspension or expulsion
49414 Epinephrine auto-injectors
49414.3 Administration of opioid antagonist
CIVIL CODE
1798.29 District records, breach of security
GOVERNMENT CODE
1126 Incompatible activities of employees
21029 Retirement credit for period of military service
3100-3109 Oath or affirmation of allegiance
8355 Certification of drug-free workplace, including notification
12950 Sexual harassment
54957 Complaints against employees; right to open session
54963 Unauthorized disclosure of confidential information
HEALTH AND SAFETY CODE
1797.196 Automated external defibrillators; notification of use and locations
104420 Tobacco-free schools
120875 Information on AIDS, AIDS-related conditions, and hepatitis B
120880 Notification to employees re AIDS, AIDS-related conditions, and hepatitis B
LABOR CODE
2800.2 Notification of availability of continuation health coverage
3550-3553 Notifications re: workers' compensation benefits
5401 Workers' compensation; claim form and notice of potential eligibility
PENAL CODE
11165.7 Child Abuse and Neglect Reporting Act; notification requirement
11166.5 Employment; statement of knowledge of duty to report child abuse or neglect
UNEMPLOYMENT INSURANCE CODE
2613 Disability insurance; notice of rights and benefits
CODE OF REGULATIONS, TITLE 2
11023 Nondiscrimination in employment
11024 Sexual harassment
11049 Notice of right to request pregnancy disability leave or transfer
11091 California Family Rights Act, designation notice
11096 Notice of right to request family care leave
CODE OF REGULATIONS, TITLE 5
4622 Uniform complaint procedures
80303 Reports of change in employment status, alleged misconduct
CODE OF REGULATIONS, TITLE 8
3204 Employees exposed to bloodborne pathogens, access to exposure and medical records

5191 Chemical hygiene plan
5193 California bloodborne pathogens standard
5194 Hazard communication program
CODE OF REGULATIONS, TITLE 13
1234 Reports regarding school buses and bus drivers
2480 Vehicle idling, limitations
UNITED STATES CODE, TITLE 38
4334 Uniformed Services Employment and Reemployment Rights Act, notice requirement
UNITED STATES CODE, TITLE 41
8101-8106 Drug-Free Workplace Act
CODE OF FEDERAL REGULATIONS, TITLE 29
825.300 Family and Medical Leave Act; notice requirement
CODE OF FEDERAL REGULATIONS, TITLE 34
84.205-84.210 Drug-free workplace statement
104.8 Nondiscrimination
106.9 Dissemination of policy, nondiscrimination on basis of sex
CODE OF FEDERAL REGULATIONS, TITLE 40
763.84 Asbestos inspections, response actions and post-response actions
763.93 Asbestos management plans
CODE OF FEDERAL REGULATIONS, TITLE 49
382.601 Controlled substance and alcohol use and testing notifications

(6/94 2/95) 7/12

Policy
adopted:

DEHESA SCHOOL DISTRICT
El Cajon, California

Exhibit

Employee Notifications

E 4212.9 4112.9, 4312.9

Personnel

I. To All Employees

When/Whom to Notify: At the beginning of school year or upon employment

Education or Other Legal Code: Education Code 231.5, Government Code 12950, 2 CCR 11024

Board Policy/Administrative Regulation #: See AR 4119.11/4219.11/4319.11

Subject: The district's policy on sexual harassment, legal remedies, complaints

When/Whom to Notify: Annually to all employees and 72 hours before pesticide application

Education or Other Legal Code: Education Code 17612

Board Policy/Administrative Regulation #: See AR 3514.2

Subject: Use of pesticide product, active ingredients, Internet address to access information

When/Whom to Notify: To all employees, prior to implementing year-round schedule

Education or Other Legal Code: Education Code 37616

Board Policy/Administrative Regulation #: See BP 6117

Subject: Public hearing on year-round implementing year-round program schedule

When/Whom to Notify: To all employees, prior to implementing alternative schedule

Education or Other Legal Code: Education Code 46162

Board Policy/Administrative Regulation #: See AR 6112

Subject: Public hearing on alternative schedule

When/Whom to Notify: To all employees

Education or Other Legal Code: Education Code 49013; 5 CCR 4622

Board Policy/Administrative Regulation #: See AR 1312.3; See BP 0460; See BP 3260

Subject: Uniform complaint procedures, appeals, civil law remedies, coordinator, complaints about student fees and local control accountability plan

When/Whom to Notify: To all employees

Education or Other Legal Code: Education Code 49414

Board Policy/Administrative Regulation #: See AR 5141.21

Subject: Request for volunteers to be trained to administer epinephrine auto-injectors

When/Whom to Notify: At least once per year

Education or Other Legal Code: Education Code 49414.3

Board Policy/Administrative Regulation #: See AR 5141.21

Subject: Request for volunteers to be trained to administer opioid antagonist

When/Whom to Notify: To all employees

Education or Other Legal Code: Government Code 1126
Board Policy/Administrative Regulation #: See BP 4136/4236/4336
Subject: Prohibition of activities that are inconsistent, incompatible, in conflict with, or inimical to duties; discipline; appeal

When/Whom to Notify: Prior to beginning employment
Education or Other Legal Code: Government Code 3102
Board Policy/Administrative Regulation #: See AR 4112.3/4212.3/4312.3
Subject: Oath or affirmation of allegiance required of disaster service workers

When/Whom to Notify: To all employees
Education or Other Legal Code: Government Code 8355; 41 USC 8102; 34 CFR 84.205, 84.210
Board Policy/Administrative Regulation #: See BP 4020, See BP 4159/4259/4359
Subject: District's drug- and alcohol-free workplace; actions that will be taken if violated; available employee assistance programs

When/Whom to Notify: Upon employment
Education or Other Legal Code: Government Code 21029
Board Policy/Administrative Regulation #: None
Subject: Right to purchase PERS service credit for military service performed prior to public employment

When/Whom to Notify: Upon placement of automated external defibrillator (AED) in school, annually thereafter
Education or Other Legal Code: Health and Safety Code 1797.196
Board Policy/Administrative Regulation #: See AR 5141
Subject: Proper use of AED; location of all AEDs on campus, sudden cardiac arrest, school's emergency response plan

When/Whom to Notify: To all employees, if the district receives Tobacco-Use Prevention Education funds
Education or Other Legal Code: Health and Safety Code 104420
Board Policy/Administrative Regulation #: See AR 3513.3
Subject: District's tobacco-free schools policy and enforcement procedures

When/Whom to Notify: Annually to all employees, or more frequently if there is new information
Education or Other Legal Code: Health and Safety Code 120875, 120880
Board Policy/Administrative Regulation #: See AR 4119.43/4219.43/4319.43
Subject: AIDS and hepatitis B, methods to prevent exposure

When/Whom to Notify: To all employees, with each paycheck
Education or Other Legal Code: Labor Code 246
Board Policy/Administrative Regulation #: See AR 4161.1/4361.1 and see AR 4261.1
Subject: Amount of sick leave available

When/Whom to Notify: To covered employees and former employees
Education or Other Legal Code: Labor Code 2800.2
Board Policy/Administrative Regulation #: See AR 4154/4254/4354
Subject: Availability of COBRA/Cal-COBRA continuation and conversion coverage; statement encouraging careful examination of options before declining coverage

When/Whom to Notify: To every new employee, either at the time employee is hired or by end of first pay period
Education or Other Legal Code: Labor Code 3551
Board Policy/Administrative Regulation #: See BP 4157.1/4257.1/4357.1
Subject: Workers' compensation benefits, how to obtain medical care, role of primary physician, form for reporting personal physician/chiropractor

When/Whom to Notify: Prior to beginning employment
Education or Other Legal Code: Penal Code 11165.7, 11166.5
Board Policy/Administrative Regulation #: See AR 5141.4
Subject: Status as a mandated reporter of child abuse, reporting obligations, confidentiality rights, copy of law

When/Whom to Notify: Upon employment, and when employee goes on leave for specified reasons
Education or Other Legal Code: Unemployment Insurance Code 2613
Board Policy/Administrative Regulation #: See AR 4154/4254/4354
Subject: Disability insurance rights and benefits

When/Whom to Notify: To all employees and job applicants
Education or Other Legal Code: 2 CCR 11023; 34 CFR 104.8, 106.9
Board Policy/Administrative Regulation #: See BP 0410, See BP 4030
Subject: District's policy on nondiscrimination and related complaint procedures

When/Whom to Notify: To all employees via employee handbook, or to each new employee
Education or Other Legal Code: 2 CCR 11091, 11095; 29 CFR 825.300
Board Policy/Administrative Regulation #: See AR 4161.8/4261.8/4361.8
Subject: Benefits through Family and Medical Leave Act (FMLA) and California Family Rights Act (CFRA); obligation to provide 30 days' notice of need for leave when possible

When/Whom to Notify: Annually to all employees
Education or Other Legal Code: 40 CFR 763.84, 763.93
Board Policy/Administrative Regulation #: See AR 3514
Subject: Availability of asbestos management plan; any inspections, response actions or post-response actions planned or in progress

II. To Certificated Employees

When/Whom to Notify: To eligible certificated employees in a timely manner, and to part-time and substitute certificated employees within 30 days of hire

Education or Other Legal Code: Education Code 22455.5
Board Policy/Administrative Regulation #: See AR 4121
Subject: Criteria for membership in retirement system; right to elect membership at any time

When/Whom to Notify: Upon employment of a retired certificated individual
Education or Other Legal Code: Education Code 22461
Board Policy/Administrative Regulation #: See AR 4117.14/4317.14
Subject: Postretirement earnings limitation or employment restriction; monthly report of compensation

When/Whom to Notify: To certificated employees
Education or Other Legal Code: Education Code 35171
Board Policy/Administrative Regulation #: See AR 4115, See BP 4315
Subject: District regulations related to performance evaluations

When/Whom to Notify: 30 days before last day of school year for instructional staff, or by June 30 for noninstructional certificated staff, in any year in which employee is evaluated
Education or Other Legal Code: Education Code 44663
Board Policy/Administrative Regulation #: See AR 4115
Subject: Copy of employee's evaluation

When/Whom to Notify: To a certificated employee with unsatisfactory evaluation, once per year for probationary employee or at least once every other year for permanent employee
Education or Other Legal Code: Education Code 44664
Board Policy/Administrative Regulation #: See AR 4115
Subject: Notice and description of the unsatisfactory performance

When/Whom to Notify: By May 30, if district elects to issue reemployment notices to certificated employees
Education or Other Legal Code: Education Code 44842
Board Policy/Administrative Regulation #: See AR 4112.1
Subject: Request that the employee notify district of intent to remain in service next year

When/Whom to Notify: To certificated employees upon employment and to nonpermanent employees in July of each school year
Education or Other Legal Code: Education Code 44916
Board Policy/Administrative Regulation #: See AR 4112.1, See AR 4121
Subject: Employment status and salary

When/Whom to Notify: To probationary employees in district with ADA of 250 or more, by March 15 of employee's second consecutive year of employment
Education or Other Legal Code: Education Code 44929.21
Board Policy/Administrative Regulation #: See AR 4117.6
Subject: Whether or not employee is reelected for next school year

When/Whom to Notify: When certificated employee is subject to disciplinary action for cause, at

any time of year or, for charge of unsatisfactory performance, during instructional year
Education or Other Legal Code: Education Code 44934, 44934.1, 44936
Board Policy/Administrative Regulation #: See BP 4118; See AR 4118
Subject: Notice of charges, procedures, and employee rights; intent to dismiss or suspend 30 days after notice

When/Whom to Notify: To certificated employee charged with unprofessional conduct, at least 45 days prior to suspension/dismissal notice
Education or Other Legal Code: Education Code 44938
Board Policy/Administrative Regulation #: See BP 4118
Subject: Notice of deficiency and opportunity to correct

When/Whom to Notify: To certificated employee charged with unsatisfactory performance, at least 90 days prior to suspension/dismissal notice or prior to last quarter of school year
Education or Other Legal Code: Education Code 44938
Board Policy/Administrative Regulation #: See BP 4118
Subject: Notice of deficiency and opportunity to correct

When/Whom to Notify: To certificated employee charged with mandatory leave of absence offense, within 10 days of entry of judgment in proceedings
Education or Other Legal Code: Education Code 44940.5
Board Policy/Administrative Regulation #: See AR 4118
Subject: Notice of intent to dismiss 30 days from notice unless employee demands hearing

When/Whom to Notify: To probationary employees 30 days prior to dismissal during school year, but not later than March 15 for second- year probationary employees
Education or Other Legal Code: Education Code 44948.3
Board Policy/Administrative Regulation #: See AR 4118
Subject: Reasons for dismissal and opportunity to appeal

When/Whom to Notify: By March 15 when necessary to reduce certificated personnel, with final notice by May 15
Education or Other Legal Code: Education Code 44949, 44955
Board Policy/Administrative Regulation #: See BP 4117.3
Subject: Reasons for personnel reduction and employees' right to hearing; final notice of Board decision re: termination

When/Whom to Notify: On or before June 30, to temporary employee who served 75 percent of school year but will be released
Education or Other Legal Code: Education Code 44954
Board Policy/Administrative Regulation #: See BP 4121
Subject: District's decision not to reelect employee for following school year

When/Whom to Notify: To teacher, when a student engages in or is reasonably suspected of specified acts
Education or Other Legal Code: Education Code 49079

Board Policy/Administrative Regulation #: See AR 4158/4258/4358

Subject: Student has committed specified act that constitutes ground for suspension or expulsion

When/Whom to Notify: To certificated employee upon change in employment status due to alleged misconduct

Education or Other Legal Code: 5 CCR 80303

Board Policy/Administrative Regulation #: See AR 4117.7/4317.7

Subject: Contents of state regulation re: report to Commission on Teacher Credentialing

III. To Classified Employees

When/Whom to Notify: To classified employee charged with mandatory leave of absence offense, in merit system district

Education or Other Legal Code: Education Code 44940.5

Board Policy/Administrative Regulation #: See AR 4218

Subject: Notice of intent to dismiss in 30 days

When/Whom to Notify: When classified employee is subject to disciplinary action for cause, in nonmerit district

Education or Other Legal Code: Education Code 45113

Board Policy/Administrative Regulation #: See AR 4218

Subject: Notice of charges, procedures, and employee rights

When/Whom to Notify: To classified employees at least 60 days prior to layoff, or by April 29 if specially funded program that expires at end of school year

Education or Other Legal Code: Education Code 45117

Board Policy/Administrative Regulation #: See AR 4217.3

Subject: Notice of layoff and reemployment rights

When/Whom to Notify: To classified employees upon employment and upon each change in classification

Education or Other Legal Code: Education Code 45169

Board Policy/Administrative Regulation #: See AR 4212

Subject: Employee's class specification, salary data, assignment or work location, duty hours, prescribed workweek

When/Whom to Notify: To classified permanent employee whose leave is exhausted

Education or Other Legal Code: Education Code 45192, 45195

Board Policy/Administrative Regulation #: See AR 4261.1, See AR 4261.11

Subject: Exhaustion of leave, opportunity to request additional leave

When/Whom to Notify: To school bus drivers and school activity bus drivers prior to expiration of specified documents

Education or Other Legal Code: 13 CCR 1234

Board Policy/Administrative Regulation #: See AR 3542

Subject: Expiration date of driver's license, driver's certificate and medical certificate; need to

renew

When/Whom to Notify: To school bus drivers and school activity bus drivers upon employment and at least once per year thereafter

Education or Other Legal Code: 13 CCR 2480

Board Policy/Administrative Regulation #: See AR 3542

Subject: Limitations on vehicle idling; consequences of not complying

When/Whom to Notify: To school bus drivers, prior to district drug testing program and thereafter upon employment

Education or Other Legal Code: 49 CFR 382.601

Board Policy/Administrative Regulation #: See BP 4112.42/4212.42/4312.42

Subject: Explanation of federal requirements for drug testing program and district's policy

IV. To Administrative/Supervisory Personnel

When/Whom to Notify: To deputy, associate, or assistant superintendent or senior manager of classified service, at least 45 days before expiration of contract

Education or Other Legal Code: Education Code 35031

Board Policy/Administrative Regulation #: See BP 4312.1

Subject: Decision not to reelect or reemploy upon expiration of contract or term

When/Whom to Notify: Upon request by administrative or supervisory employee transferred to teaching position

Education or Other Legal Code: Education Code 44896

Board Policy/Administrative Regulation #: See AR 4313.2

Subject: Statement of the reasons for the release or reassignment

When/Whom to Notify: By March 15 to employee who may be released/reassigned the following school year

Education or Other Legal Code: Education Code 44951

Board Policy/Administrative Regulation #: See AR 4313.2

Subject: Notice that employee may be released or reassigned the following school year

V. To Individual Employees Under Special Circumstances

When/Whom to Notify: In the event of a breach of security of district records to affected employees

Education or Other Legal Code: Civil Code 1798.29

Board Policy/Administrative Regulation #: See BP 3580

Subject: Types of records affected, date of breach, description of incident, and, as applicable, contact information for credit reporting agencies

When/Whom to Notify: Prior to placing derogatory information in personnel file

Education or Other Legal Code: Education Code 44031

Board Policy/Administrative Regulation #: See AR 4112.6/4212.6/4312.6

Subject: Notice of derogatory information, opportunity to review and comment

When/Whom to Notify: To employees who volunteer to administer epinephrine auto-injector

Education or Other Legal Code: Education Code 49414

Board Policy/Administrative Regulation #: See AR 5141.21

Subject: Defense and indemnification from civil liability by the district

When/Whom to Notify: To employees returning from military leave of absence, within 30 days of return

Education or Other Legal Code: Government Code 20997

Board Policy/Administrative Regulation #: See AR 4161.5/4261.5/4361.5

Subject: Right to receive PERS service credit for military service; application form

When/Whom to Notify: 24 hours before Board meets in closed session to hear complaints or charges against employee

Education or Other Legal Code: Government Code 54957

Board Policy/Administrative Regulation #: See BB 9321

Subject: Employee's right to have complaints/charges heard in open session

When/Whom to Notify: When taking disciplinary action against employee for disclosure of confidential information

Education or Other Legal Code: Government Code 54963

Board Policy/Administrative Regulation #: See BP 4119.23/4219.23/4319.23

Subject: Law prohibiting disclosure of confidential information obtained in closed session

When/Whom to Notify: Within one working day of work-related injury or victimization of crime

Education or Other Legal Code: Labor Code 3553, 5401

Board Policy/Administrative Regulation #: See BP 4157.1/4257.1/4357.1

Subject: Potential eligibility for workers' compensation benefits, claim form

When/Whom to Notify: When adverse employment action is based on DOJ criminal history information or subsequent arrest notification

Education or Other Legal Code: Penal Code 11105, 11105.2

Board Policy/Administrative Regulation #: See AR 4112.5/4212.5/4312.5

Subject: Copy of DOJ notification

When/Whom to Notify: To any employee with exposure to blood or potentially infectious materials, upon initial employment and at least annually thereafter

Education or Other Legal Code: 8 CCR 3204, 5193

Board Policy/Administrative Regulation #: See AR 4119.42/4219.42/4319.42

Subject: The existence, location, and availability of exposure and medical records; person responsible for maintaining and providing access to records; right to access records

When/Whom to Notify: To any employee assigned to a work area where hazardous chemical are present, upon initial assignment and upon new exposure situation

Education or Other Legal Code: 8 CCR 5191

Board Policy/Administrative Regulation #: See AR 3514.1
Subject: Location and availability of chemical hygiene plan, exposure limits, signs and symptoms of exposure, location of reference material

When/Whom to Notify: To any employee who may be exposed to hazardous substances in the work area, upon initial assignment and when new hazard is introduced into work area

Education or Other Legal Code: 8 CCR 5194

Board Policy/Administrative Regulation #: See AR 3514.1

Subject: Any presence of hazardous substances in the work area, location and availability of hazard communication program, new material safety data sheet, employee rights

When/Whom to Notify: To employee eligible for military leave

Education or Other Legal Code: 38 USC 4334

Board Policy/Administrative Regulation #: See AR 4161.5/4261.5/4361.5

Subject: Notice of rights, benefits, and obligations under military leave

When/Whom to Notify: Within five days of employee's request for family care and medical leave, receipt of supporting information, or district's knowledge that the requested leave may qualify as FMLA leave

Education or Other Legal Code: 29 CFR 825.300; 2 CCR 11049, 11091

Board Policy/Administrative Regulation #: See AR 4161.8/4261.8/4361.8

Subject: Designation of leave as FMLA or non-FMLA; if not eligible, reason not eligible; requirement to use paid leave; any requirement for fitness-for-duty certification; any subsequent changes in designation notice

When/Whom to Notify: Whenever notice of eligibility for FMLA is provided to employee

Education or Other Legal Code: 29 CFR 825.300

Board Policy/Administrative Regulation #: See AR 4161.8/4261.8/4361.8

Subject: Rights and responsibilities re: use of FMLA; consequences of failure to meet obligations

(5/16 7/16) 3/17

Exhibit
adopted:

DEHESA SCHOOL DISTRICT
El Cajon, California

Board Policy

Evaluation/Supervision

BP 4215

Personnel

The Governing Board recognizes that appropriate supervision and regular, comprehensive evaluations can help employees to continually improve in the performance of their responsibilities. Evaluations shall be made in accordance with procedures specified in negotiated contracts and based on job-specific standards of performance.

(cf. 4141/4241 - Collective Bargaining Agreement)

The Board expects supervisors to gauge employees' on-the-job effectiveness and skills in a fair, objective, and consistent manner. Evaluations shall address the competence and care with which the employee executes his/her assigned responsibilities. As appropriate, evaluations also may address the extent to which the employee works cooperatively with others and observes school or district rules and regulations.

(cf. 4119.21/4219.21/4319.21- Professional Standards)

The Superintendent or designee shall ensure that evaluation ratings have uniform meaning throughout the district.

Evaluations shall be used to recognize the exemplary skills and accomplishments of staff and to identify areas needing improvement. When the evaluation indicates areas needing improvement, the Board expects employees to accept responsibility and take initiative to improve their performance. The Superintendent or designee shall assist employees in obtaining needed job skills.

(cf. 4231 - Staff Development)

The evaluation shall be dated and signed by both the employee and the supervisor.

(cf. 4112.6/4212.6/4312.6 - Personnel Files)

The Superintendent or designee shall ensure that classified employees have access to rules and procedures related to performance evaluations.

Legal Reference:

EDUCATION CODE

45113 Rules and regulations for the classified service in districts not incorporating the merit system

45261 Subjects of rules (merit system districts)
45262 Distribution of rules
GOVERNMENT CODE
3543.2 Scope of representation

Management Resources:

WEB SITES

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

California School Employees Association: <http://www.csea.com>

(1/85 10/96) 3/06

Policy
adopted:

DEHESA SCHOOL DISTRICT
EL Cajon, California

Exhibit

Oath Or Affirmation

E 4212.3 4112.3, 4312.3

Personnel

I, _____, do solemnly swear (or affirm) that I will support and defend the Constitution of the United States and the Constitution of the State of California against all enemies, foreign and domestic; that I will bear true faith and allegiance to the Constitution of the United States and the Constitution of the State of California; that I take this obligation freely, without any mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties upon which I am about to enter.

I understand that as a public employee I am a disaster service worker pursuant to Government Code 3100 and 3102 and that I am required to take this oath before entering the duties of my employment. In the event of natural, manmade or war-caused emergencies which result in conditions of disaster or extreme peril to life, property and resources, I am subject to disaster services activities assigned to me by my supervisor.

(Signature)

Certified by:

(Person who administers the oath)

(9/91) 7/03

Exhibit
adopted:

DEHESA SCHOOL DISTRICT
El Cajon, California

Administrative Regulation

Health Examinations

AR 4212.4 4112.4, 4312.4

Personnel

Tuberculosis Tests

No applicant shall be initially employed by the district, or employed under contract, in a classified or certificated position unless he/she has submitted to a tuberculosis risk assessment within the past 60 days and, if tuberculosis risk factors are identified, has submitted to an intradermal or other approved tuberculosis examination to determine that he/she is free of infectious tuberculosis. If the results of the examination are positive, the applicant shall obtain an x-ray of the lungs. At his/her discretion, an applicant may choose to submit to the examination instead of the risk assessment. (Education Code 49406)

(cf. 1240 - Volunteer Assistance)

(cf. 4112 - Appointment and Conditions of Employment)

(cf. 4119.41/4219.41/4319.41 - Employees with Infectious Disease)

(cf. 4212 - Appointment and Conditions of Employment)

Prior to employment by the district, an applicant shall submit a certificate from an authorized health provider stating that the applicant was assessed and/or examined and found to be free of infectious tuberculosis. (Education Code 49406)

An applicant who was previously employed in another school district or private or parochial school shall be deemed to have fulfilled the tuberculosis testing requirement if he/she produces a certificate showing that he/she was found to be free of infectious tuberculosis within 60 days of initial hire or if his/her previous employer verifies that it has a certificate on file showing that the applicant is free from infectious tuberculosis. (Education Code 49406)

Thereafter, each district employee who was found free of infectious tuberculosis shall undergo a tuberculosis risk assessment, and an examination whenever risk factors are identified, at least once every four years or more often when required by the Governing Board upon recommendation of the county health officer. However, once an employee has a documented positive test for tuberculosis infection followed by an x-ray, he/she shall no longer be required to submit to the tuberculosis risk assessment but shall be referred to the county health officer within 30 days of the examination to determine the need for follow-up care. (Education Code 49406)

The cost of the pre-employment tuberculosis risk assessment and/or examination shall be paid by the applicant, unless the Board has determined that the district will reimburse an applicant who is subsequently hired by the district. The district shall reimburse the employee for the cost, if any, of subsequent tuberculosis risk assessments and examinations. The district may provide for the risk assessment and examination or may establish a reasonable fee for the examination that is reimbursable to the employee. (Education Code 49406)

The following applicants or employees shall be exempted from the requirement to submit to a tuberculosis risk assessment and/or examination: (Education Code 49406)

1. An applicant/employee who files an affidavit stating that he/she adheres to the faith or teachings of a well-recognized religious sect, denomination, or organization and, in accordance with its creed, tenets, or principles, depends for healing upon prayer in the practice of religion and that, to the best of his/her knowledge and belief, he/she is free from infectious tuberculosis

Such an exemption shall be allowed only if the Board determines by resolution, after a hearing, that the health of students would not be jeopardized. If at any time there is probable cause to believe that the applicant/employee is afflicted with infectious tuberculosis, he/she may be excluded from service until the Board is satisfied that he/she is not afflicted.

(cf. 4030 - Nondiscrimination in Employment)

2. A classified employee who is employed for less than a school year and whose functions do not require frequent or prolonged contact with students

3. A pregnant employee who has positive results on a tuberculosis skin test, in which case she shall be exempted from the requirement to follow up with an x-ray of the lungs for a period not to exceed 60 days after the end of the pregnancy

Examination of Certificated Employees for Disabling Diseases

To fill a certificated position with an applicant who has not previously been employed in a certificated position in California, or with a retirant who has not been employed as a retirant, the district shall have on file a medical certification indicating that the applicant or retirant is free from any disabling disease which would render him/her unfit to instruct or associate with children. (Education Code 44839, 44839.5)

(cf. 4117.14/4317.14 - Postretirement Employment)

The certificate shall be completed and submitted directly to the district by an authorized health care provider. The medical examination referenced in the certificate must have been conducted within six months of the date that the certificate is filed. (Education Code 44839, 44839.5; 5 CCR 5503)

Applicants and retirants shall pay for the cost of obtaining the medical certification. (Education Code 44849, 44839.5)

Mental Examination for Certificated Employees

Whenever the Board is considering the suspension or transfer of a certificated employee based on its reasonable belief that the employee is suffering from mental illness of such a degree as to render him/her incompetent to perform his/her duties, the employee shall be offered the opportunity of being examined by a three-member panel of psychiatrists and psychologists in

accordance with Education Code 44942. The employee shall select the members of the panel from a list of psychiatrists and psychologists provided by the district. The examination shall be conducted, at district expense, within 15 days of the ordered suspension or transfer. The employee shall submit to the examination, but shall also be entitled to present a report of any psychiatrist, psychologist, or physician of his/her own choice. (Education Code 44942)

(cf. 4032 - Reasonable Accommodation)
(cf. 4114 - Transfers)
(cf. 4118 - Dismissal/Suspension/Disciplinary Action)

Legal Reference:

EDUCATION CODE

44839 Medical certificate; periodic medical examination
44839.5 Requirements for employment of retirant
44932 Grounds for dismissal of permanent employee
44942 Suspension or transfer of certificated employee on ground of mental illness
45122 Physical examinations
49406 Examination for tuberculosis

BUSINESS AND PROFESSIONS CODE

2700-2838 Nurses
3500-3546 Physician assistants

HEALTH AND SAFETY CODE

121525 Private and parochial school employees, examination for tuberculosis
CODE OF REGULATIONS, TITLE 5
5502 Filing of notice of physical examination for employment of retired persons
5503 Physical examination for employment of retired persons
5504 Medical certification procedures

COURT DECISIONS

Doe v. Lincoln Unified School District, (2010) 188 Cal.App.4th 758
Leonel v. American Airlines, Inc., (2005) 400 F.3d. 702
Raven v. Oakland Unified School District, (1989) 213 Cal.App.3d 1347

Management Resources:

WEB SITES

California Department of Public Health: <http://www.cdph.ca.gov>
Centers for Disease Control and Prevention: <http://www.cdc.gov>
Public Health Institute: <http://www.phi.org>
U.S. Food and Drug Administration: <http://www.fda.gov>

(11/09 11/10) 12/14

Regulation
adopted:

DEHESA SCHOOL DISTRICT
El Cajon, California

Board Policy

Employee Drug Testing

BP 4212.41 4112.41, 4312.41

Personnel

The Governing Board maintains a drug- and alcohol-free workplace. In accordance with law, all employees shall render service without using, possessing, being impaired by, or being under the influence of alcohol or drugs.

- (cf. 0450 - Comprehensive Safety Plan)
- (cf. 4020 - Drug and Alcohol-Free Workplace)
- (cf. 4030 - Nondiscrimination in Employment)
- (cf. 4032 - Reasonable Accommodation)
- (cf. 4112.42/4212.42/4312.42 - Drug and Alcohol Testing for School Bus Drivers)
- (cf. 5131.61 - Drug Testing)

Pre-Employment Drug/Alcohol Testing for Safety-Sensitive Positions

Because students and staff have the right to a safe and secure campus where they are free from physical and psychological harm, the Board authorizes the testing of prospective employees in safety-sensitive positions for drug and alcohol use. The following positions are safety-sensitive and are subject to the district's program:

Position	Safety-Sensitive Duties
Certificated	Classified Management
Classified	Confidential
Certificated Management	

Once a conditional offer of employment has been made, prospective employees in these identified positions shall undergo a pre-employment drug and alcohol screening for any substance which could impair their ability to safely and effectively perform their job functions. This screening shall be part of the employee's pre-employment physical examination.

Final selection of a job applicant for a position shall not be made until the applicant has successfully completed the screening.

All testing and medical examinations shall be conducted in accordance with state and federal law, Board policy, and administrative regulation.

- (cf. 4112.4/4212.4/4312.4 - Health Examinations)
- (cf. 4119.23/4219.23/4319.23 - Unauthorized Release of Confidential/Privileged Information)

Legal Reference:
 EDUCATION CODE
 44011 Controlled substance offense

44455 Conviction for controlled substance offenses as grounds for revocation of credential
44836 Employment of certificated persons convicted of controlled substance offenses
44940 Compulsory leave of absence for certificated persons
44940.5 Procedures when employees are placed on compulsory leave of absence
45123 Employment after conviction for controlled substance offense
45304 Compulsory leave of absence for classified persons
44839 Medical certificate; periodic medical examination
45122 Physical examinations

GOVERNMENT CODE

8350-8357 Drug-free workplace
12940 Unlawful employment practices

CODE OF REGULATIONS, TITLE 5

5504 Medical certification procedures

CALIFORNIA CONSTITUTION

Article 1, Section 28(c) Right to Safe Schools

UNITED STATES CODE, TITLE 41

701-707 Drug-Free Workplace Act

COURT DECISIONS

Lanier v. City of Woodburn, (2008, 9th Circuit) 518 F.3d 1147

Knox County Education Association v. Knox County Board of Education, (1998, 6th Circuit)
158 F.3d 361

Loder v. City of Glendale, (1997) 14 Cal. 4th 846

Vernonia School District 47J v. Acton, (1995) 115 S.Ct. 2386

International Brotherhood of Teamsters v. Department of Transportation, (1991) 932 F.2d
1292

Skinner v. Railway Labor Executives' Assn, (1989) 489 U.S. 602

National Treasury Employees Union v. Von Raab, (1989) 489 U.S. 456

(10/93 6/97) 7/08

Policy
adopted:

Dehesa School District
El Cajon, California

Administrative Regulation

Employee Drug Testing

AR 4212.41 4112.41, 4312.41

Personnel

Pre-Employment Drug/Alcohol Screening for Safety-Sensitive Positions

Applicants shall sign a form consenting to the drug and alcohol testing. The consent form shall authorize release of the test results to the district. To ensure an individual's privacy, the district shall not use test results for any purpose other than those stated in Board policy and administrative regulation, shall maintain the confidentiality of screening records, and shall not disclose such records unless the applicant consents or the Superintendent or designee is presented with a court order requiring the disclosure.

(cf. 4119.23/4219.23/4319.23 - Unauthorized Release of Confidential/Privileged Information)
(cf. 4112.4/4212.4/4312.4 - Health Examinations)

All initial screening tests shall be conducted at the district's expense. If an applicant's initial test is positive, a second test, at the district's expense, shall be administered as soon as possible to confirm the results. Upon obtaining a second positive result, the applicant may seek an independent drug and alcohol screening from a recognized medical laboratory at his/her own expense. Any applicant who fails to provide the district with a negative drug and alcohol screening report within five working days of a confirmed positive result shall be determined to have failed the screening and shall not be employed.

Failure to submit to the process or to complete the process shall preclude the applicant from being hired into the position. Disqualified applicants shall not be prohibited from applying for another job within the district.

(10/93 6/97) 7/08

Regulation
adopted:

DEHESA SCHOOL DISTRICT
El Cajon, California

Board Policy

Drug And Alcohol Testing For School Bus Drivers

BP 4212.42 4112.42, 4312.42

Personnel

The Governing Board desires to ensure that district-provided transportation is safe for students, staff, and the public. To that end, the Superintendent or designee shall establish a drug and alcohol testing program designed to prevent the operation of buses or the performance of other safety-sensitive functions by a driver who is under the influence of drugs or alcohol, including a driver of a school bus, student activity bus, or other school transportation vehicle or any other employee who holds a commercial driver's license which is necessary to perform duties related to district employment.

(cf. 3540 - Transportation)

(cf. 3542 - School Bus Drivers)

(cf. 3543 - Transportation Safety and Emergencies)

(cf. 4020 - Drug and Alcohol-Free Workplace)

(cf. 4112.41/4212.41/4312.41 - Employee Drug Testing)

A driver shall not report for duty or remain on duty when he/she has used any drug listed in 21 CFR 1308.11. A driver is also prohibited from reporting for duty or remaining on duty when he/she has used any drug listed in 21 CFR 1308.12-1308.15, unless he/she is using the drug under the direction of a physician who has advised him/her that the substance will not adversely affect the driver's ability to safely operate a bus. In addition, a driver shall not consume alcohol while on duty or for four hours prior to on-duty time. (49 CFR 382.201-382.209, 382.213)

The district's testing program for drivers shall include pre-employment drug testing and reasonable suspicion, random, post-accident, return-to-duty, and follow-up drug and alcohol testing of drivers. (49 USC 31306; 49 CFR 382.301-382.311)

The Board shall contract for testing services upon verifying that the personnel are appropriately qualified and/or certified and that testing procedures conform to federal regulations.

Except as otherwise provided by law, the Superintendent or designee shall not release individual test results or medical information about a driver to a third party without the driver's specific written consent. (49 CFR 40.321)

Consequences Based on Test Results

Any driver who refuses to take a required drug or alcohol test, tests positive for drugs, or is found to have a blood alcohol concentration level that exceeds the levels specified in law shall be removed from performing safety-sensitive functions in accordance with 49 CFR 40.23 and 382.211.

No driver shall be temporarily removed from the performance of safety-sensitive functions based only on a laboratory report of a confirmed positive test before the certified medical review officer has completed verification of the test results, unless the district has obtained a waiver. (49 CFR 40.21, 382.107, 382.119)

Not later than five days after receiving notification of the test result or refusal to comply, the Superintendent or designee shall report any refusal, failure to comply, or positive test result to the California Department of Motor Vehicles (DMV) using a form approved by the DMV. (Vehicle Code 13376)

Any driver who refuses, fails to comply, or has a positive test result may be referred to an education and treatment program that meets the requirements of 49 CFR 40.281-40.313. If the substance abuse professional recommends that ongoing services are needed to assist the driver to maintain sobriety or abstinence from drug use, the Superintendent or designee shall require the driver to participate in the recommended services as part of a return-to-duty agreement and shall monitor his/her compliance. Any drop from a rehabilitation or return-to-duty program or a subsequent positive test result shall be reported to the DMV. (Vehicle Code 13376; 49 CFR 40.285, 40.287, 40.303, 382.605)

(cf. 4159/4259/4359 - Employee Assistance Programs)
(cf. 4161/4261/4361 - Leaves)
(cf. 4161.1/4361.1 - Personal Illness/Injury Leave)
(cf. 4161.8/4261.8/4361.8 - Family Care and Medical Leave)
(cf. 4161.9/4261.9/4361.9 - Catastrophic Leave Program)
(cf. 4261.1 - Personal Illness/Injury Leave)

A driver who has violated federal drug and alcohol regulations may be subject to disciplinary action up to and including dismissal in accordance with law, administrative regulations, and the district's collective bargaining agreement.

(cf. 4118 - Dismissal/Suspension/Disciplinary Action)
(cf. 4218 - Dismissal/Suspension/Disciplinary Action)

Legal Reference:

EDUCATION CODE

35160 Authority of governing boards

GOVERNMENT CODE

8355 Drug-free workplace; employee notification

VEHICLE CODE

13376 Driver certificates; revocation or suspension

34500-34520.5 Safety regulations

CODE OF REGULATIONS, TITLE 13

1200-1293 Motor carrier safety, especially:

1213.1 Placing drivers out-of-service

UNITED STATES CODE, TITLE 41

8101-8106 Drug-Free Workplace Act

UNITED STATES CODE, TITLE 49
31306 Alcohol and drug testing
CODE OF FEDERAL REGULATIONS, TITLE 21
1308.11-1308.15 Controlled substances
CODE OF FEDERAL REGULATIONS, TITLE 49
40.1-40.413 Procedures for transportation workplace drug and alcohol testing programs
382.101-382.605 Drug and alcohol use and testing; especially:
382.205 On-duty use
382.207 Pre-duty use
382.209 Use following an accident

Management Resources:

CALIFORNIA HIGHWAY PATROL PUBLICATIONS
Controlled Substances and Alcohol Testing Compliance Checklist, 2007
What is CSAT? Controlled Substances and Alcohol Testing, 2005

WEB SITES

California Highway Patrol: <http://www.chp.ca.gov>
Federal Motor Carrier Safety Administration: <http://www.fmcsa.dot.gov>
U.S. Department of Transportation, Office of Drug and Alcohol Policy and Compliance:
<http://www.dot.gov/ost/dapc>

(2/96 3/06) 8/13

Policy
adopted:

DEHESA SCHOOL DISTRICT
El Cajon, California

DEHESA SCHOOL DISTRICT

To: Members of the Board
From: Nancy Hauer
Subject: Policy Updates BP/AR460,
AR33.11.1, AR3543,
AR4200, AR5113,
AR5131.41,

Meeting Date: February 21, 2019

- Action
- First Reading
- Information
- Presentation
- Discussion
- Public Hearing
- Roll Call Vote Required

Background: The Board policies are periodically updated in Gamut. The District is trying to maintain updated polices and not get behind as in previous years.

Report: Please see the included information from Gamut.

Financial Impact: None

Student Impact: Effective governance has a significant impact on student achievement.

Recommendation: Administration recommends approval of the updated Board Policies, Exhibits and Administrative Regulations.

Agenda Item #:VII.E.2

Local Control and Accountability Plan

(BP/AR revised) Policy and regulation updated to reflect NEW LAW (AB 2878) which expands the state priority on parent involvement that must be addressed in the local control and accountability plan (LCAP) to include family engagement. Policy also reflects NEW LAW (AB 1808) which requires consultation on plan development with special education local plan administrator(s) and, by July 1, 2019, requires districts to develop a local control funding formula budget overview for parents/guardians in conjunction with the LCAP. Policy reflects NEW LAW (AB 1840) which requires the State Board of Education to expand the LCAP template by January 31, 2020 to include specified information. Section on "Technical Assistance/Intervention" updated to reflect AB 1808 which establishes a single statewide system of support for districts and schools, and AB 1840 which provides that a district receiving an emergency apportionment will be deemed to have been referred to the California Collaborative for Educational Excellence. Regulation updated to reflect AB 1840 which requires data in the LCAP to be reported in a manner consistent with the California School Dashboard and requires districts to post their LCAP prominently on the homepage of their web site. Section on "Annual Updates" deleted since the annual updates follow the same process and adhere to the same template as the initial LCAP.

See BP 0460

See AR 0460

Citizen Advisory Committees

(AR revised) Regulation updated to clarify that the parent advisory committee and English learner parent advisory committee established to review and comment on the LCAP are not subject to Brown Act requirements, but must comply with other, less complex procedural requirements. Legal cites for school site councils revised pursuant to NEW LAW (AB 716).

See AR 1220

Uniform Public Construction Cost Accounting Procedures

(AR revised) Regulation updated to reflect NEW LAW (AB 2249) which revises the threshold amounts that determine the process that may be used to award contracts for public works. Regulation also revised to clarify requirements for informal bid notifications that must be sent to contractors and/or construction journals.

See AR 3311.1

Transportation Safety and Emergencies

seclusion and behavioral techniques that are always prohibited.
See AR 5131.41

Suicide Prevention

(BP/AR revised) Policy updated to reflect NEW LAW (AB 2639) which requires boards of districts that serve grades 7-12 to review the district's suicide prevention policy at least every five years and update it as necessary. Regulation updated to reflect NEW LAW (SB 972) which requires districts that issue student identification cards to print specified suicide prevention hotline numbers on the cards effective July 1, 2019. Regulation also reflects NEW LAW (AB 1808) which requires CDE to identify online training programs that districts can use to train students and staff regarding suicide awareness and prevention.
See BP 5141.52
See AR 5141.52

Discipline

(BP/AR revised) Policy updated to reflect NEW LAW (AB 2657) which prohibits seclusion and behavioral restraint of students as a means of discipline, and to encourage staff development regarding equitable implementation of discipline. Regulation updated to revise section on "Detention After School" to more directly reflect state regulations and delete a specific timeline for advance notice to parents/guardians of a student's detention.
See BP 5144
See AR 5144

Married/Pregnant/Parenting Students

(BP revised) Policy updated to reflect NEW LAW (AB 2289) which requires notification to parents/guardians and to pregnant and parenting students of their rights under the law; authorizes an excused absence for a parenting student to care for a sick child without a physician's note; provides that a pregnant or parenting student is entitled to eight weeks of parental leave, or longer if deemed medically necessary by the student's physician; and authorizes the use of uniform complaint procedures for complaints alleging noncompliance with the law.
See BP 5146

High School Graduation Requirements

(BP revised) Policy updated to reflect NEW LAW (AB 2121) which, under certain conditions,

(AR revised) Regulation updated to reflect NEW LAW (AB 1798) which requires that all school buses be equipped with passenger restraint systems by July 1, 2035. Regulation also reflects NEW LAW (AB 1840) which delays until March 1, 2019 the requirement that each school bus and student activity bus be equipped with a child safety alert system, and allows for a possible six-month extension for districts with an average daily attendance of 4,000 or less under specified conditions. Regulation adds the conditions under which a student activity bus is exempt from the requirement to install a child safety alert system.

See AR 3543

Classified Personnel

(AR revised) Regulation updated to reflect NEW LAW (AB 2160) which eliminates the exemption of part-time playground positions from the classified service in merit system districts, thereby making those positions part of the classified service. Regulation also reflects NEW LAW (AB 2261) which eliminates the exemption from the classified service, in merit system districts, of community representatives employed in advisory or consulting capacities for not more than 90 working days per fiscal year. Paragraph moved to emphasize that employees in either merit or non-merit system districts who are exempted from the classified service must fulfill obligations related to physical examinations, fingerprinting, and tuberculosis tests.

See AR 4200

Absences and Excuses

(AR revised) Regulation updated to reflect NEW LAW (AB 2289) which (1) amends the definition of "immediate family" for the purpose of authorizing certain excused absences, (2) prohibits a district from requiring a physician's note for an absence by a parenting student to care for a sick child, and (3) clarifies that students may be excused from school, under specified conditions, for work in the entertainment or allied industry, participation with a nonprofit performing arts organization in a performance for a public school audience, or other reasons at the discretion of school administrators.

See AR 5113

Use of Seclusion and Restraint

(AR added) New regulation reflects NEW LAW (AB 2657) which prohibits seclusion and behavioral restraint of students as a means of discipline, and provides that seclusion and restraint may be used only to control behavior that poses a clear and present danger of serious physical harm to a student or others if that behavior cannot be immediately prevented by a less restrictive response. Regulation specifies the conditions for such use, reporting requirements, and a list of

Board Policy

Local Control And Accountability Plan

BP 0460

Philosophy, Goals, Objectives and Comprehensive Plans

The Governing Board desires to ensure the most effective use of available funding to improve outcomes for all students. A comprehensive, data-driven planning process shall be used to identify annual goals and specific actions which are aligned with the district budget and facilitate continuous improvement of district practices.

(cf. 0000 - Vision)

(cf. 0200 - Goals for the School District)

(cf. 0415 - Equity)

The Board shall adopt a districtwide local control and accountability plan (LCAP), based on the template adopted by the State Board of Education (SBE), that addresses the state priorities in Education Code 52060 and any local priorities adopted by the Board. The LCAP shall be updated on or before July 1 of each year and, like the district budget, shall cover the next fiscal year and two subsequent fiscal years. (Education Code 52060, 52064; 5 CCR 15494-15497)

(cf. 3100 - Budget)

The LCAP shall focus on improving outcomes for all students, particularly those who are "unduplicated students" or are part of any numerically significant student subgroup that is at risk of or is underperforming.

Unduplicated students include students who are eligible for free or reduced-price meals, English learners, and foster youth, as defined in Education Code 42238.01 for purposes of the local control funding formula (LCFF). (Education Code 42238.02)

(cf. 3553 - Free and Reduced Price Meals)

(cf. 6173.1 - Education for Foster Youth)

(cf. 6174 - Education for English Learners)

Numerically significant student subgroups include ethnic subgroups, socioeconomically disadvantaged students, English learners, students with disabilities, foster youth, and homeless students, when there are at least 30 students in the subgroup or at least 15 foster youth or homeless students. (Education Code 52052)

(cf. 6164.4 - Identification and Evaluation of Individuals for Special Education)

(cf. 6173 - Education for Homeless Children)

The Superintendent or designee shall review the school plan for student achievement (SPSA)

submitted by each district school pursuant to Education Code 64001 to ensure that the specific actions included in the LCAP are consistent with strategies included in the SPSA. (Education Code 52062)

(cf. 0420 - School Plans/Site Councils)

The LCAP shall also be aligned with other district and school plans to the extent possible in order to minimize duplication of effort and provide clear direction for program implementation.

(cf. 0400 - Comprehensive Plans)
(cf. 0440 - District Technology Plan)
(cf. 0450 - Comprehensive Safety Plan)
(cf. 5030 - Student Wellness)
(cf. 6171 - Title I Programs)
(cf. 7110 - Facilities Master Plan)

As part of the LCAP adoption and annual update to the LCAP, the Board shall separately adopt an LCFE budget overview for parents/guardians, based on the template developed by the SBE, which includes specified information relating to the district's budget. The budget overview shall be adopted, reviewed, and approved in the same manner as the LCAP and the annual update. (Education Code 52064.1)

Any complaint that the district has not complied with legal requirements pertaining to the LCAP may be filed pursuant to AR 1312.3 - Uniform Complaint Procedures. (Education Code 52075)

(cf. 1312.3 - Uniform Complaint Procedures)

Plan Development

The Superintendent or designee shall gather data and information needed for effective and meaningful plan development and present it to the Board and community. Such data and information shall include, but not be limited to, data regarding the number of students in student subgroups, disaggregated data on student achievement levels, and information about current programs and expenditures.

The Board shall consult with teachers, principals, administrators, other school personnel, employee bargaining units, parents/guardians, and students in developing the LCAP. Consultation with students shall enable unduplicated students and other numerically significant student subgroups to review and comment on LCAP development and may include surveys of students, student forums, student advisory committees, and/or meetings with student government bodies or other groups representing students. (Education Code 52060; 5 CCR 15495)

(cf. 1220 - Citizen Advisory Committees)
(cf. 4140/4240/4340 - Bargaining Units)
(cf. 6020 - Parent Involvement)

Public Review and Input

The Board shall establish a parent advisory committee to review and comment on the LCAP. The committee shall be composed of a majority of parents/guardians and shall include parents/guardians of unduplicated students as defined above. (Education Code 52063; 5 CCR 15495)

Whenever district enrollment includes at least 15 percent English learners, with at least 50 students who are English learners, the Board shall establish an English learner parent advisory committee composed of a majority of parents/guardians of English learners to review and comment on the LCAP. (Education Code 52063; 5 CCR 15495)

The Superintendent or designee shall present the LCAP to the committee(s) before it is submitted to the Board for adoption, and shall respond in writing to comments received from the committee(s). (Education Code 52062)

The Superintendent or designee shall notify members of the public of the opportunity to submit written comments regarding the specific actions and expenditures proposed to be included in the LCAP. The notification shall be provided using the most efficient method of notification possible, which may not necessarily include producing printed notices or sending notices by mail. All written notifications related to the LCAP shall be provided in the primary language of parents/guardians when required by Education Code 48985. (Education Code 52062)

(cf. 5145.6 - Parental Notifications)

As part of the parent/guardian and community engagement process, the district shall solicit input on effective and appropriate instructional methods, including, but not limited to, establishing language acquisition programs to enable all students, including English learners and native English speakers, to have access to the core academic content standards and to become proficient in English. (Education Code 305-306)

The Superintendent or designee shall consult with the administrator(s) of the special education local plan area of which the district is a member to ensure that specific actions for students with disabilities are included in the LCAP and are consistent with strategies included in the annual assurances support plan for the education of students with disabilities. (Education Code 52062)

(cf. 0430 - Comprehensive Local Plan for Special Education)

The Board shall hold at least one public hearing to solicit the recommendations and comments of members of the public regarding the specific actions and expenditures proposed to be included in the LCAP. The public hearing shall be held at the same meeting as the budget hearing required pursuant to Education Code 42127 and AR 3100 - Budget. (Education Code 42127, 52062)

(cf. 9320 - Meetings and Notices)

Adoption of the Plan

The Board shall adopt the LCAP prior to adopting the district budget, but at the same public meeting. This meeting shall be held after the public hearing described above, but not on the same day as the hearing. (Education Code 52062)

The Board may adopt revisions to the LCAP at any time during the period in which the plan is in effect, provided the Board follows the process to adopt the LCAP pursuant to Education Code 52062 and the revisions are adopted in a public meeting. (Education Code 52062)

Submission of Plan to County Superintendent of Schools

Not later than five days after adoption of the LCAP, the district budget, and the budget overview for parents/guardians, the Board shall file the LCAP, the budget, and the budget overview with the County Superintendent of Schools. (Education Code 42127, 52064.1, 52070)

If the County Superintendent sends, by August 15, a written request for clarification of the contents of the LCAP, the Board shall respond in writing within 15 days of the request. If the County Superintendent then submits recommendations for amendments to the LCAP within 15 days of receiving the Board's response, the Board shall consider those recommendations in a public meeting within 15 days of receiving the recommendations. (Education Code 52070)

If the County Superintendent does not approve the district's LCAP, the Board shall accept technical assistance from the County Superintendent focused on revising the plan so that it can be approved. (Education Code 52071)

Monitoring Progress

The Superintendent or designee shall report to the Board, at least annually in accordance with the timeline and indicators established by the Superintendent and the Board, regarding the district's progress toward attaining each goal identified in the LCAP. Evaluation shall include, but not be limited to, an assessment of district and school performance reported on the California School Dashboard. Evaluation data shall be used to recommend any necessary revisions to the LCAP.

(cf. 0500 - Accountability)

Technical Assistance/Intervention

At its discretion, the Board may submit a request to the County Superintendent for technical assistance, including, but not limited to: (Education Code 52071)

1. Assistance in identifying district strengths and weaknesses in regard to state priorities, which includes the review of performance data on the state and local indicators included in the Dashboard and other relevant local data, and in identifying effective, evidence-based programs or practices that address any areas of weakness.
2. Assistance from an academic, programmatic, or fiscal expert, or team of experts, in

identifying and implementing effective programs and practices that are designed to improve performance in any identified areas of weakness. The district may engage other service providers, including, but not limited to, other school districts, county offices of education, or charter schools, to provide such assistance.

In the event that the County Superintendent requires the district to receive technical assistance based on one or more numerically significant student subgroups meeting the criteria established pursuant Education Code 52064.5, the Board shall work with the County Superintendent, or another service provider at district expense, and shall provide the County Superintendent timely documentation of the district's completion of the activities listed in items #1-2 above or substantially similar activities. (Education Code 52071)

If referred to the California Collaborative for Educational Excellence by either the County Superintendent or the Superintendent of Public Instruction (SPI), the district shall implement the recommendations of that agency in order to accomplish the goals set forth in the district's LCAP. (Education Code 52071, 52074)

If the SPI identifies the district as needing intervention, the district shall cooperate with any action taken by the SPI or any academic advisor appointed by the SPI, which may include one or more of the following: (Education Code 52072)

1. Revision of the district's LCAP
2. Revision of the district's budget in accordance with changes in the LCAP
3. A determination to stay or rescind any district action that would prevent the district from improving outcomes for all student subgroups, provided that action is not required by a collective bargaining agreement

Legal Reference:

EDUCATION CODE

305-306 English language education

17002 State School Building Lease-Purchase Law, including definition of good repair

33430-33436 Learning Communities for School Success Program; grants for LCAP implementation

41020 Audits

41320-41322 Emergency apportionments

42127 Public hearing on budget adoption

42238.01-42238.07 Local control funding formula

44258.9 County superintendent review of teacher assignment

48985 Parental notices in languages other than English

51210 Course of study for grades 1-6

51220 Course of study for grades 7-12

52052 Numerically significant student subgroups

52059.5 Statewide system of support
52060-52077 Local control and accountability plan
52302 Regional occupational centers and programs
52372.5 Linked learning program
54692 Partnership academies
60119 Sufficiency of textbooks and instructional materials; hearing and resolution
60605.8 California Assessment of Academic Achievement; Academic Content Standards
Commission
64001 Single plan for student achievement
99300-99301 Early Assessment Program
WELFARE AND INSTITUTIONS CODE
300 Dependent child of the court
CODE OF REGULATIONS, TITLE 5
15494-15497 Local control and accountability plan and spending requirements
UNITED STATES CODE, TITLE 20
6312 Local educational agency plan
6826 Title III funds, local plans

Management Resources:

CSBA PUBLICATIONS

The California School Dashboard and Small Districts, October 2018

Promising Practices for Developing and Implementing LCAPs, Governance Brief, November 2016

LCFF Rubrics, Issue 1: What Boards Need to Know About the New Rubrics, Governance Brief, rev. October 2016

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

California School Accounting Manual

California School Dashboard

LCFF Frequently Asked Questions

Local Control and Accountability Plan and Annual Update (LCAP) Template

Family Engagement Framework: A Tool for California School Districts, 2014

California Career Technical Education Model Curriculum Standards, 2013

California Common Core State Standards: English Language Arts and Literacy in History/Social Studies, Science, and Technical Subjects, rev. 2013

California Common Core State Standards: Mathematics, rev. 2013

California English Language Development Standards, 2012

WEB SITES

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

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

California School Dashboard: <http://www.caschooldashboard.org>

(3/17 10/17) 12/18

Policy
adopted:

DEHESA SCHOOL DISTRICT
El Cajon, California

Administrative Regulation

Local Control And Accountability Plan

AR 0460

Philosophy, Goals, Objectives and Comprehensive Plans

Goals and Actions Addressing State and Local Priorities

The district's local control and accountability plan (LCAP) and annual updates shall include, for the district and each district school: (Education Code 52060)

1. A description of the annual goals established for all students and for each numerically significant subgroup as defined in Education Code 52052, including ethnic subgroups, socioeconomically disadvantaged students, English learners, students with disabilities, foster youth, and homeless students. The LCAP shall identify goals for each of the following state priorities:

a. The degree to which district teachers are appropriately assigned in accordance with Education Code 44258.9 and fully credentialed in the subject areas and for the students they are teaching; every district student has sufficient access to standards-aligned instructional materials as determined pursuant to Education Code 60119; and school facilities are maintained in good repair as specified in Education Code 17002

(cf. 1312.4 - Williams Uniform Complaint Procedures)

(cf. 3517 - Facilities Inspection)

(cf. 4112.2 - Certification)

(cf. 4113 - Assignment)

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

b. Implementation of the academic content and performance standards adopted by the State Board of Education (SBE), including how the programs and services will enable English learners to access the Common Core State Standards and the English language development standards for purposes of gaining academic content knowledge and English language proficiency

(cf. 6011 - Academic Standards)

(cf. 6174 - Education for English Learners)

c. Parent/guardian involvement and family engagement, including efforts the district makes to seek parent/guardian input in district and school site decision making and how the district will promote parent/guardian participation in programs for unduplicated students, as defined in Education Code 42238.02 and Board policy, and students with disabilities

(cf. 3553 - Free and Reduced Price Meals)

(cf. 6020 - Parent Involvement)

(cf. 6173.1 - Education for Foster Youth)

d. Student achievement, as measured by all of the following as applicable:

(1) Statewide assessments of student achievement

(2) The percentage of students who have successfully completed courses that satisfy the requirements for entrance to the University of California and the California State University, or career technical education sequences or programs of study that align with SBE-approved career technical education standards and frameworks, including, but not limited to, those described in Education Code 52302, 52372.5, or 54692

(3) The percentage of English learners who make progress toward English proficiency as measured by the SBE-certified assessment of English proficiency

(4) The English learner reclassification rate

(5) The percentage of students who have passed an Advanced Placement examination with a score of 3 or higher

(6) The percentage of students who demonstrate college preparedness in the Early Assessment Program pursuant to Education Code 99300-99301

(cf. 0500 - Accountability)

(cf. 6141.5 - Advanced Placement)

(cf. 6162.5 - Student Assessment)

(cf. 6162.51 - State Academic Achievement Tests)

(cf. 6178 - Career Technical Education)

e. Student engagement, as measured by school attendance rates, chronic absenteeism rates, middle school dropout rates, high school dropout rates, and high school graduation rates, as applicable

(cf. 5113.1 - Chronic Absence and Truancy)

(cf. 5147 - Dropout Prevention)

(cf. 6146.1 - High School Graduation Requirements)

f. School climate, as measured by student suspension and expulsion rates and other local measures, including surveys of students, parents/guardians, and teachers on the sense of safety and school connectedness, as applicable

(cf. 5137 - Positive School Climate)

(cf. 5144 - Discipline)

(cf. 5144.1 - Suspension and Expulsion/Due Process)

(cf. 5144.2 - Suspension and Expulsion/Due Process (Students with Disabilities))

g. The extent to which students have access to and are enrolled in a broad course of study that includes all of the subject areas described in Education Code 51210 and 51220, as

applicable, including the programs and services developed and provided to unduplicated students and students with disabilities, and the programs and services that are provided to benefit these students as a result of supplemental and concentration grant funding pursuant to Education Code 42238.02 and 42238.03

(cf. 6143 - Courses of Study)

(cf. 6159 - Individualized Education Program)

h. Student outcomes, if available, in the subject areas described in Education Code 51210 and 51220, as applicable

2. Any goals identified for any local priorities established by the Board.

(cf. 0200 - Goals for the School District)

3. A description of the specific actions the district will take during each year of the LCAP to achieve the identified goals, including the enumeration of any specific actions necessary for that year to correct any deficiencies in regard to the state and local priorities specified in items #1-2 above. Such actions shall not supersede provisions of existing collective bargaining agreements within the district.

For purposes of the descriptions required by items #1-3 above, the Board may consider qualitative information, including, but not limited to, findings that result from any school quality review conducted pursuant to Education Code 52052 or any other reviews. (Education Code 52060)

For any local priorities addressed in the LCAP, the Board and Superintendent or designee shall identify and include in the LCAP the method for measuring the district's progress toward achieving those goals. (Education Code 52060)

To the extent practicable, data reported in the LCAP shall be reported in a manner consistent with how information is reported on the California School Dashboard. (Education Code 52060)

Increase or Improvement in Services for Unduplicated Students

The LCAP shall demonstrate how the district will increase or improve services for unduplicated students at least in proportion to the increase in funds apportioned on the basis of the number and concentration of unduplicated students. (5 CCR 15494-15496)

When the district expends supplemental and/or concentration grant funds on a districtwide or schoolwide basis during the year for which the LCAP is adopted, the district's LCAP shall: (5 CCR 15496)

1. Identify those services that are being funded and provided on a districtwide or schoolwide basis

2. Describe how such services are principally directed towards, and are effective in, meeting the district's goals for unduplicated students in the state priority areas and any local priority areas

3. If the enrollment of unduplicated students is less than 55 percent of district enrollment or less than 40 percent of school enrollment, describe how these services are the most effective use of the funds to meet the district's goals for its unduplicated students in the state priority areas and any local priority areas. The description shall provide the basis for this determination, including, but not limited to, any alternatives considered and any supporting research, experiences, or educational theory.

Availability of the Plan

The Superintendent or designee shall prominently post the LCAP, any updates or revisions to the LCAP, and the LCFF budget overview for parents/guardians on the homepage of the district's web site. (Education Code 52064.1, 52065)

(cf. 1113 - District and School Web Sites)

(10/15 10/17) 12/18

Regulation
adopted:

DEHESA SCHOOL DISTRICT
El Cajon, California

Administrative Regulation

Uniform Public Construction Cost Accounting Procedures

AR 3311.1

Business and Noninstructional Operations

Procedures for awarding contracts for public works projects shall be determined on the basis of the amount of the project, as follows:

1. Public projects of \$60,000 or less may be performed by district employees by force account, negotiated contract, or purchase order. (Public Contract Code 22032)
2. Contracts for public projects of \$200,000 or less may be awarded through the following informal procedures: (Public Contract Code 22032, 22034, 22038)
 - a. The Business Manager shall prepare a notice inviting informal bids which describes the project in general terms, explains how to obtain further information about the project, and states the time and place for the submission of bids. This notice shall be disseminated by mail, fax, or email to either or both of the following:
 - (1) All contractors on a list of qualified contractors maintained by the district for the category of work being bid, unless the product or service is proprietary, at least 10 calendar days before bids are due
 - (2) All construction trade journals identified pursuant to Public Contract Code 22036
 - b. The district shall review the informal bids that were submitted and award the contract, except that:
 - (1) If all bids received through the informal process are in excess of \$200,000, the contract may be awarded to the lowest responsible bidder, provided that the Governing Board adopts a resolution with a four-fifths vote to award the contract at \$212,500 or less and the Board determines the district's cost estimate is reasonable.
 - (2) If no bids are received through the informal bid procedure, the project may be performed by district employees by force account or negotiated contract.
3. Public projects of more than \$200,000 shall, except as otherwise provided by law, be subject to formal bidding procedures, as follows: (Public Contract Code 22032, 22037, 22038)
 - a. Notice inviting formal bids shall state the time and place for receiving and opening sealed bids and distinctly describe the project. The notice shall be disseminated in both of the following ways:
 - (1) Through publication in a newspaper of general circulation in the district's jurisdiction or,

if there is no such newspaper, then by posting the notice in at least three places designated by the district as places for posting its notices. Such notice shall be published at least 14 calendar days before the date that bids will be opened.

(2) By mail and electronically, if available, by either fax or email, to all construction trade journals identified pursuant to Public Contract Code 22036. Such notice shall be sent at least 15 calendar days before the date that bids will be opened.

In addition to the notice required above, the district may give such other notice as it deems proper.

b. The district shall award the contract as follows:

(1) The contract shall be awarded to the lowest responsible bidder. If two or more bids are the same and the lowest, the district may accept the one it chooses.

(2) At its discretion, the district may reject all bids presented and declare that the project can be more economically performed by district employees, provided that the district notifies an apparent low bidder, in writing, of the district's intention to reject the bid. Such notice shall be mailed at least two business days prior to the hearing at which the district intends to reject the bid.

(3) If no bids are received through the formal bid procedure, the project may be performed by district employees by force account or negotiated contract.

(cf. 3311 - Bids)

(12/16) 12/18

Regulation
adopted:

DEHESA SCHOOL DISTRICT
El Cajon, California

Administrative Regulation

Transportation Safety And Emergencies

AR 3543

Business and Noninstructional Operations

Cautionary Notice: Government Code 17581.5 relieves districts from the obligation to perform specified mandated activities when the Budget Act does not provide reimbursement during that fiscal year. The Budget Act of 2018 (SB 840, Ch. 29, Statutes of 2018) extends the suspension of these requirements through the 2018-19 fiscal year. As a result, certain provisions of the following administrative regulation related to transportation safety plans and safety instruction for students may be suspended.

Each day, prior to driving a school bus, each school bus driver shall inspect the bus to ensure that it is in safe operating condition and equipped as required by law and that all equipment is in good working order. At the completion of each day's work, the driver shall prepare and sign a written report of the condition of the equipment specified in 13 CCR 1215. The report shall indicate any defect or deficiency discovered by or reported to the driver which would affect safe operation or result in mechanical breakdown of the bus. If no defect or deficiency is discovered or reported, the driver shall so indicate on the report. Any defect or deficiency that would affect safe operation shall be repaired prior to operating the bus. (13 CCR 1215)

(cf. 3540 - Transportation)

(cf. 3541.1 - Transportation for School-Related Trips)

(cf. 3542 - School Bus Drivers)

Passenger Restraint Systems

The Superintendent or designee shall ensure that any school bus or student activity bus which is purchased or leased by the district is equipped with a combination pelvic and upper torso passenger restraint system at all designated seating positions if that bus: (Vehicle Code 27316, 27316.5; 13 CCR 1201)

1. Is a Type 1 school bus designed for carrying more than 16 passengers and the driver, and was manufactured on or after July 1, 2005
2. Is a Type 2 school bus or student activity bus designed for carrying 16 or fewer passengers and the driver, or for carrying 20 or fewer passengers and the driver if the bus has a manufacturer's vehicle weight rating of 10,000 pounds or less, and was manufactured on or after July 1, 2004

The Superintendent or designee shall prioritize the allocation of school buses purchased, leased, or contracted to ensure that elementary students receive first priority for new school buses equipped with passenger restraint systems whenever feasible.

When a school bus or student activity bus is equipped with a passenger restraint system, all passengers shall use the passenger restraint system. (5 CCR 14105)

Bus drivers shall be instructed regarding procedures to enforce the proper use of the passenger restraint system. Students who fail to follow instructions of the bus driver may be subject to discipline, including suspension of riding privileges, in accordance with Board policy and administrative regulations.

(cf. 5131.1 - Bus Conduct)
(cf. 5144 - Discipline)

Fire Extinguishers

Each school bus shall be equipped with at least one fire extinguisher, located in the driver's compartment, which meets the standards specified in law. In addition, a wheelchair school bus shall have another fire extinguisher placed at the wheelchair loading door or emergency exit. All fire extinguishers shall be regularly inspected and serviced in accordance with regulations adopted by the State Fire Marshal. (Education Code 39838; 13 CCR 1242; 19 CCR 574-575.3)

Child Safety Alert System

In accordance with Vehicle Code 28160, each school bus or student activity bus shall be equipped with an operational child safety alert system at the interior rear of the bus that requires the driver to either manually contact or scan the device, thereby prompting the driver to inspect the entirety of the interior of the vehicle before exiting.

A student activity bus that does not have a child safety alert system may be used only if all of the following apply: (Vehicle Code 28160)

1. The student activity bus is not used exclusively to transport students.
2. When the student activity bus is used to transport students, the students are accompanied by at least one adult chaperone selected by a school official. If an adult chaperone is not a school employee, the chaperone shall meet the requirements for a school volunteer.

(cf. 1240 - Volunteer Assistance)

3. One adult chaperone has a list of every student and adult chaperone, including a school employee, who is on the student activity bus at the time of departure.
4. The driver has reviewed all safety and emergency procedures before the initial departure, and the driver and adult chaperone have signed a form, with the time and date, acknowledging that the safety plan and procedures were reviewed.
5. Immediately before departure from any location, the adult chaperone shall account for

each student on the list of students, verify the number of students to the driver, and sign a form indicating that all students are present or accounted for.

6. After students have exited a student activity bus, and before driving away, the driver shall check all areas of the bus, including, but not limited to, overhead compartments and bathrooms, to ensure that the bus is vacant.

7. The driver shall sign a form with the time and date verifying that all required procedures have been followed.

8. The information required to be recorded pursuant to items #4, 5, and 7 may be recorded on a single form and shall be retained by the district for a minimum of two years.

Electronic Communications Devices

A bus driver is prohibited from driving a school bus or student activity bus while using a wireless telephone or other electronic wireless communications device except for work-related or emergency purposes, including, but not limited to, contacting a law enforcement agency, health care provider, fire department, or other emergency service agency or entity. In any such permitted situation, the driver shall only use a wireless telephone or device that is specifically designed and configured to allow voice-operated and hands-free operation or a function that requires only a single swipe or tap of the driver's finger provided the device is mounted on the windshield, dashboard, or center console of the bus. (Vehicle Code 23123.5, 23125)

Safe Bus Operations

School buses and student activity buses shall not be operated whenever the number of passengers exceeds bus seating capacity, except when necessary in emergency situations which require that individuals be transported immediately to ensure their safety. (Education Code 39834)

(cf. 3516 - Emergencies and Disaster Preparedness Plan)

School bus operations shall be limited when atmospheric conditions reduce visibility on the roadway to 200 feet or less during regular home-to-school transportation service. Bus drivers for school activity trips may discontinue bus operation whenever they determine that it is unsafe to continue operation because of reduced visibility. (Vehicle Code 34501.6)

Unauthorized Entry

The Superintendent or designee may place a notice at bus entrances that warns against unauthorized entry. The driver or another school official may order any person to disembark if that person enters a bus without prior authorization. (Education Code 39842; 13 CCR 1256.5)

(cf. 3515.2 - Disruptions)

Transportation Safety Plan for Boarding and Exiting Buses

The Superintendent or designee shall develop a transportation safety plan containing procedures for school personnel to follow to ensure the safe transport of students. The plan shall address all of the following: (Education Code 39831.3)

1. Determination of whether students in grades prekindergarten through 8 require an escort to cross a private road or highway at a bus stop pursuant to Vehicle Code 22112
2. Procedures for all students in grades prekindergarten through 8 to follow as they board and exit the bus at their bus stops
3. Boarding and exiting a school bus at a school or other trip destination
4. Procedures to ensure that a student is not left unattended on a school bus, student activity bus, or, if applicable, youth bus
5. Procedures and standards for designating an adult chaperone, other than the driver, to accompany students on a school activity bus

A copy of the plan shall be kept at each school site and made available upon request to the California Highway Patrol (CHP). (Education Code 39831.3)

Parental Notifications

The Superintendent or designee shall provide written safety information to the parents/guardians of all students in grades prekindergarten through 8 who have not previously been transported in a district school bus or student activity bus. This information shall be provided upon registration and shall contain: (Education Code 39831.5)

1. A list of school bus stops near each student's home
2. General rules of conduct at school bus loading zones
3. Red light crossing instructions
4. A description of the school bus danger zone
5. Instructions for safely walking to and from school bus stops

(cf. 5145.6 - Parental Notifications)

Student Instruction

Students who are transported in a school bus or student activity bus shall receive instruction in school bus emergency procedures and passenger safety as follows: (Education Code 39831.5; 5 CCR 14102)

1. Each year, all students who receive home-to-school transportation in a school bus shall be provided appropriate instruction in safe riding practices and emergency evacuation drills.
2. At least once each school year, all students in grades prekindergarten through 8 who receive home-to-school transportation shall receive safety instruction which includes, but is not limited to:
 - a. Proper loading and unloading procedures, including escorting by the driver
 - b. How to safely cross the street, highway, or private road
 - c. In school buses with passenger restraint systems, instruction in the use of such systems as specified in 5 CCR 14105, including, but not limited to, the proper fastening and release of the passenger restraint system, acceptable placement of passenger restraint systems on students, times at which the passenger restraint systems should be fastened and released, and acceptable placement of the passenger restraint systems when not in use
 - d. Proper passenger conduct
 - e. Bus evacuation procedures
 - f. Location of emergency equipment

As part of this instruction, students shall evacuate the school bus through emergency exit doors. Instruction also may include responsibilities of passengers seated next to an emergency exit.

Each time the above instruction is given, the following information shall be documented:

- a. District name
- b. School name and location
- c. Date of instruction
- d. Names of supervising adults
- e. Number of students participating
- f. Grade levels of students
- g. Subjects covered in instruction
- h. Amount of time taken for instruction
- i. Bus driver's name

- j. Bus number
- k. Additional remarks

This documentation shall be kept on file at the district office or the school for one year and shall be available for inspection by the CHP.

(cf. 3580 - District Records)

3. Before departing on a school activity trip, all students riding on a school bus or student activity bus shall receive safety instruction which includes, but is not limited to, the location of emergency exits and the location and use of emergency equipment. This instruction also may include responsibilities of passengers seated next to an emergency exit.

Bus Accidents

In the event of a school bus accident, the driver shall immediately notify the CHP and the Superintendent or designee. The driver shall not leave the immediate vicinity of the bus to seek aid unless necessary. (13 CCR 1219)

The Superintendent or designee shall maintain a report of each accident that occurred on public or private property involving a school bus with students aboard. The report shall contain pertinent details of the accident and shall be retained for 12 months from the date of the accident. If the accident was not investigated by the CHP, the Superintendent or designee shall forward a copy of the report to the local CHP within five work days of the date of the accident. (13 CCR 1234)

The Superintendent or designee shall review all investigations of bus incidents and accidents to develop preventative measures.

(cf. 4112.42/4212.42/4312.42 - Drug and Alcohol Testing for School Bus Drivers)

Legal Reference:

EDUCATION CODE

39830-39843 Transportation, school buses

39860 Contract for transportation; requirement that student not be left unattended

51202 Instruction in personal and public health and safety

PENAL CODE

241.3 Assault against school bus driver

243.3 Battery against school bus driver

VEHICLE CODE

415 Definition of motor vehicle

545-546 Definition of school bus and student activity bus

22112 Loading and unloading passengers
23123.5 Use of wireless telephone or communications device while driving; exceptions
23125 Use of wireless telephone prohibited while driving school bus
27316-27316.5 Passenger restraint systems
28160 Child safety alert system
34500 California Highway Patrol responsibility to regulate safe operation of school buses
34501.5 California Highway Patrol responsibility to adopt rules re: safe operation of school buses
34501.6 School buses; reduced visibility
34508 California Highway Patrol responsibility to adopt rules re: equipment and bus operations
CODE OF REGULATIONS, TITLE 5
14100-14105 School buses and student activity buses
CODE OF REGULATIONS, TITLE 13
1200-1294 Motor carrier safety
2480 Airborne toxic control measure; limitation on bus idling
CODE OF REGULATIONS, TITLE 19
574-575.3 Inspection and maintenance of fire extinguishers
CODE OF FEDERAL REGULATIONS, TITLE 49
571.1-571.500 Motor vehicle standards, including school buses

Management Resources:

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

Passenger Restraints Frequently Asked Questions

WEB SITES

American School Bus Council: <http://www.americanschoolbuscouncil.org>

California Association of School Business Officials: <http://www.casbo.org>

California Association of School Transportation Officials: <http://www.castoways.org>

California Department of Education, Office of School Transportation:

<http://www.cde.ca.gov/ls/tn>

California Highway Patrol: <http://www.chp.ca.gov>

National Transportation Safety Board: <http://www.nts.gov>

U.S. Department of Transportation, National Highway Traffic Safety Administration:

<http://www.nhtsa.dot.gov>

(11/12 12/16) 12/18

Regulation
adopted:

DEHESA SCHOOL DISTRICT
El Cajon, California

Administrative Regulation

Classified Personnel

AR 4200
Personnel

Exemption from Classified Service

Persons hired solely for purposes which are exempted from the classified service shall nevertheless fulfill the obligations of classified employees related to physical examinations pursuant to Education Code 45122, fingerprinting pursuant to Education Code 45125, and tuberculosis tests pursuant to Education Code 49406. (Education Code 45106)

(cf. 4112.4/4212.4/4312.4 - Health Examinations)
(cf. 4112.5/4212.5/4312.5 - Criminal Record Check)
(cf. 4212 - Appointment and Conditions of Employment)
(cf. 4218 - Dismissal/Suspension/Disciplinary Action)

Individuals hired solely for the following purposes shall not be part of the classified service:
(Education Code 45103)

1. Substitute or short-term employees who are employed and paid for fewer than 195 work days per year, including holidays, sick leave, vacation, and other leaves of absences, irrespective of the number of hours worked per day
2. Apprentices and professional experts employed on a temporary basis for a specific project regardless of length of employment
3. Full-time students employed part time
4. Part-time students employed part time in any college work study program, or in a work experience education program conducted by a community college district pursuant to Education Code 51760-51769.5 that is financed by state or federal funds

(11/02 12/17) 12/18

Regulation
adopted:

DEHESA SCHOOL DISTRICT
El Cajon, California

Administrative Regulation

Absences And Excuses

AR 5113

Students

Excused Absences

Subject to any applicable limitation, condition, or other requirement specified in law, a student's absence shall be excused for any of the following reasons:

1. Personal illness (Education Code 48205)
2. Quarantine under the direction of a county or city health officer (Education Code 48205)

(cf. 5112.2 - Exclusions from Attendance)

3. Medical, dental, optometrical, or chiropractic appointment (Education Code 48205)
4. Attendance at funeral services for a member of the student's immediate family (Education Code 48205)

Such absence shall be limited to one day if the service is conducted in California or three days if the service is conducted out of state. (Education Code 48205)

5. Jury duty in the manner provided by law (Education Code 48205)
6. Illness or medical appointment of a child to whom the student is the custodial parent (Education Code 48205)

(cf. 5146 - Married/Pregnant/Parenting Students)

7. Upon advance written request by the parent/guardian and the approval of the principal or designee, justifiable personal reasons including, but not limited to: (Education Code 48205)
 - a. Appearance in court
 - b. Attendance at a funeral service
 - c. Observance of a religious holiday or ceremony
 - d. Attendance at religious retreats for no more than four hours per semester

- e. Attendance at an employment conference
- f. Attendance at an educational conference on the legislative or judicial process offered by a nonprofit organization
- 8. Service as a member of a precinct board for an election pursuant to Elections Code 12302 (Education Code 48205)

(cf. 6142.3 - Civic Education)

- 9. To spend time with an immediate family member who is an active duty member of the uniformed services, as defined in Education Code 49701, and has been called to duty for deployment to a combat zone or a combat support position or is on leave from or has immediately returned from such deployment (Education Code 48205)

Such absence shall be granted for a period of time to be determined at the discretion of the Superintendent or designee. (Education Code 48205)

(cf. 6173.2 - Education of Children of Military Families)

- 10. Attendance at a naturalization ceremony to become a United States citizen (Education Code 48205)

Absence for student participation in religious exercises or instruction shall not be considered an absence for the purpose of computing average daily attendance if the student attends at least the minimum school day as specified in AR 6112 - School Day, and is not excused from school for this purpose on more than four days per school month. (Education Code 46014)

(cf. 6112 - School Day)

- 11. Work in the entertainment or allied industry (Education Code 48225.5)

Such absence shall be excused provided that the student holds a work permit authorizing such work and is absent for a period of not more than five consecutive days and up to five absences per school year. (Education Code 48225.5)

- 12. Participation with a nonprofit performing arts organization in a performance for a public school audience (Education Code 48225.5)

A student may be excused for up to five such absences per school year provided that the student's parent/guardian provides a written explanation of such absence to the school. (Education Code 48225.5)

- 13. Other reasons authorized at the discretion of the principal or designee based on the student's specific circumstances (Education Code 48205, 48260)

For the purpose of the absences described above, immediate family means the student's parent/guardian, brother or sister, grandparent, or any other relative living in the student's household. (Education Code 48205)

Method of Verification

Student absence to care for a child for whom the student is the custodial parent shall not require a physician's note. (Education Code 48205)

For other absences, the student shall, upon returning to school following the absence, present a satisfactory explanation verifying the reason for the absence. Absences shall be verified by the student's parent/guardian, other person having charge or control of the student, or the student if age 18 or older. (Education Code 46012; 5 CCR 306)

When an absence is planned, the principal or designee shall be notified prior to the date of the absence when possible.

The following methods may be used to verify student absences:

1. Written note, fax, email, or voice mail from parent/guardian or parent representative.
2. Conversation, in person or by telephone, between the verifying employee and the student's parent/guardian or parent representative. The employee shall subsequently record the following:
 - a. Name of student
 - b. Name of parent/guardian or parent representative
 - c. Name of verifying employee
 - d. Date(s) of absence
 - e. Reason for absence

(cf. 5113.11 - Attendance Supervision)

3. Visit to the student's home by the verifying employee, or any other reasonable method which establishes the fact that the student was absent for the reasons stated. The employee shall document the verification and include the information specified in item #2 above.
4. Physician's verification.
 - a. When excusing students for confidential medical services or verifying such appointments, district staff shall not ask the purpose of such appointments but may request a note from the medical office to confirm the time of the appointment.

b. If a student shows a pattern of chronic absenteeism due to illness, district staff may require physician verification of any further student absences.

(cf. 5113.1 - Chronic Absence and Truancy)

Parental Notifications

At the beginning of each school year, the Superintendent or designee shall:

1. Notify students in grades 7-12 and the parents/guardians of all students enrolled in the district that school authorities may excuse any student from school to obtain confidential medical services without the consent of the student's parent/guardian (Education Code 46010.1)

3. Notify parents/guardians that a student shall not have a grade reduced or lose academic credit for any excused absence if missed assignments and tests that can reasonably be provided are satisfactorily completed within a reasonable period of time. Such notice shall include the full text of Education Code 48205. (Education Code 48980)

(cf. 5121 - Grades/Evaluation of Student Achievement)

(cf. 5145.6 - Parental Notifications)

(cf. 6154 - Homework/Makeup Work)

(11/11 3/17) 12/18

Regulation
adopted:

DEHESA SCHOOL DISTRICT
El Cajon, California

Administrative Regulation

Use Of Seclusion And Restraint

AR 5131.41

Students

District staff shall enforce standards of appropriate student conduct in order to provide a safe and secure environment for students and staff on campus, but are prohibited from using seclusion and behavioral restraint to control student behavior except to the limited extent authorized by law.

(cf. 5131 - Conduct)

(cf. 5131.1 - Bus Conduct)

(cf. 6159.4 - Behavioral Interventions for Special Education Students)

Definitions

Behavioral restraint includes mechanical restraint or physical restraint used as an intervention when a student presents an immediate danger to self or to others. Behavioral restraint does not include postural restraints or devices used to improve a student's mobility and independent functioning rather than to restrict movement. (Education Code 49005.1)

Mechanical restraint means the use of a device or equipment to restrict a student's freedom of movement. Mechanical restraint does not include the use of devices as prescribed by an appropriate medical or related services professional, including, but not limited to, adaptive devices or mechanical supports used to achieve proper body position, balance, or alignment; vehicle safety restraints during the transport of a student; restraints for medical immobilization; or orthopedically prescribed devices which permit a student to participate in activities without risk of harm. Mechanical restraint also does not include the use of devices by peace officers or security personnel for detention or for public safety purposes. (Education Code 49005.1)

(cf. 3515.3 - District Police/Security Department)

Physical restraint means a personal restriction that immobilizes or reduces the ability of a student to move the torso, arms, legs, or head freely. Physical restraint does not include a physical escort in which a staff member temporarily touches or holds the student's hand, wrist, arm, shoulder, or back for the purpose of inducing a student who is acting out to walk to a safe location. Physical restraint also does not include the use of force by peace officers or security personnel for detention or for public safety purposes. (Education Code 49005.1)

Prone restraint means the application of a behavioral restraint on a student in a facedown position. (Education Code 49005.1)

Seclusion means the involuntary confinement of a student alone in a room or an area from which the student is physically prevented from leaving. Seclusion does not include a timeout involving the monitored separation of the student in an unlocked setting, which is implemented for the

purpose of calming the student. (Education Code 49005.1)

Prohibitions

Seclusion and behavioral restraint of students shall not be used in any form as a means of coercion, discipline, convenience, or retaliation. (Education Code 49005.8)

(cf. 5144 - Discipline)

In addition, staff shall not take any of the following actions: (Education Code 49005.2, 49005.8)

1. Administer a drug that is not a standard treatment for a student's medical or psychiatric condition in order to control the student's behavior or restrict the student's freedom of movement
2. Use locked seclusion, unless it is in a facility otherwise licensed or permitted by state law to use as a locked room
3. Use a physical restraint technique that obstructs a student's respiratory airway or impairs a student's breathing or respiratory capacity, including a technique in which a staff member places pressure on the student's back or places his/her body weight against the student's torso or back
4. Use a behavioral restraint technique that restricts breathing, including, but not limited to, the use of a pillow, blanket, carpet, mat, or other item to cover a student's face
5. Place a student in a facedown position with the student's hands held or restrained behind the student's back
6. Use a behavioral restraint for longer than is necessary to contain the behavior that poses a clear and present danger of serious physical harm to the student or others

Limited Use of Seclusion or Restraint

Staff shall avoid the use of seclusion and behavioral restraint of students whenever possible. Seclusion or behavioral restraint may be used only to control student behavior that poses a clear and present danger of serious physical harm to the student or others, which cannot be prevented by a response that is less restrictive. (Education Code 49005.4, 49005.6, 49005.8)

(cf. 5131.4 - Student Disturbances)

(cf. 5131.7 - Weapons and Dangerous Instruments)

If a student is put in seclusion, the student shall be under constant, direct observation of a staff member. Such observation may be through a window or another barrier through which the staff member is able to make direct eye contact with the student, but shall not be made through indirect means such as a security camera or closed-circuit television. (Education Code 49005.8)

If a student is restrained, staff shall afford the student the least restrictive alternative and the maximum freedom of movement, and shall use the least number of restraint points, while ensuring the physical safety of the student and others. (Education Code 49005.8)

If a prone restraint technique is used on a student, a staff member shall observe the student for any signs of physical distress throughout the use of the restraint. Whenever possible, the staff member monitoring the student shall not be involved in restraining the student. (Education Code 49005.8)

Reports

The Superintendent or designee shall annually collect data on the number of times that seclusion, mechanical restraint, and physical restraint were used on students and the number of students subjected to such techniques. The data shall be disaggregated by race/ethnicity and gender, and reported for students with a Section 504 plan, students with an individualized education program, and all other students. This report shall be submitted to the California Department of Education no later than three months after the end of each school year, and shall be available as a public record pursuant to Government Code 6250-6270. (Education Code 49006)

(cf. 1340 - Access to District Records)

(cf. 3580 - District Records)

(cf. 6159 - Individualized Education Program)

(cf. 6164.6 - Identification and Education Under Section 504)

Legal Reference:

EDUCATION CODE

49001 Prohibition against corporal punishment

49005-49006.4 Seclusion and restraint

56520-56525 Behavioral interventions, students with disabilities, especially:

56521.1 Emergency interventions when behavior poses threat to student or others

56521.2 Prohibited interventions

GOVERNMENT CODE

6250-6270 California Public Records Act

UNITED STATES CODE, TITLE 20

1400-1482 Individuals with Disabilities Education Act

UNITED STATES CODE, TITLE 29

794 Section 504 of the Rehabilitation Act of 1973

Management Resources:

U.S. DEPARTMENT OF EDUCATION PUBLICATIONS

Restraint and Seclusion: Resource Document, May 2012

WEB SITES

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

U.S. Department of Education: <http://www.ed.gov>

12/18

Regulation
adopted:

DEHESA SCHOOL DISTRICT
El Cajon, California