



DEHESA SCHOOL DISTRICT
Regular Governing
Board Meeting

AGENDA

April 20, 2017

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 an 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 and 2014. Her current term expires in 2018.

Karl Becker -

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

Christina Becker

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

Derek Voth

Mr. Voth was appointed to the Governing Board in January 2013 and reelected in 2016. His current term expires in 2018.

Mark Zacovic

Dr. Zacovic was elected to the Governing Board in December 2016. His term expires in 2020.

DEHESA SCHOOL DISTRICT

LOCATION & TIME

CLOSED SESSION – 6:00 p.m.

Dehesa School – Conference Room

LOCATION & TIME -

OPEN SESSION - 7:00 p.m.

Dehesa School - MPR

REGULAR GOVERNING BOARD MEETING

APRIL 20, 2017

AMENDED AGENDA

This meeting is being conducted by teleconference at the following location:

Board Member- Mark Zacovic
Lake Tahoe Community College
One College Drive, Room A-110
South Lake Tahoe, CA 96150

Each teleconference location is open to the public and any member of the public has an opportunity to address the School Board from a teleconference location in the same manner as if that person attended the regular meeting location. The School Board will control the conduct of the meeting and determine the appropriate order and time limitations on public comments from teleconference locations.

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 Sheila Cochran.

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; www.dehesasd.net.

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 to consider possible litigation pursuant to Government Code 54956.9 (b.)(1).

E. REAL PROPERTY: The Governing Board will recess to Closed Session to consider real property pursuant to Government Code 54956.8 (b.)(1). Case No. 37-2015-00030843-CU-WM-CTL

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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. Parents' Club – Jade Clark, President
2. Dehesa Teacher's Association – President Nicole Suetos
3. California School Employees Association # 663 - Jackie Finch, President
4. Diego Hills Charter School – Lindsay Reese
5. Inspire Charter – Nick Nichols
6. Element Education – Terri Novacek, Director
 - a. Dehesa Charter School
 - b. Community Montessori
7. The Heights Charter School – Diana Whyte
8. Method Schools – Jessica Venezia
9. Valiant Charter – Justin Schmitt
10. Citizen Input

B. Board Input

V. Routine Action 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 – March 9, 2017
- B. Approval of Warrants and Purchase Orders – It is recommended that the Board of Trustees approve the Warrants and Purchase Orders as presented.
- C. Conferences and Workshops

VI. Information & Proposals (Action may be taken)

A. Correspondence:

1. CSBA Delegate Assembly Election 2017 Results.
2. Certification of Compliance letter from DSA for 2-Shade Structures.

B. Report, Information, and Presentations

1. Budget Report
2. State School Building Report
3. Site Administrator Report
4. Enrollment
5. Williams Report
6. 2017 Summer Work

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C. Discussion

1. Water testing

VII. Action Items

A. Public Hearings – None

B. Old Business – None

C. New Business

1. The Board will consider the Approval of The Annual Contract with Wilkinson Hadley King & Co. LLP for Annual Audit.
2. The Board will consider the Approval of Resolution 2017-4-1 Delegation of Authority in Regard to Awarding of Emergency Contracts under CUPCAA.
3. The Board will consider the Approval of the Citizens Bond Oversight Committee 2015-2016 Annual Report.
4. The Board will consider the Approval of the 2015-2016 Bond Audit Report.
5. The Board will consider the Approval of the Sensitive Information Handling Policy.
6. The Board will consider the Approval of the Transportation Safety Plan.
7. The Board will consider the Approval of the Contract for G. Wayne Oetken & Associates and Mimidene Williams.
8. Board Member appointment
 - a. Applications
 - b. Public Comment
 - c. Discussion
 - d. Motion to Appoint
 - e. Administer Oath in near future to be determined
9. The Board will consider the Approval of Resolution No. 2017-4-2, Implementing In Part and Rescinding in Part Certificated Layoff and Elimination of Particular Kinds of Services Performed by Certificated Employees.

D. Negotiations

1. Acceptance of Contract Proposal from California School Employees Association (CSEA) and Establishment of a Public Hearing.

E. Board Policies

1. The Board will consider the Approval of the Wellness Board Policy 5030
2. The Board will consider the Approval of the First Reading of New Board Policy 3470 Debt Issuance and Management.
3. The Board will consider the Approval of the First Reading of New Board Policy and Administrative Regulation 3311, 3311.1, 3311.2, 3311.3, 3311.4.

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F. Personnel – None

VIII. Advance Planning

A. Next Meeting

Open Session

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

C. Future Meeting Dates

1. Regular Board Meeting May 18th. Closed Session at 6:00 p.m. Open Session at 7:00 p.m.
2. Public Hearing June 6th at 6:30 a.m.

IX. Adjournment

DEHESA

SCHOOL DISTRICT

REGULAR GOVERNING BOARD MEETING

March 9, 2017

Meeting Minutes

I. **Call To Order:** President Cindy White called the meeting to order at 6:00 pm and the Board convened into Closed session.

II. **Closed Session**

III. **Public Meeting:** The Board reconvened at 7:10 pm and President White called the meeting to order and stated action was taken in closed session. In closed session, the Board took action to issue notice of non-reelection to probationary certificated employee Identification Numbers 601385 and 601386 pursuant to Education Code section 44921.21, subdivision (b), effective at the end of the 2016-2017 school year, and directed the Superintendent or designee to send out appropriate legal notices. The roll call vote was as follows:

Ayes: Cindy White, Christina Becker, Derek Voth, Mark Zacovic, Karl Becker

Nays: None

Absent: None

Abstain: None

A quorum was established with members being present: Cindy White, Derek Voth, Christina Becker, Mark Zacovic, and Karl Becker. Cindy White led the Pledge of Allegiance. Derek Voth made a motion to approve the agenda, seconded by Karl Becker. Board approved the agenda as follows:

Ayes: Cindy White, Christina Becker, Derek Voth, Mark Zacovic, Karl Becker

Nays: None

Absent: None

Abstain: None

IV. **Requests to Address the Board**

A. **District/Community Organization Reports**

1. **Parents' Club-** Mrs. Hamilton from Parents' Club was in attendance and talked about the Mixed Bag fundraiser that had just concluded. Currently the profit of this fundraiser is at \$1,100. People are still able to order online and Dehesa would get 40% of the order total. Parents' Club is having a Sock Hop on March 31st from 6-9 pm. The DJ at the event is being donated by Brandy Kelley. This fundraiser is to help raise money for end of year picnic. Mrs. Hamilton also stated that her son

who is now a freshman at Steele Canyon High School is thriving and doing very well after being a student here at Dehesa.

2. **Dehesa Teacher's Association-** None

3. **California School Employees Association #663-** Jackie Finch talked about how they passed the DOT inspection.

4. **Element Education-**

a. **Dehesa Charter School-** Current enrollment is 1057. They are currently working hard on LCAP. Two Corona DCS students received second place at the Young Inventors Conference. The Riverside Resource Center participated in a weeklong field trip visiting Balboa Park, the Border, and the Border Patrol. They learned Chinese writing, rode on a train, and helped at a food kitchen.

b. **Community Montessori Charter School-** Current enrollment is 601. They have purchased 30 laptops to increase technology projects with the Middle School. They are also exploring the possibility of the purchase of drones. The March 2017 AMS Conference will be in San Diego and the entire staff will be participating. CMCS Middle School students harvested organic garden vegetables.

5. **The Heights Charter School-** Same as last month.

6. **Inspire Charter-** Same as last month.

7. **Method Schools-** Same as last month.

8. **Diego Hills Charter School-** Same as last month.

9. **Valiant Charter-** Same as last month.

10. **Citizen Input-** None

B. Board Input-None

- V. **Routine Action Items:** Karl Becker made a motion to approve the routine action items seconded by Derek Voth. Discussion by Board regarding if we needed the Interdistrict Attendance Agreement with San Dieguito Union High School due to them being a Union High School District. Nancy confirmed that yes, we do need the agreement. Vote as Follows:

Ayes: Cindy White, Derek Voth, Mark Zacovic, Karl Becker, Christina Becker

Nays: None

Absent: None

Abstain: None

VI. **Information & Proposals**

A. **Correspondence:** Reviewed information

B. **Report, Information, and Presentations:**

1. **Budget Report:** Business Manager shared the Budget Report. She had some questions since it is her first Board meeting as to what if anything needed to be approved on the P.O's. Christina Becker answered that if they have a question on the P.O's then they will ask during this time. However, most expense items have been approved in the yearly budget.
2. **State School Building Report:** No changes in the building report.
3. **Site Administrator Report:** Principal, Tamara Ripke talked about how Lauren Kjono and Liz O'Neill thought of the Celebration of reading for Dr. Seuss's birthday. Letters were being sent out to parents to let them know about Kjono leaving, O'Neill taking over for Kinder and Erin Forrest being the new EAK teacher. There will be a meet and greet for parents on Friday March 17th to meet O'Neill and Forrest. On March 3rd, Mr. Morris did an anti-bullying assembly. It was very affective and kids are still talking about it. The school is testing DreamBox to see if it would be beneficial for the teachers and students. Yard sale on the 25th to raise money for 6th Grade camp. La Jolla playhouse is coming out March 10th for an assembly.
4. **LCAP Report:** Webinar on Tuesday March 14th about LCAP. LCAP has been condensed down to 6 goals and trying to condense down a few more.
5. **Enrollment:** Nancy Hauer talked about how enrollment is at 178. We have had 2 new students since last Board Meeting.

C. Discussion: None

VII. Action Items

A. Public Hearings: None

B. Old Business: None

C. New Business:

1. **Girard, Edwards, Stevens and Tucker LLP Agreement for Professional Services:**

Motion made by Karl Becker and seconded by Mark Zacovic to approve the agreement for professional services by Girard, Edwards, Stevens and Tucker LLP. Discussion and vote as follows:

Ayes: Cindy White, Christina Becker, Derek Voth, Mark Zacovic, Karl Becker

Nays: None

Absent: None

Abstain: None

2. **Second Interim Budget Report:** Motion made by Karl Becker and seconded by Derek Voth to Approve the Second Interim Budget Report. Anna Buxbaum explained the budget report to the Board. Discussion and vote as follows:

Ayes: Cindy White, Christina Becker, Derek Voth, Mark Zacovic, Karl Becker
Nays: None
Absent: None
Abstain: None

3. Submission of the CARS Winter Release Packet: Motion made by Derek Voth and seconded by Karl Becker. Vote as follows:

Ayes: Cindy White, Christina Becker, Derek Voth, Mark Zacovic, Karl Becker
Nays: None
Absent: None
Abstain: None

4. Board Member Vacancy Documentation: Motion made by Derek Voth to approve the Board Member Vacancy Documentation seconded by Mark Zacovic. Discussion and vote as follows:

Ayes: Cindy White, Christina Becker, Derek Voth, Mark Zacovic, Karl Becker
Nays: None
Absent: None
Abstain: None

5. Resolution 2017-3-1 memorializing Board's decision to approve The Heights Charter petition: Motion made by Karl Becker to rescind the item on the agenda. Derek Voth seconded. Discussion and vote as follows:

Ayes: Cindy White, Christina Becker, Derek Voth, Mark Zacovic, Karl Becker
Nays: None
Absent: None
Abstain: None

6. Resolution 2017-3-2, Classified Layoffs: Motion made by Mark Zacovic seconded by Christina Becker. Vote as follows:

Ayes: Cindy White, Christina Becker, Derek Voth, Mark Zacovic, Karl Becker
Nays: None
Absent: None
Abstain: None

7. Resolution 2017-3-3, Reduction or elimination of particular kinds of services performed by Certificated Employees: Motion made by Karl Becker seconded by Christina Becker. Vote as follows:

Ayes: Cindy White, Christina Becker, Derek Voth, Mark Zacovic, Karl Becker
Nays: None
Absent: None
Abstain: None

- D. Negotiations- None
- E. Board Policies- None
- F. Personnel-

CERTIFICATED:

1. Resignation of a certificated employee effective 3/17/17.
2. Hire a temporary certificated employee to fulfill the remaining Kindergarten contract effective 3/20/17 through 6/15/17.
3. Hire a temporary certificated employee to fulfill the raining EAK contract effective 3/20/17 through 6/15/17.

Motion made by Karl Becker and seconded by Voth to approve items 1, 2, and 3 under Personnel-Certificated. Vote as follows:

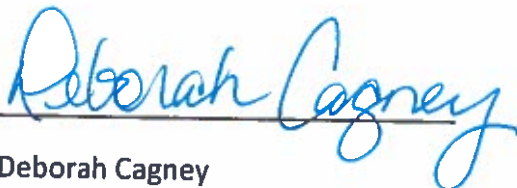
Ayes: Cindy White, Christina Becker, Derek Voth, Mark Zacovic, Karl Becker
Nays: None
Absent: None
Abstain: None

VIII. Advance Planning

- A. **Next Meeting:** Regular Meeting is set for April 20, 2017. Closed Session at 6:00 p.m. Open Session at 7:00 p.m.
- B. **Future Meeting Dates:**
 1. Regular Meeting is set for May 18, 2017. Closed Session at 6:00 p.m. Open Session at 7:00 p.m.
 2. June 8th Public Hearing meeting changed to June 6th at 6:30 a.m.

IX. Adjournment: Meeting was adjourned at 8:04 p.m.

Respectfully submitted and approved by:



Deborah Cagney
Administrative Secretary

Christina Becker
Clerk of the Board

Purchase Orders
Month of March 2017

DATE	PO NUMBER	VENDOR	DESCRIPTION	AMOUNT	BUDGET CATEGORY
03/01/17	7262	CASTO	Trans. Conference - J.Finch	\$375.00	General-District Admin
03/07/17	7263	A-Z Bus Sales	Bus Maintenance	\$163.19	General-Operations
03/09/17	7264	Gov Connection	Printers - Teachers	\$175.97	General-School Admin
03/10/17	7265	Really Good Stuff	Bulletin Boards	\$38.87	General-School Admin
03/13/17	7266	Amazon	Keyboard Tray & Office Supplies	\$157.24	General-District Admin
03/13/17	7267	Hrdirect	PosterGuard Renewal	\$80.80	General-District Admin
03/14/17	7268	Waxie	Janitorial Supplies	\$1,990.71	General-School Admin
03/15/17	7269	Southwest School Supply	Office/School Supplies	\$707.10	General-School Admin
03/20/17	7270	OnQue Technologies	COBRA Service Renewal	\$439.00	General-District Admin
03/20/17	7271	Zep	Cleaning/Maint Materials	\$202.17	General-School Admin
03/20/17	7272	We Supply	Security Camera Materials	\$6,444.11	General-Operations
03/20/17	7273	Silver Strand Tech	Security Camera Installation	\$14,880.00	General-Operations
03/22/17	7274	Amazon	DYMO Tape - Transportation	\$5.99	General-Operations
03/23/17	7275	DreamBox	Subscription for students	\$1,950.00	General-Instructional Media
03/24/17	7276	Lancaster Archery	Archery Supplies	\$67.71	General-Instructional
03/29/17	7277	CASH	Webinar - Business Manager	\$75.00	General-District Admin
03/30/17	7278	Amazon	Cleaning Supplies	\$48.20	General-Operations
Totals				\$27,801.06	

**DEHESA SCHOOL DISTRICT
COMMERCIAL WARRANT LISTING
March 2017**

Warrant ID	Vendor Name	Payment Date	Fund	Amount
14228409	Data Management Inc	3/3/2017	General Fund	60.00
14228410	TCI TIRE CENTERS	3/3/2017	General Fund	134.77
14228411	Calif. Assoc. of School Transp Officials	3/3/2017	General Fund	45.00
14228412	CREATIVE BUS SALES, INC.	3/3/2017	General Fund	128.55
14228413	LYNN'S LOCKSMITH SERVICE	3/3/2017	General Fund	10.36
14228414	STANDARD ELECTONICS	3/3/2017	General Fund	360.00
14230213	SYNCHRONY BANK/AMAZON	3/8/2017	General Fund	92.64
14230214	Ry Stringfield	3/8/2017	General Fund	10.00
14230215	Jackie Finch	3/8/2017	General Fund	40.00
14230216	School Nurse Supply, Inc.	3/8/2017	General Fund	84.74
14230217	AARDVARK ANT & PEST CONTROL	3/8/2017	General Fund	586.00
14230218	ALPINE UNION SCHOOL DISTRICT	3/8/2017	Cafeteria Fund	3,161.31
14230219	AT & T	3/8/2017	Child Care Fund	90.77
14230220	TCI TIRE CENTERS	3/8/2017	General Fund	38.64
14230221	Anna Buxbaum	3/8/2017	General Fund	37.59
14230222	AT & T	3/8/2017	General Fund	1,201.09
14230223	AT & T	3/8/2017	General Fund	2,544.64
14230224	Calif. Assoc. of School Transp Officials	3/8/2017	General Fund	375.00
14230225	SAN DIEGO COUNTY	3/8/2017	General Fund	75.00
14230226	DELL AWARDS	3/8/2017	General Fund	90.12
14230227	So-Cal Dominoids Inc	3/8/2017	Cafeteria Fund	395.25
14230228	So-Cal Dominoids Inc	3/8/2017	Cafeteria Fund	232.50
14230229	GOPHER SPORT	3/8/2017	General Fund	352.55
14230230	HOLLANDIA DAIRY, INC.	3/8/2017	Cafeteria Fund	1,200.40
14230231	NANCY HAUER	3/8/2017	General Fund	16.89
14230232	JONES SCHOOL SUPPLY CO., INC.	3/8/2017	General Fund	26.10
14230233	Christine Lavigne	3/8/2017	General Fund	398.40
14230234	MRC SMART TECHNOLOGY SERVICES	3/8/2017	General Fund	640.15
14230235	OTAY WATER DISTRICT	3/8/2017	General Fund	444.58
14230236	PEARSON EDUCATION, INC.	3/8/2017	General Fund	1,456.58
14230237	REALLY GOOD STUFF, INC.	3/8/2017	General Fund	64.42
14230238	Rick's Mobile Glass	3/8/2017	General Fund	78.00
14230239	SAN DIEGO GAS & ELECTRIC	3/8/2017	General Fund	4,168.78
14230240	SYSCO FOOD SERVICES OF S.D.	3/8/2017	Child Care Fund	288.99
14230241	SMALL SCHOOL DISTRICTS' ASSOC.	3/8/2017	General Fund	600.00
14230242	SCHOOL SPECIALTY INC.	3/8/2017	General Fund	19.03
14230243	SOUTHWEST SCHOOL SUPPLY	3/8/2017	General Fund	370.53
14230244	SYCUAN RESORT	3/8/2017	General Fund	1,740.00
14230245	HOME DEPOT/GEFC	3/8/2017	General Fund	68.70
14230246	TAMARA RIPKE	3/8/2017	General Fund	215.21
14230247	VISTA HILL	3/8/2017	General Fund	1,350.00
14230248	WASTE MANAGEMENT	3/8/2017	General Fund	221.84
14230249	WASTE MANAGEMENT	3/8/2017	General Fund	226.18
14230250	XEROX EDUCATION PUBLICATIONS	3/8/2017	General Fund	1,611.08
14230251	Mark Zacovic	3/8/2017	General Fund	35.00
14236642	San Diego Fringe Benefits Consortium	3/22/2017	General Fund	718.46
14236643	VEBA	3/22/2017	General Fund	12,397.31
14238119	ACCO Brands USA LLC	3/24/2017	General Fund	232.98

**DEHESA SCHOOL DISTRICT
COMMERCIAL WARRANT LISTING
March 2017**

Warrant ID	Vendor Name	Payment Date	Fund	Amount
14238120	Department of Justice	3/24/2017	General Fund	88.00
14238121	Girard & Edwards	3/24/2017	General Fund	3,623.00
14238122	San Diego Fringe Benefits Consortium	3/24/2017	General Fund	957.95
14238123	COMMUNITY MONTESSORI	3/24/2017	General Fund	8,443.54
14238124	DEHESA CHARTER SCHOOL	3/24/2017	General Fund	20,939.58
14238125	TURNAROUND SCHOOLS	3/24/2017	General Fund	1,800.00
14238757	SAN DIEGO CTY SPEECH PATHOLOGY	3/27/2017	General Fund	7,187.50
14239258	COMMUNITY MONTESSORI	3/28/2017	General Fund	3,324.81
14239259	DEHESA CHARTER SCHOOL	3/28/2017	General Fund	5,271.95
14239260	PETTY CASH-Deborah Cagney	3/28/2017	General Fund	216.70
14239261	PURPOSEFUL PLAY, INC.	3/28/2017	General Fund	2,992.50
14239901	SYNCHRONY BANK/AMAZON	3/29/2017	General Fund	403.55
14239902	Jackie Finch	3/29/2017	General Fund	36.78
14239903	Jaime Martina	3/29/2017	General Fund	22.42
14239904	James Stevens	3/29/2017	General Fund	45.10
14239905	AT & T	3/29/2017	Child Care Fund	44.78
14239906	Deborah Burke	3/29/2017	General Fund	25.36
14239907	SAN DIEGO COUNTY	3/29/2017	General Fund	150.00
14239908	Deloitte Consulting LLP	3/29/2017	General Fund	550.00
14239909	NANCY HAUER	3/29/2017	General Fund	22.35
14239910	OTAY WATER DISTRICT	3/29/2017	General Fund	326.19
14239911	TAMARA RIPKE	3/29/2017	General Fund	96.67
14239912	VISTA HILL	3/29/2017	General Fund	1,350.00
14239913	Willy's Electronic Supply	3/29/2017	General Fund	6,444.11
14239914	WASTE MANAGEMENT	3/29/2017	General Fund	226.23
14240450	COMMUNITY MONTESSORI	3/30/2017	General Fund	3,694.05
14240451	DEHESA CHARTER SCHOOL	3/30/2017	General Fund	9,161.07
14240452	ZEP SALES & SERVICES	3/30/2017	General Fund	202.17
			TOTAL	116,382.49

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

DEHESA SCHOOL DISTRICT TRAVEL & CONFERENCE REQUEST FORM

DATE 3/29/2017

EMPLOYEE NAME	EE ID #	POSITION	SUBSTITUTE REQUIRED:		FULL DAY(S)	1/2 DAY(S)	SUB COST
			Yes	No			
Anna Buxbaum	452095	Business Manager		X			

CONFERENCE / WORKSHOP / MEETING INFORMATION

ENDOR/ORGANIZATION NAME	CASH - CA Coalition for Adequate School Housing		
FILE	State's School Facility Program (SFP) 101		
LOCATION	Webinar		
DESCRIPTION/BUSINESS PURPOSE	One hour webinar designed for those new to the School Facility Program (SFP). Basic concepts and information about applying for funding for facilities in the areas of new construction and modernization.		
START DATE	TO	3/29/17	3/29/17
OVERNIGHT STAY REQUIRED?	YES		NO <input checked="" type="checkbox"/>

ESTIMATED EXPENSES	QTY	RATE	TOTAL
REGISTRATION FEE(S)	1	\$ 75.00	\$ 75.00
TRAVELING			\$ -
TRANSPORTATION: AIRFARE, BUS, TRAIN			\$ -
RENTAL (RATE PER MILE \$.56 AS OF 1/1/16)			\$ -
ENTER NUMBER OF MILES TO BE DRIVEN			\$ -
FUEL/TAXI, SHUTTLE, PARKING, OTHER			\$ -
MEALS			\$ -
BREAKFAST (\$7.00 PER DAY MAX)			\$ -
LUNCH (\$11.00 PER DAY MAX)			\$ -
DINNER (\$23.00 PER DAY MAX)			\$ -
TOTAL			\$ 75.00

PLEASE ATTACH REGISTRATION INFORMATION

BUDGET General Fund - Professional Development

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 Anna So DATE 3/29/17

SUPERINTENDENT SIGNATURE	<u>Nancy Lawler</u>	DATE	<u>4/12/17</u>
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Anna Buxbaum <anna.buxbaum@dehesasd.net>

CASH 03/29/17 Webinar Registration Confirmation

1 message

mdemaster@m-w-h.com <mdemaster@m-w-h.com>
To: anna.buxbaum@dehesasd.net

Wed, Mar 29, 2017 at 9:21 AM

Order Number: 35878

Dehesa School District
Anna Buxbaum
4612 Dehesa Rd
El Cajon, CA 92019
anna.buxbaum@dehesasd.net

Thank you for registering for the State's School Facility Program 101 Webinar scheduled for Wednesday, March 29, 2017 2:00 p.m. - 3:00 p.m. Pacific Standard Time.

You must call in on a phone line to listen to the audio portion of the webinar.
Dial In: 800-944-8766
Participant Code: 33938

To access the webinar go to: <https://web.telspan.com/go/mwh14/cashsfp101>

Sign in as a guest using your first and last name

Use the password: SFP101

Sub Total: \$75.00
Amount Paid: \$0.00
Balance: \$75.00

Thank You!



Anna Buxbaum <anna.buxbaum@dehesasd.net>

Re: State's School Facility Program (SFP) 101

1 message

Anna Buxbaum <anna.buxbaum@dehesasd.net>
To: Christina Becker <Christina.Becker@santeesd.net>

Wed, Mar 29, 2017 at 7:59 AM

Our meeting for today was rescheduled, so looks like I can participate in this webinar!

Anna Buxbaum
Business Manager
Dehesa School District
4612 Dehesa Rd.
El Cajon, CA 92019
(619) 444-2161

On Fri, Mar 24, 2017 at 3:16 PM, Anna Buxbaum <anna.buxbaum@dehesasd.net> wrote:

Hi Christina,
Thanks for sending this to me again.
I still can't attend, I have negotiations that day.
Looks like something I could really benefit from!

Thanks,
Anna

Sent from my iPhone

On Mar 24, 2017, at 9:27 AM, Christina Becker <Christina.Becker@santeesd.net> wrote:

Sent from my iPhone

Begin forwarded message:

From: CASH Staff <mdemaster@m-w-h.com>
Date: March 23, 2017 at 3:30:36 PM PDT
To: christina.becker@santeesd.net
Subject: State's School Facility Program (SFP) 101
Reply-To: mdemaster@m-w-h.com

Having trouble viewing this email? [Click here](#)



CALIFORNIA'S
COALITION
for ADEQUATE
SCHOOL HOUSINGSM

www.cashnet.org ♦ www.cashfacilitiesnews.org

CASH March Webinar

State's School Facility Program (SFP) 101

Wednesday, March 29, 2017

2:00 p.m. - 3:00 p.m.

Registration

This CASH webinar will provide the attendee with information relating to the state's School Facility Program and how a district or county office of education or charter school may apply for funding.

Who should attend?

- Those new to the School Facility Program (SFP)
- Those seeking to update themselves on the SFP
- Those interested in broadening their base of understanding of the SFP

The webinar will include information about applying for funding in the following programs:

- New Construction
- Modernization
- Career Technical Education
- Charter Schools
- Financial Hardship
- Facility Hardship

The webinar will be in a Q&A format and there will be an opportunity for attendees to ask questions after the presentations.

CLICK BELOW TO REGISTER ONLINE:

- [Register Here!](#)

REGISTRATION FEES

Member/Non-Member Rate \$75

CANCELLATION POLICY

No refunds for cancellations on webinars.

Cancellations must be received in writing. Fax to (916) 448-7495
or email to: R.Jean-Gilles@m-w-h.com



Connected:



Coalition for Adequate School Housing, 1303 J Street, Suite 520, Sacramento, CA 95814

SafeUnsubscribe™ christina.becker@santeesd.net

Approval, Pre-Register Yourself, Make All Travel Arrangements

DEHESA SCHOOL DISTRICT TRAVEL & CONFERENCE REQUEST FORM

DATE 3/30/2017

EMPLOYEE NAME	EE ID #	POSITION	SUBSTITUTE REQUIRED:		FULL DAY(S)	1/2 DAY(S)	SUB COST
			Yes	No			
Anna Buxbaum	452095	Business Manager		X			

CONFERENCE / WORKSHOP / MEETING INFORMATION

ENDOR/ORGANIZATION NAME	CASBO - CA Association of School Business Officials		
TITLE	CBO Partner Training Program		
LOCATION	San Diego County Office of Education: 6401 Linda Vista Rd; San Diego, CA 92111		
DESCRIPTION/BUSINESS PURPOSE	The program consists of 3 modules that are approximately 440 hours long. Classes are held once a month on Friday and Saturday. Curriculum includes everything a CBO needs to know in finance and budget, student transportation, food services, leadership roles, risk management, and maintenance & operations. Instruction is in lecture format with class discussion, group projects and out-of-class assignments/practical applications.		
DATES	TO	July 2017	FROM
OVERNIGHT STAY REQUIRED?	YES		NO July 2018

ESTIMATED EXPENSES	QTY	RATE	TOTAL
REGISTRATION FEE(S)	3	\$ 1,166.67	\$ 3,500.00
PARKING			\$ -
TRANSPORTATION: AIRFARE, BUS, TRAIN			\$ -
RENTAL (RATE PER MILE \$.56 AS OF 1/1/16)			\$ -
ENTER NUMBER OF MILES TO BE DRIVEN			\$ -
FUEL/TAXI, SHUTTLE, PARKING, OTHER			\$ -
MEALS			\$ -
BREAKFAST (\$7.00 PER DAY MAX)			\$ -
LUNCH (\$11.00 PER DAY MAX)			\$ -
DINNER (\$23.00 PER DAY MAX)			\$ -
TOTAL			\$ 3,500.00

PLEASE ATTACH REGISTRATION INFORMATION

BUDGET General Fund - Professional Development

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

DATE 3/30/17

SUPERINTENDENT SIGNATURE

DATE



Anna Buxbaum <anna.buxbaum@dehesasd.net>

[Cbolist] Business and Finance Training through CASBO

1 message

Lora Duzyk <lorad@sdcoe.net>

Wed, Apr 5, 2017 at 10:22 AM

To: CBOlistserv <cbolist@list.sdcoe.net>

Good morning everyone.

We are starting to formalize our participant list for the upcoming CASBO CBO training in our office. The message below was just sent to your superintendent.

Even if you have given us your participants' names please have them sign up. This will enable CASBO to track the class to capacity and send registration materials.

Sent from my iPhone

Lora

Begin forwarded message:

From: Edward Velasquez <superintendent@sdcoe.net>
Date: April 5, 2017 at 10:03:05 AM PDT
To: lorad@sdcoe.net
Subject: Business and Finance Training through CASBO
Reply-To: superintendent@sdcoe.net

Having trouble viewing this email? [Click here](#)

April 5, 2017

Hello, Superintendents.

SDCOE has partnered with the California Association of School Business Officials (CASBO) to bring local school districts an exciting opportunity to provide extensive training to chief business officers and directors of finance.

Please forward this email to anyone in your district who you think would be interested in attending the [CBO Partner Training Program](#), which can lead to chief business officer or director of fiscal services certification from CASBO.

This professional learning opportunity is expected to be offered beginning in July. Specific dates, times, and presenters will be announced soon.

Anyone can add their contact information to the interest list by following [this link](#). CASBO will contact individuals on the list when registration information is available.

For more information, contact [Lora Duzyk](#), Assistant Superintendent of Business Services for SDCOE, at **858-292-3618**.

Thank you.

Edward Velasquez
Interim San Diego County Superintendent of Schools

San Diego County Office of Education
858-292-3500

4/11/2017

Dehesa Elementary School District Mail - [Cbolist] Business and Finance Training through CASBO

www.sdcoe.net

GET UP-TO-THE-MINUTE INFORMATION ABOUT WHAT'S HAPPENING AT SDCOE
AND IN OUR DISTRICTS ACROSS THE COUNTY.



SDCOE, 6401 Linda Vista Road, San Diego, CA 92111

SafeUnsubscribe™ lrad@sdcoe.net

[Forward this email](#) | [Update Profile](#) | [About our service provider](#)

Sent by superintendent@sdcoe.net in collaboration with

Constant Contact 

Try it free today

Cbolist mailing list

Cbolist@list.sdcoe.net

<http://list.sdcoe.net/mailman/listinfo/cbolist>



Smart business. Smart schools.™

CASBO is pleased to announce the continuation of the CBO Partner Training Program! Click to view details for upcoming programs:

- **Sonoma COE** (sold out)
- **Santa Clara COE** (sold out)
- **San Luis Obispo COE** (sold out)
- **Sutter COE** (sold out)
- **Central Valley COE** (sold out)
- **San Bernardino CSS** (starts May 19; registration now open!)

Don't see a location that works for you? Other programs are in the works! [Contact us](#) and we'll let you know when they open.

Registration for all open programs can be found under [Learn > Professional Development](#).

About the CBO Partner Training Program

Originally developed in partnership with the Fiscal Crisis & Management Assistance Team, California County Superintendents Education Services Association, Association of California School Administrators, California School Boards Association, California's Coalition for Adequate School Housing and School Services of California, Inc., our CBO Partner Training Program is a multi-week learning opportunity designed to ensure the success of future CBOs.

The program's approach to training combines the experience and expertise of our seven organizations, each with a long history of successfully providing training to school business staff. Experienced and practicing CBOs, as well as other education professionals, have worked to develop and deliver the curriculum, with training hosted by a volunteering county office of education.

Comprehensive Curriculum

Our CBO Partner Training Program curriculum includes everything a potential CBO needs to know in finance and budget, student transportation, food services, leadership roles, risk management, maintenance & operations, and more. Participants receive instruction in both

written and oral communications; and the content is presented in an in-person lecture format, relying upon class discussion, small group projects, and out-of-class assignments/practical application.

Delivery Model and Cost

Each program is approximately 440 hours long, including outside homework and projects, following a three-module layout. Students may participate in one or more modules; and completion of two or more modules can be used to satisfy the requirements for a [CASBO Certification](#). Full program tuition is \$3,500 for all participants.

Answers to Frequently Asked Questions

To learn more about the program, please [view our FAQs](#).

SAMPLE DOCUMENT

CASBO
CBO
Partner
Training
Program

PROGRAM GUIDE
San Bernardino CSS

A program provided by the California Association of School Business Officials (CASBO)
in partnership with the following education associations:

Association of California School Administrators (ACSA)
California County Superintendents Education Services Association (CCSESA)
Coalition for Adequate School Housing (CASH)
California School Boards Association (CSBA)
Fiscal Crisis & Management Assistance Team (FCMAT)
School Services of California (SSC)

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Welcome and Contact Information	2
About the Education Association Partners	3
About the CBO Training Program	5
CBO Training Program Policies	6
Program Outline and Tentative Schedule	7

WELCOME

Thank you for your interest in the CASBO Chief Business Official (CBO) Partner Training Program at San Bernardino CSS!

This guide contains information about the program, as well as a tentative schedule. We encourage you to familiarize yourself with the information provided and please let us know if you have any questions.

Sincerely,
The CASBO Professional Development Team:

Grace Vote
certification@casbo.org
(916) 447-3783 x 2263

ABOUT THE EDUCATION ASSOCIATION PARTNERS



CASBO is a statewide professional organization serving more than 3,000 members. Founded in 1928, it is the oldest statewide school administrators' organization in California. CASBO provides its individual, district and county office members with the best in expert professional development, influential advocacy, vital information and crucial networking opportunities. The association acts as a forum for sharing challenges, solutions, experiences and information throughout the state. CASBO members are the voice of the industry and oversee all areas of school business management and operations, including finance, accounting, payroll, human resources, risk management, transportation, school nutrition, maintenance and operations, information technology, purchasing, school safety and school facilities. CASBO is the industry resource for every financial and operational facet of school business management.

ACSA is the largest umbrella organization for school leaders in the United States, serving more than 17,000 California educators. ACSA's top priority is advocating for public school students in kindergarten through grade 12, as well as adult learners. Our mission is to be the driving force of education in California and beyond. Structured through more than two dozen job-alike and issue-oriented councils and committees, a board of directors, as well as a delegate assembly, ACSA focuses on school leadership and education policy issues at the state and federal levels. Since its founding in 1971, ACSA has played a significant role in steering the course for improvements and progress in public education and school administration. ACSA has been a leader in maximizing education funding and ensuring local spending flexibility, as well as developing rigorous academic standards, 21st century learning and improving efforts to close the achievement gap.



CCSESA provides the organizational mechanism for the 58 County Superintendents of Schools to design and implement statewide programs to identify and promote quality cost-effective educational practices and services, and provide support to school districts in the areas of student services, curriculum and instructional services, fiscal accountability and business services, and technology and telecommunications. CCSESA advocates on behalf of K-12 and early childhood education at state and federal levels, and in partnership with state agencies, develops and coordinates statewide training to implement new responsibilities of county superintendents to ensure consistent statewide application and standards.

CASH was formed in 1978 to promote, develop and support state and local funding for K-12 construction. Its school district members represent 93 percent of the pupils in California and have the greatest need for funding of new classrooms and modernization of old schools. CASH membership contains over 1,500 school districts, county offices and private sector businesses including: architects, attorneys, consultants, construction managers, financial institutions, modular building manufacturers, contractors, developers, and others that are in the school facilities industry. CASH is the voice in Sacramento to advocate for funding to build, modernize, and maintain K-12 public schools in California. Since 1982, CASH has sponsored or supported over \$52 billion in statewide school bonds to build and/or modernize thousands of schools





CSBA is the nonprofit education association representing the elected officials who govern public school districts and county offices of education. With a membership of nearly 1,000 educational agencies statewide, CSBA brings together school governing boards, and administrators from districts and county offices of education to advocate for effective policies that advance the education and well-being of the state's more than 6 million school-age children. A membership-driven association, CSBA provides policy resources and training to members, and represents the statewide interests of public education through legal, political legislative, community and media advocacy.

FCMAT, created by Assembly Bill (AB) 1200 in 1992, assists California's local K-14 educational agencies (LEAs) meet and sustain their financial obligations by identifying, preventing, and resolving financial, human resources and data management challenges. FCMAT provides fiscal and data management assistance, professional development training, product development and other related school business and data services to help avert fiscal crisis, promote sound financial practices, support the training and development of chief business officials, help create efficient organizational operations, assist LEAs meet state reporting responsibilities, improve data quality, and inform instructional program decisions. The California School Information Services (CSIS) division of FCMAT assists the California Department of Education with the implementation of the California Longitudinal Pupil Achievement Data System (CALPADS) and also maintains DataGate, the FCMAT/CSIS software LEAs use for CSIS services.



SSC was founded in 1975, and its leadership team and staff members come from the ranks of school business officials and California state government. They are seasoned executives with the skills, talents, and abilities to solve problems effectively because they have walked in the shoes of the client. Whether the engagement is for information services, legislative or governmental advocacy, financial and business consulting, executive search, or innovative workshops and training that are designed to help in solving problems and improving student performance, SSC is the recognized expert. Our greatest strength is the quality of our people; our greatest challenge is helping to ensure that all children in California get a world-class education as they become the next generation of national and world leaders.

ABOUT THE CBO TRAINING PROGRAM

The CASBO CBO Partner Training Program is a multi-week learning opportunity hosted by the county office of education (COE) and designed to ensure the success of future CBOs. The program's approach to CBO training combines the experience and expertise of six organizations, each with a long history of successfully providing training to school business staff. Experienced and practicing CBOs, as well as other education professionals, have worked to develop and deliver the curriculum.

Comprehensive Curriculum

The CASBO CBO Partner Training Program curriculum includes everything a potential CBO needs to know: finance and budget, student transportation, food services, leadership roles, risk management, maintenance and operations, etc. Participants will also receive instruction in communications, both written and oral. The content is presented in an in-person lecture format, relying upon class discussion, small group projects and out-of-class assignments/practical application throughout the program.

Delivery Model and Cost

The program will be approximately 440 hours, including outside homework and projects. The training will be broken into three modules. Students may participate in one or more modules. Full program tuition for all participants is \$3500 (\$1166.67 per module).

- Module 1: Strengths assessment, communication, school finance, budget, fiscal oversight, school law, interviews and resume building, school business ethics.
- Module 2: School accounting, auditing, technology, collective bargaining, human resources and management, pupil attendance accounting, legal aspects and hands-on accounting for student body organizations.
- Module 3: Advanced collective bargaining, creative financing and entrepreneurship, facility planning and construction, food service and child nutrition, leadership and strategic planning, maintenance and operations, pupil transportation, purchasing and warehousing, risk management, contracts and advanced contracts.

Registration Instructions

Registration for the CBO Partner Training Program can be found on the CASBO website under Learn > Professional Development. Participants will be required to pay for one module at a time. Payment can be made by credit card during the online registration process; checks and purchase orders are also accepted. Tuition for each module must be paid prior to the first class of that module.

Perks of a COE-hosted Training Program

All classes within a CASBO CBO Partner Training Program are COE-hosted, but participation is not limited to employees of the host COE. COE-hosted training programs:

- Provide learning opportunities that are local/close to home,
- Require less travel time and less out-of-office time for students,
- Increase training capacity,
- Encourage dialogue and interaction between instructors and students, and
- Result in a healthy learning community.

Connections

Participants will not be assigned individual mentors throughout the process. Instead, students will receive project-based assignments, requiring contact with various experts and school business professionals. These assignments are intended to provide exposure to school business leaders, who will become part of the student's cadre of resources as future CBOs.

CBO TRAINING PROGRAM POLICIES

Certification

Upon approval by the program facilitator, successful completion of CBO Partner Training Program modules satisfies CASBO certification training requirements as follows (NOTE: Facilitators are not required to provide formal recommendation for a training program participant to earn certification):

- **Modules 1 and 2** satisfy the full 220-hour training requirement for Director of Fiscal Services and DFS^E Certifications.
- **Modules 1, 2 and 3** satisfy the full 440-hour training requirement for CBO and CBO^E Certifications.

Training Program Attendance Standards

Successful completion of CBO Partner Training Program modules is defined by a participant's ability to:

- Attend all training sessions. In-class attendance and interaction with instructors and other students is a critical aspect of the training program. It is therefore expected that students will attend every class.
- Demonstrate understanding of course content by completing all corresponding homework assignments with a passing grade of 70% or higher. All homework must be completed by the due dates established by the facilitator. The grading rubric for all written assignments will be provided at the beginning of the program.

Make-up work

While missing classes is not specifically sanctioned, CASBO understands that conflicts arise causing students to be absent. If a student misses a class, they may attend another approved course on the same topic to earn credit (some CASBO regional workshops apply, as well as classes offered through other approved professional development providers or concurrent CBO Partner Training Programs). **All make-up classes and assignments must be pre-approved by the Facilitator and submitted in writing to certification@casbo.org within 30 days before the missed class.** Regardless of attendance, it is expected that all corresponding homework assignments are completed throughout the program.

Attendance Policy

Students may not be absent for more than 1 session per module. Students who abuse the above policy will be counseled as to the appropriateness of this program for their needs. Violation of the attendance policy will result in expulsion from the program.

Tuition Policy

Tuition for each module must be paid prior to the first class of that module.

Refund Policy

Cancellation requests must be in writing by email to certification@casbo.org. A \$150 fee is charged for each module cancelled. There are no refunds for program no-shows or for requests received less than ten (10) business days prior to the module the registrant wishes to cancel. An individual may transfer registration to a new registrant at any time before the Module 1 start date to waive the cancellation fee. After the Module 1 start date, registration transfers are not permitted.

PROGRAM OUTLINE AND TENTATIVE SCHEDULE

Sessions marked in yellow will be added to the schedule as soon as possible.

The CASBO CBO Partner Training Program at SBCSS will follow a 3-module, 14-month design with 1-2 class days per month. Friday sessions will run from 5:00-9:00 PM; Saturday sessions will run from 9:00 AM-4:00 PM. At the end of the schedule, participants who successfully complete the program participate in a graduation ceremony. This schedule may be amended based on speaker availability and program needs:

Module/Session No.	Session Title	Date	Time
M1.01	Program Introduction	5/19/2017	5:00 PM – 9:00 PM
M1.02	Strengths Assessment	5/20/2017	9:00 AM – 4:00 PM
M1.09	Fiscal Oversight	6/9/2017	5:00 PM – 9:00 PM
M1.10	Principles of School Law	6/10/2017	9:00 AM – 4:00 PM
M1.05	School Finance	7/7/2017	5:00 PM – 9:00 PM
M1.06	Business Services Overview	7/8/2017	9:00 AM – 4:00 PM
M1.11	Interview/Resume	7/21/2017	5:00 PM – 9:00 PM
M1.12	HR/Management	7/22/2017	9:00 AM – 4:00 PM
M2.01	School Auditing	8/18/2017	5:00 PM – 9:00 PM
M2.02	School Accounting	8/19/2017	9:00 AM – 4:00 PM
M1.07	LCFF/LCAP	9/15/2017	5:00 PM – 9:00 PM
M2.05	Collective Bargaining Basics	9/16/2017	9:00 AM – 4:00 PM
M1.03	Communications Part I	9/29/2017	5:00 PM – 9:00 PM
M1.04	Communications Part II	9/30/2017	9:00 AM – 4:00 PM
M1.08	Budgeting Part I	10/20/2017	5:00 PM – 9:00 PM
M2.04	Budgeting Part II	10/21/2017	9:00 AM – 4:00 PM
M2.03	Technology	11/3/2017	5:00 PM – 9:00 PM
M2.06	Pupil Attendance Accounting	TBD	9:00 AM – 4:00 PM
M2.07	Legal Aspects and Hands-On Accounting for ASB	TBD	9:00 AM – 4:00 PM
M3.01	Advanced Collective Bargaining	11/4/2017	9:00 AM – 12:30 PM
M3.02	Entrepreneurship	11/4/2017	12:30 PM – 4:00 PM
M3.14	Pupil Transportation	12/15/2017	5:00 PM – 9:00 PM
M3.04	Facility Planning/Construction	12/16/2017	9:00 AM – 12:30 PM
M3.05	Debt Financing	12/16/2017	12:30 PM – 4:00 PM
M3.06	Special Education	1/26/2018	5:00 PM – 9:00 PM
M3.07	Food Service/Child Nutrition	1/27/2018	9:00 AM – 12:30 PM
M3.08	Purchasing/Warehousing	1/27/2018	12:30 PM – 4:00 PM
M3.12	Leadership	2/23/2018	5:00 PM – 9:00 PM
M3.10	Risk Management	2/24/2018	9:00 AM – 12:30 PM
M3.11	Payroll Benefits	2/24/2018	12:30 PM – 4:00 PM
M3.09	School Legislation	3/16/2018	5:00 PM – 9:00 PM
M3.03	Charter Schools	3/17/2018	9:00 AM – 12:30 PM
M3.13	M&O	3/17/2018	12:30 PM – 4:00 PM
M3.17	Contracts: The Foundation	TBD	9:00 AM – 12:30 PM
M3.18	Advanced Contracts	TBD	12:30 PM – 4:00 PM
M3.15	Leadership/Strategic Planning	4/20/2018	5:00 PM – 9:00 PM
M3.16	Individual or Group Presentations	4/21/2018	9:00 AM – 12:30 PM
M3.19	Graduation	4/21/2018	12:30 PM – 4:00 PM

Completion of **Modules 1 and 2** satisfies the full 220-hour training requirement for Director of Fiscal Services and DFS^E Certifications. Completion of **Modules 1, 2 and 3** satisfies the full 440-hour training requirement for CBO and CBO^E Certifications.

DEHESA SCHOOL DISTRICT

To: Members of the Board
and Supt. Nancy Hauer

From: Anna Buxbaum
Business Manager

Subject: Monthly Budget Update

Meeting Date: April 20, 2017

- Action
- First Reading
- Information
- Presentation
- Discussion
- Public Hearing
- Roll Call Vote Required

Background:

At the October 20, 2011 Board Meeting, Members were asked about their preferences for monthly budget updates. Consensus was that a statement of fund balances and clear, concise updates on key issues would be preferred during months falling in-between major reports.

Report:

Attached are 1) Fund balances (Cash in County Treasury), 2) Construction expenditure reports for the Bond and Developer Fee Funds

Financial Impact:

N/A-Form Informational Purposes Only

Student Impact:

NA – For Informational Purposes Only

Recommendation:

NA – For Informational Purposes Only

Agenda Item #:VI.B.1

**Dehesa School District
Building Fund 21-39**

3/31/2017

Date			Expenditure
7/1/2016	Beginning Balance		\$547,086.95
10/19/2016	Interest		\$795.20
11/2/2016	Insurance Reimb		\$14,484.65
1/20/2017	Interest		\$740.13
TOTAL			\$563,106.93
Payment Date	Service Provider	Services Performed	Amount
7/27/2016	Office Depot	Conference Room Furniture for new building	\$2,278.35
9/2/2016	West Coast Air	Final Payment to West Coast Air for Change Order	\$10,038.00
10/18/2016	WorldBridge Technologies	Classroom Projector Installation	\$12,400.00
10/18/2016	Dale Scott & Co.	Bond Disclosure Report	\$4,900.00
10/28/2016	Union Bank Escrow Acct	Shade Structure Project-FACJPA	\$241,500.00
11/28/2016	Division of State Architect	DSA Close out on Shade Structure	\$389.82
TOTAL CURRENT YEAR EXPENSES			\$271,506.17
TOTAL FUNDS AVAILABLE AS OF 3/31/17			\$291,600.76

**Dehesa School District
Capital Facilities Funds 25-19**

3/31/2017

Current Year Project Activity			Amount
7/1/2015	Beginning Fund Balance		20.09
10/11/2016	Developer Fees		5,282.83
10/19/2016	Interest		287.11
1/20/2017	Interest		41.80
2/15/2017	Developer Fees		4,663.43
3/30/2017	Developer Fees		5,938.09
Total			16,233.35
Payment Date	Service Provider	Services Performed	Amount
TOTAL CURRENT YEAR EXPENSES			-
TOTAL FUNDS AVAILABLE AS OF 3/31/17			16,233.35

**DEHESA SCHOOL DISTRICT
DEVELOPER FEE REPORT
Fiscal Year 2016-17**

DATE	ADDRESS	RES	COM	SQUARE FEET	AMOUNT
Sept 2016	6211 Dehesa Road	X		12	\$ 19.56
Oct 2016	1802 Vista De La Montana	X		3,229	\$ 5,263.27
Feb 2017	16406 Coronado Terrace Dr	X		2,861	\$ 4,663.43
Mar 2017	1803 Vista De La Montana	X		2,305	\$ 3,757.15
Mar 2017	3606 Dehesa Road	X		1,338	\$ 2,180.94
				TOTAL	\$ 15,884.35

Residential Rate \$ 1.63 Per Sq. Ft
Commercial Rate \$ 0.26 Per Sq. Ft

Dehesa School District

Fund Balances

(Cash in County Treasury as of April 4, 2017)

FUND	DESCRIPTION	BALANCE
01-00	GENERAL FUND	\$ 1,385,085.05
09-00	CHARTER SCHOOLS SPECIAL REVENUE FUND (FD 39)	\$ 129,046.43
12-06	CHILD DEVELOPMENT FUND	\$ 11,744.26
13-00	CAFETERIA SPECIAL REVENUE FUND	\$ 26,816.73
14-00	DEFERRED MAINTENANCE FUND	\$ 100,059.95
17-42	SPECIAL RESOURCE FUND (CHARTER OVERSIGHT)	\$ 481,559.76
20-00	SPECIAL RESERVE OPEB/RETIREE BENEFITS FUND	\$ 68,273.67
21-39	BUILDING FUND	\$ 291,600.76
25-19	CAPITAL FACILITIES/SB2068 FUND	\$ 16,233.35
40-00	SPECIAL RESERVES/CAPITAL PROJECTS	\$ 7,505.42
	GRAND TOTAL	\$ 2,517,925.38

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 April 20, 2017

- Meeting Date: April 20, 2017
- Action
 - First Reading
 - Information
 - Presentation
 - Public Hearing
 - Roll Call Vote Required
 - Discussion

Current Enrollment

By Grade Level

EAK.....	15
Kindergarten.....	17
1st Grade.....	21
2nd Grade.....	15
3rd Grade.....	16
4th Grade.....	21
5th Grade.....	24
6th Grade.....	19
7th.....	11
8th.....	16
	175

End-of-the-Year Enrollment

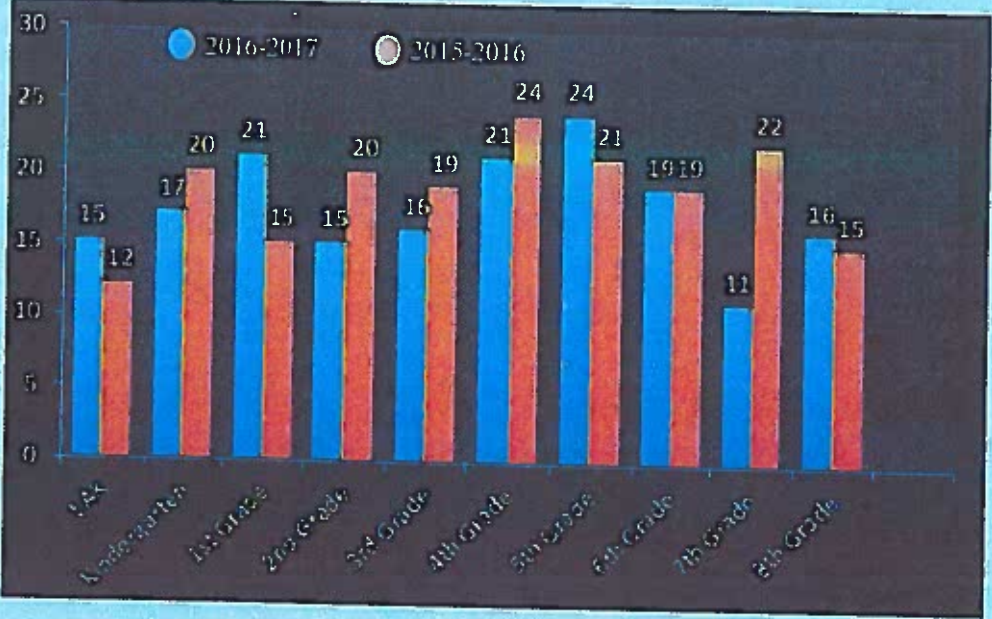
By Grade Level

EAK.....	12
Kindergarten.....	20
1st Grade.....	15
2nd Grade.....	20
3rd Grade.....	19
4th Grade.....	24
5th Grade.....	21
6th Grade.....	19
7th.....	22
8th.....	15
	187

Inter District Transfers

Students who live in our District but attend a different school
40

Students who live in another district but attend our school
51



DEHESA SCHOOL DISTRICT

To: Members of the Board

From: Nancy Hauer

Subject: Williams Quarterly
Complaint Report

Meeting Date: April 20, 2017

- Action
- First Reading
- Information
- Presentation
- Discussion
- Public Hearing
- Roll Call Vote Required

Background: Laws and board policy require a quarterly report to the Board of Trustees and the County Superintendent of Schools regarding complaints to the school covered under the Williams Settlement

Report: We received no complaints during the third quarter of the 2016-2017 school year in the areas which are addressed by the Williams Settlement.

Financial Impact: None

Student Impact: None

Agenda Item #:VI.B.5

SDCOE Uniform Complaint Quarterly Reports Database

Williams and Valenzuela Settlements

You are Logged on with District access.

User ID: 68049		Found 49 records.												
Year and Quarter	Instructional Materials			Facilities			Teacher Vacancy Misassignment			Totals			Locked	
	Received	Resolved	Unresolved	Received	Resolved	Unresolved	Received	Resolved	Unresolved	Received	Resolved	Unresolved		
2005 1st Qtr Jan-Mar	0	0	0	0	0	0	0	0	0	0	0	0	Yes	
2005 2nd Qtr Apr-Jun	0	0	0	0	0	0	0	0	0	0	0	0	Yes	
2005 3rd Qtr Jul-Sep	0	0	0	0	0	0	0	0	0	0	0	0	Yes	
2005 4th Qtr Oct-Dec	0	0	0	0	0	0	0	0	0	0	0	0	Yes	
2006 1st Qtr Jan-Mar	0	0	0	0	0	0	0	0	0	0	0	0	Yes	
2006 2nd Qtr Apr-Jun	0	0	0	0	0	0	0	0	0	0	0	0	Yes	
2006 3rd Qtr Jul-Sep	0	0	0	0	0	0	0	0	0	0	0	0	Yes	
2006 4th Qtr Oct-Dec	0	0	0	0	0	0	0	0	0	0	0	0	Yes	
2007 1st Qtr Jan-Mar	0	0	0	0	0	0	0	0	0	0	0	0	Yes	
2007 2nd Qtr Apr-Jun	0	0	0	0	0	0	0	0	0	0	0	0	Yes	
2007-08 1st Qtr Jul-Sep	0	0	0	0	0	0	0	0	0	0	0	0	Yes	
2007-08 2nd Qtr Oct-Dec	0	0	0	0	0	0	0	0	0	0	0	0	Yes	
2007-08 3rd Qtr Jan-Mar	0	0	0	0	0	0	0	0	0	0	0	0	Yes	
2007-08 4th Qtr Apr-Jun	0	0	0	0	0	0	0	0	0	0	0	0	Yes	
2008-09 1st Qtr Jul-Sep	0	0	0	0	0	0	0	0	0	0	0	0	Yes	
2008-09 2nd Qtr Oct-Dec	0	0	0	0	0	0	0	0	0	0	0	0	Yes	
2008-09 3rd	0	0	0	0	0	0	0	0	0	0	0	0	Yes	

Qtr Oct-Dec													
2013-14 3rd Qtr Jan-Mar	0	0	0	0	0	0	0	0	0	0	0	0	Yes
2013-14 4th Qtr Apr-Jun													
2014-15 1st Qtr Jul-Sep	0	0	0	0	0	0	0	0	0	0	0	0	Yes
2014-15 2nd Qtr Oct-Dec	0	0	0	0	0	0	0	0	0	0	0	0	Yes
2014-15 3rd Qtr Jan-Mar	0	0	0	0	0	0	0	0	0	0	0	0	Yes
2014-15 4th Qtr Apr-Jun	0	0	0	0	0	0	0	0	0	0	0	0	Yes
2015-16 1st Qtr July - Sept	0	0	0	0	0	0	0	0	0	0	0	0	Yes
2015-16 2nd Qtr Oct-Dec	0	0	0	0	0	0	0	0	0	0	0	0	Yes
2015-16 3rd Qtr Jan-Mar	0	0	0	0	0	0	0	0	0	0	0	0	Yes
2015-16 4th Qtr Apr-Jun	0	0	0	0	0	0	0	0	0	0	0	0	Yes
2016-17 1st Qtr July-Sept	0	0	0	0	0	0	0	0	0	0	0	0	Yes
2016-17 2nd Qtr Oct-Dec	0	0	0	0	0	0	0	0	0	0	0	0	Yes
2016-17 3rd Qtr Jan-Mar	0	0	0	0	0	0	0	0	0	0	0	0	0
Totals	0	0	0	0	0	0	0	0	0	0	0	0	

Add a New Quarter Record

Select a date for Change or Delete

Main Menu

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2017 SUMMER WORK

CLASSROOM CLEANING

- VACUUM AND CHAIRS WIPED
- SINKS
- TABLES WIPED
- CARPETS (EXTRACTOR)
- WINDOW AND SILLS
- TRASH CANS
- HANGING LIGHTS

STRIP AND WAX FLOORS

- BUILDING F
- MPR
- OFFICE
- BUILDING D(Science Lab)

POWER WASH

- EXTERIOR OF BUILDINGS
- CAMERAS
- LIGHT POLES
- LUNCH TABLES
- PLAY AREAS
- BUILDING D STAIRS AND WALKWAY

GROUNDS CLEANUP (EXTERIOR)

- PICK TRASH UP
- INSPECT AND CLEAN GUTTERS
- WINDOWS AND SILLS
- CLEAN TRASH CANS
- GUM AND PAINT ON WALKWAYS

ELECTRIC

- CHANGE BREAKERS
- CHECK OUTLETS
- CHECK BULBS
- SECURITY LIGHTING
- AC FILTERS (UNLESS COMPLETED)

RESTROOMS

- CLEAN AND SANITIZE SINKS AND TOILETS
- SANITIZE FLOORS

REPAIR AND/OR REPLACE TOWEL HOLDERS
CHECK STALLS (FIX AS NEEDED)

FIRE EXTINGUISHERS

ENTIRE SCHOOL (SET FOR JULY)
BUSES, VAN AND WORK TRUCK

GROUNDS MAINTENANCE

REPAIR IRRIGATION LINES
REPAIR AND REPLACE SPRINKLER HEADS
MOW SOCCER FIELD (AS NEEDED)
EDGE GRASS
AERATE AND FERTILIZE GRASS AREA
TRIM AND MAINTAIN PLANTED AREAS
HIRE TREE TRIMMER (AS NEEDED) ***
WEED TRIMMING
CLEAN RECYCLE BINS AND TRASH CANS
PICK UP LOST AND FOUND (JACKETS)(June)
PLANT NEW PLANTS (AS NEEDED)
REPLACE SPRINKLER VALVES 1 1/2"
LACE TREES AS NEEDED F & G
NEW WADDLE
CLEAN OUT RUN-OFF CHANNEL

Equipment Maintenance

WEED WHACKER (MOTOR WORK)(TO THE SHOP)
LAWN MOWER (BLADES)
GENERATOR TIRE
BRUSH MOWER TIRE
TIRE (GOLF CART)
BRAKES (GOLF CART)
TIRES GOLF CART
GOLF CART

TRUCK SERVICE (SUMMER ?)

KEY SHOP

AS NEEDED

GROUNDS REPAIRS

PAINT POLE (TOUCH UP)
FASCIA REPAIR?
ROOF SEALING
ROOF REPLACEMENT?
FILL CRACKS
PAINT GROUNDS AS NEEDED (PARKING LOT WALKWAYS)

REPAIR LEAK ON WATER FOUNTAIN
OTHER REPAIRS AS NEEDED*
 PLANE BUS. MGR DOOR
 INSTALL DOOR GARAGE
 REPLACE LUNCH AREA SIGN BOARD
 PAINT LINES(DOORS AND PARKING LOT)

KITCHEN

CLEAN COILS
PAINT TOUCH UP
CLEAN ALL

BACK-FLOW SCHEDULED CHECK (AUGUST)
LEAD TESTING
START ANNUAL FACILITY INSPECTION

DAILY SUMMER CLEANING

CLEAN BATHROOMS
VACUUM OFFICE (AS NEEDED)
TRASH OFFICE
TRASH BATHROOM
TRASH AND CLEAN FOR SUMMER PROGRAMS

***WHATEVER ELSE OCCURS AS NEEDED?

AC UNITS		Filters		SIZE
BLDG A 3 UNITS	OFFICE	2		16x25
	LIBRARY	2		16x25
	LOUNGE	2		10x30 & 16x30
BLDG B 6 UNITS	RM-1 EAST	1		18x30
	RM-1 WEST	1		14x30
	RM-2 EAST	1		18x30
	RM-2 WEST	1		NON OPERATIONAL
	RM-3 EAST	1		15/14x30
	RM-3 WEST	1		15/14x30
BLDG C				
4 UNITS	MPR-1	1		Green Cut Out
	MPR-2	1		Green Cut Out
	MPR-3	1		Green Cut Out
	MPR-4	1		Green Cut Out
MODULAR				
12 UNITS	RM-7 EAST	1		14x25
	RM-7 WEST	1		14x25
	RM-8 EAST	1		14x25
	RM-8 WEST	1		14x25
	RM-9 EAST	1		14x25
	RM-9 WEST	1		14x25
	RM-10 East	1		14x25
	RM-10 WEST	1		14/16x25
	RM-11 EAST	1		16x25
	RM-11 WEST	1		14x25
BLDG E				
	E-1	1	IN	20x20
		1		Green Cut Out
	E-2	1	IN	20x20
		1		Green Cut Out
BLDG F				
	RM-5	2		20x25
	RM-6	2		20x25

TRILOR		1	16x25
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BLDG D	D-1	1	?
	D-2	1	?
	D-3	1	?
	D-4	1	?
	D-6	1	?
	D-7	1	?
	D-8	1	?

DEHESA SCHOOL DISTRICT

To: Members of the Board
From: Nancy Hauer
Subject: California Dashboard

Meeting Date: April 20, 2017

- Action
- First Reading
- Information
- Presentation
- Discussion
- Public Hearing
- Roll Call Vote Required

Background:

The California Dashboard is the new accountability system that is part of the Local Control Funding Formula (LCFF). As part of the LCFF, the District puts together a Local Control Accountability Plan (LCAP) that aligns academic plans with spending plans. This is a three-year plan that is shared annually. We get public input on the plan each year.

Report:

The LCFF evaluation rubrics will help districts and the community understand how schools are doing in the eight state LCAP priority areas. There is a new public website called the California School Dashboard. The Dashboard translates the rubrics into five colors to indicate school progress towards established targets. The rubrics evaluate the state indicators in 1) Chronic absenteeism; 2) Suspension rate; 3) English learner progress; 4) Academic (English language arts and mathematics).

The changes in accountability are:

Previously: Performance measured by growth OR achievement; Performance measured by students test scores.

Currently: Performance measured by both growth AND achievement; Multiple measures that go beyond student test scores.

Financial Impact:

None

Student Impact:

The LCAP is intended to ensure that districts offer a high-quality instructional program so that all students leave our school ready for college and career; eliminate achievement gaps among all student groups; give schools flexibility to address the specific needs of students and to be held accountable for student achievement; and to help schools focus on improvement of teaching and learning.

Agenda Item #:VI.B.7



Home / Dehesa Elementary - San Diego / Equity Report

Equity Report

Dehesa Elementary - San Diego County

Enrollment: 188 Socioeconomically Disadvantaged: 60% English Learners: 16% Foster Youth: N/A Grade Span: K-12 Charter School: No

Reporting Year: Spring 2017

- Equity Report
- Status and Change Report
- Detailed Reports
- Student Group Report

The Equity Report shows the performance levels for all students on the state indicators. It also shows the total number of student groups that received a performance level for each indicator and how many of those student groups are in the two lowest performance levels (Red/Orange). The total number of student groups may vary due to the number of grade levels included within each indicator. Select any of the underlined indicators for more detailed information.

State Indicators	All Students Performance	Total Student Groups	Student Groups in Red/Orange
Chronic Absenteeism	N/A	N/A	N/A
Suspension Rate (K-12)		3	2
English Learner Progress (K-12)	N/A	N/A	N/A
English Language Arts (3-8)		2	0
Mathematics (3-8)		2	0

Local Indicators	Ratings
Basics (Teachers, Instructional Materials, Facilities)	N/A
Implementation of Academic Standards	N/A
Parent Engagement	N/A
Local Climate Survey	N/A

Performance Levels: Blue (Highest) Green Yellow Orange Red (Lowest)

An asterisk (*) shows that the student group has fewer than 11 students and is not reported for privacy reasons. The performance level (color) is not included when there are fewer than 30 students in any year used to calculate status and change. An N/A means that data is not currently available.



Home / Dehesa Elementary - San Diego / Dehesa Elementary

Student Group Report

Dehesa Elementary - San Diego County

Enrollment: 188 Socioeconomically Disadvantaged: 60% English Learners: 16% Foster Youth: N/A Grade Span: K-5 Charter School: No

Reporting Year: Spring 2017

[Equity Report](#)
 [Status and Change Report](#)
 [Detailed Reports](#)
 [Student Group Report](#)

This report shows the performance levels for all students and for each student group on the state indicators. Select any of the underlined indicators for more detailed information.

State Indicators	All Students	English Learners	Foster Youth	Homeless	Socioeconomically Disadvantaged	Students with Disabilities	American Indian	Asian	African American	Filipino	Hispanic	Pacific Islander	Two or More Races	White
Chronic Absenteeism		N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
<u>Suspension Rate (K-12)</u>		*	N/A	N/A		*	*	*	*	*		*	*	
English Learner Progress (K-12)	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
<u>English Language Arts (3-8)</u>		*	N/A	N/A		*	*	*	*	*	*	*	*	
<u>Mathematics (3-8)</u>		*	N/A	N/A		*	*	*	*	*	*	*	*	

Performance Levels: Blue (Highest) Green Yellow Orange Red (Lowest)

An asterisk (*) shows that the student group has fewer than 11 students and is not reported for privacy reasons. The performance level (color) is not included when there are fewer than 30 students in any year used to calculate status and change. An N/A means that data is not currently available.

Questions? Send them to icff@cde.ca.gov (mailto:icff@cde.ca.gov)



Home / Dehesa Elementary - San Diego / Dehesa Elementary / English Language Arts Assessment Report

English Language Arts Assessment Report

Dehesa Elementary - San Diego County

Enrollment: 188 Socioeconomically Disadvantaged: 60% English Learners: 16% Foster Youth: N/A Grade Span: K-8 Charter School: No

Reporting Year: Spring 2017

Equity Report **Status and Change Report** Detailed Reports Student Group Report

This report shows the performance levels for a single state indicator, English Language Arts Assessment, for all student groups. It also shows how the current year (status) compares to prior years (change) for each state indicator. Status and change each have five possible levels, which are displayed with the data for each indicator. Select any of the underlined student groups for more detailed information.

All [Blue/Green](#) [Yellow](#) [Red/Orange](#)

	Student Performance	Number of Students	Status	Change
<u>All Students</u>		118	Low 15.4 points below level 3	Increased +10.7 points
<u>English Learners</u>		20	Low 39.5 points below level 3	Increased +16.2 points
Foster Youth		N/A	N/A	N/A
Homeless		N/A	N/A	N/A
<u>Socioeconomically Disadvantaged</u>		70	Low 20 points below level 3	Increased +12 points
<u>Students with Disabilities</u>		34	Low 52.7 points below level 3	Increased +13.4 points
<u>African American</u>		2	*	*
<u>American Indian</u>		7	*	*
<u>Asian</u>		*	*	*
<u>Filipino</u>		3	*	*
<u>Hispanic</u>		29	Low 31.7 points below level 3	Increased +8.7 points
<u>Pacific Islander</u>		*	*	*
<u>Two or More Races</u>		16	Low 20.9 points below level 3	*
<u>White</u>		61	Medium 3.2 points below level 3	Increased +13.1 points

Additional English Learner Assessment Data

The English learner student group definition for this indicator includes students who are currently English learners and students who were reclassified within the past four years. Data for both the English Learners and reclassified students are provided below for informational purposes.

	Number of Students	Status	Change
EL - EL Only	18	Low 47.7 points below level 3	Increased Significantly +21.8 points

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Home / Dehesa Elementary - San Diego / Dehesa Elementary / Math Assessment Report

Math Assessment Report

Dehesa Elementary - San Diego County

Enrollment: 188 Socioeconomically Disadvantaged: 60% English Learners: 16% Foster Youth: N/A Grade Span: K-8 Charter School: No

Reporting Year: Spring 2017

Equity Report **Status and Change Report** Detailed Reports Student Group Report

This report shows the performance levels for a single state indicator, Math Assessment, for all student groups. It also shows how the current year (status) compares to prior years (change) for each state indicator. Status and change each have five possible levels, which are displayed with the data for each indicator. Select any of the underlined student groups for more detailed information.

All Blue/Green Yellow Red/Orange

	Student Performance	Number of Students	Status	Change
<u>All Students</u>		118	Low 42.1 points below level 3	Increased +11.3 points
<u>English Learners</u>		20	Low 70.3 points below level 3	Increased +6.6 points
Foster Youth		N/A	N/A	N/A
Homeless		N/A	N/A	N/A
<u>Socioeconomically Disadvantaged</u>		70	Low 50.1 points below level 3	Increased +8.5 points
<u>Students with Disabilities</u>		34	Low 78 points below level 3	Maintained -0.1 points
<u>African American</u>		2	*	*
<u>American Indian</u>		7	*	*
<u>Asian</u>		*	*	*
<u>Filipino</u>		3	*	*
<u>Hispanic</u>		29	Low 55.7 points below level 3	Increased +12.4 points
<u>Pacific Islander</u>		*	*	*
<u>Two or More Races</u>		16	Low 44 points below level 3	*
<u>White</u>		61	Low 32.6 points below level 3	Increased +14.5 points

Additional English Learner Assessment Data

The English learner student group definition for this indicator includes students who are currently English learners and students who were reclassified within the past four years. Data for both the English Learners and reclassified students are provided below for informational purposes.

	Number of Students	Status	Change
EL - EL Only	18	Low 75.3 points below level 3	Maintained +0.5 points
EL - Reclassified Only	2	*	*

DEHESA SCHOOL DISTRICT

To: Members of the Board

From: Nancy Hauer

Subject: Water testing

Meeting Date: April 20, 2017

- Action
- First Reading
- Information
- Presentation
- Discussion
- Public Hearing
- Roll Call Vote Required

Background: The State Water Resources Control Board's Division of Drinking Water, in collaboration with the California Department of Education, has taken the initiative to begin testing drinking water in K-12 schools for lead.

Report: Dehesa School District is committed to providing a safe and healthy environment for our students. On March 30, 2017, the District sent Otay Water District a request to provide water testing on our school campus. Upon receipt of the District's request, the water district began coordinating a water testing plan with our Director of Maintenance and Operations. Tonight, the Board will have the opportunity to discuss water testing at Dehesa.

Financial Impact: There is no cost to have our water tested.

Student Impact: The health of our students and staff are of utmost importance.

Recommendation: It is recommended the Board of Education discuss water testing at Dehesa. Action is at the discretion of the Board.

Agenda Item #:VI.C.1

DEHESA SCHOOL DISTRICT

To: Members of the Board and
Supt. Nancy Hauer

From: Anna Buxbaum

Subject: Annual Audit Contract

Meeting Date: April 20, 2017

- Action
- First Reading
- Information
- Presentation
- Discussion
- Public Hearing
- Roll Call Vote Required

Background:

Education Code 41020 requires school districts to contract for an audit of their books and accounts.

Report:

The District has contracted with Wilkinson Hadley King & Co. LLP for the past 3 years for the District's Financial Audit as well as the Bond Audit . Administration would like to renew that contract for another 3 year period. The cost for 2016/17, 2017/18, and 2018/19 remains at \$7,200 per year for the District Audit, and \$3,300 per year for the Bond Audit.

Financial Impact:

No increase in cost from 2015/16.

Student Impact:

N/A

Recommendation:

Administration recommends approval of the audit contract with Wilkinson Hadley King & Co. LLP.

Agenda Item #:VII.C.1

**CONTRACT FOR ANNUAL AUDIT
OF K-12 SCHOOL DISTRICTS
(One Year Contract)**

DEHESA SCHOOL DISTRICT

This contract entered into this _____ day of _____, 20_____
between Dehesa School District of San Diego County, California, hereinafter called the
District and Wilkinson Hadley King & Co. LLP hereinafter called the Accountant,
witnesses that the parties hereto do mutually agree as follows:

Article 1. **EMPLOYMENT OF ACCOUNTANT**: The District, pursuant to Chapter 3 (commencing with Section 14500), Part 9, Division 1, Title 1, and Article 2 (commencing with Section 41020), Chapter 1, Part 24, Division 3, Title 2 of the Education Code of the State of California, hereby employs the Accountant to perform the necessary professional services, including but not limited to, those hereinafter set forth in connection with an audit of all funds and of the books and accounts of the District.

Article 2. **SCOPE OF AUDIT**: The audit shall include all funds of the District including the student body and cafeteria funds and accounts, and any other funds under the control or jurisdiction of the District.

Article 3. **AUDIT PERIOD**: The audit shall cover the period of the 2016-17 through 2018-19 school years, to wit, the period commencing July 1, 2016, and ending June 30, 2019.

Article 4. **VERIFICATION OF PRIOR YEAR'S FUNDS BALANCES**: The audit shall include a verification of fund balances at the beginning of the audit period, provided there has been a responsible audit for the year prior to commencement of the audit period, from which such verification can be made; otherwise such verification may be excluded at the discretion of the District.

Article 5. **AUDIT PROCEDURES**: The audit shall be performed in accordance with general accounting office standards for financial and compliance audits, and shall include, to the extent applicable, the audit procedures recommended by the Education Audit Appeals Panel, as detailed in the most recent publication entitled Standards and Procedures for Audits of California Local Educational Agencies (Audit Guide). The Accountant shall provide the State Controller access to audit working papers to permit the Controller to complete a review upon request pursuant to Education Code Section 14504.

Article 6. **FORM AND CONTENTS OF REPORT**: The form and contents of the audit report shall be in conformity, to the extent practicable, with such form and content as may be prescribed by the State Controller under Section 41020 of the Education Code.

Article 7. **EXTRA WORK AND SERVICES**: In the event that circumstances disclosed by the audit indicate that more detailed verification is required in addition to that which would be sufficient under ordinary circumstances, the Accountant shall at once notify the District in writing of the fact, together with a written estimate of the additional work and services required and the estimated cost thereof. In the event the District authorizes and approves the performance of such extra work and services, it shall so notify the Accountant in writing. No claims of the Accountant for extra work or services shall be allowed or paid without such written consent and approval of the District first having been so obtained before such extra work and services are entered upon or undertaken.

Article 8. **COMMENCEMENT OF WORK**: Work by the Accountant under this contract shall commence March 1, 2017, or as soon thereafter as the District may deem practicable and feasible.

Article 9. **COMPLETION AND DELIVERY OF REPORT**: The audit report shall be completed and delivered to the District not later than December 15 annually. The Accountant will furnish the school district copies of the audit in sufficient number for distribution to each member of the governing board plus 10 copies for the District's chief administrative officer and shall mail one copy to each of the following: County Superintendent of Schools, State Department of Education, State Controller's office.

Article 10. **THE ACCOUNTANT FEES**: The District agrees to pay and the Accountant agrees to accept for performance of all services rendered herein, exclusive of extra work and services, a fee in the sum of, not to exceed amounts notated below. It is understood and agreed that said fee is a maximum fee and is subject to corresponding reduction in the event that the actual cost of making the audit proves to be less than is now estimated at the time of entering into this contract. The cost estimates, which include a reasonable profit and constitute the basis upon which the maximum fee has been determined.

	DISTRICT AUDIT	SINGLE AUDIT*	BOND AUDIT**	CONVERSION ENTRIES***
2016-17	\$7,200	\$1,500	\$3,300	\$1,000
2017-18	\$7,200	\$1,500	\$3,300	\$1,000
2018-19	\$7,200	\$1,500	\$3,300	\$1,000

* Single Audit required if federal expenditures exceed \$750,000 for the fiscal year

** Bond Audit applicable if bond funds have not been fully expended

*** Conversion Entries are an optional service outside of the scope of an audit

Extra work and services duly ordered and approved as herein above provided and duly performed shall be computed and paid for at the rates below.

<u>Classification</u>	<u>Rate</u>
Senior Partner	\$ 175
Partner	\$ 150
Senior Manager	\$ 125
Manager	\$ 100
Senior Accountant	\$ 85
Staff Accountant	\$ 70
Clerical	\$ 45

Article 11. **PAYMENT**: Payment of ninety percent of the fee, including extra work and services, shall be made in progress payments as work is completed. The Accountant shall furnish the District on demand an itemized statement of the audit costs, if requested. The final ten percent of the value of work done under this contract shall be made after certification by the State Controller that the audit report conforms to the reporting provisions of the Audit Guide. Provision is hereby made to withhold fifty percent of the audit fee for any subsequent year of a multi-year contract if the prior year's audit report by the same firm or individual failed to be certified as conforming to reporting requirements of the State Controller's Audit Guide.

Article 12. **TERMINATION**: The District hereby reserves the right to terminate this contract at any time. In the event of such termination, the Accountant shall be paid the reasonable value of all services rendered up to the date of such termination as may be determined by the District, and the Accountant hereby expressly waives any and all claims for damages or compensation arising under this contract, except as set forth herein, in the event of such termination. Additionally, this contract shall become null and void if the audit firm or individual is declared ineligible to perform LEA audits pursuant to Education Code Section 41020.5.

Article 13. **ASSOCIATES**: The Accountant shall have the option, with the written consent of the District, to associate with them and at their expense accountants or other qualified persons to render services in connection with the work, and to delegate to them such duties as they may delegate without relieving themselves from administrative or other responsibility under this contract. Some audit work may be performed by non certified partners of the firm.

Article 14. **SUCCESSORS AND ASSIGNS**: All terms, conditions, and provisions hereof shall inure to and shall bind the parties hereto, their, and each of their respective heirs, executors, administrators, successors, and assigns.

Except as provided above, the Accountant shall not sublet, assign, or transfer their interest in this contract without the written consent of the District.

Article 15. Workers' Compensation: We are aware of the provisions of Section 3700 of the Labor Code that requires every employer to be insured against liability for workers' compensation or to undertake self-insurance in accordance with the provisions of that Code, and we will comply with such provisions before commencing the performance of the work of the contract.

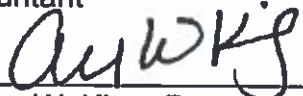
Article 15. INSTRUCTIONS TO PROCEED: The Accountant is not to proceed with performance of any services under this contract without first securing written authorization from the District to do so.

IN WITNESS WHEREOF, we have hereunto set our hands the day and year first above written.

Wilkinson Hadley King & Co. LLP

Dehesa School District
of San Diego County, California

Accountant

By 
Aubrey W. King, Partner

By _____

Dated: March 23, 2017

Approved by the Governing Board

On _____

DEHESA SCHOOL DISTRICT

To: Members of the Board and
Supt. Nancy Hauer

From: Anna Buxbaum
Business Manager

Subject: Delegation of Authority in
Regard to Awarding of
Emergency Contracts
Under CUPCAA

Meeting Date: April 20, 2017

- Action
- First Reading
- Information
- Presentation
- Discussion
- Public Hearing
- Roll Call Vote Required

Background:

Pursuant to Public Contract Code Section 22050 (b) (1) the governing body, by a four-fifths vote, may delegate, by resolution or ordinance, to the appropriate county administrative officer, city manager, chief engineer, or other nonelected agency officer, the authority to order any action to repair or replace a public facility, take any directly related and immediate action required by that emergency, and procure the necessary equipment, services, and supplies for those purposes, without giving notice for bids to let contracts provided that the designee complies with the conditions set forth in the code.

Report:

The adoption of resolution 2017-4-1 will authorize the Superintendent and/or the Business Manager to award an emergency contract for public works as outlined in the attached resolution.

Financial Impact:

There is no fiscal impact generated from the adoption of this resolution.

Student Impact:

There is no student impact generated from the adoption of this resolution.

Recommendation:

Adoption of Resolution 2017-4-1 Delegating Authority to the Superintendent and/or Business Manager to Award Emergency Contracts.

Agenda Item #:VII.C.2

DEHESA SCHOOL DISTRICT

Resolution No. 2017-4-1

**DELEGATION OF AUTHORITY IN REGARD)
TO AWARDING OF EMERGENCY CONTRACTS)**

On motion of Member _____, seconded by Member _____, the following resolution is adopted:

WHEREAS, pursuant to Public Contract Code Section 22050 et. seq. the governing body, by a four-fifths vote, may delegate, by resolution or ordinance, to the appropriate county administrative officer, city manager, chief engineer, or other nonelected agency officer, the authority to order any action to repair or replace a public facility, take any directly related and immediate action required by that emergency, and procure the necessary equipment, services, and supplies for those purposes, without giving notice for bids to let contracts provided that the designee complies with the conditions set forth in the code; and

WHEREAS, Public Contract Code Section 20112 requires the Board to advertise for bids for public projects by publishing a notice calling for bids at least once a week for two consecutive weeks in a newspaper of general circulation published within the District; and

WHEREAS, from time to time emergencies arise necessitating awarding of a contract without competitive bidding to permit the continuance of existing school classes or to avoid danger to life or property; and

WHEREAS, the Board desires to delegate to District staff certain authority in regard to contracting for emergency public works projects.

NOW, THEREFORE, the Board does hereby determine, resolve, and order as follows:

Section 1. The foregoing recitals are true and correct.

Section 2. The Board hereby delegates the authority and discretion to the Superintendent and/or the Business Manager to award emergency contracts for public works without competitive bidding.

Section 3. If a person with authority delegated pursuant to paragraph (1) or (2) orders any action specified in paragraph (1) of subdivision (a), that person shall report to the governing body, at its next meeting required pursuant to this section, the reasons justifying why the emergency will not permit a delay resulting from a competitive solicitation for bids and why the action is necessary to respond to the emergency.

Section 4. If a person with authority delegated pursuant to subdivision (b) orders any action specified in paragraph (1) of subdivision (a), the governing body shall initially review the emergency action not later than seven days after the action, or at its next regularly scheduled meeting if that meeting will occur not later than 14 days after the action, and at least at every regularly scheduled meeting thereafter until the action is terminated, to determine, by a four-fifths vote, that there is a need to continue the action, unless a person with authority delegated pursuant to subdivision (b) has terminated that action prior to the governing body reviewing the emergency action and making a determination pursuant to

this subdivision. If the governing body meets weekly, it may, after the initial review, review the emergency action in accordance with this paragraph every 14 days.

Section 5. When the governing body reviews the emergency action pursuant to paragraph (1) or (2), it shall terminate the action at the earliest possible date that conditions warrant so that the remainder of the emergency action may be completed by giving notice for bids to let contracts.

Section 6. This Resolution shall take effect immediately and shall remain in effect until rescinded by the Board.

PASSED AND ADOPTED by the Governing Board of the Dehesa School District of El Cajon, California, on this _____ day of _____, by the following vote:

- AYES:
- NOES:
- ABSENT:
- ABSTAIN:

STATE OF CALIFORNIA)
)
COUNTY OF SAN DIEGO)

I, Christina Becker, Clerk of the Governing Board of the Dehesa School District of El Cajon, California, do hereby certify that the foregoing is a full, true and correct copy of a resolution adopted by said Board at the regular meeting thereof at the time and place of vote stated, which resolution is on file and of record in the office of said Board.

Date

Christina Becker (Clerk of the Governing Board)

DEHESA SCHOOL DISTRICT

To: Members of the Board
From: Nancy Hauer
Subject: Citizens Bond Oversight
Committee 2015-16
Annual Report

Meeting Date: April 20, 2017

- Action
- First Reading
- Information
- Presentation
- Discussion
- Public Hearing
- Roll Call Vote Required

Background/Report:

The Citizens Bond Oversight Committee is required to present an Annual Report to the Governing Board and the Citizens of Dehesa for the 2015-16 school year. The template for this report was provided by Courtney Jones, our Bond Counsel.

Financial Impact:

There is no additional financial impact at this time.

Recommendation:

Administration recommends that the Governing Board give any suggestions for changes to the CBOC 2015-16 Annual Report and then approve the report as presented or based on any changes the Board requests.

Agenda Item #:VII.C.3

**ANNUAL REPORT OF THE CITIZENS' OVERSIGHT COMMITTEE OF
THE DEHESA SCHOOL DISTRICT
FOR FISCAL YEAR 2015 - 2016**

RELATING TO MEASURES M and D

Introduction. The Citizens' Oversight Committee of Dehesa School District (the "CBOC") was formed pursuant to Measures M & D for the purpose of actively reviewing and reporting on the expenditure of Measures M & D bond proceeds. The CBOC is required to advise the public, through at least one report per year which shall be made available on the District's web site, as to whether the District is in compliance with Article XIII A of the California Constitution, Measures M & D, and the provisions of Education Code Section 15278 and following.

Public Meetings. The CBOC has met on the following dates and locations:

Meeting Date and Time	Meeting Location
Monday, August 24, 2015 5:00 pm	Superintendent's Office
Monday, September 28, 2015 5:00 pm	Superintendent's Office
Monday, October 19, 2015 5:00 pm	Superintendent's Office
Monday, December 7, 2015 5:00 pm	Superintendent's Office
Monday, February 1, 2016 5:00 pm	Superintendent's Office
Monday, May 23, 2016	Superintendent's Office

Each meeting has been in compliance with the Ralph M. Brown Act (Brown Act), in that the meetings were formally scheduled with agendas duly posted and noticed and open to the public. Minutes were taken and when approved at the subsequent meeting were posted on the District's web page via the tab District and link CBOC.

Citizens' Bond Oversight Committee

- Wally Riggs, Vice-chair, Dehesa Valley Community Council, Founder, Member
- Herb Krickhahn, Retired Community Member and DVCC, Board of Directors
- Michael Hunsaker, San Diego County Taxpayers Association Representative
- Gerry Hamilton, Parent, Business Owner
- Nathan Voth, Chairman, Parent
- Vincent Blanco, Parent, Business Owner
- Chuck Huskey, Retired Community Member

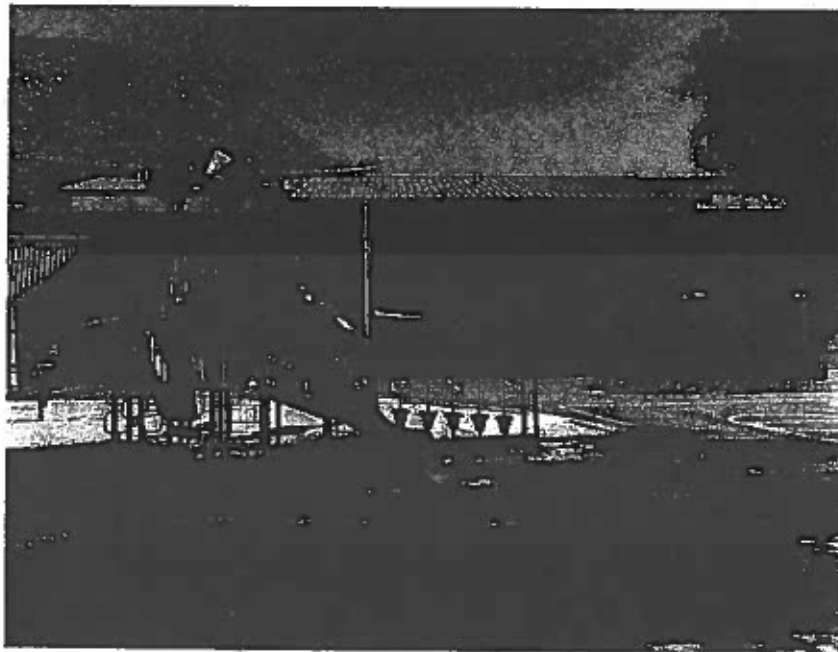
District Support. The District has, without spending bond funds, provided the CBOC with the administrative support it needs to meet and to perform its review and reporting duties.



Construction sheeting July 14, 2015



Roofing installation October 27, 2015



Grand Opening April 16, 2016

DEHESA SCHOOL DISTRICT

To: Members of the Board and
Supt. Nancy Hauer

From: Anna Buxbaum

Subject: 2015-16 Bond Audit Report

Meeting Date: April 20, 2017

- Action
- First Reading
- Information
- Presentation
- Discussion
- Public Hearing
- Roll Call Vote Required

Background:

In accordance with article 13A, section 1 (b)(3)(C) and (D) of the California Constitution, the Board of Education is required to conduct an independent financial audit on proceeds from bond sales each fiscal year. The bond audit report for 2015-16 was conducted in accordance with the standards applicable to financial audits contained in the Governmental Auditing standards from the Controller General of the United States.

Report:

The bond audit for the 2015-16 school year was conducted by Wilkinson Hadley King & Co. LLP. Enclosed with your packet is a full audit report for fiscal year ending June 30, 2016. There are no findings reported in this year's bond audit.

Financial Impact:

N/A

Student Impact:

N/A

Recommendation:

Administration recommends acceptance of the 2015-16 Bond Audit Report.

Agenda Item #:VII.C.4

**DEHESA SCHOOL DISTRICT
PROPOSITION M AND D BUILDING FUND
GENERAL OBLIGATION BONDS**

AUDIT REPORT

JUNE 30, 2016

**DEHESA SCHOOL DISTRICT
PROPOSITION M AND D BUILDING FUND
GENERAL OBLIGATION BONDS
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**DEHESA SCHOOL DISTRICT
PROPOSITION 39 GENERAL OBLIGATION BONDS
PROPOSITION M AND PROPOSITION D
INTRODUCTION AND CITIZENS' OVERSIGHT COMMITTEE MEMBER LISTING**

On November 2, 2010 the Dehesa School District was successful under Proposition M in obtaining District voters to issue up to \$5,500,000 in General Obligation Bonds pursuant to a 55% vote in a bond election. On November 6, 2012 the Dehesa School District was successful under Proposition D in obtaining re-authorization from District voters to issue up to \$3,000,000 in general obligation bonds previously approved in November 2010 pursuant to a 55% vote in a bond election. Based on the re-authorization, ultimately \$3,000,000 will be canceled from the corresponding amount from Proposition M as Proposition D bonds are sold. The General Obligation Bonds are considered Proposition 39 bonds. The passage of Proposition 39 in November 2000 amended the California Constitution to include accountability measures. Specifically, the District must conduct an annual, independent performance audit to ensure that funds have been expended only on the specific projects listed as well as an annual independent financial audit of the proceeds from the sale of the bonds until all of the proceeds have been expended.

Upon passage of Proposition 39, an accompanying piece of legislation, AB 1908 was also enacted, which amended the Education Code to establish additional procedures which must be followed if a District seeks approval of a bond measure pursuant to the 55% majority authorized in Proposition 39 including formation, composition and purpose of the Citizens' Bond Oversight Committee, and authorization for injunctive relief against improper expenditure of bond revenues.

The Dehesa School District Proposition M and D Citizens' Bond Oversight Committee as of June 30, 2016 was comprised of the following members:

<u>Name</u>	<u>Position</u>
Nathan Voth	Chair
Wally Riggs	Vice Chair
Chuck Huskey	Member
Mike Hunsaker	Member
Herb Krickhahn	Member
Jerry Hamilton	Member
Vincent Blanco	Member



P. Robert Wilkinson, CPA
Brian K. Hadley, CPA

Aubrey W. King, CPA
Kevin A. Sproul, CPA

INDEPENDENT AUDITOR'S REPORT

**Governing Board Members and
Citizens' Oversight Committee
Dehesa School District
El Cajon, California**

Report on Financial Statements

We have audited the accompanying financial statements of Proposition M and D Building Fund (21) of Dehesa School District, which comprise the balance sheet as of June 30, 2016, and the related statement of revenue, expenditures, and changes in fund balance for the year then ended, and the related notes to the financial statements.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of consolidated financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the consolidated financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

El Cajon Office

218 W. Douglas Avenue El Cajon, CA 92020
Tel. (619) 447-6700 Fax (619) 447-6707

2

Emeryville Office

1900 Powell Street, Suite 600 Emeryville, CA 94601
Tel. (510) 588-8729 Fax (619) 447-6707

Emphasis of Matter

As discussed in Note B, the financial statements present only the Building Fund (21) which is specific to Proposition M and D and are not intended to present fairly the financial position and results of operations of Dehesa School District in conformity with accounting principles generally accepted in the United States of America. Our opinion is not modified with respect to this matter.

As described in Note B to the financial statements, in 2016, Dehesa School District adopted new accounting guidance, Governmental Accounting Standards Board Statement No. 72, *Fair Value*. Our opinion is not modified with respect to this matter.

As described in Note B to the financial statements, in 2016, Dehesa School District adopted new accounting guidance, Governmental Accounting Standards Board Statement No. 76, *Hierarchy of GAAP*. Our opinion is not modified with respect to this matter.

Opinion

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of Proposition M and D Building Fund (21) of Dehesa School District as of June 30, 2016, and the results of its operations for the year then ended in conformity with accounting principles generally accepted in the United States of America.

Other Matters

The Management's Discussion and Analysis has not been subjected to the auditing procedures applied in the audit of the basic financial statements, and accordingly, we do not express an opinion or provide any assurance on it.

Our audit was conducted for the purpose of forming an opinion on the financial statements as a whole. The accompanying supplementary information, as required by the *2015-16 Guide for Annual Audits of K-12 Local Education Agencies and State Compliance Reporting*, prescribed in Title 5, *California Code of Regulations*, Section 19810 is presented for purposes of additional analysis and is not a required part of the financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the financial statements. The information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the information is fairly stated, in all material respects, in relation to the financial statements as a whole.

Other Reporting Required by *Government Auditing Standards*

In accordance with *Government Auditing Standards*, we have also issued our report dated January 31, 2017, on our consideration of Dehesa School District's internal control over financial reporting and our tests of its compliance with certain provisions of laws, regulations, contracts, grants agreements and other matters. The purpose of that report is to describe the scope of our testing of internal controls over financial reporting and compliance and the results of that testing, and not to provide an opinion on the internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* and should be considered in assessing the results of our audit.

Report on Other Legal and Regulatory Requirements

In accordance with the requirements of Proposition 39, as incorporated in California Constitution Article 13A, we have also issued our performance audit report dated January 31, 2017 on our consideration of the District's compliance with the requirements of Proposition 39 with regards to the Proposition M and D Building Fund. That report is an integral part of our audit of the District's Proposition M and D Building Fund for the fiscal year ended June 30, 2016 and should be considered in assessing the results of our financial audit.

Wilkinson Hadley King & Co., LLP

El Cajon, California
January 31, 2017

**DEHESA SCHOOL DISTRICT
PROPOSITION 39 GENERAL OBLIGATION BONDS
PROPOSITION M AND PROPOSTION D
Management Discussion and Analysis (Unaudited)
For the Fiscal Year Ended June 30, 2016**

This section of Dehesa School District's Proposition M and D Building Fund annual financial and performance report presents our discussion an analysis of the Proposition M and D bond program during the fiscal year that ended on June 30, 2016. Please read it in conjunction with the Proposition M and D General Obligation Bond financial statements and performance audit, which immediately follows this section.

FINANCIAL HIGHLIGHTS

- The fund balance for the Proposition M and D Building Fund amounted to \$547,087 as of June 30, 2016.
- Revenues combined with the beginning fund balance were \$2,988,828 during the year ended June 30, 2016, which exceeded total expenditures and outgo of \$2,441,741.

OVERVIEW OF THE FINANCIAL STATEMENTS

This annual report consists of three parts – management discussion and analysis (this section), the Proposition M and D Building Fund financial statements, and the performance audit as required by state law.

The District accounts for Proposition M and D bond activity in the District's Building Fund, which is a governmental fund type. It is accounted for on a modified accrual basis of accounting that does not include fixed assets or long-term liabilities.

FINANCIAL ANALYSIS OF THE PROPOSITION M AND D BUILDING FUND

Balance Sheet

The District's Proposition M and D Building Fund balance as of June 30, 2016 was \$547,087. The \$336,020 in the Cash In County Treasury account represents cash held in the San Diego County Treasurer's Investment Pool for purposes associated only with the bond authorization approved by the voters. It has been determined that Proposition M and D funds cannot be used for Routine Restricted Maintenance expenditures in the General Fund.

	2014-15	2015-16	% Change
Cash In County Treasury	3,155,567	336,020	-88.4%
Accounts Receivable	3,526	99,744	2728.8%
Due From Other Funds		145,900	100%
Total Assets	3,159,093	581,664	-73.2%
Accounts Payable	179,406	20,403	-88.6%
Due To Other Funds		14,174	100%
Total Liabilities	179,406	34,577	-80.7%
Total Fund Balance	2,979,687	547,087	-81.6%

Fund Balance

The interest income reported represents funds earned on the cash held by the San Diego County Treasurer. The total expenditures of \$2,441,741 represent only Proposition M and D authorized expenditures.

	2014-15	2015-16	% Change
Revenues			
Interest Income	13,549	9,141	-32.5%
Total Revenues	13,549	9,141	-32.5%
Expenditures			
Services and Other Operating Expenses	27,599	28,472	-3.1%
Capital Outlay:			
Building and Building Improvements	1,060,284	2,196,292	107.1%
Architect Fees	90,077	2,567	-97.1%
Construction Services	54,018	77,198	42.9%
Soils Testing	29,960	41,223	-37.6%
Bond Administration Fees	9,350	0	-100%
Equipment and Furniture	0	95,989	100%
Total Expenditures	1,271,288	2,441,741	-92.1%
Excess of Expenditures Over Revenues	(1,257,739)	(2,432,600)	93.4%
Net Change In Fund Balance	(1,257,739)	(2,432,600)	93.4%
Fund Balance, Beginning of Year	4,237,426	2,979,687	-29.7%
Fund Balance, End of Year	2,979,687	547,087	81.6%

CONTACTING THE DISTRICT'S FINANCIAL MANAGEMENT

This financial report is designed to provide our citizens, taxpayers, customers, investors, and creditors with a general overview of the District's Proposition M and D Building Fund Bond finances and to demonstrate the District's accountability for the funds it receives. If you have any questions about this report or need additional financial information, please contact Anna Buxbaum, Business Manager, Dehesa School District.

FINANCIAL SECTION

**DEHESA SCHOOL DISTRICT
PROPOSITION M AND D BUILDING FUND
GENERAL OBLIGATION BONDS
BALANCE SHEET
JUNE 30, 2016**

ASSETS

CURRENT ASSETS

Cash in county treasury	\$ 336,020
Accounts receivable	99,744
Due from other funds	<u>145,900</u>

TOTAL ASSETS \$ 581,664

LIABILITIES AND FUND BALANCE

Accounts payable	\$ 20,403
Due to other funds	<u>14,174</u>

TOTAL LIABILITIES 34,577

FUND BALANCE

Restricted for capital projects	<u>547,087</u>
---------------------------------	----------------

TOTAL FUND BALANCE 547,087

TOTAL LIABILITIES AND FUND BALANCE \$ 581,664

The accompanying notes are an integral part of these financial statements

**DEHESA SCHOOL DISTRICT
PROPOSITION M AND D BUILDING FUND
GENERAL OBLIGATION BONDS
STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN
FUND BALANCE
FOR THE YEAR ENDED JUNE 30, 2016**

REVENUES	
Interest income	\$ <u>9,141</u>
TOTAL REVENUES	<u>9,141</u>
EXPENDITURES	
Services and other operating expenses	28,472
Capital outlay:	
Building and building improvements	2,196,292
Architect fees	2,567
Construction services	77,198
Soils testing	41,223
Equipment and furniture	<u>95,989</u>
TOTAL EXPENDITURES	<u>2,441,741</u>
EXCESS OF EXPENDITURES OVER REVENUES	<u>(2,432,600)</u>
NET CHANGE IN FUND BALANCE	(2,432,600)
FUND BALANCE, BEGINNING OF YEAR	<u>2,979,687</u>
FUND BALANCE, END OF YEAR	<u>\$ 547,087</u>

The accompanying notes are an integral part of these financial statements

**DEHESA SCHOOL DISTRICT
PROPOSITION M AND D BUILDING FUND
GENERAL OBLIGATION BONDS
NOTES TO THE FINANCIAL STATEMENTS
JUNE 30, 2016**

A. Definition of the Fund

The Building Fund (21) was formed to account for construction as well as renovation of current schools for the Dehesa School District (District), through expenditures of general obligation bonds issued under Proposition M General Obligation Bonds Election of 2010 and Proposition D re-authorization General Obligation Bonds Election of 2012.

B. Summary of Significant Accounting Policies

Basis of Presentation

The accompanying financial statements have been prepared in conformity with accounting principles generally accepted in the United States of America, as prescribed by the Governmental Accounting Standards Board (GASB) and *Audits of State and Local Governmental Units* issued by the American Institute of Certified Public Accountants.

Fund Structure

The accompanying financial statements are used to account for the transactions of the Building Fund (21) specific to Proposition M and D as defined in Note A and are not intended to present fairly the financial position and results of operations of Dehesa School District in conformity with accounting principles generally accepted in the United States of America.

Basis of Accounting

Basis of accounting refers to when revenues and expenditures or expenses are recognized in the accounts and reported in the financial statements. Basis of accounting relates to the timing of measurement made, regardless of the measurement focus applied.

The Building Fund (21) is maintained on the modified accrual basis of accounting. Its revenues are recognized in the accounting period in which they become both measurable and available to finance expenditures of the current fiscal period. Expenditures are recognized in the accounting period in which the liability is incurred (when goods are received or services rendered). With this measurement focus, only current assets and current liabilities generally are included on the balance sheet. The statement of revenues, expenditures, and changes in fund balance reports on the sources (revenues and other financing sources) and uses (expenditures and other financing uses) of current financial resources.

Budgets and Budgetary Accounting

The Board of Trustees adopts an operating budget no later than July 1 in accordance with state law. This budget is revised by the Board of Trustees during the year to give consideration to unanticipated revenue and expenditures primarily resulting from events unknown at the time of budget adoption. The District employs budget control by minor object and by individual appropriation accounts. Expenditures cannot legally exceed appropriations by major object account.

**DEHESA SCHOOL DISTRICT
PROPOSITION M AND D BUILDING FUND
GENERAL OBLIGATION BONDS
NOTES TO THE FINANCIAL STATEMENTS
JUNE 30, 2016
(Continued)**

B. Summary of Significant Accounting Policies (Continued)

Encumbrances

The District utilizes an encumbrance accounting system under which purchase orders, contracts and other commitments for the expenditure of monies are recorded in order to reserve that portion of the applicable appropriation. Encumbrances are liquidated at June 30 since they do not constitute expenditures or liabilities.

Use of Estimates

The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and reported amounts of revenues and expenses during the reporting periods. Actual results could differ from those estimates.

Cash in County Treasury

In accordance with Education Code §41001, the District maintains a substantial amount of its cash in the San Diego County Treasury. The County pools these funds with those of other districts in the County and invests the cash. These pooled funds are carried at cost, which approximates fair value, in accordance with the requirements of GASB Statement No. 31.

Interest earned is deposited quarterly into participating funds. Any investment losses are proportionately shared by all funds in the pool.

The county is authorized to deposit cash and invest excess funds by California Government Code §53648 et.seq. The funds maintained by the county are either secured by federal depository insurance or are collateralized.

Information regarding the amount of dollars invested in derivatives with San Diego County Treasury was not available.

Receivables and Payables

Transactions between funds that are representative of lending/borrowing arrangements outstanding at the end of the fiscal year are referred to as interfund receivables/payables. Accounts receivable are recorded net of estimated uncollectible amounts. There were no significant receivables that are not scheduled for collection within one year of year-end.

**DEHESA SCHOOL DISTRICT
PROPOSITION M AND D BUILDING FUND
GENERAL OBLIGATION BONDS
NOTES TO THE FINANCIAL STATEMENTS
JUNE 30, 2016
(Continued)**

B. Summary of Significant Accounting Policies (Continued)

Fund Balances – Governmental Funds

Fund balances of the governmental funds are classified as follows:

Nonspendable Fund Balance – represents amounts that cannot be spent because they are either not in spendable form (such as inventory or prepaid insurance) or legally required to remain intact (such as notes receivable or principal of a permanent fund).

Restricted Fund Balance – represents amounts that are constrained by external parties, constitutional provisions or enabling legislation.

Committed Fund Balance – represents amounts that can only be used for a specific purpose because of a formal action by the District’s governing board. Committed amounts cannot be used for any other purpose unless the governing board removes those constraints by taking the same type of formal action. Committed fund balance amounts may be used for other purposes with appropriate due process by the governing board. Commitments are typically done through adoption and amendment of the budget. Committed fund balance amounts differ from restricted balances in that the constraints on their use do not come from outside parties, constitutional provisions, or enabling legislation.

Assigned Fund Balance – represents amounts which the District intends to use for a specific purpose, but that do not meet the criteria to be classified as restricted or committed. Intent may be stipulated by the governing board or by an official or body to which the governing board delegates the authority. Specific amounts that are not restricted or committed in a special revenue, capital projects, debt service or permanent fund are assigned for purposes in accordance with the nature of their fund type or the fund’s primary purpose. Assignments within the general fund conveys that the intended use of those amounts is for a specific purpose that is narrower than the general purposes of the District itself.

Unassigned Fund Balance – represents amounts which are unconstrained in that they may be spent for any purpose. Only the general fund reports a positive unassigned fund balance. Other governmental funds might report a negative balance in this classification because of overspending for specific purposes for which amounts has been restricted, committed or assigned.

When an expenditure is incurred for a purpose for which both restricted and unrestricted fund balance is available, the District considers restricted funds to have been spent first. When an expenditure is incurred for which committed, assigned, or unassigned fund balances are available, the District considers amounts to have been spent first out of committed funds, then assigned funds, and finally unassigned funds.

**DEHESA SCHOOL DISTRICT
PROPOSITION M AND D BUILDING FUND
GENERAL OBLIGATION BONDS
NOTES TO THE FINANCIAL STATEMENTS
JUNE 30, 2016
(Continued)**

B. Summary of Significant Accounting Policies (Continued)

Deferred Inflows and Deferred Outflows of Resources

Deferred outflows of resources is a consumption of net assets or net position that is applicable to a future reporting period. Deferred inflows of resources is an acquisition of net assets or net position that is applicable to a future reporting period. Deferred outflows of resources and deferred inflows of resources are recorded in accordance with GASB Statement numbers 63 and 65. At June 30, 2016 the District's Proposition M and D Building Fund (21) did not have any deferred inflows or deferred outflows of resources.

Fair Value Measurements

The District categorizes its fair value measurements within the fair value hierarchy established by generally accepted accounting principles as defined by Governmental Accounting Standards Board (GASB) Statement No. 72. The hierarchy is based on the valuation inputs used to measure the fair value of the asset. The hierarchy is detailed as follows:

Level 1 Inputs: Quoted prices (unadjusted) in active markets for identical assets or liabilities that a government can access at the measurement date.

Level 2 Inputs: Inputs other than quoted prices included within Level 1 that are observable for an asset or liability, either directly or indirectly.

Level 3 Inputs: Unobservable inputs for an asset or liability.

For the current fiscal year the District's Building Fund (21) did not have any recurring or nonrecurring fair value measurements.

Change in Accounting Policies

In February 2015 the Governmental Accounting Standards Board (GASB) issued Statement No. 72 Fair Value Measurement and Application. This statement addresses accounting and financial reporting issues related to fair value measurements. The definition of fair value is the price that would be received to sell an asset or paid to transfer a liability in an orderly transaction between market participants at the measurement date. This Statement provides guidance for determining a fair value measurement for financial reporting purposes. This Statement also provides guidance for applying fair value to certain investments and disclosures related to all fair value measurements. The District has implemented the guidance under GASB Statement No. 72 into their accounting policies effective for the fiscal year ending June 30, 2016.

**DEHESA SCHOOL DISTRICT
PROPOSITION M AND D BUILDING FUND
GENERAL OBLIGATION BONDS
NOTES TO THE FINANCIAL STATEMENTS
JUNE 30, 2016
(Continued)**

B. Summary of Significant Accounting Policies (Continued)

In June 2015 the Governmental Accounting Standards Board (GASB) issued Statement No. 76 The Hierarchy of Generally Accepted Accounting Principles for State and Local Governments. The objective of this Statement is to identify - in the context of the current governmental financial reporting environment - the hierarchy of generally accepted accounting principles (GAAP). The "GAAP hierarchy" consists of the sources of accounting principles used to prepare financial statements of state and local governmental entities in conformity with GAAP and the framework for selecting those principles. This Statement reduces the GAAP hierarchy to two categories of authoritative GAAP and addresses the use of authoritative and nonauthoritative literature in the event that the accounting treatment for a transaction or other event is not specified within a source of authoritative GAAP. This Statement supersedes Statement No. 55, The Hierarchy of Generally Accepted Accounting Principles for State and Local Governments. The District has implemented the guidance under GASB Statement No. 76 into their accounting policies effective for the fiscal year ending June 30, 2016.

C. Cash and Investments

Cash in County Treasury

The District maintains significantly all of its cash in the San Diego County Treasury as part of the common investment pool. As of June 30, 2016, the cash in county treasury in Building Fund (21) was \$336,020. The fair value of the Building Fund's portion of this pool as of that date, as provided by the pool sponsor, was \$336,020. Assumptions made in determining the fair value of the pooled investment portfolios are available from the County Treasurer.

The District is considered to be an involuntary participant in an external investment pool as the District is required to deposit all receipts and collections of monies with their County Treasurer (Education Code Section 41001). The fair value of the District's investments in the pool is reported in the accounting financial statements as amounts based upon the District's pro-rata share of the fair value provided by the County Treasurer for the entire portfolio (in relation to the amortized cost of the portfolio). The balance available for withdrawal is based on the accounting records maintained by the County Treasurer, which is recorded on the amortized cost basis.

The San Diego County Treasury is not registered with the Securities and Exchange Commission (SEC) as an investment company; however, the County Treasury acts in accordance with investment policies monitored by a Treasury Oversight Committee consisting of members appointed by participants in the investment pool and up to five members of the public having expertise, or an academic background, in public finance. In addition, the County Treasury is audited annually by an independent auditor.

**DEHESA SCHOOL DISTRICT
PROPOSITION M AND D BUILDING FUND
GENERAL OBLIGATION BONDS
NOTES TO THE FINANCIAL STATEMENTS
JUNE 30, 2016
(Continued)**

C. Cash and Investments (Continued)

Analysis of Specific Deposit and Investment Risks

GASB Statement No. 40 requires a determination as to whether the District was exposed to the following specific investment risks at year end and if so, the reporting of certain related disclosures:

a. *Credit Risk*

Credit risk is the risk that an issuer or their counterparty to an investment will not fulfill its obligations. The county is restricted by Government Code Section 53635 pursuant to Section 53601 to invest only in time deposits, U.S. government securities, state registered warrants, notes or bonds, State Treasurer's investment pool, bankers' acceptances, commercial paper, negotiable certificates of deposit, and repurchase or reverse repurchase agreements. The ratings of securities by nationally recognized rating agencies are designed to give an indication of credit risk. At year end, the District's Building Fund (21) was not exposed to credit risk. The San Diego County Investment Pool is rated AAAs/S1 by Standard & Pools.

b. *Custodial Credit Risk*

Deposits are exposed to custodial credit risk if they are not covered by depository insurance and the deposits are uncollateralized, collateralized with securities held by the pledging financial institution, or collateralized with securities held by the pledging financial institution's trust department or agent but not in the District's name. At year end, the District's Building Fund (21) was not exposed to custodial credit risk.

c. *Concentration of Credit Risk*

This risk is the risk of loss attributed to the magnitude of a government's investment in a single issuer. At year end, the District's Building Fund (21) was not exposed to concentration of credit risk.

d. *Interest Rate Risk*

This is the risk that changes in interest rates will adversely affect the fair value of an investment. Generally, the longer the maturity of an investment, the greater the sensitivity of its fair value to changes in market interest rates. The District manages its exposures to interest rate risk by investing in the county pool.

e. *Foreign Currency Risk*

This is the risk that exchange rates will adversely affect the fair value of an investment. At year end, the District's Building Fund (21) was not exposed to foreign currency risk.

**DEHESA SCHOOL DISTRICT
PROPOSITION M AND D BUILDING FUND
GENERAL OBLIGATION BONDS
NOTES TO THE FINANCIAL STATEMENTS
JUNE 30, 2016
(Continued)**

C. Cash and Investments (Continued)

f. Investment Accounting Policy

The District is required by GASB statement No. 31 to disclose its policy for determining which investments, if any are reported at amortized cost. The District's general policy is to report money market investments and short-term participating interest-earning investment contracts using a cost-based measure; however, if the fair value of an investment is significantly affected by the impairment of the credit standing of the issuer or by other factors, it is reported at fair value. All other investments are reported at fair value unless a legal contract exists which guarantees a higher value. The term "short-term" refers to investments which have a remaining term of one year or less at time of purchase. The term "nonparticipating" means that the investment's value does not vary with market interest rate changes. Nonnegotiable certificates of deposit are examples of nonparticipating interest-earning investment contracts.

Investments Authorized by the California Government Code and the District's Investment Policy

The table below identifies the investment types that are authorized for the District by the California Government Code (or the District's investment policy, where more restrictive). The table also identifies certain provisions of the California Government Code (or the District's investment policy where more restrictive) that address interest rate risk, credit risk, and concentration of credit risk. This table does not address investments of debt proceeds held by bond trustee that are governed by the provisions of debt agreements of the District, rather than the general provisions of the California Government Code or the District's investment policy.

<u>Authorized Investment Type</u>	<u>Maximum Remaining Maturity</u>	<u>Maximum Percentage of Portfolio</u>	<u>Maximum Investment in One Issuer</u>
Local Agency Bonds, Notes, Warrants	5 Years	None	None
Registered State Bonds, Notes, Warrants	5 Years	None	None
U.S. Treasury Obligations	5 Years	None	None
U.S. Agency Securities	5 Years	None	None
Banker's Acceptance	180 Days	40%	30%
Commercial Paper	270 Days	25%	10%
Negotiable Certificates of Deposit	5 Years	30%	None
Repurchase Agreements	1 Year	None	None
Reverse Repurchase Agreements	92 Days	20% of Base	None
Medium-Term Corporate Notes	5 Years	30%	None
Mutual Funds	N/A	20%	10%
Money Market Mutual Funds	N/A	20%	10%
Mortgage Pass-Through Securities	5 Years	20%	None
County Pooled Investment Funds	N/A	None	None
Local Agency Investment Funds	N/A	None	None
Joint Powers Authority Pools	N/A	None	None

**DEHESA SCHOOL DISTRICT
PROPOSITION M AND D BUILDING FUND
GENERAL OBLIGATION BONDS
NOTES TO THE FINANCIAL STATEMENTS
JUNE 30, 2016
(Continued)**

D. Accounts Receivable

Accounts receivable at June 30, 2016 consisted of:

Insurance reimbursement	\$ 99,000
Interest receivable	<u>744</u>
Total	<u>\$ 99,744</u>

E. Accounts Payable

Accounts payable at June 30, 2016 consisted of:

Vendor payables	<u>\$ 20,403</u>
-----------------	------------------

F. Interfund Transactions

Interfund receivable and payable balances at June 30, 2016 are as follows:

Due From Other Funds - Capital Facilities Fund	<u>\$ 145,900</u>
Due To Other Funds - Capital Facilities Fund	<u>\$ 14,174</u>

The amount due from the Capital Facilities Fund represents reimbursement of expense for vendor construction costs incurred specifically for capital facilities.

The amount due to the Capital Facilities Fund represents a deposit correction of developer fees collected that was inadvertently posted in error to Building Fund (21). The Building Fund (21) is reimbursing the Capital Facilities Fund for the developer fees deposited in error.

G. Long-Term Debt

The outstanding bonded debt as of June 30, 2016 is as follows:

<u>Governmental Activities</u>	<u>Beginning Balance</u>	<u>Increases</u>	<u>Decreases</u>	<u>Ending Balance</u>
General obligation bonds	\$ 4,590,844	\$ -	\$ -	\$ 4,590,844
Accreted interest	38,380	17,565	-	55,945
Bond premium	<u>352,762</u>	<u>-</u>	<u>12,436</u>	<u>340,326</u>
Total	<u>\$ 4,981,986</u>	<u>\$ 17,565</u>	<u>\$ 12,436</u>	<u>\$ 4,987,115</u>

**DEHESA SCHOOL DISTRICT
PROPOSITION M AND D BUILDING FUND
GENERAL OBLIGATION BONDS
NOTES TO THE FINANCIAL STATEMENTS
JUNE 30, 2016
(Continued)**

G. Long-Term Debt (Continued)

General Obligation Bonds

In July 2012, the District issued \$2,499,852, Election of 2010, Series A, General Obligation Bonds in order to “improve student access to computers and modern technology; replace portable classrooms and construct new classrooms; build a new science lab and library and other educational facilities”. The issue consisted of \$190,000 of current interest Serial Bonds, \$2,225,000 of current interest Term Bonds, and \$84,852 of Capital Appreciation Bonds. The bonds have interest rates ranging from 3.00% to 4.00%. Principal payments are made August 1 of each year beginning August 1, 2013 while interest payments are made semi-annually on February 1 and August 1 of each year. The Bonds mature August 1, 2043. The Bonds were sold at a premium. At June 30, 2016 the balance owing on the 2010 Series A General Obligation Bonds was \$2,419,852.

In June 2014, the District issued \$2,170,992, Election of 2012, Series A, General Obligation Bonds (GO Reauthorization Bonds) in order to “increase student computer technology access; repair, equip and construct classrooms, build a new science lab and library and other educational facilities; and reduce overall borrowing costs”. The issue consisted of \$1,775,000 of current interest Serial Bonds, and \$395,992 of Capital Appreciation Bonds. The bonds have interest rates ranging from 1.46% to 5.11%. Principal payments are made August 1 of each year beginning August 1, 2017 while interest payments are made semi-annually on February 1 and August 1 of each year. The Bonds mature August 1, 2044. The Bonds were sold at a premium. At June 30, 2016 the balance owing on the 2012 Series A General Obligation Bonds was \$2,170,992.

General Obligation Bonds at June 30, 2016 consisted of the following:

	Date of Issuance	Interest Rate	Maturity Date	Amount of Original Issue
2010 Election Series A	07/12/2012	3.00-4.00%	08/01/2043	\$ 2,499,852
2012 Election Series A	06/01/2014	1.46-5.11%	08/01/2044	2,170,992
				<u>\$ 4,670,844</u>
	Beginning Balance	Increases	Decreases	Ending Balance
2010 Election Series A	\$ 2,419,852	\$ -	\$ -	\$ 2,419,852
2010 Accreted Interest	19,527	8,961	-	28,488
2012 Election Series A	2,170,992	-	-	2,170,992
2012 Accreted Interest	18,853	8,604	-	27,457
Total GO Bonds	<u>\$ 4,629,224</u>	<u>\$ 17,565</u>	<u>\$ -</u>	<u>\$ 4,646,789</u>

**DEHESA SCHOOL DISTRICT
PROPOSITION M AND D BUILDING FUND
GENERAL OBLIGATION BONDS
NOTES TO THE FINANCIAL STATEMENTS
JUNE 30, 2016
(Continued)**

G. Long-Term Debt (Continued)

The annual requirements to amortize the general obligation bonds payable outstanding as of June 30, 2016 is as follows:

Year Ending June 30,	Principal	Accreted Interest	Interest	Total
2017	-	-	195,361	195,361
2018	4,775	225	195,363	200,363
2019	24,263	737	195,062	220,062
2020	23,942	1,058	194,463	219,463
2021	32,848	2,152	193,762	228,762
2022-2026	310,788	39,212	949,788	1,299,788
2027-2031	528,739	126,262	897,305	1,552,306
2032-2036	547,637	502,514	830,969	1,881,120
2037-2041	1,482,852	102,148	652,787	2,237,787
2042-2046	1,635,000	-	187,781	1,822,781
Totals	<u>\$ 4,590,844</u>	<u>\$ 774,308</u>	<u>\$ 4,492,641</u>	<u>\$ 9,857,793</u>

Note: Amounts represented in the repayment schedule of accreted interest are reflective of 100% of amounts to be repaid. Amounts represented as accreted interest in the debt summary are reflective of amounts that have been accrued as of June 30, 2016.

Accreted interest is the process of systematically increasing the carrying amount of capital appreciation bonds to their estimated value at the maturity date of the bond. The district inputs the effective interest rate, using the present value, the face value, and the period of the bond and multiplies the effective interest rate by the book value of the debt at the end of the period.

H. Bond Premium

Bond premium arises when the market rate of interest is higher than the stated interest rate on the bond. Generally Accepted Accounting Principles (GAAP) require that the premium increase the face value of the bond and then amortize the premium over the life of the bond. The premiums are amortized over the life of the bond using the effective interest rate method.

**DEHESA SCHOOL DISTRICT
PROPOSITION M AND D BUILDING FUND
GENERAL OBLIGATION BONDS
NOTES TO THE FINANCIAL STATEMENTS
JUNE 30, 2016
(Continued)**

H. Bond Premium (Continued)

The following bonds were issued at a premium resulting in effective interest as follows:

	2010 Series A Bonds	2012 Series A Bonds
	<u> </u>	<u> </u>
Total Interest	\$ 3,075,100	\$ 2,659,700
Less Bond Premium	(223,578)	(156,719)
Net Interest	<u>\$ 2,851,522</u>	<u>\$ 2,502,981</u>
Par Amounts of Bonds	\$ 2,499,582	\$ 2,170,992
Periods	30	30
Effective Interest Rate	3.80%	3.84%

I. Construction Commitments

As of June 30, 2016, the District's Proposition M and D Building Fund (21) had the following commitments with respect to unfinished capital projects:

	<u>Commitment</u>	<u>*Expected Date of Final Completion</u>
Construction in process:		
Dehesa Elementary Two-Story Building	\$ 4,737,889	January 2017
Shade Structure	250,000	January 2017
Office Improvement	50,000	January 2017

*Expected date of completion subject to change

OTHER INDEPENDENT AUDITOR'S REPORTS



P. Robert Wilkinson, CPA
Brian K. Hadley, CPA

Aubrey W. King, CPA
Kevin A. Sproul, CPA

**INDEPENDENT AUDITORS' REPORT ON INTERNAL CONTROL OVER
FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS
BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED
IN ACCORDANCE WITH *GOVERNMENT AUDITING STANDARDS***

**Governing Board Members and
Citizens Oversight Committee
Dehesa School District
El Cajon, California**

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of Proposition M and D Building Fund (21) of Dehesa School District, which comprise the balance sheet as of June 30, 2016, and the related statement of revenues, expenditures, and changes in fund balance for the year then ended, and the related notes to the financial statements, and have issued our report thereon dated January 31, 2017.

Internal Control Over Financial Reporting

In planning and performing our audit of the financial statements, we considered Dehesa School District's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of Dehesa School District's internal control. Accordingly, we do not express an opinion on the effectiveness of the District's internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the District's financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

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Compliance and Other Matters

As part of obtaining reasonable assurance about whether Dehesa School District's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the District's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the District's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

Wilkinson Hadley King & Co., LLP

El Cajon, California
January 31, 2017



P. Robert Wilkinson, CPA
Brian K. Hadley, CPA

Aubrey W. King, CPA
Kevin A. Sproul, CPA

INDEPENDENT AUDITOR'S REPORT ON PERFORMANCE

**Governing Board Members and
Citizens Bond Oversight Committee
Dehesa School District
El Cajon, California**

We have audited the financial statements of the Proposition M and D Building Fund (21) of Dehesa School District as of and for the fiscal year ended June 30, 2016 and have issued our report thereon dated January 31, 2017. Our audit was made in accordance with generally accepted auditing standards in the United States of America and, accordingly, included such tests of the accounting records and such other auditing procedures as we considered necessary in the circumstances.

We conducted this performance audit in accordance with generally accepted government auditing standards. Those standards require that we plan and perform the audit to obtain sufficient, appropriate evidence to provide a reasonable basis for our findings and conclusions based on our audit objectives. We believe that the evidence obtained provides a reasonable basis for our findings and conclusions based on our audit objectives.

In connection with our performance audit, we performed an audit for compliance as required in the performance requirements for the Proposition 39 Proposition M and D General Obligation Bonds for the fiscal year ended June 30, 2016. The objective of the audit of compliance applicable to Dehesa School District is to determine with reasonable assurance that:

- The proceeds from the sale of the Proposition M and D Bonds were only used for the purposes set forth in the ballot measure and not for any other purpose, such as teacher and administrative salaries.
- The Governing Board of the District, in establishing the approved projects set forth in the ballot measure, will modernize, replace, renovate, construct, acquire, equip, furnish, and otherwise improve facilities of the District as noted in the bond project list.

In performing our audit of compliance, we performed procedures including but not limited to those listed as follows:

Internal Control Evaluation

Procedure Performed:

Inquiries were made of management regarding internal controls to:

- Prevent fraud, waste, or abuse regarding Proposition M and D resources
- Prevent material misstatement in the Proposition M and D Building Fund financial statements
- Ensure all expenditures are properly allocated
- Ensure adequate separation of duties exists in the accounting of Proposition M and D funds

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All purchase requisitions and expenditures are reviewed for proper supporting documentation. The Project Manager/Consultant submits supporting documentation to the Superintendent to initiate a contract for services and/or a purchase requisition. Purchase Orders are generated by the Administrative Secretary and routed to the Business Manager for approval. The Business Manager verifies that the requested purchase is within the scope and parameters of the approved budget and that all expenditures are properly recorded by project expense and category. When the invoice is received, the Project Manager/Consultant verifies that the services have been satisfactorily rendered and that charges are consistent with the amounts approved in the contract/purchase order. The invoice is approved by the Project Manager/Consultant and then routed to the Business Manager to process for payment through the District's accounts payable system. The payment request and supporting documentation is provided to the San Diego County Office of Education for audit review and compliance purposes.

Results of Procedures Performed:

The results of our audit determined the internal control procedures as implemented are sufficient to meet the financial and compliance objectives required by generally accepted accounting standards and applicable laws and regulations.

Facilities Site Review

Procedures Performed:

We reviewed the Independent Citizens' Bond Oversight Committee minutes and agenda and other pertinent information on Proposition M and D designated projects and determined that Proposition M and D funds expended for the year ended June 30, 2016 were for valid facilities acquisition and construction purposes as stated in the Bond Project List.

Results of Procedures Performed:

Based on our review of the minutes and agenda of the Independent Citizens' Bond Oversight Committee, the documentation and pertinent information of the Proposition M and D designated projects, and the explanation of management, it appears the construction work performed was consistent with the Bond Project List.

Tests of Expenditures

Procedures Performed:

We tested expenditures to determine whether Proposition M and D funds were spent solely on voter and Board approved school facilities projects as set forth in the Bond Project List and the Proposition M and D ballot measure language. Our testing included a sample of vendor payments totaling approximately \$2,368,489 or approximately 97% of total expenditures for the year. Our testing included \$2,365,003 of capital outlay expenditures which was 98% of capital outlay expenses.

Results of Procedures Performed:

We found no instances where expenditures tested were not in compliance with the terms of the Proposition M and D ballot measure and applicable state laws and regulations.

Tests of Contracts and Bid Procedures

Procedures Performed:

We reviewed the District's board minutes for approval of construction contracts and change orders, if any, to determine compliance with the District's policy and Public Contract Code provisions related to biddings and contracting.

Results of Procedures Performed:

We noted no instances where the District was out of compliance with respect to contracts and bidding procedures.

Citizens' Bond Oversight Committee

Procedures Performed:

We have reviewed the minutes of the Citizens' Bond Oversight Committee meetings to verify compliance with Education Code sections 15278 through 15282.

Results of Procedures Performed:

We have determined the Dehesa School District's Proposition M and D Citizens' Bond Oversight Committee and its involvement is in compliance with Education Code sections 15278 through 15282.

Our audit of compliance made for the purposes set forth in the second and third paragraphs of this report above would not necessarily disclose all instances of noncompliance.

In our opinion, the District complied, in all material respects, with the compliance requirements for the Proposition M and D Building Fund, for the fiscal year ended June 30, 2016.

This report is intended solely for the information and use of the District's Governing Board, the Proposition M and D Citizens' Bond Oversight Committee, management, others within the entity, and the taxpayers of Dehesa School District and is not intended to be and should not be used by anyone other than these specified parties.

Wilkinson Hadley King & Co., LLP

El Cajon, California
January 31, 2017

FINDINGS AND RESPONSES SECTION

**DEHESA SCHOOL DISTRICT
PROPOSITION M AND D BUILDING FUND
SCHEDULE OF FINDINGS AND RESPONSES
YEAR ENDED JUNE 30, 2016**

There were no findings to report.

**DEHESA SCHOOL DISTRICT
PROPOSITION M AND D BUILDING FUND
SCHEDULE OF PRIOR AUDIT FINDINGS
YEAR ENDED JUNE 30, 2016**

There were no findings reported in the June 30, 2015 audit.

SUPPLEMENTAL INFORMATION

**DEHESA SCHOOL DISTRICT
PROPOSITION M AND D BUILDING FUND
GENERAL OBLIGATION BONDS
BOND ISSUANCE
JUNE 30, 2016**

AUTHORITY FOR ISSUANCE

The Bonds are issued pursuant to the provisions and requirements of Article 2 of Chapter 1.5 of Part 5 of Division 1 of Title 1 of the California Education Code 15264 *et seq.*, and pursuant to Education Code Section 35160 and other applicable law, and pursuant to a resolution adopted by the Board of Trustees of the District on January 22, 2009 (the "District Resolution") and a resolution adopted by the Board of Supervisors of the County on February 10, 2009 (the "Bond Resolution" and together with the District Resolution, the "Resolution").

The District received authorization at an election held on November 2, 2010, by an affirmative vote of 58.5 percent of the votes cast by eligible voters within the District (the "Authorization") under Proposition M to issue and not exceed \$5,500,000 of General Obligation Bonds. 2010 Election Series A (the "Series A Bonds") were issued pursuant to the resolution in the amount of \$2,499,852 in July 2012. The Bonds represent the first series of Bonds sold under the Authorization.

The District received re-authorization at an election held on November 6, 2012, by an affirmative vote of 55.9 percent of the votes cast by eligible voters within the District (the "Re-Authorization") under Proposition D to re-authorize and issue and not to exceed \$3,000,000 of General Obligation Reauthorization Bonds. 2012 Election Series A (the "Series A Bonds") were issued pursuant to the resolution in the amount of \$2,170,992 in June 2014. The bonds represent the first series of bonds sold under the re-authorization.

PURPOSE OF ISSUE

Pursuant to the Authorization, the proceeds of the Bonds will be used to improve student access to computers and modern technology; replace portable classrooms and construct new classrooms; build a new science lab and library and other educational facilities; increase student computer technology access; repair, equip and construct classrooms; and reduce overall borrowing costs.

DEHESA SCHOOL DISTRICT

To: Members of the Board

From: Nancy Hauer

Subject: Sensitive Information
Handling Policy

Meeting Date: April 20, 2017

- Action
- First Reading
- Information
- Presentation
- Discussion
- Public Hearing
- Roll Call Vote Required

Background: In today's fast paced technological world, it is imperative for organizations to have a policy in place to protect sensitive information.

Report: Dehesa School in partnership with the JPA has developed a policy outlining guidelines for protecting sensitive information both while in transit and in storage. This policy establishes the guidelines for safeguarding confidential information.

Financial Impact: There is no financial impact.

Student Impact: Protection of sensitive information regarding students is mandatory.

Recommendation: Administration recommends the Board approve the Sensitive Information Handling Policy.

Agenda Item #:VII.C.5

SENSITIVE INFORMATION HANDLING POLICY

Purpose

The purpose of this policy is to define the types of sensitive information stored by us or available to Company users, and to set forth guidelines for handling Company Sensitive Information and Personally Identifiable Information ("PII")¹ while in transmission, storage (at rest), or in use/creation.

Scope and Applicability

This policy applies to all employees, administrative consultants, contractors, temporary personnel, third parties, and the like who receive, create, store, handle and transmit Company Sensitive Information or PII in hard copy and electronic data. Controls are further addressed by the Dehesa School District, and other access controls.

Policy

This policy establishes the guidelines for safeguarding PII or Company Sensitive Information during transmission or while in storage (at rest), or when being initially received, developed, or processed. This policy also covers the hard copy of this information from initial collection or printout.

- **Labeling and Identification**

1. Public information does not require any special labeling.
2. Company Sensitive Information may or may not require labeling. The author, project manager or supervisor should provide specific guidance on appropriate labeling. If in doubt, label the information "Confidential" until instructed otherwise.
3. PII should not be labeled so as to bring attention to it. A cover sheet can be placed on it and marked as "Confidential."
4. Labels should be used both on printed/hard copies and electronic formats.

- **Safeguarding During Transmission**

1. All transmittal of Company Sensitive Information and PII on public networks or wireless systems will be done using encryption technology. For instance, email encryption, PGP, VPN, secure file transfer, WPA2 and SSL can be used.
2. When faxing Company Sensitive Information or PII, the sender should ensure that the recipient is available to receive the fax and validate the number of pages received or that the receiving fax requires a PIN or other form of identification (i.e., RFID card) to receive the information.

¹ Such terms should be formally defined to ensure proper handling throughout an organization. Attention should be given to regulatory terms, as well, to ensure any policy lines up with the regulation's use of such terms (i.e. "PHI" for HIPAA compliance). Questions should be directed to legal counsel.

3. If transmittal is via mail, some form of certified mail or a service which provides a chain of custody (i.e., UPS or FedEx, or certified mail with delivery confirmation) should be used.

- **Safeguarding During Storage (at Rest)**

1. When Company Sensitive Information and PII is stored on company information computing assets, it should be protected appropriately using available user authentication and file privileges, such as encryption when required.
2. Encryption meeting our standards will be used when storing Company Sensitive Information or PII on laptops and PCs.
3. Encryption meeting our standards will be used when technically possible on mobile computing devices storing Company Sensitive Information or PII.
4. Storage of personal information should be avoided on unencrypted USBs, jump drives, CDs or DVDs.

- **Safeguarding During Creation/Development/Processing**

1. When initially receiving Company Sensitive Information and PII, the information may be handwritten, perhaps on a form. If this is the case, the same care must be taken to protect this initial piece of paper as you would the formal hardcopy or printout of this information. At a minimum, this information should be secured in a locked office or desk.
2. Company Sensitive Information or PII placed in a document or spreadsheet should be labeled confidential prior to saving.
3. A file or folder containing Company Sensitive Information or PII should not be shared with anyone who is not authorized to access this information.

- **Disposal of Company Sensitive Information and PII**

1. Written notes or hardcopy/printout and faxes when no longer needed must be disposed of in an appropriate shred/burn bin or shredded using a cross cut shredder.
2. Whenever possible, ensure that your screen is not visible to others.
3. Discarded computer equipment (including printer/fax machines) must be decommissioned and the hard drive destroyed using a program that permanently eliminates any PII or Company Sensitive Information.²
4. Any computer equipment being sold or transferred to other organizations must be properly sanitized (securely cleared of all information) by the Information Technology Department (“Information Technology”).

² Certain regulations may have specific standards for the secure destruction of such hardware prior to disposal, to include federal and state laws, depending on the industry in which your company operates.

- **Access and Sharing of Sensitive Information**

1. We take the security and safeguarding of our information and employee information seriously. Employee access to our information computing resources is not provided until a background check is completed. If an individual does not pass the background check, including drug testing, the offer to hire is not made or rescinded, and the applicant notified³.
 - ◆ Prior to being provided access to Company Sensitive Information or PII, users must acknowledge the safeguarding requirements outlined in the Information Security Program.
2. The release of Company Sensitive Information or PII, whether written, oral, or electronic, to persons outside Company is prohibited unless authorized by Information Technology and the General Counsel.
 - ◆ In such cases, a signed nondisclosure agreement should be entered into between the recipient of Company Sensitive Information or PII and Company.
3. Company Sensitive Information may be released to the U.S. government if the material is exempt from disclosure under the Freedom of Information Act, and it is marked in accordance with this policy.
4. Information may be disclosed if it is required by legal process or court order as determined by the General Counsel.

- **Termination**

1. Individuals having access to Company Sensitive Information or PII who are terminating their employment/relationship with us will have their user ID disabled, access control ID card revoked and will be advised as to their responsibilities with respect to Company Sensitive Information and PII.
2. The terminating employee will be alerted to the legal consequences of using, retaining or disclosing Company Sensitive Information or PII for any purpose not expressly authorized by us in writing.

Compliance

Violations of this policy may lead to the suspension or revocation of system privileges and/or disciplinary action up to and including termination of employment. We reserve the right to advise appropriate authorities of any violation of law.

Accountability

All users, past and present, are responsible for using the guidance provided by this policy.

Users are responsible for classifying and protecting the Company Sensitive Information and PII they are exposed to at Company or during their relationship with us.

³ Any policy on the use of background checks and drug testing should be coordinated and approved through Human Resources and legal counsel.

Company consultants are responsible for securing the hard copies of Company Sensitive Information and PII they may be provided in the course of business, as well as appropriate disposal (shredding) of this information upon completion of use.

Any person having knowledge of any unauthorized disclosure or removal of Company Sensitive Information or PII shall report this information to their supervisor, the Human Resources Department or Information Security.

Internal Audit is responsible for ensuring compliance with the Safeguarding of Sensitive Information Policy and the controls created to safeguard the Company Network.

Exceptions

Any exceptions must be approved by General Counsel.

DEHESA SCHOOL DISTRICT

To: Members of the Board
From: Nancy Hauer
Subject: Transportation Safety Plan

Meeting Date:

- Action
- First Reading
- Information
- Presentation
- Discussion
- Public Hearing
- Roll Call Vote Required

Background: The following Dehesa School District Safety Plan has been developed at the direction of the Superintendent pursuant to California Education Code 39831.3. This document is maintained by the Transportation Department.

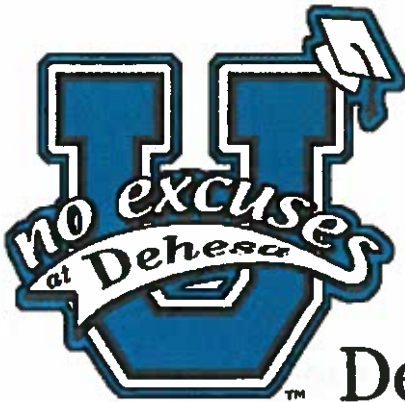
Report: EC39831.3 (a) The County Superintendent of Schools, the Superintendent of a school district, or the owner operator of a private school that provides transportation to or from a school or school activity shall prepare a transportation safety plan for school personnel to follow to ensure the safe transportation of pupils. The plan shall be revised as required. The plan shall address: determine if pupils require escort, procedures for all pupils pre-kindergarten through grade 8, boarding and exiting the bus, procedures to ensure that a pupil is not left on the bus, procedures and standards for designating an adult chaperone, a current copy of the plan shall be retained by each school and made available upon request to an officer of the Department of the California Highway Patrol.

Financial Impact: There is no financial impact.

Student Impact: The safety and security of our students while be transported to and from school as well as study trips is of utmost importance.

Recommendation: Administration recommends the Board approve the Dehesa School District's Transportation Safety Plan.

Agenda Item #:VII.C.6



Dehesa School District

Transportation Safety Plan

Safety is our business

DEHESA SCHOOL DISTRICT

TRANSPORTATION SAFETY PLAN

Thomas Lanni School Bus Safety Act of 1997
Education Code 39831.3

(a) The county superintendent of schools, the superintendent of a school district, or the owner or operator of a private school that provides transportation to or from a school or school activity shall prepare a transportation safety plan containing procedures for school personnel to follow to ensure the safe transport of pupils. The plan shall be revised as required. The plan shall address all of the following:

(1) Determining if pupils require escort pursuant to paragraph (3) of subdivision (c) of Section 22112 of the Vehicle Code.

(2)(A) Procedures for all pupils in Pre-Kindergarten, Kindergarten, and grades 1 to 8, inclusive, to follow as they board and exit the appropriate school bus at each pupil's school bus stop.

(B) Nothing in this paragraph requires a County Superintendent of Schools, the Superintendent of a School District, or the Owner or Operator of a Private School that provides transportation to or from a school or school activity, to use the services of an onboard school bus monitor, in addition to the driver, to carry out the purposes of this paragraph.

(3) Boarding and exiting a school bus at a school or other trip destination.

(4) Procedures to ensure that a pupil is not left unattended on a school bus, school pupil activity bus, or youth bus.

(5) Procedures and standards for designating an adult chaperone, other than the driver, to accompany pupil activity bus.

(b) A current copy of a plan prepared pursuant to subdivision (a) shall be retained by each school subject to the plan and made available upon request to an officer of the Department of the California Highway Patrol.

ESCORT

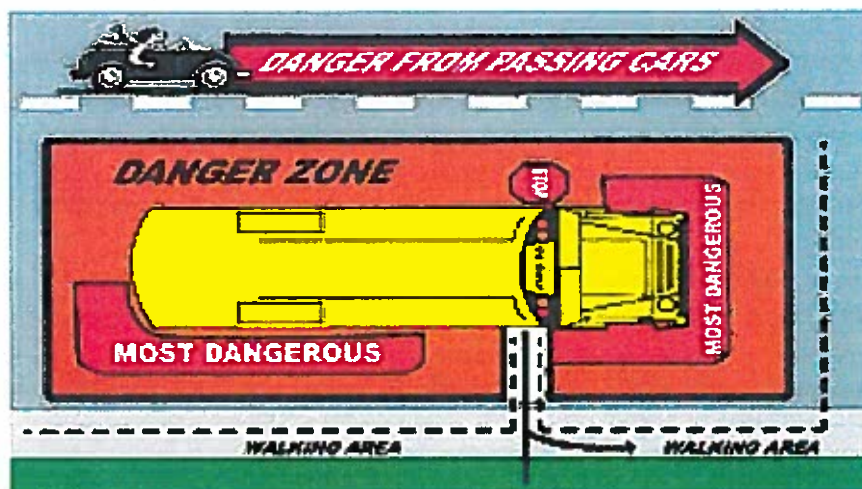
Red Light Crossing Procedures

The Dehesa School District Transportation routes have been designed in a way that student do not have to cross the street. Red light crossing procedures are only used in the case of the emergency. In the event of an emergency, please follow these procedures:

- Students must stay still at their designated area and wait for the bus driver to secure bus, turn off engine and activate red light systems, stopping traffic. The bus driver then will enter the roadway with a hand held stop sign ensuring all traffic has stopped.
- When it is safe, the driver will give the student verbal directions to cross the street between the driver and the bus.
- Please walk across the street and enter the bus, and find a seat quickly.
- The student needs to follow the direction of the driver at all times.

Danger Zones

THE DANGER ZONE is a 12 foot area around the school bus. This includes from the sides, front and rear of the school bus. If you drop something in this area **DO NOT GO AFTER IT**. Please notify the bus driver immediately and he/she will retrieve the item.



Bus Driver Loading and Unloading Procedures

Vehicle Code 22112

(a) On approach to a school bus stop where pupils are loading or unloading from a school bus, the school bus driver shall activate an approved amber warning light system, if the school bus is so equipped, beginning 200 feet before the school bus stop. The school bus driver shall deactivate the amber warning light system after reaching the school bus stop. The school bus driver shall operate the flashing red light signal system and stop signal arm, as required on the school bus, at all times when the school bus is stopped for the purpose of loading or unloading pupils. The flashing red light signal system, amber warning lights system, and stop signal arm shall not be operated at any place where traffic is controlled by a traffic officer or at any location identified in subdivision (e) of this section. The school bus flashing red light signal system, amber warning lights system, and stop signal arm shall not be operated at any other time.

(b) The school bus driver shall stop to load or unload pupils only at a school bus stop designated for pupils by the school district Superintendent or the Head or Principal of a private school, or authorized by any of those individuals for school activity trips.

(c) When a school bus is stopped on a highway or private road for the purpose of loading or unloading pupils, at a location where traffic is not controlled by a traffic officer, the driver shall, before opening the door, ensure that the flashing red light signal system and stop signal arm are activated, and that it is safe to enter or exit the school bus.

(d) When a school bus is stopped on a highway or private road for the purpose of loading or unloading pupils, at a location where traffic is not controlled by a traffic officer or official traffic control signal, the school bus driver shall do all of the following:

(1) Escort all pupils in pre-Kindergarten, Kindergarten, or any of grades 1 to 8, inclusive, who need to cross the highway or private road upon which the school bus is stopped. The driver shall use an approved hand-held "STOP" sign while escorting all pupils.

(2) Require all pupils who need to cross the highway or private road upon which the school bus is stopped to walk in front of the bus as they cross.

(3) Ensure that all pupils who need to cross the highway or private road upon which the school bus is stopped have crossed safely, and that all other pupils and pedestrians are a safe distance from the school bus before setting the school bus in motion.

(e) Except at a location where pupils are loading or unloading from a school bus and must cross a highway or private road upon which the school bus is stopped, the school bus driver may not activate the amber warning light system, the flashing red light signal system and stop signal arm at any of the following locations:

(1) School bus loading zones on or adjacent to school grounds or during an activity trip, if the school bus is lawfully stopped or parked.

(2) Where the school bus is disabled due to mechanical breakdown. The driver of a relief bus that arrives at the scene to transport pupils from the disabled school bus shall not activate the amber warning light system, the flashing red light system, and stop signal arm.

(3) Where a pupil requires physical assistance from the driver or authorized attendant to board or leave the school bus and providing the assistance extends the length of time the school bus is stopped beyond the time required to load or unload a pupil that does not require physical assistance.

(4) Where the roadway surface on which the bus is stopped is partially or completely covered by snow or ice and requiring traffic to stop would pose a safety hazard as determined by the school bus motor carrier.

(5) On a state highway with a posted speed limit of 55 miles per hour or higher where the school bus is completely off the main traveled portion of the highway.

(6) Any location determined by a school district or a private school, with the approval of the Department of the California Highway Patrol, to present a traffic or safety hazard.

(f) Notwithstanding subdivisions (a) to (d), inclusive, the Department of the California Highway Patrol may require the activation of an approved flashing amber warning light system, if the school bus is so equipped, or the flashing red light signal system and stop signal arm, as required on the school bus, at any location where the department determines that the activation is necessary for the safety of school pupils loading or unloading from a school bus.

Student Loading and Unloading Procedures

- Students shall be at their “designated bus stop” five minutes prior to bus schedule arrival time.
- Students shall be in a single file line when the bus approaches and shall be at least 12 feet back from where the bus will pull in and stop.
- Always wait for the door to open before approaching the bus.
- Take a seat in a timely manner, sitting upright in the seat.
- Fasten and adjust passenger restraint system if the bus is equipped. Lap belt will be adjusted low and tight across hips/pelvis and place the shoulder belt snug across the chest away from the neck and never behind the back or under the arm.
- Seatbelts will remain fastened until exiting the bus.
- Wait until the bus comes to a complete stop and the door is open before unfastening restraints and exiting the bus.
- Always use handrails going up and down the stairs.
- Do not run towards or away from the bus.
- If you drop something outside the bus **NEVER GO AFTER IT. TELL THE BUS DRIVER/IMMEDIATELY** and he/she will assist you in retrieving the item.
- Students will not be allowed to get off at stops other than their own unless the parents have furnished the driver/school with a written request for the change in bus stop.

Kindergarten students and students in isolated areas will **not be dropped off at a bus stop** unless a parent/guardian or responsible person (with written permission from the parent) is present to receive the student. These students will be taken back to the school and will need to be picked up at the school. It is the parent's responsibility to notify the school of their intent to have their children ride the school bus.

Authority of the Driver

5 CCR 14103

(a) Pupils transported in a school bus or in a school pupil activity bus shall be under the authority of, and responsible directly to, the driver of the bus, and the driver shall be held responsible for the orderly conduct of the pupils while they are on the bus or being escorted across a street, highway or road. Continued disorderly conduct or persistent refusal to submit to the authority of the driver shall be sufficient reason for a pupil to be denied transportation. A bus driver shall not require any pupil to leave the bus enroute between home and school or other destinations. (b) Governing Boards shall adopt rules to enforce this section. Such rules shall include, but not be limited to; specific administration procedures relating to suspension of riding privileges and shall be made available to parents, pupils, teachers, and other interested parties.

Student Behavior

Each child is expected to know and comply with school bus rules and to obey directions and/or instructions from the bus driver. Each parent should read and discuss the school bus rules with their children, making sure they understand the importance of good conduct.

In order for the driver to operate the school bus safely, students must not cause disturbances such as:

- Being excessively noisy, using any form of disrespectful language.
- Throwing articles inside or out of the bus.
- Moving/changing seats.
- Being rude or discourteous to others.
- No eating or drinking.
- No vandalism.
- NO hands, arms, or any other body parts may be extended through the open window.

Violation of rules will be reported to the Transportation Coordinator. Disciplinary actions, including loss of bus riding privileges and will be administered through the school principal's office. Drivers may, however, use such corrective measures as assigned seating, for minor infractions. No student will be expelled from the bus by the driver without first notifying the Principal, and the parent or guardian.

Parents or guardians will be notified of any misconduct serious enough to prompt the writing of a "school bus incident report". An attempt to notify parents will be made on the same day as the incident takes place.

Parents or guardians shall be liable for all damage to a school bus by their children.

Activity Trips

Loading/Unloading procedures and all school bus rules will be the same on Activity trips. Safety instruction will be given prior to departing.

School Bus Drivers Shall

- Preform daily vehicle inspections.
- Report any vehicle defects in the equipment to the Transportation Coordinator.
- Wear the seat belt and ensure all students are wearing their restraint belt (if equipped) before putting the vehicle in motion.
- Never put the vehicle in motion without checking the danger zones and making sure all passengers are seated.
- Utilize defensive driving techniques at all times.
- Follow Dehehas School Bus Accident Response Procedures.
- Never leave the driver's compartment without first stopping the engine, setting the parking brake and removing the keys from the ignition while students are onboard.
- Never leave the vehicle unattended without first checking for students and hang the **Bus Empty** sign up in back of the bus.
- Be professional and follow all the state and federal rules and regulations.

Pupil Instruction of School Bus Safety

Education Code 39831.5

a) All pupils in pre-Kindergarten, kindergarten, and grades 1 to 12, inclusive, in public or private school who are transported in a school bus or school pupil activity bus shall receive instruction in school bus emergency procedures and passenger safety. The County Superintendent of Schools, Superintendent of the School District, or owner/operator of a private school, as applicable, shall ensure that the instruction is provided as follows:

(1) Upon registration, the parents or guardians of all pupils not previously transported in a school bus or School pupil activity bus and who are in pre-Kindergarten, Kindergarten, and grades 1 to 6, inclusive, shall be provided with written information on school bus safety. The information shall include, but not be limited to, all of the following:

- (A) A list of school bus stops near each pupil's home.
- (B) General rules of conduct at school bus loading zones.
- (C) Red light crossing instructions.
- (D) School bus danger zone.
- (E) Walking to and from school bus stops.

(2) At least once in each school year, all pupils in pre-Kindergarten, Kindergarten, and grades 1 to 8, inclusive, who receive home-to-school transportation shall receive safety instruction that includes, but is

not limited to, proper loading and unloading procedures, including escorting by the driver, how to safely cross the street, highway, or private road, instruction on the use of passenger restraint systems, as described in paragraph (3) proper passenger conduct, bus evacuation, and location of emergency equipment. Instruction also may include responsibilities of passengers seated next to an emergency exit. As part of the instruction pupils shall evacuate the school bus through the emergency exit doors.

(3) Instruction on the use of passenger restraint systems when a passenger restraint system is installed shall include, but not be limited to, all of the following:

- (A) Proper fastening and release of the passenger restraint system.
- (B) Acceptable placement of passenger restraint systems on pupils.
- (C) Times at which the passenger restraint systems should be fastened and released.
- (D) Acceptable placement of the passenger restraint systems when not in use.

(4) ***Prior to departure on a school activity trip***, all pupils riding on a school bus or school pupil activity bus shall receive safety instruction that includes, but is not limited to, location of emergency exits, and location and use of emergency equipment. Instruction also may include responsibilities of passengers seated next to an emergency exit.

(b) The following information shall be documented each time the instruction required by paragraph (2) of subdivision (a) is given:

- (1) Name of school district, county office of education, or private school.
- (2) Name and location of school.
- (3) Date of instruction.
- (4) Names of supervising adults.
- (5) Number of pupils participating.
- (6) Grade levels of pupils.
- (7) Subjects covered in instruction.
- (8) Amount of time taken for instruction.
- (9) Bus driver's name.
- (10) Bus number.
- (11) Additional remarks.

The information recorded pursuant to this subdivision shall remain on file at the District or County Office, or at the school, for one year from the date of the instruction, and shall be subject to inspection by the Department of the California Highway Patrol.

Airborne Toxic Control Measure to Limit School Bus Idling and Idling at Schools

Title 13 CCR 2480

- (1) A driver of a school bus, school pupil activity bus, youth bus, or general public paratransit vehicle:
 - (A) Must turn off the bus or vehicle engine upon stopping at a school or within 100 feet of a school, and must not turn the bus or vehicle engine on more than 30 seconds before beginning to depart from a school or from within 100 feet of a school; and
 - (B) Must not cause or allow a bus or vehicle to idle at any location greater than 100 feet from a school for :
 - (i) More than 5 consecutive minutes; or
 - (ii) A period or periods aggregating more than five minutes in any one hour.

Legal References

Education Code

39831.3	Thomas Lanni School Bus Safety Act of 1997
39831.5	Pupil Instruction of School Bus Safety and Bus Evacuation

California Code of Regulations

Title 13 Section:

1212	Maximum driving time and on duty time
1214	Driver Fatigue
1215	Pre-trip inspection
1217	Transportation of passenger
1228	Railroad Crossing
1232	Vehicle Inspection and Maintenance
1234	Required Records for Motor Carriers
2480	Airborne Toxic Control Measures

Title 5 Section:

14102	Bus Evacuation
14104	Authority of the Driver
14105	Passenger Restraint system Use

Vehicle Code:

12517.1	Definition of a School Bus Accident
22112	School Bus Signal and Stops
22349	Maximum Speed limit
22352	Facie Speed Limits
22452(b)	Railroad Crossing
22504(c)	Unincorporated; School Bus Stops

DEHESA SCHOOL DISTRICT

To: Members of the Board
From: Nancy Hauer
Subject: Contract for G. Wayne Oetken
& Associates and
Mimidene Williams

Meeting Date: April 20, 2017

- Action
- First Reading
- Information
- Presentation
- Discussion
- Public Hearing
- Roll Call Vote Required

Background:

G. Wayne and Associates has been our Facilities Project Oversight since 2012.

Report:

An Agreement for Services to utilize Mimidene Williams in Sacramento to represent Dehesa. A monthly report would be provided to the district that includes:

1. Status of initial State Bond Sale to fund the Program.
2. Actions taken or being considered by the SAB which would/might affect the District's application.
3. Status of the District's Application and estimated funding timeline.
4. Recommended actions which the District should consider to move the Application forward.

Financial Impact:

The proposed fee for the monitoring services are \$650.00 per month, which can be discontinued any time with 60 days' notice.

Student Impact:

None

Recommendation:

It is recommended that the Governing Board approve the Agreement between G. Wayne Oetken & Associates/ Mimidene Williams and the District as presented.

Agenda Item #:VII.C.7



G. Wayne Oetken & Associates
School Business Management
Best Practices

P.O. Box 1161
La Mesa, CA 91944-1161
(619) 825-6502
gwoassociates@cox.net

April 12, 2017

Nancy Hauer
Superintendent
Dehesa School District
4612 Dehesa Road
El Cajon, CA 92019

Dear Nancy,

Thank you for the interest in using G. Wayne Oetken & Associates to provide ongoing Monitoring of the District's State School Building Program Application.

At the January 19, 2017 Board Meeting we provided a State School Building Program Update indicating prospects of the District's Application being funded were very good (see attached). Obtaining funding through this Program requires a commitment to monitor your Application closely all along the way.

We Propose to provide the following Services:

A monthly report reflecting

1. Status of initial State Bond Sale to fund the Program
2. Actions taken or being considered by the SAB which would/might affect the District's Application
3. Status of the District's Application and estimated funding timeline
4. Recommended actions which the District should consider to move the Application forward

We would use Mimidene Williams in Sacramento to represent the District there. She is extremely knowledgeable, well respected and connected with all the agencies associated with this process. She is one of my trusted Associates having worked with her for over 25 years. Mimidene actually successfully filed Dehesa's Eligibility and Funding Applications.

The proposed Fee for the Monitoring Services described above are \$650 per month, which could be discontinued at any time with 60 days notice. Any other Services the District might want to direct the Consultants to perform would be compensable at a rate of \$165 per hour.

Ms. Nancy Hauer
April 12, 2017
Page 2 of 2

It is felt considering that approximately \$2.3 million is on the line, this small investment is in the best interest of the District.

I appreciate the opportunity to work with you on this project.

Best regards,



G. Wayne Oetken

GWO:lo

Enclosure: State School Building Program Update 1/19/17

To: Dehesa School District Governing Board & Nancy Hauer, Superintendent
From: G. Wayne Oetken, Facilities Consultant
Date: January 19, 2017
Subject: State School Building Program Update

Eligibility Application Status:

- Eligibility Application is approved; was submitted June 25, 2014, valid until June 25, 2017 regardless of any enrollment decline (good for 3 years).
- Maximum Eligible Pupil Grants are 184, which works out to \$2.3 million in State School Building Program Income, which must be “Matched” by the District.
- The “Match” is not a problem because the Project is the already constructed 2-story building, which the District paid for with 100% local funds. We will be asking the State to reimburse the District their 50% share.
- Upon receipt of the State Funding, that income can be used for construction of District Facility Plan Phases 2 or 3.
- No additional State Program eligibility is anticipated at this time.

Funding Application Status:

- The Funding Application is on the Acknowledged, but Not Processed List. Cut-off date for placement on that List was October 31, 2015.
- Projects making it to the Acknowledged list are in the most favorable funding priority category.

Prospect of State school Building Program Revenue for Dehesa:

- A new Statewide Bond to fund the State School Building Program was approved by the voters in November 2016 (see attachment).
- The State Allocation Board (SAB) will meet on January 25th to provide direction to the Office of Public School Construction (OPSC) regarding allocation of the new revenue for projects.
- Governor Brown opposed the Bond, but is now saying he will sell them after certain Program Reforms are adopted.
- OPSC has not been staffed to process application and release funds for many years. They must get back up to speed. This could result in Fund Releases for approved projects being delayed from 1 to 1½ years.

Next Steps:

- Complete a State Report titled “Detail of Project Expenditures” for the 2-Story Building (suggest using Lori). Have it ready to submit when the State resumes processing applications.
- Monitor and move forward the District’s Application for Funding utilizing the services of G. Wayne Oetken and one of his Associates, Mimidene Williams in Sacramento.
- Assess the impact of the proposed Sycuan Hotel on the District’s enrollment and State School Building Program Eligibility.

DEHESA SCHOOL DISTRICT

To: Members of the Board

From: Nancy Hauer

Subject: Board Member
Appointment

Meeting Date: April 20, 2017

- Action
- First Reading
- Information
- Presentation
- Discussion
- Public Hearing
- Roll Call Vote Required

Background:

Board member Warren (Derek) Voth submitted his delayed resignation from the Dehesa School Board effective May 1st 2017.

Report:

The position was advertised and 2 candidates applied for the seat.

Financial Impact:

None

Student Impact:

An effective Governance team is related to student achievement.

Recommendation:

After review of the applications, public comment and interviews for both candidates, followed by discussion, please motion to appoint the new Board member. The Oath of Office will be administered at a future date to allow Trustee Voth to fulfill the end of his timeline.

Agenda Item #:VII.C.8

Application for Governing Board Appointment*

THIS APPLICATION IS A PUBLIC RECORD

The appointee will hold office until the next governing board member election, which occurs at the next Statewide General Election on November 6, 2018. [EC § 5091(e)]

No additional materials may be submitted with this application.

QUALIFICATIONS:

Applicant must be a citizen of California, a resident of the Dehesa School District and a registered voter. An employee of a school district may not be sworn into office as an elected or appointed member of that school district's governing board unless and until he or she resigns as an employee. [EC § 35107]

Certification of qualifications on page 5 must be signed by the applicant.

APPLICATION DEADLINE:

This application must be received no later than April 7, 2017 at 4:00 p.m. Applications may be mailed, faxed, or hand-delivered to:

**Secretary to the Board/Nancy Hauer
4612 Dehesa Rd.
El Cajon, CA 92019
Phone: (619)444-2161
Fax: (619) 444-2105**

(Please type or print):

Name Karen Kirkpatrick

Address 1833 Harbison Canyon Rd. El Cajon, CA 92019

Home (831) 325-5144 Business NA

Years of Residence in the Dehesa School District 5 years

***This application was approved by the Dehesa School District on March 9, 2017.**

**Dehesa School District
Application for Board Appointment**

QUALIFICATIONS: (Stay within space allowed for answers. Do not attach extra pages.)

1. Describe your educational, work and/or public service background.

I have spent the majority of my adult life working with organizations that support the education of people from young to old. I studied biology at UCSC, and tutored fellow students in math, worked in the science lab, and eventually became a college level TA. Upon commencement, I worked at the Santa Cruz Museum of Natural History, I worked hand in hand with the County Office of Education to ensure our tours were meeting their educational standards. I also developed the educational materials that were distributed beforehand as supplements to their overall experience. Later, when I worked with Pigeon Pt. Lighthouse, I collaborated with multiple agencies including California State Parks, Youth Hostels, and the Coast Guard all while running a vibrant docent program. Eventually, I moved into the business sector and held a position managing a multi-million dollar account for a marketing agency. I gathered 1000's of mystery shoppers, and sent them all over the nation and gathered their reports. Then, I moved back into the not for profit sector and took charge of the operations for one of the largest non-profits in the Santa Cruz area. When the economy began to struggle, I found creative ways to manage our purchases and come in under budget.

Currently, I work from home as a virtual assistant. I do graphic design, website support, blog writing, marketing, and other items to support my clients' success in their business. It affords me a flexible schedule so that I may support my family and devote energy to interest such as serving on the school board.

2. Why do you wish to serve on the Board? What do you hope to accomplish?

Dehesa has been of exceptional support to my daughter. She has an IEP, and at other schools, it has felt like the teachers were burdened by the accommodations required. This has not been the case at Dehesa. At each twist and turn of her various needs, Dehesa has been her ally and her champion. The teachers and staff have supported her, and they have supported me. In return, I have tried to lend assistance where I can. I go on almost every field trip, I've served as an unofficial aide, and I've helped fundraise. It is the least I can do to give back to my community.

I've often been called a renaissance woman, because I'm capable in a variety of arenas. I don't have a solid plan on what my agenda is per se, other than to be of benefit to the students, to the staff, and to the teachers. I will watch, learn and then lend tremendous creativity towards our success.

**Dehesa School District
Application for Board Appointment**

3. What skills, abilities, and experience would you bring to the Board to assist in carrying out its responsibilities?

Skills: volunteer coordination, project management, event coordination, fundraising, volunteer recruitment, graphic design, diplomatic communications, facility management, program administration, educational development, technical and inspirational writing, non-profit management, public speaking, training, community outreach

Experience: served on Natural History Board of Directors, staff liaison to Inner Light Ministries Board of Directors, Education Director Natural History Museum, Interpreter Floating Lab, Volunteer Coordinator ILM, Minister of Operations ILM,

4. List your involvement in activities that demonstrate your understanding and support for public education, such as membership on committees/organizations, offices held, volunteer work, and community service.

Dehesa Committees: EC SELPA Community Advisory Committee(2015-17), School Site Council (2016)

Positions: Director of Education, Natural History Museum of Santa Cruz (1998-2003), preschool teacher, Interpreter Floating Lab, freelance writer McGraw Hill science tests

Volunteerism: Docent Natural History Museum, Board of Directors, Dehesa, Canyonview Elem.

When I was 19 years old, I walked into the Natural History Museum in Santa Cruz. I was warmly greeted and immediately fell in love with the cozy little space. Despite being a struggling student with two part-time jobs, I signed up to be a docent. The training was rigorous, but I loved leading tours with the school children. Eventually, I became the Education director. I served on a number of committees working with teachers and our curriculum development. I wanted to ensure that as their requirements shifted, we were meeting their needs. In addition to the County, we also served the Parks and Rec department, and I came up with programming that became a revenue stream that increased our coffers, and provided relief for parents during school breaks. The coordination between multiple agencies was paramount to our success even though we were just the little museum by the sea.

As a parent of 3 children, I've been in the trenches in very different ways. I've always looked for ways that I can best assist their schools in the avenues presented. From sitting in the classroom, to typing up minutes, "however I may best serve" has been my motto.

**Dehesa School District
Application for Board Appointment**

5. List, in order of importance, the major issues confronting public education and, specifically, the Dehesa School District.

1. Finances
2. Teacher Burn Out
3. Parent Involvement (to prevent #2)
4. SARC Ratings - enrollment
5. College/University AND Trade Schools
6. Country School/ Dirt**

Times are a bit uncertain as finances at the Federal level and locally need to be considered. Dehesa is a unique school district. It's a small school, in a remote area, located in a big city. Each and every enrollment, or disenrollment greatly affects our fiscal bottom line.

With one teacher per grade, and spotty parental involvement, I see it's easy for teachers to burn out or seek larger districts with more opportunities. I think there is an opportunity to get parents involved a bit more.

To prevent disenrollment, people often evaluate a school based on SARC scores. This is unfortunate. I don't think we need to focus on raising the score so much as focus on all the other elements of our great school. SOLUTION: Marketing

To focus solely on going to college is doing our students a disservice. I believe there needs to be a broader consideration. Trade schools. Apprenticeships. Etc.

**This isn't so much an issue as an opportunity. I would love to see some more country in our country school, i.e. dirt. Or more specifically, maybe we could start a Life Lab where we grow some plants, or possibly partner up with a 4H program. This could help maintain and grow enrollment.

6. Explain the mission of the Dehesa School District.

The mission as it currently stands, seems pretty self explanatory to me. I will say it does seem to me that the intent of the mission is being carried out. As a parent, what I see is my daughter growing and challenging herself to try harder, to do more, to be self-motivated. Despite her physical challenges and learning disabilities, she is not discouraged about her future. She and I have been supported through her academic, social and emotional challenges. Our family, a mishmash Brady-bunch like group, is encouraged to partake in regular activities.

**Dehesa School District
Application for Board Appointment**

CERTIFICATION OF QUALIFICATIONS:

I understand that this application is a public document and may be requested under provisions of the Public Records Act and/or be available to the public on the Dehesa School District website.

I understand that upon appointment I would be required to file a Conflict of Interest Statement and take an Oath of Office.

I certify that I am not disqualified from holding this office because of a conviction of any of the crimes on the attached list and further certify I am not otherwise disqualified under the California Constitution or statutes from holding public office.

I certify that I am a citizen of California, a resident of the Sample School District, and a registered voter.

I attest the foregoing information is true to the best of my knowledge.



Signature of Applicant



Date

Information contained on this application may be subject to verification.

The following is a list of crimes, conviction of which precludes a person from holding public office in the State of California. Conviction of these crimes renders a person "forever disqualified from holding any office in this state."

- *Bribing executive officer (Penal Code § 67)*
- *Officer asking or receiving bribes (Penal Code §§ 68, 88)*
- *Receiving gratuity for appointment to office (Penal Code § 74)*
- *Judicial Officer who has asked for or received emoluments, gratuities, rewards, or the fee of a stenographer (Penal Code § 94)*
- *Giving or offering bribe to Councilman or Supervisor (Penal Code § 165)*
- *Misappropriation of public funds (Penal Code § 424)*
- *Interference with work or discipline of, or giving certain articles to prisoners (Penal Code § 2772)*
- *Interference with or giving certain articles to convicts (Penal Code § 2790)*
- *Officer making contracts in which he or she is interested (Government Code § 1097)*
- *Members of the Legislature convicted of any crime (Government Code § 9055)*
- *Corrupting the voting process (Elections Code § 18501)*
- *Convicted of a felony involving accepting, giving, or offering of any bribe, embezzlement or theft of public funds, extortion, perjury, or conspiracy to commit any such crime, except if a pardon has been granted in accordance with law (Elections Code § 20)*

Please note that in addition to the above restrictions, Government Code § 1126 prohibits any local agency official from engaging "in any employment, activity, or enterprise for compensation which is inconsistent, incompatible, in conflict with, or inimical to his or her duties as a local agency officer or employee or with the duties, functions, or responsibilities of his or her appointing power or the agency by which he or she is employed."

Application for Governing Board Appointment*

THIS APPLICATION IS A PUBLIC RECORD

The appointee will hold office until the next governing board member election, which occurs at the next Statewide General Election on November 6, 2018. [EC § 5091(e)]

No additional materials may be submitted with this application.

QUALIFICATIONS:

Applicant must be a citizen of California, a resident of the **Dehesa School District** and a registered voter. An employee of a school district may not be sworn into office as an elected or appointed member of that school district's governing board unless and until he or she resigns as an employee. [EC § 35107]

Certification of qualifications on page 5 must be signed by the applicant.

APPLICATION DEADLINE:

This application must be received no later than **April 7, 2017 at 4:00 p.m.** Applications may be mailed, faxed, or hand-delivered to:

Secretary to the Board/Nancy Hauer
4612 Dehesa Rd.
El Cajon, CA 92019
Phone: (619)444-2161
Fax: (619) 444-2105

(Please type or print):

Name Vincent Blanco, Jr.
Address 989 Harbison Canyon Road
Home (619) 339-4484 Business (619) 640-4939
Years of Residence in the **Dehesa School District** 8 years

*This application was approved by the **Dehesa School District** on **March 9, 2017.**

**Dehesa School District
Application for Board Appointment**

QUALIFICATIONS: (Stay within space allowed for answers. Do not attach extra pages.)

1. Describe your educational, work and/or public service background.

Graduated from La Jolla Country Day High School in 1996. Received athletic scholarship to attend the University of Nebraska where I participated in Track & Field. Received my Bachelor Degree in both Political Science and Sociology & President of Pre-Law Society at SDSU. Campaign Manager for Ronald Williams the elected President of the Associated Student Body President at SDSU. After graduating SDSU I went and attended Law School at Loyola University of San Diego. Chairman of the Race & Law Symposium. In Law School I focused on Employment Law, Business Law and Legislation both state & Federal. I worked as an intern Federal Defenders of San Diego 1998-2001, worked as Business Development Sycuan Tribal Development Corporation, worked as Senior law clerk for copo, Cory, Hargreaves & Savitch, LLP, worked for Teamsters Union as Business Representative and currently work for the Union AFSCME as Business Representative - I represent the Blue Collar City of San Diego workers.

2. Why do you wish to serve on the Board? What do you hope to accomplish?

I wish to serve on the Board because I desire to give something back to the district that has given so much to my Family. My son is a product of the care and commitment that the Dehesa School District has for its students. My son has gone through Kindergarten graduating from Dehesa, to attending Oak Grove Middle School and going to High school at Steele Canyon High School. Now he attends College at the University of Minnesota studying pre-med. All this could not have been done without the dedicated School Board, Superintendent, teachers, students & Families of Dehesa. If I am elected to the School Board I hope to guarantee that every child gets the best education possible regardless of his or her circumstances.

**Dehesa School District
Application for Board Appointment**

3. What skills, abilities, and experience would you bring to the Board to assist in carrying out its responsibilities?

I bring the experience of being a parent of one student who attended Dehesa school for all his years and a parent of a current student who is in 5th grade. I am a member of the Citizens Bond Oversight Committee (CBOC). Was a Chaperone for 6th Grade Camp at Dehesa. I bring a wealth of legal knowledge with my law degree and specializing in employment law. I understand how to serve and take on fiduciary duties by working for one of the largest Unions in the country and being the sole representative for the City of San Diego workers. I am a proud parent and treat other children with the utmost care as if they were my own.

These skills, experience & responsibilities I have handled will be an asset to the Board when carrying out its responsibilities & meeting its goals.

4. List your involvement in activities that demonstrate your understanding and support for public education, such as membership on committees/organizations, offices held, volunteer work, and community service.

- membership in the American Federation of State County and Municipal Employees Union (AFSME)
- Member of the Citizens Bond Oversight Committee for Dehesa (CBOC)
- Chairman of Race & Law Symposium
- Volunteer - Feeding Homeless at Salvation Army
- Chaperone for Dehesa 6th Grade Camp

**Dehesa School District
Application for Board Appointment**

5. List, in order of importance, the major issues confronting public education and, specifically, the **Dehesa School District**.

- 1.) Engaging Parents, Students and Teachers together to accomplish a multitude of educational goals
- 2.) Identifying and structuring ~~that~~ a budget that will allow for the best educational goals to be achieved.
- 3.) Technology
- 4.) Child Nutrition
- 5.) Extended School Service & Activities

6. Explain the mission of the **Dehesa School District**.

The mission of the Dehesa School District is to provide its students with a challenging curriculum in a nurturing, family-oriented and safe environment. Dehesa school District ensures that every one of its students has the opportunity to create and achieve their academic goals.

**Dehesa School District
Application for Board Appointment**

CERTIFICATION OF QUALIFICATIONS:

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I understand that upon appointment I would be required to file a Conflict of Interest Statement and take an Oath of Office.

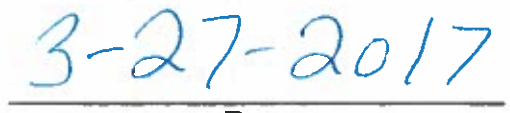
I certify that I am not disqualified from holding this office because of a conviction of any of the crimes on the attached list and further certify I am not otherwise disqualified under the California Constitution or statutes from holding public office.

I certify that I am a citizen of California, a resident of the Sample School District, and a registered voter.

I attest the foregoing information is true to the best of my knowledge.



Signature of Applicant



Date

Information contained on this application may be subject to verification.

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- *Officer asking or receiving bribes (Penal Code §§ 68, 88)*
- *Receiving gratuity for appointment to office (Penal Code § 74)*
- *Judicial Officer who has asked for or received emoluments, gratuities, rewards, or the fee of a stenographer (Penal Code § 94)*
- *Giving or offering bribe to Councilman or Supervisor (Penal Code § 165)*
- *Misappropriation of public funds (Penal Code § 424)*
- *Interference with work or discipline of, or giving certain articles to prisoners (Penal Code § 2772)*
- *Interference with or giving certain articles to convicts (Penal Code § 2790)*
- *Officer making contracts in which he or she is interested (Government Code § 1097)*
- *Members of the Legislature convicted of any crime (Government Code § 9055)*
- *Corrupting the voting process (Elections Code § 18501)*
- *Convicted of a felony involving accepting, giving, or offering of any bribe, embezzlement or theft of public funds, extortion, perjury, or conspiracy to commit any such crime, except if a pardon has been granted in accordance with law (Elections Code § 20)*

Please note that in addition to the above restrictions, Government Code § 1126 prohibits any local agency official from engaging "in any employment, activity, or enterprise for compensation which is inconsistent, incompatible, in conflict with, or inimical to his or her duties as a local agency officer or employee or with the duties, functions, or responsibilities of his or her appointing power or the agency by which he or she is employed."

DEHESA SCHOOL DISTRICT

To: Members of the Board

From: Nancy Hauer

Subject: Resolution 2017-4-2
Implementing in Part and
Rescinding in Part Certificated
Layoff and Elimination of
Particular Kinds of Services
Performed by Certificated
Employees

Meeting Date: April 20, 2017

- Action
- First Reading
- Information
- Presentation
- Discussion
- Public Hearing
- Roll Call Vote Required

Background/Report:

Previously, pursuant to Education Code sections 44949 and 44955 this Board took action to effectuate a layoff of certificated employees. Administration delivered preliminary layoff notices to affected employees on or before March 15, 2017. No noticed employee requested a hearing to contest the layoff. Education Code section 44955, subdivision (c), requires final Board action and notifications to employees before May 15, unless that date is extended pursuant to Education Code section 44949, subdivision (e).

Financial Impact:

\$57,032.00 in savings

Student Impact:

The staff will continue to work diligently to provide the very best possible education for our students. It is our hope that we can limit the combination classroom to one for the 2017-2018 school year.

Recommendation:

Following discussion, it is recommended that the Board of Trustees adopt Resolution No. 2017-4-2, implementing in part and rescinding in part the certificated layoff and eliminating particular kinds of services performed by certificated employees.

Agenda Item #:VII.C.9

DEHESA SCHOOL DISTRICT
El Cajon, California
April 20, 2017

**RESOLUTION NO. 2017-4-2, IMPLEMENTING IN PART AND RESCINDING IN PART
CERTIFICATED LAYOFF AND ELIMINATION OF PARTICULAR KINDS OF
SERVICES PERFORMED BY CERTIFICATED EMPLOYEES**

April 20, 2017

Resolution Implementing in Part and
Rescinding in Part Certificated Reduction in
Force

Education Code §§ 44949 and 44955

FINAL RESOLUTION

WHEREAS, on March 9, 2017, this Board adopted Resolution No. 2017-3-3, which Resolution directed the reduction or elimination of specified particular kinds of services and a corresponding decrease in the number of certificated employees for the 2017-2018 school year;

WHEREAS, on or before March 15, 2017, the Superintendent or her designated representative served notices to the employees referenced in this Resolution, that it has been recommended that the employees' services will not be required for the 2017-2018 school year pursuant to Education Code sections 44949 and 44955;

WHEREAS, said notices advised the recipients that they could request a hearing to determine if there was cause for not reemploying them for the 2017-2018 school year, and that if they failed to timely request a hearing, that failure shall constitute a waiver of the right to a hearing and their services will accordingly be terminated pursuant to the recommendation, without a hearing;

WHEREAS, none of the recipient employees requested a hearing within the time allowed to determine if there is cause for not reemploying them for the ensuing 2017-2018 school year, waiving any rights to a hearing, and the jurisdictional and statutory prerequisites have been satisfied as to the employees as required by law;

WHEREAS, the Board has now determined it is in the best interests of the District and the pupils of the District to rescind, in part, the reductions or eliminations of particular kinds of services approved in that Resolution, and accordingly, the Board resolves that the following specified reductions or eliminations approved in Resolution No. 2017-4-2 (and attachments thereto) are hereby rescinded:

Resource Specialist 1.0 FTE

WHEREAS, other than as subject to the specified rescission above, this Board now adopts this final layoff resolution;

DEHESA SCHOOL DISTRICT

To: Members of the Board
From: Nancy Hauer
Subject: Acceptance of Contract Proposal from California School Employees Association (CSEA) and Establishment of a Public Hearing

Meeting Date: April 20, 2017

- Action
- First Reading
- Information
- Presentation
- Discussion
- Public Hearing
- Roll Call Vote Required

Background/Report:

The California School Employees Association (CSEA) submitted their initial contract bargaining proposal for the 2017-2018 school year. Regarding the 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 2017-2018 school year is attached.

Financial Impact:

Unknown at this time.

Student Impact:

None

Recommendation:

It is recommended that the Governing Board acknowledge receipt of the 2017-2018 bargaining proposal from CSEA, make it available to interested persons, and establish a public hearing regarding the proposal on May 18, at 7:00 p.m. in the multi-purpose room.

Agenda Item #:VII.D.1

**Reopener Proposal
from the
California School Employees Association (CSEA)
and its
Dehesa Chapter 663
March 17, 2017**

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 increase for all bargaining unit members.

CSEA will submit language that addresses errors in payment, both underpayments and overpayments.

ARTICLE 12: HEALTH AND WELFARE BENEFITS

Status quo except for the District shall absorb any increase in the health plans, including any increases in premiums for the term of the agreement. We would also like the district to consider increasing our Life insurance to \$20,000. Currently its \$18.00 a year for \$10,000.

New Article: Layoff and Re-employment

CSEA will submit language that addresses member's rights on layoff and re-employment.

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: Anna Buxbaum
Subject: Wellness Board Policy

Meeting Date: April 20, 2017

- Action
- First Reading
- Information
- Presentation
- Discussion
- Public Hearing
- Roll Call Vote Required

Background:

The Healthy, Hunger-Free Kids Act of 2010 (Act), required school districts to adopt a local school wellness policy that met all of the requirements outlined in Section 9A of the National School Lunch Act. Pursuant to the Act, in collaboration with the District's wellness committee and members of the community, the District is required to develop nutritional goals, provide for ongoing assessment of the goals/policy, and establish specific criteria for measuring the effectiveness of the policy.

Report:

Board Policy 5030 is attached.

Financial Impact: There is no financial impact to adopt the Wellness Policy

Student Impact: Students will benefit from the nutritional goals in the policy.

Recommendation: Administration recommends the Board waive the first reading of the policy and adopt the attached Wellness Policy as presented.

Agenda Item #:VII.E.1

Board Policy

Student Wellness

BP 5030

Students

The Governing Board recognizes the link between student health and learning and desires to provide a comprehensive program promoting healthy eating and physical activity for district students. The Superintendent or designee shall coordinate and align district efforts to support student wellness through health education, physical education and activity, health services, nutrition services, psychological and counseling services, and a safe and healthy school environment. In addition, the Superintendent or designee shall develop strategies for promoting staff wellness and for involving parents/guardians and the community in reinforcing students' understanding and appreciation of the importance of a healthy lifestyle.

- (cf. 1020 - Youth Services)
- (cf. 3513.3 - Tobacco-Free Schools)
- (cf. 3514 - Environmental Safety)
- (cf. 5131.6 - Alcohol and Other Drugs)
- (cf. 5131.61 - Drug Testing)
- (cf. 5131.62 - Tobacco)
- (cf. 5131.63 - Steroids)
- (cf. 5141 - Health Care and Emergencies)
- (cf. 5141.22 - Infectious Diseases)
- (cf. 5141.3 - Health Examinations)
- (cf. 5141.31 - Immunizations)
- (cf. 5141.32 - Health Screening for School Entry)
- (cf. 5141.6 - School Health Services)

- (cf. 6142.1 - Sexual Health and HIV/AIDS Prevention Education)
- (cf. 6164.2 - Guidance/Counseling Services)

School Health Council/Committee

The Superintendent or designee shall encourage parents/guardians, students, food service employees, physical education teachers, school health professionals, Board members, school administrators, and members of the public to participate in the development, implementation, and periodic review and update of the district's student wellness policy. (42 USC 1758b)

To fulfill this requirement, the Superintendent or designee may appoint a school health council or other district committee whose membership may include representatives of these groups. He/she also may invite participation of other groups or individuals, such as health educators, curriculum directors, counselors, before- and after-school program staff, health practitioners, and/or others interested in school health issues.

(cf. 9140 - Board Representatives)

The school health council/committee shall advise the district on health-related issues, activities, policies, and programs. At the discretion of the Superintendent or designee, the duties of the council/committee may also include the planning, implementation, and evaluation of activities to promote health within the school or community.

Goals for Nutrition, Physical Activity, and Other Wellness Activities

The Board shall adopt goals for nutrition promotion and education, physical activity, and other school-based activities that promote student wellness. (42 USC 1758b)

(cf. 0000 - Vision)

(cf. 0200 - Goals for the School District)

The district's nutrition education and physical education programs shall be based on research, shall be consistent with the expectations established in the state's curriculum frameworks and content standards, and shall be designed to build the skills and knowledge that all students need to maintain a healthy lifestyle.

(cf. 6011 - Academic Standards)

(cf. 6142.7 - Physical Education and Activity)

(cf. 6142.8 - Comprehensive Health Education)

(cf. 6143 - Courses of Study)

The nutrition education program shall include, but is not limited to, information about the benefits of healthy eating for learning, disease prevention, weight management, and oral health. Nutrition education shall be provided as part of the health education program and, as appropriate, shall be integrated into other academic subjects in the regular educational program and the before- and after-school programs.

(cf. 5148.2 - Before/After School Programs)

To reinforce the district's nutrition education program, the Board prohibits the marketing and advertising of non-nutritious foods and beverages through signage, vending machine fronts, logos, scoreboards, school supplies, advertisements in school publications, coupon or incentive programs, free give-aways, or other means.

(cf. 1325 - Advertising and Promotion)

All students shall be provided opportunities to be physically active on a regular basis. Opportunities for moderate to vigorous physical activity shall be provided through physical education and recess and may also be provided through school athletic programs, extracurricular programs, before- and after-school programs, summer learning programs, programs encouraging students to walk or bicycle to and from school, in-class physical activity breaks, and other structured and unstructured activities.

(cf. 5142.2 - Safe Routes to School Program)

(cf. 6145 - Extracurricular and Cocurricular Activities)

(cf. 6145.2 - Athletic Competition)

The Board may enter into a joint use agreement or memorandum of understanding to make district

use community facilities to expand students' access to opportunity for physical activity.

(cf. 1330.1 - Joint Use Agreements)

Professional development may be regularly offered to health education and physical education teachers, coaches, activity supervisors, food services staff, and other staff as appropriate to enhance their health knowledge and skills.

(cf. 4131 - Staff Development)

(cf. 4231 - Staff Development)

(cf. 4331 - Staff Development)

The Superintendent or designee may disseminate health information and/or the district's student wellness policy to parents/guardians through district or school newsletters, handouts, parent/guardian meetings, district and school web sites, and other communications. Outreach to parents/guardians shall emphasize the relationship between student health and academic performance.

(cf. 1100 - Communication with the Public)

(cf. 1112 - Media Relations)

(cf. 1113 - District and School Web Sites)

(cf. 1114 - District-Sponsored Social Media)

(cf. 6020 - Parent Involvement)

In order to ensure that students have access to comprehensive health services, the district may provide access to health services at or near district schools and/or may provide referrals to community resources.

The Board recognizes that a safe, positive school environment is also conducive to students' physical and mental health and thus prohibits bullying and harassment of all students, including bullying on the basis of weight or health condition.

(cf. 5131.2 - Bullying)

(cf. 5145.3 - Nondiscrimination/Harassment)

The Superintendent or designee shall encourage staff to serve as positive role models for healthy eating and physical fitness. He/she shall promote work-site wellness programs and may provide opportunities for regular physical activity among employees.

Nutritional Guidelines for Foods Available at School

For all foods available on each campus during the school day, the district shall adopt nutritional guidelines which are consistent with 42 USC 1773 and 1779 and federal regulations and which support the objectives of promoting student health and reducing childhood obesity. (42 USC 1758b)

In order to maximize the district's ability to provide nutritious meals and snacks, all district schools shall participate in available federal school nutrition programs, including the National School Lunch and School Breakfast Programs and after-school snack programs, to the extent possible. When approved by the California Department of Education, the district may sponsor a summer meal program.

(cf. 3552 - Summer Meal Program)
(cf. 3553 - Free and Reduced Price Meals)
(cf. 5141.27 - Food Allergies/Special Dietary Needs)
(cf. 5148 - Child Care and Development)
(cf. 5148.3 - Preschool/Early Childhood Education)

The Superintendent or designee shall provide access to free, potable water during meal times in the food service area in accordance with Education Code 38086 and 42 USC 1758, and shall encourage students' consumption of water by educating them about the health benefits of water and serving water in an appealing manner.

The Board believes that all foods and beverages sold to students at district schools, including those available outside the district's food services program, should support the health curriculum and promote optimal health. Nutritional standards adopted by the district for foods and beverages provided through student stores, vending machines, or other venues shall meet or exceed state and federal nutritional standards.

(cf. 3312 - Contracts)
(cf. 3554 - Other Food Sales)

The Superintendent or designee shall encourage school organizations to use healthy food items or non-food items for fundraising purposes. He/she also shall encourage school staff to avoid the use of non-nutritious foods as a reward for students' academic performance, accomplishments, or classroom behavior.

(cf. 1230 - School-Connected Organizations)

School staff shall encourage parents/guardians or other volunteers to support the district's nutrition education program by considering nutritional quality when selecting any snacks which they may donate for occasional class parties. Class parties or celebrations shall be held after the lunch period when possible.

Program Implementation and Evaluation

The Superintendent shall designate one or more district or school employees, as appropriate, to ensure that each school site complies with this policy. (42 USC 1758b)

(cf. 0500 - Accountability)
(cf. 3555 - Nutrition Program Compliance)

The Superintendent or designee shall assess the implementation and effectiveness of this policy at least once every two years.

The assessment shall include the extent to which district schools are in compliance with this policy, the extent to which this policy compares to model wellness policies available from the U.S. Department of Agriculture, and a description of the progress made in attaining the goals of the wellness policy. (42 USC 1758b)

The Board and the Superintendent or designee shall establish indicators that will be used to

Such indicators may include, but are not limited to:

1. Descriptions of the district's nutrition education, physical education, and health education curricula and the extent to which they align with state academic content standards and legal requirements
2. An analysis of the nutritional content of school meals and snacks served in all district programs, based on a sample of menus and production records
3. Student participation rates in all school meal and/or snack programs, including the number of students enrolled in the free and reduced-price meals program compared to the number of students eligible for that program
4. Extent to which foods sold on campus outside the food services program, such as through vending machines, student stores, or fundraisers, comply with nutritional standards
5. Results of the state's physical fitness test at applicable grade levels
6. Number of minutes of physical education offered at each grade span, and the estimated percentage of class time spent in moderate to vigorous physical activity
7. A description of district efforts to provide additional opportunities for physical activity outside of the physical education program
8. A description of wellness activities offered, including the number of students participating, as appropriate

The Superintendent or designee shall invite feedback on district and school wellness activities from food service personnel, school administrators, the school health council, parents/guardians, students, teachers, before- and after-school program staff, and/or other appropriate persons.

The Superintendent or designee shall inform and update the public, including parents/guardians, students, and others in the community, about the content and implementation of this policy and assessment results. (42 USC 1758b)

In addition, the assessment results may be submitted to the Board for the purposes of evaluating policy and practice, recognizing accomplishments, and making policy adjustments as needed to focus district resources and efforts on actions that are most likely to make a positive impact on student health and achievement.

Posting Requirements

Each school shall post the district's policies and regulations on nutrition and physical activity in public view within all school cafeterias or in other central eating areas. (Education Code 49432)

Each school shall also post a summary of nutrition and physical activity laws and regulations prepared by the California Department of Education.

Legal Reference:

EDUCATION CODE

33350-33354 CDE responsibilities re: physical education

49490-49494 School breakfast and lunch programs
49500-49505 School meals
49510-49520 Nutrition
49530-49536 Child Nutrition Act
49540-49546 Child care food program
49547-49548.3 Comprehensive nutrition services
49550-49561 Meals for needy students
49565-49565.8 California Fresh Start pilot program
49570 National School Lunch Act
51210 Course of study, grades 1-6
51220 Course of study, grades 7-12
51222 Physical education
51223 Physical education, elementary schools
51795-51796.5 School instructional gardens
51880-51921 Comprehensive health education
CODE OF REGULATIONS, TITLE 5
15500-15501 Food sales by student organizations
15510 Mandatory meals for needy students
15530-15535 Nutrition education
15550-15565 School lunch and breakfast programs
UNITED STATES CODE, TITLE 42
1751-1769 National School Lunch Program, especially:
1758b Local wellness policy
1771-1791 Child Nutrition Act, especially:
1773 School Breakfast Program
1779 Rules and regulations, Child Nutrition Act
CODE OF FEDERAL REGULATIONS, TITLE 7
210.1-210.31 National School Lunch Program
220.1-220.22 National School Breakfast Program
COURT DECISIONS
Frazer v. Dixon Unified School District, (1993) 18 Cal.App.4th 781

Management Resources:

CSBA PUBLICATIONS

Increasing Access to Drinking Water in Schools, Policy Brief, March 2013

Monitoring for Success: A Guide for Assessing and Strengthening Student Wellness Policies, rev. 2012

Nutrition Standards for Schools: Implications for Student Wellness, Policy Brief, rev. April 2012

Student Wellness: A Healthy Food and Physical Activity Policy Resource Guide, rev. 2012

Building Healthy Communities: A School Leader's Guide to Collaboration and Community Engagement, 2009

Safe Routes to School: Program and Policy Strategies for School Districts, Policy Brief, 2009

Physical Education and California Schools, Policy Brief, rev. October 2007

School-Based Marketing of Foods and Beverages: Policy Implications for School Boards, Policy Brief, March 2006

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

Physical Education Framework for California Public Schools, Kindergarten Through Grade Twelve, 2009

Health Framework for California Public Schools, Kindergarten Through Grade Twelve, 2003

CALIFORNIA PROJECT LEAN PUBLICATIONS

Policy in Action: A Guide to Implementing Your Local School Wellness Policy, October 2006

CENTER FOR COLLABORATIVE SOLUTIONS

Healthy Eating, Physical Activity and Food Security in Afterschool Programs, March 2010
CENTERS FOR DISEASE CONTROL AND PREVENTION PUBLICATIONS
School Health Index for Physical Activity and Healthy Eating: A Self-Assessment and Planning
Guide, 2005
FEDERAL REGISTER
Rules and Regulations, January 26, 2012, Vol. 77, Number 17, pages 4088-4167
NATIONAL ASSOCIATION OF STATE BOARDS OF EDUCATION PUBLICATIONS
Fit, Healthy and Ready to Learn, 2000
U.S. DEPARTMENT OF AGRICULTURE PUBLICATIONS
Dietary Guidelines for Americans, 2005
Changing the Scene, Improving the School Nutrition Environment: A Guide to Local Action, 2000
WEB SITES
CSBA: <http://www.csba.org>
Action for Healthy Kids: <http://www.actionforhealthykids.org>
California Department of Education, Nutrition Services Division: <http://www.cde.ca.gov/ls/nu>
California Department of Public Health: <http://www.cdph.ca.gov>
California Healthy Kids Resource Center: <http://www.californiahealthykids.org>
California Project LEAN (Leaders Encouraging Activity and Nutrition):
<http://www.californiaprojectlean.org>
California School Nutrition Association: <http://www.calsna.org>
Center for Collaborative Solutions: <http://www.ccscenter.org>
Centers for Disease Control and Prevention: <http://www.cdc.gov>
Dairy Council of California: <http://www.dairycouncilofca.org>
National Alliance for Nutrition and Activity: <http://www.cspinet.org/nutritionpolicy/nana.html>
National Association of State Boards of Education: <http://www.nasbe.org>
School Nutrition Association: <http://www.schoolnutrition.org>
Society for Nutrition Education: <http://www.sne.org>
U.S. Department of Agriculture, Food Nutrition Service, wellness policy:
<http://www.fns.usda.gov/tn/Healthy/wellnesspolicy.html>

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Office of the Assistant Secretary for Civil Rights

Washington, D.C. 20250-9410;

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(3) email: program.intake@usda.gov.

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(11/07 7/11) 4/13

Board Approved on October 13, 2016

DEHESA SCHOOL DISTRICT

To: Members of the Board
From: Nancy Hauer
Subject: First Reading New Board
Policy 3470 Debt
Issuance and
Management

Meeting Date: April 20, 2017

- Action
- First Reading
- Information
- Presentation
- Discussion
- Public Hearing
- Roll Call Vote Required

Background: Senate Bill 1029 became effective January 1, 2017 which made revisions to Government Code Section 8855(i). The new law requires that LEA's adopt local debt policies no later than 30 days prior to the sale of any debt issue. Specifically, Government Code Section 8855(i) now reads as follows:

(i)(1) The issuer of any proposed debt issue of state or local government shall, no later than 30 days prior to the sale of any debt issue, submit a report of the proposed issuance to the commission by any method approved by the commission. This subdivision shall also apply to any nonprofit public benefit corporation incorporated for the purpose of acquiring student loans. The commission may require information to be submitted in the report of proposed debt issuance that it considers appropriate. Failure to submit the report shall not affect the validity of the sale. The report of proposed debt issuance shall include a certification by the issuer that it has adopted local debt policies concerning the use of debt and that the contemplated debt issuance is consistent with those local debt policies. A local debt policy shall include all of the following:

- (A) The purpose for which the debt proceeds may be used.
- (B) The types of debt that may be issued.
- (C) The relationship of the debt to, and integration with, the issuer's capital improvement program or budget, if applicable.
- (D) Policy goals related to then issuer's planning goals and objectives.
- (E) The internal control procedures that the issuer has implemented, or will implement to ensure that the proceeds of the proposed debt issuance will be directed to the intended use.

New BP 3470 comes directly from CSBA.

Student Impact: Effective governance has a positive impact on student achievement.

Fiscal Impact: This is a policy item. There is no fiscal impact.

Recommendation: This is a First Reading of New BP 3470, Debt Issuance and Management. Action, if any, is at the discretion of the Board.

Agenda Item #:VII.E.2

Board Policy

Debt Issuance And Management

BP 3470

Business and Noninstructional Operations

Note: Government Code 8855, as amended by SB 1029 (Ch. 307, Statutes of 2016), mandates that the Governing Board adopt a debt management policy prior to issuing any debt, such as general obligation bonds, tax and revenue anticipation notes (TRANS), and certificates of participation. The policy must include (1) the purposes for which the debt proceeds may be used; (2) the types of debt that may be issued; (3) the relationship of the debt to, and integration with, the district's capital improvement program or budget, if applicable; (4) policy goals related to the district's planning goals and objectives; and (5) internal control procedures to ensure that the proceeds of the proposed debt issuance will be directed to the intended use. SB 1029 declares the intent of the Legislature that, consistent with the recommendation of the Government Finance Officers Association (GFOA), local agencies adopt comprehensive written debt management policies that are reflective of local, state, and federal laws and regulations. Districts are encouraged to consult legal counsel and their financial advisor in developing this policy. The following policy should be revised to reflect district practice.

The Governing Board is committed to long-term capital and financial planning and recognizes that the issuance of debt is a key source for funding the improvement and maintenance of school facilities and managing cash flow. Any debt issued by the district shall be consistent with law and this policy.

(cf. 3000 - Concepts and Roles)
(cf. 3460 - Financial Reports and Accountability)
(cf. 7110 - Facilities Master Plan)
(cf. 7210 - Facilities Financing)

Note: Article 16, Section 18 of California Constitution contains the basic "debt limitation" (i.e., the constraints on discretionary borrowing) applicable to school districts. Under so-called "traditional authority," a measure authorizing the issuance of general obligation bonds may be approved by two-thirds of the electorate; under Proposition 39, a measure authorizing the issuance of general obligation bonds may be approved by 55 percent of the electorate (see BP/AR 7214 - General Obligation Bonds). Lease financings, such as certificates of participation, are not considered "indebtedness" for purposes of the Constitutional debt limitation and are not subject to voter approval. For further information, see the California Debt and Investment Advisory Commission's (CDIAC) California Debt Issuance Primer.

The district shall not enter into indebtedness or liability that in any year exceeds the income and revenue provided for such year, unless two-thirds of the voters approve the obligation or one of the exceptions specified in law applies. (California Constitution, Article 16, Section 18)

When the Board determines that it is in the best interest of the district, the Board may issue debt or order an election to issue debt. The Superintendent or designee shall make recommendations to the Board regarding appropriate financing methods for capital projects or other projects that are authorized purposes for debt issuance. When approved by the Board and/or the voters as applicable, the Superintendent or designee shall administer and coordinate the district's debt issuance program and activities, including the timing of issuance, sizing of issuance, method of sale, structuring of the issue, and marketing strategies.

*****Note: Pursuant to 15 USC 78o-4 (Section 15B of Securities Exchange Act of 1934), any financial advisor retained by the district must be duly registered with both the Securities Exchange Commission (SEC) and the Municipal Securities Rulemaking Board (MSRB) and must also hold any certifications and/or licenses required by the SEC and/or MSRB.*****

The Superintendent or designee shall retain a financial advisor, municipal advisor, investment advisor, and other financial services professionals as needed to assist with the structuring of the debt issuance and to provide general advice on the district's debt management program, financing options, investments, and compliance with legal requirements. Contracts for services provided by such advisors may be for a single transaction or for multiple transactions, consistent with the contracting requirements in Education Code 17596. In the event that the district issues debt through a negotiated sale, underwriters may be selected for multiple transactions if multiple issuances are planned for the same project. In addition, the district shall select a legal team on an as-needed basis to assist with debt issuances or special projects.

(cf. 3312 - Contracts)

(cf. 3600 - Consultants)

(cf. 9270 - Conflict of Interest)

Goals

*****Note: Government Code 8855, as amended by SB 1029 (Ch. 307, Statutes of 2016), mandates that the district's debt management policy include policy goals related to the district's planning goals and objectives. The following section should be revised to reflect district goals.*****

The district's debt issuance activities and procedures shall be aligned with the district's vision and goals for providing adequate facilities and programs that support student learning and well-being. When issuing debt, the district shall ensure that it:

1. Maintains accountability for the fiscal health of the district, including prudent management and transparency of the district's financing programs
2. Attains the best possible credit rating for each debt issue in order to reduce interest costs, within the context of preserving financial flexibility and meeting capital funding requirements
3. Takes all practical precautions and proactive measures to avoid any financial decision that will negatively impact current credit ratings on existing or future debt issues

4. Maintains effective communication with rating agencies and, as appropriate, credit enhancers such as bond insurers or other providers of credit or liquidity instruments in order to enhance the creditworthiness, liquidity, or marketability of the debt
5. Monitors the district's statutory debt limit in relation to assessed valuation within the district and the tax burden needed to meet long-term debt service requirements
6. When determining the timing of debt issuance, considers market conditions, cash flows associated with repayment, and the district's ability to expend the obtained funds in a timely, efficient, and economical manner consistent with federal tax laws
7. Determines the amortization (maturity) schedule which will fit best within the overall debt structure of the district at the time the new debt is issued
8. Considers the useful lives of assets funded by the debt issue, as well as repair and replacement costs of those assets to be incurred in the future
9. Preserves the availability of the district's general fund for operating purposes and other purposes that cannot be funded by the issuance of voter-approved debt
10. Meets the ongoing obligations and accountability requirements associated with the issuance and management of debt under state and federal tax and securities laws

(cf. 0000 - Vision)

(cf. 0200 - Goals for the School District)

(cf. 7000 - Concepts and Roles)

Authorized Purposes for the Issuance of Debt

Note: Government Code 8855, as amended by SB 1029 (Ch. 307, Statutes of 2016), mandates that the district's debt management policy include the purposes for which debt proceeds may be used. The following section should be revised to reflect purposes that the Board has determined may be appropriate purposes for issuing debt in the district.

The district may issue debt for any of the following purposes:

1. To pay for the cost of capital improvements, including acquiring, constructing, reconstructing, rehabilitating, replacing, improving, extending, enlarging, and/or equipping district facilities
2. To refund existing debt
3. To provide for cash flow needs

(cf. 3100 - Budget)

(cf. 3110 - Transfer of Funds)

Pursuant to Government Code 53854, general operating costs, including, but not limited to, items normally funded in the district's annual operating budget, shall not be financed from debt payable later than 15 months from the date of issuance. The district may deem it desirable to finance cash flow requirements under certain conditions so that available resources better match expenditures within a given fiscal year. To satisfy both state constitutional and statutory constraints, such cash flow borrowing shall be payable from taxes, income, revenue, cash receipts, and other moneys attributable to the fiscal year in which the debt is issued.

Authorized Types of Debt

Note: Government Code 8855, as amended by SB 1029 (Ch. 307, Statutes of 2016), mandates that the district's debt management policy include the types of debt that may be issued. The following section should be revised to reflect the types of debt instruments authorized by the Board.

The Superintendent or designee shall recommend to the Board potential financing method(s) that result in the highest benefit to the district, with the cost of staff and consultants considered. Potential financing sources may include:

1. Short-Term Debt

- a. Short-term debt, such as tax and revenue anticipation notes (TRANS), when necessary to allow the district to meet its cash flow requirements (Government Code 53850-53858)
- b. Bond anticipation notes (BANs) to provide interim financing for capital bond projects that will ultimately be paid from general obligation bonds (Education Code 15150)
- c. Grant anticipation notes (GANs) to provide interim financing pending the receipt of grants and/or loans from the state or federal government that have been appropriated and committed to the district (Government Code 53859-53859.08)

2. Long-Term Debt

Note: The California Constitution, Article 13A, Sections 1(b)(2) and 1(b)(3), Education Code 15100-15262 and 15264-15276, and Government Code 53506-53509.5 authorize the district to issue general obligation bonds requiring either two-thirds voter approval or 55 percent voter approval, subject to specific accountability requirements. Voter-approved general obligation bonds typically provide the lowest cost of borrowing and, by providing for the levy of additional ad valorem property taxes to service the debt, do not impact the district's general fund. See BP/AR 7214 - General Obligation Bonds for requirements pertaining to the issuance of general obligation bonds.

- a. General obligation bonds for projects approved by voters (California Constitution, Article 13A, Section 1; Education Code 15100-15262, 15264-15276; Government Code 53506-53509.5)

(cf. 7214 - General Obligation Bonds)

Note: Districts may establish a community facilities district for school facility purposes in accordance with the Mello-Roos Community Facilities Act (Government Code 53311-53368.3). The boundaries of the Mello-Roos district may include the entire school district, but usually include only a portion of the district, such as an area with new housing developments. The bonds sold by the community facilities district are paid for by a special tax on the properties within that community facilities district's boundaries. See BP 7212 - Mello Roos Districts.

b. Special tax bonds issued pursuant to the Mello-Roos Community Facilities Act of 1982 (Government Code 53311-53368.3)

(cf. 7212 - Mello Roos Districts)

3. Lease financing, including certificates of participation (COPs)

a. Lease financing to fund the highest priority capital equipment purchases when pay-as-you-go financing is not feasible (Education Code 17450-17453.1)

Note: Authority for lease financings is based in part on judicial rulings finding that leases that meet certain conditions do not constitute indebtedness subject to a vote of the electorate.

b. Lease financing to fund facilities projects when there is insufficient time to obtain voter approval or in instances where obtaining voter approval is either not feasible or unavailable (Education Code 17400-17429)

4. Special financing programs or structures offered by the federal or state government, such as Qualified Zone Academy Bonds or other tax credit obligations or obligations that provide subsidized interest payments, when the use of such programs or structures is determined to result in sufficiently lower financing costs compared to traditional tax-exempt bonds and/or COPs

5. Temporary borrowing from other sources such as the County Treasurer

Note: Education Code 42133 prohibits the issuance of non-voter approved debt when the district has a qualified or negative certification regarding the district's ability to meet its fiscal obligations, except as provided below. Pursuant to Education Code 42131, a "qualified certification" indicates that the district may not meet its financial obligations for the current fiscal year and two subsequent fiscal years, and a "negative" certification indicates that the district will be unable to meet its financial obligations for the remainder of the fiscal year or the subsequent fiscal year. See BP 3460 - Financial Reports and Accountability for further information about such certifications.

COPs, TRANS, revenue bonds, or any other non-voter approved debt instrument shall not be issued by the district in any fiscal year in which the district has a qualified or negative certification, unless the County Superintendent of Schools determines, pursuant to criteria

established by the Superintendent of Public Instruction, that the district's repayment of that indebtedness is probable. (Education Code 42133)

Relationship of Debt to District Facilities Program and Budget

Note: Government Code 8855, as amended by SB 1029 (Ch. 307, Statutes of 2016), mandates that the district's debt management policy include the relationship of the debt to, and integration with, the district's capital improvement program or budget, if applicable. The following section should be revised to reflect district practice.

Decisions regarding the issuance of debt for the purpose of financing capital improvement shall be aligned with current needs for acquisition, development, and/or improvement of district property and facilities as identified in the district's facilities master plan or other applicable needs assessment, the projected costs of those needs, schedules for the projects, and the expected resources.

✓ ***Note: The following paragraph is optional.***

stay

The cost of debt issued for major capital repairs or replacements shall be evaluated against the potential cost of delaying such repairs and/or replacing such facilities.

When considering a debt issuance, the Board and the Superintendent or designee shall evaluate both the short-term and long-term implications of the debt issuance and additional operating costs associated with the new projects involved. Such evaluation may include, but is not limited to, the projected ratio of annual debt service to the tax burden on the district's taxpayers and the ratio of annual debt service secured by the general fund to general fund expenditures.

The district may enter into credit enhancement agreements such as municipal bond insurance, surety bonds, letters of credit, and lines of credit with commercial banks, municipal bond insurance companies, or other financial entities when their use is judged to lower borrowing costs, eliminate restrictive covenants, or have a net economic benefit to the financing.

Structure of Debt Issues

The district shall consider the overall impact of the current and future debt burden of the financing when determining the duration of the debt issue.

The district shall design the financing schedule and repayment of debt so as to take best advantage of market conditions, ensure cost effectiveness, provide flexibility, and, as practical, recapture or maximize its debt capacity for future use. Principal amortization will be structured to meet debt repayment, tax rate, and flexibility goals.

***Note: Education Code 15106 limits the district's total outstanding bonded debt (i.e., the principal portion only) to 1.25 or 2.5 percent of the assessed valuation of the taxable property of a non-unified and unified district, respectively. Consequently, Education Code 15106 limits the issuance of new debt when the district has total bonded indebtedness in excess of the applicable

percentage of the assessed valuation in the district. TRANs and lease payment obligations in support of COPs generally do not count against this limit except as provided in Education Code 17422.***

For new money debt issuances for capital improvements, the district shall size the debt issuance with the aim of funding capital projects as deemed appropriate by the Board, as long as the issuance is consistent with the overall financing plan, does not exceed the amount authorized by voters, and, unless a waiver is sought and received from the state, will not cause the district to exceed the limitation on debt issuances specified in the California Constitution or Education Code 15106.

To the extent practicable, the district shall also consider credit issues, market factors, and tax law when sizing the district's bond issuance. The sizing of refunding bonds shall be determined by the amount of money that will be required to cover the principal of, any accrued interest on, and any redemption premium for the debt to be paid on the call date and to cover appropriate financing costs.

Any general obligation bond issued by the district shall mature within 40 years of the issuance date or as otherwise required by law. (California Constitution, Article 16, Section 18; Government Code 53508.6)

The final maturity of equipment or real property lease obligations will be limited to the useful life of the assets to be financed but, with respect to a lease purchase of equipment, no longer than a period of 10 years. (Education Code 17452)

Method of Sale

For the sale of any district-issued debt, the Superintendent or designee shall recommend the method of sale with the potential to achieve the lowest financing cost and/or to generate other benefits to the district. Potential methods of sale include:

1. A competitive bidding process through which the award is based on, among other factors, the lowest offered true interest cost
2. Negotiated sale, subject to approval by the district to ensure that interest costs are in accordance with comparable market interest rates
3. Private placement sale, when the financing can or must be structured for a single or limited number of purchasers or where the terms of the private placement are more beneficial to the district than either a negotiated or competitive sale

Investment of Proceed

The district shall actively manage the proceeds of debt issued for public purposes in a manner that is consistent with state law governing the investment of public funds and with the permitted securities covenants of related financing documents executed by the district. Where applicable,

the district's official investment policy and legal documents for a particular debt issuance shall govern specific methods of investment of bond-related proceeds. Preservation of principal shall be the primary goal of any investment strategy, followed by the availability of funds and then by return on investment.

(cf. 3430 - Investing)

Note: Pursuant to Education Code 15146, the proceeds of the sale of bonds, exclusive of any premium received, must be deposited in the county treasury to the credit of the building fund of the district. As amended by AB 2738 (Ch. 472, Statutes of 2016), Education Code 15146 prohibits districts from withdrawing proceeds from the sale of bonds at any time for purposes of making investments outside the county treasury.

With regard to general obligation bonds, the district shall invest new money bond proceeds in the county treasury pool as required by law. (Education Code 15146)

The management of public funds shall enable the district to respond to changes in markets or changes in payment or construction schedules so as to ensure liquidity and minimize risk.

Refunding/Restructuring

Note: The following section may be revised to reflect district practice. The GFOA's Analyzing and Issuing Refunding Bonds states that a test often used to assess the appropriateness of a refunding is the achievement of a minimum net present value savings. According to the GFOA, a common threshold is that the savings, as a percentage of the refunding bonds, should be at least 3-5 percent. However, the GFOA recognizes that it may be appropriate to approve refunding that results in lower anticipated savings in some circumstances, such as when interest rates are at low levels or the time remaining to maturity is limited and thus future opportunities to achieve greater savings are not likely to occur.

The district may consider refunding or restructuring outstanding debt if it will be financially advantageous or beneficial for debt repayment and/or structuring flexibility. When doing so, the district shall consider the maximization of the district's expected net savings over the life of the debt issuance and, when using a general obligation bond to refund an existing bond, shall ensure that the final maturity of the refunding bond is no longer than the final maturity of the existing bond.

Internal Controls

***Note: Government Code 8855, as amended by SB 1029 (Ch. 307, Statutes of 2016), mandates that the district's debt management policy include the internal control procedures that the district has implemented or will implement to ensure that the proceeds of the proposed debt issuance will be directed to the intended use. Examples of internal control standards for the management of bond funds are contained in the U.S. Government Accountability Office's Internal Control System Checklist. These include factors related to the internal control environment, risk assessment, control activities, information and communications, and

monitoring. Because internal controls and accountability measures may be lengthy, districts may choose to develop an administrative regulation, exhibit, or other document that provides further details and that may be updated as needed. Also see BP 3400 - Management of District Assets/Accounts. The following section should be revised to reflect district practice.***

The Superintendent or designee shall establish internal control procedures to ensure that the proceeds of any debt issuance are directed to the intended use. Such procedures shall assist the district in maintaining the effectiveness and efficiency of operations, properly expending funds, reliably reporting debt incurred by the district and the use of the proceeds, complying with all laws and regulations, preventing fraud, and avoiding conflict of interest.

(cf. 3314 - Payments for Goods and Services)
(cf. 3400 - Management of District Assets/Accounts)

The district shall be vigilant in using bond proceeds in accordance with the stated purposes at the time such debt was incurred as defined in the text of the voter-approved bond measure.
(Government Code 53410)

When feasible, the district shall issue debt with a defined revenue source in order to preserve the use of the general fund for general operating purposes.

The district shall annually conduct a due diligence review to ensure its compliance with all ongoing obligations applicable to issuers of debt. Such a review may be conducted by general legal counsel or bond counsel. Any district personnel involved in conducting such reviews shall receive periodic training regarding their responsibilities.

In addition, the Superintendent or designee shall ensure that the district completes, as applicable, all performance and financial audits that may be required for any debt issued by the district, including disclosure requirements applicable to a particular transaction.

Records/Reports

Note: Government Code 8855 requires that the district report any proposed issuance of debt to the CDIAC at least 30 days prior to the sale of the debt issue. Typically, bond counsel will file the report on behalf of the district. As amended by SB 1029 (Ch. 307, Statutes of 2016), Government Code 8855 requires that the report include a certification that the district has adopted a debt policy and that the issuance is consistent with that policy.

At least 30 days prior to the sale of any debt issue, the Superintendent or designee shall submit a report of the proposed issuance to the California Debt and Investment Advisory Commission (CDIAC). Such report shall include a self-certification that the district has adopted a policy concerning the use of debt that complies with law and that the contemplated debt issuance is consistent with that policy. (Government Code 8855)

***Note: SB 1029 (Ch. 307, Statutes of 2016) amended Government Code 8855 to add the following requirement for an annual report of debt issuance, applicable to any final sale of debt

on or after January 21, 2017. The report covers the period from July 1 to June 30, and must be submitted electronically on a form provided by CDIAC within seven months of the end of the reporting period (January 31).***

On or before January 31 of each year, the Superintendent or designee shall submit a report to the CDIAC regarding the debt authorized, the debt outstanding, and the use of proceeds of the issued debt for the period from July 1 to June 30. (Government Code 8855)

Note: Pursuant to 17 CFR 240.15c2-12, most financings are required to have official disclosure statements which include the terms of the bond, security, risk factors, financial and operating information concerning the issuer, and background information. In addition, districts must provide ongoing disclosure in the form of annual reports and event notices pursuant to 17 CFR 240.15c2-12. Such disclosures must be made to the MSRB through its Electronic Municipal Market Access repository or any successor repository, as well as to investors and other persons or entities entitled to disclosure. For further information, see CDIAC's California Debt Issuance Primer and the GFOA's Understanding Your Continuing Disclosure Requirements.

The Superintendent or designee shall provide initial and any annual or ongoing disclosures required by 17 CFR 240.10b-5 and 240.15c2-12 to the Municipal Securities Rulemaking Board, investors, and other persons or entities entitled to disclosure, and shall ensure that the district's disclosure filings are updated as needed.

Note: 26 CFR 1.6001-1 requires districts to retain records for as long as the contents thereof are material in the administration of any internal revenue law. Records related to debt issuance may affect tax liability in both past and future tax years. In order to be consistent with specific record retention requirements, the Internal Revenue Service (IRS) publication Tax Exempt Bond FAQs Regarding Record Retention Requirements, available on the IRS web site, recommends that material records should be kept for as long as the debt is outstanding, plus three years after the final payment of the debt. Although the IRS recommendation is specific to tax-exempt bonds, districts should also retain records related to other forms debt issuance for the same length of time.

The Superintendent or designee shall maintain transaction records of decisions made in connection with each debt issuance, including the selection of members of the financing team, the structuring of the financing, selection of credit enhancement products and providers, and selection of investment products. Each transaction file shall include the official transcript for the financing, interest rates and cost of issuance on the day when the debt was sold ("final number runs"), and a post-pricing summary of the debt issue. In addition, documentation evidencing the expenditure of proceeds, the use of debt-financed property by public and private entities, all sources of payment or security for the debt, and investment of proceeds shall be kept for as long as the debt is outstanding, plus the period ending three years after the financial payment date of the debt or the final payment date of any obligations or series of bonds issued to refund directly or indirectly all of any portion of the debt, whichever is later.

The Superintendent or designee shall annually report to the Board regarding debts issued by the district, including information on actual and projected tax rates, an analysis of bonding capacity,

ratings on the district's bonds, market update and refunding opportunities, new development for California bond financings, and the district's compliance with post-issuance requirements.

Legal Reference:

EDUCATION CODE

5300-5441 Conduct of elections
15100-15262 Bonds for school districts and community college districts
15264-15276 Strict accountability in local school construction bonds
15278-15288 Citizen's oversight committees
15300-15425 School Facilities Improvement Districts
17150 Public disclosure of non-voter-approved debt
17400-17429 Leasing of district property
17450-17453.1 Leasing of equipment
17456 Sale or lease of district property
17596 Duration of contracts
42130-42134 Financial reports and certifications

ELECTIONS CODE

1000 Established election dates

GOVERNMENT CODE

8855 California Debt and Investment Advisory Commission
53311-53368.3 Mello-Roos Community Facilities Act
53410-53411 Bond reporting
53506-53509.5 General obligation bonds
53550-53569 Refunding bonds of local agencies
53580-53595.55 Bonds
53850-53858 Tax and revenue anticipation notes
53859-53859.08 Grant anticipation notes

CALIFORNIA CONSTITUTION

Article 13A, Section 1 Tax limitation

Article 16, Section 18 Debt limit

UNITED STATES CODE, TITLE 15

78o-4 Registration of municipal securities dealers

UNITED STATES CODE, TITLE 26

54E Qualified Zone Academy Bonds

CODE OF FEDERAL REGULATIONS, TITLE 17

240.10b-5 Prohibition against fraud or deceit

240.15c2-12 Municipal securities disclosure

CODE OF FEDERAL REGULATIONS, TITLE 26

1.103 Interest on state and local bonds

1.141 Private activity bonds

1.148 Arbitrage and rebate

1.149 Hedge bonds

1.6001-1 Records

Management Resources:

CALIFORNIA DEBT AND INVESTMENT ADVISORY COMMISSION PUBLICATIONS

California Debt Issuance Primer

GOVERNMENT FINANCE OFFICERS ASSOCIATION PUBLICATIONS

An Elected Official's Guide to Debt Issuance, 2nd Ed., 2016

Understanding Your Continuing Disclosure Responsibilities, Best Practice, September 2015

Investment of Bond Proceeds, Best Practice, September 2014

Selecting and Managing Municipal Advisors, Best Practice, February 2014

Debt Management Policy, Best Practice, October 2012

Analyzing and Issuing Refunding Bonds, Best Practice, February 2011

INTERNAL REVENUE SERVICE PUBLICATIONS

Tax Exempt Bond FAQs Regarding Record Retention Requirements

Tax-Exempt Governmental Bonds, Publication 4079, rev. 2016

U.S. GOVERNMENT ACCOUNTABILITY OFFICE PUBLICATIONS

Internal Control System Checklist

WEB SITES

California Debt and Investment Advisory Commission: <http://www.treasurer.ca.gov/cdiac>

Government Finance Officers Association: <http://www.gfoa.org>

Internal Revenue Service: <http://www.irs.gov>

Municipal Security Rulemaking Board, Electronic Municipal Market Access (EMMA):
<http://www.emma.msrb.org>

U.S. Government Accountability Office: <http://www.gao.gov>

U.S. Securities and Exchange Commission: <http://www.sec.gov>

DEHESA SCHOOL DISTRICT

To: Members of the Board
From: Nancy Hauer
Subject: First Reading Board
Policy and Administrative
Regulation 3311, 3311.1,
3311.2, 3311.3, 3311.4

Meeting Date: April 20, 2017

- Action
- First Reading
- Information
- Presentation
- Discussion
- Public Hearing
- Roll Call Vote Required

Background: The Board Policy and Administrative Regulations under 3311 were updated by CSBA in revised December 2016.

Report: Bids BP/AR was revised. Policy and regulation was updated to move some material into new BP/AR 3311.1 Uniform Public Construction Cost Accounting Procedures, AR 3311.2 Lease-Leaseback Contracts, AR 3311.3 Design Build Contracts, and AR 3311.4 Procurement of Technological Equipment. Regulation also revises section on "Award of Contract" to expand the exceptions to awarding contracts based on lowest responsible bidder to include lease-leaseback contracts, which are based on "best value" as defined.

Uniform Public Construction Cost Accounting Procedures BP/AR added. New policy and regulation include material formerly in BP/AR 3311-bids pertaining to requirements of the Uniform Public Construction Cost Accounting Act (UPCCAA). Policy also adds prohibition against splitting a project or purchase into smaller work orders in order to evade requirements for competitive bidding, and legal authority to suspend the UPCCAA bidding process for the replacement or repair of a school facility in cases of emergency. Regulation. The regulation also clarifies the requirement to disseminate the bid notice to the district's list of contractors. See BP 3311.1 AR 3311.1

AR added new regulation includes material formerly in BP/AR 3311- bids pertaining to requirements for awarding lease-leaseback contracts. Material significantly revised to reflect a new law (AB 2316, 2016) which no longer permits the selection of a lease- leaseback contractor without advertising, and instead requires districts to use a comprehensive "best value" selection process. See AR 3311.2

AR added a new regulation includes material formerly in BP/AR 3311- bids pertaining to requirements for awarding design-build contracts. Minor editorial changes made to clarify the process and more directly reflect law. See AR 3311.3

AR added a new regulation that includes material formerly in BP/AR 3311-bids pertaining to requirements for the "competitive negotiation" process authorized for procurement of computers, software, telecommunications equipment, microwave equipment, or other related electronic equipment or apparatus. See AR 3311.4

Financial Impact These are policy items. There is no fiscal impact.

Student Impact: Effective governance has a positive impact on student achievement.

Recommendation: This is a First Reading of New BP 3311.1, AR 3311.1, AR 3311.2, AR 3311.3, and AR 3311.4. Action, if any, is at the discretion of the Board.

Agenda Item #:VII.E.3

**DEHESA SCHOOL DISTRICT
GOVERNING BOARD POLICIES**

BUSINESS AND NONINSTRUCTIONAL OPERATIONS

Bids

BP 3311

The district shall purchase equipment, supplies and services using competitive bidding when required by law and in accordance with statutory requirements for bidding and bidding procedures. In those circumstances where the law does not require competitive bidding, the Governing Board may request that a contract be competitively bid if the Board determines that it is in the best interest of the district to do so.

When the Board has determined that it is in the best interest of the district, the Board may piggyback onto the contract of another public agency or corporation to lease or purchase equipment or supplies to the extent authorized by law.

To ensure that good value is received for funds expended, specifications shall be carefully designed and shall describe in detail the quality, delivery and service required.

To assist the district in determining whether bidders are responsible, the Board may require prequalification procedures as allowed by law and specified in administrative regulation.

DEHESA SCHOOL DISTRICT GOVERNING BOARD POLICIES

BUSINESS AND NONINSTRUCTIONAL OPERATIONS

Bids

AR 3311(a)

Advertised Bids

The district shall seek competitive bids through advertisement for contracts involving an expenditure of \$15,000 or more for a public project. (Public Contract Code 20111)

"Public project" includes construction, reconstruction, erection, alteration, renovation, improvement, painting, repainting, demolition and repair work involving a district owned, leased or operated facility. (Public Contract Code 22002)

The amount by which contracts shall be competitively bid shall escalate automatically based upon the annual adjustment by the Superintendent of Public Instruction.

Competitive bids shall be sought through advertisement for contracts exceeding \$58,900 for the following: (Public Contract Code 20111; Government Code 53060)

1. The purchase of equipment, material or supplies to be furnished, sold or leased to the district
2. Services, not including construction services, or special services and advice such as accounting, financial, legal or administrative matters
3. Repairs, including maintenance that is not a public project

"Maintenance" means routine, recurring and usual work for preserving, protecting and keeping a district facility operating in a safe, efficient and continually usable condition for the intended purpose for which it was designed, improved, constructed, altered or repaired. "Maintenance" includes, but is not limited to, carpentry, electrical, plumbing, glazing and other craft work designed to preserve the facility as well as repairs, cleaning and other operations on machinery and other permanently attached equipment. This definition does not include, among other types of work, janitorial or custodial services and protection provided by security forces, nor does it include painting, repainting or decorating other than touchup. (Public Contract Code 20115)

Unless otherwise authorized by law, contracts shall be given to the lowest responsible bidder who shall give such security as the Governing Board requires, or else all bids shall be rejected. (Public Contract Code 20111)

When letting a contract for the procurement and/or maintenance of electronic data processing systems and supporting software, the Board may contract with any one of the three lowest responsible bidders. (Public Contract Code 20118.1)

DEHESA SCHOOL DISTRICT GOVERNING BOARD POLICIES

BUSINESS AND NONINSTRUCTIONAL OPERATIONS

Bids

AR 3311(b)

The Board shall secure bids pursuant to Public Contract Code 20111 and 20112 for any transportation service expenditure of more than \$10,000 when contemplating that such a contract may be made with a person or corporation other than a common carrier, municipally owned transit system or a parent/guardian of students who are to be transported. The Board may let this contract to other than the lowest bidder. (Education Code 39802)

No work, project, service or purchase shall be split or separated into smaller work orders or projects for the purpose of evading the legal requirements of Public Contract Code 20111-20118.4 for contracting after competitive bidding. (Public Contract Code 20116)

Instructions and Procedures for Advertised Bids

The Superintendent/Principal shall call for bids by advertising in a local newspaper of general circulation published in the district or if no such paper exists then in some newspaper of general circulation, circulated in the county, at least once a week for two weeks. The notice shall state the work to be done or materials or supplies to be furnished and the time and place where bids will be opened. (Public Contract Code 20112)

The notice shall contain the time, date and location of any mandatory prebid conference, site visit or meeting. The notice shall also detail when and where project documents, including final plan and specifications, are available. Any such mandatory visit or meeting shall not occur within a minimum of five calendar days of the publication of the initial notice. (Public Contract Code 6610)

Bid instructions and specifications shall include the following requirements and information:

1. All bidders, including bidders for printing contracts, shall specify the minimum, if not exact, percentage of recycled product in the paper products offered, and both the postconsumer and secondary waste content. (Public Contract Code 12169, 12213)
2. All bids for construction work shall be presented under sealed cover and shall be accompanied by one of the following forms of bidder's security: (Public Contract Code 20107, 20111)
 - a. Cash
 - b. A cashier's check made payable to the district
 - c. A certified check made payable to the district

DEHESA SCHOOL DISTRICT GOVERNING BOARD POLICIES

BUSINESS AND NONINSTRUCTIONAL OPERATIONS

Bids

AR 3311(c)

- d. A bidder's bond executed by an admitted surety insurer and made payable to the district

The security of unsuccessful bidders shall be returned in a reasonable period of time, in no event any later than 60 days after the bid is awarded. (Public Contract Code 20111)

3. Bids shall not be accepted after the advertised bid opening time, regardless of whether the bids are actually opened at that time. (Public Contract Code 20112)
4. When two or more identical lowest or highest bids are received, the Board may determine by lot which bid shall be accepted. (Public Contract Code 20117)
5. If the district requires that the bid include prices for items that may be added to or deducted from the scope of work in the contract, depending on the availability of funds, the bid solicitation shall specify which one of the following methods will be used to determine the lowest bid. In the absence of such a specification, only the method provided in item #a, below, will be used: (Public Contract Code 20103.8)
- a. The lowest bid shall be the lowest bid price on the base contract without consideration of the prices on the additive or deductive items.
- b. The lowest bid shall be the lowest total of the bid prices on the base contract and those additive or deductive items that were specifically identified in the bid solicitation as being used for the purpose of determining the lowest bid price.
- c. The lowest bid shall be the lowest total of the bid prices on the base contract and those additive or deductive items taken in order from a specifically identified list of those items, depending on available funds as identified in the solicitation.
- d. The lowest bid shall be determined in a manner that prevents any information that would identify any of the bidders from being revealed to the public entity before the ranking of all bidders from lowest to highest has been determined.
6. Any subsequent change or alteration of a contract shall be governed by the provisions of Public Contract Code 20118.4.

DEHESA SCHOOL DISTRICT GOVERNING BOARD POLICIES

BUSINESS AND NONINSTRUCTIONAL OPERATIONS

Bids

AR 3311(d)

7. After being opened, all submitted bids become public records pursuant to Government Code 6252 and shall be made available for review pursuant to law, Board policy, and administrative regulation.

Bids Not Required

Upon a determination that it is in the best interest of the district, the Board may authorize the purchase, lease or contract for data-processing equipment, purchase materials, supplies, equipment, automotive vehicles, tractors and other personal property through a public corporation or agency ("piggyback") without advertising for bids. (Public Contract Code 20118)

Supplementary textbooks, library books, educational films, audiovisual materials, test materials, workbooks, instructional computer software packages, or periodicals may be purchased in any amount without taking estimates or advertising for bids. (Public Contract Code 20118.3)

Perishable commodities such as foodstuffs may be purchased through bid or on the open market, depending on district preference. (Education Code 38083)

In an emergency when any repairs, alterations, work or improvement to any school facility is necessary to permit the continuance of existing school classes, or to avoid danger to life or property, the Board, by unanimous vote and with the approval of the County Superintendent of Schools, may contract for labor and materials or supplies without advertising for or inviting bids. (Public Contract Code 20113)

Bids shall also not be required for day labor under circumstances specified in law. Day labor shall include the use of maintenance personnel employed on a permanent or temporary basis. (Public Contract Code 20114)

Whenever the total number of hours on the job does not exceed 350 hours, day labor may be used to erect new buildings and for the following purposes: (Public Contract Code 20114)

1. School building repairs, alterations, additions
2. Painting, repainting or decorating of school buildings
3. Repair or building of apparatus or equipment
4. Improvements on school grounds
5. Maintenance work as defined above

DEHESA SCHOOL DISTRICT GOVERNING BOARD POLICIES

BUSINESS AND NONINSTRUCTIONAL OPERATIONS

Bids

AR 3311(e)

Sole Sourcing

Specifications for contracts for construction, alteration or repair of school facilities may not limit bidding to any one product or supplier. Specifications designating a particular brand name shall list at least two brands of comparable quality or utility and follow the description with the words "or equal." (Public Contract Code 3400)

Specifications for contracts may designate a product by brand or trade name (sole sourcing) when one or more of the following conditions apply: (Public Contract Code 3400)

1. The product is designated to match others in use on a particular public improvement that has been completed or is in the course of completion.
2. One product has a unique application required to be used in the public interest.
3. Only one brand or trade name is known.
4. Upon resolution of the Board, the Board makes a finding that the item sought is the subject of a field test to determine its suitability for future use.

Prequalification Procedure

For any contract for which bids are legally required, the Board may require that each prospective bidder complete and submit a standardized questionnaire and financial statement. For this purpose, the Superintendent/Principal shall supply a form which requires a complete statement of the bidder's financial ability and experience in performing public works. Prospective bidders shall submit the questionnaire and financial statement at least five days before the date fixed for public opening of sealed bids. The information shall be verified under oath in the manner in which civil law pleadings are verified. The questionnaires and financial statements shall not be public records and shall not be open to public inspection. (Public Contract Code 20111.5)

The Superintendent/Principal shall establish a uniform system for rating bidders on the basis of completed questionnaires and financial statements in order to determine the size of contracts on which each bidder is qualified to bid. Bidders must be deemed prequalified by the district at least one day before the fixed bid-opening date. (Public Contract Code 20111.5)

The Superintendent/Principal shall furnish each qualified bidder with a standardized proposal form. Bids not presented on the standard form shall be disregarded. (Public Contract Code 20111.5)

DEHESA SCHOOL DISTRICT GOVERNING BOARD POLICIES

BUSINESS AND NONINSTRUCTIONAL OPERATIONS

Bids

AR 3311(f)

The district may establish a procedure for prequalifying bidders on a quarterly basis and may authorize that prequalification be considered valid for up to one calendar year following the date of the initial prequalification. (Public Contract Code 20111.5)

Protests by Bidders

A bidder may protest a bid award if he/she believes that the award was inconsistent with Board policy or the bid's specifications or was not in compliance with law.

A protest must be filed in writing with the Superintendent/Principal within five working days after receipt of notification of the contract award. The bidder shall submit all documents supporting or justifying the protest. A bidder's failure to timely file a protest shall constitute a waiver of his/her right to protest the award of the contract.

The Superintendent/Principal shall review the documents submitted with the bidder's claims and render a decision in writing within 30 days. The Superintendent/Principal also may convene a meeting with the bidder in order to attempt to resolve the problem.

The bidder may appeal Superintendent/Principal's decision to the Board. The Superintendent/Principal shall provide reasonable notice to the bidder of the time for Board consideration of the contract award. The Board's decision shall be final.

Board Policy

Bids

BP 3311

Business and Noninstructional Operations

Note: Pursuant to Public Contract Code 20111, public contracts for the lease or purchase of equipment, materials, supplies, or services or for "public projects," as defined, are required to be competitively bid when they involve expenditure of specified amounts.

Note: An alternative procedure for public works projects is provided pursuant to the Uniform Public Construction Cost Accounting Act (Public Contract Code 22000-22045); see BP/AR 3311.1 - Uniform Public Construction Cost Accounting Procedures. Also see AR 3311.2 - Lease-Leaseback Contracts, AR 3311.3 - Design-Build Contracts, and AR 3311.4 - Procurement of Technological Equipment for procedures applicable to those contracts.

The Governing Board is committed to promoting public accountability and ensuring prudent use of public funds. When leasing, purchasing, or contracting for equipment, materials, supplies, or services for the district, including when contracting for public projects involving district facilities, the Board shall explore lawful opportunities to obtain the greatest possible value for its expenditure of public funds. When required by law, or if the Board determines that it is in the best interest of the district, such contracts shall be made using competitive bidding.

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

(cf. 3000 - Concepts and Roles)

(cf. 3230 - Federal Grant Funds)

(cf. 3300 - Expenditures and Purchases)

(cf. 3311.1 - Uniform Public Construction Cost Accounting Procedures)

(cf. 3311.2 - Lease-Leaseback Contracts)

(cf. 3311.3 - Design-Build Contracts)

(cf. 3311.4 - Procurement of Technological Equipment)

No work, project, service, or purchase shall be split or separated into smaller work orders or projects for the purpose of evading legal requirements for competitive bidding. (Public Contract Code 20116)

Note: Requirements for competitive bidding, including notice and advertising, are specified in Public Contract Code 20110-20118.4. See the accompanying administrative regulation.

The Superintendent or designee shall establish comprehensive bidding procedures for the district in accordance with law. The procedures shall include a process for advertising bids, instructions and timelines for submitting and opening bids, and other relevant requirements.

***Note: Pursuant to Public Contract Code 20111.5, the district is permitted, but not required, to

establish prequalification procedures for any contract for which bids are legally required; see the accompanying administrative regulation. However, pursuant to Public Contract Code 20111.6, a district with average daily attendance of 2,500 or greater is required to prequalify all general contractors and electrical, mechanical, and plumbing subcontractors for public projects of \$1 million or more, if School Facilities Program funds (Education Code 17070.10-17079.30) or other future state school bonds are used.***

For award of contracts which, by law or Board policy, require prequalification, the procedures shall identify a uniform system for rating bidders on the basis of a completed questionnaire and financial statements.

(cf. 9270 - Conflict of Interest)

Note: Districts should be careful in crafting bid specifications, as a misleading specification that results in a lower bid than might have been made may make the district liable for the extra work done or expenses incurred by the contractor. In *Los Angeles Unified School District v. Great American Insurance Co.*, the California Supreme Court held in favor of a contractor who was misled by the district's nondisclosure of material information that would have affected the contractor's bid.

When calling for bids, the Superintendent or designee shall ensure that the bid specifications clearly describe in appropriate detail the quality, delivery, and service required and include all information which the district knows, or has in its possession, that is relevant to the work to be performed or that may impact the cost of performing the work.

Note: Pursuant to Public Contract Code 20111, a contract required to be put out to bid must be awarded to the lowest responsible bidder. As defined in Public Contract Code 1103, a "responsible bidder" is one who possesses the quality, fitness, capacity, and experience to satisfactorily perform the proposed work.

Note: However, a bid may be awarded to other than the lowest responsible bidder when conditions specified in law exist.

Except as authorized by law, contracts shall be let to the lowest responsible bidder who shall give such security as the Board requires, or else all bids shall be rejected. (Public Contract Code 20111)

Note: Pursuant to Public Contract Code 20118, districts may be exempt from the bidding requirements and may "piggyback" onto the bid of any public corporation or agency for specific items when the Governing Board determines it is in the best interest of the district. See the accompanying administrative regulation for a list of those items that may be leased or purchased using this procedure.

When the Board has determined that it is in the best interest of the district, the district may piggyback onto the contract of another public agency or corporation to lease or purchase any personal property to the extent authorized by law. (Public Contract Code 20118)

Legal Reference:

EDUCATION CODE

17070.10-17079.30 Leroy F. Greene School Facilities Act

17250.10-17250.55 Design-build contracts

17406 Lease-leaseback contracts

17595 Purchase of supplies through Department of General Services

17602 Purchase of surplus property from federal agencies

38083 Purchase of perishable foodstuffs and seasonable commodities

38110-38120 Apparatus and supplies

39802 Transportation services

BUSINESS AND PROFESSIONS CODE

7056 General engineering contractor

7057 General building contractor

CODE OF CIVIL PROCEDURE

446 Verification of pleadings

GOVERNMENT CODE

4217.10-4217.18 Energy conservation contracts

4330-4334 Preference for California-made materials

6252 Definition of public record

53060 Special services and advice

54201-54205 Purchase of supplies and equipment by local agencies

PUBLIC CONTRACT CODE

1102 Emergencies

1103 Definition, responsible bidder

2000-2002 Responsive bidders

3000-3010 Roofing projects

3400 Bids, specifications by brand or trade name not permitted

3410 United States produce and processed foods

4113 Prime contractor; subcontractor

6610 Bid visits

12200 Definitions, recycled goods, materials and supplies

20101-20103.7 Public construction projects, requirements for bidding

20103.8 Award of contracts

20110-20118.4 Local Agency Public Construction Act; school districts

20189 Bidder's security, earthquake relief

22000-22045 Alternative procedures for public projects (UPCCAA)

22152 Recycled product procurement

COURT DECISIONS

Los Angeles Unified School District v. Great American Insurance Co., (2010) 49 Cal.4th 739

Great West Contractors Inc. v. Irvine Unified School District, (2010) 187 Cal.App.4th 1425

Marshall v. Pasadena Unified School District, (2004) 119 Cal.App.4th 1241

Konica Business Machines v. Regents of the University of California, (1988) 206 Cal.App.3d

449

City of Inglewood-Los Angeles County Civic Center Authority v. Superior Court, (1972) 7
Cal.3d 861

ATTORNEY GENERAL OPINIONS

89 Ops.Cal.Atty.Gen. 1 (2006)

Management Resources:

WEB SITES

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

California Association of School Business Officials: <http://www.casbo.org>

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

California Department of General Services: <https://www.dgs.ca.gov>

(8/13 5/16) 12/16

Board Policy

Uniform Public Construction Cost Accounting Procedures

BP 3311.1

Business and Noninstructional Operations

Note: The following optional policy is for use by districts that elect to use an alternative procedure for awarding contracts for public works projects pursuant to the Uniform Public Construction Cost Accounting Act (UPCCAA) (Public Contract Code 22000-22045), which establishes a higher bid limit and a more informal bidding process for certain projects. See BP/AR 3311 - Bids for traditional bidding procedures pursuant to Public Contract Code 20110-20118.4.

Note: Pursuant to Public Contract Code 22032, projects of \$45,000 or less may be performed by the district's own work force, projects of \$175,000 or less may use a more informal bidding procedure as specified, and projects over \$175,000 require formal bidding procedures. See the accompanying administrative regulation for related requirements.

Note: In order to participate in the UPCCAA, Public Contract Code 22030 requires the Governing Board to adopt a resolution electing to use the UPCCAA for district contracting and to notify the State Controller of that action. In the event of a conflict with any other provision of law relative to bidding procedures, the UPCCAA shall apply for any district that has adopted a resolution and so notified the Controller. According to the California Uniform Construction Cost Accounting Commission's "Frequently Asked Questions," available on its web site, once the Board has adopted such a resolution, it can only withdraw from the UPCCAA by adopting a resolution of the election to withdraw and filing that resolution with the State Controller.

In awarding contracts for public works projects involving district facilities, the Governing Board desires to obtain the best value to the district and ensure the qualifications of contractors to complete the project in a satisfactory manner. The Board has, by resolution, adopted the procedures set forth in the Uniform Public Construction Cost Accounting Act pursuant to Public Contract Code 22030-22045, including the informal bidding procedures when allowed by law.

(cf. 3311 - Bids)

(cf. 7110 - Facilities Master Plan)

Note: The following paragraph may be revised to reflect district practice. In circumstances where the informal bidding procedure is authorized, Public Contract Code 22034 allows the Board to delegate the authority to award contracts to an appropriate district administrator. Public Contract Code 22039 allows the Board to delegate the authority to adopt plans, specifications, and working details for projects subject to formal bidding procedures.

The Board delegates to the Superintendent or designee the responsibilities to award any contract eligible for informal bidding procedures and to develop plans, specifications, and working details

for all public projects requiring formal bidding procedures.

No work, project, service, or purchase shall be split or separated into smaller work orders or projects for the purpose of evading legal requirements for competitive bidding. (Public Contract Code 22033)

Note: In electing to be subject to the UPCCAA, the district thereby agrees to follow the cost accounting procedures set forth in the Cost Accounting Policies and Procedures Manual of the California Uniform Construction Cost Accounting Commission, pursuant to Public Contract Code 22017 and 22019. According to the "Frequently Asked Questions" on the Commission's web site, districts may use the statewide Standardized Account Code Structure to comply with tracking requirements.

Projects awarded through the UPCCAA shall be subject to the cost accounting procedures established by the California Uniform Construction Cost Accounting Commission. (Public Contract Code 22030)

Emergency Actions

Note: Public Contract Code 22035 allows the district to replace or repair a school facility without going through the UPCCAA process in cases of emergency in accordance with Public Contract Code 22050. Public Contract Code 1102 defines "emergency" as a "sudden, unexpected occurrence that poses a clear and imminent danger, requiring immediate action to prevent or mitigate the loss or impairment of life, health, property, or essential public services."

When formal bids are required by law but an emergency necessitates immediate repair or replacements, the Board may, upon a four-fifths vote of the Board, proceed to replace or repair a facility without adopting plans, specifications, strain sheets, or working details or giving notice for bids to let contracts. The work may be done by day labor under the direction of the Board and/or contractor. The emergency action shall subsequently be reviewed by the Board in accordance with Public Contract Code 22050 and shall be terminated at the earliest possible date that conditions warrant, so that the remainder of the emergency action may be completed by giving notice for bids to let contracts. (Public Contract Code 1102, 22035, 22050)

(cf. 9323.2 - Actions by the Board)

Legal Reference:

PUBLIC CONTRACT CODE

1102 Definition of emergency

20110-20118.4 Local Agency Public Construction Act; school districts

22000-22020 California Uniform Construction Cost Accounting Commission

22030-22045 Alternative procedures for public projects (UPCCAA), especially:

22032 Applicability of procedures based on amount of project

22034 Informal bidding procedure

22035 Emergency need for repairs or replacement
22037-22038 Formal bidding procedures for projects exceeding \$175,000
22050 Alternative emergency procedures

Management Resources:

**CALIFORNIA UNIFORM CONSTRUCTION COST ACCOUNTING COMMISSION
PUBLICATIONS**

Cost Accounting Policies and Procedures Manual

Frequently Asked Questions

WEB SITES

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

California Association of School Business Officials: <http://www.casbo.org>

California Uniform Construction Cost Accounting Commission:

http://www.sco.ca.gov/ard_cuccac.html

Administrative Regulation

Uniform Public Construction Cost Accounting Procedures

AR 3311.1

Business and Noninstructional Operations

*****Note:** The following administrative regulation is for use when the Governing Board has adopted a resolution to use the alternative procedures of the Uniform Public Construction Cost Accounting Act (UPCCAA) (Public Contract Code 22000-22045) for awarding public works projects; see the accompanying Board policy.*******

*****Note:** According to the California Uniform Construction Cost Accounting Commission's "Frequently Asked Questions," available on its web site, a district participating in the UPCCAA is subject to other requirements of the Public Contract Code in areas where the UPCCAA is silent. See BP/AR 3311 - Bids for traditional bidding procedures pursuant to Public Contract Code 20110-20118.4.*******

*****Note:** Public Contract Code 22032 establishes the following requirements based on the amount of the public project. Pursuant to Public Contract Code 22020, the Commission reviews these monetary limits every five years and recommends to the State Controller whether they need to be adjusted. The State Controller is required to notify all public agencies of any adjustment to these limits.*******

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 \$45,000 or less may be performed by district employees by force account, negotiated contract, or purchase order. (Public Contract Code 22032)

*****Note:** Public Contract Code 22034 requires any public agency participating in UPCCAA to adopt an informal bidding ordinance, with specified components, to govern the selection of contractors to perform public projects of \$175,000 or less, as described in item #2 below. The Commission's "Frequently Asked Questions" clarify that, for school districts and other agencies that cannot legally adopt ordinances, a board policy, administrative regulation, or other legally applicable action of the board may be substituted.*******

2. Contracts for public projects of \$175,000 or less may be awarded through the following informal procedures: (Public Contract Code 22032, 22034, 22038)

a. The Superintendent or designee shall maintain a list of qualified contractors, identified according to categories of work.

b. The Superintendent or designee shall prepare a notice inviting informal bids which describes the project in general terms, explains how to obtain more information about the project,

and states the time and place for submission of bids. The notice shall be disseminated by mail, fax, or email to all contractors on the district's list for the category of work being bid, unless the product or service is proprietary, at least 10 calendar days before bids are due. In addition, the Superintendent or designee may mail, fax, or email a notice inviting informal bids to all construction trade journals identified pursuant to Public Contract Code 22036.

c. The district shall review the informal bids and award the contract, except that:

(1) If all bids received through the informal process are in excess of \$175,000, 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 \$187,500 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 \$175,000 shall, except as otherwise provided by law, be subject to formal bidding procedures, as follows: (Public Contract Code 22032, 22037, 22038)

Note: Pursuant to Public Contract Code 22037, if there is no newspaper of general circulation published in the jurisdiction of the district, the district must post the bid notice in three locations as described below. Public Contract Code 22037 requires that these locations be identified in the agency's ordinance or regulation. Item #3a(1) may be revised to include such locations.

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)

Administrative Regulation

Lease-Leaseback Contracts

AR 3311.2

Business and Noninstructional Operations

Note: The following administrative regulation addresses construction financing contracts that are commonly described as "lease-leaseback" contracts. Education Code 17406, as amended by AB 2316 (Ch. 521, Statutes of 2016), no longer permits the selection of a lease-leaseback contractor without advertising, and instead requires districts to use a comprehensive "best value" selection process. Education Code 17406, as amended, mandates that any district choosing to award a lease-leaseback contract adopt and publish procedures and guidelines for evaluating the qualifications of proposers that ensure the fair and impartial selection of the "best value" for the district. In addition, for any project that will involve the use of preconstruction services, the request for sealed proposals must require proposers to include the fee to perform the preconstruction services as part of their sealed proposal to the district. Such procedures and guidelines must include, at a minimum, the provisions specified in Education Code 17406 as reflected in the following regulation.

Note: The lease-leaseback financing method should only be used in coordination with competent technical consultants and legal counsel to ensure all legal requirements are met.

The district may lease currently owned district property to any person, firm, or corporation for a minimum of \$1 per year, as long as the lease requires the person, firm, or corporation to construct a building or buildings on the property for the district's use during the lease and the property and building(s) will vest in the district at the expiration of the lease ("lease-leaseback"). (Education Code 17406)

(cf. 3280 - Sale or Lease of District-Owned Real Property)
(cf. 3312 - Contracts)

Any lease-leaseback contract shall be awarded through a competitive "best value" procurement process whereby a person, firm, or corporation is selected on the basis of objective criteria for evaluating the qualifications of proposers, with the resulting selection representing the best combination of price and qualifications. To make this determination, the district shall use the following procedures: (Education Code 17400, 17406)

1. Request for Sealed Proposals: The Superintendent or designee shall prepare a request for sealed proposals which shall include:
 - a. An estimate of the project's price
 - b. A clear, precise description of any preconstruction services that may be required and the facilities to be constructed

- c. The key elements of the contract to be awarded
- d. A description of the format that proposals shall follow and the elements they shall contain
- e. The standards the district will use in evaluating proposals
- f. The date on which proposals are due
- g. The timetable the district will follow in reviewing and evaluating proposals

2. Notice: At least 10 days before the date for receipt of the proposals, the Superintendent or designee shall give notice of the request for sealed proposals using both of the following methods:

- a. Providing notice at least once a week for two weeks in a local newspaper of general circulation pursuant to Public Contract Code 20112
- b. Providing notice in a trade paper of general circulation published in the county where the project is located

Note: The following paragraph is optional and may be revised to reflect district practice.

The Superintendent or designee also may post the notice on the district's web site or through an electronic portal.

Note: Pursuant to Education Code 17406, the prequalification requirements for contracts that meet the criteria specified in Public Contract Code 20111.6 are also applicable to lease-leaseback contracts. Education Code 17406 requires prequalification for such projects irrespective of whether or not they are funded locally or through state sources.

3. Prequalification: A proposer shall be prequalified in accordance with Public Contract Code 20111.6(b)-(m) in order to submit a proposal. Any electrical, mechanical, and plumbing subcontractors shall be subject to the same prequalification requirements.

(cf. 3311 - Bids)

4. Evaluation Criteria: The request for sealed proposals shall identify all criteria that the district will consider in evaluating the proposals and qualifications of the proposers, including relevant experience, safety record, price proposal, and other factors specified by the district. The price proposal shall include, at the district's discretion, either a lump-sum price for the contract to be awarded or the proposer's proposed fee to perform the services requested, including the proposer's proposed fee to perform preconstruction services or any other work related to the facilities to be constructed, as requested by the district.

The request for sealed proposals shall specify whether each criterion will be evaluated on

a pass-fail basis or will be scored as part of the "best value" score, and whether proposers must achieve any minimum qualification score for award of the contract. For each scored criterion, the district shall identify the methodology and rating or weighting system that will be used by the district in evaluating the criterion, including the weight assigned to the criterion and any minimum acceptable score.

5. Evaluation of Proposals: All proposals received shall be reviewed to determine whether they meet the format requirements and the standards specified in the request for sealed proposals. The district shall evaluate the qualifications of the proposers based solely upon the criteria and evaluation methodology set forth in the request for sealed proposals, and shall assign a best value score to each proposal. Once the evaluation is complete, all responsive proposals shall be ranked from the highest best value to the lowest best value to the district.

6. Award of Contract: The award of the contract shall be made by the Governing Board to the responsive proposer whose proposal is determined, in writing by the Board, to be the best value to the district.

If the selected proposer refuses or fails to execute the tendered contract, the Board may award the contract to the proposer with the second highest best value score, if deemed in the best interest of the district. If that proposer then refuses or fails to execute the tendered contract, the Board may award the contract to the proposer with the third highest best value score.

Upon issuance of a contract award, the district shall publicly announce its award, identifying the entity to which the award is made, along with a statement regarding the basis of the award. The statement regarding the contract award and the contract file shall provide sufficient information to satisfy an external audit.

7. Rejection of Proposals: At its discretion, the Board may reject all proposals and request new proposals.

Prior to entering into a lease-leaseback agreement, the Superintendent or designee shall have on file the contractor's enforceable commitment that the contractor and its subcontractors at every tier will use a skilled and trained workforce to perform all work on the project or contract that falls within an apprenticeable occupation in the building and construction trades. (Education Code 17407.5)

Any lease-leaseback agreement shall be reviewed by the district's legal counsel to ensure that all required terms, including a lease term that provides for the district's occupancy of the building or improved property during the lease and an appropriate financing component, are included in the agreement.

(cf. 9124 - Attorney)

Legal Reference:

EDUCATION CODE

17400 Definitions

17406 Lease-leaseback contract

17407.5 Use of a skilled and trained workforce

PUBLIC CONTRACT CODE

20111.6 Prequalification procedures

20112 Notices

COURT DECISIONS

McGee v. Balfour Beatty Construction, LLC, et al. (4/12/16, No. B262850)

Davis v. Fresno Unified School District, (2015) 237 Cal.App.4th 261

Management Resources:

WEB SITES

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

California Association of School Business Officials: <http://www.casbo.org>

Administrative Regulation

Design-Build Contracts

AR 3311.3

Business and Noninstructional Operations

Note: As an alternative to the more traditional design-bid-build process (see BP/AR 3311 - Bids) or a lease-leaseback process (see AR 3311.2 - Lease-Leaseback Contracts), the district may enter into a design-build contract for a public works project in excess of \$1 million pursuant to Education Code 17250.10-17250.55. As defined by Education Code 17250.15, "design-build" means a project delivery process in which both the design and construction of a project are procured from a single entity. Education Code 17250.15 and 17250.25 provide that such contracts may be awarded to either the low bid or best value, as defined. Pursuant to Education Code 17250.50 and 17250.55, this authority applies to bid requests issued on or after July 1, 2016 and will be repealed January 1, 2025 unless legislation is enacted to delete or extend that date.

The Governing Board may approve a contract with a single entity for both design and construction of any school facility in excess of \$1,000,000, awarding the contract to either the low bid or the best value as determined by evaluation of objective criteria. (Education Code 17250.20)

(cf. 3311 - Bids)

(cf. 3312 - Contracts)

(cf. 7110 - Facilities Master Plan)

(cf. 7140 - Architectural and Engineering Services)

Design-build documents shall not include provisions for long-term project operations, but may include operations during a training or transition period. (Education Code 17250.25)

The procurement process for design-build projects shall be as follows: (Education Code 17250.25, 17250.35)

1. The district shall prepare a set of documents setting forth the scope and estimated price of the project. The documents may include, but are not limited to:
 - a. The size, type, and desired design character of the project
 - b. Performance specifications that cover the quality of materials, equipment, and workmanship
 - c. Preliminary plans or building layouts
 - d. Any other information deemed necessary to describe adequately the district's needs

The performance specifications and any plans shall be prepared by a design professional who is duly licensed and registered in California.

2. The district shall prepare and issue a request for qualifications in order to prequalify, or develop a short list of, the design-build entities whose proposals shall be evaluated for final selection. The request for qualifications shall include, but is not limited to, all of the following elements:

a. Identification of the basic scope and needs of the project or contract, the expected cost range, the methodology that will be used by the district to evaluate proposals, the procedure for final selection of the design-build entity, and any other information deemed necessary by the district to inform interested parties of the contracting opportunity

b. Significant factors that the district reasonably expects to consider in evaluating qualifications, including technical design and construction expertise, acceptable safety record, and all other non-price-related factors

c. A standard template request for statements of qualifications prepared by the district, which shall contain all of the information required pursuant to Education Code 17250.25

The district also may identify specific types of subcontractors that must be included in the statement of qualifications and proposal.

A design-build entity shall not be prequalified or short-listed unless the entity provides an enforceable commitment to the district that the entity and its subcontractors at every tier will use a skilled and trained workforce, as defined in Education Code 17250.25, to perform all work on the project or contract that falls within an apprenticeable occupation in the building and construction trades. The entity may demonstrate such commitment through a project labor agreement, by becoming a party to the district's project labor agreement, or through an agreement with the district to provide evidence of compliance on a monthly basis during the performance of the project or contract.

3. The district shall prepare a request for proposals (RFP) that invites prequalified or short-listed entities to submit competitive sealed proposals in a manner prescribed by the district. The RFP shall include the information identified in items #2a and 2b above and the relative importance or weight assigned to each of the factors. If the district uses a best value selection method for a project, the district may reserve the right to request proposal revisions and hold discussions and negotiations with responsive proposers, in which case the district shall so specify in the request for proposals and shall publish separately or incorporate into the request for proposals applicable procedures to be observed by the district to ensure that any discussions or negotiations are conducted in good faith.

4. For those projects utilizing low bid as the final selection method, the bidding process shall result in lump-sum bids by the prequalified or short-listed design-build entities, and the contract shall be awarded to the lowest responsible bidder.

5. For those projects utilizing best value as a selection method, the following procedures shall be used:

a. Competitive proposals shall be evaluated using only the criteria and selection procedures specifically identified in the request for proposals. Criteria shall be weighted as deemed appropriate by the district and shall, at a minimum, include price, unless a stipulated sum is specified; technical design and construction experience; and life-cycle costs over 15 or more years.

b. Following any discussions or negotiations with responsive proposers and completion of the evaluation process, the responsive proposers shall be ranked on a determination of value provided, provided that no more than three proposers are required to be ranked.

c. The contract shall be awarded to the responsible entity whose proposal is determined by the district to have offered the best value to the public.

d. The district shall publicly announce the contract award, identifying the entity to which the award is made and the basis of the award. This statement and the contract file shall provide sufficient information to satisfy an external audit.

Legal Reference:

EDUCATION CODE

17250.10-17250.55 Design-build contracts

Management Resources:

WEB SITES

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

California Association of School Business Officials: <http://www.casbo.org>

California Department of Education, Facilities: <http://www.cde.ca.gov/ls/fa>

Administrative Regulation

Procurement Of Technological Equipment

AR 3311.4

Business and Noninstructional Operations

Note: The following administrative regulation is optional. As an alternative to competitive bidding procedures (see BP/AR 3311 - Bids), Public Contract Code 20118.2 authorizes the issuance of a request for proposals for district procurement of electronic equipment and apparatus, with the contract being awarded to the proposal that is most beneficial to the district considering price and all other factors.

Rather than seek competitive bids, the district may use competitive negotiation when it makes a finding that a district procurement is for computers, software, telecommunications equipment, microwave equipment, or other related electronic equipment and apparatus. Competitive negotiation shall not be used to contract for any product that is available in substantial quantities to the general public. (Public Contract Code 20118.2)

(cf. 0440 - District Technology Plan)

(cf. 3230 - Federal Grant Funds)

(cf. 3311 - Bids)

(cf. 3312 - Contracts)

Whenever the competitive negotiation process is determined to be appropriate for such procurements, the district shall use the following procedures: (Public Contract Code 20118.2)

1. The Superintendent or designee shall prepare a request for proposals (RFP) that shall be submitted to an adequate number of qualified sources, as determined by the district, to permit reasonable competition consistent with the nature and requirement of the procurement.
2. Notice of the RFP shall be published at least twice in a newspaper of general circulation, at least 10 days before the date for receipt of the proposals.
3. The Superintendent or designee shall make every effort to generate the maximum feasible number of proposals from qualified sources, and shall make a finding to that effect before proceeding to negotiate if only a single response to the RFP is received.
4. The RFP shall identify all significant evaluation factors, including price, and their relative importance.
5. The Superintendent or designee shall provide reasonable procedures for the technical evaluation of the RFPs received, the identification of qualified sources, and the selection for the award of the contract.
6. The Governing Board shall award the contract to the qualified bidder whose proposal

meets the evaluation standards and will be most advantageous to the district, considering price and all other factors.

7. If the Board does not award the contract to the bidder whose proposal contains the lowest price, then the Board shall make a finding setting forth the basis for the award to another bidder.

8. The Board, at its discretion, may reject all proposals and request new RFPs.

Provisions in any contract concerning utilization of small business enterprises that are in accordance with the RFP shall not be subject to negotiation with the successful proposer. (Public Contract Code 20118.2)

Legal Reference:

PUBLIC CONTRACT CODE

20118.2 Contracting by school districts; technological equipment

DELEGATE ASSEMBLY ELECTION 2017 RESULTS

The following highlighted Delegates were elected, re-elected or appointed to the Delegate Assembly for a two-year term; April 1, 2017 – March 31, 2019. (Year = term expiration; ♦ = appointed by district; as of 3/30/17)

REGION 1 – 4 Delegates (4 elected)

Director: Jennifer Owen (Fort Bragg USD)

Subregion 1-A (Del Norte, Humboldt)

Donald McArthur (Del Norte County USD), 2019

Lisa Ollivier (Eureka City SD), 2018

Subregion 1-B (Lake, Mendocino)

Taja Odom (Kelseyville USD), 2018

County: David Browning (Lake COE), 2019

REGION 2 – 4 Delegates (4 elected)

Director: Sherry Crawford (Siskiyou COE)

Subregion 2-A (Modoc, Siskiyou, Trinity)

Gregg Gunkel (Siskiyou Union HSD), 2019

Subregion 2-B (Shasta)

Teri Vigil (Fall River Joint USD), 2019

Subregion 2-C (Lassen, Plumas)

Dwight Pierson (Plumas County & USD), 2018

County: Brenda Duchi (Siskiyou COE), 2018

REGION 3 – 8 Delegates (8 elected)

Director: A.C. (Tony) Ubalde (Vallejo City USD)

Subregion 3-A (Sonoma)

Ron Kristof (Santa Rosa City Schools), 2019

Cassandra Maitlen-Jones (Bennett Valley Union SD), 2018

Subregion 3-B (Napa)

Indira Lopez (Calistoga Joint USD), 2019

Subregion 3-C (Solano)

Michele (Shelley) Dally (Vacaville USD), 2018

Diane Ferrucci (Benicia USD), 2019

David Isom (Fairfield-Suisun USD), 2019

Subregion 3-D (Marin)

Vacant, 2018

County: Herman Hernandez (Sonoma COE), 2019

REGION 4 – 8 Delegates (8 elected)

Director: Paige Stauss (Roseville Joint Union HSD)

Subregion 4-A (Glenn, Tehama)

Rod Thompson (Red Bluff Jt. Union HSD), 2018

Subregion 4-B (Butte)

Judith Peters (Paradise USD), 2019

Subregion 4-C (Colusa, Sutter, Yuba)

Paul Broughton (Yuba City USD), 2019

Jim Flurry (Marysville Joint USD), 2018

Subregion 4-D (Nevada, Placer, Sierra)

Julann Brown (Auburn Union ESD), 2019

Linda Campbell (Nevada Joint Union HSD), 2019

Rence Nash (Eureka Union SD), 2018

County: Suzanne Jones (Placer COE), 2018

REGION 5 – 10 Delegates (7 elected/3 appointed ♦)

Director: Alisa MacAvoy (Redwood City ESD)

Subregion 5-A (San Francisco)

Emily Murase (San Francisco County USD) ♦, 2019

Rachel Norton (San Francisco County USD) ♦, 2019

Shamann Walton (San Francisco County USD) ♦, 2018

Subregion 5-B (San Mateo)

Chelsea Bonini (San Mateo-Foster City SD), 2018

Davina Drabkin (Burlingame ESD), 2019

Carrie Du Bois (Sequoia Union HSD), 2019

Marc Friedman (San Mateo Union HSD), 2018

Kevin Martinez (San Bruno Park ESD), 2019

Kalimah Salahuddin (Jefferson Union HSD), 2018

County: Beverly Gerard (San Mateo COE), 2019

REGION 6 – 19 Delegates (12 elected/7 appointed ♦)

Director: Darrel Woo (Sacramento City USD)

Subregion 6-A (Yolo)

Jackie Wong (Washington USD), 2018

Subregion 6-B (Sacramento)

Michael A. Baker (Twin Rivers USD) ♦, 2019

Ellen Cochrane (Sacramento City USD) ♦, 2018

Pam Costa (San Juan USD) ♦, 2019

Craig DeLuz (Robla ESD), 2018

John Gordon (Galt Joint Union ESD), 2019

Jay Hansen (Sacramento City USD) ♦, 2019

James Hendricks (Arcohe Union ESD), 2018

Susan Heredia (Natomas USD), 2019

Lisa Kaplan (Natomas USD), 2019

Crystal Martinez-Alire (Elk Grove USD) ♦, 2019

Mike McKibbin (San Juan USD) ♦, 2018

JoAnne Reinking (Folsom-Cordova USD), 2018

Rebecca Sandoval (Twin Rivers USD), 2019

Edward (Ed) Short (Folsom-Cordova USD), 2019

Bobbie Singh-Allen (Elk Grove USD) ♦, 2018

Subregion 6-C (Alpine, El Dorado, Mono)

Misty DiVittorio (Placerville Union ESD), 2018

Suzanna George (Rescue Union ESD), 2019

County: Greg Geeting (Sacramento COE), 2018



DELEGATE ASSEMBLY ELECTION 2017 RESULTS

REGION 7 – 20 Delegates (15 elected/5 appointed) ♦
Director: Anne White (Livermore Valley USD)

Subregion 7-A (Contra Costa)

- Elizabeth (Liz) Bettis (Walnut Creek ESD), 2019
- Elizabeth Block (West Contra Costa USD) ♦, 2018
- Laura Canciamilla (Pittsburg USD), 2018
- Craig Cheslog (Acalanes Union HSD), 2019
- Linda K. Mayo (Mt. Diablo USD) ♦, 2019
- Kathi McLaughlin (Martinez USD), 2018
- Raymond Valverde (Liberty Union HSD), 2018

RUN-OFF TIE BETWEEN

- Madeline Kronenberg (West Contra Costa USD)
- Yolanda C. Pena Mendrek (Liberty Union HSD)
- De Shawn Woolridge (Pittsburg USD)

Subregion 7-B (Alameda)

- Valerie Arkin (Pleasanton USD), 2018
- Desrie Campbell (Fremont USD), 2018
- Ann Crosbie (Fremont USD) ♦, 2019
- Jamie Hintzke (Pleasanton USD), 2018
- Beatriz Leyva-Cutler (Berkeley USD), 2019
- Jody London (Oakland USD) ♦, 2019
- William McGee (Hayward USD), 2019
- Amy Miller (Dublin USD), 2018
- Diana J. Prola (San Leandro USD), 2019
- Nancy Thomas (Newark USD), 2019
- Rosie Torres (Oakland USD) ♦, 2018
- County: Fatima Alleyne (Contra Costa COE), 2019**

REGION 8 – 14 Delegates (12 elected/2 appointed) ♦
Director: Matthew Balzarini (Lammersville Joint USD)

Subregion 8-A (San Joaquin)

- Kathleen Garcia (Stockton USD) ♦, 2019
- Kathy Howe (Manteca USD), 2018
- George Neely (Lodi USD), 2019
- Christopher (Kit) Oase (Ripon USD), 2019
- Angela Phillips (Stockton USD), 2018
- Jenny Van De Pol (Lincoln USD), 2018
- Vacant, 2018

Subregion 8-B (Amador, Calaveras, Tuolumne)

- Zerrall McDaniel (Calaveras USD), 2019

Subregion 8-C (Stanislaus)

- Faye Lane (Ceres USD), 2018
- Cynthia Lindsey (Sylvan Union ESD), 2019
- Paul Wallace (Neman-Crows Landing USD), 2019

Subregion 8-D (Merced)

- Adam Cox (Merced City ESD), 2019
- Greg Opinski (Merced Union HSD), 2018
- County: Juliana Feriani (Tuolumne COE), 2018**

REGION 9 – 8 Delegates (8 elected)
Director: Tami Gunther (Atascadero USD)

Subregion 9-A (San Benito, Santa Cruz)

- Phil Rodriguez (Soquel Union ESD), 2018
- Deborah Tracy-Proulx (Santa Cruz City Schools), 2018
- George Wylie (San Lorenzo Valley USD), 2019

Subregion 9-B (Monterey)

- Lila Cann (Salinas Union HSD), 2019
- Rita Patel (Carmel USD), 2018

Subregion 9-C (San Luis Obispo)

- Mark Buchman (San Luis Coastal USD), 2018
- Vicki Meagher (Lucia Mar USD), 2019
- County: Janet Wohlgemuth (Monterey COE), 2019**

REGION 10 – 15 Delegates (11 elected/4 appointed) ♦
Director: Susan Markarian (Pacific Union ESD)

Subregion 10-A (Madera, Mariposa)

- Barbara Bigelow (Chawanakee USD), 2019

Subregion 10-B (Fresno)

- Daniel Babshoff (Kerman USD), 2019
- Darrell Carter (Washington USD), 2018
- Gilbert Coelho (Firebaugh-Las Deltas USD), 2018
- Valerie Davis (Fresno USD) ♦, 2019
- Brian Heryford (Clovis USD) ♦, 2019
- William (Bill) Johnson (Clay ESD), 2019
- Marcy Masumoto (Sanger USD), 2019
- Carol Mills (Fresno USD) ♦, 2018
- Elizabeth (Betsy) Sandoval (Clovis USD) ♦, 2018
- Norman Saude (Sierra USD), 2018
- Kathy Spate (Caruthers USD), 2019

Vacant, 2018

Subregion 10-C (Kings)

- Karen Frey (Corcoran Joint USD), 2018
- County: Sara Wilkins (Madera COE), 2018**

REGION 11 – 9 Delegates (9 elected)
Director: Suzanne Kitchens (Pleasant Valley SD)

Subregion 11-A (Santa Barbara)

- Jack C. Garvin (Santa Maria Joint Union HSD), 2018
- Luz Reyes-Martin (Goleta Union SD), 2019

Subregion 11-B (Ventura County and Las Virgenes USD)

- John Andersen (Conejo Valley USD), 2018
- Vianey Lopez (Hueneme ESD), 2018
- Christina (Tina) Urias (Santa Paul USD), 2019
- John Walker (Ventura USD), 2019

Vacant, 2018

Vacant, 2018

- County: Mark Lisagor (Ventura COE), 2019**



California School Boards Association

DELEGATE ASSEMBLY ELECTION 2017 RESULTS

REGION 12 – 13 Delegates (11 elected/2 appointed) ⬠

Director: Bill Farris (Sierra Sands USD)

Subregion 12-A (Tulare)

Peter Lara, Jr. (Porterville USD), 2018

Cathy Mederos (Tulare Joint Union HSD), 2019

Dean Sutton (Exeter USD), 2019

Lucia Vazquez (Visalia USD), 2018

Subregion 12-B (Kern)

Pamela (Pam) Baugher (Bakersfield City SD), 2019

Jeff Flores (Kern Union HSD) ⬠, 2019

Tim Johnson (Sierra Sands USD), 2019

Phillip Peters (Kern Union HSD) ⬠, 2018

Geri Rivera (Arvin Union SD), 2019

Keith Wolaridge (Panama-Buena Vista Union SD), 2019

Vacant, 2018

Vacant, 2018

County: Donald P. Cowan (Kern COE), 2018

REGION 15 – 27 Delegates (18 elected/9 appointed) ⬠

Director: Meg Cutuli (Los Alamitos USD)

County: Orange

Alfonso Alvarez (Santa Ana USD) ⬠, 2019

Valerie Amezcua (Santa Ana USD) ⬠, 2018

Dana Black (Newport-Mesa USD), 2018

Lauren Brooks (Irvine USD), 2018

Carrie Buck (Placentia-Yorba Linda USD), 2019

Bonnie Castrey (Huntington Beach Union HSD), 2019

Jeff Cole (Anaheim ESD), 2019

Ian Collins (Fountain Valley ESD), 2019

Lynn Davis (Tustin USD), 2018

Judy Franco (Newport-Mesa USD), 2018

Karin Freeman (Placentia-Yorba Linda USD), 2019

Al Jabbar (Anaheim Un. HSD), 2019

Gila Jones (Capistrano USD) ⬠, 2019

Candice (Candi) Kern (Cypress ESD), 2018

Martha McNicholas (Capistrano USD) ⬠, 2018

Lan Nguyen (Garden Grove USD) ⬠, 2018

Annemarie Randle-Trejo (Anaheim Union HSD) ⬠, 2018

Teri Rocco (Garden Grove USD) ⬠, 2019

Rosemary Saylor (Huntington Beach City ESD), 2018

Francine Scinto (Tustin USD), 2018

Michael Simons (Huntington Beach Union HSD), 2018

Robert A. Singer (Fullerton Joint Union HSD), 2019

Suzie R. Swartz (Saddleback Valley USD), 2019

Sharon Wallin (Irvine USD) ⬠, 2018

Dolores Winchell (Saddleback Valley USD), 2019

VACANT Appointment (Saddleback Valley USD) ⬠, 2019

County: John (Jack) Bedell (Orange COE), 2019

REGION 16 – 20 Delegates (15 elected/5 appointed) ⬠

Director: Karen Gray (Silver Valley USD)

Subregion 16-A (Inyo)

Susan Patton (Lone Pine USD), 2019

Subregion 16-B (San Bernardino)

Niccole Childs (Hesperia USD), 2018

Tom Courtney (Lucerne Valley USD), 2019

Barbara J. Dew (Victor Valley Union HSD), 2018

Gwen Dowdy-Rodgers (San Bernardino City USD) ⬠, 2019

Barbara Flores (San Bernardino City USD) ⬠, 2018

Peter Garcia (Fontana USD) ⬠, 2019

Margaret Hill (San Bernardino City USD), 2019

Sylvia Orozco (Chino Valley USD) ⬠, 2019

Caryn Payzant (Alta Loma ESD), 2018

Barbara Schneider (Helendale SD), 2018

Matt Slowik (Fontana USD) ⬠, 2018

Jane Smith (Yucaipa-Calimesa Joint USD), 2018

Wilson So (Apple Valley USD), 2019

Eric Swanson (Hesperia USD), 2019

Kathy A. Thompson (Central ESD), 2019

Charles Uhalley (Chaffey Joint Union HSD), 2019

Donna West (Redlands USD), 2018

Vacant, 2018

County: Mark Sumpter (San Bernardino COE), 2018

REGION 17 – 24 Delegates (18 elected/6 appointed) ⬠

Director: Katie Dexter (Lemon Grove SD)

County: San Diego

Elvia Aguilar (South Bay Union SD), 2018

Barbara Avalos (National SD), 2018

Richard Barrera, (San Diego USD) ⬠, 2019

Leslie Ray Bunker (Chula Vista ESD), 2019

Brian Clapper (National SD), 2018

Gelia Cook (Lakeside Union SD), 2019

Beth Hergesheimer (San Dieguito Union HSD), 2019

Claudine Jones (Carlsbad USD), 2018

Michael McQuary (San Diego USD) ⬠, 2018

Tamara Otero (Cajon Valley Union SD), 2019

Dawn Perfect (Ramona USD), 2019

Eduardo Reyes (Chula Vista ESD), 2018

Barbara Ryan (Santee SD), 2019

Debra Schade (Solana Beach ESD), 2018

Nicholas Segura (Sweetwater Union HSD) ⬠, 2018

Charles Sellers (Poway USD) ⬠, 2019

Louis Smith (Coronado USD), 2019

Arturo Solis (Sweetwater Union HSD) ⬠, 2019

Marla Strich (Encinitas Union ESD), 2018

Sharon Whitchurst-Payne (San Diego USD) ⬠, 2019

Vacant, 2018

Vacant, 2018

Vacant, 2018

County: Guadalupe Gonzalez (San Diego COE), 2019

DELEGATE ASSEMBLY ELECTION 2017 RESULTS

REGION 18 – 21 Delegates (16 elected/5 appointed) ⬠

Director: Jerry Bowman (Menifee Union ESD)

Subregion 18-A (Riverside)

Alfredo Andrade (Banning USD), 2019
 Bruce N. Dennis (Riverside COE), 2019
 Kenneth Dickson (Murrieta Valley USD), 2019
 Tom Elliott (Perris ESD), 2018
 Robert Garcia (Jurupa USD), 2019
 Tom Hunt (Riverside USD) ⬠, 2019
 Cleveland (CJ) Johnson (Moreno Valley USD) ⬠, 2019
 Wendy Jonathan (Desert Sands USD), 2018
 Marla Kirkland (Val Verde USD), 2018
 Susan Lara (Beaumont USD), 2018
 Patricia Lock-Dawson (Riverside USD) ⬠, 2018
 John Norman (San Jacinto USD), 2019
 Kristi Rutz-Robbins (Temecula Valley USD), 2019
 Susan (Sue) Scott (Lake Elsinore USD), 2018
 Mary Helen Ybarra (Corona-Norco USD) ⬠, 2019
 John Zickefoose (Corona-Norco USD) ⬠, 2018
 Vacant, 2018

Subregion 18-B (Imperial)

Ralph Fernandez (Brawley Union HSD), 2019
 Diahna Garcia-Ruiz (Heber ESD), 2019
 Gloria Santillan (Brawley ESD), 2018
 County: Susan Manger (Imperial COE), 2018

REGION 20 – 12 Delegates (11 elected/1 appointed) ⬠

Director: Albert Gonzalez (Santa Clara USD)

County: Santa Clara

Frank Biehl (East Side Union HSD), 2018
 Cynthia Chang (Los Gatos-Saratoga Jt. Union HSD), 2018
 Danielle Cohen (Campbell Union SD), 2019
 Pamela Foley (San Jose USD) ⬠, 2019
 Anjali Kausar (Cupertino Union SD), 2019
 Bonnie Mace (Evergreen ESD), 2019
 Joe Mitchner (Mountain View-Los Altos Un. HSD), 2018
 Reid Myers (Sunnyvale SD), 2019
 Andres Quintero (Alum Rock Union ESD), 2019
 George Sanchez (Franklin-McKinley ESD), 2019
 Vacant, 2018

County: Rosemary Kamei (Santa Clara COE), 2018

REGION 21 – 7 Delegates (0 elected/ 7 appointed) ⬠

Director: George McKenna (Los Angeles USD)

County: Los Angeles

Monica Garcia (Los Angeles USD) ⬠, 2017
 Monica Ratliff (Los Angeles USD) ⬠, 2017
 Ref Rodriguez (Los Angeles USD) ⬠, 2020
 Scott Schmerelson (Los Angeles USD) ⬠, 2020
 Richard Vladovic (Los Angeles USD) ⬠, 2020
 Steven Zimmer (Los Angeles USD) ⬠, 2017
 County: Douglas Boyd (Los Angeles COE) ⬠, 2018

REGION 22 – 6 Delegates (6 elected)

Director: Keith Giles (Lancaster ESD)

Los Angeles County: North Los Angeles

Susan Christopher (Castaic Union SD), 2018
 John Curiel (Westside Union ESD), 2019
 Steven DeMarzio (Westside Union ESD), 2018
 R. Michael Dutton (Antelope Valley Union HSD), 2019
 Nancy Smith (Palmdale ESD), 2018
 Steven M. Sturgeon (William S. Hart Union HSD), 2019

REGION 23 – 15 Delegates (13 elected/2 Appointed) ⬠

Director: Xilonin Cruz-Gonzalez (Azusa USD)

Los Angeles County: San Gabriel Valley & East Los Angeles

Subregion 23-A

Suzie Abajian (South Pasadena USD), 2019
 Adele Andrade-Stadler (Alhambra USD), 2019
 Bob Bruesch (Garvey ESD), 2018
 Gregory Krikorian (Glendale USD), 2018
 Gary Scott (San Gabriel USD), 2018

Subregion 23-B

Jessica Ancona (El Monte City SD), 2019
 Anthony Duarte (Hacienda La Puente USD), 2018
 Helen Hall (Walnut Valley USD), 2019
 Gino (J.D.) Kwok (Hacienda La Puente USD) ⬠, 2018

Subregion 23-C

Steven Llanusa (Claremont USD), 2018
 Christina Lucero (Baldwin Park USD), 2019
 Eileen Miranda Jimenez (West Covina USD), 2019
 Roberta Perlman (Pomona USD) ⬠, 2019
 Camie Poulos (West Covina USD), 2018
 Paul Solano (Bassett USD), 2018

REGION 24 – 16 Delegates (14 elected/2 Appointed) ⬠

Director: Donald E. LaPlante (Downey USD)

Los Angeles County: Southwest Crescent

Darryl Adams (Norwalk-La Mirada USD), 2019
 Leighton Anderson (Whittier Union HSD), 2018
 Jan Baird (South Whittier ESD), 2019
 Paul Gardiner (East Whittier City ESD), 2018
 Margie Garrett (Compton USD), 2018
 Vivian Hansen (Paramount USD), 2019
 Megan Kerr (Long Beach USD) ⬠, 2019
 Eugene Krank (Hawthorne SD), 2018
 Jose Lara (El Rancho USD), 2019
 Sylvia V. Macias (South Whittier ESD), 2018
 John McGinnis (Long Beach USD) ⬠, 2018
 Karen Morrison (Norwalk-La Mirada USD), 2018
 Ann M. Phillips (Lawndale ESD), 2018
 Ana Valencia (Norwalk-La Mirada USD), 2019
 Vacant, 2018
 Vacant, 2019



March 23, 2017

Certification of Compliance

Ms. Nancy Hauer
Dehesa School District
4612 Dehesa Road
El Cajon, CA 92019

Project: DEHESA ELEMENTARY SCHOOL
Application #: 04-115393
File Id #: 37-17
Scope: Construction of 2-Shade Structures

Dear Ms. Nancy Hauer:

The Department of General Services' records indicate that the construction of the referenced project has been completed in accordance with design documents approved by the Department, and that all the Verified Reports covering the construction have been received. Therefore, the Department of General Services Certifies as follows:

This project is in compliance with California State regulations as to the safety of design and construction of public schools, and for the accommodation of persons with disabilities.

As stated in our letter approving the plans and specifications for this project, the Department does not review design documents or construction for compliance with the electrical, mechanical, or plumbing regulations. It is the responsibility of the professional consultants named on the application to verify compliance with appropriate parts of the California Building Code, and to submit Verified Reports documenting compliance.

Sincerely,

Chester "Chet" Widom, FAIA
State Architect
Division of the State Architect
CW: sc

cc: Director of Facilities
Architect/Engineer - William Magnuson
File