

**AGENDA FOR REGULAR MEETING
OF THE BOARD OR TRUSTEES**

ENCINITAS UNION SCHOOL DISTRICT
101 South Rancho Santa Fe Road
Encinitas, California 92024



Welcome to the meeting of the Encinitas Union School District Board of Trustees!

CLOSED SESSION

The Board will meet in Closed Session to consider matters of litigation, employee negotiations, student discipline, employee grievances, personnel qualifications, or real estate negotiations authorized by the Brown Act. A report of action(s) taken in Closed Session will be presented as an item on the Public Session Agenda.

PUBLIC COMMENT

Members of the audience may address the Board of Trustees on items that are within the Board's subject matter jurisdiction. Speaking time is limited to three (3) minutes per speaker with a maximum of fifteen (15) minutes per topic. Persons wishing to address the Board should submit to the Executive Assistant to the Superintendent, prior to the meeting, a blue Public Comment card available on the information table.

If the item is on the Board Agenda, please place the item number on the blue Public Comment card. You will be called upon, when the item is addressed by the Board; or, if the item is not on the agenda, you will be called upon by the Board President during the Public Comment section. Please address the Board of Trustees from the podium by first stating your name and address.

In accordance with the Brown Act, no action may be taken by the Board on non-agenda items; however, the Board may 1) acknowledge receipt of the information; 2) refer the matter to staff for further study; or 3) place the item on a future agenda.

CONSENT ITEMS

All matters listed under consent are those in which the Board has previously deliberated or are considered routine items of business. An administrative recommendation for each item is contained in the agenda item description. There will be no separate discussion of these items prior to the time the Board of Trustees votes on the motion unless members of the Board, staff, or public request specific items to be discussed or pulled from the Consent Items. To address an item on the consent calendar, please follow the procedure described under Public Comment.

PUBLIC INSPECTION OF DOCUMENTS

In compliance with Government Code § 54957.5, non-exempt writings that are distributed to a majority or all of the board in advance of a meeting or less than 72 hours prior to the meeting, may be viewed at the district office, 101 So. Rancho Santa Fe Road, Encinitas, CA 92024 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 Elizabeth Wallace, 760 944-4300, ext. 1111.

AMERICANS WITH DISABILITIES ACT

In compliance with the Americans with Disabilities Act, if you need special assistance, disability-related modifications, or accommodations, including auxiliary aids or services, in order to participate in the public meetings of the District's Board of Trustees, please contact the Superintendent's Office at (760) 944-4300, Extension 1111. Notification 72 hours prior to the meeting will enable the District to make the necessary arrangements to ensure accommodation and accessibility to this meeting.

**AGENDA FOR REGULAR MEETING
OF THE BOARD OR TRUSTEES**

ENCINITAS UNION SCHOOL DISTRICT
101 South Rancho Santa Fe Road
Encinitas, California 92024

March 11, 2014

CLOSED SESSION – 6:00 P.M.
PUBLIC SESSION – 6:30 p.m.

AGENDA

(A copy of the agenda is available online at www.eusd.net prior to the close of business on the Friday preceding the meeting. A printed copy may also be obtained at the District Office in compliance with Government Code 54957.5, agenda-related documents that have been distributed to the Board less than 72 hours prior to the board meeting are available for inspection at the District Office.)

1. CALL TO ORDER

- 2. ROLL CALL:** Mrs. Emily Andrade
Mrs. Maureen “Mo” Muir
Mrs. Carol Skiljan
Mr. Gregg Sonken
Mrs. Marla Strich

3. CLOSED SESSION

4. RECONVENE – PUBLIC SESSION

(Courtesy reminder: Please set all cell phones to vibrate or turn off.)

5. OPENING FUNCTIONS

a. PLEDGE OF ALLEGIANCE

b. WELCOME TO THE PUBLIC – Mrs. Marla Strich, Board President

c. SUPERINTENDENT’S REPORT

The purpose of this item is to allow the Superintendent to report on activities and achievements of the District’s staff and students during the recent weeks.

d. APPROVAL OF AGENDA

e. APPROVAL OF MINUTES OF REGULAR MEETING OF FEBRUARY 11, 2014 AND THE SPECIAL MEETINGS OF FEBRUARY 18 AND FEBRUARY 25, 2014.

6. PRESENTATIONS**a. OLIVENHAIN PIONEER REPORT**

Principal of Olivenhain Pioneer Dr. Beth Cameron will share the work in the area of service learning and environmental sustainability as students are empowered to be the change our world needs. The presentation will highlight the charitable work of Olivenhain Pioneer's compassionate and empathetic citizens of Olivenhain Pioneer.

7. INFORMATION**a. UPDATE ON PACIFIC VIEW**

Superintendent Dr. Timothy Baird will update the Board on the status in the process of the sale of the Pacific View property. Dr. Baird will further provide an overview of the efforts the District has taken relating to the Pacific View property since its closing in 2003.

b. DISTRICT ENGLISH LANGUAGE ADVISORY COMMITTEE REPORT

Dr. Nancy Dianna Jones, Administrator of Special Programs, and DELAC President Angelica Stinson, will be presenting information on current programs and services for English learners, parent workshops and the results of the English learner district-wide needs assessment. In addition, recommendations on goals for the 2014-15 school year will be presented.

8. PUBLIC COMMENT – Non-Agenda Items

Members of the audience may address the Board of Trustees on items not on the agenda that are within the Board's subject matter jurisdiction. Speaking time is limited to three (3) minutes per speaker with a maximum of fifteen (15) minutes per topic. Persons wishing to address the Board should complete and submit, prior to the meeting, a blue Public Comment card available on the information table. (See agenda cover page for instructions.)

9. ACTION ITEMS**a. PROPOSED MODERNIZATION/GREEN UPGRADE PROJECT AT MISSION ESTANCIA**

Architect Annie Rosenthal with OBR Architects will present on proposed recommendations to the modernization and Green upgrade projects at Mission Estancia.

Action Recommended: Approve proposed recommendations to the modernization project at Mission Estancia.

9. ACTION ITEMS (continued)**b. APPROVAL OF BUDGET GUIDELINES FOR 2014-2015**

The Board of Trustees will review the updated Budget Guidelines for 2014-2015.

Action Recommended: Approve Budget Guidelines for 2014-2015.

c. CERTIFICATION OF FINANCIAL POSITION AT 2nd INTERIM FOR FISCAL YEAR 2013-14

AB 2861 requires that a certification be made by county superintendents and governing boards of school districts bi-annually as the fiscal solvency of the districts. The certification is based on estimated projections and other pertinent information regarding the district's financial status, and a positive certification means that the district will be able to meet its financial obligations for the current fiscal year and two subsequent fiscal years. The 2nd Interim Report (form 011 Series) is the "Certification of Financial Position."

Action Recommended: Certify financial position at 2nd Interim for Fiscal Year 2013-2014.

d. APPROVE COLLECTIVE BARGAINING AGREEMENT BETWEEN THE TEACHERS OF ENCINITAS AND THE ENCINITAS UNION SCHOOL DISTRICT FOR THE YEARS JULY 1, 2013 THROUGH JUNE 30, 2016

Contract negotiations between the Teachers of Encinitas (TOE) and the Encinitas Union School District have been completed. Both parties agree to maintain the provisions of the current collective bargaining agreement with changes as outlined in the agenda item.

Action Recommended: Approve Collective Bargaining Agreement between the Classified of Encinitas and the Encinitas Union School District.

e. APPROVE THE COLLECTIVE BARGAINING AGREEMENT BETWEEN THE CLASSIFIED OF ENCINITAS AND THE ENCINITAS UNION SCHOOL DISTRICT FOR THE YEARS JULY 1, 2013 THROUGH JUNE 30, 2016

Contract negotiations between the Classified of Encinitas (COE) and the Encinitas Union School District have been completed. Both parties agree to maintain the provisions of the current collective bargaining agreement with changes as outlined in the agenda item.

Action Recommended: Approve a salary increase for Management in Encinitas Union School District.

9. ACTION ITEMS (continued)

- f. **APPROVE A SALARY INCREASE FOR MANAGEMENT IN ENCINITAS UNION SCHOOL DISTRICT**

The district has agreed to a 2.5% salary increase with Teachers of Encinitas (TOE) and Classified of Encinitas (COE). The district recommends the same salary increase for Management in EUSD, 2.5% retroactive to July 1, 2013.

Action Recommended: Approve a salary increase for Management in Encinitas Union School District.

- g. **APPROVE THE RECLASSIFICATION OF THE FOLLOWING POSITIONS; COMMUNITY LIAISON ASSISTANT-BILINGUAL, PUPIL PERSONNEL SERVICES PROGRAM ASSISTANT, ACCOUNTING ASSISTANT-ASPIRE/ENRICHMENT, AND OFFICE MANAGERS**

The District researched and reviewed eleven (11) other like positions in the County of San Diego and, after careful consideration and negotiations with the Classified of Encinitas (COE), has determined that these positions should be upgraded as detailed in agenda item.

Action Recommended: Approve reclassifications of classified positions as identified.

- h. **APPROVAL OF REVISED JOB DESCRIPTIONS FOR RECLASSIFIED POSITIONS: PUPIL PERSONNEL SERVICES PROGRAM ASSISTANT AND ACCOUNTING ASSISTANT-ASPIRE/ENRICHMENT.**

The job descriptions for both the Pupil Personnel Services Program Assistant and Accounting Assistant for the Aspire Program have been revised in the process of the reclassifications of these positions.

Action Recommended: Approve job descriptions for Pupil Personnel Services Program Assistant and Accounting Assistant – Aspire/Enrichment Program.

- i. **APPROVAL FOR THE CONSOLIDATED APPLICATION REPORTING (CARS) FOR CATEGORICAL FUNDING**

The application has two parts, Winter collection and Spring Collection. This is the Winter data collection and indicates the budgets for each of the state and Federal Categorical Programs that Encinitas Union School District applied for: (Title I Part A, Title II Part A, Title III Part A, EIA and EIA LEP).

Action Recommended: Approve Consolidated Application Reporting (CARS) for Categorical Funding.

9. ACTION ITEMS (continued)**j. RATIFICATION OF TITLE III IMPROVEMENT PLAN**

Local educational agencies (LEAs) and consortia that have failed to meet Title III Annual Measurable Achievement Objectives (AMAOs) for two consecutive years are required to develop an Improvement Plan that will ensure the LEA or consortia will meet AMAOs in the future. In November 2013, EUSD was notified that the district had not made the AMAO 3 target for English learners scoring proficient for two consecutive years (mathematics in 2011-12 and ELA in 2012-13.) The district leadership team with principal, teacher and parent input developed the required Title III Improvement Plan over several months.

Action Recommended: Ratification of Title III Improvement Plan.

k. APPROVAL OF RECOMMENDED CANDIDATE FOR DIRECTOR OF CHILD NUTRITION

The Superintendent will share the background and experience of the recommended candidate Jennifer McNeil for the position of Director of Child Nutrition. Ms. McNeil is a registered dietician and has a strong school food service background together with farm to cafeteria experience.

Action Recommended: Approval of Jennifer McNeil for the position of Director of Child Nutrition effective March 17, 2014.

l. ACCEPTANCE OF GIFTS

The Board of Trustees officially accepts gifts and donations on behalf of the district in accordance with Education Code 42032 and Board Policy 3290. The board greatly appreciates the generous support of our parent and community organizations that give of their time and money in support of public education. The Board recognizes that many of the donations are intended for specific programs and services at selected schools and will honor that request provided the donations are aligned to the district's vision and policies, and comply with state and federal law.

Action Recommended: Accept donations received by the district in support of the educational programs and services provided through the schools and authorize the superintendent to send a written letter of appreciation to the donor on behalf of the Board of Trustees.

10. CONSENT ITEMS**a. APPROVAL OF CONSENT ITEMS**

All matters listed under Consent are those on which the Board has previously deliberated or which can be classified as routine items of business. An administrative recommendation for each item is contained in the agenda supplements. There will be no separate discussion of these items prior to the time the Board of Trustees votes on the motion unless members of the Board, staff, or public request specific items to be discussed or pulled from the Consent Items. To address an item on the consent calendar, please follow the procedure described under Public Input.

Action Recommended: Approve Consent Items 10-a through 10-n.

ROLL CALL VOTE: Members Andrade, Muir, Skiljan, Sonken, Strich

Business Services Consent**b. FINANCIAL REPORT**

Financial reports are made to the Board of Trustees on a monthly basis so that the Board is kept informed of the financial activities of the District.

Action Recommended: Accept and review monthly financial report.

c. ENROLLMENT REPORT

Enrollment Reports are made to the Board of Trustees on a monthly basis so that the Board is kept informed as to enrollment patterns of the district.

Action Recommended: Accept and review monthly financial report.

d. RATIFICATION OF PURCHASE ORDERS

A listing of all purchase orders shall be submitted to the Governing Board per Education Code Section 17605. The issuance of purchase orders requires ratification by the Board on a monthly basis.

Action Recommended: Ratify and approve purchase orders issued from February 1, 2014 through February 28, 2014 in the amount of \$721,776.24.

e. RATIFICATION OF REVOLVING CASH

Payments from the Revolving Cash Fund at Mission Federal Credit Union are made to vendors when expeditious payment is required, in conformance with Education Code 42800.5.

Action Recommended: Ratify payments to vendors from the Revolving Cash Fund at Mission Federal Credit Union in the amount of \$0 from February 1, 2014 through February 28, 2014.

10. CONSENT ITEMS (continued)

f. RATIFICATION OF PAYMENT WARRANTS

Issuance of warrants requires ratification by the Board on a monthly basis.

Action Recommended: Ratify issuance of payment warrants 12-274961 through 12-284496 in the amount of \$721,681.89 from February 1, 2014 through February 28, 2014.

g. APPROVAL OF OUT OF STATE CONFERENCE TRAVEL

It is recommended that the Board of Trustees approve the out-of-state travel for Superintendent Dr. Timothy Baird. Dr. Baird has been invited to present at the Yoga In Schools (YIS) Symposium, April 23-25, 2014 in Stockbridge, Massachusetts with all expenses covered. The conference provides an opportunity to meet with school leaders and researchers to share the positive impact being seen through yoga programs being implemented in schools.

Action Recommended: Approve Dr. Timothy Baird's attendance at the YIS Symposium in Stockbridge, Massachusetts.

h. APPROVAL OF REVISION TO CHANGE ORDERS FOR PARK DALE LANE

It is recommended that the Board of Trustees approve a revision to change order #12 approved on February 25, 2014 to reflect a credit of \$4,273.33 for work at Park Dale Lane.

Action Recommended: Approve revision to change order #12 for Park Dale Lane.

i. APPROVAL OF CHANGE ORDERS FOR ADDITIONAL WORK AT PARK DALE LANE

It is recommended that the Board of Trustees approve the following change orders for additional work at Park Dale Lane.

Action Recommended: Approve change orders for additional work at Park Dale Lane.

10. CONSENT ITEMS (continued)**j. NOTICE OF COMPLETION – Bid NO. B- 2157 – PARK DALE LANE**

The work has been completed and approved by the District's Facilities Director, Gerard Devitt. Pursuant to Civil Code §3093, we must file a Notice of Completion with the County Recorder's office upon completion of a project.

Action Recommended: Approve Notice of Completion – Bid No. 2157.

Educational Services Consent**k. APPROVAL TO OPERATE THE SPECIAL EDUCATION EXTENDED YEAR PROGRAM**

The extended school year for our Special Education students will operate from Monday, June 30th, 2014 through Friday, July 25th, 2014 at Flora Vista. The hours will be from 8:15am – 11:45am each day.

Action Recommended: Approval to operate the special education extended year program.

Administrative Services Consent**l. CERTIFICATED PERSONNEL**

Items relating to leave requests, hirings, resignations, retirements, salary schedules and mileage adjustments, job descriptions, contracts, reclassifications, evaluations, terminations and like personnel actions for certificated and certificated management personnel are covered herein.

Action Recommended: Approve and/or ratify recommended personnel actions.

m. CLASSIFIED/CLASSIFIED MANAGEMENT PERSONNEL

Items relating to leave requests, hirings, resignations, retirements, salary schedules and mileage adjustments, reclassification, terminations and like personnel actions for classified, classified confidential, and classified supervisory personnel and job descriptions are covered herein.

Action Recommended: Approve and/or ratify recommended personnel actions.

11. BOARD/SUPERINTENDENT COMMUNICATIONS

General written and oral communications and discussion to include appropriate or timely Reports by Board or Superintendent on matters relating to: Strategic Planning, Encinitas Educational Foundation, Legislative Action Committee, North Coastal Consortium Special Education, California School Board Association, Upcoming Projects, Current Activities, Curriculum Updates, Business and Facilities Updates, Personnel Updates, Instructional Materials Updates, Goals and Objectives, Conference Reports, Interagency Agreements and Activities, Committee Reports and written communications.

12. CLOSED SESSION (If Required)**13. ADJOURNMENT****14. 2013-2014 BOARD MEETING SCHEDULE OF AGENDA ITEMS**

A schedule of agenda items for the 2014 can be accessed at the link below. This schedule reflects the recurring items as required for legal compliance and scheduled school and departmental presentations, however, is subject to change as needed.

2014 Board Agenda Schedule

SCHEDULED BOARD MEETINGS
January 21, 2014
February 11, 2014
March 11, 2014
April 29, 2014
May 20, 2014
June 10, 2014
June 24, 2014*
July 8, 2014*
August 19, 2014
September 16, 2014
October 14, 2014
November 11, 2014
December 9, 2014
*If needed

AGENDA ITEM: # 6-e

District Target: LEGAL COMPLIANCE

- ☒ Action
- ☐ Consent Calendar
- ☐ First Reading
- ☐ Information
- ☐ Presentation
- ☐ Public Hearing
- ☐ Roll Call Vote Required

Subject: APPROVAL OF MINUTES

Background: The Board of Trustees must review and approve the minutes from scheduled meetings in order for the minutes to be considered official.

Attachments: Minutes from the regular meeting of the February 11, 2014 and the special meetings of February 18 and February 25, 2014.

Fiscal Impact: None

Recommendation: Minutes from the meeting of February 11, 2014 and the special meetings of February 18 and February 25, 2014.

Prepared by: Elizabeth A. Wallace, Executive Assistant

Submitted by: Timothy B. Baird, Ed.D., Superintendent

MOTION BY:

SECONDED BY:

ENCINITAS UNION SCHOOL DISTRICT
81 South Rancho Santa Fe Road
Encinitas, California 82024
BOARD OF TRUSTEES
February 11, 2014

The meeting was Called to Order by President Marla Strich at 6:08 p.m.	CALL TO ORDER
Members Present: Mrs. Skiljan, Mrs. Andrade, Mrs. Strich, Mrs. Muir Members Absent: Mr. Sonken	
The Board of Trustees convened to Closed Session: Public Employee Discipline/Dismissal/Release, Government Code §54857.	CLOSED SESSION
At 6:30 p.m. the Board reconvened to public session.	PUBLIC SESSION
The flag salute was led by Paul Ecke Central student Grace Wheeler.	FLAG SALUTE
Board President Marla Strich reported that the Board approved the non-re-election of temporary employee no. 507138 effective February 27, 2014 by the following vote: AYES: Members Muir, Strich, Skiljan, Andrade; ABSENT: Member Sonken; NOES: None.	REPORT OF CLOSED SESSION
Superintendent Dr. Tim Baird shared the following Good News with the Board: <ul style="list-style-type: none">• Dr. Baird shared that the District was officially nominated by the California Department of Education as a National Green Ribbon District.• Seven of our eligible schools have been selected for validation visits for California Distinguished School designation. Congratulations to Capri, El Camino Creek, Flora Vista, La Costa Heights, Mission Estancia, Ocean Knoll and Olivenhain Pioneer.• Paul Eke Central Principal Adriana Chavarin received a note of thanks from student for the support and encouragement she received over the five months she was at PEC.• Park Dale Lane Principal Jodi Greenberger received a note of appreciation from a parent sharing how fortunate her family felt to have their children as students at Park Dale Lane.• Principal Jodi Greenberger received a note of appreciation from a parent for all the support received at their child's IEP meeting.• We have many successful alumni and our students at La Costa Heights were fortunate to have alumni Katrina Schaber a para-olympic present at an assembly with Channel 6 and 8 televising.• The District landscaping staff at Flora Vista received a surprise visit while working on the school garden from some kindergarten children wanting to thank them for all the work they do to make their garden so beautiful.	GOOD NEWS
Moved by Mrs. Andrade, seconded by Mrs. Skiljan, the Board of Trustees unanimously approved the agenda.	APPROVAL OF AGENDA
Moved by Mrs. Andrade, seconded by Mrs. Skiljan, the Board of Trustees approved the minutes of the regular meeting of January 21, 2014 and the Special Meeting of February 3, 2014.	APPROVAL OF MINUTES
Paul Ecke Central Principal Adriana Chavarin, together with Sue Liesegang and noon duty supervisor Chris Andrade provided an overview of character education program they are developing and the success with a decrease in lunchtime referral being tracked.	PAUL ECKE CENTRAL

Dr. Nancy Dianna Jones introduced Wendy Morris representing the Assistance League of Rancho San Dieguito along with President Roberta Waterman, Vice President of Programs Valerie Thatcher. The Assistance League presented the District with a donation of \$3,000.00 in support of camp scholarships for students. The Board and Superintendent shared their deep gratitude for this generous donation and for all the League does on behalf of the children of the Encinitas Union School District.

ASSISTANCE
LEAGUE
DONATION

Moved by Mrs. Skiljan, seconded by Mrs. Andrade, the Board of Trustees approved the school capacity report for 2014-2015 as presented by Mr. John Britt. Mr. Britt shared that the district continues to have classroom capacity based on present and projected enrollment.

APPROVAL OF
THE AGENDA

Moved by Mrs. Andrade, seconded by Mrs. Skiljan, the Board of Trustees unanimously approved the job description for Community Liaison Assistant – Bilingual – Second Reading.

APPROVAL OF
MINUTES

Moved by Mrs. Andrade, seconded by Mrs. Skiljan, the Board of Trustees voted for the following candidates for 2014 California School Board Association Delegate Assembly Region 17: Barbara Avalos, National School District, Marissa Bejarano, Chula Vista School District, Katie Dexter, Lemon Grove School District, Adrienne Hakes, Oceanside USD, Elizabeth Jaka, Vista School District, Dawn Ovrom, Coronado, Mary Petrek, San Marcos Unified School District, Richard Smith, Bonsall Union School District.

DELEGATE
ASSEMBLY VOTE

Moved by Mrs. Andrade, seconded by Mrs. Skiljan, the Board of Trustees gratefully accepted the following donations: for Capri: cash for field trip buses from the PTA; for Flora Vista: cash for playground equipment from PTA; for Ocean Knoll: cash for school programs from PTA, cash for Healthy Day from San Diego Association of Governments, cash for 6th grade scholarships from PTA; for Olivenhain Pioneer: cash for teacher grant from The San Diego Foundation, for Park Dale Lane: cash for water wise garden benches from Leucadia Waste Water District, cash for Science from EEF; for Paul Ecke Central: Field Trip grant from Scholarship America, School as a Garden Grant from Paul & Magdalena Ecke Poinsettia Foundation.

ACCEPTANCE OF
DONATIONS

Moved by Mrs. Andrade, seconded by Mrs. Skiljan, and unanimously carried, the Board of Trustees approved the following consent items:

CONSENT ITEMS

- 8-b Presentation of monthly financial report.
- 8-c Presentation of monthly enrollment report.
- 8-d Ratification of purchase orders in the amount of \$344,173.22.
- 8-e Ratification of revolving cash in the amount of \$2,000.00 from January 1, 2014 through January 31, 2014.
- 8-f Approval of warrants 12-63472 through 12-274100 in the amount of \$761,092.48.
- 8-g Resolution 9-1314 Requesting Credit Services from Mission Federal Credit Union.
- 8-h Resolution 10-1314 Authorizing Signers on Mission Federal Credit Union account.
- 8-i Resolution 11-1314 Designating Authorized agents to receive mail and pick up warrants at the County Office of Education.
- 8-j Resolution 12-1314 Designating Authorized Agent to sign payroll payment order.
- 8-k Approval to bid Mission Estancia Green Project.
- 8-l Approval to bid Olivenhain Pioneer Green Project.
- 8-m Approval to bid Paul Ecke Central Green Project.
- 8-n Authorization to approve contracts for special education services.

- 8-o Certificated/Certificated Confidential/Certificated Supervisory: Hiring: Betsy Orozco; Approval of Probationary Status: Julie Alexander, Susie Castillo, Susan Chamberlain, Cherice Davis, Vanessa Forsythe, Shauna George, Michelle Giaquinto, Callie Greer, Maritza Ham, Jennifer Hori Inaba, Alana Howell, Carolyn Jogoleff-Olstad, Jennifer Edgmon, Ashley Smithey, Marleigh Sonken, Christine Usher, Yolanda Wagner; Compensated/Uncompensated Leaves of Absence: Erin Ferguson; At-Will Employees: Christa Holder, Diamant Shaw Winter.
- 8-p Classified/Classified Confidential/Classified Supervisory: Hirings: Jennifer McGuire, Jamie Harris, Instructional Assistants Specialized Care, Food Service Assistant Michelle Korando; Compensated/Uncompensated Leave: Sandra Galicia, Denise Kirby; Resignations: Sherrie Baxter, Hannah Hughes.

ROLL CALL VOTE

AYES: Members Andrade, Skiljan, Strich, Muir
NOES: None
ABSENT: Member Sonken

The meeting adjourned at 7:38 p.m.

ADJOURNMENT

Emily Andrade, Clerk

Timothy B. Baird, Ed.D., Secretary

ENCINITAS UNION SCHOOL DISTRICT

101 South Rancho Santa Fe Road
Encinitas, California 92024

BOARD OF TRUSTEES

SPECIAL MEETING

February 18, 2014

<p>The meeting was Called to Order by President Marla Strich at 3:05 p.m.</p> <p>Members Present: Mrs. Skiljan, Mrs. Strich, Mr. Sonken, Mrs. Andrade, Mrs. Muir Members Absent: None</p> <p>The flag salute was led by Board President Marla Strich.</p> <p>Ms. Kathleen Lindeman, 518 So. Ridge Court, Leucadia, CA addressed the Board stating she was representing neighbors, requesting they do not sell the Pacific View property.</p> <p>At 3:10 p.m. the Board convened to Closed Session.</p> <p>The Board of Trustees convened to Closed Session at 6:00 p.m. Property Negotiations/All Interested Parties (Pacific View APN 258-15-122), Conference with Property Negotiators, Agency Negotiator: Dr. Timothy Baird, Legal Counsel Tyree Dorward, Best, Best & Krieger, Government Code § 54956(a); Conference with Labor Negotiators: Agency Negotiators: Assistant Superintendent Angelica Lopez, Employee Organization: Teachers of Encinitas (TOE), Government Code § 54957.6.</p> <p>At 4:15 p.m. the Board reconvened to Open Session. Board President Marla Strich reported that the Board by consensus agreed to amending terms of the bid for the Pacific View property as follows:</p> <p>CONDITIONAL/OPTION OFFER subject to the condition that the property be rezoned by the District to residential with close of escrow to occur within eighteen (18) months of the opening of escrow, as further described in the Purchase and Sale Agreement. If rezoning does not occur, District reserves unilateral right to extend escrow period an additional eighteen (18) months to secure rezoning.</p> <p>Mrs. Strich requested that upon the staff work with legal counsel refining wording to change in terms.</p> <p>At 4:15 p.m. the meeting was adjourned.</p>	<p>CALL TO ORDER</p> <p>FLAG SALUTE</p> <p>AFFORDABLE HEALTH CARE ACT</p> <p>BUDGET REPORT</p> <p>CLOSED SESSION</p> <p>REPORT OF ACTION IN CLOSED SESSION</p> <p>ADJOURNMENT</p>
<hr/> <p>Emily Andrade, Clerk Board of Trustees</p>	<hr/> <p>Timothy B. Baird, Ed.D. Superintendent</p>

ENCINITAS UNION SCHOOL DISTRICT

101 South Rancho Santa Fe Road
Encinitas, California 92024

BOARD OF TRUSTEES

SPECIAL MEETING

February 25, 2014

The meeting was Called to Order by President Marla Strich at 3:35 p.m.	CALL TO ORDER
Members Present: Mrs. Skiljan, Mrs. Strich, Mrs. Andrade, Mrs. Muir Members Absent: Mr. Sonken	
The flag salute was led by Board Member Maureen Muir.	FLAG SALUTE
At 3:40 p.m. the Board convened to Closed Session.	
The Board of Trustees convened to Closed Session at p.m. Property Negotiations/All Interested Bidders (Pacific View APN 258-15-122), Conference with Property Negotiators, Agency Negotiator: Dr. Timothy Baird, Legal Counsel Tyree Dorward, Best, Best & Krieger, Government Code 54956 (a).	CLOSED SESSION
At 4:10 p.m. the Board reconvened to Open Session. Board President Marla Strich reported that the Board agreed by consensus to revising the amendment made on February 18, 2014 to the terms of the bid for the Pacific View property as follows:	REPORT OF ACTION IN CLOSED SESSION
<u>RE-ZONING PURCHASE.</u> The bidder may submit a bid price conditioned upon the potential re-zoning of the property to residential (DR-15) within and escrow period of up to thirty-six months with bidder required to close escrow within a period of sixty (60) days after re-zoning to DR-15 is actually finalized. The District further has the unilateral option to extend the escrow period for an additional period of time if necessary to complete the rezoning. Any bidder submitting a bid price on this option shall also be required to make a payment to the District of a non-refundable deposit/option payment of \$200,000, upon execution of the purchase agreement. The District agrees that it is committed to making every effort in the rezoning process.	
Moved by Mrs. Andrade, seconded by Mrs. Skiljan, the Board of Trustees unanimously	
At 4:10 p.m. the meeting was adjourned.	ADJOURNMENT
Emily Andrade, Clerk Board of Trustees	Timothy B. Baird, Ed.D. Superintendent

District Target: Legal Compliance

- ☒ Action
- ☐ Consent Calendar
- ☐ First Reading
- ☐ Information
- ☐ Presentation
- ☐ Public Hearing
- ☐ Recognition
- ☐ Roll Call Vote Required

Subject: PROPOSED MODERNIZATION /GREEN UPGRADE PROJECT AT MISSION ESTANCIA

Background: Architects Annie Rosenthal and Chris Bittner with OBR Architects will present on proposed recommendations to the modernization and Green upgrade projects at Mission Estancia.

Recommendation: Approve proposed modernization/green upgrade project at Mission Estancia.

Fiscal Impact: TBD

Attachments: None

Prepared by: Timothy B. Baird, Ed.D., Superintendent

Submitted by: Timothy B. Baird, Ed.D., Superintendent

District Target: LEGAL COMPLIANCE

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

Subject: APPROVAL OF BUDGET GUIDELINES FOR 2014-2015

Background: The Board of Trustees will review the updated Budget Guidelines for 2014-2015.

Fiscal Impact: None

Recommendation: It is recommended that the Board of Trustees approve the Budget Guidelines for the 2014-15 school year.

Prepared by: Timothy Baird, Ed.D., Superintendent

Submitted by: Timothy Baird, Ed.D., Superintendent

MOTION BY:

SECONDED BY:



THE BOARD OF TRUSTEES GUIDELINES FOR DEVELOPMENT OF THE 2014-2015 BUDGET

1. Maintain highest quality of services to children possible throughout the budget process. Consider feasibility as well as desirability of recommendations.
2. Correlate the District's program spending with the District's goals, targets and Local Control and Accountability Plan.
3. Balance the District Budget with as little deficit financing as possible.
4. Develop alternative means for providing basic required services at a lower cost using a variety of creative approaches, including major restructuring of systems where appropriate.
5. Solicit input from the learning community through various sources.
6. Develop a budget based upon careful analysis of District's needs and projected increases and/or decreases in revenues and/or in the costs of services such as: Special Education transportation, utilities, technology, insurance, postage, lease agreements, debt repayment, employee salary schedule adjustment, and retirement contributions, or other benefits mandated by law.
7. Make every effort to see that fee-based and categorical programs are self-supporting.
8. Communicate to the community the quality educational product being delivered by the Encinitas Union School District in a cost-effective manner.
9. Make the budget development and management process as transparent as possible for staff and community. Recognizing that the budget is a constantly moving target, provide frequent "budget snapshots" to all stakeholders that shows changes in year over year revenues and expenditures, projected deficit spending amounts (if any), state funding changes, and district reserves.

District Target: LEGAL COMPLIANCE

- ☒ Action
- ☐ Consent
- ☐ First Reading
- ☐ Information
- ☐ Presentation
- ☐ Public Hearing
- ☐ Recognition
- ☐ Roll Call Vote Required

Subject: CERTIFICATION OF FINANCIAL POSITION AT 2nd INTERIM FOR FISCAL YEAR 2013-14

Background: AB 2861 requires that a certification be made by county superintendents and governing boards of school districts bi-annually as the fiscal solvency of the districts. The certification is based on estimated projections and other pertinent information regarding the district's financial status, and a positive certification means that the district will be able to meet its financial obligations for the current fiscal year and two subsequent fiscal years. The 2nd Interim Report is the "Certification of Financial Position."

Attachments: 2nd Interim Report

Fiscal Impact: None

Recommendation: Approve the 2nd Interim Report as a Positive Certification.

Prepared by: John Britt, Asst Superintendent Business Services

Submitted by: Timothy B. Baird, Ed.D., Superintendent

MOTION BY:

SECONDED BY:

**ENCINITAS UNION SCHOOL DISTRICT
DISTRICT BUDGET FOR SCHOOL YEAR 2013-14**

UNRESTRICTED GENERAL FUND

Revenues, Expenditures, and Changes in Fund Balance

Second Interim Report

	Original Budget	Board Approved Budget	Actuals To Date	Projected Year Totals
Revenues				
State Aid	269,653	1,075,011	1,187,848	1,075,011
Education Protection Account	1,006,127	1,006,127	530,278	1,006,127
Spec. Ed. ADA Transfer	(596,789)	(596,789)	0	(596,789)
Property Tax	35,219,630	35,503,310	20,058,421	35,503,310
Total LCFF/Revenue Limit Sources	35,898,621	36,987,659	21,776,547	36,987,659
Federal Revenues	0	0	0	0
Other State Revenues	585,329	594,124	380,009	594,124
Other Local Revenues	843,578	3,378,382	3,443,644	3,420,669
Transfers In	435,000	1,052,945	617,945	1,052,945
Other Sources/Uses	0	0	0	0
Cont to Restricted	(4,604,064)	(4,514,614)	0	(4,514,614)
Total Revenues	33,158,464	37,498,496	26,218,145	37,540,783
Expenditures				
Certificated Salaries	19,479,568	19,667,265	11,193,109	19,667,265
Classified Salaries	3,886,337	3,886,337	2,319,134	3,886,337
Employee Benefits	7,392,979	7,460,407	4,104,970	7,460,407
Books/Supplies	868,513	3,370,829	488,483	3,391,174
Services, Other Operating Serv.	4,022,910	5,807,139	3,077,741	5,829,081
Capital Outlay	44,838	44,838	27,573	44,838
Direct Support/Indirect Cost	(447,974)	(447,974)	(461,876)	(447,974)
Other Outgo	0	0	0	0
Transfers Out	0	0	0	0
Total Expenditures	35,247,171	39,788,841	20,749,135	39,831,128
Changes in Fund Balance	(2,088,707)	(2,290,345)	5,469,011	(2,290,345)
Beginning Balance	8,271,547	8,271,547		8,271,547
Ending Balance	6,182,840	5,981,202		5,981,202

**ENCINITAS UNION SCHOOL DISTRICT
DISTRICT BUDGET FOR SCHOOL YEAR 2013-14**

RESTRICTED GENERAL FUND

Revenues, Expenditures, and Changes in Fund Balance

Second Interim Report

Revenues	Original Budget	Board Approved Budget	Actuals To Date	Projected Year Totals
Spec. Ed. ADA Transfer	596,789	596,789	0	596,789
Property Tax	171,025	171,025	0	171,025
Total LCFF/Revenue Limit Sources	767,814	767,814	0	767,814
 Federal Revenues	1,610,437	1,676,233	357,196	1,677,624
Other State Revenues	653,925	1,641,920	1,407,848	1,641,920
Other Local Revenues	2,724,783	2,724,783	1,282,931	2,724,783
Transfers In	0	0	0	0
Cont to Restricted	4,604,064	4,514,614	0	4,514,614
Total Revenues	10,361,023	11,325,364	3,047,976	11,326,755
 Expenditures				
Certificated Salaries	3,024,011	3,358,462	1,811,679	3,358,462
Classified Salaries	2,131,645	2,061,404	1,193,060	2,061,404
Employee Benefits	1,846,610	1,884,221	962,407	1,884,221
Books/Supplies	734,797	1,059,072	89,775	1,060,463
Services, Other Operating Serv.	2,198,345	3,200,641	1,548,829	3,200,641
Capital Outlay	0	0	0	0
Direct Support/Indirect Cost	425,615	425,615	461,876	425,615
Transfers Out	0	0	0	0
Total Expenditures	10,361,023	11,989,415	6,067,626	11,990,806
 Changes in Fund Balance	0	(664,051)	(3,019,650)	(664,051)
Beginning Balance	664,051	664,051		664,051
Ending Balance	664,051	0		0

**ENCINITAS UNION SCHOOL DISTRICT
DISTRICT BUDGET FOR SCHOOL YEAR 2013-14**

CHILD NUTRITION FUND 13-00

Revenues, Expenditures, and Changes in Fund Balance

Second Interim Report

	Original Budget	Board Approved Budget	Actuals To Date	Projected Year Totals
Revenues				
Federal Revenues	315,750	315,750	103,057	315,750
Other State Revenues	23,150	23,150	7,396	23,150
Other Local Revenues	568,856	568,856	255,575	568,856
Transfers In	0	0	0	0
Total Revenues	907,756	907,756	366,028	907,756
Expenditures				
Certificated Salaries	0	0	0	0
Classified Salaries	429,000	429,000	250,844	429,000
Employee Benefits	143,479	143,479	78,223	143,479
Books/Supplies	259,967	259,967	119,987	259,967
Services, Other Operating Serv.	39,200	39,200	15,068	39,200
Capital Outlay	0	0	0	0
Direct Support/Indirect Cost	22,359	22,359	0	22,359
Transfers Out	0	0	0	0
Total Expenditures	894,005	894,005	464,122	894,005
Changes in Fund Balance	13,751	13,751	(98,094)	13,751
Beginning Balance	31,121	31,121		31,121
Ending Balance	44,872	44,872		44,872

**ENCINITAS UNION SCHOOL DISTRICT
DISTRICT BUDGET FOR SCHOOL YEAR 2013-14**

DEFERRED MAINTENANCE FUND 14-00

Revenues, Expenditures, and Changes in Fund Balance

Second Interim Report

	Original Budget	Board Approved Budget	Actuals To Date	Projected Year Totals
Revenues				
Federal Revenues	0	0	0	0
Other State Revenues	0	0	0	0
Other Local Revenues	0	0	340	0
Transfers In	0	0	0	0
Total Revenues	0	0	340	0
 Expenditures				
Certificated Salaries	0	0	0	0
Classified Salaries	0	0	0	0
Employee Benefits	0	0	0	0
Books/Supplies	0	0	0	0
Services, Other Operating Serv.	0	100,000	100,251	100,000
Capital Outlay	0	0	0	0
Direct Support/Indirect Cost	0	0	0	0
Transfers Out	0	0	0	0
Total Expenditures	0	100,000	100,251	100,000
 Changes in Fund Balance	0	(100,000)	(99,911)	(100,000)
Beginning Balance	401,331	401,331		401,331
Ending Balance	401,331	301,331		301,331

**ENCINITAS UNION SCHOOL DISTRICT
DISTRICT BUDGET FOR SCHOOL YEAR 2013-14**

SPECIAL RESERVES- NON CAPITAL FUND 17-42

Revenues, Expenditures, and Changes in Fund Balance

Second Interim Report

	Original Budget	Board Approved Budget	Actuals To Date	Projected Year Totals
Revenues				
Federal Revenues	0	0	0	0
Other State Revenues	0	0	0	0
Other Local Revenues	10,500	10,500	3,241	10,500
Transfers In	0	0	0	0
Total Revenues	10,500	10,500	3,241	10,500
 Expenditures				
Certificated Salaries	0	0	0	0
Classified Salaries	0	0	0	0
Employee Benefits	0	0	0	0
Books/Supplies	0	0	0	0
Services, Other Operating Serv.	0	0	0	0
Capital Outlay	0	0	0	0
Direct Support/Indirect Cost	0	0	0	0
Transfers Out	400,000	1,017,945	617,945	1,017,945
Total Expenditures	400,000	1,017,945	617,945	1,017,945
 Changes in Fund Balance	(389,500)	(1,007,445)	(614,704)	(1,007,445)
Beginning Balance	5,016,429	5,016,429		5,016,429
Ending Balance	4,626,929	4,008,984		4,008,984

**ENCINITAS UNION SCHOOL DISTRICT
DISTRICT BUDGET FOR SCHOOL YEAR 2013-14**

SPECIAL RESERVE FUND FOR POSTEMPLOYMENT BENEFITS 20-00

Revenues, Expenditures, and Changes in Fund Balance

Second Interim Report

	Original Budget	Board Approved Budget	Actuals To Date	Projected Year Totals
Revenues				
Federal Revenues	0	0	0	0
Other State Revenues	0	0	0	0
Other Local Revenues	1,173	1,173	290	1,173
Transfers In	0	0	0	0
Total Revenues	<u>1,173</u>	<u>1,173</u>	<u>290</u>	<u>1,173</u>
 Expenditures				
Certificated Salaries	0	0	0	0
Classified Salaries	0	0	0	0
Employee Benefits	0	0	0	0
Books/Supplies	0	0	0	0
Services, Other Operating Serv.	0	0	0	0
Capital Outlay	0	0	0	0
Direct Support/Indirect Cost	0	0	0	0
Transfers Out	<u>35,000</u>	<u>35,000</u>	<u>0</u>	<u>35,000</u>
Total Expenditures	<u>35,000</u>	<u>35,000</u>	<u>0</u>	<u>35,000</u>
 Changes in Fund Balance	(33,827)	(33,827)	290	(33,827)
Beginning Balance	<u>372,050</u>	<u>372,050</u>		<u>372,050</u>
Ending Balance	<u><u>338,223</u></u>	<u><u>338,223</u></u>		<u><u>338,223</u></u>

**ENCINITAS UNION SCHOOL DISTRICT
DISTRICT BUDGET FOR SCHOOL YEAR 2013-14**

Building Fund - 21-39 (Prop P)

Revenues, Expenditures, and Changes in Fund Balance

Second Interim Report

	Original Budget	Board Approved Budget	Actuals To Date	Projected Year Totals
Revenues				
Federal Revenues	0	0	0	0
Other State Revenues	0	0	0	0
Other Local Revenues	38,800	38,800	9,207	38,800
Transfers In	0	0	0	0
Total Revenues	38,800	38,800	9,207	38,800
Expenditures				
Certificated Salaries	0	0	0	0
Classified Salaries	0	0	0	0
Employee Benefits	0	0	0	0
Books/Supplies	63,913	1,065,356	920,727	1,065,356
Services, Other Operating Serv.	394,196	1,780,659	1,567,046	1,780,659
Capital Outlay	1,505,159	3,505,159	2,260,785	3,505,159
Direct Support/Indirect Cost	0	0	0	0
Transfers Out	0	0	0	0
Total Expenditures	1,963,268	6,351,174	4,748,557	6,351,174
Changes in Fund Balance	(1,924,468)	(6,312,374)	(4,739,350)	(6,312,374)
Beginning Balance	13,462,632	13,462,632		13,462,632
Ending Balance	11,538,164	7,150,258		7,150,258

**ENCINITAS UNION SCHOOL DISTRICT
DISTRICT BUDGET FOR SCHOOL YEAR 2013-14**

CAPITAL FACILITIES FUND 25-19

Revenues, Expenditures, and Changes in Fund Balance

Second Interim Report

	Original Budget	Board Approved Budget	Actuals To Date	Projected Year Totals
Revenues				
Federal Revenues	0	0	0	0
Other State Revenues	0	0	0	0
Other Local Revenues	177,150	177,150	381,166	177,150
Other Sources - Financing	0	0	0	0
Total Revenues	<u>177,150</u>	<u>177,150</u>	<u>381,166</u>	<u>177,150</u>
 Expenditures				
Certificated Salaries	0	0	0	0
Classified Salaries	0	0	0	0
Employee Benefits	0	0	0	0
Books/Supplies	0	0	0	0
Services, Other Operating Serv.	43,500	43,500	25,235	43,500
Capital Outlay	200,000	200,000	59,493	200,000
Direct Support/Indirect Cost	0	0	0	0
Transfers Out	0	0	0	0
Total Expenditures	<u>243,500</u>	<u>243,500</u>	<u>84,728</u>	<u>243,500</u>
 Changes in Fund Balance	(66,350)	(66,350)	296,437	(66,350)
Beginning Balance	<u>899,471</u>	<u>899,471</u>		<u>899,471</u>
Ending Balance	<u><u>833,121</u></u>	<u><u>833,121</u></u>		<u><u>833,121</u></u>

**ENCINITAS UNION SCHOOL DISTRICT
DISTRICT BUDGET FOR SCHOOL YEAR 2013-14**

SPECIAL RESERVES- CAPITAL OUTLAY FUND 40-00

Revenues, Expenditures, and Changes in Fund Balance

Second Interim Report

	Original Budget	Board Approved Budget	Actuals To Date	Projected Year Totals
Revenues				
Federal Revenues	0	0	0	0
Other State Revenues	0	0	0	0
Other Local Revenues	225	225	132	225
Transfers In	0	0	0	0
Total Revenues	<u>225</u>	<u>225</u>	<u>132</u>	<u>225</u>
 Expenditures				
Certificated Salaries	0	0	0	0
Classified Salaries	0	0	0	0
Employee Benefits	0	0	0	0
Books/Supplies	10,000	10,000	0	10,000
Services, Other Operating Serv.	15,000	15,000	2,237	15,000
Capital Outlay	80,000	80,000	47,800	80,000
Direct Support/Indirect Cost	0	0	0	0
Transfers Out	0	0	0	0
Total Expenditures	<u>105,000</u>	<u>105,000</u>	<u>50,037</u>	<u>105,000</u>
 Changes in Fund Balance	(104,775)	(104,775)	(49,905)	(104,775)
Beginning Balance	<u>205,401</u>	<u>205,401</u>		<u>205,401</u>
Ending Balance	<u><u>100,626</u></u>	<u><u>100,626</u></u>		<u><u>100,626</u></u>

**ENCINITAS UNION SCHOOL DISTRICT
DISTRICT BUDGET FOR SCHOOL YEAR 2013-14**

PAUL ECKE CENTRAL TRUST FUND 57-00

Revenues, Expenditures, and Changes in Fund Balance

Second Interim Report

	Original Budget	Board Approved Budget	Actuals To Date	Projected Year Totals
Revenues				
Federal Revenues	0	0	0	0
Other State Revenues	0	0	0	0
Other Local Revenues	925	925	82	925
Transfers In	0	0	0	0
Total Revenues	<u>925</u>	<u>925</u>	<u>82</u>	<u>925</u>
 Expenditures				
Certificated Salaries	0	0	0	0
Classified Salaries	0	0	0	0
Employee Benefits	0	0	0	0
Books/Supplies	900	900	0	900
Services, Other Operating Serv.	0	0	0	0
Capital Outlay	0	0	0	0
Direct Support/Indirect Cost	0	0	0	0
Transfers Out	0	0	0	0
Total Expenditures	<u>900</u>	<u>900</u>	<u>0</u>	<u>900</u>
 Changes in Fund Balance	25	25	82	25
Beginning Balance	<u>105,919</u>	<u>105,919</u>		<u>105,919</u>
Ending Balance	<u><u>105,944</u></u>	<u><u>105,944</u></u>		<u><u>105,944</u></u>

**ENCINITAS UNION SCHOOL DISTRICT
DISTRICT BUDGET FOR SCHOOL YEAR 2013-14**

SELF INSURANCE FUND FOR RETIREES POST BENEFITS 67-16

Revenues, Expenditures, and Changes in Fund Balance

Second Interim Report

	Original Budget	Board Approved Budget	Actuals To Date	Projected Year Totals
Revenues				
Federal Revenues	0	0	0	0
Other State Revenues	0	0	0	0
Other Local Revenues	0	0	0	0
Transfers In	816,810	816,810	358,898	816,810
Total Revenues	816,810	816,810	358,898	816,810
 Expenditures				
Certificated Salaries	0	0	0	0
Classified Salaries	0	0	0	0
Employee Benefits	0	0	251,403	0
Books/Supplies	0	0	0	0
Services, Other Operating Serv.	870,708	870,708	0	870,708
Capital Outlay	0	0	0	0
Direct Support/Indirect Cost	0	0	0	0
Transfers Out	0	0	0	0
Total Expenditures	870,708	870,708	251,403	870,708
 Changes in Fund Balance	(53,898)	(53,898)	107,495	(53,898)
Beginning Balance	152,940	152,940		152,940
Ending Balance	99,042	99,042		99,042

**ENCINITAS UNION SCHOOL DISTRICT
DISTRICT BUDGET FOR SCHOOL YEAR 2013-14**

MULTI YEAR PROJECTIONS FOR UNRESTRICTED GENERAL FUND

Revenues, Expenditures, and Changes in Fund Balance

Second Interim Report

	2013-14 1.565%	2014-15 0.86%	2015-16 2.20%
LCFF/Revenue Limit	36,987,659	38,818,084	39,727,471
Federal Revenues	0	0	0
State Revenues	594,124	772,543	762,777
Local Revenues	3,420,669	3,144,562	3,218,459
Transfers In	1,052,945	0	0
Contributions to Restricted	(4,514,614)	(6,230,233)	(6,528,026)
Total Revenues	37,540,783	36,504,956	37,180,681
Certificated Salaries	19,667,265	19,713,376	19,772,991
Classified Salaries	3,886,337	4,053,904	4,128,890
Employee Benefits	7,460,407	7,857,147	8,378,241
Books & Supplies	3,391,174	1,377,922	1,378,476
Services	5,829,081	4,198,200	4,270,600
Capital Equipment	44,838	55,000	75,000
Direct Support/Indirect Cost	(447,974)	(447,974)	(447,974)
Other Outgo	-	-	-
Total Expenditures	39,831,128	36,807,575	37,556,224
Excess / Under	(2,290,345)	(302,619)	(375,543)
Beginning Balance	8,271,547	5,981,202	5,678,583
Ending Balance	5,981,202	5,678,583	5,303,040

District Target: Collective Bargaining Unit Agreement

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

Subject: **APPROVE THE COLLECTIVE BARGAINING AGREEMENT BETWEEN THE TEACHERS OF ENCINITAS AND THE ENCINITAS UNION SCHOOL DISTRICT FOR THE YEARS JULY 1, 2013 THROUGH JUNE 30, 2016.**

Background: Contract negotiations between the Teachers of Encinitas (TOE) and the Encinitas Union School District have been completed. Both parties agree to maintain the provisions of the current contract with the following changes:

Article 5, Wages

TOE and the District agree to a 2.5% salary increase, retroactive to July 1, 2013, effective in the March payroll with retroactive pay to occur in the April payroll. Section 5.1.8, Twenty Year Earning Schedule, and 5.1.9, Annual Salary Schedule Adjustments, will be eliminated. Article 5, Wages, can be reopened for negotiations by either party, TOE or the District, in the 2014-15 and 2015-16 school years.

Article 7, Health and Welfare Benefits

Eliminate Section 7.3. Adjustments to the District contribution for Health and Welfare Benefits in 2014-15 and 2015-16 will be determined through negotiations.

Article 8, Leaves

TOE and the District agree to up to ten (10) days of release time for the TOE president to attend to Association business.

Article 26, Term of Agreement

TOE and the District Agree to a three year (3) contract, July 1, 2013 to June 30, 2016.

Attachments: None

Fiscal Impact: \$580,269

Recommendation: It is recommended that the Board approve the Collective Bargaining Agreement between the Teachers of Encinitas and the Encinitas Union School District for the years July 1, 2013 to June 30, 2016.

Prepared by: Angelica Lopez, Assistant Superintendent of Administrative Services

Submitted by: Timothy Baird, Ed.D., Superintendent

District Target: Collective Bargaining Agreement

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

Subject: **APPROVE THE COLLECTIVE BARGAINING AGREEMENT BETWEEN THE CLASSIFIED OF ENCINITAS AND THE ENCINITAS UNION SCHOOL DISTRICT FOR THE YEARS JULY 1, 2013 THROUGH JUNE 30, 2016.**

Background: Contract negotiations between the Classified of Encinitas (COE) and the Encinitas Union School District have been completed. Both parties agree to maintain the provisions of the current collective bargaining agreement with the following changes:

Article 4, Wages

COE and the District agree to a 2.5% salary increase, retroactive to July 1, 2013 and effective March payroll with retroactive pay to occur in the April payroll.

Article 13, CSEA Rights

COE will be permitted up to five (5) days of paid release per year for two employees to attend the CSEA annual conference.

Article 14, Management Rights

Change section 14.1.7 to read; "To contract out work in accordance with the law".

Article 19, Term of Contract

COE and the District agree to a three year contract, July 1, 2013 to June 30, 2016.

Attachments: None

Fiscal Impact: \$168,442

Recommendation: It is recommended that the Board approve the Collective Bargaining Agreement between the Classified of Encinitas and the Encinitas Union School District for the years July 1, 2013 to June 30, 2016.

Prepared by: Angelica Lopez, Assistant Superintendent of Administrative Services

Submitted by: Timothy Baird, Ed.D., Superintendent

MOTION BY:

SECONDED BY:

District Target: LEGAL COMPLIANCE

- ☒ Action
- ☐ Consent Calendar
- ☐ First Reading
- ☐ Information
- ☐ Presentation
- ☐ Public Hearing
- ☐ Roll Call Vote Required

Subject: **APPROVE A SALARY INCREASE FOR MANAGEMENT IN ENCINITAS UNION SCHOOL DISTRICT.**

Background: The district has agreed to a 2.5% salary increase with Teachers of Encinitas (TOE) and Classified of Encinitas (COE). The district recommends the same salary increase for Management in EUSD, 2.5% retroactive to July 1, 2013 effective with March payroll and retroactive pay in the April payroll.

The management positions are identified as follows: Certificated Management positions including Superintendent, Assistant Superintendent of Administrative Services, Assistant Superintendent of Business Services, Assistant Superintendent of Educational Services, Administrator of Support Services, Administrator of Educational Services Projects, Director of Instructional Technology, Director of Pupil Personnel Services, Principals and Classified Management positions as follows: Director of Informational Technology, Director of Child Nutrition, Director of Maintenance, Operations and Grounds, Controller, Executive Assistants, Coordinator of Aspire Program, Purchasing Supervisor, Health Resources Benefits Specialist.

Attachments: None

Fiscal Impact: \$80,794

Recommendation: It is recommended that the Board approve a salary increase for Management in Encinitas Union School District.

Prepared by: Angelica Lopez, Assistant Superintendent of Administrative Services

Submitted by: Timothy Baird, Ed.D., Superintendent

MOTION BY:

SECONDED BY:

VOTE:

Mrs. KUDER		Mr. PARKER		Mrs. REGAN		Mrs. SKILJAN		Mrs. STRICH	
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District Target: LEGAL COMPLIANCE

- | |
|---|
| <ul style="list-style-type: none">■ Action<input type="checkbox"/> Consent Calendar<input type="checkbox"/> First Reading<input type="checkbox"/> Information<input type="checkbox"/> Presentation<input type="checkbox"/> Public Hearing<input type="checkbox"/> Roll Call Vote Required |
|---|

Subject: APPROVE THE RECLASSIFICATION OF THE FOLLOWING CLASSIFIED POSITIONS; COMMUNITY LIAISON ASSISTANT-BILINGUAL, PUPIL PERSONNEL SERVICES PROGRAM ASSISTANT, ACCOUNTING ASSISTANT-ASPIRE/ENRICHMENT, AND OFFICE MANAGERS.

Background: The District researched and reviewed eleven (11) other like positions in the County of San Diego and, after careful consideration and negotiations with the Classified of Encinitas (COE), has determined that these positions should be upgraded:

- Accounting Assistant-Aspire/Enrichment Program, Range 9
- Community Liaison Assistant-Bilingual, Range 10
- Office Managers, Range 13
- Pupil Personnel Program Assistant, Range 13

The new pay range is retroactive to July 1, 2013 effective with the March payroll and retroactive pay will occur in the April payroll.

Attachments: None

Fiscal Impact: \$25,897

Recommendation: It is recommended that the Board approve the reclassification of the following classified positions: Community Liaison Assistant-Bilingual, Pupil Personnel Services Program Assistant, Accounting Assistant-Aspire/Enrichment, and Office Managers.

Prepared by: Angelica Lopez, Assistant Superintendent of Administrative Services

Submitted by: Timothy Baird, Ed.D., Superintendent

MOTION BY:

SECONDED BY:

District Target: LEGAL COMPLIANCE

- ☒ Action
- ☐ Consent Calendar
- ☐ First Reading
- ☐ Information
- ☐ Presentation
- ☐ Public Hearing
- ☐ Roll Call Vote Required

Subject: **APPROVAL OF REVISED JOB DESCRIPTIONS FOR RECLASSIFIED POSITION: PUPIL PERSONNEL SERVICES PROGRAM ASSISTANT AND ACCOUNTING ASSISTANT – ASPIRE/ENRICHMENT**

Background: The job descriptions for both the Pupil Personnel Services Program Assistant and Accounting Assistant for the after school program have been revised in the process of the reclassifications of these positions. This was part of the contract negotiations with the Classified of Encinitas bargaining unit.

Attachments: None

Fiscal Impact: None

Recommendation: It is recommended that the Board approve the revised job descriptions for reclassified positions: Pupil Personnel Services Program Assistant and Accounting Assistant – Aspire/Enrichment.

Prepared by: Angelica Lopez, Assistant Superintendent of Administrative Services

Submitted by: Timothy Baird, Ed.D., Superintendent

MOTION BY:

SECONDED BY:

VOTE:

Mrs. KUDER		Mr. PARKER		Mrs. REGAN		Mrs. SKILJAN		Mrs. STRICH	
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Encinitas
UNION SCHOOL DISTRICT
Job Descriptions



PUPIL PERSONNEL SERVICES PROGRAM ASSISTANT

DEFINITION:

Under the direction of the Pupil Personnel Services director, coordinate, organize, and perform highly specialized secretarial and clerical work; serve as a liaison between students, staff, parents, District personnel, NCCSE, and the community; provide information regarding District policies and procedures; complete other related work as assigned.

DUTIES:

Serves as a secretary/program assistant; screens incoming correspondence; plans and follow up to ensure that functional deadlines are met; arranges correspondence for supervisor's personal reply in order of priority with appropriate background material attached for reference; independently or in accordance with general instructions, composes correspondence on a wide range of subjects requiring a thorough knowledge of the procedures and policies of the District; composes technical and difficult correspondence and memos independently or from brief verbal instructions or notes; types letters, reports, and requisitions; makes entries on forms, devises format as required. Responds to inquiries from staff, parents, and the community regarding the special education program; receives and coordinates requests for referrals for testing/evaluations, therapy and related services for students for psychological, OT, PT, APE and speech/language services; maintain records and produce reports for District departments, SELPA, and county agencies pertaining to ethnicity, disabilities, and alternative testing including IEP's, 504's, and CASMIS to comply with state requirements; updates special education class lists including maintaining annual and triennial assessment due dates; maintain and report various descriptions of disabling conditions and reports to various agencies; gathers and distributes requested records within legal timelines for parents, advocates, attorneys, and other agencies regarding individual students with special needs; coordinate applications and arrange for transportation of special education students to comply with IEO's; ensure transportation charges and payments are correct; coordinate the exchange of students who have moved between school sites and/or district; audit records for special education services; make appropriate changes to student records to reflect additions, exits, transfers, and transitions. Extended year responsibilities: prepare class lists, prepare letters to parents, prepare and distribute class assignments; prepare transportation requests and contracts for additional therapists.

EMPLOYMENT STANDARDS:

Knowledge of:

- organization and management of office functions
- modern office methods and equipment including computers, filing systems, receptionist and telephone techniques, letter and report writing, and proofreading
- correct English usage, spelling, grammar, punctuation, and arithmetic
- basic bookkeeping skills

Ability to:

- establish and maintain cooperative working relationships
- perform complex secretarial and clerical work involving independent judgment requiring thorough knowledge of District policies and rules and regulations, and selected sections of the Education Code
- devise or adopt office procedures to changing organizational needs
- understand and carry out oral and written directions
- use tact, diplomacy, discretion and confidentiality as necessary
- compose correspondence independently
- type at a corrected speed of 60 words per minute
- use computer
- work independently and be flexible

Experience:

- three years of increasingly responsible and varied clerical experience, including at least one year of secretarial experience

Education:

- equivalent to completion of twelfth grade including or supplemented by courses in typing, and office procedures.

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

REASONING ABILITY:

Ability to solve practical problems and deal with a variety of concrete variables in a situation where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel objects, tools, or controls; and talk or hear. The employee frequently is required to walk; reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl. The employee is occasionally required to stand.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

Range: 13.0

Approved: _____

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Encinitas
UNION SCHOOL DISTRICT
Job Descriptions



ACCOUNTING ASSISTANT-ASPIRE/ENRICHMENT

DEFINITION:

Under supervision, do a wide variety of clerical work and accounting duties.

DUTIES:

Performs a wide variety of clerical and accounting tasks for the Extended Day Program, including:

- Typing, proofreading, filing, recording information on records, compiling information for and making reports and summaries;
- Receives telephone inquiries and gives factual information and assistance;
- Assists with the program registration process.
- Maintains files and records, personally collects required information;
- Operates office machines;
- Composes simple or routine letters independently; receives, sorts, and distributes mail;
- Receives monies for fees, accounts for funds and prepares deposits;
- Performs financial record keeping;
- Types requisitions, processes invoices for payment and collection, posts information, balance, adjust and reconcile accounts;
- Takes minutes.
- Performs other related work as assigned.

EMPLOYMENT STANDARDS:

Knowledge of:

- modern office procedures, equipment, and district communication systems
- correct English usage, spelling, grammar, and arithmetic
- basic principles of financial record keeping

Ability to:

- perform general clerical work with speed and accuracy
- compile and maintain accurate records *and prepare reports*
- make simple arithmetical calculations with speed and accuracy
- understand and carry out oral and written instructions
- type at a corrected speed of 45 words per minute
- establish and maintain cooperative working relationships
- exercise judgment including confidentiality

Experience:

- two years of increasingly responsible experience performing varied clerical and financial record keeping work

Education:

- equivalent to completion of twelfth grade
- courses in typing and office procedure desirable

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel objects, tools, or controls and talk or hear. The employee frequently is required to walk and sit. The employee is occasionally required to stand; reach with hands and arms; climb or balance; and stoop, kneel, or crouch.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee frequently works near moving mechanical parts.

The noise level in the work environment is usually moderate.

Range: 9.0

Approved: _____

District Target: Legal Compliance

Subject: Approval for the Consolidated
Application Reporting System (CARS) for
Categorical Funding

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

Background: The application has two parts, Winter collection and Spring Collection. This is the Winter data collection and indicates the budgets for each of the state and Federal Categorical Programs that Encinitas Union School District applied for: (Title I Part A, Title II Part A, Title III Part A, EIA and EIA LEP).

Attachments: Application

Fiscal Impact: Approximately \$738,773.00

Recommendation: It is recommended that the Board of Trustees approve the Winter 2013 / 2014 application for categorical funding Consolidated Application Reporting System (CARS).

Prepared by: Leighangela Brady, Ed.D. – Assistant Superintendent of Educational Services

Submitted by: Timothy Baird, Ed.D., Superintendent

MOTION BY:

SECONDED BY:

District Target: Legal Compliance

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

Subject: Ratification of Title III Improvement Plan

Background: Local educational agencies (LEAs) and consortia that have failed to meet Title III Annual Measurable Achievement Objectives (AMAOs) for two consecutive years are required to develop an Improvement Plan that will ensure the LEA or consortia will meet AMAOs in the future. In November 2013, EUSD was notified that the district had not made the AMAO 3 target for English learners scoring proficient for two consecutive years (mathematics in 2011-12 and ELA in 2012-13.) The district leadership team with principal, teacher and parent input developed the required Title III Improvement Plan over several months. The final templates were made available by CDE in February 2014 and the San Diego County Office of Education completed their review sessions on March 6. The deadline for submitting the Title III Improvement Plan to CDE was March 10, 2014. In cases where a Board Meeting is scheduled after the submission due date for the Plan, the Assurances page is submitted pending Board Approval and re-submitted once the signatures from the Board of Trustees' President and Superintendent are obtained.

Attachments: Provided to Board and available at the district office.

Fiscal Impact:

Recommendation: It is recommended that the Board of Trustees approve the ratification of the Title III Improvement Plan.

Prepared by: Nancy Dianna Jones, Administrator of Special Programs

Submitted by: Timothy B. Baird, Ed.D., Superintendent

District Target: Legal Compliance

- ☒ Action
- ☐ Consent Calendar
- ☐ First Reading
- ☐ Information
- ☐ Presentation
- ☐ Public Hearing
- ☐ Recognition
- ☐ Roll Call Vote Required

Subject: APPROVAL OF RECOMMENDED CANDIDATE FOR DIRECTOR OF CHILD NUTRITION

Background: The Superintendent will share the background and experience of the recommended candidate Jennifer McNeil for the position of Director of Child Nutrition. Ms. McNeil is a registered dietician and has a strong school food service background together with farm to cafeteria experience.

Recommendation: Approval of Jennifer McNeil for the position of Director of Child Nutrition effective March 17, 2014.

Attachments: None

Prepared by: Timothy B. Baird, Ed.D., Superintendent

Submitted by: Timothy B. Baird, Ed.D., Superintendent

District Target: LEGAL COMPLIANCE

- ☒ Action
- ☐ Consent
- ☐ First Reading
- ☐ Information
- ☐ Presentation
- ☐ Public Hearing
- ☐ Recognition
- ☐ Roll Call Vote Required

Subject: ACCEPTANCE OF GIFTS

Background: The Board of Trustees officially accepts gifts and donations on behalf of the district in accordance with Education Code 42032 and Board Policy 3290. The board greatly appreciates the generous support of our parent and community organizations that give of their time and money in support of public education. The Board recognizes that many of the donations are intended for specific programs and services at selected schools and will honor that request provided the donations are aligned to the district's vision and policies, and comply with state and federal law.

Attachments: Donations Report

Fiscal Impact: \$28,777.69 Income

Recommendation: Accept the donations received by the district in support of the educational programs and services provided through the schools and authorize the superintendent to send a written letter of appreciation to the donor on behalf of the Board of Trustees.

Prepared by: John Britt, Assistant Superintendent Business Services

Submitted by: Timothy B. Baird, Ed.D., Superintendent

MOTION BY:

SECONDED BY:

ENCINITAS UNION SCHOOL DISTRICT

Acceptance of Gifts

March 11, 2014

SCHOOL	ITEM	DONATED BY	VALUE
Capri	Cash for Field Trip Buses	Capri PTA	\$860.50
Flora Vista	Cash for School Programs and Expenses	Flora Vista PTA	\$4,752.19
Flora Vista	Cash Prize for Walk/Ride/Roll	San Diego Association of Governments	\$1,000.00
Mission Estancia	Cash for Art Consultant	Mission Estancia PTA	\$6,240.00
Mission Estancia	Cash for Playground Partners	Mission Estancia PTA	\$1,500.00
Ocean Knoll	Cash for 6 th Grade Camp Scholarships	Assistance League of Rancho San Dieguito	\$1,300.00
Ocean Knoll	Cash	Ocean Knoll PTA	\$545.00
Olivenhain Pioneer	Cash for Writing Consultant & Instructional Materials	Encinitas Educational Foundation at OPE	\$10,880.00
Park Dale Lane	Cash for 6 th Grade Camp Scholarships	Assistance League of Rancho San Dieguito	\$100.00
Paul Ecke Central	Cash for 6 th Grade Camp Scholarships	Assistance League of Rancho San Dieguito	\$1,600.00

BOARD AGENDA ITEM: # 10-a

District Target: LEGAL COMPLIANCE

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

Subject: CONSENT ITEMS

Background: All matters listed under Consent are those on which the Board has previously deliberated or which can be classified as routine items of business. An administrative recommendation on each item is contained in the agenda supplements. There will be no separate discussion of these items prior to the time the Board of Trustees votes on the motion unless members of the Board, staff, or public request specific items to be discussed or pulled from the Consent Items.

To address an item on the consent calendar, please follow the procedure described under Public Input.

Attachments: None

Fiscal Impact: None

Recommendation: Approve the following consent items 10-a through 10-n.

Prepared by: Timothy B. Baird, Ed.D., Superintendent

Submitted by: Timothy B. Baird, Ed.D., Superintendent

MOTION BY:

SECONDED BY:

VOTE:

Mrs. ANDRADE		Mrs. MUIR		Mrs. SKILJAN		Mrs. STRICH		Mr. SONKEN	
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BOARD AGENDA ITEM: 10-b

District Target: LEGAL COMPLIANCE

- ☐ Action
- ☐ Consent
- ☐ First Reading
- ☒ Information
- ☐ Presentation
- ☐ Public Hearing
- ☐ Recognition
- ☐ Roll Call Vote Required

Subject: FINANCIAL REPORT

Background: Financial Reports are made to the Board of Trustees on a monthly basis so that the Board is kept informed of the financial activities of the District.

Attachments: Financial reports

Fiscal Impact: None

Recommendation: Review monthly financial report.

Prepared by: John Britt, Assistant Superintendent, Business Services

Submitted by: Timothy B. Baird, Ed.D., Superintendent

MOTION BY:

SECONDED BY:

**ENCINITAS UNION SCHOOL DISTRICT
GENERAL FUND - COMBINED
CASH IN COUNTY TREASURY REPORT (OBJ 9110-000)
FOR THE PERIOD ENDING FEBRUARY 28, 2014**

	RECEIPTS	DISBURSEMENTS	CASH IN COUNTY TREASURY
Beginning Balance			\$8,935,598
JULY	\$5,189,871	\$2,305,738	\$11,819,732
AUGUST	\$1,791,771	\$4,343,089	\$9,268,414
SEPTEMBER	\$1,607,501	\$3,749,976	\$7,125,939
OCTOBER	\$1,531,102	\$4,706,061	\$3,950,979
NOVEMBER	\$3,119,420	\$3,629,422	\$3,440,976
DECEMBER	\$13,704,943	\$4,280,009	\$12,865,910
JANUARY	\$4,790,738	\$6,238,621	\$11,418,027
FEBRUARY	(\$710,620)	\$1,485,164	\$9,222,243
MARCH			
APRIL			
MAY			
JUNE			

February Cash in County Treasury	\$9,222,243
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ENCINITAS UNION SCHOOL DISTRICT
Cash Collections
February 2014

Developer Fees	\$	87,423.44
Rent	\$	1,800.00
Lost Books	\$	397.00
Day Care	\$	105,025.70
Enrichment	\$	16,917.90
iPad Insurance	\$	1,750.00
Sixth Grade Camp	\$	45,674.00
Field Trips	\$	7,722.88
Paid Invoices	\$	28,953.41
Field Use	\$	28,768.50
PO Reimbursements	\$	3,943.94
MOU Reimbursement - SEAS	\$	538.36
Donations	\$	471,908.39
	\$	<u>800,823.52</u>

Abatements:

Wage Payback/Student Teacher Stipened	\$	1,755.40
Copies	\$	59.00
Medi-Cal	\$	9,554.19
Insurance	\$	4,630.21
Cobra	\$	4,871.75
Telephone	\$	370.00
	\$	<u>21,240.55</u>

\$ 822,064.07

**ENCINITAS UNION SCHOOL DISTRICT
DEVELOPER FEES SUMMARY
FY 2013-14
FEBRUARY**

DATE PAID	PROJECT OWNER	Project Address	APN #	SQ FT	RESIDENTIAL FEE	COMMERCIAL FEE	PROJECT TYPE	C'bad Units	Enc Units
02-06-14	Shea Homes	224 Andrew Ave	216-052-10-00	4,562	\$ 3,778.72		demolish 2076, rebuild		1
02-11-14	Burke	533 La Costa	216-063-28-00	1,779	\$ 2,704.08		addition		
02-18-14	Taylor Morrison of Ca	3369 & 3365 Avenida Soria	223-051-02 & 03-00	4,690	\$ 7,128.80		new build	2	
02-18-14	Propery Development Centers	3427 Via Montebello	223-053-17-00	5,050		\$ 1,212.00	commercial		
02-18-14	Propery Development Centers	3433 Via Montebello	223-053-16-00	5,656		\$ 1,357.44	commercial		
02-18-14	Davidson Builders	3446 Sltio Sandia	223-052-19-00	282	\$ 428.64		conversion to habitable space		
02-18-14	Davidson Builders	3410,3411,3414,3415,3418,3419,34							
02-21-14	McCullough	22,3423,3426 Sltio Sandia	223-052-06-00 thru 14-00	35,586	\$ 54,090.72		new build	9	
02-21-14	McCullough	1433 Rainbow Ridge	254-181-26-00	4,248	\$ 6,456.96		new build		1
02-21-14	McCullough	1431 Rainbow Ridge	254-181-25-00	4,268	\$ 6,487.36		new build		1
02-21-14	Piel	747 Dewitt Ave	256-211-09-00	2,778	\$ 2,398.56		demolish 1200, rebuild		1
02-24-14	Kirk	7425 Solano St	223-295-30-00	908	\$ 1,380.16		addition		
02-25-14	Ford Capitol	101 Leucadia	256-030-37-00	236		-	exempt-cell tower		

TOTALS	\$ 84,854.00	\$ 2,569.44	11	4
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TOTAL FOR FEBRUARY 2014	<u>\$ 87,423.44</u>	Total New Dwelling Units for Current Month	15
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Total New Dwelling Units for FY 2013-14	112
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ENCINITAS UNION SCHOOL DISTRICT
INCOME STATEMENT
FOR THE PERIOD ENDING FEBRUARY 28, 2014

	<u>CHILD NUTRITION</u>	<u>ENRICHMENT</u>	<u>EXTENDED DAY</u>	<u>EXTENDED DAY OFF TRACK</u>	<u>EXTENDED DAY SUMMER</u>
BEGINNING FUND BALANCE	\$ 31,121				
INCOME					
Federal Revenue	\$ 128,962		\$ 127,123	\$ 41,335	
Other State Revenue	\$ 9,210		\$ 98,792		\$ 65,453
Other Local Income	\$ 302,251	\$ 57,418			
Enrichment Fees					
El Camino Creek Day Care Fees			\$ 127,123		
Flora Vista Day Care Fees			\$ 98,792		
La Costa Heights Day Care Fees			\$ 123,136		
Mission Estancia Day Care Fees			\$ 104,031		
Olivenhain Pioneer Day Care Fees			\$ 60,322		
Park Dale Lane Day Care Fees			\$ 74,366		
Paul Ecke Centra Day Care Fees			\$ 78,952		
TOTAL INCOME	\$ 440,424	\$ 57,418	\$ 666,721	\$ 41,335	\$ 65,453
EXPENDITURES					
Classified Personnel Salaries	\$ 283,150	\$ 603			
Employee Benefits	\$ 87,973	\$ 62			
Supplies	\$ 147,233	\$ 687			
Services, Other Operating Expenses	\$ 20,149	\$ 2,888			
Equipment	\$ -	\$ -			
Capital Outlay	\$ -	\$ -			
Indirect Costs	\$ -	\$ -			
El Camino Creek - Expenditures			\$ 77,572	\$ 19,401	
Flora Vista - Expenditures			\$ 68,853		\$ 42,178
La Costa Heights - Expenditures			\$ 64,618		
Mission Estancia - Expenditures			\$ 69,423		
Olivenhain Pioneer - Expenditures			\$ 69,472		
Park Dale Lane - Expenditures			\$ 60,941	\$ 588	
Paul Ecke Central - Expenditures			\$ 74,707		
TOTAL EXPENDITURES	\$ 538,505	\$ 4,239	\$ 485,585	\$ 19,989	\$ 42,178
PROFIT/(LOSS)	\$ (98,081) *	\$ 53,179	\$ 181,136	\$ 21,346	\$ 23,276
ENDING FUND BALANCE	\$ (66,960)				\$ 225,758
					\$ 53,179

Note: *Negative balance in Child Nutrition is due to delay in receipt of Federal and State reimbursements-currently paid thru December 2013

**ENCINITAS UNION SCHOOL DISTRICT
REVENUE SUMMARY BY FUND
FOR THE MONTH ENDING FEBRUARY 28, 2014**

	ADOPTED BUDGET	REVISED BUDGET	RECEIVED	BALANCE
GENERAL FUND				
Revenue Limit Sources	\$36,666,435	\$37,755,473	\$22,981,405	\$14,774,068
Federal Revenues	\$1,610,437	\$1,674,184	\$368,598	\$1,305,586
Other State Revenues	\$566,254	\$1,563,044	\$1,537,584	\$25,460
Lottery	\$673,000	\$673,000	\$250,274	\$422,726
Other Local Revenues	\$3,568,361	\$6,755,446	\$5,986,525	\$768,921
Other Financing Sources	\$435,000	\$1,052,945	\$617,945	\$435,000
Income Suspense	\$0	\$0	\$0	\$0
TOTAL GENERAL FUND	\$43,519,487	\$49,474,092	\$31,742,332	\$17,731,760
CAFETERIA FUND				
Federal Revenues	\$315,750	\$315,750	\$128,962	\$186,788
Other State Revenues	\$23,150	\$23,150	\$9,210	\$13,940
Other Local Revenues	\$568,856	\$568,856	\$302,251	\$266,605
Other Financing Sources	\$0	\$0	\$0	\$0
TOTAL CAFETERIA FUND	\$907,756	\$907,756	\$440,424	\$467,332
DEFERRED MAINTENANCE FUND				
Other State Revenues	\$0	\$0	\$0	\$0
Other Local Revenues	\$0	\$0	\$589	(\$589)
Other Financing Sources	\$0	\$0	\$0	\$0
TOTAL DEF MAINTENANCE FUND	\$0	\$0	\$589	(\$589)
SPECIAL RESERVE FUND				
Other Local Revenues	\$10,500	\$10,500	\$6,752	\$3,748
Other Financing Sources	\$0	\$0	\$0	\$0
TOTAL SPECIAL RESERVE FUND	\$10,500	\$10,500	\$6,752	\$3,748
POST EMPLOYMENT BENEFITS RESERVE				
Other Local Revenues	\$1,173	\$1,173	\$587	\$586
Other Financing Sources	\$0	\$0	\$0	\$0
TOTAL POST EMPLOYMENT BENEFITS RESERVE	\$1,173	\$1,173	\$587	\$586
BUILDING FUND - PROP 39				
Other Local Revenues	\$38,800	\$38,800	\$16,622	\$22,178
Other Financing Sources	\$0	\$0	\$0	\$0
TOTAL BUILDING FUND	\$38,800	\$38,800	\$16,622	\$22,178
CAPITAL FACILITIES FUNDS				
Other Local Revenues	\$177,150	\$177,150	\$472,979	(\$295,829)
SPECIAL RESERVES/CAPITAL PROJECTS				
Other State Revenues	\$0	\$0	\$0	\$0
Other Local Revenues	\$225	\$225	\$279	(\$54)
TOTAL SPECIAL RESERVES/CAPITAL PROJECTS	\$225	\$225	\$279	(\$54)
FOUNDATION TRUST (PEC) FUND				
Other Local Revenues	\$925	\$925	\$167	\$758
SELF INSURANCE FUND				
Other Local Revenues	\$816,810	\$816,810	\$422,177	\$394,633
Total Revenues	\$45,432,853	\$51,387,458	\$33,085,699	\$18,301,759

**ENCINITAS UNION SCHOOL DISTRICT
EXPENDITURE SUMMARY BY FUND
FOR THE PERIOD ENDING FEBRUARY 28, 2014**

FUND	ADOPTED BUDGET	REVISED BUDGET	EXPENDED	ENCUMBERED	REMAINING BALANCE
GENERAL FUND	\$45,608,194	\$52,429,384	\$30,731,736	\$16,380,410	\$5,317,238
CAFETERIA	\$894,005	\$894,005	\$538,505	\$329,417	\$26,083
DEFERRED MAINTENANCE	\$0	\$105,251	\$100,251	\$5,000	\$0
SPECIAL RESERVES	\$400,000	\$1,017,945	\$617,945	\$0	\$400,000
POST EMPLOYMENT BENEFITS RESERVE	\$35,000	\$35,000	\$0	\$0	\$35,000
BUILDING FUND - PROP 39	\$1,963,268	\$6,351,174	\$4,978,946	\$373,998	\$998,230
CAPITAL FACILITIES - Fund 25-19	\$243,500	\$513,299	\$95,039	\$418,259	\$0
SPECIAL RESERVES/CAPITAL PROJECTS	\$105,000	\$120,302	\$63,351	\$36,951	\$0
FOUNDATION TRUST	\$900	\$900	\$0	\$0	\$900
SELF INSURANCE FUND	\$870,708	\$870,708	\$288,362	\$135,268	\$447,078
TOTAL - OTHER FUNDS	\$49,772,075	\$61,704,367	\$37,255,744	\$17,224,094	\$7,224,529

District Target: LEGAL COMPLIANCE

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

Subject: ENROLLMENT REPORT

Background: The enrollment report is presented to the Board of Trustees each month so that the Board is informed as to the enrollment pattern of the District.

Attachments: Enrollment Report

Fiscal Impact: None

Recommendation: Review monthly enrollment report.

Prepared by: John Britt, Asst Superintendent Business Services

Submitted by: Timothy B. Baird, Ed.D., Superintendent

MOTION BY:

SECONDED BY:

ENCINITAS UNION SCHOOL DISTRICT

ENROLLMENT FOR FY 2013-14

END OF SEVENTH SCHOOL MONTH (2/28/14)

GRADE	SIS Loc #	045 CAPRI	090 El Camino Creek	085 FLORA VISTA	085 LA COSTA HEIGHTS	070 MISSION ESTANCIA	020 OCEAN KNOLL	080 OLIVENHAIN PIONEER	060 PARK DALE LANE	010 PAUL ECKE CENTRAL	TOTAL
Kindergarten	T/K							35			35
	K	87	66	46	87	44	94	59	63	72	618
	K/1		14	5	9	12	11	11		17	79
	K/1/2										0
1st Grade	1	95	72	48	67	45	68	64	68	72	599
	K/1		10	19	14	9	10	7	5	5	74
	K/1/2										0
	1/2	12				9	11		17		49
2nd Grade	2	98	95	63	107	48	71	94	68	68	712
	K/1/2										0
	1/2	11				15	10		5	5	41
	2/3					17			12		29
3rd Grade	3	94	95	72	93	75	72	97	88	47	733
	2/3					7				11	18
	3/4	10								9	19
4th Grade	4	52	118	58	92	79	56	84	84	31	654
	3/4	20								10	30
	4/5	11					14	13		33	71
	4/5/6										0
5th Grade	5	84	120	57	91	88	57	92	57	29	675
	4/5	12					13	17		25	67
	4/5/6										0
	5/6		10		19	12			12	10	63
6th Grade	6	84	91	61	92	59	62	92	60	64	665
	4/5/6		21		11	18			18	21	89
	5/6										0
SDC					15	19		25	15		74
(Includes full inclusion students)											
Actual Enrollment		670	712	429	697	556	549	690	533	558	5,394
February 2013 Enrollment											5,383
February 2013 SDC Enrollment											76
February 2013 Total Enrollment											5,459
Difference											(65)

PRIOR YEAR	
August, 2012	5,454
September, 2012	5,451
October, 2012	5,448
November, 2012	5,457
December, 2012	5,429
January, 2013	5,455
February, 2013	5,459
March, 2013	5,459
April, 2013	5,466
May, 2013	5,467
June, 2013	5,452

CURRENT YEAR	
August, 2013	5,434
September, 2013	5,439
October, 2013	5,443
November, 2013	5,430
December, 2013	5,407
January, 2014	5,411
February, 2014	5,394
March, 2014	
April, 2014	
May, 2014	
June, 2014	

**ENCINITAS UNION SCHOOL DISTRICT
BOARD AGENDA ITEM: 10-d**

MEETING DATE: March 11, 2014

District Target: Legal Compliance

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

Subject: **RATIFICATION OF PURCHASE ORDERS**

Background: A listing of all purchase orders shall be submitted to the Governing Board per Education Code Section 17605. The issuance of purchase orders requires ratification by the Board on a monthly basis.

Attachments: A list of Purchase Activity from February 1, 2014 through February 28, 2014.

Fiscal Impact: \$721,776.24

Recommendation: Ratify and approve purchase orders issued from February 1, 2014 through February 28, 2014.

Prepared by: John Britt, Assistant Superintendent of Business Services

Submitted by: Timothy B. Baird, Ed.D., Superintendent

MOTION BY:

SECONDED BY:

District Target: LEGAL COMPLIANCE

- ☐ Action
- ☒ Consent
- ☐ First Reading
- ☐ Information
- ☐ Presentation
- ☐ Public Hearing
- ☐ Recognition
- ☐ Roll Call Vote Required

Subject: RATIFICATION OF REVOLVING CASH

Background: Payments from the Revolving Cash Fund at Mission Federal Credit Union are made to vendors when expeditious payment is required, in conformance with Education Code 42800.5.

Attachments: None

Fiscal Impact: \$0

Recommendation: Ratify payments to vendors from the Revolving Cash Fund at Mission Federal Credit Union in the amount of \$0 from February 1, 2014 through February 28, 2014.

Prepared by: John Britt, Assistant Superintendent, Business Services

Submitted by: Timothy B. Baird, Ed.D., Superintendent

MOTION BY:

SECONDED BY:

District Target: LEGAL COMPLIANCE

- ☐ Action
- ☒ Consent
- ☐ First Reading
- ☐ Information
- ☐ Presentation
- ☐ Public Hearing
- ☐ Recognition
- ☐ Roll Call Vote Required

Subject: RATIFICATION OF WARRANTS

Background: Issuance of payment warrants requires ratification by the Board on a monthly basis.

Attachments: Payment warrant reports provided to the Board

Fiscal Impact: \$721,681.89

Recommendation: Ratify issuance of warrants #12-274961 through #12-284496 in the amount of \$721,681.89 from February 1, 2014 through February 28, 2014.

Prepared by: John Britt, Assistant Superintendent, Business Services

Submitted by: Timothy B. Baird, Ed.D., Superintendent

MOTION BY:

SECONDED BY:

District Target: Legal Compliance

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

Subject: APPROVAL OF CHANGE ORDERS

Background: It is recommended that the Board of Trustees approve the following revision to change orders to reflect a credit of \$4,273.33 for work required at Park Dale Lane:

- Change order # 4 Stucco wall to roof flashing \$827.77
- Change order # 5 Remove and replace concrete \$22,000.00
- Change order # 8 Metal wall upgrade \$4,388.52
- Change order #10 Add recessed lighting \$4,259.52
- ~~Change order #12 Add more solatubes \$4,173.33~~
- **Change order # 12 Add more solatubes \$4,173.33 CREDIT**
- Change order # 13 Extra roofing for additional solatubes \$954.91
- Change order # 14 Repair asphalt sink hole \$1242.33
- Change order # 15 Roof slope fix \$3631.57
- Change order #16 \$626.80

Recommendation: Approve change orders required for completion of modernization at Park Dale Lane.

Fiscal Impact: ~~\$42,104.75~~ **\$33,758.09**

Attachments: None

Prepared by: Angelica Lopez, Assistant Superintendent, Administrative Services

Submitted by: Timothy B. Baird, Ed.D., Superintendent

District Target: Legal Compliance

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

Subject: APPROVAL OF CHANGE ORDERS

Background: It is recommended that the Board of Trustees approve the following change orders for additional work required at Park Dale Lane:

- Change order # 6 Landscaping and irrigation credit \$2,172.02
- Change order # 7 Restroom and signage credit \$9,091.11
- Change order # 9 Landscaping upgrade \$1,052.48
- Change order # 11 Repair irrigation equipment at ball field \$674.71
- Change order # 17 Add casework backing \$2,477.55
- Change order # 18 Installation of addition blocking at roof \$2,529.07
- Change order # 19 Additional solatubes- electrical cost \$3,208.53
- Change order # 20 Credit for casework \$410.04

Recommendation: Approve change orders required for completion of modernization at Park Dale Lane.

Fiscal Impact: \$21,615.51

Attachments: None

Prepared by: Angelica Lopez, Assistant Superintendent, Administrative Services

Submitted by: Timothy B. Baird, Ed.D., Superintendent

District Target: Legal Compliance

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

Subject: Notice of Completion – Bid NO. B- 2157

Background: The work has been completed and approved by the District's Facilities Director, Gerard Devitt. Pursuant to Civil Code §3093, we must file a Notice of Completion with the County Recorder's office upon completion of a project.

Attachments: None

Fiscal Impact: \$1,153,000.00 twenty change orders \$48,474.77 Total \$1,201,474.77

Recommendation: Authorize the filing of the Notice of Completion for the addition to the administrative office and installation of sola-tubes at Park Dale Lane Elementary

Prepared by: Mrs. Angelica Lopez, Assistant Superintendent, Administrative Services

Submitted by: Tim Baird, Ed.D., Superintendent

MOTION BY:

SECONDED BY:

District Target: Student Achievement

- ☐ Action
- ☒ Consent Calendar
- ☐ First Reading
- ☐ Information
- ☐ Presentation
- ☐ Public Hearing
- ☐ Recognition
- ☐ Roll Call Vote Required

Subject: Approval to Operate the Special Education Extended Year Program

Background: The extended school year for our Special Education students will operate from Monday, June 30th, 2014 through Friday, July 25th, 2014 at Flora Vista. The hours will be from 8:15am – 11:45am each day.

Attachments: None

Fiscal Impact: To be determined

Recommendation: It is recommended that the Board of Trustees approve the operation of the SPED Summer Academy

Prepared by: Maria Waskin, Director Pupil Personnel Services

Submitted by: Timothy B. Baird, Ed.D., Superintendent

MOTION BY:

SECONDED BY:

BOARD AGENDA ITEM: 10-I

District Target: PERSONNEL ACTION

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

Subject: CERTIFICATED/MANAGEMENT PERSONNEL

Background: Throughout the school year the district receives requests for Leaves of Absence, letters of resignation, and subsequently employment of new personnel. Staffing is also required for special programs such as Community Based English Tutoring (CBET), Fall, Spring and Summer intersessions. These items require Board approval.

Attachments: None

Fiscal Impact: None

Recommendation:

Approve the following employment:

- Jennifer DeSantis, teacher, effective March 3, 2014.

Approve the following leave(s) of absence:

- Trina Leonard, teacher, compensated leave from March 2 through May 2, 2014
- Valerie Sax, teacher, compensated leave from February 25 through June 30, 2014.
- Bree Dvorak Whitehead, teacher, compensated leave from February 7 through May 2, 2014.
-

Approve the following return(s) from leave of absence:

- Amber Sliper, teacher, effective March 3, 2014.

Prepared by: Angelica Lopez, Assistant Superintendent of Administrative Services

Submitted by: Timothy Baird, Ed.D., Superintendent

MOTION BY:

SECONDED BY:

District Target: PERSONNEL ACTION

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

Subject: CLASSIFIED/MANAGEMENT PERSONNEL

Background: Throughout the school year the district will receive requests for Leave of Absence, letters of resignation and subsequently employment of new personnel. These items require board approval.

Attachments: None

Fiscal Impact: None

Recommendation: Approve the following employment:

- Olga Corella, Extended Day Program Assistant, effective March 3, 2014.
- Valerie Couroyer, Extended Day Program Assistant, effective March 3, 2014.
- Cynthia Semeniuk, Library Media Aide, effective March 3, 2014.
-

Approve the following leave(s) of absence:

- Kay St. Peter, Food Services Assistant, compensated leave from January 24 through March 15, 2014.
- Lori Alguire, Instructional Assistant, uncompensated leave from February 1, through June 20, 2014.
- Eloise Martinez, Instructional Assistant Specialized Care, extended compensated leave through June 20, 2014.
- Denise Kirby, Instructional Assistant Specialized Care, extended compensated leave through April 1, 2014.
- Janet England, Executive Assistant, compensated leave from March 3 through April 11, 2014.

Approve the following return(s) from leave of absence:

- Sandra Galicia, Custodian, effective February 19, 2014.

Approve the following resignation(s):

- Gloria Taylor, Food Services Assistant I, effective February 28, 2014.

Prepared by: Angelica Lopez, Assistant Superintendent of Administrative Services

Submitted by: Timothy Baird, Ed.D., Superintendent

MOTION BY:

SECONDED BY: