

ADMINISTRATIVE CIRCULAR NO. 46
Office of Legal Services

SAN DIEGO UNIFIED SCHOOL DISTRICT

Date: January 18, 2011

To: All Principals

Subject: REQUIRED VIEWING OF VIDEO ENTITLED
"TOP 10 ASB THINGS YOU SHOULD KNOW"

**Department and/or
Persons Concerned:** All Principals, ASB Advisors, Financial Clerks, School Site Administrative Assistants, School Secretaries, Elementary School Assistants

Due Date: **Monday, January 31, 2011** - Completed Certification Form (Attachment 1)

Reference: Administrative Procedures 2225, 2227, 2230, 2235, 2236, 2245, 2247, 2250, 2251, 2265, 2310, 2315 and 2375

Action Requested:

1. Print and distribute a copy of the circular to persons listed above
2. Schedule a time for all persons to watch the video located at the link below
3. Print and have all attendees sign the attached Certification form
4. Return completed Certification form to Office of Audits and Investigations (Ed Center, Room 1130)

Brief Explanation:

As you were made aware by Superintendent Kowba in his email to each of you on December 18, 2010, this past summer, a series of Grand Jury reports were issued regarding the various District practices and procedures including ASB resource management. The findings within these reports on this subject generated a recommendation by the Grand Jury, with which the District agreed, to implement training regarding proper practices for management of ASB resources. The following is a link to a 35-minute training presentation, "Top 10 ASB Things You Should Know" which was developed by the District's Office of Audits and Investigations in response to the Grand Jury recommendation:

<http://www.sandiegoeducate.com/HumanResources/file.php/1/ASB/index.html>. All Principals, ASB advisors, Financial Clerks, Secretary/Elementary School Assistants and other personnel responsible for handling of ASB funds are required to complete this training and return a signed certification form (see attached) to Andrea Niehaus of the Office of Audits and Investigations no later than January 31, 2011.

If you have any questions regarding the above, please contact the Legal Services office at (619) 725-5630.



Andra M. Donovan
Interim General Counsel

AMD:dmh

Distribution: List D, E, F, and I

