

December 13, 2006

To: Board Members

From: Tom Bishop

Subject: First Draft, 2007/2008 DMUSD Master School Calendars

Attached is a first draft of the proposed 07/08 DMUSD calendar, which is fully aligned with the 07/08 SDUHSD calendar.

If the draft 07/08 DMUSD calendar is approved, then the first student day in the 07/08 school year will be Monday, August 27, 2007, while the last student day will be Friday, June 13, 2008.

The 07/08 SDUHSD calendar contains a fall holiday on Friday, September 14. If the DMUSD Board decides NOT to have a fall holiday on September 14, 2007 and schedules a regular instructional day on September 14, then the last day for DMUSD students will be Thursday, June 12, 2008 and the last day for DMUSD teachers will be Friday, June 13, 2008.

District staff checked DMUSD student and staff attendance rates during the first week of the 06/07 school year, and we are pleased to report that more than 99% of our 06/07 students attended school during the first five days of the 06/07 school year. DMUSD students did not have a "fall holiday" during October 2006, while SDUHS students had a fall holiday on Monday, October 2, 2006. About 10% of DMUD students were absent on the SDUHSD fall holiday on October 2, 2006.

About 35% of DMUSD families have students enrolled in the SDUHSD.

Survey results from the 2005 DMUSD parent survey show that 96% of DMUSD parents want the DMUSD calendar to be aligned with the SDUHSD calendar.

Approval of the 07/08 DMUSD calendar is scheduled for the regular board meeting on January 17, 2007.

**RECOMMENDED:** For Information Only; No Action Required.

6.1

DEL MAR UNION SCHOOL DISTRICT  
2007-2008 SCHOOL CALENDAR

School Month	M	T	W	Th	F	Attendance Days	Cumulative Attendance Days	Holidays and Other Information
June/July	25	26	27	28	29	0	0	7/2
	2	3	*4	5	6	0	0	*7/4
	9	10	11	12	13	0	0	
	16	17	18	19	20	0	0	
July/Aug	25	26	27	28	29	0	0	7/29
	30	31	1	2	3	0	0	
	6	7	8	9	10	0	0	
	13	14	15	16	17	0	0	8/13
	20	21	√22	√23	√24	0	0	8/22 – 8/24
1)Aug/Sept	27	28	29	30	31	5	5	8/27
	*3	4	5	6	7	4	9	*9/3
	10	11	12	13	14	4	13	9/14
	17	18	19	20	21	5 (18)	18	
2)Sept/Oct	24	25	26	27	28	5	23	
	1	2	3	4	5	5	28	
	8	9	10	11	12	5	33	
	15	16	17	18	19	5 (20)	38	
3)Oct./Nov	22	23	24	25	26	5	43	10/22-10/26
	29	30	31	1	2	5	48	<i>Parent Conferences • (minimum days)</i>
	5	6	8	8	9	5	53	
	*12	13	14	15	16	4 (19)	57	*11/12
4)Nov/Dec	19	20	21	*22	*23	0	57	11/19 - 11/23
	26	27	28	29	30	5	62	
	3	4	5	6	7	5	67	
	10	11	12	13	14	5	72	
	17	18	19	20	*21	4	76	12/21 - 1/4
5)Dec/Jan	*24	*25	26	27	28	0 (19)	76	
	*31	*1	2	3	4	0	76	
	7	8	9	10	11	5	81	
	14	15	16	17	18	5	86	
6)Jan/Feb	*21	22	23	24	25	4 (14)	90	*1/21
	28	29	30	†31	†1	3	93	1/31-2/1
	4	5	6	7	8	5	98	
	11	12	13	14	*15	4	102	*2/15-2/18
7)Feb/March	*18	19	20	21	22	4 (16)	106	
	25	26	27	28	29	5	111	2/25-2/29
	3	4	5	6	7	5	116	<i>Parent Conferences • (minimum days)</i>
	10	11	12	13	14	5	121	
8) Mar/April	17	18	19	20	21	5 (20)	126	
	24	25	26	27	28	5	131	
	31	1	2	3	4	5	136	
	7	8	9	10	11	0	136	4/7 – 4/11
9)April/May	14	15	16	17	18	5 (15)	141	Spring Break
	21	22	23	24	25	5	146	
	28	29	30	1	2	5	151	
	5	6	7	8	9	5	156	
10)May/June	12	13	14	15	16	5 (20)	161	
	19	20	21	22	23	5	166	
	*26	27	28	29	30	4	170	*5/26
	2	3	4	5	6	5	175	6/13 6/12
	9	10	11	12	√13	5 (19)	180	√6/16 6/13
	16	†17	18	19	20			

Total Attendance Days ----- 180

√ Teacher Work Days: 8/22/07, 8/23/07, 8/24/07, 6/16/08

† Teacher Inservice days: 1/31/08, 2/1/08, 6/17/08

Contracted Teacher Workdays ----- 184

Dates of legal holidays \*

Dark Shading Denotes No School for Students

Italics Denotes Minimum Days for Students

Approved by the Board of Trustees: Regular Board Meeting of

**SAN DIEGUITO UNION HIGH SCHOOL DISTRICT**  
**Instructional Calendar 2007-08**  
**August 27, 2007 through June 13, 2008**

4/26/2006

School Month		M	T	W	T	F	Student Days	Cumulative Student Days	Holiday Legal-Local	Student Holidays/Recesses
	Aug	[20]	[21]	[22]	[23]	24	0	0		8/20-23 Teacher Inservice Days
1	Aug	27 >	28	29	30	31	5	5		8/27 First Day of School
	Sep	[3]	4	5	6	7	4	9	1	9/3 Labor Day
	Sep	10	11	12	13	[14]	4	13		9/14 Certificated Non-Work Day (Students not in school)
	Sep	17	18	19	20	21	5 (18)	18		
2	Sep	24	25	26	27	28	5	23		
	Oct	1	2	3	4	5	5	28		
	Oct	8	9	10	11	12	5	33		
3	Oct	15	16	17	18	19	5 (20)	38		
	Oct	22	23	24	25	26	5	43		
	Oct	29	30	31	1	2 #	5	48		11/2 1st Quarter Ends (10 wks)
	Nov	5	6	7	8	9	5	53		
4	Nov	[12]	13	14	15	16	4 (19)	57	1	11/12 Veterans Day
	Nov	[19]	[20]	[21]	[22]	[23]	0	57	1 1	11/19-23 Fall Break
	Nov	26	27	28	29	30	5	62		
	Dec	3	4	5	6	7	5	67		
5	Dec	10	11	12	13	14	5 (15)	72		12/14 P-1 cut off date
	Dec	17	18	19	20	[21]	4	76		
	Dec	[24]	[25]	[26]	[27]	[28]	0	76	1 4	12/21-1/4 Winter Break
	Dec	[31]	[1]	[2]	[3]	[4]	0	76	1 4	
	Jan	7	8	9	10	11	5	81		
6	Jan	14	15	16	17	18	5	86		1/21 M.L. King Jr. Day
	Jan	[21]	22	23	24	25	4 (18)	90	1	1/30 1st Semester Ends (10 wks)
	Jan	28	29	30 #	[31]	[1]	3	93		1/31-2/1 Staff Inservice
	Feb	4	5	6	7	8	5	98		
7	Feb	11	12	13	14	[15]	4	102	1	2/15 Lincoln Day
	Feb	[18]	19	20	21	22	4 (16)	106	1	2/18 Washington Day
	Feb	25	26	27	28	29	5	111		
	Mar	3	4	5	6	7	5	116		
8	Mar	10	11	12	13	14	5	121		
	Mar	17	18	19	20	21	5 (20)	126	5	
	Mar	24	25	26	27	28	5	131		3/21 P-2 cut off date
	Mar	31	1	2	3	4 #	5	136		4/4 3rd Quarter Ends (9 wks)
	Apr	[7]	[8]	[9]	[10]	[11]	0	136		4/7-11 Spring Break
9	Apr	14	15	16	17	18	5 (15)	141		
	Apr	21	22	23	24	25	5	146		
	Apr	28	29	30	1	2	5	151		
	May	5	6	7	8	9	5	156		
10	May	12	13	14	15	16	5 (20)	161		
	May	19	20	21	22	23	5	166		
	May	[26]	27	28	29	30	4	170	1	5/26 Memorial Day
	Jun	2	3	4	5	6	5	175		
	Jun	9	10	11	12	13 #	5 (19)	180		6/13 Last day of school (9 wks)
	Jun	16	17	18	19	20	5	5		
	Jun	23	24	25	26	27	4	9	1	7/4 Independence Day
	Jun	30	1	2	3	[4]	4	14		
	Jul	7	8	9	10	11	5	19		
	Jul	14	15	16	17	18	5	24		
	Jul	21	22	23	24	25	5	29		
	Jul	28	29	30	31	1	5	34		
Aug	4	5	6	7	8	5	39			
Aug	11	12	13	14	15	5				
Aug	18	19	20	21	22	5				
Aug	25	26	27	28	29	5				

[ ] Holidays/Breaks/Inservice - No School

6/2/05 Board Approved

5/4/06 Board Approved Revision

December 13, 2006

To: Board Members  
From: Tom Bishop  
Subject: Possible CSBA Delegate Assembly Nomination

Each year the California School Boards Association (CSBA) conducts nomination procedures for representatives to CSBA's Delegate Assembly.

The DMUSD pays dues to belong to the California School Board Association, which is governed by an Executive Director and the CSBA Delegate Assembly, which is composed of approximately 270 delegates who are elected by local school board members in 21 geographic regions throughout California.

Each board may nominate as many individuals as it chooses. Nominations are accepted until January 5, 2007.

If a member of the DMSUD Board of Trustees wishes to seek election to the CSBA Delegate Assembly, then that Board Member must be formally nominated by the DMUSD Board (which requires action by the Board at a regular Board meeting). CSBA Delegates serve a two-year term.

If any members of the DMSUD Board wish to be nominated by the DMSUD Board of Trustees on December 13, please notify the Superintendent by December 11<sup>th</sup>.

Attachment: Delegate and Nomination Information

FISCAL IMPACT: None.

RECOMMENDED: For Information Only. Action Required for Nominations.

6.2



# Providing Leadership for California's School Districts and County Offices of Education

## ABOUT THE DELEGATE ASSEMBLY

CSBA's Delegate Assembly is a vital link in the association's governance structure. The Delegate Assembly sets the general policy direction for the association. Working with local districts, county offices, the Board of Directors and Executive Committee, Delegates ensure that the association reflects the interests of school districts and county offices of education throughout the state.

The Delegate Assembly is made up of approximately 270+ Delegates who are elected by local board members in 21 geographic regions throughout the state. Some geographic regions have been further divided into subregions. Ex-officio members of the Delegate Assembly with all privileges of membership include members of CSBA's Board of Directors, past presidents of CSBA and the immediate past

president of the California County Boards of Education (CCBE).

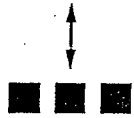
Delegates serve two-year terms. They meet twice a year to conduct business, and may also meet with the other Delegates and the Director within their region. Furthermore, they participate in CSBA events and they maintain contact with local boards in their region.

### CSBA GOVERNANCE

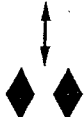
Delegates and Directors are CSBA's key governance links. They enable the association to serve California's more than 1,000 school districts and county offices of education and its more than 5,000 locally elected school board members.



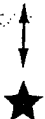
1,000+ School Districts and County Offices of Education with 5,000+ School and County Board Members (Divided into geographic regions)



Delegate Assembly (270+ Delegates elected by local boards in each CSBA region)

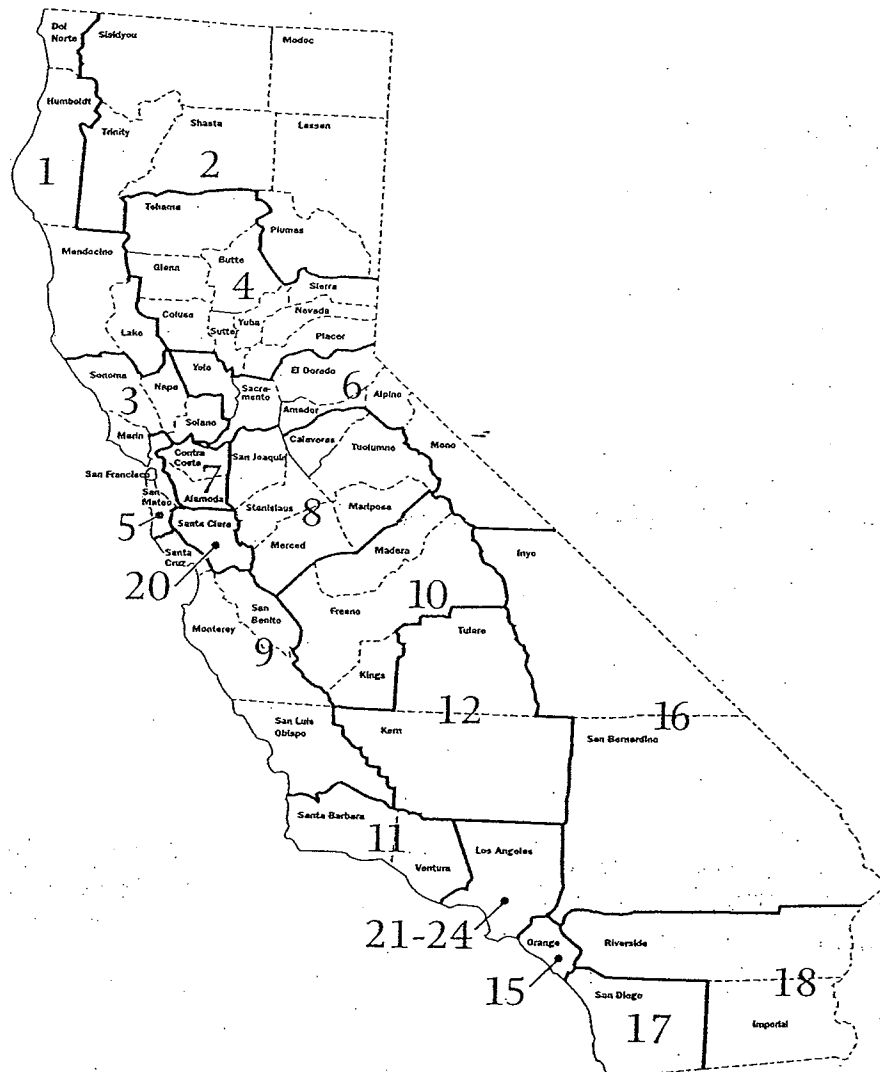


Board of Directors (32 Directors elected by the Delegate Assembly)



Executive Committee (4 officers elected by the Delegate Assembly, plus the Executive Director)

### CSBA GEOGRAPHIC REGION MAP



(continued)

## BECOMING A DELEGATE

## ROLES AND RESPONSIBILITIES OF DELEGATES

Delegates set the general policy direction and fulfill a critical governance role within the association. They communicate the interests of local boards to CSBA's Board of Directors, Executive Committee and other staff. Delegates give policy and legislative direction through the adoption of the policy platform every two years and the selection of other policy statements as needed. They also speak on issues and provide direct advocacy on behalf of the association.

Delegates play an important communication and support role within their region. They also elect the association's officers and members of the Board of Directors. The authority and primary duties of Delegates are contained in the CSBA bylaws.

### DELEGATES' ROLES AND RESPONSIBILITIES

The primary responsibilities of Delegates include:

- providing a link to other public officials at the local, state and national levels;
- providing a communications link between local board members and the regional Director;
- attending all Delegate Assembly meetings;
- adopting the policy platform which guides the association's policy and political leadership activities;
- as needed, adopting policies and positions to supplement the platform;
- providing testimony and input on critical issues;
- electing the officers, Board of Directors and Nominating Committee members;
- adopting the association's bylaws;
- serving on committees, task forces and focus groups; and
- supporting the association's activities and events.

### QUALIFICATIONS

To be eligible to serve on CSBA's Delegate Assembly, a board member must:

- be a trustee of a district or county office of education that is a current member of CSBA; and
- be a trustee of a district or county office of education within the geographic region or subregion which the Delegate will represent.

### TERM OF OFFICE

The term of office for each Delegate is two years and begins immediately upon election. Within each region, approximately half of the Delegates are elected in even-numbered years and half in odd-numbered years.

### NOMINATIONS

Nominations for Delegate Assembly seats are made each year between November 15 and January 5.

A board member must be formally nominated by a board in the region or subregion and may be nominated by his or her own district or county office. The nomination is an action that is taken in a public board meeting and requires a majority vote. A board may nominate as many individuals as it wishes. Nominees must sign a confirmation that they are willing to serve. *It is critical that nominations be delivered to the CSBA office, faxed or postmarked on or before January 5; late nominations will not be accepted.* In addition, candidates must complete a biographical sketch that is sent to districts and county offices of education along with the ballots.

### ELECTIONS

Ballots are mailed by February 1 to each district or county board within the region or subregion which has a vacancy. Ballots must be delivered to the CSBA office or postmarked by March 15 in order to be accepted. Ballots may not be faxed.

Voting for Delegates is an action of the entire board rather than individual board members; therefore, it is done at a public meeting and requires a majority vote. Each board may vote for as many persons as there are positions to be filled within

the region or subregion. The ballot will indicate how many positions are available. For example, if the terms of four Delegates are expiring, each board may vote for up to four persons. County boards vote only for the county seat within the region.

### TIMELINE FOR DELEGATE ELECTIONS

Nov. 15-Jan. 5	Nominations are submitted by local boards.
Feb. 1-March 15	Local boards vote and return ballots to CSBA.
April 20	Closing date for any runoff election held in regions or subregions with a tie vote.
By May 1	Final results are distributed to the CSBA membership.
May Delegate Assembly	Seating of new Delegates.

### APPOINTMENTS TO THE DELEGATE ASSEMBLY

Districts with an ADA of 30,000–39,999 may appoint one Delegate. Additional appointments may be made as follows:

40,000–99,999 ADA:  
two Delegate seats

100,000–299,999 ADA:  
three Delegate seats

300,000 ADA or higher:  
seven Delegate seats

These districts also may participate in the nomination and selection of the other Delegates from that region or subregion.



California School Boards Association

California School Boards Association  
3100 Beacon Blvd., P.O. Box 1660  
West Sacramento, CA 95691-1660  
(916) 371-4691 (800) 266-3382  
Fax: (916) 371-3407  
E-Mail: [csba@csba.org](mailto:csba@csba.org)  
[www.csba.org](http://www.csba.org)


**CSBA**
**2007 Delegate Assembly Biographical Sketch Form**

**Due: Friday, January 12, 2007** (U.S. Postmark or fax – 916.669.3305 or 916.371.3407)

This **required**, one-page, single-sided, biographical sketch form must be completed in the spaces provided. An optional, single-sided, one-page résumé may also be submitted. This required form and **optional** résumé will be copied exactly as received. Please **do not** state "See résumé."

Any page(s) exceeding this one page, single-sided requirement for the bio sketch and the optional résumé will **not** be accepted.

Name	Region/Subregion		
Address	City	Zip	
Res. Ph.	Bus. Ph.	Fax E-mail	
District	ADA	Years on board	
Are you a continuing CSBA Delegate? _____		If yes, how long have you served as a Delegate? _____	

Please describe your activities/involvement or interests in your local district.

Please describe any other education-related activities/involvement.

Please describe your activities/involvement in CSBA and explain why you are interested in serving as a CSBA Delegate.

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

Signature \_\_\_\_\_

Date \_\_\_\_\_

December 13, 2006

To: Board Members

From: Tom Bishop

Subject: Board Approval, Special Workshop Meeting for DMUSD Board of Trustees and Board of Directors of the DMSEF

Karen Gilbert and Debra McGinty-Poteet, Co-Presidents of the DMSEF, have contacted district staff and suggested that DMUSD Board of Trustees schedule a workshop meeting with the Board of Directors of the DMSEF on Tuesday, January 9 or Monday, January 22, 2007 at 6:00 p.m. in the Sycamore Ridge School multi-purpose room.

Karen and Debra have suggested that a positive result from this (joint) workshop meeting may assist both agencies with a future decision about possibly contracting with an outside review firm to look at current DMSEF policies, practices and expenditures.

**FISCAL IMPACT:**

**RECOMMENDED:** Superintendent recommends:

- (1) that the Board approve a special workshop meeting date on Wednesday, January 10, 2007 (or Monday, January 22, 2007) at 6:00 p.m. in the MPR at Sycamore Ridge School
- (2) that the Board ask two members of the DMUSD Board of Trustees to meet with two officers of the DMSEF and the superintendent to plan the agenda for the January workshop meeting.

December 13, 2006

To: Board Members

From: Tom Bishop

Subject: Board Approval, Board Visitation to Sage Canyon School

The Board's December 4, 2006 visitation to Sage Canyon School needs to be re-scheduled to a later date. Possible dates for the 12:30-2:30 p.m. Board visitation to Sage Canyon School include:

Monday, January 29, 2007

Monday, April 23, 2007

Monday, June 4, 2007

**FISCAL IMPACT:** None

**RECOMMENDED:** Staff recommends that the Board approve one of these three dates for the Board's 2006/2007 visitation to Sage Canyon School.

December 13, 2006

To: Board Members  
From: Tom Bishop  
Subject: Authorization to Record Future School Board Meetings

During several Board meetings during the past year, members of the public made public comments during the board meeting. When staff created the draft Minutes for these board meetings, several members of the public suggested that the draft Minutes did not accurately reflect the comments made by the members of the public.

Several months ago, Board Members Easton and Crawford met with the superintendent to review Board policy regarding minutes and to discuss the need for accurate Minutes. Board Members Easton and Crawford asked the superintendent to review "best practices" regarding the school board meeting Minutes. District staff contacted ten San Diego County school districts to determine if any of the ten districts recorded their monthly school board meeting. Seven of the ten districts currently record their monthly school board meeting so that staff can make minutes that are 100% accurate.

Of the seven districts that currently record their monthly school board meeting, several of the districts keep the recording for 30 days, while several other districts keep the recording for one year. If the Board decides to record meetings, how long might the Board of Trustees want to keep the recording? 30 days? 60 days? 120 days? 360 days?

Board Members Easton and Crawford recommend that the Board of Trustees authorize staff to record the monthly board meeting, effective Wednesday, January 17, 2007.

Note: Effective with the January 17, 2007 Board meeting, DMUSD Executive Assistant, Sherry Forte, plans to circulate a draft version of the Board Minutes to the Board of Trustees within seven calendar days of the meeting. Board members are being asked to review the draft Minutes within seven calendar days of receipt of the Minutes. If a Board member sees an "inaccuracy", the Board member should notify Sherry who will check the Board meeting recording to obtain the correct language.

Both Linda Crawford and Annette Easton suggested that this new review process be used for six months as a pilot. Staff plans to implement this internal review of the Minutes in January 2007.

**FISCAL IMPACT:** Director of Technology, Tom Hauseur, has estimated that the district will need to make a one-time general fund expenditure of about \$1,000 to record the monthly board meeting.

**REDOMMENDED:** Staff recommends that the Board of Trustees authorize the recording of the monthly Board meeting, effective January 17, 2007.

December 13, 2006

To: Board Members  
From: Tom Bishop  
Subject: Board Approval, Board Workshop on February 13, 2007 – Long Term Planning

Prior to the November 7, 2006 election, district staff asked long range planning consultant, Lyn Perino, to reserve some of her 06/07 DMUSD consultant time so that the Board of Trustees could have an opportunity to discuss a long range planning process for the DMUSD with Mrs. Perino.

Lyn has reserved 4:00-7:00 p.m. on Tuesday, February 13, 2007 for a board workshop on the long range DMUSD planning process.

The superintendent is hoping that the Board of Trustees can accommodate the 4:00-7:00 p.m. time slot on February 13, 2007.

FISCAL IMPACT: None

RECOMMENDED: Superintendent recommends that the Board schedule a Special Board Workshop on February 13, 2007.

6.6

December 13, 2006

To: Board Members  
From: Tom Bishop  
Subject: Board Consideration, Possible Board/Superintendent Workshop

Four years ago after two new members were elected to the Board of Trustees, the Board decided to hold a half day "Board/Superintendent" training workshop that would help Board members and the Superintendent to recognize the different responsibilities of their respective positions and to construct protocols that would help the Board and superintendent work together in their respective leadership roles. The Board held a similar workshop eight years ago after the Board appointed the current superintendent. The "Board/Superintendent" relationship is one of the most important relationships in a school district, and a workshop that explores DMUSD Board Policy 9005 (Board Superintendent relationship) will provide the Board and the Superintendent with an opportunity to frame working protocols that can benefit staff, students, and community.

Is it possible that Board members are available to participate in a "Board/Superintendent" training workshop for a half-day on February 7, 8, or 9? If none of those dates work, how about a half-day on February 21, 22, or 23?

Once a date has been selected, staff will contact CSBA for the name of a CSBA employee who can serve as the facilitator for the "Board Superintendent" workshop. If the Board wants to work with a facilitator other than a CSBA employee, staff will be glad to contact local individuals who have experience in the facilitation of "Board/Superintendent" workshops.

**FISCAL IMPACT:** If a CSBA employee provides facilitation, the anticipated cost might be \$1,000 plus travel.

**RECOMMENDED:** Superintendent recommends that the Board select a date for a half day "Board/Superintendent" workshop.

December 13, 2006

To: Board Members

From: Tom Bishop

Subject: Reminder of Upcoming Events and Schedules

**Thursday, December 14, 2006**

Ashley Falls – Winter Band and Choir Concert, 6:30 p.m.

**Wednesday, December 20**

Torrey Hills – Winter Concert, 6:30 p.m.

**Thursday, December 21**

Sycamore Ridge – Flute and Music Assembly, 10:20 a.m.

**Thursday, December 21**

Del Mar Heights – Winterfest, 6:30-7:30 p.m., Dress warm. . . it's outside!

**Friday, December 22**

School Closed. Holiday in lieu of Christmas Eve

**Monday, December 25, 2006 – January 5, 2007**

Winter Break. No School. Classes resume January 8, 2007

**Wednesday, January 10, 2007**

San Diego Blood Bank's Annual Blood Drive at Carmel Del Mar School, 11:00 a.m.–4:30 p.m.

**Monday, January 15, 2007**

Holiday. Martin Luther King, Jr. Day

**Wednesday, January 17, 2007**

Board of Trustees meeting, 6:00 p.m. – Del Mar Hills Academy

**Wednesday-Friday, January 24-26, 2007**

ACSA Superintendent's Symposium, Monterey

Wednesday, January 31, 2007

Superintendent's and Principals' Forum, "Superintendents' Achievement Gap Task Force" – Mathematics, Handlery Hotel, San Diego

Monday, February 5, 2007

Board visitation to Carmel Del Mar School, 12:30-2:30 p.m.

RECOMMENDED: No Action Required. Information Item Only