

**DEL MAR UNION SCHOOL DISTRICT
BOARD OF TRUSTEES**

**MINUTES OF SPECIAL BOARD MEETING
BY THE BOARD OF TRUSTEES
Del Mar Hills Academy – Multi-Purpose Room
14085 Mango Drive
Del Mar, CA 92014**

**March 29, 2007
6:00 p.m.**

DMUSD Members Present: Annette Easton, President of the Board
Janet Lamborghini, Clerk of the Board
Linda Crawford, Steven McDowell, Katherine White

DMUSD Members Absent: None.

DMUSD Staff: Thomas F. Bishop, Superintendent
Sherry Forte, Exec. Asst. to the Superintendent
Tom Hauseur, Director of Technology
Grace Hauseur, Teacher on Special Assignment
Dena Whittington, Assist. Superintendent, Business Services
Trish Snider, Director of Pupil Services
Janet Bernard, Assist. Superintendent, Curriculum & Instruction
Todd Boetler, District webmaster
Rodger Smith, Director of Personnel/Facilities
David Skinner, 2nd grade teacher, Carmel Del Mar
Jennifer Steinman, Technology Teacher, Sycamore Ridge
Carol Sharpe, 3rd grade teacher, Torrey Hills
Wendy Wardlow, Principal, Del Mar Heights
Kathy Zach, Administrative Assistant, Del Mar Heights
Emily Disney, Principal, Sycamore Ridge
Tracy Garber, 4th grade teacher, Carmel Del Mar
Bill Porter, 2nd grade teacher, Carmel Del Mar
Linda Dugger, Extended Studies teacher, Carmel Del Mar
Cinda Peck, Music teacher, Carmel Del Mar

Others In Attendance: Jim Kerr, *Del Mar Times*; Debra McGinty-Poteet, Maria Olson, Marsha Sutton, *Carmel Valley News*; Ian Port, Village Voice; Mrs. Christina Dyer, Legal Counsel; Steward Seward, Bob Gans, Karen Gilbert, Laura DeMarco, Alison King, Maria Henry, Leslie Tipp, John Logan, Jana Studemire, Laurie Hoshaw, John Wells, Sue Tumay, Pamela Couvignou, Cheryl Pile, Jennifer McDowell, Felicia Weinbaum, Sue Lichter

BUSINESS TRANSACTED WAS LIMITED TO THE FOLLOWING:

1.0 Board President, Annette Easton, called the meeting to order at 6:04 p.m.

2.0 *Approval of the Agenda* Member Lamborghini requested that Motion #11 be moved on the Agenda to come before Motion #5. Member Crawford requested that Item 6.4 on the Agenda be moved to come before Item 9.1.
On motion by Member Lamborghini seconded by Member White the Board voted unanimously to approve the Agenda with the amendments noted above.

BOARD PRESIDENT EASTON CALLED FOR SPEAKER SLIPS.

3.0 *Communication From the Public*
Public Input:

- Laurie Hoshaw: Mrs. Hoshaw stated she was speaking before the board for the second time in two weeks to express her grave concerns for the school district in the direction it is being taken by the new Board majority. She spoke of the accomplishments of Superintendent Bishop and the strengths he brought to the DMUSD. (Statement attached.)

2007/2008 ENRICHMENT STAFFING – OPTIONS

Continuation of Item 6.3 of the Regular Board Meeting of February 28, 2007

Motion #11 *DMUSD Endorses DMSEF as Primary Fundraising Vehicle* Member McDowell stated he met several times with representatives of the Del Mar Schools Education Foundation to discuss Easton/White’s original Motion #11. Working directly with DMSEF representatives, Mr. McDowell and the DMSEF leadership developed the “Foundation Operating Plan”. Member McDowell explained the “Foundation Operating Plan” document (attached) and answered Board members’ questions. The proposal includes:

- 1) Rapid transition of new Executive Committee.
- 2) Immediate Distribution of parental appeal contributions
- 3) Analysis of Best Practices
- 4) Development of DMSEF Strategic Plan

On motion by Member McDowell, seconded by Member Lamborghini the Board voted unanimously to endorse the DMSEF as the primary fundraising vehicle for charitable contributions to the DMUSD subject to the Del Mar Schools Education Foundation continuing with their March 21, 2007 Foundation Operating Plan.

Motion #5 **DMUSD Fully Funding Positions at School Sites**

Supt. Bishop presented three different policy options for Board consideration regarding whether or not the Board should allow sites to purchase 07/08 enrichment staffing that exceeds the regular 07/08 enrichment staffing that is assigned to each site.

Director of Facilities/Personnel, Rodger Smith, clarified that the primary grades have 3 40-minute prep periods per week; upper grades have 4 45-minute prep periods per week. He also stated that the Technology Teachers spend a significant portion of their time on technical support versus direct student instruction and principals have the flexibility to arrange the minutes/schedule based on the needs at their site. The information presented tonight will be revisited with the board if the 07/08 enrollment as projected changes significantly.

Public Input:

- Sue Lichter, representing Ashley Falls PTA. She asked for clarification regarding only being able to raise one additional enrichment position and if that is affected by schools that have an ESC aide and currently fund with soft funds a PE certificated teacher.
- Bob Gans, Del Mar Hills Academy parent. Mr. Gans expressed concern that sites will not be allowed to purchase additional staffing beyond the 07/08 school year. Mr. Gans also asked about the feasibility of making a minimum level staffing of ESC specialists at each school.

Board Discussion:

After significant board discussion the following motions were made:

On motion by Member White, seconded by Member Crawford, the Board voted unanimously to accept Rodger Smith's proposal of March 27, 2007 (below) specifying the formula for allocating enrichment positions based on the number of preparation periods required.

<i>Prep Periods: 0-55</i>	<i>FTE Position: 3.0</i>
<i>Prep Periods: 56-57</i>	<i>FTE Position: 3.5</i>
<i>Prep Periods: 68-79</i>	<i>FTE Position: 4.0</i>
<i>Prep Periods: 80-91</i>	<i>FTE Position: 4.5</i>
<i>Prep Periods: 92-103</i>	<i>FTE Position: 5.0</i>
<i>Prep Periods: 104-115</i>	<i>FTE Position: 5.5</i>
<i>Prep Periods: 116-127</i>	<i>FTE Position: 6.0</i>

On motion by Member White, seconded by Member Easton the Board voted unanimously to allow sites to purchase up to two additional FTE enrichment positions for the 07/08 school year, that the cost to purchase one full-time certificated enrichment position for 07/08 be approved at \$68,000 and sites could purchase half-time 07/08 certificated enrichment positions for \$34,000 and that the sites will have from April 1, 2007 until June 15, 2007 to raise the new funds to pay for the additional 07/08 enrichment positions.

Motion #6 **Creation of Budget Committee**

Motion #6 of the Easton/White Equity Proposal recommends the Board form a Board Committee on the Budget to propose reallocation of funds and resources so that the DMUSD can cover contractually obligated expenses.

Board members discussed:

- The expectations of the new Board Budget Committee over the current Budget Committee.
- Committee members having no expertise in the area of school finances making proposals to the board.
- The selection process and that it be representative of the entire district.
- Staff being over burdened.
- Timelines

Public Input:

- Laura DeMarco; she spoke in favor of creating the new Budget Committee. Mrs. DeMarco also spoke about the Shores property and how she feels “the district is unwisely pursuing policies inviting costly litigation.”
- Bill Porter; Carmel Del Mar teacher and parent in the community. He commended board members for wanting to learn as much as possible about being an effective Board member. He spoke against the formation of the Budget Committee and Personnel Committee. He respects the work of the current administrative staff and suggested a board member join the current Budget Committee.
- John Logan: He feels the Shores property is an incredible asset and hopes the DMUSD sells it for as much as possible “to help support the best programs we can have for our kids.”

Board Discussion:

Member Easton explained that the vision for the new committee is for it to look at the budget in a different way, to provide an additional viewpoint for Dena Whittington and the board, and to develop recommendations for the board.

On motion by Member White, seconded by Member McDowell, the Board voted unanimously for Motion #6 of the Easton/White Equity Proposal as follows:

The Board of Trustees creates a Budget Committee of the Board chaired by Steven McDowell. Committee composition will be as follows:

*1 Board Member serving as committee chair
1 Principal
1-3 Parents
1-3 Teachers (some long term and others new to District)
2 Classified staff (1 school site, 1 District administration)
Assistant Superintendent of Business Services*

Members of this committee must demonstrate fiscal expertise in dealing with large budgets. This committee will meet in accordance with state open meeting laws (public noticed and invited). This committee will solicit input from all District employees as well as parent and community members, including but not limited to anonymous and identified input. The Budget Committee Chair will recommend committee member appointments. Per Board Bylaw 9121, the committee members will be appointed by the Board President, subject to Board approval.

This committee will have access to all school sites, school District employees and budget related documentation. This committee will consider resources including but not limited to District vehicles, travel and retreats, staffing across the District including the District office departments as well as school sites. Addressing the budget shortfall through the usage of District reserves will be considered only as a last resort, in order to cover the unfunded obligation negotiated by the Superintendent in the DMCTA contract for prep time minutes and to put the District in compliance with the California Constitution requirement for a free public education. Further, the Board expects that careful consideration of the budget will not require the use of District reserves.

On motion by Member White, seconded by Member Easton, the Board voted unanimously that the budget committee of the Board would include a geographic diversity of members across district sites.

Member McDowell will bring a recommendation for the selection process, term to be served and the composition of the Budget Committee to the April 25, 2007 Board meeting.

Motion #7 **Creation of Personnel Committee**

Motion #7 of the Easton/White Equity Proposal recommends the Board form a Personnel Committee specifically to examine the staffing levels, needs, job definitions and pay.

Board members discussion included:

- The expectations and philosophy behind the proposed committee.
- The reason for a Personnel Committee.
- The intent for it to work in conjunction with the Budget Committee.
- Personnel Committee to offer a strategic look at staffing and how the dollars are being used.
- Large portion of budget is for staffing.
- Personnel Committee offering a global look at staffing across the district.
- Personnel Committee may be a duplication of the work of current staff.
- Committee needs to have specific requirements.
- Staffing needs and job analysis.

Upon being questioned, Director of Facilities/Personnel, Rodger Smith, stated that his department is charged with the responsibility of staff planning and the allocation of district resources to make the maximum impact on student learning. Mr. Smith stated he doesn't have any reservations about the proposed Personnel Committee and appreciates the sensitivity of what appears to be duplicate responsibilities. Mr. Smith is happy to share his information with the committee to broaden their understanding of why "we do what we do."

Public Input:

- David Skinner: 14 year teacher in the district and has served on many committees. He feels constant transparency is critical and the committee needs to be extremely clear on the goals. He spoke of his concern about one group of employees evaluating the contributions of another group of employees and the divisiveness that may ensue.
- Debra McGinty-Poteet, a resident and DMUSD parent. She has 25 years of HR experience, sat on board of HR committees at private schools. She spoke regarding HR professionals and the importance of complete confidentiality. She spoke of her experience about committees that talk about people and that "loose lips sink ships". She reminded the board that the sensitive discussions of HR involve real people. She cautioned

the Board to select people that are subject to a confidentially agreement.

- Bill Porter, teacher at Carmel Del Mar. He spoke against the formation of this committee. Feels the district staff is extremely capable more than able to answer all Board questions.

Member McDowell asked for information on what other districts have relative to committees dealing with Human Resources. He feels this committee could be framed in a way that will benefit strategic planning and the total staffing in the district.

Assist. Supt., Curriculum & Instruction, Janet Bernard, stated that from her experience in working with districts ranging from 10,000 to 30,000 ADA, they typically have a Budget Committee that will also do the personnel investigations. Because personnel is tied so closely with the budget it was the Budget Committee that would make recommendations to the Board.

Motion by Member White: The Del Mar Union School District creates a Personnel Committee of the Board chaired by Katherine White. Committee composition will be as follows:

- 1 Board Member serving as committee chair
- 1 Principal
- 1-3 Parents
- 1-3 Teachers (some long term and others new to District)
- 2 Classified staff (1 school site, 1 District administration)
- Director of Human Resources

This committee will meet in accordance with state open meeting laws (public noticed and invited). This committee is directed to propose staffing levels, staffing needs and areas for job analysis in light of our recent budget deficits and stabilizing enrollment. This committee will provide input into the Board Budget Committee for the 2008/2009 budget process. The Personnel Committee of the Board will include a geographic diversity of members across district sites. Seconded by Member Easton.

Board Discussion:

Member McDowell spoke of the concern expressed by the public on how to frame the committee. He stated the intent is for the committee to look at it from a strategic standpoint and, therefore, we would be looking at 08/09, which might make people more comfortable and allow more input. He would support an amendment with the word “strategic” in it.

Member White was comfortable adding the word “strategic” and adding the committee reports to the Budget Committee for the 2008/2009 budget process, making it clear that we are not looking for this year but are looking out several years. LC supports recommendation to table Motion #7 to return in a different format.

Member Easton suggested that if the Board is looking at the 2008/2009 school year perhaps the Board could table this Motion and bring back a crafted one with the exact language for the strategic focus.

Member Crawford supported tabling the motion and feels it needs to have more focus as to the goals of the committee.

Member Easton wants the intent and charge of this committee to be clear so as not to create rumors and speculation of what will happen. Member Easton sees the committee as a global and strategic look at staffing and she would be happy to meet with Rodger Smith and Member White.

Member White also would like the input of DMCTA President, Jennifer Steinman.

Board President Easton announced that the Board will bring this item back to the April 25, 2007 meeting.

Motion #8 *DMUSD to Accept Funds From Different Entities*

Member White made the following motion: The Del Mar Union School District will continue to accept funds from the DMSEF, site PTAs, and contributions from donors given directly to the District.

Board Discussion:

Board members discussion included:

- This is policy, why is it needed?
- Concern over whether the district should only accept funds from one organization and not another
- Although it’s policy it doesn’t hurt to reclarify the Board’s position of its willingness to accept donations from the different entities.
- Reaffirming Board Policy 3290, Gifts, Grants and Bequests.

Member White amended her motion to say: The Board reaffirms Board Policy 3290. Member McDowell seconded the motion.

After Board discussion on how best to reaffirm current Board Policy 3290 and give the community clarity, Member McDowell proposed that a Resolution be brought back to the April 25, 2007 to provide clarity for the community of funds the Board will accept and to reaffirm Board Policy 3290.

Board President Easton stated the Resolution will include Motion #8 and Motion #9 but would like the following sentence to be incorporated into the Resolution: “The Board recommends organizations obtain pre-approval for targeted fundraising campaigns or activities.”

Motion #9	Reaffirmation of Board Policy 3290, Gifts, Grants and Bequests	Motion #9 will be included in the Resolution mentioned above under Motion #8.
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6.4	Clarification, \$35,000 Donation from Heights PTA to DMUSD	Board President Easton explained that Amelia Morris, Foundation Representative from Del Mar Heights School had sent an email requesting clarification of the \$35,000 donation from the Del Mar Heights PTA, whether the donation will be applied to the Del Mar Heights’ Foundation goal for the year.
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Board President Easton stated that based on recent Board decisions to eliminate site based goals, and that there is no longer a targeted amount, this is a non-issue.

Member White asked for clarification on whether the Board is required to vote on this because of a request that has been made.

Board President Easton reminded the Board that this donation was previously accepted by the Board at the October 25, 2007 board meeting.

With Member White abstaining from further discussion due to a possible “windfall” to the Del Mar Heights PTA should the Board reject this donation, the remaining Board members did not have a need to move this to an action item and were comfortable with the acceptance of the \$35,000 donation on October 25, 2007.

Supt. Bishop was directed by Board President Easton to follow up with Amelia Morris and let her know that in light of recent Board adoptions that the issues she raised in her email were no longer a question.

9.1 Approval and Acceptance of Donations to the Del Mar Union School District from Regular Board Meeting of February 28, 2007 and March 21, 2007.

On motion by Member White, seconded by Member Crawford, the Board voted unanimously to accept the donations to the Del Mar Union School District from Regular Board Meetings of February 28, 2007 and March 21, 2007

~~9.1 Approval and Acceptance of Donations to the Del Mar Union School District from Regular Board Meeting of March 21, 2007~~

9.0 ADJOURNMENT

On motion by Member White seconded by Member McDowell and carried unanimously, the Special Board Meeting of March 29, 2007 was adjourned at 9:08 p.m.

Janet Lamborghini, Clerk of the Board of Trustees

Thomas F. Bishop, Superintendent