

**DEL MAR UNION SCHOOL DISTRICT
BOARD OF TRUSTEES
Del Mar Hills Academy – Multi-Purpose Room
14085 Mango Drive
Del Mar, CA 92014**

**November 14, 2007
Regular Meeting
5:45 PM**

Written notice is hereby given in accordance with Education Code Section 35144, Government Code 54956, and other applicable law that the following Regular Meeting of the Board of Trustees, Del Mar Union School District, will be held on Wednesday, November 14, 2007 beginning at 5:45 p.m. at the Del Mar Hills Academy, 14085 Mango Drive, Del Mar, California 92014.

PLEASE NOTE: Any member of the public who wishes to address the board on an item on the agenda or on another topic which lies within the governing board's jurisdiction may do so, but must present a written request on the form provided. The President of the Board will call for speaker slips twice during the meeting: when the meeting is called to order and at the conclusion of the "Reports, Recognitions & Hearings" section of the Meeting. A member of the public who wishes to address the Board on such item is limited to three minutes unless such time limit is waived by a majority vote of the Board. The total amount of time to be allowed on any item is twenty minutes, unless the time limit is waived by a majority vote of the Board.

In accordance with the Brown Act, unless an item has been placed on the published agenda, there shall be no action taken. The Board may 1) acknowledge receipt of the information, 2) refer to staff for further study, 3) refer the matter to the next agenda.

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 governing board, please contact the office of the District Superintendent at (858) 523-6198. Notification 72 hours prior to the meeting will enable the District to make reasonable arrangements to ensure accommodation and accessibility to this meeting. Upon request, the District shall also make available this agenda and all other public records associated with this meeting in appropriate alternative formats for persons with a disability.

NOTE: At 5:00 p.m. there will be an open session to allow for public comment on the closed session agenda, followed immediately by a closed session in the Del Mar Hills Academy - Administration Office Conference Room, 14085 Mango Drive, Del Mar, CA 92014)

CALL TO ORDER - OPEN SESSION – 5:00 P.M.

A. BOARD PRESIDENT CALLS FOR BLUE SPEAKER SLIPS

B. PUBLIC INPUT CONCERNING ITEMS ON THE CLOSED SESSION AGENDA

ADJOURN TO CLOSED SESSION (In the Del Mar Hills Academy – Administration Office
Conference Room, 14085 Mango Drive, Del Mar, CA 92014)

CALL TO ORDER – CLOSED SESSION - 5:00 P.M.

CLOSED SESSION AGENDA:

- 1.1 Conference with Legal Counsel – Anticipated Litigation (Government Code section 54956.9(b);
Name of Case: Significant Exposure to Litigation: One case

Adjournment of Closed Session:

Time: _____p.m.

Motion_____Second_____Ayes_____Nays_____

RECONVENE TO OPEN SESSION

C. REPORT OF ACTION TAKEN IN CLOSED SESSION:

CALL TO ORDER, CFDs – 5:40 p.m.

- **CALL TO ORDER, MEETING OF THE LEGISLATIVE BODY OF CFD No. 95-1**

CALL TO ORDER, REGULAR MEETING OF BOARD OF TRUSTEES – 5:45 P.M.

1.0 FLAG SALUTE

2.0 APPROVAL OF THE AGENDA

Motion_____Second_____Ayes_____Nays_____

3.0 STUDENT RECOGNITION – CARMEL DEL MAR – TIMED 5:50 P.M.

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BOARD PRESIDENT CALLS FOR BLUE SPEAKER SLIPS

4. CORRESPONDENCE/COMMUNICATIONS

This section of the agenda is provided for the public to address any item which lies within the governing board's jurisdiction that is not on the agenda. State law prohibits the Board of Trustees from discussing any item not on the agenda.

4.1 Correspondence: None

4.2 Public Input:

5 REPORTS, RECOGNITIONS and HEARINGS

5.1 **Recognition** 2

Employees of the Month for November/December 2007:

Ashley Falls – Mariebelle Oliva, Second Grade Teacher

Carmel Del Mar – Gail Brinkerhoff, Kindergarten Teacher

Del Mar Heights – Dorothy Waite, Fifth/Sixth Grade Combination Teacher

Del Mar Hills – Lindsay Farmer, First Grade Teacher

Ocean Air – Juliann Cunningham, First Grade Teacher

Sage Canyon – Michelle Brashears, Sixth Grade Teacher

Sycamore Ridge – Kris Stocker, Preschool SDC Teacher

Torrey Hills – Janice Lee, Third Grade Teacher

5.2 **Report**

DMCTA Report: David Skinner, DMCTA President, Carmel Del Mar teacher

5.3 **Report**

DMSEF Report: Bob Gans, DMSEF President

5.4 **Report**

Board Report/Comments

5.5 **Report**

Superintendent's Report

BOARD PRESIDENT CALLS FOR BLUE SPEAKER SLIPS

6.1 **Approval of the Minutes of:**

- [Minutes of Regular Board Meeting of October 30, 2007](#)
- [Minutes of Special Board Meeting/Visitation of October 17, 2007](#)

Motion ____ Second ____ Ayes ____ Nays ____ Abstain ____

6.2 **Approval of Consent Items**

Agenda items preceded by an asterisk (*) compose the Consent Agenda, and unless removed at the request of a board member, will be approved by the Board as a group

Motion ____ Second ____ Ayes ____ Nays ____ Abstain ____

Consent Items:

- *7.2 Board Approval of Performance Agreement with Dr. Sandy Williams, Educational Consultant 7
- *7.3 Board Approval of Performance Agreement with Companion Corporation Computer Systems 8
- *10.1 Board Approval and Acceptance of Donations to the Del Mar Union School District 42

*10.2	Board Approval of Purchase Orders and Ratification of Commercial Warrant Payments and Revolving Cash Disbursements	43-52
*10.4	Board Approval of Agreement Between the Del Mar Union School District and Magdalena Ecke Family YMCA for Playground Partners Program at Carmel Del Mar School	55
*11.1	Board Approval of Recommended Personnel Actions: Employment, Resignations, Retirements, Dismissals, Leaves of Absence, and Change of Status	70-75
*11.5	Board Approval of a Variable Term Waiver Request for Adapted Physical Education Teacher	96-102

7. CURRICULUM AND INSTRUCTION

7.1	08/09 Spanish Immersion Location	3-6
	<i>Motion_____Second_____Ayes_____Nays_____</i>	
7.4	Board Approval for Art Teachers to Attend the Project Zero Classroom Institute at the Harvard School of Education	9-10
	<i>Motion_____Second_____Ayes_____Nays_____</i>	

8. ADMINISTRATION AND POLICY

8.1	Board Approval to Hold the Regular Board Meeting and 2007 Organizational Meeting on December 12, 2007	11
	<i>Motion_____Second_____Ayes_____Nays_____</i>	
8.2	1 st Reading of Proposed Board Meeting Dates and Locations for 2008	12
8.3	2 nd Reading and Approval of new Board Bylaw 9400, Board Self Evaluation	13-20
	<i>Motion_____Second_____Ayes_____Nays_____</i>	
8.4	Emergency Preparedness for October 22 nd Firestorm	21
	<i>Motion_____Second_____Ayes_____Nays_____</i>	
8.5	Board Discussion, Teacher Recognition / Staff Recognition	22
	<i>Motion_____Second_____Ayes_____Nays_____</i>	
8.6	J-13A Affidavit – Emergency Conditions from October 22-26, 2007	23-26
	<i>Motion_____Second_____Ayes_____Nays_____</i>	
8.7	Calendar for 07/08 Action Teams	27
8.8	Board Bylaw 9124 - Attorney	28-29
8.9	Board Policy/Administrative Regulation 5141: Health Care and Emergencies	30-34
	<i>Motion_____Second_____Ayes_____Nays_____</i>	
8.10	Reminder of Upcoming Events	35-36

9. OPERATIONS AND FACILITIES

9.1	Facilities Report	37
9.2	Update: Shores Escrow	38
9.3	Board Approval, Notice of Completion for Shade America, Inc., for Construction of the Shade Structure at Ocean Air School	39-41
	<i>Motion_____Second_____Ayes_____Nays_____</i>	

10. BUSINESS AND FINANCE

- 10.3 Recommendation Regarding the Fee Charged for the Use of Fields by Profit vs Non-profit Organizations 53-54

*Motion*____*Second*____*Ayes*____*Nays*____

- 10.5 Update: 2007/2008 Monthly Budget 56-69

11. PERSONNEL

- 11.2 Revised Job Description, Director of Pupil Services and Hiring Timeline 76-81

*Motion*____*Second*____*Ayes*____*Nays*____

- 11.3 Technology Leadership Staffing Options 82-90

*Motion*____*Second*____*Ayes*____*Nays*____

- 11.4 Expansion Position, Coordinator of Categorical Programs/ELL/GATE/Grant Writer 91-95

*Motion*____*Second*____*Ayes*____*Nays*____

12. ITEMS FOR DECEMBER 2007 BOARD MEETING:

- Report: Academic Learning Program
- 2nd Reading and Approval of the 2008/2009 DMUSD Master School Calendars
- 2008/2009 Enrichment
- Communication Memo that will detail which employees benefited from Staff Development
- Board Review, Administrative Regulation 5030 Student Wellness
- Board Approval, Resolution 2007-____ of the Board of Trustees of the Del Mar Union School District Approving the Annual and Five-Year Report for Fiscal Year 2006/2007, In Compliance with Government Code Sections 66006 and 66001
- Approval, Revised BP-AR 1325, Community Relations
- Approval, BP 6000 Revision
- Board Approval, Contract with Nexus for District network upgrades (January)

13. ADJOURNMENT

Time: _____p.m.

*Motion*____*Second*____*Ayes*____*Nays*____*Abstain*____

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

**MINUTES OF SPECIAL SCHOOL VISITATION BOARD MEETING
BY THE BOARD OF TRUSTEES
Del Mar Hills Academy
14085 Mango Drive
Del Mar, CA 92014**

**Wednesday, October 17, 2007
12:45 p.m.**

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

Members Absent: Linda Crawford

DMUSD Staff: Thomas F. Bishop, Superintendent

Others In Attendance: Jennifer Jeffries, CSSM Professor of Education

BUSINESS TRANSACTED WAS LIMITED TO THE FOLLOWING:

Board President, Annette Easton, called the meeting to order at 12:45 p.m.

- A. *On motion by Member White seconded by Member Lamborghini the Board voted unanimously to approve the Agenda. (Member Crawford was absent.)*

BOARD PRESIDENT EASTON CALLED FOR BLUE SPEAKER SLIPS

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- B. **PUBLIC INPUT CONCERNING ITEMS ON THE CLOSED SESSION AGENDA: NONE.**
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- C. **VISITATION TO DEL MAR HILLS ACADEMY AND OBSERVATION OF PROFESSIONAL LEARNING COMMUNITY PRACTICES.**

Del Mar Hills Academy Principal, Laurie Francis, welcomed the Board to the visitation and explained that the visit was occurring on a normal PLC Wednesday.

Mrs. Francis introduced teachers Andrea Sleet and Stephanie Spooner who explained how data was being used to drive student instruction in various curriculum areas.

During the visitation the Board observed:

- A Language Arts staff development activity taught by consultant Michelle Young
- DMUSD Art enrichment teachers discuss possible uses for the 06/07 one-time art funds from the California Department of Education.
- Kindergarten teachers from Del Mar Hills and Del Mar Heights discuss the use of common language arts formative assessments.
- DMUSD Science enrichment teachers discuss the “pros” and “cons” of different science adoption materials.
- DMUSD Technology enrichment teachers receive data programming training from DMUSD Technology Department staff.

On motion by Member Lamborghini, seconded by Member McDowell, the board voted unanimously to adjourn the October 17, 2007 Special Board Visitation Meeting at 2:30 p.m

Janet Lamborghini, Clerk

Thomas F. Bishop, Superintendent

Date

Date

**DEL MAR UNION SCHOOL DISTRICT
BOARD OF TRUSTEES
Del Mar Hills Academy – Multi-Purpose Room
14085 Mango Drive
Del Mar, CA 92014**

Regular Meeting Minutes

October 30, 2007

OPENING PROCEDURES

1. Board President Easton called the meeting to order at 6:03 p.m. Randy Wheaton led the audience in the Pledge of Allegiance.

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

Members Absent: None.

Staff:

Thomas F. Bishop, Superintendent
Janet Bernard, Asst. Supt., Curr. & Instr.
Rodger Smith, Director of HR/Facilities
Trish Snider, Director of Pupil Services
Dena Whittington, Asst. Supt., Business Serv.
Emily Disney, Principal, Sycamore Ridge School
Todd Boteler, District Webmaster
Randy Wheaton, Maintenance Supervisor
David Skinner, 4th gr. teacher, Carmel Del Mar DMCTA President
Bill Porter, 2nd gr. teacher, Carmel Del Mar
Shirley Bales, Program Assistant, Curriculum & Instruction
Lisa Furnas, Administrative Assistant, District Office

Others In Attendance:

Jim Kerr – *Del Mar Times*, Zachary Warren, Corinne Hackbart, Maureen O'Conner, Patrick O'Neal, Marsha Sutton, Bob Gans, Alison King, Crystal Crawford, Ginny Barnes, Laura DeMarco, Joe Sullivan, Mike Peterson, Marshall Merrifield

REPORT OF ACTION TAKEN IN CLOSED SESSION:

No closed session was held on October 30, 2007

2.0 Approval of the Agenda

Members asked for the following amendments to the Agenda:

Item 8.5 Follow Section 5
Item 9.2 Follow Item 8.5
Item 10.2 be pulled off consent to follow Item 8.6
Item 8.8 be deleted
Item 8.4 Follow Item 9.2

On motion by Member McDowell, seconded by Member Crawford, the Board

voted to unanimously approve the Agenda as amended.

3. STUDENT RECOGNITION – CANCELLED FOR OCTOBER.

BOARD PRESIDENT CALLS FOR BLUE SPEAKER SLIPS

4. CORRESPONDENCE/COMMUNICATIONS

This section of the agenda is provided for the public to address any item which lies within the governing board's jurisdiction that is not on the agenda. State law prohibits the Board of Trustees from discussing any item not on the agenda.

4.1 Correspondence:

- None

Public Comments :

- None

4.2 Public Input

- None

5. REPORTS, RECOGNITIONS and HEARINGS

5.1 Recognition

President Easton congratulated the Employees of the Month for October 2007:

*Ashley Falls – Vicky Beauchane, Health Care Technician
Carmel Del Mar – Lori Christenson, Instructional Assistant
Del Mar Heights – Marla Hernandez, SD Teacher
Del Mar Hills – Kimberly Cunningham, 6th Grade Teacher
Ocean Air – Tanya Lubomudrov, Science Teacher
Sage Canyon – Robin Gordon, 4th Grade Teacher
Sycamore Ridge – Jennifer Howard, 4th Grade Teacher
Torrey Hills – Mike Davis, 1st Grade Teacher*

5.2 Public Hearing

To Review Resolution No. 2007-14 Regarding the Sufficiency of Instructional Materials for the 2007/2008 School Year, as Required by Education Code Section 60119.

5.2.1 Resolution 2007-14 of the Board of Trustees of the Del Mar Union School District Regarding the Sufficiency of Instructional Materials for the 2007/2008 School Year

President Easton opened the Public Hearing at 6:07 p.m. There were no speakers, and President Easton closed the Public Hearing at 6:08 p.m.

On Motion by Member White, seconded by Member Lamborghini, the Board unanimously voted to approve Resolution 2007-14.

5.3 Report, DMCTA Report:

David Skinner, DMCTA President and Carmel Del Mar 4th grade teacher, thanked Randy Wheaton and the maintenance staff on behalf of the DMCTA for cleaning all schools in a quick and timely manner following the wildfires. Mr. Skinner further stated that DMCTA looks forward to working with Board in the Strategic Planning process as well as with the Personnel and Budget Committees.

5.4 Report DMSEF Report:

Bob Gans, DMSEF President, reported that the golf tournament was a huge success, and profits are anticipated to be about \$50,000. Mr. Gans thanked the co-chairs of the golf event, as well all volunteers. Mr. Gans further thanked Barnhart and all other sponsors of the golf event. To date, the Annual Appeal has donations of \$228,000, about 25% behind last year at this time. DMSEF is scheduling telethons for early December. Mr. Gans thanked the Board for including him in Strategic Planning. DMSEF will conduct its strategic planning in a closed session this Sunday, November 4, and will report at their Board Meeting on Tuesday, November 6, 7:00 p.m., at Sycamore Ridge School.

5.5 Report, Board Report/ Comments:

Member Easton thanked Rodger Smith, the Facilities Department, and the District Office for delivering a successful grand opening at Ocean Air School. President Easton recognized Superintendent Bishop for his phone conferences during the previous week and for keeping up to date with other school districts on handling fire issues. President Easton further thanked all Board members for accommodating their schedules to meet on October 30.

Member Crawford thanked Randy Wheaton and his staff for an incredibly fast few days of cleaning all campuses due to the fires, a great undertaking in a short amount of time, but it was very important that all were schools safe and clean for kids to return on Monday, October 29. Member Crawford commended Supt. Bishop for his work during the fires and also commended President Easton for her emails and information during the fires.

Member Crawford requested a copy of all applications received by Board Members from any person wishing to serve on either the Personnel Committee or the Budget Committee.

Member Lamborgini expressed her gratitude to Randy Wheaton for his forethought in assembling all needed clean up materials and for doing a great job.

Member McDowell informed the Board that he had a great time at the Foundation golf event, and he appreciated all the volunteers and golfers. He also attended SDCOE's Achievement Gap Task Force news conference; it was a pleasure to see what a difference teachers who care can make. He witnessed the dynamics of an English PLC session at Del Mar Hills and appreciated seeing teachers energized by learning different ways. Member McDowell attended a CSBA trainer of trainers workshop on finance with San Dieguito Union High School District, and said DMUSD may be able to assist SDUHSD in working with Average Daily Attendance revenue models.

Member White expressed appreciation that Randy Wheaton was kind enough to take her on a tour of Carmel Del Mar during the fire cleanup. She saw the maintenance staff working hard and getting things done quickly. Member White remarked that the Board Personnel Committee's first meeting is rescheduled to November 15, as posted on the DMUSD website. Member White commended

Assist. Supt., Curriculum & Instruction, Janet Bernard, for Strategic Planning, an energetic 3-day event with much accomplished. Member White further thanked DMCTA President David Skinner and Assist. Supt., Business Services, Dena Whittington, for meeting with her one-on-one. At the Board PLC team visitation, Member White saw teacher teams collaborating, and she appreciated Del Mar Hills Principal Laurie Francis for setting up the visitation. Member White recently attended the SDCOE Achievement Gap Task Force news conference and commented that it was a positive and amazing event to see all school districts working together for children.

5.6 **Report, Superintendent's Report:**

Superintendent Thomas Bishop reported that no DMUSD employees or parents lost their homes during the recent fires, one of the few school districts able to say that. Superintendent Bishop remarked that two fire personnel are present tonight, and he expressed his respect for the professionalism of firefighters in protecting our communities. Supt. Bishop complimented everyone on evacuations last week. He praised DMUSD parents for their patience as well Board President Easton for making tough decisions last week. Supt. Bishop announced that parent conferences are rescheduled for the week of November 5, and he thanked everyone for their readjustments.

The fires affected 6th grade camp. Carmel Del Mar was scheduled to attend this week; Ashley Falls and Sage Canyon next week. Carmel Del Mar has been rescheduled to the week of November 26, Ashley Falls and Sage Canyon rescheduled to the week of December 17. Because of parent conferences next week, the Board visitation of Carmel Del Mar will be rescheduled to a later date, as well as the Board review of the 600 series Board Policies.

Supt. Bishop complimented Bob Gans and entire DMSEF golf tournament volunteers.

Supt. Bishop announced that our outstanding Director of Pupil Services, Trish Snider, will retire on March 1, 2008. Supt. Bishop congratulated Ms. Snider on her many accomplishments and outstanding leadership in her ten great years with DMUSD.

Supt. Bishop introduced Shirley Bales, Admin. Assistant to Janet Bernard, Assist. Supt., Curriculum & Instruction, who is sitting in for Sherry Forte who undergoes surgery tomorrow.

BOARD PRESIDENT CALLS FOR BLUE SPEAKER SLIPS

6.1 Approval of the Minutes

- Minutes of Regular Board Meeting of September 26, 2007

On Motion by Member Lamborghini, seconded by Member White, the Board unanimously voted to approve the Minutes of the Regular Board Meeting of September 26, 2007.

- Minutes of Special Board Meeting of September 5, 2007

On Motion by Member Crawford, seconded by Member White, the Board unanimously voted to approve the Minutes of the Regular Board Meeting of September 5, 2007.

Member White directed staff to list Board Minutes in chronological order on future Agendas.

6.2 Approval of Consent Items

Agenda items preceded by an asterisk (*) compose the Consent Agenda, and unless removed at the request of a board member, will be approved by the Board as a group.

On Motion by Member White, seconded by Member Lamborghini, the Board unanimously voted to approve the following consent items as amended.

Consent Items:

- *7.1 Board Approval, Performance Agreement with Kris Hare, Reading Specialist
- *8.1 Board Approval, Del Mar Union School District's Uniform Complaint Quarterly Report for July 1 – September 30, 2007.
- *10.1 Board Approval and Acceptance of Donations to the Del Mar Union School District
- *10.2 *Pulled from consent*
~~Board Approval of Purchase Orders and Certification of Commercial Warrant Payments and Revolving Cash Disbursements~~
- *10.3 Board Approval of Agreement Between the Del Mar Union School District and InterSchola Trading Company for Management of Surplus Equipment Auctions
- *10.8 Board Approval of Agreement Between the Del Mar Union School District and School Wise Press for Producing and Publishing 2006-2007 Site Accountability Report Cards in the Amount of \$6,520
- *10.9 Board Consideration of Resolution No. 2007-17 Designation of Applicant's Agent Resolution for October, 2003 Firestorm Property Claim Final Settlement in the Amount of \$12,717
- *10.10 Board Approval of Performance Agreement Between the Del Mar Union School District and Music Coaches at Carmel Del Mar School in the Amount of \$800
- *11.1 Approval of Recommended Personnel Actions: Employment, Resignations, Retirements, Dismissals, Leaves of Absence, and Change of Status

7. CURRICULUM AND INSTRUCTION

8. ADMINISTRATION AND POLICY

8.2 Board Discussion with Possible Action, Strategic Planning Action Team Charter Documents for the Four Proposed Action Teams

Asst. Supt. Bernard reported on Strategic Planning. The group realized three key outcomes:

- ❖ First, deploy a small committee to look at the DMUSD Mission Statement.
- ❖ Second, the team developed a new format for District Goals & Objectives using a Balanced Scorecard that will be implemented in 2008/09.
- ❖ Third, the group reached consensus on the following four focus areas over the next five years:

- 1 Health Wellness and Physical Education
- 2 Professional Learning Communities
- 3 Meeting the Needs of All Students
- 4 Securing Permanent Funding for Enrichment Programs.

The Board discussed these key outcomes and discussed the possibility of deploying Action Teams in these areas. Asst. Supt. Bernard will arrange training for any action team leaders. A report on completed Action Team work will be brought to the Strategic Planning group in spring of 2008. Supt. Bishop informed the Board that Principals and Directors have already begun using a refined version of Balanced Scorecard on a pilot basis.

Member White moved that the Board continue with the small subcommittee to rework the Mission Statement; that the District pilot the Balanced Scorecard; that a Health, Wellness, and Physical Education Action Team be formed; that Assist. Supt., Curriculum & Instruction, Janet Bernard, continue her collaborative leadership with Professional Learning Communities; that Meeting the Needs of All Students will be tabled for the near future, and that an Action Team to Secure Permanent Funding be formed. Motion seconded by Member Lamborghini, and the Board voted to unanimously approve the motion.

8.3 Board Approval, 08/09 Foreign Language Program

The Board discussed the Foreign Language Options available to DMUSD. Assist. Supt., Curriculum & Instruction, Janet Bernard, informed the Board that Carmel Valley Middle School would revamp their language program to accommodate Del Mar's immersion students. Ms. Bernard offered to take Member McDowell and any other board members to visit Capri School in Encinitas or any other schools in San Diego County with foreign language immersion programs.

On motion by Member White, seconded by Member Lamborghini, the board voted unanimously that DMUSD implement a Spanish foreign language immersion program for the 2008-09 school year

8.4 Board Review and Approval, Board Policy/Administrative Regulations 1325 Community Relations

Public Input:

Ginny Barnes, Carmel Valley Recreation Council, 13306 Landfair, San Diego, 92120, spoke in favor of clarifying this Board Policy to ensure that the Carmel Valley Recreation Council be allowed to distribute their seasonal Programs through DMUSD schools.

Member Crawford directed any changes to Administrative Regulation/Board Policy 1325 be shown to school administrative assistants for input. Member White directed staff to table this item pending further feedback.

8.5 Board Acceptance of Automatic External Defibrillators (AED) and Board

Approval of Agreement Between San Diego Medical Services Enterprise (SDMSE) Automatic External Defibrillator (AED)/Public Access Defibrillation (PAD) Program and the DMUSD

Mr. and Mrs. Marshall Merrifield have donated eight AEDs to DMUSD. Firefighters Maureen O'Conner and Patrick O'Neal, liaisons from San Diego Project Heartbeat, spoke about placing one AED in each DMUSD school. Director of Pupil Services, Trish Snider, will bring any board policies necessitated by the AEDs to the Board for a first reading in November.

President Easton thanked Maureen O'Conner, Trish Snider, Tom Bishara as well as Mr. and Mrs. Merrifield

On motion by Member Easton, seconded by Member Crawford, the Board voted unanimously to accept the Automatic External Defibrillators and approve the Agreement between San Diego Medical Services Enterprise Automatic External Defibrillators/Public Access Defibrillation Program and the DMUSD.

8.6 Board Discussion, BP 3350 Travel and Conference (presented for information only)

Member McDowell directed staff to carefully adhere to Board Policy 3350, which requires board-level approval of all travel and conference expenditures of \$1,000 or more. Member McDowell further requested a regular report to the Board on all staff development travel/conference expenditures.

Superintendent Bishop will bring the communication of travel and conference expenditures back to the Board in December.

8.7 First Reading of the 2008/2009 DMUSD Master School Calendars (presented for information only)

Superintendent Bishop informed the Board that DMUSD's proposed 2008/09 calendar is aligned with the SDUHSD except for one date in October. This proposed calendar will go for input to DMCTA Professional Relations, then to the PTA Presidents, and will return to the Board in December.

8.8 Proposed Change on the 2007-08 District Calendar District Staff Development Days (This Item was deleted.)

8.9 Board Approval, Special Board Meeting to Review Board Policy Series 6000, November 7, 2007

On motion by Member Lamborghini, seconded by Member Crawford, the Board voted to unanimously approve a Special Board Meeting on November 7, 2007, 12:45 p.m. to 3:00 p.m., at the District Office, for a first reading of Board Policy Series 6000.

8.10 Reminder of Upcoming Events (Presented for information only.)

Supt. Bishop reminded the Board of the Friday, November 9th, annual meeting of basic aid school districts in Rancho Santa Fe, commencing at 11:00 a.m.

Further, Board Members are to inform Sherry Forte as soon as possible regarding attendance at the upcoming CSBA statewide board conference in early December.

9. OPERATIONS AND FACILITIES

9.1 Facilities Report (Presented for information only.)

None.

9.2 Update: Shores Escrow(Presented for information only.)

Winston School Headmaster Mike Petersen, Del Mar City Council Member Crystal Crawford, co-chairs of Friends of Del Mar Parks Joe Sullivan, 2013 Ocean Front, Del Mar 92014, and Laura DeMarco, 544 Avenida Primavera, Del Mar 92014, presented DMUSD with a ceremonial check for \$2.8M from Winston School and Friends of Del Mar Parks.

9.3 Board Approval of Preliminary Planning Activity for a New District Office Facility

The board discussed the preliminary planning process to implement a new District Office facility.

On motion by Member Crawford, seconded by Member Lamborghini, the Board voted unanimously to approve Preliminary Planning for a New District Office Facility, choosing an architect from the top two RFP architects plus a third architect that staff will provide, with the cost to be reimbursed from the proceeds of the Shores property.

10. BUSINESS AND FINANCE

10.2 Board Approval of Purchase Orders and Ratification of Commercial Warrant Payments and Revolving Cash Disbursements.

Member McDowell asked Assist. Supt, Business Services, Dena Whittington if any purchase orders or warrants had hotel or any other travel/conference charges totaling over \$1,000. Ms. Whittington stated not to her knowledge.

On Motion by Member Crawford, seconded by Member Lamborghini, the Board voted unanimously to approve Purchase Orders and Ratification of Commercial Warrant Payments and Revolving Cash Disbursements

10.4 Board Approval, Revised 2006/2007 Capital Project Fund for Blended Component Units (Fund 49) Unaudited Actuals

On motion by Member Crawford, seconded by Member McDowell, the Board voted unanimously to approve the Revised 2006-07 Capital Project Fund for Blended Component Units Unaudited Actuals.

10.5 Board Approval of Agreement Between the Del Mar Union School District and NTI Group, Inc. For District All-Call System in the Amount of \$12,240.00

Member McDowell directed staff to determine if a family can be notified at more than one phone number.

On motion by Member Crawford, seconded by Member White, the Board voted unanimously to approve the Agreement between DMUSD and NTI Group, Inc. for District All-Call System.

10.6 Board Approval, CPR Training and Related Budget Increase

On motion by Member White, seconded by Member Easton, the Board voted to approve CPR Training, with Member McDowell abstaining.

10.7 Board Approval, 2007/2008 SIP Budgets

On motion by Member Lamborghini, seconded by Member McDowell, the Board voted unanimously to approve the 2007/2008 SIP Budgets.

10.11 2007/2008 Monthly Budget Update (Presented for information only)

Member White commented that she appreciated Assistant Superintendent Whittington's footnotes to the monthly Budget Update.

11. PERSONNEL

12. ITEMS FOR NOVEMBER 2007 BOARD MEETING:

- Approval of Recommended Personnel Actions: Employment, Resignations, Retirements, Dismissals, Leaves of Absence, and Change of Status
- Board Review, Administrative Regulations 5030 Student Wellness
- ~~BB 9010: Public Statements Completed & Approved~~
- BB 9124: Attorney (see minutes of July 07 Item 7.5)
- BB 9140: Board Representatives (see minutes of July 07 Item 7.5)
- BB 9320: Meetings and Notices (see minutes of July 07 Item 7.5)
- ~~BB 9323: Meeting Conduct Completed & Approved~~
- BB 9325: Public Access
- Report: Academic Learning Program
- ~~Executive Summary of Facilities (moved to Dec.)~~
- Board Approval to Hold the Regular Board Meeting and 2007 Organizational Meeting on December 12, 2007
- 1st Reading of Proposed Board Meeting Dates and Locations for 2007
- 2nd Reading and Approval of new Board Bylaw 9400, Board Self Evaluation
- ~~Board Approval, Resolution 2007 ____ of the Board of Trustees of the Del Mar Union School District Approving the Annual and Five Year Report for Fiscal Year 2006/2007, In Compliance with Government Code Sections 66006 and 66001 (moved to Dec.)~~
- 08/09 Enrichment Follow-up from July 25, 2007 Board Meeting
- Discussion, Teacher & Staff Recognition – Incentive Programs
- Monthly Budget Report
- Recommendation Regarding the Fee Charged for the Use of Fields by Profit vs Non-profit Organizations
- ~~Recommendation on hiring of 08/09 enrichment teachers (moved to Dec.)~~
- Contract with Nexus for District network upgrades
- Board Discussion, Teacher Recognition / Staff Recognition Move

- Facilities Report
- Spanish Immersion Program

14.

ADJOURNMENT

On motion by Member Crawford, seconded by Member Easton, the Board voted unanimously to adjourn the October 30, 2007, Board meeting at 9:44 p.m.

Unapproved

November 7, 2007

To: Board Members
From: David Jones
Through: Tom Bishop
Subject: Student Recognition: Carmel Del Mar

CDM kindergarten students demonstrate knowledge of their Thanksgiving Social Studies unit through a musical performance. This performance directly relates to the Social Studies standard, which states in part, "students will identify the purposes of, and the people and events honored in commemorative holidays and historical events."

3.0

November 2, 2007

To: Board Members

From: Tom Bishop

Subject: Staff Recognition – Employees of the Month

Jake's Del Mar is continuing its support of our educational program by honoring staff members each month who are recognized by their site or department as "Employees of the Month". Jake's provides honorees with a \$30.00 gift certificate.

Employees of the Month for November/December are:

Ashley Falls	Mariebellev Oliva, Second Grade Teacher
Carmel Del Mar	Gail Brinkerhoff, Kindergarten Teacher
Del Mar Heights	Dorothy Waite, Fifth/Sixth Grade Combination Teacher
Del Mar Hills	Lindsay Farmer, First Grade Teacher
Ocean Air	Juliann Cunningham, First Grade Teacher
Sage Canyon	Michelle Brashears, Sixth Grade Teacher
Sycamore Ridge	Kris Stocker, Preschool SDC Teacher
Torrey Hills	Janice Lee, Third Grade Teacher

RECOMMENDED: For Information Only; No Action is Required.

5.1

November 8, 2007

To: Board Members

From: Janet Bernard

Through: Tom Bishop

Subject: Approval of the Spanish Language Immersion Program
at Sycamore Ridge School, 2008-09

At the October 30 meeting, the Board voted unanimously to establish a Spanish immersion program that will commence in August 2008. In order to facilitate the planning for program implementation, staff has provided an overview of the program model and some of the immediate needs for consideration.

Facility Needs

Since all of the schools have expressed difficulty in converting to a districtwide magnet school program, staff has been studying the conceptual model of a "school within a school." The challenge with this model is determining if one site has enough capacity to absorb forty kindergarten students in August 2008 (2 classrooms) and eighty students (two kindergarten classes and two first grade classes) in August 2009. Each August, two additional classes would be added and additional Spanish bilingual teachers would be hired. By August 2014, the enrollment in the Spanish Immersion Program could be potentially at 260-280 students, taught by fourteen fluent Spanish B-CLAD teachers.

The only site that has the capacity to house the students in its regular attendance area and the students enrolled in the Spanish Immersion Program is Sycamore Ridge School. Currently the SDC Pre-School program is housed at Sycamore Ridge where it occupies five classrooms. In order to have adequate space for future neighborhood students and the "school within a school" program model, the SDC Pre-School would need to be relocated to another DMUSD site.

Program Goals

The goals of the Spanish Immersion Program would be for all students to:

1. Develop oral fluency and literacy in both Spanish and English
2. Achieve proficiency in all academic areas by meeting or exceeding the state academic standards
3. Cultivate knowledge, understanding, and an appreciation of other cultures

These goals would be achieved by implementing an instructional model that concentrates on Spanish language acquisition in the early grades. As students move towards the upper grades, a balance between Spanish and English instruction would occur. By sixth grade, only 40% of the daily instruction would be in Spanish. The following chart illustrates this instructional model:

Percent of Language Instruction

<u>Grade</u>	<u>Spanish</u>	<u>English</u>
K	80	20
1	80	20
2	70	30
3	70	30
4	60	40
5	50	50
6	40	60

Staffing Needs

Teachers in the Spanish Immersion Program would be required to be certified Spanish Language bilingual teachers. As stated previously, two teachers would be hired for the 08-09 school year at Grade K. Each year thereafter, two additional teachers would be added at the next grade level, with a maximum of 14 teachers when kindergarten students reach Grade 6. Through expected attrition, staff believes these bilingual teachers may be hired at no additional cost to the District.

Student Participation

The Spanish Immersion Program would be open to all students across the District. If approved by the Board this evening, a lottery will be held to determine which forty Kindergarten students will be enrolled at Sycamore Ridge. If less than forty students request the program for 08-09, the

Board can either cancel the proposed "school within a school" concept or postpone⁵ implementation until a date to be determined.

Curriculum Needs

The core academic subjects would all be taught in Spanish in the immersion program, particularly in the early grades. As students matriculate to subsequent grades, the core academics will be taught in both languages. Several publishers of our adopted curriculum publish programs in Spanish that are parallel to the English components. The Spanish materials would need to be purchased.

Schoolwide Focus

With the addition of the Spanish Immersion Program at Sycamore Ridge, a plan would be developed to provide all students at the school with an exposure to Spanish language and culture. The instructional emphasis with this model would be to teach conversational Spanish and introduce students to the Latino cultures. As the enrollment increases over the next several years, Sycamore Ridge would be assigned a fourth full-time enrichment teacher. This fourth enrichment teacher could potentially be a full-time or half-time Spanish teacher. However, this concept would need further study and exploration by the Sycamore Ridge School staff and community.

Other District Initiatives in Foreign Language

The Del Mar Heights staff is currently in the process of developing a different model for Spanish language acquisition that focuses primarily on *oral language fluency* in the early grades and an exposure to Spanish language and cultures, K-6. This conceptual model will be presented to the Board at the December meeting.

Next Steps

If the Spanish Immersion "school within a school" program is approved this evening for Sycamore Ridge School commencing in 08-09, staff will immediately begin a process to:

1. Recruit three highly-qualified Spanish language certified teachers (one teacher will be assigned to the regular program and will only be used in an emergency for the Immersion Program)
2. Develop a comprehensive communication effort that will enable parents to make informed program choices for 08-09.

3. Establish a planning team of staff, parents, and community members to further develop the Spanish Immersion Program model.
4. Begin a process for the purchasing of equipment and instructional materials for the two additional kindergarten classrooms at Sycamore Ridge.

FISCAL IMPACT: Undetermined at this time

RECOMMENDED: The Superintendent Recommends Approval of the Spanish Language Immersion Program at Sycamore Ridge School, 2008-09

November 7, 2007

To: Board Members

From: Janet Bernard

Through: Tom Bishop

Subject: Approval of Performance Agreement with
Dr. Sandy Williams, Educational Consultant

The administration would like to contract with Dr. Sandy Williams, Educational Consultant, to organize, facilitate, and support the writing of the comprehensive 2008 Distinguished School Applications as part of the California Recognition Program. Dr. Williams will work diligently over the next several weeks with the staffs at Ashley Falls School and Sycamore Ridge School in the writing of exemplary applications for this prestigious award.

The contract for this work is available for review at the District Office.

FISCAL IMPACT: Revenue: Unrestricted General Fund Revenues
Expense: \$6,400 will be expensed to the Curriculum Unrestricted Budget
Fund Balance: No Change

RECOMMENDED: The Superintendent Recommends Approval of the Performance Agreement with Dr. Sandy Williams, Educational Consultant

*7.2

November 7, 2007

To: Board Members

From: Janet Bernard

Through: Tom Bishop

Subject: Approval of Performance Agreement with
Companion Corporation Computer Systems

Every three years, the District contracts with Companion Corporation Computer Systems to provide comprehensive and advanced training on the Alexandria Software System. The District uses this software in all the school libraries. Because the District currently employs five new Library Specialists, it is essential that training be provided to these new staff members.

The consultant from Companion Corporation will provide a full day inservice to all Library Specialists on December 4, 2007, at Ocean Air School. On December 5 and 6, the consultant will work with the Library Specialists for two hours at their respective sites to provide one-on-one training based on individual needs.

The contract for this work is available for review at the District Office.

FISCAL IMPACT: Revenue: Unrestricted General Fund Revenues will pay for this expenditure
Expenditures: \$5,000 will be charged to the Curriculum Unrestricted General Administration Budget
Fund Balance: No Change

RECOMMENDED: The Superintendent Recommends Approval of Performance Agreement with Companion Corporation Computer Systems

*7.3

November 7, 2007

To: Board Members

From: Janet Bernard

Through: Tom Bishop

Subject: Approval for Art Teachers to Attend the Project Zero Classroom
Institute at the Harvard University School of Education

Five DMUSD Art Teachers are seeking approval to attend the Project Zero Classroom Institute being held at the Harvard University School of Education, July 28 – August 2, 2008. This renowned Institute is designed to help teachers better create learning experiences that are engaging and exciting for students.

The week-long training will examine a variety of ideas and concepts relevant to creating powerful learning environments and furthering the professional learning communities work. The following topics will be covered:

- √ Teaching and Understanding
- √ Multiple Intelligences
- √ Critical and Creative Thinking
- √ Assessment as Learning
- √ Learning In and Through the Arts
- √ Interdisciplinary Teaching and Learning
- √ Making Thinking and Learning Visible

Art Teachers attending the Institute will include:

Paula Intravaia, Carmel Del Mar
Jackie Folgner, Del Mar Heights
Nicole Nelson, Del Mar Hills Academy
Jennifer Luce, Sycamore Ridge
Jennifer Morey Baker, Torrey Hills School

The new learnings from the Institute will be shared with the other members of the Art PLC Team and with other staff at each site.

FISCAL IMPACT: Revenue: Carryover from the 06-07 one-time block grant for Art, Music and Physical Education.
 Expenditures: Expenditure budget was balanced to the 06-07 carryover after the 06-07 unaudited actuals were completed. \$16,000 will be applied.
 Fund Balance: No change to the fund balance in the Restricted General Fund.

RECOMMENDED: The Superintendent Recommends Approval for Art Teachers to Attend the Project Zero Classroom Institute at the Harvard University School of Education

November 14, 2007

To: Board Members
From: Tom Bishop
Subject: Approval to Hold the Regular Board Meeting and 2007
Organizational Meeting on December 12, 2007

State Education Code requires that the Board adopt the date of the Annual Organizational Meeting at the Regular Board Meeting prior to the Organizational Meeting (which must be held between December 1 and December 14, 2007).

The date for the Organizational Meeting of the Board of Trustees of the Del Mar Union School District is proposed for December 12, 2007

FISCAL IMPACT: None.

RECOMMENDED: The Superintendent Recommends Approval to Hold the Regular Board Meeting and the 2008 Organizational Meeting on December 12, 2007.

8.1

To: Board Members

From: Tom Bishop

Subject: 1st Reading of Proposed Board Meeting Dates and Location for 2008

The Administration has drafted a proposed calendar of Board Meeting dates for the year 2008. Adoption of the 2008 Board Meeting dates is scheduled for the Board's Annual Organizational Meeting, which is proposed for December 12, 2007 (Item 8.1). Whenever possible, the Administration recommends meeting on the fourth Wednesday of the month, which aligns with state and county fiscal reporting deadline requirements.

Proposed Board Meeting Dates For The Year 2008

Date	Day	Location
January 23, 2008	4 th Wednesday	Del Mar Hills Academy, PAC
February 27, 2008	4 th Wednesday	Del Mar Hills Academy, PAC
March 26, 2008	3 rd Wednesday	Del Mar Hills Academy, PAC
April 23, 2008	4 th Wednesday	Del Mar Hills Academy, PAC
May 28, 2008	4 th Wednesday	Del Mar Hills Academy, PAC
June 25, 2008	4 th Wednesday	Del Mar Hills Academy, PAC
July 23, 2008	4 th Wednesday	Del Mar Hills Academy, PAC
August 27, 2008	4 th Wednesday	Del Mar Hills Academy, PAC
September 24, 2008	4 th Wednesday	Del Mar Hills Academy, PAC
October 22, 2008	4 th Wednesday	Del Mar Hills Academy, PAC
November 19, 2008	3 rd Wednesday	Del Mar Hills Academy, PAC
*December 10, 2008	2 nd Wednesday	Del Mar Hills Academy, PAC

*The official approval of this date occurs at the November 2007 Board Meeting in preparation for the Organizational Meeting in December.

The administration also recommends that the Board hold the meetings of the 2007 calendar year in the Performing Arts Center (PAC) at Del Mar Hills Academy. The administration also recommends continuation of the 5:45 p.m. start time for regular Board Meetings for 2007. In addition, the Administration recommends holding monthly CFD meetings at 5:40 p.m. This item will return next month for Board approval of these meeting dates.

RECOMMENDED: For Information Only; First Reading.

November 10, 2007

To: Board Members

From: Tom Bishop

Subject: Second Reading and Approval of new BB 9400 Board Self-Evaluation

In September 2007 Board members McDowell and Crawford met with the superintendent to develop a new Board Bylaw 9400, Board Self-Evaluation. BB 9400 was presented to the Board on September 26 for its first reading. Since then Board members McDowell and Crawford met again to determine which self-evaluation instruments should be used by the Board as individual Board members complete the self-evaluation instruments. Board members McDowell and White are recommending that the CSBA "School Board Self-Evaluation Survey" be one instrument and that the Indiana School Boards Association "Board Self Evaluation Instrument CAP year 2007-08 be the other instrument, subject to staff contacting the Indiana School Boards Association to get their permission to use their instrument.

There have been no changes in BB 9400 since the first reading, so BB 9400 and the self-evaluation instruments from CSBA and the Indiana School Boards Association are recommended for Board approval tonight.

C S B A **PROFESSIONAL GOVERNANCE STANDARDS**

SCHOOL BOARD SELF-EVALUATION SURVEY

SECTION 3 - THE INDIVIDUAL TRUSTEE

In California's education system, a trustee is a person elected or appointed to serve on a school district or county board of education. Individual trustees bring unique skills, values and beliefs to their board. In order to govern effectively, individual trustees must work with each other and the superintendent to ensure that a high quality education is provided to each student.

To be effective, an individual trustee meets these standards:

I DO THIS:

Always Often Rarely Never Unsure

1	Keeps learning and achievement for <u>all</u> students as the primary focus.					
2	Values, supports and advocates for public education.					
3	Recognizes and respects differences of perspective and style on the board and among staff, students, parents and the community.					
4	Acts with dignity, and understands the implications of demeanor and behavior.					
5	Keeps confidential matters confidential.					
6	Participates in professional development and commits the time and energy necessary to be an informed and effective leader.					
7	Understands the distinctions between board and staff roles, and refrains from performing management functions that are the responsibility of the superintendent and staff.					
8	Understands that authority rests with the board as a whole and not with individuals.					
TOTALS:						

THE BOARD SELF-EVALUATION INSTRUMENT CAP YEAR 2007-8

A School Board Self-Assessment
Process and Form

School Corporation: _____

Date: _____

Please check if this assessment is being performed as partial requirement for Master Board or Exemplary Board recognition.

- ☐ Master Board
☐ Exemplary Board

PLEASE RETURN COMPLETED ASSESSMENTS TO THE:

**DIRECTOR OF BOARD SERVICES
INDIANA SCHOOL BOARDS ASSOCIATION
ONE NORTH CAPITOL, SUITE 1215
INDIANAPOLIS, INDIANA 46204**

DIRECTIONS

Please rank every item in the “**CURRENT**” column on a scale of 1 – 5 with “1” being the lowest or least favorable response and “5” being the greatest or most favorable response. At the same time, rank each item for its importance to school governance, as you perceive it to be within your school system, in the “**VALUE**” column, similarly using a scale of 1 – 5, with a “1” being of minimal importance and “5” being very important.

Be sure to review the completed assessment to assure you have responded to every item. The assessment analysis relies on the board’s average answers for each question and overall averages for each category. Failing to answer questions will artificially skew the analysis, thereby minimizing the assessment’s value or potentially invalidating the entire assessment.

Lastly, your responses should only reflect your own perceptions and values, not what you anticipate will be the responses of other board members.

BOARD MEETINGS	CURRENT	VALUE
1.1 Board members have a means whereby they can place an item on the board meeting agenda.		
1.2 Board members are adequately prepared for board meetings.		
1.3 Sufficient time and opportunity exists for board members to review the agenda before a board meeting.		
1.4 The board focuses its discussions on issues rather than personalities.		
1.5 The board confines its meetings to a reasonable length of time.		
1.6 The board solicits participation by each board member.		
1.7 Board members refrain from introducing items of a complex or controversial nature (surprises) not listed on the agenda.		
1.8 All subjects discussed in executive session are those that are legal under the law.		
TEAM BUILDING	CURRENT	VALUE
2.1 The board is able to disagree on matters and still maintain an attitude of mutual respect and trust.		
2.2 Other members of your school board pay attention to what you are saying.		
2.3 Members of your school board encourage each other to work as a team.		
2.4 Other school board members have confidence and trust in you.		
2.5 You have confidence and trust in other school board members.		
DECISION-MAKING	CURRENT	VALUE
3.1 Board members refrain from making commitments outside of board meetings.		
3.2 The board treats confidential information as such for protection of the individual member and the board.		
3.3 The board avoids conflict of interest situations and the appearance of it.		
3.4 The board is comprised of members who vote their convictions.		
3.5 The board is comprised of members who display the willingness to devote the necessary time to become as effective as possible.		
3.6 The board represents the entire school corporation rather than a segment or geographic portion.		
3.7 The board provides for a quality educational program in the school corporation within present financial constraints.		

3.8 The board is involved in management of the school corporation by setting management goals and priorities.		
3.9 Members support majority decision of the board even when individual views may differ from the majority decision.		
3.10 The board reaches decisions by studying all available background data and through careful consideration of the superintendent's recommendation.		
3.11 All members on your school board are given an opportunity to influence the opinions of board members.		
3.12 Differences and disagreements between members of the school board are accepted as normal and then worked through, rather than being neglected and allowed to continue.		
PLANNING	CURRENT	VALUE
4.1 The board has developed and/or adopted a vision for the school corporation.		
4.2 The board is involved in establishing yearly goals and objectives.		
4.3 The board evaluates its progress in achieving its goals and objectives.		
4.4 The board provides for the development of three to five-year plans for the school corporation.		
4.5 The board shares its vision and goals with the public.		
COMMUNICATIONS	CURRENT	VALUE
5.1 Information about important activities and circumstances is shared with school board members.		
5.2 Communication among members on your school board is honest and free from distrust and cover-up.		
5.3 Your superintendent keeps the school board informed about the school board's progress and matters affecting its work.		
MOTIVATION	CURRENT	VALUE
6.1 Your school board members are committed to performing their responsibilities as board members.		
6.2 Members of your on your board feel responsible to attain the goals of the school board.		
6.3 Your input is taken into account when decisions are made.		

BOARD/SUPERINTENDENT/STAFF RELATIONS	CURRENT	VALUE
7.1 The board expects the administrative staff to present options the board may consider in its decision-making role, including probable consequences of each alternative.		
7.2 The board expects the superintendent to be present at all meetings of the board (including closed meetings) except where employment of the superintendent is being considered or otherwise by mutual consent.		
7.3 The board receives reports from, or at the direction of, the superintendent regarding school corporation performance in such areas as student progress, finance and budgeting, public opinion and other agreed upon factors.		
7.4 The board communicates with the superintendent in a climate of trust and mutual respect, offering commendation when earned and constructive criticism when necessary.		
7.5 The superintendent is given direction by the board as a whole rather than by individual members.		
7.6 The board establishes written policies for the guidance of the superintendent and staff in the operation of the schools?		
7.7 The board evaluates the superintendent at least on an annual basis and in a confidential manner.		
7.8 The board views its superintendent as its administrative leader and expects its leader to supervise day-to-day operation of the total school corporation.		
7.9 The board encourages the superintendent's professional growth through attendance at conferences, workshops, and other meetings designed to upgrade the professional performance of the superintendent.		
COMMUNITY RELATIONS	CURRENT	VALUE
8.1 The board provides opportunities for citizens to visit the schools and to attend school functions.		
8.2 The board solicits input from all segments of the community in establishing goals for the district.		
8.3 The board has procedures that assure proper follow-up of citizen concerns.		
8.4 The board allows adequate time for public participation at board meetings.		
8.5 The board prevents a single individual or group from dominating discussion.		
8.6 The board has policies that deal with the use of school corporation facilities by civic groups and other local organizations.		

POLICY	CURRENT	VALUE
9.1 Your school board establishes all policies.		
9.2 Your school board actively seeks the contributions of faculty, students, and community members (where applicable) before drawing up new policies.		
9.3 Policies are systematically reviewed and evaluated for their effectiveness.		
9.4 Board policies are administered without compromising the principles laid down by the board?		
FINANCE	CURRENT	VALUE
10.1 Your school board understands the budget?		
10.2 Your school board participates in the budget building process?		
10.3 The board assumes responsibility for pursuing an adequate and stable system of financing the public schools?		

November 10, 2007

To: Board Members
From: Tom Bishop
Subject: Emergency Preparedness for October 22nd Firestorm

During the recent firestorm emergency, District staff used the internet and telephone to communicate the news from each day to parents and staff. Once the initial decision had been made to close school on Monday October 22 at about 5:45 AM, the District participated in daily conference calls with the superintendents from all forty-two school districts in San Diego County. Each day after the countywide conference call, the District updated our web site to provide parents and staff with accurate information about school closures and the status of the clean-up effort. The superintendent communicated with the board president on a daily basis as events unfolded. The actual postings on the web site were the result of collaboration between the superintendent and his administrative assistant. The Ed-Connect "All Call" tool was also widely used during the firestorm emergency. Each time the "All Call" tool sent a message to parents/staff, it recorded the percentage of programmed telephone numbers that actually receive the "All Call" message. During the week of the firestorm emergency, "All Call" messages were received by about 90% of parents/staff.

During the week of the firestorm emergency, Maintenance Director Randy Wheaton communicated with the superintendent about three times a day as Mr. Wheaton and the superintendent analyzed air quality to determine when it would be safe for maintenance and custodial staff to begin the clean-up of district facilities.

Once everyone returned to work on October 29, the District updated our internal emergency telephone tree that can be used during an emergency situation. In addition the superintendent of the San Diego County Office of Education has updated the superintendent telephone tree that can be used to connect all forty-two superintendents in San Diego County in future emergency situations.

Each site/department also has an emergency telephone tree that can be used to communicate information.

The Cabinet will be de-briefing communication during the firestorm emergency in a future meeting.

November 14, 2007

To: Board Members

From: Tom Bishop

Subject: Teacher Recognition / Staff Recognition

Data from the recent Harris Interactive Survey showed that a small percentage (14% for the Board, and 10.3% for Supt) of our teachers/staff felt “not appreciated” by the Board of Trustees/Superintendent.

During the past several meetings of the Superintendent’s Professional Relations Advisory Committee, teacher leaders and the District leadership have discussed two new concepts that may result in additional recognition for teachers/staff by the Board of Trustees.

Concept #1: Modify the traditional DMUSD “Teacher of the Year” program so that each site recognizes a “Teacher of the Year” and a “Classified Employee of the Year”. Currently the District recognizes only one teacher of the year and one classified employee of the year. Under this new concept, sixteen outstanding employees would receive recognition, compared to two employees in the past. All sixteen employees would be invited to attend a school board meeting to be congratulated by the Board of Trustees.

Once the sites have selected their teacher and classified employee of the year, then a District level committee of teachers and principals/directors would select the official “teacher of the year” while a District level committee of classified employees and District directors would select the official “classified employee of the year.” The names of the official District teacher of the year and classified employee of the year would then be forwarded to SDCOE for additional consideration as SDCOE goes through its process of selecting the five County teachers of the year and the one classified employee of the year.

Concept #2: Provide all employees with service pins to recognize the completion of ten, fifteen, twenty, and twenty-five years of service to the DMUSD. All employees would be eligible to earn these service pins as they completed the required number of years. Each award winner would have his/her name placed on the front page of the DMUSD web site.

The pins could be awarded at the “End of the School Year Employee Breakfast.”

FISCAL IMPACT: Minor

8.5

November 14, 2007

To: Board Members

From: Dena Whittington

Subject: J-13A Affidavit –Emergency Conditions from October 22-26, 2007

State law permits a school district to file a claim for Average Daily Attendance (ADA) and instructional time credit when certain emergency conditions occur (such as fire) which cause a school to be closed or the district to experience a material decrease in ADA (ref. Ed. Code 41422 and 46392, and Ca. Code of Regulations, Title 5, Sec. 428).

Once the credit is approved, the district is no longer required to make up the days, and gets credit for ADA and instructional minutes as though the emergency did not occur. If a district voluntarily chooses to make up instructional minutes and incurs additional costs associated with those minutes such as salaries and benefits, there is no additional revenue available from the state.

Attached are the J13A for School Closure and the Governing Board affidavits. A board meeting is not required. The District had scheduled a regular board Meeting for November 14, 2007. Since this regular board meeting was prior to the November 20, 2007 due date for submission, the District included the forms in the agenda.

NOTE: The District incurred significant expense (labor and materials, rental of a tanker truck, etc) during the fire emergency. The District will be submitting copies of all expenses incurred during the clean-up to state and federal agencies that are expected to reimburse the district for the expenses.

FISCAL IMPACT: Revenue: None
Expenditure: None
Fund Balance: There will be no change to the fund balance.

RECOMMENDED: The Superintendent Recommends That the Board of Trustees Approves the J-13A Affidavit for October 22-26, 2007

**REQUEST FOR ALLOWANCE OF ATTENDANCE
BECAUSE OF EMERGENCY CONDITIONS
Form J-13A (Rev. 1-05)**

School District Name: *Del Mar Union School District*
 School District Address: *225 Ninth Street, Del Mar, CA 92014*
 County/District Code: *37-68056*
 County Name: *San Diego County*

This form replaces the Form J-13A (Rev. 4-90) and should be used to obtain approval of attendance and instructional time credit under one or more of the following conditions:

- When one or more schools were closed because of conditions described in *Education Code* Section 41422
- When one or more schools were kept open but experienced a material decrease in attendance because of conditions described in *Education Code* Section 46392
- When attendance records have been lost or destroyed as described in *Education Code* Section 46391

Approved credit for instructional time may be used in conjunction with regular instructional days to satisfy the requirements of *Education Code* Section 37202 (equal length of instructional time among schools within a district.)

A separate form should be submitted for each emergency event, but credit may be requested for more than one school and under one or more of the foregoing conditions on the same form. Each separate form must include the affidavit of the Governing Board members and the County Superintendent before it can be approved by the Superintendent of Public Instruction.

The original form (with the Board members' affidavit) and two copies should be filed with the County Superintendent of Schools. If the County Superintendent approves the request, he or she should execute the affidavit certifying that approval and forward all pages of the original and one copy of the form to:

Terri Emery
 School Fiscal Services Division
 California Department of Education
 1430 N Street, Suite 3800
 Sacramento, CA 95814

This form consists of five preprinted pages. Pages 1 and 5 must accompany all submissions. Page 4 (Lost or Destroyed Attendance Records) will not need to be submitted by most districts. Multiple copies of Pages 2 and/or 3 may have to be submitted when claims are made on a school-by-school basis.

California Department of Education

Form J-13A

SCHOOL CLOSURENature of Emergency (describe): *San Diego County Fires*Name of School(s): *All Schools – Ashley Falls, Carmel Del Mar, Del Mar Heights, Del Mar Hills, Ocean Air, Sage Canyon, Sycamore Ridge, Torrey Hills*

School Code(s):

*Ashley Falls 37680566115620**Carmel Del Mar 37680566110696**Del Mar Heights 37680566038111**Del Mar Hills 37680566088983**Ocean Air 37680560114686**Sage Canyon 37680566117923**Sycamore Ridge 37680560110114**Torrey Hills 37680566120596*

We request that apportionments be maintained, and instructional time credited for the above named school(s) without regard to the fact that the school(s) were closed on (dates):

October 22, 23, 24, 25 & 26, 2007

because of the described emergency. Approval of this request authorizes the local educational agency to disregard these days in the computation of average daily attendance (ADA) (per EC 41422) and obtain credit for instructional time for the days and the instructional minutes that would have been regularly offered on those days pursuant to *Education Code* Section 46200, et seq.

If the school closure resulted from a power outage or impassable roads caused by inclement weather, state the number of school closure days for the same conditions in each of the last five years:

California Department of Education

Form J-13A

AFFIDAVIT OF GOVERNING BOARD MEMBERS

We, members constituting a majority of the governing board of the

Del Mar Union school district, hereby swear (or affirm) that the foregoing statements are true and are based on official district records.*Annette Easton* _____*Janet Lamborghini* _____*Linda Crawford* _____*Steven McDowell* _____*Katherine White* _____

Printed Names

Signatures

At least a majority of the members of the governing board shall execute this affidavit.Subscribed and sworn (or affirmed) before me, this 14 day of November, 2007 .

Signed _____

Title _____ of San Diego County, California

Contact/Individual responsible for preparing this form:

*Name: Dena Whittington Title: Assistant Superintendent of Business Services
Phone: 858-523-6195 Fax: 858-793-9264 E-mail: dwhittington@dmusd.org***AFFIDAVIT OF COUNTY SUPERINTENDENT OF SCHOOLS**

The information and statements contained in the foregoing request are true and correct to the best of my knowledge and belief.

Signed _____ Date: _____

Lora Duzyk
Assistant Superintendent, Business Services
San Diego County Office of Education

Contact/Individual responsible for preparing this form:

Name: Vanessa Aquino Title: Accounting Technician
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November 7, 2007

To: Board Members
From: Janet Bernard
Through: Tom Bishop
Subject: Calendar for the 07-08 Action Teams

At the October 30 meeting, the Board approved the deployment of two action teams to improve the educational program in the Del Mar Union School District over the next five years. One action team will focus on health, wellness, and physical education. The other team will focus on how to secure permanent funding for the District's enrichment program.

The goal for each of the action teams will be to develop a comprehensive multi-year plan that addresses new strategies and actions for implementation in the focus area. The following timeline of activities will occur in 2007-08:

November – December	Volunteers sought for Action Team membership (parents, staff, community members, consultants)
December 6	Action Team Leader/Co-Leadership Meeting and Training
December 10	Brief Organizational Team Meetings
January – April	Action Team Meetings/Development of Plans
May	Present Plans/Progress Reports to District Strategic Planning Team
FISCAL IMPACT:	To Be Determined.
RECOMMENDED:	For Information Only.

November 14, 2007

To: Board Members
From: Tom Bishop
Subject: BB 9124 - Attorney

At its July 25 meeting, the Board asked the superintendent to survey local school districts to see if individual board members in other school districts could contact District counsel without approval from the Board majority.

At a recent meeting of the North Coast area superintendents, I was informed that no North Coast school district has a policy whereby individual school board members can contact District counsel without approval from the Board majority. With approval from the Board majority, board members can contact legal counsel. I asked the North Coast superintendents if they felt it would be healthy for any school district to allow individual board members to consult with legal counsel without the knowledge of the majority of the board. The superintendents felt a policy of allowing individual board members to consult with counsel without the knowledge and permission of the board majority would create significant “team” dynamics problems, cause fiscal problems, and result in confusion and an overall lack of accountability.

Attached is BP 9124.

DEL MAR UNION SCHOOL DISTRICT
Bylaws/Administrative Regulations of the Board

Board Bylaw 9124: ATTORNEY

The Governing Board recognizes the complex legal environment in which school districts operate and desires reliable, dependable legal advice. The Board also supports collaborative legal efforts with other agencies and districts in order to promote the district's interests.

The Board may use the county counsel, district attorney, or private attorneys to meet the needs of the district.

The district's legal counsel may:

1. Render legal advice to the Board and the Superintendent or designee.
2. Serve the Board and the Superintendent or designee in the preparation and conduct of district litigation and administrative proceedings.
3. Render advice on school bond and tax increase measures and prepare the necessary forms for the voting of these measures.
4. Perform other administrative duties as assigned by the Board and Superintendent or designee.

The Superintendent may confer with the district's legal counsel at his/her discretion and shall provide the Board with desired legal information when so directed by a majority of the Board. The Board also may authorize a specific member to confer with legal counsel on behalf of the Board.

Legal Reference:

EDUCATION CODE

35041 Administrative adviser

35041.5 Legal counsel: Relieving duties of county counsel and district attorney

35204 Contract with attorney in private practice

35205 Contract for legal services

GOVERNMENT CODE

814-895.8 Liability of public entities and public employees

995-996.6 Defense of public employees

26520 Legal services to school districts

First Reading, Bylaws of the Governing Board 9000 Series

Adopted at the Regular Board Meeting on December 8, 1999 as BB 9110.5

Submitted for 1ST Reading by the Board of Trustees as BB 9124: September 27, 2005

BB 9124 Approved by the Board of Trustees: October 26, 2005

November 6, 2007

To: Board Members

From: Trish Snider

Through: Tom Bishop

Subject: Board Policy/Administrative Regulation 5141: Health Care and
Emergencies

The Board of Trustees approved the placement of Automated External Defibrillators (AED) at the October 30, 2007 Board meeting. Attached please find updated Board Policy 5141 and Administrative Regulation 5141, which now include direction concerning the placement of AEDs.

RECOMMENDED: The Superintendent Recommends Approval of Updated
BP/AR 5141.

8.9

**DEL MAR UNION SCHOOL DISTRICT
STUDENTS**

BOARD POLICY 5141: HEALTH CARE AND EMERGENCIES

The Governing Board recognizes the importance of taking appropriate action whenever an emergency threatens the safety, health or welfare of a student at school or during school-sponsored activities.

The Superintendent or designee shall develop procedures to ensure that first aid and/or medical attention is provided as quickly as possible when student accidents and injuries occur and that parents/guardians are notified of accidents as appropriate.

The Superintendent or designee shall ask parents/guardians to provide emergency contact information in order to facilitate communication in the event of an accident or illness.

District staff shall appropriately report and document student accidents.

Resuscitation Orders

The Board believes that staff members should not be placed in the position of determining whether or not to follow any parental or medical “do not resuscitate” orders. Staff shall not accept or follow any such orders unless they have been informed by the Superintendent or designee that the request to accept such an order has been submitted to the Superintendent or designee, signed by the parent/guardian, and supported by a written statement from the student's physician and an order from an appropriate court.

The Superintendent or designee shall ensure that all parents/guardians are informed of this policy.

Automated External Defibrillators

The Board authorizes the placement of automated external defibrillators (AEDs) at designated school sites for use by designated personnel who have volunteered to receive training in the use of AEDs.

The Superintendent or designee shall develop guidelines for employees regarding the use of these devices and shall ensure that employees receive training on their proper use and handling. The guidelines shall also specify the placement, security, and maintenance of the AED.

The authorization of AEDs in district schools shall not be deemed to create a guarantee or obligation to use the AED in the case of an emergency nor any expectation that an AED or trained employee will be present and/or able to use an AED in an emergency or any expectation that the AED will operate properly.

Legal Reference:

EDUCATION CODE

32040-32044 First aid equipment

49300-49307 School safety patrols

49407 Liability for treatment

49408 Emergency information

49409 Athletic events; physicians and surgeons; emergency medical care; immunity

49470 Medical and hospital services for athletic program

49471 Medical and hospital services not provided or available

49472 Medical and hospital services for pupils

49474 Ambulance services

51202 Instruction in personal and public health and safety

CIVIL CODE

1714.21 Defibrillators; CPR; immunity from civil liability

FAMILY CODE

6550-6552 Caregivers

HEALTH AND SAFETY CODE

1797.196 Automatic external defibrillators, immunity from civil liability

CODE OF REGULATIONS, TITLE 8

5193 California Bloodborne Pathogens Standard

Management Resources:

WEB SITES

American Heart Association: <http://www.americanheart.org>

American Red Cross: <http://www.redcross.org>

California Department of Health Services: <http://www.dhs.ca.gov>

**DEL MAR UNION SCHOOL DISTRICT
STUDENTS**

ADMINISTRATIVE REGULATION 5141: HEALTH CARE AND EMERGENCIES

Emergency Contact Information

In order to facilitate contact in case of an emergency or accident, parents/guardians shall furnish the principal or designee with the information specified below:

1. Home address and telephone number
2. Parent/guardian's business address and telephone number
3. Parent/guardian's cell phone number and e-mail address, if applicable
4. Name, address and telephone number of a relative or friend to whom the student may be released and who is authorized by the parent/guardian to care for the student in cases of emergency or when the parent/guardian cannot be reached
5. Local physician to call in case of emergency

Consent by Caregiver

Any person 18 years of age and older who files with the district a completed caregiver's authorization affidavit for a minor district student shall have the right to consent to or refuse school-related medical care on behalf of the student. The caregiver's authorization shall be invalid if the district receives notices that the minor student is no longer living with the caregiver. (Family Code 6550)

The caregiver's consent to medical care shall be superseded by any contravening decision of the parent or other person having legal custody of the student, provided that this contravening decision does not jeopardize the student's life, health or safety. (Family Code 6550)

Automated External Defibrillators

When an automated external defibrillator (AED) is placed in the school, the principal or designee shall ensure that:

- 1. School employees annually receive a brochure, with contents and style approved by the American Red Heart Association or American Red Cross, that describes the proper use of an AED***

2. *The American Heart Association or American Red Cross brochure or similar information is posted next to every AED*
3. *School employees are annually notified of the location of all AED units on school grounds*

The principal shall designate the trained employees who shall be available to respond to an emergency that may involve the use of an AED during the hours of classroom instruction or when a school-sponsored activity is occurring on school grounds. (Health and Safety Code 1797.196)

November 14, 2007

To: Board Members
From: Tom Bishop
Subject: Reminder of Upcoming Events and Schedules

Thursday, November 15, 2007

Board's Personnel Committee, 3:00 p.m., District Office

Monday-Friday, November 19-23, 2007

Thanksgiving Holiday Week. No School

Thursday, November 22, 2007

Staff Holiday. Thanksgiving Day

Monday-Friday, November 26-30, 2007

Del Mar Heights 6th graders attend Outdoor Education @ Camp Marston

Monday-Friday, November 26-30, 2007

Carmel Del Mar 6th graders attend Outdoor Education @ Camp Fox

Thursday-Saturday, November 29 – December 1, 2007

CSBA Annual Education Conference & Trade Show, San Diego Convention Center

Wednesday, December 5, 2007

Board visitation, Sage Canyon, 12:45 p.m.

Monday-Friday, December 10-14, 2007

Del Mar Hills 6th graders attend Outdoor Education @ Camp Marston

Wednesday, December 12, 2007

Board of Trustees meeting, 5:45 p.m., Del Mar Hills Academy

Monday-Friday, December 17-21, 2007

Ashley Falls and Sage Canyon 6th graders attend Outdoor Education @ Cuyamaca

December 21, 2007 – January 6, 2008

Winter Break. School resumes on January 7, 2008

Monday, January 14, 2008

Nutrition Night! 7:00 p.m., Ocean Air MUR

Wednesday, January 16, 2008

Tentative date for District Blood Drive, 11:00 a.m. – 8:00 p.m.

Wednesday, January 16, 2008

Board visitation, Torrey Hills, 12:45 p.m.

Monday, January 21, 2008

Holiday. Martin Luther King, Jr. Day

Monday & Tuesday, January 28 & 29, 2008

No School. Staff inservice days.

Wednesday, February 6, 2008

Board visitation, Ocean Air, 12:45 p.m.

Friday, February 15 and Monday, February 18, 2008

No School. Presidents' Days weekend.

Monday-Friday, February 25 – 29, 2008

Parent/Teacher Conference Week. Early dismissal: 12:30 p.m.

November 7, 2007

To: Board Members
From: Rodger Smith
Through: Tom Bishop
Subject: Facilities Report for November

Ocean Air School

Minor warranty items are currently being repaired or replaced. Warranty issues have been minimal. Additional bicycle racks have been purchased to accommodate the unexpectedly high number of bicycles that need to be secured each day. The facility continues to function as a highly effective instructional environment for students and staff.

Torrey Hills Window Repairs

The district's legal counsel continues to make gradual progress on the recovery of the costs of the repairs to the window systems at Torrey Hills School. Written responses to the settlement letters to Tower Glass and Brady Company have been received by counsel; minor wording modifications have been requested by both companies but there is no dispute regarding the amount of the payments that are expected from both companies. Responses to the requests for wording modifications will be sent this week.

Challenger Sheet Metal and the district's counsel have exchanged points of view relative to Challenger's responsibility to repay the costs of repairs to the window systems. Counsel for Challenger has indicated that their insurer will be joining the conversation regarding a settlement in the near future. Our counsel has notified Challenger that if a settlement is not agreed to by December 31, the district will initiate litigation to recover the cost of the repairs. Negotiations will continue between the parties in the near future.

November 10, 2007

To: Board Members
From: Tom Bishop
Subject: Update, Shores Escrow

The Escrow company (Chicago Title) that is handling the Shores real estate transaction between the City of Del Mar and the DMUSD reported that the City of Del Mar deposited its October 31st escrow payment of \$2,800,000 on November 6, 2007

As of today's date, the City has now deposited \$3,050,000 into the Shores escrow. The next escrow deposit (\$1,450,000) from the City of Del Mar is due to be paid on or before January 15, 2008. The final deposit of \$4,000,000 is due to be paid on or before February 28, 2008.

Congratulations to the City of Del Mar and the residents for their successful fundraising efforts.

Regular Board Meeting of November 14, 2007

November 7, 2007

To: Board Members

From: Rodger Smith

Through: Tom Bishop

Subject: Board Approval, Notice of Completion for Shade America, Inc.,
for Construction of the Shade Structure at Ocean Air School

The District has been informed by our construction manager, Douglas E. Barnhart, Inc., the Shade America, Inc. has completed all contractual obligations associated with their responsibilities for the construction of the shade structure at Ocean Air School. When a contractor on a public works project completes their contractual responsibilities, the District is required to file a "Notice of Completion" with the County Recorder. When the "Notice of Completion" is recorded, the warranty period for the contractor's work begins.

FISCAL IMPACT: There is no fiscal impact associated with the filing of a "Notice of Completion."

RECOMMENDED: The Superintendent Recommends Board Approval of The Notice of Completion for Shade America, Inc. for Construction of the Shade Structure at Ocean Air School.

9.3

Regular Board Meeting of November 14, 2007

To be recorded with County Recorder
within 10 days after completion.
No recording fee

When recorded, return to:

Del Mar Union School District
225 Ninth Street
Del Mar, CA. 92014

NOTICE OF COMPLETION
Civil Code § 3093 – Public Works

Notice is hereby given by the undersigned owner, a public entity of the State of California, that a public work of improvement has been completed, as follows:

Project title or description of work:

Ocean Air School Lunch/Shade Shelter
DSA File #37-18 Application #04-108429

Date of Completion: August 29, 2007

Name of Owner: Del Mar Union School District

Interest or Estate of Owner: Public School District

Name of Trade Contractor:

Shade America, Inc.

Street address of site: Ocean Air School
11444 Canter Heights Drive
San Diego, CA

Date contract entered: September, 2006

Dated: November 14, 2007 Owner: Del Mar Union School District

By: Thomas F. Bishop

Title: Superintendent

STATE OF CALIFORNIA)

COUNTY OF SAN DIEGO) ss
)

I am the _____ of the governing board of the public entity which executed the foregoing notice and on whose behalf I make this verification; I have read said notice, know its contents, and the same is true. I certify under penalty of perjury that the foregoing is true and correct.

Executed at _____, California, on _____, 2007.

Name _____

Signaturre

November 8, 2007

To: Board Members

From: Dena Whittington

Through: Tom Bishop

Subject: Board Approval and Acceptance of Donations to the Del Mar Union School District

Items	School Site	Donor
\$50.00 for Science	Ashley Falls	NeFouse family
\$4,990.29 for Library	Sycamore Ridge	PTA Jog-a-Thon
\$4,000.00	Sycamore Ridge	PTA
\$500.00 for RSP	Ocean Air	Ross family
\$25.00 for Zoo Crew	Carmel Del Mar	Parker family
\$500.00 for extended studies	Carmel Del Mar	Okada family
\$2,700.00	Carmel Del Mar	PTA

FISCAL IMPACT: Revenue: General Fund revenue budget will increase by \$12,765.
Expenditure: General Fund expenditure budget will increase by \$12,765.
Fund Balance: There is no change to fund balance.

RECOMMENDED: The Superintendent recommends approval and acceptance of donations to the Del Mar Union School District as listed above.

*10.1

November 8, 2007

To: Board Members

From: Dena Whittington

Through: Tom Bishop

Subject: Board Approval of Purchase Orders and Ratification of Commercial Warrant Payments and Revolving Cash Disbursements

It is recommended that the Board of Trustees approves the purchase orders listed in the amount of \$289,508.07. It is also recommended that the Board of Trustees ratifies the commercial warrants listed in the amount of \$665,329.45 and ratifies the revolving cash disbursements listed in the amount of \$2,486.14.

The purchase order amounts and revolving cash disbursements listed have been verified for accuracy and sufficient account balances by the Business Department.



Signed

11/8/07

Date

FISCAL IMPACT: The purchase order amounts listed have been verified by the Business Department. There are sufficient account balances to cover these expenditures. Remaining account balances after processing the purchase orders, commercial warrants and revolving cash expenditures are sufficient to pay expected expenses for the remainder of the year.

RECOMMENDED: The Superintendent Recommends That the Board of Trustees Approves the Purchase Orders, Ratifies the Commercial Warrant Payments And Ratifies The Revolving Cash Disbursements As Listed.

*10.2

PO NBR	DATE	FUND	VENDOR	LOC	DESCRIPTION	AMOUNT
9011194	10/01/07	03	MAD SCIENCE OF SAN DIEGO	009	FIELD TRIP	\$636.00
9011195	10/01/07	03	ANDREA MORRIS	009	\$100 TEACHER STIPEND	\$100.00
9011196	10/01/07	03	AMAZON.COM CREDIT	009	CONSUMABLE BOOKS	\$87.73
9011197	10/01/07	06	AMAZON.COM CREDIT	009	INST MAT/SUP GEN PURPOSE	\$100.09
9011198	10/01/07	03	HERITAGE TOURS	009	FIELD TRIP	\$125.00
9011199	10/01/07	03	THE PENNYSAVER	001	ADVERTISING	\$145.62
901200	10/01/07	13	AMAZON.COM CREDIT	001	MATERIALS AND SUPPLIES	\$76.63
901201	10/01/07	63	AMAZON.COM CREDIT	001	SNACKS CHILD DEV	\$153.26
901202	10/01/07	03	APPLE COMPUTER, INC.	001	NON CAPITALIZED COMP EQUIP	\$1,084.42
901203	10/01/07	03	COACH USA	009	FIELD TRIP	\$856.00
901204	10/01/07	06	OFFICE DEPOT, B.S.D.	004	INST MAT/SUP GEN PURPOSE	\$106.64
901205	10/01/07	03	COACH USA	009	FIELD TRIP	\$513.00
901206	10/01/07	03	JANET LEUTEL	009	\$100 TEACHER STIPEND	\$100.00
901207	10/01/07	06	CARRIE HERRERIA	009	INST MAT/SUP GEN PURPOSE	\$155.74
901208	10/01/07	03	DONNA CHUNG	009	\$100 TEACHER STIPEND	\$100.00
901209	10/01/07	03	SOUTHCOST DESIGNS	003	INST MAT/SUP GEN PURPOSE	\$438.96
901210	10/01/07	03	XEROX CORPORATION	005	INST MAT/SUP GEN PURPOSE	\$1,300.60
901211	10/01/07	03/06	TROXELL COMMUNICATIONS	005	INST MAT/SUP GEN PURPOSE	\$370.06
901212	10/01/07	03	BOWIE ARNESON WILES & GIANNONE	001	LEGAL FEES	\$1,537.17
901213	10/01/07	03	AMERICAN EXPRESS	001	TRAVEL AND CONFERENCES	\$170.89
901214	10/01/07	03	GREAT SOURCE ED GROUP	012	REGULAR TEXTBOOKS	\$105.92
901215	10/01/07	06	ONE DAY SIGNS	001	MAINT SUPPLIES	\$43.10
901216	10/04/07	03	ARBOR SCIENTIFIC	003	INST MAT/SUP GEN PURPOSE	\$170.09
901217	10/04/07	03	EDUCATIONAL PRODUCTS INC	008	SUPPLY PACKETS	\$13,848.52
901218	10/04/07	03	FRED BETTIG	008	\$100 TEACHER STIPEND	\$100.00
901219	10/04/07	03	NASCO MODESTO	010	ONE TIME SUPPLY EXPENSE	\$586.65
901220	10/04/07	06	GOULD ELECTRIC, INC.	001	REPAIRS BLDGS/GRNDS	\$3,000.00
901221	10/04/07	63	DISCOUNT SCHOOL SUPPLY	060	INST SUPPLIES CHILD DEV	\$512.37
901222	10/04/07	63	GAYLORD LEEPER	060	MILEAGE REIMBURSEMENT	\$201.76
901223	10/04/07	03	SOUTHWEST SCHOOL SUPPLY	004	DISASTER PREP SUPPLIES	\$277.97
901224	10/04/07	03	HELEN WOODWARD CENTER	010	FIELD TRIP	\$880.00
901225	10/04/07	03	COACH USA	010	FIELD TRIP	\$754.00
901226	10/04/07	06	BERTRAND'S MUSIC MART	003	INST MAT/SUP GEN PURPOSE	\$112.93
901227	10/04/07	03	EDUCATORS PUBLISHING SERVICE	010	ONE TIME SUPPLY EXPENSE	\$306.45
901228	10/04/07	03	MONIQUE MATTHEWS	009	\$100 TEACHER STIPEND	\$131.00
901229	10/04/07	03	COACH USA	009	FIELD TRIP	\$754.00
901230	10/04/07	06	UNITED PARCEL SERVICE	008	CONSUMABLE BOOKS	\$198.97
901231	10/04/07	06	BERTRAND'S MUSIC MART	004	INST MAT/SUP GEN PURPOSE	\$242.50
901232	10/04/07	03	UMA (LAKSHMY) KRISHNAN	007	INST MAT/SUP GEN PURPOSE	\$19.50
901233	10/04/07	03	NATIONAL SEMINARS GROUP	001	TRAVEL AND CONFERENCES	\$199.00
901234	10/04/07	03	SUPERINTENDENT OF SCHOOLS	001	TRAVEL AND CONFERENCES	\$200.00
901235	10/04/07	06	SUPERINTENDENT OF SCHOOLS	006	TRAVEL AND CONFERENCES	\$70.00
901236	10/04/07	03	STEPHANIE SMITH	006	\$100 TEACHER STIPEND	\$100.00
901237	10/04/07	03	RADIOSHACK CORPORATION	008	INST MAT/SUP GEN PURPOSE	\$10.93
901238	10/04/07	03	KARYN CONNER	008	\$100 TEACHER STIPEND	\$100.00
901239	10/04/07	03	COACH USA	007	FIELD TRIP	\$1,131.00
901240	10/04/07	03	LINDSAY EHA	008	\$100 TEACHER STIPEND	\$100.00
901241	10/04/07	03	SOUTHWEST SCHOOL SUPPLY	012	CONSUMABLE BOOKS	\$1,504.41
901242	10/04/07	03	HELEN WOODWARD CENTER	007	FIELD TRIP	\$904.00
901243	10/04/07	03	SDCOE	001	OFFICE SUPPLIES	\$294.68
901244	10/04/07	06	GREEN TECHNOLOGY	010	TRAVEL AND CONFERENCES	\$25.00
901245	10/04/07	03	KELLI HILLERUD	010	ONE TIME SUPPLY EXPENSE	\$21.54

DEL MAR UNION			FROM 10/01/07 THRU 10/31/07			
PO NBR	DATE	FUND	VENDOR	LOC	DESCRIPTION	AMOUNT
901246	10/04/07	03	TRIARCO ARTS & CRAFTS	010	ONE TIME SUPPLY EXPENSE	\$406.62
901247	10/04/07	03	TRIARCO ARTS & CRAFTS	010	ONE TIME SUPPLY EXPENSE	\$434.77
901248	10/04/07	03	UNITED PARCEL SERVICE	008	EQUIP REPAIR	\$8.17
901249	10/04/07	03	FANON COURIER	008	EQUIP REPAIR	\$184.00
901250	10/04/07	03	PRO SPECIALTIES GROUP, INC	013	OTHER EXPENSES	\$514.83
901251	10/04/07	06	SCHOOL ARTS	007	INST MAT/SUP GEN PURPOSE	\$24.95
901252	10/04/07	03	ROSEMARY VAN GORDER	010	ONE TIME SUPPLY EXPENSE	\$334.93
901253	10/04/07	03	HARCOURT ACHIEVE	010	ONE TIME SUPPLY EXPENSE	\$1,048.19
901254	10/04/07	03	LAKESHORE LEARNING MATERIALS	010	ONE TIME SUPPLY EXPENSE	\$741.00
901255	10/04/07	03	OUIILL	010	ONE TIME SUPPLY EXPENSE	\$1,508.46
901256	10/04/07	06	PEACE PARTNERS, INC.	012	INST MAT/SUP GEN PURPOSE	\$3,825.13
901257	10/04/07	06	EAI EDUCATION	006	INST MAT/SUP GEN PURPOSE	\$402.90
901258	10/04/07	03	EDUCATORS PUBLISHING SERVICE	004	INST MAT/SUP GEN PURPOSE	\$7.38
901259	10/04/07	03	PROJECTOR DOCTOR	006	EQUIP REPAIR	\$498.60
901260	10/04/07	03	BERTRAND'S MUSIC MART	010	ONE TIME SUPPLY EXPENSE	\$3,499.99
901261	10/04/07	03	DEBBIE EWING	005	ZOO CREW	\$187.84
901262	10/04/07	03	DAVID JONES	005	MISC. SUPPLIES	\$261.79
901263	10/04/07	03	TRICIA HUPPERT	006	OTHER EXPENSES	\$89.85
901264	10/05/07	06	HOUGHTON MIFFLIN COMPANY	010	TEXTBOOK K-8, EC 60242	\$491.10
901265	10/05/07	03	LISA POLENO	005	\$100 TEACHER STIPEND	\$100.00
901266	10/05/07	06	FRONTIER FENCE COMPANY INC	001	REPAIRS BLDGS/GRNDS	\$120.00
901267	10/05/07	03	MISSION SAN JUAN CAPISTRANO	003	FIELD TRIP	\$504.00
901268	10/05/07	03	BIRCH AQUARIUM AT SCRIPPS	003	FIELD TRIP	\$470.25
901269	10/05/07	03	HELEN WOODWARD CENTER	003	FIELD TRIP	\$480.00
901270	10/05/07	03	COACH USA	003	FIELD TRIP	\$3,770.00
901271	10/05/07	03	CALIFORNIA THEATER CENTER	003	FIELD TRIP	\$324.00
901272	10/05/07	13	BAKER ELECTRIC	001	EQUIPMENT	\$774.19
901273	10/05/07	13	EZHAUL TRUCK RENTAL &	001	OTHER CONTRACTS	\$110.17
901274	10/05/07	06	US AIR CONDITIONING DIST.	001	MAINT SUPPLIES	\$2,500.00
901275	10/05/07	13	INDUSTRIAL METAL SUPPLY CO.	001	MATERIALS AND SUPPLIES	\$51.68
901276	10/05/07	13	KEARNY MESA TRUCK CENTER	001	REPAIRS TO VEHICLES	\$858.47
901277	10/05/07	03/06	OFFICE DEPOT, B.S.D.	008	INST MAT/SUP GEN PURPOSE	\$376.25
901278	10/05/07	03	COMPANION CORPORATION	008	INST MAT/SUP GEN PURPOSE	\$100.00
901279	10/05/07	03	SCHOOL SPECIALTY	008	INST MAT/SUP GEN PURPOSE	\$42.88
901280	10/08/07	03	MISSION SAN JUAN CAPISTRANO	005	FIELD TRIP	\$520.00
901281	10/08/07	03	COACH USA	005	FIELD TRIP	\$2,800.00
901282	10/08/07	03	ERIN MITCHELL	006	INST MAT/SUP GEN PURPOSE	\$331.69
901283	10/08/07	03	SOUTHWEST SCHOOL SUPPLY	007	INST MAT/SUP GEN PURPOSE	\$1,981.09
901284	10/08/07	06	BERTRAND'S MUSIC MART	004	INST MAT/SUP GEN PURPOSE	\$42.14
901285	10/08/07	06	HUFF STRIPING INC.	001	REPAIRS BLDGS/GRNDS	\$450.00
901286	10/08/07	03	KINKO'S	013	PRINTING EXPENSE	\$2,332.57
901287	10/08/07	03	SOUTHWEST SCHOOL SUPPLY	013	OFFICE SUPPLIES	\$52.06
901288	10/08/07	06	SEASIDE HEATING & AIR INC	001	REPAIRS BLDGS/GRNDS	\$500.00
901289	10/08/07	03	GREEN LEAF TREE CARE INC.	001	REPAIR GRNDS/LANDSCAPING	\$300.00
901290	10/08/07	06	COMMERCIAL FLOOR SERVICES, INC	001	REPAIRS BLDG/GRND-CDM	\$300.00
901291	10/08/07	03	KATHERINE WEIDMANN	004	\$100 TEACHER STIPEND	\$100.00
901292	10/08/07	06	DISCOVERY EDUCATION	006	INST MAT/SUP GEN PURPOSE	\$1,495.00
901293	10/08/07	03	COACH USA	007	FIELD TRIP	\$754.00
901294	10/08/07	03	CYT	007	FIELD TRIP	\$648.00
901295	10/08/07	03	BARNES & NOBLE	010	ONE TIME SUPPLY EXPENSE	\$9,207.67
901296	10/08/07	03	THEATREWORKS/USA	009	FIELD TRIP	\$517.50
901297	10/08/07	03	TNT SCHOOL SUPPLIES	005	FUNDRAISER	\$116.62

PO NBR	DATE	FUND	VENDOR	LOC	DESCRIPTION	AMOUNT
901298	10/08/07	03	PACIFIC ANIMAL PRODUCTIONS	005	ZOO CREW	\$315.00
901299	10/08/07	03	NATIONWIDE LEARNING, INC.	005	BOOKS OTHER THAN TEXTBOOKS	\$906.50
901300	10/08/07	06	FUTURE PROBLEM SOLVING PROGRAM	007	INST MAT/SUP GEN PURPOSE	\$81.02
901301	10/08/07	03	SDCOE	013	TRAVEL AND CONFERENCES	\$275.00
901302	10/08/07	06	EDUCATORS PUBLISHING SERVICE	007	INST MAT/SUP GEN PURPOSE	\$544.71
901303	10/08/07	63	KRYSTLE YBARRA	060	MILEAGE REIMBURSEMENT	\$27.65
901304	10/08/07	63	GREG MILLER	060	ASSEMBLIES CHILD DEV	\$500.00
901305	10/08/07	63	YVONNE ROATH	060	GEN SUPPLIES CHILD DEV	\$61.03
901306	10/08/07	03	A TONER WAREHOUSE	007	INST MAT/SUP GEN PURPOSE	\$161.63
901307	10/08/07	06	CARDIFF SCHOOL DISTRICT	001	TITLE III, LEP REIMBURSEMENT	\$4258.80
901308	10/08/07	06	SAXON PUBLISHERS	011	INST MAT/SUP GEN PURPOSE	\$383.28
901309	10/08/07	06	KRISTEN STOCKER	011	INST MAT/SUP GEN PURPOSE	\$121.95
901310	10/08/07	06	KERRY KORODY	011	OTHER SUPPLIES	\$94.82
901311	10/08/07	03	JESSICA PAGE	007	\$100 TEACHER STIPEND	\$100.00
901312	10/08/07	03	COACH USA	006	FIELD TRIP	\$958.00
901313	10/08/07	03	ASCD	010	TRAVEL AND CONFERENCES	\$94.00
901314	10/08/07	03	FUTURE PROBLEM SOLVING PROGRAM	010	ONE TIME SUPPLY EXPENSE	\$100.00
901315	10/08/07	03	OFFICE DEPOT, B.S.D.	013	OFFICE SUPPLIES	\$102.02
901316	10/08/07	03/06	SOUTHWEST SCHOOL SUPPLY	013	OFFICE SUPPLIES	\$63.36
901317	10/08/07	03	DINA BALFOUR	010	ONE TIME SUPPLY EXPENSE	\$37.22
901318	10/08/07	03	KAREN HOLTY	010	ONE TIME SUPPLY EXPENSE	\$79.74
901319	10/08/07	03	AUDREY GILLILAND	009	\$100 TEACHER STIPEND	\$97.22
901320	10/08/07	06	CURRICULUM ASSOCIATES, INC.	009	INST MAT/SUP GEN PURPOSE	\$2151.08
901321	10/08/07	03	GLENCOE MCGRAW/HILL	008	CONSUMABLE BOOKS	\$292.73
901322	10/08/07	06	PEACE PARTNERS, INC.	009	INST MAT/SUP GEN PURPOSE	\$1055.98
901323	10/08/07	03	COACH USA	008	FIELD TRIP	\$2052.00
901324	10/08/07	03	SAN DIEGO MARITIME MUSEUM	008	FIELD TRIP	\$2889.00
901325	10/08/07	03	SUSAN GARFEIN	008	INST MAT/SUP GEN PURPOSE	\$52.51
901326	10/08/07	03	SHADLEY BRADFORD	008	\$100 TEACHER STIPEND	\$100.00
901327	10/08/07	03	CHRISTIE UZELAC	008	\$100 TEACHER STIPEND	\$100.00
901328	10/08/07	03	HELEN WOODWARD CENTER	008	FIELD TRIP	\$768.00
901329	10/08/07	03	COACH USA	008	FIELD TRIP	\$1131.00
901330	10/08/07	03	XEROX CORPORATION	008	INST MAT/SUP GEN PURPOSE	\$1103.36
901331	10/09/07	06	NATIONAL GEOGRAPHIC BEE	010	INST MAT/SUP GEN PURPOSE	\$660.00
901332	10/09/07	06	NEWS BOWL CONTEST	010	INST MAT/SUP GEN PURPOSE	\$269.00
901333	10/09/07	06	CONTINENTAL MATHEMATICS LEAGUE	010	INST MAT/SUP GEN PURPOSE	\$225.00
901334	10/09/07	06	MATHFAX	010	INST MAT/SUP GEN PURPOSE	\$240.00
901335	10/09/07	63	JANAN TAOVIL	060	MILEAGE REIMBURSEMENT	\$98.76
901336	10/09/07	63	CARRIE JOHNSON	060	INST SUPPLIES CHILD DEV	\$34.48
901337	10/09/07	03	CDW-G	005	INST MAT/SUP GEN PURPOSE	\$2742.30
901338	10/09/07	03/06	SCHOOL SPECIALTY	005	INST MAT/SUP GEN PURPOSE	\$733.13
901339	10/09/07	03	LEADERSHIP DNA	001	STRATEGIC PLANNING	\$40950.00
901340	10/09/07	03	DATTEL SYSTEMS, INC.	005	INST MAT/SUP GEN PURPOSE	\$256.87
901341	10/10/07	06	ROSALIND RICHARDS	001	OTHER CONTRACTS	\$1920.00
901342	10/10/07	03/06	BARNES & NOBLE	006	INST MAT/SUP GEN PURPOSE	\$441.76
901343	10/10/07	06	MACMILLAN/MCGRAW HILL	012	TEXTBOOK K-8, EC 60242	\$818.90
901344	10/10/07	06	BEST COMPUTER SUPPLIES	013	OFFICE SUPPLIES	\$133.63
901345	10/10/07	03	SEAWORLD	004	FIELD TRIP	\$364.00
901346	10/10/07	03	HERITAGE TOURS	004	FIELD TRIP	\$307.50
901347	10/10/07	03	HERITAGE TOURS	004	FIELD TRIP	\$210.00
901348	10/10/07	03	RESEARCH PRESS	011	DIST. PROF. LIBRARY	\$255.70
901349	10/10/07	06	PENNY BOERNER	011	INST MAT/SUP GEN PURPOSE	\$138.71

PO NBR	DATE	FUND	VENDOR	LOC	DESCRIPTION	AMOUNT
901350	10/10/07	06	SDCOE	011	TRAVEL AND CONFERENCES	\$30.00
901351	10/10/07	03	SDCOE	011	TRAVEL AND CONFERENCES	\$40.00
901352	10/10/07	06	MR. AND MRS. MIKE CADY	011	OTHER CONTRACTS	\$975.00
901353	10/10/07	06	THERAPRO	011	INST MAT/SUP GEN PURPOSE	\$245.93
901354	10/10/07	06	BUREAU OF EDUCATION & RESEARCH	011	TRAVEL AND CONFERENCES	\$195.00
901355	10/10/07	06	KRISTEN STOCKER	011	INST MAT/SUP GEN PURPOSE	\$202.78
901356	10/10/07	06	BUREAU OF EDUCATION & RESEARCH	006	TRAVEL AND CONFERENCES	\$897.00
901357	10/10/07	03	SUSAN GARFEIN	008	INST MAT/SUP GEN PURPOSE	\$106.07
901358	10/10/07	03	JANET ORR	008	\$100 TEACHER STIPEND	\$100.00
901359	10/10/07	63	MARK BENEDYK	060	CHILD CARE REFUND	\$125.15
901360	10/10/07	63	ERIC GERSTENFELD	060	CHILD CARE REFUND	\$81.05
901361	10/10/07	63	SCHOOL AGE NOTES	060	GEN SUPPLIES CHILD DEV	\$327.94
901362	10/10/07	06	PERFECTION ON WHEELS	012	OTHER CONTRACTS	\$6,376.00
901363	10/10/07	03	MARSH MEDIA	003	S.NELSON MEMORIAL-HGTS	\$85.36
901364	10/10/07	03	PAIGE ROLLINS	003	\$100 TEACHER STIPEND	\$100.00
901365	10/10/07	03	SDCOE	003	OFFICE SUPPLIES	\$210.11
901366	10/10/07	03	SOUTHWEST SCHOOL SUPPLY	003	INST MAT/SUP GEN PURPOSE	\$488.09
901367	10/10/07	03	LINDA TUCKER	003	S.NELSON MEMORIAL-HGTS	\$110.05
901368	10/10/07	03	DOROTHY WAITE	003	\$100 TEACHER STIPEND	\$100.00
901369	10/10/07	06	SAN DIEGO MUSEUM OF MAN	009	INST MAT/SUP GEN PURPOSE	\$175.00
901370	10/10/07	03	COACH USA	009	FIELD TRIP	\$754.00
901371	10/10/07	03	COACH USA	009	FIELD TRIP	\$754.00
901372	10/10/07	03	COACH USA	003	TRANS SPEC TRIPS	\$2,534.00
901373	10/10/07	03	BIRCH AQUARIUM AT SCRIPPS	004	FIELD TRIP	\$360.00
901374	10/10/07	03	WILD ANIMAL PARK ED DEPT	003	FIELD TRIP	\$644.00
901375	10/11/07	06	SHIHONG MA	011	MILEAGE REIMBURSEMENT	\$69.84
901376	10/11/07	03	COACH USA	006	FIELD TRIP	\$1,372.00
901377	10/11/07	03	SOPRIS WEST, INC	012	TESTING SUPPLIES	\$649.51
901378	10/11/07	06	HOUGHTON MIFFLIN COMPANY	012	TEXTBOOK K-8, EC 60242	\$144.73
901379	10/11/07	03	OFFICE DEPOT, B.S.D.	007	INST MAT/SUP GEN PURPOSE	\$41.38
901380	10/11/07	06	SDCOE	006	TRAVEL AND CONFERENCES	\$50.00
901381	10/11/07	06	JOAN K. FORREST	011	MILEAGE REIMBURSEMENT	\$47.72
901382	10/11/07	06	CASE, INC.	011	AUTISM-SPEC ED	\$1,102.50
901383	10/11/07	03	APPLE COMPUTER, INC.	009	INST MAT/SUP GEN PURPOSE	\$136.59
901384	10/11/07	03	HERITAGE TOURS	009	FIELD TRIP	\$125.00
901385	10/11/07	03	EARTHQUAKE MANAGEMENT	007	INST MAT/SUP GEN PURPOSE	\$1,032.63
901386	10/12/07	06	SDCOE	009	TRAVEL AND CONFERENCES	\$200.00
901387	10/15/07	03	COACH USA	010	FIELD TRIP	\$1,707.00
901388	10/15/07	03/06	LIBERTY PAPER	013	OFFICE SUPPLIES	\$557.55
901389	10/15/07	03	LAKESHORE LEARNING MATERIALS	010	ONE TIME SUPPLY EXPENSE	\$434.50
901390	10/15/07	06	NASCO MODESTO	005	INST MAT/SUP GEN PURPOSE	\$110.34
901391	10/15/07	06	CRYSTAL PRODUCTIONS	005	INST MAT/SUP GEN PURPOSE	\$312.90
901392	10/15/07	03	MICHELLE BRASHEARS	008	\$100 TEACHER STIPEND	\$100.00
901393	10/15/07	03	ELLISON EDUCATIONAL EQUIPMENT	008	INST MAT/SUP GEN PURPOSE	\$81.43
901394	10/15/07	06	MAD MACS	005	INST MAT/SUP GEN PURPOSE	\$558.69
901395	10/15/07	03	EDUCATORS PUBLISHING SERVICE	004	INST MAT/SUP GEN PURPOSE	\$339.60
901396	10/15/07	06	NASCO MODESTO	004	INST MAT/SUP GEN PURPOSE	\$225.90
901397	10/15/07	03	COACH USA	004	FIELD TRIP	\$754.00
901398	10/15/07	03	COACH USA	004	FIELD TRIP	\$890.00
901399	10/15/07	03/06	BARNES & NOBLE	004	INST MAT/SUP GEN PURPOSE	\$231.16
901400	10/15/07	06	DICK BLICK	005	INST MAT/SUP GEN PURPOSE	\$48.73
901401	10/15/07	06	SAX ARTS & CRAFTS	005	INST MAT/SUP GEN PURPOSE	\$65.97

PURCHASE ORDER LISTING OCTOBER 1 - 31, 2007						PAGE	5
DEL MAR UNION							
FROM 10/01/07 THRU 10/31/07							
PO NBR	DATE	FUND	VENDOR	LOC	DESCRIPTION	AMOUNT	
901402	10/15/07	06	DISCOVERY EDUCATION	010	INST MAT/SUP GEN PURPOSE	\$1,495.00	
901403	10/15/07	03	COACH USA	007	FIELD TRIP	\$754.00	
901404	10/15/07	03	REUBEN H. FLEET SCIENCE CENTER	007	FIELD TRIP	\$435.75	
901405	10/15/07	03	COACH USA	007	FIELD TRIP	\$822.00	
901406	10/15/07	06	ARAH ALLARD	004	INST MAT/SUP GEN PURPOSE	\$31.71	
901407	10/15/07	06	BERTRAND'S MUSIC MART	004	NON-CAPITALIZED EQUIPMENT	\$748.86	
901408	10/15/07	06	JODY GUARINO	004	OTHER CONTRACTS	\$1,200.00	
901409	10/15/07	06	AMY ADAMS	004	OTHER CONTRACTS	\$1,200.00	
901410	10/15/07	03	EILEEN GRADY	003	INST MAT/SUP GEN PURPOSE	\$42.63	
901411	10/15/07	06	HOUGHTON MIFFLIN COMPANY	003	CONSUMABLE BOOKS	\$117.06	
901412	10/15/07	06	3-DAY BLINDS	001	REPAIRS BLDG/GRND-TH	\$401.64	
901413	10/16/07	03	SOUTHWEST SCHOOL SUPPLY	003	INST MAT/SUP GEN PURPOSE	\$301.85	
901414	10/17/07	03	THINK4INC	005	INST MAT/SUP GEN PURPOSE	\$157.32	
901415	10/17/07	03	NEXUS INTEGRATION SERVICES	001	TELEPHONE EXPENSE	\$130.00	
901416	10/17/07	03	CASBO PROFESSIONAL DEVELOPMENT	001	DUES AND MEMBERSHIPS	\$203.00	
901417	10/17/07	03	APPLE COMPUTER, INC.	001	NON CAPITALIZED COMP EQUIP	\$1,229.89	
901418	10/17/07	03	MAD MACS	001	NON CAPITALIZED COMP EQUIP	\$1,359.81	
901419	10/17/07	06	TLC PLUMBING INC.	001	REPAIRS BLDGS/GRNDS	\$1,000.00	
901420	10/17/07	03/06	HOUGHTON MIFFLIN COMPANY	009	TEXTBOOK K-8, EC 60242	\$527.19	
901421	10/17/07	03	OFFICE DEPOT, B.S.D.	008	INST MAT/SUP GEN PURPOSE	\$165.79	
901422	10/17/07	03	NEUROCRINE CATERING	012	STRATEGIC PLANNING	\$2,748.20	
901423	10/17/07	03	BOUND TO STAY BOUND BOOKS INC	010	ONE TIME SUPPLY EXPENSE	\$2,232.64	
901424	10/17/07	03	JERI SIPE	010	INST MAT/SUP GEN PURPOSE	\$38.18	
901425	10/17/07	03	SOUTHWEST SCHOOL SUPPLY	010	ONE TIME SUPPLY EXPENSE	\$2,074.91	
901426	10/17/07	03	NALANI GROSSMAN	007	INST MAT/SUP GEN PURPOSE	\$42.22	
901427	10/17/07	03	SARAH GRAHAM	009	\$100 TEACHER STIPEND	\$100.00	
901428	10/17/07	06	BARNES & NOBLE	003	TEXTBOOK K-8, EC 60242	\$556.37	
901429	10/17/07	03	HARCOURT OUTLINES, INC.	003	BOOKS OTHER THAN TEXTBOOKS	\$138.63	
901430	10/17/07	06	STUDIES WEEKLY, INC	010	INST MAT/SUP GEN PURPOSE	\$364.98	
901431	10/17/07	03	CALIFORNIA DEPT OF ED	012	INST MAT/SUP GEN PURPOSE	\$679.83	
901432	10/17/07	03	BEST BEST & KRIEGER ATTORNEYS	001	LEGAL FEES	\$4,261.74	
901433	10/18/07	03	SOPRIS WEST, INC	012	TESTING SUPPLIES	\$974.26	
901434	10/18/07	03	LOZANO SMITH	001	LEGAL FEES	\$89.62	
901435	10/19/07	03	FAGEN FRIEDMAN & FULFROST, LLP	001	LEGAL FEES	\$143.50	
901436	10/19/07	03	ESCONDIDO GOLF CAR CENTER	001	REPAIRS TO MACHINES	\$666.85	
901437	10/19/07	06	LEGOLAND	005	TRAVEL AND CONFERENCES	\$80.00	
901438	10/19/07	03	HELEN WOODWARD CENTER	004	FIELD TRIP	\$40.00	
901439	10/19/07	03	SOUTHWEST SCHOOL SUPPLY	010	INST MAT/SUP GEN PURPOSE	\$5,000.00	
901440	10/19/07	03	LAURI CARPENTER	010	ONE TIME SUPPLY EXPENSE	\$307.93	
901441	10/19/07	03	HELEN WOODWARD CENTER	004	FIELD TRIP	\$728.00	
901442	10/19/07	03	AMAZON.COM CREDIT	001	COMPUTER SUPPLIES	\$133.57	
901443	10/19/07	03	EVERYDAY/MCGRAW-HILL	004	CONSUMABLE BOOKS	\$56.08	
901444	10/19/07	06	RISO, INC. SAN DIEGO BRANCH	007	RENTL LEASE, REPAIR&NON-CAP	\$320.00	
901445	10/19/07	03	WENDY CHAMBERS	011	TRAVEL AND CONFERENCES	\$55.00	
901446	10/19/07	03	UNITED HEALTH SUPPLIES	011	HEALTH SUPPLIES	\$355.33	
901447	10/19/07	06	ABT-ADVANCED BRAIN	011	INST MAT/SUP GEN PURPOSE	\$1,249.80	
901448	10/19/07	06	SRA/MCGRAW HILL	011	INST MAT/SUP GEN PURPOSE	\$1,253.54	
901449	10/19/07	03	MAD MACS	004	INST MAT/SUP GEN PURPOSE	\$2,582.77	
901450	10/19/07	06	SDE (STAFF DEVELOPMENT FOR	009	TRAVEL AND CONFERENCES	\$567.00	
901451	10/19/07	03	MAD MACS	001	NON CAPITALIZED COMP EQUIP	\$2,451.31	
901452	10/19/07	03	ELLISON EDUCATIONAL EQUIPMENT	009	2006/07 DMSEF WISHLIST	\$468.71	
901453	10/19/07	03	ASCD	012	DIST. PROF. LIBRARY	\$89.00	

DEL MAR UNION		FROM 10/01/07 THRU 10/31/07		VENDOR		LOC		DESCRIPTION	AMOUNT
PO NBR	DATE	FUND							
901454	10/19/07	03		SPORTIME		008		INST MAT/SUP GEN PURPOSE	\$588.32
901455	10/19/07	03		CANNON SPORTS, INC		008		INST MAT/SUP GEN PURPOSE	\$158.33
901456	10/19/07	03		SPORT SUPPLY GROUP		008		INST MAT/SUP GEN PURPOSE	\$91.31
901457	10/19/07	03		DONNA KURIYAMA		003		\$100 TEACHER STIPEND	\$96.81
901458	10/19/07	03		REUBEN H. FLEET SCIENCE CENTER		005		FIELD TRIP	\$67.50
901459	10/19/07	03		BARNES & NOBLE		012		INST MAT/SUP GEN PURPOSE	\$45.09
901460	10/19/07	06		EDUCATORS PUBLISHING SERVICE		006		INST MAT/SUP GEN PURPOSE	\$53.34
901461	10/19/07	06		CALIFORNIA ELEMENTARY		006		TRAVEL AND CONFERENCES	\$75.00
901462	10/19/07	03		SOCCER ONE		008		INST MAT/SUP GEN PURPOSE	\$344.72
901463	10/19/07	13		BOXER-NORTHWEST CO.		045		MATERIALS AND SUPPLIES	\$192.66
901464	10/19/07	03		HARCOURT BRACE SCHOOL		010		REGULAR TEXTBOOKS	\$1,799.10
901465	10/19/07	13		AMAZON.COM CREDIT		045		MATERIALS AND SUPPLIES	\$18.26
901466	10/19/07	03		ELLISON EDUCATIONAL EQUIPMENT		010		INST MAT/SUP GEN PURPOSE	\$376.80
901467	10/19/07	03		MBM/HENRY SCHEIN CO.		011		HEALTH SUPPLIES	\$23.41
901468	10/19/07	03		SCHOOL HEALTH SUPPLY CO.		011		HEALTH SUPPLIES	\$34.45
901469	10/19/07	03		ULINE		008		INST MAT/SUP GEN PURPOSE	\$444.36
901470	10/19/07	03		LAUREL ZITKO		007		\$100 TEACHER STIPEND	\$100.00
901471	10/19/07	06		SOUTHPAW ENTERPRISES		011		NON-CAPITALIZED EQUIPMENT	\$1,250.37
901472	10/29/07	03/06		ANN HOFFMAN		001		MISC. SUPPLIES	\$114.43
901473	10/29/07	03		INTERNATIONAL HOUSE OF BLUES		007		FIELD TRIP	\$415.00
901474	10/29/07	06		SDCOE		007		INST MAT/SUP GEN PURPOSE	\$188.56
901475	10/29/07	06		SAMMONS & PRESTON		011		INST MAT/SUP GEN PURPOSE	\$41.09
901476	10/29/07	06		BEST COMPUTER SUPPLIES		011		INST MAT/SUP GEN PURPOSE	\$490.79
901477	10/29/07	06		SOUTHWEST SCHOOL SUPPLY		011		INST MAT/SUP GEN PURPOSE	\$348.07
901478	10/29/07	03		SDCOE		012		INST MAT/SUP GEN PURPOSE	\$242.44
901479	10/29/07	03		UNITED PARCEL SERVICE		007		CONSUMABLE BOOKS	\$106.41
901480	10/29/07	63		CHARLEY JACOB		060		MILEAGE REIMBURSEMENT	\$124.55
901481	10/29/07	63		DISCOUNT SCHOOL SUPPLY		060		INST SUPPLIES CHILD DEV	\$387.02
901482	10/29/07	63		ORIENTAL TRADING CO.		060		INST SUPPLIES CHILD DEV	\$54.96
901483	10/29/07	63		SCHOOL SPECIALTY		060		GEN SUPPLIES CHILD DEV	\$80.38
901484	10/29/07	63		S&S WORLD WIDE		060		INST SUPPLIES CHILD DEV	\$56.10
901485	10/29/07	03		HARCOURT BRACE SCHOOL		012		REGULAR TEXTBOOKS	\$34.92
901486	10/29/07	03		HARCOURT BRACE SCHOOL		012		REGULAR TEXTBOOKS	\$169.49
901487	10/29/07	03		JENNIFER HAVLAT		005		\$100 TEACHER STIPEND	\$100.00
901488	10/29/07	03/06		ULTIMATE OFFICE		013		OFFICE SUPPLIES	\$69.50
901489	10/29/07	03		RILEY'S FARM		006		FIELD TRIP	\$1,440.00
901490	10/29/07	03		KINKO'S		001		STRATEGIC PLANNING	\$287.10
901491	10/30/07	03/06		SOUTHWEST SCHOOL SUPPLY		013		OFFICE SUPPLIES	\$99.53
901492	10/30/07	06		MAD MACS		007		NON-CAPITALIZED EQUIPMENT	\$5,938.10
901493	10/30/07	03		BOWIE ARNESON WILES & GIANNONE		001		LEGAL FEES	\$339.14
901494	10/30/07	03		TSC RESTORATION, INC.		001		OTHER CONTRACTS	\$5,933.00
901495	10/31/07	03		HAMPTON-BROWN		012		REGULAR TEXTBOOKS	\$1,730.11
901496	10/31/07	03		HAMPTON-BROWN		012		REGULAR TEXTBOOKS	\$1,165.01
901497	10/31/07	03		HAMPTON-BROWN		012		REGULAR TEXTBOOKS	\$1,165.01
901498	10/31/07	03		HAMPTON-BROWN		012		REGULAR TEXTBOOKS	\$1,165.01
901499	10/31/07	03		HAMPTON-BROWN		012		REGULAR TEXTBOOKS	\$1,165.01
901500	10/31/07	03		HAMPTON-BROWN		012		REGULAR TEXTBOOKS	\$1,165.01
901501	10/31/07	03		HAMPTON-BROWN		012		REGULAR TEXTBOOKS	\$1,165.01
901502	10/31/07	03		ULINE		008		INST MAT/SUP GEN PURPOSE	\$312.27
901503	10/31/07	06		SANDRA MARTINEZ		011		TRAVEL AND CONFERENCES	\$58.67
901504	10/31/07	03		OFFICE DEPOT, B.S.D.		007		INST MAT/SUP GEN PURPOSE	\$60.92
901505	10/31/07	03		SOUTHWEST SCHOOL SUPPLY		007		INST MAT/SUP GEN PURPOSE	\$37.37

PO NBR	DATE	FUND	VENDOR	LOC	DESCRIPTION	AMOUNT
901506	10/31/07	03	SOPRIS WEST, INC	012	TESTING SUPPLIES	\$974.26
901507	10/31/07	03	CALIFORNIA EMBROIDERY AND	006	INST MAT/SUP GEN PURPOSE	\$980.00
901508	10/31/07	03	FOLLETT LIBRARY RESOURCES	010	ONE TIME SUPPLY EXPENSE	\$726.85
901509	10/31/07	03	LIBERTY PAPER	010	INST MAT/SUP GEN PURPOSE	\$1,212.83
901510	10/31/07	03	SAN DIEGUITO TROPHY	005	MISC. SUPPLIES	\$12.93
901511	10/31/07	06	AARDVARK CLAY & SUPPLIES	005	INST MAT/SUP GEN PURPOSE	\$348.23
901512	10/31/07	06	PAULA INTRAVAIA	005	INST MAT/SUP GEN PURPOSE	\$222.75
901513	10/31/07	06	3-DAY BLINDS	001	REPAIRS BLDG/GRND-TH	\$487.56
REPORT TOTAL						\$289,508.07

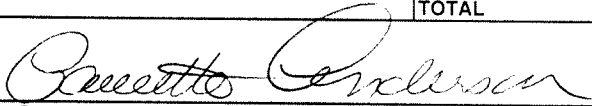
DEL MAR UNION SCHOOL DISTRICT
COMMERCIAL WARRANT LISTING
October 1 - 31, 2007

FUND	DATE	WARRANT #	AMOUNT
FUND 03 & 06	10/5/2007	383013-383129	\$ 323,920.15
	10/8/2007	384946-384958	\$ 8,569.96
	10/9/2007	386031-386041	\$ 5,201.62
	10/11/2007	387821-387844	\$ 60,659.93
	10/12/2007	388703-388713	\$ 20,198.75
	10/16/2007	390077-390078	\$ 35,055.68
	10/17/2007	390815-390822	\$ 32,875.23
	10/19/2007	392309-392358	\$ 73,262.10
	10/31/2007	395295-395337	\$ 65,574.98
GENERAL FUND TOTAL			\$ 625,318.40
FUND 13	10/5/2007	383130-383131	\$ 10,849.56
Cafeteria	10/9/2007	386042	\$ 7,616.90
	10/11/2007	387845	\$ 110.17
	10/17/2007	390823	\$ 599.65
	10/19/2007	392359-392363	\$ 1,851.90
FUND 14			
Deferred Maintenance			
FUND 25-19			
Developer Fees			
FUND 35-00			
State School Building Project			
FUND 40			
Special Reserve-Capital			
FUND 63	10/5/2007	383132-383139	\$ 3,276.13
Other Enterprise - Child Development	10/9/2007	386043-386044	\$ 1,653.25
	10/12/2007	388714-388715	\$ 536.62
	10/17/2007	390824	\$ 608.96
	10/19/2007	392364-392374	\$ 4,664.75
	10/31/2007	395538-395345	\$ 8,243.16
FUND 73-20			
Foundation Trust			
OTHER FUND TOTAL			\$ 40,011.05
GRAND TOTAL			\$ 665,329.45

DEL MAR UNION SCHOOL DISTRICT
Revolving Cash Fund October 1 - 31, 2007

Date	Check No	Payee	Purpose	Amount	Account #
10/2/07	8108	Sherry Forte	misc supplies	83.90	03-00 0000-501 0000 7100 4300-089 040
10/2/07	8109	Barrett Blake	gasoline for van	83.24	06-00 8150-640 0000 8110 4300-085 045
10/2/07	8109	Barrett Blake	misc supplies	58.70	03-00 0000-000 0000 2420 4300-089 030
10/2/07	8110	Becky Ross	instructional supplies	21.54	03-00 0000-001 1110 1000 4300-010 008
10/2/07	8111	Bob Holcomb	child care refund	33.20	63-00 0000-000 0000 0000 8699-066 000
10/2/07	8112	Brian Carroll	instructional supplies	37.97	03-00 0000-001 1110 1000 4300-010 005
10/2/07	8113	Joan Wilson	instructional supplies	22.45	03-00 0000-001 1110 1000 4300-010 006
10/2/07	8114	Handwriting Without Tears	instructional supplies	23.74	03-00 0000-001 1110 1000 4300-010 006
10/2/07	8115	Katherin Roth	instructional supplies	16.14	06-00 7395-000 1110 1000 4300-010 005
10/2/07	8116	Shirley Bales	mileage	61.45	03-00 0000-502 0000 7200 5200-025 040
10/2/07	8117	Sue Najimudeen	lunch refund	54.00	13-00 5310-000 0000 0000 8634-000 000
10/2/07	8118	Ariella Leeder	other expense	134.75	03-00 0000-018 0000 2130 5800-080 040
10/2/07	8119	Supriya Reddy	other expense	168.04	03-00 0000-018 0000 2130 5800-080 040
10/2/07	8120	Yuhui ren	milk refund	180.00	13-00 5310-000 0000 0000 8634-000 000
10/2/07	8121	Charlene Komosinski	child care supplies	46.97	63-00 0000-000 0000 6000 4300-066 066
10/3/07	8122	Dena Whittington	mileage	170.38	03-00 0000-504 0000 7200 5200-025 045
10/3/07	8122	Dena Whittington	travel/conference	9.25	03-00 0000-504 0000 7200 5200-000 045
10/3/07	8122	Dena Whittington	office supplies	10.72	03-00 0000-504 0000 7200 4300-046 045
10/8/07	8123	San Diego Piano Movers	instructional supplies	200.00	03-00 0000-001 1110 1000 4300-010 003
10/12/07	8124	Jeff Zimmer	lunch refund	51.00	13-00 5310-000 0000 0000 8634-000 000
10/12/07	8125	Janet Bernard	other expense	41.03	03-00 0000-018 0000 2130 5800-080 040
10/12/07	8126	Janet Bernard	other expense	49.44	03-00 0000-018 0000 2130 5800-080 040
10/12/07	8127	Hena Choi	child care refund	20.80	63-00 0000-000 0000 0000 8699-066 000
10/12/07	8128	Eugene Jones	child care refund	5.40	63-00 0000-000 0000 0000 8699-066 000
10/12/07	8129	Sherry Forte	strategic planning	96.17	03-00 0000-501 0000 7100 5800-094 040
10/12/07	8129	Sherry Forte	other expense	115.86	03-00 0000-501 0000 7100 5800-080 040
10/12/07	8130	Cinda Peck	music supplies	137.54	03-00 0000-005 1110 1000 4300-090 005
10/12/07	8131	Rita Scott	milk refund	90.00	13-00 5310-000 0000 0000 8634-000 000
10/12/07	8132	VOID			
10/12/07	8133	Oggi's Pizza	other expense	76.66	03-00 0000-501 0000 7100 5800-080 040
10/16/07	8134	O'Brien's	travel/conference	56.00	06-00 7395-000 1110 1000 5200-000 009
10/29/07	8135	Shelley Petersen	office supplies	36.49	03-00 0000-466 0000 2700 4300-046 006
10/29/07	8136	Susan Pfleeger	misc supplies	6.32	03-00 0000-018 0000 2140 4300-089 040
10/29/07	8137	Linda Dugger	instructional supplies	168.95	06-00 7395-000 1110 1000 4300-010 005
10/29/07	8138	Karina Greenway	library supplies	24.99	03-00 0000-006 1110 1000 4200-000 006
10/29/07	8139	Barrett Blake	computer supplies	59.56	03-00 0000-000 0000 2420 4300-088 040
10/29/07	8140	Paulette Anderson	mileage	20.44	03-00 0000-504 0000 7200 5200-025 045
10/25/07		Union Bank	analysis deficit	14.84	03-00 0000-504 0000 7200 5800-080 045
10/31/07		Union Bank	interest earned	(1.79)	03-00 0000-504 0000 7200 5800-080 045
			TOTAL	2,486.14	

Paulette Anderson
Custodian, Revolving Cash



Date

11/8/07

Regular Board Meeting of November 14, 2007

November 7, 2007

To: Board Members

From: Rodger Smith

Through: Tom Bishop

Subject: First Reading, Proposed Modifications to Board
Policy/Administrative Regulation 1330, "Use of School Facilities"

On a previous occasion, Board members received information about a concern that a community member raised regarding the possibility that a "for profit" business was being permitted to use district fields for a fee that was intended to be available only to non-profit organizations. Following consultation with the district's legal counsel, proposed modifications to the language in Exhibit 5 of Board Policy/Administrative Regulation 1330, "Use of School Facilities" has been developed in order to address this issue. The proposed modifications to Exhibit 5 are presented in the document following this page for the Board's consideration. (The proposed modifications are in bold print and italicized.)

Due to the fact that this is a first reading of the proposed modifications, Board input on the modifications will be solicited during the discussion of this item on the Board meeting agenda. This item will be brought to a subsequent meeting of the Board for final approval.

FISCAL IMPACT: The fiscal impact of the proposed modifications is difficult to assess: with the potential of imposing a higher fee on one or more organizations, the organizations may scale back or eliminate their use of district fields. On the other hand, they may elect to pay the increased fee which would yield a higher level of income to the district. In any case, the impact of approving the proposed modifications is unlikely to create a significant impact on the district.

RECOMMENDED: This item is for information only at this time. It will be brought to a subsequent meeting of the Board for final approval.

10.3

Regular Board Meeting of November 14, 2007

DEL MAR UNION SCHOOL DISTRICT
USE OF SCHOOL FACILITIES
CHARGES FOR USE OF FACILITIES AND GROUNDS

Charges for the use of facilities and grounds shall be made in accordance with the following structure:

1. Fee Exempt
 - a. Definition: No fee will be charged
 - b. A fee shall not be charged when an alternative location is not available to those applicants who qualify as nonprofit organizations and/or clubs organized to promote youth and school activities, including, but not limited to:
 - (1) Girl Scouts, Boy Scouts, Camp Fire, Inc. etc.
 - (2) Parent-teachers' associations
 - (3) School-community advisory councils
 - (4) This section shall not apply to any group which uses school facilities or grounds for fund raising activities which are not beneficial to youth or public school activities of the district, as determined by the Board.
2. Direct Costs
 - a. Definition: Those costs incurred for supplies, utilities, janitorial services, maintenance of sports fields for practice and games by youth sports teams ***sponsored by non-profit organizations***, services of any other district employees, and salaries paid to school district employees necessitated by the organization's use of the school facilities and grounds of the district (see attached Fee Schedule).
 - b. Activities which will be charged direct costs shall include activities which do not fall within the fee exempt or fair rental value classifications.
3. Fair Rental Value
 - a. Definition: The direct costs to the district, plus the amortized costs of the school facilities or grounds used for the duration of the activity authorized (see attached Fee Schedule).
 - b. Activities which will be charged fair rental value shall include:
 - (1) Fund-raising entertainment/meetings and activities where admission fees are charged, or contributions are solicited, and the net receipts are not expended for the welfare of the pupils of the district or for charitable purposes.
 - (2) Commercial, for ***profit*** use.

November 8, 2007

To: Board Members

From: Dena Whittington

Through: Tom Bishop

Subject: Board Approval of Agreement Between the Del Mar Union School District and Magdalena Ecke Family YMCA for Playground Partners Program at Carmel Del Mar School in the Amount of \$805.00

Carmel Del Mar School and the Magdalena Ecke Family YMCA intend to work together to provide the school community with YMCA Playground Partners Program, a professionally directed, parent volunteer program designed to enrich the lunchtime recess experience by providing an outdoor curriculum for K-6 grade students that builds self-confidence, models effective communication and conflict resolution skills, and encourages teamwork and sportsmanship.

The agreement will be in effect November 1, 2007 through December 20, 2007.

*This agreement is available for review at the
Del Mar Union School District Office.*

FISCAL IMPACT: Revenue: General Fund revenue budget will increase by \$805 deposit from the PTA.
Expenditure: General Fund expenditure budget will increase by \$805.
Fund Balance: There is no change to fund balance.

RECOMMENDED: The Superintendent Recommends That the Board of Trustees Approves the Agreement Between the Del Mar Union School District and Magdalena Ecke Family YMCA for Playground Partners Program at Carmel Del Mar School in the Amount of \$805.00.

*10.4

November 14, 2007

To: Board Members
From: Dena Whittington
Subject: 2007-2008 Monthly Budget Update

This agenda item is to provide a monthly update of remaining budget balances for each fund individually. The 2007-08 Adopted Budget amounts are used for revenue and expenditures. The budget column will be updated for all budget adjustments once the 2007-08 First Interim Report is adopted by the Board. The actual revenues and expenditures are as of October 31, 2007.

FISCAL IMPACT: Presentation of this report is for information only and does not affect revenues, expenses, or projected ending fund balances in the 2007-2008 Budget.

RECOMMENDED: No action required, for information only.

10.5

**Del Mar Union School District
2007-2008 Budget Update - Estimated Actuals
General Fund - Unrestricted
October 31, 2007**

	2007-08 Adopted Budget	Actuals to Date	% of Budget Remaining	
Revenues				
Revenue Limit Sources*	\$ 27,901,527	\$ 1,003,924	96%	
Federal Revenue	-	-		
Other State Revenue	2,828,996	3,953	100%	
Other Local Revenue	1,659,102	878,302	47%	
Total Revenues	\$ 32,389,625	\$ 1,886,179	94%	
Expenditures				
Certificated Salaries	\$ 16,837,535	\$ 4,839,832	71%	
Classified Salaries	3,061,129	954,213	69%	
Employee Benefits	4,615,222	1,288,308	72%	
Books and Supplies	1,319,528	586,975	56%	
Services and Other Operating	2,433,858	822,885	66%	
Capital Outlay	109,890	119,274	-9%	(1)
Other Outgo	31,926	12,487	61%	
Transfers of Indirect/Direct Support	0	0		
Total Expenditures	\$ 28,409,088	\$ 8,623,974	70%	
Excess (Deficiency) Revenues and Expenditures	\$ 3,980,537	\$ (6,737,795)		
Other Financing Sources and Uses				
Transfers In	\$ -	\$ -		
Transfers Out	-	(255,945)		
Contributions	(4,158,175)	-		
Other Financing Sources and Uses	\$ (4,158,175)	\$ (255,945)		
Net Increase (Decrease) in Fund Balance	\$ (177,638)	\$ (6,993,740)		
Beginning Fund Balance	\$ 8,238,034			
Ending Fund Balance**	\$ 8,060,396			

* Basic Aid revenues in the form of property taxes are recorded as a Revenue Limit Source

** Ending Fund Balance is made up of components that dictate what the balance may be used for
These components are not addressed on this spreadsheet

(1) Apple computers were purchased by the General Fund for Ocean Air and Sage Canyon.

The CFD has reimbursed the General Fund for the Ocean Air computers.

Sage Canyon has donation carryover from 06-07 that has not been posted.

Capital Outlay will be within budget once the two above entries have occurred.

**Del Mar Union School District
2007-2008 Budget Update - Estimated Actuals
General Fund - Restricted
October 31, 2007**

	2007-08 Adopted Budget	Actuals to Date	% of Budget Remaining
Revenues			
Revenue Limit Sources*	\$ 302,489	\$ -	100%
Federal Revenue	707,124	(3,184)	100%
Other State Revenue	1,055,981	666,723	37%
Other Local Revenue	1,128,481	389,505	65%
Total Revenues	\$ 3,194,075	\$ 1,053,044	67%
Expenditures			
Certificated Salaries	\$ 2,365,024	\$ 650,923	72%
Classified Salaries	1,903,776	520,893	73%
Employee Benefits	938,531	230,420	75%
Books and Supplies	830,323	253,213	70%
Services and Other Operating	976,707	267,690	73%
Capital Outlay	0	25,376	
Other Outgo	88,176	0	100%
Transfers of Indirect/Direct Support	-		
Total Expenditures	\$ 7,102,537	\$ 1,948,515	73%
Excess (Deficiency) Revenues and Expenditures	\$ (3,908,462)	\$ (895,471)	
Other Financing Sources and Uses			
Transfers In	\$ -	\$ -	
Transfers Out	\$ (153,500)	\$ -	
Contributions	\$ 4,158,175	\$ -	
Other Financing Sources and Uses	\$ 4,004,675	\$ -	
Net Increase (Decrease) In Fund Balance	\$ 96,213	\$ (895,471)	
Beginning Fund Balance	\$ 1,261,681		
Ending Fund Balance**	\$ 1,357,894		

* Basic Aid revenues in the form of property taxes are recorded as a Revenue Limit Source

** Ending Fund Balance is made up of components that dictate what the balance may be used for
These components are not addressed on this spreadsheet

**Del Mar Union School District
2007-2008 Budget Update - Estimated Actuals
General Fund - Combined
October 31, 2007**

	2007-08 Adopted Budget	Actuals to Date	% of Budget Remaining
Revenues			
Revenue Limit Sources*	\$ 28,204,016	\$ 1,003,924	96%
Federal Revenue	\$ 707,124	\$ (3,184)	100%
Other State Revenue	\$ 3,884,977	\$ 670,676	83%
Other Local Revenue	\$ 2,787,583	\$ 1,267,807	55%
Total Revenues	\$ 35,583,700	\$ 2,939,223	92%
Expenditures			
Certificated Salaries	\$ 19,202,559	\$ 5,490,755	71%
Classified Salaries	\$ 4,964,905	\$ 1,475,106	70%
Employee Benefits	\$ 5,553,753	\$ 1,518,728	73%
Books and Supplies	\$ 2,149,851	\$ 840,188	61%
Services and Other Operating	\$ 3,410,565	\$ 1,090,575	68%
Capital Outlay	\$ 109,890	\$ 144,650	-32%
Other Outgo	\$ 120,102	\$ 12,487	90%
Transfers of Indirect/Direct Support	\$ -	\$ -	
Total Expenditures	\$ 35,511,625	\$ 10,572,489	70%
Excess (Deficiency) Revenues and Expenditures	\$ 72,075	\$ (7,633,266)	
Other Financing Sources and Uses			
Transfers In	\$ -	\$ -	
Transfers Out	\$ (153,500)	\$ (255,945)	
Contributions	\$ -	\$ -	
Other Financing Sources and Uses	\$ (153,500)	\$ (255,945)	
Net Increase (Decrease) In Fund Balance	\$ (81,425)	\$ (7,889,211)	
Beginning Fund Balance	\$ 9,499,715		
Ending Fund Balance**	\$ 9,418,290		

* Basic Aid revenues in the form of property taxes are recorded as a Revenue Limit Source

** Ending Fund Balance is made up of components that dictate what the balance may be used for
These components are not addressed on this spreadsheet

**Del Mar Union School District
2007-2008 Budget Update - Estimated Actuals
Cafeteria Fund
October 31, 2007**

	2007-08 Adopted Budget	Actuals to Date	% of Budget Remaining
Revenues			
Revenue Limit Sources*	\$ -		
Federal Revenue	114,300	\$ -	100%
Other State Revenue	3,780	\$ 705	81%
Other Local Revenue	801,724	\$ 221,946	72%
Total Revenues	\$ 919,804	\$ 222,651	76%
Expenditures			
Certificated Salaries	\$ -	\$ -	
Classified Salaries	115,222	\$ 24,641	79%
Employee Benefits	39,109	\$ 9,124	77%
Books and Supplies	712,933	\$ 77,754	89%
Services and Other Operating	5,000	\$ 4,670	7%
Capital Outlay	35,000	\$ 35,728	-2%
Other Outgo	22,121	\$ -	100%
Transfers of Indirect/Direct Support	-	\$ -	
Total Expenditures	\$ 929,385	\$ 151,917	84%
Excess (Deficiency) Revenues and Expenditures	\$ (9,581)	\$ 70,734	
Other Financing Sources and Uses			
Transfers In	\$ -	\$ -	
Transfers Out	-	\$ -	
Contributions	-	\$ -	
Other Financing Sources and Uses	\$ -	\$ -	
Net Increase (Decrease) in Fund Balance	\$ (9,581)	\$ 70,734	
Beginning Fund Balance	\$ 34,324		
Ending Fund Balance**	\$ 24,743		

* Basic Aid revenues in the form of property taxes are recorded as a Revenue Limit Source

** Ending Fund Balance is made up of components that dictate what the balance may be used for
These components are not addressed on this spreadsheet

Del Mar Union School District
2007-2008 Budget Update - Estimated Actuals
Deferred Maintenance
October 31, 2007

	2007-08 Adopted Budget	Actuals to Date	% of Budget Remaining
Revenues			
Revenue Limit Sources*	\$ -	\$ -	
Federal Revenue	0	0	
Other State Revenue	153,500	0	100%
Other Local Revenue	8,000	0	100%
Total Revenues	\$ 161,500	\$ -	100%
Expenditures			
Certificated Salaries	\$ -	\$ -	
Classified Salaries	0	0	
Employee Benefits	0	0	
Books and Supplies	0	0	
Services and Other Operating	57,750	15,990	72%
Capital Outlay	0	0	
Other Outgo	0	0	
Transfers of Indirect/Direct Support	0	0	
Total Expenditures	\$ 57,750	\$ 15,990	72%
Excess (Deficiency) Revenues and Expenditures	\$ 103,750	\$ (15,990)	
Other Financing Sources and Uses			
Transfers In	\$ 136,758	\$ -	
Transfers Out	\$ -	\$ -	
Contributions	\$ -	\$ -	
Other Financing Sources and Uses	\$ 136,758	\$ -	
Net Increase (Decrease) In Fund Balance	\$ 240,508	\$ (15,990)	
Beginning Fund Balance	\$ 524,265		
Ending Fund Balance**	\$ 764,773		

* Basic Aid revenues in the form of property taxes are recorded as a Revenue Limit Source

** Ending Fund Balance is made up of components that dictate what the balance may be used for
 These components are not addressed on this spreadsheet

**Del Mar Union School District
2007-2008 Budget Update - Estimated Actuals
Special Reserve for other than Capital Outlay
October 31, 2007**

	2007-08 Adopted Budget	Actuals to Date	% of Budget Remaining
Revenues			
Revenue Limit Sources*	\$ -	\$ -	
Federal Revenue	0	0	
Other State Revenue	0	0	
Other Local Revenue	38,000	0	100%
Total Revenues	\$ 38,000	\$ -	100%
Expenditures			
Certificated Salaries	\$ -	\$ -	
Classified Salaries	0	0	
Employee Benefits	0	0	
Books and Supplies	0	0	
Services and Other Operating	0	0	
Capital Outlay	0	0	
Other Outgo	0	0	
Transfers of Indirect/Direct Support	0	0	
Total Expenditures	\$ -	\$ -	
Excess (Deficiency) Revenues and Expenditures	\$ 38,000	\$ -	
Other Financing Sources and Uses			
Transfers In	\$ -	\$ 255,945	
Transfers Out	\$ -	\$ -	
Contributions	\$ -	\$ -	
Other Financing Sources and Uses	\$ -	\$ 255,945	
Net Increase (Decrease) In Fund Balance	\$ 38,000	\$ 255,945	
Beginning Fund Balance	\$ 1,242,493		
Ending Fund Balance**	\$ 1,280,493		

* Basic Aid revenues in the form of property taxes are recorded as a Revenue Limit Source

** Ending Fund Balance is made up of components that dictate what the balance may be used for
These components are not addressed on this spreadsheet

Del Mar Union School District
2007-2008 Budget Update - Estimated Actuals
Capital Facilities
October 31, 2007

	2007-08 Adopted Budget	Actuals to Date	% of Budget Remaining
Revenues			
Revenue Limit Sources*	\$ -	\$ -	
Federal Revenue	0	0	
Other State Revenue	0	0	
Other Local Revenue	127,400	27,804	78%
Total Revenues	\$ 127,400	\$ 27,804	78%
Expenditures			
Certificated Salaries	\$ -	\$ -	
Classified Salaries	0	0	
Employee Benefits	0	0	
Books and Supplies	0	0	
Services and Other Operating	3,500	0	
Capital Outlay	70,000	0	
Other Outgo	0	0	
Transfers of Indirect/Direct Support	0	0	
Total Expenditures	\$ 73,500	\$ -	100%
Excess (Deficiency) Revenues and Expenditures	\$ 53,900	\$ 27,804	
Other Financing Sources and Uses			
Transfers In	\$ -	\$ -	
Transfers Out	\$ -	\$ -	
Contributions	\$ -	\$ -	
Other Financing Sources and Uses	\$ -	\$ -	
Net Increase (Decrease) In Fund Balance	\$ 5,181	\$ 27,804	
Beginning Fund Balance	\$ 35,434		
Ending Fund Balance**	\$ 40,615		

* Basic Aid revenues in the form of property taxes are recorded as a Revenue Limit Source

** Ending Fund Balance is made up of components that dictate what the balance may be used for
 These components are not addressed on this spreadsheet

**Del Mar Union School District
2007-2008 Budget Update - Estimated Actuals
Special Reserve Fund for Capital Outlay Projects
October 31, 2007**

	2007-08 Adopted Budget	Actuals to Date	% of Budget Remaining
Revenues			
Revenue Limit Sources*	\$ -	\$ -	
Federal Revenue	0	0	
Other State Revenue	0	0	
Other Local Revenue	40,000	0	100%
Total Revenues	\$ 40,000	\$ -	100%
Expenditures			
Certificated Salaries	\$ -	\$ -	
Classified Salaries	0	0	
Employee Benefits	0	0	
Books and Supplies	0	0	
Services and Other Operating	0	0	
Capital Outlay	0	0	
Other Outgo	0	0	
Transfers of Indirect/Direct Support	0	0	
Total Expenditures	\$ -	\$ -	
Excess (Deficiency) Revenues and Expenditures	\$ 40,000	\$ -	
Other Financing Sources and Uses			
Transfers In	\$ -	\$ -	
Transfers Out	\$ -	\$ -	
Contributions	\$ -	\$ -	
Other Financing Sources and Uses	\$ -	\$ -	
Net Increase (Decrease) In Fund Balance	\$ 40,000	\$ -	
Beginning Fund Balance	\$ 19,823		
Ending Fund Balance**	\$ 59,823		

* Basic Aid revenues in the form of property taxes are recorded as a Revenue Limit Source

** Ending Fund Balance is made up of components that dictate what the balance may be used for
These components are not addressed on this spreadsheet

**Del Mar Union School District
2007-2008 Budget Update - Estimated Actuals
Capital Project Fund for Blended Component Units
(CFD 95-1 and CFD 99-1)
October 31, 2007**

	2007-08 Adopted Budget	Actuals to Date	% of Budget Remaining
Revenues			
Revenue Limit Sources*	\$ -	\$ -	
Federal Revenue	0	0	
Other State Revenue	0	0	
Other Local Revenue	2,553,000	112,237	96%
Total Revenues	\$ 2,553,000	\$ 112,237	96%
Expenditures			
Certificated Salaries	\$ -	\$ -	
Classified Salaries	0	0	
Employee Benefits	0	0	
Books and Supplies	0	0	
Services and Other Operating	84,700	15,651	82%
Capital Outlay	285,000	72,210	75%
Other Outgo	0	0	
Transfers of Indirect/Direct Support	0	0	
Total Expenditures	\$ 369,700	\$ 87,861	76%
Excess (Deficiency) Revenues and Expenditures	\$ 2,183,300	\$ 24,376	
Other Financing Sources and Uses			
Transfers In	\$ -	\$ -	
Transfers Out	(874,988)	(408,383)	
Contributions	-	-	
Other Financing Sources and Uses	\$ (874,988)	\$ (408,383)	
Net Increase (Decrease) In Fund Balance	\$ 1,308,312	\$ (384,007)	
Beginning Fund Balance	\$ 24,883,985		
Ending Fund Balance**	\$ 26,192,297		

* Basic Aid revenues in the form of property taxes are recorded as a Revenue Limit Source

** Ending Fund Balance is made up of components that dictate what the balance may be used for
These components are not addressed on this spreadsheet

**Del Mar Union School District
2007-2008 Budget Update - Estimated Actuals
Debt Service Fund for Blended Component Units (CFD)
October 31, 2007**

	2007-08 Adopted Budget	Actuals to Date	% of Budget Remaining
Revenues			
Revenue Limit Sources*	\$ -	\$ -	
Federal Revenue	0	0	
Other State Revenue	0	0	
Other Local Revenue	0	0	
Total Revenues	\$ -	\$ -	
Expenditures			
Certificated Salaries	\$ -	\$ -	
Classified Salaries	0	0	
Employee Benefits	0	0	
Books and Supplies	0	0	
Services and Other Operating	0	0	
Capital Outlay	0	0	
Other Outgo	874,988	0	
Transfers of Indirect/Direct Support	0	0	
Total Expenditures	\$ 874,988	\$ -	
Excess (Deficiency) Revenues and Expenditures	\$ (874,988)	\$ -	
Other Financing Sources and Uses			
Transfers In	\$ 874,988	\$ -	
Transfers Out	\$ -	\$ -	
Contributions	\$ -	\$ -	
Other Financing Sources and Uses	\$ 874,988	\$ -	
Net Increase (Decrease) In Fund Balance	\$ -	\$ -	
Beginning Fund Balance	\$ -		
Ending Fund Balance**	\$ -		

* Basic Aid revenues in the form of property taxes are recorded as a Revenue Limit Source

** Ending Fund Balance is made up of components that dictate what the balance may be used for
These components are not addressed on this spreadsheet

**Del Mar Union School District
2007-2008 Budget Update - Estimated Actuals
Other Enterprise Fund - Childcare
October 31, 2007**

	2007-08 Adopted Budget	Actuals to Date	% of Budget Remaining
Revenues			
Revenue Limit Sources*	\$ -	\$ -	
Federal Revenue	0	0	
Other State Revenue	0	0	
Other Local Revenue	2,415,859	764,216	68%
Total Revenues	\$ 2,415,859	\$ 764,216	68%
Expenditures			
Certificated Salaries	\$ 61,019	\$ 23,076	62%
Classified Salaries	1,644,591	570,160	65%
Employee Benefits	397,629	111,676	72%
Books and Supplies	234,747	84,536	64%
Services and Other Operating	162,811	29,064	82%
Capital Outlay	0	0	
Other Outgo	0	0	
Transfers of Indirect/Direct Support	0	0	
Total Expenditures	\$ 2,500,797	\$ 818,512	67%
Excess (Deficiency) Revenues and Expenditures	\$ (84,938)	\$ (54,296)	
Other Financing Sources and Uses			
Transfers In	\$ -	\$ -	
Transfers Out	\$ -	\$ -	
Contributions	\$ -	\$ -	
Other Financing Sources and Uses	\$ -	\$ -	
Net Increase (Decrease) In Fund Balance	\$ 876,676	\$ (54,296)	
Beginning Fund Balance	\$ 1,046,413		
Ending Fund Balance**	\$ 1,923,089		

* Basic Aid revenues in the form of property taxes are recorded as a Revenue Limit Source

** Ending Fund Balance is made up of components that dictate what the balance may be used for
These components are not addressed on this spreadsheet

**Del Mar Union School District
2007-2008 Budget Update - Estimated Actuals
Foundation Trust Fund
October 31, 2007**

	2007-08 Adopted Budget	Actuals to Date	% of Budget Remaining
Revenues			
Revenue Limit Sources*	\$ -	\$ -	
Federal Revenue	0	0	
Other State Revenue	0	0	
Other Local Revenue	1,400	0	100%
Total Revenues	\$ 1,400	\$ -	100%
Expenditures			
Certificated Salaries	\$ -	\$ -	
Classified Salaries	0	0	
Employee Benefits	0	0	
Books and Supplies	0	0	
Services and Other Operating	0	0	
Capital Outlay	0	0	
Other Outgo	0	0	
Transfers of Indirect/Direct Support	0	0	
Total Expenditures	\$ -	\$ -	
Excess (Deficiency) Revenues and Expenditures	\$ 1,400	\$ -	
Other Financing Sources and Uses			
Transfers In	\$ -	\$ -	
Transfers Out	\$ -	\$ -	
Contributions	\$ -	\$ -	
Other Financing Sources and Uses	\$ -	\$ -	
Net Increase (Decrease) In Fund Balance	\$ 1,400	\$ -	
Beginning Fund Balance	\$ 42,584		
Ending Fund Balance**	\$ 43,984		

* Basic Aid revenues in the form of property taxes are recorded as a Revenue Limit Source

** Ending Fund Balance is made up of components that dictate what the balance may be used for
These components are not addressed on this spreadsheet

**Del Mar Union School District
2007-2008 Attorney Fees
General Fund - Unrestricted
October 31, 2007**

	2007-08 Adopted Budget	Actuals to Date	% of Budget Remaining
0000-504 Business	120,000	44,424	63%
0000-772 Facilities	19,903	7,242	64%
0000-503 Personnel	5,208	5,183	0%
0000-420 Special Education	5,000	143	97%
Total Attorney Fees	\$ 150,111	\$ 56,992	62%

Date: November 7, 2007
To: Board Members
From: Rodger Smith
Through: Tom Bishop
Subject: Approval of Recommended Personnel Actions: Employment, Resignations, Dismissals, Leaves of Absences and Change of Status

CERTIFICATED

Name	Position	FTE	Location	Action	If New Hire, Position is Expansion or Replacement
Griffith, Shayne	Art Teacher	1.00	Sage Canyon	Approve Assignment Effective 10/1/07	Replacement
Irwin, Dina	Speech Language Pathologist	Variable	Carmel Del Mar	Approve Temporary Assignment Effective 9/21/07 to 06/13/08	Temporary

Date: November 7, 2007
 To: Board Members
 From: Rodger Smith
 Through: Tom Bishop
 Subject: Approval of Recommended Personnel Actions: Employment, Resignations, Dismissals, Leaves of Absences and Change of Status

CLASSIFIED

Name	Position	FTE	Location	Action	If New Hire, Position is Expansion or Replacement
Anderson, Michael	Child Care Worker II	0.75	Child Care	Approve Promotion from Child Care Worker I to Child Care Worker II Effective 8/20/07	Replacement
Anderson, Michael	Child Care Worker II	0.9375	Child Care	Approve Increase in Hours from 30 Hours per Week to 37.5 Hours per Week Effective 10/18/07	Replacement
Brewster, Suzanne	Child Care Worker I	0.15	Child Care	Approve Increase in Hours from 2.3 Hours per Week to 6 Hours per Week Effective 8/11/07	Replacement
Bycott, Lisa	Noon Duty Aide	0.05	Torrey Hills	Approve Assignment Effective 10/8/07	Replacement
Camberos, Monica	Child Care Worker I	0.60	Child Care	Approve Increase in Hours from 18 Hours per Week to 24 Hours per Week Effective 8/27/07	Replacement

Name	Position	FTE	Location	Action	If New Hire, Position is Expansion or Replacement
Cannon, Jeremy	Noon Duty Aide	0.0625	Del Mar Heights	Approve Assignment Effective 10/8/07	Replacement
Cao, Diane	Child Nutrition Services Assistant	0.25	Ashley Falls	Approve Assignment Effective 10/15/07	Replacement
Cruz, Sierra	Child Care Worker I	0.75	Child Care	Approve Increase in Hours from 24 Hours per Week to 30 Hours per Week Effective 9/11/07	Replacement
Deignan, Justin	Child Care Worker I	0.30	Child Care	Approve Decrease in Hours from 18 Hours per Week to 12 Hours per Week Effective 10/11/07	
Dowdy, Shannon	Child Care Worker II	0.9375	Child Care	Approve Promotion from Child Care Worker I to Child Care Worker II Effective 8/20/07	Replacement
Dupree, Alecia	Child Care Worker I	0.75	Child Care	Approve Increase in Hours from 18 Hours per Week to 30 Hours per Week Effective 6/11/07	Replacement
Fagan, Marika	Child Care Worker I	0.50	Child Care	Approve Assignment Effective 11/5/07	Replacement
Gonzalez, Brittnee	Child Care Worker I	0.20	Child Care	Approve Assignment Effective 10/30/07	Replacement
Harrison, David	Child Care Worker I	0.30	Child Care	Approve Resignation Effective 10/19/07	

Name	Position	FTE	Location	Action	If New Hire, Position is Expansion or Replacement
Herreria, Carrie	Child Care Worker II	0.25	Child Care	Approve Assignment Effective 8/23/07	Replacement
Irvine, Tyler	Night Custodian	1.00	Sycamore Ridge	Approve Assignment Effective 10/8/07	Expansion
Johnson, Carrie	Child Care Worker II	0.925	Child Care	Approve Promotion from Child Care Worker I to Child Care Worker II Effective 8/20/07	Replacement
Laing, Sean	Child Care Teacher - Preschool	0.80	Child Care	Approve Increase in Hours from 19.5 Hours per Week to 32 Hours per Week Effective 10/11/07	Replacement
Maddux, Melissa	Special Education Aide II	0.75	Sycamore Ridge	Approve Increase in Hours from 25 Hours per Week to 30 Hours per Week Effective 11/1/07	Expansion
McGee, Melissa	Child Care Worker I	0.75	Child Care	Approve Assignment Effective 11/5/07	Replacement
Nadlonek, Danielle	Child Care Worker I	0.3625	Child Care	Approve Decrease in Hours from 24 Hours per Week to 14.5 Hours per Week Effective 9/11/07	
O'Keefe, Linda	Special Education Aide I	0.75	Torrey Hills	Approve Assignment Effective 10/8/07	Replacement
Quezada, Monica	Child Care Worker I	0.75	Child Care	Approve Resignation Effective 10/12/07	

Name	Position	FTE	Location	Action	If New Hire, Position is Expansion or Replacement
Rasooli, Maania	Child Care Worker I	0.375	Child Care	Approve Increase in Hours from 12 Hours per Week to 15 Hours per Week Effective 11/5/07	Replacement
Rojas, Daniel	Night Custodian	1.00	District Office	Approve Assignment Effective 10/19/07	Expansion
Ross, Kristyn	Noon Duty Aide	0.0125	Torrey Hills	Approve Assignment Effective 9/5/07	Replacement
Sacha, Stefanie	Child Care Worker I	0.45	Child Care	Approve Assignment Effective 11/2/07	Replacement
Sandoval, Jonathan	Noon Duty Aide	0.025	Torrey Hills	Approve Assignment Effective 9/4/07	Replacement
Sandoval, Jonathan	Child Care Worker I	0.625	Child Care	Approve Decrease in Hours from 30 Hours per Week to 25 Hours per Week Effective 10/11/07	
Sohn, Alvin	Child Care Worker I	0.20	Child Care	Approve Assignment Effective 10/18/07	Replacement
Trust, Heather	Noon Duty Aide	0.025	Ashley Falls	Approve Assignment Effective 8/31/07	Replacement
Vallejos, Victoria	Child Care Worker I	0.40	Child Care	Approve Decrease in Hours from 20 Hours per Week to 16 Hours per Week Effective 8/27/07	

Name	Position	FTE	Location	Action	If New Hire, Position is Expansion or Replacement
Webster, Dustin	Child Care Worker II	0.925	Child Care	Approve Promotion from Child Care Worker I to Child Care Worker II Effective 10/1/07	Replacement
Yanagihara, Leslie	Noon Duty Aide	0.0625	Del Mar Heights	Approve Assignment Effective 9/4/07	Replacement
Yoon, Joy	Child Care Worker I	0.35	Child Care	Approve Resignation Effective 10/31/07	

Regular Board Meeting of November 14, 2007

November 7, 2007

To: Board Members

From: Rodger Smith

Through: Tom Bishop

Subject: Board Approval, Modifications to the Job Description for the
Position of Director of Pupil Services

As the District begins its search for a replacement for Trish Snider, it is essential that the job description for the position reflects an accurate account of the expectations for the position. In that regard, the modifications that are proposed for your approval on the following pages are intended to bring the position description up to date so that prospective applicants will have a complete understanding of the expectations for this position.

The proposed modifications to the job description for the position of Director of Pupil Services are, for the most part, oriented towards updating terminology to reflect current practices. There are no proposed modifications that district staff would regard as significant departures from the current nature of the position. However, in the interim since this description was last modified, some additional responsibilities related to student health and nutrition have become a part of the expectations for this position; those new expectations are incorporated into the proposed modifications.

The proposed modifications to the job descriptions for the position of Director of Pupil Services are designated in the following manner: items that are to be deleted are lined through; items that are to be added are in bold print and italicized. Input by Board members regarding the proposed modifications will be solicited as this item is discussed during the meeting of the Board. It is anticipated that the Board will be able to approve a final version of this job description during this meeting in order to provide for forwarding the newly revised document to prospective applicants for the position.

FISCAL IMPACT: There is no fiscal impact associated with approval of the modified job description.

RECOMMENDED: The Superintendent Recommends Board Approval, Modifications to the Job Description for the Position of Director of Pupil Services.

DEL MAR UNION SCHOOL DISTRICT

CLASS TITLE: DIRECTOR OF PUPIL SERVICES

BASIC FUNCTION:

Under the direction of the Superintendent, the Director of Pupil Services is responsible for the coordination and implementation of the Special Education program, ~~and health services for the District and coordinates the~~ coordination of psychological support services and guidance services ***and supports all student related activities involving enrollment, absences, discipline, health, wellness, promotion and retention.*** In addition, the Director of Pupil Services serves as the District 504 Coordinator.

REPRESENTATIVE DUTIES:

- Develops, implements and evaluates annual goals and objectives for the special education, psychological services, ~~and health services~~ ***and student services programs.***
- Assumes responsibility for developing, monitoring and managing all special education activities as prescribed in the district's strategic plan.
- Keeps abreast of curriculum innovations, learning theory and current organizational practice for the purpose of modifying, updating and improving programs and services.
- Provides special education assistance to the site administrators by providing guidance and resources that will aid in the integration of special education students into ~~the regular classroom~~ ***general education.***
- Supervises ~~and evaluates~~ the performance of school psychologists, district nurses and other special education staff as appropriate.
- Provides leadership to principals and staff ***members*** in identifying student needs in determining IEP objectives, implementation and assessment.
- ~~Assumes responsibility for special education legal issues, including fair hearing procedures.~~ ***compliance, complaints and due process procedures.***
- Prepares all special education reports for the Board as well as any other necessary reports. Apprises Cabinet of changes in mandated special education regulations.
- Coordinates the placement and transfer of special education students from the elementary level to the ~~junior high~~ ***middle school*** level.
- Coordinates the placement and transfer of students from one type of special education program to another, e.g. resource specialist program to special day class program.
- Attends all IEP meetings where a special day class, severely handicapped or regional placement is being considered.
- Assumes responsibility for design and implementation of ~~the~~ ***the*** special education ~~summer school~~ ***extended school year program.***

- Develops and monitors the annual budget for pupil services, special education and related programs.
- Monitors district compliance in special education areas by completing proper forms and following appropriate procedures and timelines.
- Arranges for home teachers for special education students ~~regular~~ **general** education students, as needed.
- Arranges for student special education transportation, as needed.
- Serves as the district representative on Cabinet of the North Coastal Consortium for Special Education (NCCSE).
- Develops parent education program.
- Supervises the district Preschool ~~Severely Handicapped~~ **Special Education** Program.
- Develops student guidance programs.
- Implements and monitors the district inter/intra district transfer policy*ies* and regulations.
- *Monitors student enrollment data for the purpose of determining placement of students in the schools of the district*
- Implements crisis management counseling program as appropriate.
- Develops and monitors 504 policy and procedures.
- *Serves as the chairperson for the District Wellness Committee*
- *Monitors district responsibility for special education services to private school students within the district boundaries.*
- *Supports professional learning communities across the district.*
- *Attends School Board meetings*
- *Prepares agenda items as appropriate for School Board meetings*
- Performs other duties as assigned.

KNOWLEDGE AND ABILITIES OF:

KNOWLEDGE OF:

- Federal and state laws pertaining to special education.
- Staff development theory and practice.
- Operation of special education program.
- *Effective instructional practices involving special education students*
- Budget management systems, including special education funds.
- Personnel management and training.
- Due process hearing and complaint process.

ABILITY TO:

- *Communicate in a highly effective manner both orally and in writing.*
- *Maintain strict confidentiality requirements.*
- *Accept direction and follow written and oral instructions.*
- *Establish and maintain highly effective working relationships with the public and fellow employees.*
- *Sit for extended periods or time.*

CREDENTIALS QUALIFICATIONS:

- Valid California Teaching and Administrative Credential.
- Master's Degree
- *California Driver's License*

EXPERIENCE:

- 5 years experience at the elementary school level with evidence of increasing responsibilities in special education and administration.

WORKING CONDITIONS:**ENVIRONMENT:**

- Office Environment

PHYSICAL DEMANDS:

- Dexterity of hands and fingers to operate a computer keyboard.
- Hearing and speaking to exchange information and make presentations.
- Seeing to read a variety of materials.

SALARY:

- Placement on the Certificated Management Salary Schedule.

**CALENDAR OF EVENTS FOR REPLACEMENT
OF THE
DIRECTOR OF PUPIL SERVICES**

<u>Date</u>	<u>Event</u>
November 5, 2007	Begin advertising position on Ed-Join
November 19, 2007	First advertisement in Ed Cal
December 3, 2007	Advertisement in Ed Cal
December 10, 2007	Advertisement in Ed Cal
December 17, 2007	Advertisement in Ed Cal
January 7, 2008	Deadline for submitting applications
January 16, 2008	Round one interviews
January 18, 2008	Round two interviews
January 23, 2008	Board Appoints Successful Candidate
February 25, 2008	Candidate arrives in DMUSD

Regular Board Meeting of November 14, 2007

November 8, 2007

To: Board Members
From: Rodger Smith
Through: Tom Bishop
Subject: Technology Leadership Staffing Options

Since the announcement by Tom Hauseur of his impending retirement, district staff has been exploring various options for providing leadership in technology in the DMUSD for the future. The rationale for exploring options other than maintaining the status quo in technology leadership is rooted in the fact that the district has experienced significant change since the original configuration for technology leadership was implemented. Changes in the district have consisted of dramatic growth in student enrollment, significant expansion in the number of schools in the district, and growth in the number of teachers in the district. At the same time that the District was rapidly growing, substantial changes in the world of technology were also taking place. These factors mandated a fresh look at the manner in which leadership for technology would be configured for the next several years in the DMUSD.

For the past several years, leadership in technology in the District has consisted of a certificated manager supported by both certificated technology teachers in each of the schools and a talented group of classified employees to provide support for hardware, software, networks, the District's web page and telecommunications. This model has served the district well and has established the DMUSD as a leader in the use of technology in a public school setting.

As we look to the future for leadership in technology in the DMUSD, it is apparent that two main areas of focus need to be addressed: the first of these is a focus on the hardware and software that is necessary to run the "technical" side of district's information and communication systems. The second of the main areas of focus is the application of technology to enhance instruction and learning in the classrooms of the District.

In order to determine the next best steps for technology leadership in the District in both areas of focus described above, it was determined that a review of

the manner in which other districts in San Diego County were addressing these issues would be beneficial. Subsequently, other districts of similar size to Del Mar in the north county coastal area of San Diego County were contacted for information regarding leadership in technology. Also, districts that were identified by the technology department at the San Diego County Office of Education as districts that are successful in providing leadership in technology were contacted for information about their particular programs. The districts mentioned above include Solana Beach, Encinitas, Poway, Santee, and La Mesa-Spring Valley.

As the review of leadership configurations in other districts took place, it became apparent that a wide variety of different configurations for technology leadership exist in the districts that were part of this review. However, it became clear through this review that as the size of district enrollment increased, a trend towards separate leadership components in technology developed. This trend was generally exemplified by the emergence of one group of employees whose focus was on the “technical” elements in the districts’ information management/communications functions and a second group of employees whose focus is primarily on integrating technology into the instructional program in classrooms.

The “technical” group of employees in the configuration described above is generally administered or managed by an individual with a background that includes an above average level of expertise and experience in managing hardware, software, and/or network elements within an organization. Depending upon district size, this individual is generally supported by positions that are oriented towards specific elements in a district’s technology functions such as networks, hardware and software trouble shooting, web page design, telecommunications, connectivity, etc.

The second component in technology leadership that also emerged is an “instructional” component that is generally administered by a certificated administrator with background as an educator. This individual’s focus is primarily on the implementation and coordination of technology into standards based instruction in the classroom. Depending upon district size, this individual may be supported by one or more certificated positions that are generally called “Resource Teachers” or “Teachers on Special Assignment” (TOSA).

As a practical example of the nature of these two components in a school district of relative similar size to Del Mar, job descriptions for two positions that are currently in place in the Santee School District are included for information. The two positions are the Director of Information Systems Technology and the Director of Instructional Technology. In fact, as a result of the review of technology leadership practices in other districts, the model that is currently

deployed in Santee seems to hold particular promise as a prototype for the DMUSD.

The elements in the Santee model that are attractive possibilities for the DMUSD are: 1) create a new classified “technical” Director position; 2) assigning the instructional component/element to the new Director of Staff/Federal Projects position (see the job description in Agenda 11.4). By establishing these two distinct yet inter-dependent roles, the District would be able to facilitate targeted, highly effective leadership that would move the district forward in both arenas.

At this point in time, District staff is interested in receiving input and direction from Board members relative to the information above. It is anticipated that drafts of job descriptions and proposed levels of compensation for new or modified positions could be provided during the December meeting of the Board along with any additional information that Board members may require as consideration of the configuration of leadership in technology in the DMUSD continues.

FISCAL IMPACT:	Not applicable – this item is for information only at this time.
RECOMMENDED:	Not applicable – this item is for information only at this time.

SANTEE SCHOOL DISTRICT

DIRECTOR, INSTRUCTIONAL TECHNOLOGY

JOB SUMMARY:

The Director, Instructional Technology, under the direction of the Superintendent or designee, is responsible for the implementation and coordination of technology integrated and standards based instructional programs in classrooms, supervision of certificated and classified technology based professional development to ensure the ongoing implementation of high standards of instructional practice, services and assistance. In addition, the Director, Instructional Technology, assists in the piloting, implementation and evaluation of technology based instructional programs, is aware of and brings to the District current research on student learning; aggressively pursues grants and alternative funding sources supporting the integration of technology in the instructional program, and cooperatively interfaces with principals, teachers, the information technology staff, parents and advisory committees to infuse technology throughout the instructional program. The Director of Instructional Technology will recommend to the Superintendent and District stakeholders the vision and the action plan for developing classrooms of the future. Other responsibilities and duties, as assigned by the Superintendent or designee are also performed.

EXAMPLES OF DUTIES AND RESPONSIBILITIES:

1. Works in partnership with the Director of Information Systems, the Director of Curriculum and district stakeholders in creating, implementing, sustaining and expanding the District Technology Plan.
2. In concert and under the direction of the Superintendent or designee, implements integrated instructional technology programs district-wide.
3. Collaborates with the Director of Curriculum to establish the vision, goals and objectives for staff professional development programs that support a high level of technology integrated instructional practices in classrooms.
4. Collaborates with the Director, Information Systems and the Director of Curriculum to present a cohesive integration of curriculum and technology across the District and understands the needs and demands for implementing "classrooms of the future."
5. Develops standards based curriculum integration.
6. Supports instructional material selection committees with integrated technology outcomes and practices according to district administrative regulations and procedures.
7. Seeks, implements, monitors and evaluates various grant projects, such as the Qualified Zone Academy Bond (QZAB), etc.
8. Creates and expands strong community, business, educational and private partnerships, alliances and strategies. The benefits from these partnerships will provide sustainability to the technology and instructional advantages of the various grant programs.

DIRECTOR, INSTRUCTIONAL TECHNOLOGY
Page 2

EXAMPLES OF DUTIES AND RESPONSIBILITIES (continued):

9. Prepares budget and funding strategies for instructional technology projects and professional development programs.
10. Plans, organizes, implements, and evaluates technology integrated instructional professional development programs to improve instruction.
11. Models meaningful technology integrated instruction and programs for student center instruction.
12. Understands and supports through technology integrated practices, project based instruction, critical inquiry, active learning environments and facilitative teaching.
13. Provides research based professional development in a variety of professional settings for administrators and instructional staff - "just-in-time", in the classrooms, on-line and large group presentations.
14. Accesses digital resources for classroom teachers and administrators.
15. Creates, gathers and organizes educational technology strategies and resources for staff in an online depository for easy reference.
16. Can envision the "end in mind" in professionally trained teachers in integrated technology practices and student learning outcomes and plans training that is sequenced to build knowledge and application capacity for these goals in the classroom.
17. Meets regularly with administrators and staff to establish future goals and identify specific training needs of district personnel, including certificated and classified.
18. Supports administrators in developing site technology plans.
19. Provides resources to parent education programs on technology.
20. Researches best integrated technology instructional practices and works with staff to pilot and implement those practices.
21. Interprets and presents inservice programs' objectives, results and needs to district staff, Board, civic and parent groups, teacher training institutions, and others.
22. Develops technology integrated instructional intervention programs in collaboration with site administrators.
23. Provides written communication to district staff regarding integrated technology instructional programs and enhancements.
24. In concert with other District administrators and staff, develops curriculum for all special needs students, including Title I, GATE, and EIA-LEP.
25. Works with designated committees of teachers, principals and others on specific programs and projects.
26. Assists the Assistant Superintendent, Educational Services, in the evaluation of curriculum program effectiveness.
27. Develops assessments for integrated technology learning.
28. Assists administration in the preparation and administration of centralized technology project budgets supporting integrated technology instruction.

DIRECTOR, INSTRUCTIONAL TECHNOLOGY
Page 3

EXAMPLES OF DUTIES AND RESPONSIBILITIES (continued):

29. Coordinates the preparation of District technology such as orientation for new teachers and staff members.
30. Works closely with vendors and suppliers to promote the best utilization of District resources.
31. Assumes other responsibilities as assigned by the Superintendent or designee.

EMPLOYMENT STANDARDS:

Education:	Master's degree is required; advanced education in educational technology and curriculum and instruction is preferred.
Experience:	Minimum five (5) years of experience as a classroom teacher at K-8 level is preferred. Experience in influencing educators to catch the technology vision for the future. Increasing levels of experience and responsibility in the areas of project management, grant writing, technology management, implementation and innovation. Examples of technology proficiency may be represented by a digital portfolio of educational technology accomplishments.
Credential(s):	Appropriate California teaching credential authorizing service in grades K-8 and administrative credential(s).
Knowledge and Abilities	Possesses knowledge of curriculum and instruction techniques, best instructional practices, successful staff development practices, integrated technology training, interpersonal skills and organizational skills. Understands the various components of the technology environment: software, hardware, infrastructure and digital-web interface. Has successfully demonstrated the ability to lead groups, analyze situations and needs, carry out directives and communicate effectively. Possesses exemplary presentation skills.
Work Year:	213 days
Salary Range:	Director level (\$87,873 - \$106,810)

ADOPTED: February 21, 2006

SANTEE SCHOOL DISTRICT
DIRECTOR, INFORMATION SYSTEMS TECHNOLOGY

DEFINITION

Under the direction of the Superintendent or designee, the Director, Technology is responsible for the district-wide direction, coordination, integration and implementation of technology.

EXAMPLE OF DUTIES:

1. Collaborates with the Director, Instructional Technology to present a cohesive integration of technology across the District.
2. Develops and recommends district policy and regulations, system standards and operating procedures.
3. Administers regulations, evaluates, and assists in the preparation of bid specifications for the development and/or purchase of hardware/software.
4. Evaluates, negotiates, and aids in the writing of bid specifications for the development and/or purchase of administrative and instructional hardware/software solutions.
5. Develops and administers department budget.
6. Forecasts district needs, requirements and future direction for technology plan.
7. Develops infrastructure plan for the future needs of the district.
8. Develops, implements and maintains recovery and physical security procedures.
9. Responsible for open communication and problem solving among users of information systems.
10. Conduct regular training and inservice sessions for district personnel.
11. Provides hardware and software inservice.
12. Facilitates the development, revisions and implementation of district technology plan and program.
13. Coordinates technology hardware, software and digital development to support classrooms, schools, offices and departments.
15. Facilitates ongoing district-wide needs assessment and technology implementation.
16. Responsible for delivery of efficient, effective day-to-day information system and technology services.
17. Responsible for the interconnection of multiple operating systems, desktop computer applications, and network protocols.
18. Systemically plans for the development and implementation of new, efficient and effective operating systems that maximize district resources.
19. Systematically shares the latest applications of technology as an instructional tool, e.g., newsletter, tech center and Internet.
20. Assist in the development and maintenance of the district technology plan.
21. Responsible for design, installation, and maintenance of LANS/WANS.

EXAMPLE OF DUTIES: (Continued)

21. Analyzes system configuration and hardware problems, and performs and oversees modification, repair or other solutions.
22. Implements and coordinates training to ensure levels of technological competency.
23. Supervises employees with technical skills.
24. Capably works with a variety of clients including internal and external stakeholders, classroom teachers, administrators, department personnel and outside vendors to support technology goals and program.
25. Offers leadership to the District Technology Information Systems Team.
26. Manages projects on interrelated time lines.
27. Works cooperatively with the public and staff.
28. Other management duties as assigned.

QUALIFICATIONS GUIDEExpert Knowledge of:

Systems development and maintenance techniques, computer systems management practices, principles of electronic data communications, at least one programming language such as COBOL, Visual Basic, C or C++, operating system design and structures, management of local area networks, telecommunications equipment and systems, and effective methods of communication.

Ability to:

1. Establish and maintain effective financial controls and records.
2. Plan, organize, direct and evaluate the work of others.
3. Analyze problems and prepare written and oral reports.
4. Understand, carry out and give oral and written instructions.
5. Establish and maintain cooperative relationships with those contacted in the course of work.
6. Work effectively with parent, community and staff on various district and Board advisory committees.
7. Work effectively, both independently and as a member of a team.
8. Organize and direct operations of the technology department to support district needs.
9. Design, code, test and modify programs to meet user requirements successfully.
10. Maintain strong service orientation.
11. Develop strong and favorable people relationships.
12. Meet schedules and time lines.
13. Work effectively under pressure.
14. Effectively assess vendor and consultant proposals.
15. Strategically brainstorms present and future technology needs.
16. Develop and communicate the vision for the future of effective technology systems in the district.

Training and Experience:

Bachelor's degree or equivalent technology experience required.
 Progressively responsible experience in the development, installation and maintenance of information systems.
 Experience in a school district or other large public agency desirable.
 Valid California Driver's License and eligibility for district insurance.

Characteristics:

Good health and good physical condition, agility and strength commensurate with duties of the class. Requires lifting of up to 50 pounds. Sufficient stamina, dexterity and mobility to: work evenings or weekends, as necessary, in addition to regular hours; sit at and operate a computer for extended periods of time; operate a variety of computer keyboards, electronic medium and peripheral equipment; load software and assemble, test and disassemble some computer components; travel from site to site and move to various work locations. Sufficient vision to read text on a computer screen, in technical manuals, and on office forms and reports. Sufficient hearing and speech to comprehend office conversation and to communicate orally in a clear, understandable manner. Possess good people skills.

Work is performed in office environments at various district locations, including schools.

Mental Functions:

Ability to: think logically and analytically for, and concentrate for long periods of time on, systems and program development and/or evaluation; comprehend abstract technical concepts and complex applications; exercise creativity, persistence and patience in problem resolution; and make abstract technical concepts understandable to users.

ADOPTED: November 7, 1995

REVISED: February 6, 1996

REVISED: February 7, 2006

Regular Board Meeting of November 14, 2007

November 7, 2007

To: Board Members

From: Rodger Smith

Through: Tom Bishop

Subject: Board Approval, Expansion Leadership Position—Coordinator of State and Federal Programs

When Janet Bernard was hired as the District's first Assistant Superintendent for Curriculum in July 1999, the District's student enrollment was about 2050 pupils who were housed in four schools (Heights, Hills Academy, CDM, and Ashley Falls. Today the District's student enrollment is about 4080 pupils who are housed in eight great schools (Heights, Hills Academy, CDM, Ashley Falls, Torrey Hills, Sycamore Ridge, and brand new Ocean Air).

The remarkable growth in student enrollment during the last nine years caused the total number of teacher positions and principal positions in the District to double. Consequently, it has become impossible to maintain the high level of service from Janet Bernard's position without eliminating or curtailing some services, including mandated programs. Rather than eliminating services or providing low quality and infrequent service, the Superintendent is asking the Board to approve a new expansion leadership position "Coordinator of State and Federal Projects" so that the District can continue to meet its mandated requirements while moving forward with local innovation (Professional Learning Community activity, new Action Teams in Health/PE and Enrichment funding, new Spanish immersion and exposure programs, and leadership for the District's evolving technology program.

Rodger Smith has worked with Janet Bernard and the Directors to create the proposed job description for the new position of Coordinator of State and Federal Programs. (See attached)

The Directors and the Superintendent have looked carefully at different options to provide funding for this important instructional role and recommend that the District use the \$100,000 in resources that would have been used to fund the teacher on special assignment/grant writer position that was left vacant when Grace Hauseur retired at the end of September. Since the new Coordinator of State and Federal Programs position will not begin employment until March 2008, the unused resources left from the vacant teacher on special assignment/grant writer position can be used to pay for 100% of the 07/08 salary and benefits for the Director of State and Federal Programs position. Assuming that the Coordinator of State and Federal Programs position is filled for the

entire 08/09 budget year, the District general fund will need to support this position with about \$30,000.

In checking with other neighboring school districts we learned that Solana Beach School District (2900 students) has funded this equivalent curriculum leadership position for the past 10 years. Encinitas School District has enrollment of about 5800 students and has funded three curriculum leadership positions for many years. Other districts of similar size have funded the following positions:

<u>District</u>	<u>Enrollment</u>	<u>Position</u>
Alpine	2342	Coordinator of Educational Projects
Fallbrook Elem.	5819	Director of Special Projects
Lemon Grove	4600	Projects Coordinator
Valley Center – Pauma	4663	Administrator for Special Projects

If the board approves the job description tonight, the HR Department will begin an advertising campaign to inform qualified candidates of the new position. It is likely that the deadline for applications may be the first week in January, with interviews taking place about February 1st. Depending on the employment circumstances of the top candidate, the new Coordinator of State and Federal programs may report to work on or about March 1, 2008.

FISCAL IMPACT: Revenues: Unrestricted General Fund Revenues will fund this position. Expenditure: There is \$86,972 remaining budget for salary and benefits in the vacant Grant Writer position. This should be sufficient to fund the new position for the remainder of the year. Fund Balance: No change in Fund Balance at this time. Possibility of increased Fund Balance if new position requires less than \$86,972 in the 07-08 fiscal year.

RECOMMENDED: The Superintendent Recommends Board Approval, Expansion Leadership Position—Coordinator of State and Federal Programs

DEL MAR UNION SCHOOL DISTRICT

CLASS TITLE: COORDINATOR OF STATE AND FEDERAL PROJECTS

BASIC FUNCTION:

Under the direction of the Assistant Superintendent of Curriculum and Instruction, the Coordinator of State and Federal Projects oversees the use of state and federal categorical funding programs, coordinates the district's technology instructional program and coordinates the district's library program.

REPRESENTATIVE DUTIES:

- Coordinates, implements and evaluates the District's State and Federal Programs, including the School Improvement Program (SIP) Gifted and Talented Education program (GATE) and English Language Development (ELD) programs.
- Coordinates development and implementation of the District's instructional technology program.
- Studies relevant state and federal legislation, projects and programs for potential opportunities for educational grants, entitlements and allocations to enhance district programs.
- Informs, interprets and makes recommendations to the Assistant Superintendent of Curriculum and Instruction regarding potential impacts and effects of current and impending legislation.
- Provides leadership to all district staff in assigned areas of responsibility.
- Plans and implements staff development programs relating to GATE, English Language Learners (ELL) and other state and federal projects.
- Coordinates the ELD Program delivery at sites.
- Coordinates language assessment of English Language Learners and maintains a database of testing results.
- Assists staff in planning the prudent use of funds available to the schools through pertinent state and federal programs.
- Facilitates designated committees in specific programs, projects or courses of action including advisory committees, budget committees and project planning.
- Obtains information, data and application forms necessary to fulfill the requirements of program/project applications.
- Considers and evaluates requests from school personnel for project and program expenditures.
- Evaluates all state and federally funded projects in operation in the district on a regular basis.
- Compiles and maintains written records and reports on results of all state and federal projects and disseminates this information and data as appropriate.
- Coordinates the work and staff development of site technology teachers.
- Coordinates the work and staff development of the site library specialists.
- Supervises and evaluates the performance of assigned staff.
- Performs other duties as assigned.

KNOWLEDGE AND ABILITIES:**KNOWLEDGE OF:**

- Laws and regulations pertaining to federal and state funding opportunities.
- District policies.
- California Standards for the Teaching Profession.
- California Professional Standards for Educational Leaders and State Curriculum Standards.
- Operation of federal and state categorical programs pertinent to education.
- Educational theory, research and current issues regarding gifted education.
- Principles of learning theory and instructional methodology for English Language Development among English Language Learners
- Assessment techniques for English learners.
- Current theory and practice regarding instructional technology
- Grant writing.
- Budget management systems.
- Personnel management and training.
- Effective managerial skills as they relate to school and school district administration.

ABILITY TO:

- Manage and coordinate all assigned federal and state programs.
- Provide leadership and direction in areas of responsibility.
- Diagnose and evaluate language progress of pupils.
- Establish and maintain effective working relationships with staff and community.
- Make decisions and be responsible for these decisions.
- Communicate effectively, both orally and in writing with all client groups.
- Utilize strong organizational and interpersonal skills.
- Plan, organize, schedule, supervise and evaluate the work of others.

QUALIFICATIONS:

- Valid California Teaching and Administrative Credential
- Master's Degree
- Expertise in the area of curriculum and instruction for English Language Learners and GATE; grants and writing, and technology as an instructional tool.
- California Driver's License

EXPERIENCE:

- 5 years experience at the elementary school level with evidence of increasing levels of responsibility in administration.

WORKING CONDITIONS:**ENVIRONMENT:**

- Office Environment

PHYSICAL DEMANDS:

- Dexterity of hands and fingers to operate a computer keyboard and other office equipment.
- Sitting for extended periods of time.
- Kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally to retrieve and store files.
- Hearing and speaking to exchange information in person or on the telephone.
- Seeing to read, prepare and review a variety of materials.

SALARY:

- Placement on the Certificated Management Salary Schedule.

Regular Board Meeting of November 14, 2007

November 7, 2007

To: Board Members

From: Rodger Smith

Through: Tom Bishop

Subject: Board Approval of a Variable Term Waiver Request for Adapted Physical Education

On occasions, it is very difficult for school districts throughout California to find appropriately credentialed teachers to fill certain special education and other specialist teacher positions. When the services of a specialist teacher are required by a student's Individual Education Program plan, the district is required to provide the service. In instances where an appropriately credentialed teacher is not available, the California Commission on Teacher Credentialing maintains a provision for seeking a waiver from the credentialing requirements in order to provide the required specialized services through a teacher who is in the process of completing requirements for the specialist credential.

For the 2007-2008 school year, the DMUSD required the services of an additional part-time Adapted Physical Education teacher to meet program requirements for special education students. Although the district made diligent efforts to identify and employ an appropriately credentialed Adapted Physical Education teacher, we were unsuccessful in doing so. However, the district was able to employ a part-time Physical Education teacher for Del Mar Hills; this teacher also happens to be in the process of obtaining his Adapted Physical Education certification. Due to the fact that this teacher, John Sink, is in the process of obtaining the Adapted Physical Education certification, he could provide Adapted Physical Education services to special education students if the Board approves the request for a variable term waiver from the credential requirements.

The completed application for the waiver mentioned above follows this narrative.

FISCAL IMPACT: There is no direct fiscal impact associated with the approval of this waiver request. However, the district may be exposed to significant financial liability if the services that are required by a student's Individualized Education Program plan are not provided.

RECOMMENDED: The Superintendent Recommends Board Approval of a Variable Term Waiver Request for Adapted Physical Education.

*11.5

Regular Board Meeting of November 14, 2007



State of California
COMMISSION ON TEACHER CREDENTIALING
P.O. Box 1559
Sacramento, CA 95812-1559

Telephone: (916) 323-7136
E-Mail: waivers@ctc.ca.gov

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VARIABLE TERM WAIVER REQUEST

Requests must be prepared by the employing agency, not the applicant. All materials must be clear enough to photocopy.

1. EMPLOYING AGENCY (include mailing address) Del Mar Union School District 225 Ninth Street Del Mar, CA 92014 ☐ NPS/NPA (list county code _____)	County/District CDS Code 037/011	Contact Person Darlene Nadlonek Telephone #: 858-755-9301, ext 3687 FAX #: 858-523-6114 E-Mail: dnadlonek@dmusd.org
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2. APPLICANT FOR THE WAIVER

Social Security Number

1	8	2	--	6	2	--	7	8	2	2
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If fingerprint clearance is not on file at CCTC, include an application (form 41-4) for a Certificate of Clearance.

If needed, a review by the Division of Professional Practices will be concluded before a waiver approval letter will be issued.

Full Legal Name _____ Sink, John E.
Last First Middle

Former Name(s) _____ Birth Date _____ 08/04/1977

Applicant's Mailing Address _____ 1577 Oliver Ave
San Diego, CA 92109

Credential Needed for Waiver _____ Adapted Physical Education Specialist Credential
(*Specific title and subject area of the credential that authorizes the assignment. Note that the subject must be one that is available under current regulations.*)

Assignment _____ Adapted Physical Education - K-6
Specific position and grade level (e.g. chemistry teacher, grades 11-12)

For bilingual assignment list LANGUAGE: _____

Is this a full time position? Yes ☐ No ☒

If not, indicate how many periods a day the individual will be teaching the waiver assignment(s) 46%

Is this a subsequent Waiver? (See #9 for additional information) Yes ☐ No ☒

3. EDUCATION CODE OR TITLE 5 SECTION TO BE WAIVED

Specific section(s) covering the assignment: _____ 80046.1 - Adapted PE

4. EFFECTIVE DATES

11	/	01	/	2007	to	06	/	13	/	2008
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Waivers are dated effective the beginning date of service. Provide the ending date of your school term, track or year below. A justification **MUST** be included if the expiration date extends beyond the term, track or year.

Ending date of school term, track, or year:

06	/	13	/	2008
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5. STATEWIDE HIGH INCIDENCE AREA WAIVER REQUESTS:**a. INDICATE THE HIGH INCIDENCE AREA FOR THE ASSIGNMENT**

- ☒ Special Education
- ☐ Clinical or Rehabilitative Services
- ☐ Driver Education and Training
- ☐ 30-Day Substitute

b. INDICATE WHAT WAS DONE THIS YEAR TO LOCATE AND RECRUIT INDIVIDUALS TO FILL THIS POSITION

No copies are necessary if this is a recognized high incidence area.

- ☐ Advertised in local/national newspapers
- ☐ Advertised in professional journals
- ☐ Attended job fairs in California
- ☐ Attended recruitment out-of-state
- ☒ Contacted IHE placement centers
- ☒ Distributed job announcements
- ☒ Internet
- ☒ Other Ed-Join, Currently employed Adapted PE Teachers contacted peers etc

c. IF THIS IS AN INITIAL WAIVER REQUEST, EXPLAIN WHAT MAKES THE APPLICANT THE BEST CANDIDATE

Include detailed information about the individual's professional preparation and expertise in the subject/area requested and attach appropriate documentation including transcripts, examination score reports, and verification of experience.

John Sink currently holds a Single Subject Physical Education Credential and is enrolled in the Adapted Physical Education program at California State University - Long Beach. He is currently enrolled in two classes which will be complete at the end of the fall 2007 semester. He will take a Sign Language course in the Spring of 2008 which will complete his Adapted Physical Education program. We have attached copies of his transcripts showing his Bachelor's degree from West Chester University as well as his courses in the APE program from CSU - Long Beach. He has completed field work (see transcripts) at Torrey Pines High School. John is currently employed as a 54% PE teacher in our district and has proven himself to be a wonderful instructor. We had NO response to our ads from credentialed APE teachers for our part time opening so we are hopeful that you will grant this waiver.

6. NON STATEWIDE LOW INCIDENCE AREA WAIVER REQUESTS:

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a. INDICATE THE LOW INCIDENCE AREA FOR THE ASSIGNMENT

- ☐ Administrative Services
- ☐ Single Subject Teaching (**all** subject areas)
- ☐ Designated Subjects – except driver education and training
- ☐ Library Media Services
- ☐ Multiple Subject Teaching
- ☐ Pupil Personnel Services: Counseling, Psychology, Social Work
- ☐ Reading Specialist/Certificate
- ☐ Teacher of English Learner Students

b. INDICATE WHAT WAS DONE THIS YEAR TO LOCATE AND RECRUIT INDIVIDUALS TO FILL THIS POSITION

Copies of announcements, advertisements, web site registration, etc. **must** be attached.

The employer must verify **all** of the following:

- ☐ Distributed job announcements
- ☐ Contacted IHE placement centers
- ☐ Internet (www.edjoin.org)

Optional recruitment methods:

- ☐ Advertised in local/national newspaper
- ☐ Attended job fairs in California
- ☐ Attended recruitment out of state
- ☐ Advertised in professional journals
- ☐ Other _____

c. PROVIDE DETAILED INFORMATION ABOUT THE RESULTS OF RECRUITMENT EFFORTS. BE SURE TO ANSWER EACH OF THE FOLLOWING QUESTIONS:

How many individuals credentialed in the authorization of the waiver request applied for the position? _____

How many credentialed in the authorization of the waiver request were interviewed? _____

What were the results of those interviews? (Please indicate answers in numbers)

- _____ Applicant(s) withdrew
- _____ Candidate(s) declined job offer
- _____ Candidate(s) found unsuitable for the assignment

d. PROVIDE THE SPECIFIC EMPLOYMENT CRITERIA FOR THE POSITION

What special skills and knowledge are needed to successfully perform in this position? These should also be described in your recruitment advertisements and announcements.

e. IF THIS IS AN INITIAL WAIVER REQUEST, EXPLAIN WHAT MAKES THE APPLICANT THE BEST CANDIDATE

Include detailed information about the individual's professional preparation and expertise in the subject/area requested and attach appropriate documentation including transcripts, examination score reports, and verification of experience.

7. REQUIREMENTS AND TARGET COMPLETION DATES FOR REACHING CREDENTIAL GOAL

List the requirements that the applicant must complete to be eligible for the document named above as the credential goal and a target date by which he or she plans to complete those requirements

PROGRAM, COURSE, EXAMINATION, EXPERIENCE	TARGET COMPLETION DATE
KIN 427/527 - Phys and Motor Assess (SP) 3 units	Taking fall of 2007
KIN 537 PE Special Pop	Taking fall of 2007
Sign Language	Taking Spring of 2008

8. LIST THE NAME AND POSITION OF THE PERSON ASSIGNED TO PROVIDE SUPPORT AND ASSISTANCE TO THE APPLICANT DURING THE TERM OF THIS WAIVER

By assigning this individual, the employing agency makes a commitment to support and assist the applicant, as feasible, in completing the requirement(s) listed above.

Name Jennifer Johnson Position Adapted PE Teacher

9. SUBSEQUENT WAIVER REQUESTS

Attached is a copy of a personnel evaluation that verifies the applicant served satisfactorily in the position authorized by the previous waiver.

10. IS THIS EMPLOYING AGENCY GEOGRAPHICALLY ISOLATED?

Would the applicant have to travel more than 1 1/2 hours one-way to attend an institution with an approved program to meet the credential goal?

☐ Yes ☒ No ☐ Not applicable (program completion is not a requirement)

(continued)

11. PUBLIC NOTICE -- CHECK THE BOX THAT APPLIES

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- ☒ Public School District: Attached is a copy of the agenda item presented to the governing board of the school district in a public meeting showing the name of the applicant, the specific assignment including subject and grade level, and the fact that employment will be on the basis of a credential waiver. With the signature of the superintendent or his or her designee in item #13 below, the person signing verifies that the board acted upon the item favorably.

By submitting this waiver request the district is certifying that reasonable efforts to recruit a fully prepared teacher for the assignment(s) were made in the following order:

1. an individual who is scheduled to complete initial preparation requirements within six months
2. a candidate who is qualified to participate in an approved internship program in the region of the school district

- ☐ County Office of Education, State Agency, or Nonpublic, Nonsectarian School or Agency: Attached is a dated copy of the notice that was posted at least 72 hours before the position was filled showing the name of the applicant, the specific assignment including subject and grade level, and the fact that employment will be on the basis of a credential waiver. With the signature of the superintendent or administrator or his or her designee in item #13 below, the person signing verifies that there were no objections to this waiver request.

12. APPLICANT'S CERTIFICATION

I understand that in order to receive a subsequent waiver for this assignment I must pursue the completion of requirements to obtain full certification in the subject or area covered by this waiver request as specified in #7 above.

I understand that if my case is heard in a public meeting, all materials submitted to the Commission regarding my suitability, including grades and test scores, may be published in a Commission agenda and discussed in an open meeting.

Signature of Applicant

(Sign full legal name as listed in #2 above)

Date

13. EMPLOYING AGENCY CERTIFICATION

The person for whom this waiver is requested will not be employed until he or she has been cleared by the Department of Justice under the provisions of Education Code Section 44332.6 and Section 44830.1 (AB1612). The employer acknowledges that the Commission's final approval of this individual's waiver will be determined by a fitness review covering, in part, criminal activity, including certain in-state and/or out-of-state convictions.

If this waiver request is for service to special education children, the Special Education Local Planning Area (SELPA) has been notified of our intent to request this waiver.

I certify under penalty of perjury that the information provided in this report is accurate and complete.

District/County Superintendent, Personnel Administrator, NPS/NPA Administrator, or Designee:

Signature _____

Title _____

Date _____