

**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, SDC 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, P.E. 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 Lamborghini 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 6000 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 Special Board Meeting of September 5, 2007

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

- 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 **amended** Minutes of the Regular Board Meeting of September 26, 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 Ratification 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 \$12,797
- *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.

The Board directed staff to return this item to the November Board Meeting after working to identify a potential site for the foreign language immersion program including feedback from parents, staff, and community members at Sycamore Ridge school.

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, 92130; 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 Bishop 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.)

The Board directed staff to carefully adhere to Board Policy 3350, which requires board-level approval of all travel and conferences expenditures of \$1,000 or more. **The Board** further requested a regular report to the Board on all 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.)
- 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, 2028 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**

The Board 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 Assist. Supt. 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 Regulation 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, HR/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 66004 (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.

APPROVED