

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

**January 23, 2007  
Regular Meeting  
5:45 PM**

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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, January 23, 2008 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.

|                                                                                                                                                                                                                                                                               |
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| <p><b>NOTE:</b> At 4:30 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)</p> |
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**CALL TO ORDER - OPEN SESSION – 4:30 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 - 4:30 P.M.**

**CLOSED SESSION AGENDA:**

- 1.1 Conference with Labor Negotiator (Government Code 54957.6)  
Agency Designated Representatives: Tom Bishop, Superintendent and Rodger Smith, Director of Personnel and Facilities; Employee Organization: Del Mar California Teachers Association
- 1.2 Public Employment Appointment/Employment: Title: Director of Pupil Services (G.C. 54957)

*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, MEETING OF THE LEGISLATIVE BODY OF CFD No. 99-1**

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

**1.0 FLAG SALUTE**

**2.0 STUDENT RECOGNITION – TORREY HILLS**

**1**

**3.1 APPROVAL OF THE AGENDA**

*Motion\_\_\_\_Second\_\_\_\_Ayes\_\_\_\_Nays\_\_\_\_*

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**BOARD PRESIDENT CALLS FOR BLUE SPEAKER SLIPS**

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**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 | <b><u>Recognition</u></b>                                                        | 2    |
|     | Employees of the Month for January 2008:                                         |      |
|     | <i>Ashley Falls – Amy Hemphill, First Grade Teacher</i>                          |      |
|     | <i>Carmel Del Mar – Stephanie Wilde, LVN/Special Day Class Aide</i>              |      |
|     | <i>Del Mar Heights – Ian Phillip, Physical Education Teacher</i>                 |      |
|     | <i>Del Mar Hills – Terra Barton and Lisa Mullins, Kindergarten Teaching</i>      |      |
|     | <i>Ocean Air – Pam Baldwin, Instructional Aide II - ESC</i>                      |      |
|     | <i>Sage Canyon – Dr. Janese Swanson, Technology Teacher</i>                      |      |
|     | <i>Sycamore Ridge – Carrie Herreria, Instruct. Aide II – Good for Me Program</i> |      |
|     | <i>Torrey Hills – Nancy Payne, School Administrative Assistant</i>               |      |
| 5.2 | <b><u>Report</u></b>                                                             | 3    |
|     | DMCTA Report: David Skinner, DMCTA President, Carmel Del Mar teacher             |      |
| 5.3 | <b><u>Report</u></b>                                                             | 4    |
|     | DMSEF Report: Bob Gans, DMSEF President                                          |      |
| 5.4 | <b><u>Report</u></b>                                                             | 5    |
|     | 2008-2013 Educational Technology Plan, Gail Moran, Technology Teacher            |      |
| 5.5 | <b><u>Report</u></b>                                                             | 6-8  |
|     | Monthly Staff Development, Travel & Conference Update                            |      |
| 5.6 | <b><u>Report</u></b>                                                             | 9-14 |
|     | Wellness Committee: Trish Snider, Director of Pupil Services                     |      |
| 5.7 | <b><u>Report</u></b>                                                             |      |
|     | Board Report/Comments                                                            |      |
| 5.8 | <b><u>Report</u></b>                                                             |      |
|     | Superintendent's Report                                                          |      |

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**BOARD PRESIDENT CALLS FOR BLUE SPEAKER SLIPS**

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**6.1 Approval of the Minutes of:**

- Minutes of Special School Visitation Board meeting of December 5, 2007
- Minutes of Regular Board Meeting of December 12, 2007

Motion \_\_\_\_ Second \_\_\_\_ Ayes \_\_\_\_ Nays \_\_\_\_

**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 \_\_\_\_

**Consent Items:**

|        |                                                                                                                                                                                                                                                                                       |         |
|--------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------|
| *8.1   | Board Approval, Del Mar Union School District's Uniform Complaint Quarterly Report for October 1 – December 31, 2007.                                                                                                                                                                 | 24-26   |
| *10.1  | Board Approval and Acceptance of Donations to the Del Mar Union School District                                                                                                                                                                                                       | 80      |
| *10.2  | Board Approval of Purchase Orders and Ratification of Commercial Warrant Payments and Revolving Cash Disbursements                                                                                                                                                                    | 81-88   |
| *10.3  | Board Approval of Resolution 2008-02 Authorizing Payment to the Del Mar Union School District by the Governor's Office of Emergency Services for Project Work Claims Filed for Reimbursement of Clean-Up Expenditures Relating to the Southern California Wild Fires in October, 2007 | 89-90   |
| *10.4  | Action to Declare District Personal Property Obsolete and Surplus Property and to Dispose of or Donate per Education Code 17546(a)(b)(c)                                                                                                                                              | 91-92   |
| *10.5  | Board Ratification of Performance Agreement Between the Del Mar Union School District and Claudia Cano Underdahl for 4 <sup>th</sup> Grade Art Presentation at Carmel Del Mar in the Amount of \$200                                                                                  | 93      |
| *10.6  | Board Approval of Performance Agreement Between the Del Mar Union School District and Lorraine Temple for the Presentation of "Alaska Husky Spirit" Assembly on March 11, 2008 in the Amount of \$550                                                                                 | 94      |
| *10.7  | Board Approval of Student Teaching Agreement with San Diego State University for the 2007/2008 Term                                                                                                                                                                                   | 95      |
| *10.8  | Board Approval of Agreement Between the Del Mar Union School District and Diedre Schloyer, Doctor of Audiology/Educational Audiologist to Provide Audiological Services During the 2007-2008 Fiscal Year in an Amount not to Exceed \$1,500.00                                        | 96      |
| *10.14 | Board Approval of Student Teaching Agreement with Cal State San Marcos January 23, 2008 – January 22, 2011                                                                                                                                                                            | 120     |
| *11.1  | Board Approval of Recommended Personnel Actions: Employment, Resignations, Retirements, Dismissals, Leaves of Absence, and Change of Status                                                                                                                                           | 121-124 |

**Timed Item 6:30 p.m.**

|       |                                                                                                                                                       |     |
|-------|-------------------------------------------------------------------------------------------------------------------------------------------------------|-----|
| 10.11 | Board Review and Acceptance of the Annual Audit Report for the 2007/2008 Fiscal Year Prepared by Wilkinson & Hadley, LLP Certified Public Accountants | 101 |
|-------|-------------------------------------------------------------------------------------------------------------------------------------------------------|-----|

*Motion* \_\_\_\_\_ *Second* \_\_\_\_\_ *Ayes* \_\_\_\_\_ *Nays* \_\_\_\_\_

**7. CURRICULUM AND INSTRUCTION**

|     |                                                                                                                   |       |
|-----|-------------------------------------------------------------------------------------------------------------------|-------|
| 7.1 | Board Approval, Del Mar Heights Foreign Language Program, 2007/2008                                               | 15    |
|     | <i>Motion</i> _____ <i>Second</i> _____ <i>Ayes</i> _____ <i>Nays</i> _____                                       |       |
| 7.2 | Board Approval, 2008 – 2009 Spanish Discovery (FLES) Program at Del Mar Heights School                            | 16-20 |
|     | <i>Motion</i> _____ <i>Second</i> _____ <i>Ayes</i> _____ <i>Nays</i> _____                                       |       |
| 7.3 | Update, 2007/2008 District Staff Development Days                                                                 | 21-22 |
| 7.4 | Board Approval of the Performance Agreements for the Staff Development Days Scheduled for January 28 and 29, 2008 | 23    |
|     | <i>Motion</i> _____ <i>Second</i> _____ <i>Ayes</i> _____ <i>Nays</i> _____                                       |       |

|            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |         |
|------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------|
| <b>8.</b>  | <b>ADMINISTRATION AND POLICY</b>                                                                                                                                                                                                                                                                                                                                                                                                                                   |         |
| 8.2        | Board Approval, Revised BP-AR 1325, Community Relations<br><i>Motion____Second____Ayes____Nays____</i>                                                                                                                                                                                                                                                                                                                                                             | 27-32   |
| 8.3        | 2nd Reading and Approval, Board Policies 6000 Series<br><i>Motion____Second____Ayes____Nays____</i>                                                                                                                                                                                                                                                                                                                                                                | 33      |
| 8.4        | Board Approval of Revision to AR 5030, Student Wellness<br><i>Motion____Second____Ayes____Nays____</i>                                                                                                                                                                                                                                                                                                                                                             | 34-42   |
| 8.5        | Update on the Identified Strategic Planning Action Teams, 2007-08                                                                                                                                                                                                                                                                                                                                                                                                  | 43      |
| 8.6        | Board Approval, Resolution 2008-01, Formation of the North Coast Education Legislative Action Network<br><i>Motion____Second____Ayes____Nays____</i>                                                                                                                                                                                                                                                                                                               | 44-46   |
| 8.7        | 1st Reading, 2008/2009 Attendance Policies, AR 5116; BP/AR 5116.1                                                                                                                                                                                                                                                                                                                                                                                                  | 47-56   |
| 8.8        | Update: 5th Annual DMUSD Blood Drive – January 16, 2008                                                                                                                                                                                                                                                                                                                                                                                                            | 57-58   |
| 8.9        | Clarification, CFD Governance                                                                                                                                                                                                                                                                                                                                                                                                                                      | 59-67   |
| 8.10       | Board Discussion, Golden Handshake                                                                                                                                                                                                                                                                                                                                                                                                                                 | 68      |
| 8.11       | Reminder of Upcoming Events                                                                                                                                                                                                                                                                                                                                                                                                                                        | 69-70   |
| <b>9.</b>  | <b>OPERATIONS AND FACILITIES</b>                                                                                                                                                                                                                                                                                                                                                                                                                                   |         |
| 9.1        | Facilities Report                                                                                                                                                                                                                                                                                                                                                                                                                                                  | 71-73   |
| 9.2        | Board Approval, Contract between DMUSD and Westburg + White to Conduct Preliminary Planning for New District Office Facility<br><i>Motion____Second____Ayes____Nays____</i>                                                                                                                                                                                                                                                                                        | 74-79   |
| <b>10.</b> | <b>BUSINESS AND FINANCE</b>                                                                                                                                                                                                                                                                                                                                                                                                                                        |         |
| 10.9       | Update: 2007/2008 Monthly Budget                                                                                                                                                                                                                                                                                                                                                                                                                                   | 97-98   |
| 10.10      | Update: 2008/2009 State Budget                                                                                                                                                                                                                                                                                                                                                                                                                                     | 99-100  |
| 10.12      | Board Approval, Board Budget Committee Members<br><i>Motion____Second____Ayes____Nays____</i>                                                                                                                                                                                                                                                                                                                                                                      | 102-104 |
| 10.13      | Board Approval, Resolution 2008-03 of the Board of Trustees of the Del Mar Union School District Relating to Information Made Available to the Public in the Form of a Statutory School Facility Fees Including Alternative School Facility Fees (“Reportable Fees”) Report for Fiscal Year 2006-2007 (“Reportable Fees Report”), and Findings Thereon, in Compliance with Government Code Sections 66006 and 66001<br><i>Motion____Second____Ayes____Nays____</i> | 105-119 |
| <b>11.</b> | <b>PERSONNEL</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                   |         |
| 11.2       | Board Personnel Committee Report, Katherine White, Board Clerk                                                                                                                                                                                                                                                                                                                                                                                                     | 125     |
| 11.3       | Board Approval, Director of Technology Leadership Options<br><i>Motion____Second____Ayes____Nays____</i>                                                                                                                                                                                                                                                                                                                                                           | 126-130 |
| 11.4       | Board Approval, Coordinator of State and Federal Projects Position<br><i>Motion____Second____Ayes____Nays____</i>                                                                                                                                                                                                                                                                                                                                                  | 131-137 |

**12. ITEMS FOR FEBRUARY 2008 BOARD MEETING:**

- Approval of the 2006/2007 Consolidated Application, Part II, For Funding Categorical Aid Programs
- Board Approval, 2008 CSBA Delegate Assembly Nominees
- Report, Annual Demographics Report from Davis Demographics: *Scott Torlucci, Davis Demographics*
- Board Approval, 2<sup>nd</sup> Interim Budget Report
- 1<sup>st</sup> Reading, 2008/2009 Site and Grade Level Caps
  
- 2nd Reading & Approval, 2008/2009 Attendance Policies, AR 5116; BP/AR 5116.1
- Board Approval, 2nd Interim Financial Reports
- 2007/2008 National Lunch Program Report
- 2008/2009 Budget Calendar
- Del Mar Height Foreign Language Program, 2007/2008
- 2008/2009 State Budget Proposal

**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**

**Sage Canyon School  
5290 Harvest Run Drive  
San Diego, CA 92130**

**Wednesday, December 5, 2007  
12:45 p.m.**

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

**DMUSD Staff:** Thomas F. Bishop, Superintendent

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**BUSINESS TRANSACTED WAS LIMITED TO THE FOLLOWING:**

Board President, Annette Easton, called the meeting to order at 12:47 p.m.

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**1. VISITATION TO SAGE CANYON SCHOOL AND OBSERVATION OF PROFESSIONAL  
LEARNING COMMUNITY PRACTICES**

At 12:48, Sage Canyon Principal Peg LaRose began a Professional Learning Community vertical articulation activity in Writing and Language Arts. During the vertical articulation activity, Sage Canyon teachers from each grade level reviewed grade level anchor papers from all grade levels, and then teachers were placed into different grade level groups – K-1 teachers, 2-4 teachers, and 5-6 teachers. Each team discussed how teachers at each grade level could improve instructional practices.

The different grade level teams brainstormed instructional strategies that can be modified to improve student performance in Writing and Language Arts.

**2. APPROVAL OF 2007/2008 FIRST INTERIM BUDGET REPORT**

At 2:30, the Board departed from the Professional Learning Community activity and assembled in the Sage Canyon Library to review financial data

from the District's First Interim Budget Report which had been completed by Assistant Superintendent of Business Services, Dena Whittington, who presented financial data to the Board through a PowerPoint presentation.

After Ms. Whittington's PowerPoint presentation, Board Members asked numerous financial questions regarding various items in the First Interim Budget Report. Assistant Superintendent Whittington answered the Board's financial questions and provided additional information about basic aid status and the 2008/2009 financial situation of the State of California.

Board Member Linda Crawford motioned that the First Interim Budget Report be approved, and the motion was seconded by Board Member Janet Lamborghini. The board voted 4-0 to approve the First Interim Budget Report. Board Member White did not vote on the First Interim Budget because she departed from the Special Board Meeting at 3:20 p.m., a few minutes prior to the Board vote. (Superintendent Bishop also departed the meeting at 3:20 p.m.)

*On motion by Member Lamborghini, seconded by Member Crawford, the board voted unanimously to adjourn the December 5, 2007 Special Board Visitation Meeting at 3:34 p.m.*

\_\_\_\_\_  
Janet Lamborghini, Clerk

\_\_\_\_\_  
Thomas F. Bishop, Superintendent

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

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

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\_\_\_\_\_  
Katherine White, 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**

**December 12, 2007**

**OPENING PROCEDURES**

**1.0** Board President *Easton*, called the meeting to order at 5:49 p.m. Janet Bernard, Asst. Supt. Curr. & Inst., 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.  
Todd Boteler, District Webmaster  
Randy Wheaton, Maintenance Supervisor  
David Skinner, 4<sup>th</sup> gr. teacher, Carmel Del Mar, DMCTA President  
Wendy Wardlow, Principal, Del Mar Heights School  
Donna Kuriyama, School Psychologist, Del Mar Heights School  
Peg LaRose, Principal, Sage Canyon School  
Bill Porter, Teacher, Carmel Del Mar  
Emily Disney, Principal, Sycamore Ridge School  
David Jones, Principal, Carmel Del Mar School  
Gary Wilson, Principal, Ocean Air School  
Robbie Elliott, Instructional Aide, Del Mar Heights School  
Shirley Bales, Program Assistant, Curr. & Inst.  
Cathy Birks, Business Services Specialist  
Leslie Johnson, 3<sup>rd</sup> Grade Teacher, Sycamore Ridge School  
Mariam Gorgas, Speech Language Pathologist

**Others In Attendance:**

James Kerr, Martha Sutton, Ginny Merrifield, Tim Blazer, Lisa Blazer, Williams Ettouati, Bernardo Ferdman, Kamal Haddad, Corinne Nareau, Matthew Brown, Dr. Michael Gorgas, Sharon Feierabend, Noelle Jue, Michele Smith, Julieta Querol, Shannon Kinney, Jen Charat, Diane Koczur, Cheryl Ward, Raffi Simonian, Jill Seidenverg, Parissa Roshan, Raymond Hung, Mataneh Tahrini, Nicole Baril, Kevin Baril, Leena Patidar, Joanne Fogel, Richard Yuan, Lisa Shao, Xiaohong Chen, Pichuan Hung, Melinda Johnson, Jennifer

McDowell, John Logan, Lesley Chang, Bob Gans, Roman Koenig, Jennifer McDowell, Carolyn Wu

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**REPORT OF ACTION TAKEN IN CLOSED SESSION:**

Pres. Easton reported that Closed Session lasted from 4:45 to 5:40 p.m.

**1.1 Public Employment: Employment Evaluation. (G.C. 54957)**

Title: Superintendent. After completion of the December 12 meeting agenda, the Board will return to closed session to discuss Item 1.1

**1.2 Conference with Legal Counsel – Existing Litigation. (G.C. 54956.9(b))**

Name of Case: Significant Exposure to Litigation: One case

Parents of student filed a special education due process hearing matter with the Office of Administrative Hearings against the District. The District and parents have settled this matter.

**1.3 Conference with Legal Counsel – Existing Litigation. (G.C. 54956.9(a))**

Name of Case: City of Del Mar vs. DMUSD

**1.4 Conference with Labor Negotiator. (G.C. 54957.6)**

Agency Designated Representatives: Thomas Bishop, Superintendent, and Rodger Smith, Director of Personnel and Facilities; Employee Organization DMCTA. No action was taken on Item 1.4.

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**2.0 STUDENT RECOGNITION – DEL MAR HEIGHTS**

Principal Wendy Wardlow presented to the Board on the Del Mar Heights Understanding Differences Program.

**3.0 ORGANIZATIONAL MEETING WAS CALLED TO ORDER AT 6:05 P.M.**

**3.0.1 Election of President of the Board of Trustees**

*Board Member White nominated Member Easton to be President of the Board for 2008. Seconded by Member McDowell, Member Easton was unanimously approved as President of the Board for 2008.*

**3.0.2 Election of Clerk of the Board of Trustees**

*Board Member Easton nominated Member White to be Clerk of the Board for 2008. Seconded by Member McDowell, Member White was unanimously approved as Clerk of the Board for 2008.*

**3.0.3 Appointments of Board Members**

- **Secretary to the Board of Trustees - District Superintendent**

*Nomination: Thomas F. Bishop*

- **Member as Representative to the North Coastal Consortium for Special Education (NCCSE) for 2008**

*Nomination: Member Lamborghini nominated Member White*

- **Member as Representative to the North City West School Facilities Finance Authority / CFD No. 1 for 2008**

*Nomination: Member Lamborghini nominated Member McDowell*

- **Member as ex officio Representative to the Del Mar Schools Education Foundation for 2008**

*Nomination: Member McDowell nominated Member Lamborghini*

- **Member as Representative to the Legislative Action Network (LAN) for 2008**

*Nomination: Member White nominated Member Crawford*

*On Motion by Member McDowell, seconded by Member Lamborghini, the Board unanimously voted to approve the above Board Member appointments for 2008.*

#### 3.0.4 **Adoption of Dates, Time and Place of Regular Board of Trustees Meetings for the period of January 1, 2008 through November 30, 2008**

*On Motion by Member White, seconded by Member McDowell, the Board unanimously approved the Dates, Time and Place of Regular Board of Trustee Meetings for the period of January 1, 2008, through November 30, 2008.*

#### 3.0.5 **ADJOURNMENT, ORGANIZATIONAL MEETING**

*On Motion by Member White, seconded by Member McDowell, the Board voted unanimously to adjourn the 2008 Organizational Meeting at 6:09 p.m.*

#### 3.1 **Approval of the Agenda**

*On Motion by Member Lamborghini, seconded by Member Crawford, the Board approved the Agenda 4-0-1. Ayes: Members Easton, Crawford, Lamborghini and McDowell. Nay: Member White*

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#### **BOARD PRESIDENT CALLS FOR BLUE SPEAKER SLIPS**

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#### 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:**

- Corinne Hackbart submitted a speaker slip to the Board, which was read aloud by President Easton.

##### 4.2 **Public Input**

- None

#### 5. **REPORTS, RECOGNITIONS and HEARINGS**

##### 5.1 **Report, DMCTA Report:**

David Skinner, DMCTA President and Carmel Del Mar 4<sup>th</sup> grade teacher, thanked the Board for their work in the past year. The DMCTA is looking forward to a new year and wished the Board happy holidays.

## 5.2 Report DMSEF Report:

Bob Gans, DMSEF President, provided a report on DMSEF activities, as follows: At Del Mar Hills this morning 30 parents attended Del Mar Hills DMSEF first annual pledge day, to be held at each school with 20-30 parents serving donuts and coffee urging parents to contribute to the Foundation and to build parent support. Del Mar Hills received about \$9,000 in new pledges this morning. Sage Canyon held a pledge day before Thanksgiving and received about \$15,000.

The DMSEF annual appeal has received \$306,000 to date, about 17% behind last year at this time. Mr. Gans gave a brief overview of DMSEF's Strategic Planning on November 4. DMSEF has cancelled its December Board meeting to focus on committee work and implementing the strategic plan. DMSEF plans to distribute a working strategic plan document in January. Highlights of the strategic plan are a new vision and mission statement. DMSEF plans to increase revenues by expanding from two streams of income (the Annual Appeal and Spring event), to corporate giving, building an endowment, and grant writing. DMSEF is also examining its website, newsletters, Bylaws, and staffing, and is committed to keeping the organization as lean as possible. Club Del Mar is scheduled for Friday, March 28, at the Belly Up Tavern. The next Board meeting is January 8 at Sycamore Ridge. Mr. Gans thanked Member McDowell for everything he has done in the past year, and he welcomed Member Lamborghini back as the Board rep to the DMSEF.

## 5.3 Report, Board Report/ Comments:

Annette Easton: Pres. Easton informed the audience that every year the Board tours each school site. This year the Board is visiting Wednesday PLC programs to see how PLC training has impacted education at each site. She also announced that there is a new superintendent search at SDUHSD, and Supt. Bishop has contact information if any Board member wishes to provide input to the SDUHSD Board of Trustees. Pres. Easton wished everyone a happy holiday break.

Linda Crawford: Member Crawford announced that she recently attended the CSBA conference and learned of new laws affecting school boards. One new law that will be effective in July 2008 is that if any packet of information is handed out to Board members, the same packet must also be available for participants at the sign-in table as the public has the right to see all material the board reviews.

Janet Lamborghini: Member Lamborghini thanked Sage Canyon Principal Peg LaRose for the board PLC visitation to Sage this month. She stated that the Board participated in a very enjoyable and creative PLC exercise and saw strong interaction among grade level teachers working to improve language arts learning, and also between grade levels to see how teachers help each other to help the students. Member Lamborghini thinks PLC is a great addition to DMUSD, and she thanked Asst. Supt. Bernard and Supt. Bishop for providing PLC training for teachers.

Steven McDowell: Member McDowell attended the recent CSBA conference and attended sessions on financial items and data gathering. He is still putting together names for the Board Budget Committee and will have a list of nominees in January. Along with Supt. Bishop and Member Lamborghini, he met with City Councilman Scott Peters in November to encourage that the Ocean Air park be built on an early time frame. Member McDowell thanked DMSEF, it was a privilege to work with the Foundation and he still plans to still participate in all events, but in a more fun role.

Katherine White: Member White recently attended a symposium at CSBA on Special Ed, and was inspired to work with NCSSE. She stated that things are really moving as far as inclusion, and she is eager to put her knowledge to work as she continues to represent our district at NCSSE along with Supt. Bishop and Director Snider. Member White thanked Webmaster Todd Boteler for the paperless Wednesday packet at Del Mar Heights, and she is very excited to see support for environmental ideas. She reported that the Board Personnel Committee, which the Board voted to create several months ago, has met twice. The committee has had several interesting discussions, but no recommendation yet. The Committee plans to meet again in January before the Board meeting to formulate a recommendation regarding organization of the Special Ed and Technology leadership.

#### 5.4 **Report, Superintendent's Report:**

##### Superintendent Tom Bishop:

- Supt. Bishop thanked Shirley Bales and Lisa Furnas for their work filling in for Sherry Forte. He further thanked everyone who attended Joe Graciano's retirement party, including Members McDowell, Lamborghini, and Crawford.
- Supt. Bishop informed the Board that the results of the June audit will be an action item on January 23. Any Board questions should be directed to Asst. Supt. Whittington, and he congratulated Ms. Whittington on no audit findings.
- A North Coastal legislative action network with 7 school districts from Oceanside to Del Mar has been created. Given the current state financial situation, the LAN action teams plan to get to work right away.
- On Thursday, a website front page story will be posted about the new "three in one" safety drills—fire, lockdown, and evacuation drills. These drills are scheduled for early January with representatives from the police and fire departments along with SDCOE to provide feedback from the drills. Parents might see a fire truck or police car in front of the schools on the day of the drill.
- There is scheduled a District sponsored program on Monday, January 14, on child nutrition presented by a medical doctor.
- Supt. Bishop thanked Board members for attending CSBA, a valuable forum. He wished all a wonderful holiday.

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#### **BOARD PRESIDENT CALLS FOR BLUE SPEAKER SLIPS**

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#### **6.1 Approval of the Minutes**

- Minutes of Regular Board Meeting of November 14, 2007

*On Motion by Member White, seconded by Member McDowell, the Board approved the Minutes of the Regular Board Meeting of November 14, 2007, 4-1-0. Ayes: Members Easton, Lamborghini, McDowell, and White. Abstain: Member Crawford. Nays: None.*

## **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.

The following item was pulled from Consent: Item 10.2

*On Motion by Member White, seconded by Member Lamborghini, the Board unanimously approved the following consent items.*

### **Consent Items:**

- \*10.1 Board Approval and Acceptance of Donations to the Del Mar Union School District
- \*10.2 ~~Board Approval of Purchase Orders and Ratification of Commercial Warrant Payments and Revolving Cash Disbursements (Pulled from Consent)~~
- \*10.4 Employee Benefits Consulting Services Agreement Between Del Mar Union School District and Keenan & Associates
- \*10.5 Board Approval of Agreement Between Mamvar's Landscape Services and the Del Mar Union School District for Landscape Maintenance at Del Mar Heights School, Del Mar Hills School, Carmel Del Mar School and Ocean Air School in the Amount of \$16,800.00 for the Second Half of the 2007-2008 Fiscal Year
- \*10.6 Board Approval of Public Works Contract Between J.D.L. Development, Inc. and the Del Mar Union School District to Remedy Drainage Problem at Del Mar Hills School in the Amount of \$4,500.00
- \*10.7 Board Approval of Public Works Contract Between J.D.L. Development, Inc. and the Del Mar Union School District to Repair Tactile Paving for Visually Impaired at Sycamore Ridge School in the Amount of \$3,000.00
- \*10.8 Board Consideration of Standard Business Mileage Rate of 50.5 Cents Per Mile, Effective January 1, 2008
- \*10.9 Board Approval of Performance Agreement Between the Del Mar Union School District and Rosalind Richards for Flute Coaching at Sage Canyon School in the Amount of \$2,000.00
- \*11.1 Approval of Recommended Personnel Actions: Employment, Resignations, Retirements, Dismissals, Leaves of Absence, and Change of Status

## **7. CURRICULUM AND INSTRUCTION**

### **7.1 Report: Academic Learning Program 2006/2007**

Asst. Supt., Curric. & Inst., Janet Bernard reported on the results of the 06-07 Academic Learning Program (ALP), DMUSD's third year for the program. The ALP is as an alternative to summer school for those students below proficient and only 20 points above proficient in reading/language arts and/or mathematics as identified by STAR testing. ALP teachers work with grade level PLC teams with math block and language arts blocks. DMUSD is making progress, but still has a way to go to meet the NCLB mission to have all students in district proficient by the 2013-14 school year.

Pres. Easton asked about the STAR test data: Looking at the column of students who maintained their performance level, is the District able to see whether or not those students made some improvement? Pres. Easton requested that the ALP report next year show more information on the maintained category to better analyze if students are merely maintaining or if they might be making some improvement within their performance band.

Member White commented that the English/Language Arts chart showed Grade 4 scores increasing dramatically. Member White questioned Mrs. Bernard if DMUSD teaching is not up to par at Grade 3, or if the test is not reflecting something.

Mrs. Bernard responded that DMUSD has always seen a jump at Grade 4, thus this may be a testing issue. Mrs. Bernard informed the Board that DMUSD has expressed concerns about Grade 3 STAR testing to SDCOE and SDCOE has communicated those concerns to the State; hopefully, those entities making revisions for 2008 STAR tests will take that into consideration.

## **7.2 08/09 Spanish Immersion Location**

As a result of the Parent Forum held at Sycamore Ridge on November 28, Supt. Bishop informed the Board that staff is not comfortable with recommending a Spanish Immersion Program at Sycamore Ridge at this time due to negativity and development of factions at the school.

Pres. Easton informed the Board that she had 29 speaker slips on this item.

*On Motion by Member White, seconded by Member Crawford, the Board voted unanimously to extend the 30 minute time limit for public speakers.*

### Public Input:

Tim Blazer, 5508 Carriage Court, San Diego, 92130, spoke in favor of this item.

Williams Ettouati, 5483 Coach Lane, San Diego, 92130, spoke against this item.

Bernardo Ferdman, 12886 Seabreeze Farms Dr., San Diego, 92130, spoke in favor of this item.

Kamal Haddad, 5548 Mill Creek Rd., San Diego, CA 92130, spoke against this item.

Corinne Nareu, 12764 Chandon Ct., San Diego, CA 92130, spoke against this item.

Matthew Brown, 935 Oldham Court, Encinitas, CA 92024, spoke in favor of this item.

Dr. Michael Gorgas, 725 San Mario Drive, Solana Beach, CA 92075, spoke in favor of this item.

Noelle Jue, 13048 Chambord Way, San Diego, CA 92130, spoke in favor of this item.

Michele Smith, 12860 Braircrest, San Diego, CA 92130, spoke in favor of this item.

Ginny Merrifield, 5191 Seagrove Place, San Diego, CA 92130, spoke against this item.

Julieta Querol, 13062 Deer Park Way, San Diego, CA 92130, spoke in favor of this item.

Shannon Kinney, 1052 Passiflora, Encinitas, CA 92024, spoke in favor of this item.

Jen Charat, 4901 Sandshore, San Diego, CA 92130, spoke in favor of this item.

Marium Gorgas, 725 San Mario Drive, Solana Beach, CA 92075, spoke in favor of this item.

Diana Koczur, 5360 Winter Hunt Ln., San Diego, CA 92130, spoke in favor of this item.

Cheryl Ward, 4922 Hidden Dune Ct., San Diego, 92130, spoke in favor of this item.

Raffi Simonian, 5034 Caminito Vista Lugo, San Diego, 92130, spoke against this item.

Jill Seidenverg, 13132 Chambord Way, San Diego, 92130, spoke in favor of this item.

Lisa Blazer, 5508 Carriage Ct., San Diego, 92130, spoke in favor of this item.

Parissa Roshan, 6745 Rancho Toyon Pl., San Diego, 92130, spoke against this item.

Raymond Hung, 12915 Flintwood Way, San Diego, 92130, spoke against this item.

Mataneh Tahiri, 12931 Flintwood Way, San Diego, 92130, spoke against this item.

Nicole Baril, 13068 Dressage Ln., San Diego, 92130, spoke against this item.

Kevin Baril, 13068 Dressage Ln., San Diego, 92130, spoke against this item.

The following persons turned in slips but did not speak.

Sharon Feierabend, 626 Zuni Drive, Del Mar, CA 92014, turned in a speaker slip with no preference indicated.

Leena Patidar, 13039 Sandown Way, San Diego, 92130, turned in a speaker slip in favor of this item.

Joanne Fogel, 5032 Willowmere Ln., San Diego, 92130, turned in a speaker slip in favor of this item.

Richard Yuan, 5531 Mill Creek Rd., San Diego, 92130, turned in a speaker slip against this item.

Lisa Shao, 12911 Flintwood Way, San Diego, 92130, turned in a speaker slip against this item.

Xiaohong Chen, 12935 Flintwood Way, San Diego, 92130, turned in a speaker slip against this item.

Pichuan Hung, 12915 Flintwood Way, San Diego, 92130, turned in a speaker slip against this item.

Pres. Easton remarked that in listening to all comments, nobody has spoken against foreign language, but have spoken against this particular Spanish Immersion Program. The Board is in favor of foreign language and voted for it. She realized the way this played out in the community did not encourage good information; the community is presently divided, and it is not wise to undertake the program at this time.

Pres. Easton asked Principal Disney if the All Call notification sent to parents canceling the November 29 forum stated the Spanish Immersion Program was not moving forward.

Prin. Disney responded that the All Call informed parents that the recommendation from the Supt. would be that the Spanish Immersion Program be tabled and was likely not to move forward.

Member White apologized to parent audience members that this program was not communicated well and did not allow enough parent input, resulting in many seeing the program from the top down not from the groundswell of the Sycamore Ridge community. She apologized that the November 29 meeting was canceled and many parents did not get an opportunity for input; she had also planned to attend that meeting. Member White thanked the people who worked hard on this—Mrs. Bernard as well as and the Action Teams and Task Force. This is not a program that came about without a lot of research-based academic information, but she concurs with Pres. Easton that they have created factions at Sycamore Ridge. Instead of throwing out the entire concept of foreign language, Member White recommended staff take the next 6-8 months to work with Prin. Disney and Sycamore Ridge constituents to take care of the issues and see if consensus might be reached for a viable language program for 2009/10. Member White stated she is currently involved in a process at Del Mar Heights which came about because the community has had a chance to work together. The Del Mar Heights plan is not an immersion program, but another language program. Member White commended Prin. Disney for the position she was put in, how she learned about this program by sitting at a Board meeting, and that is not the way staff should learn about something.

Member McDowell concurred with Member White about the way things panned out. He had wanted an opportunity to visit schools with successful immersion programs, but unfortunately that did not work out. At CSBA conferences he learned that many schools with immersion programs took about a year after approving the program before implementing the program. DMUSD needs to move forward and get the parties involved--staff, parents, and experienced teachers--and we need to wait.

Member Crawford stated it is not the right time for immersion at Sycamore Ridge; program needs a groundswell of support from school. The Board included foreign language in its goals and objectives, but did not decide until this fall that it be immersion or that it be Spanish. Member Crawford stated the words are out about Spanish immersion, in the days ahead there may a school to be a part of Spanish immersion. Member Crawford believes this is a wonderful program, all agree that learning a second language benefits all in society, although now is not the right time to move forward.

Member Lamborghini encouraged those parents present to promote the Spanish immersion program. She could vote tonight with clear conscience to have Spanish immersion at Sycamore Ridge. There may be many critics now, but those critics would change their minds once they see how well it would be run. Member Lamborghini encouraged those parents to keep fighting, it is very important when people want a program to keep up, otherwise the naysayers get their way. Keep the community aware, write letters to paper, whatever it takes.

*Member McDowell moved that the Board not implement a Spanish language immersion program at Sycamore Ridge in 2008-09, but that foreign language program options to implement in 2009-10 return to the Board in the spring of 2008. Seconded by Member Easton, the Board approved the motion 3-0-2. Ayes: Members Easton, McDowell, and Crawford. Abstain: None. Nays: Members White and Lamborghini.*

*Member White moved that any foreign language program option returned to the Board in spring 2008 include input from parents, including parent forums and site-based forums. Seconded by Member Easton, the Board approved the Motion 4-0-1. Ayes: Members Crawford, Easton, McDowell, and White. Abstain: None. Nays: Member Lamborghini.*

President Easton directed that when Mrs. Bernard returns with any foreign language proposal, it includes community input. Member McDowell recommended that staff start with the Harris data as to which schools have indicated a language program is important to them.

### **7.3 Communication Regarding Staff Development**

Supt. Bishop presented to the Board a form to be used by all staff members attending any travel and conference. Beginning in January 2008, the Board will be presented with the first monthly report on Staff Development.

#### 7.4 **Del Mar Heights Foreign Language Program**

Principal Wardlow presented information to the Board on the upcoming Spanish Foreign Language program proposed for Del Mar Heights School. Further details on this program will be presented at the January Board Meeting.

##### Public Input:

Melinda Johnson, 12754 Via Grimaldi, Del Mar, CA 92014, spoke in favor of this item.

Jennifer McDowell, 1605 Forest Way, Del Mar, CA 92014, spoke in favor of this item.

Robbie Elliott, instructional aide at Del Mar Heights School, 12818 Caminito En Flor, Del Mar, CA 92014, did not speak but turned in a speaker slip in favor of this program.

### 8. **ADMINISTRATION AND POLICY**

#### 8.1 **Possible CSBA Delegate Assembly Nomination**

*Member Crawford nominated Member McDowell as the CSBA Delegate Assembly nominee. Seconded by Member Lamborghini, the Board unanimously voted to appoint Member McDowell as the CSBA Delegate Assembly Nominee.*

#### 8.2 **2<sup>nd</sup> Reading and Approval of the 2008/2009 DMUSD Master School Calendars**

*On motion by Member Lamborghini, seconded by Member McDowell, the Board unanimously voted to approve the 2008/2009 DMUSD Master School Calendar.*

The Board directed staff to return the calendar to SDHUSD and ask them to provide DMUSD with notification ASAP of any changes in their calendar.

#### 8.3 **2008/2009 Enrollment Calendar**

Dir. Trish Snider informed the Board that the 2008/2009 Enrollment Calendar has been seen by DMUSD Leadership, Cabinet, Principals, as well as site Administrative Assistants. The Calendar is an in-house document utilized to keep enrollment components in place in a timely manner.

The Board directed staff that one thing the Board voted on is an Intradistrict Transfer done before school is out, and the Board would like to see this calendar returned with a line item indicating a June date for intradistrict transfers.

#### 8.4 **Board Approval, New Board Bylaw 9400 – Board Self Evaluation**

Member McDowell informed the Board that although all questions might not be pertinent, it was best to bring the self-review in its entirety for approval by the Board.

Member Crawford suggested that the Board vote on the policy, the CSBA version, and that the Indiana questionnaire need not be voted on at this time as the questionnaire is simply an instrument.

Pres. Easton stated that the first time the Board conducts a self-evaluation, the Board would create the goals and objectives against which they would evaluate themselves, and then evaluate themselves.

Board members will communicate with each other to set a date in January for a Special Board Meeting to set goals and objectives and conduct a self-evaluation.

*On Motion by Member White, seconded by Member Easton, the Board voted unanimously to approve Board Bylaw 9400 — Board Self Evaluation.*

The Board directed staff to check on permission to use the Indiana self-evaluation survey and inform the Board.

**8.5 Board Approval, BP/AR 5141**

Member White thanked Trish for checking into what other school districts have done. Member White wondered about legal liability of covering students but how the District is not required to cover staff and other adults.

Dir. Special Ed/Pupil Services Trish Snider responded that in the back of the manual is AB 2041, known as the Good Samaritan law, which covers the legality of adults and parents.

*On Motion by Member Lamborghini, seconded by Member Crawford, the Board voted unanimously to approve Board Policy/Administrative Regulation 5141.*

**8.6 Reminder of Upcoming Events** (Presented for information only.)

The Board direct staff to e-mail corrected reminder of upcoming events and schedules to board member and post corrected dates.

**9. OPERATIONS AND FACILITIES**

**9.1 Facilities Report** (Presented for information only.)

Dir. of HS/Facilities Rodger Smith made a correction to his Facilities Report: There is a leak in the roofing at Ocean Air, at a seismic joint which runs through the computer lab. This leak will be corrected on warranty, otherwise no other leaks at Ocean Air.

**9.2 Board Approval of the Selection of Westburg + White to Conduct Preliminary Planning for New District Office Facility**

Member McDowell questioned Dir. Smith if staff intends to bring a written contract back for board approval. Dir. Smith responded that a written contract would return to the Board in January. The Board directed staff that the contract include the scope of work, and also address legal issues involved if DMUSD might place an office on existing land and facilities.

*On Motion by Member White, seconded by Member Lamborghini, the Board voted unanimously to approve Westburg + White to conduct preliminary planning for new district office facility.*

## **10. BUSINESS AND FINANCE**

### **10.2 Board Approval of Purchase Orders and Ratification of Commercial Warrant Payments and Revolving Cash Disbursements** (Moved From Consent Items)

Supt. Bishop apologized for a clerical error in his office which omitted the backup documentation to 10.2 from the Board packet.

Member White questioned an \$80,000 Debt Service item to Energy Resources Con. Asst. Supt. Whittington informed the Board that was yearly payment on an energy retrofit done on all sites several years ago. Supt. Whittington will e-mail information to the Board on how much longer the obligation will be repaid. This item is included in the audit report handed out to the Board.

*On Motion by Member McDowell, seconded by Member Crawford, the Board voted to approve item 10.2 Board Approval of Purchase Orders and Ratification of Commercial Warrant Payments and Revolving Cash Disbursements, 4-1-0. Ayes: Crawford, Easton, Lamborghini and McDowell. Abstain: Member White. Nays: None.*

### **10.3 2007/2008 Monthly Budget Update** (Presented for information only.)

As of November 30 actuals, the adopted budget has been updated to include last week when the interim budget was adopted. For next month, Member McDowell will work with Asst. Supt. Whittington to add a couple of items to the monthly budget updates for next year.

## **11. PERSONNEL**

### **11.2 Board Approval, Board Personnel Committee Members**

Board Members briefly discussed obtaining copies parent applications.

Member White informed the Board that the committee has met twice and has no written recommendation yet. Member White envisions that a recommendation will come out of the January meeting, which is open to community members and staff.

*On Motion by Member Easton, seconded by Member McDowell, the Board voted to approve the Board Personnel Committee Members with the removal of Jennifer Foley and J. J. Mokiao, 3-2-0. Ayes: Easton, McDowell, and White. Abstain: None. Nays: Members Crawford and Lamborghini.*

## **12. ITEMS FOR JANUARY 2008 BOARD MEETING:**

- Update: 2008/2009 State Budget (January 9, 2008)
- Possible Davis Demographics Report – 2008/2009 Enrollment Projections and 08/09 Attendance Policies
- Board Review and Acceptance of the Annual Audit Report for the 2007/2008 Fiscal Year Prepared by Wilkinson & Hadley, LLP Certified Public Accountants
- Board Approval, Revised BP-AR 1325, Community Relations
- Board Approval, BP 6000 Revision
- Board Review, Administrative Regulation 5030 Student Wellness
- Facilities Report

- Board Approval, Resolution 2007-\_\_\_\_ of the Board of Trustees of the Del Mar Union School District Approving the Annual Five-Year Report for Fiscal Year 2007/2008, In Compliance with Government Code Sections 66006 and 66001
- Monthly Budget Update
- Action Team Members
- 2008/2009 Enrichment
- Top Ten Vendor List
- Technology Director, Job Description
- Board Consideration, Coordinator of State and Federal Projects
- Del Mar Heights foreign language program
- 1<sup>st</sup> Draft 08-09 Attendance Policies
- Informational Report from Staff on Which Things To Discuss On CFD And Which to Discuss on Regular Board Agenda
- 2008/09 Enrollment Calendar
- Board Approval of Contract with Westburg + White to Conduct Preliminary Planning for New District Office Facility

#### 14. ADJOURNMENT

After completion of the December 12 meeting agenda, the Board returned to closed session to discuss Item 1.1. No action was taken in closed session.

*On motion by Member McDowell, seconded by Member White, the Board unanimously voted to adjourn the December 12, 2007, Board meeting at 11:05 p.m.*

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Katherine White, Clerk of the Board of Trustees

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Thomas F. Bishop, Superintendent

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Date

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Date

November 7, 2007

To: Board Members  
From: Susan Paul  
Through: Tom Bishop  
Subject: Student Recognition: Torrey Hills

Torrey Hills Technology Specialist, Mike Honsberger, and a small group of 5th grade students will share a sampling of the Digital Storytelling projects they've created. Digital Storytelling is among the many ways students use technology tools to enhance their learning within a variety of content areas. Students are motivated to write to a real audience and to share what they learn with others.

Twenty-first Century students use technology outside of school constantly, in exciting ways. At Torrey Hills we aim to make our technology curriculum and learning just as exciting, motivating, and relevant, while addressing technology content standards.

January 14, 2008

To: Board Members

From: Tom Bishop

Subject: Staff Recognition – Employees of the Month

Jake's Del Mar is continuing its support of Del Mar's 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 January are:

|                 |                                                              |
|-----------------|--------------------------------------------------------------|
| Ashley Falls    | Amy Hemphill, First Grade Teacher                            |
| Carmel Del Mar  | Stephanie Wilde, LVN/Special Day Class Aide                  |
| Del Mar Heights | Ian Phillip, Physical Education Teacher                      |
| Del Mar Hills   | Terra Barton and Lisa Mullins, Kindergarten Teaching Team    |
| Ocean Air       | Pam Baldwin, Instructional Aide II - ESC                     |
| Sage Canyon     | Dr. Janese Swanson, Technology Teacher                       |
| Sycamore Ridge  | Carrie Herreria, Instructional Aide II – Good for Me Program |
| Torrey Hills    | Nancy Payne, School Administrative Assistant                 |

RECOMMENDED: For Information Only; No Action is Required.

January 23, 2008

To: Board Members

From: Tom Bishop

Subject: Report: DMCTA President, David Skinner

DMCTA President, David Skinner, will be present to give a brief report to the Board.

FISCAL IMPACT: None.

RECOMMENDED: For information only. No action required.

January 23, 2008

To: Board Members

From: Tom Bishop

Subject: Report: Del Mar School Education Foundation

DMSEF President Bob Gans will provide a brief report on DMSEF activities during the past month.

FISCAL IMPACT: None.

RECOMMENDED: For information only. No action required.

5.3

January 23, 2008

To: Board Members

From: Tom Bishop

Subject: 2008-2013 Education Technology Plan

The absence of a DMUSD Technology Director required the administration to seek a current technology employee to draft the District's 2008-2013 Technology Plan. The administration is pleased to report that Del Mar Heights' technology teacher, Gail Moran, agreed to write the 2008-2013 Technology Plan that qualifies the DMUSD to receive significant E-rate discounts for all the District's telephone and technology lines. The Business Department estimates that the savings from having a state approved Technology Plan is about \$50,000 per year.

In addition, the 2008-2013 Technology Plan will help focus all DMUSD stakeholders as we move forward to use technology as a vital resource in our instructional program.

Gail Moran will be present tonight to make a brief report on the 2008-2013 DMUSD Education Technology Plan. Thank you to Gail Moran for her leadership in helping the DMUSD complete its 2008-2013 Technology Plan.

January 23, 2008

To: Board Members

From: Tom Bishop

Subject: Report: Monthly Staff Development, Travel Conference Update

The Board has asked the administration to provide the Board with information each month regarding staff development expenditures. I am pleased to present the first *Monthly Staff Development, Travel Conference Update* outlining the employee who has requested to attend professional training out of the District, the activity or conference title, the estimated expenditure and the funding source for the activity.

An updated report will be included in the monthly board packets.

FISCAL IMPACT: None.

RECOMMENDED: For information only. No action required.

MONTHLY STAFF DEVELOPMENT, TRAVEL CONFERENCE UPDATE  
1/15/08

1

| NAME                | SITE            | ACTIVITY TITLE/DESCRIPTION                            | DATE OF ACTIVITY | COST (EST.) | FUNDING SOURCE |
|---------------------|-----------------|-------------------------------------------------------|------------------|-------------|----------------|
| Wojtkowski, Jill    | Sycamore Ridge  | SDE - Conference for Kdg. Teachers                    | 11/5/07          | \$189.00    | PAR            |
| Peddie, Mare        | Sycamore Ridge  | SDE - Conference for Kdg. Teachers                    | 11/5/07          | \$189.00    | PAR            |
| Litt, Jennifer      | Sycamore Ridge  | SDE - Conference for Kdg. Teachers                    | 11/5/07          | \$189.00    | PAR            |
| Sink, John          | Del Mar Hills   | Physical Education Standards Workshop                 | 12/3/07          | \$199.95    | General Fund   |
| Peterson, Shelley   | Ashley Falls    | Mean Girls Relational Agression                       | 12/10/07         | \$124.00    | SIP            |
| Love, Heather       | Ashley Falls    | Mean Girls Relational Agression                       | 12/10/07         | \$124.00    | SIP            |
| Mazone, Christine   | Ashley Falls    | Mean Girls Relational Agression                       | 12/10/07         | \$124.00    | SIP            |
| Smith, Stephanie    | Ashley Falls    | Mean Girls Relational Agression                       | 12/10/07         | \$124.00    | SIP            |
| Sheffield, Adrienne | Ashley Falls    | Mean Girls Relational Agression                       | 12/10/07         | \$124.00    | SIP            |
| Tech, Monica        | Ocean Air       | Guided Reading Strategies That Work                   | 1/10/08          | \$195.00+   | SIP            |
| Graham, Sarah       | Sycamore Ridge  | Conference - Behavioral & Emotional Disabilities      | 1/11/08          | \$195.00    | PAR            |
| Bishop, Tom         | District Office | Governing Budget Workshop                             | 1/16/08          | \$165.00+   | General Fund   |
| Whittington, Dena   | District Office | Governing Budget Workshop                             | 1/16/08          | \$165.00+   | General Fund   |
| Braund, Kristyn     | Sage Canyon     | Creating Fluent Readers                               | 1/17/08          | \$199.00+   | SIP            |
| Lee, Janice         | Torrey Hills    | Creating Fluent Readers                               | 1/17/08          | \$199.00+   | SIP            |
| Armstrong, Rachelle | Torrey Hills    | Creating Fluent Readers                               | 1/17/08          | \$199.00+   | SIP            |
| Boysen, Jackie      | Torrey Hills    | Creating Fluent Readers                               | 1/17/08          | \$199.00+   | SIP            |
| Bernard, Janet      | District Office | Assessment for Learning                               | 2/5/08           | \$100.00    | General Fund   |
| LaRose, Peg         | Sage Canyon     | Assessment for Learning                               | 2/5/08           | \$100.00    | General Fund   |
| Disney, Emily       | Sycamore Ridge  | Assessment for Learning                               | 2/5/08           | \$100.00    | General Fund   |
| Delehanty, Chris    | Sage Canyon     | Greater San Diego Annual Math Conference              | 1/2-2/08         | \$100.00    | SIP            |
| Mitchell, Erinn     | Ashley Falls    | American Orff Schulwerk Assoc. Nat'l Conf. (San Jose) | 11/14-17/07      | \$312.50+   | BTSA           |
| Stocker, Kristen    | Special Ed      | PECS - Basic Training Workshop                        | 12/13-14/07      | \$395.00    | Special Ed     |
| Teisher, Chris      | Torrey Hills    | Conference for CA Kdg. Teachers                       | 12/3-4/07        | \$299.00    | SIP            |
| Zitko, Laurel       | Torrey Hills    | Conference for CA Kdg. Teachers                       | 12/3-4/07        | \$299.00    | SIP            |
| Waxman, Traci       | Sycamore Ridge  | First Grade Conference                                | 12/5-6/07        | \$299.00    | PAR            |
| Matthres, Monique   | Sycamore Ridge  | First Grade Conference                                | 12/5-6/07        | \$299.00    | PAR            |
| Graham, Sarah       | Special Ed      | Autism/Aspergers Conference                           | 2/16-17/08       | \$190.00    | Special Ed     |

Note: + = Travel, Meals, Lodging, if applicable

## 2

[illegible]

Note: + = Travel, Meals, Lodging, if applicable

January 14, 2008

To: Board Members

From: Trish Snider

Through: Tom Bishop

Subject: Update from Wellness Committee

The Wellness Committee met on December 5, 2007. The following meeting dates were set:

January 8, 2008 10-11:30 A.M.

March 18, 2008 10-11:30 A.M.

May 6, 2008 10-11:30 A.M.

The Wellness Committee goals for 2007-2008 were developed. These are attached for the Board's information.

The several questions received from Board member White were discussed and answered. Please see attached responses.

Board Policy 5030 has one minor revision. That policy is presented tonight for approval of that minor revision.

For Information Only

**Wellness Committee Goals for 2007-2008**

1. Review the snack list suggestions
  - Write a philosophy
  - Develop a calculator procedure to judge “snacks” for nutritional balance
  - Portion size
2. Update Physical Education Section following the PE Action Team recommendations.
3. Develop several strategies to facilitate communication
  - a. Questions for principals to discuss at staff meetings.
  - b. Informational bulletins for each school
    - Why wellness?
    - Important Board Policy Provisions
    - Frequently Asked Questions
  - c. Solicit parent exchange of ideas regarding healthy snacks

### Wellness Committee Response to Questions

1. *Review the school lunch menu, discussing such items as rice krispie treats, chocolate milk and French toast.*

The SDUHSD nutritionist attended the Wellness Committee meeting. The Wellness Policy states that the District will follow Board Policy 3550. The National School Lunch Program is a balanced program for a week of school. If a student eats the school lunch program for the whole week, the student will receive a balanced nutritional plan. Students choose to participate in the school lunch program.

In addition, the philosophy of Wellness is that no one food is bad. One chooses a balanced diet with all food chosen in moderation. The rice krispie treat, for example, was a 1" cube of 35 calories.

2. *Why can't milk options be low fat and fat free with chocolate offered only once a week?*

Please see the letter attached regarding milk options.

3. *Please revisit the snack list.*

The Wellness Committee adopted as one of the goals the updating of the snack list. In addition, a "calculation" process will be provided on the web so parents may judge a snack for themselves.

4. *Could we make other exceptions for a district-wide event, such as Jog-A-Thon promotion?*

The Wellness Committee is not recommending at this time that an exception be made for popsicles. These have many unhealthy components, including food coloring. Fruit such as oranges and water is a much healthier choice. Our Wellness Policy is one of the most liberal as it is written.

5. *It was requested that we change "Schools should limit celebrations that involve food to no more than one party per class per month" to "Schools should limit celebrations that involve food that does not meet nutritional standards to no more than one party per month.*

Answer: The Wellness Committee recognizes that the impetus behind the requirement for districts to adopt Wellness Policies is to limit the quantity of food; even nutritionally sound items, during the school day. Committee members report that parents/teachers have responded positively to keeping parties with food to once a month.

Gold Rush Days, the example given, would be considered under Section K, Instructional Related Activities. Foods as part of an instructional activity just need to offer healthy choices. Therefore, the committee recommends keeping the language as it is currently written in the Board Policy.

6. *Is Linda Brown a nutritionalist?*

Answer: The SDUHSD staff who oversee our school lunch program are registered dieticians. Del Mar Union School District provides clerical support.

7. *Why don't snacks have to have the same nutritional standards as lunch?*

Parents are free to send in any snack they choose for their own children. The Wellness Policy covers snacks provided during the school day and available for all students.

The Wellness Committee is recommending that the words “during the school day” be added to Board Policy 5030: Student Wellness.



# Question #2 DEL MAR UNION SCHOOL DISTRICT<sup>3</sup>

September 25, 2007

**SUPERINTENDENT**

*Thomas F. Bishop*

**BOARD OF TRUSTEES**

*Linda Crawford*

*Annette Easton*

*Janet Lamborghini*

*Steven McDowell*

*Katherine White*

**ASHLEY FALLS SCHOOL**

(858) 259-7812

**CARMEL DEL MAR SCHOOL**

(858) 481-6789

**DEL MAR HEIGHTS SCHOOL**

(858) 755-9367

**DEL MAR HILLS ACADEMY**

(858) 755-9763

**OCEAN AIR SCHOOL**

(858) 481-4040

**SAGE CANYON SCHOOL**

(858) 481-7844

**SYCAMORE RIDGE SCHOOL**

(858) 755-1060

**TORREY HILLS SCHOOL**

(858) 481-4266

225 NINTH STREET

DEL MAR, CA 92014-2716

(858) 755-9301

FAX (858) 755-4361

[www.dmusd.org](http://www.dmusd.org)

We received your request for additional information regarding the milk served on Del Mar Union School District campuses. I understand that you would like to see an organic whole milk offered to students and have reservations about the chocolate milk offered. You also expressed interest in serving milk to kindergarten students at recess time. In response to your requests I put together information regarding our milk program. I know we all desire that every Del Mar Union Elementary Student have the opportunity to drink adequate amount of milk providing them with the nutrients they need for a strong mind's and bodies.

Del Mar Union School District milk is provided by Hollandia Dairy who also supplies milk to every other district in the county except for one in the mountain area. That district procures milk from a local dairy. Hollandia Dairy has kept abreast of all regulatory changes made in their industry over the past few years. In addition Hollandia Dairy continues to win quality and taste awards for their product. The milk offered to our students meets all the guidelines of the National School Lunch Program. Any questions related to the milk from Hollandia Dairy may be directed to Mr. Ken May at 1(800)794-0978 extension 129.

You expressed a desire to provide organic milk to our students. Hollandia Dairy does not offer an organic product. To meet your request the district would be required to locate a dairy that offers an organic product. In addition to meeting the National School Lunch Requirements, the dairy would be required to meet quantity and delivery needs. Hollandia has been a reliable supplier to the Del Mar Union School District for many years. In addition the cost of milk per pint would likely triple. Current board policy requires the Cafeteria Fund be self supporting and not require financial assistance from the General Fund. This price increase therefore would be passed on to parents, which may result in lower milk consumption district wide, bringing other fiscal challenges.

You also had a concern that chocolate milk offered to our students might cause health problems later in life. I have attached an article from the Dairy Council of California that addresses your concerns. In addition I have verified that all of the districts serviced by Hollandia are offering chocolate milk to their students. A common misconception is that if chocolate milk is not offered, students will select the plain milk. What other districts nationwide have found is that if chocolate milk is not offered, students refrain from selecting milk as a choice, and therefore not getting the calcium their growing bodies need.

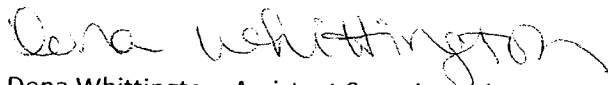
You also expressed an interest in offering whole milk as a choice. A large portion of the fat in whole milk is saturated fat which is limited under the National School Lunch Program. The guidelines for healthy Americans suggest limiting total fat, especially saturated fat, for a healthy diet.

Offering milk to kindergarten students during recess was also something you would like our district to consider. Serving milk to kindergarten students during recess would require a classified employee who will acquire and maintain a food handler card. This is a requirement of the County of San Diego Health Department and the Education Code. This is an expense that was not budgeted to the Cafeteria Fund during the budget process. There is also the challenge of finding classified employees who would be willing to work during the 30 minute recess time. I polled our neighboring districts and was unable to find one neighboring district that offers milk to kindergarten students. Their reasons were the same as I have listed here.

During the last meeting of the 2006-07 school year, the Wellness Committee discussed the National School Lunch Program and milk. As a whole, the committee felt the lunch program was meeting the district needs to offer a lunch program that meets the USDA requirements. The committee also felt non-fat chocolate milk was a suitable option as long as low-fat plain milk was also a choice.

Our nutrition and milk programs are completely voluntary and parents have the opportunity to provide snacks and lunch from home that meet the personal needs and desires of their students. The programs involving milk are district wide programs and the participation in our program continues to grow. At this time I will recommend to the Superintendent that our milk choices remain the same.

Sincerely,



Dena Whittington, Assistant Superintendent of Business Services



Trish Snider, Director of Pupil Services

January 23, 2008

To: Board Members

From: Tom Bishop

Subject: Del Mar Heights Foreign Language Program, 2007/2008

The Superintendent and the Assistant Superintendent-Curriculum met with Del Mar Heights Principal, Wendy Wardlow, on January 14 to discuss the details associated with their 2007/2008 Foreign Language proposal. We also spent considerable time on January 14 discussing the 08/09 Foreign Language proposal (Board item 7.2) that is contained in tonight's Board agenda. At the end of the January 14 meeting, Del Mar Heights Principal Wardlow informed me that she needed to delay the 07/08 Heights foreign language proposal until the February 27 meeting of the Board of Trustees.

There is no action requested tonight on Agenda item 7.1 because staff at Del Mar Heights requested that the item be delayed until February 27, 2008

7.1

January 16, 2008

To: Board Members

From: Wendy Wardlow

Through: Tom Bishop

Subject: Approval of the 2008 – 2009 Spanish Discovery (FLES) Program at Del Mar Heights School

### **Background**

In 2001, Del Mar Heights School created the Global Village concept. An important component of this vision was the inclusion of foreign language into the curriculum. This has been an ongoing item for discussion at School Site Council Meetings, PTA Meetings, and each subsequent Strategic Planning session. The 2006 - 2007 School Survey showed overwhelming support for the inclusion of a foreign language, and Spanish, in particular.

In 2007, a Spanish Language Task Force was deployed to research various program options. This Task Force explored Spanish programs at Spreckels, Longfellow, Sunset, Capri, Rhoades, La Jolla Country Day and Francis Parker Schools. Additionally, they researched program options across the country.

There has been ongoing communication and two-way input from the school community. This has included presentations at *PTA Meetings, Strategic Planning Updates, newsletter articles, Staff Meetings, and a Community Forum*. The Spanish Plan has been crafted and revised based upon this input.

### **School Mission**

The Del Mar Heights Global Village Community fosters academic excellence, creative expression and social responsibility to empower every child to SOAR TO NEW HEIGHTS.

Learning another language and gaining a deeper understanding of another culture supports and extends the mission of Del Mar Heights which believes that:

- Learning another language stimulates the mind and promotes academic excellence
- Students gain more social responsibility by looking beyond themselves and their culture
- Career choices in the global economy are broadened

### **Challenges**

The school's challenge has been to create a program in accordance with the following criteria:

- All students will be exposed to conversational Spanish in their classrooms
- At identified grade levels, there will be a focused strand of Spanish language instruction leading to academic instruction in Spanish including reading and writing
- The program will be fiscally conservative and sustainable over time

To meet this criteria, a dual platform approach is recommended. All students will be exposed to Spanish language and culture through a FLEX program model (*Conversational Spanish For All* classes), and two classes in each primary grade will utilize a FLES program model (*Spanish Discovery* classes) with more intensive language instruction that will lead to academic instruction in Spanish.

### **Program Goals – *Conversational Spanish for All* (FLEX)**

- All students in K – 6 will receive exposure to Spanish in the classroom weekly through vocabulary building activities such as greetings, calendar, labeling items in the room, games, etc.
- All Extended Studies classes (music, art, technology, physical education) will incorporate aspects of Spanish language and culture into their curriculum
- All students will receive sequential Spanish language instruction weekly by a team of Spanish Language Instructional Assistants supervised by a BCLAD teacher

### **Program Goals – *Spanish Discovery* (FLES)**

The goals of the Kindergarten – Grade 3 Spanish FLES program will be for students to:

- Develop Spanish language skills and understanding leading to curricular instruction in Spanish
- Achieve oral fluency by the end of third grade
- Be introduced to reading and writing in Spanish
- Be prepared to successfully complete Spanish 1 level coursework in fourth grade
- Cultivate knowledge, understanding, and an appreciation of other cultures

These goals will be achieved by implementing an instructional model that emphasizes Spanish language acquisition in the primary grades. In kindergarten, students will receive 200 minutes of instruction in Spanish per week. In first through third grades, students will receive 245 minutes of instruction in Spanish per week. This equates to 14% of the instructional day.

### **Staffing Needs**

Teachers in the FLES program will be certified BCLAD Spanish Language bilingual instructors. Two teachers will be hired for the 2008 – 2009 school year for grades K and 1. Each year thereafter, one additional teacher will be added to the next grade level with a maximum of 4 teachers in the primary grades, K - 3. These bilingual teachers shall be hired at no additional cost to the District.

### **Student Participation**

For the 2008 – 2009 school year, there will be two *Spanish Discovery* classes in kindergarten and two classes in first grade for a total of 40 students participating in the program. Twenty of the kindergarten *Spanish Discovery* slots will be open to students in the Heights/Hills attendance area and 20 spaces will be open to students from other district schools. In the first grade, 20 of the *Spanish Discovery* slots will be open to students from Del Mar Heights and 20 spaces will be open to students from other district schools. This will eliminate any negative impact on the enrollment at Del Mar Hills Academy.

Students will be accepted into the *Spanish Discovery* program based upon the date applications are received. The first 40 students at each grade level to apply once enrollment opens will be accepted. If the number of applicants exceeds 40 for both kindergarten and first grade, the Del Mar Heights staff will conduct an unbiased lottery that provides all applicants with an equal opportunity for enrollment. If less than 40 students request the program for 2008 – 2009, the *Spanish Discovery* program may either be cancelled or postponed.

### **Spanish Discovery Program Format**

All four kindergarten and first grade classes will have a 15 minute daily morning opening in Spanish using bilingual calendars, cds, and visuals. All kindergarten and first grade students will receive their morning instruction in English.

The kindergarten *Spanish Discovery* classes will be team taught by a current Del Mar Heights teacher and a BCLAD teacher. During kindergarten extended day, the *Spanish Discovery* teachers will team teach a group of 20 students (10 from each class) with instruction being given in Spanish. Kindergarten *Spanish Discovery* students will remain at school for extended day twice weekly. This will result in two hours weekly of intensive Spanish instruction.

First grade *Spanish Discovery* students will receive 45 minutes of Spanish instruction in the afternoons. The BCLAD teacher will provide 45 minutes of Spanish instruction in one class and then change classes with the partner teacher and provide 45 minutes of Spanish instruction in the other class.

Adding one class per year, the *Spanish Discovery* program will follow this model for grades 2 and 3 with bilingual/monolingual teachers partnering and students receiving instruction in Spanish for 45 minutes daily.

### **Program Expansion**

| <b><u>Year</u></b> | <b><u>Spanish Discovery Classes</u></b>                                                                                           |
|--------------------|-----------------------------------------------------------------------------------------------------------------------------------|
| 2008 – 2009        | K and 1                                                                                                                           |
| 2009 – 2010        | K, 1 and 2                                                                                                                        |
| 2010 – 2011        | K, 1, 2 and 3                                                                                                                     |
| 2011 – 2012        | Fourth grade students from the <i>Spanish Discovery</i> classes may have the option to take Spanish 1 as an after school offering |

### **Facility Impact**

Del Mar Heights currently has a student population of 440. With the addition of 4 *Spanish Discovery* classes, the student population is projected to grow to 560 students by 2013. The school can accommodate these additional classes with no additions and/or modifications to the facility.

### **Next Steps for Program Development**

If the Spanish Programs are approved for the 2008 – 2009 school year, a process will begin to:

1. Hire three highly qualified BCLAD Spanish language certified teachers
2. Develop a comprehensive communication effort that will enable parents to make an informed program choice for participation in the 2008 – 2009 *Spanish Discovery* program
3. Continue to utilize the Spanish Language Task Force to further develop the program models
4. Select and purchase curriculum materials
5. Continue to communicate regularly with the school community
- 6.

### **Fiscal Impact for 2008 – 2009**

| <b><u>Need</u></b>                                                           | <b><u>Funding Source</u></b>        |
|------------------------------------------------------------------------------|-------------------------------------|
| 2 BCLAD teachers<br>program                                                  | District's regular K and 1 staffing |
| <i>Conversational Spanish For All</i> materials - \$5,000<br>start up monies | One time District                   |
| <i>Spanish Discovery</i> instructional materials - \$2,000<br>monies         | One time District start up          |

There will be a concerted effort to explore grant availability to support and fund these programs.

January 16, 2008

To: Board Members

From: Janet Bernard

Through: Tom Bishop

Subject: District Staff Development Days  
January 28 and 29, 2008

On January 28 and 29, 2008, two District Staff Development Days are being held from 8:00 – 3:00 p.m. Both days are optional work days, however, staff is strongly encouraged to participate. All participating teachers will be compensated at their daily rate of pay and participating classified employees will be compensated at their hourly rate of pay.

Classroom teacher workshops will include sessions on the following topics:

- Classroom Writing Strategies
- English Language Development for English Language Learners
- Instructional Responses to Student Data From the District Reading Assessments
- Curriculum-Based Technology Tools
- Districtwide Grade Level Meetings
- Home Site Professional Learning Community Team Meetings

Enrichment teachers are scheduled to have specialized workshops/meetings pertaining to their respective content areas. The Special Education staff will also have specialized workshops designed to meet their professional needs.

Classified staff will have the opportunity to participate in many of the scheduled workshops, including the CPR/First Aid training and the Nonviolent Crises Intervention training.

All information on the scheduled workshops is posted on the DMUSD intranet homepage. Board members are most welcome to attend any of the sessions.

FISCAL IMPACT: To Be Determined. All costs will be charged to the District's Block Grant for Staff Development.

RECOMMENDED: For Information Only.

January 17, 2008

To: Board Members

From: Janet Bernard

Through: Tom Bishop

Subject: Approval of the Performance Agreements for the Staff Development Days Scheduled for January 28 and 29, 2008

Staff is requesting approval of the following performance agreements for specific workshops scheduled for the staff development offerings on January 28 and 29, 2008.

| <u>Consultant</u> | <u>Date</u> | <u>Time</u>  | <u>Workshop</u>                                | <u>Cost</u> |
|-------------------|-------------|--------------|------------------------------------------------|-------------|
| Jane LaFazio      | Jan. 29     | 8:15 – 11:15 | Creating Art Quilts                            | 220         |
| Claudio Cano      | Jan. 28     | 8:15 – 3:00  | Exploring Your Creativity Through Art, Part II | 600         |
| Michele Young     | Jan. 28     | 1:30 – 3:00  | Writing Strategies                             | 200         |
| Vikas Srivatava   | Jan. 29     | 1:30 – 3:00  | Technology in Music Demo                       | 150         |

\*The stated costs do not include presenter reimbursements for necessary supplies and materials.

*The contracts for this work are available for review at the District Office.*

FISCAL IMPACT: Approximately \$1,600 from the State Block Grant for District Staff Development.

RECOMMENDED: The Superintendent Recommends Approval of the Performance Agreements for the District Staff Development Days Scheduled for January 28 and 29, 2008.

\*7.4

January 23, 2008

To: Board Members

From: Tom Bishop

Subject: Board Approval, Del Mar Union School District's Uniform Complaint Quarterly Report for October 1 – December 31, 2007

As the Board is aware, the governing boards of school districts in California are now required to review and approve the District's quarterly report of complaints regarding instructional materials, facilities and teacher staffing.

Attached for your approval is the 2007/2008 2nd quarterly report prepared for the period of October 1 through December 31, 2007. No complaints have been received for this period.

The San Diego County Office of Education has created a link on their website for school districts to electronically report the required information, and the Del Mar School District has completed the reporting process for the quarter specified here.

FISCAL IMPACT: None

RECOMMENDED: The Superintendent Recommends Approval of the Del Mar Union School District's Uniform Complaint Quarterly Report for October 1 – December 31, 2007

\*8.1

**SDCOE Williams Settlement**  
**Quarterly Complaint Summary**  
**ADD a new summary record**

---

District Number : Quarter to Add: 

Please fill in the following table. Enter 0 in any cell that does not apply.

|                                      | Number of Complaints for Quarter |                                |                                |
|--------------------------------------|----------------------------------|--------------------------------|--------------------------------|
|                                      | Received                         | Resolved                       | Unresolved                     |
| Instructional Materials              | <input type="text" value="0"/>   | <input type="text" value="0"/> | <input type="text" value="0"/> |
| Facilities                           | <input type="text" value="0"/>   | <input type="text" value="0"/> | <input type="text" value="0"/> |
| Teacher Vacancy<br>and Misassignment | <input type="text" value="0"/>   | <input type="text" value="0"/> | <input type="text" value="0"/> |

Submitted By: Title:

## **Add Quarter Record**

26

**Williams Compliant Summary   SDCOE Services**

[Back to Home Menu](#)

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**The Complaint Summary Record has been added.**

January 23, 2008

To: Board Members

From: Tom Bishop

Subject: Approval, Revised Board Policy/Administrative Regulation 1325:  
Community Relations (includes Flyer Distribution)

Board members Easton and White met with Superintendent Bishop and Executive Assistant Sherry Forte during October to discuss Board Policy/Administrative Regulation 1325: Community Relations. Board members Easton and White are recommending approval tonight of revised Board Policy/Administrative Regulation 1325. Additions to BP/AR are identified in **BOLD ITALICS** and deletions are identified by **STRIKETHROUGHS**.

This item was recommended for approval on October 30, but the Board decided to table the item. There have been no changes to BP/AR 1325 since the October 30<sup>th</sup> Board meeting.

**RECOMMENDATION:** Superintendent recommends approval of revised Board Policy/Administrative Regulation 1325

**DEL MAR UNION SCHOOL DISTRICT**  
**COMMUNITY RELATIONS**

**BOARD POLICY 1325: ADVERTISING AND PROMOTION**

The primary function of the school and school personnel is to educate children. However, in order to promote positive relationships between the schools and community organizations, the Governing Board of the Del Mar Union School District desires to cooperate with community organizations, who provide strong support for our schools, by agreeing to publicize services, special events and public meetings of interest to students and parents/guardians that meet specific district guidelines.

The Superintendent or designee shall develop regulations that delineate guidelines for materials sent home to students and for those materials approved for counter distribution.

All distribution of materials will ultimately be at the discretion of the Superintendent or designee according to adopted guidelines. The Superintendent or designee may approve the distribution of materials prepared by organizations which are school-sponsored, further the district's intended purpose, directly benefit the students, support the basic educational mission of the district or be of intrinsic value to the students. Materials shall not promote any particular religious or political interest.

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***Legal Reference:***

**EDUCATION CODE**

7050-7058 *Political activities of school officers and employees*

35160 *Authority of governing boards*

35160.1 *Broad authority of school districts*

35172 *Promotional activities*

38130-38138 *Civic Center Act*

48907 *Student exercise of free expression*

**BUSINESS AND PROFESSIONS CODE**

25664 *Advertisements encouraging minors to drink*

**U.S. CONSTITUTION**

*Amendment 1, Freedom of speech and expression*

**COURT CASES**

*DiLoreto v. Downey Unified School District*, (1999) 196 F.3d 958

*Yeo v. Town of Lexington*, (1997) U.S. First Circuit Court of Appeals, No. 96-1623

*Hemry v. School Board of Colorado Springs*, (D.Col. 1991) 760 F.Supp. 856

*Bright v. Los Angeles Unified School District*, (1976) 134 Cal. Rptr. 639, 556 P.2d 1090, 18 Cal. 3d 350

*Lehman v. Shaker Heights*, (1974) 418 U.S. 298

*Board Policy/Administrative Regulation 1325 (replaces B.P./A.R. 1006 approved Sept. 25, 2002)*

*Reviewed by the Board of Trustees: November 16, 2005*

*2nd Reading and Approval by the Board of Trustees: December 14, 2005*

*Presented with Revisions for Approval by the Board of Trustees: January 23, 2008*

**DEL MAR UNION SCHOOL DISTRICT**  
**COMMUNITY RELATIONS**

**ADMINISTRATIVE REGULATION TO BOARD POLICY 1325:**  
**ADVERTISING AND PROMOTION**

***~~Distribution of Materials to Students/School Personnel~~***

~~Materials may be distributed or posted in district schools only when prior approval has been granted by the Superintendent or his designee.~~

***Criteria for Distribution of School-Sponsored Flyer***

~~School-sponsored information (PTA, Site Council, etc.):~~ The principal is directly responsible for the ***approval of*** content and distribution of individual school-sponsored flyers. ***These include the PTA, Site Council and other school related organizations.***

~~District-sponsored information (Parental Rights, Immunization Requirements, DMSEF, Personnel Bulletins, etc.):~~ The originator is directly responsible for the content and distribution of district-sponsored flyers. ~~The principal is responsible for any clarification necessary.~~

***Criteria for Distribution of Community (Non-School Sponsored) Flyers***

~~Before distribution,~~ The Superintendent or his/her designee ***is directly responsible for the approval and content of community flyers and*** shall review all flyers to assure that it complies with the provisions of Board Policy and administrative regulations.

Materials must meet the following criteria in order to be distributed to students:

1. Agency distributing must be non-profit, and be an established entity operating as a business (not an in-home cottage operation).
2. If a fee is involved, scholarships must be provided, and it must be noted on the flyer.
3. A majority of the activities specified must be age-appropriate for K-6 students ***including 6th grade students transitioning to 7th grade during the summer months.***
4. No more than one flyer per month, per organization will be distributed.

5. The activity must fall within the boundaries of the Del Mar Union School District. In the case of sports teams, at least half of the games must be played within the boundaries of the Del Mar School District/*Carmel Valley/Rancho Santa Fe/Solana Beach area*.
6. Non-profit organizations operating outside the Del Mar School District may be authorized if ~~all other~~ **numbers 1-4 above** criteria are met. ~~and they are participating in the DMUSD PTA sponsored Summer Camp and Activities Fair.~~

### ***Procedures for Distribution of Materials to Students***

A copy of the flyer must be brought to the Superintendent or designee for review.

~~If the above guidelines have been met and~~ the flyer has been approved by the Superintendent or his/her designee, the following ~~procedure~~ steps must be **adhered to** when distributing flyers:

1. An approval form from the Superintendent or designee will be issued to the organization requesting distribution. The authorization must be presented at each school site before the site will distribute the flyer to students.
2. A file copy of the authorization will remain in the district office.
3. All flyers or announcements will be bundled as specified by the Superintendent or designee and delivered to the school sites by 3:00 p.m. on the preceding Friday in order to be included in the weekly envelope the following week.
4. Flyers will not be distributed during the first week of school or during any week which may result in a conflict with the distribution of district materials.

**DEL MAR UNION SCHOOL DISTRICT**  
**ADVERTISING AND PROMOTION**  
**Exhibit 1**

**Helpful Reminders**

The district has supported the practice of permitting qualified organizations to distribute flyers through students. On a regular basis, it is not unusual for our district office to receive as many as 10-20 requests per week to distribute flyers. In order to assist the school personnel who perform this service, the district office has implemented guidelines to ensure that flyers are distributed in an orderly and timely manner.

We realize that timelines are often rushed and deadlines are challenging. However, please be reminded of the following requirements:

- An approval sheet must be obtained before dropping off flyers. When you receive your approval sheet from the district office, please make enough copies so that every school will receive a copy of the approval notification for their files.
- Flyers should be delivered to the school sites no later than 3:00 p.m. on the Friday before the week of distribution (usually Wednesdays).
- In order to allow enough time for the flyers to meet the Friday deadline, please give the district office adequate time to issue approval sheets.
- Please provide accurate fax numbers in which to issue approvals (correct area codes, operational fax machines, etc.). Incorrect fax or non-operational fax numbers can cause delays.

Your cooperation is appreciated and will assist us in serving your organization.

*Del Mar Union School District*  
*Office of the Superintendent*

PLEASE SEE DISTRICT MATERIAL IN THE DISTRICT OFFICE FOR  
EXHIBIT (2)1325 ENTITLED "FLYER DISTRIBUTION-SCHOOL  
ADDRESS/BUNDLING REQUIREMENTS"

*Board Policy/Administrative Regulation 1325 (replaces B.P./A.R. 1006 approved Sept. 25, 2002)*  
*Reviewed by the Board of Trustees: November 16, 2005*  
*2nd Reading and Approval by the Board of Trustees: December 14, 2005*  
*Presented with Revisions for Approval by the Board of Trustees: January 23, 2008*

January 23, 2008

To: Board Members

From: Tom Bishop

Subject: Approval, Revised Board Policy/Administrative Regulation 6000  
(Instruction)

About eighteen months ago, the DMUSD Board of Trustees decided to conduct a comprehensive review of all Board policies. As part of the review process, the Board asked CSBA to review the “old” DMUSD board policies and administrative regulations to provide the DMUSD Trustees with “best practices” policies that reflect recently passed legislation and court decisions. During the past eighteen months, the Board has reviewed all sections of its policy manual.

The final section of the DMUSD policy manual to be reviewed was BP/AR 6000 (Instruction). The Board held a special board meeting on November 7 to study the CSBA policy proposal for the 6000 policies and to get input from Assistant Superintendent Janet Bernard, Director Trish Snider, and Superintendent Tom Bishop. The revisions that were agreed upon during the November 7 special board meeting have been included in the 6000 series that is presented for second reading adoption. Additions and/or revisions made as a result of the first reading have been typed in ***BOLD ITALICS*** with deletions being indicated using ~~***STRIKETHROUGHS***~~.

The Superintendent thanks the Board of Trustees for the thorough review of the Board policies over the past 18 months.

**RECOMMENDATION:** Superintendent recommends that the Board approve the revised BP/AR 6000 (Instruction).

January 14, 2008

To: Board Members

From: Trish Snider

Through: Tom Bishop

Subject: Board Approval of Revision to Administrative Regulation 5030,  
Student Wellness

At the Wellness Committee meeting on December 5, 2007, one minor revision was proposed for Board Policy 5030. Please see the attached revision.

Superintendent Recommends: Approval of the Revision to Board Policy 5030.

8.4

**DEL MAR UNION SCHOOL DISTRICT  
STUDENTS**

**BOARD POLICY 5030: STUDENT WELLNESS**

Recognizing the link between student health and learning, the Governing Board is committed to providing school environments that promote and protect students' health, well being, and ability to learn by supporting healthy eating and regular physical activity.

The Superintendent/designee shall appoint a wellness committee comprised of parents, food service administrators, school administrators, board members, teachers, health professionals, and school psychologists to support the work of school wellness by developing, implementing, monitoring, and reviewing district-wide nutrition and physical activity policies.

All students in grades K-6 will have opportunities and will be encouraged to participate in regular physical activity as outlined in Board Policy 6142.7.

Foods and beverages sold or served at school, *during school hours*, will meet the nutrition guidelines specified in law and administrative regulations as outlined in Board Policy 3550.

Schools shall provide research based nutrition education and physical education as part of the health education program in grades K-6 consistent with the expectations established in the state's curriculum frameworks and integrated into core curriculum subjects, as appropriate.

The Superintendent/designee shall monitor compliance with district child nutrition and physical education policies and administrative regulations and annually receive a report from the Wellness Committee regarding the status of its work.

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***Legal Reference:***

**EDUCATION CODE**

49430-49436 *Pupil Nutrition, Health, and Achievement Act of 2001*  
 49490-49493 *School breakfast and lunch programs*  
 49500-49505 *School meals*  
 49510-49520 *Nutrition*  
 49530-49536 *Child Nutrition Act*  
 49540-49546 *Child care food program*  
 49547-49548.3 *Comprehensive nutrition services*  
 49550-49560 *Meals for needy students*  
 49570 *National School Lunch Act*  
 51222 *Physical education*  
 51223 *Physical education, elementary schools*

*Legal Reference: (continued on next page)*

***Board Policy 5030: Approved by the Board of Trustees: July 24, 2006; Presented to the Board of Trustees for 2nd read with revisions on May 23, 2007.***

*Legal Reference: (continued)*

CODE OF REGULATIONS, TITLE 5

15500-15501 Food sales by student organizations

15510 Mandatory meals for needy students

CODE OF REGULATIONS, TITLE 5 (continued)

15530-15535 Nutrition education

15550-15565 School lunch and breakfast programs

UNITED STATES CODE, TITLE 42

1751-1769 National School Lunch Program, especially:

1751 Note Local wellness policy

1771-1791 Child Nutrition Act, including:

1773 School Breakfast Program

1779 Rules and regulations, Child Nutrition Act

CODE OF FEDERAL REGULATIONS, TITLE 7

210.1-210.31 National School Lunch Program

220.1-220.21 National School Breakfast Program

**DEL MAR UNION SCHOOL DISTRICT**  
**STUDENTS**

**ADMINISTRATIVE REGULATION 5030: STUDENT WELLNESS**

To achieve the District Wellness goals:

I. School Wellness Committee:

The school district will have an established school wellness committee to develop, implement, monitor, review, and, as necessary, revise school nutrition and physical activity policies. The committee also will serve as resources to school sites for implementing those policies. This School Wellness Committee may be represented by individuals from the school and community and should include parents, representatives of the school food services, members of the school board, school administrators, teachers, health professionals, and members of the public. They will meet a minimum of four times a school year.

II. Nutritional Quality of Food and Beverages served and sold on campus:

A. School Meals

Meals served in the Del Mar Union School District will:

- Be appealing and attractive to children;
- Be served in clean and pleasant settings;
- Meet or exceed nutrition requirements established by local, state, and federal statutes and regulations;
- Offer a variety of fruit and vegetables;
- Serve only low-fat (1%) and fat-free milk and nutritionally-equivalent non-dairy alternatives (to be defined by USDA); and
- Ensure that half of the served grains are whole grain

The schools will have available and can provide the nutritional content information for all items served in the school meal program.

### B. Free and Reduced-priced Meals

Schools will make every effort to eliminate any social stigma attached to, and prevent the overt identification of, students who are eligible for free and reduced-price school meals.

### C. Meal Times and Scheduling

- Schools shall require students be seated for a minimum of 15 minutes after sitting down for lunch and shall provide 20 minutes total time for eating lunch as recommended by the National Association of State Boards of Education;
- Schools should schedule meal periods at appropriate times, e.g., lunch should be scheduled between 11 a.m. and 1 p.m.;
- Schools should not schedule tutoring, club, or organizational meetings or activities during mealtimes, unless students may eat during such activities;
- Schools will provide students access to hand washing or hand sanitizing before they eat meals or snacks; and
- Schools should take reasonable steps to accommodate the tooth-brushing regimens of students with special oral health needs (e.g., orthodontia or high tooth decay risk).

### D. Qualifications of School Food Service Staff

Qualified nutrition professionals will administer the school meal programs. As part of the school district's responsibility to operate a food service program, the district will provide continuing professional development for all nutrition professionals in schools.

### E. Sharing of Foods and Beverages

Schools should monitor students sharing their foods or beverages with one another during meal or snack times, given concerns about allergies and other restrictions on some children's diets.

### F. Food Service Program

Any food made available by Del Mar Union School District during the school day will follow all nutritional guidelines as outlined in Board Policy 3550.

### G. Fundraising Activities

To support children's health and school nutrition-education efforts, school fundraising activities either will not involve food or will use only foods that meet the nutrition and portion size standards outlined in Board Policy 3550. The school district will make available a list of ideas for acceptable fundraising activities and encourage activities that promote physical activity.

### H. Snacks

Snacks served during the school day or in after-school care or enrichment programs will make a positive contribution to children's diets and health, with an emphasis on serving fruits and vegetables as the primary snacks and water as the primary beverage. Schools will assess if and when to offer snacks based on timing of school meals, children's nutritional needs, children's ages, and other considerations. The district will disseminate a list of healthful snack items to teachers, after-school program personnel, and parents.

### I. Rewards

Schools will discourage the use of foods or beverages, especially those that do not meet the nutrition standards for foods and beverages sold individually, as rewards for academic performance or good behavior,<sup>1</sup> and will not withhold food or beverages (including food served through school meals) as a punishment.

### J. Celebrations

Schools should limit celebrations that involve food during the school day to no more than one party per class per month. Each party should include no more than one food or beverage that does not meet nutrition standards for foods and beverages sold individually. The district will disseminate a list of healthy party ideas to parents and teachers. These celebrations should occur at least 30 minutes after the lunch hour. Annual District celebrations, such as 6<sup>th</sup> Grade Promotion, are exempt.

### K. Instructional Related Activities

When food is used as part of instructional activities (science projects, cooking classes, math activities) efforts will be made to offer healthy choices that follow district nutritional guidelines.

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<sup>1</sup> Unless this practice is allowed by a student's Individual Education Program (IEP).

*Board Policy 5030: Approved by the Board of Trustees: July 24, 2006; Presented to the Board of Trustees for 2nd read with revisions on May 23, 2007.*

### III. Physical Activity Opportunities and Physical Education:

Physical Education (P.E.) K-6 - All students in grades K-6, including students with disabilities, special health-care needs, and in alternative educational settings, will receive 200 minutes every two weeks of physical education. Student involvement in other activities involving physical activity (e.g., interscholastic or intramural sports) will not be substituted for meeting the physical education requirement.

#### A. Exemptions

Temporary exemptions from physical education should be limited to students whose medical conditions do not allow for inclusion in the general, modified, or adapted physical education program.

#### B. Fitness Testing

School districts will administer physical fitness tests according to Board Policy 6142.7.

#### C. Daily Recess

All elementary school students will have at least 15 minutes a day of supervised recess, preferably outdoors, during which schools should encourage moderate to vigorous physical activity and provide appropriate space and equipment.

Schools should discourage extended periods (i.e., periods of two or more hours) of inactivity. When activities, such as mandatory school-wide testing, make it necessary for students to remain indoors for long periods of time, schools should give students periodic breaks during which they are encouraged to stand and be moderately active.

#### D. Physical Activity Opportunities

The school district will encourage students to walk or ride bicycles to school to the extent possible.

#### E. Physical Activity and Punishment

Teachers and other school and community personnel will not use physical activity (e.g., running laps, pushups) or withhold opportunities for physical activity (e.g., recess, physical education) as punishment.

#### IV. Communications with Parents

The district/school will support parents' efforts to provide a healthy diet and daily physical activity for their children. The district/school will offer healthy eating information for parents, post nutrition tips on school websites, and provide nutrient analyses of school menus. Schools should encourage parents to pack healthy lunches and snacks and to refrain from including beverages and foods that do not meet nutrition standards for individual foods and beverages. The district/schools will provide parents a list of foods that meet the district's snack standards and ideas for healthy celebrations/parties, rewards and fundraising activities. In addition, the district/school will provide opportunities for parents to share their healthy food practices with others in the school community.

The district/school will provide information about physical education and other school-based physical activity opportunities before, during, and after the school day; and support parents' efforts to provide their children with opportunities to be physically active outside of school. Such supports will include sharing information about physical activity and physical education through the website, special events, or physical education homework.

#### V. Monitoring and Policy Review

##### A. Monitoring

The Superintendent or designee will ensure compliance with established district-wide nutrition and physical activity wellness policies. In each school, the principal or designee will ensure compliance with those policies in his/her school and will report on the school's compliance to the school district superintendent or designee.

The Superintendent or designee will annually develop a summary report on district-wide compliance with the district's established nutrition and physical activity wellness policies. That report will be provided to the School Board and the District Wellness Committee for review and recommendations. Information will also be provided to school principals, parent/teacher organizations and school health services personnel in the district.

##### B. Policy Review

To help with the initial development of the district's wellness policies, each school in the district will conduct a baseline assessment of the school's existing nutrition and physical activity environments and policies through the auspices of the school nurse and health offices. The results of those school-

by-school assessments will be compiled at the district level to identify and prioritize needs and forward the results to the District Wellness Committee.

Assessments will be repeated every two years to help review policy compliance, assess progress, and determine areas in need of improvement. As part of that review, the school district will review the nutrition and physical activity program elements and the provision of an environment that supports healthy eating and physical activity. The district will, as necessary, revise the wellness policies and develop work plans to facilitate their implementation.

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**Legal Reference:**

EDUCATION CODE

49430-49436 Pupil Nutrition, Health, and Achievement Act of 2001  
 49490-49493 School breakfast and lunch programs  
 49500-49505 School meals  
 49510-49520 Nutrition  
 49530-49536 Child Nutrition Act  
 49540-49546 Child care food program  
 49547-49548.3 Comprehensive nutrition services  
 49550-49560 Meals for needy students  
 49565-49565.8 California Fresh Start pilot program  
 49570 National School Lunch Act  
 51222 Physical education  
 51223 Physical education, elementary schools

CODE OF REGULATIONS, TITLE 5

15500-15501 Food sales by student organizations  
 15510 Mandatory meals for needy students  
 15530-15535 Nutrition education  
 15550-15565 School lunch and breakfast programs

UNITED STATES CODE, TITLE 42

1751-1769 National School Lunch Program, especially:  
 1751 Note Local wellness policy  
 1771-1791 Child Nutrition Act, including:  
 1773 School Breakfast Program  
 1779 Rules and regulations, Child Nutrition Act

CODE OF FEDERAL REGULATIONS, TITLE 7

210.1-210.31 National School Lunch Program  
 220.1-220.21 National School Breakfast Program

**Cross Reference:**

Board Policy 3550  
 Board Policy 6142.7  
 Board Policy 5141.21

January 16, 2008

To: Board Members

From: Janet Bernard

Through: Tom Bishop

Subject: Update on the Identified Strategic Planning Action Teams, 2007-08

Staff remains in the process of finalizing members for the 2007-08 District Action Teams. As the Board is aware, Action Teams were approved to be deployed this year in the areas of 1) Health, Wellness and Physical Education, and 2) Permanent Funding for the Enrichment Program. The timeline of activities for these teams has been revised as follows:

|                            |                                                                  |
|----------------------------|------------------------------------------------------------------|
| January/February           | Finalize Team Membership                                         |
| February                   | Membership Teams Presented to Board<br>Leader/Co-Leader Training |
| March – June               | Action Team Meetings<br>Development of Plans                     |
| September<br>Planning Team | Present Plans to District Strategic                              |

FISCAL IMPACT: To Be Determined.

RECOMMENDED: For Information Only.

8.5

January 23, 2008

To: Board Members

From: Tom Bishop

Subject: Approval, Resolution 2008-01, Formation of the North Coast Education Legislative Action Network

During the past few months, board members and superintendents in the North Coast area of San Diego County have been discussing the benefits of forming a North Coast Education Legislative Action Network that can educate elected representatives in Sacramento and Washington D.C. regarding the impact of policy decisions on the students in the North Coast area of San Diego County.

In November, representatives from Solana Beach, San Dieguito HSD, Encinitas, Rancho Santa Fe, Cardiff, Carlsbad, and Del Mar agreed to have each individual Board of Trustees consider a resolution establishing the North Coast Education Legislative Action Network. The Trustees in the other North Coast school districts have all approved the attached resolution.

The first meeting of the North Coast Education Legislative Action Network is scheduled for 10:30 a.m. on January 25 in the District Office of the Rancho Santa Fe School District. Hopefully Board Member Crawford can attend this meeting. The Superintendent has also invited Carmel Del Mar parent John Logan and Ocean Air parent Melinda Tomes who have both participated in the DMUSD LAN efforts during the past several years.

**RECOMMENDATION:** Superintendent recommends that the Board approve Resolution 2008-01 endorsing the formation of the North Coast Education Legislative Action Network

8.6

RESOLUTION 2008-01 OF THE BOARD OF TRUSTEES OF DEL MAR UNION  
SCHOOL DISTRICT ENDORSING THE FORMATION OF THE NORTH COAST  
EDUCATION LEGISLATIVE ACTION NETWORK

Whereas, the Board of Trustees of the Del Mar Union School District recognize that the Del Mar Union School District students, staff, and community would benefit from a consistent and continuing effort to educate elected officials in Sacramento and Washington D.C. regarding the impact of their policy and financial decisions on DMUSD students; and

Whereas, the Board of Trustees of the Del Mar Union School District also recognizes that students in other North Coast school districts would benefit from a collaborative effort by the Trustees in other North Coast school districts to educate elected officials in Sacramento and Washington D.C. regarding the regional impact of state and federal policy and financial decisions on North Coast students; and

Whereas, the Board of Trustees of the Del Mar Union School District encourages its staff to work collaboratively with the staff of other North Coast school districts to create a regional legislative action network for the North Coast area that will communicate effectively with elected officials in Sacramento and Washington D.C. regarding the impact of state and federal policies on North Coast students, and

Whereas the Board of Trustees of the Del Mar Union School District supports the establishment of the North Coast Education Legislative Action Network that will provide Board Members and staff in all North Coast school districts with voluntary opportunities to meet with elected officials so that elected officials can assist the Trustees in all North Coast school districts in carrying out their responsibilities.

Now, therefore, be it resolved that the Board of Trustees of the Del Mar Union School District does hereby support the establishment of the regional North Coast Education Legislative Action Network.

Adopted, signed and approved this 23<sup>rd</sup> day of January, 2008.

Board of Trustees of the Del Mar Union School District

By: \_\_\_\_\_  
Annette Easton, Board President

Attest:

By: \_\_\_\_\_  
Katherine White, Board Clerk

RESOLUTION 2008-01 OF THE BOARD OF TRUSTEES OF DEL MAR UNION  
SCHOOL DISTRICT ENDORSING THE FORMATION OF THE NORTH COAST  
EDUCATION LEGISLATIVE ACTION NETWORK

Whereas, the Board of Trustees of the Del Mar Union School District recognize that the Del Mar Union School District students, staff, and community would benefit from a consistent and continuing effort to educate elected officials in Sacramento and Washington D.C. regarding the impact of their policy and financial decisions on DMUSD students; and

Whereas, the Board of Trustees of the Del Mar Union School District also recognizes that students in other North Coast school districts would benefit from a collaborative effort by the Trustees in other North Coast school districts to educate elected officials in Sacramento and Washington D.C. regarding the regional impact of state and federal policy and financial decisions on North Coast students; and

Whereas, the Board of Trustees of the Del Mar Union School District encourages its staff to work collaboratively with the staff of other North Coast school districts to create a regional legislative action network for the North Coast area that will communicate effectively with elected officials in Sacramento and Washington D.C. regarding the impact of state and federal policies on North Coast students, and

Whereas the Board of Trustees of the Del Mar Union School District supports the establishment of the North Coast Education Legislative Action Network that will provide Board Members and staff in all North Coast school districts with voluntary opportunities to meet with elected officials so that elected officials can assist the Trustees in all North Coast school districts in carrying out their responsibilities.

Now therefore be it resolved that the Board of Trustees of the Del Mar Union School District does hereby support the establishment of the regional North Coast Education Legislative Action Network.

Adopted, signed and approved this 23<sup>rd</sup> day of January, 2008.

Board of Trustees of the Del Mar Union School District

By: \_\_\_\_\_  
President of the Board of Trustees of the Del Mar Union School District

Attest:

By: \_\_\_\_\_  
Clerk of the Board of Trustees of the Del Mar Union School District

January 15, 2008

To: Board Members

From: Trish Snider

Through: Tom Bishop

Subject: 1st Reading, 2008/2009 Attendance Policies, Administrative Regulation 5116; Board Policy/Administrative Regulation 5116.1

The annual review of Board Policy 5116 and Board Policy/Administrative Regulation 5116.1 is presented for first reading. Staff has consulted with counsel, Melanie Peterson, with the law firm, Fagan, Friedman and Fulfroost. Included in your packet is the memorandum addressing several questions asked by the Board. The conclusions in this legal opinion resulted in the continuation of Board Policy/Administrative Regulation regarding intradistrict transfers being granted for one year at a time. This decision was made based on the legal concerns raised in the legal opinion, as well as the impact multiple year intradistrict transfers would have on our district families.

In order to allow for parent notification as early in the year as possible, Administrative Regulation 5116.1 has been amended to allow five percent of the seats at any grade level at any school site to be reserved for students who live within the boundaries of that school. In this way, if there is ample room at the school site, intradistrict transfers would be able to be granted at the close of registration in June.

In addition, staff has developed a supplemental version of Administrative Regulation 5116.1 should the Board adopt a special program, such as a foreign language program, at any of the Del Mar schools. This supplemental version is available tonight as a handout if the board has approved any special program.

**RECOMMENDED:** The Superintendent Recommends Approval of Board Policy 5116 and Board Policy/Administrative Regulation 5116.1

8.7

**DEL MAR UNION SCHOOL DISTRICT  
STUDENTS**

**ADMINISTRATIVE REGULATION 5116: SCHOOL ATTENDANCE BOUNDARIES**

***Priorities for School Placement at Schools that Exceed Enrollment Capacity:***

Currently enrolled students residing within the attendance area of a school shall continue enrollment at the school, provided the student's Pupil Placement form is received at the school office by March 30 ~~28, 2007~~ **2008**. When the enrollment demand for a school exceeds the Board-approved enrollment capacity, students will be enrolled according to the priorities outlined below. If the number of students in each priority category exceeds the number of spaces available, enrollment will be determined by lot. Each time space becomes available, a new random, unbiased lottery will be held.

**Priority 1:**

Students who have siblings already in attendance at the school site where the new student is enrolling and who have registered by June 22 ~~20, 2007~~ **2008**.

**Priority 2:**

Students enrolling between March 14 ~~12, 2007~~ **2008** and June 22 ~~20, 2007~~ **2008** at their assigned school of residence.

**Priority 3:**

Students enrolling between July 5 ~~7, 2007~~ **2008** and August 14 ~~12, 2007~~ **2008** at their assigned school of residence.

**Priority 4:**

Students from other attendance areas within the Del Mar Union School District on a space available basis and with an approved Intradistrict transfer.

**Priority 5:**

Students from outside the attendance areas of the Del Mar Union School District on a space available basis and with an approved Interdistrict transfer.

All Del Mar Union School District schools shall follow the above priorities in the event that enrollment demand exceeds Board approved enrollment capacity.

~~All students residing within the boundaries of Ocean Air Elementary School are assigned to Ocean Air for the 2007-2008 school year unless they elect to request an Intradistrict Transfer. Students who will be in the 6<sup>th</sup> grade in 2007-2008 school year may remain at the school they attended in the 2006-2007 school year.~~

*Board Policy/Admin. Reg. 5116 Approved by the Board of Trustees: March 23, 2005; Revisions Approved by the Board of Trustees: March 28, 2006; Further Revisions Presented and Approved by the Board of Trustees: May 24, 2006; Approved with Revisions by Board of Trustees, March 21, 2007.*

**DEL MAR UNION SCHOOL DISTRICT  
STUDENTS**

**ADMINISTRATIVE REGULATION TO BOARD POLICY 5116.1:  
INTRADISTRICT OPEN ENROLLMENT**

***Selection Procedures***

1. Prior to the start of the new school year, the Superintendent or designee will identify those schools, which may have space available for additional students during the upcoming school year. The Superintendent or designee will determine, in his or her sole discretion, the number of seats that are available at each school for intradistrict transfers, taking into consideration factors such as existing building capacity, anticipated growth at the school, staffing needs, curriculum, safety and so forth. ***Five percent of the space available at each grade level at each school shall be reserved for residents of the school boundary until the Friday before the first day of the school year.*** A list of these schools and open enrollment applications (Intradistrict transfer requests) will be available at all school offices.
2. Students who submit intradistrict transfer requests to the district at least 14 calendar days prior to the first day of school shall be considered for admission to their preferred school the following school year, subject to space availability and the restrictions set forth in BP 5116.1 and these regulations.
3. If applications exceed available space, enrollment in a preferred school will be determined randomly by lot from the eligible applicant pool within each priority. Whenever new space becomes available, enrollment will be determined randomly by lot from the current eligible applicant pool within each priority.
4. Prior to the first day of the new school year, the Superintendent or designee will inform applicants by U.S. mail/electronic mail/phone as to whether their applications have been approved, or denied. If the application is denied, the reasons for denial will be stated.
5. Applicants who receive approval must confirm their enrollment on the first day of the new school year or forfeit their space.
6. Admission to a particular school shall not be influenced by a student's academic or athletic performance except insofar as academic standards are required for admission to specialized schools or programs such as programs for gifted and talented students. Such standards shall be uniformly applied to all students.

*Board Policy/Admin. Reg. 5116.1 (was BP 5117.1 Approved by the Board of Trustees June 8, 1994 • Replaced by BP 5010 Approved/Revised by the Board of Trustees March 13, 1996, April 9, 1997, May 2, 1999, May 10, 2000, April 25, 2001, April 15 and 24, 2002, April 30, 2003, March 30, 2004) Approved by the Board of Trustees: March 23, 2005; Revisions Approved by the Board of Trustees: March 28, 2006; Approved with Revisions by the Board of Trustees: March 21, 2007*

7. Approved intradistrict transfers shall be effective for one school year. Students wishing to continue attending their school of choice on an intradistrict transfer shall be required to submit a new application for the following school year. Approval for one year does not guarantee approval for subsequent years.
8. Students who are unable to enroll in their schools of residence due to enrollment caps may be involuntarily placed at another district school where space is available. In addition, such students shall be entitled to request an intradistrict transfer to other district schools where space is available. Such students will have the opportunity to transfer back to their schools of residence, when space becomes available.

### ***Priorities for Enrollment***

Approval of intradistrict transfer requests will be based on the following priorities:

1. First priority for intradistrict enrollment will be given to students who attended the preferred school the prior school year on an approved intradistrict transfer. If the number of students in this category exceed the number of positions available, enrollment will be determined by lot.
2. Second priority for intradistrict enrollment will be given to students residing in CFD 95-1 or CFD 99-1 who wish to attend a school located within their respective community facilities districts. If the number of students in this category exceed the number of positions available, enrollment will be determined by lot.
3. Third priority for intradistrict enrollment will be given to siblings of children already attending the preferred school. If the number of students in this category exceed the number of positions available, enrollment will be determined by lot.
4. Fourth priority for intradistrict enrollment will be given to students whose parent or guardian is assigned to that school. If the number of students in this category exceed the number of positions available, enrollment will be determined by lot.
5. A student may be given any order of priority for intradistrict enrollment, at the sole discretion of the Superintendent or designee, because of unusual, unique and compelling circumstances. A determination may be based upon at least one of the following: (1) A written statement from a representative of an appropriate state or local agency, including but not limited to a law enforcement official, social worker, or properly licensed or registered professional psychiatrist, psychologist, marriage, family and child counselor, or other professional; or (2) a court order, including a temporary restraining order and injunction. Upon making such a

*Board Policy/Admin. Reg. 5116.1 (was BP 5117.1 Approved by the Board of Trustees June 8, 1994 • Replaced by BP 5010 Approved/Revised by the Board of Trustees March 13, 1996, April 9, 1997, May 2, 1999, May 10, 2000, April 25, 2001, April 15 and 24, 2002, April 30, 2003, March 30, 2004) Approved by the Board of Trustees: March 23, 2005; Revisions Approved by the Board of Trustees: March 28, 2006; Approved with Revisions by the Board of Trustees: March 21, 2007*

finding, the Superintendent or designee may approve the student's transfer to a district school that is at capacity and otherwise closed to transfers.

6. Within a reasonable amount of time, not to exceed 10 school days, after a student becomes the victim of a violent criminal offense while on school grounds, the student's parents/guardians shall be offered an option to transfer their child to an eligible school identified by the Superintendent or designee. The Superintendent or designee shall consider the student's needs and parent/guardian preferences in making the school assignment. If the parents/guardians choose to transfer their child, the transfer shall be completed as soon as practicable.

### ***Residents of School***

No student currently residing within a school's attendance area at the start of the school year, commencing August ~~15 13, 2007~~ **2008** when the school sites conclude enrollment, shall be displaced by another student based on a new intradistrict transfer. Those students who have been involuntarily placed at a district school other than their school of residence shall be deemed residents of that school until they are able to be placed at their assigned school of residence.

Any student grandfathered under Attendance Boundary Plan DD, approved by the Board of Trustees on April 15, 2002 and amended on April 24, 2002, shall be deemed a resident of that school through the 6<sup>th</sup> grade so long as he or she remains continuously enrolled in that school and has not/does not relocate to another attendance area within the district after August 1, 2003, and will not be displaced by an intradistrict transfer.

### ***Notifications***

Notifications shall be sent to parents/guardians at the beginning of each school year annually describing all current statutory attendance options and local attendance options available in the district, including:

1. All options for meeting residency requirements for school attendance.
2. Program options offered within local attendance areas.
3. A description of any special program options available on both an interdistrict and intradistrict basis.
4. A description of the procedure for application for alternative attendance areas or programs and the appeals process available, if any, when a change of attendance is denied.
5. A district application form for requesting a change of attendance.

*Board Policy/Admin. Reg. 5116.1 (was BP 5117.1 Approved by the Board of Trustees June 8, 1994 • Replaced by BP 5010 Approved/Revised by the Board of Trustees March 13, 1996, April 9, 1997, May 2, 1999, May 10, 2000, April 25, 2001, April 15 and 24, 2002, April 30, 2003, March 30, 2004) Approved by the Board of Trustees: March 23, 2005; Revisions Approved by the Board of Trustees: March 28, 2006; Approved with Revisions by the Board of Trustees: March 21, 2007*

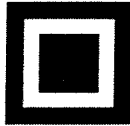
6. The explanation of attendance options under California law as provided by the California Department of Education.

### ***Special Considerations***

In addition to the policies/regulation specified above, the following guidelines will assist school staff in the implementation of BP/AR 5116.1 regarding initial placement and enrollment:

1. The 40 students involuntarily transferred from Ashley Falls School as the result of the April 15, 2002 boundary revisions shall remain guaranteed of their 2002/2003 placement for themselves and their siblings during the 2004/2005 school year (and for each subsequent year through their 6th grade year).
2. Students who have relocated within the boundaries of the district, and out of the attendance area of their current school of attendance will be transferred to their assigned school of attendance within ten school days of notification of the relocation unless the following conditions exist:
  - a. The student is currently attending Del Mar Hills or Del Mar Heights Schools on an approved-Intradistrict transfer request
  - b. The student relocates after March 1st.
  - c. The student is granted an intradistrict transfer.
3. When a student moves out of the district during the school year, the Del Mar Union School District will allow the student a maximum of ten school days from the date the school is notified of the move to transition to his/her new school. The student is withdrawn from enrollment on the last day of attendance in the district. If the student returns and again becomes a resident of the district any time within the same school year or subsequent years, the student may enroll and placement occurs according to the priority procedures of any new student enrollment.
4. In the event that a school is not able to place a student at their site during the school year due to lack of space available, school staff will follow specified procedures outlined in BP/AR 5116.1.

*Board Policy/Admin. Reg. 5116.1 (was BP 5117.1 Approved by the Board of Trustees June 8, 1994 • Replaced by BP 5010 Approved/Revised by the Board of Trustees March 13, 1996, April 9, 1997, May 2, 1999, May 10, 2000, April 25, 2001, April 15 and 24, 2002, April 30, 2003, March 30, 2004) Approved by the Board of Trustees: March 23, 2005; Revisions Approved by the Board of Trustees: March 28, 2006; Approved with Revisions by the Board of Trustees: March 21, 2007*



1 Civic Center Drive, Suite 300  
San Marcos, California 92069  
Main: 760-304-6000 Fax: 760-304-6011

Melanie A. Petersen  
Direct Dial: 760-304-6004  
mpetersen@fagenfriedman.com

MEMORANDUM

TO: Trish Snider  
Director of Pupil Services  
Del Mar Union School District  
225 Ninth Street  
Del Mar, CA 92014

FROM: Melanie A. Petersen

DATE: January 14, 2008

RE: Intradistrict Transfers

---

This letter responds to your recent request for our legal opinion concerning intradistrict transfers. Specifically, you questioned, (1) whether the District may issue multi-year intradistrict transfer permits, (2) could the permit be cancelled once approved, 3) whether the District may grant intradistrict transfer permits of varying durations based on the school to which the permit applies and (4) whether the District should revise its current practice of approving intradistrict transfers in August of each year by granting those permits in June.

As we explain below, the District may grant multi-year intradistrict transfer permits. The permits could be subject to cancellation with proper language in the permit. We also explain potential complications concerning multi-year permits and how the District may revise its existing administrative regulations to both allow for these permits and avoid these complications. Single year permits avoid many of the problems as outlined below and if possible we recommend staying with single year permits. Finally, we recommend that the District continue to grant intradistrict transfer permits late in the summer to avoid many of the complications.

**1. May the District issue multi-year intradistrict transfer permits and 2. could they be cancelled?**

You have indicated that there are certain schools for which the District would like to consider granting multi-year intradistrict permits. The Education Code does not require school districts to issue intradistrict transfer on an annual basis. Thus, the District could issue intradistrict transfer permits in excess of one year. (See Cal. Educ. Code sections 35160, 35161.)

We believe the District could develop a request for a multiple year permit in which the parent would agree to have the child remain at that school for the duration of the permit. If there is a concern that the particular school may then become impacted with resident students, the District could include language that the permit would be subject to cancellation. Education Code section 35160.5 (b) (3) (D) allows the District to inform parents that certain schools or grade levels within a school are at or are likely to be at capacity for a school year and are unable to accommodate any new pupils. Current language in BP and AR 5116.1 states that intradistrict transfers are effective for one year and would need to be revised. Consideration should be given to the problems granting and rescinding a request may have with parents.

The District may also encounter complications with a multi-year intradistrict transfer permits in any one of the three following scenarios: (a) the intradistrict transfer permit results in the displacement of a resident student in second and succeeding school years, (b) the school to which the intradistrict transfer permit is granted exceeds its capacity in the second and succeeding school years and/or (c) a parent requests an intradistrict transfer permit prior to the expiration of an existing multi-year permit.

- a. The intradistrict transfer permit results in the displacement of a resident student in second and succeeding school years.

Education Code section 35160.5 permits school districts to grant intradistrict transfer permits, but prohibits school districts from displacing resident students through the issuance of those permits. (Cal. Educ. Code § 35160.5(b)(2)(C).)

Although not specifically set out, under Section 35160.5, it appears that if student attended a particular school pursuant to a multi-year intradistrict transfer permit and that school reaches capacity during or following that year and a resident student moved into that school's attendance boundaries prior to the commencement of the second school year, but was unable to attend that school because it was at capacity, the multi-year intradistrict transfer permit could improperly result in the displacement of that resident student. Thus, should the District elect to revise its board policies and administrative regulations to allow for multi-year intradistrict transfer permits, those policies and regulations should provide that the permit may be cut short in second and succeeding years if the permit could result in the displacement of a resident student.

- b. The school to which the intradistrict transfer permit is granted exceeds its capacity in second and succeeding school years.

The District must use a random, unbiased selection process when determining whether to grant or deny intradistrict transfer requests. (Cal. Educ. Code section 35160.5(b)(2)(B).) However, school districts may provide priority to: (1) siblings of students already attending that school and (2) pupils whose parent is assigned to that school site as his or her primary place of employment. (Cal. Educ. Code section 35160.5(b)(3)(D).) With the exception of these enumerated priorities (and others relating to student safety), the selection process must be completely random and unbiased. (85 Cal.Ops.Atty.Gen. 95 (2002).)

If a school reaches capacity and the District receives additional intradistrict transfer requests for that same school for the following school year, the District should engage in a random, unbiased selection process in determining which intradistrict transfers will be granted. If the District permits a particular student to attend that school pursuant to the multi-year permit, that student could be perceived as receiving preference based on his or her permit and, thus, it could be argued the District would not be selecting that student pursuant to a random and unbiased process. Therefore, should the District elect to revise its board policies and administrative regulations to allow for multi-year intradistrict transfer permits, those policies and regulations should provide that the permit may be cut short in second and succeeding years if the school is at capacity.

- c. A parent requests another intradistrict transfer permit prior to the expiration of an existing permit.

Parents may select the district school that their son or daughter will attend. (Cal. Educ. Code § 35160.5(b)(1)(A).) However, school districts may determine the capacity of each school and no student that lives outside a particular school's attendance boundaries shall displace a student that lives within those boundaries. (Cal. Educ. Code § 35160.5(b)(1)(A), (C).)

If the District provides a student with a multi-year intradistrict transfer permit and a parent of that student elects to request another intradistrict transfer permit prior to the expiration of the current permit, the District could be required to consider that permit. We do not recommend that the District specifically contemplate this scenario in its board policies and/or administrative regulations, but caution that the District may not be able refuse to consider an intradistrict transfer request based on the existence of a current, multi-year transfer permit. Clear language in the permit application and permit may avoid this problem, but the law is not clear on this issue.

- d. Recommendation regarding multi-year intradistrict transfer permits.

BP 5116.1 currently permits, "The Superintendent or designee [to] determine the duration of the intradistrict transfer." However, that AR 5116.1 states that, "Approved intradistrict transfers shall be effective for one school year." Thus, it appears that BP 5116.1 currently provides the District with discretion to grant multi-year intradistrict transfer permits. The one-year limitation imposed by AR 5116.1 would need to be eliminated if the process is changed

In addition, we would recommend that the District revise AR 5116.1 to state that an intradistrict transfer permit may be revoked prior to the commencement of the second and succeeding school year(s) in the event it results in the displacement of a resident student that moved into the school's attendance boundaries prior to the commencement of that second or succeeding school year.

Our recommendation would be to stay with a single year permit process.

**3. May the District grant intradistrict transfer permits of varying duration based on the school requested to which the permit applies?**

The Education Code does not prohibit school districts from issuing intradistrict transfer permits for varying periods depending on the school in which a student enrolls. Thus, that practice is permissible. (See Cal. Educ. Code sections 35160, 35161.) However, the District must uniformly apply entrance criteria to all applicants for specialized schools or programs. (Cal. Educ. Code section 35160.5(b)(2)(B).) Again, the District cannot adopt a permit process that results in the displacement of a student that resides in the attendance boundaries by one that does not reside within those boundaries. (Cal. Educ. Code section 35160.5(b)(2)(C).)

As we explained above, AR 5116.1 would need to be revised should the District elect to grant multi-year intradistrict transfer permits. The District could revise this regulation to apply to specific schools so long as that revision does not affect the uniformity of entrance criteria to specialized schools or programs or displace resident students.

**4. May the District revise its current practice of approving intradistrict transfers in August of each year by granting those permits in June?**

As explained above, the Education Code prohibits the District from displacing resident students. If the District approves an intradistrict transfer permit to a particular school in June and that school reaches capacity before the next school year an intradistrict transfer permit could result in the displacement of a resident student that moved into the attendance boundaries before the school year. Thus, we do not recommend that the District change its practice concerning the approval of intradistrict transfer permits.

We recognize this is a complex area and the scenarios can bring up multiple legal issues. We hope this information is helpful. If you require any additional assistance concerning this matter or would like us to redraft the AR and BP language, please do not hesitate to contact us.

January 17, 2008

To: Board Members  
From: Sherry Forte  
Through: Tom Bishop  
Subject: Report: DMUSD Blood Drive – January 16, 2008

Working with the San Diego Blood Bank, the District sponsored its 5<sup>th</sup> Annual Blood Drive at Del Mar Hills Academy on January 16, 2008. The Blood Drive was an overwhelming success. Linda Kay of the San Diego Blood Bank expressed her appreciation in the following message.

*“Congratulations on a phenomenal Lifesaving event yesterday to honor Noah Severns at Del Mar Hills Academy!*

*I’m pleased to announce that a total of 126 people came out to give the gift of life and 95 pints of blood were collected, saving 190 lives in our community at a time we needed it most!*

*In January, as blood usage increases – it is becoming more critical that people become regular blood donors – one who gives 2-3 times a year. We salute Del Mar School District and Del Mar Hills Academy for providing an opportunity for your people to donate blood during January, which is National Blood Donor month. We also salute you, Sherry Forte, Linda Mettling, and your respective volunteers for your outstanding efforts in coordinating this lifesaving venture. This is the most successful blood drive in your history of events.*

*We also sincerely hope that you will consider holding a second drive in 2008. I recommend positioning your next drive in June 2008 as that is another time the blood supply plummets and we desperately need your help at that time.*

*There are many children, like Noah Severns, who attend schools in the district and access the community blood supply. Noah Severns has been accessing the community supply and continues to do so when he receives blood transfusions. Many of these children receive services at Children’s Hospital San Diego and the like and the blood is supplied by the San*

*Diego Blood Bank. Additionally, if not for the generosity of blood donors, people with disorders and life threatening illnesses could not survive and/or lead a productive life.*

*Thank you again, for advocating on behalf of the children and encouraging parents and staff to support them in their journey in life by donating blood.*

The District would like to express its appreciation to Del Mar Hills Academy's Administrative Assistant, Linda Mettling, who worked collaboratively with the San Diego Blood Bank to make the Blood Drive a success. The District thanks Del Mar Hills Academy for hosting this event, and the school community for its support of this ongoing event to assist those in need.

Thank you to the San Diego Blood bank for giving all donors a Charger's Championship T-Shirt in honor of the Chargers beating the Colts.

A tentative date will soon be scheduled for the 6th Annual DMUSD Blood Drive.

FISCAL IMPACT:           None.

RECOMMENDED:           For information only. No action required.

*Regular Board Meeting of January 23, 2008*

January 16, 2008

To: Board Members  
From: Rodger Smith  
Through: Tom Bishop  
Subject: Clarification of Community Facilities District Governance

Following this memorandum is information from Rob Anslow, and attorney with the firm of Bowie, Arneson, Wiles and Giannone, regarding the Board's role in serving as the Legislative Body of our community facilities districts. During discussion on this item, it is anticipated that additional questions will be identified by members of the Board. Due to the complex nature of governance issues associated with the Community Facilities Districts, I will forward any additional questions to Mr. Anslow for a response.

FISCAL IMPACT: Not applicable.

RECOMMENDED: This item is for information only.

# BOWIE, ARNESON, WILES & GIANNONE

A PARTNERSHIP INCLUDING PROFESSIONAL CORPORATIONS  
ATTORNEYS AT LAW

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REF. OUR FILE

\* A PROFESSIONAL CORPORATION

## MEMORANDUM

### VIA E-MAIL AND U.S. MAIL

### PRIVILEGED AND CONFIDENTIAL ATTORNEY-CLIENT PRIVILEGE ATTORNEY WORK-PRODUCT PRIVILEGE

**TO:** Mr. Rodger Smith  
Director of Facilities & Human Resources  
Del Mar Union School District

**FILE NO:** 4014 D1.2

**FROM:** Bowie, Arneson, Wiles & Giannone; Robert E. Anslow

**DATE:** January 14, 2008

**RE:** Legislative Body Actions and Management of Del Mar Union School District's  
Community Facilities Districts

This memo is provided in response to your request for a brief discussion relating to the management of the Del Mar Union School District's ("District") community facilities districts ("CFDs"). This memo is provided to briefly discuss the capacity and role of the District's Board of Trustees in acting as the Legislative Body of the corresponding CFDs and normal management actions that would be undertaken relative to the District's CFDs.

By way of background, CFDs are formed pursuant to the provisions the Mello-Roos Community Facilities Act of 1982, as amended, being Government Code Section 53311, *et seq.* ("Mello-Roos Act"). We have included by way of general background a discussion paper which discusses the functions of CFDs relative to financing of school facilities at presented at our 2007 School Facilities Planning, Construction and Financing Workshop. CFDs may be formed by various types of public agencies, including, but not limited to, California public school districts, pursuant to various procedural requirements which are further described in Government Code Sections 53311 through 53329.5.

Upon formation, which occurs at the time a resolution of formation is adopted by the governing board of the public agency forming the CFD, each CFD becomes a separate financing entity of the forming public agency. As such, CFDs are typically referred to as "Community

**MEMORANDUM**

**PRIVILEGED AND CONFIDENTIAL**

Mr. Roger Smith

January 14, 2008

Page 2

Facilities District No. \_\_\_\_\_ of the \_\_\_\_\_ District", see Government Code Section 53321(b).

The Mello-Roos Act provides that if a CFD is formed by a local agency (as opposed to through a joint powers agency or joint powers entity), the governing board of the forming local agency acts as the "Legislative Body" on behalf of the CFD, see Government Code Sections 53312.5, 53317(g) and 53325.1. Thereafter, when acting on behalf of a CFD, the governing body of the forming local agency acts as the Legislative Body of the CFD concerned. We recommend to our clients that when the governing board of an affected school district acts as the Legislative Body of the CFD that the following be observed so that the separation between the forming school district and the CFD be confirmed and observed:

1. Meetings of the District's Board of Trustees, acting as the Legislative Body of a CFD, should be noted as such on the agenda for each such meeting, to distinguish such meetings of the Legislative Body from meeting of the District Board of Trustees. This in order to provide compliance with the requirements of Government Code Section 54954.2(a) (contained in the Ralph M. Brown Act). A separate agenda for meetings of the Legislative Body of each CFD is preferable for this purpose.
2. Actions taken by the Legislative Body of the CFD (such as the adoption of resolutions) should clearly state that such action is being taken by the Legislative Body of the corresponding CFD (please see sample resolution form attached to this memorandum as Attachment "1" for reference).
3. Minutes of meetings of the Legislative Body of the CFD should be shown as such within the text and framework of such minutes.

As noted above, various procedural requirements are imposed in order to:

1. Form a community facilities district;
2. Authorize the imposition and levy of a special tax by Communities Facilities District;
3. Authorize the incurring of bonded indebtedness by a given community facilities district;
4. Authorize a community facilities district to enter into a Joint Community Facilities Agreement with another public agency or another agency's CFD (see Government Code Section 53316.2).

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\* This is not an exclusive list of the procedural requirements to which the Mello-Roos Act applies, but these are the principal actions which most public agencies forming a CFD will encounter.

**BOWIE, ARNESON, WILES & GIANNONE****MEMORANDUM****PRIVILEGED AND CONFIDENTIAL****Mr. Roger Smith****January 14, 2008****Page 3**

Once formed, a community facilities district may, as referenced above, authorize the levy and collection of a special tax and authorize the issuance of bonded indebtedness or other types of securities. Within the context of this memo we have not attempted to include all of the procedural aspects relative to issuance of special tax bonds or incurring of other debt of securities obligations by an individual CFD, however, we can provide a discussion concerning this matter if so desired. Once a CFD is established, its special taxes have been authorized and recorded, and bonds, or other securities, have been issued by a CFD the normal actions by the Legislative Body of the CFD in each year would be to:

1. Take action (normally in the form of a resolution) to adopt an annual budget for each CFD (normally done in June or July of each calendar year);
2. Action (normally in the form of a resolution) to set special tax rates and action to authorize collection of special taxes within the CFD within the corresponding fiscal year (normally performed in June or July to allow filing with the appropriate county for the corresponding fiscal year); and
3. Receiving from staff financial reporting relating to existing CFDs (which may occur as part of the acceptance of the District's financial statements, Comprehensive Annual Financial Reports, or other periodic reporting dates).<sup>†</sup>

Other actions that might be undertaken by a CFD from time to time would include, but would not be limited to, the following:

1. Approving documentation for a specific financing or refinancing (such as the issuance of special tax bonds, authorization for refunding of existing securities or other pledge of special tax revenues as part of a larger scale financing);
2. Acting to authorize staff and/or district consultants to take action on the delinquent special taxes (if specific action is required pursuant to the applicable bond issuance documents or covenants);
3. Acting as the final hearing board on a special tax appeal (to the extent that the application rate and method of apportionment of the CFD in question allows or directs an appeal to the Legislative Body as opposed to staff or designated appeal officers); or
4. Approval of actions or agreements which may relate to the utilization and/or expenditure of CFD special tax revenues (to the extent such agreement or action is separate from an individual CFD financing transaction).

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<sup>†</sup> Inasmuch as the acceptance and receipt of financial reporting information is not normally a formal action undertaken in the capacity as the Legislative Body of a CFD, most school districts receive and accept such information as part of their annual school district financial reporting.

**MEMORANDUM**

**PRIVILEGED AND CONFIDENTIAL**

**Mr. Roger Smith**

**January 14, 2008**

**Page 4**

Please note that the above is not an exclusive list and is provided only as a general example of types of actions that a Legislative Body of a community facilities district might be requested to take.

As a result of the authorization of special taxes of a CFD and issuance of securities by a CFD, there are a number of annual administrative tasks that must be completed for such CFD. These include the placement of the special taxes to be collected (once authorized for levy and collection by the Legislative Body, as discussed above) on the tax rolls by the County, deposit, investment and expenditure of proceeds of the issued securities and special tax revenues, collection of special taxes and similar matters. We have not attempted to summarize all of such actions (normally carried out by District staff and consultants) within the framework of this memo, but can do so if desired.

We also note that in the process of issuance of certain securities, such as Mello-Roos Special Tax Bonds in the format typically used in the State of California, a CFD may include certain obligations or covenants (over and above the payment of debt service on securities themselves, levy and collection of special taxes and similar). In certain circumstances, which are not expected to occur with any of the District's existing CFDs, the Board, acting as the Legislative Body of a CFD, might be required to take action to comply with such covenants. Such actions would be dealt with on a case-by-case basis if, as and when such action(s) may be required in order to comply with the existing covenants to bond or security owners.

We also note that in its capacity as the Legislative Body of a CFD, individual board members are acting on behalf of the District's financing agency. As such, board members are not normally required to file separate conflict of interest forms, take separate oaths of office, elect separate board officers or similar when acting as the Legislative Body of such a CFD.

It is our hope that this memorandum is responsive to your request with regard to information on this topic. If you would like us to expand on any of the matters discussed within this memorandum, or provide additional details, we would be please to do so. We also note that the Dolinka Group, LLC, currently acts as the School District's Special Tax Administrator. Information with regard to what actions the Special Tax Administrator takes with regard to an individual CFD on an annual and periodic basis can be provided by the Dolinka Group, LLC.

**Attachments**

**REA/ih**

## ATTACHMENT "1"

RESOLUTION NO. \_\_\_\_\_

**RESOLUTION OF THE BOARD OF TRUSTEES OF THE  
 \_\_\_\_\_ DISTRICT, ACTING AS THE LEGISLATIVE  
 BODY OF COMMUNITY FACILITIES DISTRICT NO. \_\_\_\_\_,  
 TAKING ACTION TO \_\_\_\_\_**

**WHEREAS**, the Board of Trustees ("Board") of the \_\_\_\_\_ District has previously conducted proceedings pertaining to the formation of Community Facilities District No. \_\_\_\_\_ of the Lake Elsinore Unified School District ("CFD No. \_\_\_\_\_"), the authorization of bonded indebtedness in the amount of \$\_\_\_\_\_ within CFD No. \_\_\_\_\_, the Rate and Method of Apportionment ("RMA") of Special Taxes ("Special Taxes") to acquire, construct, pay lease payments on, or otherwise finance identified facilities to be financed through CFD No. \_\_\_\_\_; and

**WHEREAS,**

**WHEREAS,**

**NOW, THEREFORE, THE BOARD OF TRUSTEES OF THE  
 \_\_\_\_\_ DISTRICT, ACTING AS THE LEGISLATIVE BODY OF  
 COMMUNITY FACILITIES DISTRICT NO. \_\_\_\_\_, DOES HEREBY RESOLVE,  
 DETERMINE AND ORDER AS FOLLOWS:**

**Section 1.****Section 2.****Section 3.**

**ADOPTED, SIGNED AND APPROVED** this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

**BOARD OF TRUSTEES OF THE**  
\_\_\_\_\_**DISTRICT, acting as the**  
**Legislative Body of Community Facilities District**  
**No. \_\_\_\_\_:**

**By: \_\_\_\_\_**  
**President of the Board of Trustees of the**  
**\_\_\_\_\_ District**

**ATTEST:**

**By: \_\_\_\_\_**  
**Clerk of the Board of Trustees of the \_\_\_\_\_**  
**District**

STATE OF CALIFORNIA                    )  
                                                   ) ss.  
 COUNTY OF \_\_\_\_\_ )

I, \_\_\_\_\_, Clerk of the Board of Trustees of the \_\_\_\_\_ District, do hereby certify that the foregoing resolution was duly adopted by the Board of Trustees of such District, acting as the Legislative Body of Community Facilities District No. \_\_\_\_\_ of the \_\_\_\_\_ District, at a regular meeting of said Board held on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, at which a quorum of such Board was present and acting throughout and for which notice and an agenda was prepared and posted as required by law and at which meeting all of the members of such Board had due notice and that at such meeting the attached resolution was adopted by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

\_\_\_\_\_  
 Clerk of the Board of Trustees of the  
 \_\_\_\_\_ District

STATE OF CALIFORNIA                    )  
                                                   ) ss.  
 COUNTY OF \_\_\_\_\_)

I, \_\_\_\_\_, Clerk of the Board of the Trustees of the \_\_\_\_\_  
 District, do hereby certify that the foregoing is a full, true and correct copy of Resolution No.  
 \_\_\_\_\_ of said Board and that the same has not been amended or repealed.

Dated this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
 Clerk of the Board of Trustees of the  
 \_\_\_\_\_ District

January 16, 2008

To: Board Members  
From: Tom Bishop  
Subject: Golden Handshake

The District is exploring several Golden Handshake concepts that may provide fiscal benefits in the 2008-2009 budget. Members of the public, community and district staff may wish to speak to the Board about the Golden Handshake concepts.

January 23, 2008

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

**Wednesday, February 6, 2008**

Board visitation, Ashley Falls, 12:45 p.m.

**Wednesday, February 13, 2008**

9th District PTA Founders Day Meeting/Celebration Brunch

**Friday, February 15 and Monday, February 18, 2008**

No School. Presidents' Days weekend.

**Wednesday, February 27, 2008**

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

**Wednesday, March 5, 2008**

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

**Wednesday, March 26, 2008**

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

**Wednesday, April 2, 2008**

Board visitation, Sycamore Ridge, 12:45 p.m.

**Monday – Friday, April 7-11, 2008**

Spring Break.

**Wednesday, April 16, 2008**

Board visitation, Carmel Del Mar, 12:45 p.m.

**Wednesday, April 23, 2008**

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

**Wednesday, May 7, 2008**

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

**Monday, May 26, 2008**

Holiday. Memorial Day.

**Wednesday, May 28, 2008**

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

**Tuesday, June 3, 2008**

District Year-End Ice Cream Social, Ocean Air

**Thursday, June 12, 2008**

Sixth Grade Promotion, All sites

**Wednesday, June 25, 2008**

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

January 16, 2008

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

**Torrey Hills Windows**

Negotiations are continuing between the parties to the repairs of the window systems at Torrey Hills. Final settlements are imminent with two of the contractors; litigation is a significant possibility with the third contractor. Although progress on this issue is slow, we continue to work with legal counsel to achieve a satisfactory settlement of this issue.

**Shores Escrow Update**

As per the July 30, 2007 Sales Agreement between the DMUSD and the City of Del Mar, the City was required to deposit an additional \$1,450,000 into the Shores escrow account by January 17, 2008. On January 17, 2008, DMUSD staff contacted the escrow company to determine if the City of Del Mar had made the required \$1,450,000 payment into escrow. According to the escrow company, the City had not made the January 17 payment, when the Board packet went to press at 12 noon on January 17.

The final Shores escrow payment of an additional \$4,000,000 is scheduled to be deposited by February 28, 2008.

**Ocean Air School Construction Expenditures**

72

|                                                           | Budget        | Revised<br>Budget | Expenditures<br>as of 01/14/08 |
|-----------------------------------------------------------|---------------|-------------------|--------------------------------|
| <b>A. SITE</b>                                            |               |                   |                                |
| Purchase Price of Property                                |               |                   |                                |
| Purchase Price 6.25 acres                                 | \$ 3,695,000  | \$ 3,695,000      | \$ 3,695,000                   |
| District's construction contribution for joint use fields | 1,560,000     | 1,675,173         | -                              |
| Escrow Costs                                              |               |                   |                                |
| Escrow & Title Fees                                       | 4,000         | 9,236             | 9,236                          |
| Legal Fees                                                | 5,000         | 5,000             | 2,936                          |
| Appraisal Fees                                            |               |                   |                                |
| Cost of original & updated appraisals                     | 10,250        | 13,750            | 13,750                         |
| Surveying Costs                                           |               |                   |                                |
| Land Surveys, Topos                                       | 30,000        | 78,533            | 78,533                         |
| Site Support Costs                                        |               |                   |                                |
| Environmental Consultant (EIR)                            | 37,000        | 40,664            | 40,664                         |
| Phase 1 / DTSC (school site & joint use site)             | 10,200        | 22,106            | 22,106                         |
| Geotechnical Soils report/Geocon site                     | 10,000        | 16,400            | 16,400                         |
| Waterline Reimb Agreement with Pardee                     | -             | 214,476           | 162,857                        |
| Other Site Costs (permits, address)                       | -             | 1,206             | 785                            |
| <b>B. PLANNING</b>                                        |               |                   |                                |
| Architect/Engineering Fees                                |               |                   |                                |
| Architect Fees (Based on 25 Mil Contracts)                | 1,437,500     | 1,437,500         | 1,362,143                      |
| Architect Reimbursable                                    |               |                   |                                |
| DSA Plan Check Fees                                       |               |                   |                                |
| DSA Fees                                                  | 137,000       | 131,482           | 131,482                        |
| CDE Plan Check Fees                                       |               |                   |                                |
| CDE Fees                                                  | 14,000        | 17,500            | 17,500                         |
| Other Planning Costs                                      |               |                   |                                |
| Bid Advertisements                                        | 2,000         | 473               | 473                            |
| Printing                                                  | 50,000        | 63,974            | 63,974                         |
| <b>C. CONSTRUCTION</b>                                    |               |                   |                                |
| Site Development                                          |               |                   |                                |
| Utility Services (water, gas, electric)                   | 150,000       | 150,000           | 134,326                        |
| New Construction                                          |               |                   |                                |
| Contractor Trade Packages                                 | 24,849,000    | 24,727,655        | 24,727,655                     |
| Construction Management - Barnhart Construction           |               |                   |                                |
| Pre Construction                                          | 51,000        | 51,000            | 51,000                         |
| CM Fees 4.50%                                             | 1,118,205     | 1,118,224         | 1,118,224                      |
| General Conditions                                        | 1,200,000     | 1,158,898         | 1,158,898                      |
| CM Reimbursable                                           | 150,000       | 132,844           | 118,798                        |
| Other Construction Costs                                  |               |                   |                                |
| LCP Program                                               | 90,000        | 60,210            | 49,598                         |
| Storm Water Compliance                                    | 25,675        | 25,675            | 21,119                         |
| Shade structure hex (lunch shelter)                       | 34,000        | 34,250            | 34,250                         |
| Other Construction (carpet, Network system, ins.appl)     | 620,000       | 620,000           | 506,184                        |
| Contingency                                               | 1,200,000     | 1,122,754         |                                |
| <b>D. TESTING</b>                                         |               |                   |                                |
| Testing Special Material                                  | 100,000       | 113,382           | 113,382                        |
| Geotechnics Testing                                       | 120,000       | 100,000           | 75,344                         |
| <b>E. INSPECTION</b>                                      |               |                   |                                |
| Inspection                                                |               |                   |                                |
| Inspector of Record                                       | 200,000       | 192,874           | 155,823                        |
| <b>F. FURNITURE &amp; EQUIPMENT</b>                       |               |                   |                                |
| Furniture & Equipment                                     | 700,000       | 700,000           | 589,087                        |
| <b>TOTAL COST ESTIMATE</b>                                |               |                   |                                |
| Construction Costs Without Land                           | \$ 32,350,830 | \$ 32,350,830     | \$ 30,767,291                  |
| Construction Costs With Land                              | \$ 37,609,830 | \$ 37,730,239     | \$ 34,471,527                  |

Remaining Project Costs to Expend as of 01/14/2008:

**\$3,258,712**

| <u>PROJECT REVENUE SOURCES</u>          |               | Start Up<br>Project Revenue | 14-Jan-08<br>Remaining Available<br>Revenue |     |
|-----------------------------------------|---------------|-----------------------------|---------------------------------------------|-----|
| Obligation of NCWJPA - Construction     | \$ 14,000,000 |                             |                                             |     |
| Escalation cost index                   | \$ 3,600,000  | \$ 17,600,000               | \$ 630,000                                  | *** |
| Obligation of NCWJPA - Land             | \$ 7,000,000  |                             |                                             |     |
| Escalation cost index                   | 1,095,238     | 8,095,238                   | 1,832,000                                   | *** |
| CFD 95-1 Available Construction Funds   |               | 4,000,000                   | -                                           |     |
| CFD 95-1 Bond Proceeds for Construction |               | 7,990,048                   | -                                           |     |
| State School Funding Eligibility        |               | -                           | -                                           |     |
| Savings by Design SDGE                  |               | 58,417                      | -                                           |     |
| Prior Years Start up costs              |               | 11,782                      | -                                           |     |
| <b>Total Revenue Avail for Project</b>  |               | <b>\$ 37,755,485</b>        | <b>\$ 2,462,000</b>                         |     |

Remaining revenue from NCWJPA is based on cashflow  
received over a period of time beginning July 2007 through  
\*\*\* July 2008

|                                                         |              |
|---------------------------------------------------------|--------------|
| Remaining Available Revenue as of 01/14/2008            | \$ 2,462,000 |
| Remaining Construction Costs to Expend as of 01/14/2008 | \$ 3,258,712 |
|                                                         | \$ (796,712) |
| Unused Project Contingency                              | \$ 1,122,754 |
| Current Remaining Project Revenue                       | \$ 326,042   |

|                                |              |
|--------------------------------|--------------|
| Board Approved Change Orders : |              |
| C/O #1                         | \$ 110,333   |
| C/O #2                         | (33,249)     |
| C/O #3                         | (263,251)    |
| C/O #4                         | (32,251)     |
| C/O #5                         | (15,729)     |
| C/O #6                         | 41,986       |
| C/O #7                         | 48,451       |
| C/O #8                         | 21,932       |
| Total                          | \$ (121,778) |

January 16, 2008

To: Board Members

From: Rodger Smith

Through: Tom Bishop

Subject: Approval of the Contract between the DMUSD and Westberg + White, Inc. to Conduct Preliminary Planning for a New District Administration Center

During the December meeting of the Board, the architectural firm of Westberg + White, Inc. was approved to conduct a preliminary planning activity for a new district administration center for the District. Following this memorandum is the proposed contract between the parties for this planning activity. The contract calls for time and materials charges for conducting the study in an amount not to exceed \$20,000.

FISCAL IMPACT: Revenue: This expenditure will be paid from unrestricted General fund revenues. After the Shores escrow has closed, proceeds from the sale of the Shores will reimburse the General Fund for this expense.

Expenditure: This expenditure was not budgeted in the 2007-2008 budget process.

Fund Balance: This expenditure will be a negative impact of \$20,000 to the Unrestricted General Fund Balance.  
until the Shores escrow is closed.

RECOMMENDED: The Superintendent Recommends Approval of the Contract between the DMUSD and Westberg + White, Inc. to Conduct Preliminary Planning for a New District Office Facility.

**AN AGREEMENT FOR PROFESSIONAL SERVICES**

**BETWEEN THE DISTRICT:**

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

Attn: Rodger Smith, Director of Facility Planning

**AND THE ARCHITECT:**

Westberg + White, Inc.  
1775 Hancock St., Ste 270  
San Diego, CA 92110

**FOR THE PROJECT:**

"District Administration Office Feasibility Study"  
#08-02

**THE DISTRICT AND THE ARCHITECT HEREBY MUTUALLY AGREE TO THE FOLLOWING  
SET FORTH BELOW:**

Agreement  
#80-02  
pg. 2

THE TERMS AND CONDITIONS OF AGREEMENT  
BETWEEN  
THE DISTRICT AND THE ARCHITECT

- i. The Architect shall provide Preliminary Planning Activity Services for a new District Administration Office Facility as set forth in this Agreement.
- ii. The District shall compensate the Architect for Professional Services provided for the aforementioned Project as set forth in this Agreement.

I. DISTRICT'S RESPONSIBILITIES

- A. The District shall provide the Architect with organizational and functional information.
- B. The District shall designate a representative authorized to act in the District's behalf with respect to the Project. The representative(s) shall examine documents submitted by the Architect and shall render decisions pertaining thereto.

II. PROFESSIONAL SERVICES

- A. The Architect shall:
  - 1. Derive a baseline of the existing facility including organizational and functional relationships.
  - 2. Develop a Project Program Summary indicating the approximate square footage necessary for individual staff needs.
  - 3. Be available to provide guidance on the selection of potential sites.
  - 4. Develop a Spatial Program indicating the approximate building area necessary to accommodate the existing district Administrative staff, existing Child Care staff and existing Technology Department staff with future growth.
  - 5. Develop the Maintenance and Operation Facility spatial program.
  - 6. Research the requirements for location of the new District Administration Office Facility on an existing school site.
- B. The Architect shall prepare a report for presentation to the Board of Trustees.

III. COMPENSATION AND SCHEDULE OF PAYMENTS

A. Compensation

|                                                                                                    |             |
|----------------------------------------------------------------------------------------------------|-------------|
| Time and Materials Not to Exceed:<br>(Billed Monthly per attached Hourly Fee Schedule "Exhibit A") | \$20,000.00 |
|----------------------------------------------------------------------------------------------------|-------------|

|                                                |             |
|------------------------------------------------|-------------|
| MAXIMUM COMPENSATION FOR PROFESSIONAL SERVICES | \$20,000.00 |
|------------------------------------------------|-------------|

Agreement  
#80-02  
pg. 3

#### IV. REIMBURSABLE EXPENSES

Fees paid for securing approval of governing agencies, costs of reproduction requested by the District or governing agencies are Reimbursable Expenses for which the Architect is to be compensated at the Architect's cost plus 10%.

#### V. ADDITIONAL SERVICES

Any services not specifically written in this Agreement and/or requested by the District, its consultants and governing agencies or any changes requested after approvals, shall be considered Additional Services for which the Architect shall be compensated. The fee and scope for such Additional Services shall be negotiated and agreed upon at that time.

#### VI. SERVICE CHARGES, ABANDONMENT AND DEDUCTIONS

- A. All payments for Professional Services, Additional Services and Reimbursable Expenses are due and payable upon receipt of the Architect's statement. Payments due the Architect under this Agreement, which are not paid within 25 days of the statement date, shall bear a service charge at the maximum rate allowed by law. Reasonable attorney's fees, court costs and arbitration fees shall be awarded to the prevailing party in any civil action disputing the payments to the Architect and/or Professional Services provided by the Architect to the District.
- B. If the Project is suspended for more than three months or abandoned in whole or in part, the Architect shall be paid his compensation for Professional Services performed prior to receipt of written notice from the District and Reimbursable Expenses then due. The Architect's fee for the Project shall be subject to renegotiating if the suspension exceeds three months.

#### VII. SUCCESSORS AND ASSIGNS

- A. The District and the Architect each binds himself, his partners, successors, assigns and legal representatives to the other party to this Agreement and to the partners, successors, assigns and legal representatives of such other party with respect to all covenants of this Agreement.
- B. Neither the District nor the Architect shall assign, sublet or transfer his interest in the Agreement without the written consent of the other.

#### VIII. FORUM SELECTION AND GOVERNING LAW

For purposes of venue, this Agreement shall be deemed to have been entered into in the City of San Diego, State of California and all questions concerning the validity, interpretation or performance of any of its terms or provisions or any rights or obligations of the parties hereto shall be governed by and resolved in accordance with the laws of the State of California.

Agreement  
#80-02  
pg. 3

IX. TERMINATION OF AGREEMENT

In the event of a termination of this Agreement by either party, the Architect shall be compensated for Professional Services, Additional Services and Reimbursable Expenses, which the Architect has provided up to the termination date.

X. AMENDMENTS

None.

THE DISTRICT AND THE ARCHITECT HEREBY MUTUALLY AGREE AND THEREFORE SET  
THEIR SIGNATURES BELOW:

\_\_\_\_\_  
Westberg +White, Inc.  
By: Frisco White, A.I.A.  
President

\_\_\_\_\_  
Dated

\_\_\_\_\_  
Del Mar Union School District  
By: Thomas F. Bishop,  
Superintendent

\_\_\_\_\_  
Dated

\_\_\_\_\_  
Del Mar Union School District  
Attest By: Katherine White  
Clerk of the Board

\_\_\_\_\_  
Dated

(Please return one signed copy for our files)

Westberg + White, Inc.  
ARCHITECTS•PLANNERS

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HOURLY FEE SCHEDULE  
"EXHIBIT A"

| <i>CATEGORY</i>            | <i>HOURLY<br/>RATES</i> |
|----------------------------|-------------------------|
| Principal-in-Charge        | \$195.00                |
| Associate                  | 155.00                  |
| Project Architect/Managers | 145.00                  |
| Senior Designer            | 110.00                  |
| Designer/Planner           | 95.00                   |
| Contract Administrator     | 95.00                   |
| Job Captain                | 95.00                   |
| Designer                   | 75.00                   |
| CAD, Senior                | 85.00                   |
| CAD, Intermediate          | 70.00                   |
| CAD, Junior                | 65.00                   |
| Specification Writer       | 65.00                   |
| Office Administrator       | 80.00                   |
| Clerical                   | 57.00                   |

Hourly Fee Schedule is subject to updating every January.

Services provided by engineering and special consultants assigned to the project and authorized for extra services will be charged at one and one-tenth (1.1) times the amount billed to Westberg + White, Inc.

January 15, 2008

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                                 |
|---------------------------------------------------|-----------------|---------------------------------------|
| \$3,000.00 for Spanish Program, Spring 2008       | Del Mar Heights | Anonymous                             |
| \$975.00 for Brain Pop                            | Sage Canyon     | PTA reimbursement                     |
| \$1,246.26 for PE Equipment                       | Sage Canyon     | PTA reimbursement                     |
| \$3,000.00 for Mary K. Crowley Library Collection | Sage Canyon     | Michael Katz                          |
| \$200.00 for PE Program                           | Ocean Air       | Qualcomm Matching for Kang Wang       |
| \$925.00 for Art Classroom                        | Ocean Air       | Del Mar HighlandsTC Marketing Contest |

**FISCAL IMPACT:**

Revenue: Revenue budget is increased by \$9,346.00

Expenditure: Expenditure budget is increased by \$9,346.00.

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

January 15, 2008

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 \$225,388.82. It is also recommended that the Board of Trustees ratifies the commercial warrants listed in the amount of \$439,091.75 and ratifies the revolving cash disbursements listed in the amount of \$2,358.18.

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

  
Signed

1-16-08  
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     |
|--------|----------|-------|--------------------------------|-----|----------------------------|------------|
| 901770 | 12/03/07 | 06    | JOHN SINK                      | 011 | TRAVEL AND CONFERENCES     | \$205.00   |
| 901771 | 12/03/07 | 06    | NASCO MODESTO                  | 011 | INST MAT/SUP GEN PURPOSE   | \$98.44    |
| 901772 | 12/03/07 | 03    | PSYCHOLOGICAL CORP.            | 011 | TESTING SUPPLIES           | \$90.67    |
| 901773 | 12/03/07 | 03    | TRISH SNIDER                   | 011 | MILEAGE REIMBURSEMENT      | \$57.00    |
| 901774 | 12/03/07 | 03    | XEROX CORPORATION              | 007 | INST MAT/SUP GEN PURPOSE   | \$1,103.36 |
| 901775 | 12/03/07 | 03    | BEARCOM, INC.                  | 008 | INST MAT/SUP GEN PURPOSE   | \$393.72   |
| 901776 | 12/03/07 | 03    | OFFICE DEPOT, B.S.D.           | 008 | INST MAT/SUP GEN PURPOSE   | \$32.29    |
| 901777 | 12/03/07 | 03    | SPORTIME                       | 008 | INST MAT/SUP GEN PURPOSE   | \$63.58    |
| 901778 | 12/03/07 | 03    | KRISTIN BONAGUIDI              | 006 | \$100 TEACHER STIPEND      | \$100.00   |
| 901779 | 12/03/07 | 06    | CHRISTINE RINALDI-WILLIAMS     | 006 | INST MAT/SUP GEN PURPOSE   | \$246.13   |
| 901780 | 12/03/07 | 03/06 | ERIN MITCHELL                  | 006 | TRAVEL AND CONFERENCES     | \$741.55   |
| 901781 | 12/03/07 | 03    | FOLLETT LIBRARY RESOURCES      | 006 | BOOKS OTHER THAN TEXTBOOKS | \$222.12   |
| 901782 | 12/03/07 | 06    | BRAINPOP LLC                   | 006 | INST MAT/SUP GEN PURPOSE   | \$235.00   |
| 901783 | 12/03/07 | 03    | COACH USA                      | 006 | FIELD TRIP                 | \$754.00   |
| 901784 | 12/03/07 | 03    | STAPLES                        | 004 | INST MAT/SUP GEN PURPOSE   | \$74.21    |
| 901785 | 12/03/07 | 03    | AMAZON.COM CREDIT              | 004 | INST MAT/SUP GEN PURPOSE   | \$151.59   |
| 901786 | 12/03/07 | 06    | BUREAU OF EDUCATION & RESEARCH | 009 | TRAVEL AND CONFERENCES     | \$621.17   |
| 901787 | 12/03/07 | 06    | LIBERTY PAPER                  | 007 | INST MAT/SUP GEN PURPOSE   | \$443.50   |
| 901788 | 12/03/07 | 03    | UNITED PARCEL SERVICE          | 008 | EQUIP REPAIR               | \$6.11     |
| 901789 | 12/03/07 | 03    | BEARCOM, INC.                  | 008 | EQUIP REPAIR               | \$380.00   |
| 901790 | 12/03/07 | 03    | THE BOOKSOURCE                 | 010 | ONE TIME SUPPLY EXPENSE    | \$583.01   |
| 901791 | 12/03/07 | 03    | RIGBY CUSTOMER SERVICE         | 010 | ONE TIME SUPPLY EXPENSE    | \$383.69   |
| 901792 | 12/03/07 | 06    | LAURIE FRANCIS                 | 004 | INST MAT/SUP GEN PURPOSE   | \$14.21    |
| 901793 | 12/03/07 | 06    | SOUTHWEST SCHOOL SUPPLY        | 007 | INST MAT/SUP GEN PURPOSE   | \$848.46   |
| 901794 | 12/03/07 | 03    | STEPHANIE SULLINS              | 004 | INST MAT/SUP GEN PURPOSE   | \$348.86   |
| 901795 | 12/03/07 | 03    | SANDRA NELSON                  | 005 | \$100 TEACHER STIPEND      | \$100.00   |
| 901796 | 12/03/07 | 06    | SANDRA DODD                    | 005 | OTHER CONTRACTS            | \$100.00   |
| 901797 | 12/03/07 | 06    | LUX ART INSTITUTE              | 005 | OTHER CONTRACTS            | \$1,000.00 |
| 901798 | 12/03/07 | 03    | ANN HOFFMAN                    | 005 | FUNDRAISER                 | \$233.45   |
| 901799 | 12/03/07 | 03    | PRECISION TECHNOLOGIES LTD/    | 005 | EQUIP REPAIR               | \$90.00    |
| 901800 | 12/03/07 | 06    | CINDA PECK                     | 005 | INST MAT/SUP GEN PURPOSE   | \$418.95   |
| 901801 | 12/03/07 | 03    | HERE COMES MONEY, INC.         | 005 | FUNDRAISER                 | \$560.30   |
| 901802 | 12/03/07 | 06    | JANET WOLFERTZ                 | 005 | INST MAT/SUP GEN PURPOSE   | \$755.23   |
| 901803 | 12/07/07 | 03    | EDCAL JOB BOARD COORDINATOR    | 022 | ADVERTISING                | \$220.00   |
| 901804 | 12/07/07 | 06    | SHAKE, SHINGLE & ROLL ROOFING  | 001 | REPAIRS BLDG/GRND-SAGE     | \$2,175.00 |
| 901805 | 12/07/07 | 03    | SDCOE                          | 013 | OFFICE SUPPLIES            | \$182.49   |
| 901806 | 12/07/07 | 03    | PAIGE ROLLINS                  | 003 | \$100 TEACHER STIPEND      | \$100.00   |
| 901807 | 12/07/07 | 06    | SOUTHWEST SCHOOL SUPPLY        | 003 | INST MAT/SUP GEN PURPOSE   | \$206.60   |
| 901808 | 12/07/07 | 63    | DISCOVERY CHANNEL STORE        | 060 | INST SUPPLIES CHILD DEV    | \$312.15   |
| 901809 | 12/07/07 | 03    | SOUTHWEST SCHOOL SUPPLY        | 004 | INST MAT/SUP GEN PURPOSE   | \$150.00   |
| 901810 | 12/07/07 | 63    | NUTRITION DIRECTION            | 060 | OTHER EXPENSES             | \$240.00   |
| 901811 | 12/07/07 | 03    | FOLLETT LIBRARY RESOURCES      | 009 | BOOKS OTHER THAN TEXTBOOKS | \$1,750.00 |
| 901812 | 12/07/07 | 03    | LASER DIRECT, INC              | 001 | OTHER EXPENSES             | \$125.00   |
| 901813 | 12/07/07 | 06    | FRONTIER FENCE COMPANY INC     | 001 | REPAIRS BLDG/GRND-HGTS     | \$1,997.00 |
| 901814 | 12/07/07 | 63    | PATRICIA LIU                   | 060 | OFFICE SUPPLIES            | \$365.28   |
| 901815 | 12/07/07 | 06    | UMA (LAKSHMY) KRISHNAN         | 007 | INST MAT/SUP GEN PURPOSE   | \$259.84   |
| 901816 | 12/07/07 | 03    | BEST COMPUTER SUPPLIES         | 013 | OFFICE SUPPLIES            | \$167.68   |
| 901817 | 12/07/07 | 06    | JENNY LUCE                     | 009 | INST MAT/SUP GEN PURPOSE   | \$49.27    |
| 901818 | 12/07/07 | 03    | ULTIMATE OFFICE                | 013 | OFFICE SUPPLIES            | \$16.11    |
| 901819 | 12/07/07 | 03    | LIBERTY PAPER                  | 003 | INST MAT/SUP GEN PURPOSE   | \$1,435.77 |
| 901820 | 12/07/07 | 03    | SUPERTEK COMPUTER SERVICE      | 001 | NON CAPITALIZED COMP EQUIP | \$596.24   |
| 901821 | 12/07/07 | 03    | SOUTHWEST SCHOOL SUPPLY        | 012 | CONSUMABLE BOOKS           | \$578.62   |

| DEL MAR UNION<br>FROM 12/01/07 THRU 12/31/07 |          |      |                                |     | PAGE 2                     |            |
|----------------------------------------------|----------|------|--------------------------------|-----|----------------------------|------------|
| PO NBR                                       | DATE     | FUND | VENDOR                         | LOC | DESCRIPTION                | AMOUNT     |
| 901822                                       | 12/07/07 | 06   | FOLLETT LIBRARY RESOURCES      | 008 | INST MAT/SUP GEN PURPOSE   | \$1,299.40 |
| 901823                                       | 12/07/07 | 06   | JANESE SWANSON                 | 008 | INST MAT/SUP GEN PURPOSE   | \$48.74    |
| 901824                                       | 12/07/07 | 03   | XEROX CORPORATION              | 008 | INST MAT/SUP GEN PURPOSE   | \$68.53    |
| 901825                                       | 12/07/07 | 03   | SDCOE                          | 012 | TRAVEL AND CONFERENCES     | \$300.00   |
| 901826                                       | 12/07/07 | 06   | BUREAU OF EDUCATION & RESEARCH | 010 | TRAVEL AND CONFERENCES     | \$195.00   |
| 901827                                       | 12/07/07 | 03   | GARY WILSON                    | 010 | INST MAT/SUP GEN PURPOSE   | \$37.70    |
| 901828                                       | 12/07/07 | 03   | FRANKLIN LEARNING SYSTEMS      | 010 | INST MAT/SUP GEN PURPOSE   | \$264.94   |
| 901829                                       | 12/07/07 | 03   | BARNES & NOBLE, INC            | 010 | ONE TIME SUPPLY EXPENSE    | \$2,166.85 |
| 901830                                       | 12/07/07 | 06   | SCIENCE KIT, INC.              | 007 | INST MAT/SUP GEN PURPOSE   | \$27.00    |
| 901831                                       | 12/07/07 | 06   | CPI-CRISIS PREVENTION          | 011 | TRAVEL AND CONFERENCES     | \$1,306.75 |
| 901832                                       | 12/07/07 | 06   | SAMMONS & PRESTON              | 011 | INST MAT/SUP GEN PURPOSE   | \$27.06    |
| 901833                                       | 12/07/07 | 03   | PAM KYLE                       | 006 | \$100 TEACHER STIPEND      | \$100.00   |
| 901834                                       | 12/07/07 | 03   | CECELIA MCPHEE                 | 004 | \$100 TEACHER STIPEND      | \$97.11    |
| 901835                                       | 12/10/07 | 03   | SCHOLASTIC BOOK CLUBS, INC.    | 004 | INST MAT/SUP GEN PURPOSE   | \$127.96   |
| 901836                                       | 12/10/07 | 03   | LAUREN MARKARIAN               | 006 | \$100 TEACHER STIPEND      | \$100.00   |
| 901837                                       | 12/10/07 | 03   | ADRIENNE SHEFFIELD             | 006 | \$100 TEACHER STIPEND      | \$100.00   |
| 901838                                       | 12/10/07 | 03   | OFFICE DEPOT, B.S.D.           | 008 | INST MAT/SUP GEN PURPOSE   | \$129.30   |
| 901839                                       | 12/10/07 | 06   | MINDWARE                       | 005 | INST MAT/SUP GEN PURPOSE   | \$73.86    |
| 901840                                       | 12/10/07 | 03   | ABBY FARRICKER                 | 004 | \$100 TEACHER STIPEND      | \$100.00   |
| 901841                                       | 12/10/07 | 63   | STAPLES                        | 060 | OFFICE SUPPLIES            | \$256.43   |
| 901842                                       | 12/10/07 | 63   | DIMA BODROV                    | 060 | CHILD CARE REFUND          | \$298.80   |
| 901843                                       | 12/10/07 | 03   | LESLIE PUTNAM                  | 012 | OTHER EXPENSES             | \$75.26    |
| 901844                                       | 12/10/07 | 06   | CDW-G                          | 012 | NON-CAPITALIZED EQUIPMENT  | \$5,294.84 |
| 901845                                       | 12/10/07 | 03   | CDW-G                          | 012 | ONE TIME SUPPLY EXPENSE    | \$756.41   |
| 901846                                       | 12/10/07 | 63   | GAYLORD LEEPER                 | 060 | MILEAGE REIMBURSEMENT      | \$113.49   |
| 901847                                       | 12/10/07 | 06   | PACIFIC PLUMBING SPECIALTIES   | 001 | MAINT SUPPLIES             | \$1,000.00 |
| 901848                                       | 12/10/07 | 06   | TANYA LUBOMUDROV               | 010 | INST MAT/SUP GEN PURPOSE   | \$133.00   |
| 901849                                       | 12/10/07 | 06   | RENAISSANCE LEARNING, INC.     | 003 | INST MAT/SUP GEN PURPOSE   | \$2,153.92 |
| 901850                                       | 12/10/07 | 03   | STEFANI MAZEPA                 | 003 | \$100 TEACHER STIPEND      | \$100.00   |
| 901851                                       | 12/10/07 | 06   | MUSIC IN MOTION                | 007 | INST MAT/SUP GEN PURPOSE   | \$137.53   |
| 901852                                       | 12/10/07 | 06   | PROVANTAGE COMPUTER            | 009 | INST MAT/SUP GEN PURPOSE   | \$1,605.36 |
| 901853                                       | 12/10/07 | 06   | SAX ARTS & CRAFTS              | 009 | INST MAT/SUP GEN PURPOSE   | \$375.84   |
| 901854                                       | 12/10/07 | 06   | NASCO MODESTO                  | 009 | INST MAT/SUP GEN PURPOSE   | \$968.04   |
| 901855                                       | 12/10/07 | 06   | DICK BLICK                     | 009 | INST MAT/SUP GEN PURPOSE   | \$639.63   |
| 901856                                       | 12/10/07 | 03   | LASER DIRECT, INC              | 001 | OTHER EXPENSES             | \$248.91   |
| 901857                                       | 12/10/07 | 06   | SAN DIEGO STAGE & LIGHTING     | 007 | INST MAT/SUP GEN PURPOSE   | \$346.19   |
| 901858                                       | 12/10/07 | 06   | LEADERSHIP RESOURCES           | 004 | INST MAT/SUP GEN PURPOSE   | \$220.00   |
| 901859                                       | 12/10/07 | 03   | CASBO PROFESSIONAL DEVELOPMENT | 001 | DUES AND MEMBERSHIPS       | \$410.00   |
| 901860                                       | 12/10/07 | 06   | RADIOSHACK CORPORATION         | 005 | INST MAT/SUP GEN PURPOSE   | \$70.02    |
| 901861                                       | 12/10/07 | 06   | SANDRA DODD                    | 005 | OTHER CONTRACTS            | \$25.00    |
| 901862                                       | 12/10/07 | 03   | HERE COMES MONEY, INC.         | 005 | FUNDRAISER                 | \$280.15   |
| 901863                                       | 12/10/07 | 06   | VIRCO MFG. CORPORATION         | 006 | INST MAT/SUP GEN PURPOSE   | \$2,088.97 |
| 901864                                       | 12/10/07 | 06   | SCHOLASTIC TEACHER RESOURCES   | 006 | INST MAT/SUP GEN PURPOSE   | \$165.61   |
| 901865                                       | 12/10/07 | 03   | LIBRARYSPARKS                  | 006 | BOOKS OTHER THAN TEXTBOOKS | \$59.95    |
| 901866                                       | 12/10/07 | 03   | SCHOLASTIC CLASSROOM MAGAZINES | 006 | INST MAT/SUP GEN PURPOSE   | \$46.58    |
| 901867                                       | 12/10/07 | 03   | JILL WOJTKOWSKI                | 009 | \$100 TEACHER STIPEND      | \$100.00   |
| 901868                                       | 12/10/07 | 63   | DIGITAL ONE PRINTING, INC.     | 060 | PRINTING EXPENSE           | \$2,141.20 |
| 901869                                       | 12/10/07 | 63   | JANAN TAOVIL                   | 060 | MILEAGE REIMBURSEMENT      | \$98.69    |
| 901870                                       | 12/10/07 | 63   | CHARLEY JACOB                  | 060 | MILEAGE REIMBURSEMENT      | \$114.22   |
| 901871                                       | 12/11/07 | 06   | PYRAMID EDUCATIONAL PRODUCTS   | 011 | TRAVEL AND CONFERENCES     | \$395.00   |
| 901872                                       | 12/13/07 | 03   | ALEKS CORPORATION              | 004 | INST MAT/SUP GEN PURPOSE   | \$35.00    |
| 901873                                       | 12/13/07 | 03   | BEST BEST & KRIEGER ATTORNEYS  | 001 | LEGAL FEES                 | \$889.67   |

| PO NBR | DATE     | FUND | VENDOR                         | LOC | DESCRIPTION                | AMOUNT      |
|--------|----------|------|--------------------------------|-----|----------------------------|-------------|
| 901874 | 12/13/07 | 03   | OFFICE DEPOT, B.S.D.           | 001 | OFFICE SUPPLIES            | \$183.44    |
| 901875 | 12/14/07 | 06   | TSC RESTORATION, INC.          | 001 | REPAIRS BLDG/GRND-CDM      | \$4,849.00  |
| 901876 | 12/14/07 | 03   | KATHERINE WHITE                | 013 | TRAVEL AND CONFERENCES     | \$549.00    |
| 901877 | 12/14/07 | 03   | JOHN SINK                      | 004 | TRAVEL AND CONFERENCES     | \$199.95    |
| 901878 | 12/14/07 | 63   | TAMARA HANLON                  | 060 | MILEAGE REIMBURSEMENT      | \$39.42     |
| 901879 | 12/14/07 | 06   | HENRY DEGROOT                  | 011 | INST MAT/SUP GEN PURPOSE   | \$12.33     |
| 901880 | 12/14/07 | 06   | CINDY MAXSON                   | 011 | INST MAT/SUP GEN PURPOSE   | \$56.01     |
| 901881 | 12/14/07 | 06   | PATRICE JAMES                  | 011 | INST MAT/SUP GEN PURPOSE   | \$282.60    |
| 901882 | 12/14/07 | 03   | MBM/HENRY SCHEIN CO.           | 011 | HEALTH SUPPLIES            | \$50.39     |
| 901883 | 12/14/07 | 06   | AUTISM CONFERENCES             | 011 | TRAVEL AND CONFERENCES     | \$190.00    |
| 901884 | 12/14/07 | 06   | UMA (LAKSHMY) KRISHNAN         | 007 | INST MAT/SUP GEN PURPOSE   | \$582.66    |
| 901885 | 12/14/07 | 06   | MIKE HONSBERGER                | 007 | INST MAT/SUP GEN PURPOSE   | \$99.95     |
| 901886 | 12/14/07 | 03   | BOUND TO STAY BOUND BOOKS INC  | 006 | BOOKS OTHER THAN TEXTBOOKS | \$1,462.07  |
| 901887 | 12/14/07 | 03   | SBC/AT&T/MCI                   | 001 | TELEPHONE EXPENSE          | \$30,000.00 |
| 901888 | 12/14/07 | 06   | SUPER DUPER PUBLICATIONS       | 011 | INST MAT/SUP GEN PURPOSE   | \$706.38    |
| 901889 | 12/14/07 | 03   | KAREN WESTBROOK                | 010 | \$100 TEACHER STIPEND      | \$100.00    |
| 901890 | 12/14/07 | 03   | LAURA MC CARTHY                | 010 | \$100 TEACHER STIPEND      | \$100.00    |
| 901891 | 12/14/07 | 03   | AMAZON.COM CREDIT              | 004 | INST MAT/SUP GEN PURPOSE   | \$319.44    |
| 901892 | 12/14/07 | 06   | WEST MUSIC COMPANY             | 007 | INST MAT/SUP GEN PURPOSE   | \$631.52    |
| 901893 | 12/14/07 | 06   | PLANK ROAD PUBLISHING          | 007 | INST MAT/SUP GEN PURPOSE   | \$508.72    |
| 901894 | 12/14/07 | 06   | KELLY ROCHEFORT                | 004 | INST MAT/SUP GEN PURPOSE   | \$19.99     |
| 901895 | 12/14/07 | 06   | UMA (LAKSHMY) KRISHNAN         | 007 | INST MAT/SUP GEN PURPOSE   | \$74.24     |
| 901896 | 12/14/07 | 06   | BUREAU OF EDUCATION & RESEARCH | 009 | TRAVEL AND CONFERENCES     | \$195.00    |
| 901897 | 12/14/07 | 03   | AMAZON.COM CREDIT              | 009 | REGULAR TEXTBOOKS          | \$1,228.22  |
| 901898 | 12/14/07 | 03   | JANICE LEE                     | 007 | \$100 TEACHER STIPEND      | \$100.00    |
| 901899 | 12/17/07 | 03   | NAMVARS LANDSCAPE SERVICES     | 001 | OTHER CONTRACTS            | \$16,800.00 |
| 901900 | 12/17/07 | 06   | JDL DEVELOPMENT INC            | 001 | REPAIRS BLDG/GRND-HILLS    | \$4,500.00  |
| 901901 | 12/17/07 | 03   | ROSALIND RICHARDS              | 001 | FAME MUSIC COACHES         | \$1,760.00  |
| 901902 | 12/17/07 | 03   | ROSALIND RICHARDS              | 001 | FAME MUSIC COACHES         | \$1,040.00  |
| 901903 | 12/17/07 | 06   | JOHN S. AND KRISTIE MACFIE     | 001 | OTHER CONTRACTS            | \$11,185.85 |
| 901904 | 12/17/07 | 06   | BERTRAND'S MUSIC MART          | 007 | INST MAT/SUP GEN PURPOSE   | \$173.77    |
| 901905 | 12/17/07 | 03   | SOUTHWEST SCHOOL SUPPLY        | 012 | MISC. SUPPLIES             | \$172.16    |
| 901906 | 12/17/07 | 03   | GARY WILSON                    | 010 | TRAVEL AND CONFERENCES     | \$142.27    |
| 901907 | 12/17/07 | 06   | NAN APOSHIAN                   | 006 | TRAVEL AND CONFERENCES     | \$259.76    |
| 901908 | 12/17/07 | 06   | HARCOURT BRACE SCHOOL          | 012 | TEXTBOOK K-8, EC 60242     | \$2,247.99  |
| 901909 | 12/17/07 | 06   | CREATIVE TEACHING PRODUCTS     | 004 | INST MAT/SUP GEN PURPOSE   | \$420.73    |
| 901910 | 12/17/07 | 03   | SUSAN HOPPER                   | 004 | \$100 TEACHER STIPEND      | \$41.97     |
| 901911 | 12/17/07 | 06   | AMAZON.COM CREDIT              | 007 | INST MAT/SUP GEN PURPOSE   | \$28.75     |
| 901912 | 12/17/07 | 06   | APPLE COMPUTER, INC.           | 011 | NON-CAPITALIZED EQUIPMENT  | \$2,783.02  |
| 901913 | 12/17/07 | 06   | HOUGHTON MIFFLIN COMPANY       | 006 | TEXTBOOK K-8, EC 60242     | \$7,005.81  |
| 901914 | 12/17/07 | 06   | PROJECTOR DOCTOR               | 006 | EQUIP REPAIR               | \$528.00    |
| 901915 | 12/17/07 | 03   | WESTERN PSYCHOLOGICAL SERVICES | 011 | TESTING SUPPLIES           | \$226.67    |
| 901916 | 12/17/07 | 06   | THERAPRO                       | 011 | INST MAT/SUP GEN PURPOSE   | \$116.87    |
| 901917 | 12/17/07 | 06   | LINGUI SYSTEMS INC.            | 011 | INST MAT/SUP GEN PURPOSE   | \$411.72    |
| 901918 | 12/17/07 | 06   | KAPLAN SCHOOL SUPPLY CORP      | 011 | INST MAT/SUP GEN PURPOSE   | \$84.54     |
| 901919 | 12/17/07 | 06   | PATRICE JAMES                  | 011 | TRAVEL AND CONFERENCES     | \$100.96    |
| 901920 | 12/17/07 | 03   | THERAPRO                       | 011 | TESTING SUPPLIES           | \$297.91    |
| 901921 | 12/17/07 | 03   | HENRY S. LICON                 | 011 | OTHER CONTRACTS            | \$1,216.50  |
| 901922 | 12/17/07 | 06   | AIRPURE                        | 001 | OCT 2007 SD FIRE CLEANUP   | \$974.70    |
| 901923 | 12/17/07 | 06   | EL CAMINO RENTAL               | 001 | OCT 2007 SD FIRE CLEANUP   | \$1,765.04  |
| 901924 | 12/17/07 | 06   | GRAINGER INDUSTRIAL SUPPLY     | 001 | OCT 2007 SD FIRE CLEANUP   | \$1,495.57  |
| 901925 | 12/17/07 | 06   | HOME DEPOT CREDIT SERVICES     | 001 | OCT 2007 SD FIRE CLEANUP   | \$1,951.52  |

| PO NBR |          | DATE  | FUND                           | VENDOR | LOC                      | DESCRIPTION     | AMOUNT      |
|--------|----------|-------|--------------------------------|--------|--------------------------|-----------------|-------------|
| 901926 | 12/17/07 | 06    | LANDMARK MECHANICAL            | 001    | OCT 2007                 | SD FIRE CLEANUP | \$581.40    |
| 901927 | 12/17/07 | 06    | SAN DIEGO EROSION CONTROL      | 001    | OCT 2007                 | SD FIRE CLEANUP | \$2,845.00  |
| 901928 | 12/17/07 | 40    | DIVISION OF STATE ARCHITECT    | 022    | DSA PLAN CHECK FEES      |                 | \$5,228.28  |
| 901929 | 12/17/07 | 06    | SEASIDE HEATING & AIR INC      | 001    | OCT 2007                 | SD FIRE CLEANUP | \$13,674.49 |
| 901930 | 12/17/07 | 06    | WAXIE                          | 001    | OCT 2007                 | SD FIRE CLEANUP | \$222.07    |
| 901931 | 12/17/07 | 03    | CITY OF SAN DIEGO DEVELOPMENT  | 022    | OTHER EXPENSES           |                 | \$12.73     |
| 901932 | 12/17/07 | 25-19 | BOWIE ARNESON WILES & GIANNONE | 022    | LEGAL FEES               |                 | \$460.00    |
| 901933 | 12/17/07 | 63    | HEIDI KUHN                     | 060    | CHILD CARE REFUND        |                 | \$102.00    |
| 901934 | 12/17/07 | 63    | DUSTIN WEBSTER                 | 060    | MILEAGE REIMBURSEMENT    |                 | \$49.42     |
| 901935 | 12/17/07 | 63    | DISCOUNT SCHOOL SUPPLY         | 060    | INST SUPPLIES CHILD DEV  |                 | \$476.36    |
| 901936 | 12/17/07 | 63    | SCHOOL SPECIALTY               | 060    | INST SUPPLIES CHILD DEV  |                 | \$20.85     |
| 901937 | 12/17/07 | 63    | S&S WORLD WIDE                 | 060    | INST SUPPLIES CHILD DEV  |                 | \$126.75    |
| 901938 | 12/17/07 | 63    | ORIENTAL TRADING CO.           | 060    | INST SUPPLIES CHILD DEV  |                 | \$53.83     |
| 901939 | 12/17/07 | 03/06 | BUREAU OF EDUCATION & RESEARCH | 007    | INST MAT/SUP GEN PURPOSE |                 | \$1,196.00  |
| 901940 | 12/17/07 | 06    | EDUCATORS PUBLISHING SERVICE   | 007    | INST MAT/SUP GEN PURPOSE |                 | \$188.93    |
| 901941 | 12/17/07 | 63    | SCHOOL SPECIALTY               | 060    | INST SUPPLIES CHILD DEV  |                 | \$521.56    |
| 901942 | 12/17/07 | 06    | AC&D PUMP SERVICES, INC.       | 001    | REPAIRS BLDG/GRND-SAGE   |                 | \$1,500.00  |
| 901943 | 12/17/07 | 06    | CPL CABLE, PIPE, LEAK DETECT   | 001    | REPAIRS BLDGS/GRNDS      |                 | \$1,000.00  |
| 901944 | 12/17/07 | 06    | DEL MAR HEIGHTS RD SRV INC     | 001    | REPAIRS TO VEHICLES      |                 | \$2,000.00  |
| 901945 | 12/17/07 | 03    | DIXIELINE LUMBER CO.           | 001    | CUSTODIAL SUPPLIES       |                 | \$800.00    |
| 901946 | 12/17/07 | 06    | INDUSTRIAL METAL SUPPLY CO.    | 001    | MAINT SUPPLIES           |                 | \$500.00    |
| 901947 | 12/17/07 | 03    | IAN PHILLIP                    | 003    | IRON DOLPHIN RUN CLUB    |                 | \$142.27    |
| 901948 | 12/17/07 | 03    | TRACY BERGER                   | 003    | INST MAT/SUP GEN PURPOSE |                 | \$15.66     |
| 901949 | 12/17/07 | 03    | WENDY WARDLOW                  | 003    | INST MAT/SUP GEN PURPOSE |                 | \$38.77     |
| 901950 | 12/17/07 | 03    | REGINA WILLIAMS                | 003    | \$100 TEACHER STIPEND    |                 | \$100.00    |
| 901951 | 12/17/07 | 06    | SOUTHWEST SCHOOL SUPPLY        | 003    | INST MAT/SUP GEN PURPOSE |                 | \$59.80     |
| 901952 | 12/17/07 | 06    | PLANK ROAD PUBLISHING          | 003    | INST MAT/SUP GEN PURPOSE |                 | \$411.49    |
| 901953 | 12/17/07 | 03    | KATHRINE ANDERSON              | 003    | \$100 TEACHER STIPEND    |                 | \$100.00    |
| 901954 | 12/17/07 | 03    | PAMELA J. REYNOLDS             | 003    | INST MAT/SUP GEN PURPOSE |                 | \$507.00    |
| 901955 | 12/17/07 | 06    | APPLE COMPUTER, INC.           | 010    | INST MAT/SUP GEN PURPOSE |                 | \$348.54    |
| 901956 | 12/17/07 | 06    | TROXELL COMMUNICATIONS         | 008    | INST MAT/SUP GEN PURPOSE |                 | \$309.24    |
| 901957 | 12/17/07 | 03    | SDCOE                          | 013    | PRINTING EXPENSE         |                 | \$746.17    |
| 901958 | 12/17/07 | 03    | SAN DIEGUITO TROPHY            | 013    | MISC. SUPPLIES           |                 | \$59.26     |
| 901959 | 12/18/07 | 06    | OFFICE DEPOT, B.S.D.           | 010    | INST MAT/SUP GEN PURPOSE |                 | \$1,430.49  |
| 901960 | 12/18/07 | 03    | SAN DIEGO NATURAL HISTORY      | 010    | FIELD TRIP               |                 | \$480.00    |
| 901961 | 12/18/07 | 03    | COACH USA                      | 010    | FIELD TRIP               |                 | \$377.00    |
| 901962 | 12/18/07 | 03/06 | KATHERINE WEIDMANN             | 004    | CARTRIDGE FOR KIDS       |                 | \$81.52     |
| 901963 | 12/18/07 | 06    | KATHERINE WEIDMANN             | 004    | INST MAT/SUP GEN PURPOSE |                 | \$68.25     |
| 901964 | 12/18/07 | 03    | MARE PEDDIE                    | 009    | INST MAT/SUP GEN PURPOSE |                 | \$10.67     |
| 901965 | 12/18/07 | 03    | MELISSA WEINBAUM-DAVIS         | 004    | INST MAT/SUP GEN PURPOSE |                 | \$398.58    |
| 901966 | 12/18/07 | 03    | SCHOOL SERVICES OF CALIF., INC | 001    | TRAVEL AND CONFERENCES   |                 | \$330.00    |
| 901967 | 12/18/07 | 03    | RANCHO SANTA FE SECURITY SYS   | 001    | OTHER CONTRACTS          |                 | \$751.80    |
| 901968 | 12/18/07 | 03    | COACH USA                      | 010    | TRANS SPEC TRIPS         |                 | \$754.00    |
| 901969 | 12/18/07 | 03    | COACH USA                      | 010    | TRANS SPEC TRIPS         |                 | \$754.00    |
| 901970 | 12/18/07 | 06    | PROVANTAGE COMPUTER            | 007    | INST MAT/SUP GEN PURPOSE |                 | \$707.78    |
| 901971 | 12/18/07 | 06    | SCHOOL OUTFITTERS              | 004    | INST MAT/SUP GEN PURPOSE |                 | \$168.57    |
| 901972 | 12/18/07 | 06    | WENDY CHAMBERS                 | 007    | INST MAT/SUP GEN PURPOSE |                 | \$77.83     |
| 901973 | 12/18/07 | 03    | ERICA ROOD                     | 007    | \$100 TEACHER STIPEND    |                 | \$100.00    |
| 901974 | 12/18/07 | 06    | EXEMPLARS                      | 004    | INST MAT/SUP GEN PURPOSE |                 | \$312.50    |
| 901975 | 12/18/07 | 06    | CURRICULUM ASSOCIATES, INC.    | 004    | INST MAT/SUP GEN PURPOSE |                 | \$128.41    |
| 901976 | 12/19/07 | 06    | STEPHANIE SMITH                | 006    | TRAVEL AND CONFERENCES   |                 | \$115.12    |
| 901977 | 12/19/07 | 03    | SUPERINTENDENT OF SCHOOLS      | 010    | INST MAT/SUP GEN PURPOSE |                 | \$872.78    |

| PO NBR | DATE     | FUND  | VENDOR                         | LOC | DESCRIPTION               | AMOUNT     |
|--------|----------|-------|--------------------------------|-----|---------------------------|------------|
| 901978 | 12/19/07 | 25-19 | DAVID TAUSSIG & ASSOCIATES INC | 022 | OTHER CONTRACTS           | \$3,967.69 |
| 901979 | 12/19/07 | 03/06 | JENNIFER KAMKA                 | 006 | TRAVEL AND CONFERENCES    | \$394.20   |
| 901980 | 12/19/07 | 03    | JULIE LERNER                   | 008 | FUNDRAISER                | \$33.92    |
| 901981 | 12/19/07 | 03    | CIRCUIT CITY STORES, INC.      | 008 | INST MAT/SUP GEN PURPOSE  | \$86.19    |
| 901982 | 12/19/07 | 03    | WAXIE                          | 001 | CUSTODIAL SUPPLIES        | \$6,000.00 |
| 901983 | 12/19/07 | 06    | US AIR CONDITIONING DIST.      | 001 | MAINT SUPPLIES            | \$4,257.00 |
| 901984 | 12/19/07 | 06    | GSDMC                          | 008 | TRAVEL AND CONFERENCES    | \$100.00   |
| 901985 | 12/19/07 | 06    | SDE (STAFF DEVELOPMENT FOR     | 008 | TRAVEL AND CONFERENCES    | \$199.00   |
| 901986 | 12/19/07 | 03    | YVONNE SANSOM                  | 010 | \$100 TEACHER STIPEND     | \$100.00   |
| 901987 | 12/19/07 | 03    | CARDIAC SCIENCE CORPORATION    | 001 | NON-CAPITALIZED EQUIPMENT | \$1,805.86 |
| 901988 | 12/20/07 | 03    | AZTEC STORAGE CONTAINERS       | 001 | NON-CAPITALIZED EQUIPMENT | \$2,895.24 |
| 901989 | 12/20/07 | 03    | REGENT BOOK COMPANY            | 003 | S.NELSON MEMORIAL-HGTS    | \$2,658.94 |
| 901990 | 12/20/07 | 03    | BOUND TO STAY BOUND BOOKS INC  | 003 | S.NELSON MEMORIAL-HGTS    | \$3,714.14 |
| 901991 | 12/20/07 | 13    | MIRAMAR TRUCK CENTER           | 001 | REPAIRS TO VEHICLES       | \$500.00   |
| 901992 | 12/20/07 | 03    | OFFICE DEPOT, B.S.D.           | 004 | 2006/07 DMSEF WISHLIST    | \$107.74   |
| 901993 | 12/20/07 | 03    | JENNIFER BISHOP                | 007 | \$100 TEACHER STIPEND     | \$92.43    |
| 901994 | 12/20/07 | 03    | BEST COMPUTER SUPPLIES         | 006 | INST MAT/SUP GEN PURPOSE  | \$290.33   |

REPORT TOTAL

\$225,388.82

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

| FUND                                 | DATE       | WARRANT #     | AMOUNT               |
|--------------------------------------|------------|---------------|----------------------|
| <b>FUND 03 &amp; 06</b>              | 12/7/2007  | 411720-411813 | \$ 132,789.72        |
|                                      | 12/12/2007 | 415721-415773 | \$ 45,099.45         |
|                                      | 12/14/2007 | 417871-417891 | \$ 59,458.84         |
|                                      | 12/19/2007 | 420206-420281 | \$ 113,169.92        |
|                                      | 12/21/2007 | 422674-422715 | \$ 33,156.06         |
|                                      |            |               |                      |
|                                      |            |               |                      |
|                                      |            |               |                      |
|                                      |            |               |                      |
|                                      |            |               |                      |
| <b>GENERAL FUND TOTAL</b>            |            |               | <b>\$ 383,673.99</b> |
|                                      |            |               |                      |
| <b>FUND 13</b>                       | 12/7/2007  | 411814        | \$ 743.14            |
| Cafeteria                            | 12/12/2007 | 415774        | \$ 8,536.59          |
|                                      | 12/14/2007 | 417892        | \$ 4,266.05          |
|                                      | 12/19/2008 | 420282-420283 | \$ 569.71            |
|                                      |            |               |                      |
|                                      |            |               |                      |
| <b>FUND 14</b>                       | 12/19/2007 | 420284        | \$ 17,663.00         |
| Deferred Maintenance                 |            |               |                      |
|                                      |            |               |                      |
|                                      |            |               |                      |
| <b>FUND 25-19</b>                    | 12/19/2007 | 420285        | \$ 460.00            |
| Developer Fees                       | 12/21/2007 | 422716        | \$ 3,967.69          |
|                                      |            |               |                      |
| <b>FUND 35-00</b>                    |            |               |                      |
| State School Building Project        |            |               |                      |
|                                      |            |               |                      |
| <b>FUND 40</b>                       | 12/19/2007 | 420286        | \$ 5,228.28          |
| Special Reserve-Capital              |            |               |                      |
|                                      |            |               |                      |
|                                      |            |               |                      |
| <b>FUND 63</b>                       | 12/7/2007  | 411815-411826 | \$ 2,317.87          |
| Other Enterprise - Child Development | 12/12/2007 | 415775-415783 | \$ 3,852.95          |
|                                      | 12/14/2007 | 417893-417899 | \$ 6,038.57          |
|                                      | 12/19/2007 | 420287-420291 | \$ 528.12            |
|                                      | 12/21/2008 | 422717-422719 | \$ 1,245.79          |
|                                      |            |               |                      |
|                                      |            |               |                      |
|                                      |            |               |                      |
|                                      |            |               |                      |
| <b>FUND 73-20</b>                    |            |               |                      |
| Foundation Trust                     |            |               |                      |
|                                      |            |               |                      |
| <b>OTHER FUND TOTAL</b>              |            |               | <b>\$ 55,417.76</b>  |
|                                      |            |               |                      |
| <b>GRAND TOTAL</b>                   |            |               | <b>\$ 439,091.75</b> |

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

| Date     | Check No | Payee                          | Purpose                    | Amount          | Account #                             |
|----------|----------|--------------------------------|----------------------------|-----------------|---------------------------------------|
| 12/4/07  | 8160     | Grace Norwood                  | 6th camp refund            | 295.00          | 03-00 0000-000 0000 0000 8699-755 000 |
| 12/4/07  | 8161     | Eve Vance                      | mileage                    | 19.40           | 03-00 0000-420 0000 2100 5200-025 040 |
| 12/4/07  | 8162     | Glenn Sage                     | child care tuition refund  | 120.00          | 63-00 0000-000 0000 0000 8699-066 000 |
| 12/4/07  | 8163     | Alexei Brooun                  | child care tuition refund  | 4.30            | 63-00 0000-000 0000 0000 8699-066 000 |
| 12/4/07  | 8164     | Chris Wallace                  | child care tuition refund  | 25.00           | 63-00 0000-000 0000 0000 8699-066 000 |
| 12/4/07  | 8165     | Dan Donoghue                   | child care tuition refund  | 22.85           | 63-00 0000-000 0000 0000 8699-066 000 |
| 12/4/07  | 8166     | Libiao Jiang                   | child care tuition refund  | 87.30           | 63-00 0000-000 0000 0000 8699-066 000 |
| 12/4/07  | 8167     | Sonny Patidar                  | child care tuition refund  | 24.90           | 63-00 0000-000 0000 0000 8699-066 000 |
| 12/4/07  | 8168     | Bashar Dabbas                  | child care tuition refund  | 72.75           | 63-00 0000-000 0000 0000 8699-066 000 |
| 12/4/07  | 8169     | Bao Nguyen                     | child care tuition refund  | 49.80           | 63-00 0000-000 0000 0000 8699-066 000 |
| 12/4/07  | 8170     | David DeMoss                   | child care tuition refund  | 85.15           | 63-00 0000-000 0000 0000 8699-066 000 |
| 12/4/07  | 8171     | Cyrus Mirsaidi                 | child care tuition refund  | 58.20           | 63-00 0000-000 0000 0000 8699-066 000 |
| 12/4/07  | 8172     | Sung Sik Hwang                 | child care tuition refund  | 8.30            | 63-00 0000-000 0000 0000 8699-066 000 |
| 12/4/07  | 8173     | Anthony Le                     | child care tuition refund  | 81.05           | 63-00 0000-000 0000 0000 8699-066 000 |
| 12/4/07  | 8174     | Darryl D'Lima                  | child care tuition refund  | 49.80           | 63-00 0000-000 0000 0000 8699-066 000 |
| 12/4/07  | 8175     | Kelly Conti                    | child care tuition refund  | 14.55           | 63-00 0000-000 0000 0000 8699-066 000 |
| 12/4/07  | 8176     | Matthew Browne                 | child care tuition refund  | 24.90           | 63-00 0000-000 0000 0000 8699-066 000 |
| 12/4/07  | 8177     | Margaret Mendenhall            | mileage                    | 78.09           | 03-00 0000-504 0000 7200 5200-025 045 |
| 12/7/07  | 8178     | Lisa Furnas                    | misc. supplies             | 6.19            | 03-00 0000-501 0000 7100 4300-089 040 |
| 12/7/07  | 8179     | Kimberly Hansen                | 6th camp refund            | 295.00          | 03-00 0000-000 0000 0000 8699-755 000 |
| 12/7/07  | 8180     | Tom Bishop                     | travel/conference          | 24.00           | 03-00 0000-501 0000 7100 5200-000 040 |
| 12/7/07  | 8181     | Dena Whittington               | mileage                    | 156.28          | 03-00 0000-504 0000 7200 5200-025 045 |
| 12/7/07  | 8181     | Dena Whittington               | printing                   | 51.74           | 03-00 0000-504 0000 7200 5800-035 045 |
| 12/7/07  | 8181     | Dena Whittington               | maitenance supplies        | 101.79          | 06-00 8150-640 0000 8110 4300-600 045 |
| 12/7/07  | 8182     | Becky Zebold                   | science supplies           | 32.70           | 03-00 0000-006 1110 1000 4300-007 006 |
| 12/7/07  | 8183     | Tuan Troung                    | child care tuition refund  | 87.30           | 63-00 0000-000 0000 0000 8699-066 000 |
| 12/7/07  | 8184     | John Sung                      | child care tuition refund  | 8.30            | 63-00 0000-000 0000 0000 8699-066 000 |
| 12/7/07  | 8185     | Tong Seop Kim                  | child care tuition refund  | 8.30            | 63-00 0000-000 0000 0000 8699-066 000 |
| 12/7/07  | 8186     | Einstein Bros. Bakery          | meeting supplies           | 29.72           | 03-00 0000-501 0000 7100 4300-089 040 |
| 12/14/07 | 8187     | Leucadia Pizza                 | meeting supplies           | 44.78           | 03-00 0000-018 0000 2130 4300-089 040 |
| 12/17/07 | 8188     | Darlene Nadlonek               | mileage                    | 14.11           | 03-00 0000-503 0000 7200 5200-025 040 |
| 12/17/07 | 8189     | Nancy Bonnafoux                | CCW supplies               | 84.75           | 63-00 0000-000 0000 6000 4300-066 087 |
| 12/17/07 | 8190     | Stuart Moul                    | lunch refund               | 57.00           | 13-00 5310-000 0000 0000 8634-000 000 |
| 12/17/07 | 8191     | Evon R. Carpenter              | mileage                    | 58.20           | 03-00 0000-755 1110 1000 5200-025 045 |
| 12/17/07 | 8192     | Erica Hurley                   | professional library       | 56.19           | 03-00 0000-001 1110 1000 4200-001 005 |
| 12/17/07 | 8193     | Paulette Anderson              | mileage                    | 19.76           | 03-00 0000-504 0000 7200 5200-025 045 |
| 12/17/07 | 8194     | Bolton & Company Insurance     | insurance - 6th grade camp | 89.50           | 03-00 0000-755 1110 1000 5800-010 045 |
| 12/17/07 | 8195     | Lisa Furnas                    | meeting supplies           | 8.99            | 03-00 0000-500 0000 7100 4300-089 040 |
| 12/17/07 | 8196     | Linda Brown                    | mileage                    | 113.10          | 13-00 5310-000 0000 3700 5200-025 045 |
| 12/17/07 | 8197     | Sauna Friedemann               | meeting supplies           | 11.94           | 03-00 0000-018 0000 2130 4300-089 040 |
| 12/17/07 | 8198     | Janet Bernard                  | meeting supplies           | 26.66           | 03-00 0000-018 0000 2130 4300-089 040 |
| 12/20/07 | 8199     | Barret Blake                   | gasoline                   | 85.00           | 06-00 8150-640 0000 8110 4300-085 045 |
| 12/20/07 | 8200     | Lisa Furnas                    | mileage                    | 17.84           | 03-00 0000-501 0000 7100 5200-025 040 |
| 12/20/07 | 8201     | Eve Vance                      | advertising                | 25.00           | 03-00 0000-503 0000 7200 5800-037 040 |
| 11/26/07 |          | Union Bank                     | analysis deficit           | 11.94           | 03-00 0000-504 0000 7200 5800-080 045 |
| 11/30/07 |          | Union Bank                     | interest earned            | (1.48)          | 03-00 0000-504 0000 7200 5800-080 045 |
| 12/26/07 |          | Union Bank                     | analysis deficit           | 13.65           | 03-00 0000-504 0000 7200 5800-080 045 |
| 12/31/07 |          | Union Bank                     | interest earned            | (1.39)          | 03-00 0000-504 0000 7200 5800-080 045 |
|          |          | adjustment for uncashed checks |                            | (300.00)        | 03-00 0000-000 0000 0000 8699-755 000 |
|          |          | adjustment check #8147         |                            | (0.02)          | 03-00 0000-504 0000 7200 5800-080 045 |
|          |          | <b>TOTAL</b>                   |                            | <b>2,358.18</b> |                                       |

Paulette Anderson  
Custodian, Revolving Cash

Date

1-16-08

January 15, 2008

To: Board Members

From: Dena Whittington

Through: Tom Bishop

Subject: Board Approval of Resolution 2008-02 Authorizing Payment to the Del Mar Union School District by the Governor's Office of Emergency Services for Project Work Claims Filed for Reimbursement of Clean-Up Expenditures Relating to the Southern California Wild Fires in October, 2007

The District is currently working with the Federal Emergency Management Agency to develop required claim forms for reimbursement of costs incurred by the District for clean up work required after the wild fires last October. Resolution 2008-02 is required to complete the claims.

FISCAL IMPACT: Revenue: Revenue will be posted to Unrestricted General Fund revenue when and if any is received.  
Expenditure: Expenditures are currently being paid using adopted restricted maintenance dollars.  
Fund Balance: The fund balance will not be changed in 2007/2008.

RECOMMENDED: The Superintendent Recommends That the Board of Trustees Approves Resolution No. 2008- 02 Authorizing Payment to the Del Mar Union School District by the Governor's Office of Emergency Services for Project Work Claims Filed for Reimbursement of Clean-Up Expenditures Relating to the Southern California Wild Fires in October, 2007.

\*10.3

## RESOLUTION NO. 2008-02

DESIGNATION OF APPLICANT'S AGENT  
State of California, Office of Emergency Services

BE IT RESOLVED BY THE BOARD OF TRUSTEES OF THE DEL MAR UNION SCHOOL DISTRICT THAT Thomas F. Bishop, Superintendent, Dena Whittington, Assistant Superintendent of Business Services or Paulette Anderson, Business Services Coordinator is hereby authorized to execute for and in behalf of the Del Mar Union School District, a public entity established under the laws of the State of California, this application and to file it in the Office of Emergency Services for the purpose of obtaining certain federal financial assistance under P.L. 93-288 as amended by the Robert T. Stafford Disaster Relief and Emergency Assistance Act of 1988, and/or state financial assistance under the California Disaster Assistance Act.

THAT THE Del Mar Union School District, a public entity established under the laws of the State of California, hereby authorizes its agent(s) to provide to the State Office of Emergency Services for all matters pertaining to such state disaster assistance the assurances and agreements required.

PASSED AND APPROVED this 23rd day of January, 2008.

\_\_\_\_\_  
(Name and Title)

\_\_\_\_\_  
(Name and Title)

\_\_\_\_\_  
(Name and Title)

STATE OF CALIFORNIA       )  
                                          ) ss  
COUNTY OF SAN DIEGO    )

I, Thomas F. Bishop, duly appointed Secretary of the Governing Board, do hereby certify that the above is a true and correct copy of a resolution passed and approved by the Board of Trustees of the Del Mar Union School District on the 23rd day January, 2008.

Date: \_\_\_\_\_

\_\_\_\_\_  
Thomas F. Bishop, Secretary of the Governing Board

January 15, 2008

To: Board Members

From: Dena Whittington

Through: Tom Bishop

Subject: Action to Declare District Personal Property Obsolete and Surplus Property and to Dispose of or Donate per Education Code 17546(a)(b)(c)

Below is a list of obsolete inventory items located at Carmel Del Mar School. These items are no longer used and staff has determined that these items are of insufficient value to defray the costs of arranging a sale. It is recommended that the items be disposed.

| Item         | Inventory # | Manufacturer    | Reason   |
|--------------|-------------|-----------------|----------|
| Computer CPU | 006255      | Compaq          | Obsolete |
| Computer     | 003916      | Apple Imac      | Obsolete |
| Computer     | 004273      | Apple Imac      | Obsolete |
| Computer     | 001754      | Apple Imac      | Obsolete |
| Computer CPU | 001755      | Apple Macintosh | Obsolete |
| Computer     | 003902      | Apple Imac      | Obsolete |
| Computer     | 003890      | Apple Imac      | Obsolete |
| VCR          | 005089      | Quasar          | Obsolete |
| Computer     | 003599      | Apple Powerbook | Obsolete |
| Computer     | 005607      | Apple Imac      | Obsolete |
| VCR          | 001729      | Samsung         | Obsolete |
| Computer     | 003876      | Apple Ibook     | Obsolete |
| Computer     | 005604      | Apple Imac      | Obsolete |
| Computer     | 003893      | Apple Imac      | Obsolete |
| Computer     | 005586      | Apple Imac      | Obsolete |
| Computer     | 003914      | Apple Imac      | Obsolete |
| Computer     | 005592      | Apple Imac      | Obsolete |
| Computer     | 005702      | Apple Imac      | Obsolete |
| Computer     | 003900      | Apple Imac      | Obsolete |
| Scanner      | None        | HP 3400C        | Obsolete |

|                     |        |                   |          |
|---------------------|--------|-------------------|----------|
| Printer             | None   | HP Scan Jet 8200  | Obsolete |
| Scanner/Printer/Fax | None   | HP Office Jet 590 | Obsolete |
| Overhead Projector  | 004295 | 3M 9060           | Damaged  |
| Overhead Projector  | 001587 | 3M 9060           | Damaged  |

FISCAL IMPACT:               None

RECOMMENDED:               That the Board of Trustees declares that the property listed is of insufficient value to defray the costs of arranging a sale, and authorize the Superintendent to arrange for the disposal of the property per Education Code 17546(a)(b)(c).

\*10.4

January 15, 2008

To: Board Members

From: Dena Whittington

Through: Tom Bishop

Subject: Board Ratification of Performance Agreement Between the Del Mar Union School District and Claudia Cano Underdahl for 4<sup>th</sup> Grade Art Presentation at Carmel Del Mar School in the Amount of \$200

Claudia Cano Underdahl provided a presentation to the 4<sup>th</sup> grade art classes to discuss personal artwork and overcoming obstacles in the creative process. The presentation was on January 15, 2008 from 8:00 a.m. to 10:00 a.m. for a total of two hours at \$100.00 per hour.

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

|                |               |                                                                                                 |
|----------------|---------------|-------------------------------------------------------------------------------------------------|
| FISCAL IMPACT: | Revenue:      | No change to revenue budget                                                                     |
|                | Expenditure:  | Payment will be made from the 2007-2008 adopted SIP budget.<br>No change to expenditure budget. |
|                | Fund Balance: | No change to fund balance.                                                                      |

RECOMMENDED: The Superintendent Recommends Ratification of Performance Agreement Between the Del Mar Union School District and Claudia Cano Underdahl for 4<sup>th</sup> Grade Art Presentation at Carmel Del Mar School in the Amount of \$200.

\*10.5

January 15, 2008

To: Board Members

From: Dena Whittington

Through: Tom Bishop

Subject: Board Approval of Performance Agreement Between the Del Mar Union School District and Lorraine Temple for the Presentation of "Alaska Husky Spirit" Assembly on March 11, 2008 in the Amount of \$550

Lorraine Temple will present the Alaska Husky Spirit assembly at Del Mar Hills Academy of Arts and Sciences on March 11, 2008. Students will learn about sled dogs, mushing and the Alaskan lifestyle. Ms. Temple aims to inspire diversity, curiosity and a true appreciation for animals and our connection to the wilderness while stressing that each individual has unique strengths and should endeavor to broaden their horizons.

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

FISCAL IMPACT:

|               |                                                                                                                 |
|---------------|-----------------------------------------------------------------------------------------------------------------|
| Revenue:      | Revenue budget will increase by a \$300 donation from PTA.                                                      |
| Expenditure:  | Expenditure budget will increase by \$300 PTA donation. \$250 will be paid out of 2007-2008 adopted SIP budget. |
| Fund Balance: | No change to fund balance.                                                                                      |

RECOMMENDED: The Superintendent Recommends Ratification of Performance Agreement Between the Del Mar Union School District and Claudia Cano Underdahl for 4<sup>th</sup> Grade Art Presentation at Carmel Del Mar School in the Amount of \$200.

\*10.6

January 15, 2008

To: Board Members

From: Dena Whittington

Through: Tom Bishop

Subject: Board Approval of Student Teaching Agreement with San Diego State University for the 2007/2008 Term

“Student Teaching” is the active participation in the duties and functions of classroom teaching under the direct supervision and instruction of District employees holding valid credentials issued by the Commission on Teacher Credentialing. The District employees serve as classroom mentor teachers to the student teachers in the classroom where the student teaching in provided.

This agreement covers the current 2007/2008 school year for all San Diego State University student teachers that are assigned to the Del Mar Union School District. The University requires a fully executed agreement for these services before they can place students and process payment for the District employees who serve as classroom mentor teachers.

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

FISCAL IMPACT: None

RECOMMENDED: The Superintendent Recommends That the Board of Trustees Approves the Student Teaching Agreement with San Diego State University for the 2007/2008 Term

\*10.7

January 15, 2008

To: Board Members

From: Dena Whittington

Through: Tom Bishop

Subject: Board Approval of Agreement Between the Del Mar Union School District and Diedre Schloyer, Doctor of Audiology/Educational Audiologist to Provide Audiological Services During the 2007-2008 Fiscal Year in an Amount not to Exceed \$1,500.00

The District, upon Board Approval, will contract with Diedre Schloyer to provide audiological services for students between January 23, 2008 and June 30, 2008. These services are required for the IEP, individual education plan, process.

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

FISCAL IMPACT: Revenue: No change to revenue budget.  
Expenditure: No change to expenditure budget.  
Payment will be made from 2007-2008 adopted budget.  
Fund Balance: No change to fund balance.

RECOMMENDED: The Superintendent recommends approval of Agreement Between the Del Mar Union School District and Diedre Schloyer, Doctor of Audiology/Educational Audiologist to Provide Audiological Services During the 2007-2008 Fiscal Year in an Amount not to Exceed \$1,500.00

\*10.8

January 23, 2008

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 First Interim Revised Budget amounts are used for revenue and expenditures. The actual revenues and expenditures are as of December 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.

10.9

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

|                                                      | <b>2007-08<br/>Adopted<br/>Budget</b> | <b>Actuals to<br/>Date</b> | <b>% of Budget<br/>Remaining</b> |
|------------------------------------------------------|---------------------------------------|----------------------------|----------------------------------|
| <b>Revenues</b>                                      |                                       |                            |                                  |
| Revenue Limit Sources*                               | \$ -                                  | \$ -                       |                                  |
| Federal Revenue                                      | 0                                     | 0                          |                                  |
| Other State Revenue                                  | 0                                     | 0                          |                                  |
| Other Local Revenue                                  | 1,400                                 | 567                        | 60%                              |
| <b>Total Revenues</b>                                | <b>\$ 1,400</b>                       | <b>\$ 567</b>              | <b>60%</b>                       |
| <b>Expenditures</b>                                  |                                       |                            |                                  |
| 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                          |                                  |
| <b>Total Expenditures</b>                            | <b>\$ -</b>                           | <b>\$ -</b>                |                                  |
| <b>Excess (Deficiency) Revenues and Expenditures</b> | <b>\$ 1,400</b>                       | <b>\$ 567</b>              |                                  |
| <b>Other Financing Sources and Uses</b>              |                                       |                            |                                  |
| Transfers In                                         | \$ -                                  | \$ -                       |                                  |
| Transfers Out                                        | \$ -                                  | \$ -                       |                                  |
| Contributions                                        | \$ -                                  | \$ -                       |                                  |
| <b>Other Financing Sources and Uses</b>              | <b>\$ -</b>                           | <b>\$ -</b>                |                                  |
| <b>Net Increase (Decrease) In Fund Balance</b>       | <b>\$ 1,400</b>                       | <b>\$ 567</b>              |                                  |
| <b>Beginning Fund Balance</b>                        | <b>\$ 42,584</b>                      |                            |                                  |
| <b>Ending Fund Balance**</b>                         | <b>\$ 43,984</b>                      |                            |                                  |

\* 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

January 23, 2008

To: Board Members

From: Tom Bishop, Dena Whittington

Subject: Brief Summary from Governor's Proposed Mid-year cuts for 07-08 and Proposed Budget for 08-09

**2007-08 Proposed Mid-year cuts**

- The original 07-08 budget provided about \$4.1 million in categorical funds to the Del Mar Union School District
- The Governor's proposed Mid-year cuts lowers the \$4.1 million down to about \$4 million
- Programs that receive this reduction include Class Size Reduction, School and Library Improvement Block Grant, Instructional Materials and Gate
- Specific reduction "rules" must be approved by the Governor and State Legislature by March 1, 2008.
- Probability is that reduction will be accomplished by withholding allocated, but not apportioned funds
- Options for dealing with Mid-year cuts include, but are not limited to:
  - Reducing expenditure budgets in categorical programs to reduced revenue amounts
  - Maintain current expenditure budgets by contributing Unrestricted General Fund Reserves to the categorical programs
  - Reduce spending in selected categorical programs and use Unrestricted General Fund Reserves contributions for others
  - Reduce spending in various Unrestricted General Fund programs and make contributions to categorical programs without reducing Unrestricted General Fund Reserves

**07-08 Budget Timeline**

January 10, 2008 – Proposed mid-year cuts announced

March 1, 2008 – Legislature must act on proposed mid-year cuts

March 15, 2008 – Deadline for submission of 07-08 Second Interim report

March 27, 2008 – Recommendation of cuts at Regular Board Meeting

## 2008-09 Proposed Budget

- It is anticipated that Del Mar Union School District will retain it's Basic Aid status. Property tax revenue has been increasing over the past few years, but the sub-prime mortgage problem may eventually impact the value of Del Mar and Carmel Valley real estate. As a result, it is likely that property taxes will continue increasing, but at a slower rate
- Governor's Proposed 08-09 Budget lowers DMUSD categorical program revenues from \$4.1 million in 07-08 down to \$3.5 million in 08-09. This \$600,000 reduction will impact Class Size Reduction, School and Library Improvement Block Grant, Instructional Materials and Gate
- The cuts in 08-09 will be finalized when the Governor signs the Adopted 08-09 Budget sometime this summer

### 08-09 Budget Timeline

Mid February – Board workshop to decide 08-09 budget assumptions  
February 27, 2008 – Present 08-09 budget calendar to board with assumptions  
March – June, 2008 – Review of 08-09 DMUSD proposed budget and updates  
June 30, 2008 – Deadline for submission of 08-09 Adopted Budget

## Proposition 98

The Education Coalition is in the process of determining how to oppose Governor Schwarzenegar's attack on Proposition 98 that will harm California's public schools. More information will be coming in the next few weeks regarding steps that individuals can take to educate Sacramento officials regarding the damage that the suspension of Proposition 98 will create.

Staff urges the Del Mar Union School District Board of Trustees to oppose the suspension of Proposition 98.

**FISCAL IMPACT:** Information only and does not affect revenues, expenses, or projected ending fund balances in the 2007-2008 or 2008-2009 Budget.

**RECOMMENDED:** No action required, for information only.

10.10

*Regular Board Meeting of January 23, 2008*

January 23, 2008

To: Board Members

From: Dena Whittington, Assistant Superintendent Business Services

Through: Tom Bishop, Superintendent

Subject: Board Review and Acceptance of the Annual Audit Report for the 2006-2007 Fiscal Year Prepared by Wilkinson, Hadley & Co., LLP Certified Public Accountants

The Board of Trustees is required by Education Code 41020.3 to review the annual audit report at a regularly scheduled public meeting before January 31, of the year following the fiscal year for which the report was prepared. This review is to include a discussion of any audit exceptions and the associated recommendations or findings that have been prepared by the auditor.

The 2006-2007 annual audit report was distributed to the board members at the December 2007 regular board meeting. The report is also available in the Business Services section of the Del Mar Union School District website at [www.dmusd.org](http://www.dmusd.org). The report presents the financial position of the District as of June 30, 2007.

**FISCAL IMPACT:** This report is for information purposes only and has no fiscal impact.

**RECOMMENDED:** Superintendent Recommends acceptance of the June 30, 2007 Annual Audit Report prepared by Wilkinson, Hadley & Co., LP Certified Public Accountants.

January 23, 2008

To:           Members of the Board

From:        Tom Bishop

Subject:     Approval, Board Budget Committee members

Board member Steven McDowell has been asked to lead the Board Budget Committee. Several months ago, Mr. McDowell requested that the DMUSD use its web page to seek parent/staff volunteers to serve on the Board Budget Committee. That process resulted in two parents sending completed application forms to Mr. McDowell. The two completed forms are attached.

The Superintendent recommends that the Board approve the appointments of Ruth Schorr and Ginny Merrifield to the Board Budget Committee.

## BOARD BUDGET COMMITTEE APPLICATION

*Deadline: November 14, 2007*

103

1. YOUR NAME: Ruth Schorr
2. YOUR ADDRESS 10663 Briarlake Woods Drive  
San Diego, CA 92130
3. YOUR CONTACT INFORMATION:
  - A. HOME TELEPHONE NUMBER 858-794-5321
  - B. CELL NUMBER 858-414-8166
  - C. EMAIL ADDRESS rschorr@san.rr.com
4. NAME OF DMUSD SCHOOL THAT YOUR CHILD CURRENTLY ATTENDS  
Sage Canyon Elementary\_\_\_\_\_
5. VOLUNTEER LEADERSHIP EXPERIENCE AT MY CHILD'S SCHOOL (IF ANY)  
In addition to volunteering on an ad hoc basis for events such as the Scholastic Book Fair & the Fall Festival, on a weekly basis I assisted the class teacher as needed, worked with students in small groups, helped with class parties as well as field trips. This year, I am working in the library & co-chairing the Used Book Fair.
6. NUMBER OF YEARS AS A DMUSD RESIDENT 7 years \_\_\_\_\_
7. ANY EXPERIENCE IN BUDGET ANALYSIS AND COMPLEX FINANCIAL DATA? (IF SO, DESCRIBE)  
As a management consultant to large corporations in diverse industries, it was essential to analyze all available information, including financial, about each segment as well as the group as a whole in order to recommend & implement strategic changes
8. REASON(S) FOR WANTING TO SERVE ON THE BOARD BUDGET COMMITTEE:  
I have an extremely high regard for the professionalism of all the staff & volunteers at Sage Canyon & realize that this is only achieved with support & input from the district. This has fostered my desire to contribute whatever skills I may have to work toward maintaining & improving the operations of the district.

COMPLETE ANSWERS TO EACH QUESTION AND SUBMIT THIS FORM TO BOARD MEMBER STEVEN MC DOWELL  
@ [stevenatdmusd@yahoo.com](mailto:stevenatdmusd@yahoo.com). or to STEVEN MC DOWELL at DMUSD District Office, 225 9<sup>th</sup> St, Del Mar 92014.

BOARD BUDGET COMMITTEE APPLICATION

*Deadline: November 14, 2007*

104

1. YOUR NAME: Ginny Merrifield
2. YOUR ADDRESS: 5191 Seagrove Place  
San Diego, CA 92130
3. YOUR CONTACT INFORMATION:
  - A. HOME TELEPHONE NUMBER: 858-481-9037
  - B. CELL NUMBER: 619-708-6055
  - C. EMAIL ADDRESS: grm@clarksecurity.com
4. NAME OF DMUSD SCHOOL THAT YOUR CHILD CURRENTLY ATTENDS  
Two children attended Carmel Del Mar for 8 years
5. VOLUNTEER LEADERSHIP EXPERIENCE AT MY CHILD'S SCHOOL (IF ANY)  
Del Mar School Education Foundation, board member 2000-2003.  
Member of PTA  
Playground Partners, co-founder
6. NUMBER OF YEARS AS A DMUSD RESIDENT: 17
7. ANY EXPERIENCE IN BUDGET ANALYSIS AND COMPLEX FINANCIAL DATA? (IF SO, DESCRIBE)  
Director of privately held \$140 million business and member of Finance Committee. 1990 to present.  
Treasurer, Pacific Ridge School. Developed model for founding and operating school, 2001-2006.  
Municipal Finance Analyst for First Boston Corporation, 1984-1988.
8. REASON(S) FOR WANTING TO SERVE ON THE BOARD BUDGET COMMITTEE:  
I believe that the opportunities to enrich and expand elementary education are dependent on making the most of the limited funding available to our public schools. Trustees need high quality detailed analysis of the district's finances in order to effectively evaluate policy and strategic planning initiatives. The Finance Committee of the Board can leverage community expertise in the area of financial analysis and offer the Board of Trustees more and better information on which to make important decisions for the future of our schools.

COMPLETE ANSWERS TO EACH QUESTION AND SUBMIT THIS FORM TO BOARD MEMBER STEVEN MC DOWELL @ [stevenatdmusd@yahoo.com](mailto:stevenatdmusd@yahoo.com). or to STEVEN MC DOWELL at DMUSD District Office, 225 9<sup>th</sup> St, Del Mar 92014.

January 16, 2008

To: Board Members

From: Rodger Smith

Through: Tom Bishop

Subject: Approval of Resolution 2008-03, "Resolution of the Board of Trustees of the Del Mar Union School District Relating to Information Made Available to the Public in the Form of a Statutory School Facility Fees Including Alternative School Facility Fees ("Reportable Fees") Report for Fiscal Year 2006-2007 ("Reportable Fees Report"), and Findings Thereon, in Compliance with Government Code Sections 66006 and 66001."

Due to the fact that the Del Mar Union School District collects developer fees for residential and commercial construction within the district, the district is required by law to produce the one and five year reports for public review each year and the Board is also required to adopt the resolution listed above in order to approve and adopt the report. All of the posting requirements for adoption of this report have been met within the prescribed time limits. The law firm of Bowie, Arneson, Wiles and Giannone has assisted district in the preparation of the report and in meeting the prescribed posting requirements and time limits. The district has not received any comments from the public on this matter.

FISCAL IMPACT: Approving Resolution 2008-03 will allow the district to continue to collect Level 1 Developer Fees for the 2007-2008 fiscal year. It is anticipated that the collection of these fees will result in income of approximately \$150,000 this year. This income will be used to offset the impact of future residential and commercial development on school facilities within the district.

RECOMMENDED: The Superintendent Recommends Approval of Resolution 2008-03.

10.13

**DEL MAR UNION SCHOOL DISTRICT****RESOLUTION NO. 2008-03****RESOLUTION OF THE BOARD OF TRUSTEES OF THE DEL MAR UNION SCHOOL DISTRICT RELATING TO INFORMATION MADE AVAILABLE TO THE PUBLIC IN THE FORM OF A STATUTORY SCHOOL FACILITY FEES INCLUDING ALTERNATIVE SCHOOL FACILITY FEES ("REPORTABLE FEES") REPORT FOR FISCAL YEAR 2006-2007 ("REPORTABLE FEES REPORT"), AND FINDINGS THEREON, IN COMPLIANCE WITH GOVERNMENT CODE SECTIONS 66006 AND 66001**

**WHEREAS**, the Del Mar Union School District ("District") has received and expended statutory and/or alternative school facilities fees ("Reportable Fees") in connection with school facilities ("School Facilities") of the District for new development, and these funds have been deposited in a separate capital facilities account as provided by Government Code Section 66006(a); and

**WHEREAS**, in accordance with Government Code Section 66006(a), the District has established and maintained a separate capital facilities account and maintained such separate capital facilities accounts in a manner to avoid any commingling of the Reportable Fees with other revenues and funds of the District, except for temporary investments, and has expended those Reportable Fees collected for the sole purpose for which they were collected; and

**WHEREAS**, Government Code Section 66006(b)(1) provides that the District shall make available to the public within one hundred eighty (180) days after the last day of each fiscal year a written report; and

**WHEREAS**, Government Code Section 66001(d) provides that for the fifth fiscal year following the first deposit into the account, and every five years thereafter, the District shall make findings with respect to the capital facilities account fund that remain unexpended; and

**WHEREAS**, when findings are required by Government Code Section 66001(d), they shall be made in connection with the information required by Government Code Section 66006; and

**WHEREAS**, Government Code Section 66006(b)(2) requires that the governing body of the District review the information made available to the public at a regularly scheduled public meeting and any other relevant information including, but not limited to, that certain Reportable Fees Report prepared by the District entitled, "The Del Mar Union School District Annual and Five-Year Reportable Fees Report for Fiscal Year 2006-2007 in Compliance with Government Code Sections 66006 and 66001" not less than fifteen (15) days after this Reportable Fees Report is made available to the public; and

**WHEREAS**, the District has complied with all of the foregoing provisions.

**NOW, THEREFORE, THE BOARD OF TRUSTEES OF THE DEL MAR UNION SCHOOL DISTRICT DOES HEREBY RESOLVE, DETERMINE AND ORDER AS FOLLOWS:**

**Section 1.** That the Board does hereby find and determine that the foregoing recitals and determinations are true and correct.

**Section 2.** That pursuant to Government Code Sections 66001(d) and 66006(b)(1) and (2), the District has made available to the public the requisite information and proposed findings concerning the collection and expenditure of Reportable Fees related to School Facilities for new development within the District.

**Section 3.** That the Board of the District at a public meeting has reviewed the following information pursuant to Government Code Section 66006(b)(1), as is required by Government Code Section 66006(b)(2), including:

- (A) A brief description of the type of Reportable Fees in the account;
- (B) The amount of the Reportable Fees;
- (C) The beginning and ending balance of the account;
- (D) The amount of Reportable Fees collected and the interest earned;
- (E) An identification of each Project on which Reportable Fees were expended and the amount of the expenditures on each Project, including the total percentage of the cost of the Project that was funded with Reportable Fees;
- (F) An identification of an approximate date by which the construction of the Project will commence if the District determines that sufficient funds have been collected to complete financing on an incomplete Project, as identified in Section 66001(a)(2), and the Project remains incomplete;
- (G) A description of each interfund transfer or loan made from the account, including the Project on which the transferred or loaned Reportable Fees will be expended, and, in the case of an interfund loan, the date on which the loan will be repaid, and the rate of interest that the account will receive on the loan; and
- (H) The amount of refunds made pursuant to Section 66001(e) and any allocations pursuant to Section 66001(f).

**Section 4.** That the Board of the District at a public meeting has reviewed the proposed findings, as required by Government Code Section 66001(d), including:

- (1) Identification of the purpose to which the Reportable Fees are to be put;
- (2) Demonstration of a reasonable relationship between the Reportable Fees and the purpose for which they are charged;
- (3) Identification of all sources and amounts of funding anticipated to complete financing of Projects of the District; and
- (4) Designation of the approximate dates on which the funding referred to in paragraph (3) is expected to be deposited into the appropriate account.

**Section 5.** That the Board of the District hereby determines that all Reportable Fees, collections and expenditures have been received, deposited, invested and expended in compliance with the relevant sections of the Government Code and all other applicable laws for the fiscal year 2006-2007.

**Section 6.** That the Board of the District hereby determines that no refunds and allocations of Reportable Fees, as required by Government Code Section 66001, are deemed payable at this time.

**Section 7.** That the Board of the District hereby determines that the District is in compliance with Government Code Section 66000, *et seq.*, relative to receipt, deposit, investment, expenditure or refund of Reportable Fees received and expended relative to School Facilities for new development for the fiscal year 2006-2007.

**ADOPTED, SIGNED AND APPROVED**, this 23<sup>rd</sup> day of January, 2008.

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

By: \_\_\_\_\_

Dr. Annette Easton, President, Board of Trustees  
of the Del Mar Union School District

**ATTEST:**

\_\_\_\_\_  
Katherine White, Clerk, Board of Trustees of the Del  
Mar Union School District

STATE OF CALIFORNIA     )  
                                      ) ss.  
COUNTY OF SAN DIEGO    )

I, Dr. Janet Lamborghini, do hereby certify that the foregoing Resolution was adopted by the Board of Trustees of said District at a meeting of said Board held on the 23<sup>rd</sup> of January, 2008, and that it was so adopted by the following vote:

**AYES:**

**NOES:**

**ABSTAIN:**

**ABSENT:**

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Clerk, Board of Education of the Del Mar Union  
School District

STATE OF CALIFORNIA     )  
                                          ) ss.  
COUNTY OF SAN DIEGO    )

I, Dr. Janet Lamborghini, do hereby certify that the foregoing is a true and correct copy of Resolution No. \_\_\_\_\_, which was duly adopted by the Board of Trustees of the Del Mar Union School District at a meeting thereof on the 23<sup>rd</sup> day of January, 2008.

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Clerk, Board of Education of the Del Mar Union  
School District

***THE DEL MAR UNION SCHOOL DISTRICT ANNUAL AND FIVE-YEAR  
REPORTABLE FEES REPORT FOR FISCAL YEAR 2006-2007, IN  
COMPLIANCE WITH GOVERNMENT CODE SECTIONS 66006 AND 66001***

Government Code Sections 66006 and 66001 provide that the Del Mar Union School District ("District") shall make available to the public certain information and adopt prescribed findings relative to school facility fees adopted pursuant to Education Code Section 17620 and Government Code Sections 65995, 65995.5, 65995.6 and 65995.7 ("Level 1 Fees" and "Commercial/Industrial Fees" collectively, "Statutory School Facility Fees," and "Level 2 Fees" and "Level 3 Fees" collectively, "Alternative School Facility Fees"). The foregoing fees are collectively also referred to as reportable fees ("Reportable Fees"). The described information and findings contained in this Report relate to Reportable Fees received, expended or to be expended in connection with school facilities ("School Facilities") by the District to accommodate additional students from new development if funded or partially funded with Reportable Fees. The Reportable Fees do not include letters of credit, bonds, or other instruments to secure payment of Reportable Fees at a future date. The Reportable Fees have not been levied, collected, or imposed for general revenue purposes.

The following is the information and findings the District proposes to review and adopt in accordance with Government Code Sections 66006 and 66001.

**I. INFORMATION MADE AVAILABLE PURSUANT TO GOVERNMENT CODE SECTION 66006 FOR FISCAL YEAR 2006-2007:**

In accordance with Government Code Section 66006(b)(1) and (2), the District provides the following information for fiscal year 2006-2007:

**A. Description of the Type of Report of Reportable Fees in the Account or Sub-Account(s) of the District:**

The Reportable Fees consist of Statutory School Facility Fees.

**B. Amount of the Reportable Fees:**

The Reportable Fee amounts for the fiscal year 2006-2007 are set forth in Schedule "A," which is incorporated herein. These Reportable Fee amounts were previously authorized on behalf of the District by the Board of Trustees ("Board") of the District at the time the Reportable Fees were adopted. The Reportable Fee amounts only partially mitigate the impacts to the District caused by new residential development because the Reportable Fee amounts do not adequately fund the District's School Facilities needs resulting from additional development within the District.

**C. Beginning and Ending Balance of Account and Sub-Account(s):**

|                               | Reportable Fees |
|-------------------------------|-----------------|
| Beginning Balance<br>07/01/06 | \$62,295.00     |
| Ending Balance<br>06/30/07    | \$35,434.00     |

**D. Amount of the Reportable Fees Collected and Interest Earned:**

| Amount of Reportable Fees Collected Per<br>Account or Sub-Account(s) | Amount of Interest Earned Per Account or<br>Sub-Account(s) |
|----------------------------------------------------------------------|------------------------------------------------------------|
| \$157,512.00                                                         | \$6,576.00                                                 |
| \$                                                                   | \$                                                         |
| \$                                                                   | \$                                                         |

**E. Identification of Each Project of the District on Which Reportable Fees Were Expended and the Amount of the Expenditures on Each Project of the District, Including the Total Percentage of the Cost of the Project of the District, That Was Funded with Reportable Fees:**

The foregoing information<sup>1</sup> is set forth in Schedule "B," which is incorporated herein.

**F. Identification of an Approximate Date by Which the Construction of Project(s) of the District Will Commence If the District Determines That Such Sufficient Funds Have Been Collected to Complete Financing on an Incomplete Project of the District, as Identified in Section 66001(2)(A), and the Project of the District Remains Incomplete:**

The District has determined for the fiscal year 2006-2007 that sufficient funds have been collected to commence construction on those projects listed below. The chart below identifies the estimated date that construction is anticipated to commence on each project:]

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<sup>1</sup>The information will also include any Reportable Fees spent for administrative costs associated with the adoption, collection, and reporting of the Reportable Fees.

| <b>Project</b>   | <b>Estimated/Actual Commencement Date</b> |
|------------------|-------------------------------------------|
| Ocean Air School | Actual Commencement September 2006        |
|                  |                                           |
|                  |                                           |
|                  |                                           |

- G. Description of Each Interfund Transfer or Loan Made from the Account or Sub-Account(s), Including Project(s) of the District on Which the Transferred or Reportable Fees Will Be Expended, And, in the Case of an Interfund Loan, the Date on Which the Loan Will Be Repaid, and the Rate of Interest That the Account or Sub-Account(s) Will Receive on the Loan:**

| <b>Description of Interfund Transfer or Loan</b> | <b>Funds to Which Reportable Fees Are Loaned</b> | <b>Amount</b> | <b>Date Loan Repaid</b> | <b>Rate of Interest</b> |
|--------------------------------------------------|--------------------------------------------------|---------------|-------------------------|-------------------------|
| Not Applicable                                   |                                                  |               |                         |                         |

- H. The Amount of Refunds Made or Revenues Allocated for Other Purposes If the Administrative Costs of Refunding Unexpended Revenues Exceed the Amount to Be Repaid.**

None.

In accordance with Government Code Section 66006(b)(2), the Board of the District will review the foregoing information, including the proposed five (5) year findings set forth in Section II not less than fifteen (15) days after the information is made available to the public.

**SCHEDULE "A"****DEL MAR UNION SCHOOL DISTRICT  
STATUTORY SCHOOL FACILITY FEE  
AND ALTERNATIVE SCHOOL FACILITY FEE AMOUNTS  
2006-2007****Statutory School Facility Fees\***

|                               |                         |
|-------------------------------|-------------------------|
| Level 1 Residential Fees      | \$1.245 per square foot |
| Level 1 Commercial/Industrial | \$.195 per square foot  |

\*From 7/01/2006 to 6/30/2007

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**Alternative School Facilities Fees**

|                     |                         |
|---------------------|-------------------------|
| Level 2 Residential | \$ N.A. per square foot |
|---------------------|-------------------------|



**II. PROPOSED FIVE (5) YEAR FINDINGS WITH RESPECT TO THAT PORTION OF THE ACCOUNT OR SUB-ACCOUNT(S) REMAINING UNEXPENDED, WHETHER COMMITTED OR UNCOMMITTED IN ACCORDANCE WITH GOVERNMENT CODE SECTION 66001:**

**A. Identification of the Purpose to Which the Reportable Fees Are to Be Put:**

The purpose of the Reportable Fees imposed and collected on new residential, commercial and industrial development within the District is to fund additional School Facilities required to serve the students of the District generated by new development within the District. Specifically, the Reportable Fees will be used for the construction and/or acquisition of additional School Facilities, remodeling existing School Facilities to add additional classrooms and technology, as well as acquiring and installing additional portable classrooms.

**B. Demonstration of a Reasonable Relationship Between the Reportable Fees and the Purposes for Which They Are Charged:**

There is a roughly proportional, reasonable relationship between the new development upon which the Reportable Fees are charged and the need for additional School Facilities. The District will make additional improvements to its existing School Facilities to accommodate students from new development. Reportable Fees charged on new development will be used to fund such additional improvements to its School Facilities used to serve the students generated from new development. The Reportable Fees do not exceed the costs of providing such School Facilities for new students.

[Remainder of Page Intentionally Blank]

**C. Identification of All Sources and Amounts of Funding Anticipated to Complete Financing of the School Facilities Identified by the District:**

| <b>Source of Funding</b>                                           | <b>Amount of Funding Anticipated to be Received to Complete Financing of School Facilities</b> |
|--------------------------------------------------------------------|------------------------------------------------------------------------------------------------|
| 1. State Funding Program Funds                                     | \$                                                                                             |
| 2. State Hardship Funds                                            | \$                                                                                             |
| 3. Community Facilities Districts                                  | \$37,540,239.00                                                                                |
| 4. General Obligation Bond Proceeds                                | \$                                                                                             |
| 5. Redevelopment Pass-Through Agreements                           | \$                                                                                             |
| 6. Statutory School Facility Fees                                  | \$190,000                                                                                      |
| 7. Alternative School Facility Fees                                | \$                                                                                             |
| 8. Mitigation Payments                                             | \$                                                                                             |
| 9. Certificates of Participation                                   | \$                                                                                             |
| 10. SB-201 Fees (Government Code Section 65970, <i>et seq.</i> )   | \$                                                                                             |
| 11. Total Funding (Lines 1 – 10 above)                             | \$37,730,239.00                                                                                |
| 12. Total Costs of All Projects                                    | \$37,730,239.00                                                                                |
| 13. Minus Total of All Funding Sources (Enter from Line 11 above). | \$37,730,239.00                                                                                |
| 14. Unfunded Balance (Line 12, minus Line 13)                      | \$0                                                                                            |

**Note:** Further information regarding such Project(s) is set forth in Schedule “C,” which is incorporated herein. This portion of the Report shall include more than one Schedule “C” if multiple projects exist, the summary of which will be included on the above chart.

**D. Designation of the Approximate Date on Which the Funding Referred Expected to Be Deposited in the Appropriate Account or Sub-Account(s):**

| <b>Sources</b>                                                        | <b>Approximate Date Expected to Be Deposited</b> |
|-----------------------------------------------------------------------|--------------------------------------------------|
| State Funding Program Funds                                           |                                                  |
| State Hardship Funds                                                  |                                                  |
| Community Facilities Districts                                        | 2007-2008                                        |
| General Obligation Bond proceeds                                      |                                                  |
| Redevelopment Pass-Through Agreements                                 |                                                  |
| Statutory School Facility Fees                                        | 2007                                             |
| Alternative School Facility Fees                                      |                                                  |
| Mitigation Payments                                                   |                                                  |
| Certificates of Participation                                         |                                                  |
| S.B. No. 201 Fees<br>(Government Code Section 65970, <i>et seq.</i> ) |                                                  |

If 100% funding for a Project exists, or is anticipated by July 1, 2007, approximate date(s) by which construction will commence, if any.

| <u><b>Project</b></u> | <u><b>Date</b></u> |
|-----------------------|--------------------|
|                       |                    |
|                       |                    |
|                       |                    |
|                       |                    |
|                       |                    |

**SCHEDULE "C"**

**DEL MAR UNION SCHOOL DISTRICT  
ITEMIZED PROJECT FUNDING FROM SOURCES IDENTIFIED IN II(C)  
2006-2007**

PROJECT NAME: Ocean Air School

Total Cost of Project: \$37,730,239.00

| (Column A)<br><br>Source of Funds<br>Identified in Chart II(C) | (Column B)<br><br>Anticipated Amount<br>of Funding | (Column C)<br><br>Percentage of<br>Total Project Cost |
|----------------------------------------------------------------|----------------------------------------------------|-------------------------------------------------------|
| 1. Community Facilities Districts                              | \$37,540,239.00                                    | 99.5 %                                                |
| 2. Statutory School Facility Fees                              | \$190,000.00                                       | .5 %                                                  |
| 3.                                                             | \$                                                 | %                                                     |
| 4.                                                             | \$                                                 | %                                                     |
| 5.                                                             | \$                                                 | %                                                     |
| 6.                                                             | \$                                                 | %                                                     |
| 7.                                                             | \$                                                 | %                                                     |
| 8.                                                             | \$                                                 | %                                                     |
| 9.                                                             | \$                                                 | %                                                     |
| 10.Total of Lines 1 – 9 above                                  | \$37,730,239                                       |                                                       |

(Use additional sheets for each Project.)

January 15, 2008

To: Board Members

From: Dena Whittington

Through: Tom Bishop

Subject: Board Approval of Student Teaching Agreement with Cal State San Marcos January 23, 2008 – January 22, 2011

“Student Teaching” is the active participation in the duties and functions of classroom teaching under the direct supervision and instruction of District employees holding valid credentials issued by the Commission on Teacher Credentialing. The District employees serve as classroom mentor teachers to the student teachers in the classroom where the student teaching in provided.

This agreement is for three years, with a cancellation provision upon a thirty (30) day written notice. This agreement will cover all Cal State San Marcos student teachers that will be assigned to the Del Mar Union School District

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

FISCAL IMPACT: None

RECOMMENDED: The Superintendent Recommends That the Board of Trustees Approves the Student Teaching Agreement with Cal State San Marcos January 23, 2008 – January 22, 2011

\*10.14

Date: January 16, 2008  
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**

| <b>Name</b>     | <b>Position</b>             | <b>FTE</b> | <b>Location</b> | <b>Action</b>                                                                                        | <b>If New Hire,<br/>Position is Expansion or<br/>Replacement</b> |
|-----------------|-----------------------------|------------|-----------------|------------------------------------------------------------------------------------------------------|------------------------------------------------------------------|
| Irwin, Dina     | Speech Language Pathologist | 1.00       | Sage Canyon     | Approve Increase in Hours<br>from 20% FTE to 100%<br>FTE and Change in<br>Location Effective 1/10/08 |                                                                  |
| Lerner, Julie   | Assistant Principal         | 1.00       | Sage Canyon     | Approve Resignation<br>Effective 12/20/07                                                            |                                                                  |
| McPhee, Cecelia | Teacher                     | 1.00       | Del Mar Hills   | Approve Retirement<br>Effective 12/31/07                                                             |                                                                  |
| Tofani, Susan   | Speech Language Pathologist | 1.00       | Sage Canyon     | Approve Resignation<br>Effective 12/5/07                                                             |                                                                  |
| Tyson, Patricia | Teacher                     | 1.00       | Carmel Del Mar  | Approve Temporary<br>Assignment Effective<br>12/13/07                                                | Replacement                                                      |

|          |                                                                                                                          |
|----------|--------------------------------------------------------------------------------------------------------------------------|
| Date:    | January 16, 2008                                                                                                         |
| 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,<br>Position is Expansion or<br>Replacement |
|--------------------|---------------------------|-------|-----------------|---------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------|
| Berns, Melissa     | Special Education Aide II | 0.75  | Sage Canyon     | Approve Resignation<br>Effective 1/11/08                                                                            |                                                         |
| Camberos, Monica   | Child Care Worker I       | 0.60  | Child Care      | Approve Resignation<br>Effective 12/20/07                                                                           |                                                         |
| Gonzalez, Veronica | Special Education Aide I  | 0.625 | Del Mar Heights | Approve Voluntary<br>Demotion from Special<br>Education Aide II to<br>Special Education Aide I<br>Effective 1/22/08 |                                                         |
| Islam, Anisa       | Noon Duty Aide            | 0.125 | Ocean Air       | Approve Assignment<br>Effective 12/11/07                                                                            | Expansion                                               |
| Kostakos, Tiffany  | Child Care Worker I       | 0.750 | Child Care      | Approve Assignment<br>Effective 1/9/08                                                                              | Replacement                                             |

| <b>Name</b>          | <b>Position</b>           | <b>FTE</b> | <b>Location</b> | <b>Action</b>                                                                                       | <b>If New Hire,<br/>Position is Expansion or<br/>Replacement</b> |
|----------------------|---------------------------|------------|-----------------|-----------------------------------------------------------------------------------------------------|------------------------------------------------------------------|
| Manibusan, Geraldine | Child Care Worker I       | 0.60       | Child Care      | Approve Decrease in Hours<br>from 32 Hours per Week to<br>24 Hours per Week<br>Effective 1/7/08     |                                                                  |
| McDermott, Krystle   | Child Care Worker I       | 0.45       | Child Care      | Approve Assignment<br>Effective 1/3/08                                                              | Replacement                                                      |
| Nguyen, Trinh        | Child Care Worker I       | 0.45       | Child Care      | Approve Assignment<br>Effective 1/11/08                                                             | Replacement                                                      |
| O'Keeffe, Linda      | Special Education Aide I  | 0.75       | Torrey Hills    | Approve Resignation<br>Effective 1/18/08                                                            |                                                                  |
| Olivas, Ariel        | Child Care Worker I       | 0.5375     | Child Care      | Approve Decrease in Hours<br>from 30 Hours per Week to<br>21.5 Hours per Week<br>Effective 12/10/07 |                                                                  |
| Perez, Amanda        | Child Care Worker I       | 0.50       | Child Care      | Approve Assignment<br>Effective 1/3/08                                                              | Replacement                                                      |
| Pinon, Rebecca       | Special Education Aide II | 0.75       | Sycamore Ridge  | Approve Resignation<br>Effective 1/11/08                                                            |                                                                  |
| Ross, Kristyn        | Child Care Worker I       | 0.50       | Child Care      | Approve Decrease in Hours<br>from 27.5 Hours per Week<br>to 20 Hours per Week<br>Effective 1/21/08  |                                                                  |

| <b>Name</b>        | <b>Position</b>           | <b>FTE</b> | <b>Location</b> | <b>Action</b>                                                                                           | <b>If New Hire,<br/>Position is Expansion or<br/>Replacement</b> |
|--------------------|---------------------------|------------|-----------------|---------------------------------------------------------------------------------------------------------|------------------------------------------------------------------|
| Sarg, Jennifer     | Child Care Worker I       | 0.50       | Child Care      | Approve Assignment<br>Effective 1/3/08                                                                  | Replacement                                                      |
| Shroeder, Scot Ann | Special Education Aide II | 0.75       | Sage Canyon     | Approve Promotion from<br>Special Education Aide I to<br>Special Education Aide II<br>Effective 1/22/08 |                                                                  |
| Shewmaker, Kristen | Child Care Worker I       | 0.45       | Child Care      | Approve Assignment<br>Effective 1/3/08                                                                  | Replacement                                                      |
| True, Alicia       | Child Care Worker I       | 0.75       | Child Care      | Approve Assignment<br>Effective 1/3/08                                                                  | Replacement                                                      |
| White, Ashleigh    | Special Education Aide II | 0.75       | Sycamore Ridge  | Approve Assignment<br>Effective 12/10/07                                                                | Replacement                                                      |
| Zimmerman, Emily   | Child Care Worker I       | 0.45       | Child Care      | Approve Assignment<br>Effective 1/3/08                                                                  | Replacement                                                      |

January 16, 2008

To: Board Members  
From: Tom Bishop  
Subject: Board Personnel Committee Report

The Board Personnel Committee, chaired by Katherine White, was scheduled to meet on January 15, 2008; however, the meeting was postponed and is currently scheduled to take place on January 22, 2008.

Board Member White will update the Board of Trustees on the January 22 discussions of the Board Personnel Committee.

For Information Only.

11.2

January 23, 2008

To:           Members of the Board  
From:        Tom Bishop  
Subject:      Director of Technology Leadership Options

Attached is the November 14 Board item regarding future Technology Leadership options for the DMUSD.

The District administration is seeking Board approval tonight to move forward with the development of a classified Technology Director position that will be similar to Santee's Director of Instructional Technology.

The District administration recognizes that the DMUSD technology infrastructure has changed dramatically during the past ten years. The District's expensive and complex technology infrastructure requires extremely knowledgeable technical leadership that can guide the technology system through expensive technology acquisitions and upgrades. By hiring a technology expert, the Board will help increase the probability that the District's LANs and WAN will function effectively. Our instructional program requires that the technology infrastructure be effective 100% of every school day.

If the Board moves forward with a classified Director of Technology, then the program leadership for classroom learning applications can be assigned at least one day per week to the new Coordinator of State and Federal Programs position that is also being proposed at tonight's meeting.

The funding to pay for a classified Director of Technology position will be general fund dollars that were previously budgeted to pay for the certificated Director of Technology position held by Tom Hauseur until he retired on September 28, 2007. Approving a classified Director of Technology position will have no impact on the 07/08 general fund budget because funds have already been allocated for this purpose.

**RECOMMENDATION:** The Superintendent recommends that the Board take action tonight to determine whether the future Director of Technology position be a classified or certified leadership position. Having the new Director of Technology be a classified leader will likely be the most cost effective way to insure that the District's complex and expensive technology infrastructure functions at 100% capacity on all 180 instructional days.

*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. |

January 23, 2008

To: Board Members

From: Tom Bishop

Subject: Board Approval, Coordinator of State and Federal Programs

Attached is Board item 11.4 from the November 14, 2007 Board agenda. In that item, the administration asked the Board to approve a new leadership position (Coordinator of State and Federal Programs) that would be assigned to the Curriculum Department.

If approved, this new position will provide the Assistant Superintendent, Curriculum with badly needed resources that will help the Board to achieve its curriculum, technology, and compliance goals.

If the new position is not approved, staff will be assessing the top mandated priorities for the Assistant Superintendent-Curriculum position, and also review the non-mandated activities (Professional Learning Communities, foreign language programs, Action Teams, staff development, etc) that are currently assigned to the Assistant Superintendent-Curriculum position. After the assessment/review, staff will report back on future priorities for the Assistant Superintendent-Curriculum position.

The Board will recall that the administration proposes to use \$100,000 in resources that would have been used to fund the Grace Huseur grant writer position that was fully funded in the 07/08 budget. As the Board can recall, Grace Huseur retired in October and the funds that would have paid for Grace Huseur's position remain in the 07/08 budget.

The Board will also recall that it is standard practice for 4000 student school districts in San Diego County to fund two curriculum leadership positions. Both Solana Beach School District (2,900 students) and Alpine School District (2,350 students) currently fund a second leadership position in curriculum, and both Solana Beach and Alpine have considerably lower enrollment than Del Mar.

Failure to fund the second curriculum position in a timely manner will have negative short term and long term impacts that will harm the interests of students, staff, and the Board of Trustees.

**RECOMMENDATION:** Staff is recommending that the Board approve the new Coordinator of State and Federal Programs position so that the Curriculum Department has adequate resources to accomplish its mandated and non-mandated activities.

*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 1<sup>st</sup>. 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.