

**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

January 23, 2008

OPENING PROCEDURES

1.0 Board President *Easton*, called the meeting to order at 5:58 p.m. Trish Snider, Director of Pupil Services, led the audience in the Pledge of Allegiance.

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

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
Todd Boteler, District Webmaster
Randy Wheaton, Maintenance Supervisor
David Skinner, 4th gr. teacher, Carmel Del Mar, DMCTA President
Mike Honsberger, Technology teacher, Torrey Hills
Gail Moran, Technology teacher, Del Mar Heights
Wendy Wardlow, Principal, Del Mar Heights
Susan Paul, Principal, Torrey Hills
Kathy Zack, Administrative Assistant, Del Mar Heights
Louwana Spetter, 6th gr. teacher, Del Mar Heights
Cindy Ralston, 2nd gr. teacher, Del Mar Heights
Cinda Peck, Music teacher, Carmel Del Mar
Sandra Nelson, 5th gr. teacher, Carmel Del Mar
Michelle Beeson, Music teacher, Del Mar Heights
Paige Rollins, 2nd gr. teacher, Del Mar Heights
Carol Sharpe, 3rd gr. teacher, Ocean Air
Dorothy Waite, 5th/6th gr. teacher, Del Mar Heights
Erin Donnette, Office Assistant, Del Mar Heights
Eileen Graddy, 4th gr. teacher, Del Mar Heights

Others In Attendance:

Jim Kerr – Del Mar Times; Marsha Sutton – Carmel Valley News; Karen Johnson, Mary ZoBell, Jennifer Eveleth, Debbie Negelescu, Lesley Change, Lisa Perlmutter, Jennifer McDowell, Kathy Nahum, R. Michael Peterson, Joe Sullivan

REPORT OF ACTION TAKEN IN CLOSED SESSION:

The board took action to approve the appointment of Sheila Weinberg to the position of Director of Pupil Services not later than March 1, 2008.

2.0 STUDENT RECOGNITION – TORREY HILLS

Mike Honsberger, Technology teacher and a small group of 5th grade **Torrey Hills** students presented a sampling of Digital Storytelling projects that they had created.

3.1 Approval of the Agenda

Board President Easton requested the deletion of Item 8.2 from the Agenda.

On Motion by Member McDowell, seconded by Member Lamborghini, the Board unanimously approved the amended Agenda.

BOARD PRESIDENT CALLS FOR BLUE SPEAKER SLIPS

4. CORRESPONDENCE/COMMUNICATIONS

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

4.1 Correspondence:

- None.

Public Comments :

- None.

4.2 Public Input

- Joe Sullivan, co-chair of the Campaign for the Del Mar Shores presented a “photo-op check” of \$1,450,000. The total of funds in escrow is currently \$4.5 million with another \$4 million due by Feb. 28.
- Michael Peterson, Winston School Head Master, expressed his thanks to the Board for its support. The Winston School Community is excited and looking forward to having a permanent home.

5. REPORTS, RECOGNITIONS and HEARINGS

5.1 Recognition

Employees of the Month for January 2008:

Board President Easton thanked Jakes Del Mar for its continued support of the DMUSD employee of the month program by donating gift certificates for the honorees. The Employees of the Month for January 2008 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, Instr. Aide II – Good for Me Program
Torrey Hills: Nancy Payne, School Administrative Assistant

5.2 Report, DMCTA Report:

David Skinner, DMCTA President and Carmel Del Mar 4th grade teacher, first spoke regarding the Golden Handshake. On behalf of the DMCTA, he stated the DMCTA does not have an official position either for or against a 2008 Golden Handshake. The initial intent of the DMCTA was to only open the dialog regarding a Golden Handshake.

Mr. Skinner thanked Director of Curriculum/Instruction, Janet Bernard, and Program Assistant, Shirley Bales, for organizing and facilitating the PLC work. Mr. Skinner thanked Director of Personnel, Rodger Smith, for making himself available at Carmel Del Mar to answer staff's questions. He also thanked Supt. Bishop for updating the staff on the budget developments. On behalf of the DMCTA, Mr. Skinner thanked Director of Pupil Services, Trish Snider, and wished her the best in her retirement. Mr. Skinner expressed his appreciation not only for her knowledge but also for her professionalism in dealing with the difficult work for which she has been responsible. The DMCTA wishes her the best!

5.3 Report DMSEF Report:

Bob Gans, DMSEF president was not in attendance. In his absence DMSEF Board Representative/Board Member Lamborghini, read the DMSEF report provided by Bob Gans.

Mr. Gans report stated the following:

- As of December 31, 2007 the DMSEF has raised approximately \$430,000 through the annual parent appeal. Pledge Days held at most of the schools in November, which resulted in contributions of approximately \$130,000. Additional events are scheduled and the DMSEF feels good about meeting its annual fundraising goal of \$1.2 million by May 1, 2008.
- Tickets to the Spring Gala, "Encore", which will be held March 28 at The Belly Up featuring "The English Beat" are currently on sale.
- DMSEF Strategic Planning efforts are proceeding and the DMSEF hopes to have a document to share with the community within the next month. The DMSEF Board expresses its appreciation to Kit Wells for her current

letter to the Del Mar Village Voice complimenting the DMSEF on its efforts this year.

- The next DMSEF meeting will be held on February 5 at 7:00 p.m. at Sycamore Ridge School.

5.4 **Report**

2008-2013 Educational Technology Plan, Gail Moran, Technology Teacher

Technology Teacher, Gail Moran, presented the 2008-2013 Educational Technology Plan to the Board. Supt. Tom Bishop thanked Gail Moran for her leadership and for drafting the comprehensive 2008-2013 DMUSD technology plan, which will go into effect in July 2008. The Board also thanked Gail and the Technology Committee for the hours of hard work in developing the Technology Plan.

5.5 **Report**

Monthly Staff Development, Travel & Conference Update

Supt. Tom Bishop presented the new monthly Conference/Travel Report for Board input. Member White asked for staff feedback to ensure the report would adequately provide information to all school sites to allow for the sharing of this new information.

5.6 **Report**

Wellness Committee: Trish Snider, Director of Pupil Services

The next meeting is scheduled for January 30 not January 3. Member White thanked Director of Pupil Services, Trish Snider, for responding to her questions.

5.7 **Report, Board Report/ Comments:**

- *Annette Easton* thanked the Del Mar Heights staff for the Board's visit on January 16. Through Board visitations, the Board members have observed PLC in action and witnessed the dedication and ownership of all grade level teams at all schools.
- *Linda Crawford* stated that she enjoyed the dialog with each teacher group during the recent Board visit to Del Mar Heights. Member Crawford thanked Wendy Wardlow, Principal of Del Mar Heights, for the organized and flexible visit, which allowed the Board to see PLC in action.
- *Janet Lamborghini* thanked teachers and Wendy Wardlow for allowing the Board to interrupt the PLC schedule during the Board's recent PLC visit.

Member Lamborghini expressed concern about a break in protocol at the December 12 Regular Board Meeting, when Board President Easton read a statement submitted by a member of the public. Member

Lamborghini requested this concern be agendaized on the February meeting so the Board has an opportunity to discuss the Board protocol.

- *Steven McDowell* also thanked Del Mar Heights for the wonderful PLC visit. Member McDowell thanked the Maintenance Dept. staff for the wonderful condition he witnessed at all the DMUSD schools during winter break. As representative to the JPA, he expressed his appreciation for the opportunity to meet the other JPA members from other districts. Member McDowell expressed his appreciation to the DMUSD teachers and staff who took time to donate blood at the DMUSD Blood Drive on January 16.
- *Katherine White* thanked Director of Facilities/Personnel, Rodger Smith, for his outstanding job on the Board Personnel Committee and for providing meaningful information for discussion. Member White expressed her appreciation to Del Mar Heights and all the DMUSD schools for the site PLC visits. Member White stated the visits have given the Board an opportunity to see PLC in action and to listen to the grade level discussions.

5.8 Report, Superintendent's Report:

Superintendent Tom Bishop welcomed back Executive Assistant, Sherry Forte from her medical leave. In addition he thanked all the school sites for their very productive "3 in 1 drills" for disaster preparedness on January 8 and January 10. Supt. Bishop stated that "Nutrition Night", with presenter Dr. Christine Wood, was a successful event and he thanked Assistant Superintendent, Business Services, Dena Whittington, for organizing that presentation. Supt. Bishop thanked everyone who participated in the DMUSD Blood Drive. He also stated that six of the eight DMUSD schools will be polling places on Feb. 5. Supt. Bishop thanked Maintenance Supervisor, Randy Wheaton and his staff for the work in preparing the MURS for polling places.

BOARD PRESIDENT CALLS FOR BLUE SPEAKER SLIPS

6.1 Approval of the Minutes

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

On motion by Member White, seconded by Member McDowell, the Board unanimously approved the Minutes of December 5, 2007 and December 12, 2007.

6.2 Approval of Consent Items

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

On motion by Member Crawford, seconded by Member Lamborghini, the Board unanimously approved the Consent Items.

Consent Items:

- *8.1 Board Approval, Del Mar Union School District's Uniform Complaint Quarterly Report for October 1 – December 31, 2007.
- *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
- *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
- *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)
- *10.5 Board Ratification of Performance Agreement Between the Del Mar Union School District and Claudia Cano Underdahl for 4th Grade Art Presentation at Carmel Del Mar in the Amount of \$200
- *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
- *10.7 Board Approval of Student Teaching Agreement with San Diego State University for the 2007/2008 Term
- *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
- *10.14 Board Approval of Student Teaching Agreement with Cal State San Marcos January 23, 2008 – January 22, 2011
- *11.1 Board Approval of Recommended Personnel Actions: Employment, Resignations, Retirements, Dismissals, Leaves of Absence, and Change of Status

Timed Item 6:30 p.m. (Actual time: 7:00 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

Aubrey King, Partner, Wilkinson & Handley, LLP presented the audit report of June 30 2007. Ms. King thanked Assistant Superintendent, Business Services, Dena Whittington, and her staff for their organization and assistance during the audit.

On motion by Member McDowell, seconded by Member Lamborghini, the Board voted unanimously to approve the 2007/2008 Fiscal Year Annual Audit.

7. CURRICULUM AND INSTRUCTION

7.1 Board Approval, Del Mar Heights Foreign Language Program, 2007/2008

The Del Mar Heights staff was not prepared to make a recommendation. A presentation of the proposed 2007/2008 Del Mar Heights Foreign Language Program will be presented to the Board at the February 27, 2008 Regular Board Meeting.

7.2 Board Approval, 2008 – 2009 Spanish Discovery (FLES) Program at Del Mar Heights School

Director of Curriculum/Instruction, Janet Bernard, introduced Principal Wendy Wardlow who presented a proposal of the Del Mar Heights 2008-2009 Foreign Language Program.

Public Input

- Jennifer McDowell, 1605 Forest Way, Del Mar, 92014, spoke in favor of item 7.2.
- Lesley Chang, 13723 Boquita Dr., Del Mar, 92014, read a statement from the Del Mar Heights' Site Council in favor of item 7.2.
- Kathy Nahum, 2202 El Amigo Rd., Del Mar, 92014, spoke in favor of item 7.2.
- Debbie Negelescu, Del Mar Heights' PTA President, spoke in favor of item 7.2 on behalf of the Del Mar Heights' PTA.
- Jennifer Eveleth, 4868 Almondwood Way, San Diego, 92130, registered her position in favor of item 7.2, but did not speak.
- Dorothy Waite, 13363 Mango Dr., Del Mar, 92014, spoke in favor of item 7.2 on behalf of the Del Mar Heights' teachers.
- Michelle Beeson, Del Mar Heights' music teacher, spoke in favor of item 7.2.
- Paige Rollins and Cindy Ralston, 2nd grade teachers at Del Mar Heights, spoke in favor of item 7.2.
- Erin Donnette, Office Assistant at Del Mar Heights, registered her position in favor of item 7.2, but did not speak.
- Eileen Graddy, 4th grade teacher at Del Mar Heights, spoke in favor of item 7.2.

On motion by Member White, seconded by Member McDowell, the Board voted 4-0-1 to approve the 2008/2009 Spanish Discovery Program at Del Mar Heights School. Ayes: Members Easton, Lamborghini, McDowell, White; Nays: -0-; Abstain: Member Crawford who indicated that she needed additional or clarifying information that was missing in the presentation.

7.3 Update, 2007/2008 District Staff Development Days

Assistant Superintendent, Curriculum & Instruction, Janet Bernard, presented an overview of the Jan. 28 and Jan. 29 staff development days, which staff is encouraged to attend.

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

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

unanimously approved the Performance Agreements for the Staff Development Days on January 28 and 29, 2008.

8. ADMINISTRATION AND POLICY

8.2 Board Approval, Revised BP-AR 1325, Community Relations

On motion by Member White, seconded by Member Lamborghini, the Board unanimously approved Revised BP/AR 1325, Community Relations.

8.3 2nd Reading and Approval, Board Policies 6000 Series

Board members requested amendments to the 6000 series, as follows:

- BP 6000, #3: Remove “and courses of study”.
- AR 6142.7, paragraph 3: Add an “s” to “guardian”.
- BP 6143, 1st sentence: Replace “sequence of courses” with “curriculum”.
- BP 6161.1, pg. 2, paragraph 2: Sentences 2 & 3 to be swapped one for the other. Delete “from teachers piloting the materials”.

Member White reminded the Board of the Advisory Committees in AR 6174 that need to be addressed to remain in compliance.

On motion by Member Lamborghini, seconded by Member Crawford, the Board unanimously approved Board Policy 6000 Series, as amended.

8.4 Board Approval of Revision to AR 5030, Student Wellness

On motion by Member Lamborghini, seconded by Member Crawford the Board voted 4-0-1 to approve the revision to AR 5030, Student Wellness. Ayes: Members Crawford, Easton, Lamborghini, McDowell; Nays: -0-; Abstain: Member White, due to this being a first reading of the revision to AR 5030.

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

Assistant Superintendent, Curriculum & Instruction, Janet Bernard, submitted a *revision* to the Strategic Planning Timeline to the Board. Asst. Supt. Bernard stated that with the conclusion of Staff Development Days on Jan. 28 & 29 her time and energy will be focused on the Action Teams getting up and running. The Timeline proposes the larger Strategic Planning Team be brought back together in September.

8.6 Board Approval, Resolution 2008-01, Formation of the North Coast Education Legislative Action Network

On motion by Member Lamborghini, seconded by Member McDowell, the Board voted unanimously to approve Resolution 2008-01, Formation of the North Coast Education Legislative Action Network.

8.7 1st Reading, 2008/2009 Attendance Policies, AR 5116; BP/AR 5116.1

Director of Pupil Services, Trish Snider, presented revisions to AR 5116 and BP/AR 5116.1.

The Board asked staff to bring the policies back to the February 27, 2008 Board meeting with a revision for a possible multi-year intradistrict agreement. Member McDowell requested that the definition of “resident student” be incorporated into BP 5116.1.

Public Input

- Lisa Perlmutter, 13110 Caminito Mendiola, San Diego, 92130, spoke in favor of a multi-year intradistrict transfer.

8.8 Update: 5th Annual DMUSD Blood Drive – January 16, 2008

Board President Easton thanked all district staff for all the work in organizing what turned out to be a very successful Blood Drive.

8.9 Clarification, CFD Governance

This item was tabled to the February 27, 2008 Regular Board Meeting.

8.10 Board Discussion, Golden Handshake

This item was tabled.

8.11 Reminder of Upcoming Events

There was no Board discussion.

9. OPERATIONS AND FACILITIES

9.1 Facilities Report

There was no Board discussion.

10. BUSINESS AND FINANCE

10.9 2007/2008 Monthly Budget Update (Presented for information only.)

There was no Board discussion.

10.10 Update: 2008/2009 State Budget

There was no Board discussion.

11. PERSONNEL

10:29 p.m. <i>On motion by Member White, seconded by Member McDowell, the Board unanimously voted to extend the Regular Board Meeting of January 23, 2008 for an additional 30 minute period, ending at 11:00 p.m.</i>

9.2 Board Approval, Contract between DMUSD and Westburg + White to Conduct Preliminary Planning for New District Office Facility

The Board asked to have the contract amended as follows:

- Page 2, #6: Revise to include all options being considered and all or a portion of the required facilities to be located at an existing school site.
- Page 3, V - Additional Services: In the last sentence of V, delete “at that time” and replace it with “before the work is performed.”

On motion by Member White, seconded by Member McDowell, the Board voted unanimously to approve the contract between DMUSD and Westburg + White, as amended.

10.12 **Board Approval, Board Budget Committee Members**

On motion by Member White, seconded by Member Easton, the Board voted 4-1-0 to approve the Board Budget Committee Members, Ruth Schorr and Ginny Merrifield. Ayes: Members Easton, Lamborghini, McDowell, White; Nay: Member Crawford; Abstain: -0-;

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.**

On motion by Member White, seconded by Member Lamborghini, the Board voted unanimously to approve Resolution 2008-03, 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.

11.2 **Board Personnel Committee Report, Katherine White, Board Clerk**

Member White stated the Personnel Committee met today, January 23. The committee members discussed the Director of Pupil Services position and the recommendation from the committee is to keep the job description “as is”.

The committee also discussed the Director of Technology position. The committee was asked to consider the possibility of splitting the position into two positions. The Committee recommends the position remain as one position, which aligns with other districts of similar size and demographics. The committee feels that breaking it into two positions at this time would be fiscally problematic. The committee suggests posting the position as both a classified and certificated to attract candidates with all areas of expertise.

Member White stated the committee does not have a specific recommendation on Item 11.4, Coordinator of State & Federal Projects, but the committee would like the opportunity to discuss the area of curriculum at their February 21 meeting, which Assistant Superintendent, Curriculum & Instruction, Janet Bernard, has been invited to attend.

11.3 **Board Approval, Director of Technology Leadership Options**

Supt. Bishop supported the recommendation of the Personnel Committee to keep the Director of Technology as one position and to post the vacancy under both classified and certificated. Director of Facilities/Personnel, Rodger Smith, stated that by doing so all candidates can be looked at for the elements in the job description regardless of if they are classified or certificated.

Board President Easton confirmed that the current job description for the Director of Technology position will be updated to reflect the changes of

technology acquired and to reflect both the technology and instructional leadership aspects of the position. In addition the vacancy will be posted as both certificated and classified.

On motion by Member White, seconded by Member Crawford, the Board voted unanimously to approve the posting of the Director of Technology position as both a classified and certificated position.

11.4 Board Approval, Coordinator of State and Federal Projects Position

Supt. Bishop explained the need and urgency for a second administrative position in the area of categorical programs.

The Board meeting of January 23, 2008 was adjourned at 11:00 p.m. by operation of policy.

12. ITEMS FOR FEBRUARY 2008 BOARD MEETING:

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14. ADJOURNMENT

Katherine White, Clerk of the Board of Trustees

Annette Easton, President

Date

Date