

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

**MINUTES OF SPECIAL SCHOOL BOARD / VISITATION MEETING  
BY THE BOARD OF TRUSTEES  
Carmel Del Mar School  
12345 Carmel Park Drive  
San Diego, CA 92130**

**Wednesday, April 16, 2008  
12:45 p.m.**

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

Members Absent: Janet Lamborghini

DMUSD Staff: Janet Bernard, Interim Superintendent  
David Jones, Principal, Carmel Del Mar

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

1. Board President, Annette Easton, called the meeting to order at 12:46 p.m.

*On motion by Member White seconded by Member McDowell the Board voted unanimously to approve the Agenda.*

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2. **PUBLIC INPUT: NONE**
  3. **VISITATION TO CARMEL DEL MAR SCHOOL AND OBSERVATION OF PROFESSIONAL LEARNING COMMUNITY PRACTICES**

Principal David Jones welcomed the Board and Interim Superintendent, Janet Bernard, and gave a brief explanation of the schoolwide collaboration planned for the visit, including the PLC Next Steps for Carmel Del Mar's 2007/2008 school year. Board members were asked to participate by sitting with a grade level team of their choice to experience PLC in action.

Principal Jones started the PLC workshop with a short summary of the PLC work currently in place at Carmel Del Mar, including the collaboration and development of critical questions related to the schoolwide writing program.

Grade level teams summarized the benchmark statement and genre template for each participating Board Member and the Interim Superintendent.

The sixth grade team of Evon Carpenter, Pamela Barger and Rebecca Jones presented a group tutorial on the development of a summarizing rubric. The team discussed the development process, critical questions they were trying to address and the role of the student in the rubric development. The group observed the stages of development and how the team approached each step.

Kindergarten teacher, Caroline Draper, gave a presentation on how to develop writing rubrics, starting with the Six Traits Seminar she and Principal Jones attended last summer. She provided examples of rubrics along with sources from which she pulls materials. She advocated for four point rubrics where three was equivalent to meeting the standard and provided insight to the group on using key phrases across all levels in the rubric (example “retelling”).

Following the teacher presentations, Principal Jones instructed each grade level team to work on developing their rubrics (summarizing or genre). The teams took the time allotted to brainstorm including cross-grade-level questioning. The Board and Interim Superintendent participated in the groups and observed a presentation in the Technology Lab, which highlighted language arts through the use of technology with student works.

Principal Jones led the “report out” from the work of each grade level team and the group was able to circulate and read each team’s progress.

**4. ADJOURNMENT**

*On motion by Member McDowell, seconded by Member White, the board voted unanimously to adjourn the April 16, 2008 Special School Board/Visitation Meeting at 2:48 p.m.*

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Katherine White, Clerk

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Janet Bernard, Interim Superintendent

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Date

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Date